

April 30, 2014

Mr. Jerome Krieger
Program Supervisor
CITY OF BLAINE
10801 Town Square Drive NE
Blaine, MN 55449

SUBJECT: REQUEST FOR IN-CONSTRUCTION SERVICES FOR THE
LEXINGTON ATHLETIC COMPLEX

Dear Mr. Krieger:

SRF is pleased to submit this proposal for providing in-construction services for implementation of the Lexington Athletic Complex. Based on our current understanding of consultant services being requested by the City, SRF is presenting a range in the level of effort, which can be provided to oversee observation and inspection to ensure a high quality project will be constructed for the City. Based on our experience implementing similar types of projects, an allowance of 16 to 24 hours per week will typically provide enough site observation oversight and administrative time to ensure a successful project.

PROJECT UNDERSTANDING

Our understanding is the consultant team responsible for the preparation of construction documents and specifications has some remaining contract obligations for providing in construction services for the project. In order to maintain communication and continuity between the two consultant teams, SRF is recommending the design team of record remain responsible for providing services for the following work tasks:

- Attend preconstruction meeting to address any Contractor questions or clarifications about construction documents and specifications.
- Respond to General Contractor RFIs (Request for Information), review and approve shop drawings, and product submittals.
- Provide construction staking for the project based on the scope of work identified in the specifications (Section 00900 – Contract Modifications).
- Provide electronic as-built drawings to the City after project completion.

www.srfconsulting.com

One Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4443 | 763.475.0010 Fax: 763.475.2429

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SCOPE OF WORK

Based on review of the plans and specifications and bid form issued for the project, SRF is proposing to undertake the following scope of services for the project:

- Attend weekly construction meetings with City staff and Ebert Construction (assumes 7 months of full-time construction starting May 2014 through May 2015).
- Provide site inspection and prepare construction observation reports for installation of site utilities, concrete and bituminous paving, athletic field and court game facilities, fine grading, landscaping, and irrigation.
- Provide site inspection for adherence to NPDES requirements.
- *Provide building inspection services and prepare construction observation reports for installation of concession/storage maintenance building, trash enclosure, and materials storage bins.
- Provide spot check site surveying to confirm adherence to proposed grading plan.
- Review and approve pay application submittals, and prepare change order requests as needed.
- Complete final walk-thru inspection and prepare punch list to validate final completion of project.

*SRF is recommending the architect of record for all building structures be retained as part of this contract agreement to oversee building inspection and observation during construction. (Assumes a total of 80 additional hours beyond existing contract agreement.)

FEES

Based on the identified scope of work above, SRF estimates the following summarized level of effort needed for providing in-construction services for the project.

Attend preconstruction meeting, weekly construction meetings and final walk-thru site visit (assumes a total of 30 meetings during 7-month construction period)	\$11,400
Provide site inspection services and observation reports during construction (assumes 16 - 20 hours per week based on 7-month construction period)	*\$42,560- \$53,200
Provide site building inspection, provide observation reports, Attend final walk thru and prepare punch list (assumes a total of 80 hours during 7-month construction period)	\$10,000
Provide spot survey grade checks to confirm adherence to grading plan (assumes 2 site visits)	\$3,000
Reimbursable Expenses (mileage, postage, and copy reproduction)	\$4,500
TOTAL COST	\$71,460 - \$82,100

*Level of effort for SRF site inspection services to be determined by anticipated City inspection services to be provided for the project.

BASIS OF PAYMENT/BUDGET

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost, and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

ACCEPTANCE

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal. The email address is kgrieshaber@srfconsulting.com.

We sincerely appreciate the opportunity to submit this proposal to assist the City of Blaine with the development of the Lexington Athletic Field complex. Please contact me if you have any questions regarding the scope of work or fees outlined in this proposal.

Sincerely,

SRF CONSULTING GROUP, INC.

Ken J. Grieshaber, ASLA (MN IA ND)
Principal

APPROVED:

(signature)

Name: _____

Title: _____

Date: _____

KJG/jal

Attachment

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

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