

EXHIBIT E
-Work Authorization

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

Work Authorization Form

WORK AUTHORIZATION NO. 2

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: *Mechanical & Electrical Engineering and Building Renovation Design for Fire Suppression System at the Hidalgo County Administration Building.*

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 \$23,805.00. 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. 2* shall be funded through funding source:

Account No. 7-1100-419-40-220-050-0-334

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** as to the content and detail of this *Work Authorization No. 2*.

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:
HALFF ASSOCIATES, INC.

THE OWNER:
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 pleased to submit this Work Authorization No. 02 proposal under our existing Professional Service Agreement (C16-188-05-10) with Hidalgo County to provide:

Design Phase Services

- Review Existing Documents and Conditions (Plans)
- Site Survey for Design
- Creation of plan reflecting current improvements
- Mechanical Demolition Plans
- Electrical Demolition Plans
- Plumbing Demolition Plans
- Building Component Demolition Plans
- Mechanical Plans
- Mechanical Schedules/Details
- Electrical Plans
- Electrical Schedules/Details
- Building Improvement Plans
- Building Improvement Schedules/Details
- Division 1 for bidders
- Electrical Specifications
- Mechanical 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(4 Field Meetings)
- Punch List and Final Observation
- Project Close-out

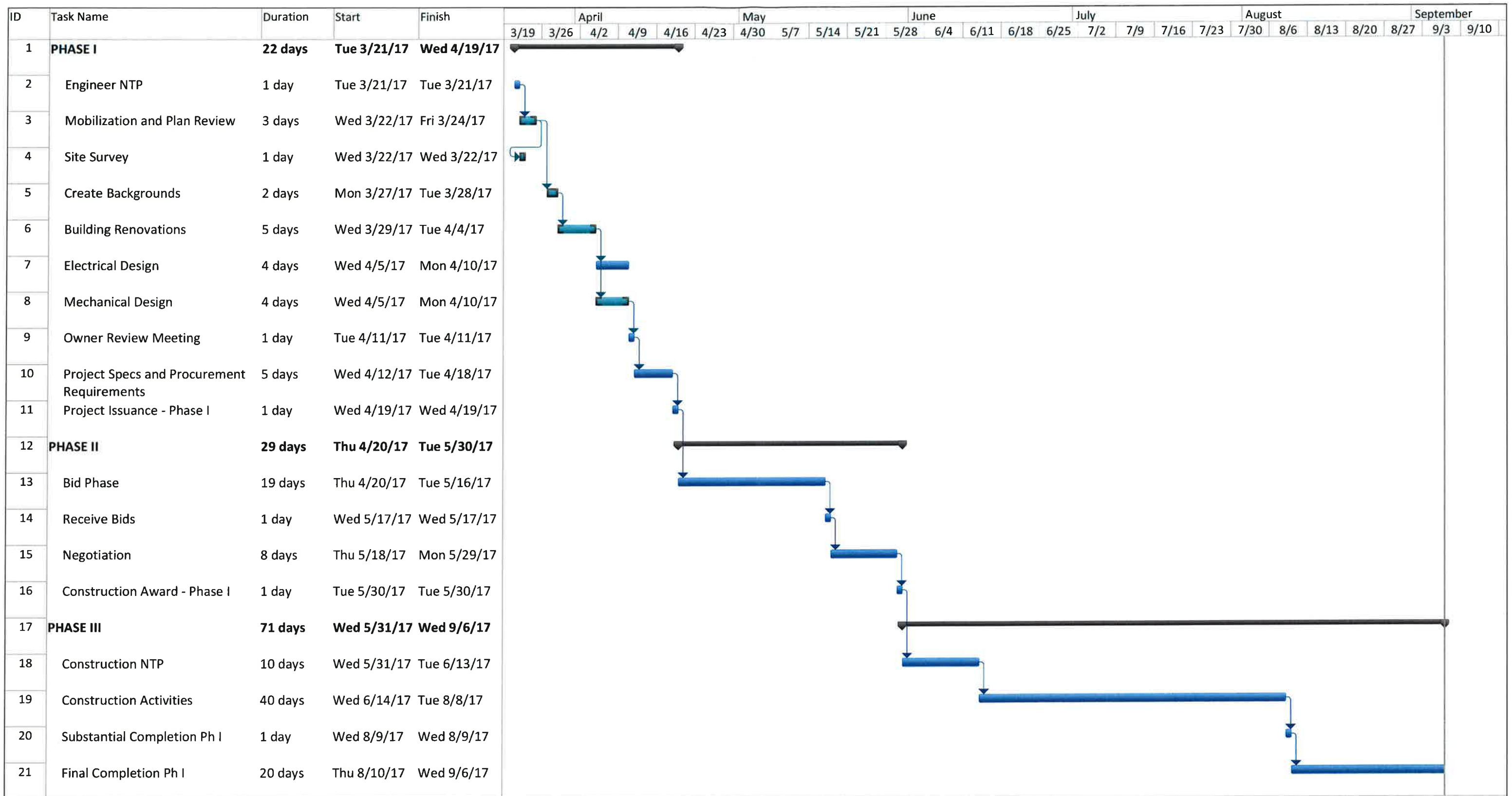
EXHIBIT C

-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: SCH170309_HC_Admin Fi
Date: Thu 3/9/17

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

EXHIBIT D

Cost Proposal

Provide Mechanical & Electrical Engineering and Building Renovation Design for Fire Suppression System for Hidalgo County Administration Building.

Phase 1	
• Building Renovation Design and Site Improvements	\$13,110.00
Phase 2	
• Bid Phase Services	\$3,255.00
Phase 3	
• Construction Phase Services	\$7,440.00
Total:	<u>\$23,805.00</u>

Halff Associates, Inc.
 Fee Schedule-Hidalgo County Administration Building Fire Suppression System
 HIDALGO COUNTY 2015 On-Call Contract No: C16-188-05-10 \Work Authorization No. 02

	Project Manager	PE	EIT	Designer	Contract Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:	\$215	\$170	\$130	\$85	\$95	\$65	\$60	\$155			
Phase 1											
Review Existing Documents and Conditions (Plans)	2	3		3						8	\$1,195.00
Site Survey for Design		4								4	\$680.00
Creation of plan reflecting current improvements						16				16	\$1,040.00
Mechanical Demolition Plans		2		3						5	\$595.00
Electrical Demolition Plans		1		2						3	\$340.00
Plumbing Demolition Plans		1		1						2	\$255.00
Building Component Demolition Plans		2				3				5	\$535.00
Mechanical Plans		2		3						5	\$595.00
Mechanical Schedules/Details		2		3						5	\$595.00
Electrical Plans		2		3						5	\$595.00
Electrical Schedules/Details		1		2						3	\$340.00
Building Improvement Plans		2		3						5	\$595.00
Building Improvement Schedules/Details		2		3						5	\$595.00
Division 1 for bidders	4						2			6	\$980.00
Electrical Specifications		1					2			3	\$290.00
Mechanical Specifications		2					2			4	\$460.00
Design Meetings	4	2								6	\$1,200.00
Design Phase Administrative Support					6		12			18	\$1,290.00
Issuance of Final Documents	2	1		1		2	2			8	\$935.00
Sub-Contract											\$0.00
Phase I Design Sub-Total (Hours)	12	30	0	27	6	21	20	0		108	\$0.00
Phase I Design Sub-Total (\$)	\$2,580	\$5,100	\$0	\$2,295	\$570	\$1,365	\$1,200	\$0	\$0		\$13,110.00
Phase 2											
Bid Phase Services											
Pre Bid Conference	3									3	\$645.00
Obtain Bids and Review	2									2	\$430.00
Answer Questions Regarding Bid Document	1		1	4			2			8	\$805.00
Provide Recommendations for Award	1						1			2	\$275.00
Bid Phase Administrative Support							8			8	\$480.00
Attendance at Commissioners Court Meeting (1)	2				2					4	\$620.00
Phase 2 Bid Sub-Total (Hours)	9	0	1	4	2	0	11	0		27	
Phase 2 Bid Sub-Total (\$)	\$1,935	\$0	\$130	\$340	\$190	\$0	\$660	\$0	\$0		\$3,255.00
Phase 3											
Construction Phase Services											
Pre Construction Meeting (1 Visit)	3									3	\$645.00
Response to RFI's		2	1	1			2			6	\$675.00
Review Submittals		6					1			7	\$1,080.00
Review Payment Applications	2						2			4	\$550.00
CA Phase Administrative Support					4		8			12	\$860.00
Field Observations(4 Field Meetings)		8		4			2			14	\$1,820.00
Punch List and Final Observation	2	2					1			5	\$830.00
Project Close-out	4						2				\$980.00
Phase 3 Construction Admin Sub-Total (Hours)	11	18	1	5	4	0	18	0		51	
Phase 3 Construction Admin Sub-Total (\$)	\$2,365	\$3,060	\$130	\$425	\$380	\$0	\$1,080	\$0	\$0		\$7,440.00
TOTAL HOURS (PRIME CONSULTANT)	32	48	2	36	12	21	49	0	0	186	
TOTAL EXPENSES											
TOTAL LABOR PLUS EXPENSES											\$23,805.00