

**HIDALGO COUNTY**  
**Professional Engineering Services**  
**Contract # C-13-103-06-04**  
**Work Authorization Form**

**WORK AUTHORIZATION NO. 1**

**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, LeFevre Engineering & Management Consulting, LLC, 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 Basic Engineering Services for Mile 10 North from Old La Blanca Road to FM 493 (approximately 3,000 LF) of street improvements.

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 \$ **50,215.00**. 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 6.1** of the Agreement.

**PART 4. FUNDING**

This Work Authorization No.1 shall be funded through funding source:

Account No. 4-1303-431-00-121-111-0-731

Requisition Number 254248 (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 project completion as indicated in the "Exhibit C- Preliminary Work Schedule".

**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 #1**, \_\_\_\_\_ as to content and detail of this **Work Authorization No. 1**.

**HIDALGO COUNTY PRECINCT #1** \_\_\_\_\_.

BY: *A.C. Cuellar*  
A.C. Cuellar, Jr., Commissioner

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on \_\_\_\_\_ as indicated below and effective as of \_\_\_ day of \_\_\_\_\_, 2014.

**THE ENGINEER:**  
(Firms Name)

**THE OWNER:**  
**HIDALGO COUNTY**

*Emigdio Salinas*  
By: Emigdio Salinas, PE - LEMC

*Ramon Garcia*  
By: Ramon Garcia, County Judge

**ATTEST:**

APPROVED BY  
COMMISSIONERS' COURT  
ON: 5/20/14

*Arturo Guajardo Jr.*  
By: Arturo Guajardo, Jr., County Clerk

**LIST OF ATTACHMENTS**

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

## EXHIBIT "A"

### 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 Exhibit "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 Mile 10 North Street Improvements Project**

PREPARED BY:  
**LeFEVRE ENGINEERING & MANAGEMENT CONSULTING, LLC.  
(LEMC)**

The County of Hidalgo, Texas, proposes to construct Precinct 1 Capital Improvements Project: Mile 10 North from Old La Blanca Road to FM 493 (Approximately 3,000LF), Street Improvements Project.

**Contract Amount: \$ 50,215.00**

#### **Task 1 – Survey**

Necessary field information will be developed by field surveys. Record plans will be issued as a guide for the survey work and for the analysis of design alternatives.

#### **Task 2 – Project Orientation and Startup**

LEMC proposes an initial project orientation meeting be scheduled so that both the County and the engineer may have a clear understanding of the design and construction process, parameters to be used and the final product desired.

#### **Task 3 – Design**

LEMC will assure that improvements are designed and incorporated in the plans are adequate for the area, Hidalgo County requirements and City of Donna requirements.

#### **Task 4 – Preliminary Plans and Estimates**

LEMC will provide County staff a set of plans and estimates for accordance, evaluation and coordination.

#### **Task 5 – Final Plans and Specifications**

Final plans, specifications and estimates will be prepared during this task. The output of this task will be the documents necessary for bidding and constructing the project.

#### **Task 6 – Bidding and Award**

A pre-bid meeting will be scheduled if necessary in order to brief potential bidders and suppliers on the project. Necessary clarifications or addendum will be issued. LEMC will attend the bid opening and assist as the County desires.

### **Task 7 – Construction**

LEMC will periodically observe ongoing work, identify survey control for the contractor (Construction Staking not included) and assist the County with certifying periodic payment requests. Upon completion by the contractor, a final inspection will be scheduled with the contractor and County staff. The outcome of these final inspections will be a Certificate of completion or a punch list of items for the contractor to complete, prior to issuance of a Certificate of Completion.

Exhibit "C"

Project Schedule

Work Authorization No. 1

Mile 10 (Old La Blanca Road – FM 493)

PREPARED BY:

**LeFEVRE ENVIRONMENTAL & MANAGEMENT CONSULTING, LLC.  
(LEMC)**

The County of Hidalgo, Texas, proposes to construct Precinct 1 Capital Improvements Project: Mile 10 North from Old La Blanca Road to FM 493 (Approximately 3,000LF), Street Improvements Project.

Attached Schedule:



Exhibit "D"  
Cost Proposal  
Work Authorization No. 1  
Mile 10 (Old La Blanca Road – FM 493)

PREPARED BY:  
**LeFEVRE ENVIRONMENTAL & MANAGEMENT CONSULTING, LLC.**  
**(LEMC)**

The County of Hidalgo, Texas, proposes to construct Precinct 1 Capital Improvements Project: Mile 10 North from Old La Blanca Road to FM 493 (Approximately 3,000LF), Street Improvements Project.

**Contract Amount: \$50,215.00**

Engineering Cost Proposal and Fee Breakdown

Original Scope:

Basic Engineering	\$34,680.00
Topographic Survey	\$12,285.00
Inspection	\$1,500.00
Construction Phase Engineering	\$1,750.00
<b>Total</b>	<b>\$50,215.00</b>

\*Construction Material Testing,  
Geotechnical Engineering to be  
provided by others

HOURLY FEES

PRINCIPAL	\$200.00/HOUR
PROJECT ENGINEER	\$175.00/HOUR
PROJECT MANAGER	\$130.00/HOUR
DESIGNER/TECHNICIAN	\$ 85.00/HOUR
ADMINISTRATIVE	\$ 65.00/HOUR
INSPECTOR/PROJECT REPRESENTATIVE	\$ 75.00/HOUR

\*Reimbursables, Materials, and Travel are incorporated into hourly fees for individuals and will not be requested for this project.

# CONTRACT INFORMATION

THIS CONTRACT IS  
**ACTIVE**

CONTRACT TYPE  
**Professional- Engineering Serv**

BID NO. BUYER DEPARTMENT  
**2013103 VYG PRECINCT #1**

BID REMARKS  
**03/08/13 CONTRACT PURPOSE INFORMATION ONLY -  
COMMISSIONER COURT APPROVED ON 03/05/13**

DESCRIPTION  
**PROF ENGINEERING SVCS FOR ON CALL PROJECTS**

CONTRACT NO. **C-13-103-03-05** CONTRACT MANAGER **VANGIE** CONTRACT AWARD FOR DEPT (1) **Precinct No. 1** No. Assigned Date: **3/8/2013**

AWARDED VENDOR **LE FEVRE ENVIRONMENTAL & MANGEMENT CONSULTING** LAST UPDATED ON: **3/27/2014**

<b>CONTRACT TERM:</b>		<b>60 DAY EXTENSION</b>	<b>RENEWED/EXTENDED</b> <input type="checkbox"/>
STARTING DATE	ENDING DATE	START DATE	END DATE
<b>06/04/13</b>	<b>06/03/14</b>		
<b>EXPIRES UPON COMPLETION</b> <input checked="" type="checkbox"/>		<b>REFER TO NEW CONTRACT NO.</b> _____	
		<b>RENEWAL OPTION(S):</b> _____	

**Multiple Award?** YES ( ) NO (  ) **INSURANCE** GEN LIA INSR AUTO LIA INSR WKMANS COMP Contract Scanned?  
**(If Yes See Below for Addtl Info.)** EXPIRATION DATES: 03/21/01 03/21/14 03/21/14 YES

Contract No	Awarded Vendor	For Departments	Ins Exp Date	Ins Exp Date
Contract No 2	Awarded Vendor 2	For Departments 2	Ins Exp Date 2	Ins Exp Date 3
Contract No 3	Awarded Vendor 3	For Departments 3	Ins Exp Date 4	Ins Exp Date 5
Contract No 4	Awarded Vendor 4	For Departments 4	Ins Exp Date 6	
Contract No 5	Awarded Vendor 5	For Departments 5	Ins Exp Date 9	Ins Exp Date 8
Contract No 6	Awarded Vendor 6	For Departments 6	Ins Exp Date 10	

CONTRACT COMMENTS:  
**05/16/13: LEGAL'S APPROVAL OF CONTRACT**  
**06/04/13: CC APPROVED CONTRACT**  
**07/17/13: CC TO PRECINCT-VENDOR-AUD!**

**File Destruction Date:**  
\_\_\_\_\_

LUMP SUM AMOUNT ( if applicable): \_\_\_\_\_

<b>CONTRACT PRICES:</b>	<b>UNIT:</b>	<b>PRICE:</b>
ITEM DESCRIPTION:		

## Letter of Transmittal:

To: Katia Garcia, Accountant  
Hidalgo County PCT. 1  
1902 Joe Stephens. Ste. 101  
Weslaco, Texas 78596  
From: Emigdio Salinas, P.E.

Date: May 27, 2014  
Project: Old La Blanca Road  
Job No. P169

Transmitting:  Attached  Under Separate Cover  
Via:  Courier  Personal Delivery  For Pick-up

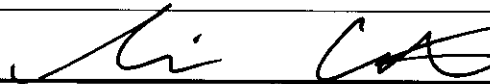
Reason For Transmitting:

As Requested  For Your Use  For Review/Comment  
 For Approval  Approval as Submitted  Resubmit for Approval  
 Other: \_\_\_\_\_

**Sent Items:**

2 – Copies of Acceptance and approval of Work Authorization No. 1

Comment: \_\_\_\_\_

Signed: 

Received by: Mimi (AIR) Date: 5/29/14

Copies:  File  Owner  Contractor

**APPROVED**

AI-44469

Purchasing Department 42. D. 0.

CC - REGULAR

Meeting Date: 05/20/2014

Submitted For: Comm. A. C. Cuellar,  
Pct. #1

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

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Information

CAPTION

Acceptance and approval of WORK AUTHORIZATION NO. 1-CONTRACT #C-13-103-06-04 with LeFevre Engineering & Management Consulting, LLC in the amount of \$50,215.00 for the provision of engineering services for the "Mile 10 North from Old La Blanca Road to FM 493 (approximately 3,000 ft. of street improvements) located in Precinct #1 thru submitted requisition #254248.

BACKGROUND

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Fiscal Impact

FISCAL YEAR: 2014

ACCT. #: 1303-431-00-121-111-0-731

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

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Attachments

Work Authorization Documentation

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	05/09/2014 04:25 PM
Purchasing Department	Marty Salazar	05/09/2014 04:25 PM
Budget & Management		
Auditor's Office		
Form Started By: Vangie Garcia		Started On: 05/09/2014 08:21 AM