

EXHIBIT E -Work Authorization

HIDALGO COUNTY

Professional Engineering Services Contract # C-18-142-05-08

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, 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 Renovations to the Hidalgo County Annex Building Network Operations Center (NOC).

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 \$35,534.00. 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. 8-1100-415-00-200-0020-344 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. 01.

HIDALGO COUNTY COMMISSIONER, PRECINCT 4

BY: Joseph Palacios

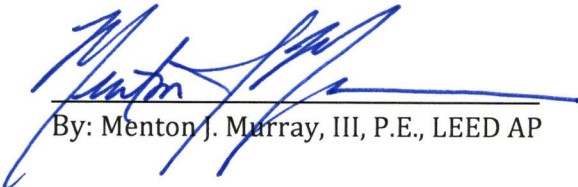
PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of _____ day of _____, 2018.

THE ENGINEER:

THE OWNER:

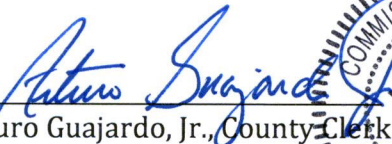
HALFF ASSOCIATES INC.

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: 7/31/18 

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

Halff Associates, Inc.

Professional Engineering Service Agreement C17-142-05-16

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.

Half Associates, Inc. is pleased to submit this Work Authorization No. 01 proposal under our existing Professional Service Agreement (C 18-142-05-08) with Hidalgo County to provide:

Phase 1: Document Production Phase

- Review Existing Documents and Conditions
- Site Investigation/Existing Conditions for Design
- Creation of building background drawings for areas of work and key components
- Demolition Plans
- Building Improvement Plans (walls, doors, ceilings, etc.)
- Electrical Plans (feeder, panel modifications, transformer, and disconnect; lighting renovation)
- Mechanical Plans (chilled water extensions, coil connection details, unit redundancy, renovation of old system in area of work, space isolation dampers and sealing for dry suppression system operation)
- Plumbing Plans (condensate drain, water lines for humidification systems)
- Fire alarm modifications
- Dry suppression system design
- Existing sprinkler system modifications
- Structural system augmentation (below fourth floor level)
- Division 1 specs
- Technical Specifications
- Design Meetings
- Design Phase Administrative Support
- Issuance of Final Documents

Phase 2: Bid Phase Services

- Pre Proposal Conference
- Answer Questions Regarding Construction Document
- Provide Bid Evaluation and Recommendations for Award
- Procurement Phase Administrative Support

Phase 3: Construction Phase Services

- Pre-Construction Meeting (1 Visit)
- Response to RFI's
- Review Submittals
- Review Payment Applications (3 Visits)
- CA Phase Administrative Support

- Field Observations/ Punch Lists (2 Field Meetings)
- Project Close-out

Specific Exclusions

- Work related to ACM Abatement
- Site visits more than those identified
- Construction phase activities in excess of 3 months from Contractor Notice To Proceed
- Work not associated with the construction scope

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 Name	Duration	Start	Finish	er	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2nd Quart
1	PHASE I	34 days	Tue 8/14/18	Fri 9/28/18										
2	Engineer NTP	1 day	Tue 8/14/18	Tue 8/14/18										
3	Mobilization and Plan Review	4 days	Wed 8/15/18	Mon 8/20/18										
4	Site Survey	1 day	Tue 8/21/18	Tue 8/21/18										
5	Create Backgrounds	4 days	Wed 8/22/18	Mon 8/27/18										
6	Engineering Design	15 days	Tue 8/28/18	Mon 9/17/18										
7	Technical Specs	2 days	Tue 9/18/18	Wed 9/19/18										
8	Owner Review Meeting	1 day	Thu 9/20/18	Thu 9/20/18										
9	Project Specs and Procurement Requirements	5 days	Fri 9/21/18	Thu 9/27/18										
10	Project Issuance	1 day	Fri 9/28/18	Fri 9/28/18										
11	PHASE II	24 days	Mon 10/1/18	Thu 11/1/18										
12	Procurement Phase	12 days	Mon 10/1/18	Tue 10/16/18										
13	Receive Pricing	1 day	Wed 10/17/18	Wed 10/17/18										
14	Review and Negotiate	10 days	Thu 10/18/18	Wed 10/31/18										
15	Construction Award	1 day	Thu 11/1/18	Thu 11/1/18										
16	PHASE III	106 days	Fri 11/2/18	Fri 3/29/19										
17	Construction NTP	15 days	Fri 11/2/18	Thu 11/22/18										
18	Construction Activities	70 days	Fri 11/23/18	Thu 2/28/19										
19	Substantial Completion	1 day	Fri 3/1/19	Fri 3/1/19										
20	Final Completion	20 days	Mon 3/4/19	Fri 3/29/19										

Project: SCH171010_HCSO_VHC_W	Task		Inactive Task		Start-only
Date: Wed 8/8/18	Split		Inactive Milestone		Finish-only
	Milestone		Inactive Summary		Deadline
	Summary		Manual Task		Progress
	Project Summary		Duration-only		Manual Progress
	External Tasks		Manual Summary Rollup		
	External Milestone		Manual Summary		

EXHIBIT D

Cost Proposal

Hidalgo County Annex Building – NOC Renovation

Phase 1	
Design Services	\$25,263.00
Phase 2	
Procurement Services	\$3,223.00
Phase 3	
Construction Admin Services	\$6,548.00
Est. Reimbursable Expenses	\$500.00
TOTAL FEE	\$35,534.00



August 8, 2018

Martha Salazar
Hidalgo County Purchasing Department
2812 S. Business Hwy 281
Edinburg, TX 78539

**RE: Subcontracting Notice for Hidalgo County Annex Building NOC Renovation Project
Edinburg, TX
C-18-142-05-08**

Dear Ms. Salazar:

We would like to inform you of the subcontractor that we will be using on the Annex NOC Renovations – Work Authorization No. 1. Please coordinate for Commissioner’s Court approval of this subcontract. The subcontractor will be providing Structural Engineering Services for the above referenced project.

Subcontractor:

*Mr. Miguel Chanin, PE
Chanin Engineering
400 Nolana, Suite H2
McAllen, Texas 78501
Phone: (956) 687-9421*

Should you have any questions, please feel free to call me at (956) 664-0286.

Sincerely,
HALFF ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Menton J. Murray, III", with a long horizontal flourish extending to the right.

Menton J. Murray, III, PE, LEED AP
Vice President / Operations Manager

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Half Associates, Inc.
McAllen, TX United States

Certificate Number:
2018-389577

Date Filed:
08/08/2018

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Hidalgo County

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

C18-142-05-08
Work Authorization No. 1 Renovations to the Hidalgo County Annex Building Network Operations Center (NOC)

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Zapalac, Russell	Richardson, TX United States	X	
Tanksley, Dan	Richardson, TX United States	X	
Plugge, Roman	Richardson, TX United States	X	
Murray, Menton	McAllen, TX United States	X	
Moya, Mike	Austin, TX United States	X	
Kunz, Pat	Richardson, TX United States	X	
Kuhn, Greg	Richardson, TX United States	X	
Killen, Russell	Richardson, TX United States	X	
Ickert, Andrew	Fort Worth, TX United States	X	
Jackson, Todd	Austin, TX United States	X	
Edwards, Mark	Richardson, TX United States	X	
Craig, Matthew	Richardson, TX United States	X	
Bargainer, Tim	Austin, TX United States	X	
Baker, Jessica	Richardson, TX United States	X	
Adams, Bobby	Conroe, TX United States	X	

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

2 of 2

Complete Nos. 1 - 4 and 6 if there are interested parties.
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C18-142-05-08
 Work Authorization No. 1 Renovations to the Hidalgo County Annex Building Network Operations Center (NOC)

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			Controlling	Intermediary

5 Check only if there is NO Interested Party.

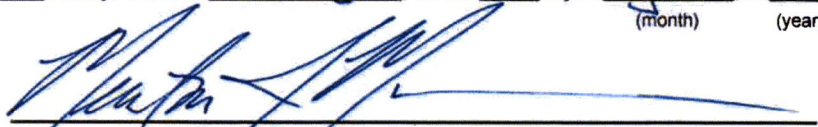
6 UNSWORN DECLARATION

My name is Menton J. Murray, III, and my date of birth is 4/2/1972.

My address is 5200 W. Military Hwy #100, McAllen, TX, 78503, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 8th day of August, 2018.
(month) (year)


 Signature of authorized agent of contracting business entity
(Declarant)