

September 8, 2021

TO: Michael Neureither, AIA, LEED AP

FROM: Emma Moore, EIT
RossTarrant Architects, Inc.

RE: Lebanon Elementary School Renovation & Addition
Lebanon, Kentucky
RTA 2139

RTA has received and reviewed the site survey proposal from S&ME. I have prepared the following in summary:

Company	Total Turn Around Time	Lump Sum Total
S&ME	4 Weeks	\$15,684.50
Endris Engineering	Did not respond to request for proposal	
KWM	Declined to send proposal	

S&ME

S&ME presented a lump sum fee of \$15,684.50 to perform a site survey for the project. Fieldwork may begin immediately once notice to proceed has been sent. S&ME will provide the completed work within four (4) weeks after notice to proceed has been sent.

Endris Engineering

Endris Engineering was contacted by email twice and by phone once as a reminder to send a proposal, however, they never followed up and therefore are being counted as unresponsive.

KWM

KWM responded and declined to send a proposal due to their capacity of work, currently.

Conclusion

Requests for survey proposals were sent to Endris Engineering, KWM, and S&ME. Endris Engineering was non-responsive and KWM declined due to their current workload. Based on cost, the scope of work to be performed and turnaround time, we are recommending S&ME be selected as the preferred firm. It should be noted that S&ME also performed the site survey for the current Marion County High School project. If you have any questions, please let me know.

END OF MEMORANDUM

Sincerely,

Emma Moore, EIT

Enclosures

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c: Michael B. Mays, PE
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Randy S. Brookshire, AIA, LEED AP BD+C
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