



HISTORIC
FRANKLIN
TENNESSEE

ITEM #9
CIC
10-11-12

MEMORANDUM

28 September 2012

TO: Board of Mayor and Aldermen (BOMA)

FROM: David Parker, P.E, City Engineer/CIP Executive
Eric Stuckey, City Administrator
Paul Holzen, P.E., Director of Engineering
Ben Worley, ROW Agent/Project Manager

SUBJECT: Consideration of Professional Services Agreement (Contract 2012-0167) with Smith Seckman Reid, Inc for Construction, Engineering and Inspection (CEI) services for the East Flank Battlefield Park Roadway Project in an amount not to exceed \$165,920.

Purpose

The purpose of this memo is to recommend approval of the PSA with SSR for the East Flank Battlefield Park Roadway Project CEI services.

Background

The City of Franklin was the recipient of a \$500,000 transportation enhancement grant to construct access improvements to Eastern Flank Battlefield Park. Access improvements include the construction of a drive that allows for access to the battlefield property, Carnton Plantation, Confederate Cemetery and Fleming Center. Improvements also include additional parking and other amenities. TDOT Local Programs required City Staff to go through an RFQ process to select a consulting firm for the CEI associated with this project. On July 31, 2012 the City Engineering Department published a notice to consultant engineers regarding a request for letters of interest for the CEI services for the project. The Engineering Department received 12 submittals to evaluate. The evaluation teams overall recommendation was to select Smith Seckman Reid, Inc to provide CEI Services for the project. The construction of this project is estimated at 8 months. The services provided by SSR and their subconsultant will supplement the project oversight provided by City Staff and ensure the final product is of the highest quality.

Financial Impact

The CEI is \$165,920 and represents approximately 13.3% of the Opinion of Probable Costs for this project (\$1,250,000). Funds are to be paid out of the Capital Projects Budget.

Recommendation

Staff recommends approval of Professional Services Agreement (Contract 2012-0167) with Smith Seckman Reid, Inc for Construction, Engineering and Inspection (CEI) services for the East Flank Battlefield Park Roadway Project

East Flank Battlefield Park Road

Scope of Work for CEI Consultant

Construction Engineering and Inspection Services

Smith Seckman Reid, Inc. (SSR), will provide Construction Engineering and Inspection (CEI) services for the City in accordance with Appendix C, Roadway and Bridge Field Construction Procedures, in the TDOT "Local Government Guideline for the Management of Federal and State Funded Transportation Projects." SSR will provide the appropriate field and office staff required to assist the City in compliance with the guidelines for Locally Managed Projects as outlined in the subtasks below. As previously stated, it is assumed that there will be one construction contract for the entire project and that the construction phase of this project will have a nine (9) month duration. Furthermore, we anticipate that one (1) inspector in the field will be sufficient for this construction project.

SSR will provide Erosion Prevention and Sediment Control (EPSC) inspection in accordance to the guidelines outlined and accepted by the Tennessee Department of Environment and Conservation (TDEC). The EPSC inspection will be carried out in accordance to the Storm Water Prevention Pollution Plan (SWPPP) previously prepared by the city.

Task 1.1 – Pre-Construction and Pre-Erosion Conference.

SSR will prepare for and conduct one (1) Pre-Construction and Pre-Erosion Conference at a time and location determined by the City and TDOT. SSR will respond in writing to issues that arise at the meeting. SSR will prepare and distribute meeting minutes.

Task 1.2 – Provide Utility Coordination

SSR will provide project utility coordination and will coordinate individually and as a whole with the multiple utility companies identified in the construction documents as owning facilities within the project limits. SSR will prepare for and administer monthly utility coordination meetings with the Contractor and his subcontractors, and the utility representatives (these meetings may not last the entire length of the construction period; they will be discontinued once the project team believes that utility conflicts have been resolved). SSR will, as a part of these meetings assist the Contractor in the identification of utility installations and activities that may impact the overall progress of the project. SSR will coordinate with the identified utility meeting participants in the scheduling of work that is determined by the contractor to be time-sensitive. SSR is not responsible for the timeliness, correctness, or adequacy of the work performed by the various utility contractors, and shall not be held liable for damages or delays resulting from the

Contractor's work or lack thereof. The sole purpose of SSR's role in the installation of utilities as related to this project is the coordination of continued progress of the project as a whole and to attempt to coordinate utility installation work that interferes with other project work.

Task 1.3 – Supplemental Agreements / Construction Change Orders

SSR will notify the City of the necessity for any Supplemental Agreements / Construction Changes. SSR will negotiate prices for additional pay items with the contractor while adhering to the "TDOT Average Unit Price" listing when possible and coordinate acceptance of prices with the City. SSR will prepare the Supplemental Agreement / Construction Change and submit to the City for final review and submittal for processing. Any work that cannot be negotiated with the prime contractor will be pursued by Force Account as defined in the TDOT Standard Specifications and recorded on forms supplied by TDOT. SSR will review any Value Engineering Change Proposals and prepare recommendations for the City.

Task 1.4 – Shop Drawings and Submittals

The engineer of record will review and approve or take other appropriate action with respect to Shop Drawings and Submittals, but only for conformance with the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Task 1.5 – Quality Assurance, Testing for Acceptance, and Training

SSR will provide certified and trained personnel for field and plant testing and inspection. SSR will monitor the testing provided by the contractor in the field as defined in the Contract, Plans or Specifications and document testing on standard forms normally used by TDOT. SSR will monitor documentation of testing by the Contractor. Field testing consists of ACI tests for concrete consisting of concrete plant, nuclear density testing of subgrade and earthwork, base stone, asphalt, structural backfill, and pipe backfill as defined in the Standard Specifications and the TDOT sampling and testing schedule. SSR will provide source or plant testing according to TDOT Standard Specification 106.05 to consist of asphalt plant inspection. SSR will provide aggregate analysis and moisture testing for roadway embankment and base stone materials as defined in the Standard Specifications and the Department's sampling and testing schedule. SSR will provide miscellaneous checking of application rates and dimensions and bearings to review conformance to Plans and Specifications. In case of notification of defective concrete as defined in the Specifications, the Consultant will submit the initial information on TDOT standard forms and receive the final disposition of the material after review. Certifications of material submitted by the Contractor will be reviewed by SSR for conformity to the Specifications. A Final Materials and Tests Certification will be provided in the Final Records submitted to the

City.

Task 1.6 – Progress Payments

SSR will collect and assemble quantities for Monthly Progress Payments to the prime Contractor from actual project field records, as directed by Special Provisions in the contract, from Supplemental Agreements / Construction Changes, or from Force Accounts. The quantities for payment will be referenced to field records prior to submission for payment. Test reports will be on file prior to payment. Recommended pay quantities will be submitted to the City for review and payment. Payments for stockpiled material may be made as defined in the TDOT Standard Specifications and approved by the Project Supervisor. Estimate “cut-off” will be the end of each month.

Copies of approved subcontracts as well as copies of actual DBE subcontractor’s contracts will be on file prior to the first Progress Payment.

Task 1.7 – Distribution of Correspondence

SSR will submit to the City a copy of the correspondence between SSR, the City, the Contractor, Subcontractors, and TDOT concerning matters related to the project. SSR will maintain an office file copy for submission with the project Final Records.

Task 1.8 – Inspection of Work

SSR will provide construction observation (inspection) services to determine if the work is in general conformance with the Plans and Specifications for items that are being incorporated into the project. SSR will observe, measure, and record the quantities for payment. SSR will record field measurements in project records for review by the City, TDOT, or auditors. The records will be recorded on a standard form (field book) as normally used by TDOT and/or on field inspection forms to be submitted to the City. SSR will check traffic control daily, and additionally as required or requested, and will notify the Contractor of deficiencies or problems observed. SSR will document weekly (or as often as necessary) project traffic control on forms normally used by TDOT and distribute as required. SSR will observe daily erosion control items for conformance to the plans as well as effectiveness in the field and will notify the Contractor of deficiencies. SSR will prepare to justify pay quantities in the case of questions by the Contractor or TDOT. SSR will maintain a daily diary, signed by the field representative, consisting of:

- A record of the Contractors on the project
- Their personnel (number and classification)
- Equipment (number and type or size)
- Location and work performed by each contractor or subcontractor
- Orders given the contractor
- Events of note on the project
- Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible.
- Weather, amount of precipitation, temperature at morning, noon, and evening, cloudy, clear, etc.
- Days charged, with explanation if not charged
- Equipment arriving or leaving the project, idle equipment

Each field technician will be certified in the applicable TDOT certification workshops listed below:

- Asphalt Roadway Paving Inspector
- Asphalt Concrete Certified Plant Technician
- Class 1 Concrete Technician
- Soils and Aggregate Technician
- Nuclear Gauge Training

Task 1.9 – Contractor Payrolls, Employee Interviews and Contract Compliance

SSR will receive and check the Contractor's payrolls for conformance to state wage rates as defined in the contract. Late payroll information (two weeks late) is understood by SSR to be appropriate justification to withhold progress payment. SSR will notify the Prime Contractor of late payrolls and request immediate submission. SSR will notify the City prior to making a recommendation for withholding payments. SSR will conduct Contractor employee interviews on the forms normally used by TDOT and compare to the submitted payrolls for accuracy. SSR will notify the Prime Contractor of inaccuracies and seek to resolve discrepancies. SSR will adhere to Special Provisions concerning reports to be submitted to the Contract Compliance office.

Task 1.10 – Reports

Reports and documents as required by TDOT guidelines will be generated by SSR in the process of contract administration. SSR will maintain either electronic or paper copies of project documentation in compliance with the TDOT Standard Operating Procedures.

Task 1.11 – Final Records

SSR will submit a compilation of project records in TDOT standard format to the City after project completion. SSR will make one set of corrections when/if notified and resubmit the records and a final estimate for the project at the appropriate time. SSR will submit all final forms (FHWA-47, CC3, etc.) with the final records.

CITY OF FRANKLIN
MANDAY ESTIMATE AND FEE PROPOSAL
FOR CONSTRUCTION ENGINEERING
AND INSPECTION SERVICES

City of Franklin - Eastern Flank
Battlefield Park Road

State Project No
114978.00

Federal Aid Project No
94LPLM-F3-041, STP-EN-9305(27)

Smith Seckman Reid, Inc

Prepared By:
David Donoho

2995 Sidco Drive
(615) 514-6129
(615) 386-8469

Date prepared:9-29-12

ddonoho@ssr-inc.com

Project No.:





**CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
City of Franklin - Eastern Flank Battlefield Park Road
ESTIMATED MAN-HOURS**

SUMMARY

Item		Cost	
1a. Direct Labor (CEI)	Timeframe	Office	Field
		\$39,098.66	\$0.00
		1a Office	1b Field
	Sub Total:	\$39,098.66	\$0.00
2. Overhead			
	156.86%		\$61,330.16
3. SubTotal 1a + 1b + 2			\$100,428.82
4. Net Fee	13.00%		\$11,944.64
5. Sub Total 3 + 4			\$112,373.46
6. Direct Expenses			
a. (Itemized)	See Itemized sheet		\$4,012.80
b. Neel- Schaffer EPSC			\$16,660.00
b. L. I. Smith Survey			\$32,874.07
c. Premium Labor			\$0.00
7. Project Total (5 + 6)			\$165,920.33



**CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
City of Franklin - Eastern Flank Battlefield Park Road
ESTIMATED MAN-HOURS**

PERSONNEL RATES

CLASSIFICATION	2012 Rate	2012/2013	2013/2014	2014/2015
Senior Project Engineer	\$61.10	\$61.10	\$61.10	\$61.10
Construction Manager	\$43.27	\$43.27	\$43.27	\$43.27
EPSC Inspector/Engineer	\$23.00	\$23.00	\$23.00	\$23.00
Records Clerk	\$16.00	\$16.00	\$16.00	\$16.00
Project Engineer/Chief Inspector	\$23.00	\$23.00	\$23.00	\$23.00
Grading Inspector	\$25.00	\$25.00	\$25.00	\$25.00
Bridge Inspector	\$25.00	\$25.00	\$25.00	\$25.00
General Inspector	\$25.00	\$25.00	\$25.00	\$25.00
Asphalt Inspector	\$30.00	\$30.00	\$30.00	\$30.00
Asphalt Plant Inspector	\$30.00	\$30.00	\$30.00	\$30.00
Erosion Control Inspector	\$25.00	\$25.00	\$25.00	\$25.00
General Inspector	\$30.00	\$30.00	\$30.00	\$30.00

Annual Pay Rate Increased By: 0.00% Effective date of rate change is July 1st.

**CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
City of Franklin - East Flank Battlefield Park Road
Direct Expenses
ESTIMATED MAN-HOURS**

Reproduction Costs:

Item Description	Number / Month	Unit Price	Item Subtotal	Total
Photo-copies	300	\$0.12	\$36.00	
Full size bond		\$0.50	\$0.00	
Half size bond		\$0.35	\$0.00	
Full size vellum		\$4.50	\$0.00	
Half size vellum		\$0.00	\$0.00	
Full size mylar		\$10.50	\$0.00	
Monthly Sub-Total:			\$36.00	\$216.00
Number of Months:			6	

Travel:

	Number of Trips	No. of Miles/No. of People	RATE *	Item Subtotal	Total
Per Diem			\$46.00 / day	\$0.00	
Per Diem (75%)		X 1.00 People X	\$34.50 / day	\$0.00	
Transportation	24	X 35.00 Miles X	\$0.47 / day	\$394.80	
Lodging		X 1.00 People X	\$77.00 / person	\$0.00	\$394.80

* Rate must agree amounts in effect with State of Tennessee travel regulations.
First and last day of travel must be at the 75% Per Diem Rate.

Other Expenses:

	Vehicle Days	Days/month	Unit Price	Months	Item Subtotal	Total
Project Engineer			\$ 27.00		\$0.00	\$0.00
Project Inspector/EPSC Inspector		21	\$ 27.00	6	\$3,402.00	\$3,402.00
Project Inspector			\$ 27.00		\$0.00	\$0.00
Asphalt Inspector			\$ 27.00		\$0.00	\$0.00
Asphalt Plant Inspector			\$ 27.00		\$0.00	\$0.00
EPSC Inspector			\$ 27.00		\$0.00	\$0.00
Records Clerk			\$ 27.00		\$0.00	\$0.00
Construction Manager			\$ 27.00		\$0.00	\$0.00
Inspector			\$ 27.00		\$0.00	\$0.00

TOTAL DIRECT EXPENSES

\$4,012.80

**CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
City of Franklin - Eastern Flank Battlefield Park Road
ESTIMATED MAN-HOURS**

SSR	Hours												Rates					Direct Labor				Total DL	Total OT			
	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	2012	2013	2014	2015	2012	2013	2014	2015	2012			2013	2014	2015
Senior Project Engineer													4	7	0	0	\$61.10	\$61.10	\$61.10	\$61.10	\$244.40	\$427.70	\$0.00	\$0.00	\$672.10	
Construction Manager													16	112	0	0	\$43.27	\$43.27	\$43.27	\$43.27	\$692.32	\$4,846.24	\$0.00	\$0.00	\$5,538.56	
EPSC Inspector/Engineer													0	0	0	0	\$23.00	\$23.00	\$23.00	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Records Clerk													32	448	0	0	\$16.00	\$16.00	\$16.00	\$16.00	\$512.00	\$7,168.00	\$0.00	\$0.00	\$7,680.00	
Project Engineer													32	1064	0	0	\$23.00	\$23.00	\$23.00	\$23.00	\$736.00	\$24,472.00	\$0.00	\$0.00	\$25,208.00	
Roadway Inspector-EPSC Insp													0	0	0	0	\$25.00	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Roadway Inspector OT													0	0	0	0	\$12.50	\$12.50	\$12.50	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asphalt Inspector													0	0	0	0	\$30.00	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Roadway Inspector OT													0	0	0	0	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asphalt Plant Inspector													0	0	0	0	\$30.00	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Roadway Inspector OT													0	0	0	0	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Roadway Inspector -Grng/Dens													0	0	0	0	\$25.00	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Roadway Inspector -Gr OT													0	0	0	0	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EPSC Inspector/NLS													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RLS - LI SMITH													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PM- LI SMITH													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin - C&C													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Party Chief - C&C													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rodman1 - C&C													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rodman2 - C&C													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Asphalt - Small quantities - no plant inspection required

L. I. SMITH & ASSOCIATES, INC.
 302 N. Caldwell St.
 Paris, Tennessee 38242
 Phone (731) 644-1014
 Fax (731) 644-0109

SURVEY MAN-DAY ESTIMATE

Original: September 20, 2012 Revised: 09/24/2012, 09/28/2012

Williamson County Project ID 1758
 Eastern Flank Battlefield Park Access Improvements
 STP-EN-9305(27), 94LPLM-F3-041, 2012-0112

Horizontal and vertical control. Original and final cross-sections with calculations.
 Mainline is 5,014 LF with Roundabout 365 LF, Driveway 489 LF, Parking 510 LF
 180 calendar days construction time

Project Engineer/Surveyor (PE/RLS) Party Chief (PC)
 Project Manager (PM) Rodman #1 (R1)
 Office Technician (O) Rodman #2 (R2)

3 person survey crew

TASK	PE/RLS	PM	O	PC	R1	R2
1. Horizontal and vertical control.	-	-	-	-	-	-
1a. Establish initial control points	-	-	1	1	1	1
1b. Maintain control points during constr.	-	-	-	1	1	1
2. Collect original cross-sections.	1	1	1	3	3	3
3. Monthly pay quantity verification surveys	-	-	-	-	-	-
3a. Borrow site topo & quantities	-	-	-	-	-	-
4. Collect final cross-sections.	-	1	1	5	5	5
5. Travel time.	1	2	3	3	3	3
6. Develop cross-sections and calculate.	-	-	1	1	-	-
7. Plot Cross-sections.	-	-	1	-	-	-
8. Supervision.	1	2	5	-	-	-
TOTAL	3	6	13	14	13	13

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SURVEY MAN-DAY ESTIMATE

Original: September 20, 2012 Revised: 09/24/2012, 09/28/2012

Williamson County Project ID 1758
 Eastern Flank Battlefield Park Access Improvements
 STP-EN-9305(27), 94LPLM-F3-041, 2012-0112

PERSONNEL	MAN-DAYS	RATE PER MAN-DAY	LABOR COSTS
Project Engineer/Surveyor (PE/RLS)	3	\$ 320.00	\$ 960.00
Project Manager (PM)	6	\$ 280.00	\$ 1,680.00
Office Technician (O)	13	\$ 240.00	\$ 3,120.00
Party Chief (PC)	14	\$ 176.00	\$ 2,464.00
Rodman #1 (R1)	13	\$ 136.00	\$ 1,768.00
Rodman #2 (R2)	13	\$ 136.00	\$ 1,768.00
Direct Labor	62		\$ 11,760.00

Mileage @ \$0.47	x	1500	\$ 705.00
Paper	128 sheets @ \$0.30		\$ 38.40
Lodging expenses			\$ -
Direct Expenses			\$ 743.40

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A.	Direct Labor	\$ 11,760.00
B.	Overhead (1.4502x A)	+ \$ 17,054.35
C.	Subtotal (A+B)	= \$ 28,814.35
D.	Net Fee (2.35 x A x 0.12)	+ \$ 3,316.32
E.	Subtotal (C+D)	= \$ 32,130.67
F.	Direct Expenses	+ \$ 743.40
G.	Grand Total	= \$ 32,874.07

MAN-DAY ESTIMATE AND FEE ESTIMATE

QA/QC Site Assessment

**PREPARED FOR
Smith Seckman Reid, Inc.**

Time frame of services (January 2013 through June 2013)

6 MONTHS

East Flank Battlefield Park Access Improvements
City of Franklin

Williamson County

Neel-Schaffer

Joe Deering

210 25th Avenue North, Nashville TN 37203

Prepared By:

615-383-8420

Joe Deering

615-383-9984

jdeering@neel-schaffer.com

Date prepared 9/24/2012

STP-EN-9305(27), 94LPLM-F3-041, PIN 114978.00

QA/QC SITE ASSESSMENT CONSULTING SERVICES FEE ESTIMATE

Project: East Flank Battlefield Park Access
County: Williamson
Client: Smith Seckman Reid, Inc.
Client Project Manager: David Donoho
Firm Project Manager: Joe Deering
Project Length: 0.98 miles

FEE ESTIMATE SUMMARY

Task: QA/QC Site Assessment

Abbreviation	Personnel Classification	Man-days	Rate	Amount
PM	Project Manager	1.5	416.00	\$624.00
PE	CPESC Inspector	16.5	312.00	\$5,148.00
E	Engineer		240.00	
EPSC FI	EPSC Field Inspector		232.00	
CT	CADD Tech		200.00	
S	Secretary		170.00	
Totals		18.0		\$5,772.00

1. Direct Labor		\$5,772.00
2. Overhead	Overhead Rate =	153.970% \$8,887.15
3. Sub-total	(1 + 2) (Rounded)	\$14,660.00
4. Net Fee (Direct Labor X 2.35 X Net Fee%)	Net Fee Rate =	12.000% \$1,630.00
5. Sub-total	(3 + 4) (Rounded)	\$16,290.00
6. Direct Expenses (rounded)		\$370.00
7. Total Estimated Costs and Fixed Fee		\$16,660.00

Estimated cost per month	\$2,776.67	
Total # of months for this estimate=	6.000	months
Is this a supplement to original estimate? (Y/N)		
If supplement, what was the original work order #?		
If supplement, what was the previous total work order amount?		months
If supplement, what was the previous work order net fee amount?		
If supplement, what was the previous work order term?		

Comments:

QA/QC SITE ASSESSMENT CONSULTING SERVICES FEE ESTIMATE

Project: East Flank Battlefield Park Access
Client: Smith Seckman Reid, Inc.
Task: QA/QC Site Assessment

MAN-DAYS

Task	Description	Employee Classification and Man-days					
		PM	CPESC	E	EPSC FI	CT	S
	Pre-Visits						
1	Participate in pre-construction and/or pre-erosion meetings and project meetings relative to EPSC (Est. @ 1 meeting every month, 1 hours per meeting and 1 hours travel time for 6 Months plus 1 days for Pre-Con/Erosion)		2.5				2.5
1	Coordinate QA/QC Project Assessment with Project supervisor, EPSC inspection services consultant, etc. (Est @ 0.5 hours per Project Assessment for 12 Project Assessments)		0.7500				0.75
2	Initial Review EPSC plans prepared by others. Review timing of EPSC, Initial EPSC, Modifications needed, Staging required and Sequencing schedule.		0.500				0.50
3	One time review of original Storm Water Pollution Prevention Plan (SWPPP) before initial Project Assessment for familiarity.		0.500				0.50
4	QA/QC Project Assessment						
4-A	Conduct Introductory interview with the project supervisor at each Project Assessment, includes written summary of review for Project Assessment report. (Est @ .5 hours per Project Assessment for 2 Project Assessments per month x 6 months)		0.7500				0.75
4-B	Review field Storm Water Pollution Prevention Plan (SWPPP). Determine if permit conditions are in need of review or a mitigation strategy, includes discrepancy report of any recommendations for substantial change (design) or inadequacies to SWPPP and written summary of review for Project Assessment report.		0.7500				0.75
4-C	Est. @ 12 Project Assessments, includes checklist documentation. Assumes an average of 2 hours field time to perform Project Assessment over entire project under construction and includes travel time (1 hours) to site for 3 hours per Project Assessment for 2 Project Assessment(s) per month x 6 months. Project Assessment includes all areas where clearing, grubbing, excavation, grading, cutting, or filling has occurred, until permanently stabilized.		4.5000				4.50
4-D	Conduct Exit interview with the project supervisor at each Project Assessment, includes written summary of review for Project Assessment report. (Est @ .5 hours per Project Assessment for 12 Project Assessments) Provide comments, suggestions and correspondence. Notes are to be prepared, submitted and discussed with the Project Supervisor prior to the assessor leaving each QA/QC Project Assessment. Follow up communication within written confirmation, including photo journal.		0.7500				0.75
	Documentation of Results						
5	Prepare and submit standardized QA/QC Project Assessment reports, including photo log, checklist and written summaries. (Est. @ 2 hours to prepare and 1 hours for PM to review and approve x 2 Project Assessments per month x 6 months)	0.750	3.000				3.75
6	Apply for Water Quality permits as needed (Est. of total effort)		5.000				5.00
7	Administration (invoicing, progress reports, etc.) (Est @ 1 hours per month for 6 months)	0.75					0.75

QA/QC SITE ASSESSMENT CONSULTING SERVICES FEE ESTIMATE

Project: East Flank Battlefield Park Access

DIRECT EXPENSES

Client: Smith Seckman Reid, Inc.

Task I: QA/QC Site Assessment

Item	Description	Quantity		Units	Unit Cost	Expense
A	Subconsultants, if prior approved					
A-1	Surveyor			Lump Sum		
A-2	Geotechnical			Lump Sum		
A-3	Wetlands			Lump Sum		
A-4	Traffic			Lump Sum		
A-5	Irrigation			Lump Sum		
A-6	Other Subconsultant (specify)			Lump Sum		
B	Travel and Per Diem					
B-1	Hotel ____ (# of People)			Each		
B-2	Equipment Rental, prior approval needed, (ATV)			Months		
B-3	Equipment Maintenance prior approval needed, (ATV) and Fuel			Months		
B-4	Meals ____ (# of People) Meals approved only for overnight travel			Person-Day		
B-5	Mileage (2 trips per month for 6 months) x 50 miles per round trip (incl. 1 miles on-site travel per trip)	600		Each	\$0.47	\$282.00
B-6	Parking			Per Day		
C	Contract Plotting	Sheets	Sets			
C-1	Contract Plotting (24" x 36" Bond)			Each		
C-2	Contract Plotting (30" x 42" Bond)			Each		
C-3	Contract Plotting (24" x 36" Mylar)			Each		
C-4	Contract Plotting (30" x 42" Mylar)			Each		
D	Contract Printing	Sheets	Sets			
D-1	Contract Printing (8½" x 11" B/W)(ESTIMATED)	3	20	Each	\$0.20	\$12.00
D-2	Contract Printing (11" x 17" B/W)	30	2	Each	\$0.40	\$24.00
D-3	Contract Printing (8½" x 11" Color)	2	20	Each	\$1.00	\$40.00
D-4	Contract Printing (11" x 17" Color)			Each		
D-5	Contract Printing (24" x 36" Xerox Bond)			Each		
D-6	Contract Printing (30" x 42" Xerox Bond)			Each		
E	Binding	No. In Set	Sets			
E-1	Binders and Covers			Each		
E-2	3-Ring Binders (½")	1	1	Each	\$7.00	\$7.00
E-3	3-Ring Binders (1")			Each		
E-4	3-Ring Binders (2")			Each		
E-5	3-Ring Binders (3")			Each		
E-6	Tabs			Each		
F	Postage & Delivery Service					
F-1	Postage (Letter)			Each		
F-2	Courier (Regular)			Each		
F-3	Courier (Rush)			Each		
F-4	Overnight Delivery (Letter)			Each		
F-5	Overnight Delivery (Courier Pak)			Each		
F-6	Overnight Delivery (Tube)			Each		
F-7	Overnight Delivery (Small Box)			Each		
F-8	Overnight Delivery (Large Box)			Each		
Total Expenses=						\$365.00