

April 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 March 2019 on the subject referenced project.

The following is attached:

- Invoice No. 20139

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>	
<b>UPDATED:</b> B2Z Engineering completed 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.  B2Z has provided the HCSO and architect of record summary documents and included them in the Project Management Plan (PMP).	<b>100%</b>

<p><b>1.2 – Establish HCSO Project Imperatives</b></p>	
<p><b><u>UPDATED:</u></b>  B2Z Engineering completed a one-page document of the project imperatives for the HCSO. The draft document was transmitted electronically on February 28, 2019.</p> <p>The project imperatives developed will be the guiding principles for the project throughout the project and will be continually monitored to ensure they are adhered to by all project participants (design and construction).</p> <p>The project imperative document is included in the PMP.</p>	<p><b>100%</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 has completed version one of the Project Management Plan (PMP) and all associated documents. The PMP will be provided to the HCSO for their review and input. The PMP is a “living” document and will be updated continuously throughout the project lifecycle. Some appendices included in the PMP will also be updated as the project progresses, including but not limited to; stakeholder register, budget, schedule, etc.</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>The PMP consists of the following supporting documents:</p> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Schedule</li> <li>• Communication Plan</li> <li>• Stakeholder Register</li> <li>• Roles and Responsibilities</li> <li>• Risk Register</li> <li>• Change Management Plan</li> <li>• Project Imperatives</li> <li>• TCJS Review Document</li> <li>• Programming and Parametric Estimate</li> <li>• Planning Documents</li> </ul>	<p><b>95%</b></p>

<b>2.1 - Prepare Preliminary Project Budget</b>	
<p><b><u>UPDATED:</u></b> This task is complete. Please reference invoice dated March 1, 2019.</p>	<b>100%</b>
<b>3.1 - Preliminary Design Meetings (HCSO, Architect &amp; Design Team, Surveyor, TCJS, Addtl. Consultants)</b>	
<p><b><u>UPDATED:</u></b> Commenced communications with The Warren Group (TWG) Architects to share all preliminary project information respective to their portion of the work. This included drawings of record, TCJS construction requirements for new county jail facilities as well as the comparison summary generated by B2Z. TWG should have some preliminary site and floor plan options in April.</p> <p>Met with Hidalgo County Budget office, Pct#2 Chief of Staff, Pct#4 Chiefs of Staff, and Judge's office chief of staff and briefed them on project development. Items discussed/reviewed included preliminary space planning drawings, programming requirements, preliminary schedule, and the preliminary project budget.</p>	<b>50%</b>
<b>3.2 - Assistance, preparation and coordination of formal Architect contract documentation (AIA Documents) w/ Purchasing and Legal</b>	
<p><b><u>UPDATED:</u></b> Arranged and conducted a pre-proposal conference with HCSO and Laura Warren (Principal) of the TWG Architects to discuss proposal requirement and the project parameters that should be used to formulate their proposal. It was decided that TWG should issue a proposal only for the schematic portion of the design and the subsequent phases of work would be issued under separate proposal.</p> <p>TWG submitted their proposal to B2Z for review on March 27,2019. There were several iterations to the proposal for corrections needed prior to submitting to the HCSO. The proposal was finalized and submitted to the HCSO electronically on March 28, 2019.</p>	<b>25%</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 #
4/1/2019	20139

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	March 2019				
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	\$ 11,500.99	\$ 1,277.89	\$ 12,778.88	100.00%
Task 1.2 - Establish HCSO Project Imperatives	\$ 1,554.72	\$ 1,399.25	\$ 155.47	\$ 1,554.72	100.00%
Task 1.3 - Develop the Project Management Plan	\$ 24,521.28	\$ 19,617.02	\$ 3,678.20	\$ 23,295.22	95.00%
<b>2.0 Preliminary Cost Estimate</b>					
Task 2.1 - Prepare Preliminary Project Budget	\$ 7,648.96	\$ 7,648.96	\$ -	\$ 7,648.96	100.00%
<b>3.0 Meetings, Coordination &amp; Support for Project Development (Preliminary Design)</b>					
Task 3.1 - Preliminary Design Meetings	\$ 11,755.52	\$ 3,526.66	\$ 2,351.10	\$ 5,877.76	50.00%
Task 3.2 - Assistance, preparation & coord of formal Architect contract docs with purchasing & legal	\$ 8,928.16	\$ -	\$ 2,232.04	\$ 2,232.04	25.00%
<b>Direct Expenses - Mileage</b>	\$ 1,204.00	\$ 60.20	\$ -	\$ 60.20	5.00%
<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	\$ 2,700.00	\$ -	\$ 2,700.00	60.00%
<b>Direct Expenses - Owner-Insite Software</b>	\$ 1,050.00	\$ 1,050.00	\$ -	\$ 1,050.00	100.00%
<b>Total For This Billing Period</b>					<b>\$9,694.70</b>

**Work Authorization ~ Summary**

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$74,265.52	\$47,503.08	77.0%	\$17,067.74

  
 Aisha Gonzalez - President