

## RESOLUTION 25-235

### A RESOLUTION TO APPROVE TASK ORDER NO. 28298.0075 WITH THOMAS & HUTTON ENGINEERING CO. FOR DESIGN AND BIDDING SERVICES FOR THE WATER TREATMENT PLANT CHLORINE DISINFECTION SYSTEM IMPROVEMENTS

WHEREAS, the City of Spring Hill recognizes the need for design and bidding services related to the Water Treatment Plant Chlorine Disinfection System Improvements; and

WHEREAS, the City of Spring Hill previously entered into a Professional Services Agreement with Thomas & Hutton Engineering Co. on September 22, 2021, for General Professional Engineering Consultant Services; and

WHEREAS, Thomas & Hutton has submitted Task Order No. 28298.0075, dated September 29, 2025, to provide general consulting, engineering design, and bidding assistance for the proposed improvements, attached hereto as Exhibit A; and

WHEREAS, the proposed services shall be funded by Spring Hill Water, and sufficient funds have been allocated in the FY26 budget; and

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

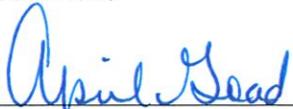
1. To approve Task Order No. 28298.0075 with Thomas & Hutton Engineering Co., attached in Exhibit A, for a total not to exceed fee of \$68,500.00.
2. To authorize the Mayor to execute the Task Order Agreement and any related documents on behalf of the City.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on this 6<sup>th</sup> day of October, 2025.



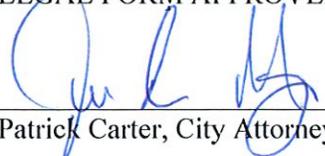
Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Dan Allen | Assistant City Administrator, General Manager – Spring Hill Water  
**DATE:** 10/06/2025  
**SUBJECT:** Resolution – Task Order for WTP Chlorine Disinfection System Improvements

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### RECOMMENDATION:

Staff recommends approval of Resolution 25-235, authorizing the Mayor to execute Task Order No. 28298.0075 with Thomas & Hutton Engineering Co. for design and bidding services for the Water Treatment Plant Chlorine Disinfection System Improvements.

### BACKGROUND:

The City of Spring Hill requires upgrades to the Water Treatment Plant chlorine disinfection system to maintain water quality and regulatory compliance. Under the existing Professional Services Agreement with Thomas & Hutton Engineering Co., Task Order No. 28298.0075 was submitted on September 29, 2025, to provide general consulting, engineering design, and bidding assistance. The scope includes preparation of construction plans and specifications, cost estimating, TDEC submittals, and support during the bidding process.

### FINANCIAL IMPACT:

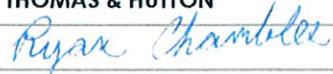
The total not-to-exceed fee for this Task Order is **\$68,500.00**, funded through Spring Hill Water. Sufficient funds have been allocated within the approved FY25-26 budget.

### SUPPORTING DOCUMENTS:

- Resolution 25-235
- Task Order No. 28298.0075 (Exhibit A)



## Exhibit A

 <p style="text-align: center;">262 ROBERT ROSE DRIVE; SUITE 102 MURFREESBORO, TN 37129   615-220-5800 WWW.THOMASANDHUTTON.COM</p>	<p><b>Spring Hill, TN</b> <b>WTP Plant Chlorine Disinfection System</b> <b>Improvements Task Order Contract</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Task Order No:</td> <td style="width: 50%; text-align: center;"><b>28298.0075</b></td> </tr> <tr> <td>Date:</td> <td style="text-align: center;"><b>09-29-2025</b></td> </tr> </table>	Task Order No:	<b>28298.0075</b>	Date:	<b>09-29-2025</b>											
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Date:	<b>09-29-2025</b>															
<p>The Professional Service Agreement - Task Order Contract between the City of Spring Hill and Thomas &amp; Hutton for General Professional Engineering Consultant Services for the design and bidding of the WTP Plant Chlorine Disinfection System Improvements. The Professional Services Agreement (dated 9/22/2021) is hereby amended to include the following Task Order:</p>																
Task Description:	General Consulting, Design, and Bidding Assistance for the proposed WTP Plant Chlorine Disinfection System Improvements.															
Contact:	Dan Allen, P.E., Assistant City Administrator															
Scope of Services:	<p><u>Engineering Design Services</u> Engineering services will be provided for design of the proposed WTP Plant Chlorine Disinfection System Improvements. Engineering Services will include:</p> <ul style="list-style-type: none"> <li>• General Consulting Phase to plan and layout proposed improvements.</li> <li>• Design Phase to provide construction plan sheets, including plan and profile section, and details and appurtenances.</li> <li>• Development of specifications for bidding solicitation purposes.</li> <li>• Agency submittal phase to include submittal to the Tennessee Department of Environment and Conservation (TDEC) for construction plans package review and approval.</li> </ul> <p>As part of Thomas &amp; Hutton's above referenced efforts, the following tasks and engineering services will be provided. A detailed Scope of Services is provided in the attached Exhibit A.</p> <ol style="list-style-type: none"> <li>1. Planning and general consulting</li> <li>2. Field measurements</li> <li>3. Civil Engineering Design</li> <li>4. Electrical Engineering</li> <li>5. Structural Engineering Design</li> <li>6. Plans and specifications development</li> <li>7. Opinion of Probable Construction Cost</li> <li>8. Submittal to TDEC for approval</li> </ol> <p>EXCLUSIONS: Opinion of Probable Construction Cost will be based on similar projects of scope and size with similar components. Construction costs will be based on current market values and pricing. Due to recent price escalations in materials and labor, a contingency value will be included.</p>															
	<ol style="list-style-type: none"> <li>1. Engineering Consulting Services</li> <li>2. Bidding Assistance</li> </ol>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Engineering Design:</td> <td style="width: 20%;">Lump Sum</td> <td style="width: 50%; text-align: right;">\$56,000.00</td> </tr> <tr> <td>Bidding Assistance:</td> <td>Lump Sum</td> <td style="text-align: right;">\$12,000.00</td> </tr> <tr> <td>Reimbursable Expenses:</td> <td>Time &amp; Expense (Budget):</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>Additional Services</td> <td>Time &amp; Expense</td> <td style="text-align: right;">See Consulting Services Rate Sheet</td> </tr> <tr> <td colspan="2"><b>Total Task Order Amount:</b></td> <td style="text-align: right;"><b>\$ 68,500.00</b></td> </tr> </table>	Engineering Design:	Lump Sum	\$56,000.00	Bidding Assistance:	Lump Sum	\$12,000.00	Reimbursable Expenses:	Time & Expense (Budget):	\$ 500.00	Additional Services	Time & Expense	See Consulting Services Rate Sheet	<b>Total Task Order Amount:</b>		<b>\$ 68,500.00</b>
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<b>Total Task Order Amount:</b>		<b>\$ 68,500.00</b>														
<p>This Agreement hereby amends the above referenced Professional Services Agreement between Thomas &amp; Hutton and the City of Spring Hill and supersedes all prior written or oral understandings. 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,</p>																
Client: <b>CITY OF SPRING HILL</b>	Engineer: <b>THOMAS &amp; HUTTON</b>															
Signed:	Signed: 															
Name:	Name: Ryan Chamblee, P.E.															
Title:	Title: Environmental Group Leader															
Date:	Date: 9/29/2025															

## Exhibit A

### SCOPE OF SERVICES

Thomas & Hutton will provide General Consulting Phase, Design Phase, and Bidding Phase services and such Additional Services as you may request during the course of the Project.

#### 1. SCOPE OF SERVICES

##### *Engineering Consulting Services*

##### A. General Consulting Phases

###### 1. General Consulting Phase

Thomas & Hutton shall assist the City of Spring Hill (Client) through the design and agency submittal stages of the project. During the early stages of the project when the conceptual design details are being finalized, assistance may include assembling documents, responding to questions, and feasibility analyses.

###### 2. Project Administrative/Clerical Phase

Consultant shall provide general clerical/administration duties to support the Project including typing, preparation of packages for submittal, and mailing.

###### 3. Project Team Meetings

Consultant shall attend Project meetings and conference calls at the request of the Client.

##### B. Design Phases

###### 1. Engineering Design Phase

Consultant shall prepare construction plans, which will include:

1. General Plan Sheets (Cover Sheet, General Notes, and Legend)
2. Disinfection system improvement design construction plans, including plan and section views.
3. Hydraulic design and calculations, pump design and type selection, bulk storage tank and piping layout, day tank and metering/analyzer layouts. Temporary disinfection/demolition plan.
2. Consultant shall obtain services of an Electrical Engineer to assist with the design and specification of electrical components/power supply requirements for the disinfection system upgrades.
3. If necessary, Consultant will assist with Structural review of the existing building layout and all proposed modifications.

\_\_\_\_\_ CLIENT'S INITIALS

\_\_\_\_\_ CONSULTANT'S INITIALS

In addition, Thomas & Hutton shall prepare and submit the following items along with the preliminary plan submittal:

1. Engineer's Estimate of Probable Construction Cost.
2. Specifications, including Standard Contract Documents and Technical Specifications
3. Submission of final plans, calculations and specifications to TDEC for approval.

**C. Bidding Assistance**

Consultant shall provide bidding assistance to answer all contractor questions and develop addendums as necessary. Consultant shall attend the bid opening to record bids and conduct a thorough review of submitted bids and front-end documents. Consultant shall provide an award recommendation letter to the City upon completion of the review and reference confirmations.

**D. Exclusions**

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

- Survey Services
- Construction Administration and Observation
- Accessibility construction compliance verification
- Archaeological survey and report, unless specific scope is included in the Agreement
- Wetland delineation, surveys, or permits
- Geotechnical investigation or report, unless specific scope is included in the Agreement
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Interior Courtyard Design
- Off-site work unless specifically covered in the Scope of Services
- Approvals or permits other than those related to the Scope of Services covered by this Agreement
- Act as an expert witness for legal activities
- Telephones, cable television, gas, and power distribution systems

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

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CLIENT'S INITIALS

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CONSULTANT'S INITIALS

2. **PERIODS OF SERVICE**

A. **Design Phase**

Consultant will commence work within seven (7) calendar days and complete design services within one-hundred and twenty (120) calendar days.

B. **Bidding Assistance**

Once plans and specifications are approved by TDEC, Consultant will coordinate commencement of Bidding Assistance Services with Client.

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CLIENT'S INITIALS

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CONSULTANT'S INITIALS