

**Action Requested/Required:**

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

Department: Community Development**Presenter(s) & Title:** Bethany Watson

City Engineer

Agenda Item Title:

Discussion on the Award of Task Order 7 Addendum 2 for Supplemental Services for Ridge Pine Elevated Tank and Booster Pump Station for Construction Administration to Black & Veatch in the amount of \$498,661.00

Summary:

Black & Veatch (BV) was originally tasked designing for the City of Canton a water system improvement project. This addendum will cover supplemental services related to support to water system improvements identified in the 2018 Water Master Plan, designing a new 1.5 million gallon elevated water storage tank. The Supplemental Services for this addendum include: Preconstruction Conference, Easement Acquisition, Periodic Site Visits (2 a month on average), Submittals and RFIs, Testing and Startup, Punchlist and Final Inspections, Operations Training, Monthly Reports and Project Admin, Construction QA, among other items.

Budget Implications:Budgeted? ☒ Yes ☐ No ☐ N/ATotal Cost of Project: \$ 498,661.00 Check if Estimated ☐Fund Source: General Fund ☐ Water & Sewer ☒ Sales Tax ☐ Other: _____**Staff Recommendations:**

Staff recommends approval for Task order 7

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

Proposal
Addendum 2

THIS SERVES AS A SUPPLEMENTAL AGREEMENT made as of _____, between the **City of Canton, Georgia, (OWNER)** and **Black & Veatch Corporation, (Consultant)**.

Owner and **Consultant** have previously executed a Professional Services Agreement dated December 20, 2018 and amended February 3, 2022, 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 7 Addendum 2 Supplemental Services for Ridge Pine Elevated Tank. 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 Four Hundred Ninety-Eight Thousand Six Hundred Sixty One (\$498,661.00).

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:

Black & Veatch Corporation

William J. Wells

By (Typed Name)

Title

Signature

Attest:

Approved as to form

Robert M. Dyer

City of Canton

Attorney

ATTACHMENT A

PROPOSAL FOR

**TASK ORDER NO. 7:
RIDGE PINE ELEVATED
TANK AND BOOSTER
PUMP STATION
(ADDENDUM 2)**

PREPARED FOR



City of Canton

30 APRIL 2025



Exhibit A Supplementary Services

Project Purpose

Black & Veatch (BV) was tasked by the City of Canton (City) to support water system improvements identified in the 2018 Water Master Plan to improve flow to the 1292 Pressure Zone including:

- Design a new 1.5 million gallon (MG) elevated water storage tank at the new City park to be located at the intersection of Marietta Highway and Pine Crest Drive with current ground elevation approximately 1142-ft, desired top water level (TWL) of 1292 ft, and low water level (LWL) at approximately 1273 ft.
- Design a 12-inch waterline connection of the proposed water tank to an existing waterline located on along Marietta Highway, with an altitude valve and valve vault.
- Design a new booster pump station located at the base of the proposed elevated tank column.
- Demolition and removal of the existing Ridge Pine Booster Pump Station and Ground Storage Tank.
- Demolition of the K-Mart Booster Pump Station.
- Decommissioning of the existing Ridge Pine Elevated Water Tank

As part of this project, BV has provided: project administration and management, surveying and geotechnical services, water system modeling, preliminary design, detailed design, permitting, and bidding assistance. Bids were recently opened, and the project will be progressing to construction. The City has requested BV propose a scope of work and related fee to provide the City with support of this project during construction.

Supplementary Scope of Services

BV is requesting approval of various supplementary services related to construction administration and management of the project that were not included in the original scope of services. Tasks 1-15 describe the office-based engineering tasks during the construction phase of the project. Task 16 describes the field-based tasks as BV proposes a part-time experienced Resident Project Representative.

1. **Preconstruction Conference.** Assist with conducting a pre-construction conference with the City, Contractor, and others as appropriate, to explain construction administration procedures and to delineate project requirements and constraints. Prepare and distribute an agenda prior to the conference and minutes of the conference within one week following the conference. BV will prepare conformed documents for issue at the Preconstruction Conference. The preconstruction conference will be held at City Hall at 110 Academy Street, Canton.
 - Task Budget Basis: One preconstruction conference meeting
2. **Easement Acquisition.** Assist the City with obtaining three temporary construction easements. Two of the temporary construction easements are located on Marietta Highway and required to allow space for the installation of launching or receiving pits for

6. **Periodic Site Visits by the Engineer.** The Engineer will visit the site to review construction progress, changed conditions, and coordinate with the City and Contractor regarding potential questions, proposed changes, compliance with the contract documents, and generally support the City's and Contractor's prosecution of the work. Site visits are planned for twice monthly during construction on average but may be used more or less frequently depending on project needs and Owner's request. Engineer will prepare a field visit report for each visit and include time, date, weather, summary of contractor's forces on site, on-going work in progress at time of visit, and details of specific issues relevant to the site visit, as well as attach any supporting photographs or field markups.
 - Task Budget Basis: Two (2) visits per month on average over eighteen (18) months, total of thirty six (36) site visits by the Engineer at 4 hours per visit total that includes time to prepare the site visit summary.

7. **Contractor's Submittals.** Process and track the Contractor's shop drawing and product data submittals on materials, equipment, and methods; transmit routine submittals to the City for review, as appropriate; review each submittal to determine conformance with the design concept and compliance with the contract documents; review equipment operation and maintenance manuals for proper format and content; and implement and maintain an electronic document management system for processing all submittals to indicate materials received, dates of receipt and return to the Contractor, and action taken on the submittal. Average submittal turnaround time for Consultant review is expected to be less than 15 business days. Engineer's review shall be for general conformity to the construction contract documents and shall not relieve the Contractor of any of his contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
 - Task Budget Basis: Seventy Five (75) submittals, including first resubmittal of rejected or revised submittals.

8. **Requests for Information.** Respond to requests for information, interpretation, or clarification of the drawings and specifications; transmit routine RFIs to City for review and response, as appropriate based on nature of request; and prepare sketches, additional drawings, or other documentation as necessary to accommodate responses. All such interpretations and clarifications shall be consistent with the intent of the Contract Documents and reasonably inferable from them. Maintain a Log of Requests for Information, indicating subject of the request, date of the request, originator of the request, person responsible for response and date of response; and facilitate prompt responses to Request for Information to the maximum extent possible, confirming that the appropriate party is resolving outstanding issues requiring action. All documentation will be maintained in and filed in electronic format.
 - Task Budget Basis: Fifty (50) RFI's. and 4 hours to respond to each RFI.

9. **Proposed Changes to Work.** Review all proposed changes to the work requested by the Contractor to ascertain need, to check for cost-effectiveness, to verify proposed costs, and to confirm conformance with the original design intent. Prepare City-generated

requests for changes for submittal to Contractor; refrain from taking unilateral actions that commit additional funds or that could be interpreted as authorizing modifications to the contract; and track the status of proposed changes and report status of changes regularly to the City and the Contractor.

- Task Budget Basis: Up to 75 hours.

10. **Testing and Startup.** Review the Contractor's submittal of schedules and proposed procedures for required functional testing and commissioning of the new facilities and equipment; transmit all such submittals upon receipt to the City for concurrent review; verify that tests and equipment and systems startups are conducted in the presence of appropriate personnel, and that the Contractor maintains adequate records thereof. Review control system suppliers proposed HMI screens and programming and attend any shop testing of the pump control and/or SCADA panels. The review will address the completeness and compliance of the submittal and subsequent testing with the control strategies outlined in the Contract Documents.

- Task Budget Basis: Ten (10) testing and start-up events for equipment.

11. **Punchlist and Final Inspection.** Assist City in evaluating the quality and completeness of the constructed work, through joint inspections at the substantial completion level of construction and will prepare and distribute discipline-specific punch list of observed deficiencies and/or incomplete items and provide follow-up inspection of punch list items to confirm satisfactory completion by the Contractor.

- Task Budget Basis: One (1) punch list inspection, one (1) final inspection, and one (1) warranty inspection conducted by the City, Engineer, and Resident Project Representative; punch list follow-up by Resident Project Representative.

12. **Operations Training.** Review Contractor's specified vendor-furnished equipment and system operations training for agreement with contract requirements, initially arranging a planning meeting with the Contractor, the design staff, and the City to discuss the required procedures for training sessions, lesson plan requirements, scheduling restrictions, audiovisual needs, and other related issues; review the Contractor's submittals related to training sessions, coordinate the City's and Design Engineer's review of training material, assist Contractor's and/or vendor's execution of the training sessions; and record the duration of training sessions for comparison to the specified requirements.

- Task Budget Basis: Eight (8) meetings (training provided by equipment and/or systems vendors).

13. **Project Files and Records.** Maintain, on a current basis, a complete set of project correspondence, job files, change documentation, approved shop drawings, contract documents, daily inspection reports, RFI's and responses, received test reports, and other project related documentation prepared by the Engineer; provide copies of relevant project-related correspondence to the City; maintain an electronic document tracking/filing system to facilitate retrieval and archival needs. All document correspondences are required to be maintained and submitted to the City in electronic format to include but not

limited to: submittals, Requests for Information, conformed contract documents, allowance directives, design clarifications, contract change orders, record drawings, photos, schedules.

14. **Record Drawings.** Review on-going compilation of record information by the Contractor on a regular, periodic basis during the life of the project; review the final Record Drawing information submitted by the Contractor; revise the construction drawings to reflect the record conditions using the Contractor's approved Record Drawing information, supplemented with any additional information gathered during inspection activities; and provide final Record Drawings in the following format: electronic drawing file on USB drive (CAD and PDF), and two sets each of full-size and half-size prints.

15. **Project Administration and Monthly Reports.** Project administration will include the preparation of monthly invoices. Each invoice will include a monthly report to keep the City apprised of the project's status and focus attention on critical issues requiring action. Generally, include the following information:

- Contractor's current project schedule update
- Percentage of construction in place, planned and actual based on Contractor's pay requests.
- Summary of Consultant's budget status.
- Inspection report, including list of deficiencies.
- Summary of key unresolved project issues.
- Summary of key issues resolved, decisions reached, clarifications, changes, instructions, etc.
- Summary report on submittals and RFIs.
- Selected progress photographs.

Task Budget Basis: Eighteen (18) reports.

16. **Construction Quality Assurance.** Provide a part-time Resident Project Representative (RPR) to observe materials, equipment installation, work in progress, and completed work to ascertain compliance with the plans and specifications, subsequent contact modifications, and approved submittals. While the project construction time frame is contracted for 18 months, the RPR will be provided for one day per week for the first 15 months. Extension of the construction schedule past 18 months will necessitate supplemental services. In general, the RPR will:

- Observe Contractor's construction methods for alignment with the project's specifications and standards. This includes:
 - Foundation Construction: Observe the construction of the tank's foundation for compliance with contract specifications and requirements.
 - Composite Tank Erection: Monitor the erection of the tank itself, document Contractor's compliance with contract requirements regarding welding and coating of the steel bowl.

- Yard Piping: Observe the installation of key elements of yard piping such as concrete thrust blocks, trenchless casings, and connections to the water distribution system.
- Pump Station, Process Piping, and Equipment Inside Tank Column: Observe the installed condition of pumps, motors, pipework, valves, electrical equipment, lighting, and HVAC within the column of the elevated tank.
- Demolition activities: Observe the demolition of the existing Ridge Pine Booster Pump Station, Ground Storage Tank and K-Mart Pump Station after startup and commissioning of the elevated tank and booster pump station.
- Verify that materials and equipment provided comply with approved specifications and shop drawings including storage.
- Observe pressure testing, disinfection sample collection, performance tests or initial operation of the equipment as required by the specifications.
- Notify Contractor in writing immediately of any observed noncompliance or variances from the contract requirements. Notify the City when Stop-Work Orders should be issued to enforce compliance.
- Prepare daily reports from each periodic site visit of the status of the work, weather conditions, activities, manpower, equipment (including idle equipment), and other pertinent observations.
- Evaluate materials testing results based on contract requirements.
- Maintain a continuous log of deviations throughout the project to reflect contract modifications and field changes.
- Maintain a chronological record of the progress of construction through photographic documentation.
- Coordinate with Contractor to provide survey control from design survey files for Contractor's use for staking out of new structures and installations.
- Accompany visitors representing public or other agencies having jurisdiction over the project and record the visits in the daily log and in the monthly report.
- By performing these services, the RPR shall not have authority or responsibility to supervise, direct, or control the Contractor's work or the Contractor's means, methods, techniques, sequences, or procedures of construction. The RPR shall not have authority or responsibility for safety precautions and programs incident to the Contractor's work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing.

END OF ADDENDUM 2 SCOPE OF SERVICES

Exhibit B
Estimated Labor Hours and Associated Fee

The fee estimate of labor, expenses of **\$498,661.00** is based on billing rates is responsive to the Supplemental Services presented above. The Scope of Services and Associated Fee table shown below are authorized upon execution of this task order. If additional effort is requested, BV will notify the City and will not proceed without written authorization (email or letter) by the City Representative.

Task	Description	Hours	Labor	Travel / Field / Misc Expenses & Subcontracts	Total Price
1	Task 1 - Preconstruction Conference	31	\$5,945.00	\$150.00	\$6,095.00
2	Task 2 - Easement Acquisition	27	\$5,085.00	\$8,030.00	\$13,115.00
3	Task 3 - Project Meetings	273	\$55,355.00	\$2,700.00	\$58,055.00
4	Task 4 - Progress Payments	40	\$9,400.00	\$0.00	\$9,400.00
5	Task 5 - Project Schedule	40	\$9,400.00	\$0.00	\$9,400.00
6	Task 6 - Periodic Site Visits	158	\$37,130.00	\$1,800.00	\$38,930.00
7	Task 7 - Contractor's Submittals	331	\$72,130.00	\$0.00	\$72,130.00
8	Task 8 - Requests for Information	222	\$48,785.00	\$0.00	\$48,785.00
9	Task 9 - Proposed Changes to Work	83	\$21,190.00	\$0.00	\$21,190.00
10	Task 10 - Testing and Startup	66	\$16,500.00	\$375.00	\$16,875.00
11	Task 11 - Punchlist & Final Inspection	31	\$6,635.00	\$0.00	\$6,635.00
12	Task 12 - Operations Training	35	\$6,475.00	\$0.00	\$6,475.00
13	Task 13 - Project Files and Records	88	\$12,760.00	\$0.00	\$12,760.00
14	Task 14 - Record Drawings	62	\$8,630.00	\$0.00	\$8,630.00
15	Task 15 - Project Admin and Monthly Reports	240	\$38,600.00	\$0.00	\$38,600.00
16	Task 16 - Construction Quality Assurance	572	\$105,820.00	\$3,900.00	\$109,720.00
17	Task 17 - Billing Rate Escalation in FY26	0	\$0.00	\$21,866.00	\$21,866.00
Totals		2,299	\$459,840.00	\$38,821.00	\$498,661.00

Exhibit C**Project Milestones**

The Project Milestones are presented in the table below. All activities are complete except for construction that is anticipated to commence in July 2025; the construction schedule will be updated based on the selected contractor's schedule of activities.

<u>ID</u>	<u>Task Name</u>	<u>Duration (Calendar Days)</u>	<u>Start</u>	<u>Finish</u>
1	Preliminary Design	287	Tuesday, August 1, 2023	Tuesday, May 14, 2024
2	Kick-off Meeting	0	Tuesday, August 1, 2023	Tuesday, August 1, 2023
3	Hydraulic Modeling Tech Memo	38	Monday, August 7, 2023	Thursday, September 14, 2023
4	Site & Utility Survey	22	Tuesday, January 2, 2024	Wednesday, January 24, 2024
5	Geotechnical Report	14	Monday, January 29, 2024	Monday, February 12, 2024
6	Design Development Report	91	Tuesday, February 13, 2024	Tuesday, May 14, 2024
7	Detailed Design	218	Thursday, May 16, 2024	Friday, December 20, 2024
8	Completion of 70% Design	88	Thursday, May 16, 2024	Monday, August 12, 2024
9	70% QC Review	4	Thursday, August 15, 2024	Monday, August 19, 2024
10	Incorporation of 70% QC Comments	4	Thursday, August 22, 2024	Monday, August 26, 2024
11	Owner Review of 70% Design	4	Thursday, August 29, 2024	Monday, September 2, 2024
12	Completion of 100%	81	Thursday, September 5, 2024	Monday, November 25, 2024
13	100% QC Review	8	Thursday, November 28, 2024	Friday, December 6, 2024
14	Incorporation of 100% QC Comments	4	Monday, December 9, 2024	Friday, December 13, 2024
15	Owner Review of 100% Design	4	Monday, December 16, 2024	Friday, December 20, 2024
16	Permitting	21	Monday, January 6, 2025	Monday, January 27, 2025
17	Prepare Permit Applications	7	Monday, January 6, 2025	Monday, January 13, 2025
18	Land Disturbance Permitting	14	Monday, January 13, 2025	Monday, January 27, 2025
19	Utility Permitting (GUPS)	14	Monday, January 13, 2025	Monday, January 27, 2025
20	Bid Phase	84	Thursday, March 13, 2025	Thursday, June 5, 2025
21	Advertise for Construction	35	Thursday, March 13, 2025	Thursday, April 17, 2025
22	Receive Bids	0	Thursday, April 17, 2025	Thursday, April 17, 2025
23	Bid Evaluation/Recommend Award	12	Friday, April 18, 2025	Wednesday, April 30, 2025
24	Award Project	0	Thursday, June 5, 2025	Thursday, June 5, 2025
25	Construction	580	Monday, July 7, 2025	Sunday, February 7, 2027
26	Construction NTP	0	Monday, July 7, 2025	Monday, July 7, 2025
27	Substantial Completion	550	Monday, July 7, 2025	Friday, January 8, 2027
28	Final Completion	30	Friday, January 8, 2027	Sunday, February 7, 2027