



# Hidalgo County Head Start Program Policy Council Agenda

**DATE:** January 15, 2025

**SUBJECT:** Request Approval of Payment for Invoice #20442 in the Amount of \$4,287.62 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 seventeenth (17<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 #20442, Progress Report

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

**REVIEWED BY:** Dr. Nereyda Cantu, Assistant Director for Operations *N. Cantu*

**EXECUTIVE DIRECTOR'S APPROVAL:** *[Signature]*



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

Invoice

Date	Invoice #
12/6/2024	20452

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	November 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	\$ 2,328.24	\$ -	\$ 2,328.24	100%	
Task 4 - Consultation & Coordination with County Consultants (Geotech, Survey, CMT, etc.)	\$ 1,213.68	\$ 910.26	\$ 60.68	\$ 970.94	80%	
<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 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%	
<b>Construction Phase</b>						
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	\$ 3,784.70	\$ 236.55	\$ 4,021.25	85%	
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	\$ 38,360.83	\$ 2,397.55	\$ 40,758.38	85%	
Task 5 - Project documentation review/document control	\$ 18,576.80	\$ 13,932.60	\$ 928.84	\$ 14,861.44	80%	
Task 6 - Change order review, negotiation, and preparation	\$ 5,665.96	\$ 4,249.47	\$ 283.30	\$ 4,532.77	80%	
Task 7 - Review and verify contractor applications for payment	\$ 5,405.94	\$ 2,973.27	\$ 270.29	\$ 3,243.56	60%	
<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	\$ 8,805.42	\$ -	\$ 8,805.42	90%	
Direct Expenses - Mileage	\$ 2,208.00	\$ 1,368.96	\$ 110.40	\$ 1,479.36	67%	
<b>Total For This Billing Period</b>					<b>\$4,287.62</b>	

**Work Authorization - Summary**

WA No.	WA Amount	Previously Inv.	Percent Complete	Remaining Balance
1	\$116,880.80	\$94,714.69	84.7%	\$17,878.49

  
 Aisha Gonzalez - President

December 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 November 2024 for the subject referenced project.

The following is attached:

- Invoice No. 20452

<b>Pre-Construction - Design</b>	<b>% Complete</b>
<b>Tasks 1 – Monthly design review meetings (based on 4 months)</b>	<b>100%</b>
<b><u>UPDATE:</u></b> <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>	
<b>Tasks 2 – Coordinate design review with various consultants at 30%, 60%, 90% &amp; Final</b>	<b>100%</b>
<b><u>UPDATE:</u></b> <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>100%</b>
<b>UPDATE:</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>80%</b>
<b>UPDATE:</b> <i>Coordination with Terracon and TXDOT</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>UPDATE:</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>UPDATE:</b> Outreach to various local Contractors.	
<b>Tasks 3 – Attend the Pre-RFQ-P Meeting</b>	<b>100%</b>
<b>UPDATE:</b> Completed	
<b>Tasks 4 – Coordinate and prepare responses to contractor questions</b>	<b>100%</b>
<b>UPDATE:</b> Completed	

<b>Tasks 5 – Review formal AIA contract documents</b>	<b>100%</b>
<b>UPDATE:</b> Reviewed by David Rivera	
<b>Tasks 6 – Assist in the grading, ranking, interview (optional) and selection of Contractor</b>	<b>100%</b>
<b>UPDATE:</b>	
<b>Construction Phase</b>	
<b>Task 1 – Coordinate and conduct a Pre-Construction Conference (PCC)</b>	<b>100%</b>
<b>UPDATE:</b> Held at HCHSP on 01/19/2024	
<b>Task 2 – Conduct monthly Owner/Architect/Contractor (OAC) Meetings</b>	<b>85%</b>
<b>UPDATE:</b> 11/10/2024 – OAC Meeting	
<b>Task 3 – Permit Coordination</b>	<b>100%</b>
<b>UPDATE:</b> Assisted with permit coordination	
<b>Task 4 – Daily project site visits with field reports and photographs (based on 8 months)</b>	<b>85%</b>
<b>UPDATE:</b> Daily field visits with RAKEN reports done.	
<b>Task 5 -Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.)</b>	<b>80%</b>
<b>UPDATE:</b> In coordination with TWG and NMC	

<b>Task 6 – Change order review, negotiation, and preparation</b>	<b>80%</b>
<b>UPDATE:</b> Negotiating change proposal with NMC and in contact with the City of McAllen	
<b>Task 7 – Review and verify contractor application for payment</b>	<b>60%</b>
<b>UPDATE:</b> Payment Application #001 Payment Application #002 Payment Application #003 Payment Application #004	
<b>Post Construction Phase</b>	
<b>Task 1 – Conduct 6 and 11 months walk through and Contractor follow-up</b>	<b>0%</b>
<b>NO UPDATE:</b> <i>This task has not begun.</i>	
<b>Miscellaneous Technical Activities</b>	
<b>Task 1 – Meetings and Coordination</b>	<b>90%</b>
<b>UPDATED:</b> <ul style="list-style-type: none"> <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