

## EXHIBIT E -Work Authorization

# HIDALGO COUNTY

Professional Engineering Services Contract # C-20-317-08-25

## WORK AUTHORIZATION NO. 01

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 the Evaluation of hands-free plumbing fixtures and HVAC Systems UV lighting, and the addition automatic door openers at 63 county owned buildings.

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 \$7,524.00. 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.5 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 Acknowledgement and confirmation by Hidalgo County Precinct #4, Commissioner Ellie Torres as to content and detail of this Work Authorization No. 01.

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: Jose A. Delgado, P.E., RCDD, 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) Mechanical/ 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.

**Halff Associates, Inc. is pleased to submit this Work Authorization No. 01 proposal under our existing Professional Service Agreement (C-20-317-08-11) with Hidalgo County to provide engineering services for the evaluation of hands-free plumbing fixtures and HVAC Systems UV lighting, and the addition automatic door openers at 63 county owned buildings:**

### **Phase 1: Hands-free Plumbing Fixtures and HVAC System UV Lighting**

- Review proposed plumbing fixtures cutsheets provided by the County for conformance with a “manual to hands-free” replacement.
  - Evaluate MEP performance
  - Evaluate MEP cost
- Review proposed HVAC Systems UV Lighting cutsheets provided by the County.
  - Evaluate MEP performance
  - Evaluate MEP cost
- If in Engineer’s judgment the replacement from “manual for hands-free” does not require any Engineering design, provide a certification to the County that the work does not require the preparation of engineering plans and specifications in accordance with Chapters 1001/1051 of the Occupational Code. If in the Engineer’s judgment, the project does require the preparation of plans and specifications, this letter of non-certification will be similarly provided.
- Meetings
  - Kick-off
  - Findings reporting

### **Phase 2: Automatic door opener and access controls**

- Perform a total of two site visits with staff to witness a mock-up door with the automatic door opener and access controls.
  - The county will provide a list of door schedules, broken down by building location, for engineer to include in construction documents.
- Evaluate proposed automatic door openers and electronic access controls.
- Develop drawing details and wiring diagrams for doors requiring power and electronic access controls.
  - The drawings will be typical and conceptual in nature with enough information for a contractor to bid.
  - Power to the access controls and door openers is assumed to be readily available.
- Develop project specifications for electrical and access control systems.
- Closeout meeting to discuss construction documents.

### **Specific Exclusions**

- Site visits more than those identified
- The County will provide a list of door schedule to be included in the construction drawings.
- Bidding and construction administration services are excluded from this proposal.

## **Contract Rates**

<b>Project Manager</b>	<b>\$240</b>
<b>PE</b>	<b>\$190</b>
<b>EIT</b>	<b>\$145</b>
<b>Designer</b>	<b>\$95</b>
<b>Construction Admin.</b>	<b>\$105</b>
<b>CAD Tech.</b>	<b>\$75</b>
<b>Clerical</b>	<b>\$67</b>
<b>Survey Manager (RPLS)</b>	<b>\$165</b>
<b>2-Man Survey Crew</b>	<b>\$170</b>

# 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.

The following schedule is contingent on the NTP being provided during the week of 08/12/2020.

### **Phase 1: Hands-free Plumbing Fixtures and HVAC System UV Lighting**

Start: Week of 08/17, Finish: Week of 08/31

### **Phase 2: Automatic door opener and access controls**

Start: Week of 08/17, Finish: Week of 09/14

# EXHIBIT D

## Cost Proposal

**Plans and Specifications for Engineering services for automatic door openers, hands-free plumbing fixtures, and addition of UV lighting for HVAC systems at 63 county owned buildings**

<b>Phase 1</b>	
• <b>Hands-free Plumbing Fixtures and UV Lighting</b>	<b>\$3,600.00</b>
<b>Phase 2</b>	
• <b>Automatic Door Opener and Access Controls</b>	<b>\$3,774.00</b>
• <b>Expenses</b>	<b>\$150.00</b>
<b>Total:</b>	<b><u>\$7,524.00</u></b>

Half Associates, Inc.

Fee Schedule-engineering services for Facilities Improvements Hands-Free Devices

HIDALGO COUNTY 2020 On-Call Contract No: C-20-317-08-11\Work Authorization No. 01

	Project Manager	PE	EIT	Designer	Construction Admin	CAD Tech	Clerical	Survey Manager (RPLS)	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
<b>Contracted Rate:</b>	\$240	\$190	\$145	\$95	\$105	\$75	\$67	\$165	\$170			
<b>Phase 1</b>												
Kick-off meeting	1		1								2	\$385.00
Review proposed plumbing fixtures cutsheets			4	8							12	\$1,340.00
Review proposed HVAC Systems UV Lighting cutsheets			4	4							8	\$960.00
Develop letters	1		2								3	\$530.00
Findings reporting meeting	1		1								2	\$385.00
											0	\$0.00
<b>Phase 1 Design Sub-Total (Hours)</b>	<b>3</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>\$3,600.00</b>
<b>Phase 1 Design Sub-Total (\$)</b>	<b>\$720</b>	<b>\$0</b>	<b>\$1,740</b>	<b>\$1,140</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$3,600.00</b>
<b>Phase 2</b>												
Two site visits			4								4	\$580.00
Automatic door opener evaluation	1		4								5	\$820.00
Drawing details and schematics		1	4			10					15	\$1,520.00
Project specifications		1	1				2				4	\$469.00
Closeout meeting	1		1								2	\$385.00
											0	\$0.00
<b>Phase 2 Design Sub-Total (Hours)</b>	<b>2</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>0</b>		<b>30</b>	<b>\$0.00</b>
<b>Phase 2 Design Sub-Total (\$)</b>	<b>\$480</b>	<b>\$380</b>	<b>\$2,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750</b>	<b>\$134</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$3,774.00</b>
<b>TOTAL HOURS (PRIME CONSULTANT)</b>	<b>\$1,200</b>	<b>\$380</b>	<b>\$3,770</b>	<b>\$1,140</b>	<b>\$0</b>	<b>\$750</b>	<b>\$134</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL EXPENSES (EST. REIMBURSABLES)</b>												<b>\$150.00</b>
<b>TOTAL LABOR PLUS EXPENSES</b>												<b>\$7,524.00</b>

# 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.**

Half Associates, Inc.  
 McAllen, TX United States

Certificate Number:  
 2020-654723

Date Filed:  
 08/07/2020

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

Hidalgo County Precint No. 4

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.**

C-20-317-08-11

Engineering services for the evaluation of hands-free plumbing fixtures and HVAC Systems UV lighting, and the addition automatic door openers at 63 county owned buildings.

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	
	Murray, Menton	McAllen, TX United States	X	
	Plugge, Roman	Richardson, 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	
	Bargainer, Tim	Austin, TX United States	X	
	Baker, Jessica	Richardson, TX United States	X	
	Adams, Bobby	Houston, TX United States	X	

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

2 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.  
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C-20-317-08-11  
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4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.


6 UNSWORN DECLARATION

My name is Menton J. Murray III, and my date of birth is 4/2/1972.

My address is 5060 W. Military Hwy #100, McAllen, TX, 78503, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 7<sup>th</sup> day of August, 2020.  
(month) (year)

  
 \_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)