

EXHIBIT E -Work Authorization

HIDALGO COUNTY

Professional Engineering Services Contract # C-19-252-07-16

Work Authorization Form

WORK AUTHORIZATION NO. 03

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, Half 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 the Storage Addition at Hidalgo County Precinct 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 for \$25,670.00. 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/Part/Section 6 of the Agreement.

PART 4. FUNDING This Work Authorization No.6 shall be funded through funding source: Account No. _____ 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 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 Acknowledgment and confirmation by Hidalgo County Precinct #4, Commissioner Ellie Torres as to content and detail of this Work Authorization No. 03.

HIDALGO COUNTY PRECINCT No. 4

BY: Ellie Torres, Commissioner

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:

THE OWNER:

HALFF ASSOCIATES INC.

HIDALGO COUNTY

By: Menton J. Murray, III, P.E., LEED AP

By: Richard F. Cortez, County Judge

ATTEST:

By: _____
Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

- ATTACHMENT "A" -Service to be Provided by the Owner
- ATTACHMENT "B" -Services to be Provided by the Engineer
- ATTACHMENT "C" -Work Schedule
- ATTACHMENT "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) 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.
 - (10) Review and approve the Project design criteria.
 - (11) 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) Plumbing Engineering, 2) Electrical 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.

Half Associates, Inc. is pleased to submit this Work Authorization No. 03 proposal under our existing Professional Service Agreement (C19-252-07-16) with Hidalgo County to provide:

Design Phase Services

- Project Management / Coordination
- Survey / Develop Base Map
- Site Visit Field verify civil requirements
- Site Visit Field verify electrical equipment and circuitry capacity
- Civil Demo Plans
- Electrical Demo Plans
- Civil Plans
- Civil Schedules / Details
- Electrical Plans
- Electrical Schedules / Details
- Specifications Front Ends
- Specifications Electrical
- Review Meeting
- Coordinate and specify shelving units
- Final Plan Production
- QAQC

Bid Phase Services

- Pre-Bid Meeting (1 Visit)
- Response to RFI's
- Addenda
- Letter of Recommendation
- Contract Preparation

Construction Phase Services

- Pre-Construction Meeting (1 Visit)
- Response to RFI's
- Review Submittals
- CA Phase Administrative Support
- Review Payment Applications
- Site Visits (2) Total
- Issue Field Observation Reports (1 Total)

- Issue one punch list
- Project Close-out

Specific Exclusions

- Site visits in excess of those identified
- Construction phase activities in excess of 2 months from Contractor's Notice to Proceed
- Work not associated with the following construction scope

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.

- Design Phase Services 3 months from NTP
- Bid Phase Services 1 month from NTP
- Construction Phase Services 2 month from NTP

EXHIBIT D

Cost Proposal

Plans and Specifications for Hidalgo County Precinct 4 Storage Addition

Phase 1	
• Design Phase Services	\$19,275.00
Phase 2	
• Bid Phase Services	\$1,860.00
Phase 3	
• Construction Phase Services	\$4,285.00
• Expenses	\$250.00
Total:	<u>\$25,670.00</u>

Halff Associates, Inc.
 Fee Schedule-Hidalgo County Precinct 4 Storage Addition
 HIDALGO COUNTY 2019 On-Call Contract No: C19-252-07-16 \Work Authorization No. 03

	Project Manager	PE	EIT	Designer	Construct Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:	\$240	\$190	\$145	\$95	\$105	\$75	\$65	\$170			
Phase 1 - Design Phase Services											
Project Management/Coordination	4						8			12	\$1,480.00
Survey / Develop Base Map		2		4				4		10	\$1,440.00
Site Visit Field verify civil requirements		2	2			4				8	\$970.00
Site Visit Field verify electrical equipment and circuitry capacity		2	2			4				8	\$970.00
Civil Demo Plans		1		2						3	\$380.00
Electrical Demo Plans			2	2						4	\$480.00
Civil Plans		1		2						3	\$380.00
Civil Schedules/Details			2							2	\$290.00
Electrical Plans		1	2	2		4				9	\$970.00
Electrical Schedules/Details		1	1	4		4				10	\$1,015.00
Specifications Front Ends		1	2				4			7	\$740.00
Specifications Electrical		1	2				4			7	\$740.00
Review Meeting	1	2								3	\$620.00
Coordinate and specify shelving units	1			2			2			5	\$560.00
Final Plan Production	1	2	4	4		4				15	\$1,880.00
QAQC	2	2								4	\$860.00
Subconsultant: Chanin Engineering									\$5,500	0	\$0.00
Phase I Design Sub-Total (Hours)	9	18	19	22	0	20	18	4		110	
Phase I Design Sub-Total (\$)	\$2,160	\$3,420	\$2,755	\$2,090	\$0	\$1,500	\$1,170	\$680	\$5,500		\$19,275.00
Phase 2 - Bid Phase Services											
Pre-Bid meeting		2								2	\$380.00
Respond to RFIs		1.0			1					2	\$295.00
Addenda		1		3						4	\$475.00
Letter of Recommendation		1								1	\$190.00
Contract Preperation							8			8	\$520.00
Phase 2 Bid Phase Sub-Total (Hours)	0	5	0	3	1	0	8	0		17	
Phase 2 Bid Phase Sub-Total (\$)	\$0	\$950	\$0	\$285	\$105	\$0	\$520	\$0	\$0		\$1,860.00
Phase 3 - Construction Phase Services											
Pre-construction meeting	1	1			1					3	\$535.00
Respond to RFIs		1			3					4	\$505.00
Review Submittals							4			4	\$260.00
CA Phase Administrative Support		2								2	\$380.00
Review payment application		3			3					6	\$885.00
Site Visits (2) Total		1			1					2	\$295.00
Issue Field Observation Reports (1 total)		1			1					2	\$295.00
Issue one punch list		4								4	\$760.00
Project Close-out	1						2			3	\$370.00
Phase 3 Construction Admin Sub-Total (Hours)	2	13	0	0	9	0	6	0		30	
Phase 3 Construction Admin Sub-Total (\$)	\$480	\$2,470	\$0	\$0	\$945	\$0	\$390	\$0	\$0		\$4,285.00
TOTAL HOURS (PRIME CONSULTANT)										157	
TOTAL EXPENSES											\$250.00
TOTAL LABOR PLUS EXPENSES											\$25,670.00

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

HALFF ASSOCIATES, INC
MCALLEN, TX United States

Certificate Number:
2020-584543

Date Filed:
02/05/2020

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Hidalgo County

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

C19-252-07-16
Work Authorization No.3 Hidalgo County Precinct 4 Storage Addition

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Zapalac, Russell	Austin, TX United States	X	
Tanksley, Dan	Richardson, TX United States	X	
Sagel, Joseph	Richardson, TX United States	X	
Murray, Menton	McAllen, TX United States	X	
Moya, Mike	Austin, TX United States	X	
Miller, Steven	Austin, TX United States	X	
Kunz, Pat	Richardson, TX United States	X	
Ickert, Andrew	Fort Worth, TX United States	X	
Jackson, Todd	Austin, TX United States	X	
Edwards, Mark	Richardson, TX United States	X	
Bargainer, Tim	Austin, TX United States	X	
Baker , Jessica	Richardson, TX United States	X	
Adams , Bobby	Houston, TX United States	X	

