

AI-88379

Purchasing Department 23. J. 1.  
Sheriff's Office

**CC REGULAR AGENDA SPECIAL MTG**

**Meeting Date:** 11/15/2022

**Submitted For:** Eduardo Belmarez, PURCHASING DEPT.

**Submitted By:** Jasmin Cantu, PURCHASING DEPT.

**Department:** PURCHASING DEPT.

---

**CAPTION**

Requesting approval of Work Authorization No. 1 with an estimated cost of \$205,000, as submitted by Half Associates, Inc., through Precinct 4 On-Call Engineering Services Agreement (C-21-0522-12-28) to provide Engineering Services for the Leased Willacy County Detention Facility Project; with authority to issue a Notice to Proceed.

**BACKGROUND**

Project No. 22-0658  
C-21-0522-12-28

---

**Fiscal Impact**

**CALENDAR YEAR:** 2022

**ACCT. #:** 2-1100-423-21-280-003-0-XXX

**FUNDS AVAILABLE Y/N?:**

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

Pending electronic transfer of funds.

---

**Attachments**

1295 & Acknowledgment

WA No. 1 to C-21-0522-12-28

---

**Form Review**

| <b>Inbox</b>                    | <b>Reviewed By</b> | <b>Date</b>                     |
|---------------------------------|--------------------|---------------------------------|
| Purchasing / Internal           | Eduardo Belmarez   | 11/10/2022 04:17 PM             |
| Budget & Management             | Veronica Ortiz     | 11/10/2022 04:22 PM             |
| Final Approval                  | Monica Salinas     | 11/10/2022 05:21 PM             |
| Form Started By: Jasmin Cantu   |                    | Started On: 11/09/2022 04:41 PM |
| Final Approval Date: 11/10/2022 |                    |                                 |

**EXHIBIT "F"**  
**HIDALGO COUNTY**  
**Professional Engineering Services**  
**Agreement # C-21-0522-12-28**

**WORK AUTHORIZATION NO. 1**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Professional Engineering Services Agreement No. C-21-0522-12-28, incorporated herein by reference, for the **"On-Call Engineering Services for Building, Renovations, Alterations, Additions, & Other Related Services for County-Owned Buildings in Precinct No. 4"** made by and between HIDALGO COUNTY, action herein by and through the Commissioner's Court, hereinafter called the **"Owner,"** and Half Associates, Inc., hereinafter called **"Engineer"**.

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the **Engineer** to provide Professional Engineering Services for the Preliminary Coordination and Reconnaissance of the Hidalgo/Willacy County Jail Assessment.

The **Engineer** is to provide the scope of Services as required by the Agreement with Owner.

The scope of services to be provided by the **Engineer** is identified in **Attachment "A" – "Scope of Services to be provided by Engineer"** attached hereto and incorporated by reference.

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is **\$205,000**. This amount is based upon the costs outlined in the **Attachment "B" – "Fee Proposal"** attached hereto and incorporated by reference.

**PART 3. PAYMENT**

Compensation and payment to the **Engineer** for the services established under this Work Authorization shall be made in accordance with the **Professional Engineering Services Agreement No. C-21-0522-12-28** between the **Owner** and the **Engineer**.

**PART 4. FUNDING**

This Work Authorization No. 1 shall be funded through funding source:

Account No. \_\_\_\_\_

Requisition Number \_\_\_\_\_ **(MUST BE INCLUDED AFTER CC APPROVAL)**

**PART 5. PERIOD OF SERVICE**

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of the scopes of the Work Authorization, within the limits of Agreement No. C-21-0522-12-28 , provided in this Work Authorization; or on ( \_\_\_\_\_ **DATE** \_\_\_\_\_ ). *If applicable:* Engineer shall conform to the

approved "Work/Project Schedule", attached hereto and incorporated by reference herein as Attachment "C".

**PART 6. RESPONSIBILITIES AND OBLIGATIONS**

This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement No. C-21-0522-12-28.

**PART 7. ACKNOWLEDGEMENT AND CONFIRMATION**

Acknowledgement and confirmation by **Hidalgo County Precinct 4, Commissioner Ellie Torres**, as to content and detail of this **Work Authorization No. 1**.

**HIDALGO COUNTY PRECINCT No. 4**

By: \_\_\_\_\_  
Ellie Torres, Commissioner

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted and approved by the Hidalgo County Commissioners Court and hereby executed and effective as of the date indicated below.

**APPROVED BY COMMISSIONERS' COURT ON November, 15th, 2022.**

**Agenda Item No. 88379**

**Executive Office: \_\_\_\_\_**

**ENGINEER:**  
HALFF ASSOCIATES, INC.

**COUNTY:**  
COUNTY OF HIDALGO

\_\_\_\_\_  
Miles Bullion, PE, CFM

\_\_\_\_\_  
Hon. Richard F. Cortez, County Judge

**ATTEST:**

\_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

**LIST OF ATTACHMENTS:**

**Attachment "A" – *Scope of Services to be provided by Engineer***

**Attachment "B" – *Fee Proposal***

**Attachment "C" – *Approved Work/Project Schedule (If applicable)***



## **ATTACHMENT A**

---

### **PROJECT SPECIFIC SCOPE OF SERVICES TO BE PROVIDED BY ENGINEER**

## **-Scope of Services to be provided by the Engineer**

Through project award via Work Authorization, Engineer shall provide Professional Services required to design and specify Building Repair and Renovation Projects. Type of services that may be included as dictated by the individual project requirements consist of: 1) Coordination & Reconnaissance Services, 2) LIDAR Services and 3) Topographical Surveying Services. Upon Identification by the Owner of specific projects that require the professional services of the Engineer, a detailed scope of work and identification of professional service disciplines required shall be established.

**Halff Associates, Inc. is pleased to submit this Work Authorization No. 01 proposal under our existing Professional Service Agreement (C-21-0522-12-28) with Hidalgo County to provide engineering coordination and reconnaissance services of the Willacy County Jail Facility including:**

### **Coordination & Reconnaissance Services**

The Willacy County Jail, a 568 bed facility, located in Raymondville, Texas has been leased by Hidalgo County. Hidalgo County has procured HALFF to coordinate a detailed assessment of the entire jail facility. In this phase of the project, HALFF will conduct reconnaissance evaluation of existing facilities of the Willacy County Jail as there are no existing, current condition plans of the facility. HALFF will work with multiple professional design firms and contractors to establish a scope in order to complete the detailed assessment of the facility to bring it up to current code and jail standards. Due to the limited available plans, Halff will be evaluating the building and coordinating all disciplines to prepare a scope of which HALFF will then procure in a supplemental phase of this project. Items being evaluated include, but are not limited to, civil site, fencing, structural, security mechanisms, plumbing systems, camera systems, Information and Communication Technology (ICT) systems, electrical systems and appurtenances, HVAC systems, fire protection systems, electrical generation systems, smoke exhaust systems, furniture conditions assessments, as well as kitchen facilities.

### **LIDAR Services**

Performing LIDAR Scans of the facility for the capturing of the facility building systems which will help in the development of architectural plans.

### **Topographical Surveying Services**

This task includes field ties to all surface improvements located onsite, establishing horizontal and vertical control for the project to be utilized by the contractor, and obtaining supplemental site topography required for the design. This does not include survey of any subsurface facilities other than wastewater & storm sewer. Existing underground structures or utilities not accessible will be obtained from record drawings and utility locating services.

### **Deliverables**

Reconnaissance evaluation summary

**Specific Exclusions**

No assessment reporting will be provided as a deliverable for this phase



# **ATTACHMENT B**

---

## **FEE PROPOSAL**

# Cost Proposal

## Engineering coordination and reconnaissance services of the Willacy County Jail Facility

|  |                         |
|--|-------------------------|
| • Coordination and Reconnaissance Services | \$90,000                |
| • LIDAR Services                           | \$65,000                |
| • Topographical Surveying Services         | \$50,000                |
| <b>Total:</b>                              | <b><u>\$205,000</u></b> |



## **ATTACHMENT C**

---

### **APPROVED WORK/PROJECT SCHEDULE**

## -Work Schedule

A detailed work schedule for each **Work Authorization**, identified and more particularly described in **Article 7** of this Agreement, shall be prepared by the **Engineer** to be submitted and approved by the **Owner** in writing for each **Work Authorization**. The work schedule will provide specific work sequence and definite review times by the **Owner** and the **Engineer** of the work performed.

The **Engineer** will diligently pursue the completion of each **Work Authorization** as defined by the milestones and deliverable due dates outlined in each **Work Authorization's** associated work schedule.

The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established work schedule.

- **Coordination & Reconnaissance Services:** 2 weeks from NTP
- **LIDAR Services:** 4 weeks from NTP
- **Topographical Surveying Services:** 4 weeks from NTP
- **Reconnaissance Summary** 8 weeks from NTP