

EXHIBIT E -Work Authorization

HIDALGO COUNTY

Professional Engineering Services Contract # C-17-142-05-16

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, 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 **Demolition of all site structures and improvements at Old Jail Site (207 E Loeb).**

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 \$26,250.00. 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. 8-1100-419-40-220-050-0-334 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 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 COMMISSIONER, PRECINCT 4

BY: Joseph Palacios


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 _____, 2018.

THE ENGINEER:

THE OWNER:

HALFF ASSOCIATES INC.

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 (C17-142-05-16) with Hidalgo County to provide:

Phase 1: Document Production Phase

- Review Existing Documents and Conditions
- Site Survey for Design (Note 1)
- Creation of plan reflecting current improvements
- Demolition Plans
- Plans for Final Landscape Improvements (Hydromulch)
- Division 1 specs
- Demolition Specifications
- Design Meetings
- Design Phase Administrative Support
- Issuance of Final Documents

Phase 2: Bid Phase Services

- Pre Proposal Conference
- Answer Questions Regarding Construction Document
- Provide Bid Evaluation and Recommendations for Award
- Procurement Phase Administrative Support

Phase 3: Construction Phase Services

- Pre-Construction Meeting (1 Visit)
- Response to RFI's
- Review Submittals
- Review Payment Applications (2 Visits)
- CA Phase Administrative Support
- Field Observations/ Punch Lists (2 Field Meetings)
- Project Close-out

Specific Exclusions

- Procurement phase services for ACM Abatement (if this is necessary)
- Monitoring services for ACM Abatement (if necessary)
- Site visits more than those identified
- Construction phase activities in excess of 4 months from Notice To Proceed
- Any effort associated with submittals, responses, meetings, communication, etc. with TCEQ or TDSHS

- Work not associated with the construction scope

Notes:

- (1) This task includes field ties to all surface improvements located onsite, establishing horizontal and vertical control for the project to be utilized by the owner, and obtaining supplemental site topography required for the design. This does not include survey of any subsurface facilities other than wastewater & storm sewer. Existing underground structures or utilities not accessible will be obtained from record drawings and utility locating services.

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.

EXHIBIT D

Cost Proposal

ACM Assessment and Demolition Plan for Old Jail Site (207 E. Loeb).

Phase 1		
Demolition Plans		\$17,070.00
Phase 2		
Procurement Services		\$2,385.00
Phase 3		
Construction Admin Services		\$5,295.00
Est. Reimbursable Expenses		\$1,500.00
TOTAL FEE		\$26,250.00

Halff Associates, Inc.
 Fee Schedule-Old Jail Site (207 Loeb)- Site Demo

HIDALGO COUNTY 2017 On-Call Contract No: C17-142-05-16 \Work Authorization No. 02

	Project Manager	PE	EIT	Designer	Construct Admin	CAD Tech	Clerical	2-Man Survey Crew	TDSHS Asbestos Consultant	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:	\$240	\$190	\$145	\$95	\$105	\$75	\$65	\$170	\$160			
Phase 1												
Review Existing Documents and Conditions											0	\$0.00
Site Survey for Design	1	4						24			29	\$5,080.00
Creation of plan reflecting current improvements						12					12	\$900.00
Demolition Plans	1	2	4	20		32					59	\$5,500.00
Landscape Improvements				2							2	\$190.00
Division 0 & 1 Specs	4	2					16				22	\$2,380.00
Demo Specs			2				2				4	\$420.00
Design Meeting (2)	6										6	\$1,440.00
Design Phase Administrative Support							12				12	\$780.00
Issuance of Final Documents				4							4	\$380.00
												\$0.00
Phase 1 Sub-Total (Hours)	12	8	6	26	0	44	30	24	0		150	
Phase 1 Sub-Total (\$)	\$2,880	\$1,520	\$870	\$2,470	\$0	\$3,300	\$1,950	\$4,080	\$0	\$0		\$17,070.00
Phase 2												
Bid Phase Services												
Pre Proposal Conference	4						1				5	\$1,025.00
Answer Questions Regarding Constr. Document		1	1								2	\$335.00
Provide Bid Evaluation & Recommendations for Award	4										4	\$960.00
Procurement Phase Administrative Support							1				1	\$65.00
											0	\$0.00
Phase 2 Sub-Total (Hours)	8	1	1	0	0	0	2	0	0		12	
Phase 2 Sub-Total (\$)	\$1,920	\$190	\$145	\$0	\$0	\$0	\$130	\$0	\$0	\$0		\$2,385.00
Phase 3												
Construction Phase Services												
Pre Construction Meeting (1 Visit)	3										3	\$720.00
Response to RFI's		1	1			1					3	\$410.00
Review Submittals						2					2	\$150.00
Review Payment Applications (3 visits)	3	3	3								9	\$1,725.00
CA Phase Administrative Support							3				3	\$195.00
Field Observations/Phased Punch Lists (3 Field Meetings)	3	3	3								9	\$1,725.00
Project Close-out	1						2				3	\$370.00
Phase 3 Sub-Total (Hours)	10	7	7	0	0	3	5	0	0		45	
Phase 3 Admin Sub-Total (\$)	\$2,400	\$1,330	\$1,015	\$0	\$0	\$225	\$325	\$0	\$0	\$0		\$5,295.00
TOTAL HOURS (PRIME CONSULTANT)	30	16	14	26	0	47	37	24	0	0	207	
TOTAL EXPENSES												\$1,500.00
TOTAL LABOR PLUS EXPENSES	\$7,200	\$3,040	\$2,030	\$2,470	\$0	\$3,525	\$2,405	\$4,080	\$0	\$0	\$0	\$26,250.00

ID	Task Name	Duration	Start	Finish	Pre	Gantt Chart (May to September)													
1	PHASE 1	29 days	Wed 5/2/18	Mon 6/11/18		[Gantt bar for Phase 1]													
2	Engineer NTP	1 day	Wed 5/2/18	Wed 5/2/18		[Task bar]													
3	Mobilization	3 days	Wed 5/9/18	Fri 5/11/18	2	[Task bar]													
4	Site Survey	5 days	Mon 5/14/18	Fri 5/18/18	3	[Task bar]													
5	Existing Conditions	5 days	Mon 5/21/18	Fri 5/25/18	4	[Task bar]													
6	Demo Plans and Sp	10 days	Mon 5/28/18	Fri 6/8/18	5	[Task bar]													
7	Issue Const. Docum	1 day	Mon 6/11/18	Mon 6/11/18	6	[Task bar]													
8	PHASE 2	21 days	Tue 6/12/18	Tue 7/10/18		[Gantt bar for Phase 2]													
9	Bid Procurement	12 days	Tue 6/12/18	Wed 6/27/18	7	[Task bar]													
10	Receive Bids	1 day	Thu 6/28/18	Thu 6/28/18	9	[Task bar]													
11	Bid Evaluation	7 days	Fri 6/29/18	Mon 7/9/18	10	[Task bar]													
12	Construction Award	1 day	Tue 7/10/18	Tue 7/10/18	11	[Task bar]													
13	PHASE 3	43 days	Wed 7/11/18	Fri 9/7/18		[Gantt bar for Phase 3]													
14	Construction NTP	10 days	Wed 7/11/18	Tue 7/24/18	12	[Task bar]													
15	Constructin Activiti	30 days	Fri 7/13/18	Thu 8/23/18	14	[Task bar]													
16	Substantial Comple	1 day	Fri 8/24/18	Fri 8/24/18	15	[Task bar]													
17	Final Completion	10 days	Mon 8/27/18	Fri 9/7/18	16	[Task bar]													

Project: SCH180501_WA02_Rev Date: Thu 5/3/18	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

ENTITY	HALFF ASSOCIATES, INC.	Status:Active
DUNS: 167288724	+4:	CAGE Code: 5ANN1 DoDAAC:
Expiration Date: Nov 6, 2018	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 3803 PARKWOOD BLVD		
City: FRISCO	State/Province: TEXAS	
ZIP Code: 75034-8650	Country: UNITED STATES	

ENTITY	HALFF ASSOCIATES, INC.	Status:Active
DUNS: 028716428	+4:	CAGE Code: 6L0V1 DoDAAC:
Expiration Date: Nov 6, 2018	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 100 INTERSTATE 45 N		
City: CONROE	State/Province: TEXAS	
ZIP Code: 77301-2890	Country: UNITED STATES	

ENTITY	HALFF ASSOCIATES, INC.	Status:Active
DUNS: 022823574	+4:	CAGE Code: 3VUU0 DoDAAC:
Expiration Date: Nov 6, 2018	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 5000 W MILITARY HWY STE 100		
City: MCALLEN	State/Province: TEXAS	
ZIP Code: 78503-8871	Country: UNITED STATES	

ENTITY	HALFF ASSOCIATES, INC.	Status:Active
DUNS: 837540038	+4:	CAGE Code: 3VUE1 DoDAAC:
Expiration Date: Nov 6, 2018	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 14800 SAINT MARYS LN STE 160		
City: HOUSTON	State/Province: TEXAS	
ZIP Code: 77079-2943	Country: UNITED STATES	

ENTITY	HALFF ASSOCIATES, INC.	Status:Active
DUNS: 807012492	+4:	CAGE Code: 5ANR1 DoDAAC:
Expiration Date: Nov 6, 2018	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 12225 GREENVILLE AVE STE 200		
City: DALLAS	State/Province: TEXAS	
ZIP Code: 75243-2085	Country: UNITED STATES	

Zimbra**leticia.saenz@co.hidalgo.tx.us****Fwd: Old Jail Demo****From :** glinda pacheco <glinda.pacheco@co.hidalgo.tx.us>

Thu, May 03, 2018 04:21 PM

Subject : Fwd: Old Jail Demo**To :** leticia saenz <leticia.saenz@co.hidalgo.tx.us>**Cc :** maria mayorga <maria.mayorga@co.hidalgo.tx.us>External images are not displayed. [Display images below](#)

Ms. Saenz,

Please place work authorization on Comm Crt for this Tuesday, I have requested funding from DBM to be placed in 8-1100-419-40-220-050-0-334.

Thank you,

Glinda Pacheco

County of Hidalgo Texas

Executive Office

2818 S. Bus. Hwy 281

Edinburg, TX 78539

Phone: 956-292-7000 Ext:5604

Fax: 956-292-7034

glinda.pacheco@co.hidalgo.tx.us**From:** "Trey Murray" <TMurray@Halff.com>**To:** "Glinda Pacheco" <glinda.pacheco@co.hidalgo.tx.us>**Cc:** "Leticia H. Saenz" <leticia.saenz@co.hidalgo.tx.us>, "Lulu Mayorga" <maria.mayorga@co.hidalgo.tx.us>, "Galvan, Alma" <AGalvan@Halff.com>**Sent:** Thursday, May 3, 2018 11:45:38 AM**Subject:** Old Jail Demo

Glinda,

Attached find the revised WA docs reflecting the changes you requested yesterday (removal of ACM assessment/report and boundary survey). The 1295 sent previously is still valid and this should be all you need to finalize the WA for the CC meeting on 5/8. Please let me know if you need anything further.

Thanks.

Trey

Menton J. "Trey" Murray, III, PE, LEED AP

Vice President

Operations Manager, McAllen

O: (956) 445-5210

C: (956) 522-0398

HALFF ASSOCIATES, INC.

5000 West Military, Suite 100
McAllen, TX 78503-7446

Half.com | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)
