

Memorandum

To: Michelle Garcia, AICP, CNU-A
Planning Director
Town of Horizon City

From: Isabel Vasquez, PE
Huitt-Zollars, Inc.

Subject: Municipal Facilities-Phase I—Construction Support Services

Date: April 20, 2024

Huitt-Zollars is submitting fee proposal for the Town’s consideration for the Municipal Facilities-Phase I—Construction Support Services.

Scope of Services

- Project Management
- Attend Pre-Construction Meeting
- Coordinate with Consultant to provide information for project
- Attend Construction Progress Mgt (Virtual Mgt.) (Bi weekly)
- Provide support to City on Construction issues
 - Coordinate with Subject matter experts regarding to assist in resolving construction issues
- Make Periodic Site Visits to monitor Construction
 - Site Visits for Field Meetings to discuss Construction Issues

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 **\$100,955** is for Engineering and Review **Services (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.

EXHIBIT A

Town of Horizon City Municipal Facilities-Phase I--Construction Support HUITT-ZOLLARS, INC.

Man Hour Estimate

20-Apr-24

Task	Principal	Sr. Proj. Mgr/ Sr. Civil Eng.	Architect	Structural Engineer	Electrical Engineer	Engineer Intern	Admin. Ass't.	Totals
	\$275.00	\$240.00	\$175.00	\$225.00	\$225.00	\$115.00	\$100.00	
Project Management	2	60					4	66
Attend Pre-Construction Meeting		3	2					5
Coordinate with Consultant to provide information for project	2	24	12	12	12	12		74
Attend Construction Progress Mgt (Virtual Mgt.) (Bi weekly)		40	12	12	12	12		88
Provide support to City on Construction issues	2	40						42
Coordinate with Subject matter experts regarding to assist in resolving construction issues		32	12	12	12	12		80
Make Periodic Site Visits to monitor Construction		40						40
Site Visits for Field Meetings to discuss Construction Issues		40	32					72
								0
Subtotals	6	279	70	36	36	36	4	467
	\$1,650.00	\$66,960.00	\$12,250.00	\$8,100.00	\$8,100.00	\$4,140.00	\$400.00	\$ 99,950

Direct Expenses

Mileage (1500 miles @ \$0.67/mile)

\$ 1,005

Total \$ 100,955