

RAWLINS
P.O. Box 1104
RAWLINS, WY 82301
P: 307-324-5262

February 17, 2023

Mayor Chuck Davis
Town of Saratoga
Submitted via email

RE: Never Forget Park Professional Services Proposal

Mayor Davis:

Per your request, we have prepared this proposal to revise the previously prepared plans, prepare bidding and contract documents, and provide construction services. The following is our proposed scope of work.

DESIGN SERVICES

Plan Revisions

The previously prepared plans include curb and gutter and gravel surfacing in the parking lot. The plans will be revised to include the following items.

- Include sidewalks.
- Include wheelchair ramps.
- Include plant mix pavement surfacing.
- Include parking lot striping.
- Prepare Opinion of Probable Cost.

Project Manual

- Prepare Project Manual to include bidding documents, agreement, and technical specifications.

Bidding Services

- Distribute bidding documents to prospective bidders.
- Host Prebid meeting and distribute notes of meeting to plan holders.
- Prepare addenda during bidding.
- Host bid opening.
- Tabulate bids.
- Prepare recommendation of award to the Town of Saratoga.

Design Services Fee: \$7,300.00

CONSTRUCTION SERVICES

We are anticipating that the construction for this project will take 30 working days.

Contract Administration

- Prepare contract documents for execution.
- Host preconstruction meeting and prepare and distribute meeting notes.
- Review material submittals and shop drawings.
- Provide clarification for contractor for design intent as needed.
- Attend weekly progress meetings onsite and prepare notes.
- Review applications for payment.
- Evaluate and review Change Orders, if any.

CASPER

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DEDICATED TO CLIENTS. DEFINED BY EXCELLENCE.

- Attend substantial completion walk through, prepare punch list, and prepare Certificate of Substantial completion.
- Prepare final change order reconciling final quantities and cost.

Construction Observation

- Daily site visit by WLC representative when contractor is working. We propose to spend an average of two (2) hours per contractor working day on the site.
- Prepare detailed documentation of contractor's daily activities and photos of construction progress.

Construction Survey

- Prepare staking information for field layout.
- Provide grade control for the culvert one time.
- Stake canal to reestablish centerline grade one time.
- We anticipate four (4) site visits for staking.

Material Testing

- Standard Proctor for subgrade material.
- Standard Proctor for base course.
- Subgrade density and moisture content field testing.
- Base Course density and moisture content field testing.
- Perform field density testing of asphalt pavement with nuclear densometer. We do not anticipate performing a mix design verification for this scope of work. We will use the theoretical densities presented in the mix design submittal as a basis for calculating asphalt pavement densities. We do not anticipate coring and laboratory testing the density of the asphalt pavement.
- Perform field concrete testing.
- Test 7 day and 28 cylinders for compressive strength

Construction Services Fee: \$42,600.00

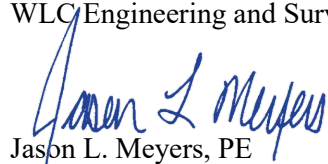
The proposed fees for the Design and Construction services are a not to exceed value. We propose to provide the above stated scope of work on a time and materials basis according to our 2023 Fee Schedule. We will invoice the Town of Saratoga monthly for time and materials used during that invoice period. We will submit the revised final plans and project manual for review within three (3) weeks from our authorization to proceed.

If the scope of work is significantly altered beyond our control, we will request an amendment to our agreement to adjust the schedule and fees accordingly.

If this proposal is acceptable, we will submit a Work Order for your review and signature. Execution of the Work Order will authorize us to proceed.

Please contact me with any questions concerning this proposal.

Sincerely,
WLC Engineering and Surveying



Jason L. Meyers, PE
Project Manager