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## TRANSMITTAL FORM

Today's Date:	<u>05/19/2021</u>	Department:	<u>000 - Hidalgo County</u>
Contract No.:	<u>C-20-680-12-29</u>	Effective Date:	<u>05/18/2021</u>
Description of Project:	<u>SA No.1 to WA No.2 [C-20-680-12-29]</u>		
Awarded Vendor:	<u>Half Associates, Inc.</u>		
CC Approval on	<u>05/18/2021</u>	AI-	<u>80830</u>

### Routing of documents:

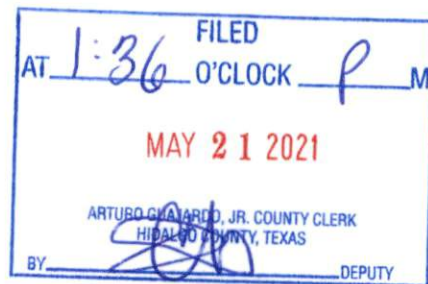
- ✓ 1. Executive Office – Attn: Monica Salinas
- ✓ 2. District Attorney's Office – Attn: Robert Viña
- ↓ 3. County Judge's Office – Attn: Richard F. Cortez
- \_\_\_\_\_ 4. County Clerk's Office – Attn: Arturo Guajardo, Jr.
- \_\_\_\_\_ 5. Purchasing Department – Attn: Hector Garcia ext. 4857

### **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: Legal Approval

**EXHIBIT "F"**  
Supplemental Agreement Form



THE STATE OF TEXAS §  
  §  
COUNTY OF HIDALGO §

SUPPLEMENTAL AGREEMENT NO. 1  
TO WORK AUTHORIZATION NO.2  
TO AGREEMENT FOR PROFESSIONAL SERVICES  
C-20-680-12-29

**THIS SUPPLEMENTAL AGREEMENT** is made pursuant to the terms and conditions of the Professional Services Agreement made by and between **HIDALGO COUNTY**, acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and **Halff Associates, Inc.**, hereinafter called the "**Engineer**".

**WITNESSETH**

**WHEREAS**, the **Owner** and the **Engineer** executed the **Agreement** on the 29<sup>th</sup> day of **December 2020** concerning Professional Engineering Services for "**Repairs, Renovations, Alterations, Additions, and/or Other Related Services**";

**WHEREAS**, it has become necessary to amend Exhibit "B", Scope of Services to be provided by the Engineer of Work Authorization No.2; and

**WHEREAS**, it has become necessary to amend Exhibit "C", Work Schedule of Work Authorization No.2; and

**WHEREAS**, it has become necessary to amend Exhibit "D", Cost Proposal of Work Authorization No.2; and

**WHEREAS**, the estimated cost will increase from the original Work Authorization No.2 amount of **\$8,550.00 to \$16,781.00**; therefore the amount of Supplemental No.1 is for **\$8,231.00**.

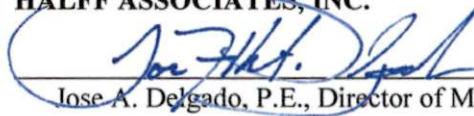
**NOW, THEREFORE**, in consideration of the mutual covenants provided below, the **Owner** and the **Engineer** agree that said **Agreement** is amended as follows:

- I. Sections of the agreement, EXHIBIT "B" – Scope of Services to be provided by the Engineer, EXHIBIT "C" – Work Schedule and EXHIBIT "D" – Cost Proposal; are revised to include the supporting documentation required for the increase and modifications of this Supplemental.

**All other provisions are unchanged and remain in full force and effect.**

IN WITNESS WHEREOF, the **Engineer** and the **Owner** have caused this Supplemental Agreement to the Agreement for Professional Services to be executed as of the 18th day of May, 2021

**THE ENGINEER:  
HALFF ASSOCIATES, INC.**



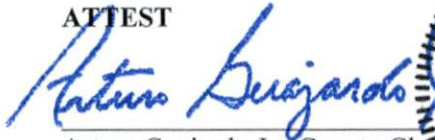
Jose A. Delgado, P.E., Director of MEP / ITS Engineering

**THE OWNER:  
HIDALGO COUNTY**



Richard F. Cortez, County Judge

**ATTEST**



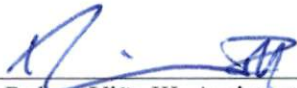
Arturo Guajardo Jr., County Clerk



APPROVED BY  
COMMISSIONERS COURT  
ON: 5/18/21 

**APPROVED AS TO FORM**

Hidalgo County District Attorney's Office



Robert Viña III, Assistant Criminal District Attorney  
Civil Litigation Division

**LIST OF ATTACHMENTS**

- Exhibit "A" – Services to be provided by the Owner
- Exhibit "B" – Services to be provided by the Engineer
- Exhibit "C" – Work Schedule
- Exhibit "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.** 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-20-185-06-16) with Hidalgo County to provide engineering services for the Electrical System Renovations to County Owned Buildings located at the McAllen Tax Office and Edinburg Annex Building III:**

### **Phase 1: Electrical Assessment – McAllen Tax Office**

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

### **Phase 2: Document Production Phase – McAllen Tax Office**

- 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 – McAllen Tax Office**

- 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

#### **Phase 4: Electrical Assessment – Edinburg Annex Building III**

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

#### **Phase 5: Document Production Phase – Edinburg Annex Building III**

- 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
- Technical specifications
- Design meetings
- Design phase administrative support
- Issuance of final documents

#### **Phase 6: Construction Phase Services – Edinburg Annex Building III**

- 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**

- 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 – McAllen Tax Office**

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

**Phase 2: Document Production Phase – McAllen Tax Office**

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

**Phase 3: Construction Phase Services – McAllen Tax Office**

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

**Phase 4: Electrical Assessment – Edinburg Annex Building III**

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

**Phase 5: Document Production Phase – Edinburg Annex Building III**

Start: Week of 05/17, Finish: Week of 05/24

**Phase 6: Construction Phase Services – Edinburg Annex Building III**

Start: Week of 05/24, Finish: Week of 06/28

# EXHIBIT D

## Cost Proposal

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

<b>Phase 1</b>	
• <b>Electrical Assessment – McAllen Tax Office</b>	<b>\$475.00</b>
<b>Phase 2</b>	
• <b>Document Production Phase – McAllen Tax Office</b>	<b>\$5,650.00</b>
<b>Phase 3</b>	
• <b>Construction Phase Services – McAllen Tax Office</b>	<b>\$2,275.00</b>
<b>Phase 4</b>	
• <b>Electrical Assessment – Edinburg Annex Building III</b>	<b>\$525.00</b>
<b>Phase 5</b>	
• <b>Document Production Phase – Edinburg Annex Building III</b>	<b>\$5,281.00</b>
<b>Phase 6</b>	
• <b>Construction Phase Services – Edinburg Annex Building III</b>	<b>\$2,275.00</b>
• <b>Expenses</b>	<b>\$300.00</b>
<b>Total:</b>	<b><u>\$16,781.00</u></b>

Halff Associates, Inc.

Fee Schedule-engineering services for the Electrical System Renovations to County Owned Buildings

HIDALGO COUNTY 2020 On-Call Contract No: C-20-680-12-29\Work Authorization No. 02 - Supplemental #1

	Project Manager	PE	EIT	Designer	Construction Admin	CAD Tech	Clerical	Survey Manager (RPLS)	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:	\$240	\$190	\$145	\$95	\$105	\$75	\$67	\$165	\$170			
<b>Phase 1</b>												
<b>Site Investigation/Existing Conditions Phase - McAllen Tax Office</b>												
Perform site visit to site with county's electrician		2.5									2.5	\$475.00
Phase 1 Design Sub-Total (Hours)	0	2.5	0	0	0	0	0	0	0	0	2.5	\$475.00
Phase 1 Design Sub-Total (\$)	\$0	\$475	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$475.00
<b>Phase 2</b>												
<b>Design Services - McAllen Tax Office</b>												
Review Existing Documents and Proposed Equipment (Plans)		2	2								4	\$670.00
Site Investigation/Existing Conditions for Design		2									2	\$380.00
Modifications to electrical distribution system		2				2					4	\$530.00
Development of one-line diagram		2				1					3	\$455.00
Electrical site plans development			1			1					2	\$220.00
Develop project specific details			2			2					4	\$440.00
Coordination with utility company	2	1	2								5	\$960.00
Demolition Plans			1			2					3	\$295.00
Division 1 Specs		1					2				3	\$324.00
Technical Specs	1	1					2				4	\$564.00
Design Meeting (1)	1										1	\$240.00
Design Phase Administrative Support							6				6	\$402.00
Issuance of Final Documents				1		1					2	\$170.00
Phase 2 Design Sub-Total (Hours)	4	11	8	1	0	9	10	0	0	0	43	\$5,650.00
Phase 2 Design Sub-Total (\$)	\$960	\$2,090	\$1,160	\$95	\$0	\$675	\$670	\$0	\$0	\$0		\$5,650.00
<b>Phase 3</b>												
<b>Construction Administration Phase - McAllen Tax Office</b>												
Pre Construction Meeting (1 Visit)	0.5		1								1.5	\$265.00
Response to RFI's			1		2		1				4	\$422.00
Review Submittals			2		2		1				5	\$567.00
Review Payment Applications (3 visits)		1			2		1				4	\$467.00
Additional site observation meetings (1 extra)					1		1				2	\$172.00
Field Observations/Punch Lists(2 Field Meetings)					2						2	\$210.00
Project Close-out					1		1				2	\$172.00
Phase 3 Construction Admin Sub-Total (Hours)	0.5	1	4	0	10	0	5	0	0		20.5	\$2,275.00
Phase 3 Construction Admin Sub-Total (\$)	\$120	\$190	\$580	\$0	\$1,050	\$0	\$335	\$0	\$0	\$0		\$2,275.00
<b>Phase 4</b>												
<b>Site Investigation/Existing Conditions Phase - Annex Bldg III</b>												
Perform site visit to site with county's electrician		2	1								3	\$525.00
Phase 4 Design Sub-Total (Hours)	0	2	1	0	0	0	0	0	0	0	3	\$525.00
Phase 4 Design Sub-Total (\$)	\$0	\$380	\$145	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$525.00

Half Associates, Inc.

Fee Schedule-engineering services for the Electrical System Renovations to County Owned Buildings  
 HIDALGO COUNTY 2020 On-Call Contract No: C-20-680-12-29\Work Authorization No. 02 - Supplemental #1

	Project Manager	PE	EIT	Designer	Construction Admin	CAD Tech	Clerical	Survey Manager (RPLS)	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:	\$240	\$190	\$145	\$95	\$105	\$75	\$67	\$165	\$170			
<b>Phase 5</b>												
<b>Design Services - Annex Bldg III</b>												
Review Existing Documents and Proposed Equipment (Plans)		2	2								4	\$670.00
Site Investigation/Existing Conditions for Design		2	1								3	\$525.00
Modifications to electrical distribution system		2	1			2					5	\$675.00
Development of one-line diagram		2	1			1					4	\$600.00
Electrical site plans development			1			1					2	\$220.00
Develop project specific details			2			2					4	\$440.00
Coordination with utility company		1	2								3	\$480.00
Demolition Plans			1			2					3	\$295.00
Technical Specs	1	1					2				4	\$564.00
Design Meeting (1)	1										1	\$240.00
Design Phase Administrative Support							6				6	\$402.00
Issuance of Final Documents				1		1					2	\$170.00
<b>Phase 5 Design Sub-Total (Hours)</b>	<b>2</b>	<b>10</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>\$5,281.00</b>
<b>Phase 5 Design Sub-Total (\$)</b>	<b>\$480</b>	<b>\$1,900</b>	<b>\$1,595</b>	<b>\$95</b>	<b>\$0</b>	<b>\$675</b>	<b>\$536</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$5,281.00</b>
<b>Phase 6</b>												
<b>Construction Administration Phase - Annex Bldg III</b>												
Pre Construction Meeting (1 Visit)	0.5		1								1.5	\$265.00
Response to RFI's			1		2		1				4	\$422.00
Review Submittals			2		2		1				5	\$567.00
Review Payment Applications (3 visits)		1			2		1				4	\$467.00
Additional site observation meetings (1 extra)					1		1				2	\$172.00
Field Observations/Punch Lists(2 Field Meetings)					2						2	\$210.00
Project Close-out					1		1				2	\$172.00
<b>Phase 6 Construction Admin Sub-Total (Hours)</b>	<b>0.5</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20.5</b>	<b>\$2,275.00</b>
<b>Phase 6 Construction Admin Sub-Total (\$)</b>	<b>\$120</b>	<b>\$190</b>	<b>\$580</b>	<b>\$0</b>	<b>\$1,050</b>	<b>\$0</b>	<b>\$335</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,275.00</b>
<b>TOTAL HOURS (PRIME CONSULTANT)</b>	<b>\$1,080</b>	<b>\$2,755</b>	<b>\$1,740</b>	<b>\$95</b>	<b>\$1,050</b>	<b>\$675</b>	<b>\$1,005</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>130.5</b>	
<b>TOTAL EXPENSES (EST. REIMBURSABLES)</b>												<b>\$300.00</b>
<b>TOTAL LABOR PLUS EXPENSES</b>												<b>\$16,781.00</b>