



Hidalgo County Head Start Program Policy Council Agenda

DATE: May 18, 2022

SUBJECT: Request Approval of Application and Certificate for Payment for Invoice #1822101-02 in the Amount of \$24,800.00 for Professional Services Submitted by Laura Warren, Project Architect, The Warren Group Architects, Inc. Through Contract C-21-0683-08-24 for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms.

RATIONALE/NEED: This is the second payment for the design development 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: TWG Invoice, TWG E-mail

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: Jesus Flores



The Warren Group Architects, Inc.

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 McAllen, TX 78501
 (956) 994-1900
 lwarren@twgarch.com

Date	Invoice #
5/3/2022	1822101-02

Bill To
Hidalgo County Headstart Program Ambrosio Tovar P.O. Box 0117 Edinburg, TX. 78540

Description	Amount
Hidalgo County Head Start Program Outdoor Learning Environment and Discovery Classrooms 1901 West State Highway 107 McAllen, TX 78504 Design Development Issued on February 16, 2022	24,800.00
Total	\$24,800.00

Ambrosio Tovar

From: Erika Garza <admin@twgarch.com>
Sent: Wednesday, May 11, 2022 9:16 AM
To: Ambrosio Tovar
Subject: 1822101-Hidalgo County Headstart

Good Morning,

I have included a breakdown of costs with percentages.

We used approximately \$3.1 million dollars as the construction cost. With the understanding that our over fees can be later adjusted once the procurement is done.

Then;

- 4% of \$3.1 million = \$124,000 (100% assumed fee)
- Based on our contract billables are based on the percentages as follows:
 - a) Schematic Design 15%= \$18,600
 - b) Design Development 20%= \$24,800
 - c) Construction Document at 40%= \$49,600
 - d) Procurement/ Bidding Phase 5%= 6,200
 - e) Construction Phase 20% = \$24,800

We understand that our fees may be adjusted later on (4% of construction cost) once the actual construction cost and funding are better defined. We hope you find this information in order and if you have any questions please let me know.

Respectfully,

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Erika D. Garza, BS | Administrative Specialist

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