



Hidalgo County Head Start Program Policy Council Agenda

DATE: December 8, 2021

SUBJECT: Request Approval of Application and Certificate for Payment for Invoice #20308 the Amount of \$978.38 for Professional Services Submitted by B2Z Engineering Through Contract C-21-004-09-21-AS for the Hidalgo County Head Start Program Outdoor Learning Environment and Discovery Classrooms.

RATIONALE/NEED: This is the first payment for the Construction Management of the Hidalgo County Head Start Program Outdoor Learning Environment and Discovery Classrooms.

RECOMMENDATION: Administration recommends approval.

COST: Head Start Funds are available for this project

RELATED INFORMATION INCLUDED: Invoice

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL:

Jeresa Flores



P.O. Box 2724
 McAllen, Tx. 78502
 (956) 385-3773

Invoice

Date	Invoice #
12/1/2021	20308

Please send remittance with copy of invoice to:

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

Bill To:
 Hidalgo County Head Start Program
 1901 W. State Hwy. 107
 McAllen, TX 78504

Project Info:
 Contract C-21-004-09-21-AS
 Outdoor Learning Environments
 and Discovery Classrooms
 Work Authorization #1
 B2Z JOB: 6118

Billing Period	November 2021					
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete	
Design Phase						
Task 1 - Monthly design review meetings	\$ 2,699.84	\$ -	\$ -	\$ -	0%	
Task 2 - Coordinate Design Review with various consultants at 30%, 60%, 90% & Final.	\$ 4,854.72	\$ -	\$ -	\$ -	0%	
Task 3 - Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity.	\$ 2,328.24	\$ -	\$ -	\$ -	0%	
Task 4 - Consultation & Coordination with County Consultants (Geotech, Survey, CMT, etc.)	\$ 1,213.68	\$ -	\$ -	\$ -	0%	
Bidding Phase						
Task 1 - Review and assist the architect with the preparation of procurement package/advertisement documents	\$ 2,328.32	\$ -	\$ -	\$ -	0%	
Task 2 - Contractor outreach/Contractor pre-qualification	\$ 842.16	\$ -	\$ -	\$ -	0%	
Task 3 - Attend the Pre-RFQ/P Meeting	\$ 303.42	\$ -	\$ -	\$ -	0%	
Task 4 - Coordinate and prepare responses to Contractor questions	\$ 1,213.68	\$ -	\$ -	\$ -	0%	
Task 5 - Review of formal AIA contract documents for Contractor	\$ 1,213.68	\$ -	\$ -	\$ -	0%	
Task 6 - Assist in the grading, ranking, interview (optional) and selection of Contractor	\$ 606.84	\$ -	\$ -	\$ -	0%	
Construction Phase						
Task 1 - Coordinate and conduct a Pre-Construction Conference (PCC)	\$ 1,907.24	\$ -	\$ -	\$ -	0%	
Task 2 - Conduct monthly Owner/Architect/Contractor (OAC) Meetings	\$ 4,730.88	\$ -	\$ -	\$ -	0%	
Task 3 - Permit Coordination	\$ 2,031.04	\$ -	\$ -	\$ -	0%	
Task 4 - Task 4 - Daily project site visits with field reports and photographs	\$ 47,951.04	\$ -	\$ -	\$ -	0%	
Task 5 - Project documentation review/document control	\$ 18,576.80	\$ -	\$ -	\$ -	0%	
Task 6 - Change order review, negotiation, and preparation	\$ 5,665.96	\$ -	\$ -	\$ -	0%	
Task 7 - Review and verify contractor applications for payment	\$ 5,405.94	\$ -	\$ -	\$ -	0%	
Post Construction Phase						
Task 1 - Conduct 6 and 11 month walk through and Contractor follow-up	\$ 1,015.52	\$ -	\$ -	\$ -	0%	
Miscellaneous Technical Activities						
Task 1 - Meetings and Coordination	\$ 9,783.80	\$ -	\$ 978.38	\$ 978.38	10%	
Direct Expenses - Mileage	\$ 2,208.00	\$ -	\$ -	\$ -	0%	
Total For This Billing Period					\$978.38	

Work Authorization ~ Summary

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$116,880.80	\$0.00	0.8%	\$115,902.42


 Aisha Gonzalez - President