

April 9, 2025

Mr. Valde Guerra, Chief Executive Officer  
Hidalgo County  
**Attn: Hector A. Garcia, Constr. Div. Manager**  
505 S. McColl Rd.  
Edinburg, TX 78539

**RE: Hidalgo County Courthouse Phase II Project  
C-21-0819-11-16  
Work Authorization No. 3**

Dear Mr. Guerra,

As requested by the Purchasing Department, attached for your review and further processing is Work Authorization No. 3 for the Hidalgo County Courthouse Phase II Project under Contract No. C-21-0819-11-16. This Work Authorization is to provide Construction Management Services to the County for the GMP1 Phase 2.1 and 2.2 (Meander) of this project.

We appreciate the opportunity to provide our professional services and look forward to working with the County on this very special project. Should you have any questions, please feel free to give Mr. David Rivera, Project Manager a call at (956) 585-3773.

Sincerely,

  
Aisha M. Gonzalez  
President

Attachments: Work Authorization No. 3 w/Attachments A, B, C  
Assumptions and Clarifications  
Subcontractor Notification Letter

**EXHIBIT “E”**  
**HIDALGO COUNTY**  
**Professional Construction Management Services**  
**Agreement # C-21-0819-11-16**  
**WORK AUTHORIZATION NO. 3**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the **Professional Construction Management Services** Agreement No. C-21-0819-11-16, incorporated herein by reference, for the “Hidalgo County Phase II Project – Courthouse Demolition and Other Services Project” made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner’s Court**, hereinafter called the “**Owner**,” and **B2Z Engineering, LLC**, hereinafter called “**Construction Manager**”.

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the Construction Manager to provide **Professional Construction Management Services for the GMP1 – Meander of the “Hidalgo County Courthouse Phase II – Courthouse Demolition and Other Services”** project located in **Edinburg, Texas**.

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” – “EXHIBIT “C” – 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 **\$256,140.92**. This amount is based upon the costs outlined in the **Attachment “B” – “EXHIBIT “D” – 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 **Construction Management Services** Agreement No. C-21-0819-11-16 between the **Owner** and the **Construction Manager**.

**PART 4. FUNDING**

This Work Authorization No. 3 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-21-0819-11-16, provided in this Work Authorization; or on** ( \_\_\_\_\_ **DATE** \_\_\_\_\_ ). *If applicable:* Engineer shall conform to the

approved "Project Schedule", attached hereto and incorporated by reference herein as Attachment "C".

**PART 6. RESPONSIBILITIES AND OBLIGATIONS**

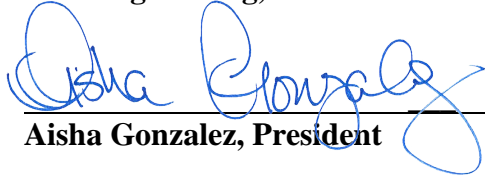
This Authorization does not waive the parties' responsibilities and obligations provided under Agreement No. C-21-0819-11-16.

**PART 7. ACCEPTANCE AND APPROVAL**

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

APPROVED BY COMMISSIONER'S COURT ON \_\_\_\_\_, 2025.

**CONSTRUCTION MANAGER:**  
**B2Z Engineering, LLC**

  
\_\_\_\_\_  
**Aisha Gonzalez, President**

**OWNER:**  
**County of Hidalgo**

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

**ATTEST:**

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

**LIST OF ATTACHMENTS:**

**Attachment "A" – EXHIBIT "C" – Scope of Services to be provided by Construction Manager**

**Attachment "B" – EXHIBIT "D" – Fee Proposal**

**Attachment "C" – Project Schedule**



## **Attachment A**

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Scope of Services to be provided  
by Construction Manager

# **EXHIBIT C**

## **Scope of Services to be provided by the Construction Manager**

### **SECTION I - PROJECT DESCRIPTION**

The services designated herein as “Services provided by the Construction Manager” shall include the performance of all Construction Management services for the following described facility:

COUNTY/CITY: HIDALGO COUNTY

PROJECT/DESCRIPTION: Hidalgo County Phase II Project – Courthouse Demolition and Other Services

CONSTRUCTION MANAGER shall mean B2Z Engineering

STATE shall mean Texas Department of Transportation, Texas Department of State Health Services, Texas Commission on Environmental Quality, Texas Historical Commission, Texas Commission on Jail Standards.

COUNTY shall mean Hidalgo County.

ARCHITECT shall mean Architect of Record

# EXHIBIT C

## Scope of Services to be provided by the Construction Manager

### SECTION 4 - CONSTRUCTION PHASE SERVICES

#### **Construction Management Services:**

The CONSTRUCTION MANAGER will provide support services for and during the planning/design/construction phase of the Project, or portions of the Project approved by the COUNTY. Specific services for CONSTRUCTION MANAGEMENT AND SUPPORT by the CONSTRUCTION MANAGER will include the following:

#### **Construction Contract Administration and Oversight:**

- 1) In general, the CONSTRUCTION MANAGER will provide the management and Engineering support/data required for consultation and advisement to the COUNTY and act as the COUNTY's representative as it relates to the various aspects of design, as well as construction as provided in the General Condition of the Construction Contract.
- 2) The CONSTRUCTION MANAGER will coordinate and conduct a pre-construction conference.
- 3) Defects and Deficiencies. The CONSTRUCTION MANAGER will use his best efforts to protect the COUNTY against defects and deficiencies in the work of the ARCHITECT and Contractor. The CONSTRUCTION MANAGER will promptly notify the COUNTY of any such defect or deficiency and take all steps possible to require the ARCHITECT or Contractor to correct the defect or deficiency.

#### **Miscellaneous Technical Activities:**

- 1) The CONSTRUCTION MANAGER will coordinate various aspects of the project development component as directed by the COUNTY.
- 2) The CONSTRUCTION MANAGER will act as an agent of the COUNTY when dealing with the ARCHITECT hired by the COUNTY.
- 3) The CONSTRUCTION MANAGER will coordinate with the COUNTY on a bi-weekly basis to ensure that the project is meeting all defined project goals.
- 4) The CONSTRUCTION MANAGER will perform other various coordination tasks as directed by the COUNTY to push the project through various aspects of project development.
  - i. Administer the construction contract.
  - ii. Conduct the Pre-Construction Conference and Partnering Session (if applicable) simultaneously.
  - iii. Assist the contractor to confirm that all permits have been obtained to maintain the schedule.
  - iv. Serve as the primary liaison between the County and the CMAR to facilitate clear and effective communication.

## **EXHIBIT C**

### Scope of Services to be provided by the Construction Manager

- v. Update the Hidalgo County ORG monthly on the status of the project based upon mutually agreed format.
- vi. Monitor the CMAR Schedule and advise the County of construction schedule slippage and work with County personnel to bring the project back to schedule.
- vii. Coordinate Independent Testing Firm's Activities & Assist in Procurement of these firms (Test & Air Balance, Material Testing, Commissioning, Air Quality Testing, Special Inspections, etc.) in conjunction with County officials. Reports will be posted to the PMIS.
- viii. Review the results of the Owner-provided Independent Testing Firm for Compliance with Construction Documents.
- ix. Track construction progress and compliance with the construction schedule.
- x. Track and control project construction contingency funds.
- xi. Facilitate the integration of the various County departments, government agencies and public and private utilities into the process as needed to maintain the schedule.
- xii. Daily project site visits to document and photograph the activity for a permanent record to be stored in PMIS – Raken App.
  - i. Site visits will be documented via daily report that will include but not limited to:
    - 1. Weather Conditions and any related impacts
    - 2. Workforce headcounts and CMAR activity logs with man hour quantities.
    - 3. General Notes, Issues and Concerns
    - 4. Site Safety Observations
    - 5. Quality Control Observations
    - 6. Delays
    - 7. Equipment usage and material deliveries
    - 8. Observe CMAR's work performance against contract documents for general conformance with contract specifications without assuming responsibility for formal code or regulatory inspections.
- xiii. Receive, review and direct all project documentation. This includes submittals, shop drawings, product data, samples, CMT reports, RFI's, ASIs and any other required documentation for compliance with the Owner's design guidelines. All documentation will be stored in PMIS and will be turned over to County at the conclusion of project.
- xiv. Review Contract Change Directives (CCD's) and Proposed Change Orders (PCO's). Prepare and process Change Orders (CO's) as needed and make recommendations to County personnel and the Architect.
- xv. Review and verify all Contractor pay requests.

## **EXHIBIT C**

### **Scope of Services to be provided by the Construction Manager**

- xvi. Verify stored material with architect prior to approval of payment.
- xvii. Participate in the creation of the final punch list with the architect during the architect's evaluation of substantial completion. Once the certificate of substantial completion is issued, we'll monitor the completion of the punch list work. The project manager will participate in the architect's final inspection and acceptance of the work.
- xviii. Evaluate project status and provide a recommendation for the issuance of the Substantial Completion certificate.
- xix. Act as liaison and central point of communication between contractor, architect, the County and other affected stakeholders.
- xx. Assist the County in evaluating and responding to potential claims or disputes arising during construction.
- xxi. Provide regular progress reports, design status updates, and risk assessments to County leadership.
- xxii. Attend pre-installation meetings with the CMAR and subcontractors.
- xxiii. Conduct bi-weekly OAC (owner, architect, and contractor) construction progress meetings to monitor construction progress, verify compliance with approved schedule, and identify any potential delays or issues.
- xxiv. Perform a cost analysis of each change order issued and challenge the CMAR's pricing if necessary.
- xxv. Interact daily with the contractor to resolve potential problems or issues before they turn into change orders or cause delays.
- xxvi. Maintain thorough documentation of all project records and regularly update the Project Management System (Autodesk Build).

### **SECTION 5 – POST-CONSTRUCTION PHASE SERVICES**

- 1) Track punch list progress and participate in back-punch site visits to verify completion of corrective work.
- 2) Assess final project conditions and, if applicable, recommend issuing the Final Completion certificate.
- 3) Coordinate and verify the complete turnover of required certifications, O&M manuals, and compliance documentation per contract requirements.

## **EXHIBIT C**

### **Scope of Services to be provided by the Construction Manager**

- 4) Coordinate training of facility maintenance staff for familiarization with all systems.
- 5) Review as-built drawings and completeness of all close-out documentation, warranties, and guarantees for conformance with specifications requirements.
- 6) Conduct a 6-month warranty walk through with the contractor, noting required repairs and warranty issues. Follow up with contractor to insure completion of all open items.
- 7) Conduct an 11-month warranty walk through with the contractor, noting required repairs and warranty issues. Following up with contractor to insure completion of all open items.

### **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. Make measured drawings of or investigate existing conditions or facilities.
3. Perform services resulting from significant changes in scope, extent, or character.
4. Undertake investigations and studies in addition to those specified in Basic Services.
5. Furnish services attributable to more than one prime contract.
6. Perform services during out-of-town travel required of the Consultant other than for visits to the site or Owner's office.
7. Project Commissioning after final completion.
8. Support Owner in legal, arbitration, or dispute resolution proceedings by serving as a subject matter expert or technical witness.



# **Attachment B**

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## Fee Schedule

**Exhibit "D"**  
**Construction Management Services Fee Proposal**

B2Z Construction Management Team	
Role	FY 2023 - Contract Rate
Admin	\$ 72.94
US Drone Pilot	\$ 89.52
Construction Inspector	\$ 99.46
Construction Super Intendent	\$ 139.25
Project Manager	\$ 225.45

Brownstone Construction Management Team	
Role	FY 2023 - Contract Rate
Admin	\$ 65.00
Project Control Specialist	\$ 90.00
Senior Project Manager (PMP/PE/AIA)	\$ 240.00

FY 2025															
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
		hours/month	hours/month	hours/month	hours/month	hours/month	hours/month	hours/month	hours/month	hours/month	hours/month	hours/month			
<b>B2Z Construction Management Team</b>															
Admin / Clerical	\$ 72.94					10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	70	\$ 5,105.80
Unmanned Aircraft System (UAS) Pilot	\$ 89.52					8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56	\$ 5,013.12
Construction Inspector	\$ 99.46					40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	280	\$ 27,848.80
Construction Superintendent	\$ 139.25					60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	420	\$ 58,485.00
Project Manager	\$ 225.45					28.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00	196	\$ 44,188.20
<b>Sub-Total B2Z Construction Management Team</b>						<b>146.00</b>	<b>146.00</b>	<b>146.00</b>	<b>146.00</b>	<b>146.00</b>	<b>146.00</b>	<b>146.00</b>	<b>146.00</b>	<b>1,022</b>	<b>\$ 140,640.92</b>
<b>Brownstone Construction Management Team</b>															
Admin / Clerical	\$ 65.00					16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	112	\$ 7,280.00
Project Control Specialist	\$ 90.00					64.00	64.00	64.00	64.00	64.00	64.00	64.00	64.00	448	\$ 40,320.00
Senior Project Manager (PMP/PE/AIA)	\$ 240.00					36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	252	\$ 60,480.00
<b>Sub-Total Brownstone Construction Management Team</b>						<b>116.00</b>	<b>116.00</b>	<b>116.00</b>	<b>116.00</b>	<b>116.00</b>	<b>116.00</b>	<b>116.00</b>	<b>116.00</b>	<b>812</b>	<b>\$ 108,080.00</b>
<b>TOTAL</b>		-	-	-	-	<b>262.00</b>	<b>262.00</b>	<b>262.00</b>	<b>262.00</b>	<b>262.00</b>	<b>262.00</b>	<b>262.00</b>	<b>262.00</b>	<b>1,834</b>	<b>\$ 248,720.92</b>

AVG. MONTHLY BILLING															
B2Z Total Monthly Cost						\$20,091.56	\$20,091.56	\$20,091.56	\$20,091.56	\$20,091.56	\$20,091.56	\$20,091.56	\$20,091.56		
Brownstone Total Monthly Cost						\$15,440.00	\$15,440.00	\$15,440.00	\$15,440.00	\$15,440.00	\$15,440.00	\$15,440.00	\$15,440.00		
Direct Expenses: Mileage						\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00		
Direct Expenses: UAS Pilot						\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00	\$560.00		
<b>Total Combined Monthly Cost</b>		-	-	-	-	<b>\$36,591.56</b>	<b>\$36,591.56</b>	<b>\$36,591.56</b>	<b>\$36,591.56</b>	<b>\$36,591.56</b>	<b>\$36,591.56</b>	<b>\$36,591.56</b>	<b>\$36,591.56</b>		

B2Z FEE SUMMARY		
Year	Hours	CM Fee
2025	1,022	\$ 140,640.92
<b>Sub-Total Billable Hourly Fee</b>		<b>\$ 140,640.92</b>

BROWNSTONE FEE SUMMARY		
Year	Hours	CM Fee
2025	812	\$ 108,080.00
<b>Sub-Total Billable Hourly Fee</b>		<b>\$ 108,080.00</b>

DIRECT EXPENSES		
TYPE	UNIT	TOTAL
Unmanned Aircraft System (UAS) Pilot	Hours	\$ 3,500.00
Mileage	Mile	\$ 3,920.00
<b>Sub-Total Direct Expenses</b>		<b>\$ 7,420.00</b>

**Total Work Authorization No. 3 Amount: \$ 256,140.92**



# **Attachment C**

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## Project Schedule

# Exhibit C

## HCCH Phase II

### GMP 1 - Construction & Post Construction Work Execution Plan

#### C-21-0819-11-16

ID	Task Mode	Task Name	Duration	Start	Finish	Timeline											
						May	Jun	Qtr 3, 2025			Aug	Sep	Qtr 4, 2025		Nov		
1		<b>Construction Phase</b>	<b>179 days</b>	<b>Tue 5/6/25</b>	<b>Fri 10/31/25</b>												
2		<b>Post Construction Phase</b>	<b>30 days</b>	<b>Sat 11/1/25</b>	<b>Sun 11/30/25</b>												

Project: WA #4 Schedule Date: Tue 4/8/25	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			

## **ASSUMPTIONS & CLARIFICATIONS**

1. HDR is the architect of record.
2. The scope presented in Exhibit A is based on the construction manager at risk (CMAR) project delivery method.
3. GMP No. 1 is approximately \$2.4 million.
4. The proposed duration of this proposal for B2Z/Brownstone activities is seven (7) months. This is for the construction and post-construction phases of GMP No. 1.
5. The proposal is based on a May 6, 2025, start date. Both parties will mutually agree upon the actual start date.