



Hazen and Sawyer
545 Mainstream Drive, Suite 320
Nashville, TN 37228 • 615.783.1515

August 14, 2018

Ms. Patricia McNeese, PE
Utilities Project Manager
City of Franklin
124 Lumbar Dr.
Franklin, TN 37064

Re: Spencer Creek Sewer Improvements-2014-0044: Construction Administration

Dear Ms. McNeese:

We appreciate the opportunity to submit this proposal for Permitting, Bidding, and Construction Administration Services for the above mentioned project. The project will include the following tasks.

Task 1- Design:

- A. Hazen will update the 2015 previously approved plans and specifications to match the City's current standards for materials.
- B. Hazen will incorporate additional plan sheets to dig up and replace 175 feet of 8" ductile iron sewer behind PF Chang's to address deteriorated pipe and 60 linear feet of sag in the profile between MH A-4 and A-5 as shown in as-built drawings.
- C. Prepare bid documents and have review meeting with City.

Task 2- Permitting:

The project was originally permitted back in 2015 with CSX, TDEC (ARAP, DWPC, NPDES), TDOT, and USACE. Current status of each permit is listed below.

- CSX: Permit remains active.
- TDEC ARAP: Permit active until April 6, 2020, however the annual maintenance fee of \$350 for 2016 and 2017 has not been paid to TDEC. Correspondence with TDEC will be required to determine what steps are needed to regain compliance.
- TDEC DWPC: Approval expired on May 29, 2016. Plans and Specifications have to be resubmitted for approval, \$275 fee.
- TDEC NPDES: Permit remains active. Requires Notice of Termination to be submitted to be terminated.

- TDOT: Permit expired on February 13, 2016. Application has to be resubmitted for approval.
- USACE: Permit expired but can be reopened, per Mark McIntosh (Department of Army).

Hazen will coordinate with the above permitting agencies and resubmit necessary materials needed per the requirements listed including any reimbursable permit fees.

Task 3 - Bidding:

Hazen will prepare and distribute bid documents per the City of Franklin purchasing department guidelines. Hazen will be responsible for answering questions and preparing addendums during the bidding process and conduct a pre-bid conference, attend bid opening, review bids and make an award recommendation to the City. After approval, Hazen will prepare contract documents for signatures by the City and the Contractor.

Task 4 - Construction Administration:

Hazen will conduct a pre-construction meeting, review submittals, provide RFI and Change Order review/recommendation and review monthly contractor pay requests. Hazen will perform site visits as needed and conduct a monthly progress meeting. Hazen will prepare a brief status report and issue to the City via email each month throughout the project along with each invoice. Each report will include the status of milestones, updates on project activities, follow up on action items and other information pertinent to the project. Hazen will coordinate project closeout documentation and prepare record drawings based upon markups provided by the Contractor and City inspector. Hazen will communicate regularly with the City's inspector about site activities. Responsibilities of the City's Inspector include, but not limited to, the following:

- Document Stored Material Quantities,
- Daily Inspection of Construction Site BMPs,
- Daily Observation and Coordination of Contractor(s),
- Document Daily Material Quantities Installed and Assist Hazen with Monthly Pay Request,
- Pipe and Manhole Acceptance Testing,
- Record Drawing Markup,
- Initial Punch List Item Development,

Hazen proposes to perform this scope of services for a not-to-exceed fee of \$51,850, to be invoiced monthly based on established hourly rates and time documented, plus expenses. Expenses are anticipated to be \$1,325 for permitting and \$1,000 for Expenses (printing, travel, lodging, mileage, shipping, etc.) for a total fee of \$54,175. Refer to Attachment A for fee breakdown and categorical rates.

Hazen will begin work immediately upon notice to proceed. No out-of-scope work will be performed without prior written approval by the City. If unforeseen conditions or consulting needs arise beyond what is specifically mentioned in the Scope of Services above, and upon prior written approval by the City, Hazen will provide the additional services on an hourly basis based upon rates established between

Franklin and Hazen. Environmental assessment, public meetings, resident project representative, and easement acquisition/negotiation are not included in the scope of work.

As always we appreciate the opportunity and look forward to working with the City of Franklin to complete the project. Please contact Michael Orr or myself if you have questions or require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Woodard".

Scott Woodard, PE
Vice President

cc: Michael Orr, PE – Project Manager

ATTACHMENT A
City of Franklin
Spencer Creek Sewer Improvements: Design-RePermit-CA

		Woodard	Orr	J. Ponzio	B. Edwards	Lawrence	Hours/ Task	Fee
		VP/Project Principal	Associate	Assistant Engineer	Designer/ Technician	Administrative		
TASK 1 - Design								
1.1	Update 2015 Plans and Specs. Add 8" sewer at PF Chang's		24	12	48		84	\$ 10,560.00
1.2	Prepare Bid Documents		16	8	8	16	48	\$ 5,720.00
1.3	Bid Document Review Meeting w/City		4				4	\$ 700.00
	Task Total	0	44	20	56	16	136	\$ 16,980.00
TASK 2 -Permitting								
2.1	TDEC ARAP		2				2	\$ 350.00
2.2	TDEC WPC - Plans/Spec/Fee Prep/Submittal		8	4	16		28	\$ 3,520.00
2.3	TDEC NPDES - NOI submittal		2				2	\$ 350.00
2.4	TDOT - Plans Prep/Submittal			4	4		8	\$ 860.00
2.5	USACE - Permit Activation Coordination		2				2	\$ 350.00
	Task Total	0	14	8	20	0	42	\$ 5,430.00
TASK 3 - Bidding								
3.1	Distribute Documents to Bidders, Maintain Plan Holders List			4		8	12	\$ 1,040.00
3.2	Conduct Pre-Bid meeting		4				4	\$ 700.00
3.3	Respond to Questions during Bidding - Addendums	1	16	8	8	4	37	\$ 5,020.00
3.4	Prepare Bid Tabulations to determine Lowest Responsive Bidder & Issue Award Recommendation Letter	1	2	4			7	\$ 990.00
3.5	Coordinate with City and Lowest Responsive Bidder for Submittal of Required Contract Documents	1	8	4		4	17	\$ 2,340.00
	Task Total	3	30	20	8	16	65	\$ 10,090.00
TASK 4 - Construction Phase Services								
4.1	Conduct Pre-Construction meeting / Site Visit		4	4			8	\$ 1,140.00
4.2	RFI and Submittal document review		24	8		4	36	\$ 5,380.00
4.3	Site visits as needed. (Daily Inspection Reports and Quantity Documentation for Pay Requests shall be done by City)		32				32	\$ 5,600.00
4.4	Review Monthly Pay Request and Change Order Documents.		18				18	\$ 3,150.00
4.5	Project Closeout Documentation		8				8	\$ 1,400.00
4.6	Prepare record drawings from City and Contractor markups		4		16	4	24	\$ 2,680.00
	Task Total	0	90	12	16	8	126	\$ 19,350.00
	TOTAL	3	178	60	100	40	369	\$ 51,850.00

Expenses (printing, travel, lodging, mileage, shipping, etc.) \$ 1,000.00

Reimbursible Permit Fees \$ 1,325.00

Total Estimated Fee \$ 54,175.00

<u>Classification</u>	<u>Rate</u>
VP/Project Principal	\$200
Quality Control	\$205
Senior Associate	\$195
Associate	\$175
Sr. Principal Engineer	\$155
Sr. Principal Scientist	\$140
Sr. Principal Architect	\$140
Principal Engineer	\$130
Principal Scientist	\$120
Principal Architect	\$120
Engineer	\$120
Scientist	\$105
Architect	\$105
Assistant Engineer	\$110
Assistant Scientist	\$95
Assistant Architect	\$95
Sr. Hydraulic Modeler	\$160
Principal Designer	\$125
Designer/ Technician	\$105
Drafter	\$85
Construction Manager	\$140
Sr. Field Coordinator	\$120
Sr. Field Inspector	\$110
Administrative	\$75
Intern/Co-op	\$60