



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.*

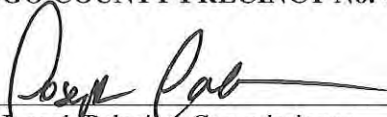
PART 6. RESPONSIBILITIES AND OBLIGATIONS

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

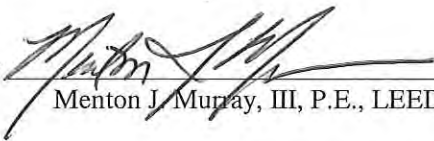
BY: 
Joseph Palacios, Commissioner

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 04/18/17 as indicated below and effective as of 18th day of April, 2017.

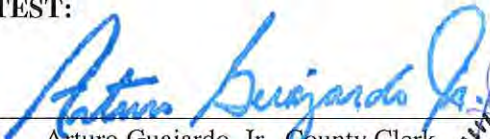
THE ENGINEER:
HALFF ASSOCIATES, INC.

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

APPROVED BY
COMMISSIONERS' COURT
ON: 4/18/17 



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

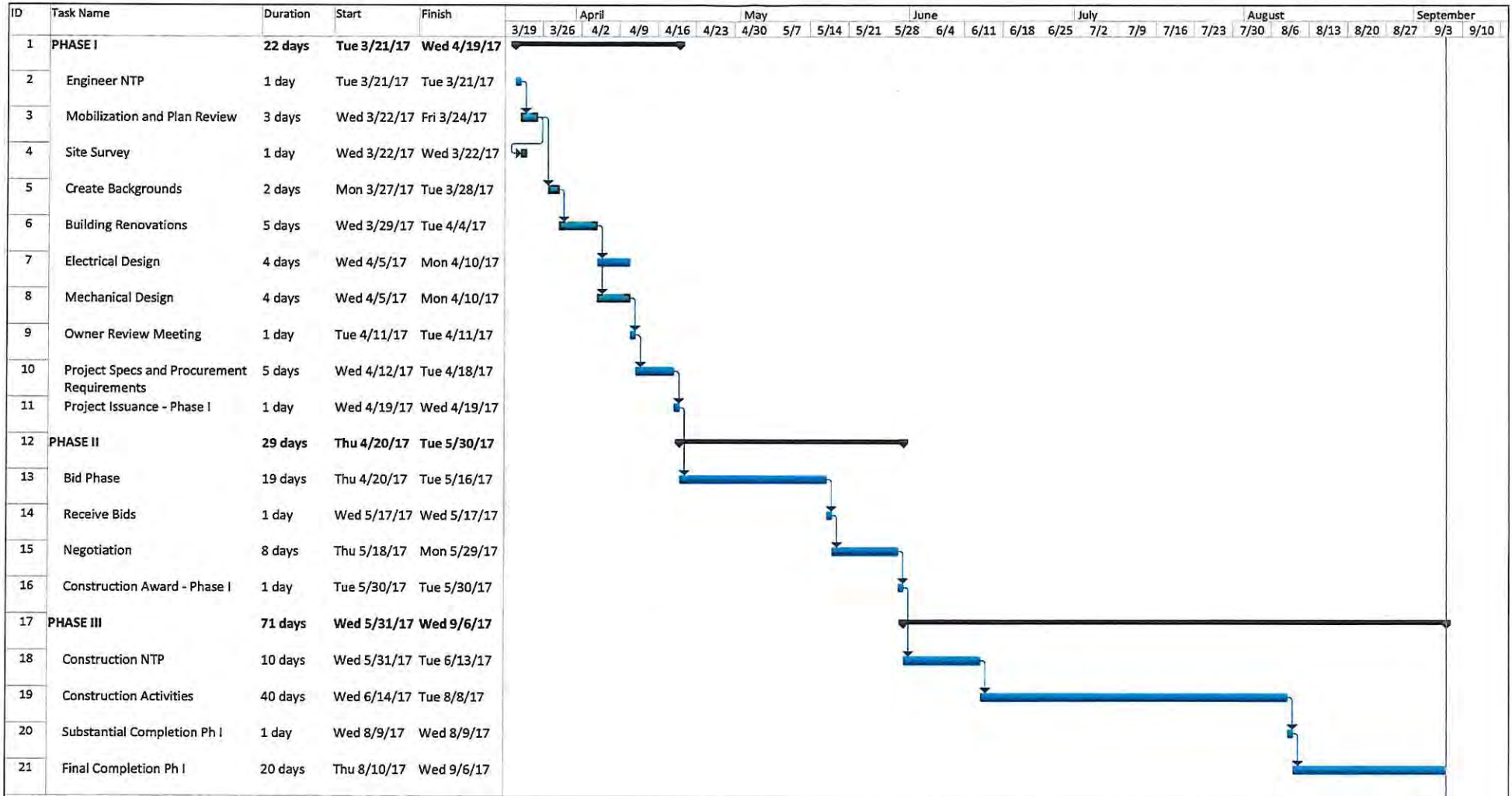
EXHIBIT C

-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



AGENDA
HIDALGO COUNTY
COMMISSIONERS COURT
MEETING
April 18, 2017
9:30 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners Court will be held in the Commissioners Courtroom of the Administration Building, 100 E. Cano, 1st floor, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Prayer**
- 4. Approval of Consent Agenda**
- 5. Executive Office:**
 - A.** Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:
 - 1) Update on ongoing county owned building construction, relocation and/or renovation repair projects
 - 2) Emergency situations occurring since last agenda meeting
 - B. AI-59420** Discussion, consideration and action on Resolution for the creation of new District Court(s)
- 6. County Judge's Office:**
 - A. AI-59432** Status update on New Hidalgo County Courthouse project
 - B. AI-59377** Proclamation declaring April 2017 as Autism Awareness Month
- 7. District Attorney's Office:**

2. Approval of 2017 appropriation of funds into Precinct No.4 for program (007) in the amount of \$140,028.05

- C. **AI-59425** Pct 2 Various R&B Accounts (1200):
Approval of 2017 appropriation of funds from the R&B unreserved fund balance for Various Pct 2 R&B Accounts in the amount of \$2,588,757.42 to fund project & operating expenditures.

18.

Purchasing Department:

Notes:

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. Hidalgo County

1. **AI-59394** Requesting approval to exercise the additional one (1) year term (under the same rates, terms and conditions) as provided in the current agreements for the provisions of "TITLE REPORT SERVICES-POOL" (on an as needed basis) for Hidalgo County, commencing, April 26, 2017, expiring, April 25, 2018 with the following firms:
 - VALLEY LAND TITLE COMPANY LTD. - C-15-004-04-14
 - SOUTH TEXAS LAND INVESTIGATIONS - C-15-004A-04-14
2. **AI-59140** Presentation of sole responsible vendor Anrige Inc., dba, A Clean Portoco submitting the lowest and best bid [and meeting all HC specifications/requirements] for the purpose of award & approval of contract for Request for Bid: Hidalgo County-"Lease and/or Service of Portable Toilets" project no.:2017-040-03-15-SGS.

B. Executive Office

- APPROVED**
1. **AI-59348** Acceptance and approval of Work Authorization No. 2 with an estimated cost of \$ 23,805.00 as submitted by project engineer, Halff Associates, Inc. in connection to on call Professional Engineering Services agreement# C-16-188-05-10 for "Building Repairs, Renovations, Alteration, Additions and/or Other Related Services to County Owned Buildings" for: ["Mechanical & Electrical Engineering and Building Renovation Design for Fire Suppression System at the Hidalgo County Administration Building"] within Hidalgo County Precinct 4.

2. **AI-59244** Requesting approval to process the attached quote [i.e invoice] for payment [to Dell Marketing, LP, C/O Dell USA [awarded vendor under DIR-SDD-1951] in the amount of \$14,347.83 (Req. #340496) for Live Streaming Services [commenced in 2015-PO #716266 covering Aug. 2015-July 2016] of 50 Commissioner's Court Meetings and automatically continued from August 2016-July 2017 with authority for County Treasurer to issue payment after review/processing procedures are completed by County Auditor including the processing of Requisition into a Purchase Order as provider does not require agreement and to document the continued services of the second year.

C. Pct. 1

1. **AI-59435** a. Ratification of fully executed Change Order No. 2 in connection with contract C-16-260-07-19 with Contractor 2GS,LLC for the Colonia Noreste Paving and Drainage Improvement Project as recommended by engineer TEDSI Infrastructure Group, Inc, with a cost decrease in the amount of (\$8,400.00) subject to compliance with HB 1295 when and if applicable.
b. Approval of Application for Payment No. 4 in the amount of \$7,096.51 as submitted by 2GS,LLC. Contract #C-16-260-07-19 for the provision of Paving and Drainage Improvements Project titled Colonia Noreste.
2. **AI-58883** Acceptance and approval of contract (bid awarded by CC on 03-07-17) to 2GS, LLC d/b/a Earthworks Enterprise in the amount of \$350,867.20 for FEMA Road Improvements for ONLY Site 1: Mile 1-1/2 West (between Mile 11 North & Mile 12 North) located in Edcouch, Texas.

D. Pct. 2

1. **AI-59424** a. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional service;
b. Presentation of scoring grid (for the purpose of ranking by CC) of the