

HIDALGO COUNTY UCP

Professional Architecting 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, **Milnet Architectural Services, PLLC**, professional Architects of **McAllen**, Texas, hereinafter called “**Architect**”.

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Architect** to provide **Professional Architecting Services for the 2023 Elsa Public Facilities 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 **Architect** is identified in ***EXHIBIT “B” – Scope of Services to be Provided by the Architect*** attached hereto.

PART 2. CONTRACT AMOUNT

The estimated cost for services under this Work Authorization is \$ **26,755.51**. 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 **Architect** 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. **5023-25-0500-5000-0000**

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 Manager Nellie Flores**, as to content and detail of this **Work Authorization No. 1**.

**HIDALGO COUNTY
URBAN COUNTY PROGRAM**

BY: _____
Nellie Flores, UCP Finance Manager

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on **March 19**, as indicated below and effective as of **19** day of **March, 2024**.

THE ARCHITECT:
Milnet Architectural Services, PLLC

THE OWNER:
HIDALGO COUNTY

By: Rodolfo R. Molina Jr., 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 Architect
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 Architect the following:

- 1) Provide the authorization to proceed with services through coordinator with the project consulting and design Architect.
- 2) Payment for work performed by the Architect and accepted by the Owner in accordance with Article 3 of this Agreement.
- 3) Assistance to the Architect, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies the Architect 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 Architect’s request for information and/or required submittals and deliverables, in order for the Architect 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 Architect.
- 7) Provide authorization to proceed with services on project by project basis through consulting design and construction Architect.



ATTACHMENT "B"

The scope of work that the project entails is for full Architectural, MEP, and Structural Engineering Services. Also included are civil, landscape and information/telecommunication services. If the scope of work increases, the contract amount will increase accordingly.

A. Preliminary Phase

1. Scheduling- Create a Master Plan with design milestones, bidding dates, board presentations, construction timelines, and occupancy dates.
2. Programming- Craft a program that documents all spaces, adjacencies, functions, sizes and special requirements
3. Budgeting- Create a master budget that will consider soft costs, fixtures, furnishings, equipment and construction costs.

B. Design Phase

1. Design- Work with the owner and present conceptual and schematic designs for the purpose of producing a project that fits the needs and aesthetics of the owner
2. Construction Documents- Create all diagrammatic drawings and specifications which describe the project and present to the owner at key stages, typ. 30%, 80%, and 100%.
3. Bidding and Negotiation- Answer questions from bidders, issue clarifications and addenda if required, work with the owner to evaluate and rank offers and provide a recommendation.
4. Permitting- Work with the selected contractor and provide the necessary plans to facilitate the acquisition of building permits.

C. Construction Phase

1. Construction Administration- Attend construction meetings, review submittals, perform site observations, and manage construction correspondence.
2. Project Closeout- Perform substantial completion punch list walk through with the owner and the contractor, review closeout documents submitted by the contractor.
3. One year Warranty Review- Conduct walk through with the owner and the contractor to review and address any deficiencies prior to the expiration of the one year warranty.



ATTACHMENT "C"

PROJECT SCHEDULE

Date: March 05, 2024

Project Name: Elsa Public Library Upgrades

MAS Proj. No: 224001

Design Phase	Target Date
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Projected Starting Date: May 5, 2024

Schematic Design (3 weeks)

May 05 – May 27, 2024

- Project Schedule
- Backgrounds
- Conceptual floor plan and roof layout
- Asbestos Report by Owner

Design Development (4 weeks)

May 28 – June 25, 2024

- Start structural engineering design
- Finalize floorplan & roof layout
- Site Survey & Utilities by Owner

Construction Documents (4 weeks)

June 26 – July 24, 2024

- Start Details & Project Specifications
- 95% Joint Review Meeting (Milnet/Hidalgo County)
- Finalize Drawings/Specs 100%

Advertise for Bids (2-3 weeks)

July 25 – August 12, 2024

- Advertise on Newspaper/Online
- Issue for bids - Addendum

Negotiations & Award Contract (2-3 weeks)

August 13 – September 2, 2024

- Receive bids & rank
- County Awards Contract

Issue Notice to Proceed (1 week)

September 9, 2024

- Pre-Construction Meeting

Construction Schedule (6-8 months)

October 2024 – June 2025

- Construction timeline
(depending on roofing material lead times)

ATTACHMENT "D"



February 23, 2024

Hidalgo County Urban County Program
1916 Tesoro Street
Pharr, Texas 78577

ATTN: Guadalupe "Lupita" Garcia
UCP Manager

RE: 2023 Elsa Other Public Facilities Improvements (Elsa Library)
Best and Final Offer (BAFO)

Milnet Architectural Services is pleased to submit our best and final offer for the architectural services required for the Elsa Public Library project. After careful consideration and thorough review of the project requirements, we hereby offer the price of \$23,155.51 plus \$1,600.00 for ADA registration and plan review, an additional \$2,000.00 for surveying (if required) for a total of **\$26,755.51**.

This cost covers full architectural services throughout all phases of design and construction which include programming, schematic design, design development, construction documents, and construction administration. Anything not mentioned or omitted are considered exclusions to our contract and therefore become the owner's responsibility (material testing, advertising, etc.).

If this offer is accepted by Hidalgo County Urban County Program, we can then enter into an A.I.A. B101-2017 Contract or a County equivalent contract agreement with these terms. Thank you again for the opportunity to be of service. Should you have any questions regarding this offer, please contact our company at (956) 688-5656 or via email at rudym@milnet-archservices.com.

Sincerely,



Rodolfo R. Molina Jr., A.I.A.
President
Milnet Architectural Services, PLLC.

ATTACHMENTS:

- EXHIBIT A – Scope of Services to be provided by the Architect
- EXHIBIT B – Hourly Billing Rate
- EXHIBIT C – Preliminary Design Cost Estimate/ Layout
- EXHIBIT D – Certificate of Insurance
- EXHIBIT E – Form 1295