

**Action Requested/Required:**

- ☒ Vote/Action Requested
☐ Discussion or Presentation Only
☐ Public Hearing
Report Date: _____
Hearing Date: _____
Voting Date: 12/15/22

Department: Water & Sewer **Presenter(s) & Title:** Dave Hatabian
Utility Engineer

Agenda Item Title:

Discussion and Possible Action to Award Task Order No. 27 to Atkins for Construction Management Services to Relocate a Water Line on SR 140 at Avery Rd.

Summary:

GDOT is planning intersection improvements on SR 140 at Avery Rd and the City's water line needs to be relocated in the project area.

Budget Implications:

Budgeted? ☐ Yes ☒ No ☐ N/A

Total Cost of Project: Check if Estimated ☐

Fund Source: General Fund ☐ Water & Sewer ☒ Sales Tax ☐ Other:

Staff Recommendations:

Staff recommends awarding the Task Order to Atkins

Reviews:

Has this been reviewed by Management and Legal Counsel, if required? ☐ Yes ☐ No

Attachments:

Atkins Task Order No. 27

THIS SERVES AS A SUPPLEMENTAL AGREEMENT made as of _____, between the **City of Canton, Georgia, (OWNER)** and **Atkins-North America, (Consultant)**.

Owner and **Consultant** have previously executed a Professional Services Agreement dated September 18, 2014 and amended on May 20, 2021 that defines general terms under which **Consultant** will furnish General Consulting Engineering Services and Project Engineering Services to **Owner**. **Owner** now wishes to engage **Consultant** to provide services in connection with the Project known as Task Order No. 27 – Construction Management Services for SR 140 Water Line Relocation at Avery Rd. The Scope of Services is defined in Attachment A.

The fee for these services will be a Time and Expense Amount as outlined in Exhibit A of the Professional Services Agreement. Payments will be made monthly in accordance with the number of hours worked by personnel of **Consultant**. The amount will be a not to exceed amount of Twenty-Nine Thousand Five Hundred Forty dollars (\$29,540.00).

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

Owner:

City of Canton

Bill Grant

Mayor

Title

Signature

Attest:

Consultant:

Atkins North America, Inc.

By (Typed Name)

Title

Signature

Attest:

Approved as to form

Robert M. Dyer

City of Canton

Attorney



188 Anderson Street, Suite 125
Marietta, GA 30060

December 5, 2022

Mr. David Hatabian, PE
City of Canton, Georgia
110 Academy Street
Canton, Georgia 30114

RE: City of Canton, Georgia
SR 140 at Avery Road Improvements Water Main Relocation
Atkins Project No.: 100078655
Engineering Addendum No. One

Dear Mr. Hatabian:

In accord with our last discussion regarding this project, we are submitting this engineering agreement addendum to assist the City during the construction administration/management phase of the project. Under the current contract we have prepared the plans and technical specifications, permitting and bid phase services. Now as GDOT prepares to bid this road project this month, we offer this proposal in accordance with the terms and conditions outlined in the master contract between the City and Atkins, with the understanding that the City will provide daily inspection services and Atkins will provide construction management services to review progress, pay requests, and provide requested assistance.

Construction Phase Scope of Services

Phase 1- Substantial Completion of Construction Period (Prior to and During Construction)

Services provided during this phase include project management services, the review and approval of material submittals, visits to the site to meet with the Contractor and the City inspector, verifying and processing contractor pay requests, evaluation of change order requests, plus other similar tasks defined in the attached budget document. Project management services consist of communicating with City project staff, administering the engineering services contract, and general liaison with the City, the Georgia DOT, Cherokee County, and the various governing agencies that have jurisdiction over the project. Atkins shall also plan to attend monthly construction utility coordination meetings as the City's representative. We anticipate the submission and processing of three construction pay requests during this period. Phase 1 is scheduled to last until 90 consecutive calendar days after the NTP is issued to the construction contractor.



Mr. David Hatabian, PE
December 5, 2022
Page 2

Phase 2 – Final Completion of Construction Period

After the project is substantially complete and through the final adjustment of water facility structures at the end of the GDOT's construction of their proposed roadway improvements, Atkins shall continue to monitor the project as a representative of the City. Atkins shall notify the Contractor anytime during this phase when the road contractor/GDOT encounters any unknown or mis-installed City facilities that need adjustment or relocation by the City's Contractor. We shall also notify the Contractor at the appropriate time when the GDOT Contractor has progressed to the stage that the City is ready for the Contractor to return to the site to adjust all structures, such as fire hydrants, valve boxes, meter boxes, manholes, etc., to the final grade. We anticipate the submission and processing of one construction pay request during this period. Phase 2 is scheduled to last 275 days, extending to a date that will be 365 calendar days from the date the notice to proceed is issued and is intended to coincide with the date estimated for final completion by the GDOT road contractor. (At the date of this letter, the GDOT has not set the time length for the road construction, as this period length is a part of the proposal to be submitted by the road contractor. GDOT gave us an estimate of 365 days as what they expected.)

Phase 3 – Punch List Inspection, Punch List Preparation & Punch List Construction Management

At the end of the Final Construction of the project (Phase 2), Atkins staff shall meet with City staff and the Contractor to review the condition of the City facilities constructed, relocated or adjusted. The purpose of these inspections is to verify that all valve boxes and collars are accessible and flush with grade, all valve boxes are centered over the valve operating nut, all valves are fully open, all fire hydrants are set to final grade and not damaged, all water meter boxes are properly set to grade in accordance with City standards, all water meter boxes are centered for access and clean of debris and mud, all areas adjacent to water/sewer facilities are properly dressed and grassed, and other similar issues are addressed. All necessary parties shall meet to review the condition of the project. Based on the condition of the project, Atkins shall prepare a punch list describing the items that need further repair by the Contractor. The contract allows the City's contractor 30 days to complete the items described in the punch list.

Phase 4 – Construction Contract Close-Out and Final Inspection

After the 30 day punch list correction period, Atkins, the City and the Contractor shall reconvene on site for a final inspection to verify that the Contractor completed the punch list work to the satisfaction of the City. During the 30 day period following the Final Inspection, contract close-out documents shall be prepared and submitted to Atkins, including the final pay request, the



Mr. David Hatabian, PE

December 5, 2022

Page 3

final affidavit, the final record drawing survey coordinates and red-lined drawings, and any final change order requests that may have resulted from City requests or unanticipated relocations. During this 30 day period, Atkins shall provide services including scheduling and attending the final inspection, reviewing and processing the final pay request, preparing and processing the final affidavit and final change order, and receiving and checking the survey data for the record drawings. We anticipate the submission and processing of one final construction pay request during this period.

Phase 5 – Engineering Contract Close-Out and Preparation of Record Drawings

After the construction contract is closed out, Atkins shall utilize the red-lined drawings provided by the City's daily inspector and the Contractor in addition to the GPS coordinates provided by the Contractor to prepare final record drawings for the project. The final set of record drawings shall be submitted to the City within 30 days after the end of the 30 day construction close-out period.

Out of Scope Services shall include:

- A. Geotechnical services – Compaction testing shall be completed by an approved geotechnical engineer at the cost of the Contractor under the direction of the City Field Representative.
- B. Provision of Professional Services during the one year warranty period after the date of final completion.
- C. Continuation of Construction Management Phase Services if the Contractor does not complete the project during the contractually specified construction time period.
- D. Survey for record drawings – The construction contract requires that the Contractor employ a Registered Land Surveyor to gather the GPS data information required by section 01050 of the Contract.

Proposed Schedule

Completion of Phase 1 – Substantial Completion of Construction: 90 days after NTP issued.

Completion of Phase 2 – Final Completion of Construction – 365 days after NTP issued.

Completion of Phase 3 – Completion of Punch List/Final Inspection – 395 days after NTP issued.

Completion of Phase 4 – Completion of Construction Close-Out – 425 days after NTP issued.

Completion of Phase 5 – Submission of Record Drawings to CCWSA – 455 days after NTP issued.



Mr. David Hatabian, PE
December 5, 2022
Page 4

(Note – This schedule is subject to revision, as it is based on an anticipated road construction schedule provided by GDOT, and not the actual schedule to be provided in the road contractor's proposal; The actual approved road construction schedule will control the completion date for Phase 2.)

Note: This schedule is based on the GDOT's road construction contract schedule. The City's contractor cannot return to the site to adjust City structures to final grade until the roadway final grading is completed. If unforeseen circumstances require change orders for time extensions for construction, the time scheduled for completion of construction closeout and record drawing submittals would be extended by the same time period extension approved by the City.

Proposed Engineering Fee

Atkins proposes to complete the construction management services described above for an estimated total fee of **\$29,540**. This total fee is detailed in the attached spreadsheet showing the estimated hours/hourly rates for each task. These fees will be billed to the City based on hourly rates (per the Contract) with a maximum fee of **\$29,540**, not to be exceeded without prior approval from the City.

If this proposal is acceptable to you, please sign the attached engineering amendment form and send us a signed task order for the proposed work. Please call if you have any questions.

Sincerely,

Atkins North America, Inc.

A handwritten signature in blue ink that reads "R Bartlett".

Robert Bartlett, PE

Enclosures

Cc: Brian Bolick, DM - Atkins

City of Canton, Georgia
SR 140 at Avery Road Improvements Water Main Relocation
Construction Management Engineering Cost Proposal

Task No.	Description	Sr. Project Manager	Project Director (QC)	Professional III	Estimated Hours	Estimated Cost
	<i>2022 Labor Rate - Nov. 2022-Feb 2023</i>	\$ 200	\$ 280	\$ 140		
1.0	Substantial Completion of Construction Phase					
	Services (Award through 90 Days after NTP Issued):					
1.10	Material Submittal Review and Approval	8			8	\$ 1,600
1.20	Prepare and Issue NTP	1			1	\$ 200
1.30	Erosion Control Reviews	6			6	\$ 1,200
1.40	Construction Management Tasks (2 Hrs/Week+/-)	24	3	5	32	\$ 6,340
1.50	Review and Process Pay Requests (3)	12			12	\$ 2,400
1.60	Evaluate and Process Change Order Requests	3			3	\$ 600
1.70	CM Site Visits with City Inspector	12			12	\$ 2,400
1.80	Attend Monthly GDOT Util Coord Meeting (3)	4			4	\$ 800
1.90	Review and Approval of Compaction Test Reports	1			1	\$ 200
	SUBTOTAL				79	\$ 15,740
2.0	Final Completion of Construction Phase Services					
	(From End of Sub. Completion to 365 Days post NTP)					
2.10	Construction Management Tasks	12			12	\$ 2,400
2.15	Attend Monthly GDOT Util Coord. Meetings	8			8	\$ 1,600
2.20	Review and Process Pay Requests (1)	4			4	\$ 800
	SUBTOTAL				24	\$ 4,800
3.0	Punch List Inspection, Punch List Preparation and Punch List Construction Management					
	(From Final Completion to 395 Days post NTP)					
3.10	Punch List Inspection	4			4	\$ 800
3.20	Punch List Preparation	2			2	\$ 400
3.30	Construction Management Tasks	4	2		6	\$ 1,360
	SUBTOTAL				12	\$ 2,560
4.0	Construction Close-Out Phase					
	(From 395 to 425 Days post NTP)					
4.10	Final Inspection	4			4	\$ 800
4.20	Review and Approval of Final Pay Request/Affidavit	4			4	\$ 800
4.30	Review of As-Built Submittals (GPS and Red-Lines)	1		1	2	\$ 340
4.40	Prepare and Execute Final Change Order	3			3	\$ 600
	SUBTOTAL				13	\$ 2,540
5.0	Engineering Close-Out and Record Drawings					
	(From 425 to 455 Days post NTP)					
5.10	Preparation of Record Drawings	1		12	13	\$ 1,880
5.20	QC of Record Drawings	2	4		6	\$ 1,520
	SUBTOTAL				19	\$ 3,400
6.0	Direct Expenses - Mileage Reimbursement					\$ 500
	Subtotal Hours	120	9	18	147	
	Subtotal Dollars	\$ 24,000	\$ 2,520	\$ 2,520		\$ 29,540

Forecast as of today: Bid held October 13, 2022; Low Bidder KAM Contracting at total bid price of \$563,969; Begin WM Construction Jan. 3, 2023; End Roadway Construction around April 1, 2024.

Note - Hourly Contract, so only hours required will be invoiced to City; Also, Hourly rates shown are for forecast; Actual hourly fee rates are based on actual wage rates; Rates shown good through 2/28/2022; Normal Atkins Wage Adjustments Occur 3/1 of each year.