

HIDALGO COUNTY
Professional Engineering Services
Agreement C-23-0493-01-09

WORK AUTHORIZATION NO. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of the Professional Engineering Services Agreement No. C-23-0493-01-09, incorporated herein by reference, for the “Hidalgo County Budget and Management Department Office Renovation” project made by and between HIDALGO COUNTY, action herein by and through the Commissioner’s Court, hereinafter called the “**Owner**,” and **RO Engineering, PLLC.**, hereinafter called “**Engineer**”.

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide MEP Engineering Services for Hidalgo County Budget and Management Department Office Renovation, for and during the construction of the Project, or portions of the Project, as approved by the COUNTY.

The **Engineer** is to provide the scope of Services as required by the Agreement with Owner.

The scope of services to be provided by the **Engineer** is identified in **Attachment “A”** – “*Scope of Services to be provided by Engineer*” attached hereto and incorporated by reference.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is **\$11,880.00**. This amount is based upon the costs outlined in the **Attachment “B”** – “*Fee Proposal*” attached hereto and incorporated by reference.

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with the **Professional Engineering Services** Agreement No. C-23-0493-01-09 between the **Owner** and the **Engineer**.

PART 4. FUNDING

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

Account No. _____
Requisition 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 the scopes of the Work Authorization, within the limits of Agreement No. C-23-0493-01-09, provided in this Work Authorization; or on (_____ DATE)**. *If applicable:* Engineer shall conform to the

approved "Work/Project Schedule", attached hereto and incorporated by reference herein as Attachment "C".

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement No. C-23-0493-01-09.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by **Hidalgo County Precinct 4, Commissioner Ellie Torres**, as to content and detail of this **Work Authorization No. 1**.

HIDALGO COUNTY PRECINCT No. 4

By: _____
Ellie Torres, Commissioner

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on September 3rd, 2024 as indicated below and effective as of 3rd day of September, 2024.

EXECUTED as of the day and year first written above.

APPROVED BY COMMISSIONERS' COURT ON SEPTEMBER 3RD, 2024.

Agenda Item No. 96542

Executive Office: _____

ENGINEER:
RO ENGINEERING, PLLC

COUNTY:
COUNTY OF HIDALGO

Rene R. Olivarez, P.E., CQE, Principal

Hon. Richard F. Cortez, County Judge

ATTEST:

Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS:

Attachment "A" – *Scope of Services to be provided by Engineer*

Attachment "B" – *Fee Proposal*

Attachment "C" – *Approved Work/Project Schedule (If applicable)*



Attachment A & B

Scope of Services to be provided by Engineer
& Fee Proposal



Fee Proposal No.8142401

August 14, 2024

FEE PROPOSAL FOR MEP ENGINEERING SERVICES FOR HCO BUDGET MGT OFFICE RENOVATION, EDINBURG TX

Dear Mr. Villarreal:

We are pleased to submit our proposal for MEP Engineering Services on the above-referenced project.

SCOPE AND FEE

1. Pursuant to your request, we are pleased to provide our fee and rates for engineering services related to the Budget Management Office Remodel located at 505 S. McColl Rd., Suite G, Edinburg, TX. We understand that the renovated area includes offices, conference and storage room of approximately a total of 3,500 square feet. These spaces will be constructed within an existing building.
2. We propose to provide the following scope of engineering services:
 - A. Survey existing conditions.
 - B. Provide sealed mechanical engineering plans specifications.
 - C. Provide sealed electrical engineering plans specifications.
 - D. Provide sealed plumbing engineering plans specifications.
 - E. Provide plans in pdf.
3. Our engineering fee, including estimated expenses, shall be a fixed sum of Eleven Thousand Eight Hundred-Eighty Dollars (\$11,880.00).

		Principal / Project Manager	Senior Project Management	Senior Engineer	Sr. Construction Admin	Engineer /Sr. Designer	Admin.	
	Contract Rates	\$180.00	\$170.00	\$150.00	\$120.00	\$120.00	\$60.00	
	Labor Hours	Hrs	Hrs	Hrs	Hrs		Hrs	TOTAL HOURS
	TASKS							
1	Survey existing conditions	4				8		12
2	Schematic design	8				8		16
3	Design development	8				8		16
4	Construction Documents	8				8		16
5	Bidding	4						4
6	Construction Administration	8			6		2	16
	Subtotal Labor Hours							
	Total Hours	40	0	0	6	32	2	80
	Total Cost	\$ 7,200.00	\$ -	\$ -	\$ 720.00	\$ 3,840.00	\$ 120.00	\$ 11,880.00

4. If additional services are requested, we will negotiate a fixed fee amount for the additional work, or we will perform the work on an hourly basis.
5. Hourly billing rates for approved engineering services shall be as follows:

HOURLY BILLING RATES

Principal/Partner	\$180.00/hour
Senior Project Manager	\$170.00/hour
Project Manager	\$160.00/hour
Senior Engineer	\$150.00/hour
Engineer /Sr. Designer	\$120.00/hour
Senior Construction Administrator	\$120.00/hour
Construction Administrator	\$110.00/hour
Designer	\$85.00/hour
CAD Operator	\$65.00/hour
Administrative	\$60.00/hour

6. Estimated project expenses are included in the fee amount stated above. No project expenses will be submitted for reimbursement without prior approval in writing from the architect of record or the owner.

VERIFICATION OF EXISTING CONDITIONS

1. The scope of engineering services includes a field investigation to verify the condition of the existing “MEP” systems installation. We will visit the job site and perform an observation of the existing systems.
2. We did not include design for lighting or other electrical devices not included in the scope.
3. RO Engineering will attempt to accurately determine the existing conditions. However, because the systems are installed and may be concealed, we cannot be held accountable for omissions of items that were concealed or appeared to be installed and operating properly at the time of the observation.
4. During the construction, items may be uncovered by the contractors that were not apparent during our field observations. We will revise the documents as the situation warrants and the drawings will be re-issued as a request for proposal.

EXCLUDED SERVICES

1. The scope of this proposal does not include any time for the preparation of “MEP” “as-built” documents. The contract documents will require the contractor to prepare and submit the “as-built” documents as part of the project close out procedure.
2. Does not include structural engineering services.
3. Does not include architectural services.

4. We have not included time for other lighting beyond this scope.

PROJECT AGREEMENT

1. If this project is delayed or abandoned for more than 90 days from date of proposal, it is our option to renegotiate or terminate this agreement.
2. All billing shall be done in accordance with our standard office billing procedure with invoices delivered to your office on or about the first day of each month. We will invoice you for percentage completed on the project, with payment due upon receipt of our invoice.
3. Should the construction of this project be abandoned or delayed, we will invoice you for the percentage of Engineering completed at that time. The invoices will be due and payable as stated above.

PROPOSAL APPROVAL

If this proposal meets your approval, please indicate your acceptance by the proper authorized signature in the space provided below and returning the signed original to our office. We will proceed with the work upon receipt of the executed proposal.

ACCEPTED: _____

Printed Name: _____

Date: _____

SUMMARY AND CONCLUSION

RO Engineering PLLC is very pleased that you would consider our firm for this project. Please contact us if we can be of any further assistance or if you require further information.

Best regards,



René R. Olivarez, P.E., CQE | Principal