

EXHIBIT E -Work Authorization

HIDALGO COUNTY

Professional Engineering Services Contract # C-14-100-04-29

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, Half 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 Mechanical and Electrical engineering design services for space pressure control at Autopsy Facility.

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 \$29,995.00. 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.

5-1100-49-40-220-0450- Requisition Number _____ (MUST BE INCLUDED AFTER CC

APPROVAL) 452

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 PRECINCT No. 4

BY: Joseph Palacios, Commissioner

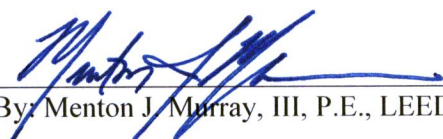
PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 04/28/2015 as indicated below and effective as of 28th day of April, 2015.

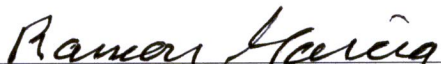
THE ENGINEER:

THE OWNER:

HALFF ASSOCIATES INC.

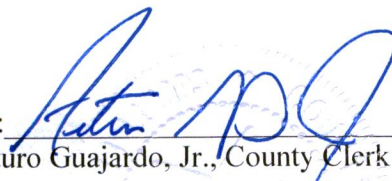
HIDALGO COUNTY


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


By: Ramon Garcia, County Judge

ATTEST:

Approved by Commissioners' Court
on 4-28-15 

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 please to submit this Work Authorization proposal under our existing Professional Service Agreement (C14-100-04-29) with Hidalgo County to provide Mechanical & Electrical Engineering design for space pressure control at Autopsy Faculty.

Phase 1 -ROOM PRESURIZATION DESIGN

- Review Existing Conditions
- Review existing drawings and draft background
- Detailed Assessment of Space Sealing
- Design room west vestibule
- Design and detail Space Enclosure Sealing
- Design room pressure sensor
- Modify VFD programming and DDC
- Respecify AHU Air Balance
- Project Meetings
- Final Drawing Preparation
- Project Specs and Bid Docs
- Project Administrative Support
- Sub-contract: TAS/ADA Submittal Process (RAS)
- Sub-contract: Test, Adjust, and Balance
- Alt. Design for E.F. Replacement\Modification
 - Specify Modified EF and Detail
 - Replace VFD.
 - Electrical Design
 - Equipment Specs
 - Project Administrative Support
 - Sub-contract: Test, Adjust, and Balance

Bid Phase Services

- Printing Coordination
- Prebid conference
- Receive Bids
- Negotiation meeting

Construction Phase Services

- Pre-construction meeting (1 Visit)
- Response to RFI's
- Review Submittals
- Field Observations(2 Field meetings)
- Punch List and final observation
- Attendance at Commissioners Court Meeting (1)

EXHIBIT D

Cost Proposal

Provide Mechanical & Electrical Engineering design for space pressure control at Autopsy Faculty.

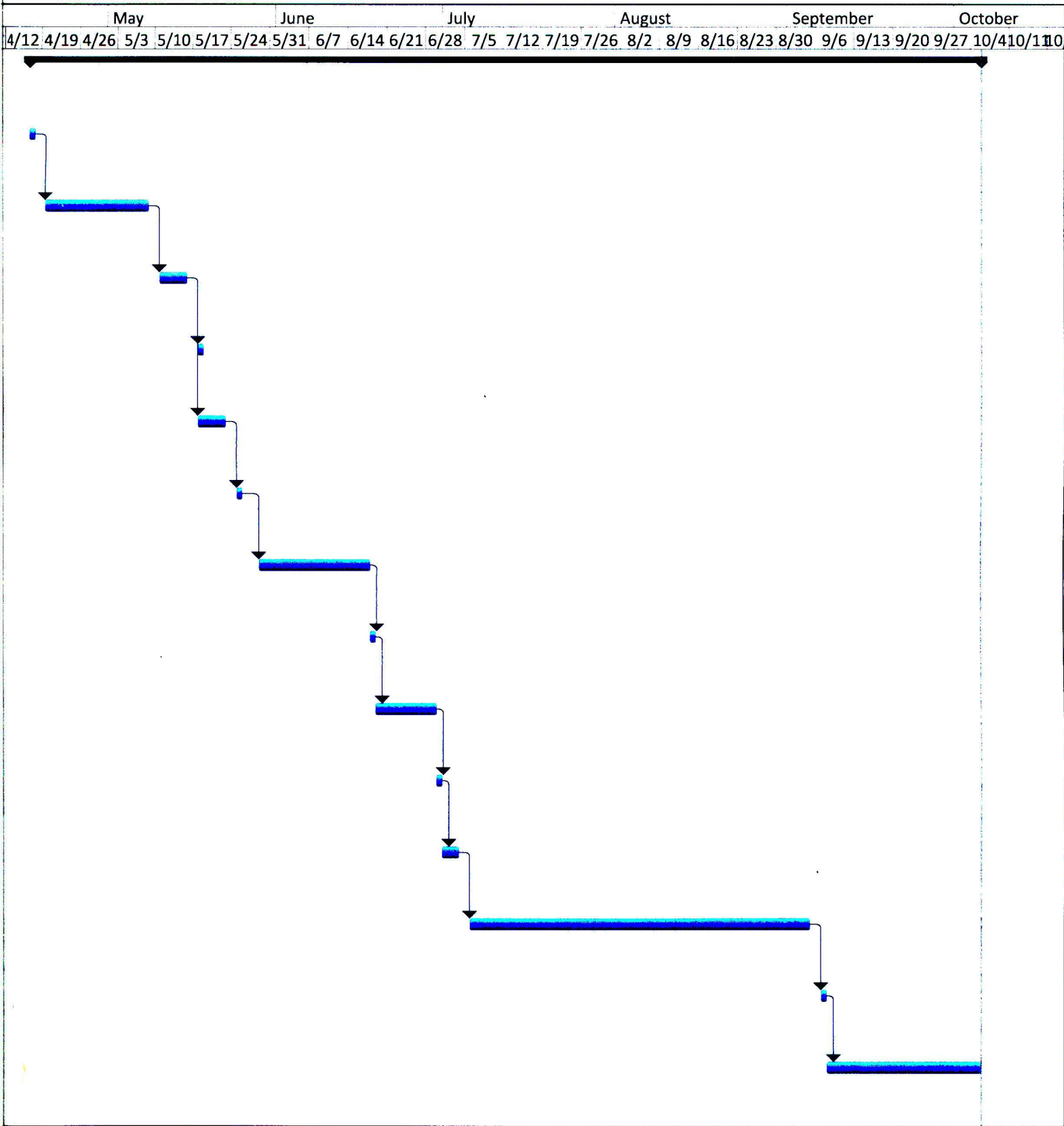
Phase 1 -ROOM PRESURIZATION DESIGN

- Design Phase 1 Services \$ 17,940.00
- Bid Phase Services \$ 2,490.00
- Construction Phase Services \$ 7,280.00
- Alt. Design for E.F. Replacement\Modification \$ 2,285.00

Phase 1 Total: \$ 29,995.00

ID	Task Mode	Task Name	Duration	Start	Finish	March					April	
						3/8	3/15	3/22	3/29	4/5	4/12	
1		PHASE I	122 days	Fri 4/17/15	Mon 10/5/15							
2		Engineer NTP	1 day	Fri 4/17/15	Fri 4/17/15							
3		Data Acquisition and Design	15 days	Mon 4/20/15	Fri 5/8/15							
4		Alternate Bid desgin	5 days	Mon 5/11/15	Fri 5/15/15							
5		Owner Review Meeting	1 day	Mon 5/18/15	Mon 5/18/15							
6		Project Specs and Procurement Requirements	5 days	Mon 5/18/15	Fri 5/22/15							
7		Project Issuance - Phase I	1 day	Mon 5/25/15	Mon 5/25/15							
8		Bid Phase	14 days	Fri 5/29/15	Wed 6/17/15							
9		Receive Bids	1 day	Thu 6/18/15	Thu 6/18/15							
10		Negotiation	7 days	Fri 6/19/15	Mon 6/29/15							
11		Construction Award - Phase I	1 day	Tue 6/30/15	Tue 6/30/15							
12		Construction NTP	3 days	Wed 7/1/15	Fri 7/3/15							
13		Construction Activities	45 days	Mon 7/6/15	Fri 9/4/15							
14		Substantial Completion Ph I	1 day	Mon 9/7/15	Mon 9/7/15							
15		Final Completion Ph I	20 days	Tue 9/8/15	Mon 10/5/15							

Project: Autopsy Bldg Schedule 15 Date: Thu 4/2/15	Task		Project Summary		Inactive Milest
	Split		External Tasks		Inactive Summ
	Milestone		External Milestone		Manual Task
	Summary		Inactive Task		Duration-only



Milestone	◇	Manual Summary Rollup		Deadline	↓
Summary	▽	Manual Summary		Progress	
Task		Start-only	┌		
Finish-only		Finish-only	┐		

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.

	Project Manager	PE	EF
Contracted Rate:	\$190	\$150	\$1
Phase 1 Work			
Task / Scope			
ROOM PRESURIZATION DESIGN			
Review Existing Conditions	2		
Review existing drawings and draft background			
Detailed Assessment of Space Sealing			
Design room west vestibule	1	4	
Design and detail Space Enclosure Sealing	2		
Design room pressure sensor	2		
Modify VFD programming and DDC	4		
Respecify AHU Air Balance	1		
Project Meetings	4		
Final Drawing Preparation	2		
Project Specs and Bid Docs	4		
Project Administrative Support			
Sub-contract: TAS/ADA Submittal Process (RAS)			
Sub-contract: Test, Adjust, and Balance			
Phase I Design Sub-Total (Hours)	22	4	
Phase I Design Sub-Total (\$)	\$4,180	\$600	\$
Bid Phase Services			
Printing Coordination	0.5		
Prebid conference	3		
Receive Bids	3		
Negotiation meeting	4		
Phase I Bid Sub-Total (Hours)	10.5	0	
Phase I Bid Sub-Total (\$)	\$1,995	\$0	
Construction Phase Services			
Pre construction meeting (1 Visit)	4		
Response to RFI's	6		
Review Submittals	2	8	
Field Observations(2 Field meetings)	5	5	
Punch List and final observation	5		
Attendance at Commissioners Court Meeting (1)	2		
Phase I Construction Admin Sub-Total (Hours)	24	13	
Phase I Construction Admin Sub-Total (\$)	\$4,560	\$1,950	
PHASE I TOTAL			

4/29/2015

EIT	Designer	Const. Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
\$110	\$75	\$85	\$55	\$55	\$140			
2							4	\$600
3			20				23	\$1,430
8							8	\$880
			8				13	\$1,230
8			4				14	\$1,480
1			1				4	\$545
1			1				6	\$925
2							3	\$410
							4	\$760
2			8				12	\$1,040
2				12			18	\$1,640
				8			8	\$440
						\$1,610		\$1,610
						\$4,950		\$4,950
29	0	0	42	20	0		117	
\$3,190	\$0	\$0	\$2,310	\$1,100	\$0	\$6,560		\$17,940
			4	1			5.5	\$370
				1			4	\$625
				1			4	\$625
				2			6	\$870
0	0	0	4	5	0		19.5	
\$0	\$0	\$0	\$220	\$275	\$0	\$0		\$2,490
				1			5	\$815
			2	2			10	\$1,360
				6			16	\$1,910
				2			12	\$1,810
				1			6	\$1,005
							2	\$380
0	0	0	2	12	0		51	
\$0	\$0	\$0	\$110	\$660	\$0	\$0		\$7,280
								\$27,710

IT	Designer	Const. Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
10	\$75	\$85	\$55	\$55	\$140			
2			1				3.5	\$370
1			1				2.5	\$260
			2				4	\$410
							1	\$190
				1			1	\$55
						\$1,000		\$1,000
3	0	0	4	1	0		12	
\$330	\$0	\$0	\$220	\$55	\$0	\$1,000		\$2,285
								\$2,285
32	0	0	52	38	0		199.5	199.5
10	\$75	\$85	\$55	\$55	\$140			
\$3,520	\$0	\$0	\$2,860	\$2,090	\$0			
						\$7,560		
								\$29,995

	Project Manager	PE	ET
Contracted Rate:	\$190	\$150	\$11
Alternate Work			
EXHAUST FAN REPLACEMENT			
Specify Modified EF and Detail	0.5		
Replace VFD	0.5		
Electrical Design		2	
Equipment Specs	1		
Project Administrative Support			
Sub-contract: Test, Adjust, and Balance			
Alternate Design Sub-Total (Hours)	2	2	
Alternate Design Sub-Total (\$)	\$380	\$300	
ALTERNATE TOTAL			
TOTAL HOURS (PRIME CONSULTANT)	58.5	19	
Contracted Rate	\$190	\$150	\$11
TOTAL LABOR COSTS	\$11,115	\$2,850	\$3
TOTAL EXPENSES			
TOTAL LABOR PLUS EXPENSES			

4/29/2015

- G. **AI-49473** Pct. 4 Project Invoices-
 1. Acceptance and approval of request for payment of Invoice # T634403 for \$255.50 submitted by Terracon for the Mile 17.5 (between Ware Rd and Rooth Road) project (PO# 705563);
 2. Acceptance and approval of request for payment of Application No. 8 for \$114,935.75 submitted by JCON Construction for the Linn San Manuel Emergency Facility (PO# 712761).

H.	AI-49474	Acceptance and approval of Work Authorization No. 1 (with estimated cost proposal of \$29,995.00) as submitted by HALFF ASSOCIATES, INC. for the purposes of: Mechanical and Electrical Engineering Design Services for Space Pressure Control " for the HIDALGO COUNTY AUTOPSY FACILITY , in connection to "on-call" agreement #C-14-100-04-29 for the purposes of: "Building Repairs/Renovation, Alterations and/or Additions to County Owned Buildings within Hidalgo County Precinct No. 4".
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APPROVED

- I. **AI-49287**
 1. Presentation for discussion, consideration, acceptance, and approval to exercise the **automatic one (1) year renewal** as stated in the current **"Memorandum of Understanding" (MOU)-E-14-162-05-20 (C-07-225-05-08)** for **"Prenatal Health Care Services of Inmates"** between the **Hidalgo County Sheriff's Office** and **Hidalgo County Health Department**.
 2. Re-statement and notification of continuing with same rates, terms and conditions under current **Intergovernmental Agreement #79-99-0211 (IA-E-14-163-05-20)**, between **U.S. Department of Justice (DJ)-U.S. Marshals Service** and **Hidalgo County** for the purposes of "Detention Services" at the **Hidalgo County Sheriff's Adult Detention Facility (County Jail)** including other Federal Agencies as set forth below:
 - A) **U.S. Customs**
 - B) **Border Protection/Border Patrol**
- J. **AI-49429** Requesting approval of payment for Invoice No. 15-7 in the amount of \$26,797.54 (Pct 1, 3rd Call, Heidelberg Subdivision C-CAP-14-398-12-16) as submitted by project engineer LeFevre Engineering & Management Consulting Inc.
- K. **AI-49425** Requesting approval of payment for Invoice No. 15-11 in the amount of \$4,293.16 and Invoice No. 15-10 in the amount of \$4,293.16 (Pct 1, 3rd Call, Lorenzana Subdivision C-CAP-14-398-12-16) as submitted by project engineer LeFevre Engineering & Management Consulting Inc.
- L. **AI-49433** Request approval to process and sign the required "Ultimate Vendor / Ultimate Purchaser Exemption Certificate" for Hidalgo County Vendor - Southern Tire Mart; Vendor No. 328804.

Note: The certificate will allow Southern Tire Mart to maintain a tax exempt status for Hidalgo County and all Departments operating as Hidalgo County within their corporate accounting system. This approval to be in effect for future and exact said certificate as required by Southern Tire Mart.

SPECIAL MEETING - April 28, 2015

BE IT REMEMBERED, that on this 28th day of April A.D., 2015, there was begun and held a SPECIAL MEETING of the Honorable Commissioners' Court of Hidalgo County, Texas, wherein the following members thereof were present, to-wit:

HONORABLE RAMON GARCIA

HIDALGO COUNTY JUDGE

HONORABLE A.C. CUELLAR, JR.

COMMISSIONER, PRECINCT NO. 1

HONORABLE EDUARDO "EDDIE" CANTU

COMMISSIONER, PRECINCT NO. 2

HONORABLE JOSEPH PALACIOS

COMMISSIONER, PRECINCT NO. 4

and ARTURO GUAJARDO, JR., COUNTY CLERK & EX-OFFICIO CLERK OF THE COMMISSIONERS' COURT of Hidalgo County, Texas, wherein the following proceedings were had, to-wit:

April 28, 2015



**AGENDA
CC REGULAR CONSENT
COMMISSIONERS' COURT
April 28, 2015
9:30 A.M.**

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held at the Edinburg Council Chambers 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

**NOTICE TO THE PUBLIC
CONSENT AGENDA**

The following items are of a routine or administrative nature. The Commissioners' Court has been furnished with background and support on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Court Commissioner, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

On motion by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., seconded by COMMISSIONER PCT. 4, JOSEPH PALACIOS, the Court made a UNANIMOUS vote of approval of the Consent Agenda.

Vote: 4 - 0 - Unanimously

- 1. AI-49491 Approval of check register and payment of claims and bills -**
(Payments from Juvenile Probation, Adult Probation, LEOSE Fund, DA Motor Vehicle Theft Fund, DA Bad Check Processing Fund, DA Forfeiture Fund, Sheriff Forfeiture Funds, Constable Forfeiture Funds, HIDTA Forfeiture Funds and VIT Interest Fund are presented for recording purposes only.)
- 2. 2015 Intradepartmental transfers:**
 - A. AI-49486 2015 - CO2010A&B-Pct 2 Equip & Maint Facility (1342)**
 - B. AI-49487 2015 - Executive Office (1100)**
 - C. AI-49427 2015 - Tax Office / Scofflaw (1100)**
 - D. AI-49450 2015 - Co Wide Comm System (1100)**
 - E. AI-49441 2015 - Adult Detention Facility / Jail (1100)**
 - F. AI-49423 2015 - Justice Court Tech (1242)**

12. Urban County:

- A. AI-49369** Approval of two (2) applicants in the City of Mercedes and one (1) applicant in the City of Weslaco under the Owner Occupied Housing Rehabilitation Program.

13. Auditor's Office:

- A. AI-49462** 1. Pursuant to Local Government Code Sections 114.023-.025, requesting approval of Monthly Financial Report for the Month of February 2015.
2. Pursuant to Local Government Code Section 115.0035, requesting approval of the attached reports.

14. Budget & Management:

- A. AI-49358** Self-Insured (2202)

Requesting approval of reimbursement of Hidalgo County Workers' Comp. paying account for claims paid by Tristar Risk Management for the period of 04/01-15/2015 in the amount of \$60,082.90 and requesting approval of wire transfer.
- B. AI-49194** 1. Approval of reimbursement in the amount of \$870,088.05 to Blue Cross Blue Shield Insurance Company for claims paid on behalf of Hidalgo County from 03/28/15 to 04/10/15.

03/28-31/15	\$152,816.19
04/01-03/15	\$310,783.17
04/04-10/15	\$406,488.69
TOTAL	\$870,088.05

- 2. Approval of wire transfer to cover claims paid.

15. Purchasing Dept:

Notes:

A. FOR ANY CONTRACTS(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).