

October 1, 2021

Mr. Valde Guerra, Executive Officer  
**Attn: Glinda Pacheco, Planning Analyst III**  
County of Hidalgo Texas Executive Office  
2818 S. Bus. Hwy. 281  
Edinburg, Texas 78539

**RE: Professional Construction Management Services Contract  
(C-20-204-06-09)  
Work Authorization No. 2 ~ Pre-Design Phase Services – Bio/Safety Laboratory  
Project  
PO# 828387**

Dear Mr. Guerra:

Attached for your review and approval is our invoice for services rendered under Work Authorization #2 during the month of September 2021 on the subject referenced project.

The following is attached:

- Invoice No. 40145

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

Design Phase	% Complete
<b>Tasks 1 - Oversight of Architect &amp; Design - Meetings &amp; Coordination with Core Design Team. (Architect, MEP Engineer, Structural Engineer, Civil Engineer, etc.)</b>	85%
<b>UPDATED:</b> <ul style="list-style-type: none"><li>▪ B2Z continues to coordinate pending administrative items required for the project, including the processing of invoices with various Hidalgo County departments. Consultant invoices for both B2Z, SAMES, &amp; ERO continue to be vetted and approved for payment.</li><li>▪ B2Z continues both internal and external weekly design meetings. The project is currently 75% into the Construction Document (CD's) phase.</li><li>▪ Design development is 100% complete and approval was received from Hidalgo County Commissioner's Court on September 21, 2021.</li><li>▪ B2Z continues coordination with HC and Sames Engineering, for the south parking area and canopy structure. The plans and specifications for this sub-project are at 100%. Front-end documents are ready and will be incorporated into bid sets.</li></ul>	

<ul style="list-style-type: none"> <li>▪ South parking area and canopy structure (SAMES) will be included in main Bio-Safety lab Project and not be bid out as a separate Project.</li> <li>▪ B2Z continues coordination of the electrical relocation Project. The plans and specifications developed by Trinity Engineering for this project are at 100%. Front end documents are complete. Bidding schedule was developed in conjunction with Urban County and ERO on September 24, 2021. Final schedule is being vetted by Urban County for advertisement in the following month.</li> </ul>	
<p><b>Tasks 2 - Oversight of Architect &amp; Design - Meetings &amp; Coordination with Other Project Consultants (Geotech, Survey, FF&amp;E, Equipment Vendors, etc.)</b></p>	<p><b>85%</b></p>
<p><b><u>UPDATED:</u></b></p> <ul style="list-style-type: none"> <li>▪ Geotechnical – borings were completed in June, and the report was completed in July. The geotechnical report was delivered to the design team on July 12, 2021.</li> <li>▪ Lab Equipment – an updated equipment procurement list has been uploaded to BIM 360. B2Z/ERO/Superior/HC are making continuous updates to the lab equipment list. This is an on-going task that will continue through the construction document phase to ensure timely delivery of all equipment.</li> <li>▪ City of Edinburg – the site plan was approved by the City of Edinburg. The City also asked to review the landscaping plan which was provided, and approval returned on September 27, 2021.</li> <li>▪ Hidalgo County IT – a meeting was held with IT to ensure sizing of the MDF was correct and that IT had access to the latest drawings for review. We will follow up with IT to incorporate their comments prior to issuing bid sets to contractors.</li> <li>▪ Oscar Villarreal from facilities and maintenance has been attending most design meetings to ensure that we follow all County design guidelines. Exterior colors from the courthouse were shared with HC. We still have not received any guidance from HC on exterior color selections.</li> </ul>	
<p><b>Tasks 3 - Design &amp; Bidding Schedule Adherence - Monthly Updates to Multi-Discipline Baseline Project Schedule</b></p>	<p><b>85%</b></p>
<p><b><u>UPDATED:</u></b></p> <p>Below are the updated milestones based on the updated September 2021 schedule. The updated schedule was provided to all stakeholders (no significant changes to note):</p> <ul style="list-style-type: none"> <li>▪ October 2021 – Design Completion</li> </ul>	

<ul style="list-style-type: none"> <li>▪ November 2021 – Bids Due</li> <li>▪ January 2021 – Construction Start</li> <li>▪ November 2022 – Substantial Completion (based on a 300-day construction schedule)</li> <li>▪ December 2022 – Turnover and occupancy</li> </ul>	
<b>Tasks 4 - Budget Adherence - Monthly Updates to the Total Project Baseline Budget</b>	<b>85%</b>
<p><b><u>UPDATED:</u></b></p> <ul style="list-style-type: none"> <li>▪ The overall project budget has been updated to reflect some minor price increases in laboratory equipment. We will work on updating the project budget at the completion of the CD phase.</li> </ul>	
<b>Tasks 5 - Quality Reviews &amp; Key Stakeholder Approvals and Acceptance (Schematic, Design Development, &amp; Construction Documents)</b>	<b>75%</b>
<p><b><u>UPDATED:</u></b></p> <ul style="list-style-type: none"> <li>▪ NO UPDATE THIS MONTH.</li> </ul>	
<b>Tasks 6 - Development of Monthly Status Reports &amp; Presentation to HCCC, Steering &amp; Governing Committees</b>	<b>70%</b>
<p><b><u>UPDATED:</u></b></p> <ul style="list-style-type: none"> <li>▪ B2Z continues to brief both steering and governing committees on major project items such as budget and schedule.</li> </ul>	
<b>Tasks 7- Assist the Owner with Review of Final Bid Packages.</b>	<b>0%</b>
<p><b><u>UPDATED:</u></b> <i>This task has not begun.</i></p>	
<b>Tasks 8- Attend Pre-Bid Conference</b>	<b>0%</b>
<p><b><u>UPDATED:</u></b> <i>This task has not begun.</i></p>	

<b>Tasks 9 - Review Bid Submissions &amp; Coordinate with Project Architect to Make a Joint Recommendation on Contract Award.</b>	<b>0%</b>
<b><u>UPDATED:</u></b> <i>This task has not begun.</i>	
<b>Tasks 10 - Submit Plans to City of Edinburg to Initiate Permit Review Process</b>	<b>0%</b>
<b><u>UPDATED:</u></b> <i>This task has not begun.</i>	
<b>Tasks 11 - Coordinate Notice of Award &amp; Required Contract Documentation w/ the selected Contractor</b>	<b>0%</b>
<b><u>UPDATED:</u></b> <i>This task has not begun.</i>	
<b>Tasks 12 - Misc. Meetings &amp; Coordination (Design/Bidding Duration ~ 8 months)</b>	<b>75%</b>
<b><u>UPDATED:</u></b> <ul style="list-style-type: none"> <li>▪ Misc meetings have increased due to the sub-projects that continue and require additional coordination.</li> <li>▪ Additional meetings for bidding coordination.</li> <li>▪ Additional meetings for CDBG-CV specific requirements.</li> </ul>	

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

Sincerely,




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Jesse Ozuna  
Project Manager  
B2Z Engineering, LLC



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

### Invoice

Date	Invoice #
10/1/2021	40145

Please send remittance with copy of invoice to:

Attn: Mrs. Aisha Gonzalez  
P.O. Box 2724  
McAllen, Tx. 78502

**Bill To:**  
County of Hidalgo Texas Executive Office  
2818 S. Bus. Hwy. 281  
Edinburg, TX 78539

**Project Info:**  
Bio/Safety Laboratory Project  
Contract # C-20-204-06-09  
Work Authorization #2

B2Z JOB: 4118  
PO # 828387

**Billing Period** September 2021

Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete
<b>Design Phase</b>					
<b>Task 1</b> - Oversight of Architect & Design - Meetings & Coordination with Core Design Team. (Architect, MEP Engineer, Structural Engineer, Civil Engineer, etc.)	\$ 34,568.80	\$ 25,926.60	\$ 3,456.88	\$ 29,383.48	85%
<b>Task 2</b> - Oversight of Architect & Design - Meetings & Coordination with Other Project Consultants (Geotech, Survey, FF&E, Equipment Vendors, etc.)	\$ 12,099.08	\$ 9,074.31	\$ 1,209.91	\$ 10,284.22	85%
<b>Task 3</b> - Design & Bidding Schedule Adherence - Monthly Updates to Multi-Discipline Baseline Project Schedule	\$ 7,328.60	\$ 5,496.45	\$ 732.86	\$ 6,229.31	85%
<b>Task 4</b> - Budget Adherence - Monthly Updates to the Total Project Baseline Budget	\$ 9,195.40	\$ 6,896.55	\$ 919.54	\$ 7,816.09	85%
<b>Task 5</b> - Quality Reviews & Key Stakeholder Approvals and Acceptance (Schematic, Design Development, & Construction Documents)	\$ 13,896.60	\$ 10,422.45	\$ -	\$ 10,422.45	75%
<b>Task 6</b> - Development of Monthly Status Reports & Presentation to HCCC, Steering & Governing Committees	\$ 24,060.00	\$ 14,436.00	\$ 2,406.00	\$ 16,842.00	70%
<b>Bidding Phase</b>					
<b>Task 7</b> - Assist the Owner with Review of Final Bid Packages.	\$ 3,007.50	\$ -	\$ -	\$ -	0%
<b>Task 8</b> - Attend Pre-Bid Conference	\$ 1,728.44	\$ -	\$ -	\$ -	0%
<b>Task 9</b> - Review Bid Submissions & Coordinate with Project Architect to Make a Joint Recommendation on Contract Award.	\$ 2,454.38	\$ -	\$ -	\$ -	0%
<b>Task 10</b> - Submit Plans to City of Edinburg to Initiate Permit Review Process	\$ 2,419.80	\$ -	\$ -	\$ -	0%
<b>Task 11</b> - Coordinate Notice of Award & Required Contract Documentation w/ the selected Contractor	\$ 2,558.12	\$ -	\$ -	\$ -	0%
<b>Task 12</b> - Misc. Meetings & Coordination (Design/Bidding Duration - 8 months)	\$ 21,847.52	\$ 14,200.89	\$ 2,184.75	\$ 16,385.64	75%
<b>Total For This Billing Period</b>				<b>\$10,909.94</b>	

**Work Authorization ~ Summary**

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
2	\$135,164.24	\$86,453.25	72.0%	\$37,801.05

Aisha Gonzalez - President