

November 17, 2022 (Revised January 6, 2023)

Ms. Sarah Donaldson, PG Environmental Compliance Coordinator Division of Environmental Services Lexington-Fayette Urban County Government (LFUCG) 200 East Main Street, 9<sup>th</sup> Floor Lexington, Kentucky 40507

Re: Scope of Work / Fee Proposal

Construction Administration and Resident Project Representative (RPR) Services

Former Jacks Creek Pike Landfill

Raven Run Nature Sanctuary, Fayette County, Kentucky

Dear Ms. Donaldson:

Tetra Tech is pleased to provide the following Scope of Work / Fee Proposal related to the Former Jacks Creek Pike Landfill Improvements Project. The tasks include conducting a rebid of the project, performing construction administration duties, and providing on-site resident project representative (RPR) services for observation of construction activities.

The proposed Scope of Work is broken down into three (3) tasks and includes:

### Task 1 – Rebid of Construction Project

- Responding to questions submitted by bidding contractors.
- Preparing any necessary addendum.
- Reviewing submitted bids for conformance with the contract documents.
- Preparing formal bid tabulation.
- Preparing Award Recommendation.

## Task 2 - Construction Administration

- Conducting the Pre-Construction Meeting with the contractor.
- Reviewing shop drawings submitted by contractor for conformance with the contract documents.
- Responding to questions/requests for information (RFIs) from the contractor.
- Conducting construction progress meetings.
- Preparing any necessary field orders for clarification of construction activities for the contractor.
- Creating/maintaining logs of all shop drawing submittals, RFIs, field orders, and weather delay days.
- Preparing and negotiating any necessary change orders for the contractor that may be required.
- Reviewing for approval partial pay applications submitted by the contractor.
- Conducting erosion and sediment control (ESC) compliance inspections (once per week).
- Creating meeting agenda and meeting minutes for all construction meetings.
- Conducting a substantial completion inspection and developing a punch list of items for the contractor to address.
- Conducting a final site inspection to verify contractor has addressed punch list items for completion of the project.

#### Task 3 – Record Drawings, Closeout Report, O&M Plan and RPR Services

- Preparation of final Record Drawings (as-builts).
- Preparation of final Closeout Report for documentation of construction activities. The Closeout Report that will include copies of daily RPR inspection reports, ESC inspection reports, shop drawings, RFIs, field orders, change orders, and contractor's partial pay requests.
- Preparation of an Operation and Maintenance Plan to address future operational activities for the bioswale.
- Provide on-site site (RPR) services to document daily construction activities with reports and photo logs.



The Scope of Work assumes the following:

- The construction period is three (3) months.
- Construction progress meetings will be conducted on site once monthly.
- Analytical or geotechnical laboratory fees are not included in the fee proposal.

The proposed Task1, Task 2, Record Drawings, Closeout Report, and O&M Plan from the Scope of Work listed above will be completed for a lump sum fee of \$60,850.00. The Daily On-Site Construction Monitoring will be billed at \$900/day based on the actual number of days that on-site monitoring is conducted. Attached is a breakdown of the fee assuming three (3) months of on-site construction activity for your review and reference. If the proposed fee is acceptable, we will proceed with the listed efforts upon receipt of a modified purchase order for this project.

We appreciate the opportunity to assist you with this work and should you have any questions regarding this proposal please contact me.

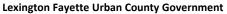
Sincerely,

Herbert R. Lemaster, P.E. Senior Project Manager

Attachment: Raven Run Improvements CA and RPR Fee Estimate

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# Jacks Creek Pike Landfill Improvement Project Fee Estimate for Construction Administration and RPR Services Prepared For





# Prepared by Tetra Tech, Inc. November 17, 2022

	Labor Hours					
	Project				Project	Total
Task Description	Manager	Project Eng. 2	Engineer 2	Sr. Technician	Assistant	Fee
Task 1 - Rebid Construction Project						
Attend Pre-Bid Meeting						\$0.00
Prepare Addendum	4	12			2	\$3,010.00
Attend Bid Opening						\$0.00
Review Bids, Prepare Bid Tab., Make Recommendation	2	6				\$1,420.00
					Subtotal	\$4,430.00
Task 2 - Construction Administration						
Pre-Construction Meeting	8	8		4		\$3,580.00
Review Shop Drawings	20	56			4	\$13,900.00
Respond to RFIs	4	16			2	\$3,650.00
Prepare Change Orders	4	8				\$2,200.00
Conduct Monthly Progress Meetings	12	18				\$5,640.00
ESC compliance Inspections			52			\$6,240.00
Review Pay Applications	2	16				\$3,020.00
Develop Punch List	8	12			2	\$3,930.00
Final Inspection	8	12				\$3,760.00
Task 3 - RFP Defined/Submitted Fees					Subtotal	\$45,920.00
Record Drawings, Closeout Report, and O&M Plan						\$10,500.00
Daily On-Site Construction Monitoring at \$900/day**						\$58,500.00
** assumes 6 hrs/day for 5 days per week.		-		1	Subtotal	\$69,000.00
					TOTAL	\$119,350.00
Total Labor hours	72	2 164	52	2 4	10	

### Assumptions

The anticipated construction period for the contractor will be 3 months (13) weeks.

No laboratory testing fees are included.