

DIAL DEVELOPMENT SERVICES, Ltd.



P.O. Box 897
Cedar Park, Texas 78630
(512) 589-3105



October 14, 2023

Ms. Ashley Wayman
City Administrator
City of Rollingwood
403 Nixon Drive
Rollingwood, TX, 78746

**Re: Scope and Fee Proposal for Construction Inspection/Observation Services
City of Rollingwood – 2023 Water System Improvements**

Ms. Wayman,

Dial Development Services, Ltd. is pleased to present this scope and fee proposal for construction inspection and observation services during the construction of the project referenced as ***“City of Rollingwood – 2023 Water System Improvements”***. The scope of services that we may provide on this project is as follows:

Construction Inspection/Observation – Visits to the site will be provided, in accordance with the contract agreement, to observe the construction in progress. The site visit will provide a visual observation of materials, equipment and construction work for ascertaining that the work is in substantial conformance with the contract documents and the design intent. We will consult with the project Engineer (KFA) regarding any concerns, incidents, or accidents on the project.

Reports – A summary report will be generated whenever site visits and construction observation is performed. The reports will assist our staff as well as the design team in documenting progress and will serve as a comprehensive report of all issues encountered on the project and how they were addressed. Photo documentation will also be kept and available as part of the project documentation.

Review of Contractor Pay Applications and Project Schedules – The pay application review will express our opinion of the accuracy of the application based on the review of materials on-site and the construction progress to date. We will also review the contractor’s schedule and consult with the project stakeholders regarding the progress to date and our opinion of the

Submittals, Change Orders and R.F.I.’s – We will provide a review and any necessary comments on all submittals, change orders and RFI’s related to the project and consult with the project stakeholders regarding potential concerns and acceptability, as requested by The City of Rollingwood.

Construction Materials Testing – We may witness QC testing, as allowed by the agreement, and insure that testing meets specifications or provide corrective action recommendations prior to proceeding with work when testing does not meet specifications. We will provide our opinion of the recommended corrective action to the project engineer regarding any deficiencies related to the required quality control testing.

Construction Phase Project Meetings – We will attend and maintain active involvement in meetings related to the above referenced project activities during construction, as required. This includes pre-construction meetings, periodic progress meetings, on-site troubleshooting meetings, punch list and final walkthroughs and other necessary construction related meetings, as they may arise.

Construction Deficiencies – If construction deficiencies are noted during site observations, we will review the deficiencies and attempt to resolve the issues through consulting with the contractor and project Engineer. We will consult with the project team and advise them of our opinion regarding the deficiency and the appropriate corrective action. Any stop work orders or other penalties related to the noted deficiency will be initiated by the owner.

Coordination of Stakeholders – As with all of our projects, Dial Development Services, Ltd. will make every attempt to include the pertinent project stakeholders in any given aspect of the project, as necessary. This serves to limit the number of possible issues that can arise during the project and keeps all parties current and fully informed of project progress and helps to identify potential issues that could arise.

Project Close-Out – Typically, we provide all necessary assistance in closing out the project such as punch list compilation and follow up, as-built review, close-out document review, and final quantity and pay application reviews. We can provide the project stakeholders all information necessary to pertinent to the final acceptance of the project.

Personnel, Equipment, and Safety – Dial Development Services, Ltd. staff is highly experienced in construction observation and management with over 75 years of combined construction inspection experience. From standard specifications to community relations, we are seasoned in dealing with any issues that may arise during a project. Our staff has all of the necessary equipment to perform their job tasks in a safe, efficient and timely manner including but not limited to: industry standard personal protective equipment, various measurement devices pertinent to the project, and industry standard reporting materials.

Primary Points of Contact:

Robert Dial, R.A.S. #1379
(512) 589-3105
rdial@dldialassociates.com

David Dial
(512) 784-4546
ddial@dldialassociates.com

Project Fee Schedule:

<i>Robert Dial/David Dial</i>	-	<i>\$130/hour</i>
<i>Inspection Staff</i>	-	<i>\$105/hour</i>

The above fee schedule includes the scope of services described in this proposal for the “*City of Rollingwood – 2023 Water System Improvements*”. The rates listed in the fee schedule are valid for the period covered by the executed contract agreement between DDS and the owner and cover all costs and expenses associated with providing our scope of services.

Standard Working Hours:

Standard working hours for Dial Development Services, Ltd. on the “*City of Rollingwood – 2023 Water System Improvements*” shall be as follows:

- Monday – Friday, between the hours of 8am and 5pm.
- Travel time to the project (one-way) will be charged at the standard rates – 0.5 hour/day.
- Holidays shall coincide with whatever is scheduled in the General Contractor’s agreement with the City of Rollingwood.
- Work activities performed outside of the “standard working hours” as indicated above in this section of the “Scope and Fee Proposal” will be billed at 1.5 times the rates listed in the “project fee schedule” section of this proposal.

Proposed Project Commitment:

Per previous discussions regarding the requested scope of work for this project, Dial Development Services Ltd. proposes the following:

- Part-time services, on an as needed basis, averaging ***approximately 2.5 – 3 hours per day***. One way travel time is included in this daily average estimate.
- Approximate monthly average commitment of 22 working days or ***55-66 hours per month***.
- Services are proposed to be provided over the duration of the base bid and any alternate bid work, ***approximately 18 months***, or as indicated in an executed contract agreement.

Exclusions:

- Additional time required on the project due to circumstances outside of our control, such as scheduling impacts, design conflicts, and significant changes to the project scope and/or duration will be considered for a time and/or budget amendment to the executed contract agreement if; 1) the contracted budget that is negotiated will not be sufficient to complete the project; 2) The time duration of the executed contract agreement will have to be extended to complete the project.
- The Contractor’s **Project Safety, SWPPP, and Traffic Control** plans, requirements, and implementation methods are the ***sole responsibility of the contractor*** awarded the project and are not included in the scope of services provided in this proposal. As always, a good faith effort will be made to notify the contractor of any deficiencies related to these items and we will follow up on corrective action taken with respect to these items to assist the overall success of the project.
- Means and Methods of construction will be the ***sole responsibility of the contractor*** awarded the project. As we do on all projects, we will provide suggestions and recommendations on constructability issues and conflicts to the owner, the contractor, and the design to facilitate a proactive solutions driven approach.
- Plan Review Services are not included in the scope of services provided in this proposal. We did not review the plans during the design portion of the project.
- Full-time construction inspection and observation services are not being provided on this project per this scope and fee proposal and a subsequent contract agreement that may be entered into. Issues that arise during time periods that Dial Development Services, Ltd. is contractually unable to be on-site will be the responsibility of other parties, such as the contractor or the owner, to review and rectify.

Please feel free to contact us if you have any questions or concerns regarding this proposal. If the scope and fee proposal meets with your approval, Dial Development Services, Ltd. will consider your acceptance in the space provided below as authorization to proceed with negotiating a contract agreement for this project. We appreciate the opportunity to provide this valuable service and look forward to a successful partnership with The City of Rollingwood throughout the duration of this project and beyond.


Sincerely,

Dial Development Services, Ltd.

Accepted:

By: DL Dial & Associates LC, General Partner

By: _____

By:  _____
Robert Dial, Vice President

Title: _____