

**HIDALGO COUNTY**  
**Professional Construction Management Services**  
**Contract # C-17-310-03-13**

**WORK AUTHORIZATION NO. 2**

FILED
AT <u>10:40</u> O'CLOCK <u>A</u> M
NOV 29 2018
ARTURO GUAJARDO, JR. COUNTY CLERK HIDALGO COUNTY, TEXAS
BY <u>[Signature]</u> DEPUTY

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Article 7 of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **B2Z Engineering, LLC**, professional Construction Managers of Mission, Texas, hereinafter called "**Construction Manager**".

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the **Construction Manager** to provide Design, Construction Management and Construction Oversight of the Mechanic Shop Bays attached to the Sunset Park Operations Facility.

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 **Construction Manager** is identified in *EXHIBIT "B" – Scope of Services to be provided by the Construction Manager* attached hereto.

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is **\$64,405.94**. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as *EXHIBIT "D" Fee Schedule*.

**PART 3. PAYMENT**

Compensation and payment to the Construction Manager for the services established under this Work Authorization shall be made in accordance with **Article 6** of the Agreement.

**PART 4. FUNDING**

This Work Authorization No.2 shall be funded through funding source:

Account No. 8-1351-431-00-121-237-0-730

Requisition Number 382156 (**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 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 No. 1, Commissioner, David Fuentes, as to content and detail of this **Work Authorization No. 2.**

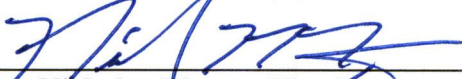
**HIDALGO COUNTY  
COMMISSIONER PRECINCT NO. 1:**

BY: 

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on November 06, 2018 as indicated below.

**THE CONSTRUCTION MANAGER:  
B2Z ENGINEERING, LLC**

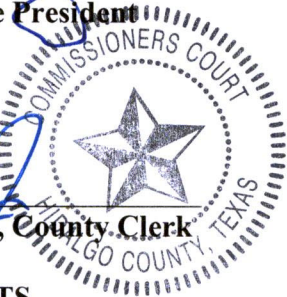
  
By: Nicholas Muñoz, Vice President

**THE OWNER:  
HIDALGO COUNTY**

  
By: Ramon Garcia, County Judge

**ATTEST:**

  
By: Arturo Guajardo, Jr., County Clerk



APPROVED BY  
COMMISSIONERS' COURT  
ON: 11/6/18 

**LIST OF ATTACHMENTS**

- Exhibit A – Services to be Provided by the Owner
- Exhibit B – Services to be Provided by the Construction Manager
- Exhibit C – Work Schedule
- Exhibit D – Fee Schedule

EXHIBIT "A"  
SCOPE OF SERVICES TO BE PROVIDED BY THE OWNER

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The following provides an outline of the services to be provided by the **Owner** in the development of the "**Sunset Park Operations Facility**" for **Hidalgo County Precinct No. 1** hereinafter denoted as the **Project**.

**GENERAL:**

The **Owner** will provide to the **Construction Manager** the following:

- 1) Provide the authorization to proceed with services through coordination with the project consulting and design Engineer.
- 2) Payment for work performed by the **Construction Manager** and accepted by the **Owner** in accordance with Articles 5 and 6 of the Agreement.
- 3) Assistance to the **Construction Manager**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies the **Construction Manager** 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 **Construction Manager's** request for information and/or required submittals and deliverables, in order for the **Construction Manager** to maintain the agreed upon work schedule prepared in accordance with Exhibit "C" attached to this Work Authorization.
- 6) Attend and participate in progress meetings as required and as coordinated and conducted by **Construction Manager**.

EXHIBIT "B"  
SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION  
MANAGER

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**PROJECT DESCRIPTION**

The services designated herein as "Services provided by the CONSTRUCTION MANAGER" shall include the performance of all construction manager services for the following described facility:

COUNTY/CITY: HIDALGO COUNTY

PROJECT/DESCRIPTION: Design, Construction Management and Oversight of the Mechanic Shop Bays attached to the Sunset Park Operations Facility

**EXHIBIT “B”**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION**  
**MANAGER**

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**1. Pre-Design Phase Services**

B2Z Engineering will work with Hidalgo County representatives to develop a Construction/Project Management Plan, which shall define and document all project requirements in narrative form. This document will serve to outline the scope of work of each of the team members and the plans and strategies for fulfilling those requirements. Developing the Construction Management Plan (CMP) is imperative during the pre-design phase to define the project requirements, guidelines, and methods and procedures. Our goal is to accomplish the following items identified as part of the CMP:

- 1.1. Identify project stakeholders, key staff and the project team and their respective roles
- 1.2. Review Schematic Plans if available
- 1.3. Review current budget and develop Master Project Budget
- 1.4. Develop Master Schedule with short and long-term milestones
- 1.5. Review Master Planning and Development Documents
- 1.6. Identify planned infrastructure improvements as they relate to the project
- 1.7. Identify risks or potential icebergs and develop recovery plans
- 1.8. Identify gaps within the program, budget, schedule and quality expectations
- 1.9. Explore project phasing and sequencing
- 1.10. Discuss all owner needs such as FF&E and additional consultants to establish an overall project budget
- 1.11. Identify communication pathways and needs
- 1.12. Establish quality assurance expectations
- 1.13. Establish project control procedures
- 1.14. Clarify methods of claims avoidance and how to foster a collaborative team approach
- 1.15. Issue the PMP

**2. Pre-Construction (Design) Phase Services**

2.1. Management of Design Phase

B2Z Engineering will provide Construction Management services for the design phase and support the development of scopes of construction work to be included in design review and delivery of construction documents. Activities to include:

- 2.1.1. Oversight of Architect & Design
- 2.1.2. Design Management for Budget Adherence
- 2.1.3. Cost control with periodic cost estimates
- 2.1.4. Design schedule adherence
- 2.1.5. Key stakeholder approvals and acceptance
- 2.1.6. Quality reviews
- 2.1.7. Constructability reviews
- 2.1.8. Evaluation of alternative construction methods
- 2.1.9. Value engineering

**EXHIBIT “B”**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION**  
**MANAGER**

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**2.2. Task Sequencing**

Time is one of the four major constraints that determine project success. The master project critical path schedule is vital in communicating the tasks that must be completed, resources needed to complete those tasks, and in what timeframe. B2Z Engineering will develop a Gantt chart or similar task sequencing model with a level of detail necessary to establish the overall sequence of project elements and timing for completion of those elements and the overall project. The master critical path schedule will include the following:

- 2.2.1. Design Milestones
- 2.2.2. Procurement Milestones
- 2.2.3. Permitting and Regulatory Process
- 2.2.4. Construction
- 2.2.5. Close-out
- 2.2.6. Commissioning (if applicable)
- 2.2.7. Ongoing schedule review

**2.3. Contractor Bid Solicitation and Selection**

B2Z Engineering will work in conjunction with Hidalgo County and project architects/engineers in order to solicit, review and select the contractor through the agreed upon delivery method. This will include assistance in the development and execution of:

- 2.3.1. Bid Packages
- 2.3.2. Required Pre-Bid Conferences
- 2.3.3. Review of Bid Documents/Proposals
- 2.3.4. Contractor Selection
- 2.3.5. Permits and Insurance
- 2.3.6. Notice of Award
- 2.3.7. Notice to Proceed

**3. Construction Phase Services**

Acting as liaison for the county, B2Z Engineering will operate as Hidalgo County’s Representative in overseeing the day to day construction activities in the field. B2Z will ensure that all contractors and consultants fulfill their requirements and contractual obligations to Hidalgo County. Construction Management becomes a crucial role once the Contractor has been selected and procured. Oversight of the Contractor and consultants in all aspects of project control (quality, budget, schedule, & scope) is vital for successful project delivery.

**3.1. Construction Management**

- 3.1.1. Quality Assurance (QA)/Quality Control (QC)
- 3.1.2. Permit Coordination
- 3.1.3. On-site Construction Administration
- 3.1.4. Document Control
- 3.1.5. Monitor Schedule
- 3.1.6. Monitor Activities

**EXHIBIT “B”**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION**  
**MANAGER**

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- 3.1.7. Change order Management & Processing
- 3.1.8. Procedure for processing Contractor Payments
- 3.1.9. Contractor Payment Review
- 3.1.10. Shop Drawing Management
- 3.1.11. Maintenance of the as-built documents
- 3.1.12. Safety & Health Program
- 3.1.13. Operations planning & Management review

**3.2. Field Inspection Services**

B2Z Engineering will provide on-site field representation to ensure building construction compliance to schedule, budget, quality and contractual requirements. On-site field representation during the construction phase will allow us to conduct, prepare and/or present the following:

- 3.2.1. Daily Field Reports
- 3.2.2. B2Z will prepare a daily log of all project activity to include:
  - 3.2.2.1. Weather
  - 3.2.2.2. Contractor(s) manpower
  - 3.2.2.3. Contractor(s) equipment
  - 3.2.2.4. Material/equipment deliveries
  - 3.2.2.5. General description of work performed and location
  - 3.2.2.6. Issues and areas of concern or critical to job progress

**3.3. Monthly Progress Reports**

Each month, B2Z will prepare a monthly report outlining the activities of the preceding month. The report will include, but not limited to, the following information as required by Hidalgo County:

- 3.3.1. Updated project information
- 3.3.2. Updated budget information
- 3.3.3. Updated schedule information
- 3.3.4. Progress photos

**3.4. Progress Photos**

B2Z will take and maintain a progress photo catalog on behalf of Hidalgo County. Each month, a disk of progress photos will be cataloged and be included in the Monthly Progress report. At the completion of the project, all photos will be transferred to Hidalgo County via the county's preferred method (i.e. disk, external hard drive, etc.).

**3.5. Project Progress Meetings**

B2Z will organize, conduct, and document progress meetings involving the project architect/engineers, the contractor's principal personnel, and as required, Hidalgo County staff. Topics covered will include:

- 3.5.1. Quality Assurance (QA)/Quality Control (QC)
- 3.5.2. On-site Construction Administration
- 3.5.3. Document Control

## EXHIBIT “B”

### SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION MANAGER

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- 3.5.4. Schedule Adherence
- 3.5.5. Budget Adherence
- 3.5.6. Change orders
- 3.5.7. Contractor Payment Review
- 3.5.8. Shop Drawings
- 3.5.9. Maintenance of the as-built documents
- 3.5.10. Safety & Health

#### 3.6. Project Controls

By incorporating third-party project management software and the latest project control systems, vital information can be provided in a timely manner so that important decisions can be made by key stakeholders. These systems assist in creating a transparent environment where all stakeholders will have access to project information. B2Z Engineering will coordinate with the appropriate persons to manage the processing of schedules, design deliverables and distribution, invoices, contracts, change orders, amendments and other controls to develop systems that result in the delivery of work and services on time and on budget. Some of the key benefits of successful project control system are:

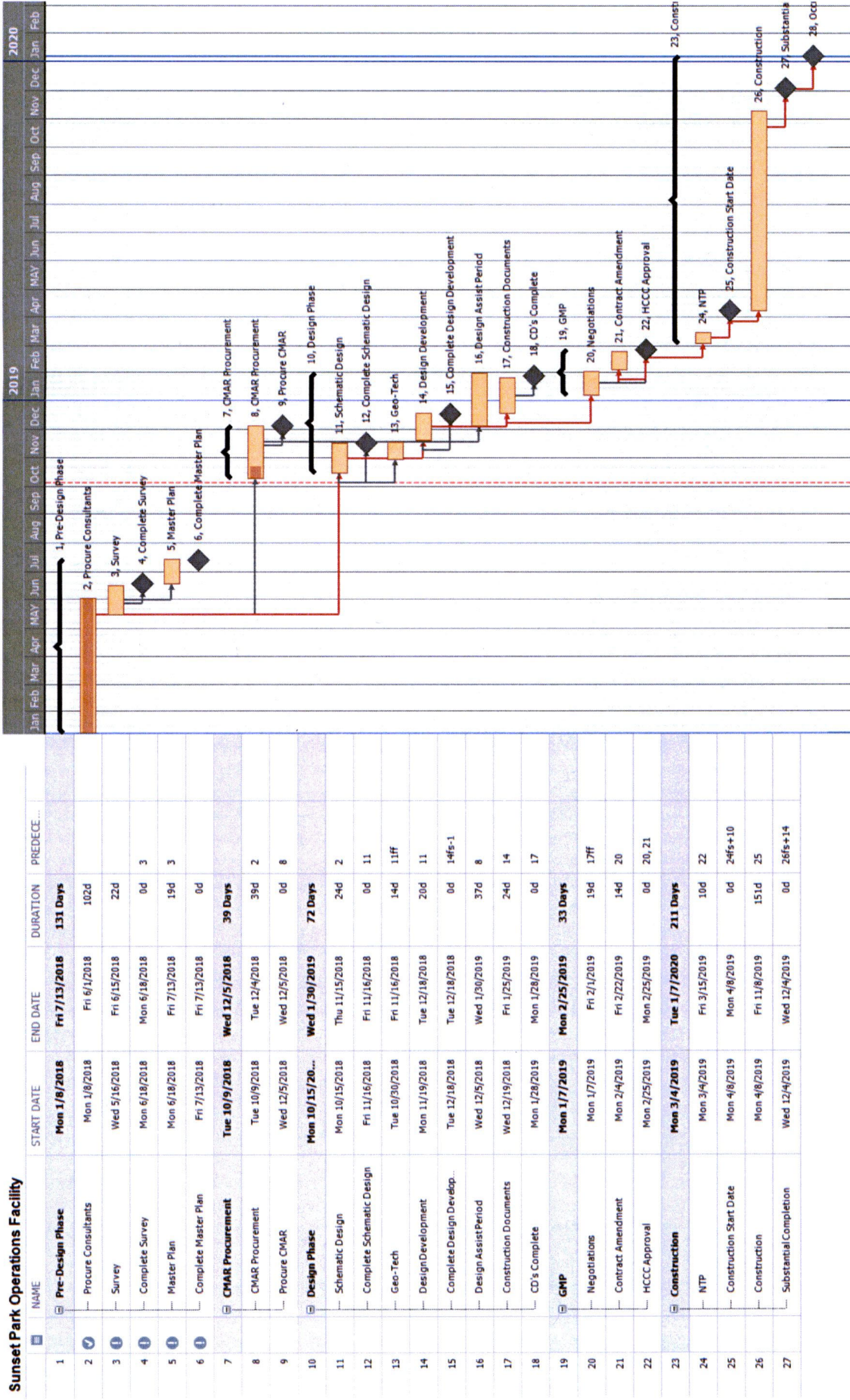
- 3.6.1. Transparency
- 3.6.2. Reporting to Key Stakeholder’s
- 3.6.3. Record keeping of all inspection logs, test reports, pay requests, daily reports, change orders, submittals, RFI’s, invoices, contracts,
- 3.6.4. Expediting Contractor and Consultant Pay Requests

#### **4. Project Close-Out Phase Services**

Project close out is a critical project element, that when performed properly will create significant benefits for Hidalgo County. B2Z will manage and assist the County during this phase to ensure successful transition from project close-out to building occupancy and finally building operations. Key elements of project close-out include:

- 4.1. Occupancy Permits
- 4.2. Preventative Maintenance Programs
- 4.3. Management of Warranties
- 4.4. Asset Preservation
- 4.5. All Necessary Financial & Project Information

Exhibit C - Project Schedule





**EXHIBIT D  
FEE PROPOSAL**

Sunset Park Operations Facility  
Contract # C-17-310-03-13  
Work Authorization # 2

TASKS	MANHOURS				Total Line Item Cost
	Project Manager (PMP)	Construction Inspector	Admin/ Clerical	Total Hours	
<b>Hidalgo County Precinct #1 Sunset Park Operations Facility</b>					
1.0	Pre-Design Phase Services (Generate Project Management Plan)	24	10		\$5,509.70
2.0	Design Phase Services				
2.1	Oversight of A/E Design Team/Plan Reviews/Value Engineering	64	48	112	\$16,605.92
2.2	Contractor Qualification/Bid Solicitation and Selection (CMAR Delivery Method)	20	8	48	\$5,842.92
3.0	Construction Phase Services				
3.1	Construction & Contract Management	32		32	\$6,150.40
3.2	Daily Field Reports and Progress Photos		130	130	\$11,659.70
4.0	Project Close Out (Occupancy/Maint. Programs/Warranty/6 & 11 Month Walk Through)				
5.0	Meetings & Coordination on Project Development w/ Stakeholders	60	60	120	\$16,913.40
	<b>Subtotal Labor Hours</b>	<b>200</b>	<b>256</b>	<b>20</b>	
	<b>Labor Hours</b>	<b>200</b>	<b>256</b>	<b>20</b>	<b>476</b>
	Hourly Base Rates	\$ 52.00	\$ 28.00	\$ 20.00	
	Contract Rate FY2018	\$ 192.20	\$ 89.69	\$ 64.07	
	<b>Total Costs</b>	<b>\$ 38,440.00</b>	<b>\$ 22,960.64</b>	<b>\$ 1,281.40</b>	<b>\$62,682.04</b>

Direct Expenses    Mileage: \$0.56/mile    \$ 1,723.90

Total Direct Expenses    \$ 1,723.90

**B2Z Engineering Total Cost**

**\$64,405.94**

**APPROVED**

AI-67539

Purchasing Department 24. C. 1.

CC - REGULAR

Prct. 1

Meeting Date: 11/06/2018

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Yvette Salinas, PURCHASING DEPT.

Department: PURCHASING DEPT.

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**Information**

**CAPTION**

Requesting approval of Work Authorization No. 2 in the amount of \$64,405.94 with B2Z Engineering, LLC as it relates to Construction Management Services of the Mechanic Shop Bays to be attached to Sunset Park Operations Facility.

**BACKGROUND**

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**Fiscal Impact**

CALENDAR YEAR:

ACCT. #: 8-1351-431-00-121-237-0-730

FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

**BUDGETARY IMPACT:**

req# 382156

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**Attachments**

wa#2 C-17-310-03-13

ai request

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**Form Review**

**Inbox**

Purchasing - Internal

Budget & Management

Final Approval

Form Started By: Yvette Salinas

Final Approval Date: 11/02/2018

**Reviewed By**

Marty Salazar

Veronica Ortiz

Monica Salinas

**Date**

11/02/2018 04:27 PM

11/02/2018 04:30 PM

11/02/2018 05:17 PM

Started On: 11/02/2018 03:19 PM