

RESOLUTION NO. R18-956

**RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR THE CONSTRUCTION OF A MONUMENT SIGN NEAR CITY HALL; PROVIDING FOR SEVERABILITY, REPEALING INCONSISTENT RESOLUTIONS, PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.**

WHEREAS, the City of Stockbridge (“City”) is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, Section 1.12(b)(3) of the City Charter provides that the City may make appropriations for the support of the government of the City; authorize the expenditure of money for any purposes authorized by the Charter and for any purpose for which a municipality is authorized by the laws of the State of Georgia; and provide for the payment of expenses of the City;

WHEREAS, Section 1.12(b)(7) of the City Charter provides that the City may enter into contracts and agreements with other governments and entities and with private persons, firms, and corporations;

WHEREAS, the City Council finds that a resolution authorizing the initiation of a Request for Proposals for the construction of a monument sign near City Hall is necessary and beneficial to its citizens and to the proper use of City funds.

NOW THEREFORE, THE COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES AS FOLLOWS;

Section 1. **Authorization of Request for Proposals.** – The City Staff is hereby authorized to issue a Request for Proposals for the construction of a monument sign near City Hall in accordance with the City’s established policies and procedures.

Section 2. **Approval of Execution** - The Mayor is hereby authorized to sign all documents and to perform all other acts necessary to effectuate this Resolution on behalf of the City of Stockbridge. The City Clerk is authorized to execute, attest to, and seal any document which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

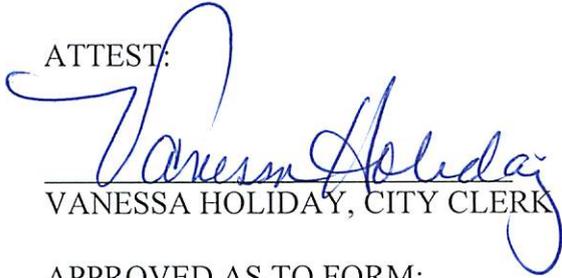
Section 5. **Effective Date** - This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the 24<sup>th</sup> day of July, 2018.

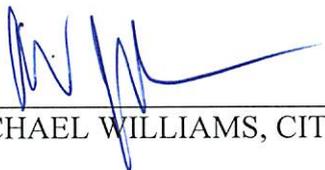
**CITY OF STOCKBRIDGE, GEORGIA**

  
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ANTHONY S. FORD, MAYOR

ATTEST:

  
\_\_\_\_\_  
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
MICHAEL WILLIAMS, CITY ATTORNEY



# ARCHITECTURAL ON-CALL SERVICES CITY OF STOCKBRIDGE NO. 02A PROJ. ASSIGNMENT AGREEMENT CONSTRUCTION DOCUMENTS FOR CITY HALL MONUMENT SIGN

July 10, 2018

## Project Understanding:

If it is requested that the sign be moveable the projects rough order of magnitude cost is estimated to be \$150,000.

"Project" refers to Stockbridge City Hall Monument Sign located within the City of Stockbridge, GA.

"Owner" refers to the City of Stockbridge and its representatives.

"Prime Consultant" refers to TSW.

"Design Team" refers to the Prime Consultant and all of its sub consultants contracted to complete this scope of work.

"Contractor" refers to the contractor hired by the Owner build the project.

This scope of work includes construction documents and construction observation for the City of Stockbridge's City Hall Monument Sign and Plaza. TSW will work with consultants to provide drawings that can be used for bidding and construction.

### Task 1: Pre-Design

Fee- \$4,000

Duration- 3 weeks

#### Survey

The Design Team will produce a survey in preparation for the design work. The survey data will include:

- Topography at 1' contour intervals
- All property boundaries and setbacks
- Existing utilities (visible and underground)
- Existing hardscape, trees, signage, and structures

### Task 2: Design Development

Fee- \$6,870

Duration- 3 weeks

**\*The current sign design is a static placement. TSW has included Task 2 as needed to study the design of the sign is moveable to account for future road modifications by GDOT.**

#### DD Package

The team will produce a detailed design development package with plan drawings and typical site details. The final deliverables for Design Development includes plans, prototypical details and finishes, enlargements, conceptual grading plans (for coordination with Civil Engineer), 75% construction document draft showing layout, materials, proposed structures, landscaping, and other features to be constructed as part of the project.

**Deliverables:**

- Survey/Base Map
- Design Development Set (To be presented to the City, and reviewed for comments)
- Rough order of magnitude cost
- Material board and finishes
- Meetings (up to 2)

**Task 3: Construction Documents****Fee- \$22,160****Duration- 4 weeks**

Construction Documents will be developed based upon the Owner approved Design Development Set. Detailed plan drawings and details will be developed that are suitable for bidding and construction of the project. The documents will include both detailed and performance landscape plan specifications for design elements to give the contractor the maximum ability to provide solutions that meet the design intent at competitive prices. The Design Team will refine the Construction Document Set submittal 1 time to bring the project within budget.

**Deliverables:**

- Construction Documents Set - includes plans, elevations, details and specifications required to permit and bid the project
- Civil Plans and all associated disciplines to finish work
- Landscape Architecture Plans all associated discipline to finish work
- Coordinate and attend review meetings
- Develop construction documents for final demolition, traffic control, erosion control, civil, site, utility, electrical, and structural plans and quantities
- Develop final cost estimates
- Perform QA/QC audit and constructability review
- Meetings (up to 2)

**Task 4: Bidding and Permitting****Fee- \$5,740****Duration- 8 weeks**

The Design Team will perform all permitting necessary to begin construction. The Design Team will assist the Owner during the bidding process by answering prospective bidder's questions about the design and evaluate bids.

**Deliverables:**

- Prepare and submit LDP/Building permits and GDOT permits
- Respond to bid questions
- Bid evaluation and recommendations
- Prepare addenda
- Publish conformed bid set
- Meetings (up to 2)

**Task 5: Construction Administration****Fee- \$12,540****Duration- 4 months**

The Design Team will provide Construction Observation services reviewing work for quality and conformance with the construction documents on the Owner's behalf.

**Deliverables:**

- Site visits
- Request for Information (RFI) responses
- Architects Supplemental Information (ASI) design clarifications
- Contractor submittal reviews
- Contractor mock-up reviews
- Punchwalk documentation
- Meetings (up to 2 per month)

**Professional Fee:**

**% Project Fee**

Task 1: Pre-Design	\$ 4,000	7%
Task 2: Design Development	\$ 6,870	12%
Task 3: Construction Documents	\$ 22,160	39%
Task 4: Bidding & Permitting	\$ 5,740	10%
Task 5: Construction Observation	\$ 12,540	25%

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**Lump Sum Fee** \$ 51,310

**Profession Time**

It will take -- business days from the signing of this Project Assignment by the City of Stockbridge to complete the Scope of Services listed above.

**Reimbursable:**

Reimbursable for the this scope shall be **\$3,000 maximum**. These reimbursable shall adhere to the terms of the Master Agreement.

**Billing and Payment Policies:**

The above Scope and the policies of the Stockbridge Master Agreement with TSW are part of this Project Assignment Agreement. Signing this Project Assignment Agreement signifies the City's intent to contract TSW, Inc. for professional services. In contracting with TSW, Inc., the Client warrants that funds are available to compensate TSW, Inc. for the total amount of services and expenses contracted, and that these funds are neither encumbered nor contingent upon subsequent approvals, permits, or financing commitments by lending institutions or other parties.

TSW, Inc. submits monthly invoices. Invoices are due and payable upon receipt and become delinquent if not paid in full thirty (30) days after their date. The City shall notify TSW, Inc. of any dispute regarding invoices received within twenty one (21) days of receipt of invoice. Only the disputed portion of the payment may be withheld.

Accounts delinquency longer than forty-five (45) days will result in the stoppage of work on the job by TSW, Inc. Seven (7) days notice will be given prior to stoppage of work to enable accounts to be brought current. Work will recommence upon payment of all fees and service charges due.

**Initiation of Work:**

The City may initiate work described above Scope of Services by signing where indicated below as an agreement and acceptance of this Project Agreement. TSW will begin to execute work upon receipt of this authorization.

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City of Stockbridge



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TSW, Inc.  
10 July 2018