



Agenda
October 23, 2025

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Public comment is encouraged and appreciated. This is an opportunity for the public to address the Library Board of Trustees on library related business. In order to accomplish all business on our agenda and to be respectful of everyone's time, board members will not engage in dialogue with individual members of the audience and no immediate action will be taken on any public comment issue. Public comments are limited to three (3) minutes each.
 - b. Please sign in on the back table if you intend to address the board.
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. Posting for 3 board positions
 - b. Posting for 2 staff positions
- H. Staff reports
 - a. Field Trips
 - b. School visits- career day
- I. Old business
 - a. Strategic Plan Overview
 - b. New Tech upgrades throughout the library
 - c. Policy and Procedures updates
 - d. New website update
- J. New business
 - a. Level 5 – Dan Spykstra- Sent out RFP for Park Project- fees
- K. Next meeting: November 13, 2025
- L. Trustee Comments
- M. Adjournment



Agenda
September 25, 2025

- A. Call meeting to order
 - a. 5:01pm Rick Medrano called meeting to order
- B. Pledge of Allegiance
- C. Roll call
 - a. Leonard Roskop
 - b. Howard McClaskey
 - c. Tami Crossen
 - d. Gabrielle Hattel
 - e. Rick Medrano
 - f. Ken Gfeller
 - g. Lynda Pruett via zoom
- D. Public Comments
 - a. Barb Baker resignation letter was read by Tami Crossen
- E. Approval of previous meeting notes
 - a. Typo on Gabrielle's name misspelling (s/b Hattel) Section L and Roll Call
 - b. Leonard Roskop motion to approve with edits noted
 - c. Ken Gfeller 2nd
 - d. 5-0 motion carries
 - e. Lynda Pruett to send corrected version to Tami Crossen
- F. Payment approval
 - a. Motion by Leonard Roskop
 - b. 2nd by Howard McClaskey
 - c. 5-0 Motion carries
- G. Library Director's Report
 - a. CALCON 2025- Share the great event with the Board
 - i. Six staff members attended. Sessions were excellent. Great networking with vendors and other Library Staff
 - 1. Overall great event programs. Some suggestions for future topics from Tami.
 - ii. Rick attended and discussed a few of the sessions and how to utilize what was learned
 - iii. Session for Directors had a number of interesting topics
 - 1. County commissioners de-seated Board of Trustees and became governing system of the Library system
 - 2. IGAs was another topic of this session
 - 3. Job Descriptions (Director and staff)
 - a. Tami is actioning to review and update Hudson Library job descriptions with a goal to have updates by Jan 1 2026.
 - 4. Policies & Procedures
 - a. Also reviewing and considering consultant engagement



Agenda
September 25, 2025

- b. Tami investigating within the Library District resources
- iv. Next year will be in Aurora, CO

H. Staff reports

- a. Field trips into the Library going well.
- b. Door numbers have remained consistent even with school back in session
- c. Expect lower in October with our Tech update scheduled causing room closures.

I. Old business

- a. Policies and Procedures aligning with PITS
 - i. Tami reviewing for updates needed in our Policies and Procedures
 - ii. Howard noted some sections of interest, Security and Safety sections.
 - 1. Tami noted those are in current version and will be reviewed/updated.
- b. Final Report for Community Needs/Feasibility Study
 - i. Copy for review available in the Library
 - ii. Town managers will receive a copy
 - iii. When new website is live, an E-copy will be included
 - iv. Next steps
 - 1. Strategic Planning Committee review and align the Strategic Plan and bring back to Board for review.

J. New business

- a. Board position opening per Barb Baker's resignation
 - i. Tami will post opening tomorrow, and it run until Oct 22.
 - 1. Applicants will attend to Oct meeting on 23rd
- b. Gabrielle and Leonard terms are up in December,
 - i. Openings posted early November, reapplication is welcome
- c. Dismissal of the Lochbuie case was upheld. Ruling sent to Board by email.

K. Next meeting: October 23, 2025

- a. Gabrielle Hattel will be absent

L. Trustee Comments

- a. Leonard Roskop: apologizes for missing last month. The Feasibility Study was great information
- b. Howard McClaskey: Tami and staff doing a great job managing the vast number of programs provided
- c. Gabrielle Hattel: So much is falling in place for a fresh start
- d. Lynda Pruet: Thank you all who covered for me last month and getting materials to me for review and preparing for this month's meeting.
- e. Rick: Great to see Hudson at CALCON commuting in the new van

M. Adjournment



Agenda
September 25, 2025

- a. Leonard motion to adjourn
- b. Howard McClaskey 2nd
- c. 5-0 motion carries

Lynda Pruett

10-23-2025

Report Criteria:

Summary report type printed

Invoice Detail, GL account = "25646010"."25999999"

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
2	Atmos Energy	081525-LIB	Library Gas Service 7/12/2	08/15/2025	45.19	25646412	45.19	64506	09/11/2025
		091525-LIB	Library Gas Service 8/13/2	09/15/2025	103.39	25646412	103.39	64591	09/25/2025
Total 2:					148.58		148.58		
5	United Power Inc.	090305-LIB	Electric Service August - LI	09/03/2005	1,098.80	25646413	1,098.80	64580	09/18/2025
Total 5:					1,098.80		1,098.80		
30	CenturyLink	082825-2232	Library Telephone Bill	08/28/2025	68.43	25646410	68.43	64511	09/11/2025
Total 30:					68.43		68.43		
853	Love's Travel Stops & Cou	6015169489	Police - Unit 2502 Gas	09/02/2025	576.28	25646416	576.28	99008024	09/04/2025
Total 853:					576.28		576.28		
1041	Caselle Inc.	INV-10687	Contract Support and Main	09/02/2025	215.75	25647733	215.75	64510	09/11/2025
Total 1041:					215.75		215.75		
1186	Bank of Colorado	090125-BL	Barco Products - Benches f	09/01/2025	2,356.50	25647719	2,356.50	64539	09/11/2025
		090125-JR	Target - Bingo and Loteria	09/01/2025	1,147.31	25646725	1,147.31	64539	09/11/2025
		090125-SF	King Soopers - CR 49 mee	09/01/2025	16.98	25646415	16.98	64539	09/11/2025
		090125-TC	Inkriot Marketing - WordPre	09/01/2025	1,371.40	25646725	1,371.40	64539	09/11/2025
Total 1186:					4,892.19		4,892.19		
1252	Terminix	462739519	Pest Control Work Order 2	08/12/2025	157.00	25646724	157.00	64549	09/11/2025
Total 1252:					157.00		157.00		
1412	Greeley Lock & Key	0000042456	Motorized latch pullback kit	08/29/2025	897.58	25646724	897.58	64521	09/11/2025
Total 1412:					897.58		897.58		
1471	Pure Water Dynamics, Inc	1520161-IN	Colibri Cup-AI-A-Time Bre	09/01/2025	45.00	25646710	45.00	64540	09/11/2025
Total 1471:					45.00		45.00		
1645	Employee Reimbursement	090925-SJW	King Soopers - Bingo and	09/09/2025	69.46	25646725	69.46	64526	09/11/2025
Total 1645:					69.46		69.46		
1663	Arrowhead Trash Service I	090125	Library Trash services - Se	09/01/2025	103.00	25646423	103.00	64505	09/11/2025
Total 1663:					103.00		103.00		
1740	InkRiot Marketing	IR25-355	Meeting; Brand Identity; W	09/02/2025	551.00	25646724	551.00	64525	09/11/2025
		IR25-365	Website design and develo	09/09/2025	10,179.00	25646724	10,179.00	64569	09/18/2025
Total 1740:					10,730.00		10,730.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
1799	Amazon Capital Services	116T-CM3N-1PYY-YFTQ-	CREDIT: 20mm Heat-shap 2026-2028 Monthly Planne	09/01/2025 09/01/2025	5.85- 1,311.15	25646721 25646723	5.85- 1,311.15	64584 64584	09/18/2025 09/18/2025
Total 1799:					1,305.30		1,305.30		
1890	RDZ Hardscapes LLC	30	Library Ground Maintenanc	09/08/2025	3,400.00	25646422	3,400.00	64543	09/11/2025
Total 1890:					3,400.00		3,400.00		
1917	Modern Marketing	MMI164684	Tropic Breeze tote bags	09/04/2025	2,257.71	25646512	2,257.71	64574	09/18/2025
Total 1917:					2,257.71		2,257.71		
1932	Dawnee Rae Raskin	33	August Fitness Classes	09/01/2025	640.00	25646725	640.00	64538	09/11/2025
Total 1932:					640.00		640.00		
1964	Otis & Bedingfield, LLC	42894 43795	Appeal 08-566-103 Governance 08-566-102	08/26/2025 08/26/2025	10,097.65 868.80	25646630 25646630	10,097.65 868.80	64537 64537	09/11/2025 09/11/2025
Total 1964:					10,966.45		10,966.45		
2060	Rebecca Elaine Smith	014 015	Sewing Class on 9/9/25 Sewing Class on 9/17/25	09/09/2025 09/17/2025	200.00 200.00	25646725 25646725	200.00 200.00	64609 64609	09/25/2025 09/25/2025
Total 2060:					400.00		400.00		
2136	ReThinking Libraries, LLC	2444	HPL Community Need Ass	09/15/2025	6,327.50	25646633	6,327.50	64610	09/25/2025
Total 2136:					6,327.50		6,327.50		
2155	Anderson Hallas Architects	0007510	Library Community Needs	08/31/2025	4,909.40	25646633	4,909.40	64590	09/25/2025
Total 2155:					4,909.40		4,909.40		
Grand Totals:					49,208.43		49,208.43		

Report Criteria:

Summary report type printed
 Invoice Detail, GL account = "25646010"."25999999"



TOWN OF HUDSON

50 South Beech Street, Hudson, CO 80642
Phone: (303)536-9311 Fax: (303)536-4753
www.hudsoncolorado.org

HUDSON LIBRARY BOARD VACANCY ANNOUNCEMENT

The Hudson Public Library is seeking applicants to fill three vacancies on their Board of Directors. Applicants need to commit to attend monthly meetings held on the fourth Thursday of the month at 5pm and be willing to serve a 5-year term. They must reside within the Hudson Public Library service area.

Please contact the Hudson Library or Hudson Town Hall to acquire an application. All applications must be returned to the Hudson Library by close of business on December 5, 2025. Appointment will be made at the January 7, 2026 Town Council meeting.

The Hudson Town Council will interview and select new members to the Library Board taking into consideration the recommendation of the current Library Board of Trustees.

For more information:

Hudson Public Library
303-536-4550
thehudsonpubliclibrary.org
TCrossen@highplains.us

Town of Hudson
303-536-9311
hudsoncolorado.org
sfarthing@hudsonco.gov

Hudson Library Stats Report

2025

New Library Cards and Onsite Programming			
New Library Cards		55	
Programming			
		Attendance	# of Programs
Kids 0-5		306	12
Kids 6-11		179	22
Teens		21	6
Adults		371	37
All Ages		149	18
Total		1026	95

Create HQ Stats		
Machine		Uses
Sewing		16
3D Prints		4
Sublimation		44
Heat Press		59
Epilog		26
Cricut		28
Button Maker		3
Screen Printer		0
Program Machine Inkjet		10
Total		190

Bookmobile/Van Off Site Programming			
New Library Cards			10
Programming and Stops			
		# of Stops	Total Attendance
Aladdin		2	For all 3 facilities
Charleston		2	Total
Prairie View		2	46
Wild Country RV		2	8
Roggen		1	2
Total		9	56

School Stops		
Programming and Stops		
	# of Stops	Total Atten
Hoff Elementary	1	70
Migrant Preschool	1	11
CCA	1	18
Meadow Ridge	1	2
Total	4	101

Town/Special Events	
Hudson Fall Festival	80
Lochbuie Fall Festival	70
Bookmobile Field Trip to Hudson	41
Total	191

Field Trips/School Events	
Meadow Ridge 1st Grade	87
Total	87

Library Financials			Interest	Interest
Financial Institution	Account Type	Balance	Current	YTD
TBK	CD-48 Month Maturity 07/27/25	\$68,696.50		
	CD-24 Month Maturity 07/27/25	\$32,976.39		
TBK	Money Market	\$122,556.75	\$10.74	\$91.64
Bank of Colorado	Building	\$4,389.17		
	Money Market	\$11,887,261.95	\$10,582.29	\$79,491.35
High Plains Bank	Insured Cash Sweep	\$5,248,743.91	\$16,151.58	\$145,138.05
	Money Market	\$25,499.04	\$499.04	\$4,698.14
ColoTrust	Plus+	\$2,335,848.52	\$8,278.45	\$75,576.31
	Prime	\$5,780,662.46	\$19,873.05	\$180,275.41

Announcing the 2nd Annual
**MILITARY and 1ST RESPONDER
APPRECIATION LUNCHEON**

presented by the

SOUTHEAST WELD COUNTY CHAMBER

in partnership with our friends from the towns of
HUDSON, KEENESBURG, LOCHBUIE, and WIGGINS
and sponsored by our local **BUSINESS PARTNERS**



please join us as we

HONOR our HEROES

on Saturday, November 8th beginning at 11:30am
hosted by Terri Wagner at Coyote Creek Ranch
28376 W County Rd 6, Keenesburg

Active & Retired Military, Veterans & 1ST Responders,
along with their immediate family members will receive

COMPLIMENTARY ADMISSION

as our **HONORED GUESTS**

(all others @\$25 pp, children under 6 are FREE)

**REGISTRATION
REQUIRED**



www.southeastweldchamber.org/events

your registration includes lunch in a beautiful prairie setting & the opportunity to visit with &
honor the attending **MILITARY, VETERAN & 1ST RESPONDERS** from our local communities

GOAL ONE

Improve accessibility of library services

Objective 1.1: Extend library hours

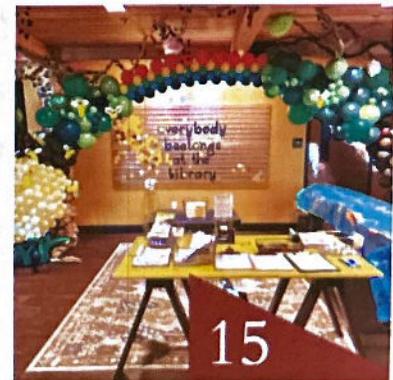
- Initiate new trial hours by January 2024, and track usage and staff capacity during these times
- Complete a public survey in June 2024 to define level of change in meeting community demand
- Continue to adjust biannually until public survey provides a success response at 80% or higher

Objective 1.2: Revise bookmobile outreach

- Evaluate bookmobile collection and identify additional locations for services by March 2024
- Research new bookmobile types and vendors, and contract with bookmobile consultant if necessary, by May 2024

Objective 1.3: Conduct community needs assessment and feasibility study to evaluate expanding library service locations

- Complete community needs assessment by December 2024
- Complete feasibility study to evaluate library service expansion by December 2025



GOAL TWO

Increase engagement with the community

Objective 2.1: Develop communication plan

- Communication plan to be created and implemented by December 2024

Objective 2.2: Increase library engagement at community events

- The library will be engaged in the community for at least eight events per year with no fewer than two per town, per year beginning in 2024



GOAL THREE

Increase services to Spanish speakers

Objective 3.1: Investigate bilingual pay differential to reward staff for additional workload and encourage bilingual applicants to fill future positions

- Research and bring policy to the board by July 2024

Objective 3.2: Evaluate Spanish collection and location(s)

- Test displays and locations quarterly beginning in January 2024

Objective 3.3: Offer Spanish-language programming, including bilingual Storytime and programs for adults

- Offer bilingual Storytime at least once a week beginning in March 2024
- Offer at least one adult program in Spanish quarterly beginning in fall 2024





GOAL FOUR

Increase the engagement of the Board of Trustees

Objective 4.1: Provide board development at least once per year

- Determine what development areas are needed/requested and provide Board development session at least once per calendar year

Objective 4.2: Obligate each trustee to attend at least two library programs or events each year

- Trustees to attend at least two library programs or events by the end of each calendar year providing feedback per each program attended during Board of Trustee meetings

Objective 4.3: Establish annual audit of policies with attorney reviews as appropriate

- Policy committee will be assigned each January to set schedule for review of policies and attorney consultation as appropriate. Committee will recommend revisions as necessary at Trustee meetings with the goal that each policy will be audited by the end of each calendar year

GOAL FIVE

Continue the library's culture of 21st Century innovation

Objective 5.1: Create a Library of Things – more experience passes for Denver activities, seed library, adult board games, video games

- Research based on community needs and feedback by end of 2024
- Offer additional collection items by December 2025

Objective 5.2: Develop outdoor space for community programming

- Create outdoor space and programming by June 2026



GOAL SIX

Augment current programming to meet demand identified in community feedback

Objective 6.1: Facilitate relationships between long-time residents and new residents with community events and an oral history project

- Develop oral history collection by December 2026
- Offer at least one cross-cultural/generational program per quarter beginning in January 2025

Objective 6.2: Develop homeschooling programming in partnership with homeschool families

- Create registry of homeschool families beginning in July 2024
- Offer monthly meetups beginning in September 2024

Objective 6.3: Increase programming for babies/toddlers, teens and seniors

- Provide a suggestion box to gather information to provide programs that are relevant to our communities needs
- Increase programs for this patron base by providing two additional activities per month by December 2024



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October 14, 2025

Tami Crossen, Director
High Plains Library District
Hudson Public Library
100 S Beech St
Hudson, CO 80642
303-536-4550
Via email: tcrossen@highplains.us

RE: Hudson Library Park Owner's Representative Proposal

Dear Tami,

Thank you for the opportunity to be your Owner's Representative on the Library Park project.

Attached you will find our Scope of Services and Fees for the project.

I will also provide an agreement for this Scope for your review and approval.

Please let me know if you have any questions.

Sincerely,

Dan Spykstra

Sr. Vice President of Operations

level5 collaborative
1613 Pelican Lakes Pt, Ste 200
Windsor, CO 80550
p. 970-978-0077
dspykstra@thelevel5.com

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Hudson Library Park Scope of Services

Level5 Owner's Representative Services INCLUDE:

General

1. Work in conjunction with the Town of Hudson for the Splash Pad Scope of Work to be accomplished concurrently.
2. Set up and manage Project Management Online Software to manage budget, invoicing tracking and forecasting.
3. Be available to give presentations to the board of directors.
4. Primary role is to provide oversight and coordination of the project from OWNER's perspective to effectively balance costs, time and quality.
5. Work with the team to refine the scope of work to be within OWNER's budget. Upon OWNER's approval of the design schematics and budget, the design team will prepare the necessary architectural and other design development documents. Owner's Representative will review design with respect to compliance with agreed-upon project objectives.
6. Represent the OWNER at regular project meetings and provide advice that will help facilitate economical, efficient and desirable development and construction procedures. Track project related issues, assign responsibility and track follow-through.
7. Act as liaison between the project team members and assist in the obtaining of building permits, other governmental approvals, authorizations and sign-off's as necessary for the design, construction and operations of the project.
8. Prepare periodic updates for OWNER's approval.
9. Generate master budget. Establish a process by which all changes can be priced, submitted, reviewed and added or subtracted from the project cost. Review and submit, with recommendations, all requests for payment under vendor agreements, provided that all such payments shall be subject to OWNER approval. Coordinate with OWNER's finance and accounting departments on related budget and financial matters.
10. Meet with fire departments, cable, power and phone companies if needed to progress design and construction.
11. Submit to the OWNER suggestions or changes that could improve the design or reduce costs.
12. Provide interpretation of plans and specifications.
13. Develop a communication organization chart for communication flow and decision making.
14. Coordinate with OWNER's legal counsel on legal aspects of the project and major project-related decisions.
15. Maintain electronic files for the OWNER.
16. Review the options for project delivery methods based on program needs and recommend an approach.

Phase I

Pre-Design/Planning

1. Assist in Design Build team selection including generating RFPs, facilitating interviews and calling references.
2. Develop contracts in conjunction with legal counsel for the architect and other design team members.
3. Prepare comprehensive project budget, update the project budget regularly, and provide monthly status reports.
4. Coordinate with Owner's finance and accounting departments on related budget and financial matters.
5. Receive proper insurance documents from the design team.

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6. Work with the OWNER to manage site preparations, including preparing RFP's, evaluating proposals, generating agreements, and reviewing insurance certificates for:
 - a. Surveys
 - b. Soils Testing
 - c. Environmental Assessments
 - d. Traffic Engineering
 - e. Construction Material Testing
 - f. Commissioning Agent
 - g. HAZMAT
 - h. Other
7. During the schematic design phase, Owner's Representative will review design documents for conformance to OWNER's program and other stated project objectives.
8. Owner's Representative will facilitate the incorporation of sustainable building initiatives into the new project at a level deemed appropriate by OWNER.
9. Develop a master schedule outlining critical milestones for the project's success.
10. Review applications for payment and generate monthly draw request for OWNER.

Programming

1. Program Plan Process:
 - a. Coordinate design team to hold a programming workshop, including meetings with staff and administration on program needs
 - b. Follow-up discussion via telephone and e-mail with stakeholders to clarify questions raised at the workshop
 - c. Development of the first draft of the program plan (all sections)
 - d. Presentation to Owner followed by break-out meetings with user representatives as required for discussion of refinement and revisions to program plan document
 - e. Final revisions to document based on input received during the second work session (and input received immediately following, if applicable).
 - f. Final program presentation to Owner.

Design Documentation

1. Work with team to outline critical design goals for a successful project.
2. Attend design team meetings.
3. Help guide team, review design documents, offer suggestions that represent OWNER's interests.
4. Assist with periodic design reviews, review construction documents for technical accuracy in conjunction with the design team.
5. Monitor the incorporation of sustainable initiatives into the project.
6. Review design documents for conformance to building program, OWNER's objectives.
7. Facilitate coordination between IT manager and required design team members.
8. Report to Building Committee team and Board/Commission regarding progress of the design effort.
9. Work with maintenance personnel to standardize equipment and construction materials.
10. Evaluate and advise OWNER regarding additional service requests made by design team and vendors.

Construction Administration

1. Serve as the main OWNER contact for the architect and general contractor.
2. Monitor construction costs.
3. Review and monitor preliminary and final construction schedules.
4. Attend weekly construction meetings (OAC meetings).
5. Obtain and monitor evidence of insurance by contractor.
6. Observe construction activities.
7. Monitor the construction phase activities of the design and engineering firm(s), including the following:
 - a. Technical review and approval of materials submittals and samples

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- b. Resolution of technical questions that may arise during construction
- c. Review and opinion on change orders subject to OWNER approval
- 8. Monitor progress of construction work to determine compliance with the drawings and specifications.
- 9. Resolve questions asked of OWNER that may arise during construction.
- 10. Maintain OWNER's record copies and permanent project files of necessary design and construction related communications. Includes periodic construction progress photographs.
- 11. Report to and advise OWNER on issues of construction cost, schedule and related items.
- 12. Review progress payment requests of contractor and provide payment recommendations to OWNER.
- 13. Monitor design team's construction-phase performance with respect to timeliness of documentation, type and frequency of contractually agreed-to project reporting and other documentation relied upon by OWNER and Owner's Representative.

Furniture and Equipment and Move

- 1. Review, comment and provide recommendations relating to furniture and equipment drawings submitted by OWNER's vendors in order to determine conformance with OWNER objectives.
- 2. Coordinate schedule with OWNER provided furniture and equipment and monitor the installation progress.
- 3. Review invoices for furniture and equipment, and provide recommendation to OWNER on payment.

Close-Out and Post-Construction

- 1. Participate in the punch list in conjunction with the construction, design and engineering firms and monitor progress and completion of corrective work identified on punch list.
- 2. Recommend to the OWNER the approval of the issuance of the Certificate of Substantial Completion.
- 3. Provide recommendation to OWNER regarding final acceptance of project and release of final payment to contractor(s).
- 4. Monitor the turnover of stock supplies of materials as specified by the contract documents.
- 5. Monitor the preparation of operations, maintenance manuals and as-built plans and specifications on behalf of the OWNER.
- 6. Facilitate contractor's training of appropriate, OWNER selected facilities staff members on subjects of operations and maintenance.

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FEES / CLARIFICATIONS / RATES

Owner's Representation

Level5 Consultant Fees: Lump Sum \$ 94,741.00

OWNER'S REPRESENTATIVE / PROJECT MANAGER'S FEE SCHEDULE HOURLY RATES 2025/26

1. Owner's Representative – Vice President / Project Manager \$200/Hour
4. Owner's Representative – Project Assistant \$137/Hour

REIMBURSABLE EXPENSES

1. Reimbursable Expenses will be invoiced at cost plus 10% mark up
2. They include: Postage, couriers, parking (paid parking only), mileage (at current IRS rate), lodging, and Wember's Online Project Management system, which will be invoiced at \$250/month.
3. They exclude: Plots, conference call services, airfare, and other requested trips outside of the region (including lodging, travel and meals)

CLARIFICATIONS

1. Fees are based on the proposed scope of services provided in the RFP
2. Fees are based on a 12 month duration.
3. Fees do not include detailed cost estimating, but do include estimate review & validation and change order review.
4. Fees to be billed out monthly based on project progress.