

EXHIBIT E -Work Authorization

HIDALGO COUNTY
Professional Engineering Services Contract # C-20-185-06-30

Work Authorization Form

WORK AUTHORIZATION NO. 02

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 engineering services for a generator addition, make modifications necessary for the installation of a new x-ray machine, and consolidate two existing electrical services into one at the Hidalgo County Forensic Center.

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 \$42,512.00. 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. _____ 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 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 _____, _____ as to content and detail of this Work Authorization No. 02.

HIDALGO COUNTY

BY:


PART 8. ACCEPTANCE AND APPROVAL This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of ____ day of _____, 2020.

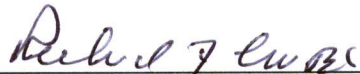
THE ENGINEER:

THE OWNER:


HALFF ASSOCIATES INC.

HIDALGO COUNTY


By: Jose A. Delgado, P.E., RCDD, LEED AP


By: Richard F. Cortez, County Judge

ATTEST:


By: Arturo Guajardo, Jr., County Clerk



APPROVED BY
COMMISSIONERS' COURT
ON: 9/29/20 

LIST OF ATTACHMENTS

ATTACHMENT "A" -Service to be Provided by the Owner

Half Associates, Inc.

Professional Engineering Service Agreement C-20-185-06-30

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) Surveying, 2) Civil Engineering, 3) Mechanical/ Plumbing Engineering, 4) Electrical Engineering, 5) Structural Engineering, 6) Architectural design for X-ray machine operation.** 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. 02 proposal under our existing Professional Service Agreement (C-20-185-06-30) with Hidalgo County to provide engineering services for a generator addition, make modifications necessary for the installation of a new x-ray machine, and consolidate two existing electrical services into one at the Hidalgo County Forensic Center.

Phase 1: Electrical and Architectural Assessment

- Develop generator system solution assessment.
- Assessment to include:
 - Generator fuel type, diesel vs. natural gas, pros and cons for this site
 - Approximate location of generator location
 - Electrical loads to be served by generator
 - Assessment presentation to Purchasing and Health Department
- Perform site investigation with county's electrician to develop high level electrical one-line diagram of existing conditions.
 - This is for both existing building electrical services.
- Initial coordination with AEP for the consolidation of Coordinate with AEP for the consolidation of both existing electrical services in to one.
- Architectural conceptual design for an approximately 400 S.F. room retrofit to incorporate a new X-Ray machine.
- The architect will prepare a cad file of the preliminary floor plan to meet applicable building codes and program provided.
 - The team will evaluate the site conditions and information provided for the X-ray equipment and any evaluation from a licensed physicist
- Refer to attached architectural scope of services for additional items.

Phase 2: Document Production Phase

- Review existing documents and conditions
- Site investigation/existing conditions for design
- Determine generator rating based on loads
- Modifications to electrical distribution systems
- Development of one-line diagram
- Electrical site plans development
- Exterior to building lighting design for generator system
- 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
- Structural engineering design for generator mechanical yard
- X-Ray Room: Architectural coordination with the City for Plan approval and pre-permit plan review.
 - Will coordinate with the County to provide Architectural plan portion to be issued to the State Health Services.
- Demolition plans
- Division 1 specs
- Technical specifications
- Design meetings
- Design phase administrative support
- Issuance of final documents
- Refer to attached architectural scope of services for additional items.

Phase 3: Construction Phase Services

- Pre-construction meeting (1 Visit)
- Response to RFI's
- Review submittals
- Review payment applications (3 visits per site)
- Additional site observation meetings (1 visit per site)
- Field observations/ punch lists (2 field meetings per site)
- Project Close-out
- Refer to attached architectural scope of services for additional items.

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 (NTP)
- Work not associated with the construction scope
- Geotechnical report or soil sampling. The county shall engage others to perform this task
- The County will facilitate an in-house electrician to assist to field locate electrical circuits, electrical panels, and to determine electrical loads relevant to the design at each of the four sites.
- The County will be responsible for issuing the plans and X-Ray equipment with the Texas Department of State Health Services Radiation Control.
- Structural Engineering for any ceiling mounted track is to be provided by others and excluded from this proposal.
- This proposal excludes environmental assessments. (Asbestos, air quality surveys).
- This proposal excludes Landscape and Irrigation Design Services. This can be provided under a separate proposal.
- Refer to attached architectural scope of services for additional exclusions and clarifications.

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.

The following schedule is contingent on the NTP being provided during the week of 08/31/2020.

EXHIBIT D

Cost Proposal

Plans and Specifications for Engineering services engineering services for a generator addition, make modifications necessary for the installation of a new x-ray machine, and consolidate two existing electrical services into one at the Hidalgo County Forensic Center.

Phase 1	
• Electrical and Architectural Assessment	\$ 5,398.00
Phase 2	
• Document Production Phase	\$25,372.00
Phase 3	
• Construction Phase Services	\$11,242.00
• Expenses	\$500.00
Total:	<u>\$42,512.00</u>

