

Department of Engineering
Tim Bryan, P.E., County Engineer

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MEMORANDUM

January 6, 2020

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

From: Tim Bryan, P.E.
County Engineer

Re: Garver Engineering
Work Order Number 3

The Engineering Department recommends that the Board approve Garver Engineering task order for modification of the original design due to the development of a neighborhood for a fee not to exceed \$14,900.00.



WORK ORDER NO. 3
Madison County Board of Supervisors
Madison County, Mississippi
Project No. 19T30007

This WORK ORDER is made by and between the **MADISON COUNTY BOARD OF SUPERVISORS** of **Madison County, Mississippi** hereinafter referred to as "Client," and **GARVER, LLC**, hereinafter referred to as "GARVER", in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on February 6, 2017.

Under this Work Order, the Client intends to make the following improvements for Yandell Road at Madison Crossing Elementary and Kemper Creek Subdivision.

GARVER will provide professional services related to these improvements as described herein.

SECTION 1 - SCOPE OF SERVICES

GARVER will provide design services as well as assisting the Client with bidding services for the Yandell Road at Madison Crossing Elementary School and Kemper Creek Subdivision drainage improvements based on the **Site 2: Yandell Road at Madison Crossing Elementary Mitigation Alternative "B" and Site 4: Kemper Creek Subdivision Mitigation Alternative "B"** as described in the Little Bear Creek Watershed Evaluation prepared by Mendrop Engineering Resources, LLC. This work order is a continuation of GARVER work order #2 executed on June 17, 2019. The channel improvement at Kemper Creek Subdivision and east of Smith-Carr Road shall be modified from the recommendations prepared by Mendrop Engineering Resources, LLC due to the recent development of Coventry Subdivision, Parts 1 and 2. The approved preliminary subdivision plat indicates subdivision parcels along the right descending (south) top channel bank of the tributary. The proposed property lines extend to approximately the centerline of the subject tributary, and as a result design modification will require widening of the channel to the north along the left descending bank only. As part of the design modifications, MCBOS shall furnish Garver with the electronic HEC-RAS hydraulic model used to prepare the original channel modifications and improvements. Garver shall update the HEC-RAS model with all supplemental survey data collected under Work Order No. 2, and construction plans/plats provided by the MCBOS for Coventry Subdivision. The updated hydraulic model shall be used evaluate revised channel improvements to reduce flood profiles through Kemper Creek Subdivision.

At Yandell Road, Garver will provide plans to clear sediment deposition and vegetation at the inlet and outlet of the existing box culvert and provide drainage improvements to reduce overtopping Yandell Road in the vicinity of Madison Crossing Elementary.

At the Kemper Creek Subdivision site, Garver will provide plans to excavate spoil material from the left descending channel overbank north of the existing Kemper Creek Subdivision stormwater detention basin and provide a channel transition along the right bank immediately upstream of Smith-Carr Road to improve the hydraulic entrance into the existing culverts. Downstream of Smith-Carr Road, the channel will be modified to provide additional flow capacity and/or conveyance. Channel improvements will extend approximately 800-ft downstream of Smith-Carr Road or as limited along the tributary by the recent development of Coventry Subdivision.

Excluded from this Work Order is Right-of-Way/Easement Acquisitions, Utility Relocation, Environmental Permitting and Construction Engineering and Inspection Services.



SECTION 2 – PAYMENT

For the work described under SECTION 1 - SCOPE OF SERVICES, the Client will pay GARVER on an hourly rate basis. The Client represents that funding sources are in place with the available funds necessary to pay GARVER.

The table below presents a summary of the fee amounts for this contract.

WORK DESCRIPTION	FEE AMOUNT
Final Design	\$11,500.00
Bidding Services	\$3,450.00
TOTAL FEE	\$14,900.00

The Client will pay GARVER, for time spent on the project, at the rates shown in Appendix A for each classification of GARVER's personnel (may include contract staff classified at GARVER's discretion) plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. The total amount paid to GARVER under this agreement is estimated to be **\$14,900.00**. The actual total fee may exceed this estimate. For informational purposes, a breakdown of GARVER's estimated costs is included in Appendix A with approximate current hourly rates for each employee classification. Underruns in any phase may be used to offset overruns in another phase as long as the overall contract amount is not exceeded.

The Client will pay GARVER on a monthly basis, based upon statements submitted by GARVER to the Client for the scope of services described in this agreement. Payments not received within 60 days of invoice date will be subject to a one percent monthly simple interest charge.

Additional Services (Extra Work). For work not described or included in Section 1 – Scope of Services but requested by the Client in writing, the Client will pay GARVER, for time spent on the project, at the rates shown in Appendix A for each classification of GARVER's personnel (may include contract staff classified at GARVER's discretion) plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. The rates shown in Appendix A will be increased annually with the first increase effective on or about July 31, 2020.

SECTION 3 – APPENDICES AND EXHIBITS

- 3.1 The following Appendices and/or Exhibits are attached to and made a part of this Agreement:
3.1.1 Appendix A (*fee spreadsheets*)

This Agreement may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.



Approval and acceptance of this Work Order, including attachments listed in SECTION 3 – APPENDICES AND EXHIBITS, shall incorporate this document as part of the Agreement. Garver is authorized to begin performance upon receipt of a copy of this Work Order signed by the Client. The effective date of this Work Order shall be the last date written below.

MADISON COUNTY BOARD OF SUPERVISORS

GARVER, LLC

By: _____
Signature

By: Steven L. Hagan
Signature

Name: _____
Printed Name

Name: Steven L. Hagan
Printed Name

Title: _____

Title: Sr. Project Manager

Date: _____

Date: 21 November 2019

Attest: _____

Attest: Maureen Hach

APPENDIX A

MADISON COUNTY BOARD OF SUPERVISORS Yandell and Kemper Creek Drainage Improvements

FEE SUMMARY

Title I Services	Estimated Fees
Final Design	\$11,500.00
Bidding Services	\$3,400.00
Subtotal for Title I Services	\$14,900.00
Title II Services	
<i>Construction Materials Testing</i>	\$0.00
Construction Phase Services	\$0.00
Subtotal for Title II Services	\$0.00

APPENDIX A

**MADISON COUNTY BOARD OF SUPERVISORS
Yandell and Kemper Creek Drainage Improvements**

FINAL DESIGN

WORK TASK DESCRIPTION	E-5	E-4	E-3	E-2	E-1	T-3	X-2
	\$197.00	\$161.00	\$138.00	\$114.00	\$99.00	\$111.00	\$77.00
	hr	hr	hr	hr	hr	hr	hr
Final Plans							
Plan & Profile Sheets	1	4			4	4	
Cross Sections	1				4	4	
Additional Hydraulic Model	18		6		20		
Coordination and Meetings with County	2	4					
Project Management	2	2					2

Hours	25	11	6	0	28	8	3
Salary Costs	\$4,925.00	\$1,771.00	\$828.00	\$0.00	\$2,772.00	\$888.00	\$231.00

SUBTOTAL - SALARIES: \$11,415.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$85.00
Travel Costs	

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$85.00

SUBTOTAL: \$11,500.00

SUBCONSULTANTS FEE: \$0.00

TOTAL FEE: \$11,500.00

APPENDIX A

**MADISON COUNTY BOARD OF SUPERVISORS
Yandell and Kemper Creek Drainage Improvements**

BIDDING SERVICES

WORK TASK DESCRIPTION	E-5	E-4	E-3	E-2	E-1	T-3	X-2
	\$197.00	\$161.00	\$138.00	\$114.00	\$99.00	\$111.00	\$77.00
	hr	hr	hr	hr	hr	hr	hr
1. Civil Engineering							
Addendums/Inquiries	4	8			8		
Pre-Bid Meeting		2			2		
Subtotal - Civil Engineering	4	10	0	0	10	0	0

Hours 4 10 0 0 10 0 0

Salary Costs \$788.00 \$1,610.00 \$0.00 \$0.00 \$990.00 \$0.00 \$0.00

SUBTOTAL - SALARIES: \$3,388.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly \$12.00

Travel Costs

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$12.00

SUBTOTAL: \$3,400.00

SUBCONSULTANTS FEE: \$0.00

TOTAL FEE: \$3,400.00