

March 4, 2025

Ms. Patricia Jackson  
Facilities Construction Manager  
City of McKinney  
3501 N. Central Expy  
McKinney, Texas 75071

RE: Proposal for Owner's Representative Services  
McKinney National Airport Commercial Terminal

Dear Ms. Jackson,

I am pleased to provide this proposal to you for Owner's Representative Services for the McKinney National Airport Commercial Terminal.

### Scope of Services

**SPINELLI Construction Services** will provide one person (Brenda Spinelli) with additional support as needed for approximately 18 months, understanding that the actual schedule may vary. It is understood that the Owner's Representative will be available to work from SPINELLI Construction Services offices, City of McKinney Offices, or the Project Site.

### The Scope of Services may include the following:

- Meet with the Owner and Staff as needed/required which can serve as a forum for the exchange of information concerning the Project and design progress
- Attendance at meetings which may include the Architect, Construction Manager at Risk and other Consultants and vendors
- Assist in coordinating with the project teams, other consultants, and vendors, providing written communication as it relates to the Owner's comments and direction
- Support and Review of CMAR scope divisions, bid packages, sub-contractor bids, fee, contingency.
- Review of meeting minutes published by the Architect and/or Construction Manager at Risk for accuracy
- Provide observations, review progress, and communicate to the Owner on a regular basis providing general update including any issues or input required.
- Review pay applications and provide comments
- Receive and Distribute Submittals requiring Owner Review, Requests for Information requiring Owner review and response, Substitution Requests reviewing Owner review and approval, Change Requests, and Contractor's Incident Reports
- Assist and coordinate with owner and CMAR for delivery and install of owner provided FF&E
- Coordinate with the Architect and CMAR in review of the work to enable determine the state of substantial completion, generate punch list, testing and startup of equipment and systems.

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

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

#### **Compensation:**

The Fee is assuming approximately 18-month duration with a maximum of 1238 hours at an hourly rate of \$225/hour for a total of Two Hundred and Seventy-Eight Thousand Six Hundred & Forty Dollars (\$278,640.00) and shall be billable monthly.

Reimbursable Expenses are in addition to labor costs and will be billed at a 1.0 multiplier. Reimbursables include mileage (at the IRS current rate), printing, plots and other documents, postage, handling and delivery and any other expenses incurred. Assumed for a maximum of One Thousand Dollars (\$1000).

Should the City want to increase or extend the scope of services, SCS will provide a written proposal at the time of the request for approval prior to services being performed.

#### **Frequency of Invoicing and Terms of Payment:**

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

Respectfully,  
SPINELLI Construction Services



Brenda Spinelli, CDT, LEED AP  
President