



PROFESSIONAL SERVICES AGREEMENT ATTACHMENT "A"

Attached to and forming part of the Agreement BETWEEN:

City of Cartersville Water Department

(Hereinafter called the "Client")

- and -

Stantec Consulting Services Inc.

(Hereinafter called "Stantec")

EFFECTIVE: October 15, 2024

This Attachment details the Services, Contract Time, Contract Price, Additional Conditions and Additional Attachments forming part of the above-described Agreement.

SERVICES: Stantec shall perform the following Services:

Professional services to support the City of Cartersville Water Department for the Satterfield Branch Bank Stabilization and Sewer Line Relocation as outlined in the attached letter proposal
(Hereinafter called the "Services")

CONTRACT TIME: Commencement Date: upon receipt of the signed contract

Estimated Completion Date: approximately 11 months duration

CONTRACT PRICE: Subject to the terms below, Client will compensate Stantec as follows:

Up to \$144,900, as defined in the attached letter proposal

Project specific charges, such as subconsultants; travel, project-specific printing of deliverables; usage charges for specialized field equipment and company-owned, leased, or rented project vehicles; external testing lab charges and other external services charges; specialized computer software costs; and other significant project-specific expenses will be invoiced in addition to labor fees.

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third-party charges will be charged as invoiced to Stantec with a zero percent (0%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the Services or services conditions change, Stantec shall submit to the Client in a timely manner, documentation of the revisions to Attachment "A" adjusting the Contract Services Time and Price as required.

Unless otherwise specified, charges for Services are based on Stantec's hourly billing rate table ("Rate Table"), attached hereto. The Rate Table is subject to escalation from time to time. At a minimum, effective each January 1 during the term of this Agreement, Stantec's charges for Services shall escalate by the most current Consumer Price Index for All Urban Consumers (CPI-U) year over year percentage increase, not seasonally adjusted, for the preceding July, as published by the U.S. Bureau of Labor Statistics plus 1.0%.

**ADDITIONAL
CONDITIONS:**

The following additional conditions shall be read in conjunction with and constitute part of this Agreement:

PROFESSIONAL SERVICES

CLIENT recognizes that subsurface conditions may vary from those encountered at the location where borings/test pits, surveys, or exploration are made and that the data, interpretations and recommendations of STANTEC are based solely on the information available to STANTEC. Geotechnical conditions other than those observed at specific exploration sites may become apparent during or after construction. Corresponding revisions of geotechnical conclusions and recommendations may be necessary.

If expansive clay or expansive bedrock is present, the geotechnical analysis and recommendations presented are prepared with that level of care and skill ordinarily expected by the profession currently practicing in this area under similar conditions. Some differential movements of any improvements constructed over expansive clay or expansive bedrock should be anticipated.

Groundwater levels, within the depths of exploration, will be measured at the time of exploration. From this date of exploration, groundwater elevation may vary seasonally with changes in precipitation, runoff, and irrigation practices. STANTEC makes no warranty either expressed or implied that water levels measured at the time of exploration will represent future conditions.

The geotechnical investigation including exploration, testing, analysis, conclusions, and recommendations will be prepared for a specific project. Any revision of the scope of the SERVICES, site conditions, ordinances or policies of review agencies will require a review and update of geotechnical conclusions and recommendations.

HAZARDOUS SUBSTANCES:

All aspects of hazardous substances are beyond the scope of the geotechnical investigation. If encountered, the CLIENT will be immediately notified. STANTEC will perform such services as deemed necessary, such as notification of agencies, securing the site, and placing hazardous substances in a safe condition to comply with applicable local, state, provincial and federal laws and regulations on behalf of the CLIENT, and shall be compensated for such work on a time and expense basis in accordance with STANTEC's current Standard Rate Table.

UTILITIES:

In the prosecution of work, STANTEC will take all reasonable precautions to avoid damage to subterranean structures or utilities.

SAMPLES:

All soil and rock samples will be retained for thirty (30) days. Further storage of samples can be made at CLIENT's expense upon written notice.

LIMITATION OF LIABILITY:

In the event the CLIENT discovers or becomes aware of changed field or other conditions which necessitate clarification, adjustments, modifications or other changes during the construction phase of the SERVICES, CLIENT agrees to notify STANTEC and engage STANTEC to prepare the necessary clarifications, adjustments, modifications, or other changes to STANTEC's work before construction activities commence or further activity proceeds. Further, CLIENT agrees to have a provision in its construction contracts for the SERVICES which requires the Contractor to notify the CLIENT of any changed field or other condition so that CLIENT may in turn notify STANTEC pursuant to the provisions of this paragraph.

**ADDITIONAL
ATTACHMENTS:**

The following additional attachments shall be read in conjunction with and constitute part of this Agreement:

Letter Proposal, dated 10/15/2024

Rate Table

**INSURANCE
REQUIREMENTS:**

Before any services are provided under this agreement, Stantec shall procure, and maintain insurance coverage during the term of this agreement.

October 15, 2024

Attention: Mr. Michael De Leon, P.E.
Water System Engineer
City of Cartersville Water Department
148 Walnut Grove Road SE
Cartersville, GA 30120

Dear Mr. De Leon,

Reference: Letter Proposal for Satterfield Branch Stream Bank Stabilization and Sewer Line Relocation

Stantec Consulting Services, Inc. (Stantec) is pleased to submit the following Proposal to provide professional services to support the City of Cartersville Water Department (CWD) for the Satterfield Branch Bank Stabilization and Sewer Line Relocation. The project is located at the western end of Beechwood Drive as presented in Figure 1.

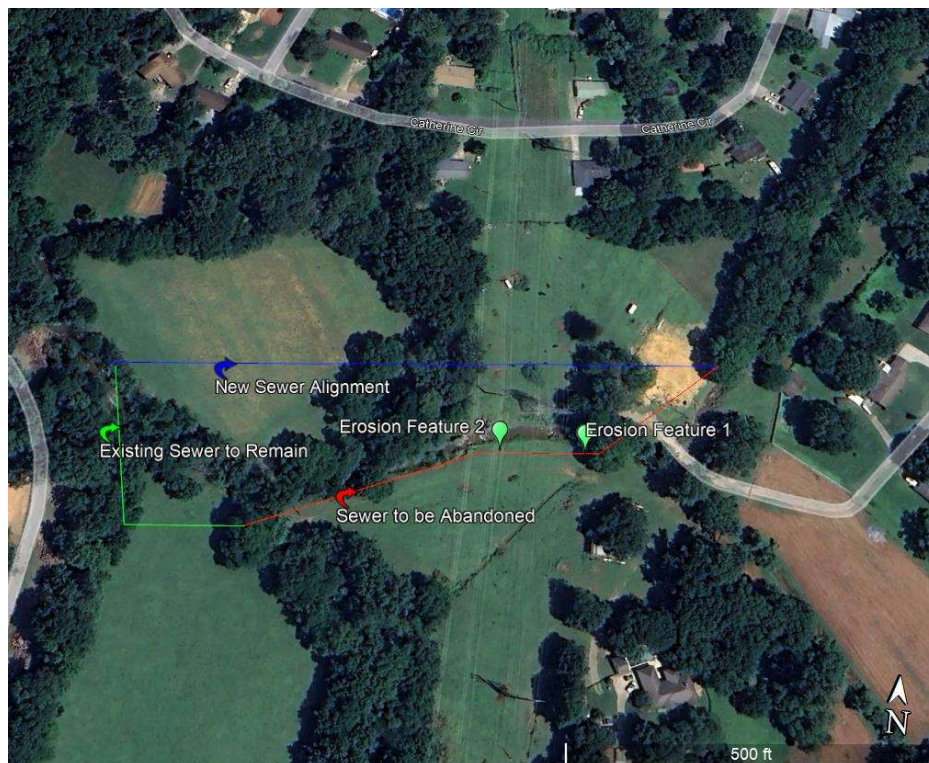


Figure 1: Project Location and Features



Figure 2: Erosion Feature 1

The purpose of the project is to support CWD in:

- Expedited stabilization of an eroded bank along Satterfield Branch at the location where a sewer line and manhole have been exposed prior to abandonment (see "Erosion Feature 1" in Figure 1 and Figure 2). *Based on on-site discussions with the CWD and USACE stream disturbance thresholds to avoid needing a USACE 404 permit, it is assumed Erosion Feature 2 would not incorporate into the project.*
- Construction of a new gravity sewer pipe (approximately 700 linear feet) and manholes running parallel to the north of Satterfield Branch. The pipe has been sized by CWD and is anticipated to consist of an 18" diameter ductile iron pipe (DIP) (or PVC if installed deeper than 15 ft).
- Abandonment of an existing sewer line south of Satterfield Branch.
 1. Removal of the exposed sewer line crossing Satterfield Branch.

To support this project, this proposal was outlined to identify the required scope of services that Stantec will provide and our fee for them. Any additional services that may be required outside of this scope can be discussed (ex: if USACE 404 permits are required due to the extent of work) and added by amendment if necessary.

The scope of services to be provided is discussed below.

Scope of Services

Cartersville Water Department
Satterfield Branch Stream Bank Stabilization and Sewer Line Relocation
Stantec Proposal

Task 1 – Surveying and Easement Coordination

The first task recommended to be completed is for a surveyor contracted by the CWD [ex: Professional Land Surveyors, LLC (PLS)] to complete a survey of the site. Stantec would develop a scope for the surveyor. The survey scope would be initially submitted to the CWD for review and Stantec would meet on-site with the surveyor to walk through the survey needs. Surveying needs may include a boundary and topographic survey of the project site identifying property and right-of-way lines, site topography and existing ground-level features such as erosion features, trees, stream, gates, utilities, manholes, valves, hydrants, etc., as applicable. After the survey drawing is completed, Stantec would review the survey for completeness.

It is assumed a surveyor would develop and obtain construction and permanent easements on behalf of the CWD. It is assumed coordination with third parties such as Georgia Power and property owners would be completed by the CWD.

To support this task, Stantec has allocated 24 hours to coordinate with the surveyor, review surveys for completeness, and meet with the surveyor on-site for the initial survey.

Task 2 – Civil Design

Detailed design will consist of hydraulic calculations, development of engineering drawings, technical specifications, and opinion of probable construction costs.

Design deliverables would be provided electronically via email or uploaded to a file sharing site.

The design would be sequenced to allow for stabilization of Erosion Feature 1 as part of an expedited construction project prior to the sewer relocation and abandonment of an existing line.

The design scope proposed herein assumes that Stantec is not designing creek crossings, evaluating the existing sewer infrastructure, or modeling/sizing the new sewer line. A hydrologic study is not included as the total amount of impervious area is not planned to change for the project. Additionally, based on Stantec's conversations with Bartow County, FEMA permitting or a no-rise hydraulic analysis would not be required as the intent of the work will be limited to the repairing the eroded feature and is not intended to modify creek flows.

Hydraulic Calculations

Hydraulic calculations would be performed, after completion of surveying, to size riprap for stabilizing Erosion Feature 1. Hydrologic data will be based on USGS StreamStats or FEMA flows. The calculations would be summarized in a calculation package. Hydraulic calculations associated with the sewer line replacement are assumed not to be necessary as work within the stream would be limited to potentially removing the sewer crossing.

Engineering Drawings

For the expedited streambank stabilization work, three design submittals would be prepared at a 30%, 90%, and 100% stage. The engineering drawings associated with this work are anticipated to include a cover sheet, general notes, a site plan, erosion control plan, and details (ex: streambank stabilization and erosion control). After the CWD's review of the 30% plan, the design would advance to a 90% and included for the land disturbance permit to Bartow County after the CWD's review. It is assumed all substantive comments will have been addressed prior to development of the 100% plan. The 100% plan would be stamped by a professional engineer in Georgia and would be Issued for Construction. It is assumed comments after submission of the 100% Drawings, if necessary, would be limited and minor in nature. It is assumed a post-construction survey would be completed by the Contractor (if deemed necessary).

For the sewer line relocation and abandonment, engineered drawings would be submitted at the 30%, 90%, and 100% stage. The preliminary drawings (30%) would be submitted to the CWD for review. At the 90% stage, the drawings would be submitted to Bartow County and would include a cover sheet, general notes, site plans, sewer details and profiles, erosion sediment plan, and erosion and sediment control details. Standard CWD details (ex: sewer trenching) would be utilized where available. It is assumed the project would disturb less than 1 acre and three phase erosion and sediment control plans would not be required. It is assumed all substantive comments will have been addressed prior to development of the 100% plan. The 100% plan would be stamped by a professional engineer in Georgia and would be Issued for Construction. It is assumed comments after submission of the 100% Drawings, if necessary, would be limited and minor in nature. As part of the Contractor's work, as-built surveys would be completed to verify pipe and manhole elevations and alignments.

After the 30% draft in-progress set, and 90% design submittals, Stantec will have an in-person meeting with CWD at CWD's office and will include a site visit. It is anticipated one Stantec personnel will attend this meeting in person and up to two may attend by phone. Meeting minutes will be provided after the meeting. It is assumed CWD would provide comments for the 30% design within three weeks and comments for the in-progress set and 90% design within two weeks. It is assumed substantive comments from CWD, and regulators would be provided as part of the 30% design, in-progress design, and/or 90% design.

Technical Specifications

For both the streambank stabilization project and sewer line relocation project, technical specifications will be prepared based on CWD standard specifications and details. When not available, standard Stantec specifications for this type of work will be utilized. Specifications will be submitted at the 90% design stage and finalized at the 100% stage. It is comments after submission of the 100% technical specification, if necessary, would be minor in nature.

Opinion of Probable Construction Costs

Opinions of Probable Construction Costs (OPCC) will be completed at the 90% design stage for both the streambank and sewer projects. The OPCC will be based on measurements from the engineering drawings and will be based on a combination of project benchmarking, RS Means for Heavy Construction, consideration of site conditions and construction approach, and available costs for similar projects from CWD (ex: costs for water control).



The OPCC will be consistent with the level of detail and development and will include contingencies for design and construction based on American Association of Cost Engineers (AACE) guidance. The OPCC will be considered a bid-level engineer's estimate.

Bid Form

A bid form based on the Measurement and Payment specification will be prepared at the 90% and finalized at the 100% stage for both the streambank stabilization and sewer line replacement projects.

Site Visit

The Stantec Engineer of Record and Erosion & Sediment Control Lead will visit the site for design purposes and to sign the construction documents and erosion and sediment control documents, respectively. The site visits would be performed after the 30% design and after the 90% design for both the streambank stabilization submittal and sewer project (4 visits total).

Task 3 – Permitting Services

The subtasks identified below comprise the anticipated permitting, consultations, and environmental surveying required to obtain permit approvals. Each task assumes one round of comment responses will be required prior to approval. The tasks were developed based on professional experience and expertise, however, if additional permitting support is required or comments from the permit reviewers result in substantial changes to the design approach than what is anticipated herein (ex: if USACE permits become a requirement after site survey completion), a request for a scope/project change amendment would be requested for CWD approval to perform the unanticipated services.

Stantec will delineate Waters of the U.S. in accordance with the USACE 1987 Wetland Delineation Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Regions (Version 2.0), April 2012. This will include documenting presence or absence of hydrophytic vegetation, hydrology, and hydric soil indicators at designated sample points, which will be used to determine wetland areas and delineate wetland boundaries. If wetlands are present, Stantec will mark the feature boundaries in the field with consecutively numbered surveyor's ribbon and/or pin flags. Photos will be taken of the wetland areas and the nearby upland areas for comparison. Stream Ordinary High Water Mark (OHWM) will be identified in accordance with USACE Regulatory Guidance Letter No. 05-05: OHWM Identification. The North Carolina Division of Water Quality (NCDWQ) Methodology for Identification of Intermittent and Perennial Streams and Their Origins (Version 4.11) (NCDEQ, 2010) will be utilized to determine the flow regime of waterbodies. Delineated aquatic resource GPS points will be recorded.

An Aquatic Resources memo will be prepared based on the findings of the Wetlands Delineation survey.

The streambank stabilization project is intended to not impact greater than 0.10 acre of wetland, or 0.01 acres of stream which would avoid the need for a Nationwide Permit Pre-Construction Notification (PCN) based on regional USACE conditions. If it is found based on anticipated project impacts that an PCN is required from USACE, it can be completed as part of a scope/project change amendment for CWD approval to meet permitting requirements.

Sanitary Sewer Extension Submittal

A Sanitary Sewer Extension Submittal to EPD is not required due to a Delegation Agreement that allows for the City of Cartersville to approve sewer systems smaller than 36 inches.

GA EPD Stream Buffer Regulatory Compliance

Based on a review of EPD stream buffer regulations, a stream buffer variance may not be required, but it is recommended to discuss the project with EPD to confirm. A nominal amount of time (6 hours) is included to discuss with EPD, prepare a figure for discussion purposes, and document the discussion in meeting minutes.

If it is determined that a GA EPD Stream Buffer Variance is required, associated work can be added via change order.

Land Disturbance Permit

Stantec will prepare a Land Disturbance Permit for Bartow County for the sewer relocation work. It is anticipated that the initial streambank stabilization work will not require a full land disturbance permit due to the nature of the work being placement of riprap, which does not require land disturbance. Based on Stantec's conversations with the Bartow County Engineering Department, a no-rise evaluation would not be required for the work, however, a letter should be prepared noting the volume of material to be placed as part of the streambank stabilization and a narrative describing how the work is intended to solely repair an erosion feature and notify substantially modify the stream.

Task 4 – Bid Support

As part of the bid process for the sewer relocation, Stantec will attend a bid walk with CWD and prospective contractors. Also, Stantec allocated a nominal amount of time (32 hours) to aid CWD in reviewing bids and addressing addenda for the sewer relocation. For the streambank stabilization project, it is assumed the project would be sole sourced.

Task 5 – Engineering Support During Construction

Engineering support during construction would include review of up to a combined 12 submittals and 4 Requests for Information (RFI) for the streambank stabilization and sewer relocation projects. It was assumed submittals and RFIs would take 4 hours each and 6 hours each, respectively. Five, ten-hour days of on-site engineering support (including travel time) attended by a mixture of junior and senior personnel were allocated along with up to five field reports documenting daily site conditions and progress.

Compaction, slump, or other tests (if necessary) are assumed to be performed by a third-party contracted to CWD.

Task 6 – Project Management and Controls

This task includes general Project Management and Controls activities and is a monthly level of effort assumed for the duration of the project schedule outlined herein. Project Management and Controls activities include document management, scoping and planning, scheduling updates (provided in MS Project), monthly teleconferences (assumed up to 1 hour) to be attended by up to three Stantec personnel, meeting minutes, invoices, and monthly progress reports. Monthly updates to the project schedule will be provided with the invoice and monthly progress reports.



Meeting minutes will be provided within 5 business days. Stantec's Project Manager will also coordinate internal quality assurance reviews for each deliverable.

General Assumptions

Direct expenses in the table below are only an estimate. Direct expenses will be billed at cost and may include special fees, permits, printing, and photographic reproduction, sub-contractors, rental of equipment and vehicles, shipping/transportation, laboratory testing, and supplies. Mileage incurred as part of the project would be reimbursed at the federal rate.

The project would not require access improvements crossing the stream to complete construction.

Stantec shall be entitled to rely upon the accuracy and completeness of all information and data furnished by CWD, including information and data originating with other consultants employed by CWD whether such consultants are engaged at the request of Stantec or otherwise or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included in this scope of services

Project Schedule

A preliminary anticipated project schedule is included in Attachment 1. This schedule includes start and finish dates from NTP, key deliverables/milestones, and review durations.

Project Fee


The services described in this proposal will be performed for a total not-to-exceed fee of \$144,900. Refer to fee summary in Attachment 2.

We look forward to working with you on this project. If you have questions about this proposal, please contact me at (678) 719-9661.

Regards,

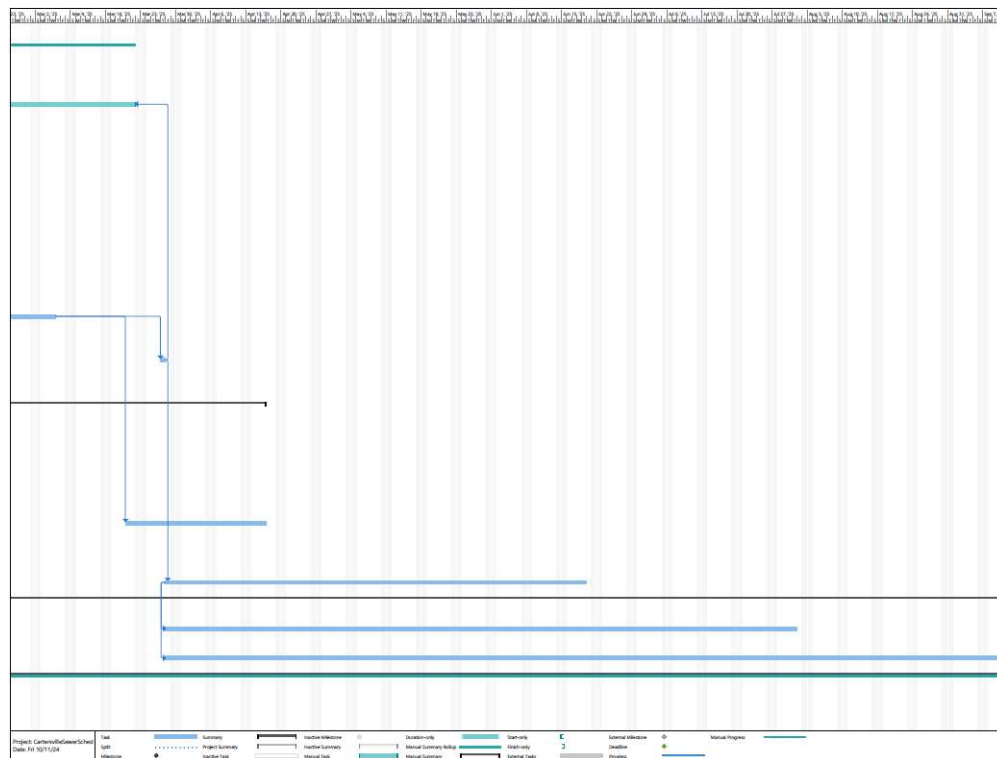
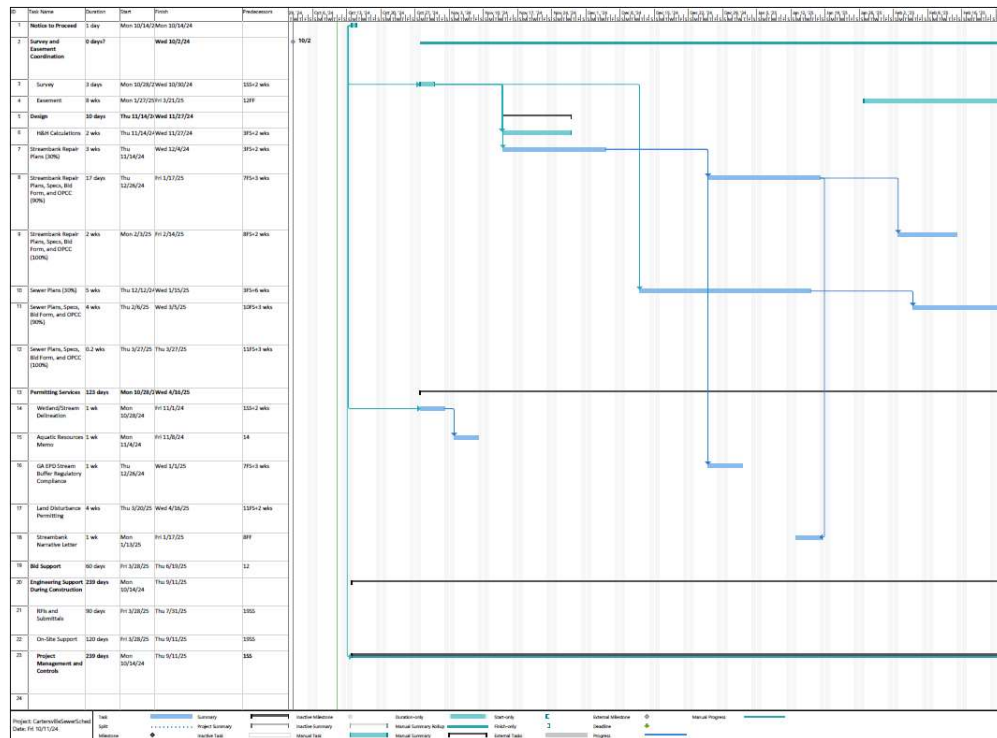
A handwritten signature in blue ink, appearing to read 'Kevin Clark'.

Kevin Clark, PE, PMP
Senior Associate

CC:  Amrie Lisse (Cartersville Water)
Brent Beck (Cartersville Water)
Becky Hachenburg, PE, PMP (Stantec)
Mark Schillinger, PE, CFM (Stantec)

Encl: Attachment 1 – Project Schedule
Attachment 2 – Project Fee

Attachment 1 - Project Schedule



Attachment 2 - Project Fee

TASK NO.	DESCRIPTION	Estimate Fee	Estimate Type	Initial Authorization
1	Survey and Easement Coordination	\$4,500	FF	
2	Civil Design	\$82,750	FF	
3	Permitting Services	\$8,300	T&M	
4	Bid Support	\$5,800	T&M	
5	Engineering Support during Construction	\$22,800	T&M	
6	Project Management and Controls	\$19,750	T&M	
	Reimbursables	\$1,000	T&M	
	Total Estimated Project Cost Total	\$144,900		

Total Authorized \$ _____

By signing this proposal, _____ authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the _____ day of _____, 202__.

Print Name & Title

Signature



SCHEDULE OF FEES

Effective January 1, 2024

<u>Staff Level</u>	<u>Rate*</u>
Level 3	\$ 109.00
Level 4	\$ 123.00
Level 5	\$ 133.00
Level 6	\$ 138.00
Level 7	\$ 146.00
Level 8	\$ 152.00
Level 9	\$ 163.00
Level 10	\$ 169.00
Level 11	\$ 181.00
Level 12	\$ 187.00
Level 13	\$ 196.00
Level 14	\$ 205.00
Level 15	\$ 231.00
Level 16	\$ 263.00
Level 17	\$ 272.00
Level 18	\$ 278.00
Level 19	\$ 287.00
Level 20	\$ 299.00
Level 21	\$ 311.00
1 Person Field Crew	\$ 145.00
2 Person Field Crew	\$ 200.00
3 Person Field Crew	\$ 255.00
4 Person Field Crew	\$ 310.00

*Rates subject to annual increase.

Unit billings, such as printing and survey materials, will be billed at standard rates. All other out-of-pocket expenses will be billed at cost.