



September 12, 2024

Ms. Barbara X. Martinez, PE
Brazoria County Engineering
451 North Velasco St.
Angleton, TX 77515

RE: Proposal for Construction Management and Inspection Services CR 214A, B, C and CR 680 and CR 682 – final completion of CR 682 and final project completion.

Dear Ms. Martinez, PE,

ING Garza, PLLC appreciate the opportunity to provide this proposal for Construction Management and Inspection to Brazoria County Engineering Department for the above reference project.

Scope of Work

- 1. Pre-Construction Phase**
 - a. Coordinate and provide pre-construction activities
- 2. Construction and Inspection Phase – NTP to Substantial Completion**
 - a. Provide Daily Reports, with progress pictures
 - b. Review of lab reports
 - c. Verify monthly quantities
 - d. Review of Contractor's construction schedule
 - e. Coordinate, manage, respond and/or issue RFI's, Submittals and RFP's and Logs
 - f. Manage Change Order/Work Change Directive process
 - g. Review and Issue Pay Application to Client
 - h. Conduct weekly or bi-weekly meeting
 - i. Provide monthly report
 - j. Coordinate substantial completion walk-through
 - k. Review change conditions recommendations
 - l. Review Claim from Contractor and provide recommendations
 - m. Review of substantial complete procedures from Contractor prior to walk through
- 3. Close Out – Substantial completion to Final Acceptance**
 - a. Manage punch list with contractor completion
 - b. Ensure contractor completes and delivers "As Builts"
 - c. Coordinate final walk through
 - d. Review and issue final pay application
- 4. Invoicing**
 - a. Invoicing will be done Monthly and based on actual hours worked per personnel
- 5. Fee – See Attachment A**

I appreciate the opportunity to provide you with this proposal. Should you have any comments or questions please do not hesitate to contact me.

Respectfully Submitted,
ING Garza, PLLC

A handwritten signature in blue ink, appearing to read 'D. Garza', is written over the printed name of David A. Garza.

David A Garza, PE, PMP, CCM
President

ATTACHMENT A

Completion of CR 682 and project close-out CR 214A, B, C and CR 680, CR 682				
	Hr. Rate	September	October	
Construction Manager	\$ 220.00	12	12	
Inspector	\$ 110.00	40	40	
Total		\$ 7,040.00	\$ 7,040.00	
Total Cost of Hours	\$ 14,080.00			
Total	\$ 14,080.00			

Part-time inspection requested by Client