

May 31, 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