



County of Hidalgo Pct. 4

Commissioner Joseph Palacios
1051 N. Doolittle Road
Edinburg Texas 78542-0337

MEMO

DATE: NOVEMBER 13, 2013
TO: PURCHASING DEPARTMENT
C/O MOISES SALAZAR BUYER II
FROM: HIDALGO COUNTY PCT. #4 *WAB*
REF: LINN-SAN MANUEL WELCOME SIGN

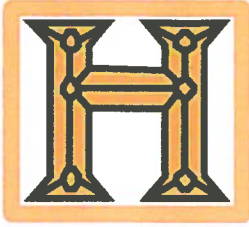
HIDALGO COUNTY PRECINCT #4 IS HEREBY REQUESTING THE FOLLOWING INVOICE FOR THE LINN SAN MANUEL WELCOME SIGN IN THE AMOUNT OF \$13,694.25 FOR HERRERA & HUNT, INC. BE PLACED ON THE NEXT COMMISSIONERS' COURT FOR APPROVAL.

FUNDING FOR THIS PROJECT WILL BE FROM PURCHASE ORDER # 698661
ACCOUNT # 3-1200-431-00-124-007-0-739

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE,
THANK YOU.

VERONICA LOPEZ *VL*
BUDGET ANALYST II

CC: COUNTY FILES
ATTACHMENTS: PAYMENT APPLICATION #1



HERRERA & HUNT, INC.
 PO BOX 49
 ALAMO, TX 78516



JOC - 09-040JC-07

RECEIVED
 NOV 13 2013

BY: *[Signature]*

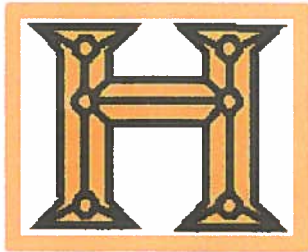
PO: 698661

PROJECT CLOSE OUT DOCUMENTS

CLIENT: **Hidalgo County**

PROJECT: **Pct 4 - Linn - San Manuel Welcome Sign**

	<u>Included</u>
1 H & H Invoice	✓
2 Substantial Completion	✓
3 Bond Invoice Copy	N/A
4 Schedule of Values	✓
5 Safety, Environmental, Quality Control Plans	✓
6 Wage Reports	N/A



HERRERA & HUNT, INC.
 PO BOX 49
 ALAMO, TX 78516
 JOB ORDER CONTRACTING SPECIALISTS

RECEIVED
 NOV 13 2013
 BY: *VZ*

Choice Partners Contract. #: 09/040JC-07

PAYMENT APPLICATION: 1

CLIENT: Hidalgo County 11/7/2013
DEPARTMENT: Commissioner Joseph Palacios - Pct. 4 PO #: 698661
ADDRESS: 1051 N. Doolittle Rd., Edinburg, TX
PROJECT NAME: Linn - San Manuel Welcome Sign
PROJECT ADDRESS: Intersection of Hwy. 281 & Hwy 186, Linn, TX

ORIGINAL CONTRACT AMOUNT:		\$	<u>13,694.25</u>
ADJUSTMENTS +/-:			
	+/-	\$	
	+/-	\$	
ADJUSTED CONTRACT AMOUNT		\$	<u>13,694.25</u>
LESS CONTRACT RETAINAGE: <u>0</u> %	-	\$	
AMOUNT ELIGIBLE FOR CONSTRUCTION DISTRIBUTION		\$	<u>13,694.25</u>
WORK COMPLETE TO DATE			
<u>100%</u>		\$	<u>13,694.25</u>
LESS PREVIOUS PAYMENTS			
<u>\$0.00</u>			
<u>\$0.00</u>	-	\$	<u>0.00</u>
BALANCE TO DISBURSE		\$	<u>13,694.25</u>

HERRERA & HUNT, INC.

Dillon Hunt 11/7/13
 SIGNATURE DATE

Invoice Received By: *[Signature]* on 11/13/13
 Goods/Services Received By: *Pct 4 FAB* on 11/7/13

3 -120 431-00-124-007-0-739
 Pct. # 1263
 Pur. Req. # 243 797
 P.O. # 698661 *FAB*

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner

Contractor

Field

Architect

Subcontractor

Other

To: Hidalgo County – Precinct 4

Contractor: Herrera & Hunt, Inc.

Project: Linn – San Manuel Welcome Sign

Contract Date: September 26, 2013

Project #: PO #: 698661

Date of Issuance: September 26, 2013

PROJECT OR DESIGNATED PORTION SHAL INCLUDE:

The Work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as _____ which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the Work or designated portion thereof is the Date certified by the Authorizing Agent when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

List Attached: Yes No

If applicable, a list of items to be completed or corrected prepared by the Contractor, verified and amended by the Authorizing Agent, is attached hereto. The failure to include items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed in writing.

The Contractor will complete or correct the work on the list of items attached hereto within () days from the above Date of Substantial Completion.

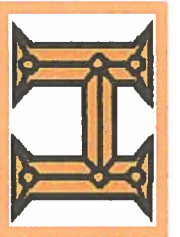
The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at intersection of Hwy 281 and Hwy. 186 Linn, TX 78516 on _____, 2013.

Herrera & Hunt, Inc.


Gilbert Herrera, President 11/17/13
Date

Engineer (If Applicable) Date

Hidalgo County (Owner) Date



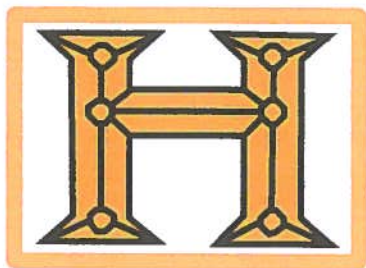
HERRERA
PC
ALAI
JOB ORDER C

SCHEDULE OF VALUES

Hidalgo County - Linn-San Manuel
 Payment Application #: 1 - f

Item	Description	Quan.	Unit Rate	Total Amount	Quantity Previously Billed
1	Field personnel, superintendent	1	\$2,950.00	\$2,950.00	0
2	Concrete block, bond beam, lightweight	50	\$9.46	\$473.00	0
3	Concrete block, column or pilaster	24	\$47.84	\$1,148.16	0
4	Concrete block, column or pilaster	16	\$78.93	\$1,262.88	0
5	Concrete block, exterior, tooled joints	120	\$6.50	\$780.00	0
6	Concrete block, intel, 2000 psi	24	\$12.62	\$302.88	0
7	Simulated stone, insulated fiberglass	60	\$14.46	\$867.60	0
8	Stucco, 3 coats, on masonry const.	400	\$14.46	\$5,784.00	0
9	Signs, letters, cast aluminum, 4 5/8"	15	\$46.90	\$703.50	0
10	Signs, letters, cast aluminum, 7"	22	\$66.75	\$1,468.50	0
11	H&H Coefficient	1	-\$2,046.27	-\$2,046.27	0
12	Bond Cost	0	\$0.00	\$0.00	0
				\$13,694.25	0

Amount Billed	\$13,694.25
Retainage Held	0
Total Invoiced This Period	\$13,694.25



HERRERA & HUNT, INC.
P O B O X 4 9
ALAMO, TX 78516
JOB ORDER CONTRACTING SPECIALISTS

CONSTRUCTION SAFETY MANAGEMENT PLAN

The federal Occupational Safety and Health Act (OSHA) sets a national minimum standard for safety, but allows local jurisdictions to adopt standards which are at least as stringent. Under common law, as an employer, you are obligated to provide your employees with a safe place to work.

Our Construction Safety Management Plan (OSHA Safety Plan) describes the process for identifying the physical and health hazards that could harm workers, procedures to prevent accidents, and steps to take when accidents occur. The written safety plan is your blueprint for keeping workers safe. Many organizations compile their activity-specific safety plans into a single safety manual

A well structured plan will result in reduced injury-related costs; these savings when properly administered will exceed the cost of implementing a safety and health program in the workplace.

The plan provides a focus for managing and coordinating safety and health on the site. The amount of detail should depend on the nature and extent of the project and on the contract arrangements for the construction work. The plan must be specific and relevant to the particular project.

Plans identify hazards associated with the work on the site.

1 Construction Safety Plan Elements

1.1 Works Description

The scope of work includes as a minimum, the following details:

- Summary of major activities/works to be performed, including demolition and site clearance.
- List of tasks or specialist procedures that may require detailed safety and health work procedures and training.
- List areas of contract requiring special consideration from a safety and health perspective eg: presence of public, traffic management, work restrictions (work-times, confined spaces) and exposure to hazards (noise, dust, elevated heights)

1.2 Project Management Structure and Statement of Responsibilities

The following information is included:

- Emergency contact persons and numbers;
- Position and/or name of Coordinator;

The statement of responsibilities defines who will be responsible for:

- identifying hazards and assessing the risks associated with the work, and documenting the risk control measures to be taken
- managing compliance, workplace injury management and workers compensation legislation, regulations, standards and codes, Safe Work Method Statements and the Site Safety Rules
- assessing and monitoring the capability of your service providers in the supply chain, and verifying that they meet requirements.
- making sure that the Site Safety Rules are available and provided to people who work on at the work site
- managing communication and consultation provisions in accordance with the regulatory and other requirements
- conducting site-specific induction, specific work activity safety training and refresher training
- managing workplace injury management processes to suit procedures
- maintaining first aid stocks and providing first aid
- managing illness/injury and emergency processes to suit procedures
- keeping records

1.3 Induction and Safety Training

Herrera & Hunt, Inc. requires all employers to ensure that their employees have the skills and training required to carry out their work in a safe manner. Principal Contractors are required to document their safety training program ensuring that they have appropriately skilled employees, suitable training programs and adequate supervision for the contract works.

The Plan defines:

- training needs of management, supervisors and other personnel for the contract
- conduct specific work activity and work site safety training, and refresher training for everyone working on the work site
- make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training
- make sure personnel attend consultation training
- keep appropriate records of training

1.4 Incident Management

All incidents associated with the contract involving personal injury, medical treatment or property damage should be recorded, investigated and reported to your client and in some cases may be required to report to the Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

The Plan must define:

- who will be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from illness/injury and incidents
- your procedures for contacting these people, and any changes to these nominations and procedures, as they are kept up to date, are communicated and displayed promptly on the work site
- keeping appropriate records
- details of how notifiable incidents shall be notified to Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

1.5 Site Safety Rules

Site Safety Rules must be prepared, implemented and displayed on notice boards and other suitable locations on the work site, and be provided to all personnel on, and visitors to, the work site.

Site Safety Rules cover and include the following:

Induction and safety training

- Before starting work on site, all personnel must attend adequate site-specific training and induction training for the particular work activity being undertaken
- All personnel on the work site must attend appropriate refresher training and be involved in regular discussion of work site SH matters
- All visitors when on the work site must be accompanied by a person who has received the above training

Personal protective equipment

- All personnel and visitors must wear appropriate personal protective equipment (PPE) when on the work site

Site access and security

- All entry to, movement on, passage adjacent to, and exit from the work site of persons, vehicles and equipment will be controlled in accordance with required procedures

Illness/injury and emergency procedures

- All first aid facilities and illness/injury and emergency procedures will be clearly identified and used, including reporting illness/injury and incidents

Protection of all workers and the public

- Effective barricades, fencing and overhead protection will be used where applicable

Elevated work

- All work at heights will be done in accordance with the relevant legislation, regulations, standards, codes and procedures
- Electrical work, overhead wiring, installations and equipment
- All electrical work, plant and equipment must comply with electrical safety legislation, regulations, standards, codes and procedures, including inspection and tagging of leads and power tools
- The presence and location of all electrical cables will be identified before commencing adjacent work

Demolition, excavation, scaffolding, formwork and other structural frames

- All demolition, excavation, scaffolding, formwork, and work with other structural frames will be done in accordance with the relevant legislation, regulations, standards, codes and procedures

Hazardous materials and dangerous goods

- A register of hazardous substances must be kept and maintained for all hazardous substances brought onto the work site
- All hazardous substances and dangerous goods must be used, handled and stored in accordance with requirements

Safe working

- All requirements identified will be followed, including fire prevention and housekeeping procedures.
- The consumption of alcohol and illegal drugs is prohibited on the work site.

1.6 Safe Work Method Statement

All work activities assessed as having high risks require the preparation and implementation of Safe Work Method Statements. When preparing such statements, it is important to consult with and involve the personnel who will be doing the work.

Safe Work Method Statements are:

Your Safe Work Method Statements must at least include the following:

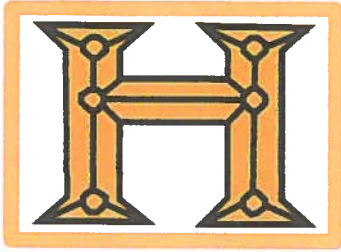
- a description of the work to be undertaken
- the step-by-step sequence of activities and tasks involved in doing the work
- the potential hazards and risks associated with each step of the work
- the safety controls that will be put in place to minimize the risks
- all precautions to be taken to protect safety and health
- all safety and health instructions to be given to persons involved with the work
- identification of the parts of SH, workplace injury management and workers compensation legislation, regulations, codes, standards and procedures applicable to the work, and where these documents are kept
- the names and qualifications of those who will: supervise the work and inspect and approve work area conditions, work methods, protective measures, plant, equipment and power tools for use
- a description of what training is given to people involved with the work
- the names of those who will be, or have been, trained for the work activities described in the
- Statements, and the names and qualifications of the people responsible for training them
- identification of the resources, plant and equipment that is most likely to be used on the work site, such as ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguisher, tools and materials
- details of any work permits and licenses required to complete the work and where they are kept
- details of the inspection and maintenance checks that will be, or have been, carried out on the plant and equipment listed for use.

1.7 Site Safety Inspections

Site safety inspections play an important role in the identification of hazards at the workplace and in the development of control measures. The Site Safety Plan should outline the procedures and methods by which contract workplaces will be inspected on a regular basis.

The following information is provided:

- Details of how site safety inspections will be undertaken during the contract, considering checklists to be used, frequency of inspections, team members and actioning of inspection findings
- Details of hazard reporting procedures for the contract, including hazard report forms.



HERRERA & HUNT, INC.
P O B O X 4 9
ALAMO, TX 78516
JOB ORDER CONTRACTING SPECIALISTS

Environmental Assessment Plan

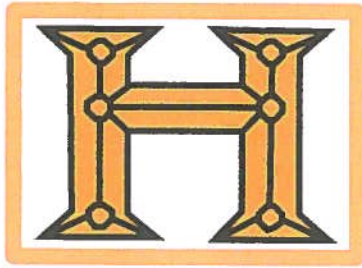
TITLE OF PROPOSED ACTION: Hidalgo County, Pct. 4 Linn-San Manuel Welcome Sign

AFFECTED JURISDICTION: Linn, Texas

PROPONENT: Hidalgo County

ABSTRACT: This Environmental Assessment (EA) addresses the potential impacts of the proposed installation of a welcome sign in Linn, Texas. The Proposed Action would result in construction of a welcome sign at the intersection of Hwy. 281 and Hwy. 186.

Based on the environmental impact of such project it has been determined that implementation of the Proposed Action would not have any impact on the quality of the natural or the human environment. Because no significant environmental impact would result from implementation of the Proposed Action, an environmental impact statement is not required.



HERRERA & HUNT, INC.
P O B O X 4 9
ALAMO, TX 78516
JOB ORDER CONTRACTING SPECIALISTS

QUALITY CONTROL

1 Introduction

1.1 Scope

This document defines the quality control and processes Herrera & Hunt, Inc. will observe during Projects.

Herrera & Hunt, Inc. applies quality assurance in delivering services so as to effectively and efficiently satisfy the requirements of the Contract Documents.

1.2 Objectives

Herrera & Hunt, Inc. is committed to delivering Services which meet the requirements of the Contract Documents.

We record and report the results and use this as a basis for continual improvement.

1.3 Purpose

The purposes of Quality Control Plan ("CQP") are to:

- Define processes when delivering Services,
- Provide guidance to subcontractors on obligations under the Contract Documents,
- Define the responsibilities of the Quality Control Representative under the responsibilities and authorities of other positions.
- Set the frequency and responsibilities for management review of this Plan,

1.4 Practice

Quality Control planning is:

- Determining what to do - the processes which lead to the end result required by the Contract Documents,
- Choosing key points to check that each process is effective, defining what to check and how to check then reporting and
- Reviewing the reports and, where appropriate, improving the processes.

2 Project Realization

2.1 Requirements

The Project requirements are determined by:

- Carrying out inspections in accordance with the Contract Documents to identify any deviations that may affect the overall quality of the end product.

3 Introduction and Training

Herrera & Hunt, Inc. will ensure that all on site personnel engaged on the project (including subcontractor's personnel) have undergone an appropriate introduction program which ensures they are aware of how the quality system is to be implemented on the project. The program will focus on their specific roles and responsibilities and inspection and test requirements of the Contract Documents.

4 Supply of Materials

4.1 Materials Supplied

Herrera & Hunt, Inc. will take delivery and inspect the materials.

Herrera & Hunt, Inc. will keep records of deliveries.

Herrera & Hunt, Inc. will immediately advise the supplier of any shortages, deficiencies or materials unsuitable for use.

Herrera & Hunt, Inc. staff will handle and store materials so that no damage or deterioration will occur and ensure they are under adequate security. Periodically check the condition of materials in storage.

5 Inspection and Testing

Herrera & Hunt, Inc. will provide written evidence that materials have passed all inspections and tests.

6 Subcontractors

Herrera & Hunt, Inc.'s standard subcontract documents will be used for subcontracts.

Where subcontractors are required to submit QA documentation, Herrera & Hunt, Inc. will ensure this is listed on the Technical Procedures contents page behind the Contractor's Quality Plan.

7 Control of Substandard Services

7.1 Evaluation

Herrera & Hunt, Inc. employees are required to minimize substandard Services. However, Herrera & Hunt, Inc. recognizes they may occur from time to time within its own services and those of its subcontractors.

Herrera & Hunt, Inc. is responsible for evaluating substandard Services and deciding whether they are Minor Defects or Non-conformances. This is subject to review by the Architect/Engineer of Record.

7.2 Minor Defects and Discrepancies

Minor defects which are a normal part of Services and which are rectified in the normal course of events need not be documented as nonconformances. Herrera & Hunt, Inc. will keep a minor defects list in a daily log. Each listed defect will be marked-off, initialed and dated after that defect has been satisfactorily rectified.

7.3 Nonconformance

When a non-conformance is detected by Herrera & Hunt, Inc. personnel, it will be notified promptly to the Quality Control Manager who will then notify the Project Manager for action as follows.

- a) Immediately arrange for the nonconforming Service to be suitably identified by labels, flags, markers or other appropriate means to distinguish it from conforming Services or materials. Wherever possible, the nonconforming Services will be physically isolated.
- b) Immediately record the nature of the non-conformance.
- c) Assess whether the process and/or equipment is likely to produce more nonconforming Services and whether further output should be restricted.
- d) Consider the significance of the non-conformance and the progress of the project. Where appropriate, restrict production until an acceptable rectification method for the non-conformance has been resolved.
- e) Immediately determine the appropriate rectification method. This may be by rework, repair, replacement or use-as-is. Record the rectification method.
- f) Where the proposed rectification method involves a change from the RTA Specifications, submit a copy of the proposed rectification to the Architect/Engineer of Record.
- g) Inspect or test the rework, repair or replacement in accordance with the Inspection and Test Plan or as otherwise agreed with the RTA's representative to ensure that the required quality has been achieved. Confirm this on the Nonconformance Report.



Purchase Order COUNTY OF HIDALGO

PO# 698661

DATE: 09/26/13

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 347868

REQ: 00243997

PHONE: (956) 459-1696

FAX: (956) 233-5836

EMAIL:

HERRERA & HUNT, INC
P.O. BOX 49
ALAMO TX 78516

SHIP TO: HIDALGO CO. PCT 4
1051 N. DOOLITTLE
EDINBURG TX 78542

CONTACT:

SITE: COMMISSIONER, PRECINCT 4

SPECIAL INSTRUCTIONS: Pct. 4 Req # 1263

VENDOR NOTES

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		APPROVED THRU C.C. ON 09/24/2013		
		Choice Facilities Partners Contract # 09-040JC-07		
		Welcome Sign for San Manuel Project (186)		
		Approved CC 09/24/13 Regular Agenda Item- 40841		
1	EACH	CO National average based on quantity and unit prices from RS Means- net of City Cost Index \$15,740.52	13,694.25	13,694.25
		Competitive Bid Coefficient Choice Facilities \$15,740.52 * 0.87= \$13,694.25		
		TOTAL:		13,694.25
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		***** For Hidalgo County use only 3-1200-431-00-124-007-0-739		
			13,694.25	

Authorized by:

Martha L. Salazar
9/26/13