



**TOWN OF HORIZON CITY
MEMORANDUM**

Date: October 7, 2024

To: Honorable Mayor and Members of City Council

From: Teresa Quezada, CIP Manager *Teresa Quezada
10/7/24*

SUBJECT: On an Amendment to the Professional Services Agreement with Huitt-Zollars to increase the total contract cost by \$10,000.00 for the 2018 CIP Support Services

The amendment to the professional services agreement with Huitt Zollars increases the amount of the agreement by \$10,000 to provide support services for the 2018 CIP projects. The initial agreement was approved in October 2018. The services Huitt Zollars provides include attending bi-weekly CIP meetings, coordinating with selected project consultants, and providing Horizon City with professional advice as the projects are developed.

The agreement is structured as a time and materials agreement which means Huitt Zollars will invoice only for the hours worked on the CIP.

Staff recommends approval of the amendment.