



STAFF MEMO: **FINANCIAL**

TO: Honorable Mayor and City Council Members
FROM: Sara Leaders, PE, Public Works Director
DATE: Submitted on February 9, 2024, for the February 21, 2024, Regular City Council Meeting

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Sara Leaders
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AGENDA ITEM: Approval of a Task Order #1 with Columbia Engineering and Services, Inc. for Right of Way Acquisition Services at the Intersection of SR 140/Arnold Mill Road at Green Road

PROJECT DESCRIPTION

The intersection of State Route 140/Arnold Mill Road at Green Road was identified as an improvement project as part of the 2016 Milton Comprehensive Transportation Plan and is funded by TSPLOST. Because this project involves a state route, any proposed improvements are heavily scrutinized and must be approved by multiple offices at the Georgia Department of Transportation (GDOT).

Since 2021, the City has been working to obtain approval to install a new traffic signal at this intersection. In November 2022, Milton received the necessary support from GDOT District 7 to advance the traffic signal into the design phase. Late in 2023, Additional information was required by GDOT to continue the project. This agreement will provide land acquisition services to complete the design work. Approximately 12 parcels will be impacted. Services include preliminary plan review, title review, preparation of status reports, meetings with appraisers and reviewers, title coordination, cost-to-cures, acquisitions and the preparation of closing documents. The City Attorney will provide title reports and closing services.

The concept for the intersection improvement includes a new traffic signal, a three-lane approach Westbound on Green Road including a left turn lane, reconstructed sidewalk along Green Road, and a new multi-use path along the eastern side of SR 140/Arnold Mill Road connecting Green Road to the Kroger driveway. A blanket right of way agreement will be brought to City Council for consideration once fair market values on all parcels are finalized.

PROCUREMENT SUMMARY

Purchasing method used: Task Order under RFP
Account Number: 335-4101-541400002
Requisition Total: \$99,380.00

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REVIEW & APPROVALS

Financial Review: Karen Ellis, Finance Director – February 9, 2024

Legal Review: Jennifer McCall, Jarrard & Davis, LLP – February 7, 2024

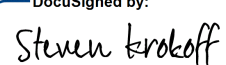
Concurrent Review: Steven Krokoff, City Manager

Attachments: Task Order #1

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TASK ORDER #1 TO PROVIDE RIGHT OF WAY ACQUISITION SERVICES FOR THE SR140 AT GREEN ROAD INTERSECTION IMPROVEMENT PROJECT

THIS TASK ORDER #1 between the parties is entered into and effective as of _____, 2024 ("Task Order #1 Effective Date"), pursuant to that certain Professional Services Agreement (RFP #23-PW08) dated November 20, 2023 ("Agreement"), incorporated herein by reference, and shall serve as authorization by **CITY OF MILTON, GEORGIA** ("City") to **COLUMBIA ENGINEERING AND SERVICES, INC.** ("Consultant"), to perform the services and provide the deliverables described herein pursuant to the terms and conditions, mutual covenants and promises provided herein and in the Agreement.

WHEREAS, the terms herein shall be incorporated into the Agreement by the references herein; and

NOW, THEREFORE, for and in consideration of the mutual promises, the public purposes, and the acknowledgements and agreements contained herein, and other good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties do mutually agree as follows:

Description of Services:

The services will consist of acquisition services of approximately twelve parcels for the SR140 at Green Road Intersection Improvement project. This effort is a continuation of RFP #23-PW08, On-Call Land Acquisition Services and includes preliminary plan review to comment on issues affecting right-of-way, title review, attendance at meetings, preparation of property management forms, preparation of status reports, meeting with appraisers/reviewers on site as necessary, assignment and monitoring of appraisals, title coordination, primary and review appraisals, cost-to-cures, acquisitions, and preparing closing documents. The Consultant will provide all labor, materials, and equipment necessary to assist the City in completing the tasks. A more complete description of services is found in **Exhibit "A"** attached hereto.

Timing:

Consultant shall perform the services and provide the corresponding deliverables as described in this Task Order #1 to the City by no later than April 30, 2024.

Compensation:

Compensation payable to Consultant for its completion of this Task Order shall not exceed NINETY-NINE THOUSAND, THREE HUNDRED EIGHTY AND 00/100 DOLLARS (\$99,380.00) based upon the fixed fees listed in **Exhibit "A"** attached hereto.

Attachments:

Exhibit "A" Contractor's Proposal letter dated January 31, 2024.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, City and Consultant have executed this Task Order #1 to the Agreement, effective as of the Task Order #1 Effective Date first written above.

CONSULTANT: COLUMBIA ENGINEERING AND SERVICES, INC.

By: 

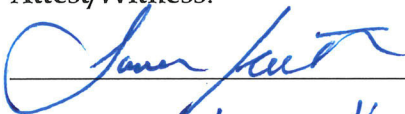
Print Name: Randy Strunk

Its: [CIRCLE ONE]
President / Vice President

[CORPORATE SEAL]
(required if corporation)



Attest/Witness:


Print Name: Lauren Keith

Its: 
((Assistant) Corporate Secretary if corporation)

CITY OF MILTON, GEORGIA

By: _____
Peyton Jamison, Mayor

[CITY SEAL]

Attest:

Tammy Lowit, City Clerk

Approved as to form:

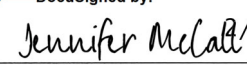
DocuSigned by:
 8/7/2024
City Attorney _____ Date _____

EXHIBIT "A"

January 31, 2024

Robert Dell-Ross
Engineering Project Manager
City of Milton
2006 Heritage Walk
Milton, GA 30004

Re: Proposal for Acquisition Services for SR140 @ Green Road Intersection Improvement Project
CES# 6031.01

Dear Mr. Dell-Ross:

Columbia Engineering and Services, Inc. (Columbia) is pleased to provide this task order proposal under our master agreement for acquisition services. This letter outlines our understanding of this scope of work, the anticipated schedule, and the associated fees.

SCOPE OF WORK

This scope is for acquisition services including preliminary plan review to comment on issues affecting right-of-way, project coordination, title review, attendance at meetings, preparation of property management forms, preparation of status reports, meeting with appraisers/reviewers on site as necessary, assignment and monitoring of appraisals, title coordination, primary and review appraisals, cost-to-cures, acquisitions, and preparing closing documents. The project is expected to include acquisition of 12 parcels. Services will adhere to the City of Milton's Standard Operating Procedure for right-of-way acquisition (PW-23-002).

This scope includes all acquisition services based on assumptions. A detailed cost estimate and project inspection checklist are not included based on the project's schedule. Alternatively, all parcels will include an appraisal of the value of the property. Two landscaping cost-to-cures are also included.

SCHEDULE

Once a Notice to Proceed and preliminary plans have both been received, we will begin the plan review services. We will provide comments back to the designers within two weeks. Preacquisition services will be completed within 60 days.

FEE

The proposed fee for this project is \$99,380.00 based on the pre-negotiated rates in the master agreement. See following page for fee breakdown. Invoicing will be completed monthly based on percent complete.

Thank you for allowing Columbia Engineering to provide the above services on this project. Our staff looks forward to working with the City of Milton personnel on this project. Please don't hesitate to contact me with any questions: Randy Strunk, PE: Cell: 502-418-6565 I rstrunk@columbia-engineering.com.

Sincerely,

Randy Strunk, P.E.
Principal in Charge

LINE #	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL COST
Pre Acquisition					
1	Detailed Cost Estimate	0	LS	\$ 42,000.00	\$ -
2	Project Inspection Checklist	0	LS	\$ 32,400.00	\$ -
3	Coordination Services	12	EA	\$ 1,000.00	\$ 12,000.00
4	Title Coordination	12	EA	\$ 450.00	\$ 5,400.00
Primary Appraisals					
5	Level 1 (Strip Take - 388 C)	11	EA	\$ 1,700.00	\$ 18,700.00
6	Level 2 (2.1 - Before and After Vacant Land)	0	EA	\$ 2,500.00	\$ -
7	Level 2 (2.3 - Before and After w/o Proximity w/ special reports)	0	EA	\$ 2,700.00	\$ -
8	Level 2 (2.4 - Before & After with proximity)	1	EA	\$ 3,300.00	\$ 3,300.00
9	Level 3 (3.1) Before & After non residential improved	0	EA	\$ 3,800.00	\$ -
Review Appraisals					
10	Level 1 (Strip Take - 388 C)	11	EA	\$ 950.00	\$ 10,450.00
11	Level 2 (2.1 - Before and After Vacant Land)	0	EA	\$ 1,100.00	\$ -
12	Level 2 (2.3 - Before and After w/o Proximity w/ special reports)	0	EA	\$ 1,500.00	\$ -
13	Level 2 (2.4 - Before & After with proximity)	1	EA	\$ 1,600.00	\$ 1,600.00
14	Level 3 (3.1) Before & After non residential improved	0	EA	\$ 2,000.00	\$ -
Acquisition					
15	Owner Offer	12	EA	\$ 2,300.00	\$ 27,600.00
16	Other Interest	0	EA	\$ 2,200.00	\$ -
17	Drive Easement	0	EA	\$ 2,000.00	\$ -
18	Government Interest	0	EA	\$ 2,300.00	\$ -
19	Revised Offers	3	EA	\$ 575.00	\$ 1,725.00
20	Prepare Closing Documents (per parcel)	12	EA	\$ 1,000.00	\$ 12,000.00
Non-Pre Negotiated Services					
21	Relocation	0	EA		\$ -
22	Landscaping Cost to Cure	2	EA	\$ 3,300.00	\$ 6,600.00
23	Fencing Cost to Cure	0	EA	\$ 2,000.00	\$ -
24	Administrative Appeals	0	EA		\$ -
25	Condemnation Services	0	EA		\$ -
Project Total					\$ 99,380.00