

January 27, 2020

Commissioner Ellie Torres  
**Attn: Leticia Saenz**  
Hidalgo County Precinct No. 4  
1051 N. Doolittle Rd.  
Edinburg, Texas 78541

**RE: On-Call Services for “Building Repairs, Renovations, Alterations and/or Other Related Services to County Owned Buildings”  
(C-19-251-07-16)**

**Work Authorization No. 1 ~ New Mechanical Shop**

Dear Commissioner Torres:

Attached for your review and approval is Work Authorization No. 1 to provide a Construction Management and Support for the Mechanical Shop located in Precinct No.4. These services are being proposed under our Contract for On-Call Services for “Building Repairs, Renovations, Alterations and/or Other Related Services to County Owned Buildings”. This submittal is made to you in duplicate form.

We appreciate the opportunity to provide our professional services and look forward to working with you. Should you have any questions, please feel free to give me a call at (956) 585-3773.

Sincerely,



Nicholus Muñoz  
Vice President

Attachments:  
Work Authorization No. 1

**HIDALGO COUNTY**  
**Professional Engineering Services**  
**Agreement #C-19-251-07-16**

**WORK AUTHORIZATION NO. 1**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Article 7 of the Agreement made by and between **Hidalgo County**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **B2Z Engineering** professional engineers of Mission, Texas, hereinafter called "**Engineer**".

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the **Engineer** to provide Construction Management and Support for the Mechanical Shop located in Precinct No. 4.

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 **\$65,952.73**. 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 5 and 6 of the Agreement.

**PART 4. FUNDING**

This Work Authorization No. 1 shall be funded through funding source:

Account No. **9-1351-431-00-124-215-0-452**

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 completion of scopes of the work authorization.**

**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 Precinct No.4, Commissioner, Ellie Torres, as to content and detail of this **Work Authorization No. 1**.

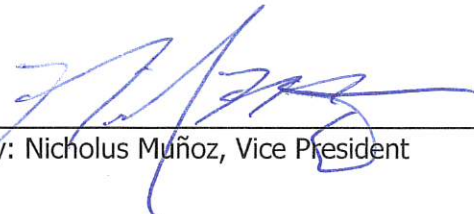
**HIDALGO COUNTY  
COMMISSIONER PRECINCT No. 4:**

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 \_\_\_\_\_, 2020.

**THE ENGINEER:  
B2Z ENGINEERING**

  
\_\_\_\_\_  
By: Nicholus Muñoz, Vice President

**THE OWNER:  
HIDALGO COUNTY**

\_\_\_\_\_  
By: Richard Cortez, County Judge

**ATTEST:**

\_\_\_\_\_  
By: Arturo Guajardo Jr., County Clerk

# 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** as required in the coordination with the USACE and the Federal Emergency Management Agency (FEMA) and any other coordinating agency or entity *(when and if applicable)*.
- (8) Review and approve the Project design criteria.
- (9) Review and approve change orders as required and prepared by the **ENGINEER**.

# **EXHIBIT B**

## **Scope of Services to be provided by the Engineer**

### **SECTION I - PROJECT DESCRIPTION**

The services designated herein as “Services provided by the ENGINEER” shall include the performance of all engineering services for the following described facility:

COUNTY/CITY: HIDALGO COUNTY PRECINCT NO. 4

PROJECT/DESCRIPTION: WA#1 – New Mechanical Shop  
On-Call Contract #C-19-251-07-16

ENGINEER shall mean B2Z Engineering.

COUNTY shall mean Hidalgo County.

# EXHIBIT B

## Scope of Services to be provided by the Engineer

**Preliminary Design Values** - *The ENGINEER will work with the Owner to establish basic design concepts, project controls and general scope of Projects.*

1. Review of existing project materials. This would include, but not limited to, budgets, preliminary designs, surveys, geotechnical reports, etc.
2. ~~Preliminary Cost Estimate~~ – In Architect’s Scope

**Meetings, Coordination & Support for Project Development** - *The ENGINEER shall provide coordination services and shall assist in meetings and workshops with TxDOT, Hidalgo County, Hidalgo County Drainage District No. 1, Hidalgo County Irrigation Districts, and all other affected stakeholders. The ENGINEER shall serve as representative for the Owner in coordination items. The ENGINEER shall coordinate with the Owner’s staff on all Project related items.*

3. Consultation and coordination with other County contracted consultants (Geotechnical Engineer, Surveyor, Construction Material Testing Engineer, FF&E, etc.).
4. Attend and participate in monthly design meetings to discuss progress, review designs and documents, and provide direction. This includes taking meeting minutes and distribution.

**Construction Management Services** - *The ENGINEER will provide support services for and during the planning/design/construction phase of the Project, or portions of the Project approved by the COUNTY. Specific services for CONSTRUCTION MANAGEMENT AND SUPPORT by the ENGINEER will include the following:*

### **Construction Bidding**

5. The ENGINEER will provide oversight and assistance to the COUNTY with the needed procurement package based on a Competitive Sealed Proposal delivery method.
6. Contractor Outreach/ Pre-qualification of Contractors
7. Attend any pre-selection/bid meetings with the contractors

### **Construction Contract Administration and Oversight**

8. Coordinate, plan and conduct the pre-construction meeting, record meeting minutes and distribute them to all attendees.
9. Conduct bi-weekly Owner, Architect, Contractor (OAC) construction progress meetings.
10. Assist the architect and/or contractor to confirm that all permits have been obtained to maintain the schedule.
11. Project site visits (three per week) to document and photograph the activity for a permanent record to be stored in PMIS.
  - a. Site visits will be documented via daily report that will include but not limited to:
    - i. Weather
    - ii. Work logs with man hour quantities.

## **EXHIBIT B**

### **Scope of Services to be provided by the Engineer**

- iii. General Notes, Issues and Concerns
  - iv. Site Safety Observations
  - v. Quality Control Observations
  - vi. Delays
  - vii. Equipment on site
12. Receive, review and direct all project documentation. This includes submittals, shop drawings, product data, samples, CMT reports, RFI's and any other required documentation for compliance with the Owner's design guidelines. All documentation will be stored in PMIS and will be turned over to County at the conclusion of project.
  13. Review Contract Change Directives (CCD's) and Proposed Change Orders (PCO's). negotiate and assist the processing of Change Orders (CO's) as needed.
  14. Review and verify all contractor pay requests. This will include verification of any stored material (material on hand).
  15. Conduct a 6-month and 11-month warranty walk through with the contractor, noting required repairs and warranty issues. Follow up with contractor to insure completion of all open items.





**EXHIBIT D  
FEE PROPOSAL**

**On Call Contract # C-19-251-07-18  
Precinct 4 New Mechanical Shop  
Hidalgo County  
Work Authorization #1**

		Hidalgo County Work Authorization #1 ~ Precinct No. 4 New Mechanical Shop	MANHOURS			Total Line Item Cost	
			Project Management Professional	Senior Construction Inspector	Admin/ Clerical		Total Hours
TASKS							
<b>Preliminary Design Values</b>							
1	Review of Existing Materials		4	2		6	\$1,015.94
2	<b>Preliminary Cost Estimate</b>		In Architect Scope				
<b>Meetings, Coordination &amp; Support for Project Development</b>							
3	Consultation & Coordination with the other Consultants (Geotech, Survey, CMT, FF&E, etc.)		6	12	2	20	\$2,790.32
4	Participate in Monthly Design Meetings		10			10	\$1,913.60
<b>Construction Bidding</b>							
5	Oversight and assistance to Architect and Hidalgo County Purchasing department in the preparation of Competitive Sealed Proposal (CSP) Procurement Package/Advertisement Docs		8			8	\$1,530.88
6	Contractor Outreach/Contractor Pre-Qualification		3	3		6	\$949.83
7	Attend Pre - RFQ/P Meeting		3	3		6	\$949.83
<b>Construction Contract Administration and Oversight</b>							
8	Coordinate and conduct a Pre-Construction Conference (PCC)		3	6	2	11	\$1,464.74
9	Bi-Weekly Construction Meetings		18			18	\$3,444.48
10	Permit Coordination		2	8		10	\$1,384.72
11	Daily Project Site Visits with field reports and photographs.		32	180		212	\$28,668.52
12	Project Documentation Review/Document Control (shop drawings, submittals, CMT Reports, Samples, etc.)		32		80	112	\$11,689.92
13	Change Order Review, Negotiation, and Preparation.		16		2	18	\$3,200.92
14	Review and verify Contractor Applications for Payment		12		4	16	\$2,574.64
15	Conduct 6 and 11 month walk through and Contractor follow-up.		2	4		6	\$883.72
	<b>Subtotal Labor Hours</b>		<b>151</b>	<b>218</b>	<b>90</b>	<b>459</b>	
<b>Labor Hours</b>			<b>151</b>	<b>218</b>	<b>90</b>	<b>459</b>	
Hourly Base Rates			\$ 55.00	\$ 36.00	\$ 20.00		
Contract Rate FY2020			\$ 191.36	\$ 125.25	\$ 69.58		
<b>Total Costs</b>			<b>\$ 28,895.36</b>	<b>\$ 27,304.50</b>	<b>\$ 6,262.20</b>		<b>\$62,462.06</b>

Direct Expenses Mileage: \$0.56/mile \$ 3,490.67

*Total Direct Expenses* \$ 3,490.67

**B2Z Engineering Total Cost**

**\$65,952.73**