

EXHIBIT E -Work Authorization

**HIDALGO COUNTY**  
Professional Engineering Services Contract # C-18-142-05-08

Work Authorization Form

**WORK AUTHORIZATION NO. 03**

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, Half 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 5 bus shelters with accessible parking spaces.

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 \$56,729.00. 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. 03.

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:

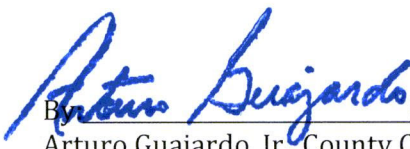
HALFF ASSOCIATES INC.


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: 10/9/18 

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.

**Halff Associates, Inc. is pleased to submit this Work Authorization No. 03 proposal under our existing Professional Service Agreement (C 18-142-05-08) with Hidalgo County to provide:**

### **ADA accessible routes for 5 bus shelter projects:**

#### **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 to meet ADA requirements
- Design concrete islands and sidewalk extensions, if necessary
- Design of bollards for equipment protection
- Develop Parking Lot Striping Plan
- Provide paving details
- Develop parking layout, if necessary

#### **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
- County responsible for contracting with ADA specialist to perform TDLR review and inspections.
- This project assumes no bidding will be required and a Job-Order-Contract will be utilized for construction.
- Bus Shelter to be provided by the county.

# 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	1st Quarter				
						Oct	Nov	Dec	Jan	Feb	Mar
1	<b>Project Management</b>	<b>115 days</b>	<b>Mon 10/22/18</b>	<b>Fri 3/29/19</b>							
2	Coordination w/ Agencies	10 days	Mon 10/22/18	Fri 11/2/18							
3	<b>Site Investigation and Base Map Preparation</b>	<b>10 days</b>	<b>Mon 11/5/18</b>	<b>Fri 11/16/18</b>							
4	Topographic Survey	5 days	Mon 11/5/18	Fri 11/9/18							
5	Base Map Preparation	5 days	Mon 11/12/18	Fri 11/16/18	4						
6	<b>Civil Engineering Services</b>	<b>30 days</b>	<b>Mon 11/19/18</b>	<b>Fri 12/28/18</b>							
7	Plan Preparation	30 days	Mon 11/19/18	Fri 12/28/18							
8	<b>Construction Phase Services</b>	<b>60 days</b>	<b>Wed 1/2/19</b>	<b>Tue 3/26/19</b>	<b>7</b>						
9	Pre Construction Meeting (1 visit)	1 day	Wed 1/2/19	Wed 1/2/19							
10	Response to RFI's	15 days	Mon 1/7/19	Fri 1/25/19	9						
11	Review Submittals	15 days	Mon 1/14/19	Fri 2/1/19							
12	Review Payment Applications (2 visits)	5 days	Fri 2/15/19	Thu 2/21/19							
13	CA Phase Administrative Support	60 days	Wed 1/2/19	Tue 3/26/19							
14	Field Observation/Phased Punch Lists (2 Meetings)	15 days	Fri 2/15/19	Thu 3/7/19							
15	Project Close-out	5 days	Wed 3/20/19	Tue 3/26/19	14						

Task		Inactive Task		Start-only	
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			

Project: ADA Shelters  
Date: Wed 10/3/18

# **EXHIBIT D**

## **Cost Proposal**

### **ADA Bus Shelter Project**

<b>Project Management</b>	<b>\$4,148.00</b>
<b>Site Investigation and Base Map Preparation</b>	<b>\$9,434.00</b>
<b>Civil Engineering Services</b>	<b>\$33,908.00</b>
<b>Construction Phase Services</b>	<b>\$8,539.00</b>
<b>Expenses</b>	<b>\$700.00</b>
<b>TOTAL FEE</b>	<b>\$56,729.00</b>

	Project Manager	PE	EIT	Senior CADD Operator	Project Inspector	CAD Operator	Clerical	Survey Manager (RPLS)	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
<b>Project Management</b>												
Contracted Rate:	\$235	\$185	\$108	\$99	\$85	\$83	\$62	\$154	\$201			
Coordination with Agencies	4	8	16								28	\$4,148.00
Project Management Sub-Total (Hours)	4	8	16	0	0	0	0	0	0	0	28	
Project Management Sub-Total (\$)	\$940	\$1,480	\$1,728	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,148.00
<b>Site Investigation and Base Map Preparation</b>												
Topographic Survey				8				4	32		44	\$7,840.00
Base Map Preparation		2	4	8							14	\$1,594.00
Site Investigation and Base Map Preparation Sub-Total (Hours)	0	2	4	16	0	0	0	4	32	0	58	
Site Investigation and Base Map Preparation Sub-Total (\$)	\$0	\$370	\$432	\$1,584	\$0	\$0	\$0	\$616	\$6,432	\$0	\$0	\$9,434.00
<b>Civil Engineering Services</b>												
Plan Preparation	16	40	80	140			4				280	\$33,908.00
Civil Engineering Services Sub-Total (Hours)	16	40	80	140	0	0	4	0	0	0	280	
Civil Engineering Services Sub-Total (\$)	\$3,760	\$7,400	\$8,640	\$13,860	\$0	\$0	\$248	\$0	\$0	\$0	\$0	\$33,908.00
<b>Construction Phase Services</b>												
Pre Construction Meeting (1 Visit)	4		4								8	\$1,372.00
Response to RFI's		2	4								6	\$802.00
Review Submittals		2	4								6	\$802.00
Review Payment Applications (2 visits)	1	2	8								11	\$1,459.00
CA Phase Administrative Support											16	\$992.00
Field Observations/Phased Punch Lists(2 Field Meetings)	2	4		8			16				14	\$2,002.00
Project Close-out	1	2		5							8	\$1,100.00
Phase 3 Construction Admin Sub-Total (Hours)	8	12	20	13	0	0	16	0	0	0	69	
Phase 3 Construction Admin Sub-Total (\$)	\$1,880	\$2,220	\$2,160	\$1,287	\$0	\$0	\$992	\$0	\$0	\$0	\$0	\$8,539.00
<b>TOTAL HOURS (PRIME CONSULTANT)</b>	<b>28</b>	<b>62</b>	<b>120</b>	<b>169</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>4</b>	<b>\$32</b>	<b>\$0</b>	<b>435</b>	
<b>TOTAL EXPENSES (EST. REIMBURSABLES)</b>												<b>\$700.00</b>
<b>TOTAL LABOR PLUS EXPENSES</b>												<b>\$56,729.00</b>

# 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:**  
2018-410817

**Date Filed:**  
10/03/2018

**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 3 - ADA Bus Shelter Project

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

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

2 of 2

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Hidalgo County

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C-18-142-05-08  
Work Authorization No 3 - ADA Bus Shelter 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 Texas, on the 3<sup>rd</sup> day of October, 2018.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

AI-67092  
CC - REGULAR

✓  
11/6/18  
RVS

Purchasing Department 26. A. 1.  
Hidalgo County

Meeting Date: 10/09/2018

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Rocio Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

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Information

CAPTION

Requesting approval of Work Authorization #3 in the amount of \$56,729.00 under the current "on call" agreement with Halff Associates, Inc.(C-18-142-05-08) for the provision of "engineering services" for: 5 bus stops/shelters with accessible parking spaces.

BACKGROUND

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Fiscal Impact

CALENDAR YEAR: 2018

ACCT. #: 8-1100-419-40-125-035-0-334

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

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Attachments

WA#3

Form 1295

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Purchasing - Internal	Marty Salazar	10/05/2018 04:23 PM
Budget & Management	Veronica Ortiz	10/05/2018 04:26 PM
Final Approval	Monica Salinas	10/05/2018 06:13 PM
Form Started By: Rocio Villarreal		Started On: 10/05/2018 03:23 PM
Final Approval Date: 10/05/2018		