

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: Mendrop Engineering Resources, LLC
Work Order Number 24

The Engineering Department recommends that the Board approve Mendrop Engineering task order #24 for the design of the drainage improvements around Way Road for a fee not to exceed \$29,825.00.

**WORK ASSIGNMENT NO. 24
WAY ROAD AND BANKS ROAD 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 16th 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 probable 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 4 –RIGHT-OF -WAY DESCRIPTIONS

The CONSULTANT shall prepare and submit Right-of way descriptions for any additional ROW needed for the project. County will be responsible for obtaining needed ROW.

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. Environmental Permitting
- 2. Appraisals and ROW acquisition.
- 3. Geotechnical Investigations

MAXIMUM ALLOWABLE COST

The CONSULTANT’S fee for completion of this Work Assignment shall be a total sum of **\$29,825.00.** 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 _____, 2020.

THE MADISON COUNTY BOARD OF SUPERVIORS

SO EXECUTED AND AGREED THIS THE _____ DAY OF _____, 2020.

MENDROP ENGINEERING RESOURCES, LLC

ATTEST: (affix seal)

WAY RD AND BANKS RD DRAINAGE IMPROVEMENTS
WORK ASSIGNMENT #24
Madison County, Mississippi
FEE ESTIMATE

Item Description	Estimated Hours						Total Hours	Total Estimate Fee
	Principal	Engineering Manager	Sen/Project Engineer	Engineer Intern	2-Man Survey Crew	Clerical		
Topographic Survey/ROW								
Field Survey					32	2	34	\$ 4,250.00
Base Mapping			4	16			20	\$ 1,860.00
ROW Staking					14		14	\$ 1,820.00
Easment /ROW Descriptions	4			22			26	\$ 2,570.00
Subtotal	0	0	4	16	46	2	54	\$ 10,500.00
Preliminary Design								
Title Sheet				4		2	6	\$ 430.00
General Notes and Quantities			2	4			6	\$ 590.00
Site Plan			8	8			16	\$ 1,680.00
Plan/Profile Sheets			16	36			52	\$ 5,060.00
Standard Sheets			4	16			20	\$ 1,860.00
QC/QA	6		8				14	\$ 2,050.00
Address QC/QA				8			8	\$ 680.00
Subtotal	6	0	38	76	0	2	122	\$ 12,350.00
Final Design								
Title Sheet				2		2	4	\$ 260.00
General Notes and Quantities			4	4			8	\$ 840.00
Site Plan				4			4	\$ 340.00
Plan/Profile Sheets			3	16			19	\$ 1,735.00
Standard Sheets			2	2			4	\$ 420.00
Address CE comments				2			2	\$ 170.00
QC/QA	4		8				12	\$ 1,700.00
Address QC/QA				4			4	\$ 340.00
Subtotal	4	0	17	34	0	2	57	\$ 5,805.00
Contract Documents								
Bid Documents	4		8	20		2	34	\$ 3,490.00
								\$ -
Subtotal	4	0	8	20	0	2	34	\$ 3,490.00
Hour Totals	14	0	67	146	46	8	267	
Hourly Rates	\$175.00	\$140.00	\$125.00	\$85.00	\$130.00	\$45.00		
Estimated Cost	\$ 2,450.00	\$ -	\$ 8,375.00	\$12,410.00	\$ 5,980.00	\$ 360.00		
Subtotal Estimated Fee								\$ 29,575.00
Direct Costs								
Mileage					0 miles	\$ 0.58	\$ -	
Lodging					0 ea	\$ 110.00	\$ -	
Per Diem					0 ea	\$ 35.00	\$ -	
Printing / Reproductions					1 ea	\$ 250.00	\$ 250.00	
Miscellaneous					0 lump sum	\$ -	\$ -	
Total Direct costs								\$ 250.00
TOTAL ESTIMATED FEE:								\$ 29,825.00