

CITY OF LAKE CITY

**COMMERCIAL REVITALIZATION PROJECT
FEE SCHEDULE**

The fee schedule for the management of the City of Lake City's CDBG Project in the Commercial Revitalization category would be as follows:

SERVICEAMOUNT

1. **Prepare the Environmental Review**

- Prepare the Environmental Review, including all required mail-outs.
- Prepare the required advertising. \$ 10,000.00

2. **Attendance at the Project Monitoring Visits as well as the Completion of all Required Reports**

- Prepare Project Amendments (Estimate - 2).
- Prepare all required reports for submission by the City
- Prepare all required advertisements.
- Participate in all State Monitoring visits (Estimate - 2).
- Prepare the Preliminary Contract and Final close-out documents for the project. \$8,000.00

3. **Project Administration/Financial Supervisor**

- Create and maintain an independent set of financial records for the project.
- Prepare all Request for Funds for the project for submission by the City.
- Coordinate 504 (handicapped accessibility) requirements with the City.
- Work with the City to carry out required Fair Housing Activities.
- Coordinate with the State on any new program requirements. \$ 14,000.00

4. **Coordination with the Engineer and Contractor**

- Coordinate with the engineer on all Federal and State requirements associated with the project.
- Participate in the Pre-bid conference for the project.
- Obtain the contractor approval from the State.
- Coordinate the Pre-construction conference with the engineer.
- Review contractor package for grant information completion. Insure Notice To Proceed is issued to the contractor. Conduct required Employee Interviews. **CITY OF LAKE CITY**

**COMMERCIAL REVITALIZATION PROJECT
FEE SCHEDULE (cont.)**

SERVICE AMOUNT

- Review and approve contractor payroll requests along with the engineer.
- Review and recommend approval of all change orders as they relate to State contract compliance. \$ 16,000.00

5. Community Coordination

- Meet with the Citizen’s Advisory Task Force to keep them updated on the progress of the project.
- Meet with the City Council and City Staff as requested to keep them updated on the progress of the project. \$500.00

6. Coordination with State Staff

- Maintain continuous telephone and written coordination with State staff to insure a smooth flow of the project through the state system.
- Walk any required amendments and approvals through the State to insure a quick approval. \$500.00

GRAND TOTAL ----- \$ 49,000.00