

EXHIBIT E -Work Authorization

# HIDALGO COUNTY

Professional Engineering Services Contract # C-15-137-04-28

## Work Authorization Form

### WORK AUTHORIZATION NO. 02

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 Electrical Engineering for Service Facility Remodel for Hidalgo County Planning Offices on 25<sup>th</sup> Avenue Edinburg, TX.

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 \$43,430.00. 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. 02.

HIDALGO COUNTY PRECINCT No. 4

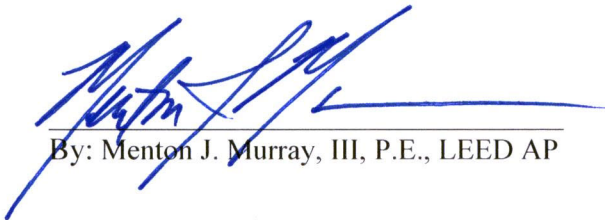


By: Joseph Palacios, Commissioner

PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 01/29/2016 as indicated below and effective as of \_\_\_\_ day of \_\_\_\_\_, 2015.

THE ENGINEER:  
ASSOCIATES INC.

THE OWNER: HALFF  
HIDALGO COUNTY

  
By: Menton J. Murray, III, P.E., LEED AP  
By: Ramon Garcia, County Judge

ATTEST:

APPROVED BY  
COMMISSIONERS' COURT  
ON: 2/16/16 

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 Electrical Engineering for service entrance to old DPS Facility.**

### Phase 1

- Phase I
- Review Existing Documents and Conditions
- Draft Background
- Establish Electrical Loads for HVAC Lighting and Receptacles
- Prepare Panel Layouts and Schedules for Use by County
- Prepare Mechanical Equipment Connection Schedule
- Prepare Power Plan for Installation of Panels and Electrical Gear
- Prepare One Line/Riser Diagram
- Submit Load Analysis and Riser to AEP
- Coordinate New Service With AEP for Conversion
- HVAC Cooling/Heating Load Calculation
- Prepare Mechanical Plans With Equipment Location and Ductwork Design
- Prepare Mechanical Schedules/Details
- Condensate Line Sizing and Routing for New RTU's
- Front Ends and Division 1 for bidders or JOC
- Mechanical Specifications
- Electrical Specifications
- Prepare Comcheck for City
- Design Meetings
- Design Phase Administrative Support
- Issuance of Final Documents
  
- Sub-Contract: Roof Design details for penetrations and flashings
- Sub-Contract: Structural Design for support of Roof top units

**Bid Phase Services**

- Preparation for Scope Split (County Staff vs. Contractor)
- Pre Bid Conference
- Obtain Bids and Review
- Answer Questions Regarding Bid Document
- Provide Recommendations for Award
- Bid Phase Administrative Support
- Attendance at Commissioners Court Meeting (1)

**Construction Phase Services**

- Pre-construction meeting (1 Visit)
- Response to RFI's
- Review Submittals
- Review Payment Applications
- CA Phase Administrative Support
- Field Observations(2 Field meetings)
- Punch List and final observation
- Project Close-out

# 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 Mode	Task Name	Start	Finish	Duration	April	May	June	July	August	September
1	☐	PHASE I	Mon 2/15/16	Fri 4/1/16	35 days	2/14   2/21   2/28   3/6   3/13   3/20   3/27   4/3	4/10   4/17   4/24   5/1   5/8   5/15   5/22   5/29   6/5   6/12   6/19   6/26   7/3   7/10   7/17   7/24   7/31   8/7   8/14   8/21   8/28   9/4   9/11				
2	☐	Engineer NTP	Mon 2/15/16	Mon 2/15/16	1 day						
3	☐	Create Backgrounds	Tue 2/16/16	Fri 2/19/16	4 days						
4	☐	Data Acquisition	Mon 2/22/16	Fri 2/26/16	5 days						
5	☐	Electrical Design	Mon 3/14/16	Fri 3/25/16	10 days						
6	☐	HVAC Design	Mon 2/29/16	Fri 3/18/16	15 days						
7	☐	Owner Review Meeting	Mon 3/28/16	Mon 3/28/16	1 day						
8	☐	Project Specs and Procurement Requirements	Tue 3/29/16	Thu 3/31/16	3 days						
9	☐	Project Issuance - Phase I	Fri 4/1/16	Fri 4/1/16	1 day						
10	☐	PHASE II	Mon 4/4/16	Fri 5/20/16	35 days						
11	☐	Bid Phase	Mon 4/4/16	Wed 4/27/16	18 days						
12	☐	Receive Bids	Thu 4/28/16	Thu 4/28/16	1 day						
13	☐	Negotiation	Fri 4/29/16	Thu 5/19/16	15 days						
14	☐	Construction Award - Phase I	Fri 5/20/16	Fri 5/20/16	1 day						
15	☐	PHASE III	Mon 5/23/16	Fri 9/9/16	80 days						
16	☐	Construction NTP	Mon 5/23/16	Thu 6/9/16	14 days						
17	☐	Construction Activities	Fri 6/10/16	Thu 8/11/16	45 days						
18	☐	Substantial Completion Ph I	Fri 8/12/16	Fri 8/12/16	1 day						
19	☐	Final Completion Ph I	Mon 8/15/16	Fri 9/9/16	20 days						

Project: Facilities Bldg Schedule 16  
Date: Fri 1/29/16

Task Split Milestone

Summary Project Summary External Tasks

External Milestone Inactive Task Inactive Milestone

Inactive Summary Manual Task Duration-only

Manual Summary Rollup Manual Summary Start-only

Finish-only Deadline Progress

Page 1

# EXHIBIT D

## Cost Proposal

**Provide Electrical Engineering and facility modification for relocation of electrical equipment located in basement flood areas. Electrical design of optional New Generator Emergency System.**

<b>Phase 1</b>	
• <b>Mechanical &amp; Electrical Design</b>	<b>23,185.00</b>
○ <b>Sub-Contract Michael Hovar</b>	<b>1,800.00</b>
○ <b>Sub-Contract Chaninn Engineering</b>	<b>3,600.00</b>
	<b>28,585.00</b>
<b>Phase 2</b>	
• <b>Bid Phase Services</b>	<b>4,840.00</b>
<b>Phase 3</b>	
• <b>Construction Phase Services</b>	<b>\$ 10,005.00</b>
<b>Total:</b>	<b><u>\$ 43,430.00</u></b>



*May*

Please Return  
to  
Moises Salazar  
H.C. PURCHASING

- 3. AI-53382 Ratification of issuance of PO#738354-\$120,777.10 - Southern Tire thru TASB-BuyBoard contract #470-14 for tires necessary to avoid a work stoppage including the awarded tires, accessories, parts, appurtenances, mounting & balancing services.

On motion by COMMISSIONER PCT. 3, JOE M. FLORES, seconded by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., the Court made a UNANIMOUS vote of approval.

**Vote:** 4 - 0 - Unanimously

**G. Health & Human Services Dept.**

- 1. AI-53256 A. Approval to Purchase All Repair & Replacement Components and Satellite Service from Ground Control for the purpose of Restoring Satellite Service to the County's Emergency Response Trailer through competitive quotes; through Requisition #291654 in the amount of \$5,521.00 for parts, labor, & freight and \$14,004.00 for Satellite Service @ \$389 / Mo. for a Total of \$19,525.00 with Company's response as acceptance of Purchase Order and not an Executed Agreement;

*Ms. Salazar recomended the execution of the agreement, stated they have been advised that is complience to HB 1295. Therefore, recomends subject to complience to HB 1295.*

On motion by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., seconded by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU the Court made a UNANIMOUS vote of approval subject to compliance to HB 1295.

**Vote:** 4 - 0 - Unanimously

B. Requesting authority to enter into a (36) Thirty-Six Month Satellite Service Agreement with Ground Control commencing upon CC Approval and immediately following service restoration; To be billed Annually at \$389/Month (with items subject to compliance with HB1295 and/or CIQ only when and/or if applicable.)

*Ms. Salazar mentioned that it is to be noted as in the previous item.*

On motion by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., seconded by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU the Court made a UNANIMOUS vote of approval subject to compliance of HB 1295.

**Vote:** 4 - 0 - Unanimously

**H. WIC**

- 1. AI-52901 Presentation of sole vendor, Kalifa Western Wear, Inc. submitting the sole and best bid [tabulation sheet contained herein] and meeting all specifications and/or requirements for the purpose of award and approval of contract for Request for Bid titled: Hidalgo County WIC Program -Lease Office Space - McAllen Clinic" - through project No.: 2016-014-01-06-SGS.

Ms. Salazar mentioned that this is to be compliance to HB 1295.

On motion by COMMISSIONER PCT. 3, JOE M. FLORES, seconded by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., the Court made a UNANIMOUS vote of approval.

**Vote:** 4 - 0 - Unanimously

**I. Facilities Management:**

1. AI-53193 Acceptance and approval of **Work Authorization No. 2** (with estimated cost proposal of **\$43,430.00**) as submitted by **HALFF ASSOCIATES, INC.** for the purposes of: **Electrical Engineering for Service Facility Remodel for Hidalgo County Planning Offices on 25th Avenue, Edinburg, TX** , through "on-call" agreement #C-15-137-04-28 titled: "Building Repairs/Renovation, Alterations and/or Additions to County Owned Buildings within Hidalgo County Precinct No. 4".

On motion by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., seconded by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU the Court made a UNANIMOUS vote of approval.

**Vote: 4 - 0 - Unanimously**

J. **Colonia Access Program Pct. 3**

1. AI-53380 A. Acceptance and approval of the following for C-CAP-15-359-01-05 Havana Lomas #4 between Hidalgo County and MJA Construction, LLC as submitted through project engineer Javier Hinojosa Engineering:

On motion by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., seconded by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU the Court made a UNANIMOUS vote of approval.

**Vote: 4 - 0 - Unanimously**

1. Final construction contract (CC previously approved to award on 01-05-16) in the amount of \$176,801.00;

On motion by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., seconded by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU the Court made a UNANIMOUS vote of approval.

**Vote: 4 - 0 - Unanimously**

2. Pursuant to TXLGC 262.031 and in the interest of expediting a project's progress, requesting authority/approval for the Precinct Commissioner or designee ( Norma Ceballos ) to execute change orders that involve ...'an increase or decrease in cost of \$50,000.00 or LESS...'. The original contract price may not be decreased by 18 % or more without the consent of the contractor".

On motion by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., seconded by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU the Court made a UNANIMOUS vote of approval.

**Vote: 4 - 0 - Unanimously**

B. Acceptance and approval of the following for C-CAP-15-360-01-05 Havana Lomas #5 between Hidalgo County and 2GS, LLC as submitted through project engineer Javier Hinojosa Engineering:

1. Final construction contract (CC previously approved to award on 01-05-16) in the amount of \$78,125.50;

On motion by COMMISSIONER PCT. 1, A.C. CUELLAR, JR., seconded by COMMISSIONER PCT. 3, JOE M. FLORES, the Court made a UNANIMOUS vote of approval.

**Vote: 4 - 0 - Unanimously**