



2812 S. Bus. Hwy 2811
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

TRANSMITTAL FORM

Today's Date:	<u>02/09/2021</u>	Department:	<u>124 - Commissioner Precinct 4</u>
Contract No.:	<u>C-20-687-12-29</u>	Effective Date:	<u>02/09/2021</u>
Description of Project:	<u>Work authorization #1</u>		
Awarded Vendor:	<u>Raba Kistner, Inc</u>		
CC Approval on	<u>02/09/2021</u>	AI-	<u>79454</u>

Routing of documents:

- 1. Executive Office – Attn: Monica Salinas
- 2. District Attorney's Office – Attn: Robert Viña
- 3. County Judge's Office – Attn: Richard F. Cortez
- 4. County Clerk's Office – Attn: Arturo Guajardo, Jr.
- 5. Purchasing Department – Attn: Alexandra Vela ext. 4865

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: _____

APPROVED

AI-79454

Purchasing Department
18. E. 1.

CC REGULAR AGENDA SPECIAL Prct. 4
MTG

Meeting 02/09/2021
Date:

Submitted Marty Salazar, PURCHASING DEPT.
For:

Submitted Heidi Ortiz, PURCHASING DEPT.
By:

Department: PURCHASING DEPT.

Information

CAPTION

A. Requesting approval of Amendment No. 1 [re: Section #2 to contract #C-20-687-12-29] with Raba-Kistner, Inc. for On-Call Professional Engineering Services for Construction Material & Geotechnical Testing for Precinct 4.

B. Requesting approval for Work Authorization #1 in the amount of \$14,494.15 under the current on call agreement with Raba-Kistner, Inc(C-20-687-12-29) for the provision of Construction Material and Geo-Technical Testing for " F.M.2812- Hidalgo County Head Start Program Parking Lot Improvements".

BACKGROUND

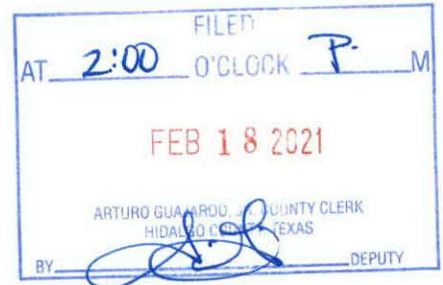
Amendment #1 is for Section #2 to require Work Authorizations.

Fiscal Impact

CALENDAR YEAR: ACCT. #:

FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:



Work Authorization Form

HIDALGO COUNTY
Professional Engineering Services for
"Geo Technical/Construction Material Testing Services"
Agreement # C-20-687-12-29

WORK AUTHORIZATION NO. 1

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, **Raba Kistner, Inc.** professional engineers of McAllen, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the "engineering services" to provide construction material testing for the proposed F.M 2812- Hidalgo County Head Start program parking lot improvements.

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 \$14,494.15. 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 **Exhibit "D"** of the Agreement.

PART 4. FUNDING

This Work Authorization No. 1 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 **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. ___** .

**HIDALGO COUNTY
COMMISSIONER 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 _____ as indicated below and effective as of ___ day of _____, 202__.

**THE ENGINEER:
RABA KISTNER, INC.**

By: _____
Isidoro Arjona, P.E., PMP

**THE OWNER:
HIDALGO COUNTY**

By: Richard Cortez
Richard Cortez, County Judge

ATTEST:

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



**APPROVED BY
COMMISSIONERS' COURT
N: 2/9/21**

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 proposed F.M. 2812- Hidalgo County Head Start Program Parking Lot Improvements located within Hidalgo County hereinafter denoted as the **Project**.

GENERAL:

The **Owner** will provide to the **Engineer** the following:

- 1) Provide the authorization to proceed with services through coordination with the project consulting and design Engineer.
- 2) Payment for work performed by the **Engineer** and accepted by the **Owner** in accordance with Article 3 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 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 Exhibit "C" attached to this Work Authorization.
- 6) Attend and participate in progress meetings as required and as coordinated and conducted by **Engineer**.

ATTACHMENT B

Scope of Service to be provided by the Engineer

The services designed herein as "Services provided by the ENGINEER" shall include the performance of all engineering services and project description in (*attachments herein*) for the following described facility:

ENTITY	Hidalgo County Precinct No. 4
Project Description	Proposal for Construction Materials Observation and Testing Services "F.M. 2812- Hidalgo County Head Start Program Parking Lot Improvements" "ON CALL" CMT SERVICE AGREEMENT No. <u>C-20-687-12-29</u>
Engineer	Raba Kistner, Inc.

Proposal No.: PMD20-117-00
December 18, 2020

Exhibit B



Raba Kistner, Inc.
800 East Hackberry
McAllen, TX 78501
www.rkci.com

P 956.682.5332
F 956.682.5487
TBPE Firm F-3257
TBAE Firm BR 3427

Mr. Valde Guerra, Commissioner Court Executive Officer
Hidalgo County Precinct No. 4
112 E. Cano
Edinburg, Texas 78589

**RE: Proposal for Construction Materials Observation and Testing Services
Proposed F.M. 2812 - Hidalgo County Head Start Program Parking Lot Improvements
Within the Existing Hidalgo County Precinct No. 4 Facility
Edinburg, Hidalgo County, Texas**

Dear Mr. Guerra:

RABA KISTNER Consultants, Inc. (RKCI) is pleased to submit this proposal for Construction Materials Observation and Testing Services for the above referenced project.

Our opinion of probable cost of services for this project is: **\$14,494.15**

Our proposed scope of services and estimated item quantities are based upon our interpretation of the project plans received by our office via electronic-mail attachment from Ms. Alexandra Vela, with Hidalgo County (CLIENT) on Thursday, December 17, 2020, and are without the aid of the general contractor's schedule. The scope and quantity of services provided will be dependent upon the actual services required/requested by you and/or your representatives. Charges will be assessed only for actual services rendered. All services authorized or requested by you and/or your representatives in excess of the quantities of observation and testing services shown herein will be charged at the appropriate unit rate for such services. Charges will be invoiced on a monthly basis and will show a computerized composite total of services rendered for each service category.

This amount should not be considered a maximum but is **RKCI's** estimate of the probable costs associated with implementing the work outlined on Page Nos. 4 and 5 of this document. The means/methods, sequencing, and scheduling of the Contractor and its Subcontractors, can significantly impact our estimate of the probable cost.

Invoices will be submitted monthly for work in progress in our standard format. Our invoices are due and payable upon receipt at P.O. Box 971037, Dallas, Dallas County, Texas 75397-1037. All parties hereby agree that this contract upon acceptance will be performable in Bexar County, Texas. In the event that the State of Texas legislates a sales tax on professional services, the amount of tax applicable will be added to the appropriate service rate charged by **RKCI**.



Proposal No.: PMD20-117-00
December 18, 2020

Exhibit B

We appreciate the opportunity of submitting this proposal and look forward to working with you during the construction of this project. Please return one signed copy of this letter proposal to provide written authorization for our firm to commence work on the services outlined herein. Please complete the attached Project Data Sheet for invoicing and reporting information.

Very truly yours,

RABA KISTNER Consultants, Inc.



Saul Cruz, EIT
Graduate Engineer

SC/EA
Attachments: Basic Charges
I-Standard Terms and Conditions
II-Schedule of Fees
Copies submitted: Above (1)

Accepted By: _____
(Signature)

(Typed or Printed Name)

(Title)

Date: _____



BASIC CHARGES

1. A vehicle travel charge will be assessed for round trip travel from our office to the project site, material supplier, etc. and back to our office. The charges for travel from our office to the project site and return to our office will be as follows:

Travel Time (round trip) _____ 1.0 /hour(s)

Vehicle Trip Charge _____ \$ 53.00/trip

2. Service Charges are based on the hourly rates stated herein and will be assessed from the time the Engineer or Technician leaves our office until he returns from the project.
3. Any engineering and/or technical services provided on Saturday, Sunday and all work in excess of "normal" work hours, as stated herein, Monday through Friday, will be charged at an overtime rate of 1.5 times the appropriate hourly rate. Our total cost of services is based upon the assumption most services will be provided during "normal" work hours. Providing an excessive amount of services during days and/or hours requiring overtime rates may significantly increase the total cost of services shown herein.
4. "Normal" work hours are between 7:00 a.m. and 6:00 p.m., including travel time to and from the site unless stated otherwise. Overtime charges will be assessed after eight (8) continuous hours of service rendered during "normal" work hours.
5. Minimum of 2 hours billing per visit to project site.
6. A ten (10) percent project management and administration cost will be added to all invoices.
7. Our opinion of probable cost for each proposal to be submitted is based upon an estimate of the construction materials observation and testing services required to meet the project requirements. Because the general contractor has control over the project and determines the means and methods used to build/construct the project, our proposed scope of services is an estimate. On the basis of the general contractor's schedule, potential retesting of non-compliance items, weather related issues, the actual total services and fees may be higher or lower than the estimates in our proposal. **RKCI** will keep you **CLIENT** apprised of our billings in comparison to our opinion of probable cost (project budget) over the life of the project. All tests noted as retests of previously non-complaint areas will be billed to the **CLIENT**. **RKCI** will invoice these tests separately to allow **CLIENT** to segregate the charges from our normal charges. This will allow **CLIENT** to back charge the general contractor as necessary. **CLIENT** will be responsible for payment of all services rendered by **RKCI** for the project.
8. **RKCI** will utilize the on-site initial field curing facilities provided by the contractor. The cost of providing and maintaining these initial curing facilities is not included in our proposal.



**CONSTRUCTION MATERIALS TESTING UNIT RATES
HIDALGO COUNTY HEAD START PROGRAM PARKING LOT IMPROVEMENTS**

SERVICE	UNIT RATE		QUANTITY	TOTAL
Earthwork:				
1. Moisture-Density Relationship (Proctor)	\$263.50	each	3	\$790.50
2. Atterberg Limits Determinations (P.I.) (ASTM/AASHTO)	\$96.25	each	3	\$288.75
3. Sieve Analysis -200	\$65.00	each	2	\$130.00
4. Sieve Analysis - Flexible Base Material	\$65.00	each	1	\$65.00
5. Technician Time Sampling	\$56.00	hour	6	\$336.00
6. Lime Series Curve Determination Including Five pH Determinations	\$473.25	hour	as requested	
7. Field Density Test - Utility	\$24.00	each	17	\$408.00
8. Technician Time - Density Testing - Utility Backfill	\$56.00	hour	34	\$1,904.00
9. Field Density Test - Parking Lot	\$24.00	each	8	\$192.00
10. Technician Time - Density Testing - Parking Lot	\$56.00	hour	8	\$448.00
11. Proof Rolling Observations - Pavement	\$56.00	hour	as requested	
12. Vehicle Travel Charge	\$53.00	trip	24	\$1,272.00
Subtotal				\$5,834.25
Concrete: Civil				
1. Concrete Compressive Strength Tests	\$17.50	each	35	\$612.50
2. Technician Time - Concrete Testing	\$56.00	hour	14	\$784.00
3. Air Content of Concrete	\$33.00	each	7	\$231.00
4. Technician Time - Pick-Up of Specimen(s)	\$56.00	hour	14	\$784.00
5. Vehicle Travel Charge	\$53.00	trip	14	\$742.00
Subtotal				\$3,153.50
Reinforcing Steel:				
1. Reinforcing Steel Observation	\$56.00	hour	2	\$112.00
2. Vehicle Travel Charge	\$53.00	trip	1	\$53.00
Subtotal				\$165.00
Asphalt: Parking Area - Road Repair				
1. Asphaltic Concrete Laydown Observation	\$68.00	hour	4	\$272.00
2. Extraction, Gradation, Bitumen Content and Laboratory Density of Asphaltic Concrete	\$325.50	each	1	\$325.50
3. Maximum Theoretical Specific Gravity of Asphalt	\$119.00	each	1	\$119.00
4. Nuclear Densities	\$24.00	each	4	\$96.00
5. Asphaltic Concrete Coring:				
a.) Two Men	\$116.00	hour	4	\$464.00
b.) Coring Rig	\$130.00	day	1	\$130.00
c.) Generator	\$109.25	day	1	\$109.25
d.) Bit Wear - Quartz Aggregate (River Gravel)	\$5.00	in.-in.	32	\$160.00
e.) Core Density	\$24.25	each	4	\$97.00
6. Vehicle Travel Charge	\$53.00	trip	2	\$106.00
Subtotal				\$1,878.75

Rates Continued Pg. 5



CONSTRUCTION MATERIALS TESTING UNIT RATES
HIDALGO COUNTY HEAD START PROGRAM PARKING LOT IMPROVEMENTS

Masonry: Dumpster Pad				
1. Masonry Observation	\$71.50	hour	12	\$858.00
2. Mortar/Grout Compressive Strength Testing	\$20.75	each	20	\$415.00
3. Compressive Strength CMU Prism	\$228.50	each	AS REQUESTED	
4. Technician Time - Pick-Up of Specimen(s)	\$56.00	hour	8	\$448.00
5. Vehicle Travel Charge	\$53.00	trip	8	\$424.00
Subtotal				\$2,145.00
Professional Services:				
1. Project Coordination	\$110.00	hour	As requested	
2. Geotechnical / Materials Engineer	\$165.00	each	As requested	
3. Vehicle Travel Charge	\$53.00	trip	As requested	
Subtotal				
Other:				
1. Project Administration (Markup of Invoiced Billing Cycle)	10%			\$1,317.65
Subtotal				\$1,317.65
			GRAND TOTAL	\$14,494.15

ATTACHMENT D

Cost Proposal

CONSTRUCTION MATERIALS TESTING UNIT RATES
HIDALGO COUNTY HEAD START PROGRAM PARKING LOT IMPROVEMENTS

SERVICE	UNIT RATE		QUANTITY	TOTAL
Earthwork:				
1. Moisture-Density Relationship (Proctor)	\$263.50	each	3	\$790.50
2. Atterberg Limits Determinations (P.I.) (ASTM/AASHTO)	\$96.25	each	3	\$288.75
3. Sieve Analysis -200	\$65.00	each	2	\$130.00
4. Sieve Analysis - Flexible Base Material	\$65.00	each	1	\$65.00
5. Technician Time Sampling	\$56.00	hour	6	\$336.00
6. Lime Serles Curve Determination Including Five pH Determinations	\$473.25	hour	as requested	
7. Field Density Test - Utility	\$24.00	each	17	\$408.00
8. Technician Time - Density Testing - Utility Backfill	\$56.00	hour	34	\$1,904.00
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12. Vehicle Travel Charge	\$53.00	trip	24	\$1,272.00
Subtotal				\$5,834.25
Concrete: Civil				
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2. Technician Time - Concrete Testing	\$56.00	hour	14	\$784.00
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Subtotal				\$3,153.50
Reinforcing Steel:				
1. Reinforcing Steel Observation	\$56.00	hour	2	\$112.00
2. Vehicle Travel Charge	\$53.00	trip	1	\$53.00
Subtotal				\$165.00
Asphalt: Parking Area - Road Repair				
1. Asphaltic Concrete Laydown Observation	\$68.00	hour	4	\$272.00
2. Extraction, Gradation, Bitumen Content and Laboratory Density of Asphaltic Concrete	\$325.50	each	1	\$325.50
3. Maximum Theoretical Specific Gravity of Asphalt	\$119.00	each	1	\$119.00
4. Nuclear Densities	\$24.00	each	4	\$96.00
5. Asphaltic Concrete Coring:				
a.) Two Men	\$116.00	hour	4	\$464.00
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c.) Generator	\$109.25	day	1	\$109.25
d.) Bit Wear - Quartz Aggregate (River Gravel)	\$5.00	in.-in.	32	\$160.00
e.) Core Denstly	\$24.25	each	4	\$97.00
6. Vehicle Travel Charge	\$53.00	trip	2	\$106.00
Subtotal				\$1,878.75

Rates Continued Pg. 5



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HIDALGO COUNTY HEAD START PROGRAM PARKING LOT IMPROVEMENTS

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2. Geotechnical / Materials Engineer	\$165.00	each	As requested	
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Subtotal				
Other:				
1. Project Administration(Markup of Invoiced Billing Cycle)	10%			\$1,317.65
Subtotal				\$1,317.65
			GRAND TOTAL	\$14,494.15





**Hidalgo County
Head Start Program
Purchase Order**

Vendor ID N°

Date

Purchase Order N°

12/18/2020

107605

Billing/Shipping Address:

1901 West State Hwy 107
McAllen, TX 78504

Vendor Address

RABA KISTNER, INC
P.O. BOX 690287
SAN ANTONIO, TX 78269-0287

ENTERED
12/20/20

Attention:

Tax Exempt #74-6000717	Requisition N° REQ# 20-02134	Telephone: (956) 380-4149 Fax: (956) 381-0439
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Item Description	Unit	Qty	Unit Price	Total
Engineering Services for Edinburg V paving	Each	1.00	\$14,494.15	\$14,494.15
Bld # 2020-608-11-18-ABV	Each	1.00	\$0.00	\$0.00
CC APPROVAL 12.8.2020	Each	1.00	\$0.00	\$0.00

Purchase Order Total: \$14,494.15

Internal Coding:

19	5160	20	1003	505

Notice to Vendors:

1. In accepting this order, vendor agrees to deliver the merchandise at prices stated hereon, or at lower prices and may better terms and discounts prevailing or quoted up to date of shipment.
2. In accepting of this purchase order you must comply with the delivery of goods within 10 working days.
3. No payment on any and all partial orders will be made.
4. Vendors will be paid 30 days after receiving of merchandise.

Signature

Program Director

[Signature]
12.18.2020

Signature

Procurement Director

[Signature]

Signature

CFO

[Signature]