

Memorandum

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

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

Subject: Dilley, Delake and Transit Center Plaza – Design and Construction Support Services

Date: February 25, 2025

Huitt-Zollars is submitting our fee proposal for the Town’s consideration for both the Dilley, Delake and Transit Plaza Design and Construction Support Services.

Scope of Services

Design Support Services (18 Months)

- Project Management
- Coordinate with Consultant (Gannett Fleming Engineering) 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 (18 meetings @ 1.0 hour per meeting)
- Attend TxDOT DDRs and Safety Review Meetings (3 Design meetings; 1 Safety Review Meeting @ 1.5 hours per meeting)
- Coordinate and Meet with Stakeholder (HRMUD, etc.) with the Town (Up to 6 meetings @ 2 hours per meeting)
- Attend review meetings with TxDOT/Consultant during design. (Up to 4 meetings at 1 hours per meeting)

Construction Support Services (18 Months Est.)

- 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 to assist 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 **\$67,205** for Design Support Services (**Hourly**) and **\$53,045** Construction Support Services (**Hourly**). For a project total of **\$120,250**. 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
Dilley, Delake and Transit Center Design and
Construction Support Services
HUITT-ZOLLARS, INC.**

Task	HZ
A. Design Review Services	\$67,205.00
B. Construction Support Services	\$53,045.00
Sub Totals	\$120,250.00

EXHIBIT A
Town of Horizon City
Design Review Services for Diley-Delake-Transit Plaza
HUITT-ZOLLARS, INC.

Man Hour Estimate

25-Feb-25

	Principal	Proj. Mgr.	EIT	Sr. Admin. Ass't.	Totals
	\$285.00	\$240.00	\$140.00	\$120.00	
Task					
Project Management	2	60		4	66
Coordinate with Consultant to provide information for project		48			48
Coordinate with TxDOT		48			48
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 (18 meeting @ 1.0 hour per meeting)		18			18
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 @ 2 hours per meeting)		12			12
Attend review meetings with TxDOT/Consultant during design. (Up to 4 meetings at 1 hour per meeting)		4	4		8
					0
Subtotals	2	212	92	12	318
	\$ 570	\$ 50,880	\$ 12,880	\$ 1,440	\$ 65,770

Direct Expenses

Mileage (2050 miles @ \$0.70/mile)

\$ 1,435

Total \$ 67,205

**Town of Horizon City
Diley-Delake-Transiot Plaza--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	45		4	51
Attend Pre-Construction Meeting		2			2
Attend Construction Progress Mgt (Virtual Mgt.) (Bi weekly)		30	24		54
Provide support to Town on RFIs and other Construction Issues		20	24		44
Make Periodic Site Visits (Monthly) to monitor Construction		30			30
Site Visits for Field Meetings to discuss Construction Issues		12			12
Review Change Orders and Plan Revisions and provide input		20	12		32
Attend Substantial Completion Walk Through		4			4
Attend Final Completion Walk Through		4			4
Review Closeout Documents for Completeness		4	8		12
Subtotals	2	171	68	4	245
	\$570.00	\$41,040.00	\$9,520.00	\$480.00	\$ 51,610

Direct Expenses

Mileage (2050 miles @ \$0.70/mile)

\$ 1,435

Total \$ 53,045