

Task Order

Date: 6/27/2022

Contract Number: 41-006

Task Order Number: # 2022-035

Contract Name: Engineering Demand Services for South Hall and North Hall Sewer System

Contractor: Tetra Tech

This Task Order is issued by Hall County, Georgia in accordance with the above-named Contract and as described in the accompanying of the task(s).

Task Order Description:

To include: Task Order # - 2022-035 Spout Springs Road Phase II Sewer and Force Main Relocation Design and Construction Oversight.

Hall County's Task Order Manager:

Name: Franklin P. Miller, P.E. County Engineer – 770-531-6800 office phone –
fmiller@hallcounty.org

Task Orders Not-To-Exceed Price: \$ 187,000

Note: No separate payment shall be made for plan reproduction, mileage, or any other overhead costs.

Task Order # 2022-035

To be returned by 7/12/2022

TETRA TECH:

Signature:

Print Name: Lauren Springer

Title: Vice President

Date: July 12, 2022

HALL COUNTY, GEORGIA:

Signature: _____

Print Name: _____

Title: _____

Date: _____



Scope of Work - Task Order # 2022-035

Proposal to Hall County for Task Order # 2022-035

Sewer System Engineering Services – Spout Springs Road Phase II
Sewer and Force Main Relocation Design and Construction Oversight.

Submitted to:

Hall County Department of Public Works and Utilities
2875 Browns Bridge Road
PO Drawer 1435
Gainesville GA 30503

Franklin P. Miller PE
Email: fmiller@hallcounty.org
Phone: (770) 531-6800

Submitted by Contractor:

Tetra Tech
1899 Powers Ferry Road
Atlanta, GA, 30339

Lauren Springer
Phone: (407) 579-5980
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Spout Springs Road Phase II

Sewer and Force Main Relocation Design and Construction Oversight

Project Background:

Hall County needs to relocate its infrastructure along the GDOT Spout Springs Road ID number 0015280 titled Widening and Reconstruction Spout Springs Rd (CR 1287) between Thompson Mill Road and Union Circle (Phase II). The project consists of the relocation of approximately 6,400LF of existing 14-inch ductile iron Reunion Force Main which will be relocated and replaced with a 16-inch HDPE force main. Additionally, a proposed 4-inch HDPE temporary force main from the Sherwood Square development will be replaced with 8-inch gravity sewer.

Scope of Services:

Tetra Tech will provide project management, surveying, construction document preparation, permitting, bid assistance, and construction oversight to accomplish the goals and objectives of this project. Each of these service tasks are discussed below:

Task 01. Project Initiation/Project Management

Tetra Tech shall provide project administration and management activities such as staffing, budget management, schedule management, and coordination with Hall County. Project administration and management includes general internal project management based on the tasks in this Scope of Work.

At project initiation, Tetra Tech shall provide the following services:

- Prepare for and attend project kick-off meeting with all project stakeholders.
- Prepare a Project Management Plan including:
 - Team Organizational Chart
 - Staffing Plan
 - Contact List
 - Project Documentation Plan
 - Communication Plan
 - Safety Plan
 - Quality Assurance/Quality Control Plan
 - Change Management Plan
 - CADD Plan

- Project Schedule in Microsoft Project
- Perform Site Visit of Spout Springs Road Relocation
 - Record site photos
 - Review the existing conditions and layout of structures, piping and utilities.
 - Field verify GDOT or other record drawings provided are accurate representation of field conditions.
 - Identify areas requiring additional survey or other investigation.

For the duration of the project, Tetra Tech shall provide the following Project Management services:

- Prepare and submit monthly progress reports and invoices, including an updated project schedule, current status of the project tasks and project financials, and Decision Log.
- Schedule and attend monthly progress meetings with Hall County to review the status of the project.
- Provide meeting summaries for all progress meetings, design review meetings, and other meetings. Draft meeting summaries will be provided within two (2) weeks of each meeting.
- Prepare and maintain a Decision/Change Log identifying key decisions and any associated changes throughout the project. Any requested items outside of our scope of services will be communicated and coordinated with the Hall County PM and documented in the monthly progress report.
- Coordinate and document Quality Assurance and Quality Control (QA/QC) reviews for the project.

Deliverables to be submitted for Task 01 are outlined below.

Task 01 Deliverables Summary
Kick-off Meeting Agenda and Summary
Project Management Plan
Project Schedule
Decision/Change Log
Monthly Design Progress Meeting Summaries
Other Project Meeting Summaries
Monthly Project Status Reports, schedule updates, and invoices

The scope of work for Task 01 includes the following assumptions and/or limitations:

- All deliverables will be electronic. Electronic deliverables will be submitted in their native file format as well as portable document format (PDF).
- Kick-off Meeting to be held at Hall County offices with a separate site walk-through.

Task 02. Data Collection

Hall County will provide record drawings of existing utilities as well as GDOT plans and any other related project information. Tetra Tech will review the data and make recommendations on additional survey or Geotech investigations that should be completed for design.

Task 02.01 Data Accumulation and Evaluation

Tasks performed during Data Accumulation and Evaluation include:

- Review GDOT roadway relocation plans.
- Review existing GIS and As-Built data.
- Hall County Design standard and applicable regulatory requirements review.

Task 02.02 Geotechnical Evaluations

Hall County will procure the Geotechnical investigative work separately. Tetra Tech will provide recommendations for scope of investigation.

Tasks performed during Geotechnical Evaluations include:

- Review site for potential design issues that would require additional test pits or additional depth such as stream crossings or road/intersection crossings.
- Provide map of proposed test pit locations and depths.
- Provide recommended scope of geotechnical investigation.
- Review geotechnical report after completion.

Task 02.03 Topographic Survey

Hall County will provide GDOT drawings to be used as background for relocation plans. However, a survey will be required for any portions of the project that may be designed outside of the GDOT project boundaries. An allowance is estimated for this task. Rochester & Associates are our sub-consultant to provide survey and utility locates as needed.

Deliverables to be submitted for Task 02 are outlined below.

Task 02 Deliverables Summary

Topographic Survey

Geotech Investigations Recommendations

The scope of work for Task 02 includes the following assumptions and/or limitations:

- GDOT widening plans, associated topographic survey and utility locations will be provided. GDOT plans will be used as the background for the proposed relocation plans.

- Geotechnical services are expected to be needed to complete the scope of work. Those services are understood to be contracted by Hall County.
- SUE level A utility locates are not included.
- Easement plats or acquisition not included.

Task 03. Design

Design services are provided to produce quality construction documents including technical specifications and construction drawings for use by Hall County to bid the project for construction. Design deliverables will be broken into phased design submittals as outlined in the sub-tasks below.

Tetra Tech will provide internal Quality Assurance/Quality Control (QA/QC) of all documents submitted to Hall County for the project. QA/QC efforts will be customized for this project in accordance with Tetra Tech's Quality Management System (QMS), an internal set of practices and associated organizational structure established for planning and executing services. Specific requirements will be incorporated into the overall project management plan.

Task 03.01 30% Design

Preliminary design will incorporate data collected from task 02 and prepare the preliminary sewer and force main relocation alignment.

Tasks performed during 30% Design include:

- Coordination with the GDOT widening design consultant.
- Survey:
 - Survey data provided with GDOT widening plans.
 - After the site walk, additional survey needs were identified and will be conducted of the project site. Any new survey data will be incorporated into the 30% design.
 - The topographic survey will identify the horizontal location of all visible above-ground improvements within the survey limits.
- Geotechnical Investigative Information:
 - Hall County will procure the geotechnical consultant per recommendations in Task 02. Information provided will be incorporated into the 30% design.
- Design Criteria will be summarized in a Technical Memorandum.
- Conceptual plan view design drawings will be provided at the 30% design submittal using GDOT drawings primarily as the background. The scale of the drawings will be 1" = 20' horizontal.
- Engineer's Opinion of Probable Construction Cost (OPCC), AACE Class 3 estimate.
- Preliminary Design Review Meeting with Hall County to review the 30% design drawings. Prepare meeting agenda, meeting minutes and comment-response log.

Deliverables to be submitted for Task 03.01 are outlined below.

Task 03.01 Deliverables Summary

Preliminary Design Drawings

Preliminary Cost Estimate, Level 3

Preliminary Design Review Meeting Agenda, Summary and Initial Comment Response

Design Criteria Tech Memo

The scope of work for Task 03.01 includes the following assumptions and/or limitations:

- GDOT drawings will be used as the background for the proposed relocation plans and supplemented by additional survey work as needed. Geotechnical report will be procured and provided by Hall County.
- Drawing size is 22x34 inches (full size) and 11x17 inches (reduced size sets).
- All deliverables will be electronic. Drawings will be submitted as portable document format (PDF) only. All other electronic deliverables will be submitted in their native file format as well as PDF.
- Submittal of Preliminary Design Report (PDR) to EPD is not required or anticipated for this project
- Provide review comment spreadsheet in Excel for all stakeholder review comments including Engineer's response and action on each review comment.
- 30% Design Review Meeting to be held in person at the Hall County office. Prior to the Design Review, Tetra Tech will collect and consolidate Hall County comments and markups into one PDF. Design Review Meeting will present both the drawings PDF and review comment spreadsheet. The meeting will be facilitated using Adobe software. Adobe will be used to present the PDF, review comments/mark-ups, and document any additional comments generated at the meeting.

Task 03.02 60% and 90% Design Phase

The 60% and 90% designs will include preparation of the bid documents and construction drawings and specifications for the project which will be submitted to Hall County for review at the 60% and 90% completion levels. Design services to be provided by Tetra Tech for the 60% and 90% design include the following:

- Construction Drawings. Plan and profile drawings along sewer route at a scale of 1" = 20' horizontal. Including:
 - Relocated sewerage utility locations
 - Site grading
 - Erosion and sediment control
 - Design details
- Technical Specifications, in CSI format, prepared in Microsoft Word.
- Design Review Meetings with Hall County to review the 60% and 90% design drawings using Adobe. Prepare meeting agenda, meeting minutes and comment-response log.

Tasks 02.02 – 60% & 90% Design Deliverables Summary

60% Design Construction Drawings and Technical Specifications

90% Design Construction Drawings and Technical Specifications

60% & 90% Design Review Meeting Agenda, Summary and Initial Comment Response

The following assumptions and/or limitations apply to Task 03.02:

- Specifications will be prepared using the latest CSI Master Format version (currently 50 division). Tetra Tech will provide all technical specifications (Divisions 1 through 50 as applicable). Front end bidding documents will not be provided at 60% deliverable. Tetra Tech will strive to use Hall County standard technical specifications to the maximum extent practical.
- All deliverables will be electronic. Electronic deliverables, including drawings, will be submitted in their native file format as well as portable document format (PDF).

Task 03.03 100% Design Phase

At the conclusion of 90% design, Hall County’s comments and permitting comments will be incorporated into the 100% drawings and specifications and finalized for bidding the project. Design services to be provided by Tetra Tech will advance the following to 100% completion:

- Construction Drawings
- Technical Specifications
- Bid Documents, including bid form, Liquidated Damages Calculation, front-end information input form and supplemental general conditions.
- Opinion of Probable Construction Cost

Deliverables to be submitted for Task 03.03 are outlined in the table below.

Tasks 03.03 – Final Design Deliverables Summary

100% Issued for Bid Construction Documents (Design Construction Drawings, Bid Documents and Technical Specifications)

100% OPCC

The following assumptions and/or limitations apply to Task 03.03:

- Specifications will be prepared using the latest CSI Master Format version (currently 50 division). Tetra Tech will provide all technical specifications (Divisions 1 through 50 as applicable). Hall County shall provide all “front end” (Division 0) documents. Tetra Tech will provide project specific input to these documents as required. Tetra Tech will strive to use Hall County standard technical specifications to the maximum extent practical
- All deliverables will be electronic. Electronic deliverables, including drawings, will be submitted in their native file format as well as portable document format (PDF).

Task 04 Permitting Services

- Permitting applications and supporting documentation will be prepared for the following anticipated permits or regulatory review:
 - Georgia EPD
 - NPDES

Deliverables to be submitted for Task 04 are outlined below.

Task 04 – Deliverables Summary
Permitting Applications
Supporting Documentation for regulatory review

The scope of work for Task 04 includes the following assumptions and/or limitations:

- Hall County will pay for permitting fees.

Task 05 Bidding Assistance:

Tetra Tech will provide bid phase services consisting of the following activities:

- Assist Hall County with preparation of Advertisement for Bid.
- Submit hard-copy sets of “Issue for Bid” Documents in accordance with Hall County standards.
- Attend on-site Pre-Bid Conference, prepare agenda and assist Hall County in conducting the conference as needed.
- Distribute the bid documents to prospective bidders, suppliers and plan rooms and maintain a planholders list with periodic updates to Hall County purchasing.
- If necessary, coordinate with Hall County Purchasing Department, and prepare and issue addenda to interpret, clarify, and amend the Bid Documents.
- Answer technical questions from contractors during the bidding period via addenda.
- Assist Hall County in selection of the Contractor by contacting references for apparent low bidder and preparing bid tab, bid review summary and recommendation letter to Hall County. Hall County will review and tabulate the bids and assist in the selection of the Contractor.

Deliverables to be submitted for Task 05 are outlined below.

Task 05 – Deliverables Summary
“Issue for Bid” Drawings and Specifications
Pre-bid conference Agenda
Planholders List with updates
Addenda to Bidders during bidding period
Bid Review Summary and Recommendation Letter
Advertisement for Bid

The scope of work for Task 05 includes the following assumptions and/or limitations:

- Hall County will be responsible for advertising the project, managing the bidding process, and leading the pre-bid conference.
- Scope does not include assistance with bid protests and rebidding.
- Tetra Tech will prepare and issue addenda to answer Bidders' questions and issue clarifications during the bidding period.
- One (1) half-sized bound hard-copy sets of "Issue for Bid" Drawings, one (1) double-sided bound copy, and two (2) single-sided unbound hard-copy sets of "Issue for Bid" Specifications will be issued and delivered to Hall County for use during bidding.
- All other deliverables will be electronic. Electronic deliverables will be submitted in their native file format and as PDF delivered to Hall County via ftp or flash drive.
- Tetra Tech will attend the Pre-Bid Conference in person at the location designated by Hall County.

Task 06 Construction Phase Services

Tetra Tech will provide construction administrative services during the 24 month construction period of the project. Hall County will prepare a Notice of Award to the selected Contractor and prepare and issue a Notice to Proceed (NTP). Tetra Tech will provide additional administrative services during construction that will include the following items:

Task 06.01 Meetings

Tetra Tech will prepare for and attend the following meetings:

- 10 monthly progress meetings conducted by Hall County to review progress, discuss issues, review schedule and pay requests.
- Attend and assist in conducting a Pre-Construction conference; prepare meeting summary.

Task 06.02 Conformed Documents and Record Drawings

- Upon Contractor NTP, submit hard-copy set of signed and sealed Conformed "Issue for Construction" Documents for Hall County and selected contractor's use.
- Conformed documents will incorporate issued addenda.
- Tetra Tech will distribute the following conformed documents:
 - Five (5) sets to Hall County
 - Five (5) sets to contractor
 - Seven (7) sets to Tetra Tech
- Prepare record drawings based on the Contractor's redlined drawings. Record drawings and final 3D model will be submitted by Tetra Tech to Hall County in electronic native (AutoCAD and Civil 3D) and PDF formats.

Task 06.03 Submittals

- Review submittals and shop drawings; maintain submittal log.

Task 06.04 Requests for Information

- Review Requests for Information (RFIs); maintain RFI log.
- Communicate and coordinate with contractor and Hall County on RFI responses.

Task 06.05 Site Visits

- Conduct periodic site visits to review construction progress on a monthly basis during construction.
- Construction activities are assumed to be 24 months in duration so 24 monthly site visits are anticipated.
- Site inspections for Substantial and Final Completion.
- Provide contract close out assistance (punchlist support, identify, document, and alert Hall County to any defective work, etc.).

Task 06.06 Schedule, Pay Requests and Change Orders

- Monitor and review contractor's schedule and advise Hall County on progress
- Review Contractor Pay Applications and recommend payment
- Review Change Order Requests; maintain change order log.

Task 06 – Deliverables Summary

Conformed "Issue for Construction" Drawings and Specifications

Pre-Construction Conference Meeting Summary

Monthly construction progress meeting summaries and reviewed Contractor Pay Applications

Submittal Log

RFI Log

Substantial Completion Punchlist

Contract Close-out Documentation

Record Documents (Drawings and Specifications)

The scope of work for Task 06 includes the following assumptions and/or limitations:

- The construction services are based on up to 24 months of active construction out of the 24-month construction contract, and that the contractor is well qualified, experienced, and does not create an adversarial relationship between the parties that would require additional services of Tetra Tech.
- It is assumed that there will be 20 shop drawing submittals and 20 RFI's.
- Scope of work does not include additional or extended services during construction made necessary by (1) a significant amount of defective or neglected work by any Contractor, (2)

acceleration of the progress schedule involving service beyond normal working hours, (3) default by any Contractor, and (4) failure of the Contractor to complete the work within the construction contract time (unless caused by the errors or omissions of the Consultant).

- Daily Inspection services are assumed to be provided by Hall County.

Project Cost:

Tetra Tech estimated project cost is \$187,000 as a lump sum not-to-exceed price. The cost is summarized in the table below per task.

No.	Task	Total
1	Project Management/Initiation	\$ 18,427
2	Data Collection	\$ 16,675
3	Design	\$ 66,677
4	Permitting	\$ 10,918
5	Bidding Assistance	\$ 10,445
6	Construction Services	\$ 63,858
Total		\$187,000