



HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
CIP
02-11-10

MEMORANDUM

February 1, 2010

TO: CIP Committee

FROM: Eric Stuckey, City Administrator *ESS*
David Parker, City Engineer/CIP Executive
Mark Hilty, Water Management Director

SUBJECT: **Professional Services Agreement (PSA), COF Contract No 2010-0014, with Gresham Smith & Partners (GS&P) to update and develop standard specifications for water, wastewater, and reclaimed water design and construction in an Amount Not to Exceed \$33,250**

Purpose

The purpose of this memo is to provide information to the Capital Investment Project (CIP) Committee for the consideration of a PSA with GS&P to provide engineering services to update and develop standard specifications for water, wastewater, and reclaimed water design and construction.

Background

The Water Management Department's current Water and Wastewater Guidelines, Specifications, and Details were last updated in 2002. Since that time, the department and the industry has identified various modifications to standard practices that better serve the community and customers. The update to the specifications will also present clear guidance to consulting engineers for City projects and development engineers, providing for more efficient development of design and construction documents for both internal operations and the private sector.

Financial Impact

The not-to-exceed cost for engineering services with GS&P is \$33,250. This project is not budgeted however the department has identified funds within the existing budget that can be re-programmed (various equipment purchases can be postponed or eliminated) to pay for this work.

Options

1. Approve the PSA as described above with GS&P.
2. Seek Request for Qualifications (RFQ) from consulting firms for the Professional Services Agreement required for the work.
3. Perform the work with City Staff

Recommendation

It is recommended that the CIP Committee recommend approval to the Board of Mayor and Aldermen for the proposed PSA with GS&P (COF Contract No. 2010-0014) to provide engineering services to update and develop standard specifications for water, wastewater, and reclaimed water design and construction in the amount of \$33,250.



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January 13, 2010

Mr. Mark S. Hilty, P.E.
Director, Water Management Department
City of Franklin
405 Hillsboro Road
Franklin, TN 37064

**Subject: Proposal for Engineering Services
Standard Specifications for Water & Wastewater Installation
City of Franklin, Tennessee**

Dear Mr. Hilty:

On behalf of Gresham, Smith and Partners we are pleased to have the opportunity to submit this professional services proposal to provide engineering services for the above referenced project.

We have enclosed an engineering services proposal (Exhibit A) to perform this work. If you find this proposal acceptable, please sign both copies and return one to our office. We look forward to working with you on this important project.

Sincerely,
Gresham, Smith and Partners

Jason Griffin, P.E.
Principal
Water Services

Attachments as stated.

Copy: Eric Gardner, City of Franklin
 Joe Whitson, GS&P
 Alan Aront, GS&P
 Carl Munkel, GS&P
 Jason English, GS&P
 File 19259.12/00.0

Design Services For The Built Environment

1400 Nashville City Center / 511 Union Street / Nashville, Tennessee 37219 / Phone 615.770.8100 / www.asonet.com



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EXHIBIT A

Proposal for Engineering Services

Introduction

Gresham, Smith and Partners (hereinafter referred to as "Engineer") proposes to provide professional consulting services for the City of Franklin (hereinafter referred to as "Owner") related to engineering services (hereinafter referred to as "Project"). Our understanding of the Project as well as our scope of services, compensation, and schedule for completing the Project is presented hereafter.

Project Understanding

The Owner has developed guidelines and specifications for Water and Wastewater system design and construction. The most current versions of these specifications were last revised in 2002. Since that time, the Owner has changed some of its water and wastewater system design and construction practices. The Engineer proposes to update these specifications to the current Construction Specifications Institutes (CSI) 50 division MasterFormat and implement changes requested by the Water Management and Engineering departments.

The Engineer will customize the specifications to the Owner's requirements based on input from the Owner during meetings proposed at 75% and 95% completion. The Engineer will provide expertise regarding the latest construction techniques and most current standards and regulations applicable to publicly owned water and sewer utilities.

The finished document will provide a set of specifications that can be used on small infrastructure projects to reduce consultant fees associated with generating a new specification for each project. The Standards Specifications will also provide developers with Owner's detailed requirements for utility infrastructure design and installation since the Owner ultimately takes ownership of these facilities.

The Engineer proposes to create or update the following sections:

Division 01 - General Requirements

Measurement and Payment
Contract Modification Procedures
Payment Procedures
Project Management and Coordination
Construction Progress and Documentation
Submittal procedures
Quality Requirements
References
Temporary Facilities and Controls



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Execution
Closeout Procedures
Project Record Documents

Division 03 - Concrete
Cast-in Place Concrete

Division 31 - Earthwork
Earthwork
Dewatering
Erosion and Sediment Control
Excavation Support and Protection

Division 32 - Exterior Improvements
Pavement Repair
Seeding

Division 33 - Utilities
Trenchless Installation of Utilities
Water Utility Distribution Piping
Valves
Hydrants
Water Service Assemblies
Sanitary Sewer (Gravity)
Sewage Force Mains
Sewer Flow Control
Sewer Television Inspection
Sewer Cleaning
Rehabilitation of Sewer Facilities
Rehabilitation of Manholes
Packaged Sewage Pumping Stations

The Engineer proposes to generate approximately 45 standard detail drawings among the following categories:

Water System (15)
Sewer System (15)
General Construction (15)

The preceding list is an estimate of the required sections and required detailed drawings. Additional sections can be added if necessary. The Engineer can also add specification sections to address the reclaimed water system upon request.



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Scope of Services

The Engineer will perform the following basic services:

- Generate standard specifications for water and wastewater system design and construction.
- Generate electronic standard detail drawings for water, wastewater, and general construction.
- Submit specifications to TDEC Division of Water Supply and Division of Water Pollution Control for approval.

Services Not Included in Fee Proposal

Professional and engineering services not included within this proposal consist of: preliminary and final design, bidding, construction administration, soil testing, geotechnical investigation, drainage design, landscape architecture, resident project observation, and easement acquisition.

Owner Responsibilities

The Owner will provide the Engineer with the existing specifications and standard details in digital format.

Deliverables

- Preliminary Draft: The Engineer will provide the Owner with four (4) sets of specifications and detail drawings for review and comment.
- Final Documents: The Engineer will submit two (2) sets of specifications and detail drawings to the Owner for review and approval. The Engineer will also provide the finished document in *.pdf format for publication to the internet.
- TDEC Approval: The Engineer will submit four (4) sets of specifications and detail drawings to the applicable Agencies for review and approval.



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Fee

The Engineer proposes to complete the Scope of Services defined herein for an hourly rate schedule according to the budgets and maximum hours presented. Hourly rates are presented in Exhibit B: Standard Hourly Rates Schedule & Reimbursable Expenses Schedule. Estimated reimbursable expenses are expected to be \$ 500.

<u>Basic Services</u>	<u>Budget</u>	<u>Max. Hours</u>
Design Phase	\$ 32,500	418
Reimbursable Expenses	\$ 750	
Total	\$ 33,250	418

In the event Owner requests that Engineer provide additional services beyond those stated herein, Engineer will provide the extra services and invoice Owner according to Exhibit B: Standard Hourly Rates Schedule & Reimbursable Expenses Schedule.

All accounts unpaid after 30 days from the date of original invoice will be subject to a service charge of 1-1/2% per month.

Schedule

Engineer proposes to provide the Basic Services necessary to complete the project in a timely manner according to the schedule presented. The proposed schedule is based on the orderly and continuous progression of the project through completion. In the event that issues arise beyond the Engineer's control, the proposed schedule shall be adjusted accordingly.

	<u>Commencement Date</u>	<u>Duration</u>
Notice to Proceed:	February 10, 2010	
		60 days
Preliminary Draft:	April 12, 2010.	
		14 days
Owner Review:	April 25, 2010	
		7 days
Final Draft:	May 2, 2010	
		14 days
Owner Approval:	May 17, 2010	
		45 days
Agency Reviews:	June 30, 2010	
Project Completion:	July 2010	



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If you find this proposal to be acceptable, please sign and date all three copies in the space provided and return two copies to our office. The introduction letter, signed Exhibit A: Proposal for Engineering Services, Exhibit B: Standard Hourly Rates Schedule / Reimbursable Expenses Schedule, and the City of Franklin, Tennessee Professional Services Agreement represent the entire understanding between the Owner and Engineer and may only be modified in writing by both parties.

Accepted,

City of Franklin

Gresham, Smith and Partners

Name

Jason Griffin

Name

Signature

[Signature]

Signature

Title

Principal

Title

Date

January 13, 2010

Date



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EXHIBIT B
STANDARD HOURLY RATES & REIMBURSABLE EXPENSES SCHEDULE

The following classifications and associated unit rates are general and will be used as guidelines for the services of professional disciplines offered: They are subject to be updated up to twice annually.

Professional Services

Classification	Rate/Hour
Principal-in-Charge	\$145
Project Manager	\$105
Project Engineer	\$90
Intern Engineer	\$65
Senior Project Engineer	\$120
Survey Manager	\$125
Project Surveyor	\$100
Mechanical Engineer	\$145
Electrical Engineer	\$135

Technical Services

Classification	Rate/Hour
Project Coordinator	\$80
CADD Technician II	\$65
CADD Technician III	\$80
Surveying Party Chief	\$70
One Man Robotic Crew	\$90
Survey CADD Technician I	\$60
Administrative Assistant	\$60
Clerical	\$50
Construction Administrative Assistant	\$65
Resident Project Representative	\$80

Expenses

	Rate
Automobile Travel	\$0.50/mile
Other travel and subsistence expenses (lodging, meals, air travel, etc.)	At Cost
Printing, overnight mail, courier, long distance, postage, copies, etc.	At Cost

Sub-Consultant Services	At Cost
Agency Review Fees	At Cost