



AGENDA STAFF MEMO

TO: Honorable Mayor and City Council Members
FROM: Sara Leaders, PE, Public Works Director
DATE: Submitted on February 19, 2025, for the March 3, 2025, Regular City Council Meeting

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AGENDA ITEM: Approval of Task Order #4 with Columbia Engineering and Services, Inc. for Land Acquisition Services for the Cox Road at King Road Roundabout

SUMMARY:

The purpose of the overall project is to reduce congestion and improve safety by building two new single-lane roundabouts at the intersections of Cox Road/Etris Road/Ebenezer Road and Cox Road/King Road. The City contracted with Pond & Company for design services in March 2024. This project is a joint effort with the City of Roswell.

Task Order #3 with Columbia for Preacquisition Services was approved in April 2024. Task Order #4 includes appraisals and negotiation needed for the project. A future task order will be issued for acquisition services for the Cox Road/Etris Road/Ebenezer Road later in 2025.

FUNDING AND FINANCIAL IMPACT:

Roswell is responsible for 25% of all design and construction costs and 100% of the land acquisition costs in their city up to a \$1,000,000 cap.

ALTERNATIVES:

If this contract is not approved, the project will not be able to proceed.

PROCUREMENT SUMMARY (if applicable)

Purchasing method used: Other (See Comment Above)
Account Number: 335-4101-521210000 (TS2-2311)
Requisition Total: \$22,425.00

REVIEW & APPROVALS:

Financial Review: Karen Ellis, Finance Director – February 19, 2025

Legal Review: Jennifer K. McCall, Jarrard & Davis, LLP – February 12, 2025

Concurrent Review: Steven Krokoff, City Manager –

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ATTACHMENT(S):

Task Order #4

SERVICE • TEAMWORK • OWNERSHIP • LEADERSHIP • RURAL HERITAGE

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TASK ORDER #4 TO PROVIDE ACQUISITION SERVICES FOR THE COX ROAD AT KING ROAD ROUNDBOUT PROJECT

THIS TASK ORDER #4 between the parties is entered into and effective as of _____, 2025 ("Task Order #4 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 four (4) parcels. This effort is a continuation of RFP #23-PW08, On-Call Land Acquisition Services and includes assignment and monitoring of appraisals (as required), title primary and review appraisals, 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 #4 to the City by no later than December 31, 2026.

Compensation:

Compensation payable to Consultant for its completion of this Task Order shall not exceed TWENTY-TWO THOUSAND, FOUR HUNDRED TWENTY-FIVE AND 00/100 DOLLARS (\$22,425.00) based upon the fixed fees listed in **Exhibit "A"** attached hereto.

Attachments:

Exhibit "A" Contractor's Proposal letter dated February 5, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, City and Consultant have executed this Task Order #4 to the Agreement, effective as of the Task Order #4 Effective Date first written above.

CONSULTANT: COLUMBIA ENGINEERING AND SERVICES, INC.

By: 

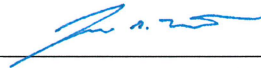
Print Name: Randy Strunk

Its: [CIRCLE ONE]
President/Vice President

[CORPORATE SEAL]
(required if corporation)



Attest/Witness:



Print Name: Jason Hurst

Its: Corporate Secretary
((Assistant) Corporate Secretary if corporation)

CITY OF MILTON, GEORGIA

By: _____
Peyton Jamison, Mayor

[CITY SEAL]

Attest:

Tammy Lowit, City Clerk

Approved as to form:

Signed by: Jennifer McCall 2/14/2025
City Attorney Date

EXHIBIT "A"

February 5, 2025

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

Re: Proposal for Acquisition Services for Cox Rd @ King Road
CES# 6031.03.002

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 for the Cox Road at King Road Roundabout project including assignment and monitoring of appraisals (as required), title primary and review appraisals, acquisitions, and preparing closing documents. The project is expected to include acquisition of four parcels, one being a driveway easement. A fifth parcel lies within the City of Roswell for the project. Columbia will prepare the closing document for this parcel. Services will adhere to the City of Milton's Standard Operating Procedure (SOP) for right-of-way acquisition (PW-23-002). Up to three Level 1 primary and review appraisals are included, but may not be required. Up to one revised offer is included.

SCHEDULE

Once a Notice to Proceed has been received, Columbia will begin the acquisition process per the SOP.

FEE

The proposed fee for this task is \$22,425.00 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 | 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	\$ -	\$ -
2	Project Inspection Checklist	0	LS	\$ -	\$ -
3	Coordination Services	0	EA	\$ 1,000.00	\$ -
4	Title Coordination	0	EA	\$ 450.00	\$ -
Primary Appraisals					
5	Level 1 (Strip Take - 388 C)	3	EA	\$ 1,700.00	\$ 5,100.00
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)	0	EA	\$ 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)	3	EA	\$ 950.00	\$ 2,850.00
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)	0	EA	\$ 1,600.00	\$ -
14	Level 3 (3.1) Before & After non residential improved	0	EA	\$ 2,000.00	\$ -
Acquisition					
15	Owner Offer	3	EA	\$ 2,300.00	\$ 6,900.00
16	Other Interest	0	EA	\$ 2,200.00	\$ -
17	Drive Easement	1	EA	\$ 2,000.00	\$ 2,000.00
18	Government Interest	0	EA	\$ 2,300.00	\$ -
19	Revised Offers	1	EA	\$ 575.00	\$ 575.00
20	Prepare Closing Documents (per parcel)	5	EA	\$ 1,000.00	\$ 5,000.00
Non-Pre Negotiated Services					
21	Relocation	0	EA		\$ -
22	Landscaping Cost to Cure	0	EA	\$ 3,300.00	\$ -
23	Fencing Cost to Cure	0	EA	\$ 2,000.00	\$ -
24	Administrative Appeals	0	EA		\$ -
25	Condemnation Services	0	EA		\$ -
Project Total					\$ 22,425.00