

HIDALGO COUNTY UCP

Professional Engineering Services

WORK AUTHORIZATION NO. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 1 of the Agreement made by and between **HIDALGO COUNTY**, acting herein by and through the **Hidalgo County Urban County Program**, hereinafter called the “**Owner**,” and, **SAMES, Inc.**, professional engineers of **McAllen**, Texas, 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 2023 La Villa Flood Drainage Improvement Project.**

The scope of services to be provided by the **Owner** is identified in ***EXHIBIT “A” – Scope of Services to be Provided by the Owner*** attached hereto.

The scope of services to be provided by the **Engineer** is identified in ***EXHIBIT “B” – Scope of Services to be Provided by the Engineer*** attached hereto.

PART 2. CONTRACT AMOUNT

The estimated cost for services under this Work Authorization is \$ **43,377.00.** This amount is based upon the costs outlined in the **Contract Amount** attached hereto as **EXHIBIT “D”**.

PART 3. PAYMENT

Compensation and payment to the **Engineer** for the services established under this Work Authorization shall be made in accordance with **Article/Part/Section 5** of the Agreement.

PART 4. FUNDING

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

Account No. **5023-45-0309-5000-0000-UCP-EP**

Requisition/Purchase Order 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 scopes of the work authorization within the contract limits of two (2) years from approval of contract.**

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties’ responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by **Hidalgo County Urban County Program Division Manager, Nellie Flores**, as to content and detail of this **Work Authorization No. 1**.

**HIDALGO COUNTY
URBAN COUNTY PROGRAM**

BY: _____
Nellie Flores, UCP Division Manager

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on **January 23rd**, as indicated below and effective as of **23rd day** of January, 20**24**.

**THE ENGINEER:
SAMES, LLC.**

**THE OWNER:
HIDALGO COUNTY**

By: Saul D. Maldonado, President

By: Richard F. Cortez, County Judge

ATTEST:

BY: _____
Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

- ATTACHMENT "A" - Service to be provided by the Owner
- ATTACHMENT "B" - Services to be provided by the Engineer
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Contract Amount

Attachment "A"

Scope of Services to be Provided by the "Owner"

The following provides an outline of the services to be provided by the Owner in the development (as defined and more particularly identified on Exhibit "A attached to this Agreement).

General:

The Owner will provide to the Engineer the following:

- 1) Provide the authorization to proceed with services through coordinator with the project consulting and design Engineer.
- 2) Payment for work performed by the Engineer and accepted by the Owner in accordance with Article 3 of this Agreement.
- 3) Assistance to the Engineer, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies the Engineer cannot easily obtain.
- 4) Provide any available relevant data the Owner may have on file concerning the project.
- 5) Provide timely review and decisions in response to the Engineer's request for information and/or required submittals and deliverables, in order for the Engineer to maintain the agreed upon work schedule prepared in accordance with Exhibit A attached to this agreement.
- 6) Attend and participate in progress meetings as required and as coordinated and conducted by Engineer.
- 7) Provide authorization to proceed with services on project by project basis through consulting design and construction Engineer.

Attachment B

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

Hidalgo County -- Urban County Program
2023 City of La Villa Flood Drainage
Improvements Project
SCOPE OF SERVICES

1. Preliminary Phase
 - a. Attend preliminary conferences with the County/City regarding the requirements of the project.
 - b. Produce topographic surveying and survey related services for design requirements and easement/right of way identification.
 - c. Coordinate with utility companies for identification of existing utilities.
 - d. Prepare preliminary engineering plans (schematics/30% submittal) on the project in sufficient detail to clearly identify any problems involved, solutions recommended and with cost estimates.
 - e. Obtain UPC's approval for preliminary phase before proceeding with the next phase.

2. Design Phase
 - a. Incorporate all field information and surveys scope of work required for the design of the project.
 - b. Prepare detailed plans and specification for construction of the project. Project plans and specifications will be submitted for approvals at 60% and 100% PS&E complete to UCP.
 - c. Assist UCP with advertisement and bidding process, including attending bid opening, tabulation of bids, and recommendation for award. Attend commissioners court and other meetings as needed.

3. Construction Phase

The construction phase will commence with the execution of the prime construction contract and will terminate upon approval via the Engineer's written approval of final payment to the contractor.

During the construction phase, the engineer will:

- a. Coordinate and hold a pre-construction conference with the contractor and all interested parties.
- b. Make periodic visits to the site as required, provide project construction observations of progress and quality of the executed work to determine if the work is proceeding in accordance with the contract documents.
- c. Consult and advise with UCP and Contractor for any clarifications, revisions, or changes.
- d. Review and provide a recommendation concerning all project submittals and samples, catalog data, schedules, shop drawings, laboratory results, shape and mill tests of material and equipment and other data which the contractor is required to submit in compliance with the contract documents.
- e. Review monthly and final pay estimate for payments to contractor and provide recommendation to UCP.
- f. Review construction material testing results and provide comments for compliance with contract documents.
- g. Engineer shall accompany UCP on the FINAL inspection to assure that the total work has been completed in accordance with contract documents.
- h. Engineer shall render a written opinion (prepare a certificate of construction completion) to UCP that the construction has been completed according to the contract documents and provide UCP with a certificate of complete and release of liens documents from contractor, subcontractors, and or material suppliers.
- i. Provide UCP with copies of as-builts plans of constructed improvements.



ATTACHMENT C - WORK SCHEDULE
CDBG 2023 CITY OF LA VILLA FLOOD DRAINAGE IMPROVEMENTS

Today's Date: 12/20/2023
(Overline)

Start Date: 1/8/2024 (Mon)

WBS	Tasks	Start	End	% Complete	Working Days	Days Complete	Days Remaining	Duration (Days)
1	PRELIMINARY ENGINEERING	1/08/24	1/15/24	0%	6	0	8	8
1.1	Preliminary Field Surveying	1/08/24	1/11/24	0%	4	0	4	4
1.2	Data Collection	1/12/24	1/13/24	0%	1	0	2	2
1.3	Utilities Coordination	1/12/24	1/13/24	0%	1	0	2	2
1.4	Data Processing	1/16/24	1/16/24	0%	1	0	1	1
2	FINAL ENGINEERING	1/16/24	2/16/24	0%	21	0	29	29
2.1	30% submittal	1/16/24	1/27/24	0%	9	0	12	12
2.2	60% submittal	1/30/24	2/10/24	0%	9	0	12	12
2.3	100% submittal	2/13/24	2/17/24	0%	4	0	5	5
3	CONSTRUCTION MANAGEMENT	2/20/24	4/05/24	0%	34	0	46	46
3.1	Advertise & Bid	2/20/24	3/15/24	0%	19	0	25	25
3.2	Review Bid, Contract Award	3/16/24	4/06/24	0%	15	0	22	22



Engineering Firm Reg # 10602 Surveying Firm Reg # 101416-00 Architectural Firm Reg # BR 4166
200 S. 10th Street, Suite 1500, McAllen, Texas 78501 Phone: (956) 702-8880 Fax: (956) 702-8883

Attachment D

December 7, 2023

Guadalupe V. Garcia
CDBG Division Manager
Hidalgo County-Urban County Program
1916 Tesoro Street
Pharr, Texas 78577

Re: Best and Final Offer (BAFO) Letter: Professional Services for
 CDBG 2023 City of La Villa Flood Drainage Improvements Projects

Ms. Garcia,

We are pleased to submit this proposal to provide Professional Services related to the above-mentioned Project specifically, **drainage improvements along 7th Street from Laurel Ave to N Cottonwood Avenue** in La Villa, Texas. This project consists of providing Surveying, Engineering and Construction Material Testing Services for the proposed drainage improvements on behalf of the County of Hidalgo. Our proposal ensures full scope of services as required to successfully complete this project with the fee breakdown as shown below:

Professional Engineering Services:	\$32,932.00
Professional Surveying Services:	\$ 5,645.00
<u>Construction Material Testing:</u>	<u>\$ 4,800.00</u>
Total Professional Services:	\$43,377.00

We appreciate the opportunity to assist the City of La Villa with this important project. Please call me at 956-702-8880 if you have any questions or would like to discuss this project.

Thank you,

Mario A. Garcia, PE
Project Manager
SAMES, Inc.

Client Authorization

Date