

**CITY OF FRANKLIN, TENNESSEE
PROFESSIONAL SERVICES AGREEMENT
COF Contract No. 2018-0066**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is by and between the City of Franklin, Tennessee, hereinafter referenced as City, and **COLLIER ENGINEERING CO., INC.** hereinafter referenced as Consultant, who mutually agree as follows:

DECLARATIONS. City desires to retain Consultant to provide survey, engineering, and related technical services in connection with City's project, hereinafter referenced as Project. The Project is described as follows:

Engineering Services for the Reconstruction of Tennis Courts at Jim Warren Park

1. SCOPE OF SERVICES. Consultant shall provide survey, engineering, and related technical services for the Project in accordance with the Scope of Services ("Services") as found in Attachment A, which shall be considered as an integral part hereof.
2. Consultant shall submit as a part of Attachment A an individual Fee Schedule and a Completion Schedule for the Project based on the detailed Scope of Services.
3. In event of a conflict between this Agreement and the attached document(s), this Agreement shall supersede conflicting terms and conditions.
4. Consultant shall be paid on a monthly basis for work performed based on the Fee Schedule, as contained in Attachment A, in the Not-to-Exceed Amount of **Seventy-Four Thousand Five Hundred Seventy-Five and No/100 Dollars (\$74,575.00)**.

The Board of Mayor and Aldermen Approved this Agreement on the _____ Day of _____ 201____.

TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

ARTICLE 1. SERVICES. Consultant will:

- 1.1 Act for City in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with standards of competent consultants using the standards in the industry:
- 1.2 Consider all reports to be confidential and distribute copies of the same only to those persons specifically designated by the City.
- 1.3 Perform all services under the general direction of a senior professional employee, licensed and/or registered in the State of Tennessee, when appropriate.
- 1.4 Designate, in writing, the sole Project representative to coordinate with City the Services to be provided, including all contact information.
- 1.5 Unless provided for in the Project Scope of Services (Attachment A), Consultant shall perform all Services with his own forces (employees). Should sub-consultants be proposed to be used in the Project, a listing of said sub-consultants with Services to be performed shall be provided. After approval of this Agreement, no substitute for sub-consultants shall be allowed unless approved by City.
- 1.6 Retain pertinent records relating to the services performed for a period of seven (7) years following the completion of the work; during this period the records shall be available for review by City at all reasonable times.

ARTICLE 2. CITY'S RESPONSIBILITIES. City, or its authorized representative, will:

- 2.1 Provide Consultant with all information regarding the Project, which is available to, or reasonably obtainable by, the City.
- 2.2 Furnish right-of-entry onto the Project site for Consultant's necessary field studies and surveys. Consultant will endeavor to restore the site to its original condition and shall remain solely liable for all damages, costs and expenses, including reasonable attorneys' fees, for failure to make such restoration.
- 2.3 Designate, in writing, the sole Project representative to coordinate with and direct the Consultant, including all contact information.
- 2.4 Guarantee to Consultant that it has the legal capacity to enter into this contract and that sufficient monies are available to fund Consultant's compensation.

ARTICLE 3. GENERAL CONDITIONS.

- 3.1 Consultant, by the performance of services covered hereunder, does not in any way assume, abridge or abrogate any of those duties, responsibilities or authorities customarily vested in other professionals or agencies participating in the Project.
- 3.2 Consultant shall be responsible for the acts or omissions of any party involved in concurrent or subsequent phases of the Project acting upon written instruction issued by the Consultant.
- 3.3 Neither City nor Consultant may assign or transfer its duties or interest in this Agreement without written consent of the other party.
- 3.4 **ALLOCATION OF RISK AND LIABILITY; GENERAL.** Considering the potential liabilities that may exist during the performance of the services of this Agreement, the relative benefits and risks of the Project, and the Consultant's fee for the services rendered, and in consideration of the promises contained in this Agreement, the City and the Consultant agree to allocate and limit such liabilities in accordance with this Article.

- 3.5 INDEMNIFICATION. Consultant agrees to indemnify and hold City harmless from and against legal liability for all judgments, losses, damages, and expenses to the extent such judgments, losses, damages, or expenses are caused by Consultant's negligent act, error or omission in the performance of the services of this Agreement. In the event judgments, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, they shall be borne by each party in proportion to its own negligence.
- 3.5.1 SURVIVAL. The terms and conditions of this paragraph shall survive completion of this services agreement.
- 3.6 LIMITATIONS OF RESPONSIBILITY. Consultant shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project unless specifically undertaken in Attachment A, Scope of Services ; (b) the failure of any contractor, subcontractor, Consultant, or other Project participant, not under contract to Consultant, to fulfill contractual responsibilities to City or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to Consultant in Attachment A, Scope of Services.

ARTICLE 4. TERMINATION BY THE CITY. The City may terminate this Agreement in accordance with the following terms and conditions:

- 4.1 Termination for Convenience. The City may, when in the interests of the City, terminate performance under this Agreement with the Consultant, in whole or in part, for the convenience of the City. The City shall give written notice of such termination to the Consultant specifying when termination becomes effective. The Consultant shall incur no further obligations in connection with the work so terminated, other than warranties and guarantees for completed work and installed equipment, and the Consultant shall stop work when such termination becomes effective. The Consultant shall also terminate outstanding orders and subcontracts for the affected work. The Consultant shall settle the liabilities and claims arising out of the termination of subcontracts and orders. The City may direct the Consultant to assign the Consultant's right, title and interest under termination orders or subcontracts to the City or its designee. The Consultant shall transfer title and deliver to the City such completed or partially completed work and materials, equipment, parts, fixtures, information and Contract rights as the Consultant has in its possession or control. When terminated for convenience, the Consultant shall be compensated as follows:
- (1) The Consultant shall submit a termination claim to the City specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the City. If the Consultant fails to file a termination claim within one (1) year from the effective date of termination, the City shall pay the Consultant the amount the City deems the Consultant is due.
 - (2) The City and the Consultant may agree to the compensation, if any, due to the Consultant hereunder.
 - (3) Absent agreement to the amount due to the Consultant, the City shall pay the Consultant the following amounts:
 - (a) Contract costs for labor, materials, equipment and other services accepted under this Agreement;

- (b) Reasonable costs incurred in preparing to perform and in performing the terminated portion of the work, and in terminating the Consultant's performance, plus a fair and reasonable allowance for direct job site overhead and earned profit thereon (such profit shall not include anticipated profit or consequential damages); provided however, that if it reasonably appears that the Consultant would have not profited or would have sustained a loss if the entire Agreement would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any;

The total sum to be paid the Consultant under this Section shall not exceed the total Agreement Price, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

- 4.2 Termination for Cause. If the Consultant does not perform the work, or any part thereof, in a timely manner, supply adequate labor, supervisory personnel or proper equipment or materials, or if it fails to timely discharge its obligations for labor, equipment and materials, or proceeds to disobey applicable law, or otherwise commits a violation of a material provision of this Agreement, then the City, in addition to any other rights it may have against the Consultant or others, may terminate the performance of the Consultant, in whole or in part at the City's sole option, and assume possession of the Project Plans and materials and may complete the work.

In such case, the Consultant shall not be paid further until the work is complete. After Completion has been achieved, if any portion of the Contract Price, as it may be modified hereunder, remains after the cost to the City of completing the work, including all costs and expenses of every nature incurred, has been deducted by the City, such remainder shall belong to the Consultant. Otherwise, the Consultant shall pay and make whole the City for such cost. This obligation for payment shall survive the termination of the Agreement.

In the event the employment of the Consultant is terminated by the City for cause pursuant to this Section and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a Termination for Convenience under this Section and the provisions of Section 4.1 shall apply.

- 4.3 Termination for Non-Appropriation. The City may also terminate this Agreement, in whole or in part, for non-appropriation of sufficient funds to complete or partially complete the Project, regardless of the source of such funds, and such termination shall be on the terms of Section 4.1.
- 4.4 The City's rights under this Section shall be in addition to those contained elsewhere herein or provided by law.

ARTICLE 5. SCOPE OF SERVICES. Consultant shall provide the Services as described in Attachment A, Scope of Services.

5.1 By mutual agreement, this Agreement and scope can be amended by the parties. The scope and fee for any additional tasks or services under such amendment shall be mutually negotiated and agreed to in writing prior to beginning such additional tasks or services.

5.2 ENVIRONMENTAL RESPONSIBILITY.

Where drilling/sampling services are involved, the samples obtained from the Project site are the property of the City. Should any of these samples be recognized by the Consultant to be contaminated, the City shall remove them from the Consultant's custody and transport them to a disposal site, all in accordance with applicable government statutes, ordinances, and regulations. For all other samples, the Consultant shall retain them for a sixty (60)-day period following the submission of the drilling/sampling report unless the City directs otherwise; thereafter, the Consultant shall discard the samples in accordance with all federal, state and local laws.

ARTICLE 6. SCHEDULE.

6.1 TIME OF THE ESSENCE. The parties agree that time is of the essence with respect to the parties' performance of all provisions of the Agreement.

6.2 Before executing this Agreement, the Consultant shall have prepared and submitted for approval to the City a Completion Schedule for the Project with milestones for the various stages (tasks) of the Services as outlined in the Scope of Services. The Consultant shall submit and obtain the City's approval for any proposed changes to the logic, durations, sequences, or timing of tasks as approved in the Completion Schedule.

6.3 FORCE MAJEURE. Neither party will be liable to the other for any delay or failure to perform any of the services or obligations set forth in this Agreement due to causes beyond its reasonable control, and performance times will be considered extended for a period of time equivalent to the time lost because of such delay plus a reasonable period of time to allow the parties to recommence performance of their respective obligations hereunder. Should a circumstance of force majeure last more than ninety (90) days, either party may by written notice to the other terminate this Agreement. The term "force majeure" as used herein shall mean the following: acts of God; strikes, lockouts or other industrial disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States or of the State or any of their departments, agencies or officials, or any civil or military authority; insurrections, riots, landslides, earthquakes, fires, storms, tornadoes, droughts, floods, explosions, breakage or accident to machinery, transmission pipes or canals; or any other cause or event not reasonably within the control of either party.

6.4 Should City request changes in the scope, extent, or character of the Project, the fee and the time of performance of Consultant's Services as indicated in Attachment A shall be adjusted equitably.

ARTICLE 7. USE OF DOCUMENTS, DATA.

7.1 All Documents, including, but not limited to, reports, drawings, specifications, and computer software prepared by Consultant pursuant to this Agreement are instruments of service in respect to the Project. Consultant shall retain an ownership and property interest therein (including the right of reuse at the discretion of the Consultant) whether or not the Project is completed.

- 7.1.1 USE OF DATA SYSTEMS: Ownership, property interests and proprietary rights in data systems used by Consultant do not extend to the data created by or supplied to Consultant by the City; all rights to that data (including derivative or hidden data such as metadata) shall vest solely in City at the moment of creation.
- 7.1.2 DISCLOSURE OF DOCUMENTS/DATA. City may be required to disclose documents or data under state or federal law. City shall notify Consultant if a request for data or documents has been made and shall give Consultant a reasonable opportunity under the circumstances to respond to the request by redacting proprietary or other confidential information. Consultant waives any right to confidentiality of any document, e-mail or file it fails to clearly mark on each page as confidential or proprietary. In exchange, Consultant agrees to indemnify, defend, and hold harmless City for any claims by third parties relating thereto or arising out of (i) the City's failure to disclose such documents or information required to be disclosed by law, or (ii) the City's release of documents as a result of City's reliance upon Consultant representation that materials supplied by Consultant (in full or redacted form) do not contain trade secrets or proprietary information, provided that the City impleads Consultant and Consultant assumes control over that claim.
- 7.2 By execution of this Agreement, Consultant and his sub-consultant(s) grant the City a royalty-free, perpetual, irrevocable, and assignable license to use any and all intellectual property interest Consultant or his sub-consultant(s) possess to any drawings, details, specifications, documents, and other information created before each of their first involvement with the Project and subsequently incorporated into the Project's documents. City-furnished data that may be relied upon by Consultant is limited to the printed copies that are delivered to the Consultant pursuant to Article 2 of this Agreement. Any copyrighted electronic files furnished by City shall be used by Consultant only for the Project as described herein. City's posting or publication of such documents created by Consultant for City shall constitute fair use and shall not constitute an infringement of Consultant's copyright, if any.
- 7.3 Documents that may be relied upon by City are limited to the printed copies (also known as hard copies) that are signed or sealed by the Consultant. Files in electronic media format of text, data, graphics, or of other types that are furnished by Consultant to City are only for convenience of City, unless the delivery of the Project in electronic media format has been dictated in Attachment A, Scope of Services. Any conclusion or information obtained or derived from electronic files provided for convenience will be at the user's sole risk.
- 7.4 Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. Unless stated otherwise herein, Consultant shall not be responsible to maintain documents stored in electronic media format after acceptance by City.
- 7.5 When transferring documents in electronic media format, Consultant makes no representations as to long term compatibility, usability, or readability, of documents resulting from the use of software application packages, operating systems, or computer

hardware differing from that as required of, and used by, Consultant at the beginning of this Project.

- 7.6 City may make and retain copies of Documents for information and reference in connection with use on the Project by the City, or his authorized representative. Such Documents are not intended or represented to be suitable for reuse by City or others on extensions of the Project or on any other project. Any such reuse or modifications without written verification or adaptation by Consultant, as appropriate for the specific purpose intended, will be at City's sole risk and without liability or legal exposure to the Consultant or to Consultant's sub-consultants.
- 7.7 If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- 7.8 Any verification or adaptation of the Documents for extensions of the Project or for any other project will entitle Consultant to further compensation at rates to be agreed upon by City and Consultant.

ARTICLE 8. INSURANCE.

- 8.1 During the performance of the Services under this Agreement, Consultant shall maintain the following minimum insurance:
 - a) General Liability Insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
 - b) Automobile Liability Insurance with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
 - c) Workers' Compensation Insurance Coverage A in accordance with statutory requirements and Coverage B, Employer's Liability Insurance, with a limit of \$500,000 for each occurrence.
 - d) Professional Liability Insurance with a limit of \$1,000,000 annual aggregate.
- 8.2 Consultant shall add the City an additional insured on all policies unless otherwise prohibited.
- 8.3 Consultant shall, upon execution of this Agreement, furnish City certificates of insurance, which shall include a provision that such insurance shall not be canceled without at least thirty (30) days' written notice to City.
- 8.4 No insurance, of whatever kind or type is to be considered as in any way limiting other parties' responsibility for damages resulting from their activities in the execution of the Project. City agrees to include, or cause to be included, in the Project's construction contract, such requirements for insurance coverage and performance bonds by the Project's construction contractor as City deems adequate to indemnify City, Consultant, and other concerned parties against claims for damages and to insure compliance of work performance and materials with Project requirements.

ARTICLE 9. PAYMENT.

- 9.1 City will pay Consultant for services and expenses in accordance with the Fee Schedule proposal submitted for the Project as part of the Scope of Services. Consultant's invoices will be presented at the completion of the work or monthly and will be payable upon receipt. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. City shall give prompt written notice of any disputed amount and shall pay the remaining amount.

- 9.2 Consultant shall be paid in full for all services under this Agreement, including City authorized overruns of the Project budget or unforeseen need for Consultant's services exceeding the original Scope of Services.
- 9.3 TRAVEL; EXPENSES
City shall reimburse reasonable expenses, including travel and meals, when specified in the Scope of Services, but only in accordance with the City's Travel and Expense Policy and Procedures Manual. The maximum amount will be applied as of the date of travel and as listed in the per diem reimbursement rates on the "CONUS" website developed by the United States General Services Administration, located at www.gsa.gov [click on 'per diem rates' under the 'etools' category].

ARTICLE 10. MISCELLANEOUS PROVISIONS

- 10.1 EQUAL EMPLOYMENT OPPORTUNITY. In connection with this Agreement and the Project, City and Consultant shall not discriminate against any employee or applicant for employment because of race, color, sex, national origin, disability or marital status. City and Consultant will take affirmative action to ensure that the contractor used for the Project does not discriminate against any employee and employees are treated during employment without regard to their race, age, religion, color, gender, national origin, disability or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 10.1.1 Consultant shall insert the foregoing provision in all contracts relating to this Project.
- 10.2 TITLE VI – CIVIL RIGHTS ACT OF 1964. City and Consultant shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), 49 C.F.R., Part 21, and related statutes and regulations.
- 10.2.1 Consultant shall insert the foregoing provision in all contracts relating to this Project.
- 10.3 NO THIRD PARTY RIGHTS CREATED. City and Consultant each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this Agreement and to their successors, executors, administrators, permitted assigns, legal representatives and partners of such other party in respect to all provisions of this Agreement. The Services provided for in this Agreement are for the sole use and benefit of City and Consultant. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than City and Consultant.
- 10.4 WARRANTIES/LIMITATION OF LIABILITY/WAIVER. City reserves all rights afforded to local governments under law for all general and implied warranties. City does not waive any rights it may have to all remedies provided by law and therefore any attempt by Consultant to limit its liability shall be void and unenforceable.

ARTICLE 11. EXTENT OF AGREEMENT:

- 11.1 APPLICABLE LAW/CHOICE OF FORUM AND VENUE. This Agreement is made under and will be construed in accordance with the laws of the State of Tennessee without giving effect to that state's choice of law rules. The parties' choice of forum and venue shall be exclusively in the courts of Williamson County, Tennessee. Any provision of this

Agreement held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force.

- 11.2 ENTIRE AGREEMENT. This Agreement, including these terms and conditions, represent the entire Agreement between City and Consultant for this Project and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may be amended only by written instrument signed by City and Consultant.

ARTICLE 12. DISPUTE RESOLUTION, BREACH.

- 12.1 If a dispute should arise relating to the performance of or payment for the Services under this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder. No arbitration or mediation shall be required as a condition precedent to filing any legal claim arising out of or relating to this Agreement. No arbitration or mediation shall be binding.
- 12.2 BREACH. Upon deliberate breach of the Agreement by either party, the non-breaching party shall be entitled to terminate the Agreement with notice, with all of the remedies it would have in the event of termination, and may also have such other remedies as it may be entitled to in law or in equity.

ARTICLE 13. SURVIVAL.

The provisions contained in this Professional Services Agreement shall survive the completion of or any termination of the Agreement, contract or other document to which it may accompany or incorporate by reference or which subsequently may be modified, unless expressly excepted from this Article upon consent of both parties.

BY: _____
Consultant's Signature
TITLE: _____
Date: _____

BY: _____
Dr. Ken Moore
Mayor
Date: _____

Approved as to Form:

Tiffani M. Pope, Staff Attorney



April 16, 2018

Mr. Paul Holzen, P.E.
 Director of Engineering
 City of Franklin
 109 Third Avenue South
 Franklin, TN 37064

Subject: Jim Warren City Park Tennis Courts: Proposal for Design, Survey, Project Management, Construction Management, Construction Inspection, and Testing

Dear Mr. Holzen:

The staff of Collier Engineering Co., Inc. has a vast amount of experience in engineering, Civil and Landscape Architecture design, project management, construction engineering and inspection, and related technical services. We currently provide engineering, project management, survey services, and construction inspection for the Williamson County Highway Department and Williamson County Schools. We have provided project management, construction management and construction inspection to Metro Nashville's Parks and Recreation Department over the last 5 years for their Recreational Surfaces Rehabilitation Program. During this time, we managed the construction, rehabilitation and/or repair of 84 tennis courts and 3 basketball courts. We have also assisted Williamson County Schools rehabilitate 18 tennis courts over the past three years. We provide experienced engineers, project managers, and inspectors who are very knowledgeable with the requirements set forth by TDOT, ADA, USTA, and the ASBA.

We understand that the City of Franklin is seeking design, inspection, testing, project and construction management assistance at Jim Warren City Park for the removal and replacement of 8 asphalt tennis courts. For a specific set of tasks, we propose on this project, please see below:

TASK 1: DESIGN & SURVEY SERVICES

Collier Engineering is proposing to provide civil design services. The application of sustainable techniques will be considered for this project with considerations to site sustainability, materials and resource use and efficiency, and design innovation. However, this



project does not include any certification or commissioning of any benchmark programs such as LEED or Sustainable Sites.

Design tasks shall include:

- As-built and topographic survey of the project area, locating existing site features and data points as necessary to portray existing topography. Spot grades will be to within 0.01' accuracy and contour lines will be provided to within 0.5' accuracy. Survey does not include any boundary or property information including descriptions of property lines or any proposed easements or encroachments.
- Demolition plan for (8) existing asphalt tennis courts to include all fencing and tennis related on court structures. Light standards, infrastructure, and existing shelters located to the west to remain.
- Layout Plans for (8) new asphalt tennis courts to include proper drainage, line marking, fencing, net posts, center anchors meeting current United Tennis Association (USTA) and American Sports Builders Association (ASBA) design standards.
- Erosion Control Plan (SWPPP) and Environmental Permitting (TDEC), subject to review by the appropriate agencies.
- Providing all construction documents (CD's) for the tennis courts, including all appropriate details and specifications.
- Collier staff will facilitate design review meetings at 60% CD's and 90% CD's with the appropriate City of Franklin staff. We will include an opinion of cost at those meetings to facilitate any design changes requested. Major points of discussion, decisions and follow action items will be recorded and distributed as meeting minutes. Following receipt of comments at 90% completion, Collier will make any necessary edits to the plans and specifications for the project and submit final plans in pdf form. Opinions of cost for the project will be finalized and also submitted in excel format such that the City of Franklin may utilize this document as a bid form.

TASK 2: PROJECT BID ASSISTANCE & PRE-BID MEETING

Collier shall take the existing plans and specifications for the subject project and assemble an ITB or RFB to current City of Franklin Purchasing guidelines. Collier will provide an engineer stamped Bid Tabulation to assist the city in determining the low responsive bidder on the project. Collier



shall provide all necessary documents to The City of Franklin to successfully enter into a contract to include all bonds, signatures, references, etc.

Other primary tasks shall include:

- Our staff will assist the City of Franklin by attending one pre-offer type meeting and answering questions from bidders as necessary.
- Collier staff will prepare information needed at the meetings such as agendas, sign in sheets and other information pertinent to this project.

TASK 3: PROJECT MANAGEMENT & CONSTRUCTION MANAGEMENT

Collier Engineering will assign a project manager/construction manager to this project. This person shall be responsible for the following:

- Communication and coordination with the client throughout all phases of the project.
- Liaison between client, other stakeholders, and contractors.
- Providing personnel to assist at specified meetings with contractors and other agencies related to the project if necessary.
- Preparation and supplying necessary project specific information for meetings if necessary.
- Managing project submittals and shop drawing reviews.
- Collier Engineering shall coordinate and have project progress meetings to discuss the status of the project at an interval to be determined by the City of Franklin Project Manager. Collier shall prepare and distribute minutes notes of the meeting including documentation of the resolution of any issues.
- Pay quantities will be submitted by the contractor to the Collier project manager for review and payment. Collier will review the contractor's monthly pay estimate to ensure accuracy and completeness. Once the payment request is in order, Collier will sign pay estimate and submit to the City of Franklin Project Manager with recommendation for payments.
- Collier project manager will help in closing out project coordinating with the City of Franklin project manager. This includes any documentation and permit closing that may be necessary.



TASK 4: PROJECT INSPECTION AND DOCUMENTATION (CEI SERVICES)

Collier Engineering is proposing to provide complete onsite project level inspection: This task includes:

- **Pre-Construction Meeting:** Before any work is to begin, an onsite pre-construction meeting shall be held to discuss the contractor's plan of operation, required contract provisions, environmental commitments if applicable, erosion control, traffic control/parking control, work zone safety, inspection, materials acceptance, submittals, quality control plans, subcontractors, etc. Collier Engineering will prepare for and conduct the meeting. The City of Franklin Project Manager will schedule the meeting and will attend to assist as needed. The contractor, City of Franklin officials, and any other stakeholders shall be invited to this meeting. Minutes of this meeting, including an attendance roster, shall be kept by Collier, and key decisions shall be fully documented.
- **Project Inspection:** This task includes monitoring the actual project construction, tracking quantities and collection of material tickets, preparing field notes/daily reports, keeping photo log, and ensuring work meets plan specifications/requirements.
- **Project Testing:** This task includes asphalt testing (binder and surface course) and observations for proof roll of base stone course.
- **Final Inspection and Acceptance:** When the contractor has reached substantial completion, Collier will then conduct a project walk-through with the City of Franklin project manager to generate a punch list of items to be taken care of prior to signifying final completion of the project.

The estimated costs for these services are broken down into the following major tasks:

Estimated Fees:

TASK 1 (Design & Survey Services)	\$40,250.00
TASK 2 (Project Bid Assistance & Pre-Bid Meeting)	\$5,725.00
TASK 3 (Project & Construction Management)	\$9,100.00
TASK 4 (CEI Services, Inspection & Testing)	\$19,500.00
<hr/>	
TOTAL ESTIMATED FEE: <u>\$74,575.00</u>	



Attached please find supporting documentation showing the hours projections used to calculate the referenced fees. Should you have any questions or require additional information, please do not hesitate to contact me. We look forward to working with you on this project!

Respectfully submitted,

Collier Engineering Co., Inc.

A handwritten signature in blue ink that reads 'Matt Campbell'. The signature is written in a cursive, flowing style.

Matt Campbell

Project Manager/Construction Manager

Client: City of Franklin, Tennessee

Project: Jim Warren City Park Tennis Courts

COLLIER ENGINEERING ESTIMATED HOURS				
TASK NO.	DESCRIPTION	HOURS	RATE	PROJECTED COST
1	Design & Survey Services			
	Senior Project Manager	24	\$140.00	\$ 3,360.00
	Senior Project Engineer	40	\$120.00	\$ 4,800.00
	Construction Manager	65	\$100.00	\$ 6,500.00
	Design Engineer	178	\$105.00	\$ 18,690.00
	Survey Manager	8	\$95.00	\$ 760.00
	Senior Inspector	16	\$75.00	\$ 1,200.00
	CADD/GIS Technician	12	\$65.00	\$ 780.00
	Survey Party Chief	32	\$75.00	\$ 2,400.00
	Survey Technician	32	\$55.00	\$ 1,760.00
TASK 1 SUBTOTAL:				\$40,250.00
TASK NO.	DESCRIPTION	HOURS	RATE	PROJECTED COST
2	Project Bid Assistance & Pre-Bid Meeting			
	Principal	5	\$195.00	\$ 975.00
	Construction Manager	40	\$100.00	\$ 4,000.00
	Engineer in Training	10	\$75.00	\$ 750.00
TASK 2 SUBTOTAL:				\$5,725.00
TASK NO.	DESCRIPTION	HOURS	RATE	PROJECTED COST
3	Construction & Project Management			
	Senior Project Manager	10	\$140.00	\$ 1,400.00
	Construction Manager	62	\$100.00	\$ 6,200.00
	Engineer in Training	20	\$75.00	\$ 1,500.00
TASK 3 SUBTOTAL:				\$9,100.00
TASK NO.	DESCRIPTION	HOURS	RATE	PROJECTED COST
4	Construction Engineering and Inspection (CEI) & Testing			
	Senior Inspector	260	\$75.00	\$ 19,500.00
TASK 4 SUBTOTAL:				\$19,500.00
NOT TO EXCEED GRAND TOTAL:				\$74,575.00
Reimbursable Expenses Not Included:				
<i>Cost for the following item will be submitted for reimbursement at cost:</i>				
<i>Fees for necessary permit applications submitted by Collier on behalf of the client</i>				