



Hidalgo County Head Start Program Policy Council Agenda

DATE: January 18, 2023

SUBJECT: Request Approval of Application and Certificate for Payment for Invoice #20353 in the Amount of \$1,798.41 and Invoice #20356 in the Amount of \$834.71 for Professional Services Submitted by B2Z Engineering, Construction Management Engineer, Through Contract C-21-004-09-21-AS for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms

RATIONALE/NEED: These are the third and fourth payment request for Engineering Construction Management Services 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 #20353 & Invoice #20356
Narrative of Progress

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: _____

B₂Z Engineering

Invoice

#20353



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

Invoice

Date	Invoice #
12/5/2022	20353

Please send remittance with copy of invoice to
 Attn: Mrs. Arsha 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 2022					
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete	
Design Phase						
Task 1 - Monthly design review meetings	\$ 2,699.84	\$ -	\$ 269.98	\$ 269.98	10%	
Task 2 - Coordinate Design Review with various consultants at 30%, 60%, 90% & Final	\$ 4,854.72	\$ -	\$ 485.47	\$ 485.47	10%	
Task 3 - Utility coordination with Hidalgo County, City of McAllen, Tx, DOT and any other related entity	\$ 2,329.24	\$ 465.85	\$ 116.41	\$ 582.06	25%	
Task 4 - Consultation & Coordination with County Consultants (Geotech, Survey, CMT, etc.)	\$ 1,213.68	\$ -	\$ 242.74	\$ 242.74	20%	
Bidding Phase						
Task 1 - Review and assist the architect with the preparation of procurement package/advertisement documents	\$ 4,328.32	\$ -	\$ -	\$ -	0%	
Task 2 - Contractor outreach/Contractor pre-qualification	\$ 842.16	\$ -	\$ 84.22	\$ 84.22	10%	
Task 3 - Attend the Pre-RFP 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	\$ 42,951.04	\$ -	\$ -	\$ -	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	\$ 1,913.52	\$ -	\$ -	\$ -	0%	
Miscellaneous Technical Activities						
Task 1 - Meetings and Coordination	\$ 2,783.80	\$ 3,513.52	\$ 489.19	\$ 4,402.71	45%	
Direct Expenses - Mileage	\$ 2,208.00	\$ -	\$ 110.40	\$ 110.40	5%	
Total For This Billing Period					\$1,798.41	

Work Authorization - Summary

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$116,880.80	\$4,379.17	5.3%	\$110,703.22

Arsha Gonzalez - President

Hidalgo County Head Start Program
 1901 W. State Hwy 107
 McAllen, Texas 78504

**RE: Professional Construction Management Services Contract
 (C-21-004-09-21-AS)
 Hidalgo County Head Start Program**

Dear Mr. Garcia:

Attached for your review and approval is our invoice for services rendered during the month of November 2022 on the subject referenced project.

The following is attached:

- Invoice No. 20353

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

Pre-Construction - Design	% Complete
Tasks 1 – Monthly design review meetings (based on 4 months)	10%
<u>UPDATE:</u> <ul style="list-style-type: none"> ▪ 11/02/2022 online meeting with design team 	
Tasks 2 – Coordinate design review with various consultants at 30%, 60%, 90% & Final	10%
<u>NO UPDATE:</u> <ul style="list-style-type: none"> ▪ B2Z will continue to coordinate with consultants as needed 	

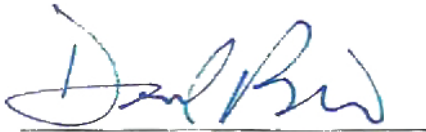
Tasks 3 – Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity.	25%
<u>UPDATE:</u> Coordination on Utilities and Subdivision platting between City of McAllen, HCDD and TWG are ongoing. B2Z will continue to monitor and coordinate meetings / site visits.	
Tasks 4 – Consultation & coordination with County consultants (Geotech, Survey, CMT, etc.)	20%
<u>UPDATE:</u> <i>Coordination with P4 Crew and Terracon</i>	
Construction Bidding	% Complete
Tasks 1 – Review and assist the architect with the preparation of procurement package/advertisement documents	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Tasks 2 – Contractor outreach/Contractor pre-qualification	10%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Tasks 3 – Coordinate and prepare responses to contractor questions	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Tasks 4 – Coordinate and prepare responses to contractor questions	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	

Tasks 5 – Review formal AIA contract documents	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Tasks 6 – Assist in the grading, ranking, interview (optional) and selection of Contractor	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Construction Phase	
Task 1 – Coordinate and conduct a Pre-Construction Conference (PCC)	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 2 – Conduct monthly Owner/Architect/Contractor (OAC) Meetings	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 3 – Permit Coordination	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 4 – Daily project site visits with field reports and photographs (based on 8 months)	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 5 -Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.)	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Task 6 – Change order review, negotiation, and preparation	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	

Task 7 – Review and verify contractor application for payment	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Post Construction Phase	
Task 1 – Conduct 6 and 11 months walk through and Contractor follow-up	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Miscellaneous Technical Activities	
Task 1 – Meetings and Coordination	45%
<u>UPDATED:</u> <ul style="list-style-type: none"> • B2Z Engineering attended a meeting on 06/13/2022 with Head Start Administrative Staff. • Meeting with City of McAllen & HCDD1 	

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

Sincerely,



David Rivera
Project Manager
B2Z Engineering, LLC

B₂Z Engineering

Invoice

#20356



P.O. Box 2724
McAllen, Tx. 78502
(956) 885-1773

Invoice

Date	Invoice #
1/3 2023	20356

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-A5
Outdoor Learning Environments
and Discovery Classrooms
Work Authorization #1
B2Z JOB 6118

Billing Period	December 2022					
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete	
Design Phase						
Task 1 - Monthly design review meetings	\$ 2,699.84	\$ 269.98	\$ 0.00	\$ 269.98	10%	
Task 2 - Coordinate Design Review with various consultants at 30%, 60%, 90% & Final	\$ 4,854.72	\$ 485.47	\$ 0.00	\$ 485.47	10%	
Task 3 - Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity	\$ 1,728.24	\$ 182.06	\$ 769.24	\$ 951.30	40%	
Task 4 - Consultation & Coordination with County Consultants (Geotech, Survey, CMT, etc.)	\$ 1,213.68	\$ 242.74	\$ 485.47	\$ 728.21	60%	
Bidding Phase						
Task 1 - Review and assist the architect with the preparation of procurement package/advertisement documents	\$ 2,328.72	\$ -	\$ -	\$ -	0%	
Task 2 - Contractor outreach/Contractor pre-qualification	\$ 842.16	\$ 84.22	\$ -0.00	\$ 84.22	10%	
Task 3 - Attend the Pre-RFQ 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	\$ 2,051.04	\$ -	\$ -	\$ -	0%	
Task 4 - Daily project site visits with field reports and photographs	\$ 47,951.04	\$ -	\$ -	\$ -	0%	
Task 5 - Project documentation review/documents control	\$ 18,576.80	\$ -	\$ -	\$ -	0%	
Task 6 - Change order review, negotiation, and preparation	\$ 5,565.96	\$ -	\$ -	\$ -	0%	
Task 7 - Review and verify contractor applications for payments	\$ 5,405.94	\$ -	\$ -	\$ -	0%	
Post Construction Phase						
Task 1 - Conduct 6 and 11 month walk through and Contractor follow up	\$ 10,452	\$ -	\$ -	\$ -	0%	
Miscellaneous Technical Activities						
Task 1 - Meetings and Coordination	\$ 2,783.80	\$ 4,402.71	\$ -	\$ 4,402.71	45%	
Direct Expenses - Mileage	\$ 2,308.00	\$ 110.40	\$ -	\$ 110.40	5%	
Total For This Billing Period					\$834.71	

Work Authorization - Summary

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$116,880.80	\$6,177.58	6.0%	\$109,868.51

Aisha Gonzalez - President

January 3, 2023

Hidalgo County Head Start Program
 1901 W. State Hwy 107
 McAllen, Texas 78504

**RE: Professional Construction Management Services Contract
 (C-21-004-09-21-AS)
 Hidalgo County Head Start Program**

Dear Mr. Garcia:

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Tasks 2 – Coordinate design review with various consultants at 30%, 60%, 90% & Final	10%
<p>NO UPDATE:</p> <ul style="list-style-type: none"> ▪ B2Z will continue to coordinate with consultants as needed 	

<p>Tasks 3 – Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity.</p>	<p>40%</p>
<p><u>UPDATE:</u> Coordination on Utilities and Subdivision platting between City of McAllen, HCDD and TWG are ongoing. B2Z will continue to monitor and coordinate meetings / site visits.</p>	
<p>Tasks 4 – Consultation & coordination with County consultants (Geotech, Survey, CMT, etc.)</p>	<p>60%</p>
<p><u>UPDATE:</u> <i>Coordination with P4 Crew and Terracon</i></p>	
<p>Construction Bidding</p>	<p>% Complete</p>
<p>Tasks 1 – Review and assist the architect with the preparation of procurement package/advertisement documents</p>	<p>0%</p>
<p><u>NO UPDATE:</u> <i>This task has not begun.</i></p>	
<p>Tasks 2 – Contractor outreach/Contractor pre-qualification</p>	<p>10%</p>
<p><u>NO UPDATE:</u> <i>This task has not begun.</i></p>	
<p>Tasks 3 – Coordinate and prepare responses to contractor questions</p>	<p>0%</p>
<p><u>NO UPDATE:</u> <i>This task has not begun.</i></p>	

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Sincerely,



David Rivera
Project Manager
B2Z Engineering, LLC