

**HIDALGO COUNTY**  
**Professional Construction Management Services**  
**Agreement # C-23-0499-01-09**

**WORK AUTHORIZATION NO. 2**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Professional Construction Management Services Agreement No. C-23-0499-01-09, incorporated herein by reference, for the “Construction Management Services – Hidalgo County Precinct 4 2812 Community Resource Center” made by and between HIDALGO COUNTY, action herein by and through the Commissioner’s Court, hereinafter called the “**Owner**,” and CARLOS DEL ANGEL WITH BROWNSTONE CONSULTANTS, LLC, hereinafter called “**Construction Manager**”.

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the **Construction Manager** to provide Construction Management services for the Hidalgo County Precinct 4 South East Park Project (Betts/Esparza).

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

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

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is **\$195,000.00**. 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 Construction Manager for the services established under this Work Authorization shall be made in accordance with the **Professional Construction Management Services** Agreement No. C-23-0499-01-09 between the **Owner** and the **Construction Manager**.

**PART 4. FUNDING**

This Work Authorization No. 2 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-23-0499-01-09 , provided in this Work Authorization; or on ( \_\_\_\_\_ DATE )**. *If applicable:* Construction Manager 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-23-0499-01-09**.

**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. 2**.

**HIDALGO COUNTY PRECINCT No. 4**

By: \_\_\_\_\_  
**Ellie Torres**, Commissioner

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted and approved by the Hidalgo County Commissioners Court and hereby executed and effective as of the date indicated below.

**APPROVED BY COMMISSIONERS’ COURT ON DECEMBER 17<sup>TH</sup>, 2024.**

**Agenda Item No. 97706**

**Executive Office:** \_\_\_\_\_

**CONSTRUCTION MANAGER:**  
BROWNSTONE CONSULTANTS, LLC

**COUNTY:**  
COUNTY OF HIDALGO

\_\_\_\_\_  
Carlos Del Angel with Brownstone Consultants, LLC

\_\_\_\_\_  
Hon. Richard F. Cortez, County Judge

**ATTEST:**

\_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

**LIST OF ATTACHMENTS:**

**Attachment “A”** – *Scope of Services to be provided by Construction Manager*

**Attachment “B”** – *Fee Proposal*

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



# **ATTACHMENT A**

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## **PROJECT SPECIFIC SCOPE OF SERVICES TO BE PROVIDED BY CONSTRUCTION MANAGER**

## EXHIBIT A – SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT

**Strategic Planning Phase** - Brownstone Consultants will provide services for the Hidalgo County Precinct No. 4 SE Park Project before the start of design as follows:

1. Identify Project Vision—Brownstone will work with the Owner to define the project's goals and expectations.
2. Analyze project requirements and constraints—Brownstone will work with the Owner to analyze project requirements and constraints and develop a plan to execute the project per the Owner's vision.
3. Identify Stakeholders and Authorities Having Jurisdiction (AHJs)—Brownstone will identify all key stakeholders and AHJs that impact the project and develop a stakeholder register that will be updated regularly throughout the project.
4. Compile and review existing project documentation – Brownstone will compile and review all existing documents and familiarize themselves with the project and site.
5. Coordination with AHJs—Brownstone will coordinate with the design team and AHJs to ensure all requirements are incorporated into the design documents.
6. Develop the communication plan—The plan is intended to set expectations and systems to enhance coordination, collaboration, and relationships among the Project Team and stakeholders, including informal and formal channels and methods. The plan also describes a set of specific strategies and protocols for conflict avoidance and resolution.
7. Develop milestone schedule
8. Develop total project cost
9. Prepare project management information system (Web-based) as mutually agreed
10. Periodic Site Visits – Brownstone will perform site visits as needed to verify existing conditions, coordinate plan development, and identify conflicts to minimize errors and/or omissions from the construction documents.
11. Permit Coordination – Brownstone will work with the design team, the contractor and AHJ's to coordinate the timely issuance of the construction permits for all projects. In addition, confirm that design intent adheres to applicable building codes.
12. Review of Architect and other Project Consultant Invoices – Brownstone will receive, review, and recommend approval of all architectural, Brownstone, and other project consultant invoices prior to distribution to the County.

**Design Phase** - Brownstone Consultants will provide services for the Hidalgo County Precinct No. 4 SE Park Project during the design phase as follows:

1. Bi-Weekly Design Phase – Brownstone will schedule bi-weekly design meetings with the design team and other project stakeholders. Brownstone will assist in developing meeting documentation, including but not limited to agendas, exhibits, and minutes. All meeting documents will be logged in the Project Management Information System.
2. Oversight and Management of Design Team – Brownstone will guide, oversee, and manage the design team throughout the development of the design package. Brownstone will coordinate

## EXHIBIT A – SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT

other project consultants with the design team to ensure the Owner’s imperatives are incorporated into the final construction documents.

3. Review of Design Documents – Brownstone will perform one review of each set of construction documents before the issuance of the bid packages.
4. Review of Architect and other Project Consultant Invoices – Brownstone will receive, review, and recommend approval of all architectural, Brownstone, and other project consultant invoices prior to distribution to the County.

**Procurement Phase** - Brownstone Consultants will provide services for the Hidalgo County Precinct No. 4 SE Park Project during the procurement phase as follows:

1. Assist in developing the procurement packet—Brownstone will assist the Hidalgo County Purchasing Department in developing the procurement packet. This will include developing the scope of the projects (CSI Divisions), technical documents (schedules and budgets), scoring criteria, general conditions matrix, and pricing and delivery schedule.
2. Coordinate and Conduct the Pre-Proposal Conference—Brownstone will schedule the pre-proposal conference with the design team and other project stakeholders. Brownstone will assist in developing meeting documentation, including agendas, exhibits, and minutes. All meeting documents will be logged in the Project Management Information System.
3. Coordinate proposal questions/responses and issuance of any required addendum – Brownstone will coordinate with project stakeholders to develop responses for all proposal-related questions. Brownstone will assist Hidalgo County Purchasing with developing and issuing any required addendum before the proposal deadline.
4. Coordinate Proposal Opening – Brownstone will coordinate and assist in scheduling all procurement activities. Brownstone will attend the proposal opening and develop a tabulation sheet to document the required submission documentation and fees (if required).
5. Proposal Evaluation & Formal Recommendation – Brownstone will review and evaluate the submitted responsive proposals based on the proposal package scoring criteria. Upon completing the evaluation, Brownstone will make a formal recommendation to the Owner.
6. Assist in Contract Development & General Conditions – Brownstone will assist the Hidalgo County purchasing department and legal department to develop the contracts and general conditions based on the owner’s needs and industry best practices.
7. Coordinate issuance of the Notice to Proceed (NTP) – Brownstone will develop an NTP letter for review and approval by the County. Once the County has approved the letter, Brownstone will distribute it to the contractor. Brownstone will file the final NTP in the PMIS and update the project schedule to reflect the submitted schedule.

**Construction Phase** – Brownstone Consultants will provide services for the Hidalgo County Precinct No. 4 SE Park Project during the construction phase as follows:

1. Conduct the Partnering Session simultaneously with the preconstruction meeting.
2. Update the Precinct monthly on the project status based upon mutually agreed format.

## **EXHIBIT A – SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT**

3. Monitor site records for shop drawings, shop drawing logs, RFI logs, deficiency logs, Change Order logs, Proposal Change logs, and ASI logs.
4. Monitor the Contractor Schedule and advise the County of construction schedule slippage and work with Contractor to recover and/or improve on schedule.
5. Review the contractor's pay applications with the County, Architect and Contractor to confirm compliance with work in place.
6. Attend site meetings as necessary and bi-weekly OAC meetings.
7. Evaluate requests for proposed changes and change orders and make recommendations to County personnel and the Architect.
8. Attend pre-installation meetings with the contractor and subcontractors.
9. Review as-built drawings and completeness of all close-out documentation, warranties, and guarantees for conformance with specifications requirements.
10. Perform a cost analysis of each change order issued and challenge the contractor's pricing if necessary.
11. Coordinate Independent Testing Firm's Activities.
12. Review the results of the Owner-provided Independent Testing Firm for Compliance with Construction Documents.
13. Coordinate vendors under separate contracts with the owner (security, data, voice, furniture, etc.)
14. Assist in Managing Construction Contracts and General Conditions.
15. Manage overall information flow during construction through the Project Management System.
16. Part-time (2x/week) observation to monitor and record construction activities. Daily reports will be developed and distributed to the team at predetermined intervals.
17. Participate in the development of the punch-list and make recommendations on the issuance of certificates of substantial completion.

**Post-Construction & Closeout Phase** – Brownstone Consultants will provide services for the Hidalgo County Precinct No. 4 SE Park Project during the post-construction phase as follows:

1. Oversee turnover of all certification documentation.
2. Coordinate training of facility maintenance staff for familiarization with all systems.
3. Review all contractual and warranty obligations to comply with documents such as operations and maintenance manuals.
4. Assist in developing a tickler file of all warranty deadlines for each project.
5. Coordinate Reviews of Warranty items after a thirty (30) day period.
6. Coordinate the post-occupancy evaluation of the facility with the design team prior to the warranty expiration (One-Year).

The Post-Construction & Closeout Phase shall be considered complete when the Project has been finally accepted under the contract and final payment authorized to the contractor.

## **EXHIBIT A – SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT**

### **Consultant's Additional Services**

Advance Authorization Required - If authorized in writing by the Owner, the Consultant shall furnish or obtain from others Additional Services of the types listed below.

1. Prepare applications for governmental approvals.
2. Develop a move management or occupancy plan.
3. Make measured drawings of or investigate existing conditions or facilities.
4. Perform services resulting from significant changes in scope, extent, or character.
5. Undertake investigations and studies in addition to those specified in Basic Services.
6. Furnish services attributable to more than one prime contract.
7. Perform services during out-of-town travel required of the Consultant other than for visits to the site or Owner's office.
8. Project Commissioning after final completion.
9. Prepare to serve or serve as a consultant or witness for Owner in any litigation, arbitration, or other dispute resolution process related to the Project.

December 10, 2024

Hidalgo County Precinct No. 4  
Hon. Ellie Torres  
Commissioner  
1051 N Doolittle Rd.  
Edinburg, TX 78542

**Re: On-Call Professional Service Agreement C-23-0499-01-09 -Work Authorization No. 2  
Hidalgo County Precinct No. 4 SE Park Project – Brownstone Consultants LLC Proposal for Construction  
Management Services**

Dear Commissioner Torres:

Brownstone Consultants LLC's proposal to provide Project Management Services for the Hidalgo County Precinct No. 4 new SE Park Project is attached. Brownstone is dedicated to empowering excellence through service by delivering exceptional quality assurance and oversight as the Precinct's representative. We look forward to collaborating closely with Precinct Staff and other key stakeholders to ensure this project's success through a smooth and efficient construction process.

Our proposal is based on the information provided by the Precinct and considers the specific needs of the SE Park Project. To effectively meet the demands of this project, we've designed a plan for scaling our team up to .55 full-time equivalents (FTEs) by the anticipated construction start date in September 2025, with services extending over a projected 22-month project duration. This timeline allows us to implement a proactive and adaptive approach, identifying and mitigating potential issues early to keep the project on track and within budget.

We are confident that our services will deliver significant value to the Precinct, far exceeding our fees by enhancing project efficiency, minimizing risks, and ensuring quality control at each phase. Our team's experience with similar projects enables us to foresee challenges, streamline workflows, and uphold the highest quality and compliance standards, ultimately maximizing the return on investment for the Precinct.

We appreciate the opportunity to support the Precinct on this important initiative and are excited to bring our expertise to the SE Park Project. If you have any questions or need further information, please contact me.

Sincerely,



Carlos Del Angel, PMP, CCM  
Managing Partner  
Brownstone Consultants LLC

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# PROPOSAL

Brownstone Consultants LLC is pleased to submit its proposal to provide Project Management Services for the **SE Park Project** in Hidalgo County, Texas. This proposal is based on the following project assumptions.

## | ASSUMPTIONS & CLARIFICATIONS

1. Work will be performed under WA#2 of the On-Call Professional Service Agreement C-23-0499-01-09.
2. Millnet Architects has been selected as the design lead for the project.
3. The final square footage of the facility is to be determined but the project site is approximately 11 acres.
4. No project delivery method has been selected.
5. The proposed construction duration is 12 months.
6. The proposed project duration for Brownstone activities is 22 months.
7. The final construction contract amount is TBD.
8. The proposal is based on a January 1, 2025 start date.
9. The Brownstone labor rates will increase by 2% yearly to adjust for escalation, as set forth in the contract documents previously approved by the Hidalgo County Commissioner's Court.

## | SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT

Refer to attachment for a complete scope of services to be provided by the consultant.

## | SCOPE OF SERVICES TO BE PROVIDED BY OWNER

Refer to attachment for a complete scope of services to be provided by the Owner.

## | PROJECT SCHEDULE

Please refer to attachment for the execution plan/project schedule.

## | BASE FEE TOTAL

Stipulated Sum Fee of **One Hundred Ninety-Five Thousand Dollars and 00/100 (\$195,000.00)**.

The stipulated sum will be invoiced in twenty-one (22) equal monthly installments of Eight Thousand Eight Hundred and Sixty-Three Dollars and 64/100 (\$8,863.64).

Please refer to Exhibit D (Standard Labor Rates) and Exhibit D-1 (Staffing Plan).



## | ADDITIONAL SERVICES

Any services not stated in this proposal will constitute an additional service and be billed at our hourly fee schedule (reference Exhibit D) or by separate proposal. All additional services shall be approved in writing by the Hidalgo County prior to performance.

## | EXCLUSIONS

This proposal excludes the following services:

- Architectural or Engineering Design Services
- Site Surveys and Platting
- Construction Materials Testing
- Environmental and Geotechnical Testing
- Commissioning

**Should you have any questions regarding this proposal, please call me at (956) 307-3057.**



# **ATTACHMENT B**

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## **FEE PROPOSAL**

EXHIBIT D-1

Construction Management Services - Fee Proposal - Brownstone																	
Direct (Billable) Hours / Year	1960													<b>FEE SUMMARY</b>			
Annual Hourly Rate Increase	2.0%													Year	Hours	CM Fee	
Hours per Month	160													2025	853	\$ 103,952	
															2026	872	\$ 105,025
																-	\$ -
<b>Construction Management Team</b>															<b>Sub-Total Billable Hourly Fee \$ 208,977</b>		
<b>Role</b>	<b>Rate 2024</b>														<b>DIRECT EXPENSES</b>		
Principal in Charge / Executive	\$ 289.22														<b>TYPE</b>	<b>UNIT</b>	<b>TOTAL</b>
Senior Project Manager (PMP/PE/AIA)	\$ 240.56														Utility Vehicle	month	
Project Manager (CCM)	\$ 200.23														Drone Flights	hour	
<b>Assistant Project Managers/Engineers</b>															mileage	mile	
Assistant Construction Manager	\$ 161.30														<b>Sub-Total Direct Expenses \$ -</b>		
Project Engineers	\$ 122.36														<b>Total \$ 208,977</b>		
<b>Support Team</b>															<b>Negotiated Final Total \$ 195,000</b>		
Sr. Construction Inspector	\$ 120.97																
Construction Inspector	\$ 100.12																
Record Keeper	\$ 88.99																
Unmanned Aircraft System (UAS) Pilot - Drone	\$ 83.43																
Project Control Specialist	\$ 77.87																
Admin/Clerical	\$ 61.18																
<b>2025</b>																	
Role	Rate	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total Hrs	Amount		
		FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE				
Principal in Charge / Executive	\$ 289.22													-	\$ -		
Senior Project Manager (PMP/PE/AIA)	\$ 240.56	0.07	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	152	\$ 36,565		
Construction Inspector	\$ 100.12	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.40	0.40	0.40	0.40	576	\$ 57,669		
Assistant Construction Manager	\$ 161.30													-	\$ -		
Unmanned Aircraft System (UAS) Pilot - Drone	\$ 83.43													-	\$ -		
Project Control Specialist	\$ 77.87	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	125	\$ 9,718		
Admin/Clerical	\$ 61.18													-	\$ -		
<b>Total</b>		<b>0.39</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>853</b>	<b>\$ 103,952</b>		
<b>Avg. Monthly Hours/Billing</b>														<b>71</b>	<b>\$ 8,663</b>		
<b>2026</b>																	
Role	Rate	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Total Hrs	Amount		
		FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE				
Principal in Charge / Executive	\$ 295.01													-	\$ -		
Senior Project Manager (PMP/PE/AIA)	\$ 245.37	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08			128	\$ 31,408		
Construction Inspector	\$ 102.12	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40			640	\$ 65,357		
Assistant Construction Manager	\$ 164.52													-	\$ -		
Unmanned Aircraft System (UAS) Pilot - Drone	\$ 85.10													-	\$ -		
Project Control Specialist	\$ 79.43	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07			104	\$ 8,260		
Admin/Clerical	\$ 62.41													-	\$ -		
<b>Total</b>		<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>-</b>	<b>-</b>	<b>872</b>	<b>\$ 105,025</b>		
<b>Avg. Monthly Hours/Billing</b>														<b>73</b>	<b>\$ 10,502</b>		



# ATTACHMENT C

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## APPROVED WORK/PROJECT SCHEDULE

# EXHIBIT C

## Hidalgo County Precinct No. 4

### SE Park Project

#### Work Plan - Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	Timeline																											
						Qtr 1, 2025	Qtr 2, 2025	Qtr 3, 2025	Qtr 4, 2025	Qtr 1, 2026	Qtr 2, 2026	Qtr 3, 2026	Qtr 4, 2026																				
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct						
1		Pre-Design	31 days	Wed 1/1/25	Fri 1/31/25	[Gantt bar for Pre-Design: Jan 1 to Jan 31, 2025]																											
2		Design	119 days	Mon 2/3/25	Sun 6/1/25	[Gantt bar for Design: Feb 3 to Jun 1, 2025]																											
3		Procurement	91 days	Mon 6/2/25	Sun 8/31/25	[Gantt bar for Procurement: Jun 2 to Aug 31, 2025]																											
4		Construction	391 days	Mon 9/1/25	Sat 9/26/26	[Gantt bar for Construction: Sep 1, 2025 to Sep 26, 2026]																											
5		Post Construction	31 days	Mon 9/28/26	Wed 10/28/26	[Gantt bar for Post Construction: Sep 28, 2026 to Oct 28, 2026]																											

Project: Exhibit C - Schedule Date: Wed 11/20/24	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			