

Hidalgo County Head Start Program Policy Council Agenda

DATE: November 20, 2024

SUBJECT: Request Approval of Application and Certificate for Payment for Invoice #20442 in the Amount of \$10,764.43 and Invoice # 20447 in the amount of \$4,841.21 for Professional Services Submitted by BZZ 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: These are the fifteenth (15th) and sixteenth (16th) payment requests 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 #20442, 20447, Reports

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

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

PROGRAM DIRECTOR'S APPROVAL: *[Signature]*



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

Invoice

Date	Invoice #
10/8/2024	20442

Please send remittance with copy of invoice to:

Attn: Mrs. Aisha Gonzalez
 P.O. Box 2724
 McAllen, Tx. 78502

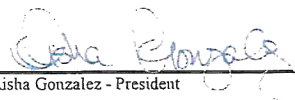
Bill To:
 Hidalgo County Head Start Program
 1901 W. State Hwy. 107
 McAllen, TX 78504

Project Info:
 Contract C-21-004-09-21-AS
 Outdoor Learning Environments
 and Discovery Classrooms
 Work Authorization #1
 B2Z JOB: 6118

Billing Period	September 2024					
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete	
Design Phase						
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	\$ 1,746.18	\$ 582.06	\$ 2,328.24	100%	
Task 4 - Consultation & Coordination with County Consultants (Geotech, Survey, CMT, etc.)	\$ 1,213.68	\$ 849.58	\$ (0.00)	\$ 849.58	70%	
Bidding Phase						
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 AIA 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%	
Construction Phase						
Task 1 - Coordinate and conduct a Pre-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	\$ 2,365.44	\$ 1,182.72	\$ 3,548.16	75%	
Task 3 - Permit Coordination	\$ 2,031.04	\$ 2,031.04	\$ -	\$ 2,031.04	100%	
Task 4 - Task 4 - Daily project site visits with field reports and photographs	\$ 47,951.04	\$ 31,168.18	\$ 4,795.10	\$ 35,963.28	75%	
Task 5 - Project documentation review/document control	\$ 18,576.80	\$ 9,288.40	\$ 3,715.36	\$ 13,003.76	70%	
Task 6 - Change order review, negotiation, and preparation	\$ 5,665.96	\$ 3,682.87	\$ 0.00	\$ 3,682.87	65%	
Task 7 - Review and verify contractor applications for payment	\$ 5,405.94	\$ 2,432.67	\$ 0.00	\$ 2,432.67	45%	
Post Construction Phase						
Task 1 - Conduct 6 and 11 month walk through and Contractor follow-up	\$ 1,015.52	\$ -	\$ -	\$ -	0%	
Miscellaneous Technical Activities						
Task 1 - Meetings and Coordination	\$ 9,783.80	\$ 8,316.23	\$ 489.19	\$ 8,805.42	90%	
Direct Expenses - Mileage	\$ 2,208.00	\$ 1,258.56	\$ -	\$ 1,258.56	57%	
Total For This Billing Period					\$10,764.43	

Work Authorization - Summary

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$116,880.80	\$79,109.05	76.9%	\$27,007.32


 Aisha Gonzalez - President



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

Invoice

Date	Invoice #
11/8/2024	20447

Please send remittance with copy of invoice to:
 Attn: Mrs. Aisha 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	October 2024					
Description	Contract	Previous Applications	Current Completed	Total Completed	% Complete	
Design Phase						
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	\$ 2,328.24	\$ -	\$ 2,328.24	100%	
Task 4 - Consultation & Coordination with County Consultants (Geotech, Survey, CMT, etc.)	\$ 1,213.68	\$ 849.58	\$ 60.68	\$ 910.26	75%	
Bidding Phase						
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-RFQ/P 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 AIA 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%	
Construction Phase						
Task 1 - Coordinate and conduct a Pre-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	\$ 3,548.16	\$ 236.54	\$ 3,784.70	80%	
Task 3 - Permit Coordination	\$ 2,031.04	\$ 2,031.04	\$ -	\$ 2,031.04	100%	
Task 4 - Task 4 - Daily project site visits with field reports and photographs	\$ 47,951.04	\$ 35,963.28	\$ 2,397.55	\$ 38,360.83	80%	
Task 5 - Project documentation review/document control	\$ 18,576.80	\$ 13,003.76	\$ 928.84	\$ 13,932.60	75%	
Task 6 - Change order review, negotiation, and preparation	\$ 5,665.96	\$ 3,682.87	\$ 566.60	\$ 4,249.47	75%	
Task 7 - Review and verify contractor applications for payment	\$ 5,405.94	\$ 2,432.67	\$ 540.60	\$ 2,973.27	55%	
Post Construction Phase						
Task 1 - Conduct 6 and 11 month walk through and Contractor follow-up	\$ 1,015.52	\$ -	\$ -	\$ -	0%	
Miscellaneous Technical Activities						
Task 1 - Meetings and Coordination	\$ 9,783.80	\$ 8,805.42	\$ -	\$ 8,805.42	90%	
Direct Expenses - Mileage	\$ 2,208.00	\$ 1,258.56	\$ 110.40	\$ 1,368.96	62%	
Total For This Billing Period					\$4,841.21	

Work Authorization ~ Summary

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$116,880.80	\$89,873.48	81.0%	\$22,166.11


 Aisha Gonzalez - President

October 8, 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 September 2024 for the subject referenced project.

The following is attached:

- Invoice No. 20442

Pre-Construction - Design	% Complete
Tasks 1 – Monthly design review meetings (based on 4 months)	100%
<p>UPDATE:</p> <ul style="list-style-type: none"> ▪ 11/02/2022 online meeting with design team ▪ 04/19/2023 Met with design entire design team ▪ Delivered 100% Construction Documents 	
Tasks 2 – Coordinate design review with various consultants at 30%, 60%, 90% & Final	100%
<p>UPDATE:</p> <ul style="list-style-type: none"> ▪ B2Z will continue to coordinate with consultants as needed 	

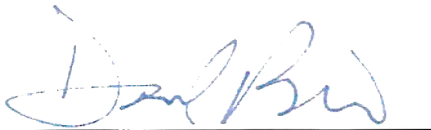
Tasks 3 – Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity.	100%
<u>UPDATE:</u> Coordination on Utilities and Subdivision platting between City of McAllen, HCDD and TWG are ongoing. B2Z will continue to monitor and coordinate meetings / site visits.	
Tasks 4 – Consultation & coordination with County consultants (Geotech, Survey, CMT, etc.)	70%
<u>UPDATE:</u> <i>Coordination with Terracon</i>	
Construction Bidding	% Complete
Tasks 1 – Review and assist the architect with the preparation of procurement package/advertisement documents	100%
<u>UPDATE:</u> <ul style="list-style-type: none"> • 1st Advertisement on 8/27/2023 • 2nd Advertisement on 9/3/2023 	
Tasks 2 – Contractor outreach/Contractor pre-qualification	100%
<u>UPDATE:</u> Outreach to various local Contractors.	
Tasks 3 – Attend the Pre-RFQ-P Meeting	100%
<u>UPDATE:</u> Completed	
Tasks 4 – Coordinate and prepare responses to contractor questions	100%
<u>UPDATE:</u> Completed	

Tasks 5 – Review formal AIA contract documents	100%
UPDATE: Reviewed by David Rivera	
Tasks 6 – Assist in the grading, ranking, interview (optional) and selection of Contractor	100%
UPDATE:	
Construction Phase	
Task 1 – Coordinate and conduct a Pre-Construction Conference (PCC)	100%
UPDATE: Held at HCHSP on 01/19/2024	
Task 2 – Conduct monthly Owner/Architect/Contractor (OAC) Meetings	75%
UPDATE: 9/10/2024 – OAC Meeting	
Task 3 – Permit Coordination	100%
UPDATE: Assisted with permit coordination	
Task 4 – Daily project site visits with field reports and photographs (based on 8 months)	75%
UPDATE: Daily field visits with RAKEN reports done.	
Task 5 -Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.)	70%
UPDATE: In coordination with TWG and NMC	

Task 6 – Change order review, negotiation, and preparation	65%
<u>UPDATE:</u> Negotiating change proposal with NMC and in contact with the City of McAllen	
Task 7 – Review and verify contractor application for payment	45%
<u>UPDATE:</u> Payment Application #001 Payment Application #002 Payment Application #003 Payment Application #004	
Post Construction Phase	
Task 1 – Conduct 6 and 11 months walk through and Contractor follow-up	0%
<u>NO UPDATE:</u> <i>This task has not begun.</i>	
Miscellaneous Technical Activities	
Task 1 – Meetings and Coordination	90%
<u>UPDATED:</u> <ul style="list-style-type: none"> Meeting with City of McAllen & HCDD1 	

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

November 8, 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 October 2024 for the subject referenced project.

The following is attached:
 • Invoice No. 20447

Pre-Construction - Design	% Complete
Tasks 1 – Monthly design review meetings (based on 4 months)	100%
<p>UPDATE:</p> <ul style="list-style-type: none"> ▪ 11/02/2022 online meeting with design team ▪ 04/19/2023 Met with design entire design team ▪ Delivered 100% Construction Documents 	
Tasks 2 – Coordinate design review with various consultants at 30%, 60%, 90% & Final	100%
<p>UPDATE:</p> <ul style="list-style-type: none"> ▪ B2Z will continue to coordinate with consultants as needed 	


Tasks 3 – Utility coordination with Hidalgo County, City of McAllen, TxDOT and any other related entity.	100%
<u>UPDATE:</u> 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.	
Tasks 4 – Consultation & coordination with County consultants (Geotech, Survey, CMT, etc.)	75%
<u>UPDATE:</u> <i>Coordination with Terracon and TXDOT</i>	
Construction Bidding	% Complete
Tasks 1 – Review and assist the architect with the preparation of procurement package/advertisement documents	100%
<u>UPDATE:</u> <ul style="list-style-type: none"> • 1st Advertisement on 8/27/2023 • 2nd Advertisement on 9/3/2023 	
Tasks 2 – Contractor outreach/Contractor pre-qualification	100%
<u>UPDATE:</u> Outreach to various local Contractors.	
Tasks 3 – Attend the Pre-RFQ-P Meeting	100%
<u>UPDATE:</u> Completed	
Tasks 4 – Coordinate and prepare responses to contractor questions	100%
<u>UPDATE:</u> Completed	

Tasks 5 – Review formal AIA contract documents	100%
<u>UPDATE:</u> Reviewed by David Rivera	
Tasks 6 – Assist in the grading, ranking, interview (optional) and selection of Contractor	100%
<u>UPDATE:</u>	
Construction Phase	
Task 1 – Coordinate and conduct a Pre-Construction Conference (PCC)	100%
<u>UPDATE:</u> Held at HCHSP on 01/19/2024	
Task 2 – Conduct monthly Owner/Architect/Contractor (OAC) Meetings	80%
<u>UPDATE:</u> 10/10/2024 – OAC Meeting	
Task 3 – Permit Coordination	100%
<u>UPDATE:</u> Assisted with permit coordination	
Task 4 – Daily project site visits with field reports and photographs (based on 8 months)	80%
<u>UPDATE:</u> Daily field visits with RAKEN reports done.	
Task 5 -Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.)	75%
<u>UPDATE:</u> In coordination with TWG and NMC	

Task 6 – Change order review, negotiation, and preparation	75%
UPDATE: Negotiating change proposal with NMC and in contact with the City of McAllen	
Task 7 – Review and verify contractor application for payment	55%
UPDATE: Payment Application #001 Payment Application #002 Payment Application #003 Payment Application #004	
Post Construction Phase	
Task 1 – Conduct 6 and 11 months walk through and Contractor follow-up	0%
NO UPDATE: <i>This task has not begun.</i>	
Miscellaneous Technical Activities	
Task 1 – Meetings and Coordination	90%
UPDATED: <ul style="list-style-type: none"> Meeting with City of McAllen & HCDD1 	

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