

**PROJECT DESCRIPTION**

Gresham Smith is preparing this scope of services to complete future assignments for the City of Knoxville. While the details of individual assignments are not yet known, we understand from the *Notice to Consultant Engineers Regarding a Request For Qualifications and Letters of Interest* dated October 15, 2024, the following project types are likely for future assignments:

- Assist with developing plans, specifications, and estimates for transportation engineering projects.
- Investigation of potential traffic signal related issues.
- Development and implementation of traffic signal timing.
- Review of site development, roadway, and traffic signal design plans.
- Review of traffic impact assessments.
- Design of roadway and intersection improvements, including streetlights and guardrail.
- Coordination with contractors and City personnel regarding installation of traffic signal related elements, streetlights, or guardrail.
- Traffic signal warrant evaluation development and review.
- Training of staff on traffic engineering principles and practices related to traffic signals, signing, pavement marking, temporary traffic control, traffic analyses, etc.
- Training of staff on traffic analyses software packages such as Synchro and Highway Capacity Software.
- Pedestrian and bicycle planning and design
- Traffic studies for unmanned enforcement cameras: red lights and speed in school zones, design of signing and marking plans.

Per the forementioned RFQ, this scope will have a contract term of 1 year with an option for two one-year renewals.

**SERVICES NOT INCLUDED IN THE SCOPE OF WORK**

The following items are not anticipated to be required at this time and are therefore specifically excluded from the scope. These services may be added at the CLIENT'S request for a specific assignment. If a request is made that requires specialized expertise that is not included in our schedule of hourly rates, we ask that additional classifications be added to our schedule of rates.

1. ROW plans acquisitions, negotiations, or easements.
2. Surveying
3. Geotechnical investigations or design
4. Structural analysis or design
5. Pavement design.
6. Wayfinding.
7. Landscaping.
8. Public Meetings
9. NEPA Document preparation

Genuine Ingenuity

**NEGOTIATION OF INDIVIDUAL ASSIGNMENTS**

Our intent for accepting and performing individual assignment would be as follows:

- Attend a brief scoping meeting in person or through a video call to discuss the assignment with the City of Knoxville staff.
- Prepare a scope of services, anticipated deliverables, schedule, and estimated effort by classification for review by the City.
- Establish project communication protocols including progress meetings.
- Prepare a Monthly invoice toward the agreed upon upper limit established during scoping.

Additional required services outside the limits of the scope detailed above may be supplemented later.

We understand from our Kick-off meeting with City of Knoxville staff that the aggregate of all assignments will not exceed **\$55,000.00** in a given year. The scope and fee for any services will be agreed upon in writing by both the Engineer and the Owner before beginning work.

Our 2025 Schedule of Hourly rates is attached as exhibit 'C'. We request the right to update our schedule of rates for each year that our contract is renewed.

**EXHIBIT C**  
**SCHEDULE OF HOURLY RATES**  
**2025**

**Professional Services**

<b>Classification</b>	<b>Rate/Hour</b>
Principal	\$225.00
Project Manager	\$210.00
Senior Engineer	\$190.00
Landscape Architect	\$190.00
Senior Landscape Architect/Planner	\$220.00
Senior Utility Specialist	\$200.00
Utility Specialist	\$130.00
Project Engineer	\$160.00
Civil Designer	\$125.00
Inspector	\$115.00
Intern Engineer	\$125.00
CADD Technician	\$125.00
Project Manager Assistant	\$135.00

<b>Expenses</b>	<b>Rate</b>
Automobile Travel	\$0.58/mile
Other travel and subsistence expenses (lodging, meals, air travel, etc.)	At Current Rate
Printing, overnight mail, courier, long distance, postage, copies, etc.	At Current Rate

**Subconsultant Services** Cost

**Agency Review Fees** Cost