



Hidalgo County Head Start Program Policy Council Agenda

DATE: January 17, 2024

SUBJECT: Request Approval of Application and Certificate for Payment for Invoice #1 in the Amount of \$28,767.08 for Professional Services Submitted by STRADA Engineering and Consulting, LLC, Through Contract C-23-001-02-17-AS for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms

RATIONALE/NEED: This is the first payment request for Mechanical, Electrical, Plumbing (MEP) Engineering Services for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms.

RECOMMENDATION: Administration recommends approval.

COST: Head Start Funds are available for this project.

RELATED INFORMATION INCLUDED: Invoice #1

INITIATED BY: Ambrosio Tovar, Procurement Director *A. Tovar*

REVIEWED BY: Dr. Nereyda Cantu, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: *[Signature]*



SEC Project Name:
SEC Project No.:

HC Head Start OLEDC Prj
HCHS-001

STRADA Engineering and Consulting, LLC
5111 North 10th St., #366
McAllen, TX 78504

Date: January 11, 2024
Invoice No.: 1

**Project Design MEP - Outdoor Learning Environments and Discovery Classrooms Project
Hidalgo County Headstart Program - (C-23-001-02-17-AS)**

Invoice Period: 10/18/2023

DESCRIPTION	ESTIMATED LINE ITEM BUDGET	PERCENT COMPLETE	INVOICED TO DATE	PREVIOUSLY INVOICED	AMOUNT DUE THIS INVOICE
LABOR FOR TECHNICAL WORK ACTIVITIES:					
1 MEP DESIGN (Outdoor Learning Env. Disc. Class.)	\$ 38,356.10	75%	\$28,767.08	\$0	\$ 28,767.08
2		0%	\$0.00	\$0	\$ -
3		0%	\$0.00	\$0	\$ -
4	\$ -			\$ -	\$ -
Sub Total (Labor)	\$38,356.10	75%	\$28,767.08	\$ -	\$ 28,767.08
OTHER DIRECT CHARGES (ODC) AND NON-LABOR					
Direct Expenses	\$0.00	0%	\$ -	\$ -	\$ -
Sub Total (ODC / NON-LABOR)	\$0.00	#DIV/0!	\$ -	\$ -	\$ -
TOTALS:	\$38,356.10	75%	\$ 28,767.08	\$ -	\$ 28,767.08
TOTAL INVOICE AMOUNT DUE					\$28,767.08

Invoice Back-up Check List:



Respectfully Submitted,

Name: Oscar Cancino, P.E.

Title: President



**Hidalgo County
Hidalgo County Head Start Program
Task Report**

Professional Engineering services provided thru 10/18/23.

Project Development:

- Developed scoping for proposed project.
- Attended project kick off with design team and discussed tasks and pending items including Geotech report and civil requirements as they relate to MEP.
- Additional meeting for progress set as submitted for review awaited comments from submitted set.
- Follow up meeting for final set while incorporating design changes as proposed by architect.

Design

Program Consultant- B2Z Engineering

Design Team:

Architect- The Warren Group Inc.

Civil Engineer- HCDD No1

Structural Engineer- CONSOR Engineers

Geotechnical Engineer- Terracon Consultants, Inc

MEP- Strada Engineering and Consulting LLC

- Development of MEP drawings as they relate to the initial proposed layout by architect.
- Submittal of photometrics as requested by architect for lighting.
- Submittal of design review plans.
- Submittal of final plans with architect design revisions and finalizing drawings with electronic submittal and sealing to architect.