


Department of Engineering  
Dan Gaillet, P.E., County Engineer

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MEMORANDUM

March 26, 2019

To: Sheila Jones, Supervisor, District I  
Trey Baxter, Supervisor, District II  
Gerald Steen, Supervisor, District III  
David Bishop, Supervisor, District IV  
Paul Griffin, Supervisor, District V

From: Dan Gaillet, P.E.   
County Engineer

Re: Mendrop Engineering Resources  
Yandell Road Drainage Improvements

The Engineering Department recommends that Mendrop Engineering Resources be hired to perform design engineering services for drainage improvements along Yandell Road, for a fee not to exceed \$17,760.00.

**WORK ASSIGNMENT NO. 20  
YANDELL ROAD AT WESTFALEN DRIVE DRAINAGE IMPROVEMENTS  
MADISON COUNTY**

THIS WORK ASSIGNMENT TO THAT CERTAIN GENERAL ENGINEERING SERVICES CONTRACT IS EXECUTED BY AND BETWEEN MADISON COUNTY BOARD OF SUPERVISORS AND **MENDROP ENGINEERING RESOURCES, LLC**, EFFECTIVE THE 16<sup>th</sup> DAY OF FEBRUARY, 2016, IS INCORPORATED THEREIN AS IF COPIED FULLY IN BOTH WORDS AND FIGURES AS A PART OF EXHIBIT NO. 1.

**LET IT BE KNOWN THAT:**

WHEREAS, the parties to the above stated CONTRACT are now desirous of implementing an additional Work Assignment or phase thereunder: and,

WHEREAS, each of said parties represents that it continues to have authority to execute this Work Assignment and that all certifications previously made in said CONTRACT remain in effect;

NOW THEREFORE, the parties hereto do further contract and agree to add the following items of work to the above CONTRACT under the additional terms and conditions as are hereinafter stated:

**SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT**

The CONSULTANT, in accordance with the General Services Agreement, shall provide construction documents to include drawings and specifications for bidding purposes for work to be done at Yandell Road and Westfalen Drive near the Dollar General Store for the purposes of drainage structure upgrades in Madison County.

The following engineering services shall be performed by the CONSULTANT on behalf of Madison County in accordance with the CONTRACT at the direction of the County Engineer or his designee, unless otherwise modified by the Madison County Board of Supervisors (MCBOS).

The Scope of Work shall include the following:

**PART 1 – FIELD SURVEY**

The CONSULTANT shall perform a topographic survey to supplement the survey completed in Work Assignment #19 necessary to develop a detailed design for construction plans. The survey information shall include, but is not limited to, site specific topographic data to document the size of existing channels, drainage structures, invert elevations, roadway profiles, readily visible above ground utilities, underground utilities identified by MS811, and necessary driveway and roadway locations.

**PART 2 – PRELIMINARY DESIGN**

The CONSULTANT shall prepare and submit preliminary plans (approximately 60%) for review and comment by the County Engineer or his designee. The preliminary plans shall contain, title sheet, typical sections, pay items, overall site plan, plan sheets showing all geometrics and profile grades, construction limits, and size and location of drainage structures. The CONSULTANT shall prepare a preliminary opinion of probably construction costs including adjustments for contingencies, testing, and construction engineering and inspection (CE&I). This cost estimate shall be based on historical cost data from similar projects.

PART 3 – FINAL DESIGN

Subsequent to receiving comments for the County Engineer or his designee, the CONSULTANT shall incorporate all necessary revisions noted. After completion of all revisions, the CONSULTANT shall prepare and submit final construction plans, which shall include a title sheet, typical sections, summary of quantities sheets, overall site plan, plan-profile sheets showing all geometrics and profile grades, construction limits, size and location of drainage structures and standard drawing sheets.

PART 4 – CONTRACT DOCUMENTS

The CONSULTANT shall prepare contract documents to include bidder information, bid forms, contract forms, non-technical and technical specifications. The contract documents will be submitted for review and approval of the County Engineer or his designee. Any revisions noted shall be made by the CONSULTANT. The County Engineer shall provide front end documents to be included in the contract documents.

SERVICES NOT INCLUDED

1. Construction Engineering and Inspection (CE&I) services
2. Advertising, bidding or bid evaluation services
3. Right-of-way and/or easement acquisition

**MAXIMUM ALLOWABLE COST**

The CONSULTANT'S fee for completion of this Work Assignment shall be a total sum of **\$17,760**. Services will be billed monthly on an hourly basis for cost incurred during the period, but shall not exceed the total estimated fee without prior written authorization from the Client.

SO EXECUTED AND AGREED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

THE MADISON COUNTY BOARD OF SUPERVIORS

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SO EXECUTED AND AGREED THIS THE 27th DAY OF March, 2019.

MENDROP ENGINEERING RESOURCES, LLC

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ATTEST: (affix seal)

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