

December 24, 2025

(Revised: January 20, 2025) (Revised: March 14, 2025)

Mr. Andrew Zagars, P.E.  
City of Killeen  
3201-A S.W.S. Young Drive  
City of Killeen, Texas 76542

Re: City of Killeen Stagecoach Rd Reconstruction  
Job No. 41244-02  
Additional Services Request No. 1

Dear Mr. Zagars:

This letter is to request funding for additional services for the above referenced site. These services are considered above and beyond previously authorized work, and include the following:

- I. ADDITIONAL PLAN PREPARATION (PS&E) SERVICES (TASK 294) \$65,000.00**  
Additional services for updating drainage design and separating out the plan sets per phase
  - Separate out plan sets per phase based on when funding is available.
  
- II. BID PHASE SERVICES (TASK 401) \$50,000.00**  
Additional services for bid phase for additional phases.
  - Prepare applicable construction documents for bidding. Attend pre-bid meeting. Respond to bidder's questions during the bid period. Prepare project addenda up to three (3) during bid period. Analyze contractor bids, prepare bid tabulation and make recommendation for award to the apparent low bidder via digital letter.
  
- III. CONSTRUCTION PHASE SERVICES (TASK 402) \$150,000.00**  
Construction phase services for Stagecoach Rd, Phase 1, and the additional phases.
  - Review shop drawings and materials submitted
  - Attend preconstruction meetings
  - Review and provide written responses to Request for information (RFI's)
  - Prepare plan and quantity revisions to process change orders in accordance to City of Killeen format.
  - Provide site visits by the Design Engineer.
  - Assist city staff in conducting final inspection.
  - Recommend final acceptance of completed work.

**IV. GEOTECHNICAL SERVICES (TASK 292) \$90,360.38**

Additional funds requested for the following:

- Soils laboratory testing, in-place field nuclear density testing,
- Concrete compressive strength specimen sampling, testing, and reporting,
- Asphalt aggregate sampling and observation.

**Note:** *The above fee includes a 10% markup.*

**SUMMARY OF SCOPE AND FEES**

I.	Additional Plan Preparation (PS&E) Services	Task 294	Lump Sum	\$65,000.00
II.	Bid Phase Services	Task 401	Lump Sum	\$50,000.00
III.	Construction Phase Services	Task 402	Lump Sum	\$150,000.00
IV.	Geotechnical Services	Task 292	Lump Sum	\$90,360.38
<b>Total:</b>				<b>\$355,360.38</b>

**NOTE:** *Any professional opinions or recommendations related to our scope of work shall be provided in written format on Pape-Dawson letterhead and not solely expressed verbally in meetings or as part of any demonstrative presentation or email discussions.*

A budget increase of **\$355,360.38** is the estimated cost of Pape-Dawson's current understanding of the additional services identified above. Upon signing of this ASR by the client, this ASR to be governed by the existing proposal for this project signed by the client and engineer on the 3rd day of May 2023.

We appreciate the opportunity to work with you on this project. If you concur with this request, please acknowledge your approval by signing in the space provided below and returning this letter to our office via email or US Mail for our records. If you have questions or need additional information, please do not hesitate to contact me at your earliest convenience.

Sincerely,  
Pape-Dawson Consulting Engineers, LLC



Brian Allen, P.E.  
Associate Vice President

**ACKNOWLEDGED & ACCEPTED**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_