



March 5, 2020

Eric Milliken, PE
City of Laramie, Engineering
PO Box C
Laramie, WY 82073

**Subject: Reynolds & 22nd Traffic Signal
Construction Administration Proposal**

Mr. Milliken:

DOWL appreciates the opportunity to provide the City of Laramie with this proposal for construction administration services for the Reynolds & 22nd Traffic Signal Project. This letter will outline the anticipated time and cost for services in support of construction for this project.

DOWL assumes the following scope of services for this project:

- Submittal review of equipment and products used on the project by the contractor (24 hours by an Engineer 3)
- An average 6 hours of on-site construction observation per week for the anticipated 6-week duration of street/sidewalk improvements and signal pole/foundation installation (24 hours by an Engineer 3, 12 hours by an Engineer 2)
- Attend kickoff, weekly construction, and project closeout meetings and provide summary notes/follow-up minutes (up to 10 one-hour meetings plus ½ hour per meeting minutes)
- Attend Substantial completion walkthrough and signal startup with notes (8 hours by an Engineer 3)
- Provide project record drawings with notes from the contractor and field observations (16 hours of drafting by an Engineer 2 and 8 hours of review/verification by an Engineer 3)
- Contract/project management and monthly progress/billing reports (22 hours total for the 4-month duration of the construction phase)

DOWL will perform the above scope of services for a **lump sum fee of \$15,000**. We would like to do billing as a percent complete each month, instead of full payment on completion.

If you have any questions, please feel free to reach-out to us.

Respectfully,
DOWL

A handwritten signature in black ink that reads "Collin D. Fossen".

Collin Fossen, PE
Project Manager