

EXHIBIT E -Work Authorization

HIDALGO COUNTY

Professional Engineering Services Contract # C-18-142-05-08

Work Authorization Form

WORK AUTHORIZATION NO. 01

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 Renovations to the Hidalgo County Annex Building Network Operations Center (NOC).

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 \$35,534.00. 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. _____ 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. 01.

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

Halff Associates, Inc.

Professional Engineering Service Agreement C17-142-05-16

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.

Half Associates, Inc. is pleased to submit this Work Authorization No. 01 proposal under our existing Professional Service Agreement (C 18-142-05-08) with Hidalgo County to provide:

Phase 1: Document Production Phase

- Review Existing Documents and Conditions
- Site Investigation/Existing Conditions for Design
- Creation of building background drawings for areas of work and key components
- Demolition Plans
- Building Improvement Plans (walls, doors, ceilings, etc.)
- Electrical Plans (feeder, panel modifications, transformer, and disconnect; lighting renovation)
- Mechanical Plans (chilled water extensions, coil connection details, unit redundancy, renovation of old system in area of work, space isolation dampers and sealing for dry suppression system operation)
- Plumbing Plans (condensate drain, water lines for humidification systems)
- Fire alarm modifications
- Dry suppression system design
- Existing sprinkler system modifications
- Structural system augmentation (below fourth floor level)
- Division 1 specs
- Technical 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 (3 Visits)
- CA Phase Administrative Support

- Field Observations/ Punch Lists (2 Field Meetings)
- Project Close-out

Specific Exclusions

- Work related to ACM Abatement
- Site visits more than those identified
- Construction phase activities in excess of 3 months from Contractor Notice To Proceed
- Work not associated with the construction scope

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

Hidalgo County Annex Building – NOC Renovation

Phase 1	
Design Services	\$25,263.00
Phase 2	
Procurement Services	\$3,223.00
Phase 3	
Construction Admin Services	\$6,548.00
Est. Reimbursable Expenses	\$500.00
TOTAL FEE	\$35,534.00

ID	Task Name	Duration	Start	Finish	3rd Quarter			4th Quarter			1st Quarter			2nd Quarter				
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr				
1	PHASE I	34 days	Tue 7/17/18	Fri 8/31/18														
2	Engineer NTP	1 day	Tue 7/17/18	Tue 7/17/18														
3	Mobilization and Plan Review	4 days	Wed 7/18/18	Mon 7/23/18														
4	Site Survey	1 day	Tue 7/24/18	Tue 7/24/18														
5	Create Backgrounds	4 days	Wed 7/25/18	Mon 7/30/18														
6	Engineering Design	15 days	Tue 7/31/18	Mon 8/20/18														
7	Technical Specs	2 days	Tue 8/21/18	Wed 8/22/18														
8	Owner Review Meeting	1 day	Thu 8/23/18	Thu 8/23/18														
9	Project Specs and Procurement Requirements	5 days	Fri 8/24/18	Thu 8/30/18														
10	Project Issuance	1 day	Fri 8/31/18	Fri 8/31/18														
11	PHASE II	24 days	Mon 9/3/18	Thu 10/4/18														
12	Procurement Phase	12 days	Mon 9/3/18	Tue 9/18/18														
13	Receive Pricing	1 day	Wed 9/19/18	Wed 9/19/18														
14	Review and Negotiate	10 days	Thu 9/20/18	Wed 10/3/18														
15	Construction Award	1 day	Thu 10/4/18	Thu 10/4/18														
16	PHASE III	106 days	Fri 10/5/18	Fri 3/1/19														
17	Construction NTP	15 days	Fri 10/5/18	Thu 10/25/18														
18	Construction Activities	70 days	Fri 10/26/18	Thu 1/31/19														
19	Substantial Completion	1 day	Fri 2/1/19	Fri 2/1/19														
20	Final Completion	20 days	Mon 2/4/19	Fri 3/1/19														

Project: SCH171010_HCSO_VHC_W Date: Thu 7/5/18	Task		Inactive Task		Start-only	
	Split		Inactive Milestone		Finish-only	
	Milestone		Inactive Summary		Deadline	
	Summary		Manual Task		Progress	
	Project Summary		Duration-only		Manual Progress	
	External Tasks		Manual Summary Rollup			
	External Milestone		Manual Summary			