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TRANSMITTAL FORM

Today's Date:	<u>06/17/2021</u>	Department:	<u>125 - Commissioner's Court Executive Office</u>
Contract No.:	<u>C-20-204-06-09</u>	Effective Date:	<u>06-09-2020</u>
Description of Project:	<u>WA#3 Construction Management & Oversight of the Bio-Safety Lab Project</u>		
Awarded Vendor:	<u>B2Z</u>		
CC Approval on	<u>06/15/2021</u>	AI-	<u>81203</u>

Routing of documents:


- ✓ 1. Executive Office – Attn: Monica Salinas
- ✓ 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 Construction Management Services
Contract # C-20-204-06-09
Work Authorization Form

AT	1:30	FILED	P	M
O'CLOCK				
JUL 02 2021				
ARTURO GUERRA, JR. COUNTY CLERK HIDALGO COUNTY, TEXAS				
BY				DEPUTY

WORK AUTHORIZATION NO. 3

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 7 of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **B2Z Engineering, LLC**, professional Construction Managers of Mission, Texas, hereinafter called "**Construction Manager**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Construction Manager** to provide professional construction management services required for the **Construction Management and Oversight** of the **Hidalgo County Laboratory Project** for **Hidalgo County** hereinafter referred to as the "**Project**".

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 **Construction Manager** is identified in **EXHIBIT "B" – Scope of Services to be provided by the Construction Manager** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is **\$189,832.08**. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "D" Fee Schedule**.

PART 3. PAYMENT

Compensation and payment to the **Construction Manager** 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.3 shall be funded through funding source:
Account No. **1-1301-441-00-340-078-0-730**
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 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. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on June 19, 2021 as indicated below.

THE CONSTRUCTION MANAGER:
B2Z ENGINEERING, LLC

Nicholas Muñoz
By: Nicholas Muñoz Vice President

THE OWNER:
HIDALGO COUNTY

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

ATTEST:

Antonio Guajardo Jr.



APPROVED BY
COMMISSIONERS COURT
ON: 6/15/21 jrs

LIST OF ATTACHMENTS

- Exhibit A – Services to be Provided by the Owner
- Exhibit B – Services to be Provided by the Construction Manager
- Exhibit C – Work Schedule
- Exhibit D – Fee Schedule

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**.

EXHIBIT B

SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION MANAGER

SECTION I - PROJECT DESCRIPTION

The services designated herein as "Services provided by the CONSTRUCTION MANAGER" shall include the performance of all construction management services for the following described facility:

COUNTY/CITY: HIDALGO COUNTY

PROJECT/DESCRIPTION: HEALTH DEPARTMENT TESTING/BIO-SAFETY LABORATORY

CONSTRUCTION MANAGER shall mean B2Z Engineering.

STATE shall mean Texas Department of Transportation.

COUNTY shall mean Hidalgo County.

ARCHITECT shall mean Architect of Record

EXHIBIT B

SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION MANAGER

SECTION 12 - CONSTRUCTION PHASE SERVICES (Function Code 320)

Const. Management Services:

The CONSTRUCTION MANAGER will provide support services for and during the construction phase of the Project, or portions of the Project approved by the COUNTY. Specific services for CONSTRUCTION MANAGEMENT AND SUPPORT by the CONSTRUCTION MANAGER will include the following:

Construction Contract Administration and Oversight:

- 1) In general, the CONSTRUCTION MANAGER will provide the management and engineering support/data required for consultation and advisement to the COUNTY and act as the COUNTY's representative as it relates to the various aspects of design, as well as construction as provided in the General Condition of the Construction Contract.
- 2) The CONSTRUCTION MANAGER will coordinate and conduct a pre-construction conference.
- 3) Defects and Deficiencies. The CONSTRUCTION MANAGER will use his best efforts to protect the COUNTY against defects and deficiencies in the work of the ARCHITECT and Contractor. The CONSTRUCTION MANAGER will promptly notify the COUNTY of any such defect or deficiency and take all steps possible to require the ARCHITECT or Contractor to correct the defect or deficiency.

Construction Management and Inspection:

- 1) The CONSTRUCTION MANGER will coordinate various aspects of the project development component as directed by the COUNTY.
 - 2) The CONSTRUCTION MANGER will act as an agent of the COUNTY when dealing with the ARCHITECT hired by the COUNTY.
 - 3) The CONSTRUCTION MANGER will coordinate with the COUNTY on a bi-weekly basis to ensure that the project is meeting all defined project goals.
 - 4) The CONSTRUCTION MANGER will perform other various coordination tasks as directed by the COUNTY to push the project through various aspects of project development.
 - i. Administer the construction contract.
 - ii. Assist the contractor to confirm that all permits have been obtained to maintain the schedule.
 - iii. Arrange for Owner contracted independent testing agency for required materials testing and special inspections in conjunction with County officials. Reports will be posted to the Project Management Information System (PMIS).
 - iv. Track construction progress and compliance with the construction schedule.
 - v. Track and control project construction contingency funds
 - vi. Facilitate the integration of the various County departments, government agencies and public and private utilities into the process as needed to maintain the schedule.
-

EXHIBIT B

SCOPE OF SERVICES TO BE PROVIDED BY THE CONSTRUCTION MANAGER

- vii. Daily project site visits to document and photograph the activity for a permanent record to be stored in PMIS.
 - i. Site visits will be documented via daily report that will include but not limited to:
 - 1. Weather
 - 2. Work logs with man hour quantities.
 - 3. General Notes, Issues and Concerns
 - 4. Site Safety Observations
 - 5. Quality Control Observations
 - 6. Delays
 - 7. Equipment on site
 - viii. Receive, review and direct all project documentation. This includes submittals, shop drawings, product data, samples, CMT reports, RFI's and any other required documentation for compliance with the Owner's design guidelines. All documentation will be stored in PMIS and will be turned over to County at the conclusion of project.
 - ix. Review Contract Change Directives (CCD's) and Proposed Change Orders (PCO's). Prepare and process Change Orders (CO's) as needed.
 - x. Review and verify all Contractor pay requests.
 - xi. Verify stored material with architect prior to approval of payment.
 - xii. Participate in the creation of the final punch list with the architect during the architect's evaluation of substantial completion. Once the certificate of substantial completion is issued, we'll monitor the completion of the punch list work. The construction manager will participate in the architect's final inspection and acceptance of the work.
 - xiii. Act as liaison and central point of communication between contractor, architect, the County and other affected stakeholders.
 - xiv. Conduct bi-weekly OAC (owner, architect, and contractor) construction progress meetings.
 - xv. Interact daily with the contractor to resolve potential problems or issues before they turn into change orders or cause delays.
 - xvi. Obtain and review record drawings from the architect.
 - xvii. Conduct a 6-month warranty walk through with the contractor, noting required repairs and warranty issues. Follow up with contractor to insure completion of all open items.
 - xviii. Conduct an 11-month warranty walk through with the contractor, noting required repairs and warranty issues. Following up with contractor to insure completion of all open items.
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EXHIBIT "C"
PROJECT SCHEDULE

Testing-Bio Safety Lab
Hidalgo County

TASK AND DESCRIPTION	2021		2022											
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
WA #3 ~ Construction Phase Services														
Coordinate and conduct the Pre-Construction Conference														
Issue Notice to Proceed														
Construction														
Project Close Out														
Turnover														
Move-in														

B2Z Engineering
 Hidalgo County



**EXHIBIT D
FEE PROPOSAL**

**Contract # C-20-204-06-09
Health Department Testing/Bio-Safety Laboratory
Hidalgo County
Work Authorization #3**

<i>Construction Contract Administration, Management & Inspection Services</i>		MANHOURS				Total Line Item Cost
		Project Manager	Senior Construction Inspector	Admin/ Clerical	Total Hours	
TASKS						
Construction Contract Administration, Management and Inspection						
1	Coordinate and conduct a Pre-Construction Conference	6	4	4	14	\$2,250.28
2	Conduct bi-weekly construction meetings	40	40	40	120	\$17,660.40
3	Permit coordination	4	16	4	24	\$3,304.20
4	Daily project site visits with field reports and photographs.	100	600	40	740	\$103,968.40
5	Project documentation review/document control (shop drawings, submittals, CMT Reports, Samples, etc.)	60	100	40	200	\$30,193.60
6	Change order review, negotiation, and preparation.	20	40	20	80	\$11,393.80
7	Review and verify contractor applications for payment	40	20	40	100	\$15,096.80
8	Conduct 6 and 11 month walk through and contractor follow-up.	2	8	2	12	\$1,652.10
Subtotal Labor Hours		272	828	190	1290	
Labor Hours		272	828	190	1290	
Hourly Base Rates		\$ 68.00	\$ 36.00	\$ 20.00		
Contract Rate FY2021		\$ 242.12	\$ 128.18	\$ 71.21		
Total Costs		\$ 65,856.64	\$ 106,133.04	\$ 13,529.90		\$185,519.58

Direct Expenses Mileage: \$0.575/mile \$ 4,312.50

Total Direct Expenses \$ 4,312.50

B2Z Engineering Total Cost

\$189,832.08

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.
B2Z Engineering, LLC
Mission, TX United States

Certificate Number:
2021-764961

Date Filed:
06/10/2021

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:

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-20-204-06-09
WA#3 - BSL Construction Management and Oversight

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Gonzalez, Aisha	Mission, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Aisha Gonzalez, and my date of birth is 1/23/79.

My address is 900 S. Stewart Rd. Suite 4, Mission, TX, 78572, 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 10th day of June, 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

Certificate Number:
 2021-764961

Date Filed:
 06/10/2021

Date Acknowledged:
 06/10/2021

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

B2Z Engineering, LLC
 Mission, TX United States

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Hidalgo County

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C-20-204-06-09
 WA#3 - BSL Construction Management and Oversight

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Gonzalez, Aisha	Mission, 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)