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Edinburg, Texas 78539  
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www.co.hidalgo.tx.us/purchasing

## TRANSMITTAL FORM

Today's Date:	<u>02/27/2020</u>	Department:	<u>124 - Commissioner Precinct 4</u>
Contract No.:	<u>C-19-252-07-16</u>	Effective Date:	<u>02/11/2020</u>
Description of Project:	<u>Professional Engineering Services for Addition at Hidalgo County Precinct 4</u>		
Awarded Vendor:	<u>Half Associates, Inc.</u>		
CC Approval on	<u>02/11/2020</u>	AI-	<u>74412</u>

### Routing of documents:

- ✓ 1. Executive Office – Attn: Monica Salinas
- ✓ 2. District Attorney's Office – Attn: Victor Garza
- ✓ 3. County Judge's Office – Attn: Richard F. Cortez
- \_\_\_\_\_ 4. County Clerk's Office – Attn: Arturo Guajardo, Jr.
- \_\_\_\_\_ 5. Purchasing Department – Attn: Betsy Roque ext. 4858

### ATTENTION COUNTY CLERK'S OFFICE:

Please do not attach the following to the minutes of this agenda due to the confidential nature of the information contained herein:

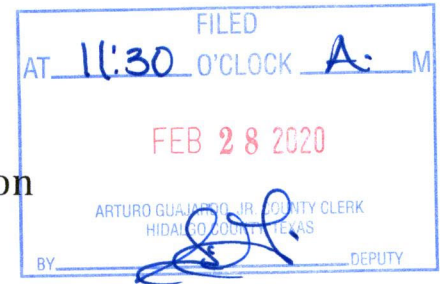
- Contract/Agreement
- Exhibit A – RFB Procurement Packet
- Exhibit B – Fee Schedule/Bid Page ( Pgs. \_\_\_\_\_ to \_\_\_\_\_ )
- Exhibit C – Certificate of Liability Insurance
- Other: \_\_\_\_\_

1. **AI-74412** [Requesting approval of Work Authorization #3 in connection to contract # C-19-252-07-16 with Halff Associates, Inc. for project specific: Storage Facility at Precinct 4 in the amount of \\$ 25,670.00. \(Audio Reference 1h:49m 35s\)](#)

[On motion by COMMISSIONER PCT. 3, JOE M. FLORES, seconded by COMMISSIONER PCT. 4, ELLIE TORRES, the Court made a UNANIMOUS vote of approval on Item 29.E.1.](#)

[Vote: 5 - 0 - Unanimously](#)

**Attachments:**  
[WA3](#)



## EXHIBIT E -Work Authorization

# HIDALGO COUNTY

Professional Engineering Services Contract # C-19-252-07-16

### 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 Professional Engineering Services for the Storage Addition at Hidalgo County Precinct 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 for \$25,670.00. 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.6 shall be funded through funding source: Account No. 0-1351-431-00-124-215-0-452 Requisition Number 00410816 (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 Acknowledgment and confirmation by Hidalgo County Precinct #4, Commissioner Ellie Torres as to content and detail of this Work Authorization No. 03.

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 02/11/2020 as indicated below and effective as of 11 day of February, 2020.

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: 2-11-20 MM

#### 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

# 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) Plumbing Engineering, 2) Electrical 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. 03 proposal under our existing Professional Service Agreement (C19-252-07-16) with Hidalgo County to provide:**

### **Design Phase Services**

- Project Management / Coordination
- Survey / Develop Base Map
- Site Visit Field verify civil requirements
- Site Visit Field verify electrical equipment and circuitry capacity
- Civil Demo Plans
- Electrical Demo Plans
- Civil Plans
- Civil Schedules / Details
- Electrical Plans
- Electrical Schedules / Details
- Specifications Front Ends
- Specifications Electrical
- Review Meeting
- Coordinate and specify shelving units
- Final Plan Production
- QAQC

### **Bid Phase Services**

- Pre-Bid Meeting (1 Visit)
- Response to RFI's
- Addenda
- Letter of Recommendation
- Contract Preparation

### **Construction Phase Services**

- Pre-Construction Meeting (1 Visit)
- Response to RFI's
- Review Submittals
- CA Phase Administrative Support
- Review Payment Applications
- Site Visits (2) Total
- Issue Field Observation Reports (1 Total)

- Issue one punch list
- Project Close-out

### **Specific Exclusions**

- Site visits in excess of those identified
- Construction phase activities in excess of 2 months from Contractor's Notice to Proceed
- 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.

- Design Phase Services                      3 months from NTP
- Bid Phase Services                            1 month from NTP
- Construction Phase Services                2 month from NTP

# EXHIBIT D

## Cost Proposal

### Plans and Specifications for Hidalgo County Precinct 4 Storage Addition

<b>Phase 1</b>	
• <b>Design Phase Services</b>	<b>\$19,275.00</b>
<b>Phase 2</b>	
• <b>Bid Phase Services</b>	<b>\$1,860.00</b>
<b>Phase 3</b>	
• <b>Construction Phase Services</b>	<b>\$4,285.00</b>
• <b>Expenses</b>	<b>\$250.00</b>
<b>Total:</b>	<b><u>\$25,670.00</u></b>

Half Associates, Inc.  
 Fee Schedule-Hidalgo County Precinct 4 Storage Addition  
 HIDALGO COUNTY 2019 On-Call Contract No: C19-252-07-16 \Work Authorization No. 03

Contracted Rate:	Project Manager	PE	EIT	Designer	Construct Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
<b>Phase 1 - Design Phase Services</b>											
Project Management/Coordination	4						8			12	\$1,480.00
Survey / Develop Base Map		2	2	4				4		10	\$1,440.00
Site Visit Field verify civil requirements		2	2			4				8	\$970.00
Site Visit Field verify electrical equipment and circuitry capacity		2	2			4				8	\$970.00
Civil Demo Plans		1	1	2						3	\$380.00
Electrical Demo Plans		1	1	2						4	\$480.00
Civil Plans		1	1	2						3	\$380.00
Civil Schedules/Details		1	1	2						2	\$290.00
Electrical Plans		1	1	2		4				9	\$970.00
Electrical Schedules/Details		1	1	4		4				10	\$1,015.00
Specifications Front Ends		1	1	2			4			7	\$740.00
Specifications Electrical		1	1	2			4			7	\$740.00
Review Meeting		1	1							3	\$620.00
Coordinate and specify shelving units		1	1	2			2			5	\$560.00
Final Plan Production		1	1	4		4				15	\$1,880.00
QA/QC		2	2							4	\$860.00
Subconsultant: Chanin Engineering									\$5,500	0	\$0.00
<b>Phase 1 Design Sub-Total (Hours)</b>	<b>9</b>	<b>18</b>	<b>19</b>	<b>22</b>	<b>0</b>	<b>20</b>	<b>18</b>	<b>4</b>	<b>\$5,500</b>	<b>110</b>	<b>\$19,275.00</b>
<b>Phase 1 Design Sub-Total (\$)</b>	<b>\$2,160</b>	<b>\$3,420</b>	<b>\$2,755</b>	<b>\$2,090</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,170</b>	<b>\$680</b>	<b>\$5,500</b>		
<b>Phase 2 - Bid Phase Services</b>											
Pre-bid meeting		2								2	\$380.00
Respond to RFIs		1.0			1					2	\$295.00
Acidenda		1		3						4	\$475.00
Letter of Recommendation		1								1	\$190.00
Contract Preparation		1						8		8	\$520.00
<b>Phase 2 Bid Phase Sub-Total (Hours)</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>\$0</b>	<b>17</b>	<b>\$1,860.00</b>
<b>Phase 2 Bid Phase Sub-Total (\$)</b>	<b>\$0</b>	<b>\$950</b>	<b>\$0</b>	<b>\$285</b>	<b>\$105</b>	<b>\$0</b>	<b>\$520</b>	<b>\$0</b>	<b>\$0</b>		
<b>Phase 3 - Construction Phase Services</b>											
Pre-construction meeting	1	1			1					3	\$535.00
Respond to RFIs		1			3					4	\$505.00
Review Submittals						4				4	\$260.00
CA Phase Administrative Support		2								2	\$380.00
Review payment application		3			3					6	\$885.00
Site Visits (2) Total		1			1					2	\$295.00
Issue Field Observation Reports (1 total)		1			1					2	\$295.00
Issue one punch list		4								4	\$760.00
Project Close-out	1							2		3	\$370.00
<b>Phase 3 Construction Admin Sub-Total (Hours)</b>	<b>2</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>\$0</b>	<b>30</b>	<b>\$4,285.00</b>
<b>Phase 3 Construction Admin Sub-Total (\$)</b>	<b>\$480</b>	<b>\$2,470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$945</b>	<b>\$0</b>	<b>\$390</b>	<b>\$0</b>	<b>\$0</b>		
<b>TOTAL HOURS (PRIME CONSULTANT)</b>										<b>157</b>	
<b>TOTAL EXPENSES</b>											<b>\$250.00</b>
<b>TOTAL LABOR PLUS EXPENSES</b>											<b>\$25,670.00</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

Certificate Number:  
 2020-584543

Date Filed:  
 02/05/2020

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 HALFF ASSOCIATES, INC  
 MCALLEN, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 Hidalgo County

**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.**  
 C19-252-07-16  
 Work Authorization No.3 Hidalgo County Precinct 4 Storage Addition

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Zapalac, Russell	Austin, TX United States	X	
	Tanksley, Dan	Richardson, TX United States	X	
	Sagel, Joseph	Richardson, TX United States	X	
	Murray, Menton	McAllen, TX United States	X	
	Moya, Mike	Austin, TX United States	X	
	Miller, Steven	Austin, TX United States	X	
	Kunz, Pat	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	
	Bargainer, Tim	Austin, TX United States	X	
	Baker , Jessica	Richardson, TX United States	X	
	Adams , Bobby	Houston, TX United States	X	

