



AGENDA STAFF MEMO

TO: Honorable Mayor and City Council Members
FROM: Sara Leaders, PE, Public Works Director
DATE: Submitted on June 27, 2025, for the July 7, 2025, Regular City Council Meeting

DocuSigned by:

A blue ink signature of Sara Leaders, the Public Works Director.

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AGENDA ITEM: Approval of a Change Order No. 1 to the Professional Services Agreement with Vanasse Hangen Brustlin, Inc. (VHB) for Milton Greenprint Environmental Evaluation

SUMMARY:

The original professional services agreement with VHB for Milton Greenprint Environmental Evaluation was established to provide environmental services in support of the City of Milton's Greenspace Bond program. The initial scope focused on identifying conservation areas related to stream, wetland, and natural areas for four of the properties purchased by the City of Milton as part of the Greenspace Bond. This work includes qualitative environmental screening, such as water resource delineation, ecological assessments, and cultural surveys, to guide preservation and planning efforts.

This Change Order expands the scope of the agreement to include the Hopewell Road properties, which were recently designated by the Mayor and City Council to be transferred to the Greenspace Bond. These parcels, which include a section of Cooper Sandy Creek and are adjacent to Providence Park, possess similar ecological value and potential as the original properties under study.

Including the Hopewell Road properties in the same environmental assessment will ensure consistency in evaluating habitat-related greenspaces. This expanded assessment will provide critical data for the Greenprint, enabling it to reflect a comprehensive vision for all Greenspace Bond-acquired lands. The findings will inform future decisions on conservation priorities, potential use limitations, and opportunities for public access, while also helping shape future spending and potential strategies related to these greenspaces.

FUNDING AND FINANCIAL IMPACT:

This effort will advise on conservation areas which could impact future spending and possible revenues for Greenspaces.

PROCUREMENT SUMMARY (if applicable)

Purchasing method used:	Professional Services
Account Number:	300-6210-541200000
Requisition Total:	Increase PO25245 by \$7,850.00

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REVIEW & APPROVALS:

Financial Review: Bernadette Harvill, Deputy City Manager – 2025
Legal Review: Jennifer K. McCall, Jarrard & Davis, LLP – June 26, 2025
Concurrent Review: Steven Krokoff, City Manager –

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Bernadette Harvill

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Steven Krokoff

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ATTACHMENT(S):

Change Order No. 1

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CHANGE ORDER #1 TO THE PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the **CITY OF MILTON, GEORGIA** (“City”) and **VANASSE HANGEN BRUSTLIN, INC.**, (“Consultant”), entered into that certain Professional Services Agreement dated March 17, 2025, which is incorporated herein by this reference (the “Agreement”); and

WHEREAS, the City has requested for the Consultant to provide additional professional environmental engineering consulting services described in the Scope of Work. This work includes the evaluation of two property totaling approximately 38.3 acres, collectively referred to as the Hopewell Property in Milton, Georgia; and

WHEREAS, the terms of this Change Order #1 shall be incorporated into the Agreement by the references herein.

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Whereas, pursuant to Milton Code Chapter 2, Article VI, Division 11, Section 2-626(b)(7), Exhibit C, Scope of Work, of the Agreement is hereby amended by inserting the additional services thereto as set forth in Exhibit “A” attached hereto. The addition of these services equals a total cost of \$7,850.00 being added to the contract, making the Maximum Contract price of \$48,450.00.
2. Section III (B) of the Agreement is hereby amended by replacing the text from “The total amount paid under this Agreement as compensation for Work performed and reimbursement for costs incurred shall not, in any case, exceed **FORTY THOUSAND, SIX HUNDRED AND 00/100 DOLLARS (\$40,600.00)**” to “The total amount paid under this Agreement as compensation for Work performed and reimbursement for costs incurred shall not, in any case, exceed **FORTY-EIGHT THOUSAND, FOUR HUNDRED FIFTY AND 00/100 DOLLARS (\$48,450.00)**”.
3. Section I (D) of the Agreement is hereby amended by replacing the text from “The term of this Agreement (“Term”) shall commence as of the Effective Date and the Work shall be completed, and the Agreement shall terminate, on or before August 1, 2025.” to “The term of this Agreement (“Term”) shall commence as of the Effective Date and the Work shall be completed, and the Agreement shall terminate, on or before September 30, 2025.”.
4. Except as amended hereunder, the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

[SIGNATURES ON THE FOLLOWING PAGE]


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IN WITNESS WHEREOF, the parties have caused this Change Order #1 to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

CONSULTANT: Vanasse Hangen Brustlin, Inc.

By: _____

Print Name: Fabricio Ponce

Its: Managing Director, Atlanta

Attest/Witness:



Print Name: Kerri Driscoll

Its: Assistant Clerk
(Corporate/Assistant Corporate Secretary)

CITY OF MILTON, GEORGIA:

By: _____
Peyton Jamison, Mayor Date

Attest:

Tammy Lowit, City Clerk

(CITY SEAL)

Approved as to form:

Signed by:

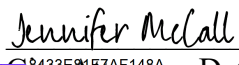
_____ 6/30/2025
City Attorney, Date



EXHIBIT “A”





June 19, 2025

Scott Tkach, P.E., C.P.M.
City Engineer
City of Milton
2006 Heritage Walk
Milton, Georgia 30004

RE: Milton Greenprint Mitigation Evaluation – Addendum No. I – Hopewell Property

Mr. Dell Ross

The City has requested the evaluation of an additional property in relation to the ongoing work associated with the Milton Greenspace Mitigation Evaluation project. The property consists of two parcels totaling approximately 38.3 acres, collectively referred to as the Hopewell Property. The proposed work would follow the scope of the previously contracted work, as detailed below.

Undertaking

The City of Milton has initiated a plan, known as the Greenprint, to establish appropriate uses and development of greenspace within the city. Preliminary concepts for the properties include various conservatory, recreational and infrastructural elements including pedestrian trails, conservation areas, land management areas, expanded riparian buffers, and parking areas. VHB's team of engineers, professional wetland scientists, archaeological historians and archaeologists would qualitatively assess the two parcels for potential to create stream and wetland mitigation areas in consideration of the proposed recreational improvements. VHB would identify specific improvements that can be made to the existing ecological systems and note potential barriers to the development of the greenspaces.

Task 1: Waters Delineation and Ecological Screening

VHB will conduct a waters delineation and ecology screening on the at each of the two parcels. As part of this effort, VHB will identify existing Waters of the US and state waters per the US Army Corps of Engineers Wetlands Delineation Manual (1987), the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region (Version 2.0, 2012), and the North Carolina Stream Assessment Method (Version 4.11). Waters will be flagged in the field. Prior to field work, VHB will review various resources, including US Fish and Wildlife Services (USFWS), Georgia Dept. of Natural Resources (GADNR), and National Wetland Inventory databases for existing data concerning waters of the US, and potential protected species. Waters of the US would be GPS located with a sub-meter accurate unit. VHB would identify habitat for protected species within the parcels if present. VHB would qualitatively assess all water features, habitats and adjacent areas for opportunities of improvement, focusing on previous anthropogenic modifications, stream entrenchments, impoundments and prospective points of groundwater augmentation. Representative stream cross sections would be collected for large perennial streams.



Task 2: Cultural Survey

VHB will conduct background research to contextualize the environmental and cultural setting of the area. Primary and secondary source material will be consulted, as available, to inform the environmental conditions present as well as the precontact and historic periods of Fulton County. Cultural background research will help to develop a framework for evaluating archaeological resources. Sources will include the Georgia Archaeological Site Files (GASF), Georgia's Natural, Archaeological, and Historic Resources Geographic Information Systems (GNAHRGIS), cultural and historic studies, maps, historical aerial photographs, soil data, VHB's own library materials, and other online resources.

A desktop survey would be conducted for properties adjacent to waters impacts for known or potentially eligible historic properties. Sources would include the National Register of Historic Places (NRHP) and Fulton County Tax records, and historical aerial photographs.

VHB will conduct QA/QC reviews of all report deliverables prior to submittal in accordance with our rigorous internal procedures. This QA/QC process will ensure that all reporting meets or exceeds requirements.

Task 3: Conceptual Plan, Cost Benefit, Presentation

Potential improvements would be identified, and the current concept plans would be assessed for applicability. Conceptual layouts would be created, highlighting potential improvements. VHB would assess the City's current and upcoming mitigation needs and tabulate potential credit creation from active functional lift of existing waters and/or creation of additional wetlands. A cost estimate for construction of the conceptual improvements for cost benefit analysis of the project would be prepared. Finally, VHB would facilitate a meeting with US Army Corps of Engineers, Savannah District to present the findings of the assessment and gather the Agency's input.

Assumptions:

- Ecological surveys will note potential habitat for species known to exist in the area. The project is located within the range of several federally protected species. Further surveys may be necessary to assess the presence of protected species.
- No field survey of historic properties is included in this scope.
- Two stream cross sections would be collected for each of the two parcels.
- No public involvement services are included in this scope.
- No design plans are included in this scope.
- No topographic survey is included in this scope other than cross sections noted in Task 1.



Compensation:

On the basis of the work described herein, the budget for the project has been prepared on a task, for a total fee of \$7,850. It is proposed to submit invoices every four weeks to reflect the amount of work completed each month.

Milton Greenspace Tasks	Fee
Task 1 – Waters Delineation and Screening	\$4,850
Task 2 – Cultural Desktop Evaluation	\$700
Task 3 – Conceptual Plan, Cost Benefit, Presentation	\$2000
Addendum No. 1 total	\$7,850
Original Agreement total	\$40,600
Total Project Budget	\$48,450

VHB appreciates the opportunity to develop this proposal for you, and we look forward to providing the services described herein. Should any questions arise during your review of the proposal, or should you desire additional information, please contact me at enicoletti@vhb.com or (770) 900-7618.

Thank you,

A handwritten signature in blue ink, appearing to read "Eric Nicoletti".

Eric Nicoletti, PE
Environmental Permitting Manager

