

**TRANSMITTAL**

<b>To:</b>	<b>Hidalgo County Health Department</b>
<b>Address:</b>	<b>1304 S 25th Ave</b>
	<b>Edinburg, TX 78542</b>
<b>Attn:</b>	<b>Maritza Guerra</b>

**Date:** 2/3/2025

**Project:** El Paraiso Project-Health Clinic

**We Transmit:**

<input type="checkbox"/>	Herewithin
<input type="checkbox"/>	In accordance with your request
<input type="checkbox"/>	Under separate cover via _____
<input checked="" type="checkbox"/>	Attached

**For Your:**

<input type="checkbox"/>	Approval	<input type="checkbox"/>	Signature
<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>	Record
<input type="checkbox"/>	Your Use	<input type="checkbox"/>	Information

 El Paraiso Clinic | ARPA-21-340-019  
 P.O. # 853570  
 Acct. # 5-1290-441-12-115-215-6-452

**The Following:**

<input type="checkbox"/>	Submittals	<input type="checkbox"/>	Product Literature	<input type="checkbox"/>	Test Reports
<input type="checkbox"/>	Specifications	<input type="checkbox"/>	Shop Drawings	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	Documents	<input type="checkbox"/>	Sample		

Item No.	Description	Copies	Date Submitted
1	January Monthly Report	1	2/3/2025
2	Januray Invoice #4237705	1	2/3/2025
3			

**Comments:** Please see attached invoice and monthly report for your review.

 \_\_\_\_\_  
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Name	Signature:	Date:
		2/3/2025

[Handwritten Signature]  
 2-10-25  
 [Blue Ink Signature]  
 2/10/2025



# PROGRESS INVOICE

Hon. Everardo Villarreal  
 Hidalgo County  
 724 Breyfogle Rd  
 Mission, TX 78574

**Invoice Date:** 02/03/25  
**Billing Period:** 01/01/25-01/31/25  
**Invoice Due:** 03/05/25  
**Invoice # :** 4237705  
**Project Name:** El Paraiso Project - Health Clinic  
**Project #:** 2022-04

## FIXED FEE SERVICES

Task	Contract Fee	Billed to Date	Percent Complete	Previously Billed	Amount Due
<b>Professional Services</b>					
<b>Pre-Design</b>	<b>\$19,608.00</b>	<b>\$19,608.00</b>	<b>100%</b>	<b>\$19,608.00</b>	<b>\$0.00</b>
Task 1 - Identify stakeholders and Authorities Having Jurisdiction (AHJs) & develop stakeholder register	\$1,176.00		100%	\$1,176.00	\$0.00
Task 2 - Initial coordination and meetings with AHJs	\$2,400.00		100%	\$2,400.00	\$0.00
Task 3 - Develop overall project schedule	\$2,352.00		100%	\$2,352.00	\$0.00
Task 4 - Develop overall project budget	\$3,264.00		100%	\$3,264.00	\$0.00
Task 5 - Prepare project management information system and software (PMIS)	\$960.00		100%	\$960.00	\$0.00
Task 6 - Verify Owner Project Requirements	\$2,124.00		100%	\$2,124.00	\$0.00
Task 7 - Assist in Selection of Project Delivery Method	\$798.00		100%	\$798.00	\$0.00
Task 8 - Evaluate and Select Other Consultant(s)	\$2,430.00		100%	\$2,430.00	\$0.00
Task 9 - Assist in the Development of Other Consultant(s) Contracts	\$4,104.00		100%	\$4,104.00	\$0.00
<b>Design Phase</b>	<b>\$68,103.00</b>	<b>\$68,103.00</b>	<b>100%</b>	<b>\$68,103.00</b>	<b>\$0.00</b>
Task 1 - Coordinate Master Site Plan Development	\$2,880.00		100%	\$2,880.00	\$0.00
Task 2 - Bi-Weekly Design Update Meetings	\$10,728.00		100%	\$10,728.00	\$0.00
Task 5 - Updates to Project Schedule	\$3,144.00		100%	\$3,144.00	\$0.00

Task 6 - Site Visits	\$984.00		100%	\$984.00	\$0.00
Task 7 - Permit Coordination	\$720.00		100%	\$720.00	\$0.00
Task 8 - Owner Update Meetings	\$10,728.00		100%	\$10,728.00	\$0.00
Task 9 - Update PMIS	\$4,224.00		100%	\$4,224.00	\$0.00
Task 10 - Review of Architect/Consultant Invoices	\$2,931.00		100%	\$2,931.00	\$0.00
Task 11 - Meetings and Coordination for Project Development	\$19,980.00		100%	\$19,980.00	\$0.00
Task 3 - Review of Design Documents	\$8,640.00		100%	\$8,640.00	\$0.00
Task 4 - Updates to Project Budget	\$3,144.00		100%	\$3,144.00	\$0.00
<b>Procurement Phase</b>	<b>\$22,158.00</b>	<b>\$22,158.00</b>	<b>100%</b>	<b>\$22,158.00</b>	<b>\$0.00</b>
Task 11 - Updates to Project Schedule	\$1,212.00		100%	\$1,212.00	\$0.00
Task 12 - Meetings and Coordination for Project Development	\$6,660.00		100%	\$6,660.00	\$0.00
Task 5 - Attend Bid Day	\$612.00		100%	\$612.00	\$0.00
Task 4 - Coordinate issuance of any Addendum	\$876.00		100%	\$876.00	\$0.00
Task 3 - Coordinate Pre-Bid questions/responses	\$1,254.00		100%	\$1,254.00	\$0.00
Task 2 - Coordinate and Conduct Pre-Bid Conference	\$1,596.00		100%	\$1,596.00	\$0.00
Task 1 - Assist in the development of the procurement packet	\$2,376.00		100%	\$2,376.00	\$0.00
Task 10 - Updates to Project Budget	\$1,212.00		100%	\$1,212.00	\$0.00
Task 9 - Coordinate issuance of NTP	\$456.00		100%	\$456.00	\$0.00
Task 8 - Assist in contract development	\$2,520.00		100%	\$2,520.00	\$0.00
Task 7 - Prepare formal recommendation	\$876.00		100%	\$876.00	\$0.00
Task 6 - Proposal Evaluation	\$2,508.00		100%	\$2,508.00	\$0.00
<b>Construction Phase</b>	<b>\$128,774.40</b>	<b>\$106,728.89</b>	<b>83%</b>	<b>\$97,937.42</b>	<b>\$8,791.47</b>
Task 1 - Coordinate and conduct a Pre-Construction Conference	\$2,143.20		100%	\$2,143.20	\$0.00
Task 2 - Conduct/Attend bi-weekly construction meetings	\$12,139.20		84%	\$9,347.18	\$849.75
Task 3 - Periodic site visits with project inspector	\$57,240.00		84%	\$44,074.80	\$4,006.80
Task 4 - Document Control (RFI's, Submittals, Shop Drawings, CMT Reports, etc.)	\$10,596.00		84%	\$8,158.92	\$741.72

Task 5 - Review Contract Change Directives (CCD's) and Proposed Change Orders (PCO's). Prepare and process Change Orders for Owner (CO's) as needed	\$7,080.00		64%	\$4,035.60	\$495.60
Task 6 - QA/QC and execution of applications for payment	\$4,800.00		82%	\$3,600.00	\$336.00
Task 7 - Create, Update, and Distribute Monthly Status Reports	\$7,524.00		84%	\$5,793.48	\$526.68
Task 8 - Updates to Project Budget	\$3,636.00		84%	\$2,799.72	\$254.52
Task 9 - Updates to Project Schedule	\$3,636.00		82%	\$2,799.72	\$181.80
Task 10 - Meetings and Coordination for Project Development	\$19,980.00		83%	\$15,184.80	\$1,398.60
<b>Post-Construction Phase</b>	<b>\$13,866.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$0.00</b>
Task 1 - Punch List substantial completion and final inspection	\$6,264.00		0%	\$0.00	\$0.00
Task 2 - Review close-out requirements and documentation submitted by the Contractor	\$1,488.00		0%	\$0.00	\$0.00
Task 3 - Prepare and issue final reconciliation change order and provide recommendati	\$1,710.00		0%	\$0.00	\$0.00
Task 4 - Assist in the development of warranty policies and procedures	\$4,404.00		0%	\$0.00	\$0.00
<b>Reimbursable</b>					
<b>Direct Expenses - Mileage</b>	<b>\$3,159.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>TOTAL THIS INVOICE</b>	<b>\$8,791.47</b>
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Thank you for your business! Please make checks payable to Brownstone Consultants, LLC. and remit to the address below. Should you have any questions, please feel free to contact our office.