

RESOLUTION 14-118

**A RESOLUTION TO APPROVE
ADDENDUM NO. 3, DUPLEX ROAD**

WHEREAS, the Spring Hill Board of Mayor and Aldermen entered into a Professional Services Agreement with CDM Smith (formerly Wilbur Smith and Associates) for the widening of Duplex Road on June 15, 2009 ; and

WHEREAS, the Duplex Road project is currently in the right of way acquisition process; and

WHEREAS, The State of Tennessee has established more rigorous guidelines affecting projects throughout the state and CDM Smith is required to provide additional review appraisal services in order to maintain compliance for federal funding; and

WHEREAS, CDM Smith has hired Standifer and Associates, Inc. as a sub consultant to provide additional review appraisal service; and

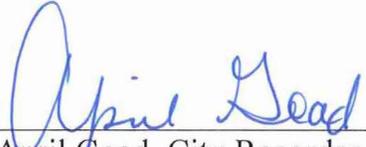
NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill, Board of Mayor and Aldermen approves Addendum No. 3 at cost of \$89,775.00.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 15th day of September, 2014.



Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



830 Crescent Centre Drive, Suite 400
Franklin, TN 37067
tel: 615 771-2466
fax: 615 778-9733

September 3, 2014

Mr. Dan Allen
Assistant City Administrator
City of Spring Hill
3893 Mahlon Moore Road
Spring Hill, TN 37174

RE: Duplex Road Addendum No. 3

Dear Mr. Allen:

Enclosed you will find a request for Addendum No. 3 to the project, Environmental and Engineering Services for State Route 247/Duplex Road. The purpose of this request is to allow our subconsultant, Standifer & Associates, Inc., to provide additional review appraisal services as required by the Tennessee Department of Transportation (TDOT). These services are over and above what was approved in Addendum No. 1. They were not anticipated to be required by CDM Smith due to the fact that TDOT performed many of these functions themselves in the past. However, they informed Standifer & Associates that they must now perform all services related to review appraisals on this project. Enclosed as part of the addendum request are letters from Gary Standifer that document the services that they must perform as part of the right-of-way acquisition process.

If you have any questions or need further information concerning this addendum request, please feel free to contact me at (615)807-7805.

Sincerely,

A handwritten signature in blue ink that reads "Robby Dickenson".

Robby Dickenson, P.E.
CDM Smith Inc.

Enclosure

cc: Victor Lay, City of Spring Hill
File



Additional Review Appraisal Services for State Route 247/Duplex Road

ADDENDUM NO. 3 TO PROFESSIONAL SERVICES AGREEMENT

This agreement made as of _____ between the City of Spring Hill (City) and CDM Smith Inc. (Consultant) shall amend the previous agreement entered into between the City and CDM Smith (former legal name Wilbur Smith Associates) as executed on June 15, 2009 as relates to the performance of professional services for the assignment described as follows:

Project: **Environmental and Engineering Services for State Route 247/Duplex Road**

Location: **Spring Hill, Tennessee**

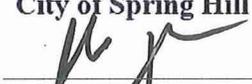
I. PROFESSIONAL SERVICES:

A. **Consultant** will provide **additional services** related to providing additional review appraisal services per TDOT requirements as part of the Right of Way acquisition process as described in **Exhibit A** Scope of Services.

II. COMPENSATION:

- A. For additional services relative to providing additional review appraisal services **Consultant** shall be compensated a lump sum amount of **\$89,775** as summarized in **Exhibit B** Payments to Consultant.
- B. As a result of this addendum the total amended lump sum contract amount for services to be provided by **Consultant** is hereby increased to **\$2,917,602**.

III. TERMS AND CONDITIONS: Services performed under this addendum are subject to the same terms and conditions as contained in the original agreement executed on **June 15, 2009**.

	City of Spring Hill		CDM Smith Inc.
By:		By:	
Title:	Mayor	Title:	Client Service Leader
Address:	199 Town Center Parkway P.O. Box 789 Spring Hill, TN 37174	Address:	830 Crescent Centre Drive, Suite 400 Franklin, TN 37067

STANDIFER & ASSOCIATES, INC.

Real Estate Appraisers & Consultants

101 Southeast Parkway Court
Suite 130
Franklin, TN 37064

615/371-9910
615/371-8099 Fax
gstandifer.tn@gmail.com

July 21, 2014

Mr. Robby Dickenson
CDM Smith
830 Crescent Centre Drive, Suite 400
Franklin, TN 37076

Re: City of Spring Hill Duplex Road Right-of-Way Acquisition Project

Dear Mr. Dickenson:

I appreciate the opportunity to provide you a fee quote for the above referenced project. This proposal is to provide appraisal review services.

All appraisal reviews will be in compliance with USPAP, The Uniform Act & TDOT guidelines for appraisers. It is my understating this is a federally funded project. In addition to the appraisal review reports, I will provide an Approved Recommendation of Offer on **Form 2**, as required by TDOT. My proposed fee shall be \$975 per tract. This includes appraisal review report in TDOT format, as well as the Form 2 to accompany the appraisal review with recommendation for just compensation.

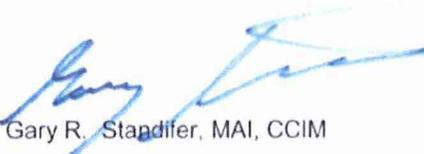
Any subsequent revised reviews and/or revised Form 2s shall be billed at a rate per parcel of \$150 - \$500. This amount will depend on the level of complication and scope of work required for any subsequent changes. This fee per tract will be in effect for a term of nine (9) months from the date of the original appraisal report. After appraisals are in excess of nine (9) months old, the appraisal will require updating to a current date of valuation. This agreement for appraisal review services does not extend beyond the time frames as stated in this proposal letter.

Both parties may end this agreement with thirty (30) days written notice. All appraisal review work in process will be completed and submitted subject to this agreement.

If you have any questions or desire additional information, please advise.

Respectfully submitted,

STANDIFER & ASSOCIATES, INC.



Gary R. Standifer, MAI, CCIM

STANDIFER & ASSOCIATES, INC.

Real Estate Appraisers & Consultants

101 Southeast Parkway Court
Suite 130
Franklin, TN 37064

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gstandifer.tn@gmail.com

August 5, 2014

Mr. Robby Dickenson
CDM Smith
830 Crescent Centre Drive, Suite 400
Franklin, TN 37076

Re: City of Spring Hill Duplex Road Right-of-Way Acquisition Project

Dear Mr. Dickerson:

At your request I am providing the following additional information. I previously submitted a fee proposal letter, which is attached to provide to appraisal review and related services for the referenced project. It is my understanding your project is a federally funded project, which is subject to The Uniform Act and TDOT's Guidelines for Appraisers. Additionally, this assignment is subject to USPAP compliance. As such, I am providing the requirements as established by TDOT for appraisal review and related services as required by the review appraiser. See below.

- Appraisal Reviews and related Forms 2s are required to establish just compensation as a recommendation to make an offer to all property owners on a project.
- Review Market Data Brochure to assure compliance with USPAP, The Uniform Act & TDOT's Guidelines for Appraisers
- Provide review and alternate review parcels that have uneconomic remnants as a result of the proposed project.
- Review appraiser will maintain an updated set of plans as provided to review Appraiser.
- Review appraiser will administratively maintain a progress report available to City of Spring Hill management at request.
- Review appraiser will maintain log of communications with appraisers on the project for all phone and/or personal conversations and will include log of all correspondence and emails between review appraiser and appraisers.
- Review appraiser will verify all factual data for comparable sales.
- Review appraiser will inspect all comparable sales.
- Review appraiser will make a street or exterior inspection of all project tracts.
- Review appraiser will be fully available for communication with negotiators.

Mr. Robby Dickenson
August 5, 2014
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- Review appraiser will consult with City of Spring Hill management with regard to appraisal and appraiser review matters as requested.
- Review appraiser will be available to consult with relocation agents and answer appraisal or appraiser review questions or concerns.
- Review appraiser will be responsible for input concerning cost-to-cure estimates as required by a third party contractor considering the level of complication of the appraisal assignment in relation to an appropriate cost-to-cure solution.
- Review appraiser will review and verify any cost-to-cure estimates as provided by a third party and/or appraisers on the project.
- Review appraiser will meet established due dates. This could be affected by delay in appraisers submitting completed appraisals or problems getting requested report corrections from appraisers.
- Review appraiser will be available for consultation with the City Attorney's office as required.
- Review appraiser will meet with landowner if requested by the City of Spring Hill.
- All appraisal reviews will be in compliance with TDOT Guidelines for Appraisers.
- All appraisal reviews will be in compliance with USPAP.
- All appraisal review will be in compliance with The Uniform Act.
- Review appraiser will collect relevant demographic data for the project neighborhood, city and county. This demographic data is available to the City of Spring Hill upon request.
- Review appraiser will analyze all market data provided by all appraisers in analyzing appropriate adjustments, changes in market conditions and market trends. This analysis will be available to the City of Spring Hill.

This is TDOT's comprehensive scope of services to assist with the right-of-way acquisition process.

If you have any questions or desire additional information, please advise.

Respectfully submitted,

STANDIFER & ASSOCIATES, INC.



Gary R. Standifer, MAI, CCIM

Enclosures