



SAVOR THE WORLD

CITY OF MORROW, GEORGIA
MAYOR AND CITY COUNCIL MEMBERS

Mayor John J. Lampl II
Mayor Pro Tem Van T. Tran
Councilwoman Dorothy Dean
Councilwoman Renee S. Knight
Councilman Khoa Vuong

April 14, 2020

Work Session Agenda

6:30 pm

Discussion Items

1. Review of Meeting Agenda
New Items:
 - Municipal Solicitor
 - Jester's Creek Construction Administration
 - Firefighter Caleb Martin – Discussion
 - Online Payment, expanded service
 - Georgia Power Proposal
2. Public Works Director Interviews
 - a. Jarvis Williams
 - b. Perez Moody
3. Sanitation – Temporary delay of bulk pick-up due to existing public health concerns (COVID-19) – follow up discussion
4. Sanitation Provider Selection Discussion
5. Medical Insurance - Renewal Discussions
6. Social Media – DMO – SOQ – Update/Discussion
7. COVID-19 Update/Discussion
8. Jester's Creek Phase III Construction Update

The City Council meeting will be held in the Board Room of the Morrow Municipal Complex

1500 Morrow Road, Morrow, GA 30260

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9. Aerotropolis Participation Discussion
10. Job Openings:
 - A. Economic Development Director
 - B. Event-Tourism-Social Coordinator
11. FY (Fiscal Year) 2019 Budget — Continue Review
 - a. Update on Monthly Bank Reconciliation progress.
12. Tax Collection/Billing – Update
 - a. Special Project – Spreadsheet (Amount owed/collected)
13. Conference Center Operations – Marketing/Annual Loss
14. Lake Harbin sidewalks - Discussion
15. Tourist Center Reconsider - pending
16. Water Tower — University Logo – Pending
17. Meadowbrook Corner property — Pending
18. Bonds — Discussion
19. Conference Center property CAM — Pending
20. OTM Property — Discussion
21. Pathway Repair Update
22. Jester's Creek Phase 111 Update
23. Street Lighting — Update
24. Traffic/Speeding – update
 - A. Lee Street -minor improvements- update



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- 25. Board Appointments — Update
 - a. Planning and Zoning (P&Z)
 - b. Downtown Development Authority (DDA)
 - c. Morrow Housing Authority
 - d. Urban Redevelopment Authority (URA)
- 26. City Prosecutor Appointment — Update
- 27. Tornado Siren locations – Update
- 28. Southlake Vegetation - Another effort
 - A. Legislative — Local Legislation – Update
- 29. Sanitation Billing from Contractor – update
- 30. Black Heritage Film Festival
 - a. Concept – Target Market
 - b. Plan (Timeline, Location, Marketing)
 - c. Budget
- 31. 911 Communications Center – Lake City Contract Discussion
- 32. Hotel Motel Tax Audits.
 - a. Last Completed? Results?
- 33. City Marketing/Communication
- 34. Tourism / Residents
- 35. Reynolds Road Property — Pending
 - a. Plan? Design? Budget?



Civil Design - NPDES - Project Management
38 East Main Street, North, Hampton, GA 30228
Office: 770.946.0256 -- Mobile: 678.614.4218

March 18, 2020

Sylvia Redic
City Manager, City of Morrow
1500 Morrow Road
Morrow, Georgia 30260

Re: *Proposal for Engineering Services, Jesters Creek Trail, Phase III*

Dear Ms. Redic:

Whitley Engineering (*WE*) appreciates the opportunity to provide you this proposal for engineering services to provide project engineering for Phase III of the Jesters Creek Trail. *WE* recently assisted the City with Project Engineering services with the rebuild of Phase II of this trail system. Services for this project include the project engineering/construction administration to include the following tasks.

Project Engineering/Construction Administration

- *Coordinate Preconstruction meeting with Tri Scapes, Inc. and the City.*
- *Provide Tri Scapes, Inc. the necessary plans with the assistance of the original designer of the project. CAD files to be provided to Tri Scapes, Inc. as well as hard copies of bid documents and plan sets provided by others.*
- *Attend monthly meetings with Tri Scapes, Inc. and the City to update all parties on progress and to address any related issues.*
- *Provide weekly and daily inspections when necessary to inspect Tri Scapes, Inc. work and to address any related issues. Whitley Engineering is projecting approximately 30 inspections/site visits will be provided.*
- *Review Tri Scapes, Inc. NPDES monitoring and sampling reports.*
- *Review Tri Scapes, Inc. invoices and makes recommendations to the City for payment.*
- *Review Change Orders and make recommendations for approval or denial to the City.*
- *Respond to Tri Scapes, Inc. and the City for requests for information or updates.*
- *Provide Tri Scapes, Inc. a punch list of items to complete at 80% completion of project.*
- *Provide final inspection of project at 100% of completion of project.*

Whitley Engineering is prepared to provide these services for a lump sum fee of \$34,775 or 3.75% of the construction costs at \$927,327. Thank you for this opportunity to work again along with the City Staff on the Trail system. Please contact me should you need additional information concerning this proposal.

Sincerely,

A handwritten signature in blue ink that reads "Mark G. Whitley".

Mark G. Whitley, P.E.

Thank you for your business.

One Nation Under God...

June 19, 2019

Sylvia Redic
City Manager
City of Morrow
1500 Morrow Road
Morrow, GA 30260

Re: Jesters Creek Phase II: Change order for bid and CA Services

Dear Ms. Redic,

The City of Morrow has requested a proposal for bid and construction administration services for the Jesters Creek Phase III project. Additional timeframe, bidding and construction administration services were not included in the original work scope approved, other than a 7 day visit to approve erosion control measures. LOMR services to be completed upon final completion are currently included in the contingency fee.

Bidding and Contract award period are expected to take 2 months. Construction Administration is anticipated to have a duration of 8 months (240 Calendar days). The following services will be included. Pond, in conjunction with Engineering subconsultant Heath & Lineback, will provide construction administration services as follows:

Task 4a: Additional Construction Documentation and Utility Coordination Services

- Utility Coordination has required additional time and effort above and beyond the original contract allowance.
- Utility companies and Moreland Altobelli are requiring additional section details that were not included in scope, before they will accept and approve the plans.

Task 4b: Categorical Exclusion Reevaluation

- A Categorical Exclusion Reevaluation is being required by MAAI/GDOT. This was not included in the original scope or Change Order 1.
- Documentation to update environmental work in relation to plan sets will be required.
- Required due to time elapsed from original CE.

Task 4c Bid Services

- Attend pre bid meeting at Morrow City Hall and site visit
- Prepare pre bid minutes
- Answer RFIs during bid phase
- Prepare addenda
- Respond to clarification questions
- Assist in the review and evaluation of the submitted bids
- Conform final documents

Task 4d Bid Administration Services

- Distribute Bid Documents electronically to potential bidders and plan rooms
- Track receipt of bid documents
- Distribute meeting minutes, addenda and RFIs to potential bidders
- Maintain bid plan holder list

Task 4e Construction Administration Services

- Preconstruction meeting site visit: Pond will prepare an agenda and attend a meeting in Morrow with Client and Contractor to discuss construction contract, construction schedule, proposed activities, and coordination with park staff. H&L will participate. Pond to prepare meeting minutes and distribute to attendees.
- Assistance with NOI with information from plan set. Client/Contractor to file.
- Provide digital grading plan to contractor in DWG format, electronic file waiver request required.
- Provide observation of contractor's operations and work to determine compliance with plans and specifications, quality of workmanship and progress for a period not to exceed 8 months.
- Attend monthly OAC meetings (8 total). Contractor to prepare agenda and develop meeting minutes.
- Monthly pay application reviews
- Change order reviews
- Respond to Requests for Information
- Review required shop drawings and other required submittals prepared by the contractor. Complete submittals shall be reviewed and if required corrections noted. If submittals are returned and still incorrect, additional services paid by the client or contractor will be required. Incomplete submittals will be rejected.
- Respond to contractor's request for change orders, when requested by client project manager, and assist in evaluation.
- 6 site visits from H&L (kick off meeting, one prior to abutment construction, one when abutments are constructed, one prior to bridge placement, one at bridge setting, one prior to concrete deck setting)
- Substantial completion site visit: Meet at site to review/verify Contractor's substantial completion level construction punchlist items. H&L to attend substantial completion site visit
- Final punchlist site visit. Visit to site to confirm final items completed on punchlist by Contractor. Develop, with the client project manager and H&L, a final inspection punch list.

Deliverables

- 2 copies of bid set to client (1 full size, 1 half size) and digital pdf
- 2 copies of conformed set to client (1 full size, 1 half size, 2 specifications) and digital pdf
- 3 copies of conformed set to contractor (2 full size, 1 half size) and digital pdf

Cost

Original Contract	\$166,412.00	
Change Order 1-3	\$45,075.00	
Current Contract Total including Change Order 1 -3	\$211,487.00	
Change Order 4 Task 4a: Additional Construction Documentation and Utility Coordination Services		\$4,500.00
Change Order 4 Task 4b: Categorical Exclusion Reevaluation		\$5,500.00
Change Order 4 Task 4c Bid Services		\$12,925.00
Change Order 4 Task 4d: Bid Administration Services		\$2,200.00
Change Order 4 Task 4e: CA Services		\$42,395.00
<u>Change order 4 total</u>		\$69,595.00
<u>New Contract Total</u>		<u>\$281,082.00</u>

The above items were not included in the original scope and fee; therefore Pond requests the original contract for Jestlers Creek Greenway be increased by a total of \$66,020.00 including expenses. All terms and conditions of the contract dated July 6, 2012 remain unchanged.

The new total for Jestlers Creek Trail Phase III will be \$277,507.00.

Assumptions/ Exclusions:

The following items are excluded:

- Shop drawings or submittals by Contractor that are rejected or returned due to incorrect/incompleteness after the second submission by the contractor will be considered additional services.
- Additional site visits/meetings not described herein
- Attendance at City Council meetings, public meetings, or other meetings not included herein.
- Review of monthly invoicing package for reimbursement to TE Program.
- Water quality monitoring and inspections associated with NPDES permit will be provided by the construction contractor with the exception of the initial inspection of perimeter controls, which will be provided by Pond as part of the scope of services.
- Value engineering analysis is not included.
- City of Morrow to be responsible for TE compliance for contractor employee interviews and progress updates with each pay request to the TE program.
- Contractor shall provide to Pond, field-run survey by registered surveyor of final as-built conditions including hardscape, trail, bridge features and topography, for use in LOMR.

- Any revisions requested by the owner that significantly change from that which was approved after acceptance of each Task deliverable will be considered additional services and require a contract revision.
- Schedule extensions beyond times indicated herein will require additional fees for services to continue through time extension. Extensions may be caused by weather, contractor delay, owner delay or other undetermined delays.
- All noted exclusions, while not a part of this proposal, can be provided as an additional service.

Schedule:

Bid Services: Assume a bid period of 2 months between notice to bid and awarding bid.

Construction Administration Services Period of 8 months.

Pond & Company



Matthew Wilder, Director Landscape Architecture

Date: 6/19/2019



Andrea Greco, Senior Project Manager

Date: 6/19/2019

City of Morrow

Date: _____

March 24, 2020

Ms. Sylvia Redic, City
Manager City of Morrow
Send via email: svlviaredic@citvofmorrow.com

Subject: Proposal - Jesters Creek Trail Phase III, PI 0010725

Dear Ms. Redic:

The intent of this letter is to detail the proposed construction administration phase services scope and fee structure for Jesters Creek Trail Phase III Project (PI 0010725). The construction administration phase services include the following:

1. Attend pre-construction conference with the City, Contractor, and GDOT.
2. Perform contractor submittal reviews.
3. Coordinate with GDOT and/or 3rd party testing agency for materials testing. Construction Materials Testing is not included in this scope of work. It is expected that the City of Morrow will contract separately with a construction materials testing agency.
4. Perform onsite observations during the construction process to ensure, in general, that the Contractor is conducting his work in accordance with the construction documents and to verify contractor's applications for payment.
5. Review Contractor's Applications for Payment and advise the Owner on the amounts owed to the contractor based on site observations.
6. Review Contractor's paperwork required for GDOT compliance during construction.
7. Assist the City in the preparation and process of change orders due to unforeseen conditions.
8. Prepare a list of items needing attention (Items to be corrected will be identified in a documented punch list).
9. Assist the City with GDOT's required project closeout items.

Based on our experience performing CA work on similar projects, we would estimate between 40-50 hours per month on the paperwork, site visits, etc. With an average rate of \$165/hr. (we would use the most qualified person for the different work based on the rate chart submitted) we would propose to perform this work for a not to exceed fee of \$6500.00/ month for the duration of the project. Once per month during the existence of this contract, we shall submit to the City an invoice for payment based on the actual work performed for the Project through the invoice period. Construction Administration Phase services will be available at our standard hourly rates (attached).

Again, thank you for this opportunity. If you have any questions or need additional information, please call.

Yours truly,



Eric C. Pitts, P.E.
Associate Vice President

Accepted by City of Morrow

Date

2020 STANDARD RATE SCHEDULE

Principal	\$225.00
Senior Engineer 2	\$210.00
Senior Engineer 1	\$185.00
Staff Engineer 4	\$165.00
Staff Engineer 3	\$145.00
Staff Engineer 2	\$130.00
Staff Engineer 1	\$120.00
Landscape Architect	150.00
Landscape Designer	\$115.00
Design Technician	\$100.00
GIS Technician	\$85.00
Staff Designer 1	\$75.00
Staff Designer 2	\$85.00
Registered Land Surveyor	\$135.00
Senior Survey Party Chief	\$100.00
Survey Technician 2	\$100.00
Survey Technician 1	\$70.00
Construction Observer	\$85.00
2 Man Survey Crew	\$140.00
2 Man Mapping Crew	\$110.00
1 Man Survey Crew	\$100.00
1 Man Mapping Crew	\$55.00
IT Specialist	\$130.00
Office Administrator	\$110.00
Clerical / Administrative 2	\$80.00
Clerical / Administrative 1	\$70.00