

October 8, 2020

Cindy Schneible, President
McKinney Community Development Corporation
5900 S. Lake Forest Dr
Suite 110
McKinney, Texas 75070

RE: Proposal for Owner's Representative Services
TUPPS Brewery

Dear Ms. Schneible,

I am pleased to provide this proposal to you for Owner's Representative Services for a project tentatively known as TUPPS Brewery/The Granary in McKinney.

Scope of Services

SPINELLI Construction Services will provide one person (Brenda Spinelli) for hours determined as needed for a period of eighteen months, understanding that the actual schedule may vary with the needs of the projects. It is understood that Owner's Representative will be available to work from SPINELLI Construction Services offices or the Project Site.

The Scope of Services may include the following:

- Meeting with MCDC to review the scope of the Projects, establish Project procedures and become familiar with the Project and specific concerns
- Assist, as needed, in coordinating with the project teams, other consultants and vendors
- Attendance at meetings which may include the Architect, Engineers, Contractor, other Consultants and vendors, and the Authorities having Jurisdiction
- Review of meeting minutes published by the Architect and/or Contractor for accuracy
- Provide general construction observation, review progress and communicate to MCDC on a regular basis and generally on the work performed, quality of workmanship, observed conflicts and deficiencies
- Review pay applications and provide recommendations to MCDC
- Receive, provide general review and comments on Project documents as needed
- In conjunction with the Contractor, who has prime contractual responsibility, the Owner's representative shall review and advise the MCDC concerning the adequacy of the Contractor's personnel and equipment and availability of materials and supplies to meet the Contractor's schedule in relation to the Project Schedule
- Coordinate with the Architect and Contractor in review of the work to enable the Architect to determine the date of Substantial Completion, generate punch list, recommendations for rejection and replacement of non-conforming work, observe the testing and start-up of systems and equipment

Additional services include tasks not specifically mentioned above: If called upon to provide other services SPINELLI Construction Services may prepare a separate scope and fee proposal for additional services at the Owner's Request for approval prior to services being performed.

The Scope of Services does not include the following items which can be provided as an Additional Service:

- Technical Review and comments of Design and Construction Documents
- Technical Review and comments/responses to Submittals, Requests for Information, Non-Conformance Reports or Technical Construction Observations
- Environmental Compliance Monitoring
- LEED Certification Services
- Cost Estimating
- Accounting Services
- Scheduling Services

SPINELLI Construction Services does not assume any responsibility or liability for performance of the design and construction services or the compliance with statutes, rules, regulations and applicable code. SPINELLI Construction Services shall have no influence over the construction means, methods, techniques, sequences, safety or procedures. SPINELLI Construction Services shall not bear any responsibility or liability for defects or deficiencies or for the failure to so detect.

Compensation:

The Fee is an hourly rate of \$165/hour and shall be billed for actual hours spent.

It is assumed a time commitment of an average of 15 hours per week (1170 hours) for eighteen months equal to \$193,050.

MCDC may request services for up to an additional 6 months at the same hourly rate.

Reimbursable Expenses which may include printing, plots, postage, handling and delivery, additional requested labor costs and any other expenses incurred will be billed with a 10% multiplier.

Frequency of Invoicing and Terms of Payment:

SPINELLI Construction Services shall submit invoices monthly. Payment shall be made within 30 days after receipt of invoice and acceptance of services rendered.

Respectfully,
SPINELLI Construction Services



Brenda Spinelli, CDT, LEED AP
President