

HIDALGO COUNTY
Professional Engineering Services
Contract # C-13-098-04-16
Work Authorization Form
WORK AUTHORIZATION No. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between HIDALGO COUNTY, action herein by and through the **Commissioner's Court**, hereinafter called the "Owner," and, **HALFF ASSOCIATES, INC.**, professional engineers of **McAllen, TEXAS**, hereinafter called the "Engineer".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the Engineer to provide: **Electrical Engineering Review, Electrical Design by Sub Consultant (Prodigy), Contract coordination, & Administration Precinct 4 Site Lighting Linn-San Manuel Rest Stop.**

The scope of services to be provided by the **Owner** is identified in **EXHIBIT "A" – Scope of Services to be Provided by the Owner** attached hereto.

The scope of services to be provided by the **Engineer** is identified in **EXHIBIT "B" – Scope of Services to be Provided by the Engineer** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$ **6,000.00**. This amount is based upon the costs outlined in the **Estimated Cost Proposal** attached hereto as **EXHIBIT "D"**.

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with **Article/Part/Section 6** of the Agreement.

PART 4. FUNDING

This Work Authorization No. 1 shall be funded through funding source:

Account No. 3-1100-452-00-124-009-0-334.

Requisition Number _____ (MUST BE INCLUDED AFTER CC APPROVAL)

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work authorization.

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by **Hidalgo County Precinct #4, Commissioner Joseph Palacios**, as to content and detail of this **Work Authorization**.

HIDALGO COUNTY PRECINCT No. 4

By: *Joseph Palacios*
Hon. Joseph Palacios, Commissioner

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 04/16/13 as indicated below and effective as of 10th day of April, 2013.

**THE ENGINEER:
HALFF ASSOCIATES, INC.**

By: *Menton J. Murray, III*
Menton J. Murray, III, PE, LEED AP

**THE OWNER:
HIDALGO COUNTY**

By: *Ramon Garcia*
Hon. Ramon Garcia, County Judge

ATTEST:

By: *Arturo Guajardo, Jr.*
Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

- ATTACHMENT "A" - Service to be provided by the Owner
- ATTACHMENT "B" - Services to be provided by the Engineer
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Cost Proposal

EXHIBIT "A"

Services to be provided by the OWNER

The following provides an outline of the services to be provided by the OWNER in the development of the Project.

The OWNER will provide to the ENGINEER the following:

- (1) Authorization to the ENGINEER to begin work in accordance with Section 3 of this Agreement.
- (2) Payment for work performed by the ENGINEER and accepted by the OWNER in accordance with Section 6 of the Agreement.
- (3) Assistance to the ENGINEER, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the ENGINEER cannot easily obtain.
- (4) Provide any available relevant data the OWNER may have on file concerning the project.
- (5) Provide timely review and decisions in response to the ENGINEER'S request for information and/or required submittals and deliverables, in order for the ENGINEER to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.
- (6) Attend and participate in progress meetings as required and as coordinated and conducted by the ENGINEER.
- (7) Assist the ENGINEER in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:

Public Meetings

- (a) Approve agenda and all exhibits prior to public meeting.
 - (b) Approve date and location of the meeting.
 - (c) Review/approve Public Meeting Report.
- (8) Attend the Preliminary Concept Conference coordinated and conducted by the ENGINEER and more particularly identified in Attachment "B" of the Agreement.
 - (9) Assist the ENGINEER as required in the coordination with the USACE and the Federal Emergency Management Agency (FEMA) and any other coordinating agency or entity.
 - (10) Review and approve the Project design criteria.
 - (11) Review and approve change orders as required and prepared by the ENGINEER.

EXHIBIT "B"

Services to be provided by the Engineer

- **Halff Associates** is pleased to submit this task order proposal to Hidalgo County (Precinct 4) Contract C-13-098-04-16 to Provide Electrical Engineering Design, Contract Coordination, and Construction Administration for the Site Lighting of the San Manuel – Linn Rest Station.

SCOPE OF SERVICES

Data Acquisition/Design Phase Services:

1. Plan Meetings for Design (1 visits).
2. Electrical Services and Lighting Design. (Sub consultant Prodigy)
3. 95% Review Meeting.
4. Issue Sealed Drawings.

Bid Phase Services:

1. Printing coordination.
2. Attendance of Meeting for Project Award (1 Meeting).

Construction Phase Services:

1. Submittal Review.
2. Response to RFI's.
3. Site Observation Visits and Reports

EXHIBIT "C"
Work Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	April		May			June						
						3/31	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2	6/9	6/16
1	Project Proposal	1 day	Mon 4/8/13	Mon 4/8/13													
2	Proposal Award	1 day	Tue 4/9/13	Tue 4/9/13	1												
3	Electrical Design	8 days	Mon 4/8/13	Wed 4/17/13													
4	Issue Const. Documents	1 day	Thu 4/18/13	Thu 4/18/13	3												
5	Project Procurement	5 days	Fri 4/19/13	Thu 4/25/13	4												
6	Construction Kick-Off	1 day	Fri 4/26/13	Fri 4/26/13	5												
7	Construction	30 days	Mon 4/29/13	Fri 6/7/13	6												
8	Project Punchlist	1 day	Mon 6/10/13	Mon 6/10/13	7												
9	Project Back Punchlist	3 days	Tue 6/11/13	Thu 6/13/13	8												

Project: SCH130408_Pct4_SanMa Date: Mon 4/8/13	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Deadline	
	External Tasks		Duration-only		Progress	

EXHIBIT "D"
COST PROPOSAL

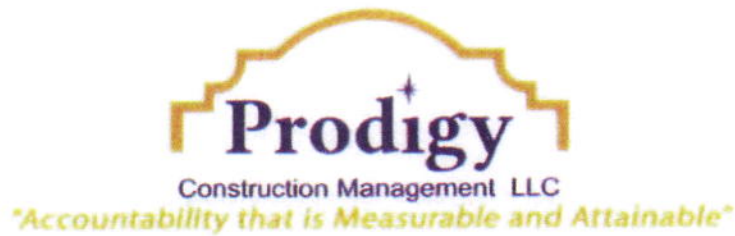
Provide Electrical Engineering Design, Contract Coordination, and Construction Administration for the Site Lighting of the San Manuel – Linn Rest Station.

Professional Fee:

Electrical Engineering	\$ 2,000
Electrical Design (Sub Consultant-Prodigy)	\$ 4,000
Total Fee (as listed):	\$ 6,000

Halff Associates, Inc.
 Fee Schedule
 HIDALGO COUNTY PRECINCT NO.4
 SITE LIGHTING FOR SAN MANUEL LINN REST STOP

		Project Manager	PE	EIT	Designer	Const. Admin	CAD Tech	Clerical	Sub- Consultant	TOTAL (HOURS)	TOTAL (\$)
	Contracted Rate	\$175	\$140	\$100	\$70	\$75	\$50	\$50			
Task #	Task / Scope										
	Design Phase										
	Review Scope of project	2						2		4	\$500
	Electrical Engineering Review	2						2	\$4,000	4	\$500
	Project Documents	2		2			3	8		15	\$1,300
	Design Phase Sub-Total (Hours)	6	0	2	0	0	3	12		23	
	Design Phase Sub-Total (\$)	\$1,050	\$0	\$200	\$0	\$0	\$150	\$600	\$4,000		\$6,000
	TOTAL HOURS (PRIME CONSULTANT)	6	0	2	0	0	3	12		23	
	Contracted Rate	\$175	\$140	\$100	\$70	\$75	\$50	\$50			
	TOTAL LABOR COSTS	\$1,050	\$0	\$200	\$0	\$0	\$150	\$600			
	TOTAL EXPENSES								\$4,000		
	TOTAL LABOR PLUS EXPENSES										\$6,000



February 8, 2013

Menton "Trey" Murray, P.E.
Half Associates
5000 W. Military Highway, Suite 100
McAllen, Texas 78503

Dear Mr. Murray:

RE: San Manuel-Linn Rest Stop Lighting

This correspondence outlines the complete scope of work you requested, including estimated fees.

SCOPE OF SERVICES

I. MEP Engineering Services

- a. Review existing site conditions for design requirements.
- b. Provide Plans and specifications for Electrical and Lighting.
- c. A complete and final design signed and sealed by a **Professional Engineer**.

COSTS AND PROFESSIONAL FEES

Costs and fee estimates are summarized on the attached schedule. Our professional fees are billed upon completing of the plans and specifications.

I. MEP Engineering	\$4,000.00
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1335 E Jasmine.
McAllen, Texas 78501
prodigy@prodigycompany.com

Phone: 956-800-1122
Fax: 956-664-1832
www.prodigycompany.com



Construction Management LLC

"Accountability that is Measurable and Attainable"

CLOSING

We appreciate the opportunity to service your needs. If you want to accept this proposal, please sign one copy and return it.

Sincerely,

Hugo H. Avila, P.E.
Associate Principal

Enclosure

RESPONSE

This letter correctly sets forth the understanding of providing Professional MEP Engineering Services.

Accepted by	Title	Date

1335 E Jasmine.
McAllen, Texas 78501
prodigy@prodigycompany.com

Phone: 956-800-1122
Fax: 956-664-1832
www.prodigycompany.com

SPECIAL MEETING - APRIL 16, 2013

BE IT REMEMBERED, that on this 16th day of April A.D., 2013, there was begun and held a **SPECIAL MEETING** of the Honorable Commissioners' Court of Hidalgo County, Texas, wherein the following members thereof were present, to-wit:

HONORABLE RAMON GARCIA	HIDALGO COUNTY JUDGE
HONORABLE A.C. CUELLAR, JR.	COMMISSIONER, PRECINCT NO. 1
HONORABLE HECTOR "TITO" PALACIOS	COMMISSIONER, PRECINCT NO. 2
HONORABLE JOE M. FLORES	COMMISSIONER, PRECINCT NO. 3
HONORABLE JOSEPH PALACIOS	COMMISSIONER, PRECINCT NO. 4

and **ARTURO GUAJARDO, JR.**, COUNTY CLERK & EX-OFFICIO CLERK OF THE **COMMISSIONERS' COURT** of Hidalgo County, Texas, wherein the following proceedings were had, to-wit:

17. Precinct #2 - Comm. H. Palacios:

- A.** Request Approval of Interlocal Cooperation Agreement between the City of Hidalgo and the County of Hidalgo for the construction of McColl Road from (Dicker Road to Anaya Road).

On motion by COMMISSIONER, PCT. 3 JOE M. FLORES, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR. , the Court made a UNANIMOUS vote of approval.

Vote: 4 - 0 - Unanimously

18. Budget & Management - Sergio Cruz:

- A.** Presentation and status update on Operation Clean Slate.

Sergio Cruz discussed various aspects of the Operation Clean Slate, collections amount, etc.

B. Budget Appropriations:

- 1.** 2013 Pct. 1 Rd. Maint (1200):
Approval of 2013 appropriation of funds for Pct. 1 Rd. Maintenance, program #005, in the amount of \$80,000 to fund road materials & equipment/vehicle R&M supplies.

On motion by COMMISSIONER, PCT. 3 JOE M. FLORES, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR. , the Court made a UNANIMOUS vote of approval.

Vote: 4 - 0 - Unanimously

- 2.** Precinct No.2 RD MAINT (1200):
Approval of 2013 appropriation of funds from RD MAINT unreserved fund balance into Precinct No.2 McColl Road (Dicker to Anaya) project (program 087) in the amount of \$389,748.45.

On motion by COMMISSIONER, PCT. 3 JOE M. FLORES, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR. , the Court made a UNANIMOUS vote of approval.

Vote: 4 - 0 - Unanimously

19. Purchasing Department - Marty Salazar:

Notes:

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO

UNANIMOUS vote of approval.
Vote: 5 - 0 - Unanimously



b. Requesting approval of **Work Authorization No. 1 (\$ 6,000.00)** from **HALFF ASSOCIATES INC.** for "Professional Engineering Services" in connection to "**job specific**" **PROJECT: "US 281 and SH 186 (Linn-San Manuel) Beautification Project"** located within **Hidalgo County Precinct Number 4**

On motion by COMMISSIONER, PCT. 3 JOE M. FLORES, seconded by COMMISSIONER, PCT. 2 HECTOR PALACIOS , the Court made a UNANIMOUS vote of approval.

Vote: 5 - 0 - Unanimously

G. Health & Human Services Dept.

- 1. a. Presentation and action in connection with the sole response received for RFP No 2013-008-03-13-YZV-"Registered Pharmacist Services" for the purpose of HCCC ranking it as "qualified" in order to continue to the next phase (i.e. negotiations) of the proposal process;

On motion by COMMISSIONER, PCT. 3 JOE M. FLORES, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR., the Court made a UNANIMOUS vote to approve the sole response.
Vote: 5 - 0 - Unanimously

- b. Requesting authority for Purchasing department to negotiate with the sole "qualified" proposer Mr. David Castro in order to finalize a contract for consideration and award.

On motion by COMMISSIONER, PCT. 4 JOSEPH PALACIOS, seconded by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR. , the Court made a UNANIMOUS vote of approval.
Vote: 5 - 0 - Unanimously

H. Colonia Access Program Pct. 4

- 1. a. Requesting approval of "Supplemental Agreement No. 2" to C-CAP-08-031A-09-02 between Hidalgo County and Quintanilla, Headley & Associates Inc. to replace "Exhibit D1" with "Exhibit D1 REVISED" resulting in an increase of \$8,840.00 in the estimated amount;

On motion by COMMISSIONER, PCT. 1 A.C. CUELLAR, JR., seconded by COMMISSIONER, PCT. 3 JOE M. FLORES, the Court made a UNANIMOUS vote of approval.