PROFESSIONAL SERVICES TASK ORDER

Task Order Number: ____2_____
Task Order Date: _April 14th, 2020

Subject to the Master Services Agreement between *the City of Dalton, Georgia* [**Client**] and *Arcadis, Inc.* [**Arcadis**], dated March 16th, 2020, Client hereby authorizes Arcadis to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

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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: Stormwater Asset Management Program – Phase I

Client's Representative: Andrew Parker, P.E.

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: Arcadis shall use reasonable efforts to complete its work by: 12 weeks after Notice to Proceed

4. Compensation: Arcadis's Compensation authorized under this Task Order, which shall not be exceeded without prior written authorization of Client, is:

$34,950_____ [_____] This Task Order's Method of Payment is incorporated and attached as 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

By: _____

Title: _____

ACCEPTED AND AGREED TO BY:
Arcadis, INC.

By: _____

Title: _____

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Attachment 1
Description of Project & Scope of Work

Background

The City of Dalton Public Works Department has requested that Arcadis prepare this proposal to assist the city with development of guidance to identify capital and maintenance needs for the city's Stormwater Management Program. In order to develop a logical and defensible capital improvement program, the city desires to identify and implement procedures and data necessary to build such a program. The following elements could serve as the foundation of this program:

- Infrastructure Acceptance Policy
- Infrastructure Criticality Assessment
- Drainage System Awareness
- Capital Improvement Programming

Element 1 - Infrastructure Acceptance Policy

Currently, Arcadis understands that the city has an extent of service policy whereby the city accepts responsibility for stormwater infrastructure assets that lie within the public right-of-way owned by the city or within easements dedicated to and accepted by the City. Arcadis also understands that the city does not have a formal policy for accepting responsibility of existing infrastructure for which the city is currently not responsible. As part of its stormwater asset management program, the city would like to establish a decision-making process to accept infrastructure outside of the city's extent of service. This element of the program will develop a policy that will guide future decisions to accept responsibility for stormwater infrastructure outside of the existing extent of service of the city's public infrastructure management program.

Element 2 - Infrastructure Criticality Assessment

The second element of the program will focus on the evaluation of the city's existing infrastructure. Arcadis understands that the city currently has a GIS inventory of the majority of its system. By defining the criticality of the system elements, infrastructure maintenance, rehabilitation, or replacement decisions can be prioritized.

Element 3 – Drainage System Awareness

An understanding of the drainage patterns in the city allows the city to ensure that drainage improvement projects are constructed in such a way as to not transfer flooding problems from one location to another.

Element 4 – Capital Improvement Programming

Following completion of the first 3 elements, a program can be developed to help guide the city's prioritization of individual capital program projects. This element would consist of evaluating current and future capital needs against a prioritization process to be developed utilizing data generated in the previous three elements as well as other factors to be identified.

Scope of Work

The following scope of work has been developed to assist the city with development of the first two elements of the program. Elements 3 and 4 will be developed at a later date upon the availability of the city's new LiDAR topographic data to delivered in the summer / fall of 2020.

Task 1 – Infrastructure Acceptance Policy

Task 1 will consist of development of a policy that will guide the Stormwater Program for accepting existing infrastructure into the City's Extent of Service policy. As noted above, the City's current extent of service policy, or more specifically where the City will expend public funds on the construction, maintenance, or rehabilitation of stormwater infrastructure, is limited to City owned right-of-way or dedicated and accepted easements. However, it is our understanding that the City does not currently have a formal policy of when the City will accept dedications of right-of-way or dedicated easements for the purposes of expanding the scope / extent of the City's stormwater system. Arcadis will develop a draft policy guidance document in consultation with City staff that outlines the conditions that the City would accept dedication of a drainage system for maintenance, construction or rehabilitation.

Assumptions:

- 1 to 2 meetings with staff will be required for development of the policy language
- One presentation to senior staff / elected officials will be required
- A draft of the policy will be developed and provided to the city in MS Word format and a maximum of 2 to 3 revisions will be required to finalize the policy

Deliverables:

- Draft policy language in MS Word format
- Final policy language in MS Word format

Task 2 – GIS Infrastructure Criticality Assessment

Task 2 will consist of evaluating the City's current GIS inventory of stormwater infrastructure assets to identify structures that are critical to City operations, including those to residents and businesses in Dalton. This will be a desktop exercise using the current GIS inventory and readily available public data (aerials / roadway maps) to identify factors that would potentially impact the city's ability to conduct routine and emergency operations. As part of this prioritization effort, Arcadis will look at factors, such as:

- Material of construction of the stormwater infrastructure (metal, concrete, HDPE, etc.)
- Potential impacts to other city infrastructure (i.e. roads / facilities) if the asset were to Fail
- Proximity to buildings
- If located on public right-of-way / property or private property
- Location relative to major / minor roadways
- Other Factors to be Determined in Consultation with the City

Arcadis will modify the existing drainage system infrastructure GIS database to include 5 to 8 new fields that will be populated to assist in identifying the criticality of infrastructure. It is anticipated that this data will then be distilled to assign a criticality rating to each stormwater asset in the inventory.

Assumptions:

- GIS inventory data will be received within approximately 1 week of Notice to Proceed
- A maximum of 3 meetings with staff will be required for development of the criticality factors
- No engineering analysis such as hydrologic, hydraulic, or flood modeling will be performed as part of this effort

Deliverables:

- Brief technical memo outlining and describing the factors utilized to assign criticality of assets (Word format)
- Updated GIS Stormwater Inventory with criticality factors

Task 3 – Evaluation of WK Dixon Study Previously Performed – Ridge Street / McFarland Ave / Valley Drive Drainage Basin

Arcadis understands that city staff has been asked to evaluate potential drainage improvements requested by residents south of the city cemetery. Drainage improvements would focus on a drainage system that consists of a series of closed pipes and open channel conveyances that begin at West Emery Street run adjacent to Ridge Street then along McFarland Avenue before discharging under Valley Drive and ultimately draining to Walnut Avenue. Arcadis also understands that a previous study was conducted by WK Dixon for Dalton Utilities in 2014 to identify drainage improvement needs in this area. Arcadis will conduct a review of the previous study for this drainage basin and provide a recommendation to proceed with an alternative study or construction plans development.

Assumptions:

- This will be a desktop evaluation of previous engineering studies and no engineering analysis such as hydrologic, hydraulic, or flood modeling will be performed as part of this effort

Deliverables:

- Brief memo outlining our findings and recommendations for implementation of a drainage improvements program for the Ridge Street / McFarland Avenue / Valley Drive system.

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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 2020 rate table below.

Task 1 – Infrastructure Acceptance Policy	$11,230
Task 2 – GIS Infrastructure Criticality Assessment	$16,445
Task 3 – Evaluation of WK Dixon Study Previously Performed – Ridge Street / McFarland Ave / Valley Drive Drainage Basin	$7,275
Task Order Total	**$34,950**

2020 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

* A rate schedule will be provided with each Task Order proposal based on the specific services that will be provided and the rates effective at that time.
*All direct expenses will be billed at cost plus 10%
*Mileage will be billed at the current federal mileage rate
* Additional Services requested by the City beyond those in Scope of Work will be billed on an hourly basis in accordance with this rate schedule

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Attachment 3
Special Conditions

None.