

STATE OF TEXAS

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COUNTY OF FORT BEND

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**WORK AUTHORIZATION NO. 1**  
**SOQ 17-042**  
**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Section 5 of the Professional Services Agreement for Construction Management for the FBC Public Transportation Bus Facilities Project (hereinafter “Agreement”) signed on September 26, 2017 and entered into by and between Fort Bend County, (hereinafter “County”), a body corporate and politic under the laws of the State of Texas, and Huitt-Zollars (hereinafter “Consultant”), a company authorized to conduct business in the State of Texas.

**PART I. Scope of Work.** The Consultant will perform professional services in accordance with Exhibit A “Scope of Work” of the agreement and further defined in this Work Authorization. Included in the Scope of Work are the services to be provided, the Labor Estimate (if applicable) and the Work Schedule (if applicable).

**PART II. Maximum Compensation.** The maximum amount payable under this Work Authorization is \$115,450. This amount is based upon fees set forth in Attachment A.

**PART III.** Payment to the Consultant for the services established under this Work Authorization shall be made in accordance with Section 2 of the Agreement.

**PART IV.** This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and shall terminate on June 30, 2020, unless extended by an amendment to this Work Authorization as provided in the Agreement.

**PART V.** This Work Authorization does not waive the parties’ responsibilities and obligations provided under the Agreement.

**IN WITNESS WHEREOF**, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

*{Execution Page Follows}*  
*{Remainder Intentionally Left Blank}*

FORT BEND COUNTY

HUITT-ZOLLARS

Robert E. Hebert, County Judge

  
Authorized Agent – Signature

Date

DANIEL MENENDEZ  
Authorized Agent – Printed Name

ATTEST:

VICE PRESIDENT  
Title

Laura Richard, County Clerk

OCTOBER 4, 2017  
Date

Reviewed by:

  
Paulette Shelton, Department Head

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$115,450 to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant, County Auditor

## **SCOPE**

The Construction Manager (CM) will represent Fort Bend County throughout the course and process of constructing a new transit facility. CM will complete a constructability review for the project and assist with pre-bid, bidding, project administration and close out in accordance with the contract agreement.

### **Constructability Review**

The constructability review shall be designed to avoid problems and cost increases resulting from inadequate consideration of factors likely to affect a contractor's ability to efficiently construct the project and/or problems inherent in the plans/specification. The review will focus on whether the project is biddable and whether specification/contract documents are complete, clear, unambiguous and compliant with local, state and federal regulations. The report will include any gaps or inconsistencies in the documents or missing information that, if not corrected, might cause contractors to prepare inaccurate bids with excessive contingency. The review is to insure coordination of drawings for each discipline (mechanical, electrical, plumbing, etc.), compatibility of specifications with design drawings, compliance with local, state and federal codes, accuracy of site geometry, identification of risks specifically associated with the constructability of the project (considering unusually complex or "signature" structures incorporating expensive materials, glazing or coating systems that may be costly to construct/maintain, etc.), staging and scheduling of work with respect to the site constraints and/or neighborhood issues.

- Prepare/submit constructability review work plan. Include scope of review, preliminary schedule, list of participants/disciplines, and estimated labor hours for the analysis.
- Review design documents, drawings, and specifications for constructability, scheduling, consistency, and coordination. Verify QA/QC during construction.
- Verify accurate depictions of site conditions with regard to access, utilities, and general configuration. Make sure of the adaptation of designed structures and features to the project site conditions and constraints. Determine adequacy of work and storage space including contractor access to the site. Insure adequate provisions are provided for access, staging, storage of waste and supplies, parking for worker and construction vehicles and mitigation of environmental impacts during construction.
- Determine requirements for County-provided permits, equipment, services and/or utility connections and any related fees. Include finding in report as well as other project planning processes and documents.

- Notify County of Design and Budget concerns throughout process as required.
- Assist in development of value engineering options as required. Eliminate construction requirements that are impossible or impractical to build. Maximize constructability recognizing the availability and suitability of materials, the capability of labor resources and the standards of practice of the construction resources.
- Update construction cost estimate.
- Determine appropriate construction durations and milestones. **Clearly define procedures for scheduling outages, the feasibility of utility interruptions and risks events/circumstances that could occur that will have a direct impact on the project's schedule and associated cost.**
- Develop, prepare and submit Constructability Review Draft Review report with recommendations.
- Prepare and submit Final Constructability Review Report to include scope of review and any limitations, project delivery plan, descriptions, plans/specifications/materials lists and cost estimates or other materials used to advance the review, logistics and schedule, disposition of recommendations and documentation that adopted recommendations have been incorporated and/or implemented in project plans/specifications.

### **Pre-Bid and Bidding Services**

- Assist with pre-construction activities such as pre-bid meetings, site visits of contractor work sites, pre-bid conferences, negotiation, award, etc., ensuring completeness and accuracy of official files.
- Assist in facilitating pre-construction conference/CSP documents.
- Develop and maintain Construction Project Management Plan. Plan shall be in sufficient detail to show the relationship between the various construction contracts/packages, durations, procurement activities, etc.
- Develop and maintain a Quality Assurance Plan
- Review milestone schedule for overall program design and construction **clearly define procedures for scheduling outages, the feasibility of utility interruptions and risks events/circumstances that could occur that will have a direct impact on the project's schedule and associated cost.**
- Prepare Post bid analysis, assist County in analyzing bids
- Notify County of Design and Budget concerns throughout design process as required.
- Ensure all contractually required tests and documented results are fully specified in the contract documents, including identification of those that must be witnessed by Fort Bend County.

### **Project Administration**

- Establish and maintain communication protocol between the County, Architect and General Contractor.
- Establish and maintain positive community relations with neighbors, permitting agencies, utility providers, etc., on behalf of the County.
- Monitor and maintain all party's efforts for conformance to schedule and budget.
- Notify County of Design and Budget concerns throughout design process as required.
- Establish and ensure document control procedures are in place throughout the course of the project.
- Monitor environmental concerns and coordinate all efforts and/or requirements with the appropriate parties.
- Assist County Staff with coordination as requested.
- Perform Special Administrative Tasks as requested by County.
- Prepare/submit all required reports/documentation by designated deadlines.

### **Closeout Phase Services**

The Construction Manager will work with Fort Bend County staff to transition responsibility and maintenance of the new facility to the County's control upon substantial completion of the project.

- Verify completion/resolution of all punch list items.
- Assist with resolution of outstanding change/claim disputes and final quantities delivered.
- Assist with the determination/recovery of liquidated damages.
- Assist with the review of the insurance claim file by counsel/insurance specialist to determine if funds need to be withheld from final payment to cover any unsettled claims against the contractor
- Assist with cost audit and resolution of questioned costs (if any) for cost-reimbursement contracts.
- Verify settlement of all subcontracts by prime contractor.
- Generate Contractor Performance Report.
- Ensure necessary documentation is provided to County for FTA grant close-out.
- Coordinate final inspection and acceptance testing by the Project Sponsor with proper documentation.

- Ensure Contractor forwards red-lined Record plans or as-built drawings to Architect to be finalized per their contract with the County.  
Verify all Project Record Documents are turned over to County and complete. To Include:
  - Final reports
  - Final payroll records and wage rate certifications
  - Spare parts list
  - Catalogues and brochures
  - Invention disclosure (if applicable)
  - Property report
  - Final invoice
  - Consent of surety to release final payment to General Contractor
  - General Contractor's affidavit of release of liens
  - General Contractor's general release (releasing the County from any further liabilities/claims under the contract)
  - Maintenance Bond (if required)
- Verify all O&M Manuals are complete and turned over to County.
- Ensure staff has received all necessary training for operation of new building and systems.
- Verify all warranties and guaranties are submitted and in accordance with Contract Documents.
- Maintain a presence, provide support, follow up and track completion on warranty requests.
- Assure all other commissioning activities have been completed in a satisfactory manner.

## **MILESTONES**

Our anticipated schedule is as follows:

Constructability Review: See attached, Begin October 10, 2017, Complete by November 22, 2017

Special Pre-Bid and Bidding Services: County Bidding Schedule, Begin October 10, 2017, Complete by April 4, 2018

Project Administration/Closeout: As needed, Begin October 10, 2017, Complete by June 30, 2020

## **BUDGET**

Constructability Review – paid hourly based on approved hourly rate sheet. Not to Exceed \$ 17,820  
Pre Bid/Bidding Services – paid hourly based on approved hourly rate sheet. Not to Exceed \$ 8,330  
Project Admin/Closeout – paid hourly based on approved hourly rate sheet. Not to Exceed \$ 89,300