

Zimbra

leticia.saenz@co.hidalgo.tx.us

**CC Approval for Halff Associates Payments****From :** Pedro Luis Ramirez <pedro.ramirez@hidalgo.org>

Fri, May 11, 2018 09:29 AM

**Subject :** CC Approval for Halff Associates Payments

3 attachments

**To :** 'Martha Salazar' <martha.salazar@co.hidalgo.tx.us>**Cc :** 'Emilia Uriegas' <emilia.uriegas@hidalgo.org>, 'Sabrina Rodriguez' <sabrina.rodriguez@hidalgo.org>, 'Darlene H. Betancourt' <darlene.betancourt@co.hidalgo.tx.us>, 'Dina Trevino' <dina.trevino@co.hidalgo.tx.us>, 'Leticia H. Saenz' <leticia.saenz@co.hidalgo.tx.us>

Ms. Salazar,

Our office submitted the following invoices for Halff Associates to the Auditor's Office for payment:

- Invoice 00010439 3/26/2018 \$18,440.00
- Invoice 00011436 5/01/2018 \$4,270.00

Staff from the Auditor's Office contacted me today and informed that payments to Halff Associates must go through Commissioners Court before they can be processed. I did some research on the agendas and I came across an agenda item AI-56064 (8/30/16, CC Consent) in which your department takes some Halff Associates invoices for payments.

Please let me know if you can assist me in setting up an agenda item for this matter. Attached are the invoices that should be attached to the AI and the account to be referenced is 8-2102-423-21-280-015-0-334.

If you have any questions or concerns, please do not hesitate to contact our office.

Sincerely,

**Pedro Luis Ramirez, MBA, MPP**

Accountant IV

Hidalgo County Sheriff's Office • Financial Services Division  
Edinburg, Texas 78542 • Phone: (956) 393-6151[pedro.ramirez@hidalgo.org](mailto:pedro.ramirez@hidalgo.org)

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 **Invoice 00011436.pdf**  
46 KB

 **Invoice 00010439.pdf**  
50 KB

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Hidalgo County Commissioner's Court  
 100 East Cano, 1st Floor (Commissioner's Court Rm)  
 Edinburg TX 78539

Invoice Date: 3/26/2018  
 Invoice: 00010439  
 Project: 034015.001

Attention: Leticia Saenz, leticia.saenz@co.hidalgo.tx.us  
 Project Name: HC Sheriff's Office Jail Renovations and

For Professional Services Rendered through: March 18, 2018

Lump Sum	Fee	Pct. Comp	Earned To Date	Previous Amount	Current Amount
000100 - Design	18,630.00	100.00	18,630.00	2,990.00	15,640.00
000150 - Structural Design	3,500.00	80.00	2,800.00	0.00	2,800.00
000200 - Procurement/Bid	4,270.00	0.00	0.00	0.00	0.00
000300 - Construction Administration	9,440.00	0.00	0.00	0.00	0.00
<b>Total Lump Sum Services:</b>	<b>35,840.00</b>	<b>59.79</b>	<b>21,430.00</b>	<b>2,990.00</b>	<b>18,440.00</b>

Remaining Fee: 14,410.00

Total Earned to Date: 21,430.00  
 Less Previous Billings: 2,990.00

**Amount Due this Invoice: 18,440.00**

Outstanding Invoices:

Number	Date	Balance
00009429	02/26/2018	2,990.00
<b>Total</b>		<b>2,990.00</b>

PO Req.# 774297

Invoice Received By: Pedro Luis Ramirez on: 5/1/18

Good Services Received By: [Signature] on: 3/18/18

Hidalgo County Commissary

Remit payment to P.O. Box 678316, Dallas, TX 75267-8316  
 Reference Halff Associates Project 034015.001 and Invoice 00010439  
 Contact Benjamin Sharp IV at bsharp@halff.com with any billings questions.

Halff Associates, Inc.  
 Fee Schedule-HCSO Jail - VHC Additions and Renovations  
 HIDALGO COUNTY 2017 On-Call Contract No: C17-142-05-16 \Work Authorization No. 01

	Project Manager	PE	EIT	Designer	Construct Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)	% Complete	Amount
<b>Phase 1</b>													
Contracted Rate:	\$240	\$190	\$145	\$95	\$105	\$75	\$65	\$170					
<b>Phase 1</b>													
Review Existing Documents and Conditions (Plans)	2			4						6	\$860.00	100.0%	\$860.00
Site Survey for Design	4			4						8	\$1,340.00	100.0%	\$1,340.00
Creation of plan reflecting current improvements				2			8			10	\$790.00	100.0%	\$790.00
Demolition Plans, VHC-1 & VHC-2	1			4		4				9	\$920.00	100.0%	\$920.00
Demolition Plans, INPC-19, ASC-11, & E-2	1			8		6				15	\$1,450.00	100.0%	\$1,450.00
Improvement Plans, VHC-1 & VHC-2	1			2		4				7	\$730.00	100.0%	\$730.00
Improvement Plans, INPC-19, ASC-11, & E-2	4			16		8				28	\$3,080.00	100.0%	\$3,080.00
Door/ Hardware Schedules and Details	1			12		2				15	\$1,530.00	100.0%	\$1,530.00
Division 1 for JOC	4						6			10	\$1,350.00	100.0%	\$1,350.00
Electrical/Plumbing Specifications	1			8			4			13	\$1,260.00	100.0%	\$1,260.00
Door/Hdwr/Finish Specifications	8			4			4			16	\$2,560.00	100.0%	\$2,560.00
Design Meeting (1)	4			4						8	\$1,340.00	100.0%	\$1,340.00
Design Phase Administrative Support							12			12	\$780.00	100.0%	\$780.00
Issuance of Final Documents				4			4			8	\$640.00	100.0%	\$640.00
Sub-Contract: Chanin Engineering (Structural)									\$3,500		\$3,500.00	80.0%	\$2,800.00
Phase 1 Design Sub-Total (Hours)	31	0	0	72	0	32	30	0		165	\$3,500.00		
Phase 1 Design Sub-Total (\$)	\$7,440	\$0	\$0	\$6,840	\$0	\$2,400	\$1,950	\$0	\$3,500		\$22,130.00		
<b>Phase 2</b>													
<b>Bid Phase Services</b>													
Pre Proposal Conference	4			4						8	\$1,340.00		\$0.00
Review JOC Pricing	2									2	\$480.00		\$0.00
Answer Questions Regarding Constr. Document	1			2						3	\$430.00		\$0.00
Provide Recommendations for Award	1									1	\$240.00		\$0.00
Procurement Phase Administrative Support							4			4	\$260.00		\$0.00
Contract Preparation	2						16			18	\$1,520.00		\$0.00
Phase 2 Bid Sub-Total (Hours)	10	0	0	6	0	0	20	0		36			
Phase 2 Bid Sub-Total (\$)	\$2,400	\$0	\$0	\$570	\$0	\$0	\$1,300	\$0	\$0		\$4,270.00		
<b>Phase 3</b>													
<b>Construction Phase Services</b>													
Pre Construction Meeting (1 Visit)	4			4						8	\$1,340.00		\$0.00
Response to RF's				4						4	\$380.00		\$0.00
Review Submittals	2			8						10	\$1,240.00		\$0.00
Review Payment Applications (5 visits)	2			20						22	\$2,380.00		\$0.00
CA Phase Administrative Support							16			16	\$1,040.00		\$0.00
Field Observations/Phased Punch Lists(5 Field Meetings)	8			12						20	\$3,060.00		\$0.00
Project Close-out										0	\$0.00		\$0.00
Phase 3 Construction Admin Sub-Total (Hours)	16	0	0	48	0	0	16	0		80			
Phase 3 Construction Admin Sub-Total (\$)	\$3,840	\$0	\$0	\$4,560	\$0	\$0	\$1,040	\$0	\$0		\$9,440.00		
<b>TOTAL HOURS (PRIME CONSULTANT)</b>	57	0	0	126	0	32	66	0	0	281			
<b>TOTAL EXPENSES</b>													
<b>TOTAL LABOR PLUS EXPENSES</b>											\$35,840.00		

SUB-TOTAL \$21,430.00  
 LESS PREVIOUS \$2,990.00  
**TOTAL DUE \$18,440.00**



Hidalgo County Commissioner's Court  
 100 East Cano, 1st Floor (Commissioner's Court Rm)  
 Edinburg TX 78539

Invoice Date: 5/1/2018  
 Invoice: 00011436  
 Project: 034015.001

Attention: Leticia Saenz, leticia.saenz@co.hidalgo.tx.us  
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For Professional Services Rendered through: April 22, 2018

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000150 - Structural Design	3,500.00	80.00	2,800.00	2,800.00	0.00
000200 - Procurement/Bid	4,270.00	100.00	4,270.00	0.00	4,270.00
000300 - Construction Administration	9,440.00	0.00	0.00	0.00	0.00
<b>Total Lump Sum Services:</b>	<b>35,840.00</b>	<b>71.71</b>	<b>25,700.00</b>	<b>21,430.00</b>	<b>4,270.00</b>

Remaining Fee: 10,140.00

Total Earned to Date: 25,700.00  
 Less Previous Billings: 21,430.00

**Amount Due this Invoice: 4,270.00**

Outstanding Invoices:

Number	Date	Balance
00010439	03/26/2018	18,440.00
<b>Total</b>		<b>18,440.00</b>

PO Req.# 774297  
 Invoice Received By: Pedro Luis Ramirez: 5/1/18  
 Good Services Received By: [Signature] on: 4/22/18  
 Hidalgo County Commissary

[Signature]

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SUB-TOTAL \$25,700.00  
 LESS PREVIOUS \$21,430.00  
**TOTAL DUE \$4,270.00**