

## EXHIBIT E -Work Authorization

# HIDALGO COUNTY

Professional Engineering Services Contract # C-16-188-05-10

### Work Authorization Form

## WORK AUTHORIZATION NO. 03

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 "Engineer".

PART 1. SCOPE OF WORK The purpose of this Work Authorization is for the Engineer to provide Facility Improvements for J.R. "Milo" Ponce Memorial Park Located at 3516 E FM 2812 in 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 \$48,090.00. 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. 03.

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 \_\_\_\_\_ as indicated below and effective as of \_\_\_\_ day of \_\_\_\_\_, 2017.

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 (C16-188-05-10) with Hidalgo County to provide:**

### Phase 1

- Phase 1
- Sub-Contract: Structural Design for Entrance Signage, Gate and Light Poles
- Sub-Contract: Registered accessibility Specialist
- Review Existing Documents and Conditions
- Site Survey for Design
- Creation of Site plan reflecting existing improvements
- Design of landscape plan for area around pavilion and north entrance
- Design of irrigation plan for area around pavilion and north entrance
- Design of hardscape for area around pavilion and north entrance
- Draft/Modify existing grading for drainage
- Design for Main Entrance Signage (North and South Entrance)
- Electrical Design for Entrance and Flagpole Lighting and Gate Openers
- Coordinate Service Mods with AEP
- Specify Paint for Pavilion
- Specify netting for Pavilion
- Specify Vinyl Fencing around entrance
- Specify Wrought Iron Gate
- Specify Electric Gate Openers
- Landscape Specifications
- Irrigation Specifications
- Electrical Specifications
- Civil Specifications
- Design Meetings
- Design Phase Administrative Support
- Issuance of Final Documents

### Bid Phase Services

- 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

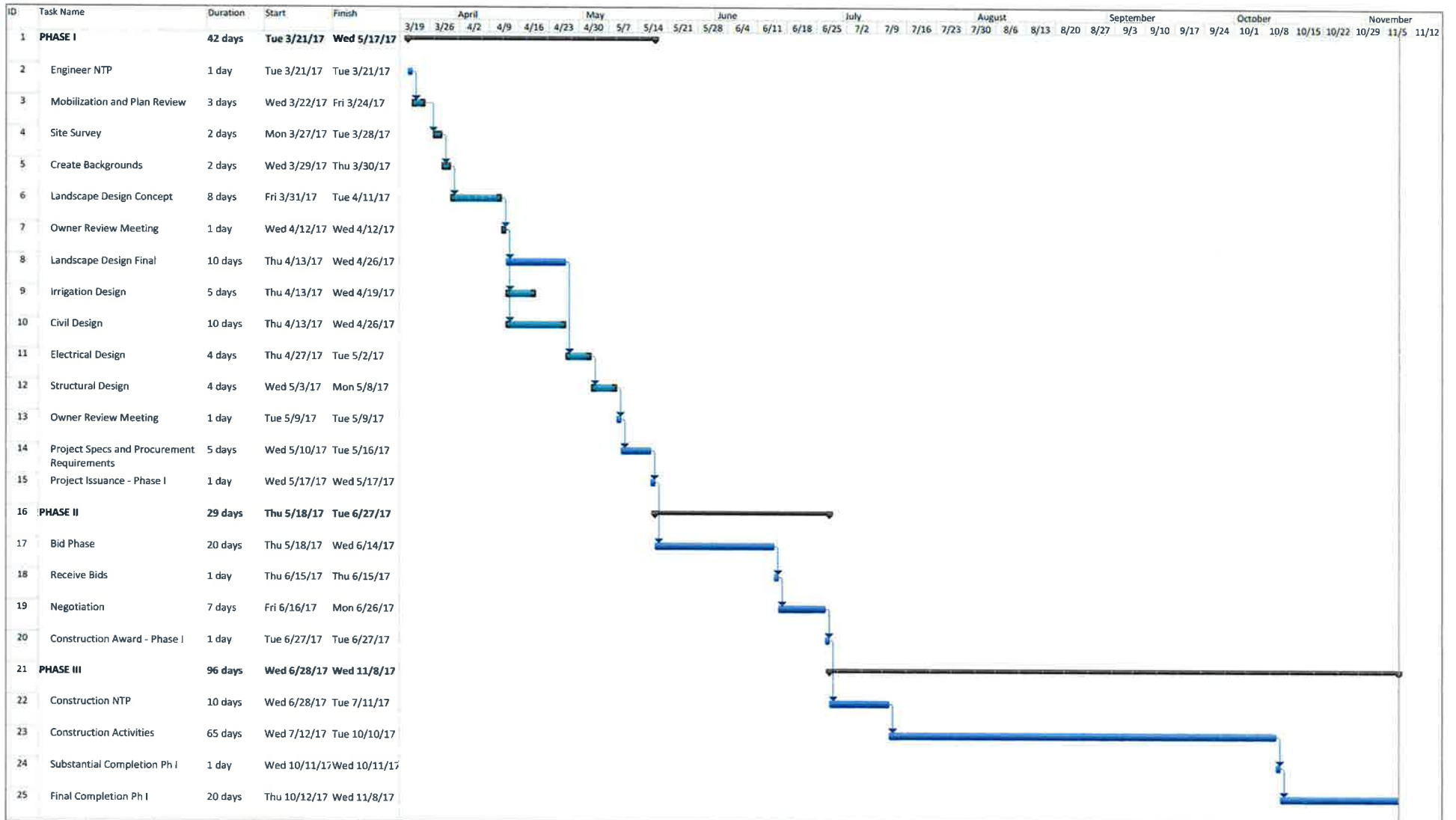
# EXHIBIT C

## -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: SCH170310\_HCA\_MiloPo  
Date: Fri 3/10/17

Task	Summary	External Milestone	Inactive Summary	Manual Summary Rollup	Finish-only	Milestone
Split	Project Summary	Inactive Task	Manual Task	Manual Summary	Deadline	Milestone
Milestone	External Tasks	Inactive Milestone	Duration-only	Start-only	Progress	Milestone

# EXHIBIT D

## Cost Proposal

Provide facility improvements for J.R. "Milo" Ponce Memorial Park.

<b>Phase 1</b>	
• <b>Facility Improvement Design</b>	<b>\$32,195.00</b>
○ <b>Sub-Contract: Chanin Engineering</b>	<b>\$3,250.00</b>
○ <b>Sub-Contract: Celso Gonzalez</b>	<b>\$1,650.00</b>
	<b>\$37,095.00</b>
<b>Phase 2</b>	
• <b>Bid Phase Services</b>	<b>\$3,280.00</b>
<b>Phase 3</b>	
• <b>Construction Phase Services</b>	<b>\$7,715.00</b>
<b>Total:</b>	<b><u>\$48,090.00</u></b>

**Fee Schedule-J.R. "Milo" Ponce Park Improvements  
HIDALGO COUNTY 2016 On-Call Contract No: C16-188-05-10**

	Project Manager	PE	EIT	Designer	Contract Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
<b>Contracted Rate:</b>	<b>\$215</b>	<b>\$170</b>	<b>\$130</b>	<b>\$85</b>	<b>\$95</b>	<b>\$65</b>	<b>\$60</b>	<b>\$155</b>			
<b>Phase 1</b>											
Review Existing Documents and Conditions (Site and Plans)	3	3		4						10	\$1,495.00
Site Survey for Design								16		16	\$2,480.00
Creation of Site plan reflecting existing improvements			4			16				20	\$1,560.00
Design of landscape plan for area around pavillion and north entrance	8	8		16		12				44	\$5,220.00
Design of irrigation plan for area around pavillion and north entrance	4	6		8		8				26	\$3,080.00
Design of hardscape for area around pavillion and north entrance		2	4			6				12	\$1,250.00
Draft/Modify existing grading for drainage		2	4			8				14	\$1,380.00
Design for Main Entrance Signage (North and South Entrance)	1			3		8				12	\$990.00
Electrical Design for Entrance and Flagpole Lighting and Gate Openers		6	6	6						18	\$2,310.00
Coordinate Service Mods With AEP	1	4		2						7	\$1,065.00
Specify Paint for Pavillion		1		4						5	\$510.00
Specify Netting for Pavillion		1		4						5	\$510.00
Specify Vinyl Fencing around entrance		1		4						5	\$510.00
Specify Wrought Iron Gate	4	4				2				10	\$1,670.00
Specify Electric Gate Openers		4				2				6	\$810.00
Landscape Specifications		4								4	\$680.00
Irrigation Specifications		2								2	\$340.00
Electrical Specifications		2								2	\$340.00
Civil Specifications		3								3	\$510.00
Design Meetings	6	2								8	\$1,630.00
Design Phase Administrative Support					8		36			44	\$2,920.00
Issuance of Final Documents	2	1		1		2	2			8	\$935.00
											<b>\$32,195.00</b>
Sub-Contract Celso Gonzalez, RAS: Accessibility Compliance									\$1,650		\$1,650.00
Sub-Contract Channin Eng: Structural Design for Entrance Signage, Gate									\$3,250		\$3,250.00
											<b>\$4,900.00</b>
<b>Phase I Design Sub-Total (Hours)</b>	<b>29</b>	<b>56</b>	<b>18</b>	<b>52</b>	<b>8</b>	<b>64</b>	<b>38</b>	<b>16</b>		<b>281</b>	
<b>Phase I Design Sub-Total (\$)</b>	<b>\$6,235</b>	<b>\$9,520</b>	<b>\$2,340</b>	<b>\$4,420</b>	<b>\$760</b>	<b>\$4,160</b>	<b>\$2,280</b>	<b>\$2,480</b>	<b>\$4,900</b>		<b>\$37,095.00</b>
<b>Phase 2</b>											
<b>Bid Phase Services</b>											
Pre Bid Conference	3									3	\$645.00
Obtain Bids and Review	4									4	\$860.00
Answer Questions Regarding Bid Document	1			4						5	\$555.00
Provide Recommendations for Award	2									2	\$430.00
Bid Phase Administrative Support							6			6	\$360.00
Attendance at Commissioners Court Meeting (1)	2									2	\$430.00
<b>Phase 2 Bid Sub-Total (Hours)</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>		<b>22</b>	
<b>Phase 2 Bid Sub-Total (\$)</b>	<b>\$2,580</b>	<b>\$0</b>	<b>\$0</b>	<b>\$340</b>	<b>\$0</b>	<b>\$0</b>	<b>\$360</b>	<b>\$0</b>	<b>\$0</b>		<b>\$3,280.00</b>
<b>Phase 3</b>											
<b>Construction Phase Services</b>											
Pre Construction Meeting (1 Visit)	1									1	\$215.00
Response to RFI's		1	1	6						8	\$810.00
Review Submittals	4	7		8						19	\$2,730.00
Review Payment Applications	2									2	\$430.00
CA Phase Administrative Support					2		10			12	\$790.00
Field Observations(4 Field Meetings)	4			4						8	\$1,200.00
Punch List and Final Observation	2			4						6	\$770.00
Project Close-out	2	1		2							\$770.00
<b>Phase 3 Construction Admin Sub-Total (Hours)</b>	<b>15</b>	<b>9</b>	<b>1</b>	<b>24</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>0</b>		<b>56</b>	
<b>Phase 3 Construction Admin Sub-Total (\$)</b>	<b>\$3,225</b>	<b>\$1,530</b>	<b>\$130</b>	<b>\$2,040</b>	<b>\$190</b>	<b>\$0</b>	<b>\$600</b>	<b>\$0</b>	<b>\$0</b>		<b>\$7,715.00</b>
<b>TOTAL HOURS (PRIME CONSULTANT)</b>	<b>56</b>	<b>65</b>	<b>19</b>	<b>80</b>	<b>10</b>	<b>64</b>	<b>54</b>	<b>16</b>	<b>0</b>	<b>359</b>	
<b>TOTAL EXPENSES</b>									<b>\$4,900</b>		
<b>TOTAL LABOR PLUS EXPENSES</b>											<b>\$48,090.00</b>