

## EXHIBIT E -Work Authorization

# HIDALGO COUNTY

Professional Engineering Services Contract # C-17-142-05-16

### Work Authorization Form

## WORK AUTHORIZATION NO. 01

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between HIDALGO COUNTY, action herein by and through the Commissioner's Court, hereinafter called the "Owner," and, Halff Associates, Inc., professional engineers of McAllen, Texas, hereinafter called "Engineer".

PART 1. SCOPE OF WORK The purpose of this Work Authorization is for the Engineer to provide Renovations and Improvements to two existing and three new violent holding cells at HCSO Jail.

The scope of services to be provided by the Owner is identified in EXHIBIT "A" – Scope of Services to be Provided by the Owner attached hereto.

The scope of services to be provided by the Engineer is identified in EXHIBIT "B" – Scope of Services to be Provided by the Engineer attached hereto.

PART 2. ESTIMATED COST The estimated cost for services under this Work Authorization is for \$35,840.00. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as EXHIBIT "D".

PART 3. PAYMENT Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 6 of the Agreement.

PART 4. FUNDING This Work Authorization No. 1 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 and terminate upon completion of scopes of the work authorization.

PART 6. RESPONSIBILITIES AND OBLIGATIONS This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION Acknowledgement and confirmation by Hidalgo County Precinct #4, Commissioner Joseph Palacios as to content and detail of this Work Authorization No. 01.

HIDALGO COUNTY SHERIFF'S OFFICE

HIDALGO COUNTY PRECINCT NO. 4

\_\_\_\_\_  
BY: J.E. "Eddie" Guerra, Sheriff

\_\_\_\_\_  
BY: Hon. Joseph Palacios, Commissioner

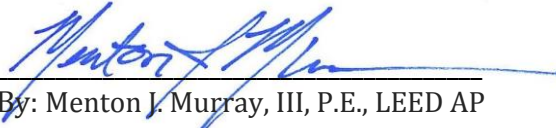
PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 01/16/18 as indicated below and effective as of 16TH day of JANUARY 2018.

THE ENGINEER:

THE OWNER:

HALFF ASSOCIATES INC.

HIDALGO COUNTY

  
By: Menton J. Murray, III, P.E., LEED AP

\_\_\_\_\_  
By: Ramon Garcia, County Judge

ATTEST:

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

LIST OF ATTACHMENTS

- ATTACHMENT "A" -Service to be Provided by the Owner
- ATTACHMENT "B" -Services to be Provided by the Engineer
- ATTACHMENT "C" -Work Schedule
- ATTACHMENT "D" -Cost Proposal

# EXHIBIT A

## -Scope of Services to be provided by the Owner

The following provides an outline of the services to be provided by the **OWNER** in the development of the Project.

The **OWNER** will provide to the **ENGINEER** the following:

- (1) Authorization to the **ENGINEER** to begin work in accordance with Section 3 of this Agreement.
- (2) Payment for work performed by the **ENGINEER** and accepted by the **OWNER** in accordance with Section 6 of the Agreement.
- (3) Assistance to the **ENGINEER**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **ENGINEER** cannot easily obtain.
- (4) Provide any available relevant data the **OWNER** may have on file concerning the project.
- (5) Provide timely review and decisions in response to the **ENGINEER'S** request for information and/or required submittals and deliverables, in order for the **ENGINEER** to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.
- (6) Attend and participate in progress meetings as required and as coordinated and conducted by the **ENGINEER**.
- (7) Assist the **ENGINEER** in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:

*Public Meetings*

- (a) Approve agenda and all exhibits prior to public meeting.
  - (b) Approve date and location of the meeting.
  - (c) Review/approve Public Meeting Report.
- (8) Attend the Preliminary Concept Conference coordinated and conducted by the **ENGINEER** and more particularly identified in Attachment "B" of the Agreement.
  - (9) Assist the **ENGINEER** as required in the coordination with the USACE and the Federal Emergency Management Agency (FEMA) and any other coordinating agency or entity.
  - (10) Review and approve the Project design criteria.
  - (11) Review and approve change orders as required and prepared by the **ENGINEER**.

# EXHIBIT B

## -Scope of Services to be provided by the Engineer

Through project award via Work Authorization, Engineer shall provide Professional Services required to design and specify Building Repair and Renovation Projects. Type of services that may be included as dictated by the individual project requirements consist of: **1) Surveying, 2) Civil Engineering, 3) Mechanical/ Plumbing Engineering, 4) Electrical Engineering, 5) Structural Engineering.** Upon Identification by the Owner of specific projects that require the professional services of the Engineer, a detailed scope of work and identification of professional service disciplines required shall be established.

**Halff Associates, Inc. is pleased to submit this Work Authorization No. 01 proposal under our existing Professional Service Agreement (C17-142-05-16) with Hidalgo County to provide:**

### **Design Phase Services**

- Review Existing Documents and Conditions (Plans)
- Site Survey for Design
- Creation of plan reflecting current improvements
- Demolition Plans (Cells INPC-19, ASC-11, and E-2, and existing VHC-1 and VHC-2)
- Facility Improvement Plans (Cells INPC-19, ASC-11, and E-2, and existing VHC-1 and VHC-2)
- Building Improvement Schedules/Details (Doors/Hardware/Finishes)
- Division 1 specs
- Electrical/Plumbing Specifications
- Door/Hardware/Finish Specifications
- Design Meetings
- Design Phase Administrative Support
- Issuance of Final Documents
- Sub-consultant: Structural Engineering

### **Bid Phase Services**

- Pre Proposal Conference
- Review JOC Pricing
- Answer Questions Regarding Construction Document
- Provide Recommendations for Award
- Procurement Phase Administrative Support
- Contract Preparation

### **Construction Phase Services**

- Pre-Construction Meeting (1 Visit)
- Response to RFI's
- Review Submittals
- Review Payment Applications (5 Visits)
- CA Phase Administrative Support
- Field Observations/Phased Punch Lists (5 Field Meetings)
- Project Close-out

## Specific Exclusions

- Procurement method other than JOC
- Production of bidding documents for competitive sealed bid procurement
- Site visits in excess of those identified
- Construction phase activities in excess of 6 months from JOC Notice To Proceed
- Any effort associated with submittals, responses, meetings, communication, etc. with Texas Jail Commission
- Field measurements, plan recreation, and/or existing systems' plan creation because of a lack of existing architectural, structural, mechanical, electrical, plumbing, or other construction plans in the areas of work.
- Work not associated with the following construction scope  
Existing Violent Holding Cells, VHC-1 and 2

1. Remove existing padding and provide new.  
Cells INPC-19, ASC-11, and E-2

1. Existing door/door assembly will change from sliding type to hinged type. Manual key only to match existing keying. Door to hinge on right side (as viewed from hall)
2. Remove existing bed, desk, and stool. Patch floor and wall to match adjacent.
3. Remove existing light/power assembly at desk. Remove electrical feeders to nearest junction box above ceiling. Grout fill existing electrical box in wall to match adjacent wall.
4. Remove shower assembly and furring. Cap water line behind wall and patch. Remove Shower drain/pipe to below floor and patch.
5. Remove WC/sink assembly (wall mounted and rear services). Cap plumbing services in existing chase. Reconstruct chase wall using grout filled CMU to match adjacent.
6. Remove existing floor drain. Saw cut existing concrete floor from FD location to sanitary sewer line location in existing chase. Install need sanitary sewer line to serve squat toilet. Squat toilet located at same location as FD to take advantage of existing floor slope. Install new water line from squat toilet underfloor to plumbing chase. Connect to existing water service. Provide button actuated solenoid valve in chase wall (facing hall).
7. Remove existing ceiling light fixture and replace with flush mounted security fixture.
8. Add concrete ledge at rear of cell.
9. Install new padding on all walls and floor.
10. Existing intercom speaker can remain.

# EXHIBIT C

## -Work Schedule

A detailed work schedule for each **Work Authorization**, identified and more particularly described in **Article 7** of this Agreement, shall be prepared by the **Engineer** to be submitted and approved by the Owner in writing for each **Work Authorization**. The work schedule will provide specific work sequence and definite review times by the **Owner** and the **Engineer** of the work performed.

The **Engineer** will diligently pursue the completion of each **Work Authorization** as defined by the milestones and deliverable due dates outlined in each **Work Authorization**'s associated work schedule.

The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established work schedule.

ID	Task Name	Duration	Start	Finish	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
1	<b>PHASE I</b>	<b>30 days</b>	<b>Mon 1/22/18</b>	<b>Fri 3/2/18</b>												
2	Engineer NTP	1 day	Mon 1/22/18	Mon 1/22/18												
3	Mobilization and Plan Review	4 days	Tue 1/23/18	Fri 1/26/18												
4	Site Survey	1 day	Mon 1/29/18	Mon 1/29/18												
5	Create Backgrounds	4 days	Tue 1/30/18	Fri 2/2/18												
6	Cell Renovations	5 days	Mon 2/5/18	Fri 2/9/18												
7	Improvement Design	4 days	Mon 2/12/18	Thu 2/15/18												
8	Door, Hardware, Finishes	4 days	Fri 2/16/18	Wed 2/21/18												
9	Owner Review Meeting	1 day	Thu 2/22/18	Thu 2/22/18												
10	Project Specs and Procurement Requirements	5 days	Fri 2/23/18	Thu 3/1/18												
11	Project Issuance	1 day	Fri 3/2/18	Fri 3/2/18												
12	<b>PHASE II</b>	<b>22 days</b>	<b>Mon 3/5/18</b>	<b>Tue 4/3/18</b>												
13	Procurement Phase	10 days	Mon 3/5/18	Fri 3/16/18												
14	Receive JOC Pricing	1 day	Mon 3/19/18	Mon 3/19/18												
15	Review and Negotiate	10 days	Tue 3/20/18	Mon 4/2/18												
16	Construction Award	1 day	Tue 4/3/18	Tue 4/3/18												
17	<b>PHASE III</b>	<b>166 days</b>	<b>Wed 4/4/18</b>	<b>Wed 11/21/18</b>												
18	Construction NTP	15 days	Wed 4/4/18	Tue 4/24/18												
19	Construction Activities	130 days	Wed 4/25/18	Tue 10/23/18												
20	Substantial Completion	1 day	Wed 10/24/18	Wed 10/24/18												
21	Final Completion	20 days	Thu 10/25/18	Wed 11/21/18												

Project: SCH171010_HCSO_VHC_W Date: Tue 1/9/18	Task		Inactive Task		Start-only	
	Split		Inactive Milestone		Finish-only	
	Milestone		Inactive Summary		Deadline	
	Summary		Manual Task		Progress	
	Project Summary		Duration-only		Manual Progress	
	External Tasks		Manual Summary Rollup			
	External Milestone		Manual Summary			

# EXHIBIT D

## Cost Proposal

**Renovations and Improvements to two existing and three new violent holding cells at HCSO Jail.**

<b>Phase 1</b>	
• <b>Cell Renovation Design (includes Structural Sub) (Structural Sub- Chanin Engineering -\$3,500.00)</b>	<b>\$22,130.00</b>
<b>Phase 2</b>	
• <b>Procurement Phase Services</b>	<b>\$4,270.00</b>
<b>Phase 3</b>	
• <b>Construction Phase Services</b>	<b>\$9,440.00</b>
<b>Total:</b>	<b><u>\$35,840.00</u></b>

Halff Associates, Inc.  
 Fee Schedule-HCSO Jail - VHC Additions and Renovations  
 HIDALGO COUNTY 2017 On-Call Contract No: C17-142-05-16 \Work Authorization No. 01

	Project Manager	PE	EIT	Designer	Construct Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
<b>Contracted Rate:</b>	\$240	\$190	\$145	\$95	\$105	\$75	\$65	\$170			
<b>Phase 1</b>											
Review Existing Documents and Conditions (Plans)	2			4						6	\$860.00
Site Survey for Design	4			4						8	\$1,340.00
Creation of plan reflecting current improvements				2		8				10	\$790.00
Demolition Plans, VHC-1 & VHC-2	1			4		4				9	\$920.00
Demolition Plans, INPC-19, ASC-11, & E-2	1			8		6				15	\$1,450.00
Improvement Plans, VHC-1 & VHC-2	1			2		4				7	\$730.00
Improvement Plans, INPC-19, ASC-11, & E-2	4			16		8				28	\$3,080.00
Door/ Hardware Schedules and Details	1			12		2				15	\$1,530.00
Division 1 for JOC	4						6			10	\$1,350.00
Electrical/Plumbing Specifications	1			8			4			13	\$1,260.00
Door/Hdwr/Finish Specifications	8			4			4			16	\$2,560.00
Design Meeting (1)	4			4						8	\$1,340.00
Design Phase Administrative Support							12			12	\$780.00
Issuance of Final Documents				4			4			8	\$640.00
Sub-Contract: Chanin Engineering (Structural)									\$3,500		\$3,500.00
<b>Phase I Design Sub-Total (Hours)</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>32</b>	<b>30</b>	<b>0</b>		<b>165</b>	<b>\$3,500.00</b>
<b>Phase I Design Sub-Total (\$)</b>	<b>\$7,440</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,840</b>	<b>\$0</b>	<b>\$2,400</b>	<b>\$1,950</b>	<b>\$0</b>	<b>\$3,500</b>		<b>\$22,130.00</b>
<b>Phase 2</b>											
<b>Bid Phase Services</b>											
Pre Proposal Conference	4			4						8	\$1,340.00
Review JOC Pricing	2									2	\$480.00
Answer Questions Regarding Constr. Document	1			2						3	\$430.00
Provide Recommendations for Award	1									1	\$240.00
Procurement Phase Administrative Support							4			4	\$260.00
Contract Preparation	2						16			18	\$1,520.00
<b>Phase 2 Bid Sub-Total (Hours)</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>		<b>36</b>	
<b>Phase 2 Bid Sub-Total (\$)</b>	<b>\$2,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$570</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,300</b>	<b>\$0</b>	<b>\$0</b>		<b>\$4,270.00</b>
<b>Phase 3</b>											
<b>Construction Phase Services</b>											
Pre Construction Meeting (1 Visit)	4			4						8	\$1,340.00
Response to RFI's				4						4	\$380.00
Review Submittals	2			8						10	\$1,240.00
Review Payment Applications (5 visits)	2			20						22	\$2,380.00
CA Phase Administrative Support							16			16	\$1,040.00
Field Observations/Phased Punch Lists(5 Field Meetings)	8			12						20	\$3,060.00
Project Close-out										0	\$0.00
<b>Phase 3 Construction Admin Sub-Total (Hours)</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>		<b>80</b>	
<b>Phase 3 Construction Admin Sub-Total (\$)</b>	<b>\$3,840</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,560</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,040</b>	<b>\$0</b>	<b>\$0</b>		<b>\$9,440.00</b>
<b>TOTAL HOURS (PRIME CONSULTANT)</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>126</b>	<b>0</b>	<b>32</b>	<b>66</b>	<b>0</b>	<b>0</b>	<b>281</b>	
<b>TOTAL EXPENSES</b>											
<b>TOTAL LABOR PLUS EXPENSES</b>											<b>\$35,840.00</b>

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Half Associates, Inc.  
McAllen, TX United States

**Certificate Number:**  
2018-300544

**Date Filed:**  
01/09/2018

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Hidalgo County Precinct No. 4

**Date Acknowledged:**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

C17-142-05-16  
Work Authorization No. 1 for Professional Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Adams , Bobby	Conroe, TX United States	X	
	Craig, Matthew	Richardson, TX United States	X	
	Jackson , Todd	Austin, TX United States	X	
	Ickert, Andrew	Ft Worth, TX United States	X	
	Killen, Russell	Richardson, TX United States	X	
	Kuhn, Greg	Richardson, TX United States	X	
	Kunz, Pat	Richardson, TX United States	X	
	Moya, Mike	Austin, TX United States	X	
	Bargainer, Tim	Austin, TX United States	X	
	Plugge, Roman	Richardson, TX United States	X	
	Murray, Menton	McAllen, TX United States	X	
	Skipwith, Walter	Richardson, TX United States	X	
	Tanksley, Dan	Richardson, TX United States	X	

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

2 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Half Associates, Inc.  
McAllen, TX United States

**Certificate Number:**  
2018-300544

**Date Filed:**  
01/09/2018

**Date Acknowledged:**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Hidalgo County Precinct No. 4

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

C17-142-05-16  
Work Authorization No. 1 for Professional Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is Menton J. Murray, III and my date of birth is 02 APR 1972

My address is 5000 W. Military #100 (street), McAllen (city), TX (state), 78503 (zip code), USA (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 9<sup>th</sup> day of January, 20 18.  
(month) (year)

  
Signature of authorized agent of contracting business entity (Declarant)

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2018-300560

Date Filed:  
01/09/2018

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Chanin Engineering, LLC  
McAllen, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Hidalgo County

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

C-17-142-05-16  
Subcontracting Notice for HCSO Jail-Violent Holding Cell Renovation Project, Edinburg Texas

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Chanin Engineering, LLC	McAllen, TX United States		X

5 Check only if there is NO Interested Party.

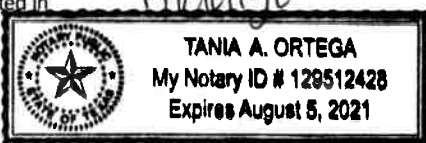
**6 UNSWORN DECLARATION**

My name is Miguel Chanin, and my date of birth is 3/28/78.

My address is 2308 SE Augusta sq. McAllen TX 78503 USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 9 day of January, 20 18.  
(month) (year)



[Signature]  
Signature of authorized agent of contracting business entity (Declarant)



January 9, 2018

Martha Salazar  
Hidalgo County Purchasing Department  
2812 S. Business Hwy 281  
Edinburg, TX 78539

**RE: Subcontracting Notice for HCSO Jail – Violent Holding Cell Renovation Project  
Edinburg, TX  
C-17-142-05-16**

Dear Ms. Salazar:

We would like to inform you of the subcontractor that we will be using on the Violent Holding Cell Renovations – Work Authorization No. 1. Please coordinate for Commissioner's Court approval of this subcontract. The subcontractor will be providing Structural Engineering Services for the above referenced project.

Subcontractor:

*Mr. Miguel Chanin, PE  
Chanin Engineering  
400 Nolana, Suite H2  
McAllen, Texas 78501  
Phone: (956) 687-9421*

Should you have any questions, please feel free to call me at (956) 664-0286.

Sincerely,  
HALFF ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Menton J. Murray, III", with a long horizontal flourish extending to the right.

Menton J. Murray, III, PE, LEED AP  
Vice President / Operations Manager