

**RESOLUTION 25-127**

**A RESOLUTION TO APPROVE AMENDMENT NO. 2 FOR LOSE DESIGN FOR THE PUBLIC WORKS FACILITY AT THE COMMUNITY SERVICES ANNEX SITE**

**WHEREAS**, the City of Spring Hill entered into a Professional Services Agreement with an Lose Design to provide master planning services for a conceptual master plan and intermediate plan for the Community Services Annex site, by Resolution 24-114; and

**WHEREAS**, staff requested Lose Design prepare Amendment No. 2 to the original agreement to develop construction drawings and landscape plans for the Community Services Annex (“CSA”) site, in particular the portion of the site that will house the Public Works department; and

**WHEREAS**, Lose Design has submitted the requested amendment in the amount of \$460,500.00 and will include services for seven (7) tasks, as detailed in Exhibit A attached hereto; and

**WHEREAS**, the amendment expenses be funded from the Capital Projects Fund (313-48023) utilizing FY 25 budgeted funds.

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

1. Approves Amendment No. 2 to the existing Professional Services Agreement with Lose Design for construction drawings and landscape plans for the Community Services Complex site for the portion that will house the Public Works department in a total amount of \$460,500.00, attached hereto.
2. Authorize the Mayor to sign the agreement.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 19<sup>th</sup> day of May, 2025.**

  
\_\_\_\_\_  
Matt Fitterer, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney



**REQUEST:** *Approval of Amendment No. 2 from Lose Design for the Community Services Annex site*

**SUBMITTED TO:** Board of Mayor and Aldermen

**SUBMITTED BY:** Missy Stahl, CIP Director

**DATE:** May 19, 2025

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**BACKGROUND:**

The Board of Mayor and Aldermen approved Resolution 24-114 to enter into a Professional Services Agreement with Lose Design to develop a conceptual master plan and intermediate plan for the Community Services Annex site. Staff requested Lose prepare an amendment to provide additional services related to construction drawings, landscape plans and other services associated with these tasks for the area of the site where Public Works will be housed.

Lose Design has submitted Amendment No. 2 for seven (7) tasks in the amount of \$460,500.00.

**FINANCIAL IMPACT:**

Amendment No. 2 is in the amount of \$460,500 and will be expenses from FY 25 budgeted funds (313-48023-59123).

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 25-127 to approve Amendment No. 2 from Lose Design for the Public Works facility at the Community Services Annex site and to authorize the Mayor to sign the amendment.



May 1, 2025

Mrs. Missy Stahl  
City of Spring Hill  
199 Town Center Parkway  
Spring Hill, TN 37174

RE: CSA Master Planning  
**Contract Amendment #2: Public Works Facility**  
**Lose Design Project # 23158-3**

Dear Missy,

Lose Design will offer its professional services for the new Public Works Facility Complex. We will provide these services in accordance with our current contract with the City of Spring Hill. Below is a summary of the design services.

**Task 1 - Project Management, Data Collection, and Programming**

- This task will consist of meetings with the client and management activities associated with the following tasks.

**Task 2 - Public Works Building Architecture Construction Drawings**

- This task includes the design of a 12,000 SF Public Works Building. The design includes architecture, structural, mechanical, plumbing, and electrical design. Construction documents will be prepared including the above-mentioned design services. The Construction Document package will be used for issuance of permits, comprised of necessary documentation for Building Codes' Review / Permitting and serve as a guide for on-site construction.

**Task 3 - Civil Construction Documents**

- This task includes preparing construction plans for bulk grading, storm sewer, sanitary sewer, potable water and proposed roadways. Design calculations will also be prepared. The plans and design calculations will be prepared in accordance with The City of Spring Hill's requirements.

**Task 4 - Utility and Stormwater Coordination**

- This task includes coordinating with the local utility districts to meet their standards for the building and road design.

**Task 5 - Landscape Plans**

- This task includes preparing construction plans for perimeter landscaping around the neighboring properties.

**Task 6 - Land Disturbance Permitting**

- This task includes applying for and obtaining the required permits to begin disturbing land for construction.

**Task 7 - Construction Administration**

- This task includes site visits and management tasks during construction to assist the client and contractor.



If this proposal is acceptable, please provide your authorization on the space provided on the attached signature page and return one signed copy to our office.

Sincerely,

LOSE DESIGN

A handwritten signature in blue ink that reads "Michael Black". The signature is written in a cursive style with a large, stylized "M" and "B".

Michael Black, P.E.  
Director of Operations

CONTRACT AMMENDMENT #2

SCOPE OF SERVICES/FEES

*Community Services Annex*

*Public Works Facility Complex  
Spring Hill, Tennessee*

*Project Description*

Lose Design (Lose) understands that The City of Spring Hill (Client) desires provision of architecture, engineering, and landscape architecture services at the property located on Beechcroft Road, north of the Town Center Parkway Intersection, for a proposed new 12,000 SF Public Works Facility Complex.

*Task 1 - Project Management, Data Collection, and Programming*

This task will consist of the following:

- Lose will coordinate and attend up to two (2) meetings with Client.
- Lose will coordinate and attend a site visit to view the existing conditions.
- Lose will evaluate the existing grades, site drainage and existing site improvements to coordinate proposed improvements with the ongoing master plan effort.
- Project management services expected for task 1 - 6.

*Task 2 – Public Works Building Architecture Construction Drawings*

Lose understands the Public Works Building is anticipated to be ±12,000 sf, comprised of:

- Restrooms/ Shower with stainless steel fixtures, real mirrors, automatic flush valves, paper towel dispensers, epoxy floor coating, open ceilings, suspended light fixtures with motion activation, prefer block wall for fixture partitions, and roof-mounted HVAC.
- Breakroom, Fleet Office, Signal Office, Signal, Storage, Signal Operations Room, Mech. Parts & Storage Room, and an open Mechanical Shop.

This task will consist of the following sub tasks:

*Task 2.1 – Schematic Design Phase (SD)*

This task will consist of the following:

- Lose will attend virtually, a project kick-off meeting with the Client to review initial project program, project constraints, schedule, and project budget.
- Lose will review governing, jurisdictional codes and regulations of the proposed building.
- Lose will provide a Building Program.
- Lose will provide up to (2) layout plan concepts with a single revision to a final selected concept of the layout for the Design Development Phase.
- Lose will provide up to (2) exterior design concepts in 3D, rendered graphic form, noting materiality with a single revision to a final selected concept for the Design Development Phase.
- Lose will attend virtually, an SD review meeting with Client for comment and selection of final concepts for the SD phase.

**Task 2.2 – Design Development Phase (DD, 30% CD package)**

This task will consist of the following:

- Lose will provide an updated Building Program for this phase.
- Lose will provide a Design Development package utilizing the selected concepts from the SD phase. The package will be comprised of the following:
  - Preliminary code review and life safety plan.
  - Dimensional graphic layout plan(s).
  - Dimensional building elevation(s).
  - Reflected ceiling plan(s).
  - Building section(s).
  - Building roof plan(s).
  - Listing of anticipated provided technical specifications.
- Lose will provide coordination with consulting engineering for building structure and systems.
- Lose will submit the DD set (30% CD plans) to the Client for review and comment.
- Lose will address comments from the DD set (30% CD plans) review.

**Task 2.3 – Architectural Construction Documents Phase (CD)**

This task will consist of the following:

- Lose will provide a final Building Program for this phase.
- Lose will provide a Construction Document package for issuance of permits, comprised of necessary documentation for Building Codes' Review / Permitting and serve as a guide for on-site construction. This package will be comprised of:
  - Cover sheet and drawing index.
  - Life safety code & regulation information as required by local jurisdictions consisting of egress routes, occupancy types, capacities, construction type, and fire ratings.
  - Dimensioned floor plan(s) and enlarged plan(s) as deemed necessary.
  - Reflected ceiling plan(s).
  - Dimensioned roof plan(s).
  - Exterior building elevations.
  - Interior elevations as deemed necessary.
  - Building sections and wall sections.
  - Industry standard details for construction for selected building systems.
  - Door and window schedules.
  - Limited interior finish schedules.
- Consulting Engineering services will be provided within this task as follows:
  - Structural – Structural Engineering consultant fees are provided under this task for Architectural elements associated with the building.
  - Mechanical – Mechanical Engineering consultant fees are provided in this task and will consist of Mechanical and Plumbing.
  - Electrical – Electrical Engineering consultant fees are provided in this task and will consist of building lighting and power. Low voltage and security design is not included in base fee and can be provided as an additional service.
- Up to two (2) client revisions of the plans will be completed for these tasks.
- Coordination and review of consultant deliverables
- Lose will submit 60% plans to the Client for review and comment.
- Lose will address comments from 60% set review.
- Lose will submit 90% plans to the Client for review and comment.
- Lose will address comments from 90% set review.
- Lose will submit the final permit set to the Client for review and comment.
- Lose will provide technical specifications in plan format.

#### **Task 2.4 – Architecture Permitting & Code Reviews**

This task will consist of the following:

- Lose will provide the necessary information for Permit application of local building and codes department for Building Permit review (site information to be provided by the Client).
- Lose will coordinate and meet virtually, up to (2) times with local building and codes department for review of the project document for permit issuance.
- Lose will address review comments and resubmit up to (1) time with the local building and codes review department.

#### **Task 3 – Civil Construction Documents**

This task will consist of the following:

- Prepare construction plans for bulk grading, storm sewer, sanitary sewer, potable water and proposed roadways.
- Prepare EPSC plans
- Prepare appropriate construction detail sheets
- Prepare construction plans for final design of stormwater detention facilities with required design calculations.
- Prepare construction plans for water quality design to meet the City of Spring Hill requirements with required design calculations.
- Coordinate with the surveyor for updated survey information along Beechcroft Road.

#### **Task 4 – Utility and Stormwater Coordination**

This task will consist of the following:

- Coordinate layouts for water and sewer service
- Coordinate electrical service to the site consisting of overhead and underground electrical service and required electrical structures
- Coordinate with the City of Spring Hill for stormwater design requirements

#### **Task 5 – Landscape Construction Documents**

This task will consist of the following:

- Prepare construction plans for perimeter landscaping along the neighboring property.

#### **Task 6 – Land Disturbance Permitting**

This task will consist of the following:

- Make application for Notice of Coverage (NOC) for the proposed disturbed area.
- Prepare hydrologic calculations and required documentation for application.
- Coordinate application fee and signatures required for application.
- Create three phase Erosion Protection and Sediment Control plans and notes to meet the requirements of the permit.
- Coordinate NOC and signatures from contractor awarded bid.

#### **Task 7 – Construction Administration**

This task will consist of the following:

- Lose will attend and participate in a Pre-Construction meeting with the Owner and General Contractor.
- Lose will attend and participate in one (1) OAC meeting per month during the anticipated eight-month construction period.
- Lose will observe site conditions and document findings in conjunction with the OAC progress meetings each month.
- Lose will coordinate shop drawing review and responses with the appropriate parties as required to comply with the specifications and components necessary

to complete construction.

- Lose will review and respond to RFI's that are relevant to the project contract documents.
- Lose will review change order requests as directed and provide the owner with a recommendation.
- Lose will review payment applications in conjunction with the monthly OAC progress meetings.
- Lose will provide a substantial completion review of the project, upon the request of the General Contractor. Lose will provide a report of the substantial completion review findings in the form of a punch list.
- Lose will provide a final completion review of the project, upon punch list completion, at the request of the contractor.



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**Fees**

The services described herein will be provided on a Lump Sum (LS) fee basis as follows:

<b><u>Description of Services</u></b>	<b><u>Fee Amount</u><sup>(1)</sup></b>
1 – Project Management .....	\$22,500.00
2 – Public Works Architecture Construction Documents .....	\$267,000.00
3 – Civil Construction Documents .....	\$127,750.00
4 – Utility and Stormwater Coordination .....	\$20,000.00
5 – Landscape Plans .....	\$15,500.00
6 – Land Disturbance Permitting .....	\$7,750.00
7 – Construction Administration .....	Hourly as Needed
<b>Total for Contract Amendment #2.....</b>	<b>.....\$460,500.00</b>

**Notes:**

(1) Expense amounts are **not** included in these fees, and are inclusive of reasonable out-of-pocket expenses incurred on behalf of the client and shall include travel and subsistence, plotting and reproduction, deliveries, and mileage. Expenses shall be billed in accordance with Attachment A.

Agreed to:

Agreed to:

City of Spring Hill  
Client Name

Lose Design  
Lose & Associates, Inc., dba Lose Design

Matt Fitterer  
Signer's Name (Typed or Printed)

\_\_\_\_\_  
Signer's Name (Typed or Printed)

BY:   
Authorized Signature

BY: \_\_\_\_\_  
Authorized Signature

Date: May 19, 2025

Date: \_\_\_\_\_

Title: Mayor

Title: \_\_\_\_\_

**To Whom Should Invoices Be Directed:**

NAME: Debbie Loveless or Marie Davis

EMAIL ADDRESS: payables@springhilltn.org