

EXHIBIT E -Work Authorization

HIDALGO COUNTY

Professional Engineering Services Contract # C-18-198-07-31

Work Authorization Form

WORK AUTHORIZATION NO. 02

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, 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 Commissioner Precinct 1 Administration Bldg. - Emergency Generator.

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 \$32,484.00. 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. 2 shall be funded through funding source: Account No. 9-1351-431-00-121-24-0-452 Requisition Number 397319 (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.

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 Article 7 of this Agreement.
- (2) Payment for work performed by the **ENGINEER** and accepted by the **OWNER** in accordance with Article 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 Exhibit "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 (C18-198-07-31) with Hidalgo County to provide:

Phase 1: Document Production Phase

- Review Existing Documents and Conditions
- Site Investigation/Existing Conditions for Design
- Determine generator rating based on loads
- Modifications to electrical distribution system
- Development of one-line diagram
- Electrical site plans development
- Develop project specific details
- Consolidation of electrical service
- Coordination with utility company
- Specification of automatic transfer switch
- Survey field ties to all surface improvements on the site, establishing horizontal and vertical control, and obtaining site topography required for design of the generator pad
- Civil task to establishing the base flood elevation for this area to be utilized by the structural engineer for design of the pad
- Structural engineering design for generator pad
- Demolition Plans
- Division 1 specs
- Technical Specifications
- Design Meetings
- Design Phase Administrative Support
- Issuance of Final Documents

Phase 2: Quick connect portable generator docking stations design

- Provide provisions for five quick-connect, portable generator docking stations; one per each existing service entrance (Note. - This option could be a temporary solution to be in place prior to the installation of the stand-by emergency generator)

Phase 3: Bid Phase Services

- Pre Proposal Conference
- Answer Questions Regarding Construction Document
- Provide Bid Evaluation and Recommendations for Award

- Procurement Phase Administrative Support

Phase 4: Construction Phase Services

- Pre-Construction Meeting (1 Visit)
- Response to RFI's
- Review Submittals
- Review Payment Applications (3 Visits)
- CA Phase Administrative Support
- Field Observations/ Punch Lists (2 Field Meetings)
- Project Close-out

Specific Exclusions

- Work related to ACM Abatement
- Site visits more than those identified
- Survey does not include survey of any subsurface facilities. Existing underground structures or utilities will be obtained from record drawings
- 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.

Phase 1: Document Production Phase

Start: Week of 07/02, finish: Week of 07/24

Phase 2: Quick connect portable generator docking stations design

Start: Week of 07/02, finish: Week of 07/16

Phase 3: Bid Phase Services

Start: Week of 08/05, finish: Week of 08/12

Phase 4: Construction Phase Services

Start: Week of 08/19, finish: Week of 09/30

EXHIBIT D

Cost Proposal

Commissioner Precinct 1 Administration Bldg. - Emergency Generator

| | | |
|-----------------------------|--|-------------|
| Phase 1 | | |
| Design Services | | \$19,913.00 |
| Phase 2 | | |
| Quick Connect Design | | \$5,014.00 |
| Phase 3 | | |
| Procurement Services | | \$2,020.00 |
| Phase 4 | | |
| Construction Admin Services | | \$5,037.00 |
| Est. Reimbursable Expenses | | \$500.00 |
| TOTAL FEE | | \$32,484.00 |



June 27, 2019

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

**RE: Subcontracting Notice for Commissioner Precinct Administration Bldg.-
Emergency Generator
Weslaco, TX
C18-198-07-31**

Dear Ms. Salazar:

We would like to inform you of the subcontractor that we will be using on the Commissioner Precinct Administration Bldg.- Emergency Generator – Work Authorization No. 2. 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 blue 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

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:
2019-511076

Date Filed:
06/27/2019

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-18-198-07-31

Work Authorization No. 2 for Commissioner Precinct 1 Administration Bldg. Emergency Generator

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest (check applicable) | |
|---|--------------------------|--|---------------------------------------|--------------|
| | | | Controlling | Intermediary |
| | Baker, Jessica | Richardson, TX United States | X | |
| | Adams, Bobby | Houston, 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 | Richardson, TX United States | X | |
| | Ickert, Andrew | 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 | |
| | Zapalac, Russell | Austin, TX United States | X | |
| | Tanksley, Dan | Richardson, TX United States | X | |
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CERTIFICATE OF INTERESTED PARTIES

FORM 1295

2 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:
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Hidalgo County

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C-18-198-07-31
Work Authorization No. 2 for Commissioner Precinct 1 Administration Bldg. Emergency Generator

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest (check applicable) | |
|---|--------------------------|--|---------------------------------------|--------------|
| | | | Controlling | Intermediary |
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5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

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 #1, Commissioner David Fuentes as to content and detail of this Work Authorization No. 02.


HIDALGO COUNTY COMMISSIONER, PRECINCT 1


BY: David Fuentes


PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 07-01-19 as indicated below and effective as of 1 day of July, 2019.

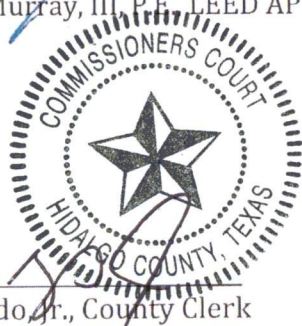
THE ENGINEER:

HALFF ASSOCIATES INC.


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


ATTEST:


By: Arturo Guajardo, Jr., County Clerk



THE OWNER:

HIDALGO COUNTY


By: Richard Cortez, County Judge

APPROVED BY
COMMISSIONERS' COURT
ON: 7/1/19 

LIST OF EXHIBITS

- EXHIBIT "A" -Service to be Provided by the Owner
- EXHIBIT "B" -Services to be Provided by the Engineer
- EXHIBIT "C" -Work Schedule
- EXHIBIT "D" -Cost Proposal

Halff Associates, Inc.

Professional Engineering Service Agreement C-18-198-07-31