

# Hidalgo County Head Start Program Policy Council Agenda

**DATE:** February 21, 2024

**SUBJECT:** Request Approval of Application and Certificate for Payment for Invoice #20410 in the Amount of \$4,914.37 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 Environment and Discovery Classrooms

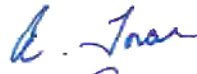
**RATIONALE/NEED:** This is the eleventh (11<sup>th</sup>) payment request for Engineering Construction Management Services of the Hidalgo County Head Start Program Outdoor Learning Environment and Discovery Classrooms.

**RECOMMENDATION:** Administration recommends approval.

**COST:** Head Start Funds are available for this project

**RELATED INFORMATION INCLUDED:** Invoice #20410, Narrative of Progress

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

**REVIEWED BY:** Dr. Nereyda Cantu, Assistant Director 

**PROGRAM DIRECTOR'S APPROVAL:** 



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

Invoice

Date	Invoice #
2/6/2024	20410

Please send remittance with copy of invoice to  
 Attn: Mrs. Asha 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	January 2024					
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete	
<b>Design Phase</b>						
Task 1 - Monthly design review meetings	\$ 2,699.84	\$ 2,699.84	\$ -	\$ 2,699.84	100%	
Task 2 - Coordinate Design Review with various consultants at 30%, 60%, 90% & Final	\$ 4,854.72	\$ 4,854.72	\$ -	\$ 4,854.72	100%	
Task 3 - Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity	\$ 2,328.24	\$ 1,164.12	\$ -	\$ 1,164.12	50%	
Task 4 - Consultation & Coordination with County Consultants (Geotech, Survey, CMT, etc.)	\$ 1,213.68	\$ 788.89	\$ 60.69	\$ 849.58	70%	
<b>Bidding Phase</b>						
Task 1 - Review and assist the architect with the preparation of procurement package/advertisement documents	\$ 2,328.32	\$ 2,328.32	\$ -	\$ 2,328.32	100%	
Task 2 - Contractor outreach/Contractor pre-qualification	\$ 842.16	\$ 842.16	\$ -	\$ 842.16	100%	
Task 3 - Attend the Pre-RFP Meeting	\$ 303.42	\$ 303.42	\$ -	\$ 303.42	100%	
Task 4 - Coordinate and prepare responses to Contractor questions	\$ 1,213.68	\$ 1,213.68	\$ -	\$ 1,213.68	100%	
Task 5 - Review of formal AJA contract documents for Contractor	\$ 1,213.68	\$ -	\$ 1,213.68	\$ 1,213.68	100%	
Task 6 - Assist in the grading, ranking, interview (optional) and selection of Contractor	\$ 606.84	\$ -	\$ 606.84	\$ 606.84	100%	
<b>Construction Phase</b>						
Task 1 - Coordinate and conduct a Pro-Construction Conference (PCC)	\$ 1,907.24	\$ -	\$ 1,907.24	\$ 1,907.24	100%	
Task 2 - Conduct monthly Owner/Architect/Contractor (OAC) Meetings	\$ 4,730.88	\$ -	\$ -	\$ -	0%	
Task 3 - Permit Coordination	\$ 2,031.04	\$ -	\$ 1,015.52	\$ 1,015.52	50%	
Task 4 - Task 4 - Daily project site visits with field reports and photographs	\$ 47,951.04	\$ -	\$ -	\$ -	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%	
<b>Post Construction Phase</b>						
Task 1 - Conduct 6 and 11 month walk through and Contractor follow-up	\$ 1,015.52	\$ -	\$ -	\$ -	0%	
<b>Miscellaneous Technical Activities</b>						
Task 1 - Meetings and Coordination	\$ 9,783.80	\$ 5,870.28	\$ -	\$ 5,870.28	60%	
Direct Expenses - Mileage	\$ 2,208.00	\$ 485.76	\$ 110.40	\$ 596.16	27%	
<b>Total For This Billing Period</b>					<b>\$4,914.37</b>	

**Work Authorization - Summary**

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$116,880.80	\$20,551.19	21.8%	\$91,415.24

  
 Asha Gonzalez - President

February 6, 2024

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 January 2024 on the subject referenced project.

The following is attached:  
 • Invoice No. 20410

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)	100%
<p><b><u>UPDATE:</u></b></p> <ul style="list-style-type: none"> <li>▪ 11/02/2022 online meeting with design team</li> <li>▪ 04/19/2023 Met with design entire design team</li> <li>▪ Delivered 100% Construction Documents</li> </ul>	
Tasks 2 – Coordinate design review with various consultants at 30%, 60%, 90% & Final	100%
<p><b><u>NO UPDATE:</u></b></p> <ul style="list-style-type: none"> <li>▪ B2Z will continue to coordinate with consultants as needed</li> </ul>	

<b>Tasks 3 – Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity.</b>	<b>50%</b>
<b><u>UPDATE:</u></b> 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.	
<b>Tasks 4 – Consultation &amp; coordination with County consultants (Geotech, Survey, CMT, etc.)</b>	<b>70%</b>
<b><u>UPDATE:</u></b> <i>Coordination with P4 Crew and Terracon</i>	
<b>Construction Bidding</b>	<b>% Complete</b>
<b>Tasks 1 – Review and assist the architect with the preparation of procurement package/advertisement documents</b>	<b>100%</b>
<b><u>UPDATE:</u></b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Advertisement on 8/27/2023</li> <li>• 2<sup>nd</sup> Advertisement on 9/3/2023</li> </ul>	
<b>Tasks 2 – Contractor outreach/Contractor pre-qualification</b>	<b>100%</b>
<b><u>UPDATE:</u></b> Outreach to various local Contractors.	
<b>Tasks 3 – Attend the Pre-RFQ-P Meeting</b>	<b>100%</b>
<b><u>UPDATE:</u></b> Completed	

<b>Tasks 4 – Coordinate and prepare responses to contractor questions</b>	<b>100%</b>
<b><u>UPDATE:</u></b> Completed	
<b>Tasks 5 – Review formal AIA contract documents</b>	<b>100%</b>
<b><u>UPDATE:</u></b> Reviewed by David Rivera	
<b>Tasks 6 – Assist in the grading, ranking, interview (optional) and selection of Contractor</b>	<b>100%</b>
<b><u>UPDATE:</u></b>	
<b>Construction Phase</b>	
<b>Task 1 – Coordinate and conduct a Pre-Construction Conference (PCC)</b>	<b>100%</b>
<b><u>UPDATE:</u></b> Held at HCHSP on 01/19/2024	
<b>Task 2 – Conduct monthly Owner/Architect/Contractor (OAC) Meetings</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 3 – Permit Coordination</b>	<b>50%</b>
<b><u>UPDATE:</u></b> Assisting with permit coordination	
<b>Task 4 – Daily project site visits with field reports and photographs (based on 8 months)</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	

<b>Task 5 -Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.)</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 6 – Change order review, negotiation, and preparation</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Task 7 – Review and verify contractor application for payment</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Post Construction Phase</b>	
<b>Task 1 – Conduct 6 and 11 months walk through and Contractor follow-up</b>	<b>0%</b>
<b><u>NO UPDATE:</u></b> <i>This task has not begun.</i>	
<b>Miscellaneous Technical Activities</b>	
<b>Task 1 – Meetings and Coordination</b>	<b>60%</b>
<b><u>UPDATED:</u></b> <ul style="list-style-type: none"> <li>• B2Z Engineering attended a meeting on 06/13/2022 with Head Start Administrative Staff.</li> <li>• Meeting with City of McAllen &amp; HCDD1</li> </ul>	

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