

**HIDALGO COUNTY**  
**Professional Engineering Services**  
**Agreement# C-17-246-10-10**

**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, **R. Gutierrez Engineering Corporation**, professional engineers of Pharr, Texas, hereinafter called "**Engineer**".

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the "engineering services" to provide engineering services required for the preparation of construction plans and construction administration services for the proposed paving and drainage improvements to Valdez Road, from Jesus Flores Road east to Monte Alto High School.

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 **\$37,937.00**. This amount is based upon the costs outlined in the **Estimated Project Fee Schedule** attached hereto as **EXHIBIT "D-1"**.

**PART 3. PAYMENT**

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with **Article 6** of the Agreement.

**PART 4. FUNDING**

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

Account No. 7-1 351-431-00-1 21-242-0.7 21

Requisition Number 359320 (**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 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 No. 1, as to content and detail of this **Work Authorization No. 1.**

**HIDALGO COUNTY  
COMMISSIONER PRECINCT No. 1:**

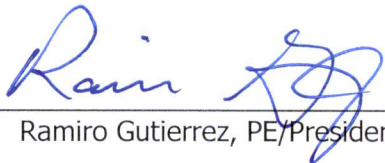
By:   
Hon. David Fuentes

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on (cc approval date) 10-10-17 as indicated below and effective as of 10<sup>th</sup> day of October, 2017.

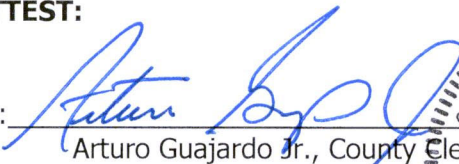
**THE ENGINEER:  
R. Gutierrez Engineering Corporation**

**THE OWNER:  
HIDALGO COUNTY**

By:   
Ramiro Gutierrez, PE/President

By:   
Ramon Garcia, County Judge

**ATTEST:**

By:   
Arturo Guajardo Jr., County Clerk

APPROVED BY  
COMMISSIONERS' COURT  
ON: 10/10/17 



**ATTACHMENTS:**

- EXHIBIT A** -Scope of Services to be provided by the Owner
- EXHIBIT B** -Scope of Services to be provided by the Engineer
- EXHIBIT D-1** -Estimated Project Fee Schedule

**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 Projects (as defined and more particularly identified in Exhibit "A" attached to this Agreement).

**General:**

The Owner will provide to the Engineer the following:

- 1) Provide the authorization to proceed with services through coordination with the project consulting and design Engineer.
- 2) Payment for work performed by the Engineer and accepted by the Owner in accordance with Article 3 of this Agreement.
- 3) Assistance to the Engineer, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies the Engineer cannot easily obtain.
- 4) Provide any available relevant data the Owner may have on file concerning the projects.
- 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 "A" attached to this Agreement.
- 6) Attend and participate in progress meetings as required and as coordinated and conducted by Engineer.
- 7) Provide the authorization to proceed with services on project by project basis through consulting design and construction Engineer.

# **EXHIBIT B**

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

The following is a listing of the Scope of Services to be provided by the Engineer under this Contract:

### **GENERAL MANAGEMENT / COORDINATION**

1. Meet w/ Owner to establish Project Scope and Design Criteria.
2. Meet w/ Delta Lake Irrigation District to establish Scope of Work on Canal and Drain Ditch.
3. Meet w/ Owner's Staff on all project related items.
4. Perform Quality Control & Quality Assurance (QCQA).

### **RIGHT-OF-WAY, UTILITIES, AND DESIGN SURVEYING**

#### Right-of-Way & Utilities Survey

1. Survey existing roadway right-of-way and adjoining parcel lines in project coordinate system.
2. Obtain most current existing right-of-way information (plats, deeds, ownership info).
3. Prepare Project Base Map of project limits showing exist ROW and Property lines.
4. Contact "One Call" to request marking of underground utilities.
5. Request existing utility information from local utility companies.
6. Perform surveying for horizontal location of "Flagged" underground utilities & visible overhead lines.

#### Design Survey

1. Establish project control points at each end of project.
2. Establish Horizontal and Vertical Control BM's @ 1,000-Ft spacing (Est. 2 BM's).
3. Perform topographic survey to 200-Ft beyond limits of project.
4. Take X-Sections @ 200-Ft spacing to 20-Ft beyond ROW (when possible).
5. Take driveway or intersecting road X-Sections to 10-Ft beyond ROW.
6. Pick up horizontal location of all visible overhead or on-ground utilities and markings from "one-call" services.
7. Take X-Sections of Irrigation Canal @ 50-Ft spacing to 200-Ft from Roadway centerline each side.
8. Take X-Sections of Drain Ditch @ 50-Ft spacing to 200-Ft from Roadway centerline each side.
9. Obtain Side Drain data (centerline station, size, length, flow lines, etc.).
10. Obtain culvert's size of structures, type, skew angle, material.
11. Locate any other topographic feature within project area (within 20-ft outside of ROW).
12. Process ASCII files to develop DTM.

## **PLANS SPECIFICATIONS & ESTIMATE**

1. Title Sheet & Index of Sheets
2. Project Layout
3. Horizontal & Vertical Survey Control
4. Existing & Proposed Typical Sections
5. Develop General Notes and Specs
6. Earthwork & Cross-Sections
7. Figure Quantities & Prepare E&Q Sheets
8. Sequence of Construction
9. Traffic Control Plan General Notes
10. Traffic Control Plan
11. Plan & Profile (Roadway)
12. Driveway & Intersection Details
13. Outfall Details
14. Cross Culvert X-Sections & Profiles
15. Irrigation Crossing Structure Plan & Profile
16. Irrigation Structures Details
17. Prepare storm water pollution prevention plan (SW3P) following NPDES general permit requirements
18. Provide interim drawing submittals (3 sets)
19. Provide Final Drawings on 11"x17" Paper
20. Provide Engineer's Construction Cost Estimate

## **CONSTRUCTION PHASE SERVICES**

1. Review submittals
2. Review Construction Materials Testing Reports
3. Perform Construction Site Observations
4. Perform Final Inspection
5. Prepare Construction Record Drawings
6. Close out Project

**EXHIBIT D-1**  
-ESTIMATED PROJECT FEE SCHEDULE

| TASK AND DESCRIPTION                             | PRINCIPAL | PROJECT MANAGER | SENIOR ENGINEER | R.P.L.S.  | SENIOR ENGINEER TECH | CADD-DESIGN TECH | <sup>3</sup> PERSON SURVEY CREW | CLERICAL | TOTAL        |
|--|-----------|-----------------|-----------------|-----------|----------------------|------------------|---------------------------------|----------|--------------|
| HOURLY RATE                                      | \$ 256.60 | \$ 183.31       | \$ 154.31       | \$ 156.97 | \$ 76.27             | \$ 73.00         | \$ 160.01                       | \$ 47.12 |              |
| I. GENERAL MANAGEMENT / COORDINATION             | 8         | 4               | 0               | 0         | 0                    | 0                | 0                               | 2        | 14           |
| SUBTOTAL - GENERAL MANAGEMENT / COORDINATION FEE | \$2,053   | \$733           | \$0             | \$0       | \$0                  | \$0              | \$0                             | \$94     | \$ 2,880.28  |
| II. ROW, UTILITIES & DESIGN SURVEYING            | 5         | 0               | 0               | 14        | 8                    | 12               | 40                              | 2        | 81           |
| SUBTOTAL - ROW, UTILITIES & DESIGN SURVEYING FEE | \$1,283   | \$0             | \$0             | \$2,198   | \$610                | \$876            | \$6,400                         | \$94     | \$ 11,461.38 |
| III. PLANS SPECIFICATIONS & ESTIMATE             | 1         | 25              | 46              | 0         | 85                   | 0                | 0                               | 0        | 157          |
| SUBTOTAL - PLANS SPECIFICATIONS & ESTIMATE FEE   | \$257     | \$4,583         | \$7,098         | \$0       | \$6,483              | \$0              | \$0                             | \$0      | \$ 18,420.56 |
| IV. CONSTRUCTION PHASE SERVICES                  | 6         | 8               | 8               | 0         | 2                    | 0                | 4                               | 3        | 31           |
| SUBTOTAL - CONSTRUCTION PHASE SERVICES FEE       | \$1,540   | \$1,466         | \$1,234         | \$0       | \$153                | \$0              | \$640                           | \$141    | \$ 5,174.50  |
| TOTAL PROFESSIONAL SERVICES MANHOURS             | 20        | 37              | 54              | 14        | 95                   | 12               | 44                              | 7        | 283          |
| TOTAL PROFESSIONAL SERVICES FEE                  | \$ 5,132  | \$ 6,782        | \$ 8,333        | \$ 2,198  | \$ 7,246             | \$ 876           | \$ 7,040                        | \$ 330   | \$ 37,937    |

**APPROVED**

AI-61492

Purchasing Department 17. C. 1.

CC - REGULAR

Prc. 1

Meeting Date: 10/10/2017

Submitted By: Yvette Salinas,  
PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Requesting approval of Professional Service Agreement with R. Gutierrez Engineering Corporation Inc. for Valdez Rd. Project C-17-246-10-10.

B. Requesting approval of Work Authorization No. 1 from R. Gutierrez Engineering Corp. in the amount of \$37,937.00, for Valdez Rd. project.

BACKGROUND

Approved by CC #61221

Fiscal Impact

CALENDAR YEAR: 2017

ACCT. #: 7-1351-431-00-121-242-0-721

FUNDS AVAILABLE Y/N?: YES MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Req# 359320

Attachments

a 61942 back up

wal

Form Review

| Inbox                           | Reviewed By    | Date                            |
|---------------------------------|----------------|---------------------------------|
| Purchasing - Internal           | Marty Salazar  | 10/05/2017 04:22 PM             |
| Budget & Management             | Veronica Ortiz | 10/05/2017 04:25 PM             |
| Final Approval                  | Monica Salinas | 10/06/2017 02:20 PM             |
| Form Started By: Yvette Salinas |                | Started On: 09/06/2017 11:39 AM |
| Final Approval Date: 10/06/2017 |                |                                 |

**RECEIVED**  
 OCT 30 2017  
 Hidalgo County  
 Auditor's Office