

April 29, 2025

Ms. April Butler  
Parks, Planning & Development Manager  
City of McKinney  
PO Box 517  
McKinney, Texas 75069

Re: Towne Lake Zone 2 – Light Walk  
City of McKinney, Collin County, Texas  
LJA Job No. NTP660-0157D  
LJA Proposal No. 22-14710 CO#2

Dear Ms. Butler:

LJA Engineering, Inc. is pleased to submit the attached change order for additional Contract Administration Services for Towne Lake Zone 2 – Light Walk. If this proposal meets with your approval, please prepare an Architectural/Engineering Service Contract for execution.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. If you have any questions regarding this information, please give me a call at 214.620.2748.

Sincerely,

A handwritten signature in blue ink, appearing to read "Billy Vicic".

Billy Vicic, RLA  
Associate Principal

## **ATTACHMENT A**

### **SCOPE OF SERVICES**

#### **PROJECT IDENTIFICATION**

Project Name: Towne Lake Zone 2 – Light Walk  
City of McKinney, Collin County, Texas  
LJA Job No. NTP660-0157D  
LJA Proposal No. 22-14710 CO#2

#### **PROJECT DESCRIPTION**

Scope and fee herein anticipate the additional Contract Administration Services for Towne Lake Zone 2 - Light Walk.

#### **SCOPE OF SERVICES**

##### **DESIGN COORDINATION SERVICES**

##### **345. CONSTRUCTION ADMINISTRATION / PROCUREMENT AND CONSTRUCTION PHASE**

Prepare and assist in the execution of formal construction contract documents.

Review the contractor's applications for payment accompanied by contract dates and schedules, prepare monthly and final estimates for payments to such; collect and deliver to the Client certifications by the contractor that his subcontractors and suppliers have been paid; and assemble such written guarantees and maintenance bonds which the construction Contract Documents require.

Conduct, in company with the Client, one substantial and one final inspection of the Project for general conformance with the design concept of the Project and general compliance with the construction Contract Documents. Approve, in writing, final payments to the contractor.

On the basis of construction observed by LJA, issue certification to the Client that the Project or any phase thereof has been completed in substantial compliance with the construction contract documents.

On-site project representation will include periodic site visits (typically one visit per week for 1-2 hours per visit) to review progress of contractor's work. These visits will be performed on an as needed basis during certain phases of construction. LJA will make our best effort to be on-site during critical phases of work. It is agreed that LJA does not underwrite, guarantee, or ensure the work done by the contractor. Since it is the contractor's responsibility to perform the work in accordance with the Contract Documents, LJA is not responsible or liable for the contractor's failure to do so. Failure by any LJA personnel engaged in site observation to discover defects or deficiencies in the work of the contractor shall never relieve the contractor for liability or subject LJA to any liability.

## ATTACHMENT B

### COMPENSATION SCHEDULE

#### (02) ZONE 2 – LIGHT WALK

##### **DESIGN COORDINATION SERVICES**

345	Construction Administration	Lump Sum	\$22,375
<b>TOTAL</b>			<b>\$22,375</b>

### ADDITIONAL SERVICES

Compensation for any other Additional Services not listed herein will be billed on a time and materials basis in accordance with LJA Standard Rate Schedule below or on a lump sum basis agreed upon at the time the work is authorized.

- Revisions to the plans requested by the Client after the plans are approved, unless necessitated by discrepancy in the plans
- Design of areas outside the limits of the defined project site
- Public meetings or hearings
- Additional graphic products needed for marketing or public meetings
- Additional meetings or workshops not identified in the project scope of services
- Negotiations with adjacent property owners
- Architectural Services
- Arborist Services
- Redesign of project in attempt to reduce construction costs (after completion of Construction Documents)
- As-built surveys
- Applying for and obtaining construction permits (typically completed by contractor)

### BILLING RATES

<b>LABOR CATEGORY</b>	<b>LOWEST</b>	<b>HIGHEST</b>
Department Head (VP, Division Manager)	\$225.00	\$295.00
Senior Consultant	\$220.00	\$290.00
Director	\$210.00	\$285.00
Group/Design Manager	\$195.00	\$280.00
Sr. Project Manager	\$190.00	\$275.00
Project Manager	\$150.00	\$235.00
Senior Project Engineer	\$145.00	\$235.00
Professional Engineer (Project Engineer, APM)	\$120.00	\$195.00
Graduate / Design Engineer	\$100.00	\$160.00
Sr. Civil Designer	\$120.00	\$185.00
Civil Designer	\$ 85.00	\$150.00
Sr. Planner	\$130.00	\$195.00
Planner	\$ 85.00	\$150.00
Sr. Landscape Architect (Studio Lead)	\$170.00	\$230.00
Landscape Architect	\$115.00	\$165.00

Landscape Designer	\$ 90.00	\$140.00
Sr. Construction Manager	\$120.00	\$215.00
Construction Manager	\$105.00	\$165.00
Resident Project Representative	\$ 85.00	\$165.00
Construction Engineer	\$ 90.00	\$180.00
Construction Inspector	\$ 85.00	\$150.00
GIS Developer	\$100.00	\$190.00
GIS Analyst	\$ 70.00	\$125.00
Survey Project Manager	\$130.00	\$210.00
Project Surveyor	\$110.00	\$170.00
Survey Technician	\$ 75.00	\$155.00
3 Man Survey Crew	\$200.00	\$240.00
2 Man Survey Crew	\$160.00	\$200.00
Clerical (Admin. Assistant)	\$ 60.00	\$125.00
Intern	\$ 50.00	\$ 90.00

#### **REIMBURSABLE EXPENSES**

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In performance of the Scope of Services attached to the Project specific Proposal, the following types of expenses are not contemplated in the Total Proposal Fee. These are considered Reimbursable Expenses and LJA will be compensated for in accordance with the following:

1. Reproduction, out-of-town travel expenses, employee travel and mileage, and other non-labor charges directly related to the Project will be billed at cost plus ten percent.
2. Filing fees, permit fees, and other special charges which are advanced on behalf of the Client will be billed at cost plus ten percent.
3. Subcontracted services and other services by outside consultants will be billed at cost plus ten percent.
4. Vehicle mileage will be charged at the current IRS mileage rate per mile for all travel.
5. Sales tax as required by state law for surveying services will be billed at cost.

Contact for all Correspondence:

Billy Vicic, RLA  
Associate Principal  
214.620.2748  
[bvicic@lja.com](mailto:bvicic@lja.com)