

December 3, 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 November 2018 on the subject referenced project.

The following is attached:

- Invoice No. 10014

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: This task is complete. Please refer to invoice dated June 1, 2018.		
2.0 – Design Phase Services		
2.1 – Oversight of A/E Design Team/Plan Review/Value Engineering		65%
UPDATED: An updated schematic design concept was completed by ROFA and sent to Commissioner David Fuentes and Precinct No. 1 staff for review and comments on November 8, 2018. The updated plan reflected the changes incorporated after last month's meeting with Hidalgo County Tax Office representatives. The floorplan		

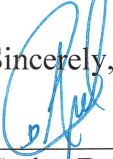
<p>grew approximately 700 square feet from 4,500 to 5,247 mainly to accommodate the addition of three express lanes.</p> <p>Other changes incorporated are as follows:</p> <ul style="list-style-type: none"> • Added “express lanes” for quick transactions • Added queue lines for those express lanes • Additional entrance for Health and Planning • Independent Copy Area for Health and Planning • Shared common areas for all departments (Tax, Health, and Planning) • Access to respective areas will be via access control cards <p>The attachments to that email were as follows:</p> <ol style="list-style-type: none"> 1. Preliminary Design – Site and Floor Plans (overall SF 5,247) <ol style="list-style-type: none"> a. Cover Page b. Overall Site Plan (Entire Campus) c. Site Plan (Tax Office Only) d. Floor Plan 2. Opinion of Probable Cost – ROFA (\$1,174,227 or \$224/SF) 3. Preliminary Estimate – Erickson Construction (\$1,186,907 or \$226 /SF) <p>B2Z provided Erickson Construction with project assumptions discussed with both ROFA Architects and Pct.#1 staff prior to Erickson generating the preliminary estimate.</p> <p>The increase in square footage brings the project total to between \$1.3M and \$1.4M, over our original budget of \$1.2M...total project budget includes construction hard costs, soft costs, FF&E and Owner contingencies.</p> <p>Pct#1 has authorized the increase in square footage, and we will proceed into the design development stage of the project.</p> <p>B2Z will continue to monitor both the project budget and schedule to ensure adherence to both.</p> <p>Design imperatives:</p> <ol style="list-style-type: none"> 4. Perimeter fencing for portions of campus. 5. Controlled access for both parking and facility. <ol style="list-style-type: none"> a. Secure parking not a necessity for Tax Office Employees. 6. Secured areas for Constable. 7. Infrastructure for cameras/security. 		
<p>2.2 – Contractor Qualification/Bid Solicitation & Selection</p>		<p>100%</p>
<p>UPDATED: This task is complete. Please refer to invoice dated August 1, 2018.</p>		

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		90%
<p>UPDATED: Conducted and/or attended both inter-office, administrative, or pre-construction meetings with B2Z staff, Hidalgo County Precinct No. 1 Representatives, Hidalgo County Purchasing Department, project consultants, and/or Architect of Record.</p> <p>11/02/18 – Meeting with Erickson Construction to review preliminary project estimate.</p> <p>11/07/18 - Meeting with Pct#1 to discuss project progress and review previous month’s invoice.</p> <p>11/21/18 – project status update meeting with Jorge Pena.</p> <p>11/26/18 – Pct#1 Budget Conference Call; Skype</p> <p>. Participants:</p> <ol style="list-style-type: none"> 1. Hidalgo County Precinct No. 1 <ol style="list-style-type: none"> a. Mayor David Suarez 2. Hidalgo County Executive Office <ol style="list-style-type: none"> a. Glinda Pacheco b. Valde Guerra 3. B2Z Engineering <ol style="list-style-type: none"> a. Carlos Del Angel b. David Rivera <p>Major items of discussion were:</p> <ol style="list-style-type: none"> 1. Original Project Budget of \$1,110,000 2. Increased square footage on latest plan from 4,500 to 5,247 3. New plan accommodates additional express lanes requested from Paul Villarreal. 		

4. The increase size puts us at roughly \$1.265M total project budget. This excludes an owner contingency and F.F.&E		
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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 #
12/3/2018	10014

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

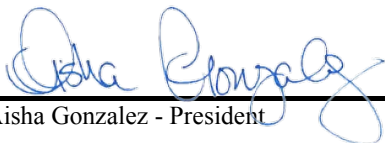
Project Info:
 Contract #C-17-315-03-13 WA#1
 Tax Office
 Construction Mgmt Services
 B2Z JOB: 1101
 PO # 778474

Billing Period November 2018

Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete
Task 1.0 - Pre-Design Phase Services	\$ 5,432.82	\$ 5,432.82	\$ -	\$ 5,432.82	100%
Task 2.1 - Oversight of A/E Design Team/Plan Review/Value Engineering	\$ 4,510.24	\$ 2,255.12	\$ 676.54	\$ 2,931.66	65%
Task 2.2 - Contractor Qualification/Bid Solicitation and Selection (CMAR Delivery Method)	\$ 5,842.92	\$ 5,842.92	\$ -	\$ 5,842.92	100%
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	\$ 12,829.88	\$ 754.70	\$ 13,584.58	90%
Direct Expenses	\$ 4,465.07	\$ 1,339.52	\$ 223.25	\$ 1,562.77	35%
Total For This Billing Period					1,654.49

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	\$27,700.26	32.6%	\$60,624.86


 Aisha Gonzalez - President