

## EXHIBIT E -Work Authorization

# HIDALGO COUNTY

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

### 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 secure parking for jurors in parking lots L1 and L2.

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 \$32,789.00. 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 COMMISSIONER, PRECINCT 4

\_\_\_\_\_  
BY: Joseph Palacios

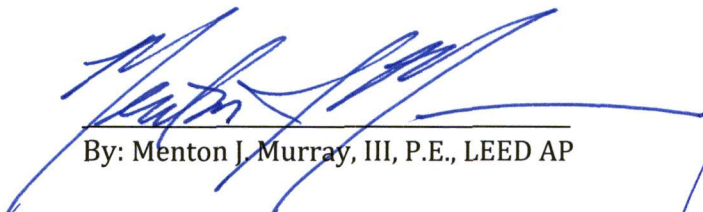
PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on \_\_\_\_\_ as indicated below and effective as of \_\_\_\_ day of \_\_\_\_\_, 2018.

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: 8/14/18 

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. 02 proposal under our existing Professional Service Agreement (C 18-142-05-08) with Hidalgo County to provide:**

### **Project Management**

- Coordination and meetings with city of Edinburg and county of Hidalgo
- Overall quality assurance / quality control

### **Site Investigation and Base Map Preparation**

- Site field investigation
- Establish horizontal and vertical control
- Tie surface improvements
- Establish base map
- Subsurface utilities are not included in field ties

### **Civil Engineering Services**

- Develop Paving and Dimensional Control Plan
- Design concrete islands
- Design of bollards for equipment protection
- Develop Parking Lot Striping Plan, if necessary
- Provide paving details
- Develop parking layout, if necessary

### **Electrical Engineering Services**

- Design of electronic access lever gates
- Design of keypad and barcode scanner
- Electrical design for power to equipment
- Design of fiber optic conduits

### **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/ Punch Lists (2 Field Meetings)
- Project Closeout

**Specific Exclusions**

- 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	Predecessors	4th Quarter
1	<b>Project Management</b>	<b>40 days</b>	<b>Mon 8/20/18</b>	<b>Fri 10/12/18</b>		
2	Coordination w/ Agencies	5 days	Mon 8/20/18	Fri 8/24/18		
3	<b>Site Investigation and Base Map Preparation</b>	<b>10 days</b>	<b>Mon 8/20/18</b>	<b>Fri 8/31/18</b>		
4	Topographic Survey	5 days	Mon 8/20/18	Fri 8/24/18		
5	Base Map Preparation	5 days	Mon 8/27/18	Fri 8/31/18	4	
6	<b>Civil Engineering Services</b>	<b>10 days</b>	<b>Mon 8/27/18</b>	<b>Fri 9/7/18</b>		
7	Plan Preparation	15 days	Mon 8/20/18	Fri 9/7/18		
8	<b>Electrical Engineering Services</b>	<b>10 days</b>	<b>Mon 8/27/18</b>	<b>Fri 9/7/18</b>		
9	Plan Preparation	15 days	Mon 8/20/18	Fri 9/7/18		
10	<b>Construction Phase Services</b>	<b>25 days</b>	<b>Mon 9/10/18</b>	<b>Fri 10/12/18</b>	<b>9,7</b>	
11	Pre Construction Meeting (1 visit)	1 day	Mon 9/10/18	Mon 9/10/18		
12	Response to RFI's	15 days	Tue 9/11/18	Mon 10/1/18	11	
13	Review Submittals	15 days	Mon 9/10/18	Fri 9/28/18		
14	Review Payment Applications (2 visits)	5 days	Mon 9/24/18	Fri 9/28/18		
15	CA Phase Administrative Support	25 days	Mon 9/10/18	Fri 10/12/18		
16	Field Observation/Phased Punch Lists (2 Meetings)	15 days	Mon 9/17/18	Fri 10/5/18		
17	Project Close-out	5 days	Mon 10/8/18	Fri 10/12/18	16	

Task	Inactive Task	Start-only
Task		
Split		
Milestone		
Summary		
Project Summary		
External Tasks		
External Milestone		

Project: SCH171010\_HCSO\_VHC\_W  
Date: Wed 8/8/18

# **EXHIBIT D**

## **Cost Proposal**

### **Jurors' Secure Parking Project**

<b>Project Management</b>	<b>\$2,074.00</b>
<b>Site Investigation and Base Map Preparation</b>	<b>\$2,911.00</b>
<b>Civil Engineering Services</b>	<b>\$8,443.00</b>
<b>Electrical Engineering Services</b>	<b>\$10,606.00</b>
<b>Construction Phase Services</b>	<b>\$8,255.00</b>
<b>Expenses</b>	<b>\$500.00</b>
<b>TOTAL FEE</b>	<b>\$32,789.00</b>

Contracted Rate:	Project Manager	PE	EIT	Senior CADD Operator	Project Inspector	CAD Operator	Clerical	Survey Manager (RPLS)	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
		\$185	\$108	\$99	\$85	\$83	\$62	\$154	\$201			
<b>Project Management</b>												
Coordination with Agencies	2	4	8								14	\$2,074.00
Project Management Sub-Total (Hours)	2	4	8	0	0	0	0	0	0	0	14	\$2,074.00
Project Management Sub-Total (\$)	\$470	\$740	\$864	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$2,074.00
<b>Site Investigation and Base Map Preparation</b>												
Topographic Survey				2				2	8		12	\$2,114.00
Base Map Preparation		1	2	4							7	\$797.00
Site Investigation and Base Map Preparation Sub-Total (Hours)	0	1	2	6	0	0	0	2	8	0	19	\$2,911.00
Site Investigation and Base Map Preparation Sub-Total (\$)	\$0	\$185	\$216	\$594	\$0	\$0	\$0	\$308	\$1,608	\$0		\$2,911.00
<b>Civil Engineering Services</b>												
Plan Preparation	1	4	24	48				2			79	\$8,443.00
Civil Engineering Services Sub-Total (Hours)	1	4	24	48	0	0	2	0	0	0	79	\$8,443.00
Civil Engineering Services Sub-Total (\$)	\$235	\$740	\$2,592	\$4,752	\$0	\$0	\$124	\$0	\$0	\$0		\$8,443.00
<b>Electrical Engineering Services</b>												
Plan Preparation	2	8	24	60				2			96	\$10,606.00
Electrical Engineering Services Sub-Total (Hours)	2	8	24	60	0	0	2	0	0	0	96	\$10,606.00
Electrical Engineering Services Sub-Total (\$)	\$470	\$1,480	\$2,592	\$5,940	\$0	\$0	\$124	\$0	\$0	\$0		\$10,606.00
<b>Construction Phase Services</b>												
Pre Construction Meeting (1 Visit)	4		4								8	\$1,372.00
Response to RFI's		1	4								5	\$617.00
Review Submittals		2	4								6	\$802.00
Review Payment Applications (2 visits)	1	2	8								11	\$1,469.00
CA Phase Administrative Support	2	4		8			16				16	\$992.00
Field Observations/Phased Punch Lists(2 Field Meetings)	1	2		4							14	\$2,002.00
Project Close-out	8	11	20	12	0	0	16	0	0	0	7	\$1,001.00
Phase 3 Construction Admin Sub-Total (Hours)	8	11	20	12	0	0	16	0	0	0	67	\$8,255.00
Phase 3 Construction Admin Sub-Total (\$)	\$1,880	\$2,035	\$2,160	\$1,188	\$0	\$0	\$992	\$0	\$0	\$0		\$8,255.00
TOTAL HOURS (PRIME CONSULTANT)	13	28	78	126	0	0	20	2	8	0	275	\$500.00
TOTAL EXPENSES (EST. REIMBURSABLES)												\$32,789.00
TOTAL LABOR PLUS EXPENSES												\$32,789.00

# 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:**  
 2018-389890

**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.**

C-18-142-05-08  
 Work Authorization No. 2 Jurors' Secure Parking Project

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	
Killeen, Russell	Fort Worth, TX United States	X	
Ickert, Anderw	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

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Half Associates, Inc.  
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Hidalgo County

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C-18-142-05-08  
 Work Authorization No. 2 Jurors' Secure Parking Project

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**

My name is Raul Garcia Jr., and my date of birth is 9/20/75.

My address is 5000 W. Military Hwy #100, McAllen, TX, 78503, us.  
(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 TX, on the 8<sup>th</sup> day of Aug., 20 18.  
(month) (year)

[Signature]  
 Signature of authorized agent of contracting business entity  
 (Declarant)