



December 31, 2024

Ms. Nancy Williams
Contract Compliance Administrator
Augusta Procurement Department
Augusta, Georgia Municipal Building
535 Telfair Street, Suite 605
Augusta, Georgia 30901

Re: ***RFQ Item #24-218: Design Services for Richmond County ITS Master Plan Implementation
Task Order 1 – Review of Fiber Network and ATMS Recommendations
Professional Services Agreement***

Dear Ms. Williams:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this letter agreement (the “Agreement”) to the Augusta Engineering Department (“Client” or “AED”) for providing data collection and recommendations for improvements to the City of Augusta Fiber Optic Communications System and Advanced Transportation Management System.

Project Understanding

As part of Task Order 1, Kimley-Horn will gather existing data and information on the City’s existing Advanced Transportation Management System (ATMS). Working with AED, the Consultant will evaluate this data and future goals to inform future enhancements to the City’s fiber optic communications network and overall ATMS system, including the City’s Traffic Management Center (TMC).

Scope of Services

Task 1: Project Management and Administration

Communication and coordination throughout the project are essential to success. Project management tasks include consultant-client coordination and communication, meeting documentation, quality assurance / quality control, project schedule adherence, and monthly invoicing with detailed progress reporting. It is anticipated that all work associated with Task Order 1 will be completed within approximately nine (9) months of Notice to Proceed. All project deliverables will be reviewed for accuracy and completeness prior to submission to the City.

Deliverables:

Project Schedule
Meeting Notes
Monthly Progress Reports (to be submitted with Monthly Invoice)



Task 2: Data Collection and Existing Conditions Report

In an effort to best inform future design decisions, the Consultant will collect existing information on the City's fiber optic network and ATMS. Information gathered will include:

- Existing documentation, including: studies, ITS architecture, etc.
- Existing fiber optic communications network plans and details
- Existing fiber optic splicing details and allocation tables
- Existing traffic signal information (location, communication status, etc.)
- Existing closed circuit television (CCTV) cameras
- Other existing ITS deployments
- Existing TMC details (layout, size, videowall, workstations, etc.)
- Existing TMC video wall details (type, size, management system, etc.)
- Future planned projects (roadway, signals, ITS, etc.)

It is expected that this data collection will require a combination of research of existing documentation, field/site visits, staff interviews, and a stakeholder meeting.

The stakeholder meeting will be held after all other data has been collected and summarized. The Consultant will work with the Client to determine the required stakeholders that should be in attendance at the stakeholder meeting. The stakeholder meeting will seek to verify the existing information and supplement the existing data with missing information and future needs and goals.

The results of this data collection effort will be summarized in an Existing Conditions Report. The Existing Conditions Report will be submitted to the AED for review and approval. Upon approval, the Existing Conditions Report will be used to inform the Future Recommendations Report.

Deliverables:

Data Collection Request
Preliminary Existing Conditions Report
Stakeholder Meeting – Meeting Minutes
Final Existing Conditions Report

Task 3: Needs Assessment and Future Recommendations Report

Utilizing the Existing Conditions Report, the Consultant will develop a list of potential projects to enhance the City's existing fiber optic and ATMS systems. This list will include project limits, equipment needs, design requirements, potential challenges, proposed timelines for design and construction, and anticipated design and construction costs. The Consultant will submit this preliminary list to the Client to review.

The Consultant will then hold a priority setting meeting with stakeholders, as determined by the City. The goal of this meeting will be to refine the proposed recommendations and prioritize the proposed projects based on need, budget and time to implement.

The Consultant will submit the results of this meeting in a Preliminary Future Recommendations Report for review by the AED. The Preliminary Future Recommendations Report will provide detail on each proposed project, including the projects' design and construction costs, and will provide the general prioritization that came out of the stakeholder review.



Based on the AED's comments, the Consultant will develop and submit the Final Future Recommendations Report to the AED. It is intended that the Future Recommendations Report will inform the next phases (i.e. the next Task Orders) of this project.

Deliverables:

- Preliminary Projects List (for review prior to stakeholder meeting)
- Stakeholder Priority Meeting – Meeting Minutes
- Preliminary Future Recommendations Report
- Final Future Recommendations Report

Information Provided by Client

When available, the Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Existing ITS reports and studies
- Existing communication plans
- Existing splicing details and allocation tables
- Existing data and specifications related to existing TMC
- On-going and future projects list, including project information (project scope, locations, schedules, timelines, etc.), for all City projects (roadway, signals, ITS, etc.) located within Richmond County

Additional Services

The following items are not included in this scope and can be performed at an additional cost or will be included in future Task Orders:

- Developing Fiber Optic Splicing Details
- Fiber Optic Field Testing and Audits
- Developing Network Architecture, IP Schema, etc.
- Survey and S.U.E.
- Other items not specifically listed in Tasks 1 - 3

Schedule

We will provide our services as expeditiously as practical with the goal of meeting a nine-month schedule, contingent on Notice to Proceed date.

Kimley»»Horn

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 - 3 for the total lump sum fee below. Individual task amounts are informational only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Task 1	Project Management and Administration	\$26,616.98
Task 2	Data Collection and Existing Conditions Report	\$73,693.94
Task 3	Needs Assessment and Future Recommendations Report	\$72,379.43
<i>Subtotal</i>		<i>\$172,690.35</i>
Task 4 Force Account (Not shown in fee spreadsheet)		\$20,000.00

Total Lump Sum Fee **\$192,690.35**

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

If you concur in all the foregoing and wish to direct us to proceed with the services, please provide Kimley-Horn with a Work Authorization for review and signature. We will commence services only after we have received a fully-executed copy of this Agreement.

We appreciate the opportunity to provide these services to you. Please contact me at 256 344 1149 or Jenny.Brown@kimley-horn.com if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Jenny Brown, P.E., PTOE
Project Manager



Kenn Fink, P.E.
Principal

Attachment – Manhour/Fee Spreadsheet
Attachment – Kimley-Horn Certified Payroll
Attachment – ISM Letter RE: Certified Payroll

COST PROPOSAL

Proj. No.: 24-218

PI No.:

Prime: Kimley-Horn

Date: 31-Dec-2024

Project: Design Services for Richmond County ITS Master Plan Imp

County: Richmond

Contract Type: LS

Fixed Fee %: 10%

Master Contract: 24-218

Contract Expiration: _

Task Order No: 1

Cost Summary

By Phase / Discipline / Firm

v Formula Pulls Firm Name from each Discipline Tab

Include a column for each discipline tab included in the proposal. Ensure formulas link to the corresponding discipline tab.

Phase	Phase Description	Total Fee	Kimley-Horn	0	Infrastructure Systems Management (ISM)	0	Kimley-Horn	0	0	0	0	0	0	0
	Enter discipline provided by firm >>		Project Management	Roadway Design	Design Support	Design Support	Traffic Operations	Environmental	Environmental	Survey	Aerial Mapping	Utilities Investigation (SUE)	Geotech	Lighting
	Totals	\$ 172,690.35	\$ 22,519.34	\$ -	\$ 20,065.25	\$ -	\$ 130,105.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	Project Management	\$ 26,616.98	\$ 22,519.34	\$ -	\$ 4,097.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Data Collection/Exist Cond	\$ 73,693.94	\$ -	\$ -	\$ 11,175.09	\$ -	\$ 62,518.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Needs Assessment	\$ 72,379.43	\$ -	\$ -	\$ 4,792.52	\$ -	\$ 67,586.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fixed Fee	\$ 15,323.36	\$ 2,000.34	\$ -	\$ 1,777.85	\$ -	\$ 11,545.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tab Name>>

PM1

Rd1

DS1

DS2

Trf1

Env1

Env2

Srv1

Map1

SUE1

OMT1

Lt1

DBE (Yes or No)		No		No		No								
DBE Participation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DBE %														
Contract DBE Goal %		0.0%												