



January 6, 2009

Mr. Ron Nalley
Town Administrator
Town of Montreat
96 Rainbow Terrace
Montreat, North Carolina 28757

RE: Proposal for Engineering Services
Texas Road Bridge Replacement
Montreat, North Carolina

Dear Ron:

As you have requested, we have estimated the fees for our consulting engineering services for the above project. We understand that the Town Council has made their decision regarding the replacement of the Texas Road Bridge, using Option 2 from the TGS Engineers report dated August 14, 2008. Therefore, we anticipate providing the following services to prepare the design drawings this winter and oversee construction in the spring:

DESIGN & BIDDING PHASE

1. Conduct on-site visits of the subject location to examine the location of existing facilities and the existing site conditions relating to the proposed replacement.
2. Consult with you and your staff to determine your concerns and requirements and to assess the effect of the proposed replacement on the surrounding area.
3. Perform a topographic survey of the existing bridge and adjoining area to produce a base map for our design and for the construction drawings.
4. Design the bridge replacement, using NCDOT and Town guidelines, by replacing the wooden abutments, the steel beams, and the wooden deck and railings in the same location as the existing bridge (vertically and horizontally).
5. Provide preliminary construction cost estimate.
6. Prepare preliminary drawings for your review.

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McGill Associates, P.A. • P.O. Box 2259, Asheville, NC 28802 • 55 Broad Street, Asheville, NC 28801

828-252-0575 • Fax: 828-252-2518

7. Meet with your staff to review the drawings, and incorporate any review comments into the final project plans and specifications. It is our understanding that this option replaces the bridge structure in its current location, with no change in abutment location or elevation, and the disturbance is less than 1 acre. Therefore, we are not aware of any permit applications that need to be submitted. We do understand that the North Carolina Wildlife Resources Commission's ban on work in and around Flat Creek extends to April 15, so construction within the stream corridor cannot begin until after that date.
8. Advertise the project in local publication(s) and with construction trade organizations.
9. Prepare and distribute any Addenda to the contract as required.
10. Attend bid opening, open bids, and prepare bid tabulation of all bids for distribution to bidders and Owner.
11. Assist in evaluating bids and prepare recommendation for award of project.

CONSTRUCTION MANAGEMENT PHASE

1. Prepare contract documents for execution by the Contractor and Town.
2. Attend a pre-construction conference with the Owner, Engineer, Contractor and all other applicable parties to assure discussion of all matters related to the project.
3. Make visits to the site at periodic intervals on an "as needed" basis to observe the progress and quality of the executed work to determine if the work is proceeding in accordance with the plans and specifications, and disapprove or reject any work failing to conform to the plans and specifications.
4. Review and approve shop drawings, schedules and samples, the results of tests and inspections, and other data that the Contractor is required to submit.
5. Review all requests for change orders from Contractor.
6. Recommend monthly payments to the Contractor.
7. Conduct a final inspection of the project, prior to approving final payment to the contractor.

We anticipate providing the above Design Phase services for the following fee, based on 15% of the estimated \$102,000 construction costs as prepared by TGS Engineers in the previously referenced report:

Design, Bidding, and Construction Management	\$ 15,300	(Lump Sum)
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The above fees do not include services provided by our sub-consultants before or during construction. We estimate these fees as follows:

Geotechnical services (soil borings & compaction testing)	\$4,500
Surveying	\$4,000
Structural Design	\$7,000

We will coordinate these services, as they are needed. We began our survey work in December and have received the surveyor's mapping. We hope to finish the design during February, as we understand your desire to complete construction, if possible, by June 1 prior to the summer conference season in Montreat.

If the above is acceptable to you, please provide appropriate signature below and return one (1) copy to us. We appreciate your consideration for our services with the project, and we are available at all times to respond to any questions or concerns.

Sincerely,
McGILL ASSOCIATES, P.A.



DALE E. PENNELL, P.E., P.L.S.
Senior Project Manager

ACCEPTED:


NAME

Mayor
TITLE

22 JANUARY 09
DATE