

# MEMORANDUM

TO: Blair Mayor and City Council

From: CJ Heaton, Director of Public Works

Date: 5/27/25

Re: Project Advocates

Attached is a proposal from Project Advocates, a firm that specializes in helping see projects through from start to finish successfully. Chris Bilau with Project Advocates helped with the construction and project management of the amphitheater at Generations Park on behalf of the Library Foundation. After discussing the ongoing Industrial Water Main project with Chris, they felt they could offer professional assistance to help see this project through. They would also help with any outstanding issues after the project is completed. He has provided us with his resume, a sample observation report, an information sheet on Project Advocates, and an estimate of the expected costs with the scope of services. Their scope includes general administration of the project, check-ins with the contractor, coordinating activities, assisting with meetings on schedule and planning, preparing reports and assisting with change orders, and assisting with pay apps.

Currently, Tony Larimore, Project Superintendent for the city, performs these duties along with overseeing all projects for the city. Attached is a sample of the daily logs that Tony puts together for each day of the project.

**Staff Recommendation:** Open to council suggestions.

**Financial Impact:** Estimated impact, 5-10 hours a week of assistance, \$9,500 - \$14,500 a month. We would only pay for the time Chris is on site or working on our behalf, invoiced monthly to the city. There are simply a lot of unknowns with the future of the project that could affect the total.