



February 13, 2026

Polk Lane - Resurfacing Project

Phillip Grooms, City Manager
City of Mt. Pleasant
100 Public Square
Mt. Pleasant, TN. 38485

Subject: **Proposal for Professional Services
Polk Lane – Resurfacing Project
Beginning at North Main Street (SR-243) & Ending at City Limits
Mt. Pleasant, Tennessee (Maury County)**

Dear Phillip,

Collier Engineering Company, Inc. (CE) is pleased to provide this proposal to the **City of Mt. Pleasant** for professional services for the above-referenced project. We have prepared this proposal to outline our scope of services, proposed fee and establish a contractual agreement for the authorized work. Also attached and incorporated as a part of this proposal is CE’s Professional Consulting Services Agreement (enclosed) which outlines our Standard Terms and Conditions.

This project site is located at Polk Lane. The total site area is approximately 1.55 miles in length and approximately 20 feet wide, and the roadway is currently in need of spot milling, leveling and resurfacing. The surrounding area is characterized as being in an area of the City Right-of-Way.

We appreciate the opportunity to provide this proposal to you and the City of Mt. Pleasant. Feel free to contact us if you have any questions or need any additional information regarding this proposal.

EXHIBIT A Scope of Services

The following will be provided. By authorization of this Agreement, the City of Mt. Pleasant grants CE permission to utilize drone technology to map the identified project.

Task 1: Due Diligence and Preliminary Plans

This phase involves the review of the applicable codes, regulations and guidelines of the Review Agency. This phase will also include the review of GIS data, aerial contours, United States Department of Agriculture (USDA) soil and drainage maps, and other publicly released information.

CE will also schedule and attend project representation as needed for preliminary design meetings with the Review Agency to determine the necessary submittal and permitting process for the Polk Lane - Resurfacing Project.

Deliverables:

- Preliminary Site Plan to be utilized for future design and development plans.

Task 2: Engineering Design

This phase involves the preparation of construction plans for the project in accordance with State and Local guidelines as well as sound engineering practice. All work described below will be performed by or under the direct supervision of a licensed Civil Engineer in the State of Tennessee. Specific phase items are as follows:

- A. Site Demolition – Develop plans that indicate existing site elements to be removed or relocated as part of the construction process.
- B. Site Layout – Develop plans showing the location of all proposed site improvements including but not limited to drainage structures, surface parking, pavement striping, curbs, walks, specialty paving areas, and other hardscape elements. Sufficient dimensions will be provided for location and construction layout.
- C. Grading and Drainage – Provide proposed grade line elevations and selected spot elevations for the site including all grading associated with the construction of the proposed improvements. The location and elevations for any required site retaining walls (designed by others) will also be indicated on these plans. These plans will also include the required storm water management design and details including any required improvements to meet local requirements for stormwater detention & water quality.
- D. Provide civil site construction details and notes necessary for the implementation of the design information in the plans.
- E. Produce Construction Plans consisting of (approximate number of sheets):
 - Cover (1)
 - Project Notes and Legend
 - Site Layout Plan
 - Civil Construction Details

Final construction plans will be signed and sealed by a Professional Engineer, licensed in the State of Tennessee.

F. Prepare an Opinion of Probable Construction Cost of the site development construction.

Deliverables:

- Construction Plans and Construction Cost Estimate as documented above.

Task 3: Design Project Management

- CE will provide a project manager over the project to serve as the primary point of contact during the design process. Our project manager will work closely with the Owner's project team to create schedules, coordinate tasks amongst the design team and attend review meetings to keep advised of the project progress.
- Review of submitted design documents and all estimates of probable cost.
- We will attend all project and review meetings. The primary goal of these meetings will be to inform the design team on issues that affect order of magnitude costs and/or project schedule. This discussion will draw on past experiences and may involve discussions of issues that may arise where we feel we can assist.
- CE will prepare and submit summary of review comments and will refine initial value engineering and/or alternative bid areas/topics as necessary. Comments will begin to focus on issues of constructability, short and long-term maintenance requirements, and costs, and identify areas where truncating project timelines may be possible.
- Project Management (PM) team will finalize value engineering and/or alternative bid areas/topics as necessary. PM team will review project plans and specifications for completeness and identify areas where additional information may be necessary to avoid unbalanced bids and/or potential change order situations during construction.

Task 4: Construction Engineering Inspection

- Provide construction monitoring services that includes furnishing Construction Engineering, Contract Administration, Resident Inspection and acceptance testing as required.
- Assemble project closeout documents.
- Assist in the Coordination of Utility Relocations, as needed.

Task 5: Site Visits and Meetings

A series of site visits by CE staff is anticipated, as well as meetings between CE and the Owner's project team. This task will be billed at an hourly rate per the enclosed rate schedule.

Task 6: Additional Services

The Client may submit a written request for additional services. CE and the Client shall agree upon an increase in project scope. CE will perform these additional services on an hourly basis. Hourly rates are outlined in the section labeled Hourly Rates.

Assumptions and Exclusions:

- CE will have access to walk the site with permission from the Property Owner of Record
- Adequate municipal utilities (water, sewer, gas, electrical) are assumed to be available for the project.
- Any site plan changes completed after Owner and/or review agency approval is not included under this scope and fee and will be provided an additional hourly fee.
- Permit fees are not included under this scope and fee. It is understood that the Client is responsible for providing all permit fees.
- As-built drawings are not included under this scope and fee.
- Private utility locator costs, if required, are not included under this scope and fee.
- Assumes timely receipt of critical project information from other designers, Owner, and Owner's project team.
- Additional professional services not included in this proposal are:
 - Traffic Study or Signalization Plans
 - Structural Services (retaining walls, buildings, etc.)
 - Architectural and building engineering services
 - Historic Assessment, Historic Preservation Consulting, Cultural Resources Studies
 - Off-site roadway and utility design
 - Changes requested after Planning Commission approval or "value engineering" of previously completed work
 - Site Lighting
 - Irrigation Design
 - Flood Studies
 - Tree Surveys
 - Inspections for NPDES stormwater discharge permitting
 - Foundation Surveys
- If an item is not mentioned in this proposal, then it is assumed to not be part of this scope of work.

Owner's Responsibilities:

COLLIER ENGINEERING COMPANY, INC. strives to work closely with our clients. For the project team to function efficiently, certain information is needed to be provided by the Owner's project team and other interested stakeholders in a timely manner. These items and responsibilities are noted below.

- Access to walk the site.
- For interview purposes, the CE Team will require the name and contact information for a person representing the Owner who is knowledgeable of the road/pavement involved in the development project.
- Provide single point of contact for project coordination purposes.



Compensation:

We propose to complete the above scope of services for the following estimated fees:

(Based on 5% of Estimated Construction Costs @ approximately \$450,000.00 = \$22,500.00)**

Task 1: Due Diligence and Preliminary Plans	\$2,500.00*
Task 2: Engineering Design	\$5,000.00*
Task 3: Design Project Management	\$3,750.00*
Task 4: Construction Engineering Inspection	\$11,250.00*

*** CE 2026 Hourly Rates Attached**

**** Fees to be Adjusted after the Bid Letting and the Project Award**

Reimbursable Expenses:

Costs for the following items will be submitted for reimbursement as specified below:

- Expenses and fees incurred on behalf of the client (cost plus 20%)
- Any fees associated with permit applications (cost plus 20%)
- Printing and/or reproduction costs for materials larger than 11"x17". (cost plus 20%)
- Subcontracted services (cost plus 20%)
- Mileage will be reimbursed at the effective IRS rate.

This proposal is valid for thirty (30) days from the date listed on page 1. The fee quote is based on the assumptions and conditions provided by the client at the time of this proposal.

Authorization:

If this proposal meets your approval, work may be initiated by returning an original copy of the attached Professional Consulting Services Agreement Services (the Contract) to our Nashville office. This proposal, the Contract, and the attached exhibits together constitute our contract with you the client. Project initiation may be expedited by sending a scanned copy of the executed Agreement for Services via e-mail.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please call.

Respectfully submitted,

Collier Engineering Co., Inc.

Jeffrey D. Stevens

County Services Department Manager

Attachments: Professional Consulting Services Agreement

Values from the Past | Experience for Today | Solutions for the Future



**AGREEMENT BETWEEN THE
CITY OF MT. PLEASANT
AND COLLIER ENGINEERING CO. INC.**

THIS AGREEMENT is made this the _____ day of _____, 2026, by and between **CITY OF MT. PLEASANT** (hereinafter "City"), and **COLLIER ENGINEERING COMPANY, INC.**, located at 2949 Nolensville Pike, Nashville, Tennessee 37211 (hereinafter "Collier"), and contains the following:

Exhibit A: Scope of Work.

WITNESSETH THAT:

WHEREAS, the City has determined that the project to resurface **Polk Lane – Resurfacing Project** to be funded Locally (hereinafter "Project") is to be completed;

WHEREAS, the City submits that it has the authority to contract with Collier to provide professional engineering services for the design and construction of the Project; and

WHEREAS, by entering into this Agreement, Collier affirms that it has extensive experience in providing engineering services and that it shall provide such services in a professional manner in accordance with the terms and conditions of this Agreement as well as the standard of care practiced by other consultants and professionals performing similar services within the industry; and

NOW, THEREFORE, in consideration of the promises herein and for other good and valuable consideration, the City and Collier agree as follows:

ARTICLE I-SCOPE OF SERVICES

1. Collier shall perform all necessary professional services in a satisfactory and proper manner, consistent with the City's requirements for the Project and by reference made a part hereof.
2. The services performed by Collier shall include those outlined in Exhibit A entitled Scope of Work, and by reference made a part hereof. Such services shall be more particularly described in the aforementioned attachment, and shall include the following:
 - a. Planning Phase;
 - b. Design Phase; and
 - c. Construction Phase.
3. Collier shall comply with all phases of work outlined within the attached Exhibit A, and additional scope of services may be negotiated and added to this Agreement by a written Amendment to such Agreement.
4. The City agrees to perform the services necessary for completion of the Project as outlined within the attached Exhibit A.



5. The Scope of Work is reflected within the attached Exhibit A, and any services not expressly set forth within this Agreement or its exhibits are excluded from this Agreement; therefore, the City shall promptly notify Collier in writing if changes to the Scope of Work occur that will affect the schedule and payment contemplated herein.

ARTICLE 2-TERM

1. The term of this Agreement shall be one (1) year or such other time that may be specified in Exhibit A attached hereto.
2. If the entire term of the Agreement is not set forth in Exhibit A, there shall be an option to extend the Agreement for three (3) additional one (1) year periods under the same terms as outlined herein upon mutual agreement of the parties.

ARTICLE 3- FEES

1. Collier, agrees to perform all work described in the Scope of Services in Article I for **5%** of total project cost (including pay and non-pay items). In addition to said compensation, the CITY also agrees to reimburse Collier for automobile expenses at the current Federal Standard Mileage Rate.
2. Invoices shall be submitted by Collier to the City in two statements for services rendered, if any. The statements shall be based on the attached Collier Fee Schedule, Engineering Fee reimbursed by TDOT, and other incurred expenses. Each individual invoice shall be due and payable thirty (30) days after receipt.
3. If the City disputes any portion of Collier's invoice, the undisputed portion will be paid by the City, and Collier will be notified in writing within ten (10) days of receipt of the exceptions taken to such invoice. The City and Collier will attempt to resolve any payment dispute within sixty (60) days, and both parties agree that no action for collection thereon shall be filed within this time period.
4. If the City delays the Project for more than twelve (12) months beyond the designated date when work is scheduled to begin, which is more particularly defined as the date this Agreement is executed, then the lump sum is designated in Paragraph I shall be increased by three percent (3%) per year. The intent of this language is that the increase shall be cumulative, as a delay would cause Collier to have to revisit the plans created in accordance with the designated start date as defined herein.

ARTICLE 4-ASSIGNMENT AND NOTICE

1. This Project has been assigned to the following Department of the City: **City of Mt. Pleasant.**
2. Except where otherwise provided herein, any notice approval, acceptance, request, bill, demand or statement hereunder from either party to the other shall be in writing and shall be deemed to have been given when either delivered personally or deposited in a United States mailbox in a postage pre-paid envelope, addressed to the other party at (unless changed by written notice):



Collier

Attn: Jeffrey D. Stevens, P.E.
Title: County Services Department Manager
Collier Engineering Company, Inc.
2949 Nolensville Pike
Nashville, Tennessee 37211

City

Attn: Phillip Grooms
Title: City Manager
City of Mt. Pleasant
100 Public Square, P.O. Box 426
Mt. Pleasant, Tennessee 38474

ARTICLE 5- TERMINATION

1. This Agreement may be terminated by either party upon ten (10) days written notice should the other party fail substantially to perform in accordance with the terms outlined herein through no fault of the party initiating the termination.
2. This Agreement may be terminated by Collier in the event that the City permanently abandons the Project.
3. In the event of termination by either party, Collier shall be compensated for all services performed prior to the termination date.
4. This agreement may be terminated by the city for convenience or necessity.

ARTICLE 6- DISPUTE RESOLUTION AND GOVERNING LAW

- I. The City and Collier shall attempt to resolve conflicts or disputes under this Agreement in a fair and reasonable manner, and agree that if an informal resolution cannot be achieved, the parties shall submit the matter to a mutually agreed upon mediator in an attempt to resolve the dispute through the mediation process. Such mediation process shall be initiated by a request in writing by either party.
2. The mediation provision can be waived by the mutual consent of the parties or by either party if such party's rights would be irrevocably prejudiced by a delay in initiating a legal proceeding.
3. If mediation does not settle the dispute within ninety (90) days after either party makes a written request for mediation, the dispute shall be subject to the laws of the State of Tennessee, and, more particularly, the courts of competent jurisdiction in Maury County by agreement of the parties.

ARTICLE 7- BREACH

1. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any applicable federal, state or local laws or regulation

ARTICLE 8- MISCELLANEOUS TERMS OF AGREEMENT

1. Extent of Agreement: This Agreement and the exhibits attached hereto constitute the entire and integrated agreement between the City and Collier, and no other written or oral understanding shall constitute part of this Agreement.



2. Waiver: A waiver by Collier of any breach of this Agreement shall not be binding unless such waiver is in writing. In the event of a written waiver such shall not affect Collier's rights with respect to any other relief sought or available for further breach. A waiver by the City of any breach of this Agreement shall not be binding unless such waiver is in writing. In the event of a written waiver such shall not affect the City's rights with respect to any other relief sought or available for further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

3. Modification: This Agreement shall not be modified unless such modifications are evidenced in writing in the form of a written Amendment, which is signed by both the City and Collier.

IN WITNESS WHEREOF, the City has caused this Agreement to be signed by its authorized representative, and Collier has caused this Agreement to be signed in its corporate name by its authorized representative as of the day and year first written above.

CITY:

COLLIER:

A handwritten signature in blue ink, appearing to read 'Jeffrey D. Stevens', is written over a horizontal line.

CITY OF MT. PLEASANT, TENNESSEE

COLLIER ENGINEERING CO, INC.

By: Phillip Grooms

By: Jeffrey D. Stevens, P.E.

Title: City Manager

Title: County Services Department Manager

ATTEST:

ATTEST:

ADDRESS:

100 Public Square, P.O. Box 426
Mt. Peasant, TN 38474

ADDRESS:

2949 Nolensville Pike
Nashville, TN 37211

PHONE:

(931) 379-7717

PHONE:

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