

## **TASK ORDER FORM**

**PI No. 0008237 – INTERSECTION IMPROVEMENT PROGRAM – PHASE 1**  
**PI No. 0008238 – CS 897/MERIWETHER ST @ CS 765/W. COLLEGE ST @ CS 823/12<sup>TH</sup> ST**

### **CONSTRUCTION MANAGEMENT SERVICES**

**for City of Griffin**

**Project No. 15040.00**

**April 13, 2015**

Paragon Consulting Group (PCG) has prepared this Task Order Form (TOF) in accordance with the Master Services Agreement. This TOF has been prepared to provide bid phase procurement services and construction management services to the City of Griffin related to the Intersection Improvements and Signal Upgrades Project Phase I and Phase II.

#### **SCOPE OF WORK**

The Scope of Work for this TOF will be to provide bid phase services and construction management services.

##### **Task 1 – Bid Phase**

- Preparation of a bid/construction timeline and contract documents
- Bid advertisement, and any necessary addendums.
- Conduct a pre-bid meeting.
- Conduct a bid opening to tabulate and verify the bids, prepare an award recommendation and facilitate execution of the construction contract.

##### **Task 2 – Construction Management**

- Prepare a preliminary timing report
- Conduct a preconstruction conference
- Review construction submittals
- Provide regular site visits to ensure compliance with the contract documents
- Provide weekly construction updates
- Monitor traffic control operations
- Review NPDES monitoring and testing
- Assist with utility relocation coordination
- Review and respond to contractor RFIs
- Review and process pay requests
- Provide a detailed punch list to the contractor after substantial completion.

##### **Task 3 – Signal Timing**

- Turning movement counts
- Prepare modeling analysis and proposed timing plans
- Perform database development and testing

- Provide clearance calculations
- Perform field implementation and fine tuning
- Provide final documentation. Final documentation will include a before/after analysis, an as-built timing database, an as-built software model, and data keys/loadable media for the traffic signals. It is assumed that

### **SCHEDULE**

Upon receipt of the signed notice to proceed and construction, PCG anticipates completion of the scope of work described as follows:

Bid Phase	<i>8 weeks</i>
Construction Management/Signal Timing Phase	<i>36 weeks</i>
Punch List and Closeout	<i>9 weeks</i>

### **FEE ESTIMATE**

In accordance with the Master Services Agreement, the project team will complete the tasks detailed above for the following fees:

<b>Bid Services</b>	<b>\$ 15,270.00</b>
<b>Construction Management</b>	<b>\$108,000.00</b>
<b>Signal Timing*</b>	<b><u>\$ 83,430.00</u></b>
	<b>\$206,700.00</b>

\*Cost for signal timing based on 18 signals at \$4,500 per signal. Should the quantity of signals to be timed drop below 10, the cost per signal may be adjusted.

Any work requested outside of the above scope of work will be invoiced on a time and expenses basis in accordance with our current Unit Rates.

## **AUTHORIZATION**

As our authorization, please sign in the space provided below.

**City of Griffin, Georgia**

**Paragon Consulting Group, Inc.**

Signature: \_\_\_\_\_

Signature: Brian K. Upson

Douglas S. Hollberg  
Chairperson

Brian K. Upson, P.E.  
Principal

Date: \_\_\_\_\_

Date: 4-20-15

**Attested by:**

**City of Griffin, Georgia**

Signature: \_\_\_\_\_

Kenny Smith  
Secretary

Date: \_\_\_\_\_

TOF for

INTERSECTION IMPROVEMENTS 237 - 238 BID SERVICES & CONSTRUCTION MANAGEMENT

PI No. 0008237 & PI No. 0008238

City of Griffin 2015 April 13

DESCRIPTION	MANHOURS AND COSTS											COST		
	MANHOURS													
	PR	PM	SE	WWSM	SLA/PLAN	PE III	PROJ ADMIN	INSP/ ENG TECH	AA	DRAFT	INTX BY SUB	TOTAL HOURS	DIRECT LABOR COST	TOTAL LABOR COST
<b>Task 1 Bid Phase</b>	135	135	135	135	125	115	85	75	50	75	4500			
Prepare Bid Documents	8	18	44	0	0	0	52	0	28	0	0	150	\$15,270	\$15,270
Prepare Bid Schedule	2	4	24				24		16				\$6,890	
Bid Process / Pre-Bid Meeting		4	4				4						\$1,420	
Bid Opening and Analysis	2	6	10						4				\$2,630	
Contract Execution / Pre-construction Mtg.	2	2	4				16						\$2,440	
<b>Task 2 Construction Management</b>	20	80	415	0	0	0	8		8				\$1,890	
Quality Control	4	4	16				0	497	24	0	0	0	\$108,000	\$108,000
Project Management		24						16					\$4,440	
Submittal Review		6	36						8				\$3,640	
Coordination Meetings	4	24	16					40	8				\$9,070	
Utility Relocation Coordination		2	32					8					\$6,540	
Pay Request Verification / Processing		4	16					16					\$5,790	
Construction Inspection	4	8	275					24					\$4,500	
Final Inspection / Punch List	4	4	16					365					\$66,120	
Project Closeout	4	4	8					8					\$3,840	
<b>Task 3: Signal Timing</b>	0	18	0	0	0	0	0	20	8				\$4,060	
Signal Timing (\$4500/intx by sub)		18						0	0	0	18	0	\$83,430	\$83,430

Project Cost Estimate \$206,700