



August 18, 2023

Ms. Denise Morgan
Elizabethtown Independent Board of Education
219 Helm Street
Elizabethtown, Kentucky 42701

Via e-mail: denise.morgan@etown.kyschools.us

Re: Elizabethtown High School Synthetic Turf Replacement

Dear Ms. Morgan:

As a follow-up to our meeting on Monday, August 14, 2023, the following outlines our understanding of your project parameters, and proposes review and design updates fees for civil engineering and landscape architecture services through construction administration.

Project Scope

The project is a replacement of the existing Elizabethtown High School synthetic turf field with a new synthetic turf field being purchased directly by the District through a Coop purchase agreement. It is anticipated that the work will include only the removal and replacement of the synthetic turf and infill system.

Description of Basic Services

Design Review: Design review will consist of examining the record drawings for the existing field and evaluating the vendor-proposed design and installation for functionality for a new synthetic turf system.

Design Adjustments: Design adjustments will be determined based on the review of the record drawings per above, the found conditions of the existing field drainage and leveling stone, and the results of testing of the field drainage system. If required, revised design documents shall be prepared to show any necessary changes identified during the evaluation. Services associated with additional design activities are not included under the scope of this proposal.

Turf Proposal Review: The turf selection options presented to the District for any Coop purchase will be reviewed and recommendations made to the District to aid them in the selection of a turf system that meets their needs.

Bidding/Negotiation: No bidding or negotiation activities are expected.

Construction Administration: Services provided during construction will include ten (10) site visits/progress meetings, construction document interpretation, evaluation of contractor invoices, evaluation of change order proposals, and substantial completion and final completion reports.

Fee Proposal

Basic Services: We propose a not-to-exceed fee of \$37,155.00 to provide the above services based on anticipated hours necessary for the proposed tasks and an estimated construction cost of \$650,000.00 for a synthetic turf replacement project.

Fee Breakdown: The professional fee for basic services will be broken into phases by percentage, as follows:

Design and Turf Review	25%
Construction Administration	75%

Fees will be billed monthly using our hourly rates and mileage accrued.

Reimbursable Expenses: Reimbursable expenses, such as printing, will be billed to you in addition to our fee for basic services. These will be billed at our actual cost, without additional mark-up. Telephone and postage will be included in the base fee.

Schedule: This proposal assumes that the demolition and construction will begin either in November 2023 or June 2024, and will take no more than ten (10) weeks. If the construction schedule extends beyond ten (10) weeks, we reserve the right to negotiate a revised fee based on the actual schedule.

Thank you for the opportunity to discuss your field project with you, and to present you with this fee proposal. If you have any questions, please do not hesitate to contact me.

Sincerely,



Laith M. Ross, PE, LEED AP
Principal

/lmr

Enclosures

c: Greg Hosfield, AIA, LEED AP BD+C, Mary Lynne Lange
LT230818-Elizabethtown Field