

**HIDALGO COUNTY**  
**Professional Construction Management Services**  
**Contract # C-17-315-03-13**

**WORK AUTHORIZATION NO. 1**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Article 7 of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner’s Court**, hereinafter called the “**Owner**,” and, **B2Z Engineering, LLC**, professional Construction Managers of Mission, Texas, hereinafter called “**Construction Manager**”.

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the **Construction Manager** to provide Construction Management and Construction Oversight of the Hidalgo County Precinct No. 1 Tax Office.

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 **Construction Manager** is identified in *EXHIBIT “B” – Scope of Services to be provided by the Construction Manager* attached hereto.

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is **\$89,979.61**. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as *EXHIBIT “D” Fee Schedule*.

**PART 3. PAYMENT**

Compensation and payment to the Construction Manager for the services established under this Work Authorization shall be made in accordance with **Article 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 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 No. 1, Commissioner, David Fuentes, as to content and detail of this **Work Authorization No. 1**.

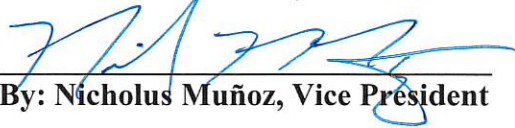
**HIDALGO COUNTY  
COMMISSIONER PRECINCT NO. 1:**

**BY:** \_\_\_\_\_

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on \_\_\_\_\_ as indicated below.

**THE CONSTRUCTION MANAGER:  
B2Z ENGINEERING, LLC**

  
**By: Nicholas Muñoz, Vice President**

**THE OWNER:  
HIDALGO COUNTY**

\_\_\_\_\_  
**By: Ramon Garcia, County Judge**

**ATTEST:**

\_\_\_\_\_  
**By: Arturo Guajardo, Jr., County Clerk**

**LIST OF ATTACHMENTS**

- Exhibit A – Services to be Provided by the Owner
- Exhibit B – Services to be Provided by the Construction Manager
- Exhibit C – Work Schedule
- Exhibit D – Fee Schedule

EXHIBIT "A"  
SCOPE OF SERVICES TO BE PROVIDED BY THE OWNER

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The following provides an outline of the services to be provided by the **Owner** in the development of the "**Hidalgo County Precinct No. 1 Tax Office**" for **Hidalgo County Precinct No. 1** hereinafter denoted as the **Project**.

**GENERAL:**

The **Owner** will provide to the **Construction Manager** the following:

- 1) Provide the authorization to proceed with services through coordination with the project consulting and design Engineer.
- 2) Payment for work performed by the **Construction Manager** and accepted by the **Owner** in accordance with Articles 5 and 6 of the Agreement.
- 3) Assistance to the **Construction Manager**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies the **Construction Manager** 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 **Construction Manager's** request for information and/or required submittals and deliverables, in order for the **Construction Manager** to maintain the agreed upon work schedule prepared in accordance with Exhibit "C" attached to this Work Authorization.
- 6) Attend and participate in progress meetings as required and as coordinated and conducted by **Construction Manager**.

EXHIBIT "B"  
SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION  
MANAGER

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**PROJECT DESCRIPTION**

The services designated herein as "Services provided by the CONSTRUCTION MANAGER" shall include the performance of all construction manager services for the following described facility:

COUNTY/CITY: HIDALGO COUNTY

PROJECT/DESCRIPTION: Construction Management and Construction Oversight of the Hidalgo County  
Precinct No. 1 Tax Office

# EXHIBIT “B”

## SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION MANAGER

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### **1. Pre-Design Phase Services**

B2Z Engineering will work with Hidalgo County representatives to develop a Construction/Project Management Plan, which shall define and document all project requirements in narrative form. This document will serve to outline the scope of work of each of the team members and the plans and strategies for fulfilling those requirements. Developing the Construction Management Plan (CMP) is imperative during the pre-design phase to define the project requirements, guidelines, and methods and procedures. Our goal is to accomplish the following items identified as part of the CMP:

- 1.1. Identify project stakeholders, key staff and the project team and their respective roles
- 1.2. Review Schematic Plans if available
- 1.3. Review current budget and develop Master Project Budget
- 1.4. Develop Master Schedule with short and long-term milestones
- 1.5. Review Master Planning and Development Documents
- 1.6. Identify planned infrastructure improvements as they relate to the project
- 1.7. Identify risks or potential icebergs and develop recovery plans
- 1.8. Identify gaps within the program, budget, schedule and quality expectations
- 1.9. Explore project phasing and sequencing
- 1.10. Discuss all owner needs such as FF&E and additional consultants to establish an overall project budget
- 1.11. Identify communication pathways and needs
- 1.12. Establish quality assurance expectations
- 1.13. Establish project control procedures
- 1.14. Clarify methods of claims avoidance and how to foster a collaborative team approach
- 1.15. Issue the PMP

### **2. Pre-Construction (Design) Phase Services**

#### **2.1. Management of Design Phase**

B2Z Engineering will provide Construction Management services for the design phase and support the development of scopes of construction work to be included in design review and delivery of construction documents. Activities to include:

- 2.1.1. Oversight of Architect & Design
- 2.1.2. Design Management for Budget Adherence
- 2.1.3. Cost control with assistance to CMAR in periodic cost estimates
- 2.1.4. Design schedule adherence
- 2.1.5. Key stakeholder approvals and acceptance
- 2.1.6. Quality reviews
- 2.1.7. Assist CMAR in Constructability reviews
- 2.1.8. Assist CMAR in Evaluation of alternative construction methods
- 2.1.9. Assist CMAR in Value engineering

# EXHIBIT “B”

## SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION MANAGER

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### 2.2. Task Sequencing

B2Z Engineering will develop a Gantt chart or similar task sequencing model with a level of detail necessary to establish the overall sequence of project elements and timing for completion of those elements and the overall project. The master critical path schedule will include the following:

- 2.2.1. Design Milestones
- 2.2.2. Procurement Milestones
- 2.2.3. Permitting and Regulatory Process
- 2.2.4. Construction
- 2.2.5. Close-out
- 2.2.6. Commissioning (if applicable)
- 2.2.7. Ongoing schedule review

### 2.3. Contractor Bid Solicitation and Selection

B2Z Engineering will work in conjunction with Hidalgo County and project architects/engineers in order to solicit, review and select the contractor through the **Construction Manager at Risk (CMAR)** Delivery Method. This will include assistance in the development and execution of:

- 2.3.1. Bid Packages
- 2.3.2. Required Pre-Bid Conferences
- 2.3.3. Review of Bid Documents/Proposals
- 2.3.4. Contractor Selection
- 2.3.5. Permits and Insurance
- 2.3.6. Notice of Award
- 2.3.7. Notice to Proceed

## 3. Construction Phase Services

Acting as liaison for the county, B2Z Engineering will operate as Hidalgo County’s Representative in overseeing the day to day construction activities in the field. Oversight of the Contractor and consultants in all aspects of project control (quality, budget, schedule, & scope) is vital for successful project delivery.

### 3.1. Construction Management

- 3.1.1. Quality Assurance (QA)/Quality Control (QC)
- 3.1.2. Permit Coordination Assistance
- 3.1.3. Daily Construction Administration
- 3.1.4. Document Control
- 3.1.5. Monitor Overall Project Schedule
- 3.1.6. Monitor Activities
- 3.1.7. Change order Management & Processing
- 3.1.8. Procedure for processing Contractor Payments
- 3.1.9. Contractor Payment Review
- 3.1.10. Shop Drawing Management
- 3.1.11. Maintenance of the as-built documents

# EXHIBIT "B"

## SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION MANAGER

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- 3.1.12. Safety & Health Program
- 3.1.13. Operations planning & Management review

### 3.2. Field Inspection Services

B2Z Engineering will provide on-site field representation to ensure building construction compliance to schedule, budget, quality and contractual requirements. On-site field representation during the construction phase will allow us to conduct, prepare and/or present the following:

- 3.2.1. Daily Field Reports
- 3.2.2. B2Z will prepare a daily log of all project activity to include:
  - 3.2.2.1. Weather
  - 3.2.2.2. Contractor(s) manpower
  - 3.2.2.3. Contractor(s) equipment
  - 3.2.2.4. Material/equipment deliveries
  - 3.2.2.5. General description of work performed and location
  - 3.2.2.6. Issues and areas of concern or critical to job progress

### 3.3. Monthly Progress Reports

Each month, B2Z will prepare a monthly report outlining the activities of the preceding month. The report will include, but not limited to, the following information as required by Hidalgo County:

- 3.3.1. Updated project information
- 3.3.2. Updated budget information
- 3.3.3. Updated schedule information
- 3.3.4. Progress photos

### 3.4. Progress Photos

B2Z will take and maintain a progress photo catalog on behalf of Hidalgo County. Each month, a disk of progress photos will be cataloged and be included in the Monthly Progress report. At the completion of the project, all photos will be transferred to Hidalgo County via the county's preferred method (i.e. disk, external hard drive, etc.).

### 3.5. Project Progress Meetings

B2Z will organize, conduct, and document progress meetings involving the project architect/engineers, the contractor's principal personnel, and as required, Hidalgo County staff. Topics covered will include:

- 3.5.1. Quality Assurance (QA)/Quality Control (QC)
- 3.5.2. On-site Construction Administration
- 3.5.3. Document Control
- 3.5.4. Schedule Adherence
- 3.5.5. Budget Adherence
- 3.5.6. Change orders
- 3.5.7. Contractor Payment Review
- 3.5.8. Shop Drawings

**EXHIBIT “B”**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION**  
**MANAGER**

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- 3.5.9. Maintenance of the as-built documents
- 3.5.10. Safety & Health

3.6. Project Controls

By incorporating third-party project management software and the latest project control systems, vital information can be provided in a timely manner so that important decisions can be made by key stakeholders. These systems assist in creating a transparent environment where all stakeholders will have access to project information. B2Z Engineering will coordinate with the appropriate persons to manage the processing of schedules, design deliverables and distribution, invoices, contracts, change orders, amendments and other controls to develop systems that result in the delivery of work and services on time and on budget. Some of the key benefits of successful project control system are:

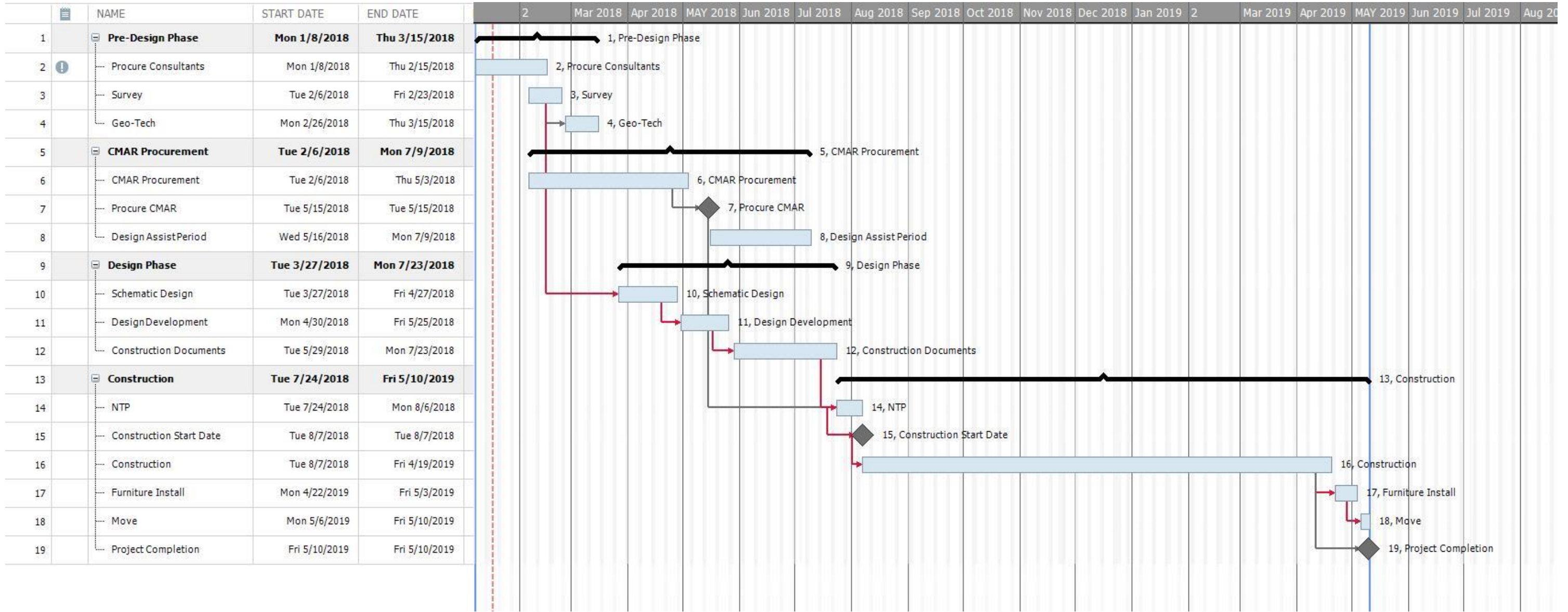
- 3.6.1. Transparency
- 3.6.2. Reporting to Key Stakeholder’s
- 3.6.3. Record keeping of all inspection logs, test reports, pay requests, daily reports, change orders, submittals, RFI’s, invoices, contracts,
- 3.6.4. Expediting Contractor and Consultant Pay Requests

**4. Project Close-Out Phase Services**

Project close out is a critical project element, that when performed properly will create significant benefits for Hidalgo County. B2Z will manage and assist the County during this phase to ensure successful transition from project close-out to building occupancy and finally building operations. Key elements of project close-out include:

- 4.1. Occupancy Permits
- 4.2. Preventative Maintenance Programs
- 4.3. Management of Warranties
- 4.4. Asset Preservation
- 4.5. All Necessary Financial & Project Information

**EXHIBIT C  
ESTIMATED PROJECT SCHEDULE  
Hidalgo County Precinct No. 1 Tax Office**





**EXHIBIT D  
FEE PROPOSAL**

**Hidalgo County Precinct #1 Tax Office  
Hidalgo County Precinct #1  
Work Authorization #1**

<i>Hidalgo County Precinct #1 Tax Office</i>			MANHOURS				Total Hours	Total Line Item Cost
			Senior Project Manager	Project Manager (PMP)	Construction Inspector	Admin/ Clerical		
<b>TASKS</b>								
1.0	Pre-Design Phase Services (Generate Project Management Plan)		2	20	10	4	36	\$5,432.82
2.0	Design Phase Services							
2.1	Oversight of A/E Design Team/Plan Reviews/Value Engineering			16	16		32	\$4,510.24
2.2	Contractor Qualification/Bid Solicitation and Selection (CMAR Delivery Method)			20	8	20	48	\$5,842.92
3.0	Construction Phase Services							
3.1	Construction & Contract Management			70			70	\$13,454.00
3.2	Daily Field Reports and Progress Photos				434		434	\$38,925.46
4.0	Project Close Out (Occupancy/Maint. Programs/Warranty/6 & 11 Month Walk Through)			8	8		16	\$2,255.12
5.0	Meetings & Coordination on Project Development w/ Stakeholders		4	60	30		94	\$15,093.98
	<b>Subtotal Labor Hours</b>		<b>6</b>	<b>194</b>	<b>506</b>	<b>24</b>	<b>730</b>	
<b>Labor Hours</b>			<b>6</b>	<b>194</b>	<b>506</b>	<b>24</b>	<b>730</b>	
Hourly Base Rates			\$ 80.00	\$ 52.00	\$ 28.00	\$ 20.00		
Contract Rate FY2018			\$ 217.82	\$ 192.20	\$ 89.69	\$ 64.07		
<b>Total Costs</b>			<b>\$ 1,306.92</b>	<b>\$ 37,286.80</b>	<b>\$ 45,383.14</b>	<b>\$ 1,537.68</b>		<b>\$85,514.54</b>

Direct Expenses Mileage: \$0.56/mile \$ 4,465.07

*Total Direct Expenses* \$ 4,465.07

**B2Z Engineering Total Cost**

**\$89,979.61**