

## MEMORANDUM

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February 2, 2012

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
David Parker, City Engineer/CIP Executive  
Paul Holzen, Interim Director of Engineering  
William G. Banks, Staff Engineer I

**SUBJECT:** **Consideration of Amendment No. 2 (COF Contract No. 2012-0014) to the Professional Services Agreement with Smith Seckman Reid, Inc. (SSR) for Additional Design Services for the Hillsboro Road Improvements Project in an Amount Not to Exceed \$19,800.00.**

### **Purpose**

The purpose of this memorandum is to bring forward to the Board of Mayor and Aldermen (BOMA) a proposal from Smith Seckman Reid, Inc. (SSR) for additional engineering design services for the Hillsboro Road Improvements Project.

### **Background**

The Hillsboro Road Improvements Project has been under design since 2005. BOMA awarded SSR a Professional Services Agreement (PSA) for the Hillsboro Road Project's waterline relocation design on December 13, 2005, in the amount of \$128,000.00. Amendment No. 1 was approved by BOMA on October 13, 2009, for an additional \$15,250.00, which increased the total contract amount to \$143,250.00. This was required because of the great deal of coordination with utility companies, and the subsequent design modifications.

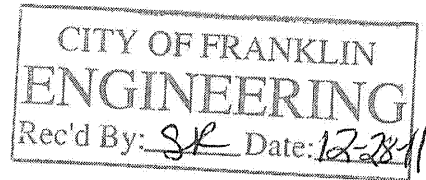
This Amendment No. 2 deals with recent design modifications brought about by updated utility coordinations, roadway design changes, and coordination with the Mack Hatcher Parkway NW Extension Project. This new fee will allow for the Hillsboro Road waterline plans to be fully completed.

### **Financial Impact**

Amendment No. 2 (COF Contract No. 2012-0014) to the Professional Services Agreement with SSR at a not-to-exceed cost of Nineteen Thousand Eight Hundred and No/100 dollars (\$19,800.00). New contract total becomes \$163,050.00 (\$143,250.00 + \$19,800.00).

### **Recommendation**

After review of the Amendment No. 2 proposal, staff recommends approval of COF Contract No. 2012-0014 with Smith Seckman Reid, Inc. (\$19,800.00).



2995 Sidco Drive  
Nashville, TN 37204  
(615) 383-1113  
Fax (615) 386-8469  
www.ssr-inc.com

December 20, 2011

Mr. William Banks  
City of Franklin, Tennessee  
109 Third Avenue South  
Franklin, TN 37064

**RE: CITY OF FRANKLIN, TENNESSEE  
Hillsboro Road Water Line Relocation  
Additional Fee Request  
SSR No. 05-41-043.0**

Dear Mr. Banks:

As stated in our letter dated January 27, 2011 Smith Seckman Reid, Inc. respectfully requested approximately \$30,000.00 to see the Hillsboro Road Water Line Relocation project through construction. This increase included attending various design meetings, delivering 100% plans and specs to the City, attending the bid opening, reviewing contractor submittals and change order requests, and providing engineering assistance during construction. After consideration by the City of Franklin and in lieu of a fee increase, it was decided to use the fee allocated for Construction Administration (CA) Services to finish the design of the Hillsboro Road Water Line.

Over the past year we have continued our design effort under this agreement. Due to another alignment change between Highway 96 and the proposed 4<sup>th</sup> Avenue we have now exhausted our CA portion of the fee. We are now respectfully requesting an increase in our fee to see this project through final design. We estimate that approximately \$19,800.00 will be needed to complete the design phase. This fee was calculated based on two (2) full weeks of work and will be used to finalize our existing alignment, attend various design meetings, and deliver 100% plans and specs to the City. This fee will not be exceeded without prior approval from the City.

As discussed throughout this project, construction coordination will be very important in the installation of this water line as well as all the utilities along Hillsboro Road. When it appears the project is moving forward with construction and if requested by the City, Smith Seckman Reid would be happy to provide a new proposal for Construction Administration Services for the water line work.

Dallas

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Knoxville

Memphis

Nashville

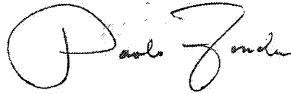
Phoenix

Sarasota

Mr. William Banks  
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We feel confident we can complete our design and deliver construction documents to the City with the fee increase requested above. As always we appreciate the opportunity to serve the City of Franklin, Tennessee. If you have any questions or concerns regarding this request, please don't hesitate to call me at (615)460-0543.

Sincerely,  
**SMITH SECKMAN REID, INC.**

A handwritten signature in cursive script that reads "Paolo Fonda". The signature is written in black ink and is positioned above the printed name.

Paolo M. Fonda, P.E.

Cc: JHB, ATJ, File (1)