

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

#### **PROJECT: Juvenile Justice Center HVAC Upgrade**

This Work Authorization is made pursuant to the terms and conditions of the Agreement for Architectural and Engineering Services, being dated January 30, 2019 and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Reliance Architecture, LLC. (the "A/E").

Part 1. The A/E shall provide the following Architectural and Engineering Services set forth in Attachment "B" of this Work Authorization.

Part 2. The maximum amount payable for services under this Work Authorization without modification is \$240,225.00.

Part 3. Payment to the A/E for the services established under this Work Authorization shall be made in accordance with the Contract.

Part 4. This Work Authorization shall become effective on the date of final acceptance and full execution of the parties hereto and shall terminate on April 1<sup>st</sup>, 2021. The Architectural and Engineering Services set forth in Attachment "B" of this Work Authorization shall be fully completed on or before said date unless extended by a Supplemental Work Authorization.

Part 5. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

Part 6. 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 the County receiving appropriations or other expenditure authority sufficient to allow the County, in the exercise of reasonable administrative discretion, to continue to make payments under this Contract. It is further understood and agreed by A/E that County shall have the right to terminate this Contract 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.

Part 7. This Work Authorization is hereby accepted and acknowledged below.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

A/E:

Reliance Architecture, LLC

COUNTY:

Williamson County, Texas

By:   
Signature

By: \_\_\_\_\_  
Signature

Antonio Naylor  
Printed Name

\_\_\_\_\_  
Printed Name

President/Principal Architect  
Title

\_\_\_\_\_  
Title

LIST OF ATTACHMENTS

Attachment A - Services to be Provided by County

Attachment B - Services to be Provided by A/E

Attachment C - Fee Schedule

Attachment D - Work Schedule

## **Attachment A**

### **SCOPE OF SERVICES TO BE PROVIDED BY THE COUNTY**

Services to be provided by the County are outlined in the Work Authorization. These requirements may include all phases of work from preliminary design through building completion and move-in coordination.

#### **Phase I - SCHEMATIC DESIGN - Plans, Outline Specifications, and Estimate:**

The County will provide the following to the Architect/Engineer (A/E):

- A. available Williamson County facility design standards and guidelines.
- B. available existing documents with relevant site and facility information.
- C. a Preliminary Scope of Work.
- D. a preliminary construction budget.

The County will perform the following for the Architect/Engineer (A/E):

- E. review progress schedule, preliminary plans, specifications, and cost estimate.

#### **Phase II - DESIGN DEVELOPMENT - Plans, Specifications, and Estimate:**

The County will review the following for the A/E:

- A. plans and specifications.
- B. construction methods and materials.
- C. proposed building systems.
- D. cost estimate.

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

The County will review the following for the A/E:

- A. plans, specifications, construction schedule, and cost estimates.

#### **Phase IV – CONSTRUCTION CONTRACT BIDDING, AWARD AND EXECUTION:**

The County will perform the following:

- A. Advertise the project, receive and open the bids, and award the contract upon recommendation and concurrence of the A/E.
- B. Submit successful bid to Williamson County Commissioners Court for approval. Final decision of award will rest with the County.
- C. Secure signed contract from successful bidder and submit to County Judge for signature.

**Phase V - CONSTRUCTION ADMINISTRATION - Project Observation and Coordination:**

The County will perform the following for the A/E:

- A. designate a Project Manager (PM) who will coordinate work performed by A/E.
- B. approve commercial laboratories for required material testing.
- C. process Contractor's monthly pay estimates using A/E's approved schedule of values for work complete.
- D. approve Change Orders for changes that modify the scope of work.

**Phase VI – PROJECT CLOSE-OUT – Inspections and Documentation:**

The County will perform the following:

- A. accompany the A/E for Final Inspection and provide input as necessary.
- B. receive reviewed warranties, guarantees, bonds, operating instructions, and similar deliverables from the A/E.
- C. process Contractor's final payment after A/E's review for work complete.
- D. receive Record Documents from A/E.

## Attachment B

### SERVICES TO BE PROVIDED BY THE ARCHITECT OR ENGINEER

The Architect or Engineer (A/E) shall provide design services required for the preparation of plans, specifications and estimates (PS&E) and related documents for the following County facility:

Williamson County Juvenile Justice Center  
200 Wilco Way, Georgetown, TX 78626  
Project # P533-1045

These services may include, but are not limited to as-built drawings, programming, architectural, structural, mechanical, plumbing, electrical, hazardous materials, IT and security, cost estimates and construction administration, facility condition assessment, forensic investigations, and specialized studies and analysis.

#### **PRELIMINARY SCOPE OF WORK:**

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1. Conduct a survey of all HVAC zones in the building to determine inadequacies in occupant comfort and code compliance.
2. Replace (47) existing Rooftop Units (RTUs) to mitigate issues identified in HVAC zone survey.
3. Renovate existing ducts, diffusers, and returns to mitigate issues identified in HVAC zone survey.
4. Integrating (58) DDC controls
5. Convert remaining electric heating units to gas heat
6. Retest Fire Alarm System and provide duct and CO detectors as required
7. Commission HVAC systems

Reliance Architecture, LLC

April 16, 2020

#### Consultant's Value Added and Initial Scope (discussed 02/19/2020)

- (47) RTUs replacement with 2-speeds units for increased efficiency
- Roofing work and curb adapters with curb extensions to allow for future reroof without pulling RTU's and OA Machines (If this is not done, all units must be pulled and curb extensions added at reroof)
- (5) Outside Air Units replacement
- Bi-Polar ionization for Indoor Air Quality
- (58) units Complete New DDC Controls required for 2 speed units and age of controls
- New Duct Detectors and retest Fire Alarm
- Add New CO detectors for required classrooms retest Fire Alarm per new Fire Code
- Provide Hot Gas reheat for Humidity control (47) Roof Top Units
- Ductwork Extensions as required allow for future reroof without pulling RTU's or OA's
- New Electrical Disconnects at each unit
- New Condensate Piping as required
- Commission HVAC systems and Controls of Value Added Scope (53 RTU's, 5 OA machines, controls for all machines)

## GENERAL REQUIREMENTS

**Design Criteria.** The A/E shall prepare all work in accordance with the latest version of applicable County's procedures, specifications, manuals, guidelines, standard drawings, and standard specifications. The A/E shall prepare each PS&E package in a form suitable for letting through the County's construction contract bidding and awarding process.

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

The A/E shall notify the County and coordinate with adjacent A/Es on all controls at project interfaces.

The A/E shall prepare each exhibit necessary for approval by each utility, and other governmental or regulatory agency in compliance with the applicable format and guidelines required by each entity and as approved by the County. The A/E shall notify the County in writing prior to beginning any work on any outside agency's exhibit.

**Progress Reporting and Invoicing.** The A/E shall invoice according to the completion of each Phase I through VI and monthly, based on the percentage of completion of construction breakdowns shown in the Contract for Architectural or Engineering Services and Attachment C - Fee Schedule, of each Work Authorization. The A/E shall submit each invoice in a format acceptable to the County.

The A/E shall submit a monthly written progress report to the County's Project Manager (PM) regardless of whether the A/E is invoicing for that month.

The A/E shall prepare and maintain a design and estimated construction schedule in Gantt chart format. The A/E shall schedule milestone submittals per the Design Submittal Guidelines provided by the County.

Within 30 days of completion of construction of the project, all electronic files shall be delivered in conformance with the latest version of the County's Document Production Guidelines (when specifically provided to A/E by County Architect).

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

The A/E shall prepare a letter of transmittal to accompany each document submittal to the County. At a minimum, the letter of transmittal must include the County's project name, contract and work authorization numbers, as well as facility name and address.

**Coordination.** The A/E shall coordinate issues through the County's PM. The County will communicate resolution of issues and provide A/E direction through the County's PM.

**Level of Effort.** For each Work Authorization, the 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).** The A/E shall provide peer review at all levels. For each deliverable, the 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 the County in advance, the County, at its sole discretion, may reject the deliverable should the A/E fail to provide the evidence of quality control. The A/E shall clearly label each document submitted for quality assurance as an internal mark-up document.

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

A submittal returned to the 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. The A/E shall provide an updated schedule showing interim submission date changes to make-up for any lost time. The A/E shall not submit an invoice until the County accepts the submittal as complete.

**Organization of Plan Sheets.** The PS&E shall be complete and organized in accordance with the County's Document Production Guidelines (when specifically provided to A/E by County Architect). The PS&E package shall be suitable for the bidding and awarding of a construction contract, and in accordance with the County's latest policies and procedures.

**Organization of Design Project Folder and Files (Electronic Project Files).** The A/E shall organize and maintain the electronic project files in accordance with County's Document Production Guidelines (when specifically provided to A/E by County Architect).

Design services to be provided by the A/E shall be conducted in phases as outlined herein. Phases may be combined to expedite design process when defined in Attachment C - Fee Schedule, and Attachment D - Work Schedule.

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

The A/E shall accomplish the following:

- A. Analyze Preliminary Scope of Work to verify needs of the 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. Ensure plans and specifications comply with the latest locally adopted versions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), Texas Accessibility Standards of the Elimination of Architectural Barriers Act, Article 9102, Texas Civil Statutes, International Building Code (IBC), ASHRAE 90.1,



ASHRAE 62.1, International Mechanical Code (IMC), International Plumbing Code (IPC), National Electric Code (NEC), National Fire Protection Association (NFPA), International Energy Conservation Code (IECC), applicable sediment and erosion control regulations, and any other applicable codes and ordinances.

- F. Advised the County of any changes, additions, or corrections to the preliminary plans and specifications.
- G. When applicable, prepare recommendations and estimates for removal or remediation when asbestos containing materials or other hazardous substances are present.
- H. Provide deliverables in accordance with County's Design Deliverable Guidelines.

### **Phase II - DESIGN DEVELOPMENT - Plans, Specifications and Estimate**

Upon acceptance of Phase I by the County, the A/E shall proceed with the following work:

- A. 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 Phase I.
- B. Develop plans and specifications, which indicate materials, construction methods and buildings systems. These building systems may include (but are not limited to) architectural, structural, mechanical, plumbing, electrical, and hazardous material remediation.
- C. Prepare a Design Development level cost estimate in a form acceptable to the County.
- D. Provide deliverables in accordance with County's Design Deliverable Guidelines.

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

Upon acceptance of Phase II by the County, the A/E shall proceed with the following work:

- A. Prepare complete plans, specifications and engineering calculations (without professional seals) setting forth in detail the work required for the architectural, structural, civil, mechanical, plumbing, electrical, hazardous material remediation (when asbestos containing materials or other hazardous substances are present), landscaping and irrigation, and site 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 Phases I or II.
- C. Prepare a detailed cost estimate of the project on a form acceptable to the County.
- D. Prepare a construction schedule with a Gantt chart or other County approved format which lists the anticipated major activities required to complete the project.

- E. 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 the County.
- F. Provide deliverables in accordance with County's Design Deliverable Guidelines.

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

Upon acceptance of Phase III by the County, the A/E shall proceed with the following work:

- A. Participate in a Pre-bid Meeting, answer RFI's from Contractors and suppliers, and prepare addenda items as required.
- B. After receipt of bids by the County, advise the County whether or not bids received are fair and reasonable, and whether or not the contract should be awarded on the basis of the bids received. The County will make the final decision as to whether a construction contract will or will not be awarded.
- C. Obtain RAS plan review comments and construction permits from local municipal jurisdiction. County will pay required review and permitting fees.
- D. Revise plans and specifications as necessary to conform to permitting, accessibility, and budget requirements without additional charge to the County.
- E. Provide deliverables in accordance with County's Design Deliverable Guidelines.

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

Upon acceptance of Phase IV by the County, the A/E shall perform the following work:

- A. Provide general administration and be the County's representative during the construction of the project. Advise, consult, and issue the County's instructions to the 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 the 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 the 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 the Contractor. Within one (1) week of receipt, submit written reviews to the County.
- F. Conduct Substantial Completion inspection with appropriate staff and affiliates. Prepare a list of items needing correction. After the Contractor has performed the

required corrections, notify the County in writing that the contract has been performed in general conformance with the plans and specifications and is ready for Final Inspection.

- G. Provide deliverables in accordance with County's Design Deliverable Guidelines.

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

Upon acceptance of Phase V by the County, the A/E shall perform the following work:

- 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 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 Deliverable Guidelines.

## Attachment C

### FEE SCHEDULE

The schedule below indicates fees for each Phase of the Project Total:	<b>\$ 240,225</b>
<b>Phases I &amp; II (combined) - DESIGN</b>	<b>\$ 64,110</b>
Reliance Architecture	\$ 17,490
Hendrix Consulting Engineers	\$ 46,620
<b>Phase III - CONSTRUCTION DOCUMENTS</b>	<b>\$ 70,770</b>
Reliance Architecture	\$ 17,490
Hendrix Consulting Engineers	\$ 53,280
<b>Phase IV - BIDDING, AWARD, AND EXECUTION</b>	<b>\$ 8,846</b>
Reliance Architecture	\$ 2,186
Hendrix Consulting Engineers	\$ 6,660
<b>Phase V - CONSTRUCTION ADMINISTRATION</b>	<b>\$ 33,199</b>
Reliance Architecture	\$ 6,559
Hendrix Consulting Engineers	\$ 26,640
<b>Phase VI - PROJECT CLOSE-OUT</b>	<b>\$ 63,300</b>
Reliance Architecture	\$ -
Hendrix Consulting Engineers	\$ 63,300

## Attachment D

### WORK SCHEDULE

Prime Provider: Reliance Architecture

The schedule below indicates various project milestones and their respective target completion dates throughout the project.

Standard end-of-phase review periods for the County shall be (5) business days minimum. Provide additional schedule charts (as needed) on subsequent sheets.

Work Authorization Execution Date 05/05/20

#### **Phases I & II (combined) - DESIGN DEVELOPMENT**

60% Plans, Specifications and Estimate deliverables 06/09/20  
County written authorization to proceed to next phase 06/15/20

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

Complete Plans, Specifications and Estimate deliverables 08/10/20  
County written authorization to proceed to next phase 08/17/20

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

Sealed Plans and Specifications and Estimate deliverables 08/31/20  
County advertises project for Bid 09/14/20  
Contract Award 09/28/20

#### **Phase V - CONSTRUCTION ADMINISTRATION**

Contractor Notice to Proceed 09/30/20  
Construction Substantial Completion 02/15/20

#### **Phase VI – PROJECT CLOSE-OUT**

Record Documents deliverables 03/15/21

Work Authorization Termination Date 06/01/21