

## MEMORANDUM

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March 3, 2011

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator  
Eric J. Gardner, P.E., Director of Engineering  
David Parker, City Engineer/CIP Executive

SUBJECT: Jackson Lake Dredging Improvements Project – PSA for Construction Administration with CDM

### **Purpose**

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) for the consideration of a professional services agreement (PSA) with CDM for the Jackson Lake Dredging Improvements Project.

### **Background**

Design for the Jackson Lake Dredging Improvements Project began in the Fall of 2008. Design is complete, easements have been obtained and the project is ready for construction. Bids for construction were opened on February 15, 2011. The award for the construction bid is being considered by BOMA concurrently with this item. Assuming approval of the construction bid on March 22, 2011, construction will begin in April 2011.

The Street Department will be providing day-to-day inspection for the project and the Engineering Department will be managing the construction contract. It is expected that during certain times of the construction contract, there will be a need to have on site representatives full time while the contractor is on site. Therefore, staff requested CDM to provide a proposal to supplement staff's involvement of managing and inspecting the project. In CDM's scope of services, there are items such as shop drawing reviews and occasional site visits that will definitely be completed by them. However, CDM's proposal also includes additional time for site visits and inspections that will not be completed unless authorized by the City. Staff will monitor CDM's time on the project, and expect that the full amount as submitted by CDM will not be used unless circumstances change and staff needs the additional support as supplied by CDM.

### **Financial Impact**

The not-to-exceed cost for construction administration services as negotiated with CDM is \$63,000.

### **Recommendation**

City staff has reviewed the PSA with CDM and recommends approval in an amount not to exceed \$63,000 for the Construction Administration Services associated with the Jackson Lake Dredging Improvements Project.



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February 24, 2011

Mr. Eric Gardner, P.E.  
City of Franklin  
Engineering Department  
City Hall  
109 3<sup>rd</sup> Avenue South  
Franklin, TN 37064

Subject: Jackson Lake Dredging Improvements  
Proposal for General Services (GS) During Construction

Dear Eric:

Camp Dresser and McKee Inc. (CDM) is pleased to submit this proposal for general services during construction for the Jackson Lake Dredging Improvements project.

#### BACKGROUND

The City of Franklin authorized CDM to provide engineering services relating to the design of the dredging and dewatering of Jackson Lake. The work included identifying various methods for dredging and dewatering of the sediment within Jackson Lake and the additional site work necessary to access the dewatering location at the Christ United Methodist Church (CUMC). The City of Franklin has asked CDM to provide an additional scope of services for construction administration and oversight since the previous scope of work did not cover construction assistance. This scope of services does not include full time inspection services; however, it does include inspection services during critical phases of construction and at other regular intervals as necessary and described herein. In addition, the services are anticipated to include General Services as described below.

The following scope of work is proposed:

#### **Scope of Services**

##### General Services (GS) During Construction

Tasks include work necessary to assist MWS with the construction phase of the Jackson Lake Dredging Improvements project. The duties and responsibilities of the Engineer will be as generally described below.





### **Task 1: Pre-Construction Conference and Progress Meetings**

This task includes assistance and coordination of the pre-construction conference in conjunction with the City of Franklin staff. CDM will prepare meeting minutes from the meeting and distribute to attending parties.

In addition, CDM will conduct monthly progress meetings to include both the City of Franklin and contractor's staff to review progress to date. CDM will review the contractor's initial construction schedule and monthly progress updates and endeavor to keep the appropriate Franklin staff informed of any perceived problems with the schedule. CDM has assumed up to 6 additional monthly progress meetings, in addition to the pre-construction conference, will be required with the contractor and City of Franklin during the project.

### **Task 2: Shop Drawing Review/ RFIs/ Field and Change Order Review/ General CA Services:**

This task includes review, tracking, and approval of shop drawings, samples and submittals required by the contract documents. CDM will maintain an internal document control and action item status tracking system for project-related submittals, correspondence, relevant construction documents, and coordinate and provide monthly updates of open items to City staff.

This task also includes assisting and advising Franklin on issues associated with the contract, construction methods, and construction issues acting as the Owner's representative. CDM will assist in communicating between Franklin and the contractor, issue any necessary sketches and technical interpretations, issue clarifications of the contract documents, and assist Franklin as an interpreter of the requirements of the contract documents pertaining to execution and progress of the work. CDM will also coordinate and assist the City staff with the final walkthrough of the project and compile and distribute to all the parties the punch list items to be completed. CDM will monitor the completion of the punch list items with the City of Franklin Project Manager and provide services for preparation of minor change orders submitted by the contractor in conjunction with the daily work. This task will also include assisting in maintaining the progress of the project and ensuring quality management, reviewing contractor monthly status reports, reviewing contractor correspondence on technical issues, performance of internal project records tracking, and organization and response to information on the contract requested by the City and/or the contractor. CDM will also prepare certificates and coordinate completion documentation to all applicable regulatory agencies at the time of final completion.

This task does not include legal services or evaluation of any major claims. Processing of changes to the construction procedures or documents requested by the City of Franklin shall be considered supplemental services.

### **Task 3: Periodic Site Visits**

This task includes performance of periodic site visits to conduct construction progress observations at intervals appropriate to the various stages of construction and observe the progress and execution of the work to determine if such work is proceeding in accordance with the contract documents. The Engineer will provide updates and will keep the City of Franklin informed of the progress of the work. CDM will endeavor to guard the City of Franklin against





defects and deficiencies in such work and may recommend disapproval or rejection of work as failing to conform to the contract documents (as is consistent with limited periodic site visits). CDM has assumed and budgeted 10 hours per week of inspection during the construction period (340 hours for a 34 week construction period).

**Schedule**

The schedule for completing CDM's services required under this scope of work has been assumed to be 240 calendar days from the date of the Notice to Proceed for the Contractor. This aligns with the contractor's time for completion of the project. If the actual contract time exceeds 240 days, additional fees may be required as necessary.

**Level of Effort and Cost**

The level of effort and associated costs for each task are summarized in the table below. A breakdown of cost per tasks is included as an attachment for additional information.

Tasks	Description	Tasks Cost
1	Pre-construction Conference/ Progress Meeting	\$ 12,200
2	Shop Drawing Review/ RFIs/ Field & Change Orders	\$ 14,500
3	Periodic Site Visits (10 hours per week)	\$ 36,300
<b>Not-to-Exceed Total Cost</b>		<b>\$ 63,000</b>

The project will be billed on a per hour basis for the tasks completed with a total not-to-exceed cost of \$63,000. A breakdown of the total cost by tasks is attached to this document for your review.

On behalf of the entire CDM team, I want to express our appreciation for the opportunity to work with the City of Franklin on this important construction project. If you have any questions about this proposal, or any aspect of the project, please do not hesitate to contact Caleb or myself at (615) 320-3161.

Sincerely,  
**CAMP DRESSER & McKEE INC**



Zack A. Daniel, P.E.  
 Client Service Manager



**City of Franklin  
Jackson Lake Dredging Improvements - Proposal for Construction Services**

Tasks	Senior Technical Specialist	Project Manager	Engineer	Junior Engineer	Contract Administrator	Clerical	Additional Miscellaneous Expense (travel, mileage, etc.)	Total by Tasks
	\$185.00	\$150.00	\$115.00	\$95.00	\$85.00	\$65.00		
1. Pre-construction Conference/ Monthly Progress Meetings	4	24	12	48	4	20	\$300	\$12,200
2. Shop drawing review/ RFIs/ field/change orders	24	12	20	48	4	16	\$0	\$14,500
3. Periodic Site Visits (10 hours per week est.)	16	16	0	308	0	0	\$1,700	\$36,300
<b>Total Hours</b>	<b>44</b>	<b>52</b>	<b>32</b>	<b>404</b>	<b>8</b>	<b>36</b>	<b>-</b>	<b>532</b>
<b>Total Costs</b>	<b>\$8,140</b>	<b>\$7,800</b>	<b>\$3,680</b>	<b>\$38,380</b>	<b>\$680</b>	<b>\$2,340</b>	<b>\$2,000</b>	<b>\$63,000</b>