

January 3, 2019

Mr. Jerry Kerley
Director Water Resources
City of Crossville
963 City Lake Road
Crossville, TN 38572

RE: **Homestead Elevated Water Storage Tank Painting
Agreement for Professional Services**

Dear Mr. Kerley:

We are pleased to submit the following proposal for engineering services relative to the re-coating of the Homestead Elevated Water Storage Tank, located at the intersection of US 127 and SR 68. It is our understanding from discussions with you, that the City is interested in securing the services of HFR Design for the referenced project.

The attached scope of work which summarizes the services HFR will perform as we prepare drawings and specifications and provide construction administration and inspection for the project.

The following summary represents the fee necessary for our design team to complete this project:

SUMMARY OF PROPOSAL

HFR Design	\$ 22,800.00
J. & S. Utility, Site Inspection	10% of Construction Cost

We propose that all required fees for submission of documents, for approval, printing and travel will be considered as reimbursables. Reimbursables will be billed in addition to the fee stated at a rate of direct cost plus 15% handling. Travel will be billed at actual mileage for meetings and site visits. The enclosed Scope of Services is for your review and to further explain the work to be performed as part of this project.

We can begin work immediately upon execution of this agreement for professional services, with the understanding from Mr. Kerley that the re-coating project would commence in the Spring of 2019. Please see the enclosed scope.

I trust this proposal meets with your approval, however if you would like to discuss any of the fees, please do not hesitate to call. Thanks again for the opportunity to submit this proposal.

Sincerely,

HFR Design, Inc.



Jim Gilliam, PE
Senior Vice President

pc: Greg Wood, Crossville City Manager
Connie Hipp, HFR
Kyle Dunn, HFR

Scope of Services

Crossville Homestead Tank Painting

The following tasks will be performed to provide design specifications and construction inspection for the re-coating of the Homestead Elevated Water Storage Tank, located at the intersection of US 127 and SR 68. Our firm intends to use J.& S. Utility, in order to accomplish the following scope of services:

Construction Documents Phase

- Kick-off meeting to discuss project specifics
- Site location and staging plan
- Schematic tank elevation
- TDEC Permitting
- Construction Specifications.
- Submit Plans and Specifications for Owner Review and Comment.
- Coordinate with local regulatory agencies for approval.
- Incorporate Owner Comments.

Bid Phase

- Prepare advertisement for bids.
- Conduct one Pre-Bid Meeting with Owner and Perspective Bidders.
- Attend Bid Opening.
- Provide Bid Recommendation.

Construction Administration

- Hold one (1) pre-construction conference with Owner and Contractor.
- Conduct monthly coordination meetings, three (3)
- Review shop drawings/submittals.
- Process contractor pay requests; 4 anticipated
- Perform substantial completion inspection and provide punch list.
- Visit site to verify completion of punch list.
- Process project closeout documentation.

Construction Site Inspection (J.& S. Utility)

- Be on the job daily with the Contractor,
- Take measurements of all the ambient conditions inside and outside of the tank to include dew points and humidity, and surface steel temps and determine if it is acceptable to paint,
- Go up the rigging and inspect the surface and do blast profile measurements,
- Conduct wet and dry mil thicknesses of the applied paint,
- Record all the paint batch numbers and watch the mixing of the paint so that the pot life of the batch is not exceeded and the paint is mixed correctly.