

City of Ellsworth, Maine

Request for Proposals:

CLERK OF THE WORKS/OWNER'S REPRESENTATIVE SERVICES FOR

MERRILL LANE EXTENSION & INFRASTRUCTURE PROJECT

RFP | SEPTEMBER 04, 2025

Kleinfelder Construction Services (Kleinfelder)





September 4, 2025

ATTN: Ms. Ebony Kramp-Dowling
Executive Assistant
City of Ellsworth
1 City Hall Plaza
Ellsworth, ME 04605
edowling@ellsworthmaine.gov

SUBJECT: REQUEST FOR PROPOSALS – CLERK OF THE WORKS/OWNER’S REPRESENTATIVE MERRILL LANE EXTENSION & INFRASTRUCTURE PROJECT

Dear Ms. Kramp-Dowling,

Kleinfelder Construction Services (KCS) is pleased to submit this proposal for Clerk of the Works/Owner’s Representative for the Merrill Lane Extension and Infrastructure Project in Ellsworth. Kleinfelder is a full-service Architecture/Engineering Firm, and our Maine Construction Management and Inspection Program coupled with the Architecture/Engineering Team has led the design and direct construction administration and documentation of State, Municipal, and Agency projects for over 20 years. Our experience includes a variety of buildings, trails, utility, civil site, and transportation infrastructure projects throughout Maine and the Northeast. We understand construction practices, specifications, regulatory compliance, protocols for project oversight, and documentation requirements for numerous funding sources. Based on our working history providing Construction Manager and Resident Services, we understand the City of Ellsworth’s (the City) need for a qualified firm to provide said services for the Merrill Lane Extension & Infrastructure Project that will provide daily on-site observation and inspection, documentation, communication with the City Council and community; as we monitor the project schedule and budget/cost control, and observe and assess the quality and progress of construction, utilities integration, stakeholder communication and overall project phasing to make sure the project is built in accordance with the plans and specifications.

Our local staff will collaborate with the Owner, Engineer of Record, Contractor, and other project stakeholders to coordinate meetings and make sure the project meets the City’s expectations. In addition, we provide timely communications on progress, appropriate levels of documentation and potential issues as soon as they are identified and strive to provide solution options for your consideration. Kleinfelder is well suited to provide services for this contract, meeting the City’s criteria and needs for Clerk of the Work’s Services for the Merrill Lane Extension & Infrastructure Project in Ellsworth, ME.



QUALIFICATIONS: Kleinfelder is a full-service architecture, engineering, construction management and environmental consulting company providing solutions to meet our world’s complex infrastructure and natural resource challenges. Since its founding in 1961, Kleinfelder has grown and developed steadily with a reputation as an innovative industry leader based on the high-quality work we have performed on thousands of environmental planning, engineering, scientific, technical, and construction management projects involving numerous varied and complex services. We have the expertise, breadth of experience, and global capabilities to serve energy, facilities (including state and local government), federal, water, and transportation markets with unrivaled service. Kleinfelder has an abundant number of resources within the northeast that are qualified and available to provide services for this contract. We have been providing Clerk of the Works/Owner’s Rep Services for more than 20 years within the State of Maine. We not only bring the specified experience needed for this contract but also bring a level of understanding and experience that the Owner expects with this scope of work.



LOCATION: Our Team is local to our Augusta Office and can truly function as an extension of the City’s Team to represent your interests. Based on their proximity to the Merrill Lane Extension & Infrastructure Project, they can mobilize onsite quickly and provide timely responses.



COMMUNICATION: Kleinfelder prides itself on its handling of important projects with significant Owner and stakeholder involvement. We understand your communication expectations and needs, and we would take great pleasure and pride in supporting the City with this project. Our Project Manager/Contract Administrator, Kyle Plossay, will be your main point of contact for this project.



PREVIOUS EXPERIENCE: Kleinfelder brings extensive experience in architecture, engineering, and construction management and inspection services for vertical infrastructure and site development services. In addition, our team also has experience in public relations, assessment, condition assessments, and remediation. We have collaborated with several clients throughout the state including the Maine Bureau of General Services, Maine Department of Transportation, Town of Kittery, City of Lewiston, City of Portland, City of Augusta, City of Brunswick and Casco Bay Lines. Kleinfelder’s project experience includes new building construction and renovation, site construction, utility improvements and relocation, blasting, drainage improvements and new installation, stakeholder coordination, mechanical systems, plumbing and electrical, and materials testing.



CONSTRUCTION PRACTICES AND BUILDING CODES: Kleinfelder’s experience with planning, design, and construction practices for buildings, utilities, site/civil work, building systems and codes will lead to appropriate communications and expectations of the Contractor and Subcontractors to further support adherence to the project schedule and budget. [Kleinfelder’s experience is demonstrated by the numerous repeat on-call and/or house doctor contracts held with the following entities:](#)

- Maine Department of Transportation
- Maine Bureau of General Services
- Maine Turnpike Authority
- City of Portland, ME
- Town of Randolph, ME
- Town of Brunswick, ME

Kleinfelder Construction Services, Inc.

GCA	601.00	Highway Inspection, Construction Management, and Support Services	2027 DW-RFQ
GCA	602.10	Bridge Construction Inspection, Management, and Support Services	2027 DW-RFQ
GCA	603.10	Marine Facilities Inspection	2027 DW-RFQ
GCA	604.10	Rail Facilities Inspection	2027 DW-RFQ
GCA	606.10	Building Inspection	2027 DW-RFQ
GCA	608.00	Materials Testing/Inspection	2027 DW-RFQ



CONSTRUCTION INSPECTION: Kleinfelder was instrumental with the successful project oversight and completion and occupancy of several State and municipally owned projects. Kleinfelder will bring that same understanding and outstanding communication skills to this project. In addition, Kleinfelder has advised on phased construction operations to maintain occupancy during construction, re-entry, or occupancy for the following projects:

- Fairview Avenue; Belmont Avenue; School Street Reconstruction, Randolph, ME
- Casco Bay Ferry Terminal Upgrades, Casco Bay Lines, Portland, ME



CONSTRUCTION SAFETY: Kleinfelder's project team are, at a minimum, OSHA Trained and trained under Kleinfelder's comprehensive safety program, Loss Prevention System (LPS), that always emphasizes proactive safety conduct. With this program, we routinely review the safety precautions pertaining to individual project sites with the field personnel. Kleinfelder's management team frequently visits the project sites and meets with our field representatives to discuss proactive safety considerations and to provide feedback on site specific considerations.

With over 45 staff in our Construction Services Program between our Maine and New Hampshire Offices, we have the size, reach, breadth, and depth to provide creative and comprehensive solutions for projects in an efficient manner. The Kleinfelder team includes Jeremy Pollis as Clerk of the Works/Owner's Representative. Mr. Pollis has over 25 years of Construction Resident/Inspector experience and has served in these roles on numerous building and site projects. Kyle Plossay will serve as the Project Manager/Contract Administrator. His services will be Pro bono for this project. He has over 18 years of experience with project management, construction management, and inspection including projects with State Agencies and Municipalities. He will monitor the services Kleinfelder provides and ensure that the Project Team fulfills the responsibilities and expectations of the Construction Manager/Resident role. This oversight will help promote the successful completion and delivery of the project. Our team is led by Matt Steele, Area Manager and Principal-in-Charge, who brings over 35 years of experience in transportation infrastructure projects, including roads, bridges, and facilities. He has deep expertise in constructability reviews, and for this project, his services will be provided pro-bono.

As a value-added benefit, Kleinfelder is pleased to present Tom Towns as a back-up Clerk of the Works/Owner's Representative. Mr. Towns will be available to respond to project needs and to cover any unforeseen absences during the duration of the project, thereby ensuring seamless staffing coverage. Should the City determine that additional inspection services are required, Kleinfelder's Construction Services Program includes a staff of more than 45 certified and qualified inspectors available to support the project as needed.

Kleinfelder Construction Services hereby acknowledges receipt of Addendum 01.

We sincerely appreciate the opportunity to collaborate with the City on this important project. Should you have any questions, please do not hesitate to contact us at

(207) 623-0648 or by email at KPlossay@kleinfelder.com.

Sincerely,

KLEINFELDER CONSTRUCTION SERVICES, INC

Kyle Plossay
Project Manager/Contract Administrator
kplossay@kleinfelder.com
207.623.0648

Matthew Steele
Principal-in-Charge
msteele@kleinfelder.com
207.623.0648

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WORK PLAN

I | WORK PLAN

Kleinfelder understands that the City is seeking to engage an onsite Clerk of the Works/Owner's Representative for the Merrill Lane Extension & Infrastructure Project located in Ellsworth. We understand that this project is a critical undertaking for the City because of its direct support of the new Hancock County Judicial Center and potential to spur additional development in this area of Ellsworth.

Kleinfelder proposes [Jeremy Pollis, Clerk of the Works](#), for this role. Mr. Pollis will provide the City with the [right depth of expertise, highly responsive service, and a commitment to quality results](#) for this important and highly visible project.

Mr. Pollis has over 25 years of Clerk of the Works experience and [has successfully provided Clerk of the Works, construction management, project management, and materials testing services locally](#) for our clients, consulting firms, contractors, and materials suppliers. His building, site, roadway, utilities, structural, concrete, and paving construction experience coupled with his outstanding communication skills make him the perfect candidate to successfully manage your project. As a contractor and Clerk of the Works, Mr. Pollis has direct experience with roadway, utility and facility infrastructure renovations and rehabilitations including the Casco Bay Ferry Terminal & Skowhegan Natural Gas Expansion utility project. These infrastructure projects were similar in scope with roadway reconstruction and rehabilitation, utility relocation and replacement, storm drain upgrades, ADA improvements, paving preservation, contractor, and stakeholder communication, daily documentation, and regulatory permit compliance through Federal Transit Administration (FTA).

In addition, Mr. Pollis has successfully performed key services outlined in the Request for Proposal. Mr. Pollis ensures that Client specifications and procedures are being followed, has coordinated weekly progress meetings, change orders, reviewed schedules and pay requisitions, and provided thorough documentation of estimates and materials for payment. He has directly supported field inspections, daily reports, payment requisitions, and daily project coordination including materials testing. Mr. Pollis will coordinate and participate in final inspections, commissioning, and occupancy activities in conjunction with turn-key delivery of the technical training, as-built drawings, and similar documents for transfer to owner for project completion.

[Mr. Towns will serve as backup Clerk of the Works and construction advisor as needed.](#) Mr. Towns has over 35 years' experience in the construction industry with a heavy focus on roadway construction and utility installation and repair as a contractor. With his extensive knowledge of utility construction, this value-added benefit will allow Tom to have a keen understanding of the contractor's means and methods of work.

[Kyle Plossay will serve as Kleinfelder's Project Manager/Contract Administrator. He has over 18 years of experience in project management, construction inspection, and construction management, with a heavy focus on full reconstruction and rehabilitation roadway projects.](#) He is also MaineDOT LPA certified and NETTCP paving inspection certified. Mr. Plossay is Mr. Pollis' direct supervisor and will support him in the project and process related questions and will confirm he has adequate tools and resources to complete his work through all phases of the project. Mr. Plossay will provide constructability support as needed, review weekly payroll and expenses, review invoices, and provide on-site visits with our staff and periodically, or as requested, attend project meetings.

[Mr. Plossay will work with Mr. Pollis to create a site-specific Health and Safety Plan \(HASP\) that includes safe work practices for our staff that are also consistent with the latest local, state, and federal requirements. Our staff will perform their work according to the plan and with proper personal protective equipment \(PPE\).](#)

CLERK OF THE WORKS PROJECT APPROACH

Our approach as the Clerk of the Works for the City is centered on open communication, meticulous technical documentation, and a seamless partnership with the City's Project Team and other project stakeholders.

Our expertise in managing multiple, concurrent, multi-discipline design, and construction contracts bolsters our capability to efficiently navigate all project phases. A cornerstone of our Clerk of the Works project approach is efficient issue resolution. We understand the importance of quickly identifying, addressing, and documenting issues to prevent any potential escalation that may hinder project progression, claims, or inflation of costs. We have structured processes in place to manage issues systematically and transparently, facilitating early and ongoing project dialogue and garnering continuous feedback that our Clerk of The Works will manage through his onsite presence meeting the City's expectations.

ADVISING ON CONSTRUCTION ISSUES

Our team will provide the City with comprehensive advice on construction issues. Drawing from best practices in these areas, we will offer cost-effective and efficient strategies, keeping paramount the significance of risk mitigation. With our support, the City will have the necessary information to navigate complex technical scenarios. We will clarify technical specifics, present viable options, and delineate the potential outcomes of each choice. Our commitment to open and clear communication ensures that the City's project personnel are well-informed at every stage of the project.

REVIEWING DOCUMENTS

We will help evaluate and understand whether project submittals are aligned with the approved plans, specifications, and standards. This includes the examination of project schedules, pay requisitions, and the assessment of overall implementation feasibility. Discrepancies or potential areas of concern will be promptly reported to the City's project team and Design Consultant Team (architect and/or record engineer) for necessary adjustments.

Our team will conduct detailed inspections of the work, verifying its completion in accordance with the Contract Documents or deviations. This diligent oversight minimizes risk and accommodates prompt identification and correction of any deficiencies in the contractor's workmanship.

Consistent updates are crucial to the owner's understanding of project progression. Therefore, we will provide the City and other project stakeholders with concise electronic summary reports of construction progress and inspection observations, supplemented with photographs. Our focused commitment to high standards of quality and workmanship, adherence to project plans, and the successful completion of the Merrill Lane Extension & Infrastructure Project underscores our approach to this project.

PROJECT DOCUMENTATION

All project documentation should be **F.A.T. (Factual, Accurate, and Timely)**. The daily observation and inspection reports should stand alone and tell a factual and detailed story of the activities on-site for each ongoing operation. Project documentation and record keeping will be stored on a shared project file platform, completed in a timely manner and available for access and review at all times for the Owner and Design Consultant Team.

Even more than communication in emails, the information included in the daily reports should be considered the main evidence that will be utilized to establish positions in project progress, change orders, acceptance of work and claims scenarios.

Once construction has begun, our field personnel have been trained to conduct inspections directly adjacent to the work being performed in order to ensure that the **Right materials** are put in the **Right way** at the **Right time** in the **Right place** in the **Right quantities** with the **Right documentation** and **paid** for the **Right way**. We understand the importance of tracking, reviewing, and responding to submittals, schedule changes and contract modifications promptly. Our project

Clerk of the Works Areas of Expertise

Clerk of the Works/Resident Engineer

Budget and Cost Management

Document Control/Submittal Review & Management

Quality Assurance/Quality Control

Change Order Management & Claims Avoidance

Contract Compliance, Understanding of Plans & Specification

Meeting Coordination & Documentation

Schedule Monitoring & Progress Reviews

BMP Erosion Control Inspection

Paving and Concrete Inspection

Structure and foundation forms & Reinforcing Inspection

Worksite Safety

Final Inspection & Punch List

Coordinate Systems Training and Facility Occupancy

team will assess the overall project goals and construction schedule weekly to support being on-site at critical components of the construction. We understand the importance of tracking, reviewing, and directing oversight of construction activities.

Field modifications and deviations will be documented and approved by the Owner and Design Consultant Team. Often field changes are the result of contractor RFI's, change order requests or initiated by the owner. Kleinfelder will track these requests and changes using an electronic document system.



COMMUNICATIONS: Kleinfelder understands the City's communication requirements and preferences, allowing our team to support this project's scope of services efficiently and effectively. We understand that our communications with the Project Team will occur at regularly scheduled weekly meetings and in between, to make sure the City's project representative and other parties are kept up to date on project progress, potential issues, and solutions. All communication will be in person, over the phone, through email and reports, and through electronic project documentation.



CONTRACT REQUIREMENTS: Kleinfelder understands the scope of work and the contract requirements, quality expectations, budgets, and schedules. This will allow the City to be confident in our ability to function as the Clerk of the Works to oversee the successful completion of the Merrill Lane Extension & Infrastructure Project. As we work with the City's project representative, we will closely examine and become familiar with the construction contract documents including contractor submittal requirements, minimum testing requirements, and mock-up and/or sample requirements. This upfront effort will allow Kleinfelder to proactively monitor these requirements from the onset of the project.

MANAGING CONTRACT CHANGE ORDERS

We strive to be an integral partner of the City to support the completion of projects on time and on budget. As part of our communications, we will attend regularly scheduled meetings prepared to discuss and review key project issues. We will keep a running list of questions that need input from the City or Design Consultant Team. Additionally, we anticipate daily communication with the City's project manager to discuss any concerns or questions which may impact on costs and/or schedule.

Kleinfelder is experienced in managing contract modifications and change orders for our client's infrastructure projects. We understand that on occasion, modifications to the contract and project scope are required to address and monitor unforeseen conditions and errors and omissions during construction. Utilizing a "shared" document, the Clerk of the Works will help track all potential change orders. As they arise, we will present viable solutions and assist in negotiations and help reduce the impact on the budget and schedule.

The "shared" documents will include electronic copies and tracking sheets for project communication, including but not limited to RFIs, Field Directives, Cost Proposals, and Change Orders. The proposed contract changes will be discussed with the City for review and approval.

CONTRACTOR PAY APPLICATIONS

Kleinfelder has extensive experience reviewing and recommending payment of contractor's pay requests on a number of different contract types including lump sum and unit price contracts. Our field staff meet with the contractor daily to compare and agree to the work performed by the prime and their subcontractors and measurements for payment. This allows Kleinfelder the ability to review the contractor's payment requests and accompanying documents for completeness and accuracy monthly and make recommendations to the Owner.

SCHEDULE AND BUDGET

Internal to Kleinfelder, careful scope, cost, schedule development, proactive monitoring, and continual communications create successful project results. We know that once all parties agree to a project scope and schedule, it must be met. Delays can directly affect project costs and potentially other projects. Therefore, our approach to assignment delivery is to adhere to the following Project Management principles:

Kleinfelder is committed to providing the City with a highly qualified and responsive team that will ensure the successful delivery of this project. Specifically, we will:

- Assign a Contract Administrator and Project Manager with extensive experience in building and site/civil construction projects. Mr. Kyle Plossay possesses this expertise and will serve in this role.
- Compose a project team with direct, relevant experience in construction, demonstrated by the assignment of Mr. Jeremy Pollis as Clerk of the Works.
- Develop a comprehensive work plan that outlines the scope of services, budget, project deliverables, schedule, team member roles and responsibilities, and a rigorous QA/QC program.
- Respond promptly to field issues, mobilizing additional resources as necessary to resolve unexpected challenges.
- Deliver all submissions on schedule and subject them to thorough quality review.
- Provide monthly project status reports, invoices, and other required documentation in full compliance with the City's policies and procedures.

QUALITY ASSURANCE / QUALITY CONTROL (QA/QC)

Kleinfelder is committed to delivering quality workmanship and fully endorses the principle that quality assurance is the responsibility of every individual, department, and office. We believe quality begins at project inception through careful attention to detail. To support this commitment, we have developed the **Kleinfelder Quality Management Program (KQMP)**, which establishes and implements processes to:

- Confirm compliance with client, regulatory, and accreditation agency requirements.
- Facilitate efficient and effective delivery of services and deliverables.
- Continuously improve processes and operations.

Kleinfelder maintains a robust Quality Control Program to ensure technical excellence from the development of the technical approach through completion of all contract deliverables. Through our QA/QC Program, the Project Team will review the project plan for consistency with both Kleinfelder's KQMP and the approved project specifications.

Mr. Jeremy Pollis, Clerk of the Works, will be responsible for conducting daily observations and preparing detailed reports to ensure adherence to QA/QC requirements. He will document all quality control processes in full accordance with the approved QA/QC Plan and project specifications.

MAINTAINING A PROJECT BUDGET

Staying on budget during planning, design, and construction is critical to successful project delivery. Effective budget management requires experienced staff, realistic cost forecasting, and ongoing communication with project representatives and stakeholders. Kleinfelder's approach emphasizes cost containment and integration with the critical path project schedule.

Key elements of our budget control approach include:

- Reviewing project plans and specifications prior to advertising and bidding to ensure feasibility.
- Evaluating contractors' proposed schedules and milestones with input from the Owner and Design Consultant Team to mitigate risks such as vendor delays and contract modifications.
- Tracking and evaluating contract change orders to measure associated and probable costs.
- Conducting weekly project progress meetings with the Contractor, Owner, and Design Consultant Team to review progress payments, completed work, and upcoming activities to support timely and accurate billing.

MAINTAINING A PROJECT SCHEDULE

A successful project is grounded in an informed and realistic schedule. Review of the contractor's baseline schedule establishes the framework for monitoring progress, identifying potential impacts, and developing mitigation strategies.

Our approach to schedule management includes:

- Convening an experienced project team capable of evaluating contractor schedules and critical path milestones.
- Assessing project details, including subcontractor and vendor availability, material shortages, and lead times.
- Routinely monitoring the schedule and reviewing status and critical path activities in weekly meetings.
- Identifying and implementing corrective actions to mitigate unforeseen events affecting the schedule.

In today's construction environment, supply chain challenges may extend delivery times for key materials such as steel and mechanical/electrical components. Allowing adequate time during the bidding phase promotes competitive pricing and enables thorough plan and specification review, further supporting cost control and schedule certainty.

Our approach aligns with two primary goals:

1. Developing creative, cost-effective solutions to maintain the highest level of quality.
2. Applying engineering and construction strategies that ensure cost containment and budget certainty throughout the project.

CREATIVE COST-EFFECTIVE SOLUTIONS

As your trusted advisor, Kleinfelder continually evaluates project priorities and needs to identify solutions that are both innovative and cost-conscious. The Clerk of the Works will play a key role in facilitating these solutions by:

- Maintaining daily communication with the Owner, Design Consultant Team, contractors, and vendors.
- Advising on construction sequencing to minimize operational impacts.
- Evaluating subcontractor and material availability and lead times.
- Presenting alternative approaches to maintain compliance with plans and specifications.
- Conducting daily on-site observations and reviewing work for conformance with contract documents.

Through this proactive approach, Kleinfelder ensures that project goals are achieved efficiently, cost-effectively, and in full alignment with the City's expectations.

PROJECT CLOSEOUT

The importance of project closeout to overall project success cannot be overstated. This phase ensures that all project documentation and records are current, reviewed, approved, and properly stored within the project file platform for turnover to the Owner.

A critical component of closeout is the reconciliation of payments, including change orders, to confirm accuracy and agreement among all project parties prior to Owner turnover and facility occupancy. The closeout process begins when the Contractor requests the preparation of a final punch list.

Kleinfelder has been recognized by both MaineDOT and the Federal Highway Administration for excellence in project documentation and the efficiency of our closeout procedures. This recognition underscores our ability to deliver a smooth, thorough, and timely project turnover process.

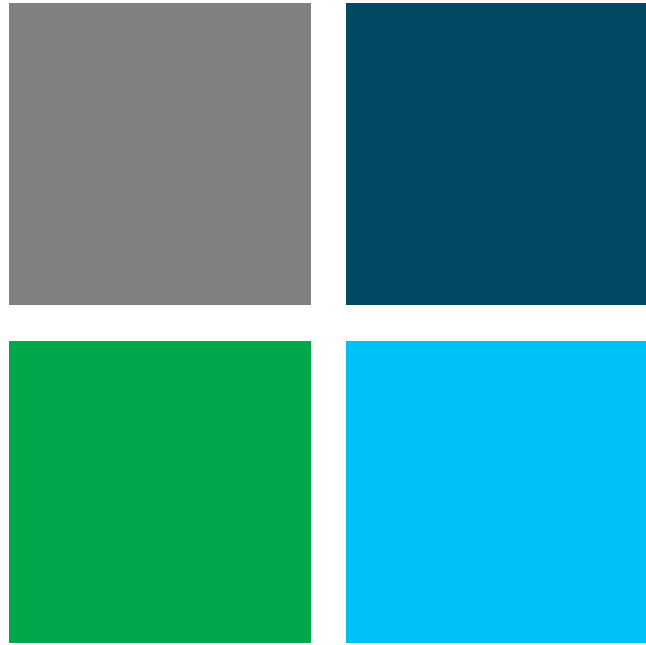
EQUIPMENT

Kleinfelder provides our Construction Management staff with all equipment and supplies necessary to perform their duties. This equipment includes, but is not limited to, cell phones, laptop computers, iPads, field equipment, safety gear and other equipment typical to providing on-site Clerk of the Works Services. We have internal IT support, coupled with modern security processes, to resolve computer issues that may arise while they are overseeing construction. We recognize that not all projects have field offices; therefore, we have been proactive in securing wireless air-cards for our staff, allowing us to meet the client's documentation needs in a timely manner. We also utilize cloud-based software such as TEAMS, SharePoint, ProCore and Appia to maintain project documentation and file sharing in a reliable and timely manner. Kleinfelder's staff is equipped with the most current personal protective equipment (PPE).



WORKPLAN TIMELINE:

Phase 1		Phase 2	Phase 3
Pre-Construction		Construction & Delivery	Project Closeout & Turnover
DURATION: 1 Month		DURATION: 18 Months	DURATION: 1 Month
CLERK OF THE WORKS TASK:	Generate Electronic Project File Structure	Provide daily onsite inspection and generate daily inspection/progress reports with photos	Perform site walkthrough to generate site punch list items
	Review Plans, Specifications, Approved Submittals, Quality Control Plans, Contractors schedule of work	Maintain daily communication with ALL project stakeholders and advise on issues, disputes or risks	Engage in Owner Occupancy and training
	Establish pre-construction kick-off and introductory meeting with all project stakeholders	Participate in weekly project progress meetings	Perform final walkthrough on site punch list items
	Perform pre-construction site walk through to inspect & document existing conditions within and adjacent to project limits	Review contractors monthly pay requisitions	Engage in phases of Owner acceptance
		Assist in tracking Change Orders & RFI's	Review project file for up to date records
		Coordinate/Schedule owner and 3rd party visits	Perform closeout and turnover of electronic project file to Owner
		Inspect and evaluate contractors conformance to plans, specifications, updated schedules and permit compliance	
		Inspect conditions of material and products upon delivery to site	
PROJECT MANAGER TASK:	Generate Electronic Project File Structure	Review daily inspection reports for accuracy and completeness	Attend site walkthroughs and occupancy training as needed
	Review Plans, Specifications, Approved Submittals, Quality Control Plans, Contractors schedule of work	Perform at minimum, weekly/bi-weekly site visits to inspect onsite work and Clerk's performance	Review project file for up to date records, accuracy and completeness
	Attend pre-construction kick-off and introductory meeting with all project stakeholders	Engage in reoccurring check-in calls with Clerk & City's Officials	Engage in electronic project file closeout and turnover to Owner
	Attend pre-construction site walk through to inspect & document existing conditions within and adjacent to project limits	Attend weekly project progress meetings as needed	Review project file for up to date records, accuracy and completeness prior to turnover to the Owner
	Review Project File Structure & Review min project testing requirements	Review contract pay reqs as needed	
		Periodic spot checks of daily inspection & testing reports for accuracy and completeness	



| KEY PERSONNEL RESUMES



Matthew Steele, Area Manager/Principal-in-Charge

Mr. Steele has 37 years of experience in management, including construction/resident management, resource management, environmental planning, State and Federal transportation government relations, and policy formulation and implementation. Mr. Steele is the Area Manager and Principal-in-Charge of the Maine and New Hampshire Area. He is responsible for the daily operations of the area, budget and financial administration, policy implementation, and supervises all program managers in the area.

Project Experience

Sarah Mildred Long Bridge Replacement, MaineDOT, Kittery, ME & Portsmouth, NH. Mr. Steele served as the Contract Administrator/Senior Project Manager from 2015-2018 with MaineDOT to provide Construction Inspection Services for the Sarah Mildred Long Bridge Replacement project. In this role, he was responsible for managing the contract and inspector assignment letters, review and approval of inspector payrolls and expense reimbursements, invoice approvals, and scheduling of inspectors. Mr. Steele made several project site visits to meet with our inspector(s) and solicit feedback from MaineDOT on performance.

Design Services Program, Maine, and New Hampshire Area. Mr. Steele oversees the project financial and workload planning for the Maine and New Hampshire offices Civil and Structural design groups. His team members have a wide variety of experience and backgrounds and can provide all manner of structural design for bridges, roadways, facilities, and multi-use trails. Under Mr. Steele's management, Maine and New Hampshire offices have engaged in a variety of MaineDOT, NHDOT, and municipal structural and civil design and engineering projects including bridge design, trail design, roadway design, and bridge load ratings.

Utility Coordination, MaineDOT, Statewide, Maine. Mr. Steele is the direct supervisor of Kleinfelder's Maine based Utility Coordinators serving MaineDOT and municipal projects in Maine. He oversees their work under Kleinfelder's MultiWIN contracts in the Bridge, Highway and Multimodal Programs. He makes sure the team has the proper equipment and is current on all training to safely perform their duties.

Maine Ancillary Structure/NBIS Inspection, Maine, and New Hampshire Area. Mr. Steele manages Kleinfelder's Maine based Ancillary Structure/NBIS Inspection (topside and underwater) Inspection Program, serving our clients on existing conditions inspection in Maine and across the country. Our team of inspectors are qualified and experienced with the inspection of roadway and pedestrian bridges, rail bridges, dams, and ancillary structures. Mr. Steele ensures our teams meet the expectations of our clients regarding their specific inspection requirements and reporting formats. He also ensures the team has the proper equipment and are current on all training courses to safely perform their inspection duties. Mr. Steele provides QA/QC on many of the reports prior to submission to the client.

Education

BS, Mechanical Engineering,
University of Maine, Orono,
Maine, 1988

Certifications

MaineDOT, Local Project
Administration

Affiliations

Maine Better Transportation
Association

ACEC of Maine

WTS, Maine Chapter

Total Years of Experience

37 years

Years with Firm

16 years

M. Steele Continued

Planning, Construction Administration, and Inspection Services, City of Portland, ME. Mr. Steele served as the Contract Administrator and Project Manager overseeing the work of Kleinfelder's Inspector who provided construction administration for the City in 2015. In 2016, Kleinfelder assisted the City with planning, scope and scheduling several outstanding paving projects and provided street assessments and cost estimates for over 50 local streets. All findings were entered into the City's database that included cost estimating figures.



Kyle Plossay

Project Manager/Contract Administrator

Mr. Plossay has extensive experience of performing construction management and inspection. He began his construction career in 2007 with the Maine Department of Transportation. Mr. Plossay joined Kleinfelder in 2012 and gained certifications in paving and concrete inspection. Soon after joining Kleinfelder, Mr. Plossay gained significant highway construction experience for a multitude of project scopes that included highway reconstruction, drainage, safety measures, utility coordination and communications with property owners and the public. Mr. Plossay successfully transitioned to the Chief Inspector and Resident roles on numerous transportation projects. In 2018, he became Kleinfelder's Program and Project Manager for the Maine/New Hampshire Construction Management and Inspection Program where he oversees a team of Construction Managers and Inspectors providing services for buildings, transportation, utility, and marine related projects. Mr. Plossay is recognized for his project documentation and focus on delivering quality projects. He has ample experience in large-scale full-reconstruction projects, completing detailed and accurate project reports, processing contractor RFI's, submittals, contractor pay requisitions and contract modifications. Mr. Plossay is an industry leader in the State with his experience working on projects constructed with full GPS automated control, as well as all electronic documentation under MaineDOT Field Manager & DocExpress software.

Education

BS, Biology, University of Maine-Orono, ME, 2011

Certifications

NETTCP Paving Inspector #3002, Exp. 3/21/28

NETTCP Nuclear Gauge, Lifetime

Maine DEP Erosion & Sediment Control, Exp. 12/31/25

OSHA 10, No Exp.

First Aid/CPR Certified, Exp. 02/18/27

Local Project Administration, MaineDOT 12/31/28

Total Years of Experience

18 years

Years with Firm

13 years

Project Experience

Bureau of Project Development, MaineDOT, Statewide. Since 2018, Mr. Plossay has served as Project Manager providing coordination and construction support for a team of 45 construction residents and inspectors for MaineDOT's Buildings, Highway, Bridge, Multimodal (rail, multi-use trail and marine projects), Maintenance and Operations (buildings and ITS), and Materials Testing and Exploration Programs. His in-depth understanding of construction operations, standard specifications, and client communications has led to Kleinfelder's continued success of quality project deliverables for MaineDOT.

Construction Program, Maine Turnpike Authority, Southern Maine. Since 2018, Mr. Plossay undertook Project Management operations supporting a full-time, five-person team consisting of highly experienced and qualified residents and chief inspectors. Through his expertise in construction methodologies and procedures, Mr. Plossay has successfully coordinated and supported a team of professionals of different disciplines on a multitude of project scopes and budgets. His leadership, excellent organizational skills, and flexibility have fostered this team's continued success.

Maine Bureau of General Services, Augusta, ME. Since 2018, Mr. Plossay has served as the Project Manager and Direct Supervisor providing coordination and construction support for the Clerk of the Works and Resident Inspectors for the Cultural Building, Ray Building, Greenlaw Laboratory Building and Deering Building Renovation Projects located at the AMHI Campus in Augusta.

K. Plossay Continued

The buildings were completely renovated, and the work consisted of full rehabilitation of the two major structures. Mr. Plossay ensures the Clerk of the Works is providing proper coordination with the Owner, future tenants, Architect, and contractors. His in-depth understanding of construction operations plans and specifications, and client communications has led to Kleinfelder's continued success of quality project deliverables for Maine BGS.

Main Street & Front Street Reconstruction & Intersection Improvements, BUILD Grant Project, City of Waterville, ME.

Kleinfelder was the prime consultant providing construction management and inspection services for the City of Waterville on this \$9.2 Million project. Starting in 2020 to 2022, Mr. Plossay is served as Project Manager and Contract Administrator for the Construction Management and Inspection of the project that converted Main and Front Streets to two-way streets and reconstructs sidewalks and other improvements. The project was locally administered by the city and adhered to MaineDOT and Federal Highway Administration requirements and oversight. Mr. Plossay was responsible for overseeing the Resident and Inspector's performance outlined within the responsibilities and expectations to promote the successful completion and delivery of the project. He was also responsible for invoice and payroll review and making sure safety protocols were being followed. His in-depth understanding of construction operations plans, and specifications and client communications led to the success of quality project deliverables. Completed in July 2023.

Fairview & Belmont Avenues & School Street Roadway Reconstruction, Randolph, ME. In 2021-2024, Mr. Plossay was the project manager for the complete design, permitting, and construction oversight for two local roadways in Randolph. Belmont Street reconstruction was 1650' and Fairview Avenue reconstruction was 2750' and School Street was 2000'. Design services included delivering preliminary and complete final designs, plans, specifications, special details, and estimates for roadway reconstruction. Kleinfelder coordinated survey collection and existing ROW mapping. The project included creating roadway alignments, typical sections, and 3D design surfaces using InRoads design program. The roadway closed drainage system was replaced with new underdrain, catch basins, and cross culverts. The plans are detailed in accordance with MaineDOT CAD standards using MicroStation. Permitting considerations included completing a United States Army Corp of Engineers (USACE) general permit and a MaineDEP Natural Resources Protection Act (NRPA) Permit-By-Rule application. Mr. Plossay provided a constructability review, routine project updates to the Town Select Board, MaineDOT and project stakeholders. Kleinfelder completed construction management and inspection for the project. Subconsultant Titcomb Associates provided survey.

Summit Natural Gas of Maine (SNGME), Utility Sector, Stateside. Since 2018, Mr. Plossay has served as the Project Manager providing coordination and construction support for a team of 2 to 5 construction inspectors providing third party inspection for SNGME on the distribution and installation of natural gas main and second service lines for commercial and residential projects within state and municipal roads. Mr. Plossay was also responsible for payroll and invoice tracking, subconsultant and staff workload scheduling in conjunction with the client's project team. His in-depth understanding of construction operations plans and specifications, and client communications has led to Kleinfelder's continued success of quality project deliverables for SNGME.

Highway Reconstruction, Route 302, MaineDOT, Bridgton & Fryeburg, ME. In 2015, 2016, and 2017 Mr. Plossay served as Assistant Resident Inspector/Chief Inspector for this MaineDOT Highway Program project. The scope of work included highway reconstruction with alignment changes, culvert installations, and drainage and intersection improvements along approximately 5 miles of Route 302. Mr. Plossay inspected paving operations including 19mm and 12.5mm base along with drilling, blasting, and removal of ledge related to the new alignment. He also inspected the installation of two box culverts with associated drainage pipes. Mr. Plossay utilized auto level, GPS, pop-level, and grade stakes and strings to thoroughly inspect the roadway and box cuts and gravel fill. Additionally, this is the first MaineDOT Highway Program project to implement electronic documentation. Mr. Plossay found electronic documentation more efficient for documenting daily work operations, daily reporting, and posting quantities. Project construction costs totaled approximately \$10 million.



Jeremy Pollis

Clerk of the Works/Owner's Representative

Education

AS, Wildlife Management,
Forestry, Unity College

Certifications

NETTCP Paving Inspector #5951,
Exp. 04/18/30

ACI Field Testing Technician –
Grade I, Exp. 5/21/26

ICRI Concrete Slab Moisture
Testing Technician, No Exp.

Nuclear Gauge, Lifetime

OSHA 10, No Exp.

First-Aid/CPR, Exp 2/18/2027

Total Years of Experience

25 years

Years with Firm

5 years

Mr. Pollis has over 25 years of experience in construction, construction management and inspection, and materials testing. His diverse experience in both the design and contractor sides of the business allows him to bring a unique perspective on how construction projects are planned and implemented. Mr. Pollis has direct experience in making sure projects are built per project plans and specifications and that the appropriate level of documentation is completed. Mr. Pollis has a robust background in materials sampling and testing. His building experience includes hospitals, laboratories, and state buildings. Just prior to joining Kleinfelder, he provided oversight of the new Maine Department of Health and Human Services and Maine Public Employee's Retirement System buildings located in Augusta, where he was either directly responsible to perform or ensure that a team of inspectors was performing the required inspections, materials sample and testing, and documentation.

As a Project Manager for a construction company, Mr. Pollis developed cost estimates based on plans and specifications. He supported field staff with materials and equipment to successfully complete the projects and assisted with quality and inventory control. He has 16 years of experience working for a large Maine based construction inspection and materials testing consultant where he supervised teams of technicians and inspectors, coordinated testing and inspectors, served as a corporate safety officer, and performed forensic analysis on areas deemed problematic or incorrect. Mr. Pollis joined Kleinfelder in 2020.

Project Experience

Natural Gas Line Expansion, Summit Natural Gas of Maine, Skowhegan, ME.

In 2025 Mr. Pollis served as the Resident Inspector for Summit Natural Gas for the main and secondary service line installations on this 5-mile project located on Route 201 in Skowhegan. His duties included inspection of pipe joining, welding, trench excavation and backfilling procedures as well as paving rehabilitation. He was also responsible for documentation including daily inspection reports, materials inventory, and safety compliance in accordance with the client's policies and procedures. Mr. Pollis was also responsible for project coordination, communication and schedule updates with the owner, contractor, town officials and business owners. Mr. Pollis was required to successfully complete an Operator Qualifications Certification Program prior to performing any field inspection work.

East End Wastewater Treatment Facility, City of Portland Water District, Portland ME.

In 2024 – 2025, Mr. Pollis served as the on-site Resident Engineer for this City of Portland Water District project. The scope of the project included the demolition and replacement of three existing secondary clarifier mechanisms, upgrades to the primary gallery pumping and piping,

J. Pollis Continued

installation of new 20" gate valves on the existing underground plant water pipes as well as the demolition of the existing gravity thickener mechanism. The project also consisted of various electrical upgrades. In addition to monitoring construction and ensuring work was completed to specifications, Mr. Pollis served as the liaison between the contractor, design team and the owner (Portland Water District) in matters concerning field observations, scheduling, compliance monitoring and coordination. Mr. Pollis was helpful in identifying a structural issue that requires the replacement of the support columns on all three secondary clarifier domes. Mr. Pollis was also key in keeping the project moving forward with his timely responses when unknown issues had been found and providing key updates on regulatory compliance with the City and Maine Department of Environmental Protection (MDEP).

Casco Bay Ferry Terminal Improvements, Phase II, Casco Bay Island Transit District, Portland, ME. Mr. Pollis served as the Assistant to the Resident/Chief Inspector for this \$17.5 million, Phase II Casco Bay Ferry Terminal Improvements Project utilizing Construction Manager at Risk contracting method. The project began in 2020, and improvements consist of the construction of the building additions and renovations (addition of a second floor, reconfiguration, and expansion of existing facilities); to site construction and related activities including utility installation, demolition, traffic control, ADA upgrades, safety improvements and paving related work. Mr. Pollis provided the day-to-day inspection and project documentation services of the building addition and renovation, site construction inspection including utility installation, demolition, traffic control and paving related work. Mr. Pollis also supported the marine-related improvements by performing marine construction inspection activities including pile driving, demolition work, concrete decks, timber fenders, seawall repairs and micro-pile installation. Mr. Pollis was responsible for documentation of construction activities and making sure the project was completed as designed. Throughout the project he collaborated very closely with the Owner's Special Projects Manager and was instrumental in providing routine updates and reviews on FTA regulatory compliance.

Natural Gas Line Expansion, Summit Natural Gas of Maine, Augusta, Falmouth, Cumberland & Waterville, ME. In 2019 Mr. Pollis served as the Resident Inspector for Summit Natural Gas for the main and secondary service line installations on numerous private and municipal project locations throughout Central and Southern ME. His duties included inspection of pipe joining, welding, trench excavation and backfilling procedures. He was also responsible for documentation including daily inspection reports, materials inventory, and safety compliance in accordance with the client's policies and procedures. Mr. Pollis was required to successfully complete an Operator Qualifications Certification Program prior to performing any field inspection work.

Outside Projects (Non-Kleinfelder)

Health and Human Services Building, Maine Department of Health and Human Services (DHHS), Augusta, ME. Mr. Pollis served as Construction Services Manager during construction of a 104,000 sq ft building in 2017 and 2018. The project included demolition of an existing structure, excavation for foundations and parking areas, rammed aggregate pier installation, case-in-place concrete for foundations and slabs, and structural steel framing. Mr. Pollis was responsible for determining that project specifications were adhered to during construction, tracked quantities of materials, ensure proper tests and inspections were being performed, issued timely reports of findings, and collaborated with the design team on issues.

Public Employees Retirement Building, Maine PERS, Augusta, ME. Mr. Pollis served as Construction Services Manager during construction of a 25,000 sq ft building in 2017 and 2018. The project included excavation for foundations and parking areas, cast-in-place concrete for foundations and slabs, and structural steel framing. Mr. Pollis was responsible for determining project specifications compliance during construction, tracking quantities of materials, ensuring materials testing and laboratory services, issuing timely reports of findings, and collaborating with the design team.



Tom Towns

Clerk of the Works/Owner's Representative

Mr. Towns has over 34 years of experience with construction management and inspection. He has a strong background in highway construction and utility installation and repair. Mr. Towns is well versed in local and state requirements and specifications, and with contract negotiations. He began his career laying sewer and water pipe, working from laborer up to foreman and operator. He then began his own excavation business, which specialized in air and water utility testing and participated in the construction of numerous sewer treatment plants. Mr. Towns moved into construction supervision, which requires coordinating construction crews, utilizing specifications, inspecting work progress, and recording personnel and operational data. Much of his construction supervision work has been related to natural gas line installation in Central Maine.

Education

AS, Building Construction Technology, Central Maine Vocational Technical Institute, Lewiston, ME

Certifications

ACI Concrete Field-Testing Technician – Grade I, Exp. 12/1/2028

Maine DEP Erosion and Sediment Control, Exp. 12/31/25

NETTCP Nuclear Gauge, Lifetime

NGA, Qualified Pipe Joiner & Level 1 Operator

First Aid & CPR, Exp. 2/2026

OSHA 10

Q/S Resource, Nuclear Gauge Stormwater Management for Oil and Gas Operations

Work Zone Traffic Control

Total Years of Experience

34 years

Years with Firm

9 years

Project Experience

Acadia Gateway Center – Phase 2, MaineDOT, Trenton, ME. Beginning in April 2023 to date, Mr. Towns has served as the Construction Inspector for MaineDOT's Acadia Gateway Center Phase 2 project located in Trenton, Maine. This project consists of an 11,100sf visitor center for the Acadia National Park Service and Maine Tourism. The building will be timber framed, concrete first walls and concrete slab on grade along with a lower concrete basement area for mechanical, electrical, telephone/data system, and fire protection rooms. The ground floor will provide offices and welcome counters, bathrooms, seating areas, and a small vending machine area. The mechanical system will include a domestic water system, air handlers with ductwork, heat recovery chiller-heater system with the connection of a geothermal well system and radian heating in the ground floor area. In addition, there will be a septic system which includes two 20,000-gallon OxyPro treatment tanks and dual disposal fields consisting of 544 side-feed concrete chambers. The electrical system has a primary feed from the utility company, emergency generator, numerous electrical panel and distribution system, LED lighting, 13 electric vehicle charging stations and a photovoltaic system. The outside of the building site consists of a bus loop and bus shelter for the Island Explorer buses, a brick plaza in the front with an information kiosk, a rear brick plaza with granite seats for visitors, a car parking lot for 288 cars and a separate lot for 10 RV parking spots. Mr. Towns is responsible for monitoring the day-to-day activities of the contractor and subcontractors on site to ensure the project is being built per plans and specifications. He is also responsible for project documentation of quantities and daily site activities. A challenging aspect of this project has been the contractor's series of requests for information from the designer. These requests have resulted in additional costs to the project, especially in the common excavation and common backfill. Mr. Towns has worked diligently with MaineDOT, the contractor, and subcontractors to minimize the excavation and backfill

T. Towns Continued

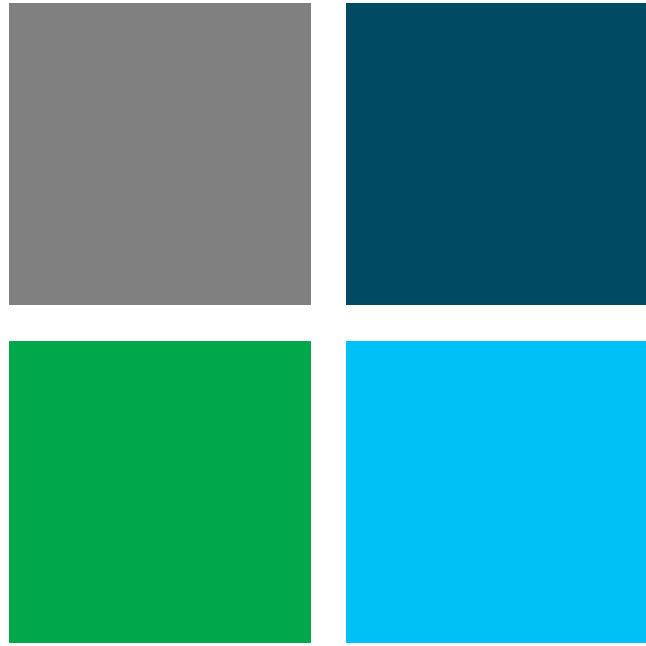
overrun costs. This was done by reviewing the area for backfill and determining that there were areas where the excavation and backfill could be reduced from 2 feet to 6 inches. Mr. Town's also found another cost savings with the perimeter drainage. Rather than using both a 12" drip edge and 4" perimeter drain that were both going to be at the same elevation, after consultation with MaineDOT and the Contractor, the decision was made to use just the 12" drip edge for the perimeter drain.

Natural Gas Line Expansion, Summit Natural Gas of Maine, Various Locations, Maine. Beginning in 2019 through 2023, Mr. Towns has served as the Construction Inspector for Summit Natural Gas for the main and secondary service line installations at numerous municipal project locations in various locations throughout Maine. His duties included inspection of pipe joining, welding, trench excavation backfilling procedures and pavement restoration work. He was also responsible for documentation including daily inspection reports, materials inventory, and safety compliance in accordance with the client's policies and procedures. Mr. Towns was required to successfully complete an Operator Qualifications Certification Program prior to performing any field inspection work.

Highway Reconstruction, Route 201, MaineDOT, Hallowell, ME. Mr. Towns provided construction inspection services as a Class III Inspector for this \$5.8 million Highway Program project in 2018. The project scope included the full reconstruction of approximately 2000 lineal feet of business lined Water Street in the City of Hallowell. The project scope removed the significantly steep cross slope of the roadway, replaced water, sewer, and drainage systems, built brick sidewalks, and provided ADA improvements. The construction was staged in a manner that made this heavily traveled downtown street one way for northbound traffic during the first stage of construction while re-routing southbound traffic on secondary streets parallel to Water Street. Pedestrian egress was also important to maintain access to many businesses and to get people to and from the off-street parking locations. Mr. Towns inspected the installation of drainage pipes and RCP pipe, finished grade, sub-grade, brick sidewalk installation, catch basin installation, backfilling of the water main, and erosion control measures. Mr. Towns' provided input to the Resident that resulted in shortening some of the pipe runs. Mr. Towns took pride in making sure he maintained good public relations with the businesses and their patrons and the traveling public throughout the construction of the project. Completed June of 2019.

Drainage Improvements, Route 220 & Common Road, MaineDOT, Waldoboro & Union, ME. Mr. Towns provided construction inspection services for this MaineDOT Highway Program project in 2017. The project scope included replacing all storm drain culverts, rebuilding or replacing catch basins, and restoring sidewalks and granite curbing as needed. Mr. Towns maintained daily records of work completed and measured quantities daily for pipe laid, catch basins installed, granite curbing replaced, and pavement laid. At a savings for the client, Mr. Towns approved the re-use of suitable gravel in the project area, which also eliminated costs for hauling it away. Despite several adjustments to accommodate unknown utility elevations in the work area, the project finished ahead of schedule. Project costs totaled \$282,700.

Crack Sealing, MaineDOT, Kennebec & Lincoln Counties, ME. Mr. Towns provided construction inspection services for this MaineDOT Highway Program project in 2017. Mr. Towns located areas for sealing and painted mile markers every half mile. He tracked the quantities of sealer used daily and checked the temperature of the sealer. He also calculated the yield of sealer per lane mile to maintain the project's specifications. Mr. Towns was responsible for the proper placement of flaggers and road signs and maintaining the safety of workers and the traveling public in the project area. Construction costs totaled \$72,220.

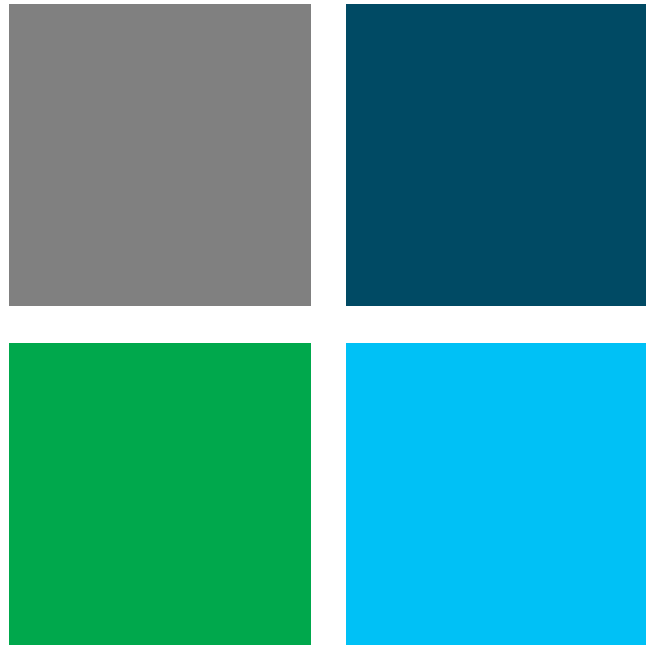


| SIMILAR PROJECTS

PROJECT TITLE/CLIENT CONTACT	PROJECT DESCRIPTION	KEY SERVICES
Construction Management and Inspection On-Call Contracts, Statewide MaineDOT Project Development 207.624.3000	Since 2017, Kleinfelder has held a repeat on-call contract with Maine Department of Transportation's Highway, Bridge, Multimodal, and Maintenance and Operations Programs to provide Construction Management and Inspection Services. Projects are funded by local, state, and a variety of US DOT funding programs including but not limited to FHWA, FTA, and FRA and other Federal Funding entities. Projects include highways, bridges, multi-use trails, sidewalks, traffic and intersection improvements, signalization upgrades, intelligent transportation, buildings, and marine infrastructure. In addition, we are currently providing ADA assessments statewide of existing sidewalks and inspection of improvements.	Construction Management & Inspection Services for: ✓ Roadways ✓ Pedestrian/Bicycle Facilities and ADA Compliance Projects ✓ Traffic Engineering, Signalization and Safety Spot Improvements ✓ Bridges/Culverts ✓ Maintenance Buildings, Offices, and Transit and Visitor Facilities
US Route 1 and Old Bath Road, US Route 1 and Birch Point Road, and US Route 1 and Old Ferry Road, Wiscasset, ME Thomas Stevens, Project Manager Regional Program MaineDOT Thomas.Stevens@maine.gov 207.592.4508	In 2022, under Kleinfelder's on-call contract with MaineDOT, provided Construction Resident services for intersection improvement projects at three locations along heavily traveled US Route 1 in Wiscasset. The intersection of Old Bath Road included the addition of a new northbound left turn lane and approximately 1,500 feet of approaches including widening and mill and fill sections. The intersection of Birch Point Road included a new southbound left turn lane and approximately 1,100 feet of approach work including the widening and overlay. The intersection at Old Ferry Road included a new southbound left turn lane, a northbound right turn lane on the Old Ferry Road approach, and approximately 1,150 feet of roadway widening and overlay. US Route 1 has an AADT of approximately 18,000 at these locations and two-way traffic was maintained during the daytime.	Construction Management, and Inspection for: ✓ Roadway and Intersections ✓ ADA upgrades ✓ Maintenance of Traffic Control
Washington Avenue Streetscape Project (LAP), Portland, ME Lauren Anderson, PE Sr. Engineer Public Works Department City of Portland, ME Landerson@portlandmaine.gov 207.874.8844	In 2023-2024, under Kleinfelder's on-call contract with the City of Portland, Construction Resident Services was provided for the MaineDOT funded LAP. The project provided for the reconstruction of the signalized intersections on Washington Avenue at the intersections of Congress Street and Cumberland Avenue, segments of sidewalk between Oxford Street and Cumberland Avenue, and the sidewalk on both sides of Washington Ave between Congress Street and Cumberland Avenue. Work also included ADA compliant curb ramps, replacement of traffic signal equipment, updates to signal timing, and curb and drainage modifications. The Resident was responsible for daily inspection and field reports, field measurements to verify quantities, and documentation of quantities of materials for	Construction Management, and Inspection for: ✓ Roadway and Intersections ✓ Sidewalks and ADA upgrades ✓ Signalization Upgrades ✓ Landscaping ✓ Maintenance of Traffic Control

	contractor payments. The Resident also conducted progress meetings, checked certified contractor payrolls in the Elation System, and conducted payroll interviews for Davis Bacon compliance. The Resident coordinated materials testing, sampling, and documentation of test results, and prepared contract modifications and documentation necessary to close out the completed projects per MaineDOT requirements.	
Trunkline 3 Force Main Replacement, Winthrop, ME Andy Begin, P.E. Greater Augusta Utility District Assistant General Manager/ Chief Engineer Office: 207-622-3701 www.greateraugustautilitydistrict.org	In 2020, Kleinfelder provided Construction Resident Inspection Services, Traffic Control Plan design and onsite construction engineering reviews during all phases of construction. The project consisted of approximately 2500 LF of watermain replacement by use of directional drilling and open trench excavation adjacent to a heavily traveled corridor along Route 202. The project scope also consisted of ledge removal, traffic control enforcement and shoulder and in-slope preservation work. The Resident was responsible for daily inspection and field reports, field measurements to verify quantities, and documentation of quantities of materials for contractor payments, coordination of weekly progress meeting and permit compliance.	Construction Management, and Inspection for: ✓ Roadway and Intersections ✓ Utility Replacement & Relocations ✓ Paving Restoration ✓ Erosion Control ✓ Maintenance of Traffic Control ✓ Permit Compliance
Riverwalk Trail Phase II & III, Brewer, ME Aurele Gorneau II, Project Manager Multimodal Program MaineDOT Aurele.gorneauII@maine.gov 207.624.3553	In 2020 – 2023, Kleinfelder provided Construction Resident and Inspection Services and provided all phases of design, plans, specifications and estimate, construction administration for the riverfront pedestrian and bicycle trail project. The project connects to the southerly end of Phase I of the trail. The project scope included the development of a 10-12 wide, 1,000 LF multi-use trail located along the riverbank adjacent to an ACOE V-wrap project and included drainage upgrades. Several alignment renditions were completed to address a pending development and MaineDEP covenants at the site. The trail connected at South Main Street with a section of new sidewalk. In addition to reconfiguring a flagpole memorial area, park benches and trash receptacles were planned along the trail.	Construction Phase Engineering/Administration, Management, and Inspection for: ✓ Roadway ✓ Pedestrian/Bicycle Trail ✓ ADA Accommodation ✓ Lighting and Public Wi-Fi ✓ Landscape/Hardscape/Signage ✓ Erosion Control ✓ MaineDEP Covenants
BUILD GRANT Main Street and Front Street Reconstruction and Intersection Improvements, (LAP) Waterville, ME Andrew McPherson, PE City Engineer	From 2021-2023, Kleinfelder was the prime consultant providing Construction Resident and Inspection Services for the downtown revitalization and reconstruction project. The project converted Main Street and Front Street to 2-way streets, reconstructed sidewalks, improved drainage, reconstructed a major intersection, and provided green space settings. The project was locally administered by the City	Construction Management, and Inspection for: ✓ Roadway and Intersections ✓ Pedestrian and Bicycle accommodations ✓ ADA upgrades

City of Waterville, ME amcpherson@waterville-me-gov 207.680.4232	and followed MaineDOT and FHWA requirements and oversight. This project was the first BUILD Grant in Maine awarded to a municipality. The Resident was responsible for shop drawing and submittal distribution and tracking, RFI's, review of contractor pay requisitions, generating contract modifications and making sure the appropriate level of inspection, materials testing, and documentation was completed. The project required communications with the downtown business owners, residences, and utilities. The Resident worked closely with the City Engineer for project progress, budget, and delivery. Kleinfelder's Resident also provided full project close out documentation.	✓ Parks/Green Spaces ✓ Lighting ✓ Utility Relocations ✓ Traffic Control ✓ Paving
Route 25, Culvert Replacement Project, Gorham, ME Brad Foley, PE, Program Manager Highway Program MaineDOT Brad.foley@maine.gov 207.624.3539	In 2020, Kleinfelder delivered complete design, plans, specifications, and estimates for this Highway Program large culvert replacement project with associated highway design. The proposed structure is a four-sided culvert with fish passage considerations. The new culvert was located approximately 325' from the existing culvert and the project included design of a realigned stream channel. An existing abandoned box culvert at the site was removed to improve fish passage.	Construction Management and Inspection for: ✓ Roadway ✓ Stream Realignment ✓ Culvert w/ fish passage considerations ✓ Traffic Control ✓ Erosion Control
Cushnoc Drive Reconstruction, Augusta, ME Tyler Pease, PE, City Engineering City of Augusta, ME Tyler.pease@augustamaine.gov 207.626.2435	In 2022-2023, under Kleinfelder's On-Call Contract with the City of Augusta, our construction inspection services team provided for the \$2.2 Million full roadway reconstruction project. The project scope included a complete roadway reconstruction with installation of a new closed drainage system, sidewalk reconstruction, paving, safety improvements, and ADA upgrades. Kleinfelder's Lead Inspector was responsible for the daily inspection of the excavation, drainage, coordination of materials sampling and testing, significant underdrain installations, erosion control, verification of field measurements, and pay requisitions. The Inspector helped steward the successful completion of the project within budget and schedule.	Construction Management and Inspection for: ✓ Roadway ✓ Sidewalks and ADA Upgrades ✓ Drainage ✓ Traffic Control ✓ Utility Relocations ✓ Paving



| Proposal Fee Structure

CONSULTANT FEE PROPOSAL FORM

[illegible]



REFERENCES

V | REFERENCES

CASCO BAY ISLAND TRANSIT

Paul Pottle | Director of Projects

207-774-7871 ext. 119

paulp@cascobaylines.com

KEY STAFF: Jeremy Pollis | Clerk of the Works; Kyle Plossay | Project Manager

DESCRIPTION OF WORK | CASCO BAY FERRY TERMINAL RENOVATIONS PHASE 2

Kleinfelder provided Clerk of the Works Services for the [\\$17.5 M, Phase II terminal improvements at the Casco Bay Ferry Terminal](#). The locally administered project was undertaken with funding from the Federal Transit Administration (FTA), Maine Department of Transportation and Casco Bay Lines. The project was developed utilizing Construction Manager at Risk format and was subject to all federal and state laws, policies, and procedures. Kleinfelder's Clerk of the Work's provided day-to-day inspection oversight and documentation services for all construction activities associated with the construction of the building additions and renovations (addition of a second floor, reconfiguration, and expansion of existing facilities); to site construction and related activities. The marine construction included demolition work, concrete decks, timber fenders, seawall repairs and micro pile installation associated with the reconditioning of the foundation system of the existing pier and potential to add length to the pier. This allowed for the realignment of some gates to better fit the current fleet and provide additional berth space. The site enhancements included a dedicated sidewalk through the center of the site to improve ease of access and separate freight operations from pedestrian access and vehicle passage.

The project duration was approximately 18 months, and the work was phased in a manner that resulted in no impacts to core ferry service operations, and limited disruption to the waiting room, ticket office or public restrooms during the renovation. The project was completed in October of 2023.

MaineDOT Multimodal Program

Tom Stevens | Construction Manager

207-592-4508

Thomas.stevens@maine.gov

KEY STAFF: AJ Jacques | Assistant Resident Inspector; Tom Towns | Chief Inspector; Kyle Plossay | Project Manager

DESCRIPTION OF WORK | ACADIA GATEWAY CENTER PHASE 2

Under a multi-year on-call contract to provide construction inspection services, Kleinfelder provided the Construction Resident & Inspection for the \$28M, Intermodal Facility/Transit Hub and Welcome Center for the Acadia National Park and the Reion. The project included an 11,000 square-foot Acadia Gateway Welcome Center and a transit hub which included two main levels with post and beam construction, including geothermal heating, electric vehicle charging stations, addition of approximately 150 additional parking spaces and a new busway.

Kleinfelder's Assistant Resident and Chief Inspector were responsible for inspection and documenting work associated with construction of all the site/civil improvements including construction of the Welcome Center Building and vestibules. The anticipated completion of the facility is September 2025.

Town of Randolph, ME

Art Forand | Director of Public Works

207-215-9960

pwtownofrandolph@gmail.com

KEY STAFF: Kyle Plossay | Project Manager

DESCRIPTION OF WORK | FAIRVIEW, BELMONT, AND SCHOOL STREET FULL RECONSTRUCTION PROJECTS

Under a multi-year on-call contract from 2021-2024 to provide Construction Management and Inspection Services and delivered the complete design, permitting, plans, specifications, and estimate, bid support, and construction administration for three local roadways in neighborhoods in Randolph. Belmont Street was 1,650 LF, Fairview Avenue was 2,750 LF and School Street was 1,200 LF. The project also determined the need for upgrades to the closed drainage system and new underdrain. Permitting included US ACOE general permit and a MaineDEP Natural Resources Protection Act (NRPA) under Permit-by-Rule requirements.



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