

Exhibit "E"

HIDALGO COUNTY
Professional Engineering Services
Contract # C-19-265-12-03
Work Authorization Form

WORK AUTHORIZATION NO. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and **Halff Associates, Inc.**, professional engineers of McAllen, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide Professional Engineering Services for Demolition of Hidalgo County Juvenile Youth Village in Hidalgo County Preceint #1.

The scope of services to be provided by the **Owner** is identified in *EXHIBIT "A" - Scope of Services to be provided by the Owner* attached hereto.

The scope of services to be provided by the **Engineer** is identified in *EXHIBIT "B" - Scope of Services to be provided by the Engineer* attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$ 58,100.00. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "D"**.

PART 3. PAYMENT

Compensation and payment to the **Engineer** for the services established under this Work Authorization shall be made in accordance with **Article 6.1** of the Agreement.

PART 4. FUNDING

This Work Authorization No. 1 shall be funded through funding source:
Account No. 9-1100-419.40-220-0500-339
Requisition Number _____ (MUST BE INCLUDED AFTER CC APPROVAL)

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon project completion as indicated in the "Exhibit C-Preliminary Work Schedule".

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by **Hidalgo County**, as to content and detail of this **Work Authorization No. 1**.

HIDALGO COUNTY PRECINT No. 1

BY: _____

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of ____ day of _____, 2019.

**THE ENGINEER:
HALFF ASSOCIATES, INC.**

**THE OWNER:
HIDALGO COUNTY**

By:  _____
Raul Garcia, PE
Senior Project Manager

By: _____
Richard F. Cortez, County Judge

ATTEST:

Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

- EXHIBIT "A" - Service to be provided by the Owner
- EXHIBIT "B" - Services to be provided by the Engineer
- EXHIBIT "C" - Work Schedule
- EXHIBIT "D" - Cost Proposal

EXHIBIT A

-Scope of Services to be provided by the Owner

The following provides an outline of the services to be provided by the **OWNER** in the development of the Project.

The **OWNER** will provide to the **ENGINEER** the following:

- (1) Authorization to the **ENGINEER** to begin work in accordance with Section 3 of this Agreement.
- (2) Payment for work performed by the **ENGINEER** and accepted by the **OWNER** in accordance with Section 6 of the Agreement.
- (3) Assistance to the **ENGINEER**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **ENGINEER** cannot easily obtain.
- (4) Provide any available relevant data the **OWNER** may have on file concerning the project.
- (5) Provide timely review and decisions in response to the **ENGINEER'S** request for information and/or required submittals and deliverables, in order for the **ENGINEER** to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.
- (6) Attend and participate in progress meetings as required and as coordinated and conducted by the **ENGINEER**.
- (7) Assist the **ENGINEER** in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:

Public Meetings

- (a) Approve agenda and all exhibits prior to public meeting.
 - (b) Approve date and location of the meeting.
 - (c) Review/approve Public Meeting Report.
- (8) Attend the Preliminary Concept Conference coordinated and conducted by the **ENGINEER** and more particularly identified in Attachment "B" of the Agreement.
 - (9) Review and approve the Project design criteria.
 - (10) Review and approve change orders as required and prepared by the **ENGINEER**.

EXHIBIT B

-Scope of Services to be provided by the Engineer

Through project award via Work Authorization, Engineer shall provide Professional Services required to design and specify Building Repair and Renovation Projects. Type of services that may be included as dictated by the individual project requirements consist of: **1) Surveying, 2) Civil Engineering, 3) Mechanical/ Plumbing Engineering, 4) Electrical Engineering, 5) Structural Engineering.** Upon Identification by the Owner of specific projects that require the professional services of the Engineer, a detailed scope of work and identification of professional service disciplines required shall be established.

Haiff Associates, Inc. is pleased to submit this proposal for Demolition of Hidalgo County Juvenile Youth Village (C-19-265-12-03) to provide:

Design Phase Services

- Review Existing Documents and Conditions (Plans)
- Site Survey for Design
- Demolition Plans
- Electrical Service Coordination
- Electrical Plans
- Specifications
- Compile Division 1 Specifications and Project Manual
- Coordination Meeting with County
- Design Phase Administrative Support
- Issuance of Final Documents
- Existing Electrical System Survey

Bid Phase Services

- Pre Proposal Conference
- Review Bids
- Answer Questions Regarding Construction Document
- Provide Recommendations for Award
- Procurement Phase Administrative Support

Construction Phase Services

- Pre-Construction Meeting (1 Visit)
- Response to RFI's
- Review Submittals
- Review Payment Applications (2 Visits)
- CA Phase Administrative Support
- Field Observations/Phased Punch Lists (4 Field Meetings)
- Project Close-out

Specific Exclusions

- Production of bidding documents for competitive sealed bid procurement
- Site visits in excess of those identified
- Construction phase activities in excess of 6 months from JOC Notice To Proceed

EXHIBIT C

-Work Schedule

A detailed work schedule for each **Work Authorization**, identified and more particularly described in **Article 7** of this Agreement, shall be prepared by the **Engineer** to be submitted and approved by the Owner in writing for each **Work Authorization**. The work schedule will provide specific work sequence and definite review times by the **Owner** and the **Engineer** of the work performed.

The **Engineer** will diligently pursue the completion of each **Work Authorization** as defined by the milestones and deliverable due dates outlined in each **Work Authorization**'s associated work schedule.

The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established work schedule.

Item	Task	Duration	Start	Finish
	Phase I	45 days		
1	Review Existing Documents and Conditions (Plans)	2 days	Dec.09	Dec.10
2	Site Survey for Design	5 days	Dec.09	Dec.13
3	Demolition Plans	30 days	Dec.16	Jan.24
4	Electrical Service Coordination	5 days	Dec.16	Dec.20
5	Electrical Plans	30 days	Dec.23	Jan.31
6	Specifications	5 days	Jan.27	Jan.31
7	Compile Division 1 Specs and Project Manual	1 day	Jan.31	Jan.31
8	Coordination Meeting with County	1 day	Jan.17	Jan.17
9	Design Phase Administrative Support	2 days	Jan.30	Jan.31
10	Issuance of Final Documents	1 day	Feb.7	Feb.7
11	Existing Electrical System Survey	10 days	Jan.06	Jan.17
	Phase 2	22 days		
12	Pre-Proposal Conference	20 days	Feb.10	Mar.06
13	Review Bids	1 day	Mar.09	Mar.09
14	Answering Questions Regarding Construction Documents	5 days	Feb.26	Mar.03
15	Provide Recommendations for Award	1 day	Mar.10	Mar.10
16	Procurement Phase Administrative Support	1 day	Mar.10	Mar.10
	Phase 3	46 days		
17	Pre-Construction Meeting (1 Visit)	1 day	Mar.16	Mar.16
18	Response to RFI's	40 days	Mar.16	Apr.10
19	Review Submittals	10 days	Mar.23	Apr.03
20	Review Payment Applications (2 Visits)	40 days	Apr.13	Jun.05
21	CA Phase Administrative Support	60 days	Mar.16	Jun.05
22	Field Observations/Punch List (4 Field Meetings)	5 days	Jun.01	Jun.05
23	Project Closeout	5 days	Jun.08	Jun.12

Exhibit “D”

Contract Rates

Halff Associates, Inc.
 Fee Schedule-Demolition of Hidalgo County Juvenile Youth Village
 HIDALGO COUNTY 2019 Contract No: C-19-265-12-03

	Project Manager	PE	EIT	Designer	Construct Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:	\$255	\$200	\$150	\$100	\$110	\$85	\$65	\$185			
Phase 1											
Review Existing Documents and Conditions (Plans)		1	2	4						7	\$900.00
Site Survey for Design	2	2	4			8		24		40	\$6,630.00
Demolition Plans	2	12	16	24		40				94	\$11,110.00
Electrical Service Coordination	2	4	8	16						30	\$4,110.00
Electrical Plans	4	8	16	32		60				120	\$13,320.00
Specifications	1	2	4				8			15	\$1,775.00
Compile Division 1 Specifications and Project Manual		2	4				16			22	\$2,040.00
Coordination Meeting with County	1	2	8							11	\$1,855.00
Design Phase Administrative Support							16			16	\$1,040.00
Issuance of Final Documents	2	4					4			10	\$1,570.00
Existing Electrical System Survey	2	4	8							14	\$2,510.00
											\$0.00
Phase I Design Sub-Total (Hours)	16	41	70	76	0	108	44	24		379	\$0.00
Phase I Design Sub-Total (\$)	\$4,080	\$8,200	\$10,500	\$7,600	\$0	\$9,180	\$2,860	\$4,440	\$0		\$46,860.00
Phase 2											
Bid Phase Services											
Pre Proposal Conference	2				2					4	\$730.00
Review Bids	2	2								4	\$910.00
Answer Questions Regarding Constr. Document	1				4					5	\$695.00
Provide Recommendations for Award	1									1	\$255.00
Procurement Phase Administrative Support							8			8	\$520.00
Phase 2 Bid Sub-Total (Hours)	6	2	0	0	6	0	8	0		22	
Phase 2 Bid Sub-Total (\$)	\$1,530	\$400	\$0	\$0	\$660	\$0	\$520	\$0	\$0		\$3,110.00
Phase 3											
Construction Phase Services											
Pre Construction Meeting (1 Visit)	4				4					8	\$1,460.00
Response to RFI's	2				4					6	\$950.00
Review Submittals	2				4					6	\$950.00
Review Payment Applications (2 visits)	2				8					10	\$1,390.00
CA Phase Administrative Support							16			16	\$1,040.00
Field Observations/Punch Lists(4 Field Meetings)	4				12					16	\$2,340.00
Project Close-out										0	\$0.00
Phase 3 Construction Admin Sub-Total (Hours)	14	0	0	0	32	0	16	0		62	
Phase 3 Construction Admin Sub-Total (\$)	\$3,570	\$0	\$0	\$0	\$3,520	\$0	\$1,040	\$0	\$0		\$8,130.00
TOTAL HOURS (PRIME CONSULTANT)	36	43	70	76	38	108	68	24	0	463	
TOTAL EXPENSES											
TOTAL LABOR PLUS EXPENSES											\$58,100.00