

**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 and Possible Action on the Award of Task Order 9 to Practical Design Partners, LLC. for W. Main Street Pedestrian Corridor for Construction Management Services in the amount of \$258,370.

Summary:

This project includes the construction of a 10-foot sidewalk, on-street parking, and converting W Main Street for one-way traffic. The construction will follow the plans completed by PDP and dated March 16, 2026. PDP's previous task orders for this project included concept development, survey, design, right-of-way acquisition, and bidding assistance. The remainder of those task orders will carry the project through the construction bidding and award process. PDP will serve as an extension of the City's staff during the construction phase of the project by providing inspections and testing services to ensure the project is constructed in reasonable conformance to the plans and specifications. PDP will perform the Construction Administration services, Surveying and Mapping, LLC (SAM) will provide Utility Coordination services, and UES Professional Solutions 18, LLC (UES) will perform Materials Testing and Inspection services.

Budget Implications:Budgeted? ☒ Yes ☐ No ☐ N/ATotal Cost of Project: \$ 258,370.00 Check if Estimated ☐Fund Source: General Fund ☐ Water & Sewer ☐ Sales Tax ☐ Other: SPLOST**Staff Recommendations:**

Approval of the Award of Task Order 9 to Practical Design Partners, LLC. for W. Main Street Pedestrian Corridor for Construction Management Services in the amount of \$258,370.

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

TO 9
Proposal

THIS SERVES AS A SUPPLEMENTAL AGREEMENT made as of _____, between the **City of Canton, Georgia, (OWNER)** and **Practical Design Partners (Consultant)**.

Owner and **Consultant** have previously executed a Professional Services Agreement dated April 11, 2022 and amended March 10, 2025 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. 9 – Construction Administration of the W Main St Pedestrian Corridor. The Scope of Services is defined in Task II of the attached letter.

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 Two Hundred Fifty-eight Thousand Three Hundred Seventy dollars (\$258,370.00).

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 _____

Name

Mayor _____

Title

Signature _____

Attest:

Consultant:

Practical Design Partners _____

By (Typed Name) _____

Title _____

Signature _____

Attest:



May 6, 2026

Bethany Watson, PE, AICP
City Engineer
Engineering Department
City of Canton
110 Academy Street
Canton, GA 30114

Re: Fee Proposal for the Construction Administration of the W Main St Pedestrian Corridor

Dear Mrs. Watson,

Practical Design Partners, LLC (PDP) appreciates the opportunity to provide construction administration services for the W Main Street Pedestrian Corridor. This proposal outlines the scope of work anticipated and the associated fee proposal.

Anticipated Scope of Work:

This project includes the construction of a 10-foot sidewalk, on-street parking, and converting W Main Street for one-way traffic. The construction will follow the plans completed by PDP and dated March 16, 2026.

PDP's previous task orders for this project included concept development, survey, design, right-of-way acquisition, and bidding assistance. The remainder of those task orders will carry the project through the construction bidding and award process. This proposal outlines the additional services requested by the City of Canton for construction inspections, utility coordination and testing. PDP will serve as an extension of the City's staff during the construction phase of the project by providing inspections and testing services to ensure the project is constructed in reasonable conformance to the plans and specifications.

PDP will perform the Construction Administration services outlined below. Surveying and Mapping, LLC (SAM) will provide Utility Coordination services, and UES Professional Solutions 18, LLC (UES) will perform Materials Testing and Inspection services.

Construction Administration

1. PDP will perform project management activities throughout the construction phase to include subconsultant contracting, invoicing, and up to six meetings with the City of Canton.
2. PDP staff will perform up to 65 site inspections during construction. The construction duration is 21 months. It is anticipated that the first 12 months of construction will consist primarily of the overhead-to-underground utility conversion, and PDP staff will be required on-site once every two weeks while utility relocations are being performed. The remaining 9 months of construction are expected to require weekly site visits during construction activities.

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3. After each site visit, PDP will provide inspection reports of the observed progress in memo format.
4. PDP will provide interpretations of the specifications and special provisions, as required, and will act as the representative of the City while in the field and to make recommendations to the City to resolve issues and disputes which may arise in relation to the construction contract.
5. PDP will contact the city with any item which significantly changes the character of the original scope of work. PDP will NOT authorize any additional work without prior approval of the City.
6. PDP will review monthly contractor pay applications and make recommendations for approval. Quantities will be verified in the field when possible and measurable.
7. PDP will perform a final punch list inspection upon Substantial Completion.
8. PDP will complete up to 3 Use on Construction Revisions, as needed, for minor adjustments required during construction. No additional design services are included.

Utility Coordination

1. SAM will become familiar with the utility construction practices of the utility owners, contractual requirements, adjustment schedules, utility permits, and proposed schedule of operations.
2. SAM will attend contractor's Worksite Utility Coordination Supervisor (WUCS) monthly meetings. The contractor is ultimately responsible for utility coordination and performing the WUCS duties as specified in Supplemental Specification Section 107.
3. SAM will observe, inspect, and document the utility work performed by the City's contractor and utility owners' contractors to determine the progress or work and conformance with the utility relocation plans. SAM will report significant discrepancies to the City.
4. Upon completion of utility reimbursable work by separate agreement with the City, SAM will notify the City when reimbursable work is complete for the City's further handling.
5. SAM will provide coordination and verification of utility contract modifications for recommendation, as required, and provide technical assistance on an as-needed basis for other utility-related matters regarding the project.
6. SAM staff will perform up to 40 site inspections during the overhead-to-underground utility conversion.

Construction Materials Testing and Inspections

1. UES will become familiar with the construction plans, specifications, and proposed schedule of operations.
2. UES will provide inspection reports for all on-site observations and testing.
3. UES will provide observation and testing of earthwork activities including collecting soil samples to verify materials are free of organics, performing compaction tests and proof rolling observations on sub-grade materials.
4. UES will provide observation and testing of asphalt paving including periodically checking asphalt temperatures, confirming delivery tickets for asphalt mix, and perform cores to confirm binder and asphalt thickness and density.
5. UES will monitor concrete placement and perform concrete samples and testing.
6. UES staff will perform site inspections for up to 26 weeks at 18 hours per week during the placement of embankment, pavement and concrete.

**Proposed Schedule:**

The PDP team will complete the scope of work generally following the approved construction schedule.

Proposed Fee:

Services will be invoiced monthly on an hourly basis plus direct costs up to the maximum amount shown below.

Tasks	Fee Proposal
Construction Administration	\$112,240
Utility Coordination	\$93,060
Construction Materials Testing and Inspections	\$53,070
Task Order Total	\$258,370

Additional Assumptions:

1. The contractor will coordinate the construction operations with PDP and provide adequate time for the mobilization of staff for all required inspections and testing.
2. The contractor is responsible for all construction means and methods. PDP does not provide any warranty as to the accuracy, workmanship, quality, or conformance to project specifications. PDP is only serving as an extension of staff to the City of Canton and assumes no liability during the construction process.
3. PDP is not responsible for any delays, costs, or damages during the construction process.
4. PDP is not responsible for any permitting that may be required.

PDP has developed this scope of services and fee proposal based on our current understanding of the construction requirements. Any additional services not explicitly mentioned or any changes to the scope or assumptions provided in this proposal may require a supplemental request to complete the project.

Thanks again for the opportunity to provide our proposal for construction services on this project! We look forward to continuing our involvement.

Please let us know if there are any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Robinson", is written over a light blue horizontal line.

Brad Robinson, PE
Vice President