

**SUPPLEMENT TO  
MASTER SERVICES AGREEMENT**

**CITY OF GRIFFIN, GEORGIA  
AND  
PARAGON CONSULTING GROUP, INC.**

**THIS SUPPLEMENTAL AGREEMENT** is made as of \_\_\_\_\_  
Between City of Griffin, GA, Owner, and Paragon Consulting Group, Inc., Engineer (PCG).

**OWNER AND ENGINEER** have previously executed a Master Services Agreement dated April 3, 2003 ("Original Agreement") that defines general terms under which ENGINEER will furnish General Consulting Services and Project Engineering Services to OWNER. OWNER now wishes to engage ENGINEER to provide services in connection with a Project known as:

**North Hill Street at Northside Drive & Tuskegee Avenue,  
Intersection #2 Improvements**

This project will include:

Bid Services:

PCG will provide bid services for the project including the following:

- Preparation of bid tab and front end specifications
- Advertisement of project
- Management of bid questions and clarifications including RFI's from prospective bidders
- Coordination of bid opening
- Review of/and verification of acceptable bids
- Compile bid data and distribute to Owner and Contractors
- Manage Contractor's submittal of contracts, bonds and insurance
- Preparation of contract documents and recommend for award.

Construction Management:

PCG will provide construction management services for the project to include:

- Pre-construction meeting
- Field observation and inspections during construction, including testing coordination
- Weekly reports to Owner

- Pay request management and quantity verification
- Project final inspection and contract closeout

ENGINEER has prepared a Scope of Work, attached herein as EXHIBIT A, and Basis of Compensation, attached herein as EXHIBIT B, to provide the services contemplated in this Supplemental Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

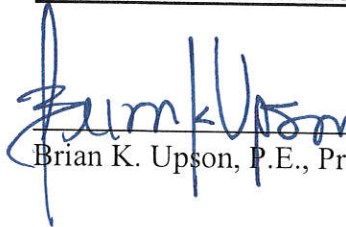
**OWNER:**

**ENGINEER:**

**CITY OF GRIFFIN**

**PARAGON CONSULTING GROUP, INC.**

\_\_\_\_\_  
Douglas S. Hollberg, Chairperson

  
\_\_\_\_\_  
Brian K. Upson, P.E., President

**Attest:**

**Attest:**

\_\_\_\_\_  
Kenny Smith, City Manager

\_\_\_\_\_  
Charles N. Penny, P.E., Sr. Engineer

## **Attachment A – Scope of Services**

### **Bid Services – Task 1 Preparation of bid tab and front end specifications:**

PCG will prepare front end specifications and will construct a bid tabulation form based on plans prepared by Falcon Design (Falcon). These documents in conjunction with the plans/specifications prepared by Falcon will be the basis for the bid documents.

### **Bid Services – Task 2 Advertisement of project:**

PCG will advertise by using the legal organ, plan rooms and identified contractors as a means of promoting the project to prospective bidders.

### **Bid Services – Task 3 Management of bid questions:**

PCG will manage the bid questions and clarifications during the advertisement period including response to RFIs from the prospective bidders. PCG will also review contractor affidavits regarding qualifications.

### **Bid Services – Task 4 Coordination of bid opening:**

PCG will manage and coordinate the bid opening, including collection of all bid documents.

### **Bid Services – Task 5 Review of/and verification of acceptable bids:**

PCG will review and tabulate all bid tabs and prepare a spreadsheet for presentation to the Owner.

### **Bid Services – Task 6 Compile bid data and distribute to Owner and Contractors:**

PCG will compile bid data for distribution to bidders as well as prepare a request for information to the apparent low bidder.

### **Bid Services – Task 7 Manage Contractor's submittal of contracts, bonds and insurance:**

PCG will review information received from apparent low bidder related to bonds, insurance and other information required to complete the contract.

### **Bid Services – Task 8 Preparation of contract documents and recommend for award:**

PCG will prepare a package for the Owner, with necessary information to complete the contract documents as well as a recommendation to award contract.

### **Construction Management Services – Task 1 Pre-construction meeting:**

PCG will plan and conduct a preconstruction meeting with Owner representatives, utility representatives, and Contractor representatives. A post meeting record of minutes as well as a list of attendees will be provided.

### **Construction Management Services – Task 2 Field observation and inspections during construction, including testing coordination:**

PCG will provide periodic management and inspection throughout the duration of the project.

**Construction Management Services – Task 3 Weekly reports to Owner:**

Based on information gathered in Task 2, PCG will provide weekly reports on activation and issues for the project.

**Construction Management Services – Task 4 Pay request management and quantity verification:**

PCG will process, review and verify monthly pay requests submitted by Contractor. These requests will be submitted to Owner with a recommendation for payment.

**Construction Management Services – Task 5 Project final inspection and contract closeout:**

PCG will do an inspection at substantial completion and will generate any punch list items required to be completed prior to final completion. Upon final completion, PCG will collect all close-out documents from contractor.

*Bi-weekly progress updates will be provided to OWNER by PCG electronically.*

*Deliverables will be provided in digital format including Word, Excel, PDF and any other electronic formats. These include all calculations, processes and engineering documents which become the property of the OWNER for use on this project. Reuse of these documents on other projects is solely at the risk of the OWNER.*

## **Attachment B – Basis of Compensation**

The compensation limits are based on the scope of services described in Attachment A and include bid services and construction management.

### **Bid Services – Task 1:**

Professional Services Fee: Not to Exceed \$7,010(reference attached man-hour and budget worksheet)

### **Bid Services – Task 2:**

Professional Services Fee: Not to Exceed \$350 (reference attached man-hour and budget worksheet)

### **Bid Services – Task 3:**

Professional Services Fee: Not to Exceed \$2,720 (reference attached man-hour and budget worksheet)

### **Bid Services – Task 4:**

Professional Services Fee: Not to Exceed \$1,290 (reference attached man-hour and budget worksheet)

### **Bid Services – Task 5:**

Professional Services Fee: Not to Exceed \$1,590(reference attached man-hour and budget worksheet)

### **Bid Services – Task 6:**

Professional Services Fee: Not to Exceed \$375 (reference attached man-hour and budget worksheet)

### **Bid Services – Task 7:**

Professional Services Fee: Not to Exceed \$645 (reference attached man-hour and budget worksheet)

### **Bid Services – Task 8:**

Professional Services Fee: Not to Exceed \$225 (reference attached man-hour and budget worksheet)

### **Construction Management Services – Task 1:**

Professional Services Fee: Not to Exceed \$915 (reference attached man-hour and budget worksheet)

### **Construction Management Services – Task 2:**

Professional Services Fee: Not to Exceed \$84,000 (reference attached man-hour and budget worksheet)

**Construction Management Services – Task 3:**

Professional Services Fee: Not to Exceed \$9,420 (reference attached man-hour and budget worksheet)

**Construction Management Services – Task 4:**

Professional Services Fee: Not to Exceed \$16,260 (reference attached man-hour and budget worksheet)

**Construction Management Services – Task 5:**

Professional Services Fee: Not to Exceed \$12,285(reference attached man-hour and budget worksheet)

*Sub-Total of the bid services and construction management fees is \$137,085.*

TOF for

# North Hill Street at Northside Drive & Tuskegee Avenue, Intersection #2 Improvements

City of Griffin June 29,2015

DESCRIPTION	MANHOURS AND COSTS										COST		
	MANHOURS												
	PR	SE	WWSM	SLA/PLAN	INSP/ ENG TECH	AA	DRAFT	SUB	TOTAL HOURS	DIRECT LABOR COST	TOTAL LABOR COST		
<b>Bid Services</b>	135	135	135	125	75	50	75	135					
	20	38	0	0	65	30	0	0	153	\$14,205	\$14,205		
Bid Tabulation / Specifications	18	18			18	16				\$7,010			
Bid Advertisement					2	4				\$350			
Bid Coordination / RFIs	12				12	4				\$2,720			
Coordination of Bid Opening	2	2			10					\$1,290			
Bid Verification		4			10	6				\$1,590			
Compile Bid Data					5					\$375			
Contractor's Submittal		2			5					\$645			
Coordination of Contract Approval					3					\$225			
<b>CM Services</b>	196	392	0	0	580	0	0	0	0	\$122,880	\$122,880		
Pre-Construction Meeting	2	2			5					\$915			
Field Observation / Inspections	105	275			436					\$84,000			
Weekly Reports	17	35			32					\$9,420			
Pay Request Processing	36	45			71					\$16,260			
Pay Request / Field Verification	36	35			36					\$12,285			

Project Cost Estimate \$137,085