



HISTORIC
FRANKLIN
TENNESSEE

MEMORANDUM

February 12, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
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 \$41,500**

Purpose

The purpose of this memo is to provide information to the Board of Mayor and Aldermen (BOMA) 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 \$41,500. 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

The CIP Committee recommended approval (4-0) to the Board of Mayor and Aldermen on the February 11, 2010 CIP Committee meeting 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 \$41,500.



HISTORIC
FRANKLIN
TENNESSEE

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.

CITY OF FRANKLIN, TENNESSEE
PROFESSIONAL SERVICES AGREEMENT
COF Contract No. 2010-0014

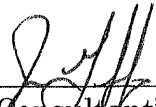
THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is by and between the City of Franklin, Tennessee, hereinafter referenced as City, and Gresham Smith and Partners (GS&P) hereinafter referenced as Consultant, who mutually agrees as follows:

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:

City of Franklin, Tennessee
Standard Water, Wastewater and Reclaimed Water
Standard Design and Construction Specifications

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 receive payment up to \$40,500.00 for hourly billed services and up to \$1,000.00 for approved reimbursable expenses for the Project based on the FEE SCHEDULE and Standard Hourly Rate Schedule as found in Attachment A.
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 23rd Day of February 2010.

BY: 	BY: _____
Consultant's Signature	John C. Schroer
TITLE: <u>Principal</u>	Mayor
Date: <u>February 16, 2010</u>	Date: _____

CITY OF FRANKLIN, TENNESSEE
PROFESSIONAL SERVICES AGREEMENT
COF Contract No. 2010-0014

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The Board of Mayor and Aldermen Approved this Agreement on the 23rd Day of February 2010.

BY: _____	BY: _____
Consultant's Signature	John C. Schroer
TITLE: _____	Mayor
Date: _____	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 in accordance with statutory requirements and 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 upon written request 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.
- 8.3 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 [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.

Approved as to form by Law Department June 2009.

ATTACHMENT A



G R E S H A M
S M I T H A N D
P A R T N E R S

February 5, 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
 Technical Specifications for Water, Wastewater, and Reclaimed
 Water Installation
 City of Franklin, Tennessee**

Dear Mark:

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 37219-1733 / Phone 615.770.8100 / www.gspnet.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 technical specifications for water, wastewater, and reclaimed water system design and installation. 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 technical specifications to the Owner's requirements based on input from the Owner during meetings proposed at 75% and 95% completion. The Engineer will provide guidance regarding the latest construction techniques, most current standards, and regulations applicable to publicly owned utilities.

The finished document will provide a full set of technical 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
Execution
Closeout Procedures
Project Record Documents

Division 03 - Concrete

Cast-in Place Concrete



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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
Reclaimed Water Distribution Piping
Reclaimed Water Valves
Reclaimed Service Assemblies

The Engineer proposes to generate approximately 50 standard detail drawings among the following categories:

Water System (15)
Sewer System (15)
Reclaimed System (5)
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.

Scope of Services

The Engineer will perform the following basic services:

- Generate standard specifications for water and wastewater system design and construction.



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- 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 electronic *.doc and *.pdf file format.

TDEC Approval: The Engineer will submit four (4) sets of specifications and detail drawings to the applicable Agencies for review and approval.

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 \$1,000.

<u>Basic Services</u>	<u>Budget</u>	<u>Max. Hours</u>
Design Phase	\$ 39,500	508
Reimbursable Expenses	\$ 1,000	
Total	\$ 40,500	508

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.



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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>Milestone Date</u>	<u>Duration</u>
Notice to Proceed:	March 1, 2010	60 days
Preliminary Draft:	April 29, 2010	14 days
Owner Review:	May 13, 2010	14 days
Final Draft:	May 27, 2010	14 days
Owner Approval:	June 10, 2010	45 days
Agency Reviews:	July 25, 2010	
Project Completion:	August 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

Name

Signature

Signature

Title

Title

Date

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	\$155
Project Manager	\$115
Project Engineer	\$90
Intern Engineer	\$75
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