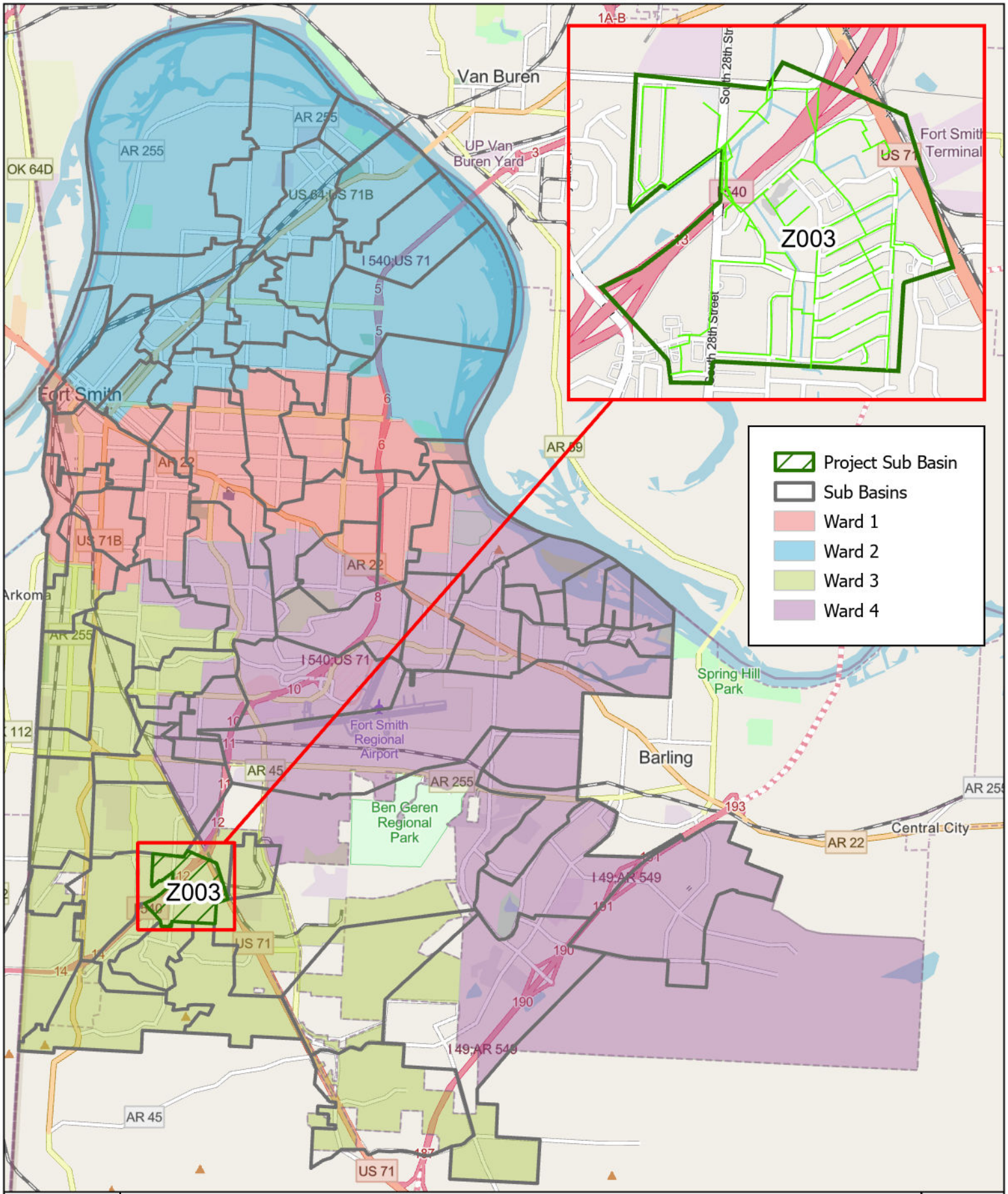



Sub-Basin

# Z003

25-12 - 2023 SSA Remedial Measures - Sub-Basin Z003

Total Main Line Length in Project - 6,451 LF  131 Manholes

**INTER-OFFICE MEMO**

**TO:** Project File **DATE:** November 05, 2026

**FROM:** Richard Hamrick, Project Engineer

**SUBJECT:** Consultant Selection for 2023 SSA Remedial Measures – Sub-Basin Z003, Project Number: 25-12-EC1

In compliance with Section 2-182 paragraph (d) of the Fort Smith Municipal Code, from the available statements of qualifications from consulting engineers currently on file in the City Clerk's office, three (3) qualified firms were considered to provide the desired services. The following firms were considered for the above referenced project:

1. Hawkins-Weir Engineers, Inc.
2. Halff Associates, Inc.
3. I & S Group, Inc.

Of these firms, the firm of I & S Group, Inc. is considered the best qualified and capable of performing the work.

Richard Hamrick — Project Engineer — 11/05/2026 — Date

Deputy Director of Engineering - Utility — 11-5-26 — Date

Director of Engineering — 11/5/26 — Date

November 6, 2026

Richard Hamrick, P.E.
Senior Project Engineer
City of Fort Smith
623 Garrison Ave.
Fort Smith, AR 72901

# 25-12-C1 - 2023 SSA REMEDIAL MEASURES SUB-BASIN Z003 (EXHIBIT A)

## Project Description

The objective of this scope of services is to provide professional engineering construction administration and observations services to the City of Fort Smith for the 25-12 -C1 - 2023 SSA Remedial Measures Sub-Basin Z003 project. I & S Group, Inc. (ISG) will provide the services described below in coordination with the City, the Contractor, and other project stakeholders.

ISG understands that the City of Fort Smith will provide the day-to-day construction inspection for this project. ISG will rely on field information and documentation provided by the City Staff and the Contractor as necessary to perform the construction administration services described below.

The following scope anticipates a 360 calendar day Contract Time from Notice to Proceed to final inspection and acceptance. If the construction schedule is extended past this anticipated schedule, a contract amendment may be considered on a time and material basis. An additional 90 calendar days will be included in the Agreement to account for engineering services prior to Notice to Proceed date and for engineering services following final completion, resulting in a total time for the Agreement of 480 calendar days.

## 1. CONSTRUCTION ADMINISTRATION

### 1.1 Shop Drawings

ISG shall review Contractor shop drawings and other submissions for general compliance with the Contract Documents. ISG shall mark submittals as appropriate (Approved, Approved As Noted, Resubmit, etc.) and return to the City.

### 1.2 Notification of Nonconformance

ISG shall review the construction schedule and notify the City of the delay of any tasks that might impact the Contractor completing the project within the allowed Contract Time.

### 1.3 Waiver of Provisions

ISG's Project Manager shall review Contractor requests to waive provisions of the plans or specifications and make a recommendation to the City for determination. ISG shall not recommend a waiver that reduces the quality of the final product and shall not consent to defective workmanship or materials.

### 1.4 Project Meetings

ISG will meet in person with City Staff monthly to review project progress, outstanding issues, required decisions and input from City Staff. ISG will document meetings in written summaries that will be provided to the City. Additional parties may be present at these monthly meetings such as the Contractor, additional City departments, land owners, or others if requested by City Staff.

### 1.5 Requests for Information

ISG will review and recommend responses to requests for information submitted during construction and issue interpretations or clarifications of the Contract Documents, as appropriate.

### 1.6 Contractor Progress Payment Applications
ISG understands that the City of Fort Smith will prepare and process the monthly Contractor payment applications.

### 1.7 Change Orders
ISG will assist the City in the preparation of change orders and/or field orders as necessary. Any change order resulting in work beyond the original scope of work or outside the intent of the original design may necessitate additional fees to be negotiated for the new work.

### 1.8 Record Drawings
Prepare record drawings based on Contractor-provided record information, the City Inspectors red lined plans, supplemental field survey performed by ISG, field notes, approved changes, and other information made available to ISG.

## 2. CONSTRUCTION OBSERVATION
### 2.1 Pre-Construction Conference
ISG shall attend ~~and lead~~ a pre-construction conference with the Contractor, City, utility companies, affected entities, and other interested parties. ISG shall review contract requirements, construction details, utility coordination and conflicts, work schedule, material acceptance procedures, and documentation requirements. ISG will prepare the meeting agenda, respond to questions within ISG's scope, and distribute meeting notes.

### 2.2 Construction Observation
ISG shall provide a construction observer on site during active construction as requested by the City when City Inspection Staff are not available (up to five work days). ISG shall make supplemental periodic site visits throughout construction. ISG shall evaluate progress, quality, and compliance and recommend special inspection or testing when warranted. These services do not include responsibility for the Contractor's means, controls, techniques, sequences, procedures, or safety.

### 2.3 Substantial Completion
ISG's Project Manager and observation staff shall attend a joint site inspection with the City and Contractor to evaluate substantial completion against the plans and specifications. ISG shall assist City staff in developing the final punch list.

### 2.4 Final Inspection and Acceptance
ISG shall attend a final inspection with the Contractor, and City, document completion or disposition of punch-list items, and review completion records. ISG shall recommend final payment and acceptance to the City based on the inspection and records. The City shall determine final acceptance after receiving ISG's recommendation.

## 3. COMPENSATION
ISG proposes to provide the scope of work described within this proposal for compensation in accordance with the following schedule. Anticipated reimbursable expenses such as travel time and mileage expenses are included.

| Phase | Cost |
|---|---|
| Construction Administration | $60,380.00 |
| Construction Observation | $46,230.00 |
| Total (Hourly NTE) | $106,610.00 |