



May 11, 2020

**Attention: Patrick Bryant, City Manager**

City of Avondale Estates  
21 North Avondale Plaza  
Avondale Estates, GA 30002

**Reference: Scope of Services and Fee Proposal for Final Engineering Services  
PI No. 0015071 – Phase II Design Services for SR 10/ US 278  
Streetscape and Pedestrian Service  
Sams Crossing to Ashton Place  
Avondale Estates, Georgia**

Dear Patrick,

On behalf of Stantec Consulting Services Inc, we are pleased to provide you with a Scope of Services and Fee Proposal for the above referenced project.

The Stantec Team is excited to continue our relationship with the City of Avondale Estates and the completion of this important project. The US 278 corridor transformation is pivotal for the City as evidenced by the outpouring of support from elected officials, city staff and residents of the city. We are committed to seeing the communities where we live, work, and play thrive through thoughtful and holistic design.

The proposal presented below has been structured to provide you with a detailed understanding of the required scope of services that Stantec will provide, as well as our fee for these services. Any additional services that may be required outside of this scope may be listed but are not included in our fee.

**I. PROJECT UNDERSTANDING**

Stantec understands that the City of Avondale Estates (The Client) would like to proceed with the engineering design completion of the corridor improvements that began in Phase I using the GDOT Plan Development Process (PDP). The streetscape engineering and beautification will follow the approved PFPR design plans prepared by Stantec as part of Phase I.

Following approval of the PFPR phase, Stantec will prepare a set of Contract Documents and Technical Specifications including additive and deductive bid alternates and /or unit prices where appropriate as required for bidding and contracting for the construction of the project.

Construction plans will be created in MicroStation.

**II. SCOPE OF SERVICES**

**A. Design Program Kick-Off**

Stantec will meet with the client, review current PFPR design and discuss necessary modifications, existing conditions, timing, funding programs, stakeholder engagement and design approval process.

**B. Project Management**

Stantec will establish a budget for project management services, site coordination meeting and for any meetings requested by the Client beyond those included in the scopes provided. These services will be billed on a time and material basis; for convenience, a budget has been established which will not be exceeded without prior authorization.

This proposed budget includes time for coordination meetings with the Client and GDOT and is based on the following:

- Meeting w/City – two (2) hours/week for 26 weeks
- Coordination meetings with GDOT – 1.5 hours/month for 6 months

This time is in addition to the other essential project management tasks of monitoring budget, schedule and scope.

### **C. Topographic Survey**

Throughout the preparation of the Concept Report and Preliminary Plans, changes to the original concept have necessitated the need for additional survey. We propose to use the services of Accura Engineering and Consulting Services, who provided these same services in Phase I.

See attached proposal for scope of work.

### **D. Utility Coordination**

Stantec will provide utility coordination services with known service providers within the project corridor limits. Stantec will provide these utility owners with preliminary construction plans for the purpose of utility location within the project limits. Fees for this task include one review submittal and one set of plan revisions. Additional reviews can be provided as an additional service.

### **E. Final Construction Plans/FFPR**

Stantec will prepare and finalize 100% construction plans for submittal to the City of Avondale Estates and GDOT review. Stantec will make plan revisions and respond to two (2) sets of comments. Additional meetings, review and comment responses can be made at an agreed upon additional fee. This may include an additional contract for further review and comment response periods involving GDOT or other agencies in accordance with potential funding sources.

The Final Construction Plan set is expected to consist of the following:

- ❖ Title Sheet, Index and General Notes
- ❖ Typical Sections
- ❖ Roadway Plans and Profiles
- ❖ Signing and Marking Plans
- ❖ Signalization Plans (described in further detail below)
- ❖ Streetscape Lighting Design (described in further detail below)
- ❖ Drainage Design, Profiles and Cross Sections
- ❖ Driveway Profiles
- ❖ Road Cross Sections
- ❖ Erosion and Sedimentation Control Plans
- ❖ Staging Plans and Details
- ❖ Staging Cross Sections
- ❖ Utility Plans
- ❖ Construction Details
- ❖ MS4 Report
- ❖ Landscape and Hardscape Plans and Details

Stantec will prepare the FFPR design package and submit to GDOT for review and approval. Fees for this task include responses to two (2) requests for additional information and two (2) meetings with GDOT and/or City of Avondale Estates. Any additional requests for information or meetings will be billed on an hourly basis according to agreed upon rates.

#### **F. Signal Design Modification Plans**

Stantec will design and prepare traffic signal modification plans for the corridor. GDOT currently has a project programmed to upgrade the traffic signals in this area (PI 0002669). Per previous meetings with GDOT and their consultant, it was agreed that Stantec would provide temporary improvements to the existing signals to correspond to the proposed roadway design, while the engineering consultant for GDOT will provide the permanent improvements design at a separate time.

Design plans will include modifications to:

- Signal head placement
- Pedestrian signal adjustments
- Span wire adjustment to existing signal heads
- Detector loops (if necessary)

Our fee for this task also includes materials lists, summary of quantities, opinion of probable costs, preliminary submittal to GDOT, attendance to FFPR, final design revisions and final PS&S submittal.

#### **G. Streetscape Lighting Design**

Streetscape lighting design will be performed by our subconsultant, Freese and Nichols, Inc. Engineering services include:

##### **A. Preliminary Engineering/Design Development**

- Electrical and Lighting plans
- Coordination with Georgia Power re: standard details for underground, handholes, etc.
- Photometrics for both roadway and pedestrian lighting
- One (1) onsite design meeting
- Details including GDOT standards
- Specifications
- Schedules and schematics

##### **B. Final Engineering/Construction Documents**

- Electrical and lighting plans
- Schedules and schematics
- Details including GDOT standards
- Specifications

#### **H. Environmental Services**

Stantec will sub-contract with Edwards-Pitman Environmental, Inc. to provide environmental services. Those services include:

- Preparation for and participation in the Final Field Plan review (FFPR),
- Preparation of an addendum to the Archaeology Short Report (ASR) to address any minor changes in the project,
- Preparation of a re-evaluation memo for the cultural resource assessment of effects (AOE) to address any minor changes,
- Preparation of an addendum to the ecology AOE to any minor changes,

- Preparation of addenda memos for air/noise studies to address any minor changes, and
- Preparation of an environmental re-evaluation for the categorical exclusion to address any minor project changes prior to Let.

If required, the cost proposal also included hours for a special study to address an addendum to the historic resource survey report (HRSR). This would only be needed if project limits extend on the west end and would assume five additional resources due to project limit extensions (including additional fieldwork). Because this activity might not be required, the task was separated from the overall proposal by placing in Phase 8 (Special Studies) of the cost proposal we provided and would not be undertaken without receipt of separate notice to proceed (NTP).

#### **I. Permitting**

Stantec will submit the construction drawings to the DeKalb County for review and approval for the following permits:

- Land Disturbance Permit (LDP)
- Notice of Intent (NOI)

Stantec will respond to one set of comments from the reviewing agency. If additional responses are required, Stantec can perform those services on a time and materials basis. Permit application fees will be paid separate by Client.

#### **J. Bid Phase Services**

Stantec will assist the Client in the bid phase portion of the project. This scope of work will include:

- Issuance of bid addenda
- Coordination and attendance to Pre-Bid Meeting
- Responses to Requests for Information (RFI's)
- Compilation and tabulation of bids received and recommendation to Client of project award.

### **III. ADDITIONAL SERVICES**

The Scope of Services described above assumes that the design process will not require special meetings, hearings, and/or designs not covered in the Scope description. Should the above referenced Scope of Services require revisions, Stantec would provide these services as additional services and bill them at an hourly rate in accordance with the attached Schedule of Fees. Furthermore, any additional services requested by the Client not described in our Scope of Services will be considered additional services and billed hourly.

### **IV. SCOPE OF SERVICES QUALIFICATIONS**

- A. Variances and any entitlement work are excluded. Required variances or exceptions will be identified for future consideration.
- B. All documents will be prepared consistent with the GDOT Plan Preparation Guide; The Manual of Uniform Traffic Control Devices (MUTCD), and the American Association of State Highway and Transportation Officials (AASHTO) Green Book.
- C. A flood study is excluded from this scope
- D. Site retaining walls are excluded from this Scope. If required, an additional fee can

be negotiated.

- E. A full traffic impact study is excluded from this scope.
- F. This scope assumes that the existing off-site drainage systems are adequate for use in this project. No off-site drainage evaluation or design is included in this scope beyond connecting to existing drainage systems.
- G. No-offsite water and sewer design or evaluation is included in the Scope. This scope assumes that adequate water and sewer services are available.
- H. All Architectural, Mechanical, Plumbing, Structural, etc. provisions and design requirements are not included and shall be provided by others, if needed.
- I. Design plans will be sent to utility providers servicing the area for locations and proposed modifications, if any. Information received from these providers will be shown on the 100% plans. Fees do not include meeting with providers, coordination between providers or design of systems (e.g. telecommunications, gas, electric, etc.).
- J. Construction phase services are excluded, including construction observation and administration.

**V. FEE PROPOSAL**

Description	Budget	Fee Basis
A. Design Program Kick-off	\$3,000	Lump Sum
B. Project Management	\$42,689	Lump Sum
C. Topographic Survey	\$23,454	Lump Sum
D. Utility Coordination	\$22,004	Lump Sum
E. Final Construction Plans/FFPR	\$265,902	Lump Sum
F. Signal Design Modifications	\$36,918	Lump Sum
G. Streetscape Lighting Design	\$35,750	Lump Sum
H. Environmental Services	\$29,877	T&M
I. Permitting	\$8,000	T&M
J. Bid Phase Services	\$6,772	T&M
<b>Project Total</b>	<b>\$474,366</b>	

**ACCEPTANCE**

If this proposal is acceptable, please execute the attached Professional Services Agreement.

Stantec appreciates this opportunity to provide engineering assistance on this important and exciting project. Should you have any comments or questions or need additional information please don't hesitate to contact our office. We look forward to working with you.

Regards,

**Stantec Consulting Services Inc**



Mark Sweeney, PE  
Senior Associate  
Phone: (404) 769-6823  
[mark.d.sweeney@stantec.com](mailto:mark.d.sweeney@stantec.com)