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TRANSMITTAL FORM

Today's Date:	<u>05/10/2021</u>	Department:	<u>220 - Facilities Management</u>
Contract No.:	<u>C-20-680-12-29</u>	Effective Date:	<u>05/04/2021</u>
Description of Project:	<u>WA No.2 [C-20-680-12-29] Electrical System Renovations to County Owned Buildings</u>		
Awarded Vendor:	<u>Half Associates, Inc.</u>		
CC Approval on	<u>05/04/2021</u>	AI-	<u>80614</u>

Routing of documents:

- _____ 1. Executive Office – Attn: Monica Salinas
- _____ 2. District Attorney's Office – Attn: Select ADA
- ✓ _____ 3. County Judge's Office – Attn: Richard F. Cortez
- _____ 4. County Clerk's Office – Attn: Arturo Guajardo, Jr.
- _____ 5. Purchasing Department – Attn: Hector Garcia ext. 4857

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: _____


FILED	AT <u>2:00</u>	O'CLOCK	<u>P.</u>	M
MAY 11 2021				
ARTURO GUERRA, JR. COUNTY CLERK HIDALGO COUNTY, TEXAS				
BY				DEPUTY

EXHIBIT E -Work Authorization

HIDALGO COUNTY
Professional Engineering Services Contract # C-20-680-12-29

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, 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 Electrical System Renovations to County Owned Buildings.

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 \$8,550.00. 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. 1-1100-419-40-220-050-0-334 Requisition Number 433449 (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 Precinct No.4 Commissioner Ellie Torres**, as to content and detail of this **Work Authorization No. 2**.

HIDALGO COUNTY

COMMISSIONER PRECINCT No.4

BY: *Ellie Torres*
Ellie Torres, Commissioner

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 05/04/2021 as indicated below and effective as of 04th day of May, 2021.

THE ENGINEER:

THE OWNER:

HALFF ASSOCIATES INC.

HIDALGO COUNTY

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

Richard F. Cortez
By: Richard F. Cortez, County Judge

ATTEST:

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



APPROVED BY
COMMISSIONERS COURT
ON: 5/4/21 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

Halff Associates, Inc.

Professional Engineering Service Agreement C-20-680-12-09

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. 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. 02 proposal under our existing Professional Service Agreement (C-20-185-06-16) with Hidalgo County to provide engineering services for the Electrical System Renovations to County Owned Buildings located at the McAllen Tax Office:

Phase 1: Electrical Assessment

- Perform site investigation with county's electrician to develop high level electrical one-line diagrams.

Phase 2: Document Production Phase

- Review existing documents and conditions
- Site investigation/existing conditions for design
- Modifications to electrical distribution system
- Development of one-line diagram
- Electrical site plans development
- Develop project specific details
- Coordination with utility company
- Demolition plans
- Division 1 specs
- Technical specifications
- Design meetings
- Design phase administrative support
- Issuance of final documents

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

Specific Exclusions

Half Associates, Inc.

Professional Engineering Service Agreement C-20-680-12-29

- Work related to ACM Abatement
- Site visits more than those identified
- 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

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 05/03/2021.

Phase 1: Electrical Assessment

Start: Week of 05/03, Finish: Week of 05/03

Phase 2: Document Production Phase

Start: Week of 05/03, Finish: Week of 05/17

Phase 3: Construction Phase Services

Start: Week of 05/24, Finish: Week of 06/21

EXHIBIT D

Cost Proposal

Plans and Specifications for Engineering services for Electrical System Renovations to County Owned Buildings located at McAllen Tax Office.

Phase 1	
• Electrical Assessment	\$475.00
Phase 2	
• Document Production Phase	\$5,650.00
Phase 3	
• Construction Phase Services	\$2,275.00
• Expenses	\$150.00
Total:	<u>\$8,550.00</u>

