

RESOLUTION 12-90

A RESOLUTION CONTRACTING CONSTRUCTION REPRESENTATION SERVICES WITH DEMPSEY DILLING AND ASSOCIATES FOR THE INTERSTATE 65 SEWER LINE EXTENSION PROJECT AND THE CAMPBELL STATION SEWER LINE

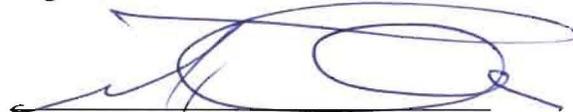
WHEREAS, the City of Spring Hill awarded contracts for the extension of Interstate 65 sewer line and Campbell Station sewer line ; and

WHEREAS, these projects require construction representation services as outlined in the attached "Article 9-Engineer's Status During Construction"; and

WHEREAS, Dempsey Dilling and Associates has submitted a proposal for Resident Project Representative services on the above referenced projects; and

NOW, THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that Dempsey Dilling and Associates is hereby awarded the contract for an amount not to exceed \$68,000.00 for Resident Project Representative services outlined in the attachment titled "Article 9-Engineer's Status During Construction" that is attached hereto and made a part of this resolution.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 20th day of August, 2012.


Michael Dinwiddie, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Timothy P. Underwood, City Attorney

ARTICLE 9 - ENGINEER'S STATUS DURING CONSTRUCTION

9.3.1 Project Representation

General: Resident Project Representative (RPR) is the A/E's agent at the site, will act as directed by and under the supervision of the A/E, and will confer with the A/E regarding RPR's actions. RPR's dealings in matters pertaining to the on-site work shall in general be with the A/E and Contractor, keeping the Owner advised as necessary. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of the Contractor. RPR shall generally communicate with the Owner with the knowledge of and under the directions of the A/E.

9.3.2 Duties and Responsibilities of RPR

The Resident Project Representative shall:

9.3.2.1 Schedules: Review the progress schedule, the schedule of shop drawing submittals and schedule of values prepared by the Contractor; and consult with the A/E concerning acceptability.

9.3.2.2 Conferences and Meetings: Attend meetings with the Contractor, such as preconstruction conferences, progress meetings, job conferences and other project related meetings and prepare and circulate copies of minutes thereof.

9.3.2.3 Liaison:

a. Serve as the A/E's liaison with the Contractor, working principally through the Contractor's superintendent; and assist in understanding the intent of the contract documents; and assist the A/E in serving as the Owner's liaison with the Contractor when the Contractor's operations affect the Owner's on-site operations.

b. Assist in obtaining from the Owner additional details or information, when required for proper execution of the work.

9.3.2.4 Shop Drawings and Samples:

a. Record date of receipt of shop drawings and samples.

b. Receive samples which are furnished at the site by the Contractor, and notify the A/E of availability of samples for examination.

c. Advise the A/E and Contractor of the commencement of any

work requiring a shop drawing or sample if the submittal has not been approved by the A/E.

9.3.2.5 Review of Work, Rejection of Defective Work, Inspections, and Tests

a. Conduct on-site observations of the work in progress to assist the A/E in determining if the work is in general proceeding in accordance with the contract documents.

b. Report to the A/E whenever the RPR believes that any work is unsatisfactory, faulty, or defective or does not conform to the contract documents or has been damaged or does not meet the requirements of any inspections, test, or approval required to be made; and advise the A/E of work that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

c. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that the Contractor maintains adequate records thereof; observe, record, and report to the A/E appropriate details relative to the test procedures and start-ups.

d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the project; record the outcome of these inspections; and report to the A/E.

9.3.2.6 Interpretation of Contract Documents: Report to the A/E when clarifications and interpretations of the contract documents are needed and transmit to the Contractor clarifications and interpretations as issued by the A/E.

9.3.2.7 Modifications: Consider and evaluate the Contractor's suggestions for modifications in the drawings or specifications and report with the RPR's recommendations to the A/E. Transmit to the Contractor decisions as issued by the A/E.

9.3.2.8 Records:

a. Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original contract documents including all work directive changes, addenda, change orders, field orders, and additional drawings issued subsequent to the execution of the Contract, A/E's clarifications and interpretations of the contract documents, progress reports, and other project related documents.

b. Keep diary, daily reports, or log book recording Contractor

hours on the job site, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail, as in the case of observing test procedures; and send copies to the A/E.

c. Record names, addresses and telephone numbers of all Contractors, Subcontractors, and major suppliers of materials and equipment.

9.3.2.9 Reports:

a. Furnish the A/E as required with periodic reports of the progress of the work and of the Contractor's compliance with the approved progress schedule, schedule of shop drawing and sample submittals.

b. Consult with the A/E in advance of scheduled major tests, inspections, or start of important phases of the work.

c. Draft proposed change orders and work directive changes, obtaining backup material from the Contractor and recommend to the A/E change orders, work directive changes, and field orders.

d. Report immediately to the A/E and Owner upon the occurrence of any accident.

9.3.2.10 Payment Requests: Review applications for payment with the Contractor for compliance with the established procedure for their submission and forward with recommendations to the A/E, noting particularly the relationship of the payment requested to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.

9.3.2.11 Certificates, Maintenance and Operation Manuals: During the course of the work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to the A/E for review and forwarding to the Owner prior to the final payment for the work.

9.3.2.12 Completion:

a. Before the A/E issues a Certificate of Substantial Completion, submit to the Contractor a list of items requiring completion or correction.

b. Conduct final inspection in the company of the A/E, Owner, and Contractor and prepare a final list of items to be completed or corrected.

c. Observe that all items on final list have been completed or corrected and make recommendations to the A/E concerning acceptance.

9.3.3 Limitations of Authority: The RPR shall not:

a. Authorize any deviation from the contract documents or substitution of materials or equipment, unless authorized by the A/E;

b. Exceed limitations of the A/E's authority as set forth in the Contract Documents;

c. Undertake any of the responsibilities of the Contractor, Subcontractors, or the Contractor's superintendent;

d. Advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the contract documents;

e. Advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work;

f. Accept shop drawings or sample submittals from anyone other than the A/E;

g. Authorize the Owner to occupy the project in whole or in part;

h. Participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by the A/E.