



MEMORANDUM

To: City of Gainesville Community Development Department
From: Laura Minns
Date: January 10, 2005
HHI #: 2425.1 – College Park/University Heights CRA
Subject **Additional Services**

As part of the CP/UH expansion update, HHI and RERC have had to provide services in addition to the original scope of the project. These services include two additional meetings with the CRA and CP/UH Advisory Board, additional data collection and analysis, and presentation graphics for meetings with the CRA and CP/UH Advisory Board.

This memo is a request for reimbursement of the additional services in the amount shown below. I've attached a detailed fee schedule with task hours as well. We at HHI are aware of the City's desire to keep costs down and we do not foresee any other additional costs. A portion of the extra hours involved were absorbed within the base contract and the additional amount requested here accounts for those services over and above what was needed to complete the additional tasks. If you have any further questions or concerns, please contact me at (407) 838-2548 or Ginger Corless at (407) 838-2559.

Professional Fees:

Additional meetings with CRA Advisory Board & CRA: November 3rd and 15th	\$4,995.00
Additional Data Collection	\$550.00
Graphic Support	\$555.00

Expenses

Mileage (472 miles x \$.31)	\$146.32
Tolls	\$8.00
Color Copies	<u>\$40.00</u>

Total **\$6,294.32**

City of Gainesville

College Park/University Heights CRA Expansion - HHI Estimate of Additional Services

Prepared By: Laura M. Minns, Associate, HHI
 Revised 01/10/05

	HHI Principal PM	HHI Sr Planner	HHI Planner	HHI Graphic Designer	RERC Tom K	Hour Total	Fee
	\$135.00	\$95.00	\$45.00	\$95.00	\$175.00		
Additional Services							
Additional meetings with CRA Advisory Board Nov. 3rd & 15th	7	15			15	37	\$4,995.00
Additional Data Collection & Analysis		2	8			10	\$550.00
Graphic Support - Brochure for Meetings		2	6	1		9	\$555.00
Subtotal Additional Hours	7	19	14	1	15	56	\$6,100.00
Expenses							
Mileage (472 miles @ .31cents per mile)							\$146.32
Tolls							\$8.00
Color Copies							\$40.00
Subtotal Additional Expenses							\$194.32
Total Hours & Expenses							\$6,294.32