



April 7, 2020

Mr. Dennis Jurek  
Assistant Superintendent of Schools  
Bellville Independent School District  
518 S. Matthews Street  
Bellville, TX. 77418

**PROPOSAL FOR:**           **West End Elementary Professional Services to:  
Manage the design and construction of new roof replacement  
West End Elementary School – Bellville Independent School District**

Mr. Jurek,

Rice and Gardner Consultants, Inc (RGCI) is pleased to submit a fee proposal to the Bellville Independent District (BISD) to provide direction and management necessary for the tare-out and re-roof of West End Elementary School

**BASIC SERVICES**

Basic services include (1) direct and oversee all design services performed by Architect and Roofing Consultant, (2) assist and coordinate procurement services with BISD administration, (3) manage and coordinate construction phase with team, and (4) provide weekly progress updates to BISD administration

**PROJECT SCOPE**

The following is a description of project requirements:

1. Existing roof tear-out to deck
2. Full roof replacement with new fully adhered TPO roof system

**PROJECT GUIDELINES**

RGCI will evaluate drawings, bid documents and construction documents and issue a constructability report. RGCI will also lead and coordinate weekly meetings to monitor quality of work and track overall progress. The scope of our Professional Services shall include site

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examination of the existing roofing system and deck. RGCI and design team will review available documents, evaluate findings and make recommendations based on Best Practice Standards.

**COMPENSATION**

Will be based on a not to exceed amount of \$34,000 (Thirty Four Thousand dollars)

RGCI Staff	Hourly Rate	Anticipated Time	Overhead Cost
Senior Project Manager	\$150/ hour	80 hours	\$12,000
Project Manager	\$100/hour	200 hours	\$20,000
Document Controls	\$50/hour	40 hours	\$2,000
<b>Total RGCI Fee</b>			<b>\$34,000</b>

Fee structure is as follows:

**Stipulated fee is based on a 16 week project timeline:**

Design timeline of 4 weeks *20 working days*

Procurement period of 2 weeks *10 working days*

Construction baseline of 8 weeks *40 working days*

\*\* RGCI Fee does not include design services; to be provided by architect and consultants

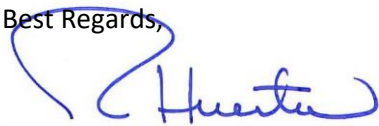
Bellville Independent School District shall compensate Rice & Gardner Consultants, Inc. under the following terms and conditions of this agreement.

1. Payment for services shall be made within fifteen (15) days of receipt of invoice.

**AGREEMENT**

We are sending you our agreement in hardcopy and electronically. Should this contract meet your approval, please indicate your acceptance by signing at the location indicated below and returning to us.

Best Regards,



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Jorge A. Huerta, Deputy Director  
Rice & Gardner Consultants, Inc.  
Date: April 7, 2020

Accepted by:

\_\_\_\_\_  
Mr. Dennis Jurek, Asst Superintendent  
Bellville Independent School District  
Date: \_\_\_\_\_