

ATTACHMENT A

LPRF Grant Assistance Scope of Services

The City of Crossville desires for Lose & Associates, Incorporated to assist the city with the development of the Garrison Park project funded through the state LPRF Grant Program. The total budget for the projects is approximately \$1,000,000.00. The project will consist of a combination of improvements, including but not limited to, a splash pad, walking trail, a small restroom building, site improvements, parking improvements and landscaping. Lose & Associates will assist the city with the development of construction documents, construction bidding, coordinating with the state for approval of design plans and general administration of the grant program. Detailed project scope descriptions are provided below:

A. Base Plan Development

We will use topographic and site survey information provided by the city to prepare a base sheet for the project.

B. Construction Plans, Specifications and Bidding

Construction plans will be developed based on proposed grant improvements as funding will allow. The construction plans will be submitted to the client for review and, once approved, will be submitted to the state grant staff for review. Comments will then be incorporated into the plans and submitted to local codes officials for approval. Once construction plans are approved, Lose staff will work with the city purchasing department staff to advertise and bid the project. During the bidding process, Lose staff will respond to any questions and prepare necessary addenda for the bid. Lose staff will assist the city in the review of bids and make a recommendation for contract award. We will also coordinate with state grant staff to obtain compliance on award of bid contract.

C. Construction Administration and Grant Compliance

During the construction phase, Lose staff will make a monthly site visit to review the work of the contractor and to review pay applications. Lose staff will review shop drawings, respond to contractor questions and prepare customary paperwork required during construction. Lose staff will conduct one punch list inspection for each project and one final inspection. In addition, Lose staff will assist the city with necessary grant submittal documents to receive reimbursement funds from the state.

Project Fees

TASK	FEES
A. Base Plan Development	\$ 4,800.00
B. Construction Plans, Specifications and Bidding	\$57,267.00
C. Construction Administration and Grant Compliance	<u>\$20,877.00</u>
Total Fee	\$82,944.00

In addition to fee for professional services, the client will pay the consultant for standard reimbursable costs associated with the development of the project as outlined in the AIA contract.

Excluded Work

Only the tasks outlined in the scope of services are included in the fee. Additional services for work outside the scope will be billed as outlined in the AIA contract.