

RESOLUTION 23-195

**A RESOLUTION TO APPROVE RENEWAL OF PROFESSIONAL SERVICES
AGREEMENT WITH THE NEEL SCHAFFER FOR ON-CALL TRAFFIC
ENGINEERING SERVICES**

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen previously identified and approved the need for on-call traffic engineering services related to the review and preparation of traffic studies, providing and reviewing traffic signal timing, and assisting with any additional traffic related engineering projects on an as-needed basis by resolution 21-189; and

WHEREAS, the Professional Agreement was for a two (2) year term with the option to renew for two additional one-year periods if both parties agree; and

WHEREAS, the City Staff recommends the renewal of the Professional Services Agreement with the Neel Schaffer for on-call engineering services for a one-year period with the option to renew for an additional one-year period if both parties agree; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen, approves the renewal of the Professional Services Agreement with the Neel Schaffer for on-call traffic engineering services.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of October, 2023.


Jim Hagaman, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 23-195*

SUBMITTED BY: Tyler Scroggins, Public Works Director
Peter Hughes, Development Services Director

DATE: October 2, 2023

RE: To authorize the renewal of the Professional Services Agreement with the Neel Schaffer for on-call traffic engineering services

ATTACHMENTS: Contract

PURPOSE:

The purpose of this resolution is to approve the renewal of the Professional Services Agreement with the Neel Schaffer to be used as an outside consultant when needed for on-call traffic engineering services.

BACKGROUND:

The city's existing contract for professional on-call traffic engineering services expire on November 1, 2023. Resolution 21-189 approved the Professional Services Agreement with Volkert for a period of two-years with the option to renew for two additional one-year periods if both parties agree. Both parties have agreed to an additional one-year renewal.

STAFF RECOMMENDATION:

Staff recommends the renewal of the Professional Services Agreement with Neel Schaffer for on-call traffic engineering services.

September 26, 2023

Mr. Peter Hughes
Development Director
City of Spring Hill
199 Town Center Parkway
Spring Hill, TN 37174



**Subject: Professional Engineering Services Agreement Extension
On-Call Traffic Engineering Services**

Dear Pete:

As requested, we are pleased to submit this confirmation notice that will allow Neel-Schaffer to continue providing as-needed traffic engineering services to the city of Spring Hill. This correspondence serves to extend our availability to perform services for an additional continuous period as documented in the original contract executed in October 2021. The agreement's Scope of Services and General Terms and Conditions remain as contained in the original agreement. As set forth in the agreement, compensation for review or preparation of traffic impact studies will be arranged and agreed upon directly with the respective applicants prior to providing services. Neel-Schaffer, Inc. may also provide other traffic engineering services at the request of city officials under this agreement. Individual task orders will be developed that outline the scope and fee of the proposed work as approved in writing by both parties following the enclosed hourly rate schedule.

2023 CLASSIFICATION HOURLY RATE SCHEDULE

Principal	\$265.00
Project Manager	\$230.00
Senior Engineer.....	\$210.00
Project Engineer	\$140.00
Senior Planner	\$160.00
Project Planner	\$120.00
Professional Intern	\$115.00
Construction Manager.....	\$200.00
Inspector.....	\$110.00
Technician.....	\$125.00
Administrative	\$ 80.00

We appreciate the opportunity to continue providing these services to the City of Spring Hill. Please let us know if you have any questions or need additional information.

Sincerely,
NEEL-SCHAFFER, INC.

Gregory D. Judy, P.E., PTOE
Engineer Manager/Vice President

P: 615.217.0500 | F: 615.383.9984

201 East Main Street, Suite 325

Murfreesboro, TN 37130

www.neel-schaffer.com

engineers | planners | surveyors | environmental scientists | landscape architects



September 26, 2023

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**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF SPRING HILL, TENNESSEE
AND THE NEEL SCHAFFER**

THIS AGREEMENT is renewed this the ____ day of _____, 2023, by and between **CITY OF SPRING HILL, TENNESSEE** (hereinafter "City"), and Neel Schaffer (hereinafter "Consultant").

WITNESSETH:

WHEREAS, the City has determined to enter into an agreement with a consulting firm to assist with on-call traffic engineering services on as-needed basis; and

WHEREAS, the City submits that it has the authority to contract with Consultant to provide professional services for the work desired by the City; and

WHEREAS, by renewing this Agreement, Consultant affirms that it has extensive experience in traffic engineering for the City of Spring Hill providing such services in a professional manner in accordance with the terms and conditions of this Agreement as well as the standard of care practiced by other consultants and professionals performing similar services within the industry.

NOW, THEREFORE, in consideration of the premises and recitals hereinabove set forth, which are incorporated herein by reference, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and the mutual covenants contained herein, the City and Consultant agree as follows:

ARTICLE 1 - SCOPE OF SERVICES TO BE RENDERED BY CONSULTANT

1. Consultant shall perform all necessary professional services in a satisfactory and proper manner, consistent with the City's requirements for the Project and by reference made a part hereof, including, but not be limited to, the following:

- Analysis of corridors for traffic improvement recommendations (traffic calming evaluations and recommendations)

The City currently has several major corridors that are in need of traffic calming evaluations and recommendations. The Consultant will be responsible for any traffic studies needed, review of data, evaluation of data and recommendations to be presented to the City TAC, BOMA and/or HOA.

- Review and/or preparation of Traffic Impact Studies ("TIS") for development applications (to include data collection, criteria, review and evaluation summary to identify developer obligations for project approval and will be included with staff repmts for the applicable development)

When City staff determines a TIS is required for a development application, the Consultant will meet with the development team to initiate the project and formulate a clear understanding of the project requirements (scope, schedule, communication protocol and cost of services). The development team's traffic engineer or the City's selected traffic Consultant will prepare a Memorandum of Understanding (MOU) based on the initial meeting. Additional meetings, as needed, may be held with the City staff and/or development team at which the Consultant will provide the recommendation from the TIS review for inclusion into the City's staff report. Project meetings will be held at City offices or another location agreed upon by all parties. The development team's traffic engineer or the City's traffic Consultant will prepare agendas for and schedule all meetings. The City's traffic Consultant may be asked to attend City Planning Commission and/or Board of Mayor and Aldermen meetings when the project is up for approval.

The developer will be required to utilize the City's traffic Consultant as a third party reviewer for any needed TIS. Additionally, the City reserves the right to require the TIS be completed by the City's traffic Consultant if the City deems the development may be controversial or determined it is in the best interest of the City. Payments will be made directly from the developer to the Consultant for services rendered and the City shall have no responsibility or liability therefore to the Consultant in the event of Developer non-payment to the Consultant. Final approval of development applications may be delayed until payment for the TIS has been made.

- Performing traffic data collection
- Conducting traffic signal timing studies
- Other municipal traffic related services

2. All documents prepared by Consultant that form a part of the services rendered hereunder shall, upon completion of the exhibits, calculations, draft reports, presentation material, etc. will become the property of the City. Such documents shall not be used by either party on any other project, except as reference materials.

3. The City will furnish all information, data, reports and maps as are existing and identified by Consultant as necessary for carrying out the work that are available to the City without cost to Consultant.

ARTICLE 2 – CITY’S RESPONSIBILITIES

The City will provide to Consultant all criteria and full information as to the Project’s requirements, and shall furnish the following:

1. Provide Consultant with all known available information that is pertinent to the Project.
2. Meet with Consultant for ongoing discussions to assist in directing the consultant.
3. Give thorough consideration to all reports, exhibits or technical memorandums and other documents presented by Consultant and inform Consultant of all decisions within a reasonable time so as not to delay the work of Consultant (i.e. furnish approval or instructions for change).
4. Promptly schedule all required special meetings, serve all public and private notices, receive and act upon all protests.
5. Designate, in writing, a single person to act as Consultant point of contact with the City. The contact person for the City of Spring Hill will be [Insert name and position].
6. Give prompt written notice to Consultant when it is known that either the Project criteria or conditions have changed, or there is reason to believe Consultant work is deficient in intent or technical content.

ARTICLE 3 - TERM

1. The original term of this agreement was for a period of two (2) years from November 1, 2021, through November 1, 2023, with the option to extend this agreement in writing pursuant to Article 9 herein, as agreed upon by the parties for two (12) month periods.
2. The parties have agreed to a 12-month extension of this agreement from November 1, 2023, through October 31, 2024, with the option to extend this Agreement in writing, pursuant to Article 9 herein, as agreed upon by the parties for one additional (12) month period.

ARTICLE 4 - FEES

1. In consideration of the performance of services rendered under this Contract, Consultant shall be compensated for services performed in accordance with the cost proposal submitted by the Consultant.
2. Invoices shall be submitted by Consultant to the City in monthly statements for services rendered, if any. The statements shall be based on percent completion of the lump sum amount, and incurred expenses. Each individual invoice shall be due and payable thirty (30) days after receipt.
3. If the City disputes any portion of Consultant invoices, the undisputed portion will be paid by the City, and Consultant will be notified in writing within ten (10) days of receipt of the exceptions taken to such invoice. The City and Consultant will attempt to resolve any payment dispute within sixty (60) days, and both parties agree that no action for collection thereon shall be filed within this time period.

ARTICLE 5 – NOTICE

All notices, certificates or other communications hereunder shall be deemed sufficiently given and shall be deemed given when delivered by hand-delivery or mailed by first class, postage prepaid, registered or certified mail and addressed as follows:

If to Consultant:	Attn: Greg Judy Title: Engineer Manager 201 E Main Street, Ste 325 Murfreesboro, TN 37130
If to City:	Attn: Pamela S. Caskie Title: City Administrator 199 Town Center Parkway Spring Hill, TN 37174
Copy to:	Patrick M. Carter, Esq. City Attorney P.O. Box 1431 Columbia, TN 38402-1431

ARTICLE 6 - TERMINATION

1. This Agreement may be terminated by either party upon thirty (30) days' written notice should the other party fail substantially to perform in accordance with the terms outlined herein through no fault of the party initiating the termination.

2. This Agreement may be terminated by Consultant in the event that the City permanently abandons the Project.

3. In the event of termination by either party, Consultant shall be compensated for all services performed prior to the termination date.

ARTICLE 7 - DISPUTE RESOLUTION AND GOVERNING LAW

1. The City and Consultant shall attempt to resolve conflicts or disputes under this Agreement in a fair and reasonable manner and agree that if an informal resolution cannot be achieved, the parties shall submit the matter to a mutually agreed upon mediator in an attempt to resolve the dispute through the mediation process. Such mediation process shall be initiated by a request in writing by either party.

2. The mediation provision can be waived by the mutual consent of the parties or by either party if such party's right would be irrevocably prejudiced by a delay in initiating a legal proceeding.

3. Governing Law, Venue and Jurisdiction: This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee. The venue and jurisdiction for any dispute arising pursuant to this Agreement shall be in the Circuit Court for Maury County, Tennessee.

ARTICLE 8 – BREACH

1. The term “breach of agreement” specifically includes, but is not limited to, failure to comply with any applicable federal, state or local laws or regulations.

2. One or more waivers of breach of any provision of this Agreement by any party shall not be construed as a waiver of subsequent breach of the same provision, nor shall it be considered a waiver of any other then existing or subsequent breach of a different provision.

3. The substantially prevailing party in any legal proceeding hereunder by and between the parties shall be entitled to their reasonable attorney’s fees and court costs incurred in said legal proceeding.

ARTICLE 9 - MODIFICATION

This Agreement shall not be modified unless such modifications are evidenced in writing in the form of a written Amendment, which is signed by both the City and Consultant. Should any changes in the design of the Project be necessary, the City’s designee shall report such change to Consultant in writing. If the City determines that any changes in work are necessary to complete the Project, then Consultant shall be allowed compensation based upon the original contract terms, including the additional work in the overall cost of the construction of the Project.

ARTICLE 10 - INDEMNITY AND HOLD HARMLESS

1. City shall agree to indemnify and hold Consultant, its officers, agents and/or employees, harmless from and against any and all lawsuits, damages and expenses, including court costs and attorneys’ fees, by reason of any claim and/or liability imposed, claimed and/or threatened against the City, its officials, agents and/or employees, for damages because of bodily injury, death and/or property damages arising out of or in consequence of the performance of services under this Agreement to the extent that such bodily injuries, death and/or property damages are attributable to the negligence of the City, its agents, employees, or any other entity for which the City may be found to be legally liable. This provision shall survive the completion of all services, obligation and duties provided pursuant to the Project, or the termination of this Agreement for any reason.

2. Consultant shall agree to indemnify and hold the City, its officers, agents and/or employees, harmless from and against any and all lawsuits, damages and expenses, including court costs and attorneys’ fees, by reason of any claim and/or liability imposed, claimed and/or threatened against Consultant, its officials, agents and/or employees, for damages because of bodily injury, death and/or property damages arising out of or in consequence of the performance of services under this Agreement to the extent that such bodily injuries, death and/or property

damages are attributable to the negligence of Consultant, its agents, employees, or any other entity for which Consultant may be found to be legally liable. This provision shall survive the completion of all services, obligation and duties provided pursuant to the Project, or the termination of this Agreement for any reason.

ARTICLE 11 – INSURANCE

Consultant shall maintain, during the term of this Agreement, or any extension hereof, the following insurance policy, written by an insurance company authorized to do business within the State of Tennessee, and furnish City, in duplicate, Certificates of Insurance as evidence thereof:

1. Worker's Compensation: Providing coverage in compliance with the laws of the state in which any part of the work is to be performed, and Employer's Liability Coverage in the minimum amount of the statutory limit for each occurrence.

2. Comprehensive (Commercial) General Liability Insurance: Bodily injury and property damage combined single limit in the minimum amount of \$1,000,000.00 for each occurrence.

3. Automobile (Business) Liability Insurance: Bodily injury and property damage combined single limit in the minimum amount of \$1,000,000.00 for each occurrence, \$1,000,000.00 aggregate.

4. Professional Liability Insurance: Professional liability insurance covering claims arising from errors, omissions or negligent acts committed in the performance of professional services under this Agreement with limits of \$1,000,000.00.

ARTICLE 12 - SEVERABILITY

In the event any provision of this Agreement or any instrument delivered in connection herewith shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof or thereof.

ARTICLE 13 - BINDING EFFECT

This Agreement shall inure to the benefit of and shall be binding upon the parties and their respective heirs, administrators, successors and assigns.

ARTICLE 14 - INDEPENDENT CONTRACTOR RELATIONSHIP

It is specifically understood that Consultant relationship with City shall be that of independent contractor and Consultant shall in no sense be considered an agent or employee of City, nor shall Consultant be, as a result of the relationship established by this Agreement, entitled to or eligible to participate in any benefits or privileges extended or given by City to its employees, notwithstanding this Agreement.

ARTICLES 15 - HEADINGS AND EXHIBITS

The paragraph headings in this Agreement are for convenience only, and they form no part of this Agreement and shall not affect its interpretation.

ARTICLE 16 - FORCE MAJEURE

Consultant shall not be liable to City or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond Consultant reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by Consultant and unusually severe weather. Consultant agrees to notify City of the existence and nature of any delay.

ARTICLE 17 - ENTIRE AGREEMENT

This Agreement and accompanying documents contain the entire agreement between the parties with respect to the subject matter hereof and all prior or contemporaneous written or oral agreements with respect to the subject matter hereof are superseded hereby.

IN WITNESS WHEREOF, the City has caused this Agreement to be signed by its authorized representative, and Consultant has caused this Agreement to be signed in its corporate name by its authorized representative as of the day and year first written above.

CITY OF SPRING HILL, TENNESSEE

By: 
Jim Hagaman, Mayor

Neel Schaffer

By:  09/29/2023

Greg Judy
(Print Name)