

June 1, 2018

Hon. David Fuentes
Commissioner, Hidalgo County Pct. #1
1902 Joe Stephens
Weslaco, TX 78577

RE: Contract # C-17-315-03-13 ~ Hidalgo County Precinct No. 1 Tax Office

**Work Authorization #1 ~ Hidalgo County Precinct No. 1 Tax Office –
Construction Management Services
PO #778474**

Dear Commissioner Fuentes:

Attached for your review and approval is our invoice for services rendered under Work Authorization #1 during the month of May 2018 on the subject referenced project.

The following is attached:

- Invoice No. 10002

The following is a narrative of the progress for this period.

TASK		% Complete
1.0 – Pre-Design Phase Services (Generate Project Management Plan)		100%
UPDATED: <i>The Hidalgo County Precinct No. 1 (Pct. No. 1) Tax Office Project Plan provides a definition of the project, including the project's goals and objectives. This plan outlines B2Z Engineering's role as Project Manager as well as the framework necessary for the effective delivery of this project. The plan includes but is not limited to the following: project purpose, approach, team members, timeline, budget, scope and expectations and change management. A draft version of the plan was presented to Jorge Pena and David Suarez on May 16, 2018. The project management plan (PMP) is complete. Digital and hard copy versions have been distributed to steering committee members.</i>		

2.0 – Design Phase Services		
2.1 – Oversight of A/E Design Team/Plan Review/Value Engineering		0%
UPDATED: Task has not begun.		
2.2 – Contractor Qualification/Bid Solicitation & Selection		30%
UPDATED: <i>CMAr Procurement Package initial draft completed and delivered via electronic mail to both Jorge Pena and Yvette Salinas on May 23, 2018. Package currently under review by Pct#1. CMAr Package is ready to be placed on Hidalgo County Commissioner's Court (HCCC) agenda for authorization to advertise after review by Pct#1 and any necessary modifications.</i>		
3.0 – Construction Phase Services		
3.1 – Construction & Contract Management		0%
UPDATED: Task has not begun.		
3.2 – Daily Field Reports and Progress Photos		0%
UPDATED: Task has not begun.		
4.0 – Project Close Out (Occupancy/Maint. programs/ Warranty/ 6 & 11 Month Walk Thru)		0%
UPDATED: Task has not begun.		
5.0 – Meetings & Coordination on Project Development w/Stakeholders		30%
UPDATED: <i>Conducted and/or attended both inter-office, administrative, or pre-construction meetings with B2Z staff, Hidalgo County Precinct No. 1 Representatives, project consultants, and/or Architect of Record. These meetings were to establish project parameters such as scope, schedule, budget and quality.</i> <i>05/03/2018 – meeting with Pct#1 to discuss project progress and review previous month's invoice.</i>		

<i>05/16/2018 – steering committee meeting to review draft version of Project Management Plan. Discussed preliminary project budget and schedule.</i>		
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Should you have any questions regarding this submittal, please do not hesitate to call me at (956) 585-3773.

Sincerely,



Carlos Del Angel, PMP
Senior Project Manager
B2Z Engineering, LLC



P.O. Box 2724
 McAllen, Tx. 78502
 (956) 585-3773

Invoice

Date	Invoice #
6/1/2018	10002

Please send remittance with copy of invoice to:
 Attn: Mrs. Aisha Gonzalez
 P.O. Box 2724
 McAllen, Tx. 78502

Bill To:
 Hidalgo County Precinct #1
 1902 Joe Stephens
 Weslaco, TX 78577

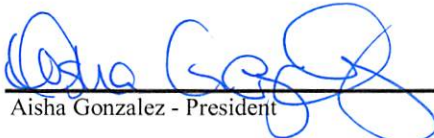
Project Info:
 Contract #C-17-315-03-13 WA#1
 Tax Office
 Construction Mgmt Services
 B2Z JOB: 1101
 PO # 778474

Billing Period **May 2018**

Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete
Task 1.0 - Pre-Design Phase Services	\$ 5,432.82	\$ 4,074.62	\$ 1,358.20	\$ 5,432.82	100%
Task 2.1 - Oversight of A/E Design Team/Plan Review/Value Engineering	\$ 4,510.24	\$ -	\$ -	\$ -	0%
Task 2.2 - Contractor Qualification/Bid Solicitation and Selection (CMAR Delivery Method)	\$ 5,842.92	\$ -	\$ 1,752.88	\$ 1,752.88	30%
Task 3.1 - Construction & Contract Management	\$ 13,454.00	\$ -	\$ -	\$ -	0%
Task 3.2 - Daily Field Reports and Progress Photos	\$ 38,925.46	\$ -	\$ -	\$ -	0%
Task 4.0 - Project Close Out	\$ 2,255.12	\$ -	\$ -	\$ -	0%
Task 5.0 - Meetings & Coordination on Project Development Activities w/Stakeholders	\$ 15,093.98	\$ 2,264.10	\$ 2,264.09	\$ 4,528.19	30%
Direct Expenses	\$ 4,465.07	\$ 223.25	\$ 223.26	\$ 446.51	10%
Total For This Billing Period					5,598.43

Work Authorization ~ Summary

<u>WA No.</u>	<u>WA Amount</u>	<u>Previously Inv.</u>	<u>Percent Complete</u>	<u>Remaining Balance</u>
1	\$89,979.61	\$6,561.97	13.5%	\$77,819.21


 Aisha Gonzalez - President