



November 3, 2014

Mr. Paul Holzen, PE
City of Franklin
Engineering Director
109 3rd Ave S,
Franklin, TN 37064

Dear Mr. Holzen

Re: Scope and Fee – Stormwater Best Management Practice Manual and Water Quality Calculation Tool Update, and Design Detail Development

Please find attached a proposal to perform an update of the City of Franklin Stormwater Best Management Practice Manual and Water Quality Calculation Tool, and to provide design details for Green Infrastructure Structural Practices. This scope includes four tasks (1) Stormwater Best Management Practice Manual Update, (2) Water Quality Calculation Tool Update, (3) Design Details for Green Infrastructure Structural BMPs, and (4) Meetings.

If you agree to the scope and fee, please let us know by email at your earliest convenience. AMEC appreciates the opportunity to work for the City. If you have any questions or comments please call me at (615) 333-0630.

Sincerely,
AMEC Environment & Infrastructure, Inc.

A handwritten signature in blue ink that reads "Sara R. Johnson".

Sara R. Johnson, PE, CFM
Project Manager

A handwritten signature in blue ink that reads "Bradley Heilwagen".

Bradley Heilwagen, PE, CFM
Branch Manager

Attachments: 1. Scope of Services and Fee

**Attachment 1 – Scope of Services and Fee
Stormwater Best Management Practice Manual and Water Quality Calculation Tool
Update, and Design Detail Development**

SCOPE OF SERVICES

The following tasks will be completed to support the update of the City of Franklin (the City) Stormwater Best Management Practice (BMP) Manual (the Manual) and Water Quality Calculation Tool.

Task Set 1 - Stormwater Best Management Practice Manual Update:

1. Remove Downspout Disconnection, Grass Channel, and Rain Tank/Cistern BMPs from the Manual.
2. Update wording from “redline” version of the Manual provided by the City Director of Engineering and Stormwater Coordinator.
3. Add Downspout Disconnection as a component of the Sheet Flow BMP.
4. Update Water Quality Swale to refine the definition of ground cover practices.
5. Develop a routine/scheduled maintenance table for Permanent Stormwater Treatment Practices.
6. Incorporate site Rv standard of 0.18.
7. Update and revise the five example boxes within the Manual and add an additional real world example to demonstrate a more complex scenario.
8. Revise example steps to correspond to Water Quality Tool Steps and vice versa.
9. Update Section 3.2 Combined Methodology, incorporating the new Rv standard.
10. Incorporate guidance for performing an infiltration test.
11. Add the long term maintenance agreement (provided by the City) to Section 5.
12. Remove Detention Requirements.
13. Develop and incorporate guidance checklist for Post Construction Inspection of BMPs.

Task Set 2 - Water Quality Calculation Tool Update:

1. Update tool equations to incorporate new Rv standard of 0.18.
2. Remove Downspout Disconnection, Grass Channel, and Rain Tank/Cistern.
3. Update tool to prompt user to open corresponding section of the BMP Fact Sheet when selected in the tool.
4. Consolidate steps that have sub-steps (such as “a” and “b”) and update to correspond with steps outlined in the Manual.
5. Incorporate a toggle button show the BMP maintenance requirements when the design calculator is filled out.
6. Add simple BMP design guidance into the final Tv calculation for existing post-construction BMP’s.
7. Add a maintenance requirement table to the printable report for the applied post-construction BMP.

Task Set 3 - Design Details for Green Infrastructure Structural BMPs:

1. Develop a set of Franklin-specific design details for the following structural practices: Bioretention, Urban Bioretention, Permeable Pavement, Infiltration Trench, and Water Quality Swale. The design details will be developed using existing details from other sources and modifying per the Franklin BMP Manual.

Task Set 4 - Meetings:

It is anticipated that the Manual and Water Quality Calculation Tool will require AMEC to facilitate the following meetings. The facility and scheduling of staff for the meetings below will be provided by the City.

1. One initial scoping meeting for red-line comments and Water Quality Calculation Tool discussion with the City.
2. One meeting with City Staff to discuss AMEC's comments on City red-line version of the Manual.
3. One meeting with City Staff to discuss a draft of the examples used in the Manual.
4. One meeting with Plans Review Staff to discuss the Water Quality Tool once the Manual is in Draft format.
5. One meeting with City Staff to discuss Water Quality Calculation Tool Draft.
6. One meeting with City Staff to present Draft Edits to the Manual and Water Quality Calculation Tool.
7. One training on the final version of the Manual and Water Quality Calculation Tool.

FEE

The scope of services is limited to the specific items addressed herein. Any additional work will be considered an extra service.

Labor effort will be charged on a time-and-materials basis, not to exceed a total fee of \$29,930, according to the hourly rates indicated on the bill rate schedule included as Table 2. A task-by-task breakdown of anticipated costs is provided below.

Task Set	Anticipated Cost
Task Set 1 – Stormwater BMP Manual Update	\$19,075
Task Set 2 – Water Quality Calculation Tool Update	\$4,565
Task Set 3 – Design Details for Green Infrastructure BMP's	\$2,330
Task Set 4 – Meetings	\$3,960

Table 1 – Schedule of Rates



AMEC ENVIRONMENT & INFRASTRUCTURE, INC. 2014 RATE SCHEDULE					
The hourly labor rates set forth below are valid from January 1, 2014 and are subject to annual revision thereafter. AMEC will provide CLIENT thirty days advance written notice of any such revisions.					
PROFESSIONAL SERVICES					
CLIENT agrees to reimburse AMEC for all hours worked by professionals at the following classifications and associated hourly labor rates. For expert witness testimony and related services in connection with litigation, CLIENT agrees to reimburse AMEC for all hours worked by professionals at the following classifications, but at one and one-half times the associated hourly labor rates.					
<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>		<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	
Professional Levels 1	\$55.00		Professional Level 14	\$120.00	
Professional Levels 2	\$60.00		Professional Level 15	\$130.00	
Professional Levels 3	\$65.00		Professional Level 16	\$140.00	
Professional Level 4	\$70.00		Professional Level 17	\$145.00	
Professional Level 5	\$75.00		Professional Level 18	\$155.00	
Professional Level 6	\$80.00		Professional Level 19	\$165.00	
Professional Level 7	\$85.00		Professional Level 20	\$170.00	
Professional Level 8	\$90.00		Professional Level 21	\$180.00	
Professional Level 9	\$95.00		Professional Level 22	\$190.00	
Professional Level 10	\$100.00		Professional Level 23	\$200.00	
Professional Level 11	\$105.00		Professional Level 24	\$210.00	
Professional Level 12	\$110.00		Professional Level 25	\$220.00	
Professional Level 13	\$115.00		Professional Level 26	\$240.00	
TECHNICIAN SERVICES					
CLIENT agrees to reimburse AMEC for all hours worked by technicians at the following classifications and associated hourly labor rates.					
<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>OVERTIME</u>	<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>OVERTIME</u>
Technician Level 1	\$30.00	\$40.50	Technician Level 10	\$55.00	\$82.50
Technician Level 2	\$32.50	\$45.00	Technician Level 11	\$60.00	\$90.00
Technician Level 3	\$35.00	\$48.75	Technician Level 12	\$65.00	\$97.50
Technician Level 4	\$37.50	\$52.50	Technician Level 13	\$70.00	\$105.00
Technician Level 5	\$40.00	\$56.25	Technician Level 14	\$75.00	\$112.50
Technician Level 6	\$42.50	\$60.00	Technician Level 15	\$80.00	\$120.00
Technician Level 7	\$45.00	\$63.75	Technician Level 16	\$85.00	\$127.50
Technician Level 8	\$47.50	\$67.50	Technician Level 17	\$90.00	\$135.00
Technician Level 9	\$50.00	\$71.25	Technician Level 18	\$95.00	\$142.50
ADMINISTRATIVE SERVICES					
CLIENT agrees to reimburse AMEC for all hours worked by administrative staff at the following classifications and associated hourly labor rates.					
<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>OVERTIME</u>	<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>OVERTIME</u>
Administrative Level 1	\$35.00	\$52.50	Administrative Level 6	\$60.00	\$90.00
Administrative Level 2	\$40.00	\$60.00	Administrative Level 7	\$65.00	\$97.50
Administrative Level 3	\$45.00	\$67.50	Administrative Level 8	\$70.00	\$105.00
Administrative Level 4	\$50.00	\$75.00	Administrative Level 9	\$75.00	\$112.50
Administrative Level 5	\$55.00	\$82.50	Administrative Level 10	\$80.00	\$120.00
MISCELLANEOUS EXPENSES – 6% of Labor Charges					
CLIENT agrees to reimburse AMEC for miscellaneous expenses incurred, such as consumable supplies, telephone & facsimile charges, photo processing, and small tools, etc., not otherwise invoiced as other direct expenses, at the rate of 6% of labor charges.					
OTHER DIRECT EXPENSES					
CLIENT agrees to reimburse AMEC for all other direct expenses incurred at the following rates, except as otherwise specified by AMEC in its proposal.					
Travel Expenses: Transportation (mileage, air travel, car rental, etc.), lodging, meals, & incidental expenses				Cost Plus 15%	
Subcontract Expenses: Supplies or services furnished to AMEC in support of project activities by any supplier or firm, except temporary agency or consultant staff charged at above hourly rates				Cost Plus 15%	
Direct Expenses: Other expenses in support of project activities				Cost Plus 15%	