

## ***Memorandum***

To: Art Rubio, AICP, CNU-A  
Chief Planner  
Town of Horizon City

From: Floyd Johnson, PE  
Huitt-Zollars, Inc.

Subject: Rodman SUP – Design and Construction Support Services

Date: February 25, 2025

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Huitt-Zollars is submitting our fee proposal for the Town’s consideration for the Rodman Shared Use Path (SUP) — Design and Construction Support Services.

### ***Scope of Services***

#### ***Design Support Services (9 Months)***

- Project Management
- Coordinate with Consultant (Conzor Engineers) to provide information for project
- Coordinate with TxDOT
- Review Submittals and Prepare Comments
  - Review 30% Submittal
  - Review 60% Submittal
  - Review 90% Submittal
  - Review 100% Submittal
- Attend Monthly Progress Meetings with Consultant/Town/TxDOT (9 meetings @ 1.0 hour per meeting)
- Attend TxDOT DDRs and Safety Review Meetings (3 Design meetings; 1 Safety Review Meeting @ 1.5 hour per meeting)
- Coordinate and Meet with Stakeholders (HRMUD, etc.) with the Town (Up to 6 meetings @ 2 hours per meeting)
- Attend review meetings with TxDOT/Consultant during design. (Up to 6 meeting at 1 hours per meeting)

#### ***Construction Support Services (1 Year)***

- Project Management
- Attend Pre-Construction Meeting
- Attend Construction Progress Mgt (Virtual Mgt.) (Bi-weekly)
- Provide support to Town on RFIs and other construction issues
  - Coordinate with subject matter experts regarding assistance in resolving RFIs and other construction issues
- Make Periodic Site Visits (Monthly) to monitor Construction



- Site Visits for Field Meetings to discuss Construction Issues

- Attend Substantial Completion Walk Through
- Attend Final Completion Walk Through
- Review Closeout Documents for Completeness

***Deliverables***

Deliverables consist of documentation as required for tasks performed.

***Schedule***

Upon the Town’s authorization to proceed, Huitt-Zollars will perform the tasks as outlined in the Scope of Services. Huitt-Zollars will follow the Contractor’s construction schedule.

***Compensation***

Huitt-Zollars fee of **\$43,530** for Design Support Services (**Hourly**) and **\$50,020** for Construction Support Services (**Hourly**). For a project total of **\$93,550 (Hourly)**. Detailed breakdowns of the fees are enclosed for your review.

Thank you for the opportunity to provide this proposal. Please feel free to call if you have any questions.

**Town of Horizon City**  
**Rodman Design and Construction Support**  
**Services**  
**HUITT-ZOLLARS, INC.**

<b>Task</b>	<b>HZ</b>
A. Design Review Services	\$43,530.00
B. Construction Support Services	\$50,020.00
<b>Total</b>	<b>\$93,550.00</b>

**EXHIBIT A**  
**Town of Horizon City**  
**Design Review Services for Rodman SUP**  
**HUITT-ZOLLARS, INC.**

Man Hour Estimate

25-Feb-25

	Principal	Proj. Mgr.	EIT	Admin. Ass't.	Totals
	\$285.00	\$210.00	\$120.00	\$120.00	
Task					
Project Management	2	32		4	38
Coordinate with Consultant to provide information for project		32			32
Coordinate with TxDOT		32			32
Review Submittals and Prepare Comments					
Review 30% Submittal		4	16	2	22
Review 60% Submittal		4	24	2	30
Review 90% Submittal		4	24	2	30
Review 100% Submittal		4	24	2	30
Attend Monthly Progress Meetings with Consultant/Town/TxDOT (9 meeting @ 1.0 hours per meeting)		9			9
Attend TxDOT DDRs and Safety Review Meeting (3 Design meetings; 1 Safety Review Meeting @ 1.5 hours per meeting)		6			6
Coordinate and Meet with Stakeholders (HRMUD, etc.) with the Town. (Up to 6 meetings @ 1 hours per meeting)		6			6
Attend review meetings with TxDOT/Consultant during design. (Up to 6 meeting at 1 hours per meeting)		6	6		12
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<b>Subtotals</b>	<b>2</b>	<b>139</b>	<b>94</b>	<b>12</b>	<b>247</b>
	\$ 570	\$ 29,190	\$ 11,280	\$ 1,440	\$ 42,480

Direct Expenses

Mileage (1500 miles @ \$0.70/mile)

\$ 1,050

**Total**      \$ 43,530

**Town of Horizon City  
Rodman SUP--Construction Support  
HUITT-ZOLLARS, INC.**

Man Hour Estimate

25-Feb-25

Task	Principal	Proj. Mgr/ Civil Eng	Engineer Intern	Admin. Ass't.	Totals
	\$285.00	\$240.00	\$140.00	\$120.00	
Project Management	2	30		4	36
Attend Pre-Construction Meeting Mgt.) (Bi weekly)		3			3
Provide support to Town on RFIs and other Construction Issues		30	24		54
Make Periodic Site Visits (Monthly) to monitor Construction		30	12		42
Site Visits for Field Meetings to discuss Construction Issues		20			20
Review Change Orders and Plan Revisions and provide input		20	12		32
Attend Substantial Completion Walk Through		6			6
Attend Final Completion Walk Through		4			4
Review Closeout Documents for Completeness		4	8		12
<b>Subtotals</b>	<b>2</b>	<b>167</b>	<b>56</b>	<b>4</b>	<b>229</b>
	\$570.00	\$40,080.00	\$7,840.00	\$480.00	\$ 48,970

Direct Expenses

Mileage (1500 miles @ \$0.70/mile)

\$ 1,050

**Total \$ 50,020**