

**Requisition Form**


309311

Vendor: Capstone Planning & Control, Inc.  
11001 West 120th Ave., Suite 220  
Broomfield, CO 80021

Today's Date: December 4, 2014  
Ship To:  
Date Required: ASAP  
Special Instructions:

Requisition No.: 48813  
Date Entered: 12/5/14  
Date Approved: AMM  
Date Denied:

Item #	Quantity	Unit	Description	Unit Price	Total	Charge Number
1	1	LS	Independent Estimating services for WTF T3 Equipment Replacement project	\$5,434.00	\$5,434.00	5026310046.3.521130

Requested By:  Dean Saye, Special Projects Manager

Authorized By:  Carol Webb, Water Resources and Treatment Operations Manager

**EXHIBIT "A"**  
**WORK ORDER FORM**  
**PURSUANT TO AN AGREEMENT BETWEEN**  
**THE CITY OF FORT COLLINS**

**AND**  
**Capstone Planning & Control, Inc.**

from  
Proposal #7581  
DATED: January 1, 2014

Work Order Number: Capstone – WTF T3 Equipment – 2014 – 1  
Purchase Order Number: \_\_\_\_\_  
Project Title: WTF T3 Equipment Replacement  
Commencement Date: December 4, 2014  
Completion Date: January 1, 2015  
Maximum Fee: (time and reimbursable direct costs): \$5,434.00  
Project Description: Replacement of existing floc-sed equipment in T3  
Scope of Services: Independent estimating services. See attached "Scope of Services"

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Services Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Services Agreement and this work order (including the attached forms) the Services Agreement shall control.

The attached Exhibit B, consisting of two (2) pages are hereby accepted and incorporated herein by this reference, and Notice to Proceed is hereby given.

Service Provider: Capstone, Planning and Control Inc.  
By: [Signature]  
Title: VP/SR. PROJECT MANAGER  
Date: 12/04/14

City of Fort Collins.  
Submitted By: [Signature]  
Dean Saye, Special Projects Manager  
Date: 12/04/14  
Reviewed By: [Signature]  
Owen L. Randall, Chief Engineer  
Date: \_\_\_\_\_  
Approved By: [Signature]  
Carol Webb, Water Resources and  
Treatment Operations Manager  
Date: 12/5/14



November 26, 2014

Mr. Dean Saye  
Project Manager  
Fort Collins Utilities  
700 Wood Street  
P.O. Box 580  
Fort Collins, CO 80522-0580  
[dsaye@fcgov.com](mailto:dsaye@fcgov.com)

Re: Proposal for Cost Estimating Services – WTF T3 Sedimentation Basin Projects.

Dear Mr. Saye,

Per your request, our maximum fee for development of the independent cost estimate for the above referenced project based on the information provided by you and the contract documents prepared by CH2M Hill is as follows:

**Pre-Estimate Orientation Meeting:**

<u>Staff Description</u>	<u>Est. Hours</u>	<u>Rate</u>	<u>Est. Fee</u>
Project Mgr.	2.0 Hours	\$110.00/hr.	\$220.00
Project Mgr. Travel Time	2.0 Hours	\$110.00/hr. x 80%	\$176.00
Sr. Estimator	2.0 Hours	\$100.00/hr.	\$200.00
Sr. Estimator Travel Time	3.0 Hours	\$100.00/hr. x 80%	\$240.00
Mileage	252 Miles	\$0.56/mile	\$141.00
Subtotal – Pre-Estimate Orientation Meeting			\$977.00

**Cost Estimate Preparation:**

<u>Staff Description</u>	<u>Est. Hours</u>	<u>Rate</u>	<u>Est. Fee</u>
Project Mgr.	6.0 Hours	\$110.00/hr.	\$660.00
Sr. Estimator	24.0 Hours	\$100.00/hr.	\$2,400.00
Subtotal – Cost Estimate Preparation			\$3,060.00

**Estimate Review & Reconciliation Meeting:**

<u>Staff Description</u>	<u>Est. Hours</u>	<u>Rate</u>	<u>Est. Fee</u>
Project Mgr.	4.0 Hours	\$110.00/hr.	\$440.00
Project Mgr. Travel Time	2.0 Hours	\$110.00/hr. x 80%	\$176.00
Sr. Estimator – Civil	4.0 Hours	\$100.00/hr.	\$400.00
Sr. Estimator Travel Time	3.0 Hours	\$100.00/hr. x 80%	\$240.00
Mileage	252 Miles	\$0.56/mile	\$141.00
Subtotal – Estimate Review & Reconciliation Meeting			\$1,397.00

**Miscellaneous Expenses:**

<u>Expense Description</u>	<u>Est. Cost</u>
1–Costs for Shipping to Return Project Documents to Owner	\$0.00
Subtotal – Miscellaneous Expenses	\$0.00

**The estimated total fee, based on a Not-To-Exceed price for this task = \$ 5,434.00**

Capstone anticipates completing and submitting the estimate for review on December 8, 2014, with a review and reconciliation meeting (or conference call) to be scheduled on December 10, 2014.

Please contact me if you have any questions or require any additional information. Thank you for providing us with the opportunity to support your project.

Sincerely,



Frank Humbert  
VP / Sr. Project Manager