

## EXHIBIT E -Work Authorization

# HIDALGO COUNTY

Professional Engineering Services Contract # C-20-680-12-29

### Work Authorization Form

## 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 engineering services for electrical and structured data cabling associated to the new furniture layouts at the Hidalgo County Precinct 4 Plains Capital Building.

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 \$24,183.00. 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. 01 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 \_\_\_\_\_, \_\_\_\_\_ as to content and detail of this Work Authorization No. 01.

HIDALGO COUNTY

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 \_\_\_\_\_, 2021.

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) Electrical Engineering, and 2) Information Technology Systems Design. 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-20-680-12-29) with Hidalgo County to provide for the Hidalgo County Precinct 4 Plains Capital Building:**

### **Site investigation:**

- **Perform field data collection on existing electrical circuits.**
  - **Field data will be based on existing electrical panel schedules.**
- **Perform field data collection on structured cabling, data cabling.**
  - **Field data will be based on available patch panel tagging.**

### **Demolition:**

- **Develop electrical demolition plans to indicate electrical circuits to demolish.**
- **Develop structured cabling demolition plans to indicate associated cabling to demolish.**

### **Electrical Design:**

- **Determine electrical capacity based on existing electrical distribution.**
- **Perform electrical plans to extend new circuits for the new furniture layout.**
- **Specify power pole(s) to serve existing furniture under new layout.**
- **Specify circuit arrangement to meet energy conservation code requirements for furniture applications.**
- **Power circuits for new A/V monitors and timeclocks.**
- **Coordination meetings with owner to discuss power associated progress (total of 4).**
- **Specifications.**

### **Information Technology Systems Design:**

- **Specify structured cabling type for application.**
- **Coordinate with owner zoning for data cabinet to extend data cabling to.**
- **Specify data pole for routing of data cabling to furniture.**

- **Coordinate timeclock locations with owner and specify cabling and associating terminations.**
- **Specify new patch panels for new data cabling.**
- **Perform Fire Alarm design for renovated area.**
  - **Coordination with Authority Having Jurisdiction.**
  
- **A/V**
  - **HDMI cabling, faceplate, junction box, and terminations coordination for new TV monitors in conference rooms and second floor's large conference room.**
  
- **CATV**
  - **Coordination of TV monitor locations with owner for associated cablings.**
  - **Infrastructure only (rough-ins, data cable, and RG6 coaxial cabling).**

#### **Proposal Review & Assessment Phase Services**

- **Review contractor pricing.**
- **Provide recommendations for award.**

#### **Construction Phase Services**

- **Preconstruction meeting.**
- **Review payment applications**
- **Response to RFIs**
- **Submittal reviews**
- **CA phase administrative support**
- **Field observations/phased punch lists (6 total field meetings – 3 for electrical and 3 for ITS)**
- **Project close-out**

#### **Specific Exclusions**

- **Lighting system assessment or design.**
- **HVAC system assessment or design.**
- **Plumbing systems assessment or design.**
- **As-built generation plans.**
- **Field measurements, plan recreation, and/or existing systems' plan creation because of a lack of existing architectural, structural, mechanical, electrical, plumbing, or other construction plans in the areas of work.**
- **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 contractor 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.

The following schedule is contingent on the NTP being provided during the week of 03/19/2021.

### **Hidalgo County Pct4 Plains Capital Building (tentative schedule)**

Site Investigation:	Week of 03/22/2021
Demolition and Design Plans:	Week of 03/29/2021, Finish: Week of 04/30/2021
Proposal Review & Assessment Phase Services:	Week of 05/03/2021
Construction Administration:	Week of 05/17/2021, Finish: Week of 07/30/2021

# EXHIBIT D

## Cost Proposal

**Plans and specifications for engineering services for electrical and structured data cabling associated to the new furniture layouts at the Hidalgo County Precinct 4 Plains Capital Building.**

- **Hidalgo County Pct4 Plains Capital Building** **\$ 24,183.00**

**Total:** **\$24,183.00**



# 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

Certificate Number:  
2021-727385

Date Filed:  
03/16/2021

Date Acknowledged:

**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

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

Hidalgo County Precinct No. 4

**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-20-680-12-29/2021-377

Engineering Services for electrical and structured data cabling associated to the new furniture layouts at the Hidalgo County Precinct 4 Plains Capital Building

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	
	Llewellyn Sr., Mark	Tallahassee, FL United States	X	
	Jackson, Todd	Austin, TX United States	X	
	Kunz, Pat	Richardson, TX United States	X	
	Ickert, Andrew	Fort Worth, TX United States	X	
	Edwards, Mark	Richardson, TX United States	X	
	Baker, Jessica	Richardson, TX United States	X	
	Bargainer, Tim	Austin, TX United States	X	

