

**RESOLUTION 25-296**

**A RESOLUTION TO APPROVE A FEE PROPOSAL WITH THE CORRADINO GROUP FOR PROFESSIONAL SERVICES FOR BATTLE CREEK WAY SURVEY AND DESIGN**

**WHEREAS**, the City of Spring Hill contracts with The Corradino Group for on-calling traffic engineering services as approved by Resolution 24-192; and

**WHEREAS**, per staff's request, Corradino has submitted a Scope of Services and Fee Proposal for Professional Services for survey and design for the Battle Creek Way roadway widening, attached hereto as Exhibit A; and

**WHEREAS**, the cost of the fee proposal is \$78,800 and will be funded from the State Street Aid Fund, as amended with FY 26 Budget Amendment No. 2; and

**WHEREAS**, City staff recommends approval of the fee proposal contract with The Corradino Group for Professional Services for survey and design for the Battle Creek Way roadway widening in the amount of \$78,800 and authorize the Mayor to sign the Scope of Services Agreement for the fee proposal.

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

1. Approve a fee proposal with The Corradino Group for an amount of \$78,800 for Professional Services for survey and design for the Battle Creek Way roadway widening, attached hereto.
2. Authorize the Mayor to sign the Scope of Services Agreement for the fee proposal.

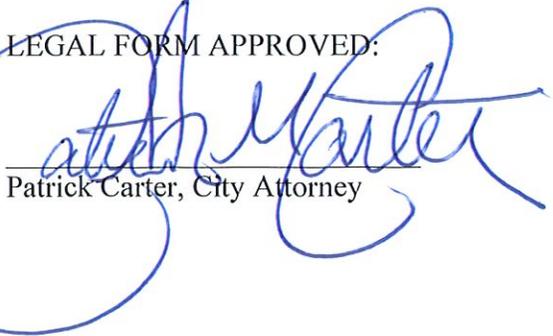
**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 15<sup>th</sup> day of December, 2025.**

  
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Matt Fitterer, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney

## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen

**FROM:** Missy Stahl, CIP Director  
Tyler Scroggins, Public Works Director

**DATE:** 12/15/2025

**SUBJECT:** Resolution 25-296 – To approve a fee proposal from The Corradino Group for survey and design services for Battle Creek Way Road widening

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**RECOMMENDATION:**

To approve a fee proposal for survey and design services for the Battle Creek Way Road widening from The Corradino Group in the amount of \$78,800.

**BACKGROUND:**

The city has partnered with Maury County to make improvements to the intersection of Mahlon Moore Road and Battle Creek Way. The improvements include the installation of a westbound lane on Mahlon Moore Road to the Battle Creek High School entrance and an upgraded traffic signal to accommodate the previously designed turn lanes. These improvements will require vital survey work as well as the design elements, of which the city cannot provide itself.

The Corradino Group is currently under contract for on-call engineering services with the City and has submitted a Scope of Services and Fee Proposal for the services that require outside consultant assistance. This proposal also includes the preparation of preliminary utility plans and final construction plans.

**FINANCIAL IMPACT:**

The fee would be expensed from the State Street Aid Fund (121) under a new division for Battle Creek Way (48044). This amount will be added to FY 26 with the approval of Budget Amendment No. 2

**SUPPORTING DOCUMENTS:**

Scope of Services and Fee Proposal from The Corradino Group



## SCOPE OF SERVICES

### Battle Creek Way Roadway Widening Survey and Design

The following scope of work outlines the professional services to design and develop roadway widening plans for Battle Creek Way:

- The widening will include a westbound lane extending from the intersection with Mahlon Moore Road to the Battle Creek High School entrance. The widening will require modifications to, but not limited to, drainage structures, open flow drainage facilities, curbing, and pavement markings.
- The design will include an upgraded traffic signal installation at the intersection of Battle Creek Way and Mahlon Moore Road to accommodate the addition of the previously designed turn lanes.
- This scope of services does not include modifications or a re-design of the southbound right-turn lane or northbound left-turn lane on Mahlon Moore Road approaching Battle Creek Way.
- This scope of services does not include development of construction quantities for bidding purposes or development of an Opinion of Probable Cost is not included in this scope of services.

#### 1. General Project Management

Project management is a continuous task that will be performed for the duration of this contract. Monitoring, coordination, scheduling, and reporting requirements of this task will be used to facilitate periodic review by the City of Spring Hill (City) to ascertain conformance with the requirements of this task.

After receipt of the notice-to-proceed, Corradino will conduct a project kick-off meeting with the City staff. This meeting will include the following topics:

- Key project staff
- Communications protocol
- Design goals and requirements
- Project schedule
- Invoicing
- Monthly progress meetings and reports
- Data and information needs

Once the project is underway, Corradino will provide monthly status reports to the City's Project Manager (PM) and conduct progress meetings with City staff, as necessary. These meetings will include a status update, anticipated next phases of work to be completed, and a discussion on any critical items/issues and/or potential issues identified during project development.

Corradino anticipates having up to three (3) meetings with the City staff throughout the development of the project. These meetings will include (1) an initial design kick-off meeting, (2) Preliminary/Utility Plans review meeting, and (3) Final Plans review meeting.

Corradino will prepare the agenda for all meetings and provide all necessary materials and handouts for discussion. At the conclusion of each meeting, Corradino will prepare meeting minutes and a cumulative list of "action items" developed for assignment to the appropriate party. These items will be distributed to the attendees and other appropriate stakeholders within five (5) working days following the meeting. All deliverables included within this task will be provided in .pdf format.

The following subtasks will be completed as part of Task 1:

- 1.1 Conduct Project Kickoff Meeting
- 1.2 Provide monthly status reports to the City's Project Manager (PM).
- 1.3 Conduct progress meetings with City staff, as necessary.
- 1.4 Project milestones to occur Preliminary Plans and Final Construction Plans. An electronic copy of plans in .pdf format will be submitted to the City at the completion of these milestones.
- 1.5 Attend meetings at these project milestones.
- 1.6 Attend two (2) TAC and/or BOMA meetings, if necessary.

## 2. Survey

Corradino will utilize M2 Group for completion of survey services for the project.

The survey services will include 3 topography, utilities, drainage, aerial photo from drone flight, and establishment of right-of-way. The files will be delivered in Microstation format for use in the design of the project.

## 3. Preliminary/Utility Plans

The roadway widening and traffic signal designs and plan preparation shall be developed in accordance with the City of Spring Hill Standards, TDOT Design Guidelines and Standard Specifications, AASHTO Green Book, and the latest edition of the MUTCD. The project will be developed using Microstation/Geopak CAD software.

The following subtasks will be completed as part of Task 3:

- 3.1 Roadway design and improvements shall follow the most current TDOT and AASHTO guidelines for roadway design.
- 3.2 Corradino shall coordinate accordingly with the City and affected utility agencies. Coordination and assistance with these agencies shall be provided to determine utility conflicts, if any, and how to resolve any conflicts. Corradino will meet with the utilities, if necessary, to discuss the proposed design and determine the extent of impact to utilities.
- 3.3 Signing and Marking will be developed for the proposed roadway and intersections.
- 3.4 Based on the proposed layout of the turn lanes on Mahlon Moore Road, a traffic signal design plan will be prepared.
- 3.5 A preliminary Traffic Control and Maintenance of Traffic design will be prepared for informational purposes to serve as a guideline for constructing the project. At such time this information will be detailed in the final construction plans.
- 3.6 A preliminary Erosion Prevention and Sediment Control (EPSC) design shall be prepared.
- 3.7 The following sheets are anticipated to be included in the ROW/Utility package.
  - Title Sheet

- Preliminary Typical Sections and Miscellaneous Details
- Present Layout
- Proposed Roadway Layout
- Preliminary Roadway Profile Layouts
- Proposed Drainage Map
- Preliminary EPSC Plans
- Preliminary Signing and Marking Plan
- Preliminary Traffic Signal Plan
- Preliminary Traffic Control Plan
- Preliminary Cross Sections

- 3.8 Submit the Preliminary/utility design package to the City for review.
- 3.9 Conduct review meeting with the City, prepare a Summary of Comments, and revise plans accordingly.
- 3.10 Submit final Utility plans to the City. The plans will be submitted in an electronic (.pdf) format, provided to the City, and additional copies to the respective utility companies.
- 3.11 Preparation of a preliminary construction cost estimate based on the level of design and plans prepared in this scope of work to assist the City with budgeting and scheduling purposes.
- 3.12 Assist the City with the coordination of impacted utilities that may be impacted in the project area.

#### **4. Final/Construction Plans**

Final design and development of construction plans will proceed upon the City's approval of Preliminary/Utility plans.

The following subtasks will be completed as part of Task 4:

- 4.1 Finalize and detail remaining design elements to complete the construction plans.
- 4.2 Prepare additional plan sheets to be included in the overall plan set. These include: Index, Final Quantities, General and Special Notes, final Traffic Control, and final Erosion Control.
- 4.3 Identify and detail a pavement section for the roadway.
- 4.4 Prepare necessary environmental permits and submit to TDEC for approval. Corradino anticipates this will consist of a Notice of Intent (NOI) and Construction General Permit. Fees for these permits will be paid by Corradino at the time of submittal and will be directly reimbursed by the City.
- 4.5 Conduct a review meeting with the City, prepare a Summary of Comments, and revise plans accordingly.
- 4.6 Submit the Construction Plans design package to the City for review.

#### **5. Additional Services**

Any work, other than the scope of services outlined herein, shall be designated "Additional Services." At such time that it is determined that these additional services are required, Corradino reserves the right to amend this proposal or execute a separate agreement that will provide such services.

***The following are Project Assumptions and Items that are not included within the scope of work, but can be added or negotiated at a later date as additional services.***

1. Landscaping design or improvements.

2. Public coordination meetings or presentations, beyond those outlined as part of Task 1.
3. Environmental studies, evaluation, mitigation, or permitting to identify wetlands, ecological plant and/or animal species, hazardous material, air/noise evaluation, or archeological sites within or near the stated project limits, separate from the Environmental Site Assessment to be performed. Environmental permits will not be completed until efforts to finalize the design and Construction Plans are made. An environmental document will not be prepared.
4. Obtaining environmental permits other than a NOI/Construction General Permit
5. Significant revisions or additional work due to the updating of design guidelines, specifications, permits, drainage manuals, or erosion control manuals.
6. Any redesign due to unknown drainage structures and/or utility impacts that may lie within the project limits, which may cause construction conflicts with the proposed plan design.
7. Design of pedestrian and roadway lighting for the project limits, including placement of footings and conduit for light poles.
8. Utility design and/or plans to relocate affected utilities.
9. A detailed pavement section will not be developed. Corradino will coordinate with the City to determine an acceptable pavement section.
10. Right-of-way acquisition services. No right-of-way acquisition is anticipated for this project.
11. CEI services.

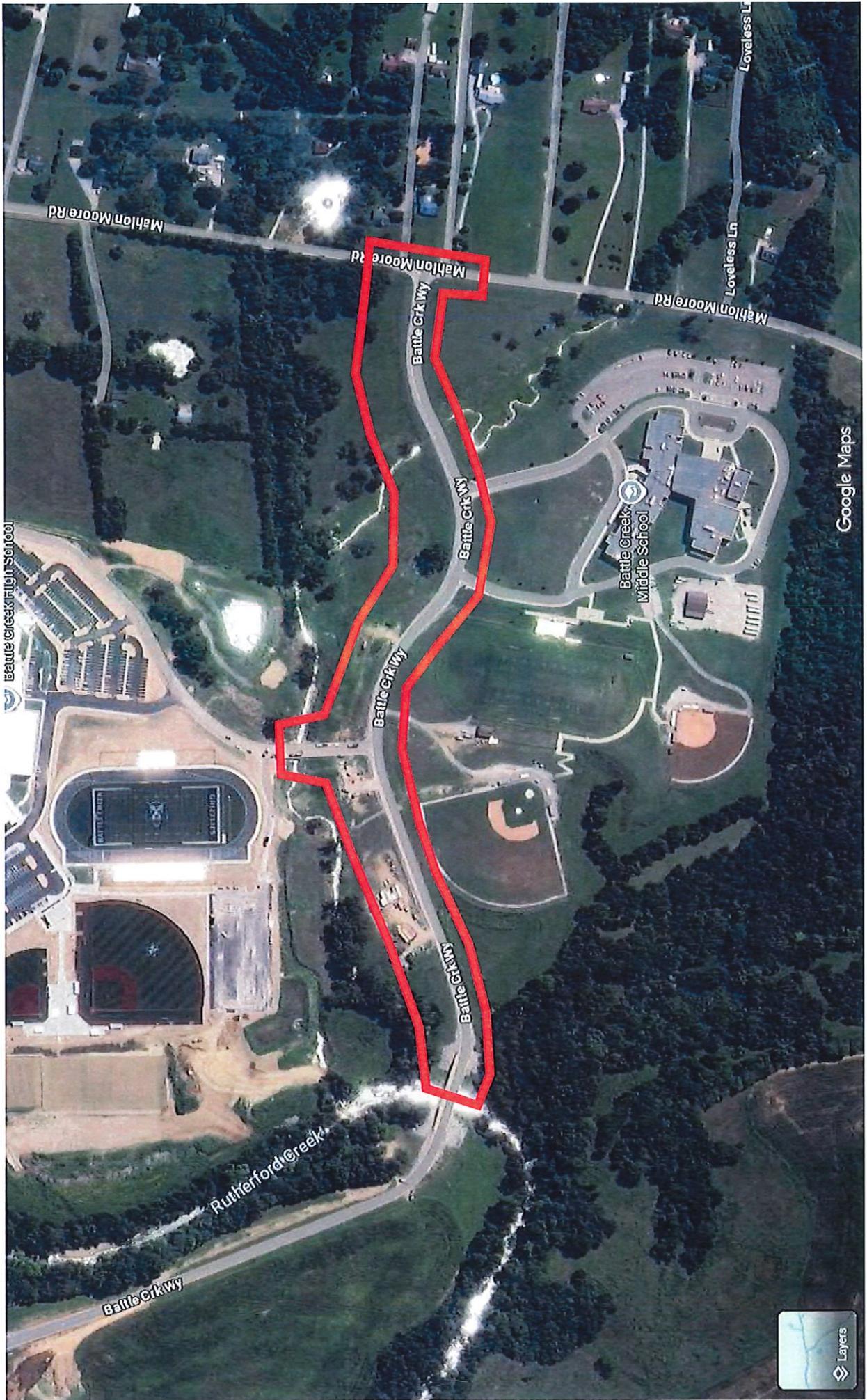
**The following will be provided or paid for by the City of Spring Hill.**

1. Files for the current turn lane designs on Mahlon Moore Road at Battle Creek Way.
2. Typical roadway pavement design

The design fee per task is as follows:

TASK NUMBER	DESCRIPTION OF WORK	FEE
1	Project Management	\$ 5,100.00
2	Survey Services (Subconsultant - M2 Group)	\$25,000.00
3	Preliminary/Utility Plans	\$26,000.00
4	Final/Construction Plans	\$21,700.00
	Direct Expenses (Estimated - Permitting fees)	\$ 1,000.00
	<b>TOTAL</b>	<b>\$ 78,800.00</b>

Considering the information presented herewith, this proposal will be a Lump Sum contract in the amount of \$78,800.00. This fee includes all materials and reimbursable expenses such as copies, plan sheets, mileage, etc.



Google Maps

