



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>06/01/2021</u>	Department:	<u>125 - Commissioner's Court Executive Office</u>
Contract No.:	<u>C-20-183-07-21</u>	Effective Date:	<u>07-21-2020</u>
Description of Project:	<u>W.A.#2 under C-20-183-07-21 - Bio-Safety Lab South Parking Lot, Canopy on Existing Parking, Lighting</u>		
Awarded Vendor:	<u>SAMES, Inc.</u>		
CC Approval on	<u>06/01/2021</u>	AI-	<u>81008</u>

Routing of documents:

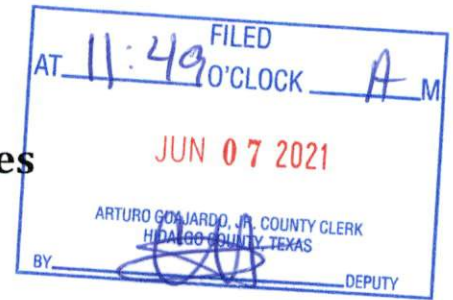
- ✓ 1. Executive Office – Attn: Monica Salinas
- N/A 2. District Attorney's Office – Attn: N/A
- _____ 3. County Judge's Office – Attn: Richard F. Cortez
- _____ 4. County Clerk's Office – Attn: Arturo Guajardo, Jr.
- _____ 5. Purchasing Department – Attn: JD Cortez ext. 4882

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 – Services/Requirements
- Exhibit B – Bid Page
- Exhibit C – Certificate of Liability Insurance
- Other: _____

HIDALGO COUNTY
Professional Engineering Services
Contract # C-20-183-07-21
Work Authorization Form



WORK AUTHORIZATION NO. 2

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 1 of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and **SAMES, 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, and Surveying Services needed for the Testing/Bio-Safety Laboratory Facility for Hidalgo County Health Department.

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 \$ **13,047.50**. 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 6** of the Agreement.

PART 4. FUNDING

This Work Authorization No. 2 Shall be funded through funding source:

Account No. 1-1301-441-00-340-070-0-730

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 scope of the work authorization.**

PART 6. RESPONSIBILITIES AND OBLIGATIONS

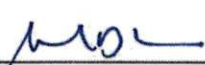
This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

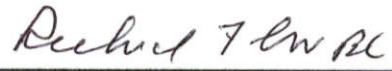
PART 7. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of ___ day of _____, 2021.

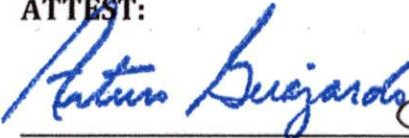
**THE ENGINEER:
SAMES, Inc.**

**THE OWNER:
HIDALGO COUNTY**


By: Samuel D. Maldonado, CEO


By: Richard F. Cortez, County Judge

ATTEST:


By: Arturo Guajardo, Jr., County Clerk



APPROVED BY
COMMISSIONERS COURT
ON: 6/1/21 JRC

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

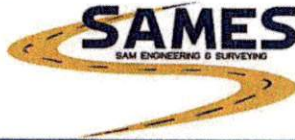
The following provides an outline of the services to be provided by the **Owner** in the development of the **Project**.

GENERAL:

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

- 1) Provide the authorization to proceed with services through coordination with the project consulting with the Engineer.
- 2) Payment for work performed by the **Engineer** and accepted by the **Owner** in accordance with Article 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 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**.

SAM Engineering and Surveying



Engineering Firm Reg # 10602 Surveying Firm Reg # 101416-00
200 South 10th Street, Suite 1500, McAllen, Texas 78501 Phone: (956) 702-8880 Fax: (956) 702-8883

May 24, 2021

Martha L. Salazar
Hidalgo County Purchase Agent
2812 S. Business Hwy 281
Edinburg, Texas 78539

Re: Testing/Bio-Safety Laboratory Facilities for Hidalgo County Health Department

Ms. Salazar,

We are pleased to submit this proposal to provide additional Professional Engineering, Surveying Services in relation to the **Testing/Bio-Safety Laboratory Facility Project**. These additional services consist of providing Civil Engineering and Surveying Services for the addition of a parking area south of the proposed Testing/Bio-Safety Laboratory facility, a canopy cover for an existing parking area south of the new parking area along S. 28th Ave., and additional lighting for the existing parking areas on the east side of the Hidalgo County Health Department on behalf of the County of Hidalgo. Our proposal ensures full scope of services as required to successfully complete this additional work for a total fee of **\$13,047.50**

Please find attached the following:

- Exhibit B: Scope of Services by Engineer
- Exhibit C: Preliminary Schedule
- Exhibit D: Fee Schedule Breakdown
- Exhibit D1: Contract Rates

We appreciate the opportunity to assist Hidalgo County with this important project and are committed to ensure this additional scope is coordinated within schedule of original design. Please call me at 956-702-8880 if you have any questions or would like to discuss this project.

Thank you,

Nadwa J. Lopez, P.E.

FOR Jessica Maldonado, PE, PMP
Director of Professional Services

EXHIBIT "B"
SCOPE OF SERVICES TO BE PROVIDED BY ENGINEER

As per our understanding of the requirements for this proposal, SAMES will be providing Professional Engineering and Surveying Services for the development of a new parking lot along S. 28th Ave., south of the proposed Testing/Bio-Safety Laboratory Facilities for the Hidalgo County Health Department. Such work shall also include a new canopy cover over an existing parking area (south of the new parking lot) and additional lighting for the existing parking areas just east of the Hidalgo County Health Dept. Building. All work shall be done in accordance with City of Edinburg, Hidalgo County, and The State of Texas building requirements.

- I. The work to be furnished under this Authorization for Professional Services related to the additional development of the property is detailed as follows (this list is not intended to be comprehensive)
 - A. **Surveying** – provide topographic surveying, collection of field data, utility coordination, and establish horizontal and vertical control for the new improvements within the project area
 - B. **Civil Engineering** – Services under Civil Engineering include all site infrastructure improvements.
 - a. Development of civil construction plans, specifications, and opinion of preliminary construction cost for bidding of work. Plans include but are not limited to the following:
 1. Project Site Layout
 2. Demolition Plan
 3. Grading plan
 4. Paving plan
 5. Site Drainage & Detention Plan
 6. Cross-Section pavement design
 7. Striping Plan
 8. Lighting Plan (for existing parking areas)
 9. Canopy Plan (for existing parking lot)
 10. Standard civil details
 - b. Coordination with local utility companies for adjustments, conflicts, and proposed lighting
 - c. Submittal of construction documents to the reviewing agencies and address any comments received for final approval.
 - d. Assist with advertisement and bidding process, including attending bid opening, tabulation of bids, and recommendation for award.
 - C. **Construction Management** – Services under Construction Management include:
 - a. hold a pre-construction conference
 - b. approval of submittals
 - c. Periodic onsite visits and response to design questions
 - d. Review of contractor request for payment and change orders
 - e. Review construction material testing reports
 - f. Conduct a preliminary and final walk-thru
 - g. Provide project closeout documentation
 - h. Provide As-built drawings of developed site civil improvements.
 - i. *These services do not include construction staking.



Today's Date: 5/21/2021
 Start Date: 5/24/2021 (Green line)
 Working Days
 Days Complete
 Days Remaining

WBS	Tasks	Start	End	% Complete	Duration (Days)
1	PRE-DESIGN	5/24/21	5/28/21	40%	5
1.1	Contracting	5/24/21	5/28/21	40%	5
2	SURVEYING SERVICES	6/01/21	6/02/21	0%	2
2.1	Boundary & Topographic Field Surveying	6/01/21	6/02/21	0%	2
2.2	Utility Coordination	6/01/21	6/02/21	0%	2
3	CIVIL DESIGN	6/01/21	6/30/21	0%	22
3.1	50% Submittal	6/01/21	6/15/21	0%	11
3.3	Final Submittal	6/16/21	6/30/21	0%	14
4	BIDDING	7/01/21	7/30/21	0%	22
5	CONSTRUCTION MANAGEMENT	8/02/21	8/30/21	0%	44
5.1	Construction Notice to Proceed	8/02/21	8/02/21	0%	1
5.2	Construction	8/04/21	9/17/21	0%	45
5.3	Final Close-Out Submittal	9/24/21	9/24/21	0%	5

EXHIBIT C - PRELIMINARY SCHEDULE

Start	End	% Complete	Duration (Days)
5/24/21	5/28/21	40%	5
5/24/21	5/28/21	40%	5
6/01/21	6/02/21	0%	2
6/01/21	6/02/21	0%	2
6/01/21	6/02/21	0%	2
6/01/21	6/30/21	0%	22
6/01/21	6/15/21	0%	11
6/16/21	6/30/21	0%	14
7/01/21	7/30/21	0%	22
8/02/21	8/30/21	0%	44
8/04/21	9/17/21	0%	45
9/24/21	9/24/21	0%	5

EXHIBIT D
Testing/Bio-Safety Laboratory Facility for Hidalgo County Hidalgo County Health Department
(Work Authorization 1)- Addition of South Parking Lot, Canopy Cover

ESTIMATE SUMMARY OF MAN-HOURS

TASK DESCRIPTIONS		Principal/ Surveyor (RPLS)	Project Manager (PE)	Assist. Engineer (EIT)	GPS Survey Crew	CADD Tech III	Project Admin	Totals
Surveying Services								
1	Topographic and Boundary Survey Field Data Collection	0	0	2	8	2	0	12
2	Utility Coordination		0.75	3	0	0	0	3.75
3	H&V Project Control, Establish Project Benchmarks	0	0	1	0	0	0	1
4	As-built Field Data Collection	0	0.75	3	8	6	0	17.75
Subtotal Labor Hours		0	1.5	9	16	8	0	
Civil Engineering								
1	30% Submittal PS&E	0	4	8	0	12	1	25
2	60% Submittal PS&E	0	4	8	0	16	1	29.0
3	100% Submittal PS&E	0	4	16	0	12	2	34.0
5	Coordination for lighting	0	1	4	0	0	0	5
4	Asbuilts Record Drawings	0	1	2	0	4	2	9
5	Progress Meetings	0	3	3	0	0	0	6
6	Bidding & Award Coordination	0	1	1	0	0	3	5
7	Review of Pay Application, Change Orders, & RFI's	0	1	4	0	0	3	8
8	Review of CMT Reports	0	1	4	0	0	0	5
9	Site Visitations	0	2	8	0	0	0	10
10	Final Closeout Documents	0	1	4	0	0	4	9
Subtotal Hours		0	23	62	0	44	16	145
TOTAL HOURS		0	24.5	71	16	52	16	324.5
Loaded Hourly Rates		\$ 150.00	\$ 125.00	\$ 75.00	\$ 120.00	\$ 45.00	\$ 25.00	
Direct Labor		\$ -	\$ 3,062.50	\$ 5,325.00	\$ 1,920.00	\$ 2,340.00	\$ 400.00	
TOTAL ESTIMATE		\$ -	\$ 3,062.50	\$ 5,325.00	\$ 1,920.00	\$ 2,340.00	\$ 400.00	\$ 13,047.50

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
 2021-757849

Date Filed:
 05/26/2021

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

SAMES, Inc.
 mcallen, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Hidalgo County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

C-20-183-07-21
 WORK AUTHORIZATION #2 FOR TESTING/BIO SAFETY LABORATORY FACILITY

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	MALDONADO, Saul	MCALLEN, TX United States	X	
	Maldonado, Samuel	MCALLEN, TX United States	X	

5 Check only if there is NO Interested Party.

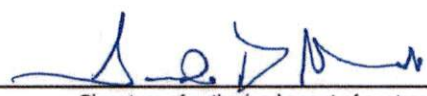
6 UNSWORN DECLARATION

My name is Saul Maldonado, and my date of birth is 02/14/1979.

My address is 200 S 10th St Suite 1500, McAllen, TX, 78501, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 26th day of MAY, 2021.
(month) (year)



 Signature of authorized agent of contracting business entity
 (Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
 SAMES, Inc.
 mcallen, TX United States

Certificate Number:
 2021-757849

Date Filed:
 05/26/2021

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
 Hidalgo County

Date Acknowledged:
 05/26/2021

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
 C-20-183-07-21
 WORK AUTHORIZATION #2 FOR TESTING/BIO SAFETY LABORATORY FACILITY

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	MALDONADO, Saul	MCALLEN, TX United States	X	
	Maldonado, Samuel	MCALLEN, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)