

February 27, 2023

City Manager's Office  
City of Gainesville  
Attn: Andrew Persons  
*Sent via email only*

RE: Project Management Support

Dear Andrew:

Based on our recent discussions with you and Mr. Phil Mann, the City would like CHW to propose professional project management support services for a variety of on-going City projects by dedicating a CHW Project Manager to the City Manager's office to handle management of special projects. The project manager would need a wide variety of skills that span the life of a project from the conceptual planning phase all the way through construction. The embedded project manager would have the ability to work with hired consultants and staff, the public, and Commissioners; collectively the stakeholders.

Specifically, the Project Manager would perform, at a minimum, the following duties and tasks:

- Develop and maintain a project schedule for each project;
- Manage Communication between the various stakeholders;
- Hold Staff and consultants accountable to deliverables and the project schedule; and
- Assist Staff and Consultants through navigation of the political and regulatory process.

To achieve the above, CHW would embed a CHW Project Manager in the City either part time or full time as defined below. The Project Manager would be assigned solely to Mr. Andrew Persons for internal direction and would have oversight by CHW from Mr. Gerry Dedenbach. In addition, due to the complexity and types of projects presented, CHW is offering the services of Mr. Dedenbach, AICP and Mr. Robert Walpole, PE to review projects on a monthly basis for progress and direction as well as attend any necessary high-level strategy or political meetings/commission meetings.

CHW is undertaking the placement of a Project Manager with the understanding and acknowledgement from the City Attorney's Office that placing a Project Manager, to work on a list of unspecified projects, CHW would not be precluded from being on any future design teams that might design the improvements of City projects, whether known or unknown at this time.

The Project Manager would be embedded at City Hall as required but may operate as needed remotely or at CHW offices. CHW will provide a cell phone, laptop, and other required technology to facilitate the role. While on City premises the City will allow full access to high-speed internet and access to necessary records to manage projects. Travel by the CHW Project Manager by personal vehicle throughout the City is anticipated and included in the rates provided below. Travel outside Gainesville would be additional and billed at the standard Federal IRS rate or reimbursement for air fare, hotels, and meals at the current City maximum rates.

CHW will be employing a full-time employee for this position and as such the City is acknowledging they will commit to a minimum of 6 months of service under this task assignment with renewals for 6-month periods thereafter by written acknowledgement. The City shall have the right to ask CHW to change out the Project Manager for any reason with a 30-day notice. CHW may terminate this agreement for convenience with 30 days' notice to the city.

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During the 6-month commitment period the City may request more of the Project Manager service but not less than the initial agreed upon service terms.

CHW is offering the following service terms for the City to select the initial term.

**50% Services**

PM services - 85 hours per month  
Senior Oversight - 5 hours per month  
Strategy and Political - 5 hours per month

**The above would be billed at a lump sum of \$15,250 per month.**

**75% Services**

PM services - 135 hours per month  
Senior Oversight - 8 hours per month  
Strategy and Political - 8 hours per month

**The above would be billed at a lump sum of \$24,250 per month.**

**FULL Time**

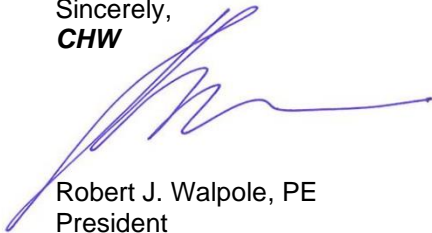
PM services - 175 hours per month  
Senior Oversight - 10 hours per month  
Strategy and Political - 10 hours per month

**The above would be billed at a lump sum of \$31,250 per month.**

Please indicate your initial selection and issue a Purchase Order in the sum of the selection times 6 (6-month engagement) as authorization to proceed. We will need 3 weeks from the time you approve this selection to have a Project Manager on board and assigned to the City.

Please review this and let me know if you have any edits, clarification, or changes you wish to make. We look forward to working with you to assist the City Manager and the Commission in delivering these important projects for the City.

Sincerely,  
**CHW**



Robert J. Walpole, PE  
President