

City of Coppell Public Works Department Routing Sheet for Approval of Contracts and Agreements

Vendor Name: Pape Dawson Engineering Date: 8/9/2021

Contracted Work/Project: Plantation Drive & Mossy Oaks Street

Explanation: Additional design costs associated with 5 year time lag from design to construct - ~~\$38,500~~

Council Approved: Yes / No If yes, Date: _____ Budget Approved: Yes / No

Ethics Certificate Required: Yes / No If Yes, Copy is Attached: Yes / No

New Vendor Existing Vendor Renewing Contract

Routing Sequence:

Initials Date

1. Employee initiating contract/agreement: Jamie Brierton JB 8/9/21
(Include W-9 & CIQ form if vendor is not in system.)

2. Supervisor Authorization: _____

3. Purchasing Manager/Technician: _____
(Signature needed only if vendor is new to system or contract has been changed since last time used)

4. Director of Public Works Authorization: Kent Collins KL 8.18.21

5. Deputy City Manager Authorization: Traci Leach/Vicki Chiavetta TL 8/20/21

Comments: _____

6. City Manager: Mike Land _____

Comments: _____

7. Originals back to Administrative Manager: Kyra Jansen _____

8. Copy of contract/agreement to Jennifer Miller: YES / NO

August 3, 2021

Ms. Jamie Brierton
Project Manager/CIP Coordinator
City of Coppell
815 S. Coppell Road
Coppell, TX 75019

Re: Plantation Drive
Project Number 61103-00
Additional Services Request #4

Dear Ms. Brierton:

This Additional Services Request (ASR) is provided for consulting services beyond what was included in the original contract for the above-referenced project. Scope and fee for the services to be performed are specifically described below.

I. BIDDING AND CONSTRUCTION PHASE **TASK 490**

Due to the complexity and duration of the project, it is anticipated that additional construction meetings and site visits will be required. Attend eight (8) additional construction progress meetings and eight (8) additional site visits. Additionally, the original contract was executed on February 18, 2016 and, as a result, additional fee is required due to salary escalation.

A budget increase of **\$38,500** is the estimated cost of Pape-Dawson's current understanding of the additional services identified above, for a new project budget of **\$351,475**. Upon signing of this proposal by the Client, this proposal to be governed by the existing proposal for this project.

We appreciate the opportunity to work with you on this project. If you concur with this request, please acknowledge your approval by signing in the space provided below and returning this letter to our office via email or US mail for our records. If you have questions or need additional information, please do not hesitate to contact me at your earliest convenience.

Sincerely,
Pape-Dawson Engineers, Inc.



Mark C. Spear, P.E.
Senior Vice President

CITY OF COPPELL

Signature: Victoria A. Chiavetta
Name: Victoria A. Chiavetta
Title: Deputy City Manager
Date: 8/20/21

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