



## WORK AUTHORIZATION NO. 7

**PROJECT:** Juvenile Justice Center Records Room Remodel (P543) ("Project")

**ARCHITECT/  
ENGINEER:**

**Reliance Architecture, LLC** ("A/E")  
Antonio Naylor, AIA, ALEP, Principal Architect  
1306 Barrington Dr.  
Austin, TX 78753

**COUNTY'S DESIGNATED**

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

**THIS WORK AUTHORIZATION NO. 7**, is made pursuant to the terms and conditions of the First Amended and Restated Agreement for Architectural and Engineering Services, dated **November 24, 2020**, and becomes effective as of the latest date of the signatories indicated at the conclusion of this document (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 to A/E for Basic Services under this Work Authorization without modification is **Twenty-Five Thousand, Three Hundred Sixty-Five Dollars (\$ 25,365)**, as set forth in **Attachment B** of this Work Authorization. Payment to A/E for the services established under this Work Authorization shall be made in accordance with the Agreement.

### ARTICLE 3

This Work Authorization shall become effective on the date of final acceptance and full execution of the parties hereto and shall terminate on **July 13, 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 4**

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

**ARTICLE 5**

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 this Work Authorization 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 6**

This Work Authorization is hereby accepted and acknowledged below.

A/E:

COUNTY:

Reliance Architecture, LLC

Williamson County, Texas

By:   
Signature

By:   
Signature

Antonio Naylor  
Printed Name

Bill Gravell Jr.  
Printed Name

President  
Title

County Judge  
Title

Date Signed: May 25, 2021

Date Signed: June 8, 2021

## ATTACHMENT A

### BASIC SCOPE OF SERVICES

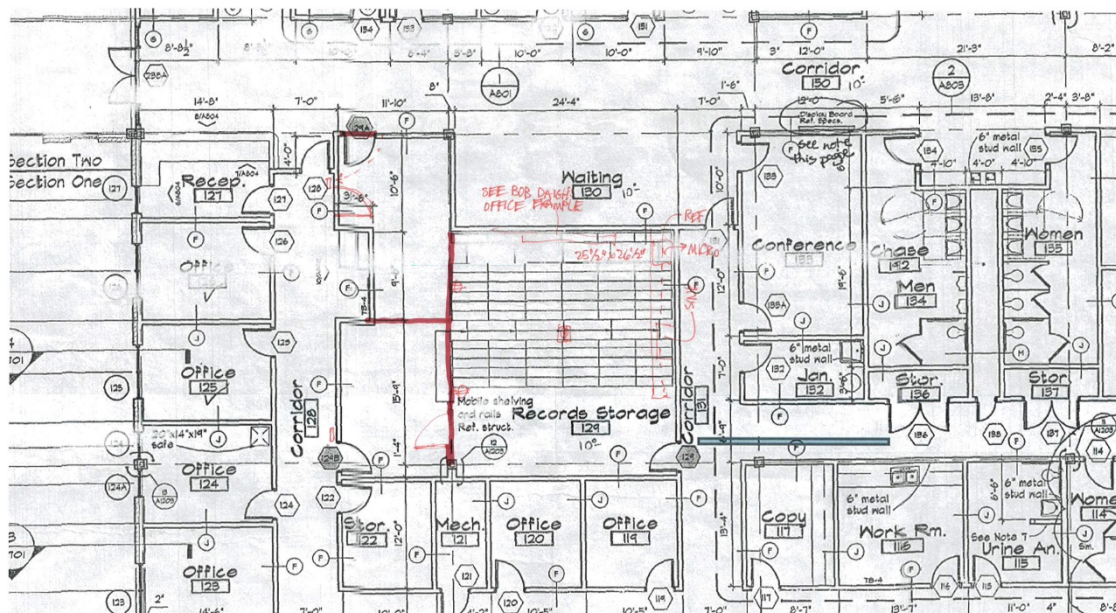
THE FOLLOWING SCOPE OF SERVICES IS INTENDED TO BE CONSISTENT WITH THE AGREEMENT. TO THE EXTENT THIS SCOPE OF SERVICES IS INCONSISTENT WITH THE AGREEMENT, THE AGREEMENT WILL SUPERSEDE THE SCOPE OF SERVICES AND WILL BE CONTROLLING.

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

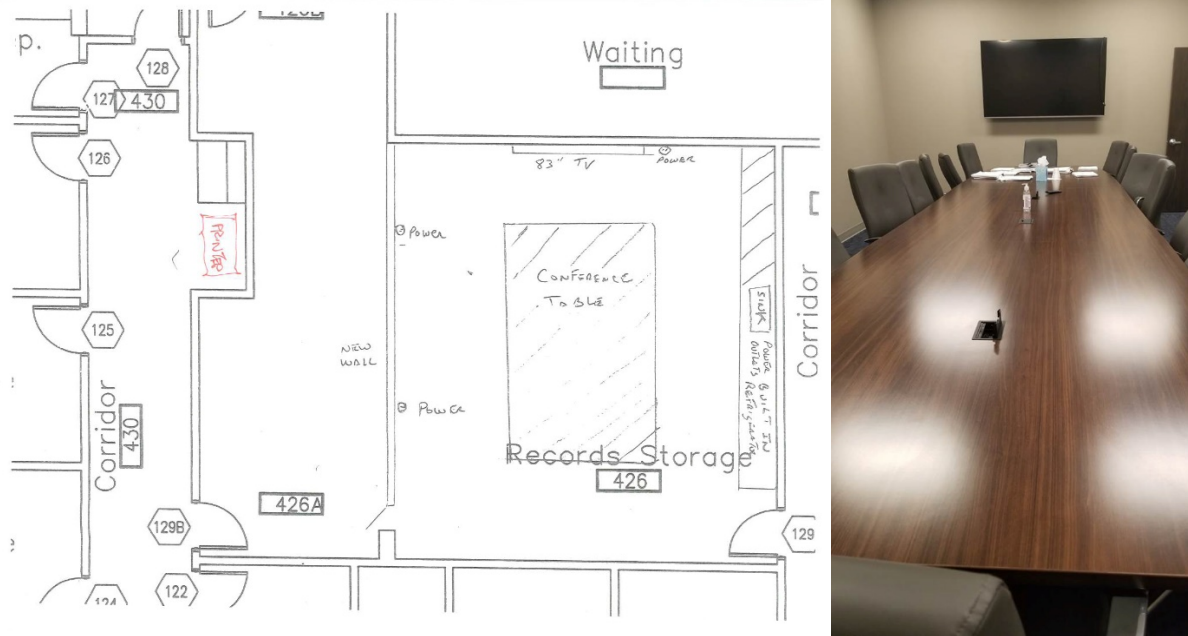
#### SCOPE OF WORK:

Juvenile Justice Center  
200 Wilco Way  
Georgetown, TX 78626  
Funding Source: P543

Subdivide existing Records Room into (2) offices and a Conference/ Break Room with kitchenette amenities. Update MEP to serve new spaces and uses plan.



JJC Records Room Remodel  
Meeting Notes THJ 3/8/21



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 or Supplemental Work Authorization.

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

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

**Phase I+II – SCHEMATIC & DESIGN DEVELOPMENT - Plans, Specifications and Estimate**

Upon County acceptance of previous phase, A/E shall proceed with the following:

- A. Investigate site/facility and verify known existing or available utility locations.
- B. Review International Building Code (IBC), ASHRAE 90.1, ASHRAE 62.1, International Mechanical Code (IMC), National Electric Code (NEC), International Energy Conservation Code (IECC), and any other applicable codes and ordinances.
- C. Advise County of any changes, additions, or corrections to the preliminary program, plans, specifications, and budget.
- D. Consult freely with County concerning the principal phases of the work and immediately advise County of any unusual requirements or features not apparent

during execution of the Schematic Design Phase.

- E. Develop plans and specifications, which indicate materials, construction methods and buildings systems. These building systems may include (but are not limited to) structural, mechanical, plumbing, and electrical.
- F. Provide deliverables in accordance with County's Design Submittal Guidelines.

**Phase III - CONSTRUCTION DOCUMENTS - Plans, Specifications, and Estimate**

Upon County acceptance of previous phase, A/E shall proceed with the following:

- A. Prepare complete plans, specifications, and engineering calculations (without professional seals) setting forth in detail the work required for the structural, mechanical, plumbing, and electrical work.
- B. Consult freely with County concerning the principal phases of the work immediately advise County of any unusual requirements or features not apparent during execution of the Schematic Design and Design Development Phases.
- C. Complete the PS&E for the entire Project and its component parts. The Project detailed cost estimate shall not exceed the project construction budget as approved in writing by County.
- D. Provide deliverables in accordance with County's Design Submittal Guidelines.

**Phase IV – REGULATORY REVIEW AND PERMITS - Plans, Specifications, and Permits:**

Upon County acceptance of previous phase, A/E shall proceed with the following:

- A. Participate in any Pre-submittal Meetings required by local jurisdiction prior to Permit application submittal.
- B. Receive and respond to permitting comments by the local jurisdiction having review authority.
- C. Revise plans and specifications as necessary to conform to permitting, accessibility, and budget requirements without additional charge to County.
- D. Provide deliverables in accordance with County's Design Submittal Guidelines.

### **Phase V – CONSTRUCTION CONTRACT BIDDING, AWARD, AND EXECUTION**

Upon County acceptance of previous phase, A/E shall proceed with the following:

- A. Participate in a Pre-bid Meeting, answer RFI's from Contractors and suppliers, and prepare addenda items as required.
- B. Provide deliverables in accordance with County's Design Submittal Guidelines.

### **Phase VI - CONSTRUCTION ADMINISTRATION - Project Observation and Inspection:**

Upon County acceptance of previous phase, 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 **three (3) business days** 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 or model 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: **\$ 25,365** 100%

76%	<b>Reliance Architecture</b>	<b>\$ 19,325</b>	
24%	<b>Hendrix Consulting Engineers (MEP)</b>	<b>\$ 6,040</b>	
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<b>Phase I+II - SCHEMATIC DESIGN &amp; DESIGN DEVELOPMENT</b>		<b>\$ 10,100</b>	40%
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	Reliance Architecture	\$ 7,600	
	Hendrix Consulting Engineers (MEP)	\$ 2,500	
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<b>Phase III - CONSTRUCTION DOCUMENTS</b>		<b>\$ 9,280</b>	37%
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	Reliance Architecture	\$ 6,280	
	Hendrix Consulting Engineers (MEP)	\$ 3,000	
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<b>Phase IV - REGULATORY REVIEW AND PERMITS</b>		<b>\$ -</b>	0%
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	Reliance Architecture	\$ -	
	Hendrix Consulting Engineers (MEP)	\$ -	
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<b>Phase V - BIDDING, AWARD, AND EXECUTION</b>		<b>\$ 1,485</b>	6%
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	Reliance Architecture	\$ 1,485	
	Hendrix Consulting Engineers (MEP)	\$ -	
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<b>Phase VI - CONSTRUCTION ADMINISTRATION</b>		<b>\$ 4,500</b>	18%
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	Reliance Architecture	\$ 3,960	
	Hendrix Consulting Engineers (MEP)	\$ 540	
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<b>Phase VII - PROJECT CLOSE-OUT</b>		<b>\$ -</b>	0%
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	Reliance Architecture	\$ -	
	Hendrix Consulting Engineers (MEP)	\$ -	



## ATTACHMENT C

### PRODUCTION SCHEDULE

A/E agrees to complete the professional design services called for in **Attachment A** of this Work Authorization within **Four Hundred (400) 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 **06/08/21**

#### **Phase I+II - SCHEMATIC DESIGN & DESIGN DEVELOPMENT**

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Preliminary Scope and Budget analysis deliverables	06/22/21
60% Plans, Specifications and Estimate deliverables	07/13/21
County written authorization to proceed to next phase	07/25/21

#### **Phase III - CONSTRUCTION DOCUMENTS**

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Complete Plans, Specifications and Estimate deliverables	08/24/21
County written authorization to proceed to next phase	09/05/21

#### **Phase IV - REGULATORY REVIEW AND PERMITS**

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Sealed Plans and Specifications and Estimate deliverables to County	09/12/21
Plans submittal to TDLR and Permit application submittal to City	09/12/21
Construction Permits received from City	10/12/21

#### **Phase V - BIDDING, AWARD, AND EXECUTION**

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Permitted Plans and Specifications and Estimate deliverables to County	10/19/21
County advertises project for Bid	11/02/21
Contract Award	12/02/21

#### **Phase VI - CONSTRUCTION ADMINISTRATION\***

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Contractor Notice to Proceed	12/09/21
Construction Substantial Completion	05/08/22

**Phase VII - PROJECT CLOSE-OUT**

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Record Documents deliverables	06/07/22
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Agreement Termination Date	<b>07/13/22</b>
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