

**HIDALGO COUNTY
Professional Engineering Services
Agreement #C-19-251-07-16**

WORK AUTHORIZATION NO. 1

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** professional engineers of Mission, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide Construction Management and Support for the Mechanical Shop located in Precinct No. 4.

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 **\$65,952.73**. 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 5 and 6 of the Agreement.

PART 4. FUNDING

This Work Authorization No. 1 shall be funded through funding source:

Account No. 0-1351-431-00-124-215-0-452

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 **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.4, Commissioner, Ellie Torres, as to content and detail of this **Work Authorization No. 1**.

**HIDALGO COUNTY
COMMISSIONER PRECINCT No. 4:**

BY: Ellie Torres

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 1/28/20 as indicated below and effective as of 28th day of January, 2020.

**THE ENGINEER:
B2Z ENGINEERING**

Nicholas Muñoz
By: Nicholas Muñoz, Vice President

**THE OWNER:
HIDALGO COUNTY**

Richard Cortez
By: Richard Cortez, County Judge

ATTEST:
Arturo Guajardo Jr.
By: Arturo Guajardo Jr., County Clerk

APPROVED BY
COMMISSIONERS' COURT
ON: 1-28-20 MM

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** as required in the coordination with the **USACE** and the Federal Emergency Management Agency (**FEMA**) and any other coordinating agency or entity (*when and if applicable*).
- (8) Review and approve the Project design criteria.
- (9) Review and approve change orders as required and prepared by the **ENGINEER**.

EXHIBIT B

Scope of Services to be provided by the Engineer

SECTION I - PROJECT DESCRIPTION

The services designated herein as “Services provided by the ENGINEER” shall include the performance of all engineering services for the following described facility:

COUNTY/CITY: HIDALGO COUNTY PRECINCT NO. 4

PROJECT/DESCRIPTION: WA#1 – New Mechanical Shop
On-Call Contract #C-19-251-07-16

ENGINEER shall mean B2Z Engineering.

COUNTY shall mean Hidalgo County.

EXHIBIT B

Scope of Services to be provided by the Engineer

Preliminary Design Values - *The ENGINEER will work with the Owner to establish basic design concepts, project controls and general scope of Projects.*

1. Review of existing project materials. This would include, but not limited to, budgets, preliminary designs, surveys, geotechnical reports, etc.
2. ~~Preliminary Cost Estimate~~ – In Architect's Scope

Meetings, Coordination & Support for Project Development - *The ENGINEER shall provide coordination services and shall assist in meetings and workshops with TxDOT, Hidalgo County, Hidalgo County Drainage District No. 1, Hidalgo County Irrigation Districts, and all other affected stakeholders. The ENGINEER shall serve as representative for the Owner in coordination items. The ENGINEER shall coordinate with the Owner's staff on all Project related items.*

3. Consultation and coordination with other County contracted consultants (Geotechnical Engineer, Surveyor, Construction Material Testing Engineer, FF&E, etc.).
4. Attend and participate in monthly design meetings to discuss progress, review designs and documents, and provide direction. This includes taking meeting minutes and distribution.

Construction Management Services - *The ENGINEER will provide support services for and during the planning/design/construction phase of the Project, or portions of the Project approved by the COUNTY. Specific services for CONSTRUCTION MANAGEMENT AND SUPPORT by the ENGINEER will include the following:*

Construction Bidding

5. The ENGINEER will provide oversight and assistance to the COUNTY with the needed procurement package based on a Competitive Sealed Proposal delivery method.
6. Contractor Outreach/ Pre-qualification of Contractors
7. Attend any pre-selection/bid meetings with the contractors

Construction Contract Administration and Oversight

8. Coordinate, plan and conduct the pre-construction meeting, record meeting minutes and distribute them to all attendees.
9. Conduct bi-weekly Owner, Architect, Contractor (OAC) construction progress meetings.
10. Assist the architect and/or contractor to confirm that all permits have been obtained to maintain the schedule.
11. Project site visits (three per week) to document and photograph the activity for a permanent record to be stored in PMIS.
 - a. Site visits will be documented via daily report that will include but not limited to:
 - i. Weather
 - ii. Work logs with man hour quantities.

EXHIBIT B

Scope of Services to be provided by the Engineer

- iii. General Notes, Issues and Concerns
 - iv. Site Safety Observations
 - v. Quality Control Observations
 - vi. Delays
 - vii. Equipment on site
12. Receive, review and direct all project documentation. This includes submittals, shop drawings, product data, samples, CMT reports, RFI's and any other required documentation for compliance with the Owner's design guidelines. All documentation will be stored in PMIS and will be turned over to County at the conclusion of project.
 13. Review Contract Change Directives (CCD's) and Proposed Change Orders (PCO's). negotiate and assist the processing of Change Orders (CO's) as needed.
 14. Review and verify all contractor pay requests. This will include verification of any stored material (material on hand).
 15. Conduct a 6-month and 11-month warranty walk through with the contractor, noting required repairs and warranty issues. Follow up with contractor to insure completion of all open items.

Exhibit C
Pct#4 - New Mechanical Shop

ID	Task Mode	Task Name	Duration	Start	Finish	Timeline																	
						Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
1		Preliminary Design Review	5 days	Mon 2/3/20	Fri 2/7/20																		
2		Review Existing Materials	5 days	Mon 2/3/20	Fri 2/7/20																		
3		Meetings, Coordination & Support for Project Development	70 days	Mon 2/3/20	Fri 5/8/20																		
4		Consultation & Coordination with the other Consultants (Geotech, Survey, CMT, FF&E, etc.)	70 days	Mon 2/3/20	Fri 5/8/20																		
5		Participate in Monthly Design Meetings	70 days	Mon 2/3/20	Fri 5/8/20																		
6		Construction Bidding	35 days	Mon 5/11/20	Fri 6/26/20																		
7		Overnight and assistance to Architect and Hidalgo County Purchasing department in the preparation of Competitive Sealed Proposal (CSP)	35 days	Mon 5/11/20	Fri 6/26/20																		
8		Procurement Package/Advertisement Docs																					
8		Contractor Outreach/Contractor Pre-Qualification	10 days	Mon 5/11/20	Fri 5/22/20																		
9		Attend Pre - RFQ/P Meeting	1 day	Wed 6/3/20	Wed 6/3/20																		
10		Construction Contract Administration and Oversight	399 days?	Mon 5/11/20	Thu 11/18/21																		
11		Coordinate and conduct a Pre-Construction Conference (PCC)	1 day?	Mon 6/29/20	Mon 6/29/20																		
12		Bi-Weekly Construction Meetings	135 days	Mon 7/13/20	Fri 1/15/21																		
13		Permit Coordination	25 days	Mon 5/11/20	Fri 6/12/20																		
14		Daily Project Site Visits with field reports and photographs.	135 days	Mon 7/13/20	Fri 1/15/21																		
15		Project Documentation (shop drawings, submittals, CMT Reports, Samples, etc.)	135 days	Mon 7/13/20	Fri 1/15/21																		
16		Change Order Review, Negotiation, and Preparation.	135 days	Mon 7/13/20	Fri 1/15/21																		
17		Review and verify Contractor Applications for Payment	135 days	Mon 7/13/20	Fri 1/15/21																		
18		Conduct 6 and 11 month walk through and Contractor follow-up.	219 days	Mon 1/18/21	Thu 11/18/21																		



**EXHIBIT D
FEE PROPOSAL**

**On Call Contract # C-19-251-07-18
Precinct 4 New Mechanical Shop
Hidalgo County
Work Authorization #1**

		MANHOURS				Total Line Item Cost
		Project Management Professional	Senior Construction Inspector	Admin/ Clerical	Total Hours	
TASKS						
Hidalgo County Work Authorization #1 ~ Precinct No. 4 New Mechanical Shop						
	Preliminary Design Values					
1	Review of Existing Materials	4	2		6	\$1,015.94
2	Preliminary Cost Estimate			In Architect Scope		
3	Meetings, Coordination & Support for Project Development	6	12	2	20	\$2,790.32
4	Consultation & Coordination with the other Consultants (Geotech, Survey, CMT, FF&E, etc.)	10			10	\$1,913.60
	(Construction Bidding)					
5	Oversight and assistance to Architect and Hidalgo County Purchasing department in the preparation of Competitive Sealed Proposal (CSP) Procurement Package/Advertisement Docs	8			8	\$1,530.88
6	Contractor Outreach/Contractor Pre-Qualification	3	3		6	\$949.83
7	Attend Pre - RFQP Meeting	3	3		6	\$949.83
	(Construction Contract Administration and Oversight)					
8	Coordinate and conduct a Pre-Construction Conference (PCC)	3	6	2	11	\$1,464.74
9	Bi-Weekly Construction Meetings	18			18	\$3,444.48
10	Permit Coordination	2	8		10	\$1,384.72
11	Daily Project Site Visits with field reports and photographs.	32	180		212	\$28,668.52
12	Project Documentation Review/Document Control (shop drawings, submittals, CMT Reports, Samples, etc.)	32		80	112	\$11,689.92
13	Change Order Review, Negotiation, and Preparation.	16		2	18	\$3,200.92
14	Review and verify Contractor Applications for Payment	12		4	16	\$2,574.64
15	Conduct 6 and 11 month walk through and Contractor follow-up.	2	4		6	\$883.72
	Subtotal Labor Hours	151	218	90	459	
	Labor Hours	151	218	90	459	
	Hourly Base Rates	\$ 55.00	\$ 36.00	\$ 20.00		
	Contract Rate FY2020	\$ 191.36	\$ 125.25	\$ 69.58		
	Total Costs	\$ 28,895.36	\$ 27,304.50	\$ 6,262.20		\$62,462.06
	Direct Expenses	\$ 3,490.67				
	Mileage: \$0.56/mile					
	Total Direct Expenses	\$ 3,490.67				

\$65,952.73

B2Z Engineering Total Cost

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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.
 B2Z Engineering, LLC
 McAllen, TX United States

Certificate Number:
 2020-583568

Date Filed:
 02/03/2020

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:
 02/03/2020

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-19-251-07-16
 On-Call Services for "Building Repairs, Renovations, Alterations and/or Other Related Services to County Owned Buildings" - Work Authorization #1 ~ New Mechanical Shop

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Gonzalez, Aisha	Mission, TX United States	X	

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)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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			Controlling	Intermediary
	Gonzalez, Aisha	Mission, TX United States	X	

5 Check only if there is NO Interested Party.

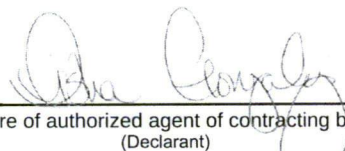
6 UNSWORN DECLARATION

My name is Aisha Gonzalez, and my date of birth is 01/23/1979.

My address is 900 S. Stewart Rd., Ste 4, Mission, TX, 78572, USA.
(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 3rd day of January, 2020.
(month) (year)



 Signature of authorized agent of contracting business entity
 (Declarant)