

HIDALGO COUNTY UCP

Professional Engineering Services

WORK AUTHORIZATION NO. 2

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 1 of the Agreement made by and between **HIDALGO COUNTY**, acting herein by and through the **Hidalgo County Urban County Program**, hereinafter called the “**Owner**,” and, **CassLee Investments, LLC d/b/a CSJ Group**, professional engineers of **Edinburg**, Texas, hereinafter called “**Engineer**”.

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide **Engineering, Surveying services and testing/observation for 2020 Edcouch Street Improvements Project**

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. CONTRACT AMOUNT

The estimated cost for services under this Work Authorization is \$ **44,497.00**. This amount is based upon the costs outlined in the **Contract Amount** 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 5** of the Agreement.

PART 4. FUNDING

This Work Authorization No. 2 shall be funded through funding source:

Account No. **5017/18/20-20-0311-5000-2000**

Requisition/Purchase Order Number **10746** (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 within the contract limits of two (2) years from approval of contract.**

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 Urban County Program Director, Patricio R. Avila** as to content and detail of this **Work Authorization No. 2**.

**HIDALGO COUNTY
URBAN COUNTY PROGRAM**

BY: _____

Patricio R. Avila, Director

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on **March 2, 2021** as indicated below and effective as of **2nd** day of **March, 2021**.

THE ENGINEER:
CassLee Investments, LLC d/b/a CSJ Group

THE OWNER:
HIDALGO COUNTY

By: **Jose E. "Eddie" Saenz/Managing Member**

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" - Contract Amount

Attachment "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 (as defined and more particularly identified on Exhibit "A attached to this Agreement).

General:

The Owner will provide to the Engineer the following:

- 1) Provide the authorization to proceed with services through coordinator with the project consulting and design Engineer.
- 2) Payment for work performed by the Engineer and accepted by the Owner in accordance with Article 3 of this Agreement.
- 3) Assistance to the Engineer, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies 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 Exhibit A attached to this agreement.
- 6) Attend and participate in progress meetings as required and as coordinated and conducted by Engineer.
- 7) Provide authorization to proceed with services on project by project basis through consulting design and construction Engineer.

ATTACHMENT "B"

Scope of Services to be provided by the Engineer

CSJ Group will provide Engineering and Surveying Services that consist of funding for the paving (overlay) of streets for the 2020 Edcouch Street Improvements Project but not limited to adjacent/abutting streets within the general vicinity and related appurtenances.

Engineering Services consist of project development, schematic design, construction documentation, bidding assistance and recommendation, construction observation of rolling patterns, contractor invoice reviews and contract closeout.

Surveying Services include measurement of project limits for bid quantities, location of manholes to uncover after paving and confirmation of paved areas. The project limits are:

1. CV Mendez Street aka Victoria Street (FM 1015 to End of Street)
2. Los Laureles (Kika De La Garza, "El Jardin" and Hinojosa Street) (FM 1015 to End of Street)
3. Crenshaw Street (FM 1015 to McDaniel Street)
4. Cochran Street (Pacific Avenue north to Dead End)

ATTACHMENT "C"

Work Schedule

CSJ Group will provide Engineering and Surveying services that consist of funding for the paving (overlay) of streets for the 2020 Street Improvements within the City of Edcouch. The Work Schedule is as follows:

<u>Task</u>	<u>Estimated Schedule</u>
1. Preliminary Investigation Report	February 22, 2021
2. 100% Final Investigation Report	March 1, 2021
3. Schematic Design	March 8, 2021
4. Design Development	March 15, 2021
5. Construction Document 30%	March 22, 2021
6. Construction Document 60%	March 29, 2021
7. Construction Document 100%	March 5, 2021
8. Advertisement for Bid	Established by Owner
9. Bid Closed	Established by Owner
10. Review Bids and Present to County	Established by Owner
11. Pre-Construction Meeting	Established by Owner
12. Construction Start	May 2021
13. Construction Complete	July 2021

CSJ GROUP

ENGINEERS ■ CONSULTANTS ■ MANAGERS
TBPE FIRM NO. 17262

February 3, 2021

COUNTY OF HIDALGO
URBAN COUNTY PROGRAM
1916 Tesoro Street
Pharr, Texas 78577

ATTN: Eric Trevino
UCP Coordinator II

RE: City of Edcouch 2020 Street Improvements
Best and Final Offer (BAFO)

Thank you for the opportunity to provide our services to the County of Hidalgo and the City of Edcouch. As requested, CSJ Group is submitting it's BAFO for the above referenced project for Engineering Services for a fee of \$44,497.00. These services include engineering (\$33,373.00), surveying (\$5,562.00) and testing/observation for rolling patterns (\$5,562.00).

If you should have any questions, we are available at your earliest convenience.

Respectfully submitted,



Jose E. "Eddie" Saenz, P.E.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/3/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IAM Insurance Agency L.L.C. P.O. Box 657 Edinburg, TE 78540-0657	CONTACT NAME: Smiley Martinez	FAX (A/C, No): () -	
	PHONE (A/C, No, Ext): (956) 207-2789	E-MAIL ADDRESS: iamins@sbcglobal.net	
INSURED CassLee Investments, LLC dba CSJ Group Jose E Saenz 3113 Las Cruces Edinburg, TX 78539	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A: Lloyd's London-Certain Underwriters		
	INSURER B: Travelers Ins Auto		
	INSURER C: Texas Mutual Insurance Company		
	INSURER D: Lloyd's of London-Certain Underwriters		
INSURER E:			
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	68G-9M312817-19-47	12/03/2020	12/03/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BA-9M421770-19-GR1	12/03/2020	12/03/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIMPD \$ 1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A	0001313378	09/30/2020	09/30/2021	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	V1D2CF160101	12/30/2020	12/30/2021	Limit of Liab. 1,000,000 Aggregatge 1,000,000 Ded. 2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG-2037 (Additional Named Insured) County of Hidalgo Urban County

Blanket WOS must be listed in favor of County of Hidalgo (Urban County)

CG-(Primary/Non-Contributory) Primary/Non-Contributory Clause (County of Hidalgo Urban County)

Sullivan City Project #5020-77-0311-5000-7700-UCP-EP

CERTIFICATE HOLDER Urban County Program 1916 Tesoro St Pharr, Texas 78577	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Ismael A. Martinez

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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.
CassLee Investments, LLC d/b/a CSJ Group
Edinburg, TX United States

Certificate Number:
2020-690067

Date Filed:
11/16/2020

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Hidalgo County Urban Co. Program-City of Edcouch Street Improvements

Date Acknowledged:
12/03/2020

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.
B-2020
2020 Hidalgo County Urban Co. Program City of Edcouch Street Improvements

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 _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

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

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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.

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CassLee Investments, LLC d/b/a CSJ Group
Edinburg, TX United States

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Hidalgo County Urban Co. Program-City of Edcouch Street Improvements

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B-2020
2020 Hidalgo County Urban Co. Program City of Edcouch Street Improvements

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 Jose E. Saenz, and my date of birth is June 30, 1960.

My address is 3113 Las Cruces Dr., Edinburg, Tx, 78539, 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 16th day of November, 2020.
(month) (year)

Jose E. Saenz

Signature of authorized agent of contracting business entity
(Declarant)