



### **WORK AUTHORIZATION NO. 3**

**PROJECT:** Jail Master Plan ("Project")

**ARCHITECT/  
ENGINEER:**

**Talex, Inc., Engineers** ("A/E")  
Thomas R. Alexander, P.E., President  
6300 La Calma Dr., Suite 100  
Austin, Texas 78752

### **COUNTY'S DESIGNATED**

**REPRESENTATIVE:** **Williamson County Department**  
Attn: Director of Facilities  
3101 SE Inner Loop  
Georgetown, Texas 78626

**THIS WORK AUTHORIZATION NO. 3** 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 **Eighty Six Thousand, Eight Hundred Ten Dollars (\$ 86,810.00)**, 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 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 **February 2, 2022**, 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 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 Agreement. It is further understood and agreed by A/E that County shall have the right to terminate the 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:

Talex Inc., Engineers

Williamson County, Texas

By: T.R. Alexander  
Signature

By: Bill Gravell Jr.  
Signature

T. R. ALEXANDER, P.E.  
Printed Name

Bill Gravell Jr.  
Printed Name

PRESIDENT  
Title

County Judge  
Title

Date Signed: 1/26/2021

Date Signed: February 2, 2021

## ATTACHMENT A

### BASIC SCOPE OF SERVICES

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

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

#### GENERAL REQUIREMENTS

**Right-of-Entry and Coordination.** A/E shall notify County and secure permission to enter private property to perform any surveying, environmental, engineering or geotechnical activities needed off County property. In pursuance of County's policy with the general public, A/E shall not commit acts which would result in damages to private property, and A/E shall make every effort to comply with the wishes and address the concerns of affected private property owners. A/E shall contact each property owner prior to any entry onto the owner's property and shall request concurrence from County prior to each entry.

**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.

A/E shall prepare and maintain a design schedule in a format acceptable to County. A/E shall schedule milestone submittals per Attachment C – Production Schedule.

Within 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 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, 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 resolution of issues and provide A/E direction through County's PM.



**Level of Effort.** A/E shall base the level of effort at each phase on the prior work developed in earlier phases without unnecessary repetition or re-study.

**Quality Assurance (QA) and Quality Control (QC).** A/E shall provide peer review at all levels. For each deliverable, A/E shall maintain evidence of their internal review and mark-up of that deliverable as preparation for submittal. When internal mark-ups are requested by County in advance, County, at its sole discretion, may reject the deliverable should A/E fail to provide the evidence of quality control. A/E shall clearly label each document submitted for quality assurance as an internal mark-up document.

A/E shall perform QA and QC on all subconsultant products (when applicable to the project) prior to delivery to County. If, during the course of reviewing a submittal, it becomes apparent to County that the submittal contains unreasonable errors, omissions, or inconsistencies, County may cease its review and immediately return the submittal for appropriate action by A/E.

A submittal returned to A/E for this reason is not a submittal for purposes of the submission schedule. Rejected submittals shall not impact overall deadline of the Project nor the review period allotted to County officials. A/E shall provide an updated schedule showing interim submission date changes to make-up for any lost time. A/E shall not submit an invoice until County accepts the submittal as complete.

**Organization of Plan Sheets.** The PS&E package shall be complete and organized in a manner that is suitable for the bidding and awarding of a construction contract.

**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 Jail  
306 W. 4<sup>th</sup> St., Georgetown, TX  
Sheriff's Department  
P432

The Scope of Work will be a continuation of a "very broad review of the entire facility working closely with the Sheriff's Department staff in order to determine the best use of the existing spaces along with the relative cost impact, pros and cons, and alternative approaches."

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 I - SCHEMATIC DESIGN – Program, Plans, Outline Specifications and Estimate**

Upon receipt of written Notice to Proceed, A/E shall accomplish the following:

- A. Analyze Preliminary Scope of Work to verify needs of County.
- B. Analyze preliminary construction budget to determine project feasibility.
- C. Investigate site/facility and verify known existing or available utility locations.
- D. For developed sites and occupied buildings, provide a construction phasing plan for minimal disruption to County operations during construction.
- E. Advise County of any changes, additions, or corrections to the preliminary program, plans, specifications, and budget.
- F. When applicable, prepare recommendations and estimates for removal or remediation when asbestos containing materials or other hazardous substances are present.
- G. Provide deliverables in accordance with County's Design Submittal Guidelines.

## ATTACHMENT B

### FEE SCHEDULE

This schedule indicates fees by Phase of the Basic Fee:

\$ 86,810	100%
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100%

Talex Engineers

\$ 86,810
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#### Phase I - MASTER PLAN CONTINUATION

\$ 86,810	100%
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Talex Engineers

\$ 86,810
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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 **Three Hundred Sixty-Five (365) 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 02/02/21

#### Phase I - MASTER PLAN CONTINUATION

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Master Planning Current Status Presentation	02/09/21
Updated Master Plan Deliverables & Presentation	04/23/21
Final Master Plan Deliverables & Presentation	07/29/21

Work Authorization Termination Date 02/02/22