

February 1, 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 January 2019 on the subject referenced project.

The following is attached:

- Invoice No. 20126

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

TASK	% Complete
1.1 – Review of Existing Materials (As Builds, Surveys, Budgets, Schedules Etc.) & TCJS Requirements	
UPDATED: B2Z Engineering continues its 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. HCSO has provided as-builds of the existing county jail facility and surveys of the property to help develop the preliminary schematic level site plan options. The project area has been delineated and site plan options were presented to the HCSO and Hidalgo County Purchasing department along with both construction and overall project budgets. These site plan options will also be used to help negotiate the terms and fee of the architect. It was determined that seven barracks with a capacity of 336 inmates will fit in the space allocated for the project.	80%

<p>HCSO has shared the needs assessment documentation received by the Texas Commission on Jail Standards earlier this month. B2Z has been assured that the needs assessment is on-going and will be completed 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>1.2 – Establish HCSO Project Imperatives</p>	
<p>UPDATED: B2Z Engineering developed a one-page draft of the project imperatives for review by the HCSO. The project imperatives developed will be the guiding principles for the project throughout the project lifecycle and B2Z will continually monitor them to ensure they are adhered to. There is still a question on the security level of all or part of the barracks that will need to be addressed to finalize the project imperatives that will have an impact on other areas of the project.</p>	<p>90%</p>
<p>1.3 – Develop Project Management Plan - Stakeholder Register & Directory, Steering & Governing Committee, Baseline Schedule, Project Risk Register, Communication Plan, Document Control Framework, PMIS, Exhibits, Procurement Methodology, Addtl. Consultant Requirements</p>	
<p>UPDATED: B2Z continues working on the Project Management Plan (PMP) 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 schedule has been developed and shared with HCSO in conjunction with the preliminary site plan options.</p> <p>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 will consist of the following supporting documents:</p> <ul style="list-style-type: none"> • Budget • Schedule • Communication Plan • Stakeholder Register • Roles and Responsibilities • Risk Register • Change Management Plan 	<p>60%</p>

2.1 - Prepare Preliminary Project Budget	
<p>UPDATED: B2Z prepared multiple preliminary construction budgets and an overall project budget 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 was presented to the HCSO and Hidalgo County Purchasing Department along the site plan options and preliminary schedule. Once the security imperative is address, B2Z can finalize the baseline project budget.</p>	80%
3.1 - Preliminary Design Meetings (HCSO, Architect & Design Team, Surveyor, TCJS, Addtl. Consultants)	
<p>UPDATED: B2Z has held meetings both internal and external with the project team, the Sheriff and members of the HCSO and Hidalgo County Purchasing staff. These meetings were to present project imperatives (size, scope, security requirements), preliminary site plan options, budget and milestone schedule. Furthermore, a plan of action was developed to address the needs assessment study required by the Texas Commission and Jail Standards. B2Z will continue to meet with the HCSO and other various County Departments to further develop the project and assure the needs of the HCSO are addressed in the need's assessment and subsequent design documents.</p>	30%
3.2 - Assistance, preparation and coordination of formal Architect contract documentation (AIA Documents) w/ Purchasing and Legal	
<p>NO UPDATE: <i>This task has not begun.</i></p>	0%

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

Sincerely,

Carlos Del Angel
Senior Construction Manager
B2Z Engineering, LLC



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

Invoice

Date	Invoice #
2/1/2019	20126

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	January 2019				
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete
1.0 Preliminary Design Values					
Task 1.1 - Review of Existing Materials & TCJS Requirements	\$ 12,778.88	\$ 6,389.44	\$ 3,833.66	\$ 10,223.10	80.00%
Task 1.2 - Establish HCSO Project Imperatives	\$ 1,554.72	\$ -	\$ 1,399.25	\$ 1,399.25	90.00%
Task 1.3 - Develop the Project Management Plan	\$ 24,521.28	\$ 7,356.38	\$ 7,356.39	\$ 14,712.77	60.00%
2.0 Preliminary Cost Estimate					
Task 2.1 - Prepare Preliminary Project Budget	\$ 7,648.96	\$ 2,294.69	\$ 3,824.48	\$ 6,119.17	80.00%
3.0 Meetings, Coordination & Support for Project Development (Preliminary Design)					
Task 3.1 - Preliminary Design Meetings	\$ 11,755.52	\$ 2,351.10	\$ 1,175.56	\$ 3,526.66	30.00%
Task 3.2 - Assistance, preparation & coord of formal Architect contract docs with purchasing & legal	\$ 8,928.16	\$ -	\$ -	\$ -	0.00%
Direct Expenses - Mileage	\$ 1,204.00	\$ -	\$ 60.20	\$ 60.20	5.00%
Direct Expenses - Lodging	\$ 180.00	\$ -	\$ -	\$ -	0.00%
Direct Expenses - Per Diem	\$ 144.00	\$ -	\$ -	\$ -	0.00%
Direct Expenses - Sentinel Consultants	\$ 4,500.00	\$ 1,350.00	\$ 1,350.00	\$ 2,700.00	60.00%
Direct Expenses - Owner-Insite Software	\$ 1,050.00	\$ 367.50	\$ 367.50	\$ 735.00	70.00%
Total For This Billing Period				\$19,367.04	

Work Authorization ~ Summary

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$74,265.52	\$20,109.11	53.2%	\$34,789.37


 Aisha Gonzalez - President