

APPROVED

AI-40850

Purchasing Department

23. B. 2.

CC REGULAR

Meeting

09/24/2013

Date:

Submitted For: Commissioner Submitted By: Erika Zamora, COMM. PCT. #2

Hector

Palacios

Department:

COMM. PCT. #2

Information

CAPTION

Acceptance and approval of Work Authorization #4 through Contract #C-11-117-08-02 with Brian Godinez to provide communication and public engagement strategies and services to Hidalgo County Precinct No. 2, to assist raising the awareness and education of County and Precinct 2 Services and Programs for the community, in the amount of \$34,500.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1200-431-00-122-006-0-311

FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available through Req#244032 for Godinez Communications.

Attachments

wa#4

insurance

work schedule

Form Review

Inbox	Reviewed By	Date
Erika Zamora	Erika Zamora	09/19/2013 04:52 PM
Purchasing Department	Rocio Villarreal	09/20/2013 10:49 AM
Budget & Management	Obdett Calzada	09/20/2013 02:39 PM
Olga Garza	Olga Garza	09/20/2013 04:50 PM
Auditor's Office	Monica Badillo	09/20/2013 05:40 PM
Form Started By: Erika Zamora		Started On: 09/19/2013 02:11 PM
	Final Approval Date: 09/20/2013	

HIDALGO COUNTY
Professional Consulting Services
Contract #C-11-117-08-02

WORK AUTHORIZATION NO. 4

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of the Service Contract made by and between HIDALGO COUNTY, action herein by and through the Commissioner’s Court, hereinafter called the “Owner,” and, Brian Godinez, D/B/A Godinez Communications, professional consultant of McAllen, Texas, hereinafter called “Consultant”.

PART 1. SCOPE OF WORK:

The purpose of this Work Authorization is for the Consultant to provide consulting services as it pertains to the following:

Provide communications and public engagement strategies and services to Hidalgo County Precinct 2 to assist raising the awareness and education of County and Precinct 2 services and programs for the community.

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 Consultant is identified in Exhibit “B”–Scope of Services to be Provided by the Consultant attached hereto.

PART 2. ESTIMATED COST:

The estimated cost for services under this Work Authorization is \$34,500.00. 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 Consultant for the services established under this Work Authorization shall be made in accordance with Article 5 thru 6.6 and all applicable sections of the Agreement.

PART 4. FUNDING

This Work Authorization No. 4 shall be funded through funding source: Account No. 3-1200-431-00-122-006-0-311 Requisition Number: 244032 (MUST BE INCLUDED)

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 as indicated in the "Exhibit C-Preliminary Work Schedule".

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 Commissioner Hector "Tito" Palacios, as to content and detail of this Work Authorization No. # 4.

HIDALGO COUNTY PRECINCT NO. 2

COMMISSIONER HECTOR "TITO" PALACIOS

BY:  _____

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of _____ day of _____, 2013.

THE CONSULTANT:
Brian Godinez D/B/A
Godinez Communications

THE OWNER:
HIDALGO COUNTY

BY: _____
Brian Godinez

BY: Ramon Garcia
Ramon Garcia, County Judge

APPROVED BY
COMMISSIONERS' COURT
ON: 9/24/13

ATTEST:

Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

- ATTACHMENT "A" - Services to be Provided by the Owner
- ATTACHMENT "B" - Services to be Provided by the Consultant
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Cost Proposal

ATTACHMENT "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 CONSULTANT the following:

- (1) Authorization to the CONSULTANT to begin work in accordance with Section 3 of this Agreement.
- (2) Payment for work performed by the CONSULTANT and accepted by the OWNER in accordance with Section 6 of the Agreement.
- (3) Assistance to the CONSULTANT, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the CONSULTANT 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 CONSULTANT'S request for information and/or required submittals and deliverables, in order for the CONSULTANT 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 CONSULTANT.
- (7) Assist the CONSULTANT 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 CONSULTANT and more particularly identified in Attachment "B" of the

Agreement.

(9) Review and approve the Project design criteria.

(10) Review and approve change as required and prepared by the CONSULTANT.

ATTACHMENT "B"

Scope of Services to be Provided by the Consultant

The project will consist of working closely (daily, weekly and/or monthly) with Hidalgo County, County Commissioner Hector Palacios, Precinct 2 staff and resources, as well as with the communities of Hidalgo County Precinct 2, and provide professional communications and public engagement strategies and services to assist raising the awareness and education of County and Precinct 2 services and programs for the community, including:

- Assist with the development and coordination of objectives, strategies and message for Hidalgo County Precinct 2's communications and public engagement plan;
- Assist with the implementation of a communications and public engagement plan including the possible design and development of tactics, tools and materials for community wide distribution and dissemination;
- Possible design and development of various tactics, tools and materials that may include but is not limited to research, survey, message, photography, video, graphics, newsletters, news releases, brochure, website, fact sheets, online banners, news conferences, periodic progress reports, presentations, briefings, fliers, television programming, editorial pieces, advertisements, outreach events or forums utilized to raise the awareness and education of community services and programs.
- Cooperate and coordinate fully with the County Commissioners' Court, Precinct 2 staff and resources;
- Report and consult to the County and Precinct 2 as often as reasonably necessary;
- Prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal as authorized by the County;

