

## Task Order Form – City of Griffin Watershed Planning Services



May 22, 2015

To: Brant Keller, Director of Public Works and Utilities, City of Griffin

From: Brian Watson, Project Manager, Tetra Tech

RE: Task Order Form for Construction Management for Kelsey Avenue Ecosystem Restoration

### Scope

On September 23, 2008, a Professional Services Agreement was signed between The City of Griffin and Tetra Tech. This form authorizes Tetra Tech to begin work on the following scope of work:

- Construction Management for Kelsey Avenue Ecosystem Restoration (scope of work dated 22 May 2015).

### Cost

The authorized cost for this work is \$55,000 and is distributed as shown below.

Task	Cost
Task 1. Bid Administration	\$10,000
Task 2. Construction Management	\$40,000
Task 3. Grant Administration	\$5,000
<b>Total =</b>	<b>\$55,000</b>

### Period of Performance

The period of performance is from July 1, 2015 through November 30, 2016.

### Authorization

OWNER:

City of Griffin, Georgia

ENGINEER:

Tetra Tech

A blue ink signature of Brian J. Watson.

By:

By: Brian J. Watson

Attachments:

1. Professional Services Agreement (dated 23 September 2008)
2. Construction Management for Kelsey Avenue Ecosystem Restoration (scope of work dated 22 May 2015).

# Proposal to City of Griffin, GA for Stormwater Services – Construction Management for Kelsey Avenue Ecosystem Restoration

*Submitted to:*

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Director Public Works and Utilities  
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*Submitted by:*

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May 22, 2015

### A. Introduction

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The City of Griffin is seeking construction management and oversight services for the construction of the Kelsey Avenue Ecosystem Restoration project. The project includes approximately 960 lineal feet of stream restoration along an unnamed stream that is a tributary to Cabin Creek. A sanitary sewer line will be realigned concurrently with the stream restoration to eliminate two stream crossings. The project also involves the construction of two stormwater Best Management Practices (a dry detention pond and a bioretention area) in the upland area adjacent to the stream. These features will serve to attenuate flows and provide water quality treatment to stormwater runoff before it enters the stream. Two culverts will also be replaced as part of the project, one at the most downstream end of the stream restoration reach (under N 3rd St.), and one in the middle of the restoration reach (where the stream is crossed by Kelsey Ave). Tetra Tech completed construction plans for the project in April 2014, and is currently overseeing permitting. Tetra Tech also supported the City in preparing a 319(h) grant application for this project, for which a grant was awarded to the City in May 2014.

### B. Scope of Work

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#### Task 1. Bid Administration

Tetra Tech will prepare bid packages following the bid document template provided by City of Griffin. Tetra Tech will distribute plans to identified contractors, prepare addendums as needed, attend and lead an on-site pre-bid meeting, prepare the bid tabulation, recommend award to City of Griffin, and prepare the required forms for the contractor awarded the bid, including the Notice of Award. Tetra Tech will coordinate with the City's Procurement Department to assure that the bid and award process follows City protocols.

#### **Deliverables for Task 1 include:**

1. Draft Bid Package for review by City of Griffin
2. Up to twenty (20) copies of printed final bid packages including construction plans
3. Attendance at Pre-Bid meeting
4. Addendums (as needed)
5. Notice of Intent to Award
6. Notice of Award

**Approximate duration for Task 1:** Two months

### Task 2. Construction Management

When the bid process has been finalized and the contract awarded, Tetra Tech will oversee construction of the project. Tetra Tech will attend the kick-off meeting, oversee construction activities as necessary, review pay requests, issues change / field orders as required, and prepare project close-out documents. Oversight will include regular communication and coordination with the general contractor, as well as weekly site visits during construction.

#### **Deliverables for Task 2 include:**

1. Attendance at on-site pre-construction kick-off meeting
2. Up to ten (10) weekly site visits to oversee construction progress during the approximately seven-month construction period, from installation of sediment and erosion control through installation of permanent vegetation
3. Attendance at project close out meeting at completion of construction

**Approximate duration for Task 2:** Twelve months (from pre-construction meeting through project close out)

### Task 3. Grant Administration

Tetra Tech will administer the 319(h) grant that was awarded to the City of Griffin for this project. Activities associated with this task include:

- Oversee QA/QC Monitoring Plan,
- Request reimbursements from GAEPD on a quarterly basis,
- Track the progress of project activities completed, grant funds expended, and match values provided in accordance with the drawdown & implementation schedule,
- Complete and submit quarterly progress reports and invoices to GAEPD by January 15th, April 15th, July 15th, and October 15th of each project year,
- Complete & submit close-out report at conclusion of project.

#### **Deliverables for Task 3 include:**

1. Quarterly progress reports and invoices to GAEPD by January 15th, April 15th, July 15th, and October 15th of each project year
2. Close-out report

**Approximate duration for Task 3:** Fourteen months (based on 319 grant drawdown schedule)

## C. Project Cost

An estimate of project cost is provided in the table below. The cost is based on current understanding and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the City and Tetra Tech.

### Estimated Costs

Task	Cost
Task 1. Bid Administration	\$10,000
Task 2. Construction Management	\$40,000
Task 3. Grant Administration	\$5,000
<b>Total =</b>	<b>\$55,000</b>

## D. Project Schedule

A detailed schedule for project deliverables is provided below in the table below. The proposed schedule is based on current understanding and best estimates of time required to perform the basic services and may be subject to change upon agreement between the City and Tetra Tech.

### Schedule

Task	Task Description	Month (from notice to proceed)																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Bid Administration	x	x															
2	Construction Management						x	x	x	x	x	x	x	x	x	x	x	x
3	Grant Administration		x	x	x	x	x	x	x	x	x	x	x	x	x	x		

### E. Assumptions

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The scope of services and detailed above was developed with the following assumptions and exclusions:

- The City of Griffin will provide standard contract documents as appropriate for preparation of the bid package.
- Bid administration and construction of the Kelsey Avenue Ecosystem Restoration project will occur over a period of approximately 17 months between July 1, 2015 and November 30, 2016.
- It is assumed that a general contractor will oversee day-to-day activities during construction and will oversee and be the primary point of contact for subcontractors such that it will be sufficient for Tetra Tech to spend an average of three to four hours per week providing construction management services for Task 2.