



# Hall County Government

FINANCIAL SERVICES  
PURCHASING DIVISION

## Task Order #2026-017

September 16, 2025

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For the provision of

## Construction Engineering Inspection (CEI) and Construction Project Management Services for the White Sulphur Rd. – Phase II Realignment Project

Demand Services for Civil Engineering Services – Contract #46-001

### **PROJECT DESCRIPTION**

Hall County Public Works Department is issuing this Task Order #2026-017 to Demand Services for Civil Engineering Services to perform Construction Engineering Inspection (CEI) and Construction Project Management Services for the White Sulphur Rd. – Phase II Realignment Project in Hall County, GA. The County seeks to award one (1) qualified vendor to complete these Services within a two (2) year period or until final project acceptance.

### **SCHEDULE OF EVENTS**

**Release Date:** Tuesday, September 16<sup>th</sup>, 2025.

**Pre-bid Site Visit:** Bidders are welcome to visit the site at their leisure.

**Bidder Questions Due Date:** Tuesday, September 23<sup>rd</sup>, 2025. Send questions to [cbarnes@hallcounty.org](mailto:cbarnes@hallcounty.org).

**Response to Bidder Questions Due Date:** September 25<sup>th</sup>, 2025.

**Bid Due Date:** Tuesday, September 30<sup>th</sup>, 2025, by 2:00pm.

**Bidding Process:** Bidders must respond with their Task Order proposals via e-mail to [cbarnes@hallcounty.org](mailto:cbarnes@hallcounty.org) by 2:00pm EST, Tuesday, September 30<sup>th</sup>, 2025.

**Questions:** All communications must be directed solely to Connie Barnes, Issuing Officer, at [cbarnes@hallcounty.org](mailto:cbarnes@hallcounty.org) for questions or clarifications of the TO requirements.

**Purpose:** It is the County's intention to award one (1) consulting firm for all the Services listed herein. For the purpose of this Task Order the terms "Consultant", "Bidder", "Proposer" and "Firm" are to mean one-and-the-same.

### **1. Project Understanding:**

The White Sulphur Phase II will begin just south of Norfolk Southern Railroad and end just south of SR 365 for a total project length of approximately 0.66 miles. The proposed typical section for White Sulphur Road includes three 11-ft travel lanes (one lane in the southbound direction and two lanes in the northbound direction). The southbound 16-ft wide outside shoulder will include curb and gutter and will have a 10-ft share-use path for approximately 670-ft before transitioning to a 12-ft wide outside shoulder with curb and gutter and a 5-ft sidewalk for the remainder of the project. The northbound outside shoulder will be 10-ft wide with curb and gutter. The Project is currently in the final design phase and right-of-way acquisition. Current Plans are included in Attachment 1 and were designed using GDOT Standards.

### **2. SCOPE OF WORK:**

#### **Task 1 – Project Management**

- I. The Selected Firm will perform the following project management services:
  - a. Oversee, manage, and support the design, construction, and commissioning/closeout of the Project.
  - b. Advise and provide strategic and day-to-day oversight and direction to the County.
  - c. Prepare and maintain, together with County's staff, a Program Management Plan for use by the project team. This includes establishing communication protocols, and design and process standards.
  - d. Develop monthly progress reports that include accomplishments during the most recent reporting period, tracking of issues and action items identified, contract status, and other related information. Monthly reports shall be reviewed as part of the monthly status meetings with the project team.
  - e. Coordinate and participate in progress meetings with federal, state, and local agencies, consultants, and contractors, and develop required materials for each meeting.
  - f. Develop and manage project schedules and provide budget/cost oversight of all project elements and resources.
  - g. Provide assistance to the County with the following:
    - i. Permits, regulatory environmental, history, cultural, archaeology, air and noise reviews and /or preparation.
    - ii. All planning efforts required for project development, including but not limited to, studies, technical evaluations, assessments, testing, surveys, etc.
    - iii. All efforts related to land acquisition, included but not limited to, appraisals and cost to cure reports.
    - iv. All efforts related to utility coordination and relocation.
    - v. Review of planning and design documents including constructability reviews and compliance with all applicable engineering requirements and standards.

- h. Assist the County and/or design consultant with all activities required during the bid phase.
- i. Assist in managing consultant/contractor contracts, including but not limited to, preparation and review of amendments/change orders and review of pay requests.
- j. Support the County with public outreach efforts, which may include responding to inquiries and complaints.
- k. When requested, the Selected Firm shall perform inspections, testing and investigations of construction work.

## **Task 2 – Construction Project Administration and Inspection**

The Selected Firm will provide project administration and coordinate with the assigned County Project Manager. Prepare for and attend, when requested, any periodic or in-depth inspections that may be conducted on the project related to project work, progress, or records. Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc. Provide inspectors and assistance to adequately oversee all work being done on the contract. Before starting work, submit to the County Project Manager a listing of personnel assigned to the project for review and approval. Also, a list of persons with emergency phone numbers should always be supplied to the County Project Manager and be available at any time in the case of an emergency on the project. The Project Administrator shall also obtain from the contractor a list of contractor's personnel that will be responsible for any occurrence that may arise on the project for the life of the project.

### **Task 2.1 – Construction Bid Support**

The Selected Firm will review construction bid documents prior to advertisement and provide bid review of bid submittals and provide support and oversight to the County Selection Committee during the bid solicitation process.

### **Task 2.2 – Pre-Construction Conference**

The Selected Firm will conduct and schedule the Preconstruction Conference with the County, contractor, and any other pertinent personnel/company. Address and resolve all issues that arise at the meeting with appropriate offices, agencies, and divisions. Prepare and distribute detailed minutes of the meeting. Provide Contractor a list of all forms and reports due when they should be submitted and to whom.

### **Task 2.3 – Construction Progress Meetings**

The Selected Firm will prepare the agenda, attend, and conduct meetings with the County personnel, contractor, sub-contractors, utility personnel, and other agencies. Be prepared to discuss recent progress, upcoming events in the schedule, and challenges associated with each project. Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies.

**Task 2.4 – Construction Inspection**

The Selected Firm will provide inspection services for conformance to approved plans, specifications, special provisions for the Construction Contract to determine that each project within the scope is constructed in conformity with such documents. Observe, measure, and record all quantities for payment. These quantities and field measurements shall be recorded in the project records. The records will be recorded on a standard form (field book) approved by the County. Check traffic control daily, and additionally as required or requested. Notify the contractor of deficiencies or problems immediately. Document weekly (or as often as necessary) project traffic control on weekly approved forms. Inspect daily erosion control items for conformance to the requirements of permits, contract plans as well as effectiveness in the field. Notify the contractor of deficiencies. Prepare to justify all pay quantities in the case of questions by the County. Prepare an accurate daily diary, signed by the inspector, consisting of:

- a. A record of the contractors on the project
- b. Their personnel (number and classification)
- c. Equipment (number and type or size)
- d. Location and work performed by each contractor or subcontractor
- e. Events of note on the project
- f. Monitor Contractor's Work Zone Traffic Control Plan and review of modifications to the Work Zone Traffic Control Plan, including alternate Work Zone Traffic Control Plan.
- g. Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible.
- h. Weather, the estimated amount of precipitation, and average temperature. A total rain day schedule should be kept.
- i. Any other details that may be important later in the project life.

**Task 2.5 – Distribution of Correspondence**

The Selected Firm will maintain a copy of all correspondence between the Selected Firm r, contractor, subcontractors, or others concerning matters related to the project in an office file copy for submission with the project Final Records to the County.

**Task 2.6 – Shop Drawings**

The Selected Firm will prepare Shop Drawing Log and ensure that shop drawings submittal is complete. Selected Firm will be responsible for determining if the EOR and/or the County needs to approve any or all shop drawings submittals. Responsible for processing submittals to the applicable stakeholders for approval. The Engineer of Record and Contractor shall review and stamp all shop drawings indicating general conformance with the contract and plans.

**Task 2.7 – Revision to Contract Plans**

The Selected Firm will submit to the County Project Manager any revisions to the contract plans or cross-sections for processing. If necessary, Engineer will submit revised contract plans to the County for their review and approval.

**Task 2.8 – Monthly Progress Payments**

The Selected Firm will document and accurately estimate quantities for Monthly Progress Payments. Test reports will be on file before payment.

**Task 2.9 – Contractor's Payroll, Employee Interviews and Contract Compliance**

The Selected Firm shall receive and check the contractor's payrolls for conformance to state wage rates as defined in the contract. Notify the prime contractor of inaccuracies and resolve discrepancies.

**Task 2.10 – Project Claims**

The Selected Firm will prepare documentation and assist in the defense of the County, when requested, in preparation for Claims or possible Claims resulting in the execution of the contract.

**Task 2.11 – Supplemental Agreements/Construction Change Orders, Force Account and VECF**

The Selected Firm will notify the County Project Manager of the necessity of any Supplemental Agreements/Construction Change Orders. The Selected Firm will negotiate prices for additional pay items with the contractor while adhering to the "Average Unit Price" listing when possible. Coordinate acceptance of prices with the County Project Manager. The Selected Firm will negotiate time extensions with Contractor based on Project schedules.

The Selected Firm will develop change orders as approved by the County and, if necessary, present to the Board of Commissioners for their approval.

When necessary, the Selected Firm will submit Value Engineering Change Proposals to the County Project Manager for analysis and distribution to the appropriate division(s).

**Task 2.12 – Quality Assurance and Testing for Acceptance**

The Selected Firm will perform sampling and testing of component materials and completed work following the Construction Contract documents, as necessary. The minimum sampling frequencies set out in the GDOT Materials Sampling, Testing, and Reporting Guide shall be met. In complying with the guide, the Selected Firm shall provide daily surveillance of the Contractor's Quality Control activities at the project site and, if necessary, perform the sampling and testing of materials and completed work items that are normally done in the vicinity of the project for verification and acceptance.

The Selected Firm will be responsible for job control samples determining the acceptability of all materials and completed work items based on either test results or verification of certification, certified mill analysis, DOT label, DOT stamp,

etc. Sampling, testing, and laboratory methods shall be as required by the GDOT's Standard Specifications, Supplemental Specifications or as modified by the special provisions of the Construction Contract. Documentation reports on sampling and testing shall be submitted to responsible parties during the same week that the construction work is done.

#### **Task 2.13 – Reporting**

The Selected Firm will ensure that all reporting required by the local, state, and federal agencies for this project are met. The Engineer will submit a compilation of project records to the County after project completion. Make corrections when/if notified and resubmit the records and a final estimate for the project at the appropriate time. Submit all final forms with the final records.

#### **Task 2.14 – Reporting**

Upon satisfactory completion of the project by the Contractor and in compliance with the required submittals, testing, and documentation, the Selected Firm will work with the Engineer of Record and prepare written certification of compliance.

### **3. Assumptions:**

- Staffing levels per staffing plan transmitted as an attachment to this task order. Deviations will be eligible for adjustment to task order.
- Laboratory costs for materials testing are billed on a "per-test" basis and will be summarized monthly and submitted with applicable documentation for payment.
- Actual monthly billing will be based on staffing and level of effort approved by the County and performed by the CEI team, per submitted time sheets and other backup.

### **4. Deliverables:**

- Construction documentation associated with the activities included in this Task Order, as needed.

### **5. Project Team and Organization:**

The proposed Project team includes the following key members:

Construction Manager:  
Office Engineer:  
Sr. Construction Inspector:  
Construction Inspector:  
Roadway Testing Tech:

This is not an exhaustive list and may be adjusted by the Selected Firm as needed.

**SCOPE OF WORK:**

Construction Engineering Inspection (CEI) and Construction Project Management Services for the White Sulphur Rd. – Phase II Realignment Project in Hall County, GA.

**Schedule of Fees:** Bidders proposed schedule of fees shall use the staff fully loaded hourly rates as specified in the Demand Services for Civil Engineering Services Contract Agreement (RFQ#46-001), and if accepted, shall be firm and fixed for the initial contract term. Provide a Not-To-Exceed Amount for each task in the Cost Summary Table below.

| Task                                          | Budget                 |
|-----------------------------------------------|------------------------|
| 1. Project Management                         | \$ 41,192.64           |
| 2. Const. Project Administration & Inspection | \$ \$453,023.50*       |
| <b>Total Not-to-Exceed:</b>                   | <b>\$ \$494,216.14</b> |

The Selected Firm/Project Manager reserves the right to reallocate labor hours and the associated budget among the Tasks as necessary in order to achieve the most efficient project delivery.

**Total Not-to-Exceed Amount \$** \$494,216.14

**Estimated Time for Completion:** 1.5 years

\*Additional inspection hours will be negotiated if the construction is longer than the anticipated 18 months.

TTL, Inc.

(Full Legal Corporate Name)

By: Joyt Harper

Title: Vice President

Print Name: Jennifer Harper

Sworn to and subscribed before me this

17<sup>th</sup> Day of October, 2025.

Notary Public: [Signature]

Notary commission expires: Oct 14, 2026

**HALL COUNTY, GEORGIA**

By: \_\_\_\_\_

David Gibbs, Chairman  
Hall County Board of Commissioners

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

Attestation: \_\_\_\_\_

Jennifer Rivera, County Clerk

