



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #12  
WRKS 05/08/2012

## MEMORANDUM

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April 30, 2012

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator *ES*  
David Parker, P.E., City Engineer  
Paul P. Holzen, P.E., Interim Engineering Director

SUBJECT: Consideration of Professional Services Agreement with Wisner and Company for 3<sup>rd</sup> Ave North Roadway Construction Administration and Inspection Services (COF Contract 2012-0068) and 3<sup>rd</sup> Ave North Trail/Greenway Design Services (COF Contract 2012-0069).

### Purpose

The purpose of this memorandum is to provide the Board of Mayor and Aldermen (BOMA) with the necessary information regarding the 3<sup>rd</sup> Avenue North Roadway Construction Administration and Inspection Services and Design Services for the 3<sup>rd</sup> Ave North Project.

### Background

City staff has been working over the last few years to start construction of the 3<sup>rd</sup> Ave North Project. This project currently has \$630,000 in TDOT/Federal Funding for the construction of a multi-use path system along the Harpeth River. State and Federal funds have slowed the project down by requiring it to go through TDOT local programs process to include environmental review, ROW review and Design Review. In an effort to get the roadway constructed as soon as possible staff has looked at the design and determined that we can build this project in two phases. The first phase will be fully City funded and generally include the roadway, bridge, lighting, utilities, landscaping, and irrigation. Phase II will include the trail, selected park features, additional landscaping and irrigation. TDOT Local Programs required City Staff to go through an RFQ process to select a consulting firm for the Construction Administration and Inspection Services associated with this project.

On December 21, 2011 the City Engineering Department published a Notice to Consultant Engineers Regarding a Request for Qualifications and Letters of Interest for the Construction Administration and Inspection Services for the 3<sup>rd</sup> Ave North Project. The Engineering Department received 21 submittals to evaluate. An evaluation team, consisting of the following members of staff, evaluated and scored each submittal according to the evaluation criteria listed in the Request for Qualifications:

- Paul Holzen – Interim Engineering Director
- Joe York – Streets Director
- Lisa Clayton – Parks Director
- Mark Hilty – Water Department Director
- Dan Allen – Interim Assistant Engineering Director



A summary of the consultation firms and final overall scoring is attached. From March 9<sup>th</sup> – 12<sup>th</sup> the evaluation team interviewed the top 4 consultation firms to include Barge Waggoner Summer and Cannon, Inc, CDM Smith, Gresham Smith and Partners and Wisser Company. The evaluation teams overall recommendation was to select the Wisser Company to provide Construction Administration and Inspection Services for the 3<sup>rd</sup> Ave North Roadway Project.

For a typical roadway project of this size and scope, the City would normally expect a CEI services agreement in the range of 10% - 15% of the actual construction contract amount. The current estimated construction cost for 3<sup>rd</sup> Ave North Project is \$5,000,000. This CEI services proposal by Wisser is approximately 8% of the estimated construction costs.

**Financial Impact**

Staff has negotiated the following contract costs:

\$649,225      3<sup>rd</sup> Ave North Roadway Construction Administration and Inspection Services (COF Contract No 2012-0068)

\$99,925      3<sup>rd</sup> Ave North Trail/Greenway Design (COF 2012-0069)

**Recommendation**

Staff recommends approval of contract 2012-0068 for the Construction Administration and Inspection services for the 3<sup>rd</sup> Ave North Roadway Project in an amount not to exceed \$649,225 and contract 2012-0069 for the Design services for the 3<sup>rd</sup> Ave North Trail/Greenway Project in an amount not to exceed \$99,925.

**CITY OF FRANKLIN, TENNESSEE  
PROFESSIONAL SERVICES AGREEMENT  
COF Contract No 2012-0068**

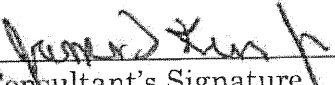
THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is by and between the City of Franklin, Tennessee, hereinafter referenced as City, and **WISER COMPANY**, hereinafter referenced as Consultant, who mutually agrees as follows:

**DECLARATIONS.** City desires to retain Consultant to provide engineering, related technical, and other services in connection with City's project hereinafter referenced as Project. The Project is described as follows:

**3<sup>rd</sup> Ave North Roadway  
Construction Administration and Inspection Services**

1. **SCOPE OF SERVICES.** Consultant shall provide engineering and related technical services for the Project in accordance with the **SCOPE OF SERVICES**. The **SCOPE OF SERVICES** as found in Attachment A shall be considered as an integral part hereof.
2. Consultant shall be paid on an hourly basis for work performed based on the **FEE SCHEDULE** as contained in Attachment A in the Amount Not To Exceed **SIX HUNDRED AND FOURTY-NINE THOUSAND TWO HUNDERED TWENTY-FIVE AND NO/100 DOLLARS (\$649,225.00)**. The **FEE SCHEDULE** shall be considered as an integral part hereof.
3. In event of a conflict between this Agreement and the attached document(s), this Agreement shall supersede conflicting terms and conditions.

The Board of Mayor and Aldermen Approved this Agreement on the  
\_\_\_\_\_ Day of \_\_\_\_\_ 2012.

BY:   
Consultant's Signature  
TITLE: Senior VP  
Date: 4-30-2012

BY: \_\_\_\_\_  
Dr. Ken Moore  
Mayor  
Date: \_\_\_\_\_

## TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

### ARTICLE 1. SERVICES. Consultant will:

- 1.1 Act for City in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with standards of competent consultants using the standards in the industry:
- 1.2 Consider all reports to be confidential and distribute copies of the same only to those persons specifically designated by the City.
- 1.3 Perform all services under the general direction of a senior professional employee, licensed and/or registered in the State of Tennessee, when appropriate.
- 1.4 Retain pertinent records relating to the services performed for a period of seven (7) years following the completion of the work; during this period the records shall be available for review by City at all reasonable times.

### ARTICLE 2. CITY'S RESPONSIBILITIES. City, or its authorized representative, will:

- 2.1 Provide Consultant with all information regarding the Project, which is available to, or reasonably obtainable by, the City.
- 2.2 Furnish right-of-entry onto the Project site for Consultant's necessary field studies and surveys. Consultant will endeavor to restore the site to its original condition and shall remain solely liable for all damages, costs and expenses, including reasonable attorneys' fees, for failure to make such restoration.
- 2.3 Designate, in writing, the sole Project representative to coordinate with and direct the Consultant, including all contact information.
- 2.4 Guarantee to Consultant that it has the legal capacity to enter into this contract and that sufficient monies are available to fund Consultant's compensation.

### ARTICLE 3. GENERAL CONDITIONS.

- 3.1 Consultant, by the performance of services covered hereunder, does not in any way assume, abridge or abrogate any of those duties, responsibilities or authorities customarily vested in other professionals or agencies participating in the Project.
- 3.2 Consultant shall be responsible for the acts or omissions of any party involved in concurrent or subsequent phases of the PROJECT acting upon written instruction issued by the Consultant.
- 3.3 Neither City nor Consultant may assign or transfer its duties or interest in this Agreement without written consent of the other party. However, nothing in this Article shall prevent Consultant from

- engaging independent consultants, associates, and subcontractors to assist in the performance of the Services at Consultant's cost.
- 3.4 **ALLOCATION OF RISK AND LIABILITY; GENERAL.** Considering the potential liabilities that may exist during the performance of the services of this Agreement, the relative benefits and risks of the Project, and the Consultant's fee for the services rendered, and in consideration of the promises contained in this Agreement, the City and the Consultant agree to allocate and limit such liabilities in accordance with this paragraph.
- 3.5 **INDEMNIFICATION.** Consultant agrees to indemnify and hold City harmless from and against legal liability for all judgments, losses, damages, and expenses to the extent such judgments, losses, damages, or expenses are caused by Consultant's negligent act, error or omission in the performance of the services of this Agreement. In the event judgments, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, they shall be borne by each party in proportion to its own negligence.
- 3.5.1 **SURVIVAL.** The terms and conditions of this paragraph shall survive completion of this services agreement.
- 3.6 **LIMITATIONS OF RESPONSIBILITY.** Consultant shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project unless specifically undertaken in Attachment A, **SCOPE OF SERVICES**; (b) the failure of any contractor, subcontractor, Consultant, or other Project participant, not under contract to Consultant, to fulfill contractual responsibilities to City or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to Consultant in Attachment A, **SCOPE OF SERVICES**.

**ARTICLE 4. TERMINATION BY THE CITY.** The City may terminate this Agreement in accordance with the following terms and conditions:

- 4.1 **Termination for Convenience.** The City may, when in the interests of the City, terminate performance under this Agreement with the Consultant, in whole or in part, for the convenience of the City. The City shall give written notice of such termination to the Consultant specifying when termination becomes effective. The Consultant shall incur no further obligations in connection with the work so terminated, other than warranties and guarantees for completed work and installed equipment, and the Consultant shall stop work when such termination becomes effective. The Consultant shall also terminate

outstanding orders and subcontracts for the affected work. The Consultant shall settle the liabilities and claims arising out of the termination of subcontracts and orders. The City may direct the Consultant to assign the Consultant's right, title and interest under termination orders or subcontracts to the City or its designee. The Consultant shall transfer title and deliver to the City such completed or partially completed work and materials, equipment, parts, fixtures, information and Contract rights as the Consultant has in its possession or control. When terminated for convenience, the Consultant shall be compensated as follows:

- (1) The Consultant shall submit a termination claim to the City specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the City. If the Consultant fails to file a termination claim within one (1) year from the effective date of termination, the City shall pay the Consultant the amount the City deems the Consultant is due.
- (2) The City and the Consultant may agree to the compensation, if any, due to the Consultant hereunder.
- (3) Absent agreement to the amount due to the Consultant, the City shall pay the Consultant the following amounts:
  - (a) Contract costs for labor, materials, equipment and other services accepted under this Agreement;
  - (b) Reasonable costs incurred in preparing to perform and in performing the terminated portion of the work, and in terminating the Consultant's performance, plus a fair and reasonable allowance for direct job site overhead and earned profit thereon (such profit shall not include anticipated profit or consequential damages); provided however, that if it reasonably appears that the Consultant would have not profited or would have sustained a loss if the entire Agreement would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any;

The total sum to be paid the Consultant under this Section shall not exceed the total Agreement Price, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

- 4.2 Termination for Cause. If the Consultant does not perform the work, or any part thereof, in a timely manner, supply adequate labor, supervisory personnel or proper equipment or materials, or if it fails to timely discharge its obligations for labor, equipment and materials, or proceeds to disobey applicable law, or otherwise commits a violation of a material provision of this Agreement, then the City, in addition to any other rights it may have against the Consultant or others, may terminate the performance of the Consultant, in whole or in part at the City's sole option, and assume possession of the Project Plans and materials and may complete the work.

In such case, the Consultant shall not be paid further until the work is complete. After Completion has been achieved, if any portion of the Contract Price, as it may be modified hereunder, remains after the cost to the City of completing the work, including all costs and expenses of every nature incurred, has been deducted by the City, such remainder shall belong to the Consultant. Otherwise, the Consultant shall pay and make whole the City for such cost. This obligation for payment shall survive the termination of the Agreement.

In the event the employment of the Consultant is terminated by the City for cause pursuant to this Section and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a Termination for Convenience under this Section and the provisions of Section 4.1 shall apply.

- 4.3 Termination for Non-Appropriation. The City may also terminate this Agreement, in whole or in part, for non-appropriation of sufficient funds to complete or partially complete the Project, regardless of the source of such funds, and such termination shall be on the terms of Section 4.1.
- 4.4 The City's rights under this Section shall be in addition to those contained elsewhere herein or provided by law.

**ARTICLE 5. SCOPE OF SERVICES.** Consultant shall provide the Services as described in Attachment A, SCOPE OF SERVICES.

5.1 By mutual agreement, this contract and scope can be amended by the parties. The scope and fee for any additional tasks or services under such amendment shall be mutually negotiated and agreed to in writing prior to beginning such additional tasks or services.

5.2 **ENVIRONMENTAL RESPONSIBILITY.**

Where drilling/sampling services are involved, the samples obtained from the Project site are the property of the City. Should any of these samples be recognized by the Consultant to be contaminated, the City shall remove them from the Consultant's custody and transport them to a disposal site, all in accordance with applicable government statutes, ordinances, and regulations. For all other samples, the Consultant shall retain them for a sixty (60)-day period following the submission of the drilling/sampling report unless the City directs otherwise; thereafter, the Consultant shall discard the samples in accordance with all federal, state and local laws.

**ARTICLE 6. SCHEDULE.**

6.1 **TIME OF THE ESSENCE.** The parties agree that TIME IS OF THE ESSENCE with respect to the parties' performance of all provisions of the Agreement.

6.2 **FORCE MAJEURE.** Neither party will be liable to the other for any delay or failure to perform any of the services or obligations set forth in this Agreement due to causes beyond its reasonable control, and performance times will be considered extended for a period of time equivalent to the time lost because of such delay plus a reasonable period of time to allow the parties to recommence performance of their respective obligations hereunder. Should a circumstance of force majeure last more than ninety (90) days, either party may by written notice to the other terminate this Agreement. The term "force majeure" as used herein shall mean the following: acts of God; strikes, lockouts or other industrial disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States or of the State or any of their departments, agencies or officials, or any civil or military authority; insurrections, riots, landslides, earthquakes, fires, storms, tornadoes, droughts, floods, explosions, breakage or accident to machinery, transmission pipes or canals; or any other cause or event not reasonably within the control of either party.

6.3 Should City request changes in the scope, extent, or character of the Project, the time of performance of Consultant's services as indicated in Attachment A shall be adjusted equitably.



## ARTICLE 7. USE OF DOCUMENTS, DATA.

7.1 All Documents, including, but not limited to, reports, drawings, specifications, and computer software prepared by Consultant pursuant to this Agreement are instruments of service in respect to the Project. Consultant shall retain an ownership and property interest therein (including the right of reuse at the discretion of the Consultant) whether or not the Project is completed.

7.1.1 USE OF DATA SYSTEMS: Ownership, property interests and proprietary rights in data systems used by Consultant do not extend to the data created by or supplied to Consultant by the City; all rights to that data (including derivative or hidden data such as metadata) shall vest solely in City at the moment of creation.

7.1.2 DISCLOSURE OF DOCUMENTS/DATA. City may be required to disclose documents or data under state or federal law. City shall notify Consultant if a request for data or documents has been made and shall give Consultant a reasonable opportunity under the circumstances to respond to the request by redacting proprietary or other confidential information. Consultant waives any right to confidentiality of any document, e-mail or file it fails to clearly mark on each page as confidential or proprietary. In exchange, Consultant agrees to indemnify, defend, and hold harmless City for any claims by third parties relating thereto or arising out of (i) the City's failure to disclose such documents or information required to be disclosed by law, or (ii) the City's release of documents as a result of City's reliance upon Consultant representation that materials supplied by Consultant (in full or redacted form) do not contain trade secrets or proprietary information, provided that the City impleads Consultant and Consultant assumes control over that claim.

7.2 City-furnished data that may be relied upon by Consultant is limited to the printed copies that are delivered to the Consultant pursuant to Article 2 of this Agreement. Any copyrighted electronic files furnished by City shall be used by Consultant only for the Project as described herein. City's posting or publication of such documents created by Consultant for City shall constitute fair use and shall not constitute an infringement of Consultant's copyright, if any.

7.3 Documents that may be relied upon by City are limited to the printed copies (also known as hard copies) that are signed or sealed by the Consultant. Files in electronic media format of text, data, graphics, or

- of other types that are furnished by Consultant to City are only for convenience of City, unless the delivery of the Project in electronic media format has been dictated in Attachment A, SCOPE OF SERVICES. Any conclusion or information obtained or derived from electronic files provided for convenience will be at the user's sole risk.
- 7.4 Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. Unless stated otherwise herein, Consultant shall not be responsible to maintain documents stored in electronic media format after acceptance by City.
- 7.5 When transferring documents in electronic media format, Consultant makes no representations as to long term compatibility, usability, or readability, of documents resulting from the use of software application packages, operating systems, or computer hardware differing from that as required of, and used by, Consultant at the beginning of this Project.
- 7.6 City may make and retain copies of Documents for information and reference in connection with use on the Project by the City, or his authorized representative. Such Documents are not intended or represented to be suitable for reuse by City or others on extensions of the Project or on any other project. Any such reuse or modifications without written verification or adaptation by Consultant, as appropriate for the specific purpose intended, will be at City's sole risk and without liability or legal exposure to the Consultant or to Consultant's Consultants.
- 7.7 If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- 7.8 Any verification or adaptation of the Documents for extensions of the Project or for any other project will entitle Consultant to further compensation at rates to be agreed upon by City and Consultant.

#### **ARTICLE 8. INSURANCE.**

- 8.1 During the performance of the Services under this Agreement, Consultant shall maintain the following minimum insurance:
- a) General Liability Insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
  - b) Automobile Liability Insurance with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

- c) Workers' Compensation Insurance Coverage A in accordance with statutory requirements and Coverage B, Employer's Liability Insurance, with a limit of \$500,000 for each occurrence.
  - d) Professional Liability Insurance with a limit of \$1,000,000 annual aggregate.
- 8.2 Consultant shall add the City an additional insured on all policies.
- 8.3 Consultant shall, upon execution of this Agreement, furnish City certificates of insurance, which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to City.
- 8.4 No insurance, of whatever kind or type is to be considered as in any way limiting other parties' responsibility for damages resulting from their activities in the execution of the Project. City agrees to include, or cause to be included, in the Project's construction contract, such requirements for insurance coverage and performance bonds by the Project's construction contractor as City deems adequate to indemnify City, Consultant, and other concerned parties against claims for damages and to insure compliance of work performance and materials with Project requirements.

#### **ARTICLE 9. PAYMENT.**

- 9.1 City will pay Consultant for services and expenses in accordance with the Fee Schedule proposal submitted for the Project as part of the Scope Of Services. Consultant's invoices will be presented at the completion of the work or monthly and will be payable upon receipt. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. City shall give prompt written notice of any disputed amount and shall pay the remaining amount.
- 9.2 Consultant shall be paid in full for all services under this Agreement, including City-authorized overruns of the Project budget or unforeseen need for Consultant's services exceeding the original Scope Of Services.
- 9.3 **TRAVEL; EXPENSES**  
The City shall reimburse reasonable expenses, including travel and meals, when specified in the Scope Of Services, but only in accordance with the City's Travel and Expense Policy and Procedures Manual. The maximum amount will be applied as of the date of travel and as listed in the per diem reimbursement rates on the "CONUS" website developed by the United States General Services Administration, located at [www.gsa.gov](http://www.gsa.gov) [click on 'per diem rates' under the 'etools' category].

#### **ARTICLE 10. MISCELLANEOUS PROVISIONS**

- 10.1 **EQUAL EMPLOYMENT OPPORTUNITY.** In connection with this Agreement and the Project, the City and the Consultant shall not discriminate against any employee or applicant for employment because of race, color, sex, national origin, disability or marital status. The City and Consultant will take affirmative action to ensure that contractor used for the Project does not discriminate against any employee and employees are treated during employment without regard to their race, age, religion, color, gender, national origin, disability or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 10.1.1 The Consultant shall insert the foregoing provision in all contracts relating to this Project.
- 10.2 **TITLE VI – CIVIL RIGHTS ACT OF 1964.** The City and the Consultant shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), 49 C.F.R., Part 21, and related statutes and regulations.
- 10.2.1 The Consultant shall insert the foregoing provision in all contracts relating to this Project.
- 10.3 **NO THIRD PARTY RIGHTS CREATED.** City and Consultant each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this Agreement and to their successors, executors, administrators, permitted assigns, legal representatives and partners of such other party in respect to all provisions of this Agreement. The Services provided for in this Agreement are for the sole use and benefit of City and Consultant. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.
- 10.4 **WARRANTIES/LIMITATION OF LIABILITY/WAIVER.** The City reserves all rights afforded to local governments under law for all general and implied warranties. The City does not waive any rights it may have to all remedies provided by law and therefore any attempt by Consultant to limit its liability shall be void and unenforceable.

**ARTICLE 11. EXTENT OF AGREEMENT:**

- 11.1 **APPLICABLE LAW/CHOICE OF FORUM AND VENUE.** This Agreement is made under and will be construed in accordance with the laws of the State of Tennessee without giving effect to that state's choice of law rules. The parties' choice of forum and venue shall be

exclusively in the courts of Williamson County, Tennessee. Any provision of this Agreement held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force.

- 11.2 ENTIRE AGREEMENT. This Agreement, including these terms and conditions, represent the entire Agreement between City and Consultant for this Project and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may be amended only by written instrument signed by City and Consultant.

**ARTICLE 12. DISPUTE RESOLUTION, BREACH.**

- 12.1 If a dispute should arise relating to the performance of or payment for the services under this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder. No arbitration or mediation shall be required as a condition precedent to filing any legal claim arising out of or relating to the Contract. No arbitration or mediation shall be binding.
- 12.2 BREACH. Upon deliberate breach of the Contract by either party, the non-breaching party shall be entitled to terminate the Contract with notice, with all of the remedies it would have in the event of termination, and may also have such other remedies as it may be entitled to in law or in equity.

**ARTICLE 13. SURVIVAL.**

The provisions contained in this Professional Services Agreement shall survive the completion of or any termination of the Contract, agreement or other document to which it may accompany or incorporate by reference or which subsequently may be modified, unless expressly excepted from this Article upon consent of both parties.

3<sup>rd</sup> Ave North Roadway – Construction Administration and Inspection  
Scope of Work

**Scope for Construction items**

Construction Project 1 – Roadway project includes the following Construction items

1. Demolition plan and tree protection plan
2. All roadway items – Final pavement, parking, islands, curb & gutter, landscaping, irrigation, storm drainage, bio swales, roadway section, ADA ramps, Street markers, sidewalks along the south side of the road for the entire length of the project, sidewalk along the north from the east side of Fourth avenue to the end of the project, temporary outfall for future water stairs and trail items and features parallel to Hillsboro Rd including the Belvedere wall and concrete bollards.
3. All utilities –Sewer, fiber, electrical platform, street lighting and conduit for future lighting
4. Bridge construction including sidewalks over the bridge and lighting
5. Stream relocation including gabion walls and scramble down
6. Boulder and landscaping placement along Sharps Branch
7. Boulder placement along Harpeth River excluding those around the Fourth Avenue overlook
8. Erosion Control, Stream mitigation and Removal of invasive plants

**Scope for Engineering Services**

Engineering Project 1 – Roadway Project Scope of Services

1. **Preparing Plans - Time and Material Fee not to Exceed **\$21,920.00****
  - a. Using the existing plan set provided by the City of Franklin, divide the plans into two separate projects. This will be done using the existing PDF documents as submitted by the previous consultant. Items for the trail project will be identified as not included in the construction contract with revision clouds or similar delineation. No modification to existing design will be made.
  - b. Redesign of irrigation plans for the Roadway project. Two separate plans need to be prepared for irrigation to function correctly as the projects are being constructed at different times.

*Items not included under this task which can be negotiated as additional services:*

- i. *Modification of current design elements or addition of new design features by Wisser.*
- ii. *Alternative Box Culvert design or Cast in place walls.*
- iii. *Signing and Sealing of existing plans*
- iv. *Development of new sheets to be placed into the construction plan set.*
- v. *Coordinating with previous consultants to reseal their previous work as originally submitted if design modifications are required. Coordination will be performed by the City of Franklin unless otherwise negotiated.*

2. **Preparing Contract Documents - Time and Material Fee not to Exceed **\$38,170.00****
  - a. Assign TDOT Pay Item numbers and prepare quantity take offs.
  - b. In consultation with staff prepare project manual, bid tabulation, construction contract, general and supplemental conditions and specifications conditions. Utilize

- TDOT and City of Franklin format and requirements as applicable for City of Franklin projects.
- c. Prepare Engineer's Opinion of Probable Construction Cost based on final estimated quantities.
- d. Prepare Landscape Architect's Opinion of Probable Construction Cost (landscape/irrigation)
- e. Verify all permits and certifications are current and renew as necessary.
- f. Assemble plans and assemble Construction contract for letting.

*Items not included under this task which can be negotiated as additional services:*

- i. Additional studies required to renew permits or certifications
- ii. Permit application fee required for renew. To be paid for by the City of Franklin.
- iii. Coordinate and distribute construction plans to utilities agencies

**3. Bidding and Negotiating - Time and Material Fee not to Exceed \$11,770.00**

- a. Prepare advertisement
- b. Schedule and conduct a prebid meeting, respond to any items needing clarification
- c. Issue Project Bid Addenda as needed.
- d. Open and evaluate bids and perform Bid Tabulations for City Review. Evaluate for unbalanced items.
- e. Review contractor licensing, bonds, references, etc. and make a recommendation for contract award to the City

*Items not included under this task which can be negotiated as additional services:*

- i. Advertisement fee to be paid for by City of Franklin.
- ii. Managing more than one bidding or negotiation process.

**4. Construction Administration - Time and Material Fee not to Exceed \$49,175.00**

- a. Coordinating between consultant and sub-consultants during construction.
- b. Resolving minor design conflicts during construction.
- c. Preparing and issuing revision as needed.
- d. Coordination with utilities throughout construction.

*Items not included under this task which can be negotiated as additional services:*

- i. Should a major design conflict arise during construction Wisser will reserve the right to request a change to their scope.

**5. Manage the CEI process - Time and Material Fee not to Exceed \$501,690.00**

- a. Host preconstruction meeting and issue Notice to Proceed.
- b. Reviewing shop drawings for approval.
- c. Perform Biological survey for finescale darter prior to construction as required by the SWPPP.
- d. Coordinate with Archeologist for observation of excavation per the Archeological survey report.
- e. Oversee daily construction activities – including 1 full time inspector supplemented as needed for specialty items (landscape, irrigation, electrical and structural).
- f. Oversee weekly progress meetings
- g. Verify quantities and process pay applications and coordination of complete verification and/or assurance testing.
- h. Resolve design conflicts during construction (tree line & storm drainage)

- i. Review contractor Labor and Subcontractor payments
- j. Perform SWPPP inspections per specified requirements
- k. Provide Material Testing as required by TDOT specifications
- l. Prepare "as-built survey". Deliverable to the City will be a CADD file.

*Items not included under this task which can be negotiated as additional services:*

- ii. *CEI services are based on a 15 month, 5 day a week construction contract. Should the project be extended beyond 15 months or the contractor elect to work 6 -7 days a week, Wisner will reserve the right to request a change to their scope.*
- iii. *CEI field services are based on 1 full time field inspector and supplemental inspection of specialty items. Should the contractor's scheduling and work load dictate the necessity of a second, field inspector, Wisner reserves the right to request a change to their scope.*
- iv. *Asphalt Plant inspection, preparing DBE and Certified payroll requirements*
- v. *Biological surveys requiring more than 3 site surveys*
- vi. *Archeological observations requiring more than 16 site visits*
- vii. *Archeological assistance if the presents of interments are encountered within the construction zone.*
- viii. *Preparation of Archeological Phase II study for Lots 322-340 on Forth Avenue*

**6. Project Close out**

**\$26,500.00**

- a. Final Project Inspection , document punchlist items
- b. Coordination with Contractor on completing final items
- c. Final project inspection (verify punch list items completed)
- d. Develop and submit final documents (Final Notices / Completion)
- e. Verify final quantities and certifications (Final Change Order, Material Certifications for Materials used)
- f. Issue final records to City
- g. As-Built review/ modifications as needed.

**Total fee for Engineering Project 1 – Roadway project**

**\$649,225.00**



# Schedule of Standard Fees for Wisser Company, LLC

(effective November 1, 2009)

## Current Rates

### Professional Services

Principal Engineer	\$ 173.25
Senior Engineer	\$ 147.00
Project Manager	\$ 126.00
Project Engineer	\$ 115.50
Engineer-in-Training	\$ 99.75
CAD Technician I	\$ 84.00
CAD Technician II	\$ 94.50
Resident Project Representative	\$ 73.50

### Conventional and GPS Surveying

Registered Land Surveyor	\$ 105.00
Survey Crew Chief	\$ 78.75
Survey Crew Member	\$ 73.50
Two-Person Survey Crew	\$ 141.75
Survey CAD Technician	\$ 84.00

### Mapping and Geographic Information Systems (GIS)

Compiler Manager	\$ 105.00
Compiler II	\$ 94.50
Compiler I/Graphic Editor	\$ 84.00
Scanning Technician	\$ 84.00
GIS Manager	\$ 99.75
GIS Technician I	\$ 78.75
GIS Technician II	\$ 84.00

### Administrative Services

Clerical Staff	\$ 68.25
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### Expenses

Mileage	\$ 0.505 per mile
Travel and subsistence expenses	Cost plus 15%
Subcontract services	Cost plus 15%
Direct expenses in support of project activities (i.e., field/office supplies, telephone, reproduction, photo processing)	Cost plus 15%