

March 20, 2023

Michael Brack
Town Manager
Town of Fraser
153 Fraser Avenue, P.O. Box 370
Fraser, CO 80442
Email: mbrack@town.fraser.co.us

RE: PROPOSAL FOR 2023 CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

Dear Mr. Brack:

Merrick & Company is pleased to present this proposal for construction administration services to the Town of Fraser for the 2023 construction season that includes Byers Avenue Water Line project (Byers), Sanitary Sewer Upgrades project (Sewer), and General Inspections. This proposal is intended to cover Town of Fraser needs and efforts as described below for the period from April 15 to December 31, 2023. During the Opinion of Probable Construction Cost for Byers, the fee for Engineering Service During Construction was estimated to be \$140,000 and for the Sewer, Town contingency was earmarked to cover these services.

Our proposed scope of services is described below.

Task 1 – Project Management

This work will include project administration for preparation of monthly invoices and reports. Quality control review for the 2023 Construction Management and Inspection Services will be performed by a senior project manager as needed.

Task 2 – Pre-Construction Phase Services

This work will include pre-construction activities for the Byers and Sewer projects. One onsite pre-construction meeting will be held for each of the two projects addressing, among other items, logistical, staging, phasing, and public impacts and that will include preparation of a meeting agenda, meeting attendance, and meeting minutes. Merrick will review shop drawings/submittals for both projects assuming fifteen remaining (after April 15) submittals for each project that will take an average of three hours each to review/comment. Merrick will review and respond to Requests for Information (RFIs) for both projects assuming ten RFIs for each project that will take an average of two hours each to review/comment.

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Task 3 – Construction Administration Services

This work will include construction administration activities for the two projects and General Town of Fraser Inspections.

Weekly inspection effort for the projects is based on a 12- and 16-week project duration for Byers and Sewer, respectively, with the assumption that the projects will be running concurrently. Projected effort equates to 9 hours per week for each project (18 hours total), and includes travel, site inspection time, weekly construction meetings (agenda, meeting time and meeting minutes), daily observation reports, pay application review and change order administration.

The direct cost for Construction Administration includes travel, lodging and meals. Travel is based on round trip travel from Merrick's Loveland Colorado office to Fraser for the 16-week construction period at current GSA mileage rate. Lodging per diem is based on GSA 2023 rate plus fees/taxes (this is an estimated cost which may change based on demand, lodging will be billed at cost). Meals per diem is based on 2023 GSA costs plus taxes, not to exceed this estimate and billed at cost.

The general intent and assumption are for inspections to occur over two days each week while the Byers and Sewer projects are in progress. General inspections (Task 5) will also occur during this weekly two-day period, as needed.

Task 4 – Post Construction Phase Services

This work will include post construction activities for Byers and the Sewer projects. Substantial and final completion punch list walkthroughs will be held for each project, concurrently if possible, and will include a site meeting and generation of a report. Merrick is assuming that direct costs (i.e., travel, meals, lodging) for the punch list walkthroughs will be covered by concurrent Task 3 or Task 5 site trips. Each walkthrough and report are estimated to take four hours to complete. In addition, Merrick will provide closeout manual and warranty reviews, as well as 'As-Constructed' Plan Sets for both projects. As-constructed survey data is not included in this proposal for Post Constructed Phase Services.

Task 5 – General Construction Support Services

This work will be the continuation of as-needed, on-call general construction management and inspection services as described in the 2022 agreement or requested by the Town of Fraser, including Lions Pond work and desktop engineering support services such as RFI's, Staff assistance requests, development completion punch list inspections, and construction documentation review and response. Travel, lodging, meals, and rates under this task will be invoiced per the 2023 Merrick Rate Schedule.

Site inspection services under this task will, to the extent possible, be performed in conjunction with the weekly visits included during the 16 weeks of active construction on the aforementioned projects. An additional 10 trips outside of this timeframe has been budgeted to cover other stand-alone site inspections. To date and assumed continuing moving forward, Lyons Pond bathroom work under this Task includes, but is



not limited to, utilities constructability analysis, site grading design, utilities redesign, bid administration, contracting, project management, coordination with Winter Park Ranch, and inspections.

Please contact me if you have any questions or concerns regarding these proposed services.

Sincerely,
MERRICK & COMPANY



Greg Steed, P.E.
Sr. Project Engineer



Jody Allen
Assistant Project Manager

Attachments:

- 1) Table A-1: Town of Fraser, 2023 Construction Administration Fee Estimate (1 page)
- 2) 2023 Schedule of Hourly Rates (1 page)

CC: Julie Koehler, PE

The above proposal is accepted by the Town of Fraser, and the Construction Manager is authorized to proceed with the work.

By: _____ Date: _____
Town of Fraser

By: _____ Date: _____
Merrick



**Table A-1
Town of Fraser
2023 Construction Administration Fee Estimate**



Project No.: 0492-06-2

Sheet: 1 of 1

By: JA Checked: JK/GS

Date: 03/16/23 Date: 03/20/23

Task Description	Merrick & Company						Direct Costs (Mileage, Lodging, Meals, and Misc.)	Total	
	Sr. Project Manager (Koehler)	Sr. Project Engineer (Steed); Const. Manager (Vaughan)	Assistant Project Manager (Allen)	Designer (Sloan)	Admin (Ramser)	Total Hours			Labor (\$)
	\$250.00	\$180.00	\$200.00	\$125.00	\$110.00				
Task 1 - Project Management (April 15 - Dec 31)									
1.1 Project Administration - Monthly Invoices & Reports(0.5 hr/ wk)			18.5		18.5	37	\$5,735	\$5,735	
1.2 Project Administration - QA/QC (0.5 hr/ wk)	18.5					18.5	\$4,625	\$4,625	
SUBTOTAL TASK 1								\$10,360	
Task 2 - Pre-Construction (April 15 - appx. June 1)									
2.1 Pre-Construction Meeting - Byers Avenue W.L. (onsite meeting)		8	0.5			8.5	\$1,540	\$1,540	
2.2 Pre-Construction Meeting - S.S. Main Upgrades (onsite meeting)		8	0.5			8.5	\$1,540	\$1,540	
2.3 Shop Drawings/Submitall Reviews - Byers Avenue W.L. (assume 15 @ 3 hrs ea.)		30		15		45	\$7,275	\$7,275	
2.4 Shop Drawings/Submitall Reviews - S.S. Main Upgrades (assume 15 @ 3 hrs ea.)		30		15		45	\$7,275	\$7,275	
2.5 RFI Responses - Byers Avenue W.L. (assume10 @ 2hrs ea.)		20				20	\$3,600	\$3,600	
2.6 RFI Responses - S.S. Main Upgrades (assume10 @ 2hrs ea.)		20				20	\$3,600	\$3,600	
SUBTOTAL TASK 2								\$24,830	
Task 3 - Project Specific Construction Administration (16 weeks during Const. Season)									
3.1 2023 Construction Administration Travel (240 mi. - 5 hr per Rd. Trip x 16 weeks)		80				80	\$14,400	\$2,515	\$16,915
3.2 2023 Construction Administration Lodging Per Diem (\$164/night + 13% tax/fees x 16 nights)							\$0	\$2,965	\$2,965
3.3 2023 Construction Administration Meals Per Diem (\$59.25/day x 32 days)							\$0	\$1,896	\$1,896
3.4 Weekly Inspections, Construction Meeting & Report - Byers Avenue W.L. (6 hr/wk, 12 wks)		72				72	\$12,960		\$12,960
3.5 Pay Application Review - Byers Avenue W.L. (.5 hr/wk)		6				6	\$1,080		\$1,080
3.6 Work Change Directives & Change Orders - Byers Avenue W.L. (1 hr/wk)		12				12	\$2,160		\$2,160
3.7 Weekly Inspections, Construction Meeting & Report - S.S. Main Upgrades (6 hr/wk, 16 wks)		96				96	\$17,280		\$17,280
3.8 Pay Application Review - S.S. Main Upgrades (.5 hr/wk)		8				8	\$1,440		\$1,440
3.9 Work Change Directives & Change Orders - S.S. Main Upgrades (1 hr/wk)		16				16	\$2,880		\$2,880
SUBTOTAL TASK 3								\$59,576	
Task 4 - Post Construction									
4.1 Punch List Walkthrough & Report - Byers Avenue W.L. (4 hrs ea x 2, assuming no direct costs)		8				8	\$1,440		\$1,440
4.2 Punch List Walkthrough & Report - S.S. Main Upgrades (4 hrs ea x 2, assuming no direct costs)		8				8	\$1,440		\$1,440
4.3 Closeout Manuals & As-Constructed Documents - Byers Avenue W.L.		8		16		24	\$3,440		\$3,440
4.4 Closeout Manuals & As-Constructed Documents - S.S. Main Upgrades		8		24		32	\$4,440		\$4,440
SUBTOTAL TASK 4								\$10,760	
Task 5 - General Inspection/Technical Support Allowance (April 15 - Dec 31)									
5.1 General Inspection/Technical Support Allowance (8 hr/week x 26 weeks + 4 hr/week x 11)		252				252	\$45,360	\$2,270	\$47,630
5.2 Travel / Lodging / Meals (10 trips, 5 overnights)		50				50	\$9,000	\$1,519	\$10,519
5.3 Lions Pond Contracting, Design, Construction Support		60		24		84	\$13,800	\$690	\$14,490
SUBTOTAL TASK 5								\$72,639	
Total Hours =		19	800	20	94	19	951		
Total =		\$4,625	\$144,000	\$3,900	\$11,750	\$2,035	\$166,310	\$11,855	\$178,165

Assumptions/Notes:

- Primary Construction Inspection Period is 26 weeks long - from April 15th to October 15th
- Merrick to staff 2 days per week over a 16 week period in Fraser with Travel Expenses, Lodging and Meals (Items 3.1, 3.2, and 3.3)
- Byers Avenue Waterline and Sanitary Sewer Main Upgrade construction project durations will be 16 weeks total, approximately running concurrently:
 - Byers Avenue Waterline Inspection (3 hours) per week, Construction meeting with meeting agenda/minutes (1.5 hours) and Daily Inspection Report (1.5 hours) (Item 3.4)
 - Sanitary Sewer Main Upgrade Inspection (3 hours) per week, Construction meeting with meeting agenda/minutes (1.5 hours) and Daily Inspection Report (1.5 hours) (Item 3.7)
- Punch List Walk Through for Byers Avenue Waterline and Sanitary Sewer Main Upgrade to occur when Inspector is in Fraser for typical weekly inspection (Travel Expenses, Lodging and Meals in Item 3.1, 3.2, 3.3)
- Refer to GSA 2023 rates sheets for Travel Expenses, Lodging and Meals. Mileage rate per GSA is \$0.655/mile.



SCHEDULE OF HOURLY BILLING RATES

EFFECTIVE January 1, 2023

ADMINISTRATION:

Clerical \$110.00

DRAFTING:

Senior Technician \$155.00

Technician \$125.00

FIELD ENGINEERING:

Senior Construction Manager \$200.00

Construction Manager/Construction Administrator \$180.00

Senior Field Engineer \$155.00

Field Engineer/Senior Field Technician \$140.00

Field Engineering Technician \$125.00

PROJECT ENGINEERING:

Senior Project Engineer/Assistant Project Manager \$200.00

Project Engineer \$175.00

Senior Design Engineer \$155.00

Design Engineer \$140.00

Senior Designer \$140.00

Designer \$125.00

PROJECT MANAGEMENT:

Senior Project Manager/Sr. Technical Manager \$250.00

Project/Technical Manager \$225.00

OTHER:

Subconsultant Cost + 10%

Courier Cost + 10%

Expert Witness Court Appearance \$3,000.00/day

G.P.S. System \$125/unit/day

Workstations/Specialized Equipment (Minimum Charge \$25.00) \$60.00/day

Minimum Charge \$25.00

Personal Vehicle Mileage Current Allowable IRS Rate

Special Software Cost + 10%

Other Materials or Equipment Other Materials or Equipment Cost + 10%

Above standard rates will be held firm through December 31, 2023.
Standard rates will be subject to review in the fourth quarter in 2023.
Client will be notified in writing of any requested changes.

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