

**ATTACHMENT “E”**  
**WORK AUTHORIZATION FORM**  
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**CITY OF LOS FRESNOS**  
**PROFESSIONAL SERVICES CONTRACT**

**WORK AUTHORIZATION NO.   7**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Professional Services Contract made by and between the **City of Los Fresnos** (hereinafter called “**City**” and **Guzman & Munoz Engineering and Surveying, Inc.** of Mercedes, Texas (hereinafter called “**GMES**”).

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization No. 7 is for **GMES** to provide the final Plans and Specifications for the Texas Water Development Board TWDB Project #62627 DWSRF Project into a bid package that is within the funding requested by the City for construction. This will require the deletion of some sections of the original scope of work designed by GMES and approved by TWDB 2018 and addition of waterline extensions along SH 100 for the proposed **Project**.

The scope of services to be provided by **GMES** is identified in **ATTACHMENT “B” – Scope of Services to be provided by the GMES** attached hereto.

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is \$539,765.00. This amount is based upon the costs outlined in the **Estimated Fee Proposal** attached hereto as **ATTACHMENT “D”**.

**PART 3. PAYMENT**

Compensation and payment to **GMES** for the services established under this Work Authorization shall be made in accordance with **Item No. 5 of the Professional Services Agreement** and **ATTACHMENT “D” of this Work Authorization**.

**PART 4. PERIOD OF SERVICE**

This Work Authorization shall become effective on the date of final acceptance of the parties hereto and terminate upon completion of project or as agreed by both parties hereto. Period of Service is outlined in ATTACHMENT “C”, Work Schedule.

**PART 5. RESPONSIBILITIES AND OBLIGATIONS**

This Work Authorization does not waive the parties’ responsibilities and obligations provided under the main **Professional Services Agreement**.

**PART 6. ACKNOWLEDGEMENT AND CONFIRMATION**

Acknowledgement and confirmation by the **CLIENT** as to the content and detail of this work authorization is granted by execution under Part 7 of this Work Authorization.

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**WORK AUTHORIZATION FORM**  
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**CITY OF LOS FRESNOS**  
**PROFESSIONAL SERVICES CONTRACT**

**WORK AUTHORIZATION NO. 7**

**PART 7. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by the **CLIENT** as indicated below and effective as of \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ATTEST:**

**CITY OF LOS FRESNOS**

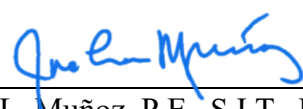
By: \_\_\_\_\_

By: \_\_\_\_\_  
Alejandro Flores, Mayor

**ATTEST:**

**GUZMAN AND MUÑOZ ENGINEERING  
AND SURVEYING, INC.**

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

By:  \_\_\_\_\_  
José L. Muñoz, P.E., S.I.T., President

**List of Attachments:**

- Attachment A – Services to be provided by the City
- Attachment B – Services to be provided by GMES
- Attachment C – Work Schedule
- Attachment D – Estimated Fee Proposal

**ATTACHMENT “A”**  
**SERVICES TO BE PROVIDED BY THE CITY**

The City Manager's Office will be responsible for the coordination of the projects with other segments of the City of Los Fresnos, and other City Departments, other entities' projects, and all private utilities. The following provides an outline of the services to be provided by the **CITY** in the development of the “**Project(s)**”.

The **CITY** will provide to the **ENGINEER** the following:

- (1) Authorization to the **ENGINEER** to begin work in accordance with the Main Contract and subsequent Work Authorizations.
- (2) Payment for work performed by the **ENGINEER**, and accepted by the **CITY** in accordance with the Main Contract and subsequent Work Authorizations.
- (3) Assistance to the **ENGINEER**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **ENGINEER** cannot easily obtain for relevant Work Authorizations.
- (4) Provide any available relevant data the **CITY** may have on file concerning the “**Project(s)**”.
- (5) Provide timely reviews and decisions in response to the **ENGINEER’S** request for information and/or required submittals and deliverables for relevant Work Authorizations, in order for the **ENGINEER** to maintain the agreed-upon work schedule prepared in accordance with the relevant Work Authorization.
- (6) Attend and participate in progress meetings as required and as coordinated and conducted by the **ENGINEER**.
- (7) Attend the Preliminary Concept Conference, which is coordinated and conducted by the **ENGINEER**.
- (8) Review and approve the “**Project(s)**” design criteria.
- (9) Review and approve change orders for the “**Project(s)**” as may be required and prepared by the **ENGINEER**.

**ATTACHMENT "B"**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER**

The Engineer will provide timely and professional geotechnical investigations, design surveys, construction plans and technical specifications and contract documents, construction staking, and other specific services as discussed below. The Engineer will provide a consistent quality of design services for all of the project's components.

The scope of Engineering Services is expected to include:

- A. Attend preliminary conferences with the City of Los Fresnos, Project Manager and other interested parties regarding the project.
- B. Determine the necessity for acquisition of any additional real property/easements/right-of-way for the project. Prepare property surveys, detailed descriptions of sites, maps, or drawings as required; assist in negotiating for land and easement rights. If required, the Engineer will coordinate with the City of Los Fresnos in determining the location of property needed for the proposed project, determining the availability of title, easements, and rights-of-way needed to implement the project, and preparing a map of entire tract(s) with designation of part to be acquired to the City of Los Fresnos. If required, the Engineer will assist the City to obtain all necessary right-of-way and easements on behalf of the City pursuant to federal requirements acceptable to public funding agencies.
- C. Furnish and submit on behalf of the City the engineering data necessary for applications for routine permits by local, state and federal authorities (as distinguished from detailed applications and supporting documents for government grants-in aid, or for planning advances).
- D. Provide field surveys to collect information required for the design and complete related office computations and drafting.
- E. Perform geotechnical investigations such as auger borings, core borings, soil tests, or other subsurface explorations and laboratory testing and inspecting of samples or materials relevant to design.
- F. Prepare detailed construction plans, specifications and contract documents for the construction authorized by the City.
- G. Prepare estimates for probable construction cost of the authorized construction.
- H. Furnish the City with copies of approved contract documents including notices to bidders and proposal forms.
- I. Assist the City in the advertisement of the project for Bids.
- J. Attend the bid opening and tabulate the bid proposals, analyze the responsiveness of the bidders and make recommendations for awarding contract(s) for construction to the lowest responsive bidder.
- K. Prepare and coordinate approval of formal Contract Documents and coordinate issuance of Notice to Proceed from the TWDB.

**ATTACHMENT “B”**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER**

- L. Provide field surveys and office computations for construction control staking, including the staking of bench marks and horizontal control references for the contractor to stake out work.
- M. Consult and advise with the City and Project Manager during construction; issue all instruction to the contractor requested by the City or Project Manager; and prepare and issue routine change orders with the City and Project Manager's approval. Prepare alternate designs or non-routine contract change orders that are necessary due to no fault of the Engineer and upon approval of the City, Project Manager and TWDB.
- N. Review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of materials and equipment and other data which the contractor submits. The Engineer will review and approve, for conformance with the design concept all shop drawings and other submittals as required by the Contract Documents to be furnished by contractors.
- O. Obtain and review monthly and final estimates for payments to contractors, and furnish any recommended payments to contractors or suppliers to the City and the Project Manager; assemble written guarantees which may be required by the Contract Documents.
- P. Attend monthly meetings with City, Project Manager and TWDB during construction.
- Q. Conduct, in the company of the City and Project Manager, a final inspection of the project for compliance with the Contract Documents and submit recommendations concerning project status of City's final payment to the contractor. Prior to submission of recommendation for final payment on each contract, the Engineer will submit a certificate of substantial completion of work done under that contract to the City, Project Manager, TWDB and others as required.
- R. Revise the Contract Drawings (unless redrawing is required) from as-built drawings submitted by the contractor, to show the work as constructed. The Engineer will provide the City with one set of reproducible records (as-built) drawings and two sets of prints. Such drawings will be based on the resident project inspector's construction data and the construction records provided by the contractor during the construction.
- S. Coordinate approval and issuance of Certificate of Completion from the TWDB.

The City Manager will provide a scope of services for all assignments, which will be issued on a Work Authorization basis. Each Work Authorization will have its own general scope of services and deliverables.

The fee for each Work Authorization will be based on the agreed upon fees for each task in **Attachment “D”**.

**ATTACHMENT "B"**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER**

**Special Considerations:**

Assignments may or will require the use of funds from the TWDB or other Federal Agencies and may or will require the implementation of the Disadvantage Business Enterprise program requirements.

A. Any loan award is contingent upon release of funds from the Texas Water Development Board (TWDB)

B. This contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA-approved "fair share goals" for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories.

EPA's policy requires that applicants and prime contractors make a good faith effort to award fair share of contracts, subcontracts, and procurements to Minority Business Enterprise and Women-Owned Business Enterprise firms. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

| CATEGORY     | MBE    | WBE   |
|--------------|--------|-------|
| CONSTRUCTION | 12.94% | 8.72% |
| SUPPLIES     | 9.68%  | 9.34% |
| EQUIPMENT    | 7.12%  | 5.39% |
| SERVICES     | 10.84% | 5.72% |

Documentation of applicable efforts will be required.

**ATTACHMENT “C”  
WORK SCHEDULE**

**A Work Schedule will be established for each Work Authorization using the format outlined below:**

**Work Authorization No. 7**

**Name of Project:** TWDB Project #62627

**Duration of Project:** 27 Months

**The following page is the Schedule and tasks for this project.**

| ID                                    | Task Name                                                                 | Duration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2026        |     |     |             |     |     |             |     |     |             |     |     | 2027        |     |     |             |     |     |             |     |     |             |     |     | 2028        |     |     |             |     |     |  |  |  |  |  |  |
|---------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|-------------|-----|-----|--|--|--|--|--|--|
|                                       |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1st Quarter |     |     | 2nd Quarter |     |     | 3rd Quarter |     |     | 4th Quarter |     |     | 1st Quarter |     |     | 2nd Quarter |     |     | 3rd Quarter |     |     | 4th Quarter |     |     | 1st Quarter |     |     | 2nd Quarter |     |     |  |  |  |  |  |  |
|                                       |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Jan         | Feb | Mar | Apr         | May | Jun | Jul         | Aug | Sep | Oct         | Nov | Dec | Jan         | Feb | Mar | Apr         | May | Jun | Jul         | Aug | Sep | Oct         | Nov | Dec | Jan         | Feb | Mar | Apr         | May | Jun |  |  |  |  |  |  |
| 1                                     | City of Los Fresnos TWDB #62627 - DWSRF Project Schedule                  | 1 day?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 2                                     | PROJECT FUNDING LOAN CLOSING COMPLETE                                     | 1 day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 3                                     | ENVIRONMENTAL ASSESMENT                                                   | 270 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 4                                     | ENVIRONMENTAL ASSESMENT COMPLETE - Agency Coordination and public meeting | 180 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 5                                     | TWDB AND TPWD EID REVIEW AND TWDB APPROVAL - Issurance of FNSI            | 60 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 6                                     | FNSI Approval - 30-day public review                                      | 30 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 7                                     | ENGINEERING FEASIBILITY REPORT                                            | 110 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 8                                     | EFR: WATER DISTRIBUTION SYSTEM IMPROVEMENTS                               | 45 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 9                                     | TWDB EFR REVIEW                                                           | 60 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 10                                    | Approval of EFR after FNSI approval                                       | 5 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 11                                    | ENGINEERING DESIGN & CONTRACT DOCUMENTS                                   | 150 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 12                                    | FIELD INVESTIGATIONS AND SURVEY UPDATES                                   | 60 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 13                                    | WATER MODEL REVIEW AND HYDRAULIC VERIFICATION EFFORTS                     | 30 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 14                                    | PROJECT PLANS AND SPECS UPDATE                                            | 60 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 15                                    | BIDDING & CONSTRUCTION PHASE - PROJECT CLOSE OUT                          | 474 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 16                                    | ADVERTISEMENT                                                             | 30 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 17                                    | BID OPENING                                                               | 1 day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 18                                    | RECOMMENDATION OF AWARD                                                   | 30 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 19                                    | AWARD CONTRACT                                                            | 30 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 20                                    | PRE-CONSTRUCTION CONFERENCE                                               | 1 day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 21                                    | NOTICE TO PROCEED                                                         | 1 day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 22                                    | CONSTRUCTION PERIOD                                                       | 340 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 23                                    | CLOSE OUT AND O&M DOCUMENTATION                                           | 30 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 24                                    | RELEASE OF RETAINAGE                                                      | 10 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| 25                                    | FINAL AUDIT BY TWDB                                                       | 1 day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
|                                       |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| Project: Project1<br>Date: Mon 7/6/26 |                                                                           | <div><div>Task<div></div></div><div>Split<div></div></div><div>Milestone<div></div></div><div>Summary<div></div></div><div>Project Summary<div></div></div><div>Inactive Task<div></div></div><div>Inactive Milestone<div></div></div><div>Inactive Summary<div></div></div><div>Manual Task<div></div></div><div>Duration-only<div></div></div><div>Manual Summary Rollup<div></div></div><div>Manual Summary<div></div></div><div>Start-only<div></div></div><div>Finish-only<div></div></div><div>External Tasks<div></div></div><div>External Milestone<div></div></div><div>Deadline<div></div></div><div>Progress<div></div></div><div>Manual Progress<div></div></div></div> |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |
| Page 1                                |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |             |     |     |  |  |  |  |  |  |

ATTACHMENT "D"

CITY OF LOS FRESNOS TWDB DWSRF #62627

Basic Engineering Fees

|                                        |                      |
|----------------------------------------|----------------------|
| Planning                               | \$ 10,000.00         |
| Design                                 | \$ 60,000.00         |
| Construction Engineering               | \$ 80,000.00         |
| <b>Subtotal Basic Engineering Fees</b> | <b>\$ 150,000.00</b> |

Special Services

|                                  |                      |
|----------------------------------|----------------------|
| Application                      | \$ 10,000.00         |
| Environmental                    | \$ 10,000.00         |
| Surveying                        | \$ 20,000.00         |
| Testing                          | \$ 40,000.00         |
| Inspection                       | \$ 210,000.00        |
| Project Management (by engineer) | \$ 99,765.00         |
| <b>Subtotal Special Services</b> | <b>\$ 389,765.00</b> |

|            |               |
|------------|---------------|
| TOTAL FEES | \$ 539,765.00 |
|------------|---------------|