



CITY COUNCIL AGENDA REQUEST

Meeting Type: Mayor & Council Meeting

Meeting Date: 04/17/2023

Agenda Item: Arcadis Professional Services Agreement Task Order No. 008 Small Project Engineering Services

Department: Public Works

Requested By: Chad Townsend

Reviewed/Approved by City Attorney? -----

Cost: TBD – Cost Dependent on Review Request at Rates specified within Proposal

Funding Source if Not in Budget TBD

Please Provide A Summary of Your Request, Including Background Information to Explain the Request:

This request is to approve the Professional Services Agreement with Arcadis for small projects engineering support tasks of which are not related to larger capital improvement projects.

The work is to be completed within an as-needed basis at the rates specified within the proposal.

See attached proposal for additional information about the scope of work.

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: 008
Task Order Date: March 10, 2023

Subject to the Master Services Agreement between *the City of Dalton, Georgia* [**Client**] and *Arcadis U.S., Inc.* [**Arcadis**], dated March 1, 2020, Client hereby authorizes Arcadis to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

1. Project Description: A description of Client's Project for which work is requested is provided in Attachment 1, incorporated into this Task Order.

Client's Project Number: _____

Project Name: Small Project - Engineering Services

Client's Representative: Jackson Sheppard

2. Scope of Work: Arcadis shall perform its services as described in Attachment 1, incorporated into this Task Order.

Arcadis's Job Number: _____

Arcadis's Representative: Richard Greuel, P.E.

3. Time Schedule: This Task Order shall expire on December 31, 2023

4. Compensation: Arcadis's Compensation authorized under this Task Order, will be billed on a time and materials basis per the attached rate schedule in Attachment 2.

5. Special Conditions: This Task Order is subject to the special provisions as described in Attachment 3, attached and incorporated into this Task Order:

6. Amendment: ☐ This Task Order amends a previously executed Task Order:

Previous Task Order Number: ____ Previous Task Order Date: _____

ISSUED AND AUTHORIZED BY:
Client

ACCEPTED AND AGREED TO BY:
Arcadis, INC.

By: _____

By: _____

Title: _____

Title: _____

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: 008

Attachment 1

Description of Project & Scope of Work

Introduction

The City of Dalton (City) Public Works Department (Department) has requested that Arcadis prepare this proposal to provide engineering support for small projects and support tasks not related to larger Capital Improvements Projects.

Task 1 – Engineering Support

Arcadis will provide support services to the Public Works Department for small tasks as part of this task order. Examples of project requests may include but not be limited to the following:

- Updates to the City's citywide Hydrologic Models
- Small Drainage System Analysis
- Drainage Report Reviews
- City Council / Public Presentations
- Limited Construction Review Support
- Construction Plan Reviews
- Construction Standards Review
- Policy Position Reviews

All efforts will be discussed with the Public Works Director prior to beginning any work efforts to ensure that the request is well understood and agree on the ultimate deliverables. Following these discussions, an email will be prepared and sent to the Public Works Director outlining our understanding and anticipated cost and schedule as well as deliverables.

This Task Order is intended for limited scope projects / requests. Larger Capital Projects will not be authorized under this Task Order and will be authorized under a unique Task Order for each of those projects.

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: 007

Attachment 2

Task Order Payment Terms

All work will be completed on a time and materials basis for a fee not to exceed the amount listed in this Task Order based on the 2023 rate table below. The task budgets below are an estimate of the level of effort for each phase of the scope of work.

2023 Rate Schedule

Title	Rate \$/hr
Project Administrative Assistant	\$70
Project Assistant	\$90
Sr Project Assistant	\$120
Project Manager	\$215
Engineering Technician I	\$90
Engineering Technician II	\$110
Staff Engineer/Scientist/Architect I	\$90
Staff Engineer/Scientist/Architect II	\$100
Staff Engineer/Scientist/Architect III	\$110
Project Engineer/Scientist/Architect I	\$120
Project Engineer/Scientist/Architect II	\$135
Project Engineer/Scientist/Architect III	\$150
Senior Engineer/Scientist/Architect I	\$165
Senior Engineer/Scientist/Architect II	\$180
Senior Engineer/Scientist/Architect III	\$195
Principal Engineer/Scientist/Architect I	\$240
Principal Engineer/Scientist/Architect II	\$265
Principal Engineer/Scientist/ Architect III	\$290
Registered Land Surveyor	\$150
2-man Survey Crew	\$150
3-man Survey Crew	\$225

*All direct expenses will be billed at cost plus 10%

*Mileage will be billed at the current federal mileage rate

PROFESSIONAL SERVICES TASK ORDER
Task Order Number: 007

Attachment 3
Special Conditions

None.