

**RESOLUTION 23-264**

**A RESOLUTION TO AUTHORIZE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH THOMAS AND HUTTON FOR THE HARVEY PARK AND MAHLON MOORE SEWER IMPROVEMENT CEI SERVICES**

**WHEREAS**, the City of Spring Hill Utility department is in need of additional assistance in the construction engineering inspection of the Harvey Park and Mahlon Moore Sewer Improvement CEI services; and

**WHEREAS**, the City of Spring Hill desires to contract with Thomas and Hutton under our current consulting service rate; and

**WHEREAS**, Thomas and Hutton have provided a proposal for construction engineering and inspection services under our current contract with the City of Spring Hill, TN for a lump sum fee of \$25,000.00; and

**WHEREAS**, The City of Spring Hill FY 23 budget 410-52407-59601 and 410-52410-59601 for a total cost not to exceed in the amount of \$25,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Mayor and Aldermen of the City of Spring Hill authorizes the Mayor as follows:

1. To approve the Professional Services Agreement with Thomas and Hutton attached hereto for to perform Tasks 1 (Construction Engineering Services referenced in attached proposal) for a fee of \$25,000.
2. To authorize the Mayor to execute the agreement with Thomas and Hutton.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 18<sup>th</sup> day of December 2023.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



**REQUEST:** *Approval of Resolution 23-264*  
**SUBMITTED BY:** Jessica Weaver, Utility Director  
**DATE:** December 18, 2023  
**RE:** To approve Professional Services Agreement with Thomas and Hutton for the Construction, Engineering, and Inspection of the Harvey Park and Mahlon Moore Sewer Improvement CEI Services

**ATTACHMENTS:** Professional Services Agreement

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**PURPOSE:**

To approve Resolution 23-264 to approve a professional services agreement with Thomas and Hutton for the Construction Engineering and Inspection of the Harvey Park and Mahlon Moore sewer improvement projects.

**BACKGROUND:**

The City of Spring Hill Utility department has identified a need for assistance with the CEI services and project management. Original cost expectations for CEI services for this project were estimated to be \$25,000 for Harvey Park and \$80,000 for Mahlon Moore. Staff has adequate experience and knowledge to assist with these inspections therefore the total cost has been reduced to \$10,000 for Harvey Park and \$15,000 for Mahlon Moore.

**FINANCIAL IMPACT:**

This will be funded from FY 24 expenditures 410-52410-59601 for Harvey Park and 410-52407-59601 for a total cost of \$25,000.00 through budgeted funds.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 23-264 to approve professional services agreement with Thomas and Hutton



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WWW.THOMASANDHUTTON.COM

**Spring Hill, TN**  
**Mahlon Moore Sewer Improvements**  
**Task Order Contract**

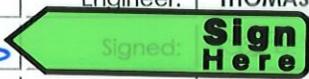
Task Order No:	<b>28298.0047 CEI</b>
Date:	<b>12-12-2023</b>

The Professional Service Agreement - Task Order Contract between the City of Spring Hill and Thomas & Hutton for Construction Engineering Consultant Services for the Mahlon Moore Sewer Improvements project. The Professional Services Agreement is hereby amended to include the following Task Order:

Task Description:	<b>CEI Services to include construction administration and project management for the construction of the sewer improvements.</b>	
Contact:	Dan Allen, P.E., Assistant City Administrator	
Scope of Services:	<p>CEI Services for the Mahlon Moore Sewer Improvements CEI Services will be provided to include construction administration and project management, with daily construction observations being performed by City Staff. Services will include attending progress meetings, review of shop drawings, review of pay applications and general engineering consulting for the project. Site visits will be made on an as-needed basis.</p> <p>As part of Thomas &amp; Hutton's engineering consulting services, the following tasks and engineering services will be provided:</p> <ol style="list-style-type: none"> <li>1. CEI Services to include construction administration and project management.             <ol style="list-style-type: none"> <li>a. Attend progress meetings.</li> <li>b. Review Construction Shop Drawings</li> <li>c. Review Pay Applications</li> <li>d. General engineering consulting</li> <li>e. Site visits as needed.</li> </ol> </li> </ol> <p>The service fees are based on a four (4) month construction period, based on the contractor's schedule to complete the project and performing up to 20 hours per month of engineering services. Should construction extend beyond that time or if additional on-visits are requested by the Owner, the Engineer shall furnish additional services on a time and expense basis following written authorization from the Owner.</p> <p>EXCLUSIONS: Services do not include any type of material testing or permitting.</p>	
Deliverables:	1. CEI Services during Construction	
	CEI Services	Time and Expense (Budget): \$14,500.00
	Reimbursable Expenses	Time and Expense (Budget): \$500.00
	Additional Services	Time & Expense: See Consulting Services Rate Sheet
<b>Total Task Order Amount: \$ 15,000.00</b>		

This Agreement hereby amends the above referenced Professional Services Agreement between Thomas & Hutton and the City of Spring Hill. This Agreement of Services may only be amended, supplemented, modified, or cancelled by a duly executed written instrument. IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day written below,

Client:	<b>CITY OF SPRING HILL</b>	Engineer:	<b>THOMAS &amp; HUTTON</b>
Signed:		Signed:	
Name:	<b>Jim Haggaman</b>	Name:	Lisa Muzekari, P.E.
Title:	<b>Mayor</b>	Title:	Principal/Environmental Manager
Date:	<b>12-18-2023</b>	Date:	12/12/2023





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**Spring Hill, TN**  
**Harvey Park Sewer Improvements Task**  
**Order Contract**

Task Order No: **28298.0048 CEI**

Date: **12-12-2023**

The Professional Service Agreement - Task Order Contract between the City of Spring Hill and Thomas & Hutton for Construction Engineering Consultant Services for the Harvey Sewer Improvements project. The Professional Services Agreement is hereby amended to include the following Task Order:

**Task Description:** CEI Services to include construction administration and project management for the construction of the sewer improvements.

**Contact:** Dan Allen, P.E., Assistant City Administrator

**Scope of Services:** CEI Services for the Harvey Park Sewer Improvements  
CEI Services will provided to include construction administration and project management, with daily construction observations being performed by City Staff. Services will include attending progress meetings, review of shop drawings, review of pay applications and general engineering consulting for the project. Site visits will be made on an as-needed basis.

As part of Thomas & Hutton's engineering consulting services, the following tasks and engineering services will be provided:

1. CEI Services to include construction administration and project management.
  - a. Attend progress meetings.
  - b. Review Construction Shop Drawings
  - c. Review Pay Applications
  - d. General engineering consulting
  - e. Site visits as needed.

The service fees are based on a four (4) month construction period, based on the contractor's schedule to complete the project and performing up to 12.5 hours per month of engineering services. Should construction extend beyond that time or if additional on-visits are requested by the Owner, the Engineer shall furnish additional services on a time and expense basis following written authorization from the Owner.

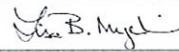
**EXCLUSIONS:** Services do not include any type of material testing or permitting.

**Deliverables:** 1. CEI Services during Construction

CEI Services	Time and Expense (Budget): \$9,500.00
Reimbursable Expenses	Time and Expense (Budget): \$500.00
Additional Services	Time & Expense: See Consulting Services Rate Sheet

**Total Task Order Amount: \$ 10,000.00**

This Agreement hereby amends the above referenced Professional Services Agreement between Thomas & Hutton and the City of Spring Hill. This Agreement of Services may only be amended, supplemented, modified, or cancelled by a duly executed written instrument. IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day written below,

Client:	<b>CITY OF SPRING HILL</b>	Engineer:	<b>THOMAS &amp; HUTTON</b>
Signed:		Signed:	
Name:	Jim Hagan	Name:	Lisa Muzekari, P.E.
Title:	Mayor	Title:	Principal/Environmental Manager
Date:	12-18-2023	Date:	12/12/2023