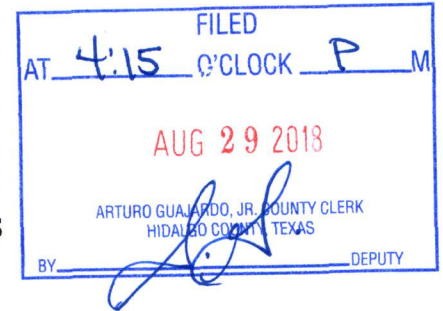


**HIDALGO COUNTY**  
**Program Management Services**  
**Work Authorization Form**  
**Contract # 16-267A-07-25**



**WORK AUTHORIZATION NO. 2**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the AIA Document C172-2014 Standard Form of Agreement Between Owner and Program Manager, approved by Commissioners' Court on July 25, 2017 ("**Agreement**"), made by and between **COUNTY OF HIDALGO, TEXAS**, action herein by, through or authorized by the **Commissioner's Court**, ("**Owner**") and Jacobs Project Management Services Co. ("**Program Manager**") for the Hidalgo County Courthouse Project ("**Project**").

**PART 1. WORK DESCRIPTION**

The purpose of this Work Authorization is for the Program Manager to provide Additional Services, generally described as follows:

Basic Commissioning Services under the Design, Construction, Testing, and Occupancy Phase.

The specific scope of services to be provided by the Program Manager is identified in **EXHIBIT "A" - Letter Proposal for Commissioning Services** to be provided by the Program Manager attached hereto ("**Services**").

**PART 2. PRICE**

The lump sum price for all Services under this Work Authorization is **\$ 547,208.00** ("**Price**"). This amount is based upon the lump sum price in the Proposal attached hereto as **EXHIBIT "A"** and includes any and all costs and expenses necessary to properly and timely provide all Services of this Work Authorization.

**PART 3. PAYMENT**

Payment to the Program Manager for the Services established under this Work Authorization that have been properly and timely provided shall be made in accordance with the terms of the Agreement and any specific additional payment terms in the Proposal to which the Owner agrees.

**PART 4. FUNDING**

This Work Authorization No. 2 shall be funded through funding source:  
Account No. 8-1100-419-40-125-035-0-730

**PART 5. PERIOD OF SERVICE**


The Services shall be provided according to **EXHIBIT "A"**. This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon the proper completion of the Services, unless the Services are terminated earlier by the Owner made with or without cause.

**PART 6. RESPONSIBILITIES AND OBLIGATIONS**

Program Manager shall be responsible for properly and timely providing all Services. This Work Authorization and the Services are subject to all applicable terms and conditions of the Agreement. This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

**PART 7. ACKNOWLEDGEMENT AND CONFIRMATION**

The Owner's Designated Representatives for the Project have reviewed and recommend approval of this Work Authorization, as evidenced by these signatures:

  
\_\_\_\_\_  
**Reviewed and recommended  
by: Valde Guerra**

  
\_\_\_\_\_  
**Reviewed and recommended  
by: Michael Leo**

  
\_\_\_\_\_  
**Reviewed and recommended  
by: Sergio Cruz**

**PART 8. LIMITATIONS, ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted and approved by Hidalgo County, Texas:

- a) Approval for Price of \$50,000.00 or less: by Owner's Designated Representatives Valde Guerra, Michael Leo and Sergio Cruz when acting jointly and unanimously on behalf of the Owner with respect to this Work Authorization; or
- b) Approval for Price greater than \$50,000.00: by Commissioners' Court on 8/21/18 as indicated below by signature of County Judge.

[Signature page follows.]

Effective Date: \_\_\_\_\_

**THE PROGRAM MANAGER:**  
Jacobs Project Management Services  
Co.

By: \_\_\_\_\_

**THE OWNER:**  
Hidalgo County, Texas  
(\$50,000.00 or less)

By: Valde Guerra

By: Michael Leo

By: Sergio Cruz

**ATTEST:**



By: Arturo Guajardo, Jr., County Clerk

**THE OWNER:**  
Hidalgo County, Texas  
(more than \$50,000.00)

By: Ramon Garcia, County Judge

**LIST OF ATTACHMENTS**

EXHIBIT "A" - Letter Proposal for Commissioning Services

APPROVED BY  
COMMISSIONERS' COURT  
ON: 8/21/18

# **EXHIBIT “A”**

## **Letter Proposal For Commissioning Services**



5985 Rogerdale Rd.  
Houston, Tx. 77072

28-Jun-2018

Mr. Aaron Sarfati – Jacobs PMCM  
Hidalgo County Courthouse Project  
Edinburg, Texas 78539

Re: Letter Proposal for Commissioning Services  
New Hidalgo County Courthouse Project  
Referenced Project Information:

- Schematic Design Report – dated: 16-Mar-2018

Jacobs is pleased to provide this Letter Proposal for commissioning services at the New Hidalgo County Courthouse project located in Edinburg, Texas. This submission is based on providing Design, Construction, Testing, and Occupancy Phase Commissioning Services to support the delivery of a project that meets all of your goals. All services outlined in this proposal are to be managed utilizing an independent suffix number from those services being rendered by PMCM.

The attached pages outline the full scope of the proposed commissioning activities for the project, along with pricing as it relates to these scopes of services.

We appreciate your consideration of our qualifications and experience and this opportunity to submit our proposal. If you have any questions, please contact me at 281.776.2541 or [michael.gonzales@jacobs.com](mailto:michael.gonzales@jacobs.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Gonzales".

Michael Gonzales, CxA  
Sr. Commissioning Manager

CC: Chris Smith, P.E., CxA, LEED AP  
Mike Pampalone, P.E, CxA, PMP, LEED AP  
Greg Hatch, Principal

## I. Understanding of Project

### A. Project Description

- The County of Hidalgo, Texas is developing a replacement courthouse with three goals:
  1. Replace the aged existing courthouse.
  2. Address growth demands of County and State District Courts.
  3. Improve efficiencies and security.
- The new courthouse building will be approximately 333,000 sq/ft, 30 courtrooms (6 of those shelled). District and County Clerks' offices, and other offices and room for expansion. An attached sallyport, secure parking, and associated Central Utilities Plant will also be included.

### B. Current Project Status

The project is currently in the design phase and will not pursuing any LEED requirements.

### C. Schedule

- Design Period Finish Date.....Jan-2019
- CUP Construction Finish Date.....Apr-2020
- Courthouse Construction Finish Date.....Mar-2021
- Owner Acceptance of Building.....May-2021

## II. Systems to be Commissioned

The following systems are proposed to be commissioned:

### A. Mechanical Systems

System	Est. Qty	Sampling Rate
400 Ton Water Cooled Chillers	4	100%
Primary Chilled Water Pumps	3	100%
Constant Volume Condenser Water Pumps	3	100%
1200 GPM Cooling Towers	3	100%
Air Handling Units serving 1 <sup>st</sup> and 2 <sup>nd</sup> floors.	5	100%
Roof Top Units serving floors 3-7.	3	100%
VAV Terminal Units	1 LOT	20%
CRAC Units serving telecomm rooms and/or data processing equipment.	1 LOT	100%
Roof Mounted Exhaust Fans serving restrooms, break rooms and janitor spaces.	1 LOT	100%
Heating Hot Water Boilers	4	100%
HVAC Controls	1 LOT	100%

### B. Plumbing Systems

System	Est. Qty	Sampling Rate
Domestic Water Triplex Booster Pump	1	100%
Hot Water Circulating Pumps	7	100%
Domestic Water Heat Exchangers	7	100%

### C. Electrical Systems

System	Est. Qty	Sampling Rate
Lighting Controls	1	20%
Switchboards (MSB-1 & MSB-2)	2	100%
UPS – Located in MDF room.	1	100%
Automatic Transfer Switches	3	100%
Emergency Generator	1	100%

**D. Building Security Systems**

<b>System</b>	<b>Est. Qty</b>	<b>Sampling Rate</b>
Door Control and Monitoring System	1 LOT	50%
Access Control System	1 LOT	50%
Digital Video Management System	1 LOT	50%
Personal Duress Alarm System	1 LOT	50%

**E. Life Safety**

<b>System</b>	<b>Est. Qty</b>	<b>Sampling Rate</b>
Fire Alarm System	1 LOT	50%
Electric Driven Fire Pump	1	100%
Emergency Lighting	1 LOT	50%
Smoke Exhaust System	1 LOT	100%
Stairway Pressurization	1 LOT	100%

**F. Miscellaneous**

<b>System</b>	<b>Est. Qty</b>	<b>Sampling Rate</b>
Fuel Oil System	1	100%

### **III. Basic Commissioning Services**

Commissioning services are as agreed to in the proposal for this scope of work and in conjunction with the Schematic Design Report dated 16-Mar-2018.

This proposal includes commissioning services during the following phases of the project. All phases of the project will require assistance from other members of the Design and Construction Team, including Owner's personnel. The cost, if any, for this assistance is not included in this Proposal.

#### **A. Design Phase**

Design Phase Tasks include the following:

1. Develop project specific commissioning plan.
2. Review Basis of Design as developed by Design Team.
3. Perform Design Reviews at 100% DD, 50% CD and back check at 100% CD levels.
4. Review Cx specifications and provide comments to design team.
5. Attend two (2) Design Review meetings and participate via phone/Webex on one (1) additional design phase meetings.
6. Participate in one (1) value engineering workshop.
7. Attend one (1) pre-bid meeting.

#### **B. Construction Phase**

During construction, the commissioning team continues to ensure the owner's requirements are realized. The team works closely with contractors to integrate commissioning activities into the overall construction schedule, to keep commissioning activities off the critical path, and to carry out site inspections with a focus on systems operations and maintenance.

Construction Phase Tasks include the following:

1. Lead one (1) Construction Phase Commissioning Kick-off Meeting for Contractor and subcontractors.
2. Lead one (1) Commissioning Scope Coordination Meeting with project team.
3. Conduct site visits in coordination with project milestones and meetings.
4. Update and distribute Cx plan.
5. Review submittals for equipment being Cx'd.
6. Review ASIs & RFIs for impact to the Commissioning Process.
7. Review O&M Manuals as provided by Contractor and subcontractors for equipment being Cx'd.
8. Develop and issue Pre-Functional Checklists for systems within the Commissioning scope
9. Develop and issue Functional Performance for systems within the Commissioning scope.

**C. Testing Phase**

During functional performance testing, the commissioning team moves to the forefront. The team verifies the performance of systems based on detailed test procedures developed by the commissioning team and verifies appropriate equipment settings have been implemented. Ultimately, the team prepares extensive documentation on systems, including benchmarks for energy use and equipment efficiencies, seasonal operational issues, start-up and shutdown procedures, diagnostic tools, and guidelines for energy accounting.

Testing must be performed not only in normal operating modes, but also under all possible circumstances and sequences of operation, with real-life conditions simulated as much as possible. Further, integrated systems testing should examine systems as a whole in order to evaluate overall design and compatibility.

Testing Phase Tasks include the following:

1. Conduct one (1) Testing Coordination Meeting prior to the start of Functional Performance Testing.
2. Witness Functional Performance Testing for equipment listed in this proposal.
3. Closeout corrective issues generated at the time of Functional Performance Testing.
4. Develop draft Commissioning Report required prior to substantial completion per IECC 2018.

**D. Occupancy Phase**

Commissioning is not finished when the building project construction is completed. During the first year of occupancy, the team can continue to correspond with the owner, facility managers, and operations staff to refine equipment use, undertake any warranty repairs, and gather recommendations for improving building performance.

Occupancy Phase Tasks include the following:

1. Develop and distribute final Commissioning Report.
2. Attend project closeout meeting for Cx'd systems.
3. Conduct seasonal testing if required.

**IV. Additional Commissioning Services**

Additional Commissioning Services include, but are not limited to, the following and shall be approved by Client prior to commencement.

- A. Retesting of any component or system.
- B. Meetings beyond those included in Basic Commissioning Services
- C. Extension of the Project Schedule beyond the dates listed in the Project Description.
- D. Commissioning of systems not included in the list of systems to be commissioned.

**V. Basis of Compensation****A. Basic Commissioning Services**

- B. For the COMMISSIONING SERVICES as defined above, we propose that the BASIS OF COMPENSATION will be a Lump Sum Fee of \$547,208.00 (Five Hundred Forty-Seven Thousand Two Hundred Eight and No/100 Dollars).

<b>Total Labor &amp; Expenses</b>	<b>\$547,208.00</b>
-----------------------------------	---------------------

## Note:

Because Building Envelope Testing can be approached in different approaches, we would like to further discuss the intended design and BECx approach so that we can then factor them into the scope of services as required by IECC 2018.

At this time, no BECx services have been included.

**END OF PROPOSAL**

Please sign -

Purchasing Department 7. D.  
Hidalgo County

AI-66192

CC CONSENT

Meeting Date: 08/21/2018

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Rocio Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

① Michael Leo

② Co. Judge

③ ~~Co. Clerk Jacobs~~

④ Co. Clerk

Information

CAPTION

Requesting approval of Work Authorization #2 in the amount of \$547,208.00 under the current agreement with Jacobs Project Management Services Co. (C-16-267A-07-25), for the provision of Basic Commissioning Services under the Design, Construction, Testing, and Occupancy Phase for the Hidalgo County Courthouse Project.

BACKGROUND

Fiscal Impact

CALENDAR YEAR: 2018

ACCT. #: 8-1100-419-40-125-035-0-730

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available - \$ 985,388.71; will prepare a PO Increase.  
PO 768511

Attachments

WA#2

**Form Review**

Inbox	Reviewed By	Date
Purchasing - Internal	Marty Salazar	08/17/2018 02:23 PM
Budget & Management	Veronica Ortiz	08/17/2018 02:40 PM
Final Approval	Monica Salinas	08/17/2018 05:36 PM
Form Started By: Rocio Villarreal		Started On: 08/16/2018 01:57 PM
Final Approval Date: 08/17/2018		

\$45K ?  
jacobs  
8-1100-419-40-125-035-0  
obs.  
334

need PO increase