

BOARD OF MAYOR AND ALDERMEN
TOWN OF NOLENSVILLE
POST OFFICE BOX 547
NOLENSVILLE, TN 37135

RESOLUTION #15-19

A RESOLUTION TO ENTER INTO AN AGREEMENT WITH HFR DESIGN

WHEREAS, the Town of Nolensville wishes to complete a sidewalk path along Stonebrook Boulevard from Johnson Industrial Boulevard to Dortch Lane; and,

WHEREAS, the State of Tennessee, Department of Transportation has a provision to implement a 100% no match required, Safe Routes To School (SRTS) Program grant; and,

WHEREAS, the Nolensville Board of Mayor and Aldermen on November 1, 2012, by Resolution #12-21, unanimously agreed to submit an application to the Department of Transportation, for a SRTS program grant; and,

WHEREAS, on September 24, 2013, the Town was advised by the State of Tennessee, Department of Transportation (TDOT) that the Town was selected for 100 percent funding of infrastructure and non-infrastructure items designated in the Grant Application Project identified as 118976.00; and,

WHEREAS, the Town of Nolensville desires to have a professional firm provide assistance with surveying, engineering, environmental tasks, bid process, and compliance with TDOT standards, for work associated with the Grant funding; and,

WHEREAS, HFR Design, is able and qualified to perform these duties as described in the attached agreement; and,

NOW THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen of the Town of Nolensville, Tennessee, as follows:

Section 1. The Mayor or his designee is hereby authorized to enter into an agreement with HFR Design to perform professional engineering services with overall payment not to exceed \$26,600.00.

Section 2. The contract and scope of work is attached to and made part of this resolution.

RESOLVED this 4th day of June, 2015.

Jimmy Alexander, Mayor

Kali Mogul, Town Recorder

Passed: _____

HFR DESIGN

214 Centerview Dr.
Suite 300
Brentwood, TN 37027
615-370-8500
hfrdesign.com

May 14, 2015

Mr. Don Swartz
Town of Nolensville
7218 Nolensville Road
Nolensville, TN 37135

**Re: Survey and Engineering Proposal –
Safe Routes to Schools at Nolensville Elementary School
Concrete Sidewalks Along Stonebrook Blvd
From Johnson Industrial Blvd to Dortch Ct.**

Dear Mr. Swartz:

We are pleased to submit the following proposal for engineering and survey services necessary to produce construction bid documents for sidewalks, accessible ramps, striping for bike lane and signage in the vicinity of Nolensville Elementary School.

We have broken the proposed fee into phases to coincide with TDOT phasing. The following summary represents the cost fee necessary for our design team to complete this project:

SUMMARY OF PROPOSAL

Survey

Topographic, Right-of-Way (ROW).....\$ 5,500.00

Engineering

Design, ROW Plans, Cost Estimates, Bid Documents.....\$10,000.00

Environmental Tasks

NEPA\$ By others

Construction Engineering and Inspection

Including Pre-Bid Meeting, Bid Opening, Bid Recommendation

Hourly not to exceed without prior approval\$11,100.00

Total Cost\$ 26,600.00

Construction Engineering and Inspection

We propose Construction Engineering and Inspection (CEI) to be performed on an hourly basis. CEI services require daily monitoring of construction activities and testing of asphalt placement to conform to TDOT Local Government Guidelines. In addition to field services, office management is required for services such as processing pay applications and maintenance of the project files.

We would propose all required fees for submission of documents, printing for bidding purposes and travel will be considered as reimbursables. Reimbursables will be billed in addition to the fee stated at a rate of direct cost plus 15% handling.

Please find enclosed the following Scope of Work for your review and to further explain the scope of services to be performed as part of this project:

I hope this proposal meets with your approval. Please phone after you have had a chance to review this proposal or if there are any questions.

Sincerely,

HFR Design, Inc.



James Gilliam, PE
Sr. Vice President

JG:cjd

Enclosure

pc: Mr. Jon Meadows, HFR
Ms. Connie Hipp, HFR

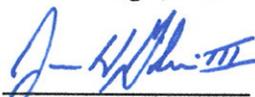
This agreement entered into as of the day and year as signed below.

Town of Nolensville, Tennessee

Jimmy Alexander, Mayor

Date

HFR Design, Inc.



James Gilliam, PE, Sr Vice President

Date May 14, 2015

ATTACHMENT "A" SCOPE OF WORK

Based on recent conversations with the Town of Nolensville we are proposing the following scope of work to remove deteriorated sidewalks, developing preliminary plans and construction documents for review by TDOT, and construction engineering and inspection, for the following project,

Construction of approximately 5,937 SF of concrete sidewalk, accessible ramps, bike lane striping and signage in the vicinity of Nolensville Elementary School. All documents will be developed in accordance with the Town of Nolensville and TDOT's Local Government Guidelines and design procedures. The following list of services and sheets will be required:

1. Project Management
This task will consist of the daily project management including coordination, scheduling administrative and accounting tasks associated with the project. The schedule will be constantly monitored to keep with or ahead of the deadlines. Additionally we will keep at a minimum weekly communication with the Town's Project Manager, City Engineer Don Swartz.
2. Kick-Off Meeting
 - a) Held at Nolensville Town Hall prior to planning and design activities
 - b) Attendance to include HFR and Town Officials
3. Field Survey/Deed Research
 - a) Datum on state plan coordinate system
 - b) Digital terrain model
 - c) Complete property owner and ROW data
4. Preliminary Roadway Design
 - a) Conceptual design sketches of proposed improvements
 - b) Prepare displays for public meeting
5. Public Meeting (1 Anticipated)
 - a) At completion of Preliminary Design Phase
 - c) Attend public meeting
 - b) Minutes by HFR
6. Title Sheet
 - a) Preliminary/Construction
7. Estimated Quantities (1 sheet)
8. Typical Sections (1 sheet)
 - a) Mainline
 - b) Private Drives
9. General Notes and Scope of Work (1 sheet)
10. Detail Sheet (1 sheet)
 - a) Catch Basins

11. Tabulated Data (2 Sheets)
 - a) Erosion Control
 - b) Traffic Control
 - c) Storm Drainage
 - d) Grading
 - f) Standard Drawings
12. Property Map (1 Sheet)
 - a) Right-of-Way and Driveway Notes
 - b) Scale 1" = 50'
13. Present Layout Sheet (1 or 2 Sheets)
 - a) Scale 1" = 20'
14. Proposed Layout Sheet (1 or 2 Sheets)
 - a) Scale 1" = 20'
15. Erosion Control Plan (1 or 2 Sheets)
 - a) Design using current State guidelines
16. Field Reviews
 - a) Right-of-Way
 - b) Construction
17. Traffic Control Plan (1 or 2 Sheets)
 - a) Review and design for constructability
 - b) 2 Sheets (1" = 20')
18. Construction Specifications
 - a) Based on unit price bid
 - b) TDOT Format
19. Cost Estimate
 - a) At completion of Preliminary Plans
 - b) At completion of Construction Documents
20. Stormwater Pollution Prevention Plan (SWPPP)
 - a) Required by TDEC for ground disturbance activities above 1 acre
 - b) Not anticipated due to limited disturbed area
21. Construction Engineering and Inspection (CEI)
 - a) Follow TDOT *Proposed Scope of Work – CEI*

Reimbursable Expenses

Reimbursable expenses including mileage and printing for submittals and bids will be billed for this project.

Exclusions

1. Appraisals and/or negotiations for acquisition of property
2. Utility relocation design ((major water and/or sewer relocations)
3. Stormwater quality design
4. Permit submittal fees
5. Geotechnical Exploration
6. ARAP Permitting
7. Phase I Archeological Survey, required if work is outside the existing ROW
8. NEPA

COMPENSATION:

This project will be developed in accordance with Town of Nolensville /TDOT guidelines, with the design fee based on a lump sum basis and CEI services on an hourly basis. The fee for this project shall include all items listed in the Scope of Work. All documents shall be computer generated and submitted for review and approval.

DRAFT

Kali Mogul

From: Don Swartz <dswartz@nolensvilletn.gov>
Sent: Friday, May 29, 2015 8:31 AM
To: 'Kali Mogul'
Subject: FW: FW: Stonebrook Blvd SRTS Proposal

From: Bob Notestine [<mailto:bob@bellemeadetitle.com>]
Sent: Friday, May 22, 2015 2:47 PM
To: Don Swartz
Subject: Re: FW: Stonebrook Blvd SRTS Proposal

Don this looks fine to me. Is it going to BOMA for approval? Bob

On Wed, May 20, 2015 at 1:56 PM, Don Swartz <dswartz@nolensvilletn.gov> wrote:

Bob,

Please review this proposed contract and let me know.

Don

From: Jim Gilliam [<mailto:JGilliam@hfrdesign.com>]
Sent: Thursday, May 14, 2015 7:31 PM
To: Don Swartz
Cc: Kyle Dunn; Jon Meadows; Connie Hipp
Subject: Stonebrook Blvd SRTS Proposal

Don,

Please find attached HFR's proposal for the survey, design and CEI services on the safe routes to schools project. Please call if you have questions after your review.

I will also prepare a contract as we discussed once everything is agreed upon.