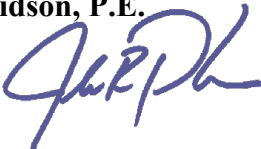




INNOVATIVE TRANSPORTATION SOLUTIONS INC.
2701 Valley View Lane ♦ Farmers Branch, Texas 75234-4924 ♦ (972) 484-2525 ♦ (972) 484-4545

MEMORANDUM

TO: Ms. Jennifer Davidson, P.E.
FROM: John R. Polster 
DATE: October 18, 2024
RE: Discussion of Supplemental Agreement #1 with Halff Associates for the CR 2300 Project

Attached please find the Supplemental Agreement #1 with Halff Associates for the CR 2300 Project from CR 7500 to Woodrow Road.

The scope of services for this Supplemental Agreement is to reduce the scope of the project to remove Tasks 4, 5, and 6 from the Scope and to reduce ROW document preparation and acquisition services. This Supplemental Agreement reduces the current contract by \$421,278.92, decreasing the contract total from \$886,100.00 to \$464,821.08.

Funds unencumbered from this contract should be transferred as follows:

\$421,278.92 to come from CR 2300, Auditor #B11005

To be transferred to:

\$421,278.92 to Woodrow Road Phase 2, Auditor #B11004

Please include the following language in the agenda packet:

“Discussion/consideration of approval of Supplemental Agreement #1 with Halff Associates for CR 2300 in the amount of -\$421,278.92.”

It is ITS’s recommendation that the Lubbock County Commissioners Court consider approval of this Supplemental Agreement. Please take the necessary steps to place this on the court’s agenda for consideration. If you have any questions, please call me at (972) 484-2525.

Attachment

cc: Ms. Lisa Perkins, Administrative Assistant, Public Works Department
Ms. Catie Wall, Internal Audit Manager, County Auditor