

Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
James B. Voso
Chad M. Thomas
Jason A. Carder
Brian R. Newman
D. Jason Snapp
Ryan P. Kincer



Edwin K. Mattern, Jr. (1949-1982)
J. Wayne Craig (1940-2024)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
Michael S. Agee (Retired)
Steven A. Campbell (Retired)
Randy L. Dodson (Retired)

May 21, 2026

Mr. Tim Elsea
Public Works Manager
City of Kingsport, TN
609 W. Industry Drive
Kingsport, TN 37660

RE: Fordtown Road Bridge Approach Settlement
Remediation Construction Phase Services
(Phase 3)

Dear Tim:

Mattern & Craig is pleased to provide the following proposal to provide consulting engineering services for the Construction Phase (Phase 3) of the Fordtown Road Bridge Approach Settlement Remediation project.

The final design for this project was completed by Mattern & Craig in early 2026. The project was advertised for construction by the City of Kingsport on April 22, 2026. Mattern & Craig is currently providing the remainder of the services included in Phase 2 as part of the Bidding/Negotiation Phase. The contract for these services will expire upon Notice of Award to the selected Contractor.

Based on the information provided and discussions with the City, Mattern & Craig proposes to provide engineering services to assist the City curing the Construction Phase of the bridge remediation project. The services included in this phase to be provided by Mattern & Craig are described herein.

It should be noted that this proposal only includes the services associated with the Construction Phase (Phase 3) of the project, beginning at the Notice of Award for the Contractor and terminating at the Final Inspection for the project. For the purposes of this proposal, the construction period is defined as 150 calendar days that will begin at the Notice to Proceed for the Contractor to begin construction. The specific services to be provided for Phase 3 include the following:

CONSTRUCTION PHASE (PHASE 3) SCOPE OF SERVICES

CONSTRUCTION ADMINISTRATION SERVICES

Construction Administration services shall begin at the Notice of Award for the Contractor and shall terminate at the Final Inspection for the project.

Pre-Construction Conference

1. Attend a virtual Pre-Construction Conference with the City of Kingsport and the selected Contractor. Design Team members from the various disciplines will be in attendance to provide details of the work and/or respond to questions from the Contractor regarding the project.
2. Record and provide Pre-Construction Notes to attendees.

Shop Drawing Review

1. Review or approve or take other appropriate action, shop drawings, temporary works, samples and other data which the Contractor is required to submit for the project in accordance with the Contract documents.
2. Such reviews and approvals or other action will not extend to the means, methods, techniques, or procedures of construction or to the safety precautions and programs required of the Contractor.
3. Any submittals involving design by a third party (Contractor or Subcontractor) shall be signed and sealed by a Professional Engineer licensed in the State of Tennessee. Such submittals will only be reviewed for conformance to the contract documents. A detailed review of third party design calculations will not be performed.
4. Below is a list of anticipated shop drawings to be submitted by the Contractor for review on the project.
 - Concrete Mix Design(s)
 - Support of Excavation / Temporary Shoring
 - Slot Drains
 - Reinforcing Steel
 - Maintenance of Traffic
 - Asphalt Mix Design(s)
 - Pavement Materials
 - Backfill (Flowable Fill)
 - Sidewalk Sliding Plates / Miscellaneous Steel
 - Geotextile Fabric
 - Expansion Joint Materials

- Aggregates

Contractor Coordination

1. Provide consultation and advice to the City during the construction phase and respond to questions from the Contractor.
2. Issue necessary clarifications and interpretations of the contract documents as appropriate. Address Contractor's Requests for Information (RFIs). Provide support to the City for change order requests.

CONSTRUCTION SUPPORT SERVICES

Construction Support services shall begin at the Notice to Proceed for the Contractor to begin construction and shall terminate at the end of the end of the construction period.

Construction Observation / Site Visits

1. Perform site visits at intervals as requested by the City in coordination with the Contractor's schedule. Site visits will be made by experienced and qualified personnel of Mattern & Craig in order to observe the progress and quality of the various aspects of the Contractor's work. The services included in this proposal, for the purposes of this project, are based on providing eight (8) site visits over the 150-day construction period, inclusive of the final inspection. The total amount of site visits to be provided by Mattern & Craig personnel will not exceed eight (8) site visits without written authorization from the City. All site visits will be provided from our Kingsport office with the exception of the final inspection. Any construction observation services beyond the 150-day construction period shall be considered Additional Services
2. Mattern & Craig shall not, during site visits or as a result of such observations of the Contractor's work progress, supervise, direct or have control over the Contractor's work nor have the authority over or responsibility for the means, methods, techniques, or procedures of construction or the safety precautions or programs selected by the Contractor.
3. Defective Work – Mattern & Craig shall advise the City in writing to disapprove or reject the Contractor's work while it is in progress if Mattern & Craig believes that such work is defective or will not produce a complete project that conforms generally with the contract documents.
4. Limitations of Responsibility – Mattern & Craig shall not be responsible for the acts or omissions of any Contractor, or of any subcontractor, any supplier, or of any other person or organization performing or furnishing any portion of the work. Mattern & Craig shall not be responsible for the Contractor's failure to perform or furnish the work in accordance with the contract documents.

CONSTRUCTION ENGINEERING INSPECTION

Onsite Inspection, Testing, and Coordination

Mattern & Craig proposes to provide Construction Engineering Inspection services related to the Fordtown Road Bridge Approach Settlement Project including:

- Attend the project Preconstruction Meeting
- Attend monthly Progress Meetings
- Conduct materials testing including field concrete tests, and compaction and asphalt testing as required.
- Ensure daily logs are kept up-to-date
- Ensure all Change Orders are submitted and approved by the CITY before moving forward with changes
- Prepare pay estimates, review with Contractor and recommend payments
- Provide project status reports to the CITY Project Manager as required
- Complete a final walk through on project for approval and acceptance by the CITY
- Perform any other CEI related services required to ensure the successful completion of the project

Mattern & Craig will provide limited onsite construction inspection services (estimated at 3 days per week) on an hourly rate and cost basis at the rates specified in the attached Standard Billing Rate Table.

EXCLUSIONS

Any item not specifically identified or expressed in writing in this proposal as being performed or provided by Mattern & Craig will not be performed. Items that are excluded from this scope of services include, but are not limited to, the following:

1. Coordination with TDOT
2. Geotechnical services required during construction
3. In-house fabrication shop inspection or approvals
4. Public meetings
5. Progress meetings with the Contractor

FEE SCHEDULE

BASIC SERVICES

Based on the information provided herein, Mattern & Craig proposes to provide the above Scope of Services for the Construction Phase of the project. The above Scope of Services will be provided based on our standard hourly billable rates as determined by our payroll costs plus expenses. A copy of our standard hourly billable rates is attached. Mattern & Craig estimates that the total fee for the project will not exceed One-Hundred and Twenty-Five Thousand Dollars (\$125,000.00). Our fee will not exceed this

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amount without prior written approval from the City of Kingsport. A breakdown of the fee for the Construction Phase is provided below:

CONSTRUCTION PHASE FEE ESTIMATE

Construction Administration Services

Pre-Construction & Shop Drawing Review	\$11,500.00
Contractor Coordination	<u>\$15,400.00</u>
SUBTOTAL CONSTRUCTION ADMINISTRATION SERVICES	\$26,900.00

Construction Support Services

Construction Observation / Site Visits	<u>\$6,800.00</u>
SUBTOTAL CONSTRUCTION SUPPORT SERVICES	\$6,800.00

Construction Engineering Inspection

Onsite Inspection, Testing, and Coordination	<u>\$91,300.00</u>
SUBTOTAL CONSTRUCTION ENGINEERING INSPECTION	\$91,300.00

TOTAL FEE **\$125,000.00**

Please note that above fees include costs of direct expenses and reimbursable items.

ADDITIONAL SERVICES

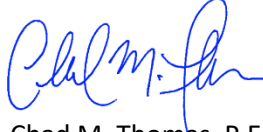
Mattern & Craig proposes to provide any additional services that you may require on this project based on our standard hourly billable rates as determined by our payroll costs plus expenses. Services of specialized sub-consultants, if required, will be provided based on the actual cost to Mattern & Craig times a 1.15 multiplier.

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Thank you for this opportunity to provide our services. You can acknowledge your acceptance by signing below. We are looking forward to working with you and your staff on this project. Should you have any questions or need any additional information, please call.

Sincerely,

MATTERN & CRAIG



Chad M. Thomas, P.E.
Principal/Project Manager

CMT/pml
Enclosures: As noted

CITY OF KINGSPORT, TENNESSEE

Accepted by: _____

Date: _____

2025 Standard Billing Rate Table
Mattern & Craig
June 1, 2025

Employee Types	Employee Type (Category)	Billing Rate (\$/Hr.)
Sr. Principal	\$	270.00
Sr. Division Manager	\$	245.00
Sr. Environmental Specialist	\$	230.00
Principal	\$	215.00
Sr. Engineering Specialist	\$	210.00
Division Manager	\$	200.00
Sr. Project Manager	\$	200.00
Project Manager	\$	160.00
Engineering Specialist	\$	155.00
Lead Project Engineer	\$	145.00
Sr. Construction Manager	\$	130.00
Project Engineer	\$	135.00
Environmental Scientist	\$	130.00
Sr. Survey Manager	\$	135.00
Construction Manager	\$	125.00
Survey Manager	\$	130.00
Survey Supervisor	\$	125.00
Sr. Engineering Technician	\$	115.00
Associate Engineer	\$	115.00
Sr. Design Technician	\$	110.00
Graduate Engineer	\$	100.00
Sr. Resident Project Representative (Sr. RPR)	\$	100.00
Design Technician	\$	90.00
Survey Crew Chief	\$	90.00
Sr. Administrative Assistant	\$	90.00
Administrative Assistant	\$	85.00
Resident Project Representative (RPR)	\$	85.00
Survey Field Technician II	\$	75.00
Survey CAD Technician	\$	70.00
Assistant RPR	\$	60.00
Survey Field Technician I	\$	55.00
Intern	\$	50.00