



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: February 28, 2023

SUBJECT: Discussion/Approval to Initiate a Low-Cost Extension Application Request to the Office of Head Start, Administration of Children and Families to Extend the Liquidation Period for Grant No. 06HE000736 to March 31, 2024

RATIONALE/NEED: The budget period for Grant No. 06HE000736 for the construction of the Outdoor Learning Environment and Discovery Classrooms extends from April 1, 2021 to March 31, 2023. The Program must ask the Office of Head Start to extend the funding period until March 31, 2024 in order to complete the project.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: Memorandum

INITIATED BY: Edmundo Garcia, Assistant Program Director

REVIEWED BY: Irma E. Pena, Executive Director


EXECUTIVE DIRECTOR'S APPROVAL:



**Hidalgo County Head Start Program
Memorandum**

To: Hidalgo County Head Start Policy Council – Meeting Date February 28, 2023
Hidalgo County Commissioners’ Court – Meeting Date March 7, 2023

Date: February 24, 2023

From: Irma Peña, Head Start Executive Director/Head Start Director 

RE: Grant No. 06HE000736 – Low Cost Liquidation Extension Request

CC: Monica Flores, ACF/HHS/OHS Program Specialist and Heather Caldwell, ACF/HHS Grants Management Specialist

Extension Request Narrative

The Hidalgo County Head Start Program is requesting a liquidation extension through **March 31, 2024** to complete the construction of the Hidalgo County Outdoor Learning Environments and Discovery Classrooms. The remaining funds under this award total \$2,848,145.38 as per the Funds Summary Table below.

Contract approval for professional services for the following firms were presented and approved by the Policy Council on 7/21/2021 and the Grantee Board on 7/27/2021.

- The Warren Group Architects
- B2Z Construction Management
- CONSOR Engineering-Structural
- Terracon Consultants-Geotechnical/Material Testing
- Alpha Infrastructural Engineering-Mechanical, Electrical & Plumbing- later declined

The Policy Council and the Grantee Board authorizes budget revision to include retention pay.

Revised application for Retention Pay submitted to the Office of Head Start on 01/31/2022.

Received Federal Notice of Award (NOA)-approval of re-allocation of funds for Retention Pay on 2/18 /2022.

Program continued to work on the project with assistance of Yvette Barrera, Drainage District Civil Engineer, at no cost to the program, and obtained the following permits as required by local ordinances.

- McAllen Planning and Zoning commission approves preliminary plat on 5/17/2022
- McAllen Public Utilities approved the proposed utility layout for the subdivision on 5/24/2022
- Conditional Use Permit issued by McAllen on 8/26/2022
- Construction estimate for water/sewer on 11/1/2022

The Program received Federal Notice of Award (NOA) approval of re-allocation of funds for Outdoor Classrooms dated 11/23/2022.

Strada Engineering- Mechanical, Electrical & Plumbing was selected on 2/15/2023 after our first selection chose not to participate.

On February 15, 2023, B2Z Engineering, Project Manager and the Warren Group Architects presented the updated project completion timeline as summarized below:

Phase I. Schematic Design

- Prepared by The Warren Group Architect. Completed.

Phase II. Design Development to be completed in 25 days

- The design development phase executes the schematic design phase and further refines the details that were initially established. The schematic design is finalized and the work on the general structural details for the building begins, including deciding on the materials that will be used in construction.
- Project Manager – B2Z Engineering, Construction Material Testing – Terracon, Architect – TWG MEP – Strada Engineering, Structural – Consor Engineering, Civil Engineers – Drainage District (HCDD1), Hidalgo County Head Start Program – For design review

Phase III. Construction Documents Phase – 35 Days. Estimated Cost \$60,000

- Construction documents such as blueprints and technical specifications are finalized and prepared for the bidding phase.
- City of McAllen permit applications and other related documents are secured for selected general contractor. Project Manager – B2Z Engineering, Architect – The Warren Group will supervise.

Phase IV. Procurement Phase – 30 Days Estimated Cost \$0

- Construction documents are submitted to owner for initiation of the bidding phase HCHSP and Hidalgo County Procurement Department will participate and Project Manager – B2Z Engineering and Architect – The Warren Group will supervise project.

Phase V. Contract Phase – 30 Days. Estimated Cost \$0

- Hidalgo County Purchasing and Head Start Purchasing prepare AIA Contract for legal review and approval by Policy Council and Grantee Board.

Phase VI Construction – 210 Calendar Days. Estimated Cost \$2,738,145.38

- “Notice to Proceed” is Authorized
- Substantial completion is achieved

Listed below is an explanation of appropriations, expenditures and funds available to date. The remaining balance in the amount of **\$2,848,145.38** will be expensed throughout Phases II thru VI of the Project as explained in this narrative:

Funds Summary Table

Type	Subaccount #	Appropriation	Expenditures	Funds Available to Date
CRRSA	06HE00073601C5	1,110,576.00	71,411.50	1,039,164.50
ARP	06HE00073601C6	4,415,085.00	2,307,262.73	2,107,822.27
Total Funds		5,525,661.00	2,378,674.23	3,146,986.77
				Obligated Funds
B2Z Engineering				111,312.54
Consor Engineering				40,187.55
The Warren Group				96,600.00
Terracon Consultants				12,180.30
Strada Engineering				38,561.00
Totals Costs to Date				298,841.39
Remaining Balance				2,848,145.38
				Unobligated Funds
#	Project Phases:			
I.	Schematic Phase	0.00		
II.	Design Development Phase	50,000.00		
III.	Construction Documents	60,000.00		
IV.	Procurement Phase	0.00		
V.	Contract Phase	0.00		
VI.	Construction Phase	2,738,145.38		
Total Construction Costs		2,848,145.38		