

EXHIBIT E -Work Authorization

HIDALGO COUNTY

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

Work Authorization Form

WORK AUTHORIZATION NO. 04

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 Plans and Specifications for Hidalgo County Sheriffs Office Bus Barn

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 \$33,680.00. 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.4 shall be funded through funding source: Account No. 9-1227-421-00-280008 Requisition Number _____ (MUST BE INCLUDED AFTER CC APPROVAL)
0730

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 Ellie Torres as to content and detail of this Work Authorization No. 04.

HIDALGO COUNTY PRECINCT No. 4

BY: Ellie Torres, Commissioner

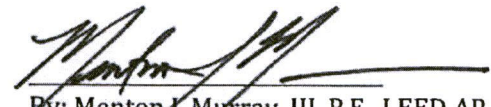
PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 5/7/19 as indicated below and effective as of ____ day of _____, 2019.

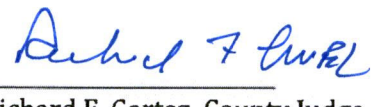
THE ENGINEER:

THE OWNER:

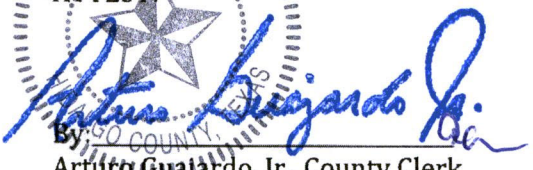
HALFF ASSOCIATES INC.

HIDALGO COUNTY


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


By: Richard F. Cortez, County Judge

ATTEST:


By: Arturo Guajardo, Jr., County Clerk

APPROVED BY
COMMISSIONERS' COURT
ON: 5/7/19 

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

	Contracted Rate:	Project Manager	PE	EIT	Designer	Construct Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Phase 1												
Review Existing Documents and Conditions (Plans)		2			4						6	\$860.00
Site Assessment for Design		1			4						5	\$620.00
Civil Survey for Design		1	4		8				16		29	\$4,480.00
Topographic Survey		1	2		12						15	\$1,760.00
Civil Grading & Drainage Plan		1	4	8	16						29	\$3,680.00
Electrical Plans for power and lighting		2	8		12		8				30	\$3,740.00
Electrical Specifications		1	4					6			11	\$1,390.00
Compile Division 1 Specifications and Project Manual		1						8			9	\$760.00
Coordination Meeting with HCSO		2	2					8			4	\$860.00
Design Phase Administrative Support								8			8	\$520.00
Issuance of Final Documents		2						4			6	\$740.00
											0	\$0.00
											0	\$0.00
											0	\$0.00
Sub-Contract: Chanin Engineering (Structural)										\$4,500		\$4,500.00
Phase 1 Design Sub-Total (Hours)		14	24	8	56	0	8	26	16		152	\$4,500.00
Phase 1 Design Sub-Total (\$)		\$3,360	\$4,560	\$1,160	\$5,320	\$0	\$600	\$1,690	\$2,720	\$4,500		\$23,910.00
Phase 2												
Bid Phase Services												
Pre Proposal Conference		2				2					4	\$690.00
Review Bids		2									2	\$480.00
Answer Questions Regarding Constr. Document		1				2					3	\$450.00
Provide Recommendations for Award		1									1	\$240.00
Procurement Phase Administrative Support								4			4	\$260.00
Contract Preparation		2						8			10	\$1,000.00
Phase 2 Bid Sub-Total (Hours)		8	0	0	0	4	0	12	0		24	
Phase 2 Bid Sub-Total (\$)		\$1,920	\$0	\$0	\$0	\$420	\$0	\$780	\$0	\$0		\$3,120.00
Phase 3												
Construction Phase Services												
Pre Construction Meeting (1 Visit)		4				4					8	\$1,380.00
Response to RFI's						4					4	\$420.00
Review Submittals		2				4					6	\$900.00
Review Payment Applications (2 visits)		2				4					6	\$900.00
CA Phase Administrative Support								16			16	\$1,040.00
Field Observations/Punch Lists(4 Field Meetings)		4				10					14	\$2,010.00
Project Close-out											0	\$0.00
Phase 3 Construction Admin Sub-Total (Hours)		12	0	0	0	26	0	16	0		54	
Phase 3 Construction Admin Sub-Total (\$)		\$2,880	\$0	\$0	\$0	\$2,730	\$0	\$1,040	\$0	\$0		\$6,650.00
TOTAL HOURS (PRIME CONSULTANT)		34	24	8	56	30	8	54	16	0	230	
TOTAL EXPENSES												
TOTAL LABOR PLUS EXPENSES												\$33,680.00

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. 04 proposal under our existing Professional Service Agreement (C18-142-05-08) with Hidalgo County to provide:

Design Phase Services

- Review Existing Documents and Conditions (Plans)
- Site Assessment for Design
- Civil Survey for Design
- Topographic Survey
- Civil Grading & Drainage Plan
- Electrical Plans for power and lighting
- Electrical Specifications
- Compile Division 1 Specifications and Project Manual
- Coordination Meeting with HCSO
- Design Phase Administrative Support
- Issuance of Final Documents
- Sub-Contract: Chanin Engineering (Structural)

Bid Phase Services

- Pre Proposal Conference
- Review Bids
- 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 (4 Field Meetings)
- Project Close-out

Specific Exclusions

- 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 Notice To Proceed
- Any effort associated with submittals, responses, meetings, communication, etc. with Texas Jail Commission
- 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.

Item	Task	Duration	Start	Finish
1	Phase I	24 days	13-May	6-Jun
2	Engineer NTP	1 day	13-May	13-May
3	Civil Survey	10 days	14-May	24-May
4	Plans for Bus Barn	15 days	14-May	29-May
5	Owner Review Meeting	1 day	30-May	30-May
6	Project Specifications and Procurement	5 days	31-May	5-Jun
7	Issuance of Final Documents	1 day	6-Jun	6-Jun
8	Phase 2	25 days	10-Jun	5-Jul
9	Procurement Phase	16 days	10-Jun	26-Jun
10	Bid Review/Evaluation	1 day	27-Jun	27-Jun
11	Review and Negotiate	5 days	27-Jun	2-Jul
12	Provide Recommendations for Award	1 day	3-Jul	3-Jul
13	Construction Award	1 day	5-Jul	5-Jul
14	Phase 3	113 days	8-Jul	29-Oct
15	Construction NTP	1 day	8-Jul	8-Jul
16	Construction Activities	90 days	9-Jul	7-Oct
17	Substantial Completion	1 day	8-Oct	8-Oct
18	Final Completion	20 days	9-Oct	29-Oct

EXHIBIT D

Cost Proposal

Plans and Specifications for Bus Barn.

Phase 1	
• Design Phase Services	\$23,910.00
Phase 2	
• Procurement Phase Services	\$3,120.00
Phase 3	
• Construction Phase Services	\$6,650.00
Total:	<u>\$33,680.00</u>



April 23, 2019

Martha Salazar
Hidalgo County Purchasing Department
2812 S. Business Hwy 281
Edinburg, TX 78539

**RE: Subcontracting Notice for Hidalgo County Sheriff's Office – Bus Barn Project
Edinburg, TX
C-18-142-05-08**

Dear Ms. Salazar:

We would like to inform you of the subcontractor that we will be using on the Sheriff's Office Bus Barn – Work Authorization No. 4. Please coordinate for Commissioner's Court approval of this subcontract. The subcontractor will be providing Structural Engineering Services for the above referenced project.

Subcontractor:

*Mr. Miguel Chanin, PE
Chanin Engineering
400 Nolana, Suite H2
McAllen, Texas 78501
Phone: (956) 687-9421*

Should you have any questions, please feel free to call me at (956) 664-0286.

Sincerely,
HALFF ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Menton J. Murray, III", with a long horizontal flourish extending to the right.

Menton J. Murray, III, PE, LEED AP
Vice President / Operations Manager