



October 18, 2010

Trey Fletcher, AICP
Managing Director of Operations
100 E. Main Street, Suite 400
Pflugerville, Texas 78660

Re: Professional Services Proposal
Owner's Representative Services for
Pflugerville Community Library Building Expansion

Dear Trey,

H.R. Gray is pleased to submit this proposal for providing Owner Representative Services for the Pflugerville Community Library Building Expansion project. We have developed our proposal for services based upon our review of the Professional Services Agreement between the City of Pflugerville (COP) and Vitetta Group Inc, our current knowledge of the project, our experience of providing these services and our October 15, 2010 discussion.

We have divided our proposed Scope of Services into two phases – preconstruction and construction – and propose to include the following, or other as-necessary, Owner's Representative services under the direction of City of Pflugerville authorized personnel:

Preconstruction Phase Services

- Analysis of the work breakdown structure to define the project's elements for the master budget and schedule.
- Review of the master budget and schedule based on preliminary and design development phase deliverables by Vitetta Group, Inc.
- Development of project specific administrative guidelines for a document control system that will provide a complete record of project related documents and also define any necessary work flows for the project team's administration of the remaining phases of the project.
- Review preliminary and design development deliverables by Vitetta
- Review preliminary and design development cost estimates deliverables by Vitetta
- Perform constructability reviews of the 60% and 90% deliverables by Vitetta Group, Inc.
- Confirmation of the master budget and schedule based on the constructability reviews of the 60% and 90% deliverables by Vitetta Group, Inc.
- Review and verification of estimated cost of construction
- Bid/Award Phase: Development of the Contractor procurement process.

Columbus
3770 Ridge Mill Drive
Columbus, OH 43026
614.487.1335

Akron
12 E. Exchange Street
4th Floor
Akron, OH 44308
330.379.3200

Lexington
353 Ashmoor Drive
Lexington, KY 40515
859.278.9910

Austin
7320 North Mopac Expressway
Suite 308
Austin, TX 78731
512.340.0680

- Bid/Award Phase: Conduct or support COP in the preconstruction conference, including creating agenda and providing necessary Addenda
- Bid/Award Phase: Review, evaluate and recommend the Contractor.

Construction Phase Services

- Conduct the preconstruction conference and prepare and issue appropriately detailed meeting minutes.
- Develop and prepare monthly reports for COP.
- Conduct monthly or as-necessary progress meetings and prepare and issue appropriately detailed meeting minutes.
- Issue correspondence to contractor as appropriate (and to others, as appropriate, in advancing construction).
- Provide Resident Project Representative to:
 - Observe/inspect construction operations for conformance to the drawings and specifications (on-site presence when contractor is working).
 - Log in, distribute and track construction administration related documents: submittals, RFIs, supplemental instructions, shop drawings, correspondence, photographs, Quality Control Test results, change documentation, etc. using approved document control system.
 - Prepare and distribute daily field reports
 - Coordinate with COP Library Operations Staff on a daily basis.
 - Monitor construction schedule on a daily basis.
 - Monitor contractor's staffing on a daily basis.
 - Monitor contractor's safety practices on a daily basis.
 - Evaluating contractor's requests for payment.
 - Provide written interpretation, clarification and recommendations pertaining to change order requests. Assist in preparation and negotiation of change orders and supplemental agreements during construction.
- Perform final acceptance inspections and assist in administering the completion and closeout process.
- Assist, as needed, in addressing and resolving claims brought by the Owner or Contractor.
- Administer the post-construction warranty phase, tracking any issues as necessary and coordinate Vitetta and Contractor involvement as needed.

H.R. Gray will provide the following deliverables during the preconstruction and construction phases:

- 60% Constructability Review Report
- 90% Constructability Review Report
- Administrative Guidelines
- Monthly Reports
- Upon project completion, all project files, documents and reports generated by participating parties

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Furthermore, H.R. Gray assumes that the City of Pflugerville will handle the responsibility of the temporary field office and all the miscellaneous activities and costs regarding the field office for the purpose of housing our personnel during construction. H.R. Gray will supply a project computer for use by the Resident Project Representative, with internet access supplied by COP.

The attached cost proposal estimate is based on a 7-month pre-construction phase, a 12-month construction phase and 12-month warranty post construction phase. Our final costs for these services utilizes the cost-plus, not to exceed method and amounts to **\$248,094.00** to perform the aforementioned Scope of Services by our personnel.

We look forward to the opportunity of providing Owner Representative Services to the City of Pflugerville on their Community Library Building Expansion Project.

Sincerely,



Scott A. Swiderski, P.E.
Senior Construction Manager

Attachments – Cost Proposal
SAS/AG