



August 20, 2020

Mr. Tim Begley, City Engineer  
City of Crossville  
963 City Lake Road  
Crossville, TN 38572

Re: Cottonpatch Elevated Water Storage Tank Re-coating  
Agreement for Professional Services

Dear Mr. Begley:

We are pleased to submit the following proposal for engineering services relative to the re-coating of the Cottonpatch Elevated Water Storage Tank, located near Interstate 40 on Cottonpatch drive. It is our understanding from discussions with you, that the City is interested in securing the services of WOLD | 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**

**WOLD|HFR Design .....\$ 24,000.00**  
**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 that the re-coating project would commence in the Spring of 2021. 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,

Wold | HFR Design

Jim Gilliam | P.E.  
Vice President

pc: Connie Hipp, Wold HFR  
Elisabeth Geib, Wold  
Kyle Dunn, Wold HFR

**Wold | HFR DESIGN**  
214 Centerview Drive, Suite 300  
Brentwood, TN 37027  
woldhfr.com | 615 370 8500

**PLANNERS  
ARCHITECTS  
ENGINEERS**



## SCOPE OF SERVICES

The following tasks will be performed to provide design specifications and construction inspection for the re-coating of the Cottonpatch Elevated Water Storage Tank, located on Cottonpatch Drive. 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.

*Schedule*

Kickoff Meeting	September 2020
Construction Documents	September – December 2020
Owner Review	November, December 2020
TDEC Submittal	December 2020
Bid submittal to City Clerk	January 29, 2021
Advertise for Bids	January 29, 2021
Bid Opening	February 16, 2021
Bid Recommendation for Agenda	February 22, 2021
Council Work Session	March 2, 2021
Bid Approval, Council Meeting	March 9, 2021
Pre Construction Meeting	March, April 2021
Construction	May -August 2021



## 2020 Hourly Billing Schedule

<b>Classification</b>	<b>Billing Rate</b>
Expert Witness Testimony	\$275.00
Sr. Principal	\$235.00
Principal	\$200.00
Senior Architect	\$190.00
Sr. Planner	\$185.00
Senior Project Mgr. Architect / Engineer	\$185.00
Sr. Reg. Land Surveyor	\$175.00
Project Manager	\$150.00
Senior Interior Designer	\$150.00
Senior Designer	\$135.00
Planner	\$125.00
Architect / Engineer Designer	\$125.00
Architect / Engineer CAD Technician	\$110.00
Interior Designer	\$110.00
Survey Project Manager / CAD Technician	\$125.00
Survey Party Chief	\$100.00
Survey – Two Person Team	\$175.00
Survey – Three Person Team	\$225.00
Administrative Assistant	\$100.00

Note: These rates are subject to adjustment on a semi-annual basis to allow for changes in employee compensation, and the rates in effect at the time specific work is performed shall prevail. Effective Date January 1, 2020.