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## Memo

Date: April 8, 2022 Project #: 19008  
Topic: Proposed Change Order Project Name: Town of Vienna  
Construction Phase Services Extension New Police Station

Original Downey & Scott Fee Proposal dated 11/28/18 included Construction Phase services for sixteen (16) months (480 Calendar Days) per the RFP 19-03, and HOAR Contract. Due to supply chain disruptions, the roofing materials, fencing, and other materials have been delayed. The estimated completion date provided by Hoar is now July 19, 2022. This will extend Construction Phase Services to 562 days, or 82 calendar days beyond the current contract. We are therefore requesting a contract extension of 90 days, to allow for close-out activities.

Project Executive	Bill Downey	\$135.00/hour	24 hours	\$ 3,240.00
Project Manager	Kevin Fallin	\$125.00/hour	48 hours	\$ 6,000.00
Construction Manager	Lawrence Tressler	\$125.00/hour	112 hours	\$14,000.00
Construction Inspector	Brannon Addison	\$98.73/hour	240 hours	\$23,695.20
Expenses	Mileage – 56 miles roundtrip	\$0.56/mile	60 trips	<u>\$ 1,881.60</u>
			Sub-Total	\$48,816.80
			TOTAL	\$48,816.80

++ This will bring the Downey & Scott Contract to \$432,223.80. The Council previously approved a contract value of \$383,407.00, which was approved at the October 2021 Council Meeting.

We appreciate your consideration.

Sincerely,

Kevin Fallin, P.E.  
Senior Project Manager  
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