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AT <u>3:00</u> O'CLOCK <u>P</u> M
MAY 14 2018
ARTURO GUAJARDO, JR. COUNTY CLERK HIDALGO COUNTY, TEXAS
BY <u>WEC</u> DEPUTY

EXHIBIT E
-Work Authorization

HIDALGO COUNTY
Professional Engineering Services
Contract # C-17-309-05-01
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, 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 The scope of this project includes Survey, Due Diligence, Facility Master Plan Layout, Civil Design, MEP Design, and IT Design services for the Sunset Park Operations Facility. Additional information regarding the scope can be found in Exhibit B.

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 \$ 112,100.00. 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. 8-1351-431-00-121-237-0-730

Requisition Number 370995 (**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 the content and detail of this **Work Authorization No. _1_.**

HIDALGO COUNTY PRECINCT No. 1

BY: 
David L. Fuentes, Commissioner

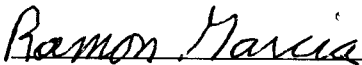
PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 05-01-18 as indicated below and effective as of 1st day of May, 2018.


**THE ENGINEER:
HALFF ASSOCIATES INC.**

**THE OWNER:
HIDALGO COUNTY**

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


By: Ramon Garcia, County Judge

ATTEST:


By: Arturo Guajardo, Jr., County Clerk



APPROVED BY
COMMISSIONERS' COURT
ON: 5/1/18, mg

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

ATTACHMENT 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**.

Attachment "B" – Services to be Provided by Engineer

March 23, 2018
P32885

Hidalgo County Precinct 1
1902 Joe Stephens Ave.
Suite 101
Weslaco, Texas 78596

Attn: Jorge Pena

Re: Proposal for Sunset Operations Facility Improvements

Dear Mr. Pena:

We are pleased to submit this proposal to provide civil engineering services for the above referenced project. Please see the scope of services below as well as the attached fee schedule:

Scope of Services

The Scope of Services is divided into two sections, including the basic customary design services and additional services components, which may be added if required as plans for the park site are developed.

BASIC SERVICES

1. Topographic Survey for Design

This task includes field ties to all surface improvements located onsite, establishing horizontal and vertical control for the project to be utilized by the contractor, and obtaining supplemental site topography required for the design. This does not include survey of any subsurface facilities other than wastewater & storm sewer. Existing underground structures or utilities not accessible will be obtained from record drawings and utility locating services.

The attached sketch shows where detailed topographic survey will be obtained around the operations facility, with a lesser detailed survey of the waste collection facility, and spot elevations of the surrounding county property in order to analyze drainage runoff for the county property.

2. Due Diligence Report

Meetings

Halfff will coordinate and participate in meetings with the appropriate entities having jurisdiction as warranted to obtain information required by the due diligence study. This includes meetings with the Owner, TxDOT, Drainage District, Irrigation District, and local franchise utility companies.

Report Preparation

Halfff will prepare a due diligence report of findings that will describe the following items:

Site Description

Identification of applicable regulatory agencies

Zoning Issues and Requirements

Subdivision Platting Issues and Requirements

Site Plan Issues and Requirements

HALFF ASSOCIATES, INC.

5000 WEST MILITARY HIGHWAY, SUITE 100
McALLEN, TX 78503-7446

TEL (956) 664-0286
FAX (956) 664-0282

WWW.HALFF.COM

Access & Traffic Issues and Requirements
Existing Flood Zone Information
Existing Infrastructure Information (from available record drawings) including: Streets & Paving, Drainage Utilities, Water Utilities, Wastewater Utilities, Electrical Utilities, Telephone/Data/Fiber Optic/Cable Utilities, Gas Utilities, and Irrigation
Fees (Impact, Taps, Permits, Reviews, Etc.)

3. **Operations Facility Master Plan**

Halff will coordinate and participate in meetings with Hidalgo County Precinct 1 and Architect to obtain information necessary to develop a master plan site layout schematic of the Operations Facility. Halff will utilize the information obtained from the due diligence in order to prepare site layout schematic design to include parking, utilities, drainage, fencing and access. Halff is not responsible for building sizing/layout. This is to be provided to Halff by Architect.

The operations facility master plan will be presented to Staff for review and final approval.

4. **Waste Collection Facility Master Plan**

Halff will coordinate and participate in meetings with Hidalgo County Precinct 1 to obtain information necessary to develop a master plan site layout schematic of the Waste Collection Facility. Halff will utilize information obtained from these meetings to prepare the site layout schematic design to include collection container layout, fencing and access.

The waste collection facility master plan will be presented to Staff for review and final approval.

5. **Civil Engineering Design**

Onsite Paving and Dimensional Control Plan

Geometric dimensional control and paving details will be provided. Dimensional control will provide coordinate geometry, road widths and radii. The surface paving section to be utilized will follow the recommendations of the project geotechnical consultant. The details will include curbs, road sections, valley gutters and subgrade preparation. Plans include required notes and details for new paving construction up to the existing street location. (Extensions of any offsite paving from the site are not included in this scope).

Onsite Grading Plan

The grading plan includes proposed spot grades, proposed and existing contours, notes and details required to allow construction of the new onsite drives, parking areas, sidewalks, and green areas. (Retaining wall design is not included in this scope).

Onsite Drainage Plan

The drainage plan includes determination of site drainage basins, calculation of runoff volumes, layout and sizing of on-site drainage collection system and details required for construction. Storm sewer plan showing elevations and hydraulic flows and capacities will be prepared. Coordinate geometry and layout dimensions will be shown to allow for construction of the drainage facilities. Detention/Retention calculations and design as required by the City and County are included in this fee. Coordination with County and City are included in this scope. (Extensions of any offsite storm facilities from site, offsite easements, and pumping systems are not included in this scope).

Onsite Water and Wastewater Plan

This plan will show design and layout of pipe systems required for public domestic water and wastewater lines, and related appurtenances. Sizing for lines will be coordinated with the City. Coordinate geometry and layout dimensions will be provided to allow construction of these facilities. This includes water loops required around the site and any sewer services required to extend to the property line. (This task does not include the design of offsite extensions, lift stations, force mains, and offsite easements outside the property limits).

Onsite Erosion Control Plan

This task involves preparation of a layout showing the suggested erosion control measures with details and notes required for the Storm Water Pollution Prevention Plan (SWP3). The layout will be utilized by the Contractor for the preparation of a stormwater pollution prevention plan required for compliance with government regulation.

Civil Work Specifications

This task includes preparation of written specification sections for the proposed civil work.

6. Mechanical, Electrical & Plumbing

Specifically, the following engineering services will be provided:

- A. Utility Services: The electrical and telephone utility services for the project will be coordinated with the applicable local utilities. The water and sewage will be coordinated with your civil engineer and will be extended to five feet outside the building line. The natural gas piping will be extended to the utility meter (if available).
- B. Mechanical Electrical Plumbing Construction Documents: Halff Associates, Inc. will furnish mechanical, electrical, and plumbing design, construction drawings, and specifications depicting the following systems:
 1. Mechanical Systems:
 - a. DX air conditioning and heating systems.
 - b. Air distribution and air devices
 - c. Restroom Exhaust Air Systems
 - d. HVAC Controls Systems
 - e. IECC Mechanical Compliance Certificate
 - f. Mechanical Specifications and Details
 2. Electrical Systems:
 - a. Power Distribution, Feeder and Branch Circuit Systems
 - b. Power for mechanical equipment
 - c. Lighting and Lighting Control Systems
 - d. Exterior Building Lighting Systems.
 - e. IECC Lighting Compliance Certificate
 - f. Electrical Specifications and Details.
 3. Plumbing Systems:

- a. Building Sanitary Waste and Vent Systems
- b. Potable Hot and Cold Water Systems
- c. Plumbing Fixtures and Fittings
- d. Plumbing Specifications and Details

7. IT Design Services

A. Design of Structured Cabling

1. Design of pathways and transmission media for horizontal distribution cabling system.
2. Specification of communication outlets, fiber and/or copper horizontal/backbone cabling, data terminations, equipment racks/cabinets for networking hardware and cable termination patch panels (severs, routers, network switches, computers, or other active equipment shall be specified by owner.)
3. Design for grounding systems for telecommunication system.
4. Design for horizontal and vertical cable supports such as cable tray, jay-hooks, and D-rings.
5. Specifications of contractor's minimal qualifications to install structured cabling systems and required cabling field testing reports.
6. Specification of cable termination and cabling labeling standards.
7. Submittals review.
8. CA Administrative support.
9. Punch list and final observations.

B. Design of Access Controls

1. Design of access control system.
2. Coordination with owner and architect for type of card reader and access card type.
3. Coordination with architect on access control components required based on door hardware.
4. Specify access control systems based on NPFA 101, Life Safety requirements.
5. Submittals review.
6. CA Administrative support.
7. Punch list and final observations.

C. Design of Surveillance System

1. Design of surveillance camera system based on application (e.g. observation, deterrence, intrusion detection, and/or investigation).
2. Specification of POE and/or POE+ cameras.
3. Specification of fixed, variable, and zoomed lensed cameras based on application.
4. Cameras type by location will be specified based on detection, recognition, or identification.
5. Submittals review.
6. CA Administrative support.
7. Punch list and final observations.

D. Design of Audio Visual

1. Pathways, connectors, cabling, and terminations for all Audio Visual (AV) equipment will be specified based on the equipment of use. Lighting selection and controls in the space will be specified to collaborate with the AV equipment.
2. Submittals review.
3. CA Administrative support.
4. Punch list and final observations.

E. Design of Fire Alarm System

1. Design of Fire Alarm System based on NFPA 72, International Building Code, International Fire Code, Texas Accessibility Standards, and applicable local city codes.
2. Submittals review.
3. CA Administrative support.
4. Punch list and final observations.

ADDITIONAL SERVICES

Additional Services, not included in the Scope of Services unless noted in above scope, will be negotiated with Hidalgo County Precinct 1 as needed. Compensation will be based upon a mutually agreed lump sum fee or an hourly rate. Items that are considered additional services include:

- a. Major improvements other than those listed in the scope of work.
- b. Meetings or presentations not specified herein
- c. Revisions to plans requested by the County after the plans are approved.
- d. Permit fees, filing fees, pro-rated fees, impact fees and taxes
- e. Preparation of easement or right-of-way documents
- f. Design of water, sanitary sewer, electric, gas, telephone or other utility improvements other than those listed in this proposal.
- g. Preparation of complete erosion control plan (SWP3).
- h. Printing of drawings, specifications and contract documents except as noted herein.
- i. Full-time construction inspection and preparation of as-built drawings (by County inspector)
- j. Construction observation of work
- k. Certification that the work is built in accordance with plans and specifications (by County inspector)
- l. Soil borings, geotechnical investigations, and testing services (to be performed by County's geotechnical consultant)
- m. Graphic products except as noted in herein
- n. Design of utilities or other improvements outside of the project site (not in scope)
- o. Attendance or preparation for meetings and public hearings except as noted herein
- p. Preparation of bid packages for bidding or to distribute to the contractor.
- q. Engineering studies of alternative systems and equipment locations.
- r. Energy studies
- s. Economic analysis
- t. Commissioning including the preparation of system acceptance specifications, pre-functional test checklists, and functional performance checklists shall be provided as an Optional service.
- u. Design of landscape irrigation and decorative lighting.

- v. International Energy Conservation Code building envelopes compliance check and lighting compliance checks for fixturing selected or designed by others.
- w. Record drawing generation from contractor's red-line.
- x. Modification to the MEP design systems due to change in building code during the design or construction phase.
- y. Preparing to serve or serving as a consultant or witness for the CLIENT in any litigation or other legal proceeding involving the project.

Exceptions and Conditions

- A. Bid Phase Services and Construction Phase Services are not included in this scope of work but can be provided at a separate fee proposal if required.
- B. The project will be designed to the current codes and ordinances adopted by the City of Shreveport.
- C. Proposed lighting, power, and air conditioning layouts will be sent to you for your review, comments, and approval.
- D. Utility company impact fees, permitting fees or other fees are specifically excluded unless otherwise indicated.
- E. Services associated with Geotechnical, environmental, asbestos and mold abatement are specifically excluded.
- F. Final drawings will be started once floor plans have been finalized and proposed layouts of lighting, equipment, etc. have been provided by your office. Any changes and/or additions after approval of final layouts will be handled as Optional Services.
- G. The architect and/or owner shall establish the construction budget prior to the start of the construction document phase. The construction budget shall be agreed upon by the engineer and/or architect in writing. Failure to officially notify the engineer in writing shall result in engineering additional services related to Value Engineering, project redesign, or cost reduction measures.
- H. Final drawings will be started once floor plans have been finalized and proposed layouts of lighting, air devices, equipment, etc. have been approved by the Owner and/or your office. Any changes and/or additions after approval of final layouts will be handled as Optional Services.
- I. The following items shall be provided by the Architect:
 - 1. CADD Backgrounds in AutoCAD/Revit compatible format.
 - 2. Proposed lighting layouts.
 - 3. Proposed receptacle layouts.
 - 4. Special lighting.
- J. Services for the design of trench excavation and shoring are specifically excluded.
- K. Services associated with fire flow testing. We will review fire flow test reports produced by others for purpose of completing the fire protection system design.
- L. All Drawings, Documents, Specification produced in any form, to include Magnetic Media, provided by Engineer under the terms of this agreement are the property of Halff Associates Inc., and are not to be used for any reason or purpose other than to construct the above named project without the written consent of the Engineer.
- M. This scope is not to exceed two interior design submittals.



EXPENSES

Direct costs, including printing, reproduction, photography, postage, messenger service, shipping and overnight delivery, long distance phone calls, travel, and printing of plans and graphics will be billed at 1.10 times the direct cost incurred and are included in the estimated fees for expenses stated below.

Respectfully,

A handwritten signature in black ink, appearing to read "Raul Garcia Jr.", written in a cursive style.

Raul Garcia Jr, P.E., C.F.M.
Senior Project Manager

ID	Task Mode %	Task Name	Start	Finish	Duration	Apr 28, '18	May 6, '18	May 13, '18	May 20, '18	May 27, '18	Jun 3, '18	Jun 10, '18	Jun 17, '18	Jun 24, '18	Jul 1, '18	Jul 8, '18	Jul 15, '18	Jul 22, '18	Jul 29, '18	Aug 5, '18	Aug 12, '18	Aug 19, '18	
1		Survey	Mon 4/23/18	Fri 5/4/18	10 days																		
2		Due Diligence	Mon 4/23/18	Fri 5/18/18	20 days																		
3		Operations Facility Master Plan Layout	Mon 5/7/18	Fri 6/29/18	40 days																		
4		Waste Collection Master Plan Layout	Mon 5/7/18	Fri 6/15/18	30 days																		
5		Civil Design	Mon 7/2/18	Fri 8/24/18	40 days																		
6		MEP	Mon 7/2/18	Fri 8/24/18	40 days																		
7		IT Design Services	Mon 7/2/18	Fri 8/24/18	40 days																		

Project: Sunset Operations Facility
Date: Mon 4/23/18

Task: Split Milestone

Summary: Project Summary, Inactive Task

Duration-only: Manual Summary Rollup, Manual Summary

Start-only: Finish-only, External Tasks

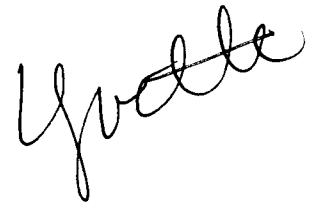
External Milestone: Deadline, Progress

Manual Progress

Haiff Associates, Inc.
 Fee Schedule - Sunset Operations Facility

	Contracted Rate:	Project Manager	PE	EIT	Designer	Contract Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Survey												
Topographic Survey of Operations Area		6										
Topographic Survey of Waste Collection Area		3					24		40		70	\$10,040.00
Spot Elevations of Surrounding County Property		2					24		36		63	\$8,640.00
Develop Base File							16		20		38	\$5,080.00
Survey Sub-Total (Hours)		11	0	0	0	0	80	0	96		16	\$1,200.00
Survey Sub-Total (\$)		\$2,640	\$0	\$0	\$0	\$0	\$6,000	\$0	\$16,320	\$0	187	\$24,960.00
Due Diligence												
Data Collection		2	4	24								
Preliminary Design / Report Preparation		6	8	12				8			30	\$4,720.00
Due Diligence Sub-Total (Hours)		8	12	36	0	0	0	8	0		34	\$5,220.00
Due Diligence Sub-Total (\$)		\$1,920	\$2,280	\$5,220	\$0	\$0	\$0	\$520	\$0	\$0	64	\$9,940.00
Operations Facility Master Plan Layout												
Data Evaluation		2	4	4	8						18	\$2,580.00
Design of Master Plan Layout		4	8	8	16		24	8			68	\$7,480.00
Operations Layout Sub-Total (Hours)		6	12	12	24	0	24	8	0		86	
Operations Layout Sub-Total (\$)		\$1,440	\$2,280	\$1,740	\$2,280	\$0	\$1,800	\$520	\$0	\$0		\$10,060.00
Waste Collection Master Plan Layout												
Data Evaluation		1	1	2	4						8	\$1,100.00
Design of Master Plan Layout		2	2	6	12		8	8			38	\$3,990.00
Waste Collection Layout Sub-Total (Hours)		3	3	8	16	0	8	8	0		46	
Waste Collection Layout Sub-Total (\$)		\$720	\$570	\$1,160	\$1,520	\$0	\$600	\$520	\$0	\$0		\$5,090.00
Civil Design												
Site Design		8	10	20							78	\$9,600.00
Water/Wastewater Design		2	8	16			20	8			54	\$6,340.00
Parking Lot Design		4	4	16			16	8			48	\$5,760.00
Civil Design Sub-Total (Hours)		14	22	52	0	0	64	28	0		180	
Civil Design Sub-Total (\$)		\$3,360	\$4,180	\$7,540	\$0	\$0	\$4,800	\$1,820	\$0	\$0		\$21,700.00
MEP												
Mechanical Design		2	4	6	8						42	\$4,480.00
Plumbing Design		2	4	6	8		18	4			42	\$4,480.00
Electrical Design		8	8	8	18		28	8			78	\$8,930.00
MEP Sub-Total (Hours)		12	16	20	34	0	64	16	0		84	
MEP Sub-Total (\$)		\$2,880	\$3,040	\$2,900	\$3,230	\$0	\$4,800	\$1,040	\$0	\$0		\$17,890.00

APPROVED



AI-64630

Purchasing Department

18. B. 1.

CC - REGULAR

Prct. 1

Meeting Date: 05/01/2018

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Yvette Salinas, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Requesting approval of final negotiated Professional Services Agreement with Halff Associates, Inc. as it relates to Professional Engineering Services for Precinct No. 1 **Sunset Operations Facility** [approved for negotiations by HCCC on October 31, 2017 ai # 62329 (r)];

B. Pursuant to HCCC approval of Professional Services Agreement with Halff Associates, Inc., requesting approval of **Work Authorization No. 1 in the amount of \$112,100.00** as it relates to Professional Engineering Services for Precinct No. 1 **Sunset Operations Facility** Project;

C. Pursuant to approval of Agreement with Halff Associates, Inc. (Article 14) C-17-309-05-01, a request for approval by engineer to permit the subcontracting of Chanin Engineering to provide structural engineering services for the Pct. No. 1 Sunset Operations Facility Project.

BACKGROUND

PROJECT NAME SHOULD READ: "**SUNSET OPERATIONS FACILITY**"

Fiscal Impact

CALENDAR YEAR: 2018

ACCT. #: 8-1351-431-00-121-237-0-730

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

BUDGETARY IMPACT:

Reference Req # 370995

Attachments

backup

Form Review

Inbox

Purchasing - Internal

Budget & Management

Final Approval

Form Started By: Yvette Salinas

Final Approval Date: 04/27/2018

Reviewed By

Marty Salazar

Veronica Ortiz

Monica Salinas

Date

04/27/2018 10:20 AM

04/27/2018 11:25 AM

04/27/2018 05:12 PM

Started On: 04/20/2018 01:34 PM