



Hidalgo County Head Start Program Policy Council Agenda

DATE: March 26, 2025

SUBJECT: Request Approval of Payment for Invoice #20475 in the Amount of \$1,016.38 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 nineteenth (19th) 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 #20475, Progress Report

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

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

EXECUTIVE DIRECTOR'S APPROVAL: *[Signature]*

March 10, 2025

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 February 2025 for the subject referenced project.

The following is attached:

- Invoice No. 20475

| Pre-Construction - Design | % Complete |
|--|------------|
| Tasks 1 – Monthly design review meetings (based on 4 months) | 100% |
| <u>NO UPDATE:</u> <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% |
| <u>UPDATE:</u> <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.) | 85% |
| UPDATE: Coordination with Terracon and TXDOT | |
| Construction Bidding | % Complete |
| Tasks 1 – Review and assist the architect with the preparation of procurement package/advertisement documents | 100% |
| UPDATE: <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% |
| NO UPDATE: <i>Task is complete.</i> | |
| Tasks 3 – Attend the Pre-RFQ-P Meeting | 100% |
| NO UPDATE: <i>Task is complete.</i> | |
| Tasks 4 – Coordinate and prepare responses to contractor questions | 100% |
| NO UPDATE: <i>Task is complete.</i> | |
| Tasks 5 – Review formal AIA contract documents | 100% |
| NO UPDATE: <i>Task is complete.</i> | |
| Tasks 6 – Assist in the grading, ranking, interview (optional) and selection of Contractor | 100% |
| NO UPDATE: <i>Task is complete.</i> | |

| Construction Phase | |
|---|-------------|
| Task 1 – Coordinate and conduct a Pre-Construction Conference (PCC) | 100% |
| <u>NO UPDATE:</u> Held at HCHSP on 01/19/2024 | |
| Task 2 – Conduct monthly Owner/Architect/Contractor (OAC) Meetings | 90% |
| <u>NO UPDATE:</u> 11/10/2024 – OAC Meeting | |
| Task 3 – Permit Coordination | 100% |
| <u>NO UPDATE:</u> <i>Task is complete.</i> | |
| Task 4 – Daily project site visits with field reports and photographs (based on 8 months) | 87% |
| <u>UPDATE:</u> Daily field visits with RAKEN reports done. | |
| Task 5 -Project documentation review/document control (shop drawings, submittals, CMT reports, samples, etc.) | 85% |
| <u>UPDATE:</u> In coordination with TWG and NMC | |
| Task 6 – Change order review, negotiation, and preparation | 85% |
| <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 | 65% |
| <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>NO UPDATE:</u> | |
| <ul style="list-style-type: none"> • Continue to meet with the 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



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

Invoice

| Date | Invoice # |
|-----------|-----------|
| 3/10/2025 | 20475 |

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
 BZZ JOB: 6118

| Billing Period | February 2025 | | | | | |
|--|---------------|-----------------------|-------------------|-----------------|-------------------|--|
| 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 | \$ 970.94 | \$ 60.69 | \$ 1,031.63 | 85% | |
| 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 | \$ 4,257.79 | \$ 0.00 | \$ 4,257.79 | 90% | |
| 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 | \$ 41,717.40 | \$ 0.00 | \$ 41,717.40 | 87% | |
| Task 5 - Project documentation review/document control | \$ 18,576.80 | \$ 15,232.98 | \$ 557.30 | \$ 15,790.28 | 85% | |
| Task 6 - Change order review, negotiation, and preparation | \$ 5,665.96 | \$ 4,646.09 | \$ 169.98 | \$ 4,816.07 | 85% | |
| Task 7 - Review and verify contractor applications for payment | \$ 5,405.94 | \$ 3,351.68 | \$ 162.18 | \$ 3,513.86 | 65% | |
| 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 | \$ 1,479.36 | \$ 66.24 | \$ 1,545.60 | 70% | |
| Total For This Billing Period | | | | | \$1,016.38 | |

Work Authorization - Summary

| WA No. | WA Amount | Previously Inv. | Percent Complete | Remaining Balance |
|--------|--------------|-----------------|------------------|-------------------|
| 1 | \$116,880.80 | \$100,790.84 | 87.1% | \$15,075.58 |


 Aisha Gonzalez - President