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June 6, 2024

Mr. J. Dalton Anderson, PE  
Project Engineer  
3210 E. Avenue H, Building A  
Temple, Texas 76501

Subject: Synergy Park Contract Amendment – Bidding and Construction Phase Services

Dear Mr. Anderson:

At the request of the City of Temple, we are submitting this proposal for the above referenced project. This project will perform bidding and construction phase services for the Synergy Park Improvements Phase 2 Project. The Construction Cost (OPC) for the project is \$4,600,000. We anticipate this project will be a nine (9) month construction timeframe.

The work to be performed by KPA under this contract consists of providing engineering services for the bidding and construction phase services for the project.

The following services will be performed:

**BIDDING**

- Assist in developing the Competitive Bid Request Form
- Develop and chair the Pre-Bid Conference
- Receive questions and develop addendums for bidding
- Receive bids, tabulate and certify
- Develop Letter of Recommendation
- Attend Council Meeting for Construction Contract to support City Staff

**CONSTRUCTION ADMINISTRATION**

- Chair the Pre-Construction Conference.
- Review and approve all submittals for the project.
- Receive and answer all Requests For Information (RFIs).
- Perform construction administration to include site visits, meeting with the contractor to answer questions and holding progress meetings as required.
- Develop an interactive Pay Estimate form and incorporate any change orders during the development of the project.
- Coordinate monthly pay applications and process.
- Develop and coordinate change orders.
- Coordinate and conduct the final walk through for the project. After the final walk through is complete a punch list will be generated and monitored.
- Submit a recommendation for acceptance of infrastructure to the City of Temple Project Manager.
- Develop record drawings based on information supplied by the contractor.

## ON-SITE REPRESENTATION

Perform daily on-site representation an average of 4 hours per day.  
Prepare and submit weekly logs of construction activities.  
Take photographs and video for the project.

The following scope of work for the Synergy Park Improvements Phase 2 Project can be completed for the lump sum price of \$271,700. Attached is a breakdown of project costs. We are pleased to submit this proposal and look forward to the benefit it will bring the City of Temple.

Bidding		\$ 9,500.00				
Construction Administration		\$ 161,000.00				
On Site Representation		\$ 101,200.00				
Total		\$ 271,700.00				

We will invoice monthly for our services based on a percent completion basis. We appreciate the opportunity and look forward to working with you on this project.

Sincerely,



R. David Patrick, PE CFM  
Partner  
dpatrick@kpaengineers.com