



WORK AUTHORIZATION NO. 5

PROJECT: CJC Court Build-out and Various Department Remodels ("Project")

ARCHITECT/

ENGINEER: Steinbomer & Associates, Architects, Inc. ("A/E")

Jed Duhon, Principal

P.O. Box 66878

Austin, TX 78766

COUNTY'S DESIGNATED

REPRESENTATIVE: Williamson County Facilities Department

Attn: Director of Facilities

3101 SE Inner Loop

Georgetown, Texas 78626

THIS WORK AUTHORIZATION, effective as of the latest date of the signatories indicated at the conclusion of this document and all attachments (the "Effective Date"), by and between **Williamson County**, a body corporate and politic under the laws of the State of Texas ("County") and A/E.

ARTICLE 1

A/E shall provide Design and Engineering Services set forth in **Attachment A** of this Work Authorization.

ARTICLE 2

The maximum amount payable for Basic Services under this Work Authorization without modification is **Forty Thousand Two Hundred Forty-Seven Dollars (\$ 40,247)**, as set forth in **Attachment B** of this Work Authorization.

ARTICLE 3

Payment to A/E for the services established under this Work Authorization shall be made in accordance with the First Amended and Restated Agreement.

ARTICLE 4

This Work Authorization shall become effective on the date of final acceptance and full execution of the parties hereto and shall terminate on **November 30, 2021**, as set forth in **Attachment C** of this Work Authorization. The Design and Engineering Services set forth in **Attachment A** of this

Work Authorization shall be fully completed on or before said date unless extended by a Supplemental Work Authorization.

ARTICLE 5

This Work Authorization does not waive the parties' responsibilities and obligations provided under the First Amended and Restated Agreement.

ARTICLE 6

By execution of this Work Authorization, A/E and County agree that ALL previous Work Authorizations related to this Project are terminated and shall be supplanted by this Work Authorization.

ARTICLE 7

County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Work Authorization. A/E understands and agrees that County's payment of amounts under this Work Authorization is contingent on County receiving appropriations or other expenditure authority sufficient to allow County, in the exercise of reasonable administrative discretion, to continue to make payments under the First Amended and Restated Agreement. It is further understood and agreed by A/E that County shall have the right to terminate the First Amended and Restated Agreement at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may affect such termination by giving written notice of termination to A/E.

ARTICLE 8

This Work Authorization is hereby accepted and acknowledged below.

A/E:

COUNTY:

Steinbomer & Associates, Architects, Inc.

Williamson County, Texas

By: J E Duhon
Signature

By: _____
Signature

J E D U H O N
Printed Name

Printed Name

PRINCIPAL
Title

Title

Date Signed: 2.26.21

Date Signed: _____

ATTACHMENT A

BASIC SCOPE OF SERVICES

THE FOLLOWING SCOPE OF SERVICES IS INTENDED TO BE CONSISTENT WITH THE AMENDED AND RESTATED AGREEMENT. TO THE EXTENT THIS SCOPE OF SERVICES IS INCONSISTENT WITH THE AMENDED AND RESTATED AGREEMENT, THE AMENDED AND RESTATED AGREEMENT WILL SUPERSEDE THE SCOPE OF SERVICES AND WILL BE CONTROLLING.

In consideration of the Basic Fee provided in the Amended and Restated Agreement, A/E shall perform the following Basic Services, based on standard architectural and engineering practices:

These services may include, but are not limited to as-built drawings, architectural, structural, mechanical, plumbing, electrical, IT and security, and construction administration, as agreed to by County and A/E.

GENERAL REQUIREMENTS

Right-of-Entry and Coordination. A/E shall notify County and coordinate with adjacent A/Es on all controls at project interfaces.

Progress Reporting. A/E shall submit monthly (at a minimum) a progress status e-mail to County's Project Manager (PM) regardless of whether A/E is invoicing for that month.

Within **thirty (30) days** of completion of construction of the project, A/E shall deliver all electronic files in formats acceptable to County.

Final payment is contingent upon County's receipt and confirmation by County's PM that the electronic files run and are formatted in accordance with the Amended and Restated Agreement and all review comments are addressed.

A/E shall prepare a letter of transmittal to accompany each document submittal to County. At a minimum, the letter of transmittal must include County's project name, Amended and Restated Agreement and Work Authorization numbers, as well as facility name and address.

Coordination. A/E shall coordinate issues through County's PM. County will communicate, in writing, resolution of issues and provide A/E direction through County's PM.

Quality Assurance (QA) and Quality Control (QC). A/E shall provide peer review at all levels.

A/E shall perform QA and QC on all subconsultant products (when applicable to the project)

prior to delivery to County.

Naming of Electronic Project Files and Organization of Design Project Folders. A/E shall use succinct and understandable file names including project name, file content, date created (i.e. "Project Name_SD PLANS_year.month.day"). A/E shall maintain files in an organized folder structure that is readily understandable to outside users to facilitate communication and minimize complications in project close-out.

SCOPE OF WORK:

Williamson County Justice Center
405 Martin Luther King Jr. Street
Georgetown, TX 78626

P515
Court Build-out and Various Departments Remodel

Design services shall be conducted in phases as outlined herein. Phases may be combined to expedite design process when defined in Attachment C – Production Schedule. Individual phases or groups of phases shall be authorized herein or by fully executed Supplemental Agreement, Work Authorization, or Supplemental Work Authorization thereto.

Phase VI - CONSTRUCTION ADMINISTRATION - Project Observation and Inspection:

A/E shall perform the following services:

- A. Provide general administration and be County's representative during the construction of the project. Advise, consult, and issue County's instructions to Contractor in writing with copies furnished to all parties. Prepare change orders and supplementary drawings.
- B. Review and submit copies of each shop drawing and submittal of materials and equipment to County.
- C. Conduct site visits with personnel technically qualified by education and experience to competently observe relevant aspects of construction. Make necessary observations to determine if workmanship and quality of materials generally conform to the plans and specifications, and that provisions of the contract are complied with.
- D. Reject work performed by Contractor which does not meet the requirements of the Construction Documents; and, order removal and replacement of such work.
- E. Review progress estimates of work performed and invoiced by Contractor. Within one (1) week of receipt, submit written reviews to County.

- F. Coordinate Texas Accessibility Standards (TAS) Inspection to be concurrent with Substantial Completion Inspection.
- G. Accompany County on Substantial Completion Inspection with appropriate staff and affiliates. Prepare a punch list of items needing correction. After Contractor has performed the required corrections, notify County in writing that the contract has been performed in general conformance with the plans and specifications and is ready for Final Inspection.
- H. Provide deliverables in accordance with County's Design Submittal Guidelines.

Phase VII – PROJECT CLOSE-OUT – Final Inspection and Document Review:

Upon County acceptance of previous phase, A/E shall perform the following services:

- A. Accompany County on Final Inspection to determine if construction has been completed in general accordance with the Contract Documents.
- B. Review warranties, guarantees, bonds, equipment operating instructions, and similar deliverables to verify receipt, and general conformance to requirements of the Contract.
- C. After determining that the general requirements of the Plans and Specifications have been met, certify and approve Contractor's Final Application for Payment.
- D. Upon completion of construction and prior to the request for final payment, make changes in the original REVIT model or CAD files of the Project to show changes made and noted by Contractor of the work and final location of the mechanical service lines and outlets including outside utilities. Develop project Record Construction Drawings and Specifications.
- E. Provide deliverables in accordance with County's Design Submittal Guidelines.

ATTACHMENT B

FEE SCHEDULE

This schedule indicates fees by Phase of the Basic Fee:

\$ 40,247	100%
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74%	Remaining Construction Administration (CA) Services	\$ 29,950
12%	CA Meeting Coordination	\$ 5,000
13%	Closeout Documents	\$ 5,297

Phase VI - CONSTRUCTION ADMINISTRATION	\$ 34,950	87%
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Remaining Construction Administration (CA) Services	\$ 29,950
CA Meeting Coordination	\$ 5,000

Phase VII - PROJECT CLOSE-OUT	\$ 5,297	13%
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Closeout Documents	\$ 5,297
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ATTACHMENT C

PRODUCTION SCHEDULE

A/E agrees to complete the professional design services called for in **Attachment A** of this Work Authorization within **Two Hundred Sixty-Six (266) calendar days** from the date of this Work Authorization.

The above time limits may, for good cause, be extended, in writing, by County as the Project proceeds.

The schedule below indicates various project milestones and target dates.
Standard end-of-phase review periods for County shall be (10) business days minimum.

Work Authorization Execution Date	03/09/21
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Phase VI - CONSTRUCTION ADMINISTRATION✱

Construction Substantial Completion	07/12/21
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Phase VII - PROJECT CLOSE-OUT

Record Documents deliverables	08/11/21
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Work Authorization Termination Date	11/30/21
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