

Zimbra

leticia.saenz@co.hidalgo.tx.us

Re: (C-17-243-09-05) Work Authorization No. 7 ~ County Service Facility

From : glinda pacheco <glinda.pacheco@co.hidalgo.tx.us>

Thu, Jun 14, 2018 02:16 PM

Subject : Re: (C-17-243-09-05) Work Authorization No. 7 ~ County Service Facility 1 attachment**To :** leticia saenz <leticia.saenz@co.hidalgo.tx.us>**Cc :** maria mayorga <maria.mayorga@co.hidalgo.tx.us>,
valde guerra <valde.guerra@co.hidalgo.tx.us>**Yes, please proceed to place Work Authorization on Commissioners Court.**

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

From: "leticia saenz" <leticia.saenz@co.hidalgo.tx.us>**To:** "glinda pacheco" <glinda.pacheco@co.hidalgo.tx.us>**Cc:** "maria mayorga" <maria.mayorga@co.hidalgo.tx.us>**Sent:** Thursday, June 14, 2018 12:06:40 PM**Subject:** Re: (C-17-243-09-05) Work Authorization No. 7 ~ County Service Facility

Ms. Glinda-

Is Executive Office in agreement with this final Work Authorization's Scope of Work & Cost Proposal by B2Z?

Does Executive Office want to proceed with item on the agenda for approval of this Work Authorization. If, so, please advise.

Respectfully,

Leticia H. Saenz, CPPB/Contracts Specialist III
Hidalgo County Purchasing Department
2812 South Business Hwy. 281
Edinburg, Texas 78539
Ph. (956) 292-7000 Ext. 4861
Email: leticia.saenz@co.hidalgo.tx.us

From: "suzie" <suzie@b2zeng.com>**To:** "glinda pacheco" <glinda.pacheco@co.hidalgo.tx.us>

Cc: "Leticia H. Saenz" <leticia.saenz@co.hidalgo.tx.us>, "maria mayorga" <maria.mayorga@co.hidalgo.tx.us>, "carlos" <carlos@b2zeng.com>, "Nicholus Muñoz" <Nicholus@b2zeng.com>

Sent: Wednesday, June 13, 2018 1:56:29 PM

Subject: (C-17-243-09-05) Work Authorization No. 7 ~ County Service Facility

Good Afternoon Ms. Pacheco,

I hope this email finds you doing well! Attached is the partially executed Work Authorization No. 7 for the County Facility Service project. Originals will be delivered to your office today June 13, 2018 by end of business day. Please let us know if there is anything additional you need from us.

The B2Z Team greatly appreciates the opportunity to be part of this project.

Thank you!

Suzie P. Rodriguez



Administrative Assistant

900 S. Stewart Rd. Suite 4

Mission, TX 78572

Office: (956) 585-3773

Suzie@B2ZEng.com

www.B2ZEng.com

1304 Langham Creek Dr., Ste. 130

Houston, TX 77084

Office: (281) 717-4016

8906 Wall Street, Ste. 707

Austin, TX 78754

Office: (512) 351-9199

June 13, 2018

Valde Guerra, Executive Officer
Attn: Glinda Pacheco, Planning Analyst III
County of Hidalgo Texas Executive Office
2818 S. Bus. Hwy. 281
Edinburg, Texas 78539

**RE: On-Call Services for “Road and Bridge, C.I.P. and Other Projects in General”
(C-17-243-09-05)**

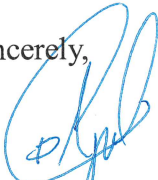
**Work Authorization No. 7 ~ Preliminary Design and Construction Phase Services –
County Service Facility**

Dear Ms. Pacheco,

Attached for your review and approval is Work Authorization No. 7 to provide Preliminary Design and Construction Phase Services – County Service Facility located within Precinct 4. These services are being proposed under our Contract for On-Call Services for “Road and Bridge, C.I.P and Other Projects in General”. This submittal is made to you in duplicate form for your further coordination with Executive Officer Mr. Guerra.

We appreciate the opportunity to provide our professional services and look forward to working with you. Should you have any questions, please feel free to give me a call at (956) 585-3773.

Sincerely,



Carlos Del Angel
Executive Vice President
Construction Phase Services

Attachments:
Work Authorization No. 7

cc: Commissioner Joseph Palacios

HIDALGO COUNTY
Professional Engineering Services
Agreement #C-17-243-09-05

WORK AUTHORIZATION NO. 7

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 engineers of Mission, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide Preliminary Design and Construction Phase Services for the County Service Facility located in Hidalgo County Precinct 4.

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 **\$315,000.00**. 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 Articles 5 and 6 of the Agreement.

PART 4. FUNDING

This Work Authorization No. 7 shall be funded through funding source:

Account No. 8-1351 - 419 - 40-220-051 -0-730

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. 4, Commissioner, Joseph Palacios, as to content and detail of this **Work Authorization No. 7**.

**HIDALGO COUNTY
COMMISSIONER PRECINCT No. 4:**

BY: _____

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on June 19, 2018 as indicated below and effective as of 19th day of June, 2018.

**THE ENGINEER:
B2Z ENGINEERING**

**THE OWNER:
HIDALGO COUNTY**


By: Nicholas Muñoz, Vice President

By: Ramon Garcia, County Judge

ATTEST:

By: Arturo Guajardo Jr., County Clerk

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 proposed improvements to County Service Facility located within Hidalgo County hereinafter denoted as the **Project**.

GENERAL:

The **Owner** will provide to the **Engineer** 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 **Engineer** and accepted by the **Owner** in accordance with Article 5 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 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 Exhibit “C” attached to this Work Authorization.
- 6) Attend and participate in progress meetings as required and as coordinated and conducted by **Engineer**.

EXHIBIT B

Scope of Services to be provided by the Engineer

SECTION I - PROJECT DESCRIPTION

The services designated herein as “Services provided by the ENGINEER” shall include the performance of all engineering services for the following described facility:

COUNTY/CITY: HIDALGO COUNTY

PROJECT/DESCRIPTION: Precinct No. 4 On-Call Services for “Road and Bridge, C.I.P. and Other Projects in General” Work Authorization No. 7 ~ Preliminary Design and Construction Phase Services – County Service Facility (FC102 & FC320)

ENGINEER shall mean B2Z Engineering.

STATE shall mean Texas Department of Transportation.

COUNTY shall mean Hidalgo County.

ARCHITECT shall mean Architect of Record

EXHIBIT B

Scope of Services to be provided by the Engineer

SECTION 2 – PRELIMINARY DESIGN VALUES (Function Code 102)

Preliminary Design Values

The ENGINEER will work with the COUNTY and ARCHITECT to establish basic design concepts, project controls and general scope of Projects.

- 1) Review of existing materials (drawings, programs, maps, budgets, schedules, surveys and project requirements) to familiarize the team with the project and work complete to date.
- 2) Prepare our Project Management Plan and Project Management software to address the needs of the COUNTY and project.
 - ❖ Identify all project stakeholders and assist the County in development of Steering and Governing Committee's for the project.
 - ❖ Assist the County in the development of the guiding principles and project imperatives which will become the basis of all future decisions regarding the project.
 - ❖ Review of the Contractor procurement methodology options with consideration to state and local public procurement regulations.
 - ❖ Development of risk analysis to identify project risks and suggested mitigation strategies.

Preliminary Cost Estimates

The ENGINEER will calculate preliminary construction cost estimates for of the various phases of the Project.

- 1) Compilation of a project budget for the entire project. The new budget will be compared with the existing budget to identify issues for discussion and resolution.

Meetings, Coordination & Support for Project Development

The ENGINEER shall provide coordination services and shall assist in meetings and workshops with the COUNTY, ARCHITECT, and all other affected parties. The ENGINEER shall serve as representative for the Owner in coordination items. The ENGINEER shall coordinate with the Owner's staff on all Project related items.

- 1) Coordinate with the County's IMS team all technology, cabling and phone, security and data systems for the project.
 - 2) Consultation with the County consultant contracts (Geotechnical, Environmental, Surveyor, Materials Testing & Inspections, etc.).
 - 3) Assistance to the Planning Department as needed to facilitate any required master plan amendments, zoning changes, permitting requirements, and procurement restrictions.
 - 4) Meet with Utility companies to understand specific requirements and risks. Coordinate the requirements with design team.
 - 5) Conduct design meetings as needed to discuss progress, review designs and documents, and provide direction.
-

EXHIBIT B

Scope of Services to be provided by the Engineer

- 6) Report to the Governing and Steering Committees on progress and decisions needing to be made.
 - 7) Coordinate a design review at 30%, 60%, 90% to review:
 - a. Constructability
 - b. Program adherence
 - c. Building code
 - d. ADA
 - e. Security
 - 8) Coordinate with the Information Management Services Department for the inclusion of specific requirements for the phone and data systems.
 - 9) Coordinate with the Facilities Management Division for the input and design review of building systems and equipment.
 - 10) Coordinate with Parks Maintenance Division for input and design review of the site, landscaping, and irrigation systems.
 - 11) Implement and maintain communication tools identified in the program management plan.
 - 12) Provide and maintain PMIS software as the central filing system for project official documents information and communications records. This will be turned over to the County at the end of the project as a record of all project files.
 - 13) Document and record meeting minutes for all design meetings, pre-construction meetings, construction meetings and post-construction meetings. The minutes will be the official project meeting record.
 - 14) Create a monthly report that will provide the County with the following:
 - a. Executive Summary
 - b. Discussion of major activities on the project
 - c. Outstanding issues
 - d. Budget changes (detailed description of change orders)
 - e. Schedule and related issues
-

EXHIBIT B

Scope of Services to be provided by the Engineer

SECTION 12 - CONSTRUCTION PHASE SERVICES (Function Code 320)

Const. Management Services:

The ENGINEER will provide support services for and during the planning/design/construction phase of the Project, or portions of the Project approved by the COUNTY. Specific services for CONSTRUCTION MANAGEMENT AND SUPPORT by the ENGINEER will include the following:

Construction Bidding:

- 1) The ENGINEER will prepare and assist the COUNTY with the needed procurement package based on a One-step Construction Manager at Risk (CMAR) delivery method for the various aspects of this project.
 - i. Preparation of documents for contractor selection to include:
 1. Request for Qualifications/Proposals
 2. Contract language to promote collaboration and limit liability
 3. Design guidelines and imperatives (project scope)
 4. Incentives
 5. Schedule
 - ii. Contractor Outreach
 - iii. Pre-qualifying of Contractors
 - iv. Assist in the preparation of advertisements and postings in publications and the County website
 - v. Conduct any pre-selection meetings with the contractors at large
 - vi. Respond to all inquiries and questions in writing
- 2) The ENGINEER will assist the COUNTY on the tabulation of bids, make recommendations to the Owner as to the proper action on all bid proposals received.
- 3) Preparation of formal contract documents for the award of the construction contract.

Construction Contract Administration and Oversight:

- 1) In general, the ENGINEER will provide the management and engineering support/data required for consultation and advisement to the COUNTY and act as the COUNTY's representative as it relates to the various aspects of design, as well as construction as provided in the General Condition of the Construction Contract.
 - 2) The ENGINEER will coordinate and conduct a pre-construction conference.
 - 3) Defects and Deficiencies. The ENGINEER will use his best efforts to protect the COUNTY against defects and deficiencies in the work of the ARCHITECT and Contractor. The ENGINEER will promptly notify the COUNTY of any such defect or deficiency and take all steps possible to require the ARCHITECT or Contractor to correct the defect or deficiency.
-

EXHIBIT B

Scope of Services to be provided by the Engineer

Miscellaneous Technical Activities:

- 1) The ENGINEER will coordinate various aspects of the project development component as directed by the COUNTY.
 - 2) The ENGINEER will act as an agent of the COUNTY when dealing with the ARCHITECT hired by the COUNTY.
 - 3) The ENGINEER will coordinate with the COUNTY on a bi-weekly basis to ensure that the project is meeting all defined project goals.
 - 4) The ENGINEER will perform other various coordination tasks as directed by the COUNTY to push the project through various aspects of project development.
 - i. Administer the construction contract.
 - ii. Assist the contractor to confirm that all permits have been obtained to maintain the schedule.
 - iii. Arrange for Owner contracted independent testing agency for required materials testing and special inspections in conjunction with County officials. Reports will be posted to the PMIS.
 - iv. Track construction progress and compliance with the construction schedule.
 - v. Track and control project construction contingency funds
 - vi. Facilitate the integration of the various County departments, government agencies and public and private utilities into the process as needed to maintain the schedule.
 - vii. Daily project site visits to document and photograph the activity for a permanent record to be stored in PMIS.
 - i. Site visits will be documented via daily report that will include but not limited to:
 1. Weather
 2. Work logs with man hour quantities.
 3. General Notes, Issues and Concerns
 4. Site Safety Observations
 5. Quality Control Observations
 6. Delays
 7. Equipment on site
 - viii. Receive, review and direct all project documentation. This includes submittals, shop drawings, product data, samples, CMT reports, RFI's and any other required documentation for compliance with the Owner's design guidelines. All documentation will be stored in PMIS and will be turned over to County at the conclusion of project.
 - ix. Review Contract Change Directives (CCD's) and Proposed Change Orders (PCO's). Prepare and process Change Orders (CO's) as needed.
 - x. Review and verify all Contractor pay requests.
 - xi. Verify stored material with architect prior to approval of payment.
-

EXHIBIT B


Scope of Services to be provided by the Engineer

- xii. Participate in the creation of the final punch list with the architect during the architect's evaluation of substantial completion. Once the certificate of substantial completion is issued, we'll monitor the completion of the punch list work. The project manager will participate in the architect's final inspection and acceptance of the work.
 - xiii. Act as liaison and central point of communication between contractor, architect, the County and other affected stakeholders.
 - xiv. Conduct bi-weekly OAC (owner, architect, and contractor) construction progress meetings.
 - xv. Interact daily with the contractor to resolve potential problems or issues before they turn into change orders or cause delays
 - xvi. Obtain and review record drawings from the architect.
 - xvii. Conduct a 6-month warranty walk through with the contractor, noting required repairs and warranty issues. Follow up with contractor to insure completion of all open items.
 - xviii. Conduct an 11-month warranty walk through with the contractor, noting required repairs and warranty issues. Following up with contractor to insure completion of all open items.
-

EXHIBIT "C"
PROJECT SCHEDULE

County Service Facility
Hidalgo County

TASK AND DESCRIPTION	2018						2019										
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	
WA #7 ~ County Service Facility																	
Preliminary Design Values																	
Preliminary Cost Estimate																	
Meetings, Coordination & Support for Project Development																	
Construction Bidding																	
Construction Contract Administration and Oversight																	

 B2Z Engineering



**EXHIBIT D
FEE PROPOSAL**

**On Call Contract # C-17-243-09-05
County Service Facility
Hidalgo County
Work Authorization #7**

		Hidalgo County Work authorization #7 ~ County Service Facility	MANHOURS			Total Line Item Cost
			Senior Project Manager	Construction Inspector	Admin/ Clerical	
TASKS						
1.0	Preliminary Design Values					
1.1	Review of Existing Materials					\$3,331.36
1.2	Prepare Project Management Plan					\$9,584.12
2.0	Preliminary Cost Estimate					\$3,587.64
3.0	Meetings, Coordination & Support for Project Development					
3.1	Coordinate plans with all County's Departments (IMS, Facilities, Parks, etc.)					\$7,482.76
3.2	Consultation & Coordination with the County Consultants (Geotech, Survey, CMT, FF&E, etc.)					\$11,531.66
3.4	Utility Coordination					\$4,151.40
3.5	Coordinate Design Review at 30%, 60% & 90%					\$5,893.96
3.6	Monthly Design Meetings					\$7,892.80
4.0	Construction Bidding					
4.1	Assist in preparation of One Step CMAR Procurement Package/Advertisement Docs					\$10,250.56
4.2	Contractor Outreach/Contractor Pre-Qualification					\$5,073.92
4.3	Conduct Pre-RFQ/P Meeting					\$1,921.96
4.4	Coordinate and prepare responses to Contractor Questions					\$1,793.82
4.5	Assist in the grading, ranking, interview (optional) and selection of CMAR Contractor.					\$8,046.56
4.6	Assistance, preparation and coordination of formal contract documentation (AIA Documents).					\$9,712.26
5.0	Construction Contract Administration and Oversight					
5.1	Coordinate and conduct a Pre-Construction Conference (PCC)					\$1,921.96
5.2	Bi-Weekly Construction Meetings					\$19,732.00
5.3	Permit Coordination					\$1,281.30
5.4	Daily Project Site Visits with field reports and photographs.					\$118,135.40
5.5	Project Documentation Review/Document Control (shop drawings, submittals, CMT Reports, Samples, etc.)					\$52,533.20
5.6	Change Order Review, Negotiation, and Preparation.					\$14,222.40
5.7	Review and verify Contractor Applications for Payment					\$8,149.04
5.8	Conduct 6 and 11 month walk through and Contractor follow-up.					\$3,152.00
	Subtotal Labor Hours					
		830	1228	288	2346	
Labor Hours		830	1228	288	2346	
Hourly Base Rates		\$ 80.00	\$ 28.00	\$ 20.00		
Contract Rate FY2018		\$ 217.82	\$ 89.69	\$ 64.07		
Total Costs		\$ 180,790.60	\$ 110,139.32	\$ 18,452.16		\$309,382.08

Direct Expenses Mileage: \$0.56/mile \$ 5,617.92

Total Direct Expenses \$ 5,617.92

B2Z Engineering Total Cost

\$315,000.00