



AGENDA REPORT

MEETING DATE:	October 19, 2026	Regular
DEPARTMENT:	Public Works	Sara Leaders, Community Development and Public Works Director
SECTION OF AGENDA:	Consent Agenda	October 19, 2026 <i>John Leah</i>
AGENDA ITEM TITLE:	Approval of a Task Order # 1 with Moffatt & Nichol, Inc. for Final Engineering Design of the Mid Broadwell Road Realignment Phase 1 in the District at Mayfield.	
STATEMENT OF PURPOSE:	The purpose of this item is to obtain City Council approval of Task Order #1 with Moffatt & Nichol, Inc. to complete final engineering design and prepare construction documents for Phase 1 of the Mid Broadwell Road Realignment in the District at Mayfield.	
FINANCIAL IMPACT:	The \$80,727.00 design task order will be funded through the new TSPLOST operations and safety project TS2-2710.	
RECOMMENDED ACTION:	Approve the Task Order # 1 with Moffatt & Nichol, Inc. for Mid Broadwell Road Realignment Project for the District at Mayfield.	

EXECUTIVE SUMMARY:

Task Order #1 with Moffatt & Nichol, Inc. would provide final engineering design services for Phase 1 of the Mid Broadwell Road Realignment in the District at Mayfield. The \$80,727 task order includes surveying, roadway and stormwater design, utility coordination, landscaping, and permitting, along with preparation of final construction plans, an estimate of anticipated City costs, documents supporting potential right-of-way abandonment and dedication, and a complete bid package.

The design would advance the roadway concept presented to Mayor and Council and establish the details needed to coordinate right-of-way needs and potential development with the affected property owner. The proposed realignment is intended to maintain access while creating a smaller-scale, lower-speed street that improves pedestrian connectivity and supports the District's planned character.

During the concept presentation, Council expressed support for advancing the roadway design while requesting a more detailed overall development plan and greater certainty regarding greenspace and community benefits before construction begins or the existing roadway is closed. Staff would work with the property owner/developer on a proposed development agreement addressing these details, potential land swaps, and contractual protections concurrently with final engineering design.

PURPOSE/BACKGROUND:

City Council adopted the District at Mayfield plan on June 19, 2023. The plan encompasses more than 20 parcels across approximately 19 acres and was developed through public meetings involving property owners, a steering committee, the City's consultant TSW, staff, and the general public. It contemplated a connected roadway and block structure to support future development within the District.



Phase 1 would realign the existing Mid Broadwell Road connection to Mayfield Road. It does not include a connection to Broadwell Road, which could be evaluated separately as future development opportunities arise. This task order would advance Phase 1 to final engineering design (100% design plans).

The final design and cost information would support concurrent negotiations with the property owner/developer on a proposed development agreement addressing the roadway right-of-way exchange, potential additional land swaps for public park space, coordination of public and private improvements, and overall public benefit. Consistent with Council's discussion, this work would establish a more detailed overall development plan and contractual protections before roadway construction or closure.

Any future development proposal would remain subject to the applicable review and approval process. Construction administration services may be considered under a separate future authorization.

STAFF ANALYSIS:

RFP 25-PW01 was issued on January 30, 2025, and the City received three proposals. On April 14, 2025, Moffatt & Nichol, Inc. was awarded the contract to prepare conceptual design plans (30% design) for the Mid Broadwell Road Realignment. The Phase 1 roadway concept was subsequently presented to Mayor and Council for feedback.

Approval of this task order would allow the consultant that prepared the concept to complete final engineering design and construction documents. This work would refine the alignment, identify right-of-way and utility needs, establish streetscape and pedestrian features, and provide the plans, cost estimate, and bid package needed for subsequent construction procurement.

Staff would coordinate the roadway design with the affected property owner/developer, including access, grading, drainage, pedestrian connections, and streetscape character. The design would also establish the roadway footprint and anticipated costs needed to evaluate proposed land exchanges and inform development agreement negotiations.

Staff would bring the proposed development agreement and associated land transactions to Council for consideration before roadway construction begins or the existing roadway is closed.

FINANCIAL IMPACT:

The \$80,727.00 design task order will be funded through the new TSPLOST operations and safety project TS2-2710.

ALTERNATIVES CONSIDERED:

Option 1: Approve the task order and proceed with final engineering design and preparation of construction documents.

Option 2: Defer or decline approval, delaying final design, identification of right-of-way needs, and preparation for subsequent construction procurement.

LEGAL AND REGULATORY CONSIDERATIONS:

The project will follow applicable GDOT specifications and special provisions and address applicable permitting requirements. Potential right-of-way abandonment, dedication, land exchanges, and a development agreement would be addressed through the appropriate review and approval processes as the project advances.

OPERATIONAL IMPACT:

The proposed realignment would replace the existing sharply skewed, right-in/right-out connection at Mayfield Road with a new intersection farther from the Crabapple traffic signal. The new location could allow left turns into and out of Mid Broadwell Road, subject to final engineering evaluation.

The concept includes a stop-controlled intersection with the remaining portion of Mid Broadwell Road and consideration of raised crosswalks, pavement treatments, and streetscape features intended to encourage lower speeds and improve pedestrian safety. The objective is to maintain access while making the roadway less attractive as a higher-speed cut-through and more compatible with the District at Mayfield.

COMMUNITY/STAKEHOLDER IMPACT:

The proposed improvements are intended to improve vehicular and pedestrian safety and establish a walkable street character within the District at Mayfield. Pedestrian connections and the proposed conversion of the former roadway segment into a pedestrian feature could improve access within the District and support future development.

Concurrent development agreement negotiations would further define potential public park space and other community benefits, including their relationship to the proposed roadway improvements and private development.

STRATEGIC ALIGNMENT:

Aligns with Strategic Priority #1, Goal #5: Implement transportation infrastructure that meets current needs, accounts for future growth, and allows residents to travel through Milton in a calm, safe, and efficient manner and Strategic Priority #2, Goal #2: Enhance the city's commercial nodes and character areas while maintaining the rural charm that makes Milton special.

STAFF RECOMMENDATION:

Approve Task Order #1 with Moffatt & Nichol, Inc. for final engineering design of Phase 1 of the Mid Broadwell Road Realignment in the District at Mayfield.

REVIEWS & APPROVALS:

Financial Review: Bernadette Harvill, Deputy City Manager – October 12, 2026

Bernadette Harvill

Legal Review: Jennifer K. McCall, Jarrard & Davis, LLP – October 7, 2026

Concurrent Review: Steven Krokoff, City Manager

Steven Krokoff

Steven Krokoff (Oct 14, 2026 14:12:16 EDT)

ATTACHMENTS:

Task Order #1



TASK ORDER #1 TO PROVIDE ENGINEERING DESIGN SERVICES FOR FINAL DESIGN PLANS FOR PHASE 1 OF THE MID BROADWELL ROAD REALIGNMENT PROJECT FOR THE DISTRICT AT MAYFIELD

THIS TASK ORDER between the parties is entered into pursuant to that certain Professional Services Agreement (RFP #25-PW01) dated April 14, 2025 ("Agreement"), incorporated herein by reference, and shall serve as authorization by **CITY OF MILTON, GEORGIA** ("City") to **MOFFATT & NICHOL, INC.** ("Consultant") to perform the services 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 Engineering design services will consist of the final design plans for Phase 1 of the Mid Broadwell Road Realignment Project for the District at Mayfield. This effort is a continuation of RFP 25-PW01, Mayfield District Infrastructure Design Services, in particular "future" Tasks as set forth in Section I(D) of the Agreement. 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:

This Task Order #1 will be completed within four (4) months from the Notice to Proceed issued by the City.

Compensation:

This Task Order #1 shall not exceed EIGHTY THOUSAND, SEVEN HUNDRED TWENTY-SEVEN AND 00/100 DOLLARS (\$80,727.00) based upon the lump sum prices listed in **Exhibit "A"** attached hereto.

Attachments:

Exhibit "A" Contractor's Proposal letter dated September 23, 2026.

[See following page for signatures]

CITY: CITY OF MILTON, GEORGIA

CONSULTANT: MOFFATT & NICHOL, INC.

By: _____

By: 

Title: Mayor

Title: Vice President

Name: Peyton Jamison

Name: Ronald W Osterloh

Date: _____

Date: 10/7/26

[CITY SEAL]

Approved as to form:

Signed by:



10/7/2026

8433E81F7AF148A...

City Attorney

Date

EXHIBIT "A"

September 23, 2026

Mrs. Sara Leaders, PE
Community Development & Public Works Director
City of Milton
2006 Heritage Walk
Milton, GA 30004

re: Professional Svs. for Mid Broadwell Road Realignment Project for the District at Mayfield

Dear Mrs. Leaders:

Moffatt & Nichol (M&N) is pleased to submit this proposal to the City of Milton to provide Engineering Services for Phase 1 of the Mid Broadwell Road Realignment Project for the District at Mayfield.

1. BACKGROUND AND OVERVIEW

Moffatt & Nichol completed the conceptual design 8/18/2026 and we understand the City has approved it and wishes to move into final design.

2. PROFESSIONAL SERVICES

We anticipate that the design to be completed within 4 months of Notice to Proceed (NTP). Our effort will include subconsultants Professional Land Surveyors (PLS) and Lose Design, LLC. A detailed hourly breakdown of tasks is included, but generally includes:

- A. **Topographic survey enhancements (subconsultant)**
- B. **Project Management & Meetings (Internal, City and Developer)**
- C. **Roadway and stormwater design**
- D. **Utility coordination**
- E. **Landscaping/streetscaping (subconsultant)**
- F. **Cost estimate**
- G. **Quality Control**
- H. **Georgia Soil & Water Conservation Commission (GSWCC) submittal and approval**

3. COMPENSATION FOR PROFESSIONAL SERVICES

Final Design	<u>\$80,727.00</u>
---------------------	---------------------------

Kindest Regards,

MOFFATT & NICHOL

A handwritten signature in blue ink that reads "Kevin Skinner". The signature is written in a cursive, flowing style.

Kevin Skinner, P.E.
Project Manager

Encl: 1) Fee Estimate

