

**EXHIBIT “F”**  
**HIDALGO COUNTY**  
**Professional Engineering Services**  
**Agreement # C-25-0003-01-09**

**WORK AUTHORIZATION NO. 1**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Professional Engineering Services Agreement No. C-25-0003-01-09, incorporated herein by reference, for the “Hidalgo County District Attorney’s Annex Building” made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner’s Court**, hereinafter called the “**Owner**,” and Halff Associates, Inc, hereinafter called “**Engineer**”.

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the **Engineer** to provide engineering services for the removal, demolition, and replacement of HVAC systems at the Hidalgo County District Attorney's Office Annex 3 Atrium. The scope includes removing the electrical loads of the two existing air handling units with VFDs, AHU-2B and AHU-3B, from the electrical distribution system and designating them as abandoned in place. Additionally, two existing air handling units, AHU-10 (15 tons) and AHU-11 (20 tons), along with their associated condensers, will be demolished and replaced with two rooftop units, RTU-1 (20 tons) and RTU-2 (50 tons).

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

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

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is **\$122,500.00**. 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 Engineer for the services established under this Work Authorization shall be made in accordance with the **Professional Engineering Services Agreement No. C-25-0003-01-09** between the **Owner** and the **Engineer**.

**PART 4. FUNDING**

This Work Authorization No. \_\_\_\_\_ 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-25-0003-01-09 , provided in this Work Authorization; or on ( \_\_\_\_\_ DATE \_\_\_\_\_ ). *If applicable:* Engineer 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-25-0003-01-09.

**PART 7. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners’ Court on **August 5<sup>th</sup>, 2025** as indicated below and effective as of **5<sup>th</sup> day of August, 2025**.

EXECUTED as of the day and year first written above.

APPROVED BY COMMISSIONERS’ COURT ON August, 05, 2025.

Agenda Item No. 100262

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

ENGINEER:  
Halff Associates, Inc

COUNTY:  
COUNTY OF HIDALGO

\_\_\_\_\_  
Robert L. Saenz, PE, CFM, PMP, DBIA \_\_\_\_\_

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

ATTEST:

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

**LIST OF ATTACHMENTS:**

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

**Attachment “B”** – *Fee Proposal*

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



# **ATTACHMENT A**

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## **SCOPE OF SERVICES TO BE PROVIDED BY ENGINEER**

## Attachment A

The Hidalgo County District Attorney's Office Annex 3 Atrium is currently being served by two existing air handling units with VFD's, AHU-2B and AHU-3B. Both unit loads will be removed from the electrical distribution system and designated as abandoned in place. Two existing air handling units, AHU-10 (15 tons) and AHU-11 (20 tons) with condensers will be demolished and replaced with two roof tops units, RTU-1 (20 tons) and RTU-2 (50 tons).

### BASIC SCOPE OF SERVICES

#### Task I – MEP Engineering Services

##### A. Mechanical:

- Development of mechanical demolition sheet. Mechanical demolition sheet will incorporate general demolition notes for generic contractor requirements.
- Selection of direct expansion (DX) packaged roof top units.
- Development of air distribution and air devices.
- Development of fresh air, exhaust, and building pressurization calculations.
- Development of mechanical schedules and details pertaining to the scope of work.
- Development of mechanical specifications.
- Perform mechanical ComCheck to determine energy code compliance.

##### B. Electrical Power Plan:

- Review of existing electrical system with field visit and review of existing record drawings for verification of existing conditions and load capacity.
- Develop an electrical load analysis.
- Coordinate with utility company for peak demand data.
- Coordinate with local AHJ for local requirement, standards, and code adoptions.
- Develop general demolition plan with approximate location of existing equipment to be removed or replaced.
- Develop electrical distribution plan for new loads: RTU-1 and RTU-2
- Develop a proposed one-line diagram. This diagram will identify new electrical equipment, grounding, cabling, and conduit requirements. This document will also include a circuit/conduit schedule for proposed improvements.
- Develop mechanical equipment connection schedule.
- Develop electrical specifications.
- Develop typical electrical details.
- Perform electrical ComCheck to determine energy code compliance.

**Task I Fee: \$100,000**

## Attachment A

### Task II – Bid Services

- A. Engineer will support County in preparation of bid documents including bid proposal form, questions during advertisement, bid addenda, and supporting documentation.
- B. Attend and support pre-bid conference and bid opening.
- C. Assist County with recommendation for award, negotiation and finalization of contract documents, issuance of Notice to Proceed, and preconstruction conference.

**Task II Fee: \$2,500**

### Task III – Construction Administration and Oversight Support

- Engineer will review MEP submittals and shop drawings for general conformance with the construction documents.
- Conduct a punch list walkthrough with Owner and General Contractor for substantial completion acceptance. A punch list will be provided.
- Conduct a final back-punch walkthrough for final project acceptance and project closeout.
- For site visits, the contractor shall notify the engineer when pre-ceiling & pre-wall cover up inspection is to take place in advance.
- Additional site visits beyond the quantity listed above will be handled as Optional Services.

**Task III Fee: \$20,000**

### ADDITIONAL SERVICES (as Needed)

**Additional Services** – Scope of Services may include the following tasks as additional services, as needed and if approved by the County. Fees for Additional Services cannot be determined with information available at the current time. Fees will be negotiated and authorized by the County prior to performance.

- A. Construction Administration Added Services: Should construction period be extended due to unforeseen circumstances, Halff can provide added scope for construction administration support for the duration of construction.

Estimate of Service: To be determined if required.

- B. Design Changes: Design changes after 75% owner review documents have been approved will be considered a design change. Depending on the severity of the design change effort, Halff can provide added scope to the project to provide design changes.

Estimate of Service: To be determined if required.

- C. Commission Services: Halff can provide commissioning services as an additional service.

## Attachment A

Estimate of Service: To be determined if required.

### Project Scope Clarifications and Exclusions

- The project will be designed to the current codes and ordinances adopted by the City of Edinburg and County of Hidalgo.
- Proposed lighting, power, and air conditioning layouts will be sent to you for review, comments, and approval.
- Utility company impact fees, permitting fees or other fees are specifically excluded unless otherwise indicated.
- Services associated with, environmental, asbestos and mold abatement are specifically excluded.
- The owner will provide electrical information for the existing buildings.
- The owner will provide an electrician should the design team need assistance to identify existing loads not found in assessment documents.
- The owner will provide written acceptance to the electrical utility company for release of power peak demand loads of building in project.
- Changes to this design after schematic design will be considered additional services.
- The Owner shall establish the construction budget prior to the start of the construction document phase. The construction budget shall be agreed upon by the engineer in writing. Failure to officially notify the engineer in writing shall result in engineering additional services related to Value Engineering, project redesign, or cost reduction measures.
- Should the Engineer be required to (1) make substantive revisions to the Drawings and/or Specifications as a result of revisions required by the TDLR Reviewer which were not reasonably anticipated by the Engineer, (2) apply for variances based on TDLR Reviewer comments not reasonably anticipated by the Engineer or necessitated by Architect mandated Project design components, or (3) provide services related to Reviewer comments from a post-construction inspection, such services shall be provided by the Engineer as a Change in Services, in accordance with the Architect-Engineer Agreement.
- Final drawings will be started once floor plans have been finalized and proposed layouts of lighting, air devices, equipment, etc. have been approved by the Owner and/or your office. Any changes and/or additions after approval of final layouts will be handled as Optional Services.
- Fire Protection design by specification has been excluded from this contract.

## **Attachment A**

- All Drawings, Documents, Specification produced in any form, to include Magnetic Media, provided by Engineer under the terms of this agreement are the property of Half Associates Inc., and are not to be used for any reason or purpose other than to construct the above named project without the written consent of the Engineer.
- The attached Terms and Conditions of Professional Services will be applicable under this proposal, unless modified and agreed upon.

### **Project Design Deliverables:**

- 75% Owner review progress set: Owner review set with preliminary mechanical and electrical equipment schedules.
- 100% signed and sealed construction documents and specifications.

### **Project Schedule:**

- 75% Owner review progress set: 6 weeks after notice to proceed has been received.
- 100% Construction Documents: 4 weeks after 75% owner review comments have been received.



# **ATTACHMENT B**

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## **FEE PROPOSAL**



## FEE SCHEDULE – MEP

Task Item	Description	Fee
I.	MEP Engineering Services	
	75% Design Development	\$ 50,000
	100% Construction Documents	\$ 50,000
II.	Bid Services	\$ 2,500
III.	Construction Administration	\$ 20,000
TOTAL FEE		\$ 122,500.00

Task Item	Engineer IV	Engineer I	Administrative I
Amount of Hours	240	515.25	16.51905797
Billable rate	242.16	122.74	69.00
SUBTOTAL	\$58,118.4	\$63,241.785	\$1,139.815
Grand total			\$122,500.00

Hours and rates were used for calculating lump sum fee only and will not be used for billing purposes.



# **ATTACHMENT C**

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**APPROVED WORK/PROJECT SCHEDULE**

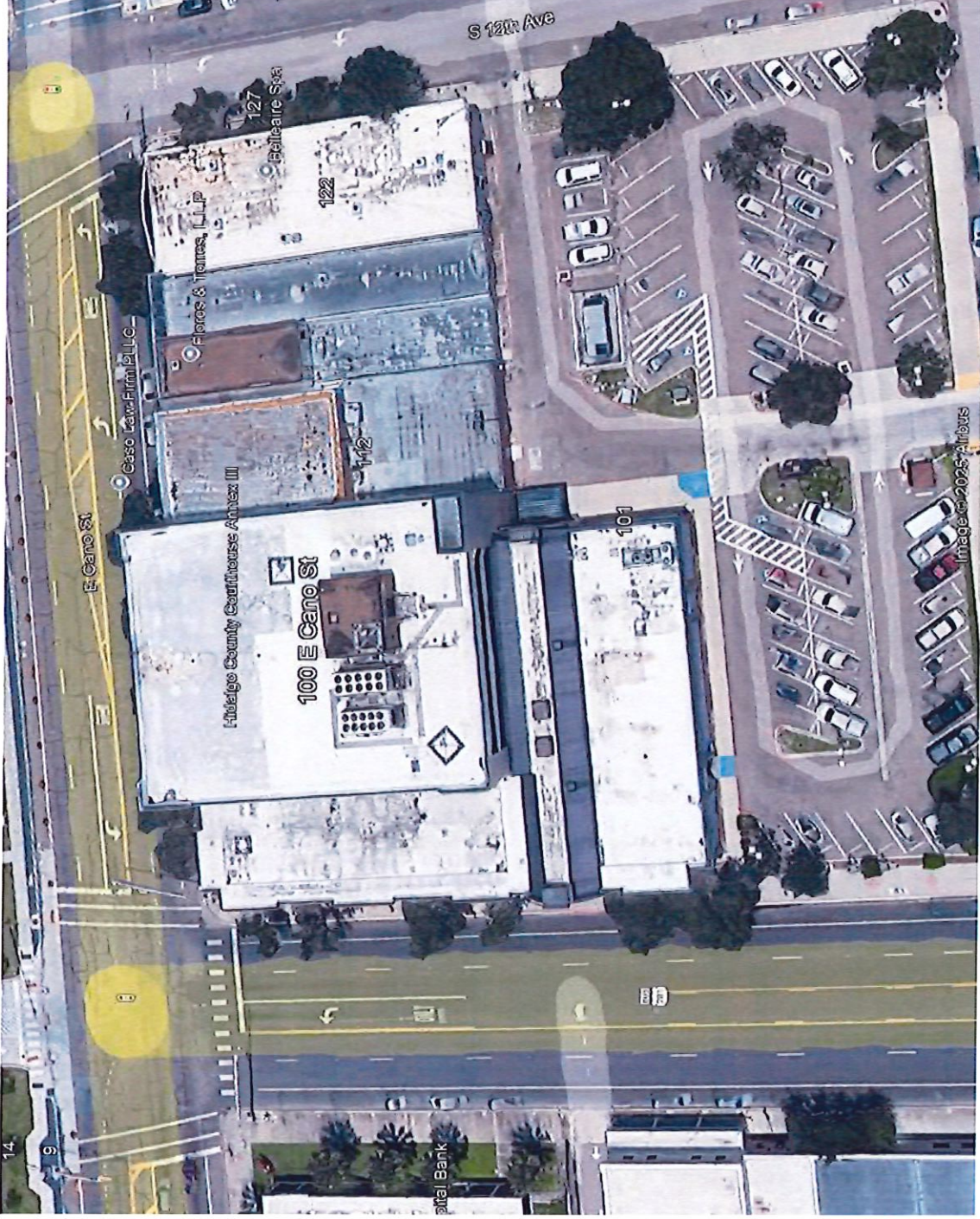
**Attachment A**

**Schedule Proposal**

Anticipated Start Date (Professional Services): ..... August 2025

100% Sealed Plans delivered and permits initiated: ..... October 2025

Attachment B



Hidalgo Annex (100 E. Cano Street, City of Edinburg, TX)