



May 8, 2025

Mr. Randall Whitehead, PE  
Engineer Manager II  
City of Knoxville  
400 Main Street  
Knoxville, TN 37901

Consor Engineers, LLC  
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**Subject: Baum Drive Stormwater Improvements Project  
Construction Engineering Inspection Scope of Services**

Dear Mr. Whitehead,

Thank you for selecting Consor Engineers, LLC (Consor) to perform the Construction Engineering Inspection (CEI) services for the Baum Drive Stormwater Improvements project. Our local CEI Team is ready and eager to begin providing quality services to the City of Knoxville on this project.

Based on our March 31, 2025 meeting we have prepared this letter to define our scope of services and provide the basis for a cost proposal.

For a construction schedule of six months (spanning from September 2025 through February 2026), we estimate that a budget of \$161,815 will be necessary to complete the services as detailed in this letter. Our services will be charged in accordance with the attached cost proposal on a time and materials basis. The hours included in this estimate assume six months of full time inspection; the specifics are detailed in the Labor Assumptions on the estimate sheet. Our actual cost depends upon the construction schedule and the amount of construction testing services you request. If project phasing and activity allows, we will reduce field staff to provide the most economical service possible.

**SCOPE OF SERVICES SUMMARY**

The purpose of this document is to clearly define Consor's duties regarding validating conformance to plans and specifications for the Baum Drive Stormwater Improvements Project. Consor will be responsible for successfully executing the following tasks:

1. **Provide Construction Inspection:** Consor will provide timely and qualified inspection of the work performed by the Contractor. Consor will collect preconstruction photographs, if possible, of adjacent City infrastructure to document existing conditions. Consor's Inspector will complete the Site Inspection Checklist along with a daily diary, measurements of installed work, and photos of work activities. Detailed notes will be recorded during each visit to document issues, dimensions, grades, and progress of the project. Key areas of focus will include:
  - Erosion and Sediment Control (installations in accordance with the plan, devices are maintained and appear adequate)

- Storm Drainage Structures and Pipes (products are in good condition; materials and installation conform to plans and specifications; bedding and backfill are placed in accordance with the plans and specifications; the system appears clean, free of leaks and provides positive drainage)
  - Ditches and Swales (constructed to the dimensions and grades shown in the plans and have proper erosion control measures in place)
  - Stormwater Quality Structures (products are in good condition and match the brand/size/model shown in the plans; installation conforms to plans and specifications; the system appears clean and free of leaks; structures are located and accessible within the designated easement; buffer zones are maintained throughout construction)
  - Streets (location, dimensions, surface finish, and grades conform to the plans and provide positive drainage; streets are in good condition and free of damage; street signs and markings conform to City and FHWA/MUTCD standards and are properly installed; roadside appurtenances such as lights and guardrails are properly installed; curbs are backfilled)
  - Curbs and Sidewalks in Right of Way (features are in good condition and free of damage; location, surface finish, and dimensions conform to the plans and specifications; all features (ramps, sidewalks, curb cuts, signalization) meet current ADA and City requirements; contraction and expansion joints are placed at the required spacing)
  - Entrances and Driveways (location, surface finish, and dimensions conform to the plans and specifications; curb cuts meet current ADA and City requirements; contraction and expansion joints are placed at the required spacing; radii are adequate for turning movements; adequate sight distance is present)
  - Landscaping will be coordinated in advance with the City's horticulturist and landscaper designer (if needed); plants will be inspected for good health; soil in landscape areas will be tested for percolation (if required); installation of plants will be verified to meet the noted number and spacing requirements; regular watering will be recommended to the Contractor and reported in the daily diaries.
2. **Quality Assurance and Acceptance Testing:** Conсор will provide field testing with inspectors that are trained and certified to perform the tests. Conсор will monitor and record proof roll results for subgrade. We will perform density testing on subgrade soils in fill sections using Standard Proctor results for the fill soils, tested by our accredited subcontracted laboratory. Conсор will perform density testing on backfill, base stone and all lifts of asphalt mix. Density deficiencies will be coordinated with the contractor at the time of compaction, where possible, to assist with achieving passing results. We will monitor coring of the asphalt mixes and record the depth, type, and approximate composition of each pavement section as required. Conсор will cast, cure, and test concrete compressive strength test cylinders for concrete that is placed within City Right of Way. Conсор will measure all dimensions and will verify all grades using a four-foot long SmartLevel.

3. **Facilitate Meetings:** Consor will schedule, prepare the agenda, facilitate, and prepare meeting minutes for bi-weekly progress meetings. These meetings will promote communication and effective planning across the project team.
4. **Contractor Shop Drawings:** Consor will assist the City in reviewing contractor-submitted shop drawings. We will make recommendations for revisions or approval to the shop drawings.
5. **Reporting:** Consor will document all test results on standard Consor forms unless otherwise directed. Deliverables will consist of daily field reports, density reports, key materials submittals, COK Site Inspection Checklists, progress meeting agendas and minutes submitted electronically in pdf format.
6. **Records Management:** Consor will receive project documentation daily. This documentation may include material submittals, daily field reports, traffic control permits, correspondence, installed quantities, contractor employee payrolls, density testing reports, and other items as requested by the City. Consor will review the contractors monthly pay application request and confirm installed quantities on a monthly basis. At the end of the project Consor will submit an electric file of all project records to the City.

We appreciate the opportunity to serve the City of Knoxville on this project. Should you have any questions, please contact me at 865.406.4183.

Sincerely,

**Conzor Engineers, LLC**



Jennifer E. Stone, PE, CPESC  
Vice President/Area Principal – Construction Management

Cost Estimate  
 Construction Engineering and Inspection  
 Consor Engineers, LLC  
 City of Knoxville  
 Baum Drive Stormwater Improvements  
 5/8/2025



Construction Schedule  
 9/1/25 - 02/28/26  
 Records Management Closeout

26 weeks  
 1 week

	Hours/Week	Ext. Hours	Rate	Ext. Amount
Project Manager	4	104	\$ 265.00	\$ 27,560.00
CEI Inspector (40 hours per week)	40	1040	\$ 100.00	\$ 104,000.00
Records Manager	6	156	\$ 115.00	\$ 17,940.00
CEI Inspector OT	varies	20	\$ 150.00	\$ 3,000.00
As Built Survey				\$ 4,500.00

	Estimated Count	Rate	Ext. Amt.
Lab - cylinders	15	\$ 25.00	\$ 375.00
Percolation	2	\$ 500.00	\$ 1,000.00
Standard Proctor (soil)	2	\$ 200.00	\$ 400.00
Standard Proctor (aggregate)	2	\$ 200.00	\$ 400.00
Gradation (aggregate)	2	\$ 150.00	\$ 300.00

Travel	Miles/Trip	No. Trips	Rate	Ext. Amount
Mileage - Project Manager	20	30	\$ 0.65	\$ 390.00
Mileage - Inspector	20	150	\$ 0.65	\$ 1,950.00

Total \$ 161,815.00

Labor Assumptions: (1) Inspector will be utilized generally 40 hours per week for six months; some OT hours are included to have a budget if needed and an established rate (2) four hours per week for six months are included for the Project Manager to conduct site visits, assist with site questions/resolutions, pay application review, report review and coordinating inspectors. (3) Records Manager is included for six hours per week for six months to facilitate documentation of pay quantities, reviewing material certifications and preparing required reporting. (4) Unit rates and estimated quantities are provided for testing concrete cylinders, Standard Proctor analysis, etc.