

**RESOLUTION 24-205**

**A RESOLUTION TO AUTHORIZE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH THOMAS AND HUTTON FOR THE SOUTHSIDE WATER STORAGE TANK CEI SERVICES**

**WHEREAS**, the City of Spring Hill Utility department needs construction engineering inspection of the Southside Water Storage Tank; and

**WHEREAS**, the City of Spring Hill desires to contract with Thomas and Hutton under our current consulting service rate; and

**WHEREAS**, Thomas and Hutton have provided a proposal for construction engineering and inspection services under our current contract with the City of Spring Hill, TN for a lump sum fee of \$350,000.00; and

**WHEREAS**, The City of Spring Hill FY 25 budget 410-52309-59601 for a total cost not to exceed in the amount of \$350,000.00.

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

1. To approve the Professional Services Agreement with Thomas and Hutton attached hereto to perform Tasks (Construction Engineering Services referenced in attached proposal) for a lump sum fee of \$350,000.00.
2. To authorize the Mayor to execute the agreement with Thomas and Hutton.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 19<sup>th</sup> day of August 2024.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



**REQUEST:**            *Approval of Resolution 24-205*

**SUBMITTED BY:**    Jessica Weaver, Utility Director

**DATE:**                August 19, 2024

**RE:**                    To approve Professional Services Agreement with Thomas and Hutton for the Construction, Engineering, and Inspection of the Southside Water Storage Tank

**ATTACHMENTS:** Professional Services Agreement

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**PURPOSE:**

To approve Resolution 24-205 to approve a professional services agreement with Thomas and Hutton for the Construction Engineering and Inspection of the Southside Water Storage Tank e.

**BACKGROUND:**

The City of Spring Hill Utility department has identified a need for additional assistance with the CEI services and project management of the Southside Water Storage Tank. CEI services for this project are \$350,000.00.

**FINANCIAL IMPACT:**

This will be funded from FY 25 expenditures 410-52309-59601 for a total cost of \$350,000.00.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 24-205 to approve professional services agreement with Thomas and Hutton



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**Spring Hill, TN  
Southside Water Storage Tank and  
Booster Station Demolition and 2.0 MG  
Water Storage Tank – CEI Services  
Task Order Contract**

Task Order No:	<b>28298.0053-CEI</b>
Date:	<b>08-12-2024</b>

The Professional Service Agreement – Task Order Contract between the City of Spring Hill and Thomas & Hutton for Construction Engineering Consultant Services for the Southside Water Storage Tank and Booster Station Demolition and 2.0 MG Water Storage Tank. The Professional Services Agreement (dated 10/4/2021) is hereby amended to include the following Task Order:

Task Description:	CEI Services to include construction administration and construction observations for the Contract A – Southside Water Storage Tank and Booster Station Demolition and Contract B – 2.0 MG Water Storage Tank projects.	
Contact:	Dan Allen, P.E., Assistant City Administrator	
Scope of Services:	<p><b>CEI Services</b> CEI Services will be provided to include the construction administration and project management, with daily construction observations being performed by Thomas &amp; Hutton. Construction Administration Services and Project Management will include:</p> <ul style="list-style-type: none"> <li>Attend and direct monthly progress meetings</li> <li>Review construction shop drawings</li> <li>Review the progress schedule and schedule of values prepared by the Contractor</li> <li>Review Contractor's pay applications</li> <li>Review and respond to Requests for Information (RFIs) submitted by the Contractors</li> <li>General engineering consulting</li> <li>Develop change orders, if necessary</li> <li>Project Closeout</li> </ul> <p>As part of Thomas &amp; Hutton's above referenced efforts, the following Construction Observation tasks and engineering services will be provided. A detailed Scope of Services is provided in the attached Exhibit A.</p> <ul style="list-style-type: none"> <li>Daily site construction observation (20 to 40 hours per week dependent on the Contractor's schedule for 18-months)</li> <li>Completing daily diary of construction observations</li> <li>Tracking completed work including percent completion of schedule of value line items prepared by the Contractors</li> <li>Coordination with City personnel and Contractors</li> <li>Coordination with Contractor, subcontractor and their third-party inspection services</li> <li>Coordination of Thomas and Hutton's sub-consultant for tank coatings inspections</li> </ul> <p>EXCLUSIONS: Services do not include any type of material testing, surveying or permitting.</p>	
Deliverables:	1. CEI Services During Construction	
	CEI Services Engineering Fee:	Time & Expense (Budget): \$312,000.00
	Tank Coatings Inspection	Time & Expense (Budget): \$ 28,000.00
	Reimbursable Expenses:	Time & Expense (Budget): \$ 10,000.00
	Additional Services	Time & Expense See Consulting Services Rate Sheet
	<b>Total Task Order Amount:</b>	<b>\$ 350,000.00</b>

This Agreement hereby amends the above referenced Professional Services Agreement between Thomas & Hutton and the City of Spring Hill and supersedes all prior written or oral understandings. This Agreement of Services may only be amended, supplemented, modified, or cancelled by a duly executed written instrument. IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day written below,

Client:	<b>CITY OF SPRING HILL</b>	Engineer:	<b>THOMAS &amp; HUTTON</b>
Signed:		Signed:	
Name:	Dan Allen	Name:	Trent Thompson, P.E.
Title:	MAYOR	Title:	Vice President of Infrastructure
Date:	8-19-2024	Date:	08/12/2024

# Exhibit A

## SCOPE OF SERVICES

Our services will consist of the Construction Services Phase including CEI for the Contract A – Southside Water Storage Tank and Booster Station Demolition and Contract B – 2.0 MG Water Storage Tank projects and such Additional Services as you may request during the course of the Projects.

1. **SCOPE OF SERVICES**

***Engineering Consulting Services***

A. **Construction Service Phases**

1. **Construction Administration and Project Management**

During construction, Consultant will provide the following services:

- Review material data, shop drawings, and construction schedules provided by the contractor.
- Attend and direct monthly progress meetings
- Review Contractor's pay applications
- Review and Respond to Requests for Information (RFIs) submitted by the Contractors
- General engineering consulting
- Develop Change Orders, if necessary
- Perform final walkthrough with Contractor, Owner and T&H personnel and develop final punch list.
- Project Closeout to include review of project O&M manuals submitted by the Contractor, review release of liens, review warranty book,

2. **Construction Observation Phase**

During construction, Consultant will provide the following services:

- Review material data, shop drawings, and construction schedules provided by the contractor.
- Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent. Construction observation shall be performed 20 to 40 hours per week, dependent on the contractor's schedule for the 18-month construction period and dependent on the phase of construction.
- Complete daily diary of construction observations.

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- Coordinate with City personnel and Contractors
- Coordinate with Contractor, subcontractors and their third-party inspection services
- Attend final field inspections by regulating agencies for the project.
- Coordination of Thomas and Hutton's sub-consultant for tank coatings inspections.

Construction observation and monitoring does not include exhaustive or continuous on-site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations will not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. Both parties understand that the contractor has notification requirements at specific intervals of the construction process. Consultant does not provide accessibility construction compliance verification. This service can be provided at the request of Client with specific scopes and fees.

Consultant provides construction services as defined above for the work designed by Consultant. Other construction work that may occur on site is the responsibility of other design professionals or Client and expressly not the responsibility of Consultant.

**3. Record Drawing Phase**

Consultant will prepare record drawings based on information supplied by Client's contractor. Client's contractor will provide a survey regarding any constructed facilities. The survey provided by the contractor shall be certified by a registered surveyor licensed in the state in which the work is performed, if required by the governing agency. The scope does not include fieldwork on the part of Consultant. The information will be compiled in an AutoCAD format by the contractor and submitted to Consultant. Consultant will review this information to ensure that the information submitted meets the intended design. Consultant will not verify or certify that the information submitted by the contractor or contractor representative is correct. In addition, the record drawings will include:

- Storm drainage structures, inverts, and frame elevations
- The scope does not include the location or depth of any power, telephone, cable television, or natural gas lines.
- The record drawings will be compiled from field information collected during the survey phase, water, and sewer lateral locations as determined in the pad elevation survey, contractor's notes, and observations made by Consultant.

**4. Project Close-out Phase**

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During construction, Consultant will provide the following services:

- Project Closeout to include review of project O&M manuals submitted by the Contractor, review release of liens, and review warranty books.
- Attend final field inspections by regulating agencies for the project.
- Request project acceptance by applicable agencies including necessary documents.

**B. Exclusions**

Unless a specific scope is included in this Agreement, these items are **not** included in the Scope of Services:

- Accessibility construction compliance verification
- Topographic or Boundary Surveying
- Archaeological survey and report, unless specific scope is included in the Agreement
- Wetland delineation, surveys, or permits
- Geotechnical investigation or report, unless specific scope is included in the Agreement
- Phase One or Phase Two Environmental Assessments
- Endangered species survey and report
- Off-site work unless specifically covered in the Scope of Services
- Approvals or permits other than those related to the Scope of Services covered by this Agreement
- Act as an expert witness for legal activities
- Telephones, cable television, gas, and power distribution systems

These items can be coordinated or provided, if requested by Client in writing.

**2. PERIODS OF SERVICE**

**A. Construction Observation Phase**

After receipt of a written notice to proceed from Client, Consultant will commence work based on the construction Notice-to-Proceed (NTP), construction schedule and construction contract time of eighteen (18) months.

Should the project extend beyond the construction period and additional services are requested, they shall be provided on an hourly basis per the Consulting Services Rate Sheet, upon approval by the Client.

 CLIENT'S INITIALS

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