

**RESOLUTION 24-35**

**A RESOLUTION TO AUTHORIZE THE MAYOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH HR GREEN INC. FOR ON-CALL ENGINEERING SERVICES**

**WHEREAS**, the City of Spring Hill has identified the need for on-call engineering services to perform services related to proposed development reviews; and

**WHEREAS**, a Request for Qualifications was advertised and Statement of Qualifications were opened on November 11, 2023; and

**WHEREAS**, five (5) Statement of Qualifications were received with staff review selecting two (2) to enter in to a Professional Services Agreement with the City; and

**WHEREAS**, City staff recommends entering in to a Professional Services Agreement with HR GREEN INC. for a period of three (3) years from date of execution with the option to renew for two (2) twelve (12) month periods if both parties are in agreement for extension; and

**WHEREAS**, cost of services will be based on a fee schedule included as part of this Resolution.

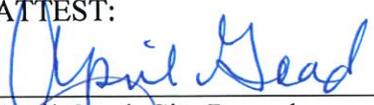
**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen:

1. Approve the Professional Services Agreement with HR GREEN INC. for on-call engineering services to be utilized on as an-needed basis, attached hereto.
2. Authorize the Mayor to execute the Professional Services Agreement, attached hereto.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 5<sup>TH</sup> day of February, 2024.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney

**Discussion Item:** Adoption of a Policy Statement, Vendor Contracts, Updated Fee Schedule, and On-Call Service Ordinance as it relates to Third-Party Plan Reviews for Development Services.

**Request:** Staff is requesting to enact a Third-Party Review service for Development.

**History:** The Development Services Department conducts all development application plan reviews and coordinates those reviews with the other City departments (Utilities, Public Works, Fire, Buildings, Parks and Recreation, Engineering, and Planning). To provide the level of service in the time set by the BOMA, a Third-Party Review process is being requested.

**City Interdepartmental Cooperation:** The Development Services Department has discussed this process and policy with the other City departments (Utilities, Public Works, Fire, Buildings, Parks and Recreation, Engineering, and Planning) and has received a supportive consensus for this process and policy.

**Changes:** Development Services Department will facilitate the review process through the Third-Party Plan Review Agency and coordinate that review with other City departments (Utilities, Public Works, Fire, Buildings, Parks and Recreation, Engineering, and Planning). All City departments will review the recommendation provided by the Third-Party Review Agency to add additional concerns or agree with the recommendation as presented. Only the City will have the ability to approve development applications or release permits.

**Look Ahead:** The Third-Party Plan Review Services is a temporary measure to assist the Development Service Department accomplish the vision and mission of the City of Spring Hill to regulate smart development of the City to the Unified Development Code in the time directed by the Board of Mayor and Alderman until such time as City has sufficient staff to complete the reviews without assistance.

**Conclusion:** Staff recommends that the Board of Mayor and Alderman adopt these Resolutions for the Third-Party Review Services. The adoption of these Resolutions and Ordinance will help city staff, design engineers, contractors, and developers accomplish the City's mission and vision to as it pertains to smart growth.



MEMO

To: Lance Holdorff, PE, City of Spring Hill

From: W. Todd Estes, PE, HR Green

CC: Tina York, PE, HR Green; Brandy Williams, PE, HR Green

Subject: Engineering Development Review Consultant

Date: January 25, 2024

HR Green is pleased to respond to the City of Spring Hill’s request for pricing and schedule regarding the referenced RFQ. HR Green is presenting proposed pricing, scheduling, services and underlying assumptions associated with the engineering development review services. In addition, we provide the assumed project schedule and have a recommended action item that could be rolled into the final scope of work.

**Proposed Pricing Structure:** The table below summarizes HR Green’s rates<sup>1</sup> and underlying annual hourly assumptions. An attachment is also appended to this memo showing the variability of billing rates dependent on the personnel engaged in review. HR Green will maintain consistency in reviewers to project reviewers by keeping projects with the same reviewer throughout the approval process as much as possible.

Task Description	Estimated Hours Per Project to Approval	Hourly Rates	Net Average Rate	Total Estimated Fee Per Project to Approval
Engineering Plan Review	50 - 72	\$101 - \$285	\$201.23	\$9,200 - \$14,400

Estimated hours are based on current typical staff expected review turnaround times. The actual billable rate is dependent upon actual staff assigned to the submitted project and the net average reflects a typical expected average hourly cost to perform this service. Any travel costs associated with in-person meetings will be billed to the City as an add-on fee to be passed on to the applicant upon request. The primary mode of communication will be via Microsoft Teams meetings, phone calls, and email. All Paid Time Off (PTO), continuing education time to maintain credentials, and other related indirect time will be the responsibility of HR Green. HR Green will provide notice to the City when the budget is 80% expended to determine how remaining resources should be committed. As situations warrant, HR Green is open to working with the City beyond the contract value conditioned that a forthcoming amendment is provided to the City for action retroactive to the period when the contract value has been exhausted.

<sup>1</sup> A more detailed rate and level of experience table is summarized in Exhibit A. This exhibit is meant to illustrate the depth and associated credentials of the core team. Other resources may be leveraged as work volumes and schedules warrant.



**Project Schedule:** Based on issuance of a notice to proceed from the City of Spring Hill, HR Green will be fully prepared to proceed with the services requested by the City. Development review services will begin immediately upon receipt of Notice To Proceed. Integration of development review software will also begin at this point, but full integration of the software will require time with a schedule dependent on the level of service required by the City (i.e., engineering review items only versus all development review items). If the City elects to take this course the designated start date will be based on when the authorization to proceed is delivered. The delivery of services will commence from that date (assume to be 2024) and proceed until 2027, with potential contract extensions for 2028 and 2029. HR Green is open to exploring other project schedule options that the City has in mind.

**Joint On-Site Work Session:** HR Green proposes a joint on-site (i.e., City of Spring Hill, Tennessee) coordination meeting with the City of Spring Hill development review team. Costs associated with HR Green's staff participating in this meeting would be subject to a discussion with the City about expectations of the session(s), number of people involved, duration of the session(s), etc. If the City is open to this approach, HR Green recommends that a session such as this be conducted at least annually and potentially semi-annually over the term of this contract.

**Pilot Program Approach for Initial Six Months:** We recognize that this engagement is new to the City of Spring Hill. As such, HR Green would like to recommend an initial six-month pilot period designed to address two concerns: First, serve as the City's representative in reviewing appropriate civil engineering plans submitted as part of the City's development review process; and Second, to enable both the City and HR Green gain a more tangible understanding of the City's development standards, policies, and protocols concerning development review as well as other departments and agencies involved in the process. This pilot period will serve a dual benefit of meeting an immediate need (i.e., development review) and define a more integrated guide path involving potential changes in procedures, fees, defined roles and responsibilities, and the like.

Post pilot period, Spring Hill and HR Green would reengage in a scope, schedule, a fee discussion that tailors development review services, potentially including adopting an enterprise model that facilitates a full cost recovery for development review services.

Thank you again for the opportunity to move forward with the City of Spring Hill. We welcome the opportunity to answer any remaining questions you may have.



## Exhibit A: Hourly Rate & Experience Table

Position	Hourly Rate	Experience
Project Manager	\$270	Over 25 years' experience and a licensed Professional Engineer
Offsite Review Task Lead	\$210	At least 10 years' experience and a licensed Professional Engineer
Engineering Plan Reviewer	\$172	Over 20 years' experience and a licensed Professional Engineer
Engineering Plan Reviewer	\$165	Nearly 10 years' experience and a licensed Professional Engineer
Engineering Plan Reviewer	\$137	Over five years' experience and a degree in Engineering
Engineering Plan Reviewer/Coordination	\$192	Over 10 years' experience in access management reviews, coordination with other city projects, inspection, and related needs
Engineering Plan Reviewer/Coordination	\$178	Nearly 20 years' experience with a variety of reviews including right-of-way, stormwater infrastructure, and access management
Plan Tech.	\$101	Background and experience in plan intake, monitoring review process, and report development
Plan Review Tech	\$206	Over 20 years' experience in plan review with an emphasis in transportation planning
Engineering Plan Reviewer & Fire Code Resource	\$230	Approximately 10 years' experience and a licensed Professional Engineer and experience with fire code design and compliance
Structural Engineer	\$218	Over 20 years' experience in structural engineering and a licensed Professional Engineer
Transportation Engineer	\$272	Over 20 years' experience in transportation engineering and a licensed Professional Engineer in Texas
Stormwater Engineer	\$230	Over 20 years' experience in stormwater, hydrology, and hydraulic engineering and a licensed Professional Engineer

## SPRING HILL VENDOR SERVICES AGREEMENT

THIS SERVICES AGREEMENT ("Agreement") is made by and between THE CITY OF SPRING HILL, TENNESSEE (the "City") and HR GREEN, INC. ("Vendor") (collectively as "Parties"), and is entered into on February 5, 2024, and is effective as of the Effective Date set forth herein.

### RECITALS:

WHEREAS, the City requires review assistance and desires to contract with a third-party independent contractor to provide said services; and

WHEREAS, the City has selected Vendor to provide the services it desires.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the Parties, the Parties do hereby agree to the following:

1. **EFFECTIVE DATE.** The Effective Date of this Agreement shall be February 5, 2024.
2. **TERM.** The term of this Agreement shall be **36** months from the Effective Date herein through February 6, 2024.

If both parties agree to the existing terms and agreement, the contract can be renewed in writing executed by both parties for two (2) twelve (12) month options.

3. **INSURANCE.** Vendor shall maintain in full force and effect, during the entire term of this Agreement, commercial general liability, workers' compensation and automobile insurance, in the minimum limits set forth below, naming City as an additional insured, and shall provide to the City certificates of insurance upon reasonable request.
  - a. Professional liability with a policy limit of not less than One Million Dollars (\$1,000,000), per claim;
  - b. Commercial general liability, including premises-operations, products/completed operations, broad form property damage,

blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than Two Million Dollars (\$2,000,000), , per occurrence;

- c. Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence for bodily injury and property damage;
- d. Workers' compensation insurance as required by the State of Tennessee. The Provider agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, , employees, arising from work performed by Provider for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

4. **CITY OF SPRING HILL THIRD PARTY REVIEW POLICY STATEMENT.** The VENDOR shall agree to execute this contract in accordance with the approved City of Spring Hill Third Party Review Policy Statement. If a conflict arises between this contract and the policy, this contract will govern. The Vendor must first obtain and maintain an active Professional Engineering licensure in the state of Tennessee before being offered or accepting any Work Orders for plan review. Once licensed, VENDOR will notify the City of Spring Hill in writing confirming the individual who will be VENDOR'S licensee in responsible charge. VENDOR shall perform services with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

**5. VENDOR RESPONSIBILITIES.**

**A. CHAIN OF CUSTODY OF DEVELOPMENT APPLICATIONS.** The VENDOR (Third-Party Plan Review Agency) shall agree to exercise due diligence in the safekeeping of any documents received from the City and to promptly return them to the City when requested to do so, except for one set maintained by the VENDOR for record purposes. The drawings, specifications, electronic files in all types of media, and other materials received by the VENDOR in connection with the performance of any work under the Program may be protected by copyright law and shall remain the property of the rightful owner. Copies of plans utilized by the VENDOR shall be solely for the purpose of completing the VENDOR's work under the Program and not for any other purpose, in this or in any other project, and shall be returned to City upon completion of the project. The VENDOR agrees to treat such materials as restricted information.

**B. ACCESS TO THE VENDOR.** The VENDOR shall cooperate with the City in scheduling meetings and/or telephone conversations to provide updates and clarification of the results of its Third-Party Plan Reviews. The VENDOR shall provide complete Third-Party Plan Review comments to the City.

**C. VENDOR CONFLICT OF INTEREST.** It shall be the responsibility of the Vendor, to disclose any potential conflicts of interest that may arise at any time, between the VENDOR and the parties connected to the development application.

The VENDOR shall not begin the Plan Review of an application where it determines that there may be a conflict with the independence criteria specified by this contract. The VENDOR shall bring to the attention of the City for resolution, cases that require interpretation or clarification. The City may refer such cases to the City Attorney for advice. Disputes on matters of independence and conflict of interest shall be resolved by the City and the decision of the City shall be final.

**D. DUE DILIGENCE.** The VENDOR shall exercise due diligence in the discharge of the duties assigned to the VENDOR by law and regulation and shall refrain from any arbitrary or capricious action that would unduly penalize or benefit the Applicant whose project is under

Third-Party Plan Review.. The VENDOR acknowledges that any abuse of the authority conferred to them by the City may be punishable by law.

E. **CORRECTION OF NON-CODE COMPLIANT PLANS.**  
The Design Professional contracted by the property owner or applicant to design the project shall be responsible for correcting any non-code compliant plans, whether previously or subsequently discovered. Upon receipt of VENDOR's recommendation for approval, if the City discovers non-code compliant plans or documents, the City shall notify the VENDOR and the applicant that corrections must be made in the submitted plans.

Furthermore, the Third-Party review agency does not have the authority or power to waive any code requirements. Such duties and powers are the responsibility of the City as outlined in the currently enforced edition of the UDC. The Development Services Director has the authority to render interpretations of any applicable codes or adopt policies and procedures in order to clarify the application of code provisions to the project under review by the Third-Party review agency. Disputes regarding any code interpretations must be brought to the attention of the City. Code waivers or variances can only be issued by the City.

## 6. CITY'S RESPONSIBILITIES.

A. **OVERALL.** The City staff will coordinate the submittal process with the applicant and the **VENDOR** and will issue staff and **VENDOR** recommendations to the PC. Only City staff will provide approvals for construction and / or release of permits.

B. **SELECTION OF VENDOR.** The City will notify the applicant after submission of an application for review of the **VENDOR** assigned to conduct the Third-Party Plan Review. The **VENDOR** will be used for the entire specific disciplines reviewed for the application.

C. **EVALUATION OF VENDOR.** The **CITY** will monitor the performance of Third-Party Plan Review Agencies, including the Third-Party Plan Reviews conducted and the quality of comments and recommendation letters, in order to evaluate performance of the **VENDOR** and determine whether the **VENDOR** should be warned, suspended or removed from the Program.

7. **WORK FOR HIRE.** Any and all documentation, checklists, or specifications shall be considered work by hire and shall be owned by the City.

8. **INDEPENDENT CONTRACTOR.** It is expressly agreed and understood that Vendor is an independent contractor and shall not represent itself, its agents or employees as agents or employees of the City. Nothing herein is to be construed as to create any employer-employee relationship between Vendor and the City; and neither Vendor nor any of its employees shall be deemed to be employees or agents of the City.
9. **AMENDMENT AND TERMINATION.** The term of this Agreement shall continue from the Effective Date until the termination of this Agreement as provided in this Agreement. Either party may terminate this Agreement, as applicable, for material breach by the other party of this Agreement, as applicable, which is not cured within 30 days from the receipt by the party in breach of a written notice from the other party specifying the breach in detail. CITY shall be liable for payment to Company for all Services rendered prior to the effective date of any such termination. Expiration or termination of this Agreement for any reason will not release either party from any liabilities or obligations set forth in this Agreement which (a) the parties have expressly agreed will survive any such expiration or termination or (b) remain to be performed or by their nature would be intended to be applicable following any such expiration and termination.

In addition, the City shall have the right to terminate the agreement with the **VENDOR** without prior notice and without cause upon thirty (30) calendar days. The individual or firm shall agree to cease all work under the agreement on or before the effective date of such notice.

**10. NO CONFLICT OF INTEREST.** No City official, employee or member of the governing body of the City shall be admitted to any share or part of this Agreement or to any benefit to arise from the same. Likewise, no officer, employee, or member of the governing body of Vendor or who exercises any function or responsibilities in connection with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.

the VENDOR and its employees performing services under this agreement ("Vendor Staff") must comply with the independence and conflict of interest provisions set forth in this section. This means that the VENDOR cannot perform both Third-Party Plan Review services and submission of applications for review in the City of Spring Hill.

In addition, the VENDOR shall not be owned or controlled by the property owner or applicant of the development application or any person or entity responsible for the construction or management of the application, the design professionals of the applications or their firms, or any other party or entity associated with the property owner's interest in the application. The VENDOR STAFF and PRs shall not have served or serve as an advisor or consultant to the property owner, the applicant or the design team in connection with application for which the VENDOR STAFF and PRs are providing Third-Party Plan Review. A person or a firm that has performed work as stated above shall not be eligible to serve as a VENDOR STAFF for any component or discipline on that application.

The VENDOR STAFF is considered to have a substantial business interest in an application if:

The VENDOR STAFF owns any voting shares of the applicants and /or property owner's business.

The VENDOR STAFF received any of his/her gross income for the previous year from the applicant, except for income derived for services as a plan reviewer or similar consultations.

The VENDOR STAFF is an elected officer or a member of the board of directors or governing board of the applicants and /or property owner's business.

The VENDOR STAFF fails to maintain an independent contractor relationship or becomes employed by the applicants and /or property owner's business.

Furthermore, a Third-Party reviewer involved in the review process shall not engage in the design, construction, or sale of those same developments because of approval of a development application.

A Third-Party reviewer involved in the review process, as well as his/her spouse and underage children cannot own stock or have any business interest in any owner, builder, or trade regulated under the applicable codes.

A Third-Party reviewer involved in the review process cannot participate in a review for an applicant and / or property owner for which they have had such business interest within the last 12 months.

11. **ASSIGNMENT; SUBCONTRACTING.** This agreement may not be assigned by either party without the prior written consent of the other party.
12. **MODIFICATION.** This Agreement shall not be modified or amended except by an instrument in writing executed by or on behalf of Vendor and the City.
13. **NONDISCRIMINATION.** Consistent with the City's policy and state and federal law that harassment and discrimination are unacceptable conduct, the Vendor agrees that harassment or discrimination directed toward a permit applicant, a City employee, or a citizen by the Vendor or Vendor's employee or subconsultant on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, sex, age, or sexual orientation will not be tolerated. The Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.
14. **EXECUTION IN COUNTERPARTS.** This Agreement may not be amended, changed, modified, altered or terminated except by instrument in writing signed by the Parties. This Agreement may be executed in

several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

15. **TIME.** The Contractor shall finish within the agreed upon time frame as listed in the Third-Party Plan Review Policy Statement.
16. **FEE SCHEDULE.** The fee for services rendered is attached to this contract.
17. **VENUE AND JURISDICTION.** The venue and jurisdiction for any disputes arising pursuant to this Agreement shall be in the Circuit Court for Maury County, Tennessee.
18. **INDEMNITY.** Vendor shall indemnify and hold the City harmless from and against any and all liabilities, damages and costs to the extent caused by VENDOR's negligent acts, errors, or omissions, including attorney's fees..
19. **APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
20. **FORCE MAJEURE.** The Parties shall not be liable to each other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond their respective 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, pandemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by the parties, and unusually severe weather. The Parties agree to notify each other of the existence and nature of any delay.
21. **BINDING EFFECT.** This Agreement shall inure to the benefit of and shall be binding upon City and Vendor and their respective heirs, administrators, successors and assigns.
22. **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.

**23.NOTICES.** All notices 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 Vendor: W. Todd Estes, PE  
4508 Colleyville Blvd., Suite A  
Colleyville, TX 76034

If to City: Mayor Jim Hagaman  
199 Town Center Parkway  
P.O. Box 789  
Spring Hill, TN 37174

Copy to: Patrick M. Carter, Esq.  
Middle Tennessee Law Group, PLLC  
d/b/a Wolaver, Carter & Heffington  
809 South Main Street, Suite 100  
Columbia, TN 38401

City and Vendor may, by notice given hereunder, designate from time to time any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

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

- 25. ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Vendor and the City and supersedes all prior negotiations, representations and agreements, either written or oral, unless otherwise expressly stated herein.
- 26. PAYMENT OF EXPENSES; BREACH.** Each of the Parties to this Agreement shall pay his/her/its own expenses, costs and attorney's fees associated with the negotiation, preparation, execution and delivery of this Agreement and the documents related thereto and the consummation of the transactions contemplated herein. In the event of a breach in the performance of any of the provisions of this Agreement or any of the documents related thereto, the breaching party shall pay the reasonable attorney's fees and court costs of the non-breaching party associated with the enforcement of any of the provisions of any such document or this Agreement.
- 27. COMPLIANCE WITH PUBLIC CHAPTER 775-TCA, TITLE 12, CHAPTER 4, PART 1.** In accordance with Tennessee Code Annotated, Title 12, Chapter 4, Part 1, the Contractor cannot be currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel.
- 28. OPEN RECORDS DISCLOSURE.** Any and all documents submitted to the City of Spring Hill that are associated with this project are subject to the Tennessee Public Records Act. Access to the record is governed by the Tennessee Public Records Act and the policies of the City of Spring Hill and the Office of Open Records Counsel.

IN WITNESS WHEREOF, Vendor and the City have caused their duly authorized representatives to execute and deliver this Agreement, all as of the day and year first written above.

CITY OF SPRING HILL, a Tennessee municipality

By:   
JIM HAGAMAN  
Mayor of Spring Hill  
Date of Execution: 2-5-2024

DocuSigned by:  
By: tim hartnett  
HR Green, Inc... (print)  
VENDOR REPRESENTATIVE  
Date of Execution: 2/2/2024