



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, 9th 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.

Tetra Tech, Inc.

424 Lewis Hargett Circle, Suite 110, Lexington, KY 40503
Tel 859.223.8000 Fax 859.224.1025 www.tetrattech.com



TETRA TECH

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,

A handwritten signature in blue ink, appearing to read 'Herbert R. Lemaster'.

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
Lexington Fayette Urban County Government



Prepared by Tetra Tech, Inc.
 November 17, 2022

Task Description	Labor Hours					Total Fee
	Project Manager	Project Eng. 2	Engineer 2	Sr. Technician	Project Assistant	
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
Subtotal						\$45,920.00
Task 3 - RFP Defined/Submitted Fees						
Record Drawings, Closeout Report, and O&M Plan						\$10,500.00
Daily On-Site Construction Monitoring at \$900/day**						\$58,500.00
Subtotal						\$69,000.00
TOTAL						\$119,350.00
Total Labor hours						
	72	164	52	4	10	

Assumptions

The anticipated construction period for the contractor will be 3 months (13) weeks.
 No laboratory testing fees are included.