

January 4, 2019

Eddie Guerra, Sheriff  
**Attn: David Friedlein, Captain**  
 County of Hidalgo Sheriff's Office  
 711 El Cibolo Rd.  
 Edinburg, Texas 78541

**RE: Professional Engineering Services Agreement #C-18-273-11-20**

**Work Authorization No. 1 ~ Preliminary Design and Construction Phase Services of the Hidalgo County Sheriff's Office Detention Barracks**

Dear Sheriff Guerra:

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

The following is attached:

- Invoice No. 20120

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

TASK	% Complete
<b>1.1 – Review of Existing Materials (As Builds, Surveys, Budgets, Schedules Etc.) &amp; TCJS Requirements</b>	
<p><b>UPDATED:</b>            B2Z Engineering has begun an in-depth review of existing materials provided by the Hidalgo County Sheriff's Office (HCSO) and the requirements set forth by the Texas Administrative Code (TAC), Title 37 Public Safety and Corrections, Part 9 – Texas Commission on Jail Standards, Chapters 251 – 287.</p> <p>HCSO has provided as-builds of the existing county jail facility and surveys of the property to help develop preliminary schematic level site plan options. The project area has been delineated and site plan options will be presented to the HCSO. These site plan options will be used to determine the size of the proposed facility, preliminary project budget, and to help negotiate the terms and fee of the architect. The team will also use the information to help establish the project imperatives and develop the Project Management Plan.</p>	<b>50%</b>

<p>In our review of the TAC, it was determined that a needs assessment is required by the Commission on Jail Standards. This assessment must be approved by the Commission prior to any design work commencing. It is our understanding that this study is in progress and will be led by the HCSO. The B2Z team is ready and capable to assist the HCSO with the needs assessment study if requested. This additional service could be provided as a supplemental to this Work Authorization or as a subsequent Work Authorization (WA#2).</p>	
<p><b>1.2 – Establish HCSO Project Imperatives</b></p>	
<p><b><u>NO UPDATE:</u></b> <i>This task has not begun.</i></p>	<p><b>0%</b></p>
<p><b>1.3 – Develop Project Management Plan - Stakeholder Register &amp; Directory, Steering &amp; Governing Committee, Baseline Schedule, Project Risk Register, Communication Plan, Document Control Framework, PMIS, Exhibits, Procurement Methodology, Addtl. Consultant Requirements</b></p>	
<p><b><u>UPDATED:</u></b> B2Z commenced development of the Project Management Plan and all associated documents. A stakeholder directory has been created and will be used to determine steering and governing committee members in conjunction with HCSO. A preliminary milestone schedule has been established and will be presented to the HCSO in conjunction with the preliminary site plan options. This milestone schedule will highlight major milestone dates throughout the course of the project. The B2Z team has created the project in the project management information software (PMIS) and will distribute log-in credentials to the HCSO staff who will be heavily involved in the development of the project. The PMIS will be used for most project communication and will track all pertinent project information such as budgets, schedules, design documents, etc.</p> <p>B2Z will continue to develop the PMP and will issue a draft to the HCSO for review and comment. The PMP, specifically schedules and budgets, will be updated monthly as the project progresses.</p>	<p><b>30%</b></p>
<p><b>2.1 - Prepare Preliminary Project Budget</b></p>	
<p><b><u>UPDATED:</u></b> B2Z prepared multiple preliminary total project budgets based on different scenarios proposed by the HCSO. These scenarios include minimum and medium security jail barrack options. The budget has been established in the PMIS and will be presented to the HCSO along the site plan options and milestone schedule.</p>	<p><b>30%</b></p>

<b>3.1 - Preliminary Design Meetings (HCSO, Architect &amp; Design Team, Surveyor, TCJS, Addtl. Consultants)</b>	
<p><b><u>NO UPDATE:</u></b>  B2Z has held several meetings both internal and external with the project team and members of the HCSO staff. These meetings have helped to develop project imperatives (size, scope, security requirements), preliminary site plan options, budget and milestone schedule. Furthermore, a plan of action has been developed to address the needs assessment study required by the Jail Commission. B2Z will continue to meet with the project team to further develop the project imperatives and assure the needs of the HCSO are addressed in the need's assessment and subsequent design documents.</p>	<b>20%</b>
<b>3.2 - Assistance, preparation and coordination of formal Architect contract documentation (AIA Documents) w/ Purchasing and Legal</b>	
<p><b><u>NO UPDATE:</u></b>  <i>This task has not begun.</i></p>	<b>0%</b>

Should you have any questions regarding this submittal, please do not hesitate to call me at (956) 585-3773.

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 #
1/4/2019	20120

Please send remittance with copy of invoice to:

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

**Bill To:**

County of Hidalgo Sheriff's Office  
 711 El Cibolo Rd.  
 Edinburg, TX 78541

**Project Info:**

Sheriff's Office Jail Barracks  
 Contract # C-18-273-11-20  
 Work Authorization #1  
 Detention Facility Barracks

B2Z JOB: 2112  
 PO # 789844

Billing Period	December 2018				
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete
<b>1.0 Preliminary Design Values</b>					
Task 1.1 - Review of Existing Materials & TCJS Requirements	\$ 12,778.88	\$ -	\$ 6,389.44	\$ 6,389.44	50.00%
Task 1.2 - Establish HCSO Project Imperatives	\$ 1,554.72	\$ -	\$ -	\$ -	0.00%
Task 1.3 - Develop the Project Management Plan	\$ 24,521.28	\$ -	\$ 7,356.38	\$ 7,356.38	30.00%
<b>2.0 Preliminary Cost Estimate</b>					
Task 2.1 - Prepare Preliminary Project Budget	\$ 7,648.96	\$ -	\$ 2,294.69	\$ 2,294.69	30.00%
<b>3.0 Meetings, Coordination &amp; Support for Project Development (Preliminary Design)</b>					
Task 3.1 - Preliminary Design Meetings	\$ 11,755.52	\$ -	\$ 2,351.10	\$ 2,351.10	20.00%
Task 3.2 - Assistance, preparation & coord of formal Architect contract docs with purchasing & legal	\$ 8,928.16	\$ -	\$ -	\$ -	0.00%
<b>Direct Expenses - Mileage</b>	\$ 1,204.00	\$ -	\$ -	\$ -	0.00%
<b>Direct Expenses - Lodging</b>	\$ 180.00	\$ -	\$ -	\$ -	0.00%
<b>Direct Expenses - Per Diem</b>	\$ 144.00	\$ -	\$ -	\$ -	0.00%
<b>Direct Expenses - Sentinel Consultants</b>	\$ 4,500.00	\$ -	\$ 1,350.00	\$ 1,350.00	30.00%
<b>Direct Expenses - Owner-Insite Software</b>	\$ 1,050.00	\$ -	\$ 367.50	\$ 367.50	35.00%
<b>Total For This Billing Period</b>					<b>\$20,109.11</b>

**Work Authorization ~ Summary**

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$74,265.52	\$0.00	27.08%	\$54,156.41

Aisha Gonzalez - President