

EXHIBIT A

City Services

The City of Pflugerville will provide onsite office space for Owner's Representative.

Exhibit B

Scope of Services

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.
- 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.

Deliverables

- 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

EXHIBIT C

Work Schedule

Owner's Representative services will be performed in conjunction with the Architect's design services and the contractor's construction services for the Library Expansion project.

EXHIBIT D

Cost Proposal

City of Pflugerville

Pflugerville Community Library Building Expansion

OWNERS REPRESENTATIVE SERVICES

EXHIBIT D

October 18, 2010

TASK NO.	WORK TASK	Project Principal Scott Swiderski, P.E.	Project Manager Alex Gonzales, P.E.	Construction Manager Andy Siefker	Administrative Support Kimber McDermott	TOTAL LABOR HRS. & COSTS
PRECONSTRUCTION PHASE						
General Project Management Services (Oct - Apr 2011)						
1.1	Work Breakdown Structure Development	2	24			26
1.2	Master Budget/Schedule Development	2	16			18
1.3	Attend Meetings with City, Vitetta	4	6			10
1.4	Administrative Guidelines Development	4	24			28
Preliminary/Design Phase (Oct - Dec 2010)						
2.1	Schematic Design Docs/Preliminary Spec/LEED Checklist /Estimate	2	16			18
2.2	Attend Meetings with City, Vitetta		8			8
2.3	Design Development Design Docs/Specs/Estimate	2	16			18
2.4	Attend Meetings with City, Vitetta		8			8
Construction Documents Phase (Jan - Apr 2011)						
3.1	60% Plans/Specifications/Estimate/Phasing Schedule Review		24	24		48
3.2	Attend Meetings with City, Vitetta to reconcile review comments	2	8	8		18
3.3	90% Plans/Specifications/Estimate/Phasing Schedule Review		16	16		32
3.4	Attend Meetings with City, Vitetta to reconcile review comments	2	8	8		18
Bid Award Phase (Apr - May 2011)						
4.1	Procurement Process Development	2	8			10
4.2	Pre-bid Conference Preparation and Execution	2	8	4		14
4.3	Support Vitetta in Issuance of Addendums		4	8		12
4.4	Analysis and Recommendation of Contractor proposals; Meetings with City	4	8			12
HOURS SUB-TOTALS						
		28	202	68	0	298
HOURLY RATE (includes overhead and profit)						
		\$183.00	\$120.00	\$90.00	\$77.00	
TOTAL						
		\$5,124.00	\$24,240.00	\$6,120.00	\$0.00	\$35,484.00
Subtotal PRECONSTRUCTION PHASE SERVICES						\$35,484.00

City of Pflugerville
Pflugerville Community Library Building Expansion
OWNERS REPRESENTATIVE SERVICES
EXHIBIT D

TASK NO.	WORK TASK	Project Principal	Project Manager	Construction Manager	Administrative Support	TOTAL LABOR HRS. & COSTS
CONSTRUCTION PHASE		Scott Swiderski, P.E.	Alex Gonzales, P.E.	Andy Siefker	Kimber McDermott	
Construction Phase (June 2011 - June 2012)						
1.1	Resident Project Representative (35 hrs per week for 50 weeks)		132	1750		1882
1.2	Progress Meetings	18	18			36
1.3	Change Management	12	12			24
1.4	Schedule Management	12	12			24
1.5	Reports (*8 hrs/month for 12 months)	12	24		96	132
Post-Construction Phase (July 2012)						
1.6	Substantial Completion/Punchlist Process (Support)		32	24		56
1.7	Contract Closeout	12	12	16		40
1.8	Record Documents - Review and Comment		4	8		12
HOURS SUB-TOTALS		66	246	1798	96	2206
HOURLY RATE (includes overhead and profit)		\$183.00	\$120.00	\$90.00	\$77.00	
TOTAL		\$12,078.00	\$29,520.00	\$161,820.00	\$7,392.00	\$210,810.00
Subtotal CONSTRUCTION PHASE SERVICES						\$210,810.00

WORK TASK SUMMARY	Project Principal	Project Manager	Construction Manager	Administrative Support	TOTAL COSTS BY PHASE
	Scott Swiderski, P.E.	Alex Gonzales, P.E.	Andy Siefker	Kimber McDermott	
Subtotal PRECONSTRUCTION PHASE SERVICES	\$5,124.00	\$24,240.00	\$6,120.00	\$0.00	\$35,484.00
Subtotal CONSTRUCTION PHASE SERVICES	\$12,078.00	\$29,520.00	\$161,820.00	\$7,392.00	\$210,810.00
TOTAL LABOR FEES					\$246,294.00
REIMBURSABLE EXPENSES ALLOWANCE (copies, reports, etc)					\$1,800.00
GRANDTOTAL					\$248,094.00

EXHIBIT E

Insurance Certificates

Insurance certificates will be provided to the City prior to execution of the agreement and maintained in the City's file.