

RESOLUTION 24-211

A RESOLUTION TO AUTHORIZE THE MAYOR TO SIGN A STORMWATER PROJECTS TASK ORDER CONTRACT WITH THOMAS & HUTTON

WHEREAS, the City of Spring Hill has identified an area within the City limits that is need of stormwater repair that it cannot perform itself; and

WHEREAS, City staff requested Thomas & Hutton, as engineers of record under contact with the City, prepare a Task Order Contract with cost proposal for Buckner Place, Cameron Farms, and Tweed Court as shown on Exhibit A attached hereto; and

WHEREAS, the cost proposal total for the project is \$99,300.00; and

WHEREAS, the costs will be expensed from the Stormwater fund utilizing the Interfund Capital Note between Water/Sewer Fund and Stormwater Fund.

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

1. Approve the Stormwater Projects Task Order Contract for Buckner Place, Cameron Farms, and Tweed Court in the amount of \$99,300.00 with Thomas & Hutton for bidding services, construction administration and observation services and preparation of easement exhibits and boundary descriptions for each of the twelve properties.
2. Authorize the Mayor to execute the Contract, attached hereto.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 19th day of August 2024.


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 24-211*
SUBMITTED BY: Tyler Scroggins, Public Works Director
DATE: August 19, 2024
RE: To authorize the Mayor to sign a Task Order Contract with Thomas & Hutton for Buckner Place, Tweed Court, and Cameron Farms
ATTACHMENTS: Task Order Contract

PURPOSE:

Thomas & Hutton has submitted a Task Order Contract for construction administration and observation, bidding, and preparation of easement (layout exhibits) and boundary descriptions for each of the twelve properties.

BACKGROUND:

Staff asked Thomas & Hutton to submit a cost proposal for the construction administration and observation, bidding and preparation of easement (layout exhibits) and boundary descriptions for each of the twelve parcels impacted by the three stormwater projects. Due to the limited number of bids received on one of the projects, staff has decided to combine three projects in hopes of receiving additional bids.

The total cost is \$99,300.00.

FINANCIAL IMPACT:

The costs expended in the Stormwater fund will be from the Interfund Capital Outlay Note from Water/Sewer Fund to the Stormwater Fund.

STAFF RECOMMENDATION:

Staff recommends the approval of Resolution 24-211 to authorize the Mayor to sign a Task Order Contract with Thomas & Hutton for Buckner Place, Cameron Farms, and Tweed Court Projects.



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**Spring Hill, TN
Stormwater Projects Task Order Contract**

Task Order No: **28298.0033, 28298.0034,
28298.0036 Amendment**

Date: **07/30/2024**

The Professional Service Agreement - Task Order Contract between the City of Spring Hill and Thomas & Hutton for General Professional Engineering Consultant Services for the Buckner Place Subdivision, Cameron Farms Subdivision, and Tweed Court in Crowne Pointe Subdivision Drainage Improvement Project was approved by Resolution 22-247 on November 7th, 2022. Whereas additional scopes of services have been requested for the three drainage project locations. The Professional Services Agreement Task Order is hereby amended to include the following:

Task Description: **Easements, Bidding, and Construction Administration Services**

Contact: Tyler Scroggins, Public Works Director

Scope of Services: The original Task Order for Augusta Place only included the design phase for the completion of construction plans and bid documents.

The City has requested the following additional services to be completed:

Buckner Place (T&H Project # 28298.0033)

1. Preparation of easement exhibits and boundary descriptions for both permanent and temporary construction easements. There are nine properties identified requiring easements.

Cameron Farms-Douglas Lane (T&H Project # 28298.0034)

1. Preparation of easement exhibits and boundary descriptions for both permanent and temporary construction easements. There are four properties identified requiring easements.

Tweed Court (T&H Project # 28298.0036)

1. No Easements identified. All work and access shall be through existing easements.

Combined Services to be provided as a whole:

1. Prepare a single bid book to bid all three projects as a single bid solicitation.
2. Perform bidding services to include a pre-bid meeting, contractor coordination, bid opening, and review of bids with recommendation to award.
3. Construction Administration services include contract book preparation/coordination, preconstruction meeting, and shop drawing reviews.

Refer to the attached Scopes of Services for a detailed description of each task and exclusions.

Deliverables:

1. Easements – Layout Exhibits and easement boundary descriptions for each of the twelve properties
2. Bidding – Bid Package (Bid Plans and Bid Book), Letter of Recommendation to award.
3. Construction Administration and Observation – Misc based on attached scope of services.

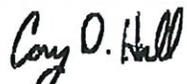
Design Service Fees:

Easement Exhibits Phase (Buckner)	Lump Sum: \$10,000.00
Easement Exhibits Phase (Douglas)	Lump Sum: \$4,500.00
Bid Process Phase (3 locations)	Lump Sum: \$22,800.00
Construction Admin. Phase (3 locations)	Lump Sum: \$39,500.00
Reimbursable Expenses	T&E - Budget: \$2,500.00
Additional Services	T&E - Budget: \$20,000.00 (on-call as requested)
	See Consulting Services Rate Sheet

Total Task Order Amount: \$ 99,300.00

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,

T&H File Location: Z:\28298\28298.0033\Documents\Contracts\Engineering Agreement\Task Order Addenda

Client:	CITY OF SPRING HILL	Engineer:	THOMAS & HUTTON
Signed:		Signed:	
Name:	Jim Naumann	Name:	Travis Todd, P.E.
Title:	Mayor	Title:	Principal / Regional Manager
Date:	8-19-2024	Date:	07/30/2024
		Signed:	
		Name:	Cory Hall, P.E.
		Title:	Project Manager
		Date:	07/30/2024

SCOPE OF SERVICES

1. **SCOPE OF SERVICES**

A. **Easement Exhibit Phase**

This phase includes preparation of temporary and permanent construction easements.

1. **Prepare Exhibits and Legal Descriptions**

Consultant will prepare easement descriptions and exhibits of the necessary easements for each project location. The layout exhibits shall be prepared on an 8.5" by 11" page in pdf format. The legal descriptions shall be provided in Word format to allow the City's attorney to incorporate the descriptions into the legal easement document for recording. Revisions to the easement exhibits and descriptions resulting from negotiation with the property owners shall be additional services.

B. **Construction Service Phases**

Consultant will provide the following services for the Construction Phase:

1. **Bid Process Phase**

Consultant will assist Client during the Bid Phase. Typical services provided during this phase include assembling bid packages, conducting pre-bid and bid-opening meetings, responding to contractor questions, reviewing bids, and preparation of Consultant's recommendation letter for award of bid.

2. **Construction Administration Phase**

During construction, Consultant will provide the following services:

- Prepare the contract books for execution by contractor, surety, and client.
- Conduct the Preconstruction Meeting.
- Review material data, shop drawings, and construction schedules provided by the contractor.

Client has chosen to perform construction observation and monitoring with Client's own personnel.

3. **Additional Services**

- During construction additional services may be requested by the client on an on-call basis. These services may include requested site visits, review of Requests for Information from the contractor, etc. These additional scope services will be performed on a time and expense basis using the allocated budget amount noted on the Task Order – Design Service Fees.

C. **Exclusions**

 CLIENT'S INITIALS

TLT CONSULTANT'S INITIALS

Unless a specific scope is included in this Agreement, these items are **not** included in the Scope of Services:

- Attend and conduct monthly progress meetings.
- Review Pay Requests submitted by the contractor.
- Provide field representative for construction observation and monitoring of contractor's workmanship or progress
- Project Closeout
- Record Drawing Preparation
- Material testing
- Act as an expert witness for legal activities

These items can be coordinated or provided, if requested by Client in writing.

2. PERIODS OF SERVICE

A. Refer to Language in Task Order Amendment for contract time. Additionally:

1. Begin Date – Upon receipt of executed Letter Agreement.
2. End Date – Following completion of construction closeout.

 CLIENT'S INITIALS

TLT CONSULTANT'S INITIALS