

June 6, 2023

Renee' Obermueller
Sheridan County
224 S. Main St., Ste. B-1
Sheridan, WY 82801

Re: Brooks Street Greenspace
CA Scope/Fee
MMI #6017.002.02

Renee',

Attached is a proposed Scope and Fee for the Construction Administration portion of the Brooks Greenspace project.

SCOPE OF PROJECT

The Brooks Street Greenspace project was recently bid and Northern Underground was the awarded the contract. This project generally includes heated sidewalk/pathway, MSE Block retaining wall, lighting, and landscape in the old Brooks Street located west of the Sheridan County Courthouse.

SCOPE OF SERVICES AND ENGINEERING FEES

Our scope of services includes construction administration for the project as described in this proposal. The project phases are further described as follows:

Construction Administration

1. Coordinate pre-construction contract documents with the contractor and Sheridan County.
2. Conduct a pre-construction conference with the selected contractor and Sheridan County.
3. Review Material Submittals (Including the Retaining Wall and Overhead Structure Design).
4. Provide generally daily site visits by our staff to observe the Contractor's progress and work generally conforming to plans and specs, and preparation of field reports with photos. Fee is based on this being ± 3 hours/day average for a construction duration of 135 working days (190 calendar days or 27, 5-day work weeks; we have not accounted for work on Saturdays or Sundays) to reach substantial completion and an additional 14 calendar days to reach final completion.
 - o The contract allows the contractor an additional 45 calendar days (7 weeks) during the winter months to perform interior work. We are anticipating this effort will require less observation and are estimating ± 8 hours/week.
5. Conduct weekly construction meetings.

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6. Project oversight by our senior staff, which includes occasional site visits to observe the progress of the work, answering questions, and participating in coordination with the County and both preliminary and final inspections for project acceptance.
7. Prepare contractor's pay applications.
8. Conduct substantial and final completion inspections and provide a punchlist of items to be completed.
9. Prepare record drawings (PDF).
10. Coordinate contract closeout documents with the contractor and Sheridan County.
11. Conduct a 1-year warranty inspection and coordinate corrective work with the contractor and Sheridan County.

ENGINEERING FEES

Our proposed compensation for the above-described Scope of Services is on an hourly, cost not-to-exceed basis in accordance with the following breakdown.

Construction Administration (CA)	\$ 239,500.00
Total	\$ 239,500.00

SUBCONSULTANTS AND OTHER ENGINEERING DISCIPLINES

Geotechnical (AET) will provide the following services:

- Retaining Wall submittal review.
- Attend the pre-construction conference.
- Periodic Site Visits (x5) with field reports at key milestones (ret wall excavation/ subgrade, ret wall foundation installation, and parking area). Geotechnical will provide phone support throughout the project duration (estimated at 1 hrs/wk)

Landscape (Steiner-Theusen) will provide the following services:

- Material submittal reviews.
- Attend the pre-construction conference (virtually).
- Construction Observation
 - o Periodic Site Visits (x11) with field reports at key milestones (plantings, irrigation, Overhead Structure, Substantial/Final completion). Landscape will provide phone support throughout the project duration (estimated at 2 hrs/wk)

Electrical (M-M) will provide the following services:

- Material submittal reviews.
- Attend the pre-construction conference (virtually).

- Construction Observation
 - o Periodic Site Visits (x5) with field reports at key milestones (initial site visit, rough in (before slab poured), after slab pour, substantial completion, final completion, etc.). Electrical will provide phone support throughout the project duration (estimated at 2 hrs/wk)

Mechanical (M-M) will provide the following services:

- Material submittal review.
- Attend the pre-construction conference (virtually).
- Construction Observation
 - o Periodic Site Visits (x5) with field reports at key milestones (initial site visit, rough in (before slab poured), after slab pour/interior, substantial completion, final completion, etc.). M&P will provide phone support throughout the project duration (estimated at 2 hrs/wk).

ASSUMPTIONS

1. No Federal funding is used on this project, so no Federal requirements are necessary for the construction of this project.
2. The largest assumption in our construction administration fees is that the Contractor will complete the project within a reasonable schedule. Our costs are largely tied to the construction duration and us being on site daily and preparing field reports whenever the Contractor is working. Should the Contractor take longer than our estimated project schedule it is possible that additional fees would be necessary.
3. Our efforts for any corrective work that the Contractor must address under the one-year warranty will be minimal. The budget allows for approximately one and a half days of staff time dedicated to this task.

Please review the included information and let us know if you have any questions.

Sincerely,



Morrison-Maierle
Tim Brugger, PE
Project Manager

Enc. Brooks Greenspace CA Fee Breakdown (5 pages)

PROPOSAL FEE ESTIMATE

Contract Amendment #3

CA Fee

Brooks Street Greenspace

Sheridan County

MMI No. 6017.002

Prepared By:

Morrison-Maierle, Inc.
1470 Sugarland Drive, Suite #1
Sheridan, Wyoming 82801
307-672-9310

Design Phase = \$ _____ - Not Included

Bid Phase = \$ _____ - Not Included

CA Phase = \$ 239,500.00 Hourly, Cost not to Exceed

Total Fee = \$ 239,500.00 Hourly, Cost not to Exceed

By:



Jeff Feck, P.E., Vice President

6/6/2023

Date

PROJECT BUDGET SUMMARY

Project: Brooks Street Greenspace		SUPERV. ENGINEER	PROJECT MANAGER	DESIGN ENGINEER	SENIOR ENGINEER	DESIGN ENGINEER	CAD DESIGNER	Total, OFFICE HOURS	TOTAL FEE	TOTAL FEE
Project No. 6017.002				(RPR)		(Structural)				
Client: Sheridan County		Jeff F.	Tim	Tre	Rick	Christina	Katelyn			
PM: Tim Brugger										
Date: 06/06/23										
File:		238.00	183.00	138.00	183.00	159.00	129.00			Rounded

PHASE	SERVICE									
050	CONSTRUCTION ADMINISTRATION									
	Project Administration	2.0	16.0					18.0	\$	3,404.00
	CA prep	2.0	8.0	8.0				18.0	\$	3,044.00
	Contractor Agreement/ Final contract items to County		8.0					8.0	\$	1,464.00
	Coordination with ACE/MDU (Interior)		4.0					4.0	\$	732.00
	Coordination with LA/EL/M&P/GEO		16.0					16.0	\$	2,928.00
	Preconstruction Conference (incl. prep of agenda & minutes)	2.0	4.0	6.0				12.0	\$	2,036.00
	Submittals and Shop Drawings		12.0	40.0				52.0	\$	7,716.00
	Retaining Wall Design	2.0	4.0		12.0	8.0		26.0	\$	4,676.00
	Overhead Structure Design		8.0			8.0		16.0	\$	2,736.00
	Construction Obs. and Reporting (to Substantial) 135 Working Days (±3 hrs/day) + 7 wks @ 8hr/wk		110.0	470.0		8.0		588.0	\$	86,262.00
	Construction Obs. and Reporting (to Final)		4.0	16.0				20.0	\$	2,940.00
	Change Orders, Work Directives and Field Orders	2.0	4.0	10.0				16.0	\$	2,588.00
	Payment Applications (x7 + 1 final)		16.0	40.0				56.0	\$	8,448.00
	Project Meetings (Agendas & Minutes; assumed 27 weeks)		30.0	30.0				60.0	\$	9,630.00

Project: Brooks Street Greenspace			SUPERV. ENGINEER	PROJECT MANAGER	DESIGN ENGINEER	SENIOR ENGINEER	DESIGN ENGINEER	CAD DESIGNER	Total, OFFICE HOURS	TOTAL FEE	TOTAL FEE
Project No. 6017.002					(RPR)		(Structural)				
Client: Sheridan County			Jeff F.	Tim	Tre	Rick	Christina	Katelyn			
PM: Tim Brugger											
Date: 06/06/23											
File:			238.00	183.00	138.00	183.00	159.00	129.00			Rounded
	Substantial and Final Inspections										
	Conduct substantial completion inspection & punch list			4.0	12.0		2.0		18.0	\$	2,706.00
	Conduct final completion inspection & punch list			2.0	4.0		1.0		7.0	\$	1,077.00
	Coordinate final contract docs, warranty, & final adv		2.0	4.0	8.0				14.0	\$	2,312.00
	Record Drawings			2.0	8.0			16.0	26.0	\$	3,534.00
	Project Closeout		2.0	4.0					6.0	\$	1,208.00
	1-Year Warranty Inspection (if required)			4.0	8.0				12.0	\$	1,836.00
	2024 Rate Increase; None										
SUB-TOTAL LABOR		0.0	14.0	264.0	660.0	12.0	27.0	16.0	993.0	\$	151,277.00
					Estimated						
					Cost						
					Geotech						
					Landscape						
					Electrical						
					Mechanical						
					Copies						
					Postage						
					Vehicle Mileage						
					\$88,200.00						
TOTAL W/ EXPENSES \$										239,477.00	
TOTAL HOURS		0.0	14.0	264.0	660.0	12.0	27.0	16.0	993.0	\$	239,477.00
										\$	-
TOTAL PROJECT FEE \$										239,477.00	\$ 239,500.00

PROPOSED HOURLY BILLING RATE COMPUTATION
MORRISON-MAIERLE, INC.
2023 Rates

POSITION	NAME	(E) TOTAL BILLING RATE
Supervising Engineer III	Jeff Feck	\$238.00
Supervising Engineer II	Jeff Kraft	\$227.00
Senior Engineer II	Ryan Thomson	\$200.00
Senior Engineer I	Rick Estes	\$183.00
Senior Engineer I	Tim Brugger	\$183.00
Design Engineer I	Tyson Markham	\$159.00
Design Engineer I	Christina Paxton	\$159.00
Design Engineer I	Jacob Wick	\$159.00
Intern Engineer II	Tre LaBossiere	\$138.00
CAD Designer I	Katelyn Lollar	\$129.00

MORRISON-MAIERLE, INC.
FEE SCHEDULE
January 1, 2023

Reimbursable Expenses

Subconsultants	At cost
Field Supplies/Equipment Rental	At cost
Lodging	At cost
Car Rental & Gas	At cost
Vehicle Travel	At cost
Meals	At cost
Outsourced Printing	At cost
Telephone	At cost
Postage/Freight/UPS/FedEx	At cost
Mileage (Company Vehicles)	at IRS rate
Air Travel	At cost