

December 4, 2024

City of Murrieta – Community Services Dept.  
Brian Crawford, Senior Program Manager  
1 Town Square, Murrieta, Ca 92562  
bcrawford@murrietaca.gov  
(951) 461-6047



REF: FEE PROPOSAL– ADDITIONAL CONSTRUCTION MANAGEMENT SERVICES  
FOR TOT LOT PHASE 1 PARKS (PO #P03688)

Dear Mr. Crawford,

Due to the increase in rates from Anser Advisory's original on-call contract proposal, additional impacts we've seen at Monte Vista and Northstar parks, new site fencing for Monte Vista, Palomar and Oak Terrace and an additional 31 working days (currently) added to the original schedule for the Tot Lot Phase 1 Park projects, Anser respectfully requests a change order be provided to complete Construction Management services on the referenced Purchase Order P03688. With City approval, Anser plans to continue their initial scope of work required in the original proposal to assist the City through the current Final Completion date of February 19, 2025. Original / continued services include, but not limited to:

- Weekly Coordination Meetings
  - Generate Agenda's / Minutes and run the Weekly Coordination Meetings
- Weekly site review meetings for pictures, updates with the Owner and Contractor, etc. (2 days / week)
- Extensive review and processing of project correspondence and documentation
  - Future Submittals
  - Future RFI's
  - Future COR's
  - Future Pay Applications
  - Monthly Schedule Updates review
- Any future and final punch walk meetings
  - Generate punch lists for the Owner and Contractor
  - Correspondence between City and Contractor to ensure that all punch items are complete
- Closeout / Warranty Documentation
  - High level review of any outstanding O&M Manuals and Warranties for compliance
  - Processing O&M Manuals & Warranties from Contractor
  - Review of internal as-builts in comparison of that which has been provided by the Contractor
  - Any potential Closeout Submittal meetings
- Pay Application and Closeout Change Order (to zero out bid items)
  - Review and processing the final payment
  - Review and processing a final closeout change order to zero out bid items (if that is a route COA would like to take)

The proposed services provided will be a continuation of the existing agreement for Purchase Order P03688 – CM Services. There are no changes to the scope of services resulting in this change.

## Anser Advisory Construction Management Contract Budget Estimate

WEEK ENDING:	Nov-24	Dec-24	Jan-25	Feb-25	Hours	Rate	Total \$
<b>Monte Vista Park</b>							
Adam	24	20	20		64	\$185.00	\$11,840.00
Rachael	10	6	6		22	\$100.00	\$2,200.00
Jackie	2	1	1		4	\$120.00	\$480.00
<b>Total \$ / Park:</b>							<b>\$14,520.00</b>
<b>Palomar Park</b>							
Adam	10	4	4		18	\$185.00	\$3,330.00
Rachael	6	2	2		10	\$100.00	\$1,000.00
Jackie	2	2			4	\$120.00	\$480.00
<b>Total \$ / Park:</b>							<b>\$4,810.00</b>
<b>Northstar Park</b>							
Adam		40	40	30	110	\$185.00	\$20,350.00
Rachael		20	20	10	50	\$100.00	\$5,000.00
Jackie		2	2		4	\$120.00	\$480.00
<b>Total \$ / Park:</b>							<b>\$25,830.00</b>
<b>Oak Terrace Park</b>							
Adam			20		20.0	\$185.00	\$3,700.00
Rachael			8		8.0	\$100.00	\$800.00
Jackie					-	\$120.00	\$0.00
<b>Total \$ / Park:</b>							<b>\$4,500.00</b>
<b>Total Amendment \$:</b>							<b>\$49,660.00</b>

If the above fee proposal is acceptable to the City, please process a contract work order for execution so CM services may continue through the completion of the project.

Should you have any questions, please do not hesitate to contact me via the information provided below.

Sincerely,



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