



June 22, 2023

Mr. Pat Travers  
Municipal Project Manager  
2346 East Warren Road  
Waitsfield, VT 05673

**SUBJECT: Bristol TAP TA22(1)**

Dear Mr. Travers:

As a follow up to our phone conversations and email dated 6/16/23 D&K has reviewed and discussed our teams scope and fee for the Bristol TAP TA22(1). As you know these contracts are an estimate to establish a not to exceed maximum limiting amount and by no means is a lump sum contract. Our estimates are based on experience developing similar projects through the required process that accompanies federal grant money. Ultimately the costs can be less or higher depending on many factors which can be outside our control. We have found it is best to provide a scope and fee that is accurate as possible following reasonable assumptions.

As it pertains to this project there are several unknowns driving our conservative assumptions. Firstly the funding requires that alternatives are developed so instead of providing a scope and fee associated with a known fix, we need to work through 2 or more alternatives, estimate associated costs and present to the town. Sometime this is quick an easy. Some clients require additional information or come up with additional alternative to evaluate before proceeding. Ultimately we need to base our scope and fee of the most design intensive alternative in the event it is chosen as the preferred alternative. We should use this opportunity to just confirm for sure that the study previously conducted didn't fulfill the public involvement local concerns and alternatives meetings. If these occurred and were documented with a preferred alternative chosen then these steps could be skipped saving a large effort and allowing a better defined scope and fee.

If we are sure these tasks were not previously fulfilled, one suggestion would be to only scope this project through Development of the Alternative and presentation meetings. At which time the town can make a decision on the preferred alternative. The D&K team could then provide a scope and fee specific to developing the preferred alternatives. This would allow us to better determine the required geotechnical evaluations and other design scope items. For instance if the preferred alternative ends up being a 1:3 earth slope to address the unstable embankment along Main Street then the team could likely reduce geotechnical evaluation of that portion of the project. This could also be true along Basin Street if it is determined ROW easements or property acquisition is possible to bury or eliminate the existing walls supporting the street.

With this approach however it is also possible that the preferred alternative will reinforce our current assumptions and we will be right back to the same order of cost magnitude after scoping. The below are the primary unknowns affecting the potential construction and design costs.

- Alternative Alignment chosen
- Property Acquisition
- Necessity for Stabilized Slope
- Necessity for a Wall

I believe an area of concern on our estimate was that many tasks have multiple labor categories associated with the task. Again this is just a best guess estimate of who or what level staff will be performing certain tasks. I will provide an examples and if there are additional questions we can discuss further. Conceptual plans for example include (Project Principle, Project Manager, Sr. Project Engineer, Project Engineer, Sr. Design Technician & Structural Engineer. The Structural engineer is being assumed in the event there are questions or design elements required associated with the stability of the existing basin street retaining wall, the Sr. Design Technician develops the majority of plan set and make the plans neat and presentable and may develop project alignments and cross sections, the design engineer does most of the heavy lifting as it relates to the developing the design, Sr. Engineer will guide and review the design engineers work, the project manager will be the direct contact with the town and MPM and coordinates all the tasks associated with the project including reviewing the plans and cost estimate and finally the project principal will confirm QA/QC procedures are being followed and provide high level reviews. We do the best we can push task down to lowest labor category possible for cost purposes, but many task require multiple higher level staff to complete.

After you have had a chance to review the above please let us know your thoughts on how to modify our proposed scope and if you have any questions, concerns, comments or would like to request a meeting regarding the proposed work, please do not hesitate to contact me at (802) 878-7661. DuBois & King, Inc. appreciates your assistance with this project.

Very truly yours,  
DuBOIS & KING, INC.



Christopher D. Lathrop, P.E.  
Project Manager