


**HIDALGO COUNTY**  
**Program Management Services**  
**Work Authorization Form**  
**Contract # 16-267A-07-25**

|  |   |         |          |        |
|--|---|---------|----------|--------|
| FILED  | AT <u>10:00</u>   | O'CLOCK | <u>A</u> | M      |
| APR 09 2020  |   |         |          |        |
| ARTURO GUERRA, JR. COUNTY CLERK<br>HIDALGO COUNTY, TEXAS |   |         |          |        |
| BY   |  |         |          | DEPUTY |

**WORK AUTHORIZATION NO. 3**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the AIA Document C172-2014 Standard Form of Agreement Between Owner and Program Manager, approved by Commissioners' Court on July 25, 2017 ("**Agreement**"), made by and between **COUNTY OF HIDALGO, TEXAS**, action herein by, through or authorized by the **Commissioner's Court**, ("**Owner**") and Jacobs Project Management Services Co. ("**Program Manager**") for the Hidalgo County Courthouse Project ("**Project**").

**PART 1. WORK DESCRIPTION**

The purpose of this Work Authorization is for the Program Manager to provide Additional Services, generally described as follows:

Added Scope that includes the Level 5 – build out, level 3 Bump Out – build out along with the addition of site furnishings. The Jacobs team will extend the existing PMCM services to cover the extent of the HCCH Phase1: Added scope, as well as, provide Move Management services. The proposal provides to maintain 4 Full Time Equivalent (FTE's) to manage the Phase 1: Added Scope through completion and add one (1) Full Time Equivalent for 14 months to provide Move Management services.

The specific scope of services to be provided by the Program Manager under this Work Authorization is stated in the Fee Proposal letter from Jacobs to Rocío Villarreal dated February 13, 2020, which is attached as **EXHIBIT "A"** ("**Proposal**") that includes the Scope of Services, other terms and conditions and exhibits describing the additional and extended services that shall be provided by the Program Manager ("**Services**").

**PART 2. PRICE**

The lump sum price for all Services under this Work Authorization is Eight Hundred, Seventy-Five Thousand and 0/100 Dollars \$ **875,000.00** ("**Price**"). This amount includes any and all costs and expenses necessary to properly and timely provide all Services of this Work Authorization.

**PART 3. PAYMENT**

Payment to the Program Manager for the Services required by this Work Authorization that have been properly and timely performed shall be made in accordance with the terms of the Agreement and the Payment Schedule of Values attached to the Proposal as Exhibit B to the Proposal.

**PART 4. FUNDING**

This Work Authorization No. 3 shall be funded through funding source:  
Account No. 0-1100-419-40-125-035-0-730  
Requisition Number \_\_\_\_\_ (MUST BE INCLUDED AFTER CC APPROVAL)

**PART 5. PERIOD OF SERVICE**

The Services shall be provided according to the Execution Plan/Project Schedule/Staffing Plan attached to the Proposal as Exhibit A to the Porposal. This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon the proper completion of all of the Services, unless the Services are terminated earlier by the Owner, made with or without cause.

**PART 6. RESPONSIBILITIES AND OBLIGATIONS**

Program Manager shall be responsible for properly and timely providing all Services. This Work Authorization and the Services are subject to all applicable terms and conditions of the Agreement. This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

**PART 7. ACKNOWLEDGEMENT AND CONFIRMATION**

The Owner's Designated Representatives for the Project have reviewed and recommend approval of this Work Authorization, as evidenced by these signatures:

\_\_\_\_\_  
Reviewed and recommended  
by: Valde Guerra

\_\_\_\_\_  
Reviewed and recommended  
by: Isaac Sulemana

\_\_\_\_\_  
Reviewed and recommended  
by: Sergio Cruz

\_\_\_\_\_  
Reviewed and recommended  
by: Armando Garza, Sr.

**PART 8. LIMITATIONS, ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted and approved by Hidalgo County, Texas:

- a) Approval for Price of \$50,000.00 or less: by Owner's Designated Representatives Valde Guerra, Isaac Sulemana, Sergio Cruz, and Armando Garza, Jr. when acting jointly and unanimously on behalf of the Owner with respect to this Work Authorization; or
- b) Approval for Price greater than \$50,000.00: by Commissioners' Court on 3/24/20 as indicated below by signature of County Judge.

[Signature page follows.]


Effective Date: 3/24/20

**THE PROGRAM MANAGER:**  
Jacobs Project Management Services  
Co.

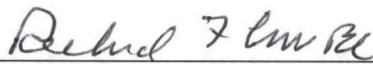


By: \_\_\_\_\_



  
By: Arturo Guajardo, Jr., County Clerk

**THE OWNER:**  
Hidalgo County, Texas



By: Richard F. Cortez, County Judge

**LIST OF ATTACHMENTS**

EXHIBIT "A" - Proposal

APPROVED BY  
COMMISSIONERS' COURT  
ON: 3/24/20 

February 13, 2019

Mrs. Rocio Villarreal  
Hidalgo County  
2818 S. Bus. Hwy. 281  
Edinburg, TX 78539

via email

Re: Fee Proposal for HCCH Phase 1: Added Scope between Hidalgo County and Jacobs Project Management Co.

Dear Mrs. Villarreal,

Below is Jacobs' price proposal to provide **Program and Construction Management Services** to Hidalgo County to assist the with completion of the remainder of the Hidalgo County Courthouse project. This Addendum is based on the HCCH Phase 1: Added Scope that includes the Level 5 – build out, level 3 Bump Out – build out along with the addition of site furnishings. The Jacobs team will extend the existing PMCM services to cover the extent of the HCCH Phase1: Added scope, as well as, provide Move Management services. The proposal provides to maintain 4 Full Time Equivalentents (FTE's) to manage the Phase 1: Added Scope through completion and add one (1) Full Time Equivalent for 14 months to provide Move Management services.

## Scope of Services:

### General:

1. Jacobs will provide program and construction management to include Phase 1: Added Scope that will take the project through March 2022 on the Hidalgo County Courthouse Program.
2. Jacobs will manage the day to day activities of the projects including managing the Design Team, Construction Manager at Risk, and all other Consultants, including those providing Envelope Testing, Test and Balance Consultants, Materials Testing Consultant, Geotech Consultant. Management of which includes attendance at weekly OAC meetings, processing pay applications, change administration, coordination between the construction team and the county administration and management throughout the close-out process.
3. In addition to Project Management Services, Jacobs will also provide financial project controls services. Jacobs will continue to meet with the County and provide monthly financial reconciliation between the HCCH Program and the County's budget office and provide financial close-out for the remaining project.
4. Jacobs will also provide move management services including move planning and coordination, move scheduling, budgeting and tracking, communication with end users and support staff, serving as POC during move and finally close out of vacated space as per client requirements.

### Specific:

1. Due to the complexity of the HCCH project, Hidalgo County has requested that Jacobs continue to provide full PMCM services consisting of three (3) FTE's providing a varying degree of Program and Construction Management Services along with one (1) FTE to provide project financial cost control services through substantial completion and activation. The 4 individuals

- assigned to the HCCH Program will be: Program Manager Oscar D. Garcia, Construction Manager Humberto Karr, Project Engineer Justin Salinas and Project Controls Specialist Colleen Daniel. It should be noted that all four individuals are already working on the HCCH program and have strong project specific knowledge necessary to ensure the progress and completion of the HCCH Phase 1: Added scope program. See Exhibit A – Project Schedule & Staffing Plan
2. As per Hidalgo County's request, the proposal also provides for (1) FTE to provide Move Management Services. In order to accomplish this, Colleen Daniel who has extensive Move Management experience in both the Healthcare and Federal Courthouse arenas, will transition from project controls to provide move management services. The team will backfill the project controls position.
  3. Jacobs' PMCM Services will continue services with a date certain completion of March 3, 2022. As per the request of the County, the Jacobs PMCM team will provide coverage through the end of HCCH Phase 1: Added Scope completion lead by program manager, Oscar D. Garcia, providing services to Hidalgo County for 14 months or when the Courthouse reaches substantial completion. Due to the complexity of the Courthouse and the importance of this project to the County and the future key users and tenants, it is Jacobs' recommendation that our experienced Program Manager, Oscar, continue his involvement with the project until activation of the new courthouse is substantially complete. After substantial completion, Humberto Karr will take the project through final completion and close-out. Please see the attached revised project schedule for reference.

**Exclusions and Clarifications:**

1. The Jacobs Program Management Team will continue utilizing the Hidalgo County facility located at 100 East Cano Street, Edinburg, Texas 78539.
2. Jacobs cloud services (SharePoint) and computer equipment are already in place for the RGV Team. If Hidalgo County team wishes, a proposal one can be provided to the county to provide for archival of the complete file structure of all pertinent project data files, as well as, handover of BIM drawings and software to Hidalgo County upon close out.
3. With the PMCM services extension, Jacobs will continue to provide all Program Management obligations including updating the master schedule, monthly report to the Commissioners Court and project website reporting.
4. Jacobs will not subcontract staff augmentation services nor utilize an M/WBE to provide PMCM and activation services.
5. Jacobs via Hidalgo County will update the Program-Wide Schedule.
6. The Jacobs team will continue to meet weekly to provide project status updates to the designated Owner Representative Group made up of Hidalgo County staff appointed by the Commissioners Court.
7. The Jacobs team will continue to provide project progress reporting to the Commissioners Court on a monthly basis or as determined by the Owner Representative group.
8. With the projects already in construction, Jacobs will provide services related to the Construction and close-out phase.
9. Upon completion of the PMCM services, Hidalgo County may at its discretion request a proposal from Jacobs to perform one (1) year warranty "walk throughs" post November 2022. Projects extending past February 28, 2022, the County will manage at its discretion. The County may request a proposal to extend project management services as needed.

10. It is Jacobs understanding the County may, at the County's discretion, reassign projects to Jacobs personnel as the County sees fit. It should be noted, Jacobs does recommend as common industry practice that a Project Manager stays with a project throughout the life cycle of said project however, the County reserves the right to reassign projects as needed.

#### **Compensation and Payment Schedule:**

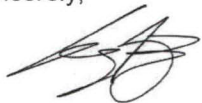
1. Payment Schedule reflects the staffing plan. (*Refer to Payment Schedule*) The total cost of this proposal is \$875,000.00.
2. Monthly Billing will start from April 2020 to March 2022 and Jacobs will submit monthly invoices for work performed in the previous month as prescribed in Exhibit B – Payment Schedule of Article XII of the *AIA Document C172 – 2014, Standard Form Agreement Between Owner and Program Manager for use on a Single Project*

#### **Continuation of Work**

Jacobs will make the appropriate staffing accommodations indicated in this proposal upon receipt of this signed proposal, Commissioner's Court approval, execution of agreement and/or issuance of Notice-to-Proceed, whichever occurs first. The proposed fee and schedule are based on our general understanding and assumptions of the services required for PMCM services to complete HCCH Phase 1: Added Scope. Should the scope of work or schedule change we will provide additional services as agreed to in writing by both parties.

We look forward to a continued working relationship with you and Hidalgo County staff and delivering a successful HCCH Program. Should you have any questions regarding this proposal or the services, please feel free to contact the Program Executive, Gerson 'Herschel' Acosta at 832-803-6897.

Sincerely,



Gerson 'Herschel' Acosta, CCM  
North Texas Business Leader

cc: Kristabel Lopez – *Jacobs*  
Oscar D. Garcia – *Jacobs*  
Jim Mclean – *Jacobs*





**Exhibit "B"**  
**TO AIA DOCUMENT C172-2014**  
**BY AND BETWEEN HIDALGO COUNTY, TEXAS, AS OWNER AND**  
**JACOBS PROJECT MANAGEMENT Co., AS PROGRAM MANAGER (THE "AGREEMENT")**

**PAYMENT SCHEDULE OF VALUES**

| <u>INV. #</u> | <u>Month</u> | <u>Monthly</u> | <u>Cumulative</u> | <u>Anticipated Project Phase</u>           |
|---------------|--------------|----------------|-------------------|--|
| 1             | 1            | 19,570.46      | 19,570.46         | Phase 1: Construction , Cx, and Activation |
| 2             | 2            | 19,570.46      | 39,140.91         | Phase 1: Construction , Cx, and Activation |
| 3             | 3            | 19,570.46      | 58,711.37         | Phase 1: Construction , Cx, and Activation |
| 4             | 4            | 19,570.46      | 78,281.82         | Phase 1: Construction , Cx, and Activation |
| 5             | 5            | 19,570.46      | 97,852.28         | Phase 1: Construction , Cx, and Activation |
| 6             | 6            | 19,570.46      | 117,422.73        | Phase 1: Construction , Cx, and Activation |
| 7             | 7            | 19,570.46      | 136,993.19        | Phase 1: Construction , Cx, and Activation |
| 8             | 8            | 19,570.46      | 156,563.64        | Phase 1: Construction , Cx, and Activation |
| 9             | 9            | 19,570.46      | 176,134.10        | Phase 1: Construction , Cx, and Activation |
| 10            | 10           | 19,570.46      | 195,704.55        | Phase 1: Construction , Cx, and Activation |
| 11            | 11           | 19,570.46      | 215,275.01        | Phase 1: Construction , Cx, and Activation |
| 12            | 12           | 19,570.46      | 234,845.46        | Phase 1: Construction , Cx, and Activation |
| 13            | 13           | 19,570.46      | 254,415.92        | Phase 1: Construction , Cx, and Activation |
| 14            | 14           | 19,570.46      | 273,986.37        | Phase 1: Construction , Cx, and Activation |
| 15            | 15           | 30,858.94      | 304,845.31        | Phase 1: Construction , Cx, and Activation |
| 16            | 16           | 30,858.94      | 335,704.25        | Phase 1: Construction , Cx, and Activation |
| 17            | 17           | 30,858.94      | 366,563.19        | Phase 1: Construction , Cx, and Activation |
| 18            | 18           | 30,858.94      | 397,422.13        | Phase 1: Construction , Cx, and Activation |
| 19            | 19           | 89,548.29      | 486,970.42        | Phase 1: Construction , Cx, and Activation |
| 20            | 20           | 89,548.29      | 576,518.71        | Phase 1: Construction , Cx, and Activation |
| 21            | 21           | 89,548.29      | 666,067.00        | Phase 1: Close Out , Cx, and Activation    |
| 22            | 22           | 89,548.29      | 755,615.29        | Phase 1: Close Out , Cx, and Activation    |
| 23            | 23           | 89,548.29      | 845,163.58        | Phase 1: Close Out , Cx, and Activation    |
| 24            | 24           | 29,836.42      | 875,000.00        | Phase 1: Close Out , Cx, and Activation    |