

April 8, 2025

Ramon "Eddie" Mendez, PE, Principal Civil Engineer
Public Works Engineering Division
209 North "D", Public Works Department
San Bernardino, CA 92401

Subject: Budget Request for Additional Budget for Construction Management and Inspection Services - Nicholson Neighborhood Park Improvements Project

Dear Mr. Mendez,

We are writing to formally request additional budget to extend our Construction Management and Inspection Services for the Nicholson Neighborhood Park Improvements Project. Our original fee proposal was based on a 240-calendar-day construction schedule, with an anticipated completion date of January 13, 2025. Due to the construction extension, we utilized the 10% contingency budget to extend services by an additional month beyond the original completion date.

However, an additional budget of \$144,158.90 is now necessary to support services through June 2025 to ensure the successful completion of the project. The extended timeline requires continued involvement from our Construction Manager, Senior Construction Inspector, and other key personnel.

As the project tapers down in April, May, and June we anticipate a reduction in overall coordination efforts, meetings, and inspection hours. Our team will adjust resources accordingly to align with the project's reduced activity levels during this period.

Below is a summary of the invoices to date:

<i>Summary of Z&K Invoices to Date</i>					
Month	Invoice No.	Total	Cumulative	Remaining	Budget
01_March 2024	2876	\$ 17,928.00	\$ 17,928.00	\$ 453,948.00	\$ 471,876.00
02_April 2024	2877	\$ 23,829.00	\$ 41,757.00	\$ 430,119.00	\$ 471,876.00
03_May 2024	2878	\$ 53,020.00	\$ 94,777.00	\$ 377,099.00	\$ 471,876.00
04_June 2024	2879	\$ 51,703.00	\$ 146,480.00	\$ 325,396.00	\$ 471,876.00
05_July 2024	2880	\$ 52,758.00	\$ 199,238.00	\$ 272,638.00	\$ 471,876.00
06_August 2024	2881	\$ 58,373.00	\$ 257,611.00	\$ 214,265.00	\$ 471,876.00
07_September 2024	2882	\$ 51,131.00	\$ 308,742.00	\$ 163,134.00	\$ 471,876.00
08_October 2024	2883	\$ 46,190.00	\$ 354,932.00	\$ 116,944.00	\$ 471,876.00
09_November 2024	2884	\$ 45,301.00	\$ 400,233.00	\$ 118,830.60	\$ 519,063.60
10_December 2024	2885	\$ 46,053.00	\$ 446,286.00	\$ 72,777.60	\$ 519,063.60
11_January 2025	2886	\$ 48,661.00	\$ 494,947.00	\$ 24,116.60	\$ 519,063.60
12_February 2025	2887	\$ 41,666.50	\$ 536,613.50	\$ (17,549.90)	\$ 519,063.60
11_March 2025	2888	\$ 45,819.00	\$ 582,432.50	\$ (63,368.90)	\$ 519,063.60
12_April 2025	2889	\$ 27,652.00	\$ 610,084.50	\$ (91,020.90)	\$ 519,063.60
13_May 2025	2890	\$ 27,152.00	\$ 637,236.50	\$ (118,172.90)	\$ 519,063.60
14_June 2025	2891	\$ 25,986.00	\$ 663,222.50	\$ (144,158.90)	\$ 519,063.60

* Invoices in gray are included in this budget request

Below is a breakdown of the hours assumed for February through June:

Summary of Z&K Budget Request						
Month	Invoice No.	CM/RE \$160.00	PM/OE \$133.00	Sr. Inspector \$145.00	Material Testing	Invoice Amount
12_February 2025	2887	62	65	148	\$1,641.50	\$17,549.90
11_March 2025	2888	63	63	168	\$3,000.00	\$45,819.00
12_April 2025	2889	44	44	88	\$2,000.00	\$27,652.00
13_May 2025	2890	44	44	88	\$1,500.00	\$27,152.00
14_June 2025	2891	42	84	42	\$1,500.00	\$25,986.00
Total Amount		\$34,720.00	\$71,340.00	\$28,861.00	\$9,237.90	\$144,158.90

**February Invoice includes all hours and costs for the month of February. The Invoice Amount listed is the amount past the contract budget that is included in this budget request.*

We kindly request approval for additional funding to cover these extended services. We are committed to maintaining the highest standards of service and ensuring that the project remains on track to meet the City's expectations.

Please feel free to contact me directly if you have any questions or require additional information. We appreciate your continued partnership and look forward to your prompt response.

Sincerely,



Crystal Fraire, PE

Principal-in-Charge

17130 Van Buren Blvd. #122, Riverside, CA 92504

Phone. 951.310.7470 | cfraire@zandkconsultants.com

