

May 3, 2021

The Honorable Commissioner Ellie Torres  
**Attn: Leticia Saenz**  
Hidalgo County Precinct #4  
1051 N. Doolittle Rd.  
Edinburg, Texas 78542

**RE: Work Authorization No. 1 - Construction Management Services for project specific  
– The Design & Construction of Sunflower Park in Precinct #4 (C-21-228-03-16)  
PO# 830040**

Dear Commissioner Torres:

Attached for your review and approval is our invoice for services rendered under Work Authorization #1 during the month of April 2021 on the subject referenced project.

The following is attached:

- Invoice No. 40118

The following is a narrative of the progress for this period.

<b>TASK</b>	<b>% Complete</b>
<b>Pre-Construction - Design</b>	
<b>Task 1 - Assist Precinct 4 in the preparation of formal AIA contract documents for Architect</b>	<b>100%</b>
<b>UPDATED:</b> B2Z has completed this task and the architect has commenced the programming phase of the design.	
<b>Task 2 - Monthly Architect design review meetings (based on 5 months)</b>	<b>20%</b>
<b>UPDATED:</b> <ul style="list-style-type: none"><li>• 4/7/2021 – Meeting with TWG to review current design and prepare for 4/14/2021 meeting with Commissioner and Staff.</li></ul>	
<b>Task 3 - Monthly owner status meetings (based on 5 months)</b>	<b>20%</b>
<b>UPDATED:</b> <ul style="list-style-type: none"><li>• 4/14/2021 – Meeting with Precinct #4 and TWG to finalize items needed to complete the programming phase of design.</li></ul>	

<b>Task 4 - Prepare and conduct pre-construction conference</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 5 - Permit coordination</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Construction Bidding</b>	
<b>Task 1 - Contractor outreach/Contractor pre-qualification</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 2 - Evaluate bids and make recommendations to Hidalgo County Precinct 4</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 3 - Assist in the preparation of formal AIA contract documents for Contractor</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 4 - Assist Hidalgo County Precinct 4 with contractor negotiations</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	

<b>During Construction</b>	
<b>Task 1 - Conduct bi-weekly Owner/Architect/Contractor (OAC) Meetings</b>	<b>0%</b>
<u><b>NO UPDATE:</b></u> <i>This task has not begun.</i>	
<b>Task 2 - Monthly owner status meetings (based on 8 months)</b>	<b>0%</b>
<u><b>NO UPDATE:</b></u> <i>This task has not begun.</i>	
<b>Task 3 - Daily project site visits with field reports and photographs</b>	<b>0%</b>
<u><b>NO UPDATE:</b></u> <i>This task has not begun.</i>	
<b>Task 4 - Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.)</b>	<b>0%</b>
<u><b>NO UPDATE:</b></u> <i>This task has not begun.</i>	
<b>Task 5 - Project Documentation Review/Document Control (shop drawings, submittals, CMT Reports, Samples, etc.)</b>	<b>0%</b>
<u><b>NO UPDATE:</b></u> <i>This task has not begun.</i>	
<b>Task 6 - Change order review, negotiation, and preparation</b>	<b>0%</b>
<u><b>NO UPDATE:</b></u> <i>This task has not begun.</i>	

<b>Post Construction</b>	
<b>Task 1 - Conduct 6 and 11 month walk through and Contractor follow-up</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Miscellaneous Technical Activities</b>	
<b>Task 1 – Develop and update project schedule monthly</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 2 – Develop and update project budget monthly</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 3 – Meetings and Coordination</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	

Should you have any questions regarding this submittal, please do not hesitate to call me at (956) 585-3773.

Sincerely,

---

Jesse Ozuna  
Project Manager  
B2Z Engineering, LLC



P.O. Box 2724  
 McAllen, Tx. 78502  
 (956) 585-3773

Invoice

Date	Invoice #
5/3/2021	40118

Please send remittance with copy of invoice to:  
 Attn: Mrs. Aisha Gonzalez  
 P.O. Box 2724  
 McAllen, Tx. 78502

**Bill To:**  
 Hidalgo County Precinct #4  
 1051 Doolittle Rd  
 Edinburg, TX 78542

**Project Info:**  
 Hidalgo County Precinct #4  
 Contract # C-21-228-03-16  
 Work Authorization #1  
 Sunflower Park

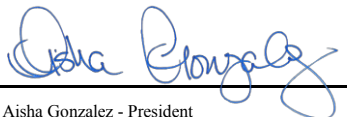
B2Z JOB: 4120

**Billing Period** April 2021

Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete
<b>Pre-Construction - Design</b>					
<b>Task 1</b> - Assist Precinct 4 in the preparation of formal AIA contract documents for Architect	\$ 1,819.08	\$ -	\$ 1,819.08	\$ 1,819.08	100%
<b>Task 2</b> - Monthly design status meetings	\$ 6,991.70	\$ -	\$ 1,398.34	\$ 1,398.34	20%
<b>Task 3</b> - Monthly owner status meetings	\$ 6,991.70	\$ -	\$ 1,398.34	\$ 1,398.34	20%
<b>Task 4</b> - Prepare and conduct pre-construction conference	\$ 1,905.70	\$ -	\$ -	\$ -	0%
<b>Task 5</b> - Permit coordination	\$ 2,029.44	\$ -	\$ -	\$ -	0%
<b>Construction Bidding</b>					
<b>Task 1</b> - Contractor outreach/Contractor pre-qualification	\$ 2,425.44	\$ -	\$ -	\$ -	0%
<b>Task 2</b> - Evaluate bids and make recommendations to Hidalgo County Precinct 4	\$ 1,955.20	\$ -	\$ -	\$ -	0%
<b>Task 3</b> - Assist in the preparation of formal AIA contract documents for Contractor	\$ 3,502.04	\$ -	\$ -	\$ -	0%
<b>Task 4</b> - Assist Hidalgo County Precinct 4 with contractor negotiations	\$ 1,348.84	\$ -	\$ -	\$ -	0%
<b>During Construction</b>					
<b>Task 1</b> - Conduct bi-weekly Owner/Architect/Contractor (OAC) Meetings	\$ 5,147.84	\$ -	\$ -	\$ -	0%
<b>Task 2</b> - Monthly owner status meetings	\$ 6,570.96	\$ -	\$ -	\$ -	0%
<b>Task 3</b> - Daily project site visits with field reports and photographs	\$ 59,398.40	\$ -	\$ -	\$ -	0%
<b>Task 4</b> - Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.)	\$ 23,635.60	\$ -	\$ -	\$ -	0%
<b>Task 5</b> - Change order review, negotiation, and preparation	\$ 5,661.42	\$ -	\$ -	\$ -	0%
<b>Task 6</b> - Review and verify contractor applications for payment	\$ 7,536.18	\$ -	\$ -	\$ -	0%
<b>Post Construction</b>					
<b>Task 1</b> - Conduct 6 and 11 month walk through and Contractor follow-up	\$ 1,014.72	\$ -	\$ -	\$ -	0%
<b>Misc. Technical Activities</b>					
<b>Task 1</b> - Develop and update project schedule monthly	\$ 5,048.88	\$ -	\$ -	\$ -	0%
<b>Task 2</b> - Develop and update project budget monthly	\$ 5,048.88	\$ -	\$ -	\$ -	0%
<b>Task 3</b> - Meetings and Coordination	\$ 7,548.56	\$ -	\$ -	\$ -	0%
<b>Mileage</b>	\$ 4,048.00	\$ -	\$ -	\$ -	0%
<b>Total For This Billing Period</b>				<b>\$4,615.76</b>	

**Work Authorization ~ Summary**

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$159,628.58	\$0.00	2.9%	\$155,012.82

  
 Aisha Gonzalez - President