

RESOLUTION 16-35

**A RESOLUTION TO APPROVE A PROPOSAL FOR
SPRING HILL CITY HALL EXPANSION**

WHEREAS, the City of Spring Hill has the necessity to expand the existing City Hall building due to increased growth; and

WHEREAS, the City of Spring Hill has received a proposal for the expansion from Dempsey, Dilling & Associates, P.C. for a total of \$267,400, as follows; and

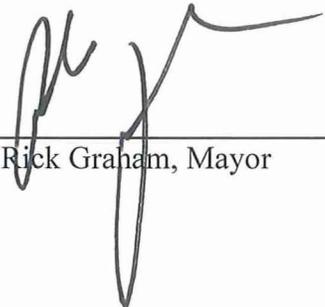
Preliminary Design Development	\$ 14,000
Survey	\$ 12,400
Geotechnical Exploration and Report	\$ 18,000
Construction Documents (Plans & Specifications)	\$ 94,000
Bidding	\$ 12,000
Construction Administration & Onsite Representation (9 months)	\$117,000

WHEREAS, the construction administration and onsite representation will not impact the budget until construction is started; and

WHEREAS, staff recommends this proposal less the construction administration and onsite representation cost of \$117,000.00 be funded in the current fiscal year (FY 2015-2016) budget with Adequate Facilities Tax revenue.

NOW, THEREFORE BE IT RESOLVED, that the Board of Mayor and Aldermen approve the proposal from Dempsey, Dilling & Associates, P.C. in the amount of \$267,400.00 for Spring Hill City Hall expansion.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 21st day of March, 2016.



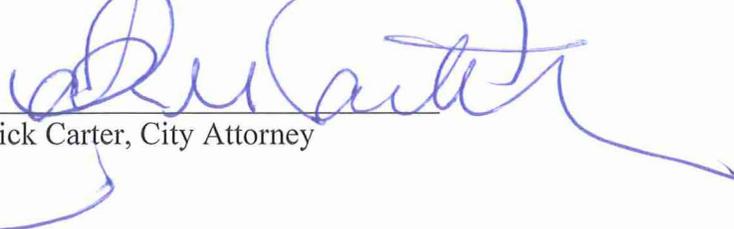
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

SUBJECT: Proposal for expansion of City Hall building

DATE: March 3, 2016

ATTENTION: Board of Mayor and Aldermen

STAFF: Dan Allen, Infrastructure Director



STAFF MEMORANDUM

The purpose of this memo is to provide information regarding a proposal from Dempsey, Dilling and Associates for expansion of the existing City Hall building.

Background:

Dempsey, Dilling & Associates has submitted a proposal to the City to expand City Hall. Due to increased growth, extra offices and facility rooms are needed to accommodate staff. The proposal includes all costs that would be associated with this expansion, to include construction inspection costs that would not be incurred until actual construction begins at a later date. Proposed funding less the construction inspection costs (\$117,000) would be in this current fiscal year and paid for with Adequate Facilities Tax revenues.

Staff Recommendation:

Staff recommends approval of the proposal.



March 2, 2016

File No. 0100-409

Mr. Victor Lay
City of Spring Hill
199 Town Center Parkway
Spring Hill, TN 37174

**Re: SPRING HILL CITY HALL EXPANSION
EXISTING CONTRACT ENGINEERING SERVICES**

Mr. Lay:

Thank you for allowing Dempsey, Dilling & Associates, P.C. (DDA), the opportunity to submit this proposal for engineering and architectural design services pertaining to the proposed City Hall Expansion. The services being proposed are under the existing contract between Dempsey, Dilling & Associates and the City of Spring Hill.

It is our understanding our design services for the above referenced project will consist of:

- Proposed addition to be approximately 6,000 - 7,000 square feet and based on the attached sketch
- Facility to be designed per the 2012 International Building Code and 2012 International Energy Conservation Code
- Professional services included are:
 - Civil Site
 - Architectural
 - Structural
 - Mechanical
 - Plumbing
 - Electrical
- Professional services NOT included and to be considered as additional services are:
 - Landscape Architecture
- Proposed Addition to include:
 - Addition to be used as various administration offices for the City of Spring Hill
 - Addition to be on the north and west sides of the existing facility
- Very minor renovation of existing interior spaces
- Design service phases are to include:
 - Preliminary Design Development
 - Design Development
 - Construction Documents
 - Bidding and contractor recommendation
- Design service phases NOT included:
 - Conceptual Design Renderings

Design Services:

Scope of Design Services to include the following checked (☒) items:

Preliminary Design Development

- Conceptual Site Layout
- Conceptual Floor Plans
- Conceptual Building Elevations & Rendering
- Space Program Study

Design Development – We will develop proposed floor plan and proposed building elevations for preliminary submission for approval with local governmental agencies. Further information regarding services to be provided in this design phase includes:

Civil Site Design

- Site layout plan
- Site utilities plan
- Site grading and drainage plan
- Parking layout
- EPSC plan
- Post-construction plan
- Landscape design (minimum per zoning ordinance)
- Details and specifications
- Assist Owner in applying for approval from municipal approvals
- Preparation of drainage calculations
- Storm water permit application
- Utility service availability requests
- Preparation of Notice of Intent and Storm Water Pollution Prevention Plan
- Tennessee Department of Environmental Conservation for NPDES permit
- On site storm detention design and floodplain cut/fill
- Survey – full boundary, utility and topographic survey in AutoCAD format. The survey is to be tied to the State Plane Coordinates and datum, and is to include all existing site features, nearest public utilities and fire hydrants, nearest two downstream storm water conveyances, and trees >6" caliper. Survey is to be provided at beginning of Design Development Phase.
- Geotechnical Services: soil exploration test pits or borings for sub-surface conditions with written report for foundation specification and design requirements. Report to include:
 - General information regarding the site and subsurface conditions
 - Laboratory tests performed on selected samples
 - Shallow foundation recommendations
 - Seismic site classification recommendation
 - Ground supported concrete floor slab recommendation
 - Geologic hazard comments and recommendation
 - Recommendation for additional exploration, if required

Architectural Design

- Field measurement of existing facility
- Design meetings with Owner up to two (2) meetings
- Preparation of preliminary floor plans and building elevations
- Preparation of preliminary building elevations for planning commission submittal if required
- Preparation of one (1) exterior rendering for planning commission submittal if required
- Coordination of floor and site plans
- Preliminary reflected ceiling plan
- Evaluation and selection of building structural system(s)
- Evaluation and coordination of owner furnished equipment, furnishings, etc
- Evaluation and selection of mechanical, plumbing and electrical systems.

Landscape Architecture

- Landscape plan and details
- Irrigation plans and details

Miscellaneous

- Wetland, Flood and other Environmental Studies**
- Hazardous Materials** – subsoil materials, asbestos, lead paint, etc. testing and abatement
- Traffic Studies** – evaluation of road structures around the facility for adequate traffic volumes related to traffic increase by the new facility.
- Off-Site Utility Improvements** – all utilities are expected to be available and have adequate capacity at the property line. Onsite and offsite utility and roadway improvements are not included.

Preparation of Building and Construction Plans and Documents - We will develop the construction drawings and specifications required for the actual construction of the proposed City Hall Expansion and minimum related site improvements. These drawings and specifications will be suitable for use in making applications for the building permits required for construction.

Architectural Design

- Dimensioned and detailed floor plans
- Enlarged plans and details (as required)
- Reflected ceiling plans and details
- Roof plan and details
- Exterior elevations
- Wall sections and details
- Enlarged stair plans and details (as required)
- Door and window schedules, types and hardware requirements
- Millwork elevations, sections, and details
- Finish material plan, schedule, and details (interior design by others)
- Owner special furnishing, equipment, and specialty item coordination

Structural Design

- Foundation plan and details for a shallow foundation system
- Wall framing details load bearing wall system
- Roof framing and details for conventional steel frame system
- Roof framing and details for pre-engineered truss system
- Pre-engineered truss floor and roof system (to be designed by manufacturer)
- Pre-engineered steel structural system (to be designed by manufacturer)
- Standard structural specifications
- Quality assurance plan for special inspections required by Chapter 17 of the International Building Code

Mechanical (HVAC) Design

- HVAC system; unit types, sizes, and selections
- Sizing of ductwork and air diffusers
- Heating/air conditioning zones selections
- Compliance with applicable energy conservation requirements
- Kitchen exhaust hoods

Plumbing Design

- Coordination with local water and sewer companies
- Plumbing fixture selection
- Potable water supply (cold and hot) and sewer line layout and sizing, as required for new plumbing fixtures (for future lines to be stubbed for future tenant spaces)
- Plumbing riser diagrams as necessary
- Oil water separator
- Grease interceptors/traps for kitchen equipment
- Sizing of gas, water, and sewer lines for use by the civil engineer

Electrical Design

- Coordination with local power company
- Lighting design and layout of interior light fixtures
- Electrical power distribution system
- Appliance and equipment coordination
- Coordination of low voltage (computer, telephone, cable television, security, etc.) infrastructure (rough-in conduit only)
- Compliance with applicable energy conservation requirements
- Exterior power for items such as signage
- Exterior lighting design and Photometric Plan

Life and Safety Design

- Building fire sprinkler design intent layout if required
- Fire alarm system design and layout if required
- Fire extinguisher locations as required by Fire Marshal
- Safety fixtures as required as required by Fire Marshal

- Low Voltage Systems** – phone, computer, television, security, access control, audio and video systems, including coordination with service providers. SOA has connections with a local company that can provide all the systems listed above and can provide coordination of these systems.
- Interior Design** – interior finish color selections
- Specifications Manual**
- Building Code submission on behalf of the Owner for applicable building permits**

Bidding Phase Services

- Answer general contractor questions about project
- Prepare addendums as required
- Review Bids, Qualifications and Make Recommendation

Construction Administration and Project Representation During Construction Phase -

This phase of work includes the construction administration such as shop drawing reviews, pay request reviews and recommendations, change order request reviews and recommendations, change order development, monthly progress meetings, and correspondence with contractor and vendors during construction phase. Breakdown of services in this design phase include:

Shop drawing review for a maximum of two (2) submittals for each item

- Civil
- Architectural
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire Sprinkler
- Life Safety
- Landscape
- Shop Drawing review of items designed by others for coordination purposes only
- Site visits by Civil Engineer for observation of construction and progress meetings up to 6 site visits
- Site visits by Architect for observation of construction and progress meetings up to 6 site visits
- Site visits by Structural Engineer for observation of construction up to 2 site visit
- Site visits by MPE Engineer for observation of construction up to 2 site visits
- Change orders review and recommendation
- Monthly Payment Application Review
- Project Closeout
- Punch List
- Closeout Document review
- Preparation of Certificate of Substantial Completion
- Record drawings** – revision of construction documents as provided by on-site markups by general contractor for items changed during construction.

The proposed total lump sum fees for the above-referenced services are listed as follows:

Preliminary Design Development	\$ 14,000
Survey	\$ 12,400
Geotechnical Exploration and Report	\$ 18,000
Construction Documents (Plans & Specifications)	\$ 94,000
Bidding	\$ 12,000
Construction Administration & Onsite Representation (9 months)	<u>\$ 117,000</u>
Total Fees:	\$ 267,400

DDA will invoice on a monthly basis for all work completed during that month based on percent complete, up to the total amounts shown above. Additional services as requested by the client or services required outside the scope of services outlined above, will be billed at our existing contract hourly rates. Should additional services for outside consultants be required, their rates plus 15% will be invoiced.

Additional site visits (not included in contract proposal description by Civil Engineer, Architect, Structural, Mechanical, Plumbing, Electrical Engineers or other required professionals will be considered additional services. If this proposal is acceptable we can perform this work within our existing contract with the City of Spring Hill. If acceptable, please have the proper representative sign a copy and return to our office. Thank you for requesting our proposal on this project, we look forward to working with the City on this important project.

Sincerely,
Dempsey, Dilling & Associates, P.C.
Engineering Consultants

Jerome D. Dempsey, P.E., MASCE

Note: Acceptance of this proposal also conveys the Terms and Conditions of Dempsey, Dilling & Associates, P.C. current contract with the City of Spring Hill.

Accepted By: _____

Authorized Representative

Date: _____

3/21/16

PROFESSIONAL ENGINEERING SERVICES
CONTRACT TERMS AND CONDITIONS

DEMPSEY, DILLING & ASSOCIATES, P.C.
ENGINEERING CONSULTANTS

CITY OF SPRING HILL, TENNESSEE
08-08-08

Access to the Site/Job Site Safety

Unless otherwise stated, Dempsey, Dilling & Associates, P.C. Engineering Consultants (DDA) will have access to the site for activities necessary for the performance of the services. The Client/Owner (City of Spring Hill, TN) understands that DDA is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or job site safety. DDA will not be responsible for any losses or injuries that occur at the project site.

The Owner's Responsibilities:

Provide DDA with all available information, which is pertinent to the project.

Guarantee access to the work and make all provisions for DDA to enter upon public lands as required to perform work essential to the development of the project.

Give thorough consideration to all reports and other documents presented by DDA and inform DDA of all decisions within a reasonable time so as not to delay the work of DDA.

Furnish DDA with any standards to be required to follow.

Furnish approvals from all government authorities having jurisdiction over the project and such approvals and consents from others as may be necessary for the completion of the project.

Provide all legal, accounting, independent cost estimating and insurance counseling services as may be required for the project.

Give prompt written notice to DDA whenever it is observed or otherwise becomes apparent that any substantial changes in the scope of work or physical conditions, of the existing geographical features, have occurred which would significantly impact the project.

Fees

Hourly rate charges will be as follows:

<u>Classification</u>	<u>Standard Hourly Charge</u>
Principal Engineer	125.00
Engineer	100.00
Engineering Intern	90.00
Sr. CADD Designer	65.00
CADD Technician	50.00
Construction Representative	50.00
Administrative Assistant	50.00
Clerical	40.00

Outside services contracted for a specific project, such as professional or technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the sub-consultant's statement plus 15% for overhead and profit (if applicable).

Other expenses which are properly chargeable to the work will be invoiced as follows:

- a) Travel by private vehicle: standard IRS mileage rate (currently 0.505 cents per mile).
- b) In-house printing, reproduction and photography.

Lump sum fees, when applicable for certain projects, shall be understood to be an estimate and shall not be exceeded without written approval of the Client/Owner. DDA's hourly fee rates may be adjusted during the extent of this contract according to annual review by DDA.

Termination of Services

This Agreement may be terminated by the Client/Owner or DDA should the other fail to perform its obligations hereunder. The Client/Owner and DDA may also, at any time, terminate the Contract for the Client/Owner's or DDA's convenience, with or without cause. Upon receipt of written notice from the Client/Owner or DDA of such termination for the Client/Owner's or DDA's convenience, DDA shall cease work. In the event of termination by either party, the Owner/Client shall pay for all services rendered to the date of termination and all-reimbursable expenses. The Client/Owner or DDA shall have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination.

Payment

DDA will invoice the City of Spring Hill on a monthly basis. Payment is expected within 30 days of the date of invoice. Any invoices which exceed 30-days in payment shall be assessed a 5% fee per 30 days it remains unpaid. Should an invoice be paid in a time less than 30 days then a prorated fee will be paid to DDA.

Insurance

DDA shall secure and maintain professional liability insurance in the amount of \$1,000,000.00 as will protect it from claims of bodily injury, death or property damage, which may arise from the performance of service under this Agreement. DDA will provide the City of Spring Hill a certificate of insurance for their professional liability coverage.

Ownership of Documents

All documents, including, but not limited to, drawings, specifications, reports, calculations and computer software documents, programs and spreadsheets prepared by DDA pursuant to this Agreement are instruments of service in respect to any project. They are not intended or represented to be suitable for reuse by Client/Owner or others on modifications or extensions of this project in the future or on any other project. Any reuse without prior written approval by DDA for the specific purpose intended will be at the Client/Owner's sole risk and without liability or legal exposure to DDA. Client/Owner shall defend, indemnify and hold harmless DDA and its sub-consultants against all judgments, losses, damages, injuries, and expenses, including reasonable attorney's fees, arising out of or as a result from such reuse, to the extent permitted by law. Any verification for another purpose or adaptation of documents will entitle DDA to additional compensation at rates to be agreed upon by Client/Owner and DDA. Except as otherwise provided herein, documents, drawings, and specifications prepared by DDA and furnished to Client/Owner as

part of the services under this Agreement shall become the property of the Client/Owner, provided,

however, that DDA shall have the unrestricted right to their use. DDA shall retain any copyright and ownership rights in its design, drawing details, specifications, databases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the services under this Agreement shall remain the property of DDA.

Changes

The Client/Owner may request changes in the Scope of Services of any project to be performed hereunder. Such changes, including any increase or decrease in the amount of lump sum compensation, which are mutually agreed upon by and between the Client/Owner and DDA shall be incorporated into the agreement for each particular project. Any changes made to the construction documents by the Client/Owner or the Client's/Owner's representatives are strictly prohibited without the knowledge and written consent of DDA. DDA shall be released from any liability resulting from damages, injuries, and or death resulting from the unauthorized alteration of construction documents.

Applicable Laws

This Agreement shall be governed by the laws of the State of Tennessee.

Opinion of Construction Cost

Any opinion of probable construction cost or estimates prepared by DDA represents DDA's judgment as engineering design professionals and is supplied for general guidance to the Client/Owner. Since DDA has no control over the construction marketplace, economic factors, elapsed time between opinion of probable construction cost and actual bidding, DDA does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to Client/Owner.