

September 4, 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 Services Facilities**

Dear Mr. Guerra:

Attached for your review and approval is our invoice for services rendered under Work Authorization #7 during the month of August 2018 on the subject referenced project.

The following is attached:

- Invoice No. 40039

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

TASK	% Complete
<b>1.1 – Review of Existing Materials</b>	
<p><b>UPDATED:</b>                      Reviewed existing materials provided by Glinda Pacheco, the County of Hidalgo Executive Office. These materials included:</p> <ol style="list-style-type: none"> <li>1. Asbestos Report for DPS Building – No findings. This building has been demolished.</li> <li>2. Programming Analysis – There are several questions with regards to the programming analysis that was provided. These questions will be addressed with ROFA once they are engaged and a bubble analysis is conducted. Some of the concerns are:                             <ol style="list-style-type: none"> <li>a. Parking Counts – these will need to be verified against code. We will also separate the types of parking into categories, i.e. visitors, departments, secure v unsecure etc.</li> <li>b. The programming analysis references a warehouse. This may have been an oversight, but still requires clarification.</li> <li>c. Do the square foot numbers associated with the occupant load include:                                     <ol style="list-style-type: none"> <li>i. Circulation space or percentage</li> <li>ii. Restrooms</li> </ol> </li> </ol> </li> </ol>	<b>100%</b>

<ul style="list-style-type: none"> <li>iii. Common areas (vestibules, lobby's, etc.)</li> <li>iv. Breakrooms</li> <li>v. Storage</li> <li>vi. IT Closets</li> <li>vii. Janitors Closets</li> </ul> <ol style="list-style-type: none"> <li>3. Proposed Layouts of Existing County Facilities – the existing layouts will be used as a guide for the design of the proposed facility. B2Z, in conjunction with ROFA, will conduct interviews with building occupants to get feedback on pros and cons of existing buildings.</li> <li>4. Title Report</li> <li>5. Preliminary Site Layouts – B2Z has reviewed the preliminary site layouts and will raise concerns once ROFA has been engaged and schematic design commences. Some of the major items of concern are: <ul style="list-style-type: none"> <li>a. Can site be accessed from road to the north of property. B2Z will investigate this with the City of Edinburg to see what future plans they have for this road.</li> <li>b. The site doesn't appear to have sufficient detention area.</li> <li>c. Verify parking requirements.</li> <li>d. Missing generator and transformer pads.</li> <li>e. Will existing overhead poles be buried underground. These feed the existing County of Hidalgo Health Department.</li> <li>f. Landscaping requirements</li> <li>g. (2) Access off of frontage road 281 may not be allowed.</li> </ul> </li> <li>6. Fee Proposal (ROFA Architects) – B2Z is agreement with the negotiated proposal. A civil engineer will still need to be brought on to complete the design team. B2Z recommends hiring an independent consultant in lieu of using the Hidalgo County Drainage District No. 1.</li> <li>7. Survey – the survey prepared was a metes and bound survey and did not include any topography. A full topographic survey will need to be performed prior to the commencement of civil design.</li> </ol> <p>Furthermore, B2Z conducted a site visit to capture site photos and aerial still imagery.</p>	
<b>1.2 – Prepare PMP</b>	
<p><b><u>UPDATED:</u></b>  B2Z has begun preparing the Project Management Plan (PMP) for the County Services Facilities. This plan will outline the goals and objectives of the project, the project scope, assumptions, constraints, the project management approach, and all required appendices. Appendices will include:</p> <ol style="list-style-type: none"> <li>1. Stakeholder Register</li> <li>2. Project Schedule</li> <li>3. Preliminary Budget</li> <li>4. Risk Assessment</li> <li>5. Communications Plan</li> </ol> <p>A draft PMP will be issued to the County for their review prior to issuing the final PMP. Once the final draft is approved, this will serve as the baseline for the project moving forward.</p>	<b>50%</b>

<b>2.0 – Preliminary Cost Estimate</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>3.1 - Coordinate plans with all County's Departments (IMS, Facilities, Parks, etc.)</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>3.2 - Consultation &amp; Coordination with the County Consultants (Geotech, Survey, CMT, FF&amp;E, etc.)</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>3.3 - Utility Coordination</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>3.4 - Coordinate Design Review at 30%, 60% &amp; 90%</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>3.5 - Monthly Design Meetings</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>4.1 - Assist in preparation of One Step CMAR Procurement Package/Advertisement Docs</b>	
<b><u>UPDATED:</u></b> B2Z has generated the 1 <sup>st</sup> draft of the CMAR Procurement Packet for review by the County. Draft was emailed on August 22, 2018. B2Z will follow up with the appropriate departments to finalize draft and get the agenda item on for approval as soon as possible.	<b>50%</b>

<b>4.2 - Contractor Outreach/Contractor Pre-Qualification</b>	
<p><b><u>UPDATED:</u></b>  B2Z has identified potential contractors and begun the pre-qualification process. The contractors identified are as follows:</p> <ol style="list-style-type: none"> <li>1. Bullard Construction</li> <li>2. Enriquez Construction Group (ECON)</li> <li>3. Davila Construction</li> <li>4. Wilson Construction</li> <li>5. Granchelli Construction</li> </ol> <p>B2Z has initiated contact with following contractors and advised them of the upcoming project.</p> <ol style="list-style-type: none"> <li>1. Bullard Construction</li> <li>2. Davila Construction</li> <li>3. ECON</li> </ol> <p>B2Z will continue to inform potential contractors of the project to raise interest and create a competitive proposal environment.</p>	<b>25%</b>
<b>4.3 - Conduct Pre-RFQ/P Meeting</b>	
<p><b><u>NO UPDATE:</u></b>  <i>This task has not begun.</i></p>	<b>0%</b>
<b>4.4 - Coordinate and prepare responses to Contractor Questions</b>	
<p><b><u>NO UPDATE:</u></b>  <i>This task has not begun.</i></p>	<b>0%</b>
<b>4.5 - Assist in the grading, ranking, interview (optional) and selection of CMAR Contractor</b>	
<p><b><u>NO UPDATE:</u></b>  <i>This task has not begun.</i></p>	<b>0%</b>
<b>4.6 - Assistance, preparation and coordination of formal contract documentation (AIA Documents).</b>	
<p><b><u>NO UPDATE:</u></b>  <i>This task has not begun.</i></p>	<b>0%</b>

<b>5.1 - Coordinate and conduct a Pre-Construction Conference (PCC)</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>5.2 - Bi-Weekly Construction Meetings</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>5.3 - Permit Coordination</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>5.4 - Daily Project Site Visits with field reports and photographs.</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>5.5 - Project Documentation Review/Document Control (shop drawings, submittals, CMT Reports, Samples, etc.)</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>5.6 - Change Order Review, Negotiation, and Preparation.</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>
<b>5.7 - Review and verify Contractor Applications for Payment</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>

<b>5.8 - Conduct 6 and 11 months walk through and Contractor follow-up.</b>	
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	<b>0%</b>

Sincerely,



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Carlos Del Angel  
Senior Construction Manager – B2Z Engineering, LLC



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

## Invoice

Date	Invoice #
9/4/2018	40039

Please send remittance with copy of invoice to:

Attn: Mrs. Aisha Gonzalez  
 P.O. Box 2724  
 McAllen, Tx. 78502

Bill To:

Hidalgo County Precinct #4  
 1051 Doolittle Rd  
 Edinburg, TX 78542

Project Info:

Hidalgo County Precinct #4  
 Contract # C-17-243-09-05  
 Work Authorization #7  
 County Services Facilities

B2Z JOB: 4111  
 PO # 783749

**Billing Period August 2018**

Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete
<b>Preliminary Design and Construction Phase Services - County Services Facilities</b>					
<b>1.0 Preliminary Design Values</b>					
Task 1.1 - Review of Existing Materials	\$ 3,331.36	\$ -	\$ 3,331.36	\$ 3,331.36	100.00%
Task 1.2 - Prepare Project Management Plan	\$ 9,584.12	\$ -	\$ 4,792.06	\$ 4,792.06	50.00%
<b>2.0 Preliminary Cost Estimate</b>	\$ 3,587.64	\$ -	\$ -	\$ -	0.00%
<b>3.0 Meetings, Coordination &amp; Support for Project Development</b>					
Task 3.1 - Coordinate Plans	\$ 7,482.76	\$ -	\$ -	\$ -	0.00%
Task 3.2 - Consultation & Coordination	\$ 11,531.66	\$ -	\$ -	\$ -	0.00%
Task 3.4 - Utility Coordination	\$ 4,151.40	\$ -	\$ -	\$ -	0.00%
Task 3.5 - Coord Design Review (30%,60%,90%)	\$ 5,893.96	\$ -	\$ -	\$ -	0.00%
Task 3.6 - Monthly Design Meetings	\$ 7,892.80	\$ -	\$ -	\$ -	0.00%

#### 4.0 Construction Bidding

Task 4.1 - Assist w/CMAR Package	\$ 10,250.56	\$ -	\$ 5,125.28	\$ 5,125.28	50.00%
Task 4.2 - Contractor Outreach/Pre-Qual	\$ 5,073.92	\$ -	\$ 1,268.48	\$ 1,268.48	25.00%
Task 4.3 - Conduct Pre-RFQ/P Meeting	\$ 1,921.96	\$ -	\$ -	\$ -	0.00%
Task 4.4 - Coord & Prepare responses to Quest	\$ 1,793.82	\$ -	\$ -	\$ -	0.00%
Task 4.5 - Assist in Selection of CMAR Contractor	\$ 8,046.56	\$ -	\$ -	\$ -	0.00%
Task 4.6 - Assist/Prepare/Coordinate Contract	\$ 9,712.26	\$ -	\$ -	\$ -	0.00%


#### 5.0 Construction Contract Administration and Oversight

Task 5.1 - Coord & Conduct Pre-Const Conf.	\$ 1,921.96	\$ -	\$ -	\$ -	0.00%
Task 5.2 - Bi-Weekly Construction Meetings	\$ 19,732.00	\$ -	\$ -	\$ -	0.00%
Task 5.3 - Permit Coordination	\$ 1,281.30	\$ -	\$ -	\$ -	0.00%
Task 5.4 - Daily Project Site Visits	\$ 118,135.40	\$ -	\$ -	\$ -	0.00%
Task 5.5 - Project Documentation Review/Control	\$ 52,533.20	\$ -	\$ -	\$ -	0.00%
Task 5.6 - Change Order Review, Negotiation, Preparation	\$ 14,222.40	\$ -	\$ -	\$ -	0.00%
Task 5.7 - Review & Verify Contractor Applications for Payment	\$ 8,149.04	\$ -	\$ -	\$ -	0.00%
Task 5.8 - Conduct 6 & 11 month walk through and Contractor follow-up	\$ 3,152.00	\$ -	\$ -	\$ -	0.00%
<b>Direct Expenses</b>	\$ 5,617.92	\$ -	\$ -	\$ -	0.00%

**Total For This Billing Period      \$14,517.18**

#### Work Authorization ~ Summary

<u>WA No.</u>	<u>WA Amount</u>	<u>Previously Inv.</u>	<u>Percent Complete</u>	<u>Remaining Balance</u>
7	\$315,000.00	\$0.00	4.61%	\$300,482.82



Aisha Gonzalez - President