

EXHIBIT E -Work Authorization

HIDALGO COUNTY

Professional Engineering Services Contract # C-15-137-04-28

Work Authorization Form

WORK AUTHORIZATION NO. 02

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, Half Associates, Inc., professional engineers of McAllen, Texas, hereinafter called "Engineer".

PART 1. SCOPE OF WORK The purpose of this Work Authorization is for the Engineer to provide Electrical Engineering for Service Facility Remodel for Hidalgo County Planning Offices on 25th Avenue Edinburg, TX.

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 for \$43,430.00. 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. _____ 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 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 No. 02.

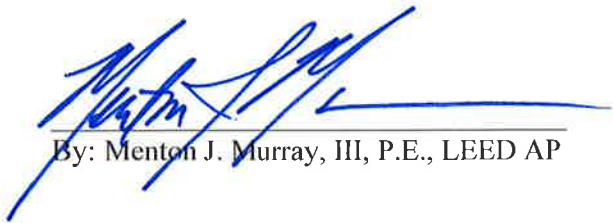
HIDALGO COUNTY PRECINCT No. 4

BY: Joseph Palacios, Commissioner

PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 01/29/2016 as indicated below and effective as of ____ day of _____, 2015.

THE ENGINEER:
ASSOCIATES INC.

THE OWNER: HALFF
HIDALGO COUNTY



By: Menton J. Murray, III, P.E., LEED AP

By: Ramon Garcia, County Judge

ATTEST:

By: _____
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

-Scope of 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

-Scope of Services to be provided by the Engineer

Through project award via Work Authorization, Engineer shall provide Professional Services required to design and specify Building Repair and Renovation Projects. Type of services that may be included as dictated by the individual project requirements consist of: **1) Surveying, 2) Civil Engineering, 3) Mechanical/ Plumbing Engineering, 4) Electrical Engineering, 5) Structural Engineering.** Upon Identification by the Owner of specific projects that require the professional services of the Engineer, a detailed scope of work and identification of professional service disciplines required shall be established.

Halff Associates, Inc. is please to submit this Work Authorization proposal under our existing Professional Service Agreement (C14-100-04-29) with Hidalgo County to provide Electrical Engineering for service entrance to old DPS Facility.

Phase 1

- Phase 1
- Review Existing Documents and Conditions
- Draft Background
- Establish Electrical Loads for HVAC Lighting and Receptacles
- Prepare Panel Layouts and Schedules for Use by County
- Prepare Mechanical Equipment Connection Schedule
- Prepare Power Plan for Installation of Panels and Electrical Gear
- Prepare One Line/Riser Diagram
- Submit Load Analysis and Riser to AEP
- Coordinate New Service With AEP for Conversion
- HVAC Cooling/Heating Load Calculation
- Prepare Mechanical Plans With Equipment Location and Ductwork Design
- Prepare Mechanical Schedules/Details
- Condensate Line Sizing and Routing for New RTU's
- Front Ends and Division 1 for bidders or JOC
- Mechanical Specifications
- Electrical Specifications
- Prepare Comcheck for City
- Design Meetings
- Design Phase Administrative Support
- Issuance of Final Documents

- Sub-Contract: Roof Design details for penetrations and flashings
- Sub-Contract: Structural Design for support of Roof top units

Bid Phase Services

- Preparation for Scope Split (County Staff vs. Contractor)
- Pre Bid Conference
- Obtain Bids and Review
- Answer Questions Regarding Bid Document
- Provide Recommendations for Award
- Bid Phase Administrative Support
- Attendance at Commissioners Court Meeting (1)

Construction Phase Services

- Pre-construction meeting (1 Visit)
- Response to RFI's
- Review Submittals
- Review Payment Applications
- CA Phase Administrative Support
- Field Observations(2 Field meetings)
- Punch List and final observation
- Project Close-out

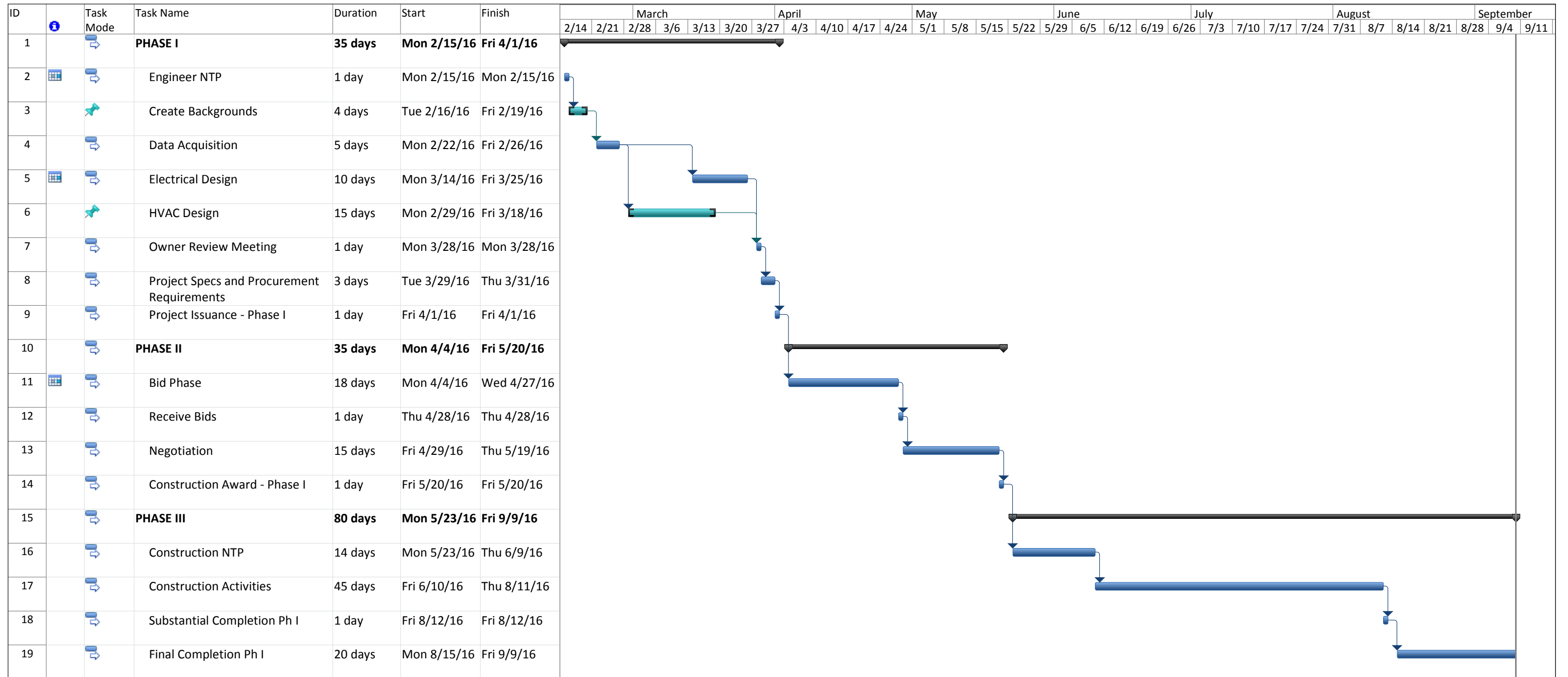
EXHIBIT C

-Work Schedule

A detailed work schedule for each **Work Authorization**, identified and more particularly described in **Article 7** of this Agreement, shall be prepared by the **Engineer** to be submitted and approved by the Owner in writing for each **Work Authorization**. The work schedule will provide specific work sequence and definite review times by the **Owner** and the **Engineer** of the work performed.

The **Engineer** will diligently pursue the completion of each **Work Authorization** as defined by the milestones and deliverable due dates outlined in each **Work Authorization**'s associated work schedule.

The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established work schedule.



Project: Facilities Bldg Schedule 16 Date: Fri 1/29/16	Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only	
	Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline	
	Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress	

EXHIBIT D

Cost Proposal

Provide Electrical Engineering and facility modification for relocation of electrical equipment located in basement flood areas. Electrical design of optional New Generator Emergency System.

Phase 1	
• Mechanical & Electrical Design	23,185.00
○ Sub-Contract Michael Hovar	1,800.00
○ Sub-Contract Chaninn Engineering	3,600.00
	28,585.00
Phase 2	
• Bid Phase Services	4,840.00
Phase 3	
• Construction Phase Services	\$ 10,005.00
Total:	<u>\$ 43,430.00</u>

Half Associates, Inc.
 Fee Schedule-Facility remodel for Hidalgo County Planning offices Located on 25 AVE Edinburg.
 HIDALGO COUNTY 2015 On-Call Contract No: C15-137-04-28

	Project Manager	PE	EIT	Designer	Contract Admin	CAD Tech	Clerical	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:	\$205	\$160	\$120	\$80	\$90	\$60	\$60			
Phase 1										
Review Existing Documents and Conditions	4	2	4	2					12	\$1,780
Draft Background			1	2		16			19	\$1,240
Establish Electrical Loads for HVAC Lighting and Receptacles	2	2		4		4			12	\$1,290
Prepare Panel Layouts and Schedules for Use by County	2	2				2			6	\$850
Prepare Mechanical Equipment Connection Schedule	1			4		2			7	\$645
Prepare Power Plan for Installation of Panels and Electrical Gear	2	2		8		2			14	\$1,490
Prepare One Line/Riser Diagram	2			2		2			6	\$690
Submit Load Analysis and Riser to AEP	2	2		2					6	\$890
Coordinate New Service With AEP for Conversion	2								2	\$410
HVAC Cooling/Heating Load Calculation	1			12					13	\$1,165
Prepare Mechanical Plans With Equipment Location and Ductwork Design	1	2	16			32			51	\$4,365
Prepare Mechanical Schedules/Details	1	2	4			4			11	\$1,245
Condensate Line Sizing and Routing for New RTU's			1			1			2	\$180
Front Ends and Division 1 for bidders or JOC	6						4		3	\$1,470
Mechanical Specifications	1	1	4				4		10	\$1,085
Electrical Specifications	1	4					4		9	\$1,085
Prepare Comcheck for City				2					2	\$160
Design Meetings	4		4							\$1,300
Design Phase Administrative Support					8		8		16	\$1,200
Issuance of Final Documents	1		1	1		2	2			\$645
										\$23,185
Sub-Contract Michael Hovar: Roof Design details for penetrations and flashings								\$1,800		\$1,800
Sub-Contract Channin Engineering: Structural Design for support of Roof top units								\$3,600		\$3,600
Phase I Design Sub-Total (Hours)	33	19	35	39	8	67	22		201	\$5,400
Phase I Design Sub-Total (\$)	\$6,765	\$3,040	\$4,200	\$3,120	\$720	\$4,020	\$1,320	\$5,400		\$28,585
Phase 2										
Bid Phase Services										
Preparation for Scope Split (County Staff vs. Contractor)	6						4		10	\$1,470
Pre Bid Conference	4								4	\$820
Obtain Bids and Review	2	2							4	\$730
Answer Questions Regarding Bid Document	1		2	2		2	1		8	\$785
Provide Recommendations for Award	1								1	\$205
Bid Phase Administrative Support					2		4		6	\$420
Attendance at Commissioners Court Meeting (1)	2								2	\$410
Phase 2 Bid Sub-Total (Hours)	16	2	2	2	2	2	9		35	
Phase 2 Bid Sub-Total (\$)	\$3,280	\$320	\$240	\$160	\$180	\$120	\$540	\$0		\$4,840
Phase 3										
Construction Phase Services										
Pre Construction Meeting (1 Visit)	6						2		8	\$1,350
Response to RFI's	1	3	2	2		2	1		11	\$1,265
Review Submittals	1	2	4	2			1		10	\$1,225
Review Payment Applications	6						3		9	\$1,410
CA Phase Administrative Support					2		4		6	\$420
Field Observations(2 Field Meetings)	1		6	6			3		16	\$1,585
Punch List and Final Observation	4		4				3		11	\$1,480
Project Close-out	2		1	1	6		2			\$1,270
Phase 3 Construction Admin Sub-Total (Hours)	21	5	17	11	8	2	19		71	
Phase 3 Construction Admin Sub-Total (\$)	\$4,305	\$800	\$2,040	\$880	\$720	\$120	\$1,140	\$0		\$10,005
TOTAL HOURS (PRIME CONSULTANT)	70	26	54	52	18	71	50	0	307	
TOTAL EXPENSES										
TOTAL LABOR PLUS EXPENSES										\$43,430