



HISTORIC
FRANKLIN
TENNESSEE

ITEM #10
CIC
09-08-11

MEMORANDUM

August 31, 2011

TO: Board of Mayor and Aldermen

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

SUBJECT: **Amendment No. 1 to the Professional Services Agreement for the Water, Sanitary Sewer, and Reclaimed Water Specifications Upgrade Project with Gresham, Smith & Partners (GS&P)**
COF Contract No. 2010-0014

Purpose

The purpose of this memo is to provide information to the Board of Mayor and Aldermen (BOMA) for the consideration of Amendment No. 1 to the Professional Services Agreement (PSA) with GS&P to provide additional engineering services to update the standard specifications for water, wastewater, and reclaimed water design and construction.

Background

An upgrade to the existing Water and Sewer Specifications was included in the Water Management Department's 2010-2011 budget. A Professional Services Agreement was awarded to GS&P (COF Contract No. 2010-0014) by BOMA on February 23, 2010, for their engineering services for the upgrade. The goal of this project is to provide clear standard practices for more efficient design and construction projects, public and private, that better serve the community and customers. Coordination with key Staff members who are reviewing the specifications has proven to be difficult as well as time-consuming. In order to ensure that these Staff members receive an opportunity to provide sensible, helpful, accurate and specific comments, the review period has been extended. This has caused a need for additional funding for GS&P to complete the upgrade since to date they have used all of the monies approved in February 2010.

Financial Impact

The cost as negotiated with GS&P for the additional services is an amount not to exceed \$18,000.00. Based on the remaining work involved with finishing the specification upgrade, the proposed cost appears to be appropriate.

Recommendation

Staff recommends approval of the Amendment to the Professional Services Agreement with GS&P (COF Contract No. 2010-0014) for an amount not to exceed \$18,000.00.



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September 1, 2011

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


**Subject: Proposal for Engineering Services – Amendment #1
 Additional Services
 Technical Specifications for Water, Wastewater, and Reclaimed
 Water Installation
 City of Franklin, Tennessee**

Dear Mark:

We are pleased to have the opportunity to submit this professional services amendment to provide engineering services for 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
 Mike Flatt, GS&P

Carl Munkel, GS&P
Mike Orr, GS&P
File 19259.12/00.0



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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
Amendment #1	\$ 17,400	192
Reimbursable Expenses	\$ 1,000	
Revised Total	\$ 57,900	700

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	
		540 days
<i>Final Draft:</i>	<i>November 18, 2011</i>	
		12 days
<i>Owner Approval:</i>	<i>November 30, 2011</i>	
		45 days
<i>Agency Reviews:</i>	<i>December, 2011</i>	
		60 days
<i>Project Completion:</i>	<i>February 2012</i>	



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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

September 1, 2011

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	At Current Rate
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