

05/29/2020



TBG

Mr. Drew Pennywell  
City of Burleson  
141 W. Renfro Street  
Burleson, Texas 76028

**Request for Additional Services #5**

Client: City of Burleson  
Project Name: Burleson Old Town Plaza  
Project Location: Burleson, Texas  
TBG Project Number: FW18064

Dear Mr. Pennywell,

Please allow this letter to serve as our request for TBG to provide Additional Services on the subject project. This request is made based upon your request for the following services, which are not included in our original agreement dated 03/22/2018 (TBG Project Number: FW18064). Prior to our proceeding with these requested services, we require receipt of written authorization as noted below.

We look forward to continuing our work with you. Please do not hesitate to call if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Garrison", written in a cursive style.

Eric Garrison PLA  
Managing Principal

## Scope of Additional Services

The Scope of Additional Services requested herein includes:

Additional site visits during the Construction Observation phase above and beyond the maximum number allocated in our proposal.

01\_ Twelve (12) construction/site visits are allocated in the proposal

02\_ To date we have made nineteen (19) site visits (refer to log below)

03\_ We anticipate an additional five (5) site visits during completion of construction per the outline below for a total of twenty-four (24) site visits overall

- \_ Site visit week of 6/1, other disciplines doing a punch walk but site/landscape and environmental graphics still incomplete
- \_ Site/landscape punch walk week of 6/8
- \_ Night punch walk for lighting adjustment week of 6/1 or 6/8
- \_ Two (2) follow-up site visits to confirm completion of corrective punch items week of 6/8 and 6/15

### TBG Site Visit Log

Site Visit	Date	Purpose
1	6/4	1st OAC meeting
2	7/22	Power meeting and site walk
3	8/29	Integral color / acid etch concrete mock-up review
4	10/4	Seeded concrete mock-up review / paver sample review
5	10/18	Seeded concrete mock-up review, etched concrete mockup review, site furnishing color review, construction progress review
6	10/31	Paver & concrete mockup review
7	12/5	Precon meeting – landscape and irrigation
8	12/10	Precon meeting – low voltage lighting
9	12/13	Site visit to solve RFI 86
10	2/11	OAC meeting and signage submittal review meeting
11	3/12	Review water tower stain mock-up, review museum door grade bust, review seatwall footing grade bust
12	4/21	Setting of specimen trees
13	4/23	Setting of specimen trees
14	4/30	Pre-planting walk
15	5/6	Site walk, review planting, hardscape, lighting
16	5/8	Review concrete sandblast finish
17	5/14	Review planting, review concrete finish/replacement panels
18	5/21	Review progress (planting, concrete, history walk, samples)
19	5/28	Review progress (planting, hardscape, site furn, history walk)

## Contract Summary

These services will be billed to you under TBG Project Number FW18064, per the Terms and Conditions of our contract with you dated 03/22/2018.

The fee for this Additional Service is \$12,000. Following is a summary of our contract, including this Additional Service Request #5:

Date	Description	Amount	Contract Basis
03/22/2018	Original Contract	\$ 188,900	Lump Sum
09/06/2018	Additional Service Request #1	\$ 2,500	Lump Sum
11/27/2018	Accessibility Review Fee	\$ 1,200	Lump Sum
12/17/2019	Additional Service Request #2	\$ 2,500	Lump Sum
12/17/2019	Additional Service Request #3	\$ 500	Lump Sum
02/03/2020	Additional Service Request #4	\$ 15,500	Lump Sum
05/29/2020	Additional Service Request #5	\$ 12,000	Lump Sum

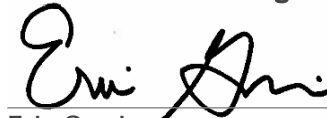
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**TBG Revised Contract Amount** **\$ 223,100**

Note: This proposal excludes any and all state and local taxes associated with the project site. Any such taxes required by law will be added to the project fee.

We request your written approval of this authorization of Additional Service Request #5 by signing and returning a copy of this request for our files. We will not proceed with this work prior to receipt of your approval. If this is not your understanding, or if you have questions regarding the above, please contact me immediately.

**APPROVED and agreed: The Broussard Group, Inc.**



Eric Garrison PLA  
Managing Principal

05/29/2020

Date

**APPROVED and agreed: Drew Pennywell**

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BY Authorized Agent

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DATE

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