



## EXHIBIT E -Work Authorization

# HIDALGO COUNTY

Professional Engineering Services Contract # C-18-198-07-31

### 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 Precinct 1 Administration and Justice of the Peace buildings build back.

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 \$53,080.00. 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 376752 (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 #1, Commissioner David L. Fuentes as to content and detail of this Work Authorization No. 01.

HIDALGO COUNTY PRECINCT No. 4

BY: David L. Fuentes

PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 07/31/18 as indicated below and effective as of 8th day of August, 2018.

THE ENGINEER:

THE OWNER:

HALFF ASSOCIATES INC.

HIDALGO COUNTY

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

*Ramon Garcia*  
By: Ramon Garcia, County Judge

ATTEST:

APPROVED BY  
COMMISSIONERS COURT  
ON: 7/31/18 *mg*

*Arturo Guajardo Jr.*  
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

### SECTION 1 – PROJECT DESCRIPTION

The services designated herein as “Services provided by the ENGINEER” shall include the performance of all engineering services for the following described facility:

COUNTY/CITY: Hidalgo/Weslaco PROJECT  
DESCRIPTION: Pct. 1 Administration and Justice of the Peace Buildings Build Back

ENGINEER shall mean Halff Associates, Inc.

STATE shall mean Texas Department of Transportation.

COUNTY shall mean Hidalgo County.

**Halff Associates, Inc. is pleased to submit this Work Authorization No. 01 proposal under our existing Professional Service Agreement (C18-198-07-31) with Hidalgo County. All services include in-house architecture, structural engineering, and MEP engineering. Halff Associates, Inc., will provide:**

#### Design Phase Services

- Review Existing Documents and Conditions (Plans)
- Site Survey for build back
- Creation of plan reflecting current improvements
- Structural Review of existing conditions
- Demolition Plans, Pct. 1 Building
- Demolition Plans, Justice of the Peace Building
- Build back architectural plans for Pct. 1 Building
- Build back architectural plans for Justice of the Peace Building
- Build back MEP plans for Pct. 1 Building
- Build back MEP plans for Justice of the Peace Building
- IT Design and Specifications
- Architectural Specifications
- MEP Specifications
- Design Meeting (1)
- Design Phase Administrative Support
- Issuance of Final Documents

#### Proposal Review & Assessment Phase Services

- Pre Proposal Conference
- Review Contractor Pricing
- Answer Questions Regarding Constr. Document
- Provide Recommendations for Award
- Procurement Phase Administrative Support
- Contract Preparation

#### Construction Phase Services

- Pre Construction Meeting (1 Visit)
- Response to RFI's
- Review Submittals

- Review Payment Applications (2 visits)
- CA Phase Administrative Support
- Field Observations/Phased Punch Lists(5 Field Meetings)
- Project Close-out

### **Specific Exclusions**

- Procurement method other than emergency contract services
- Production of bidding documents for competitive sealed bid procurement
- Site visits in excess of those identified
- Construction phase activities in excess of 6 months from contractor Notice To Proceed
- Field measurements, plan recreation, and/or existing systems' plan creation because of a lack of existing architectural, structural, mechanical, electrical, plumbing, or other construction plans in the areas of work.
- Work not associated with the following 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.

### **Phase 1 – Build Back Design**

**One Month Design – August 8, 2018 to Sept 5, 2018**

### **Phase 2 – Proposal Review & Assessment Phase Services**

**One Week – Sept 11, 2018 to September 18, 2018**

### **Phase 3 – Construction Phase Services**

**Two Months – September 18, 2018 to November 18, 2018**

# EXHIBIT D

## Cost Proposal

Build Back for Precinct 1 Administration and Justice of the Peace buildings post flood event.

Phase 1	
• Build Back Design	\$38,760.00
Phase 2	
• Bid Phase Services	\$2,953.00
Phase 3	
• Construction Phase Services	\$9,867.00
Reimbursable Expenses	\$1,500.00
Total:	<u>\$53,080.00</u>

Contracted Rate:	Project Manager	Project Engineer	EIT	Sr. CADD Operator	Construct Admin	CAD Tech	Clerical	Z-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
<b>Phase 1</b>											
Review Existing Documents and Conditions (Plans)	4			6						10	\$1,598.00
Site Survey for build back	4			4						8	\$1,392.00
Creation of plan reflecting current improvements				4		20				24	\$2,132.00
Structural Review of existing conditions	2	4								6	\$1,258.00
Demolition Plans, Pct. 1 Building	2			10		6				18	\$2,036.00
Demolition Plans, Justice of the Peace Building	2			6		4				12	\$1,452.00
Build back architectural plans for Pct. 1 Building	4	12		48						64	\$8,228.00
Build back architectural plans for Justice of the Peace Building	1	8		16						25	\$3,429.00
Build back MEP plans for Pct. 1 Building	4		10	26		28				68	\$7,186.00
Build back MEP plans for Justice of the Peace Building	4		4	4		6				18	\$2,356.00
IT Design and Specifications	1	4		4		8				19	\$2,243.00
Architectural Specifications	2							4		6	\$750.00
MEP Specifications	4							8		12	\$1,500.00
Design Meeting (1)	4									8	\$1,748.00
Design Phase Administrative Support										12	\$780.00
Issuance of Final Documents										4	\$672.00
<b>Phase 1 Design Sub-Total (Hours)</b>	<b>38</b>	<b>32</b>	<b>14</b>	<b>132</b>	<b>0</b>	<b>72</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>318</b>	<b>\$0.00</b>
<b>Phase 1 Design Sub-Total (\$)</b>	<b>\$9,310</b>	<b>\$6,144</b>	<b>\$1,568</b>	<b>\$13,596</b>	<b>\$0</b>	<b>\$6,192</b>	<b>\$1,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,760.00</b>
<b>Phase 2</b>											
<b>Proposal Review &amp; Assessment</b>											
Pre Proposal Conference	4			4						8	\$1,392.00
Review Contractor Pricing	2									2	\$490.00
Answer Questions Regarding Constr. Document	1			2						3	\$451.00
Provide Recommendations for Award	1									1	\$245.00
Procurement Phase Administrative Support										2	\$130.00
Contract Preparation	1									1	\$245.00
<b>Phase 2 Proposal Review &amp; Assessment Sub-Total (Hours)</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>\$0.00</b>
<b>Phase 2 Proposal Review &amp; Assessment Bid Sub-Total (\$)</b>	<b>\$2,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$618</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,953.00</b>
<b>Phase 3</b>											
<b>Construction Phase Services</b>											
Pre Construction Meeting (1 Visit)	4			4						8	\$1,392.00
Response to RFI's				4						4	\$412.00
Review Submittals	2			8						10	\$1,314.00
Review Payment Applications (2 visits)	2			8						10	\$1,314.00
CA Phase Administrative Support										16	\$1,040.00
Field Observations/Phased Punch Lists(5 Field Meetings)	8			20						28	\$4,020.00
Project Close-out	1									3	\$375.00
<b>Phase 3 Construction Admin Sub-Total (Hours)</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>\$0.00</b>
<b>Phase 3 Construction Admin Sub-Total (\$)</b>	<b>\$4,165</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,532</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,170</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,867.00</b>
<b>REIMBURSABLE EXPENSES</b>											
Reimbursable Expenses	64	32	14	182	0	72	50	0	0	414	\$1,500.00
<b>TOTAL HOURS (PRIME CONSULTANT)</b>											
<b>TOTAL EXPENSES</b>											
<b>TOTAL LABOR PLUS EXPENSES</b>											