



***SULLIVAN ENGINEERING, INC.***

*317 MAIN STREET, SUITE 201  
FRANKLIN, TN. 37064  
(615) 642-5822*

**June 3, 2015**

Mr. William Banks,  
City of Franklin Engineering  
109 3rd Avenue South  
Franklin, TN 37064

**RE:** Limited Construction Administration & Design Services  
Hillsboro Rd. – Phase 2 Improvements, (SR-106, US 431)  
From Independence Square to Mack Hatcher Bypass  
City of Franklin project # 2015-0150  
City of Franklin, Tennessee  
Williamson County  
T.D.O.T.-PIN 108409.00  
SEI Project #12-013

Dear William,

Sullivan Engineering, Inc. (SEI) is pleased to submit the following proposal for Supplemental Construction Engineering Administration and Design Services for the subject project. The proposed services are to incorporate plans revisions requested by the TN Department of Transportation, Local Program Office. These services shall also allow SEI to extend services past the contract award and be available in the early construction phase to provide input on plan interpretation and Supplemental Instructions.

**Project History**

The original scope of services was to have the project designed, property acquired, approved by TDOT and ready for advertisement March 2014, at which point additional compensation as noted in the original contract was an option if necessary. As you are aware, delay's beyond March 2014, are from varied sources, most notable the process required by TDOT for acquisition of property and required coordination with TDOT Local Programs. As a result of these delays SEI's team inclusive of our sub-contractors during the design and approval process have expended additional time and resources beyond the March 2014 date. Since the design process started ten years ago the project has undergone a variety of changes some of which have been accounted for but others could not be predicted, such as the connection with Mack Hatcher Parkway.

The original scope of services was from Independence Square and extending to Rebel Circle on the West and Claude Yates Drive. The exception to this would be the CCTV system which included elements to provide a pole and camera east of Mack Hatcher Parkway. What was not included was any revisions required to the original documents for transitions associated with TDOT's Mack Hatcher Project.

The TDOT Section of Hillsboro Road, north of Rebel Circle on west and north of Claude Yates Drive

on the east, was excluded from SEI's June 2013 approved Scope of Services, which had an estimated design fee of \$7,350. Although this task was excluded from SEI's original Scope of Services as approved June 2013, design of this section was required to complete the project. Therefore, to keep the project moving and on schedule, SEI, provided proceeded with the additional services. Although SEI did not have a specific line item to invoice for these additional services, SEI is requesting reimbursement at this time. These additional Hillsboro Road design services, north of Rebel Circle on the west and north of Claude Yates Drive on the east, included items such as review and design of storm drainage system, special ditches, horizontal/vertical alignments, curbs, sidewalk, cross sections, slope limits and property acquisition documents.

### **Scope of Engineering Services/Fee**

Following is a description of supplemental services to assist the City during the final TDOT Approval process and initial Construction Administration start-up. These services are in supplement and addition to the original scope of services (Approved June 2013). The scope is divided into various Phases, which are described as follows:

### **SUMMARY OF ENGINEERING DESIGN SERVICES**

<b>HILLSBORO ROAD (TDOT-PIN 106997.00 )</b> From: Independence Square To: Mack Hatcher Bypass			
(1)	<b><u>(Supplemental Engineering Services)</u></b>		
<b>Notes</b>	<b>Task</b>	<b>Sullivan Engineering, Inc</b>	<b><u>Budget</u></b>
	1	SEI project facilitator - Information of a general nature shall be sent to SEI for distribution and coordination purposes to assist in obtaining TDOT approval for Advertisement and Award of Construction.	\$1,661.28
(2)	2	Design Revisions Per City property negotiations and proprietary item acceptance. (1)	\$759.44
(3)	3	Compile final Project Manual and update all date sensitive items, upon review by TDOT Local Programs. (2)	\$550.03
	4	Design modifications per TDOT Local Programs review and comment.	\$5,085.49
(5)	5	Issue Addendum, Attend Bid Opening, Prepare Bid Tabulation and issue letter of recommendation/contract award. (4)	\$3,430.55
	6	Attend Pre-Construction Meeting and prepare supplemental instructions requested.	\$1,025.17
	7	Attend construction project meetings for the first three months (2-meetings per month) and prepare any supplemental instructions requested.	\$3,053.43
	8	All major printing for reviews and construction bidding shall be by the City of Franklin.	\$0.00
(4)	9	Design services on Hillsboro Road, from Rebel Circle on the West and Claude Yates Drive on the east, was excluded from the original scope of services, which was required but excluded from the original Scope of Services approved June 2013.	\$7,700.77

		<b>RPM Transportation Consultants, LLC</b>	
	10	It is RPM's understanding that the design team has submitted the Phase 2 design packet including the signal and ITS design to TDOT for review. RPM will address all comments received from TDOT pertaining to the signal and ITS design. Once all comments have been addressed RPM will prepare sheets to be included in the final submittal of the project plans.	\$2,860.00
	11	RPM will assist with answering questions posed by bidders for traffic signal and ITS related work and will attend and participate in one pre-bid meeting in conjunction with the bidding phase for the project.	\$1,738.00
	12	RPM will attend and participate in one pre-construction meeting, provide shop drawing review for traffic signal, school flasher and ITS components throughout construction and perform up to four (4) field review visits during construction.	\$5,720.00
		<b>HFR - Survey</b>	
	13	Locate, verify and document original field control data.	\$3,300.00
		<b>Total Estimated Project Budget</b>	<b>\$36,884.15</b>

### **NOTES**

(1) Additional task required to complete Design and Construction Documents in accordance with TDOT Local Program modifications. This Contract Amendment will also provide for the Design Team to be in attendance at the pre-construction meeting and attend the first few months of project meetings to assist the CEI Team in providing interpretation and clarification of various design features.

#### **(2) Current/Pending Revisions**

- o Executive House driveway revisions which will impact Driveway Tabulation, Present, Proposed and Profile sheets, no change in quantity calculations.
- o Remove reference of retainer in project manual and clarification of bid form completion per your emails of May 6 & 11.
- o Revise estimated quantity items and related notes for approved proprietary items.

#### **(3) Current/Pending Revisions**

- o Revision date changes to referenced Standard Drawings and Supplemental Instructions.
- o Assemble Project Manual for printing and distribution at completion of all modification request.

#### **(4) Design Services not included in Original Scope of Services**

- o The design documents north of Rebel Circle on the west and Claude Yates on the east with exception of the CCTV system are not included within this scope of services. At the time of this proposal it was still unclear as to what if any actions would be taken with regards to the Mack Hatcher Parkway Extension project. Therefore, design of this section shall be negotiated once a clear understanding of the scope can be determined.

#### **(5) Addendum**

- o For designs not included in SEI's original Scope of Services, SEI will prepare the cover documents but all design related modifications shall be the responsibility to prepare and provide the necessary PDF's.

**EXCLUSIONS:**

Aerial survey  
Topographic Survey  
Update original 2002 field topographic survey.  
Utility Relocation Design  
Environmental and Erosion Control mitigation design plans  
Historical or Archeological mitigation plan  
Construction Testing and observation  
Roadway lighting  
Electrical design  
Storm Water mitigation, retention or detention requirements  
Geotechnical and Testing Services  
Structural (bridge, retaining walls and foundations)  
Environmental Updates

**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; our design team reserves the right to amend this proposal or execute a separate agreement that will provide such services. Services desired by the client, but not specifically outlined herein, can be provided on an hourly basis in accordance with the design teams standard hourly rates.

I hope this proposal meets with your approval. Please contact me at your convenience after you have had a chance to review this proposal so we can discuss and answer in questions.

Sincerely,

**Sullivan Engineering, Inc.**

*Paul V. Collins, Jr.*

Paul V. Collins, Jr.  
Vice President

cc: Mr. Richard Sullivan, PE, Sullivan Engineering, Inc.