



April 11, 2025

David McGinley, PE, CFM
Stormwater Engineering Manager II
The City of Knoxville, Engineering
PO Box 1631
Suite 490k
Knoxville, TN 37901

Subject: Scope of Work
Mary Vestal Park Streambank Stabilization Project
Project Number: SW-PDC-006

Dear Mr. McGinley:

Wildlands Engineering, Inc. (Wildlands) is pleased to submit this scope of work to the City of Knoxville (City) for construction engineering and inspection (CEI) services for streambank stabilization within Mary Vestal Park. The following materials are included with this letter:

- Attachment A – Scope of Work
- Attachment B – Estimated Fees
- Attachment C – Professional Services Rate Table

Please contact me by phone if you have questions about any of the enclosed information. Wildlands is excited to work with the City and appreciates the opportunity to demonstrate our expertise in ecological restoration through the implementation of this project. I look forward to hearing from you!

Thanks,

A handwritten signature in black ink, appearing to read "Eric Neuhaus", enclosed in a white rectangular box.

Eric Neuhaus, PE

Tennessee Team Leader
Water Resources Engineer



**ATTACHMENT A
SCOPE OF WORK**

Mary Vestal Park Streambank Stabilization Project
TDEC ARAP Project Number: SW-PDC-006
West of Maryville Pike and W Blount Ave within Mary Vestal Park
Stream Stabilization Water Quality Enhancement Project
Construction Engineering and Inspection

Knoxville, Tennessee
April 11, 2025

INTRODUCTION

The City of Knoxville (City) plans to implement a stream stabilization and water quality enhancement project along Goose Creek and Unnamed Tributary (UT) to Goose Creek within Mary Vestal Park West of Maryville Pike and W Blount Ave. Phase 1 of the project includes 459 and 490 linear feet (LF) of stabilization along Goose Creek and UT to Goose Creek, respectively. Phase 2 is to be completed at a later date. This scope was prepared for Phase I of the project utilizing Mary Vestal Park Streambank Stabilization Project construction plans provided by the City of Knoxville and dated 7/16/2024.

Wildlands Engineering, Inc. (Wildlands) is pleased to present this scope of work to the City to provide construction engineering and inspection (CEI) services. CEI services will include the following components:

- Project Management & City Coordination;
- Construction Services;
- Final Report;

The following sections further detail the scope of work.

Task 1: Project Management & City Coordination

1.1 Project Management

Wildlands will provide the City with monthly progress reports and invoices for this project. We will also coordinate the required communication between the contractor and the City of Knoxville under this task. This project term is assumed to last 52 weeks (May 2025 to May 2026) assuming a notice to proceed date of 5/1/2025.

Task 2: Construction Services

2.1 Preliminary Site Visit & Pre-Construction Meeting

A preliminary site visit will be conducted by Wildlands to review construction plans, project access, design locations, and available on-site materials. We will schedule and lead a pre-construction meeting at the project site with the City and the contractor. Meeting minutes will be distributed to attendees upon meeting completion.



2.2 Construction Observation

a. Plan Compliance

Wildlands will provide plan compliance field assistance to the City. Work is anticipated to include inspecting and reporting on erosion control features as required by state permits; checking thalweg, channel, and floodplain grades; checking structure installation; checking seeding and planting within the project corridor; verifying and tracking quantities and materials submittals; and observing other proposed activities described in the construction documents.

This scope includes 24 hours of construction observation work per week; this scope expects that construction will take 12 weeks to complete. A field report will be prepared following site visits and will include photos and a summary of progress work each day. Weekly progress reports will be submitted to the City that will summarize progress and any construction problems or work that is not in compliance with the construction documents. We will list work items to be completed or corrected by the contractor. Wildlands will issue necessary field change bulletins and respond to contractor requests for information.

b. Review of Contractor Pay Requests

Contractor pay requests submitted to the City will be reviewed by Wildlands. We will review progress with respect to estimate quantities and recommend payment or revisions to the pay request. We will sign off on the contractor's pay applications to recommend payment by the City.

c. Bi-Weekly Progress Meetings

Wildlands will hold regularly scheduled progress meetings every two weeks on site to discuss progress, site issues, and any other appropriate topics with the City and the contractor. We will prepare a meeting agenda and will distribute meeting minutes to attendees.

2.3 Closeout Meeting

Wildlands will schedule and lead a closeout meeting at the project site with the City and the contractor. Meeting minutes will be distributed to attendees along with any outstanding items that remain to be repaired.

Task 3: Final Report

3.1 Final Report

A final report will be provided with all records and tracking and verification of project quantities, certified payroll reports, materials submittals, and materials testing reports as required to receive project funding.

Record drawings are beyond this scope but may be added upon request by the City. Post-construction monitoring beyond the final report is not included in this scope and fee.



**ATTACHMENT B
ESTIMATED FEES**

Mary Vestal Park Streambank Stabilization Project
TDEC ARAP Project Number: SW-PDC-006
West of Maryville Pike and W Blount Ave within Mary Vestal Park
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Table 1: Cost Estimation

Task	Labor	Directs	Total
Task 1. Project Management & City Coordination	\$13,035	\$0	\$13,035
Task 2. Construction Services	\$69,040	\$1,645	\$70,685
Task 3. Final Report	\$4,280	\$0	\$4,280
Totals	\$86,355	\$1,645	\$88,000





**ATTACHMENT C
PROFESSIONAL SERVICES RATE TABLE**

Mary Vestal Park Streambank Stabilization Project
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Wildlands will provide the services as described in Attachment B on a lump sum basis. If requested, hourly rates for additional services are listed as follows. These rates will be in effect through December 31, 2025. Rates may be adjusted upward by not more than 5% per calendar year.

Title	Employee	Rate
<i>Project Manager/ Water Resources Engineer</i>	Eric Neuhaus, PE	\$ 245.00
<i>Construction Inspector</i>	Matthew Tolson, EI Richard Wright, PE	\$ 145.00

