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Edinburg, Texas 78539
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TRANSMITTAL FORM

Today's Date:	<u>09/15/2021</u>	Department:	<u>220 - Facilities Management</u>
Contract No.:	<u>C-20-680-12-29</u>	Effective Date:	<u>09/07/2021</u>
Description of Project:	<u>WA No.4 C-20-680-12-29 - Structural Engineering Study to Annex III Bldg.</u>		
Awarded Vendor:	<u>Half Associates, Inc.</u>		
CC Approval on	<u>09/07/2021</u>	AI-	<u>82283</u>

Routing of documents:

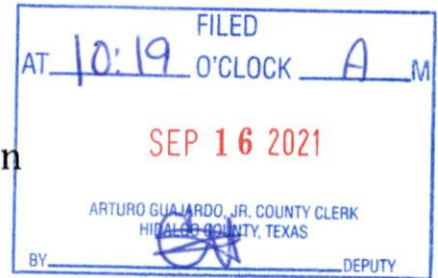
- _____ 1. Executive Office – Attn: Monica Salinas
- _____ 2. District Attorney's Office – Attn: Select ADA
- _____ 3. County Judge's Office – Attn: Richard F. Cortez
- _____ 4. County Clerk's Office – Attn: Arturo Guajardo, Jr.
- _____ 5. Purchasing Department – Attn: Hector Garcia ext. 4857

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: _____

EXHIBIT E -Work Authorization



HIDALGO COUNTY

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

Work Authorization Form

WORK AUTHORIZATION NO. 04

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 Structural engineering study to the Annex III Building as defined in Exhibit B.

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 \$59,325.50. 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/Part/Section 6 of the Agreement.

PART 4. FUNDING This Work Authorization No. 3 shall be funded through funding source: Account No. 1-1100-419-40-220-050-0-334 Requisition Number 440463 (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 PCT.No.4, Commissioner Ellie Torres as to content and detail of this Work Authorization No. 04.

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 09/07/21 as indicated below and effective as of 07th day of September, 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:

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



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

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 for the Structural Engineering study of the Hidalgo County Annex III building. Type of services that may be included as dictated by the individual project requirements consist of: 1) Structural Engineering

Half Associates, Inc. is pleased to submit this Work Authorization No. 04 proposal under our existing Professional Service Agreement (C-20-680-12-29) with Hidalgo County to provide Structural engineering services to for the Hidalgo County Annex III Building.

Phase I: Introductory Structural Walkthrough and Scope definition

Phase II: Material Testing Program (Extended) and Structural As-Built Verification (to be determined – by Amendment to Contract)

Phase III: Re-Construction Documents (to be determined by Amendment to Contract)

Phase IV: Re-Construction Phase Services (to be determined by Amendment to Contract)

- Refer to attached Exhibit C, Structural scope of services for additional items.

Specific Exclusions

- Work related to ACM Abatement
- Site visits more than those identified
- Work not associated with the construction scope
- This proposal excludes environmental assessments. (Asbestos, air quality surveys).
- Refer to attached Sub-Consultant Structural scope of services for additional exclusions and clarifications.

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 work schedule and project timeline will be discussed with the County and mutually agreed upon when commencing work.

EXHIBIT D

Cost Proposal

Structural Engineering services for the Hidalgo County Annex III Building C-20-680-12-29

Phase I

- Introductory Structural Walkthrough and Scope definition \$53,705.00
- HALFF Associates Markup \$5,370.50

Phase II

- Material Testing Program (Extended) and Structural As-Built Verification (to be determined - by Amendment to Contract) TBD

Phase III

- Re-Construction Documents (to be determined by Amendment to Contract) TBD

Phase IV

- Re-Construction Phase Services (to be determined by Amendment to Contract) TBD
- Reimbursables \$250

Total: **\$59,325.50**

Halff Associates, Inc.

Fee Schedule-engineering services for H.C. Annex III building

HIDALGO COUNTY 2021 On-Call Pct . 4 : C-20-680-12-29 \Work Authorization No. 04

	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			
Task												
Chanin Engineering (Structural) Phase I: Introductory Structural Walkthrough and Scope definition											\$ 53,705.00	\$53,705.00
Halff Associates, Inc. Markup											\$ 5,370.50	
Chanin Engineering (Structural) Phase II: Material Testing Program (Extended) and Structural As-Built Verification (to be determined - by Amendment to Contract)										TBD		TBD
Chanin Engineering (Structural) Phase III: Re-Construction Documents (to be determined by Amendment to Contract)										TBD		TBD
Chanin Engineering (Structural) Phase IV: Re-Construction Phase Services (to be determined by Amendment to Contract)										TBD		TBD
Reimbursables												\$250.00
Sub-Total (Hours)	0	0	0	0	0	0	0	0	0			\$0.00
Sub-Total (\$)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,075.50		\$59,325.50



September 3, 2021

Hector Garcia
Contract Specialist III
Hidalgo County Purchasing Department
2802 South Business Highway 281
Edinburg, TX 78539

RE: Subcontracting Notice for Hidalgo County Engineering Services on the Annex III Building C-20-680-12-29

Dear Mr. Garcia:

We would like to inform you of the subcontractors that we will be using on the Hidalgo County Engineering Services for the Annex III Building – Work Authorization No. 4. Please coordinate with your Purchasing Department for Commissioner’s Court approval of this notification. These subcontractors will be providing Structural Engineering Services for the above referenced project.

Subcontractors:

*Mr. Miguel Chanin
Chanin Engineering
400 Nolana, Suite D
McAllen, Texas 78504
(956) 687-9521*

Should you have any questions, please feel free to give me a call at (956) 664-0286.

Sincerely,
HALFF ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Jose A. Delgado", is written over a large, light blue circular scribble.

Jose A. Delgado, PE., RCDD, LEED AP
Director of MEP/ITS Engineering

EXHIBIT A

Scope of Services to be Provided by the Owner

- The owner will provide access to the site as requested by the design team.
- Owner will provide access to any available construction drawings or documents pertaining to the site in question.

EXHIBIT B

Scope of Services to be Provided by the Engineer

Project Understanding:

- We understand that the subject facility is an existing building at the Hidalgo County Annex III, located at 100 E. Cano Street, in the City of Edinburg, TX.
- We understand that it has been reported by some County employees who work in the subject building that they have felt or have experienced a sensation of floor vibration or movement on portions of the existing 3rd floor.
- Accordingly, we understand that the Owner wishes to ascertain if the referenced existing 3rd floor structure and connected and/or related structural systems, including foundation system are structurally safe for occupancy with the existing floor loading condition and for their current occupancy use.

Accordingly, based on reviewing the email correspondence sent on July 30, 2021 and Initial site visit conducted on July 30, 2021, our proposal is based on the following project scope understanding:

- Our work scope approach includes breaking up this structural study into up to 4 work phases: I, II, III, and IV – these Phases are further described below:

Phase I: Introductory Structural Walkthrough and Scope definition

In this phase, Chanin Engineering will work to gather preliminary visual information with only limited destructive testing at this time, regarding the existing conditions to help identify and formulate a comprehensive material testing program to be performed in Phase II.

Specifically, Chanin Engineering at this time will:

- 1) We understand that original or as-built STRUCTURAL construction documents for the building are not available, thus our office will collect the limited and available facility information and/or existing layout plans (as available) from the building owner to better understand the existing structural systems.
- 2) On-site Structural As-Built 3rd floor framing verification and framing plan creation. This activity will occur over 5 work days (1 – 5) and will necessitate coordination with the building management to have the custodial staff: accompany our engineering team to be able to move existing furniture, supplies, shelves, etc. that may be in the way in the areas being measured and or verified. We only anticipate needing small movements to be able to place a step ladder in such conflicting positions.

Other floor levels may also require On-Site Structural As-built floor framing verification and framing plan creation depending on our initial findings from Phase 1 and/or Phase II – only the engineering cost for the 3rd floor survey is currently included in this initial Phase 1 determination.

- 3) 3rd Floor relative elevation survey: to assist in identifying and verifying high and low areas; Other floors may also require a survey depending on our initial findings from Phase 1 and/or Phase II – only the engineering cost for the 3rd floor survey is currently included in this initial Phase 1 determination. We may retain a 3rd party consultant to provide a portion of this scope as a part of our basic scope of work.

This activity is planned to occur over 3 working days (6, 7, 8) and will necessitate coordination with the building management's custodial staff. We will advise and coordinate with the Owner if a different schedule of visits will be required for this activity.

- 4) Concrete core testing of other 3rd floor level structural deck (fill and steel decking) – One concrete core compressive strength test comprised of 3 concrete core samples to be collected as per ACI requirements. To be provided via 3rd party consultant;
- 5) Initial Phase I - limited Structural Analysis check of 2 main floor girder beams in area of concern: check for actual loading patterns, flexural capacity, and deflection characteristics. A more comprehensive structural model will be created in Phase II;
- 6) Perform structural site walk throughs to collect sufficient information to help identify and develop a Limited Material Testing Program for any unknown structural conditions for further evaluation in Phase II.
- 7) Estimate the engineering cost to carry out such a Material Testing Program in the subsequent Phase II work.
- 8) Deliverable for Phase I includes:
- a) A 3rd floor level structural partial As-built framing plan;
 - b) A 3rd floor level relative elevation plan;
 - c) A brief letter report highlighting the significant finding during the Phase 1 Work;
 - d) Modification of the Material Testing Program definition for the upcoming Phase II scope of work based on the Phase I findings;
 - e) Engineering fee for the Phase II work
 - f) Meeting with the County's Director of Facilities Management (Zoom or F2F)
 - g) Meeting with the County Commissioners Court (Zoom or F2F)

Phase II: Material Testing Program (Extended) and Structural As-Built Verification (to be determined - by Amendment to Contract)

Following the completion of Phase 1, we will be in a better position to be able to propose and carry out a more comprehensive material testing program to assist us in gaining more specific information about the existing conditions at the building areas in question. Our Scope of Services may include but is not limited to the following activities:

A (tbd) day on-site material testing program which includes the following testing elements: (to be determined but many include):

- Additional On-site Structural As-Built floor framing verification and framing plan creation for other floors;
- Additional Floor elevation survey for other floors;
- Steel coupon specimen testing;
- Soils borings tests and Geotechnical recommendations;
- Weld testing;
- Bolt torque testing;
- Thermographic infra-red testing – for moisture intrusion into the building;
- Additional Concrete core testing of other existing floor level structural deck (fill and steel deck);
- Domestic Water line pressure tests;
- Sanitary Sewer water line pressure tests;
- Other tests not yet determined.

The following items are being performed by a 3rd party material testing company: (activities are yet to be determined):

The following items are to be performed by Chanin Engineering as a part of the testing program: (activities are yet to be determined)

Phase III: Re-Construction Documents (to be determined by Amendment to Contract)

Once Phase I and Phase II are complete and the extent of required repair and/or retro-fit actions has been identified, re-construction documents will be generated with recommendations as needed to address the identified areas of concern. Phase III also includes: (to be determined)

Phase IV: Re-Construction Phase Services (to be determined by Amendment to Contract)

Once the project is in construction, Chanin Engineering will assist the client to answer any design questions and review shop drawings and submittals. We will also periodically visit the job site and generate observation reports for project records.

EXHIBIT C
Work Schedule

Phase I: Introductory Structural Walkthrough and Scope definition

Phase II: Material Testing Program (Extended) and Structural As-Built Verification
(to be determined - by Amendment to Contract)

Phase III: Re-Construction Documents
(to be determined by Amendment to Contract)

Phase IV: Re-Construction Phase Services
(to be determined by Amendment to Contract)

The work schedule and project timeline will be discussed with the County and mutually agreed upon when commencing work.



EXHIBIT D
FEE PROPOSAL

CE Project No. 21-235
Hidalgo County Annex III-3rd Floor Study
Hidalgo County
Work Authorization #1

Structural and MEP Services	MANHOURS							Total Hours	Total Line Item Cost
	Principal Engineer (E5)	Project Engineer (E3)	Graduate Engineer (E2)	Technician (T5)	Technician (T3)	CAD (C3)	Admin/ Clerical (A1)		
TASKS									
Phase I: Introductory Structural Walkthrough and Scope definition									
1 Scoping Meeting with Hidalgo County (07/30/21 @ 3 PM)	2								\$350.00
2 Initial Review Plans/ Information	1								\$175.00
3 Prepare Proposal / Scope of Work	6								\$1,170.00
4 On-site Structural As-Built 3rd floor framing verification and framing plan creation							3		\$20.00
4a Site visit-3rd Floor Framing	4		40	40	40		0.5		\$12,260.00
4b CAD-3rd floor framing plan	2			4		24	4		\$2,650.00
5 3rd Floor relative elevation survey							3		\$20.00
5a Field work (over 3 work days)	6		24	24	24		0.5		\$8,650.00
5b CAD creation, spots, iso-contours, reducing notes	8		8	16		40	6		\$7,080.00
6 GPR Testing at Concrete Core Testing (via 3rd Party consultant)									\$4,000.00
6a Concrete core testing of 3rd floor level structural deck for 3 cores (via 3rd party consultant)									\$4,000.00
6b Concrete floor bores floor patch work (via 3rd party consultant)									\$2,000.00
6c Initial Phase I - limited Structural Analysis check of 2 main floor girder beams in area of concern	2	12							\$2,130.00
7 Identify and develop a Limited Material Testing Program /Phase I Letter Report	24						4		\$5,120.00
8 Material Testing Program in the subsequent Phase II work	12				8		8		\$2,140.00
9 Meeting with the County's Director of Facilities Management (Zoom or F2F)	3	3					1		\$970.00
10 Meeting with the County Commissioners Court (Zoom or F2F)	3	3					1		\$970.00
11 Phase II: Material Testing Program (Extended) and Structural As-Built Verification (to be determined - by Amendment to Contract)							1		
Phase III: Re-Construction Documents (to be determined by Amendment to Contract)									
Phase IV: Construction Phase Services (to be determined by Amendment to Contract)									
Subtotal Hours	73	18	72	84	72	72	36	427	
Hourly Base Rates	\$175.00	\$135.00	\$115.00	\$95.00	\$75.00	\$75.00	\$40.00		
Total Costs									\$53,705.00

EXHIBIT D

Fee Breakdown/ Engineer's Contract Rates

Chanin Engineering, LLC's prevailing rates are as follows:

<u>Engineering:</u>	<u>Hourly rate</u>
E-1 Engineer In Training 1	\$105.00
E-2 Engineer In Training 2	\$115.00
E-3 Project Engineer 1 *	\$135.00
E-4 Project Engineer 2 *	\$145.00
E-5 Principal Engineer *	\$175.00

Technicians:

T-1 Technician I	\$ 75.00
T-2 Technician II	\$ 85.00
T-3 Technician III	\$ 95.00

Computer Aided Drafting:

C-1 CAD I	\$ 55.00
C-2 CAD II	\$ 65.00
C-3 CAD III	\$ 75.00

Administrative:

A-1 Clerical	\$ 40.00
A-2 Accounts Payable/Billable	\$ 45.00
A-3 Office Manager/Executive Assistant	\$ 55.00

* Licensed professional engineer, unless noted otherwise.

ENGINEERING AND TECHNICAL CLASSIFICATIONS

ENGINEERING:

- E-1 Engineer in Training 1 - Graduate Engineer with 0-3 years experience, work under close supervision.
- E-2 Engineer in Training 2 - Graduate Engineer with 2-plus years experience, capable of carrying out assignments with minimum supervision, supervise drafting and layout work.
- E-3 Project Engineer 1 - Registered Engineer with 4-plus years experience, can handle moderately complex tasks with minimal supervision, supervise the work of other engineers and drafters.
- E-4 Project Engineer 2 - Registered Engineer with 6-plus years experience, can handle complex tasks with only general supervision, coordinates and supervises work of other engineers and drafters.
- E-5 Principal Engineer - Registered Engineer and possibly company officer, completely capable of handling and supervising all aspects of design and drawing production.

TECHNICIANS:

- T-1 Technician I - 5-plus years experience and/or education, capable of handling all drafting functions and simple engineering design and calculation tasks with some supervision.
- T-2 Technician II - 7-plus years experience and/or education, capable of handling all drafting functions with minimal supervision, can supervise the work of drafters.
- T-3 Technician III - 10-plus years experience and/or education, capable of handling all drafting add many engineering related tasks with little supervision, can supervise the work of drafters and technicians.

COMPUTER AIDED DRAFTING:

- C-1 Junior Drafter I - Capable of drawing tasks and tracing-type work, under close supervision of others.
- C-2 Drafter II - 2-plus years experience and/or education, handles many drafting tasks under supervision.
- C-3 Senior Drafter III - 3-plus years experience and/or education, handles most drafting tasks while exercising judgment on layout and planning, receives minimal supervision.

CHANIN ENGINEERING, LLC
400 Nolana, Suite H2
McAllen, Texas 78504
Phone: (956) 687-9421 | Fax: (956) 687-3211
ChaninEngineering.com
TBPE FIRM F-9369

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to compensation for Basic and any Additional Services. These expenses include actual expenditures incurred in the interest of the Project for the expenses listed below:

- a) Expenses due to any asbestos remediation necessary or incurred from destructive testing performed during the Project.
- b) Expense of reproduction, postage, delivery, handling of drawings, photos, specifications, and other documentation.
- c) Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner will be charged at 1.5 times of hourly rates listed above.
- d) Expense of materials for structural sketches, models, mock-ups, binders, exhibit boards and other miscellaneous exhibits requested by the client.
- e) Expense of additional insurance coverage or limits including Professional Liability Insurance, requested by the Owner in excess of that normally carried by Chanin Engineering, LLC.
- f) Reimbursable expenses will be billed at actual cost X 1.1.