

RESOLUTION 25-75

A RESOLUTION TO APPROVE TASK ORDER CONTRACT WITH THOMAS & HUTTON FOR CEI SERVICES FOR CITY-OWNED UTILITY RELOCATIONS FOR THE BUCKNER LANE – SOUTH SEGMENT WIDENING PROJECT

WHEREAS, the City of Spring Hill is currently in the process of widening Buckner Lane from Buckner Road to Duplex Road; and

WHEREAS, Thomas & Hutton has been contracted by the City to perform Construction Engineering and Inspection (“CEI”) services for city-owned utility relocations (specifically water and sewer lines and components), that the City cannot provide itself, for the north segment; and

WHEREAS, Thomas & Hutton has submitted Task Order No. 28298.0015 to provide CEI services for city-owned utility relocations (specifically water and sewer lines and components), that the City cannot provide itself, for the south segment of the project in the amount of \$407,000, attached hereto as Exhibit A; and

WHEREAS, staff recommends approval of a contingency in the amount of \$93,000 in addition to the task order as submitted; and

WHEREAS, the total cost of \$500,000 will be expensed from FY 25 budgeted funds (311-48002-59133) in the 18-75 fund.

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

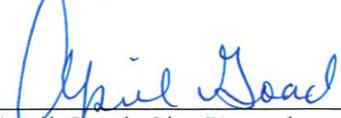
1. Approve Task Order No. 28298.0015 with Thomas & Hutton for CEI services for city-owned utility relocations the south segment of the Buckner Lane widening project for a total amount of \$500,000.
2. Authorize the Mayor to sign Task Order No. 28298-0015, attached hereto.

Passed and adopted by the Spring Hill Board of Mayor and Aldermen this 17th day of March, 2025.



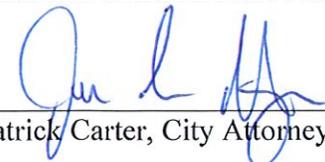
Jim Hagaman, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

Exhibit A



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WWW.THOMASANDHUTTON.COM

**SPRING HILL, TN
BUCKNER LANE WIDENING
SOUTH SEGMENT UTILITIES
TASK ORDER CONTRACT**

Task Order No: **28298.0015 CEI
(South Segment)**

Date: **February 12, 2025**

The Professional Service Agreement – Task Order Contract between the City of Spring Hill and Thomas & Hutton for Construction Administration and Observation Services for completion of the Buckner Lane Widening South Segment Utilities. 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 Buckner Lane Widening South Segment Utilities project.	
Contact:	Missy Stahl, CMFO – CIP Director	
Scope of Services:	<p><u>CEI Services</u> CEI Services will be provided to include construction administration and project management, with daily construction observations being performed by Thomas & Hutton. Construction Administration Services and Project Management will include:</p> <ul style="list-style-type: none"> • Attend and direct monthly progress meetings • Review construction shop drawings • Review the progress schedule and schedule of values prepared by the Contractor • 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 • Project Closeout <p>As part of Thomas & Hutton's above-mentioned 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"> • Daily site construction observation (40 hours per week dependent on the Contractor's schedule for 12-months) • Completing daily diary of construction observations • Tracking completed work including daily/monthly quantity tracking and reporting. • Coordination with City personnel and Contractors • Coordination with Contractor, subcontractor(s) and City's third-party roadway CEI personnel. <p>EXCLUSIONS: Services do not include any type of material testing, surveying or permitting.</p>	
	1. CEI Services During Construction	
	CEI Services Engineering Fee:	Time & Expense (Budget): \$397,000.00
	Reimbursable Expenses:	Time & Expense (Budget): \$ 10,000.00
	Additional Services	Time & Expense – See Consulting Services Rate Sheet
	Total Task Order Amount:	\$ 407,000.00

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:	CITY OF SPRING HILL	Engineer:	THOMAS & HUTTON
Signed:		Signed:	
Name:	Jim Hagaman	Name:	Trent V. Thompson, PE
Title:	Mayor	Title:	Vice President of Infrastructure
Date:	3-17-2025	Date:	02.12.2025

Exhibit A

SCOPE OF SERVICES

Our services will consist of the Construction Services Phase including CEI for the Buckner Lane Widening South Segment Utilities 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 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 40 hours per week, dependent on the contractor's schedule for a 12-month construction period and dependent on the phase of construction.
- Complete daily diary of construction observations.

CLIENT'S INITIALS



CONSULTANT'S INITIALS

- Coordinate with City personnel and Contractors
- Coordinate with Contractor, sub-contractors and City's third-party roadway CEI personnel.
- Attend final field inspections by regulating agencies for the project.

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 field work 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

During construction, Consultant will provide the following services:

CLIENT'S INITIALS



CONSULTANT'S INITIALS

- 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 estimated construction time of twelve (12) 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


CONSULTANT'S INITIALS

Thomas & Hutton provides services on a time and expense basis as follows:

1. This basis includes allowance for direct salary expenses and for direct non-salary expenses. It also provides for services we may subcontract to others.
2. Direct salary expenses are generally based upon our payroll costs. The payroll costs include the cost of salaries and wages (including sick leave, vacation, and holiday pay) for time directly chargeable to the project; plus, unemployment, excise, payroll taxes, and contributions for social security, employment compensation insurance, retirement benefits, and medical and insurance benefits.

The current hourly rate charges for each skill position for 2025 are as follows:

Hourly Rate	Engineer	Survey	Landscape	GIS	Quality Control	Business/ Administrative
\$ 320.00	Consultant	Consultant	Consultant	Consultant	Consultant	
\$ 290.00	Senior Manager	Senior Manager Survey Party (3-Men)	Senior Manager	Senior Manager	Senior Manager	Senior Manager
\$ 265.00	Project Manager V Project Engineer V	Survey Manager V Project Surveyor V	Landscape Architect V LA Project Manager V	GIS Manager V		Senior Application Developer IV, Software/Computer Consultant IV
\$ 240.00	Project Manager IV Project Engineer IV	Survey Manager IV Project Surveyor IV	Landscape Architect IV LA Project Manager IV	GIS Manager IV		Senior Application Developer III, Software/Computer Consultant III
\$ 230.00	Project Manager III Project Engineer III	Survey Manager III Project Surveyor III	Landscape Architect III LA Project Manager III	GIS Manager III		Senior Application Developer II, Software/Computer Consultant II
\$ 215.00	Project Manager II Project Engineer II	Survey Manager II Project Surveyor II Survey Party (2-Men)	Landscape Architect II LA Project Manager II	GIS Manager II	Construction Administrator II	Grant Administrator, Senior Application Developer I, Software/Computer Consultant I
\$ 200.00	Project Manager I Project Engineer I	Survey Manager I Project Surveyor I	Landscape Architect I LA Project Manager I	GIS Manager I	Construction Administrator I Field Representative V	Application Developer IV Permit Coordinator III
\$ 180.00	Designer IV Engineering Technician IV	Staff Surveyor V Survey Field Supervisor	Landscape Designer IV	GIS Analyst IV	Field Representative IV	Application Developer IV Permit Coordinator I
\$ 170.00	Designer III Engineering Technician III	Staff Surveyor IV	Landscape Designer III	GIS Analyst III	Field Representative III	Application Developer II Permit Coordinator II, Admin IV
\$ 160.00	Designer II Engineering Technician II	Staff Surveyor III Survey Party (1-Man)	Landscape Designer II	GIS Analyst II	Field Representative II	Application Developer I Permit Coordinator I
\$ 145.00	Designer I Engineering Technician I	Staff Surveyor II	Landscape Designer I	GIS Analyst I		Permit Coordinator I
\$ 125.00	CADD Technician III	Staff Surveyor I Survey Technician III	Landscape Technician III	GIS Technician III		Admin III
\$ 115.00	CADD Technician II	Survey Technician II	Landscape Technician II	GIS Technician II	Field Representative I	
\$ 110.00	CADD Technician I	Survey Technician I	Landscape Technician I	GIS Technician I		Admin II
\$ 105.00						Admin I
\$ 100.00						
\$ 485.00	Expert Witness					

3. When warranted, overtime will be charged for any non-salary employees. Overtime hours will be billed at 1.5 times the individual's charge rate.
4. Direct non-salary (reimbursable) expenses, including printing, reproduction, air travel, lodging, and meals are billed at cost. Travel in company or private vehicles will be billed at the IRS Standard Mileage Rate and may be revised based on fuel pricing. Outside consultant fees will be billed at 1.15 times the cost.
5. All rates and charges are effective through December 31st, 2025, including printing, reproductions, materials, and travel and are subject to change at that time. New rates and costs will become immediately effective to contracts in effect at the time of rate changes.