May 29, 2025

Honorable Paul Finley, Mayor
City of Madison
100 Hughes Road
Madison, AL, 35758

RE: Proposal for Professional Services – Garner St. Extension to Madison Blvd, 25-017

Mayor Finley,

Thank you for the opportunity to submit this proposal for professional services. This letter presents our understanding of the project and our proposed scope of services, time schedule, fee, and "Standard Terms and Conditions."

Statement of Understanding

Based on email and a phone conversation on February 19th, we understand that the City of Madison (the City) is requesting a proposal for the survey and design of the Garner Street Extension from its current ending at Life Way to Madison Boulevard. We understand that the extension will match the typical section of roadway to the north, including an 8-foot-wide multiuse pathway. Furthermore, the City has requested design of a traffic signal at Garner St/Madison Blvd/Quarry Road with a pedestrian crossing for the multiuse path.

Scope of Services

The below represents the scope of services for the Garner St. Extension to Madison Blvd project to be completed by OHM Advisors (the Consultant).

- **Task 1 –Survey and Right-of-Way Acquisition Assistance:** Consultant will perform full topographical and boundary survey for the limits of the project (see attached Exhibit 2). The survey will be performed pursuant to the minimum requirements set forth by the AL Board of Examiners for Land Surveyors under the supervision of an AL Registered Land Surveyor. The horizontal locations will be based on the Alabama State Plane Coordinate System, East Zone, NAD 83 and vertical (NAVD 88) datums. The topographic survey will depict 1-foot contour intervals. The boundary and topographic survey will include locating existing improvements to the project area including buildings, visible structures, existing roadway, poles, fences, and property corners. Using project limits identified in Exhibit 2, the City will coordinate with utilities before field work begins to assist in locating underground utilities. Storm sewer and sanitary sewer inverts will be obtained. A drone aerial image will also be collected with the survey.

  This project will require right-of-way to be acquired from neighboring properties. Consultant will assist the City by preparing legal exhibits and descriptions for up to three (3) parcels adjacent to the project. We understand right-of-way has already been obtained for the church property to the west of the project and the field to the north of the project. The scope includes one set of revisions to the exhibits.

  Once right-of-way has been acquired by the City, Consultant will set new right-of-way corners at the project site.

- **Task 2 – 30% Design Plans:** Upon completion of the topographic and boundary survey, Consultant will begin preliminary design for the roadway and signal at a 30% design level for review and comment by the City. Design elements completed at this state include horizontal alignment, profile, geometric layout, and typical sections of the roadway. A conceptual drainage plan will be included with preliminary storm layout. Plans will be AutoCAD generated and consist of the following sheets:
    - Cover Sheet
        - Project title, contact information, sheet index, location map
    - General Notes and Legend
        - Preliminary project general notes, graphic legend, and abbreviations
    - Typical Sections
        - Depict elements of the roadway corridor
    - Key Map Sheet
        - Includes page numbers of sheet for each section
    - Existing Conditions and Removal
        - Existing conditions (survey) and identifications of all items within project limits to be removed, relocated, adjusted, or protected
    - Construction Plan over Profile Sheets
        - Plan view showing horizontal alignments and layout, identification of above-grade site construction items, proposed right-of-way, conceptual drainage layout, and conceptual below-grade utility layout at top of sheet.
        - Profile showing vertical layout control of roadway centerline, showing existing and conceptual proposed utilities and drainage structures at bottom of sheet.
    - Signal Conceptual Base Plan
        - Utilize survey data to create Base Plans. Base Plan design will include a conceptual signal layout and will depict existing ROW and utility information. The signal plans will be created in AutoCAD format and will be designed using Alabama Department of Transportation (ALDOT) standards and specifications.

Task 2 Deliverables:

- *30% Design Plans at 20 scale*
    - *22"x34" PDF plan set*

- **Task 3 – 80% Design Plans:** After review by the City of the 30% plans, Consultant will attend a comment review meeting.

  Also, an Initial Signal Design Meeting will be coordinated by Consultant to meet on site with the City of Madison and other pertinent utility representatives. Signal Conceptual Base Plans will be provided to all persons invited to the signal meeting. Potential conflicts will be mitigated to the extent possible at the meeting by relocation of proposed signal equipment. Consultant will assist if and where additional mitigation is required. Signal layout and operational requirements will be verified with the City during this meeting and electrical service and clearances to proposed signal equipment will be coordinated with Huntsville Utilities.

  Consultant will prepare design plans at an 80% design level for the roadway. Comments from the City's review will be incorporated into the design, and various elements of the design will progress. Horizontal alignment, profile, geometric layout, and typical sections of the roadway will be substantially completed. A drainage plan will be completed, with inlet locations identified and checked for spread, pipes sized for conveyance and velocity, and a complete model built in Hydrocad modeling software. Additional elements of design will be completed including erosion control, traffic control, signing and striping. A complete 3D model of the roadway will be developed in AutoCAD-Civil3D. Design plans will be AutoCAD generated and consist of the following sheets:

    - Cover Sheet
        - Project title, contact information, sheet index, location map
    - General Notes and Legend
        - Project notes, graphic legend, and abbreviations
    - Summary of Quantities

        - Table depicting project quantities based on ALDOT unique pay items.
    - Typical Sections
        - Depict elements of the roadway corridor
    - Roadway Details
    - Key Map Sheet
        - Includes page numbers of sheet for each section
    - Existing Conditions and Removal
        - Existing conditions (survey) and identifications of all items within project limits to be removed, relocated, adjusted, or protected
    - Construction Plan over Profile Sheets
        - Plan view showing horizontal alignments and layout, identification of above-grade site construction items, proposed right-of-way, drainage layout, and below-grade utility layout at top of sheet.
        - Profile showing vertical layout control of roadway centerline, showing existing and proposed utilities and drainage structures at bottom of sheet.
    - Erosion Control
        - Design of erosion prevention and sediment control BMPs to meet applicable local and state regulations. Depiction of project BMPs and proposed and existing topographic contour lines.
    - Traffic Control Plan
        - Plan sheets showing construction staging, detour routes, and work zones during construction.
    - Signing and Striping Plan
        - Plan sheets showing road signs and pavement markings
        - Sign summary table on sheets
    - Signal Plan
        - Utility Coordination: Where possible, Consultant will design all proposed signal equipment to avoid overhead, and underground utilities based on the utility information acquired by record information and Alabama 811 markings. Where potential utility conflicts are anticipated, a utility coordination meeting will be used to discuss resolutions and Consultant will assist with further coordination, as necessary.
        - Plan preparation: Consultant will incorporate the information gained at the Initial Signal Design Meeting into the Signal Plan. The Signal Plan features will include plan views, general traffic signal notes, and tables for supporting structures, phasing diagram, signal heads, estimated equipment and material schedule, detector schedule, suggested timings, and conduit and conductor schedule. Consultant will follow the ALDOT Traffic Signal Design Guide and Timing Manual for this project.
    - Cross-Section Sheets
        - Depiction of roadway cross-sections along design roadway at 50-ft intervals and at centerline of all driveways and side streets

Additionally, an engineer's estimate will be completed using project quantities, ALDOT specifications and current ALDOT unit-bid prices. Consultant will distribute plans and facilitate one utility coordination meeting with private and public utilities. At this point in the design, any right-of-way and easements should be set, and Consultant will submit exhibits and legal descriptions for up to three (3) parcels.

Task 3 Deliverables:

- *80% Design Plans at 20 scale*
    - *22"x34" PDF plan set*
- *Engineer's construction estimate*
- *Right-of-way exhibits and legal descriptions for up to three (3) parcels.*

- **Task 4 – Final Design Plans:** After review by the City of the 80% plans, Consultant will attend a comment review meeting. Consultant will then prepare design plans at a 100% design level for the roadway and signal. Comments from the City's review will be incorporated into the design, and final elements of the design will be completed. The plan sheets listed above will be revised as necessary, and detailed grading sheets depicting detailed grades for drainage, ADA compliance, and construction will be developed. Additionally, a final engineer's construction estimate will be completed, and any project specific specifications will be written and included in the plans. Once submitted, Consultant will address one final round of review comments from the City and resubmit.

  Additionally, Consultant will attend the pre-bid meeting to answer questions and will prepare up to three (3) addendums during the bid advertisement period.

  Task 4 Deliverables:
  - *Final Design Plans at 20 scale*
    - *22"x34" PDF plan set*
  - *Final Engineer's construction estimate*
  - *AutoCAD base files*
  - *Up to three (3) addendums during bid advertisement period*

- **Task 5 – Environmental Permitting:** This task will cover environmental permitting for wetland impact permitting through the Army Corp of Engineers (ACOE) and construction general permit for Alabama Department of Environmental Management (ADEM).

  Consultant will prepare a detailed project narrative, compile site plans, cross-sections, and other available drawings illustrating the proposed project. This will also include previously submitted wetland delineation data including maps and area of impacts. Next, in accordance with ACOE requirements, Consultant will develop a comprehensive plan demonstrating how impacts to jurisdictional waters have been avoided and minimized to the maximum practicable extent, and how impacts will be compensated through appropriate mitigation measures. Following the comprehensive plan, Consultant will develop an evaluation of alternative sites, configurations, and methods that would avoid or minimize impacts to jurisdictional wetlands and will include justification as to why the proposed approach is the least impactful to existing wetlands and is the practicable alternative to meet ACOE requirements. Finally, Consultant will submit all necessary permit documents and be the point of contact for all communication with ACOE through permit approval.

  Additionally, Consultant will assist the City by submitting for ADEM construction general permit and prepare the Construction Best Management Practices Plan (CBMPP).

  Task 5 Deliverables:
  - *ACOE permit submittal*
  - *ADEM permit submittal*
  - *CBMPP*

- **Task 6 – Geotechnical Investigation and Report:** A geotechnical investigation will be conducted and resulting geotechnical report will be prepared by a subconsultant subcontracted by Consultant. The geotechnical investigation will include soil borings and analysis for pavement section recommendations and signal pole foundation recommendations. The geotechnical task will be initiated at the beginning of Task 3 work.

  Task 6 Deliverables:
  - *Geotechnical report*

- **Task 7 –Hydro-Excavation:** A hydro-excavation subcontractor will assist as-needed in locating the vertical depth of underground utilities where depths needed for design. One day of hydro-excavation in included in this proposal (approximately 5 potholes no greater than 9' deep).

Schedule

OHM Advisors is available to commence with this assignment within 14 days upon approval and execution of this Letter Proposal. The below schedule represents approximate durations of task. This schedule does not include the City's review periods.

DESCRIPTION	DURATION
Task 1 - Topographic and Boundary Survey	4 weeks
Task 2 - 30% Design Plans	6 weeks
Task 3 - 80% Design Plans	8 weeks
Task 4 - Final Roadway Design Plans	6 weeks
Task 5 - Environmental Permitting	4 weeks – concurrent with Task 4
Task 6 - Geotechnical Investigation and Report	4 weeks – concurrent with Task 3

Potential schedule related items that may impact task durations are as follows:

- Task 5 duration is through submittal to review agencies. Agencies' review time is not included.
- Availability of Client to meet and to review content provided.
- Restrictions due to unforeseen disruptions such as natural disasters, and/or world health issues.

Compensation

OHM Advisors will provide the above-outlined professional services and will be compensated on a lump sum basis (less Task 7 – Hydro-Excavation) per the table below. We will notify you in advance if we become aware of unforeseen conditions impacting the cost of services. We will not exceed the total proposal amount without the City's prior written approval. Consultant will be reimbursed by the client for expenses that may include transportation, lodging, or other purchases authorized by the client.

A breakdown of the fee by task is provided for informational and tracking purposes. It is possible that some tasks may be higher, and some may be lower than this estimate, but we will not exceed the total for all tasks.
The fee breakdown by phase will be as follows:

Description	Amount	Fee Type
Task 1: Survey and Right-of-Way Acquisition Assistance	$ 42,000	Lump Sum
Task 2: 30% Design Plans	$ 52,000	Lump Sum
Task 3: 80% Design Plans	$ 68,000	Lump Sum
Task 4: Final Design Plans	$ 43,000	Lump Sum
Task 5: Environmental Permitting	$ 16,000	Lump Sum
Task 6: Geotechnical Investigation and Report	$ 14,000	Lump Sum/Sub
Task 7: Hydro Excavation	$ 5,000	Time & Materials/Sub
TOTAL	**$ 240,000**	

Contract Terms and Conditions

Exhibit 1 (attached), "Standard Terms and Conditions," is incorporated into this proposal by reference.

Exclusions

- Geometric design changes or corridor improvements not stated above
- Design services beyond project limits as shown in Exhibit 2
- Wetland delineation and environmental studies – we understand all necessary field tasks have been completed and are currently valid
- Wetland functional assessment, endangered species survey, cultural resources survey, and water quality certifications
- Utility relocation or improvement design such as water main or sanitary sewer
- Traffic counts
- Signal warrant analysis or traffic studies
- Photometrics and lighting design
- Landscape and irrigation design
- Specification front-end documents
- Construction administration services (shop drawings, RFIs, punchlist, etc.)
- Construction inspection services
- Bidding administration services beyond attending the pre-bid meeting and preparing up to (3) addendums during the advertisement period
- Right-of-way and construction staking
- Construction materials testing
- Permit fees
- Other services not explicitly stated in this contract

Note that some of the services listed above may be added under this contract at request from the City. If requested, Consultant will provide an Amendment to the Letter Proposal outlining the specific Scope of Services to be added. Compensation and schedule for the Additional Services will be detailed within the Amendment.

Client Responsibilities

- Coordinate with utilities to have utilities marked within project limits shown on Exhibit 2 before topographic survey begins.

Authorization and Acceptance

If this proposal is acceptable to you, your signature on this letter with a copy returned to me will serve as our authorization to proceed.

Thank you for the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 30 days from the date of this letter. If you have any questions or comments, please contact me.

Sincerely,
OHM Advisors

Name James Robert Dearman
Title Project Manager

_____ Date

Acceptance
City of Madison

_____ Date

Paul Finley
Mayor

Exhibit 1: Terms and Conditions
Exhibit 2: Project Limits

Exhibit 2

Garner St. Extension Project Limits