

Memo

To:	Pete Sewcwicz, Director of Public Works, City of Alpharetta		
From:	Aaron Wadley, Atkins	Email:	Aaron.wadley@atkinsglobal.com
Phone:	678-247-2492	Date:	December 5, 2016
Subject:	Project Management Services		

Scope of Services

Based on conversations and information provided, the City of Alpharetta has requested Atkins, its project management consultant, provide task order estimates on the following projects:

- Roundabout at Bethany and Mid-Broadwell
- Roundabout at Bethany and Mayfield
- Morris Road
- Kimball Bridge Road
- Windward (concept only)
- Old Milton (concept only)
- Rucker Road Pre-Construction Services

The project management scope includes, but is not limited to, the following activities on an as-directed basis:

- Schedule monitoring – with concentration on critical path resolution
- Budget tracking – checking accuracy and for adherence to CID budgets
- Attend stakeholder meetings on an as-directed basis (assumed 4 per month)
- Review of Consultant submittals – including reports, construction plans, etc.
- Review consultant invoices and provide recommendations to City staff
- Provide status updates for projects on a monthly basis
- Procurement assistance, including review of consultant scope and fee proposals
- Assistance with NPDES/erosion control issues as necessary during design
- Utility coordination
- Conducting a constructability review
- Pre-construction planning
- Technical Reviews

Additional items that are not included in this scope, but are available as needed include:

- Land Acquisition services
- Construction Management, Engineering and Inspection services
- Transportation planning studies or other in-house design services

Memo

Based on the scope above, we estimate the fee for each project to be as shown in the table below. Please note that the fee is based on services through December 2017. It is understood that engineering for some projects will extend into 2018.

Project	Labor	Directs	Total	Schedule (Months)
Kimball Bridge Road	\$68,839	\$520	\$69,359	12
OMP	\$30,106	\$310	\$30,416	8
Windward	\$30,106	\$310	\$30,416	8
Bethany Roundabouts	\$63,149	\$520	\$63,669	8
Morris Road	\$63,149	\$520	\$63,669	8
Subtotal Design PM			\$257,528	
Rucker Road			\$45,000	
Total			\$302,528	

Atkins will not bill beyond the approved budget without prior approval by the City. The estimated hours and budget have been based on a preliminary understanding of the projects and level of effort desired by the City of Alpharetta. It has been assumed the two roundabouts will take place simultaneously, offering economies of scale of our time and effort. Additionally, it may be possible to see further economies of scale as projects overlap. Atkins will only bill the City for actual hours worked and expenses incurred on the program, and we will make every effort to complete the desired project management services below the approved not-to-exceed amount. If the amount of effort that is necessary, as directed by the City, will exceed the approved budget, Atkins will notify the City staff immediately and receive approval to either reduce the scope such that the number of hours necessary fits within the approved budget or increase the budget to accommodate the additional effort required.

Project Billing Rates:

Atkins will invoice the City based on actual raw salary rates with a multiplier of 2.7 for field related services and 2.9 for office related services. Certified payrolls for Atkins staff will be provided upon request by the City. Please note that Atkins' fiscal year begins on April 1st, and any salary increases typically take place at that time.

For this program, field work is expected to include construction management and construction inspection services. For this task order, all billing is expected to be based on the 2.9 office multiplier.

Manhour Estimates



City of Alpharetta

Project Management Service - Kimball Bridge (AECOM)

Task	Principal In Charge	QAQC & Program Advisor	Project Manager/Liason	Landscape Arch I	Civil Engineer	Design Engineer	ROW Agent	NPDES Specialist	Clerical	TOTAL
Consultant Oversight										
Schedule Monitoring	1	2	48	0	0	0	0	0	0	51
Budget Tracking	1	2	48	0	0	0	0	0	0	51
Internal Coordination Meetings	4	8	24	0	0	0	0	0	0	36
Invoice Review/ Recommendations	0	0	18	0	0	0	0	0	6	24
Program Management for project										
Plan Review (concept, preliminary, constructability and final)	2	4	36	12	8	40	0	16	6	124
Meetings with City and consultant during life of project	4	8	24	0	0	0	0	0	6	42
Utility Coordination	0	0	10	0	0	30	0	0	6	46
Attend Stakeholder Meetings (such as public meetings)	8	16	32	0	0	0	0	0	0	56
Bid Assistance (assistance with bid documents, attend pre-bid, etc.)	4	8	24	0	0	8	0	0	0	44
TOTALS	24	48	264	12	8	78	0	16	24	474

Assumptions

- Based on scoping meetings, the design fees for AECOM will be around \$500K
- AECOM scope will only include conceptual designs of bridge over GA400
- Assumes 12 months for design work

Estimated Project Costs



City of Alpharetta

Project Management Service - Kimball Bridge (AECOM)

<i>Direct Labor (Specify)</i>			
	Est. Hours	Rate/hours	Est. Cost (\$)
Principal In Charge (Taylor Wright)	24	246.50	5,916.00
QA/QC & Program Advisor (Kevin Martin)	48	202.86	9,737.04
Project Manager/Liason (Aaron Wadley)	264	145.00	38,280.00
Landscape Architect (John Bourdeau)	12	175.68	2,108.18
Civil Engineer (Personnel will vary)	8	135.00	1,080.00
Design Engineer (Personnel will vary)	78	100.00	7,800.00
ROW Agent (Chad Freeman)	0	103.18	0.00
NPDES Specialist (Don Johnson)	16	109.85	1,757.63
Clerical (Personnel will vary)	24	90.00	2,160.00
1. Total Direct Labor			\$68,838.86
<i>Other Direct Costs</i>			Est. Cost(s)
Roadway Directs:			
Mail / FedEx/ Courier			\$50.00
Reproduction			\$50.00
Mileage			\$420.00
2. Total Other Direct Cost			\$520.00
3. Maximum Amount of Contract Proposal (1)+(2)			\$69,358.86

Manhour Estimates



City of Alpharetta

Project Management Service - Old Milton Parkway (AECOM)

Task	Program Manager	QAQC & Program Advisor	Project Manager/Liason	Landscape Arch I	Civil Engineer	Design Engineer	ROW Agent	NPDES Specialist	Clerical	TOTAL
Consultant Oversight										
Schedule Monitoring	1	2	32	0	0	0	0	0	0	35
Budget Tracking	4	8	32	0	0	0	0	0	0	44
Internal Coordination Meetings	4	8	16	0	0	0	0	0	0	28
Invoice Review/ Recommendations	0	0	12	0	0	0	0	0	4	16
Program Management for project										
Plan Review (concept and environmental screening)	2	4	6	4	4	4	0	0	1	25
Meetings with City and consultant during life of project	2	4	16	0	0	0	0	0	6	28
Utility Coordination	0	0	0	0	0	0	0	0	0	0
Attend Stakeholder Meetings (such as public meetings)	2	4	8	0	0	0	0	0	0	14
Bid Assistance (assistance with bid documents, attend pre-bid, etc.)	0	0	0	0	0	0	0	0	0	0
TOTALS	15	30	122	4	4	4	0	0	11	190

Assumptions
 - Assumes 4 months for concept development

Estimated Project Costs



City of Alpharetta

Project Management Service - Old Milton Parkway (AECOM)

<i>Direct Labor (Specify)</i>			
	Est. Hours	Rate/hours	Est. Cost (\$)
Principal In Charge (Taylor Wright)	15	246.50	3,697.50
QA/QC & Program Advisor (Kevin Martin)	30	202.86	6,085.65
Project Manager/Liason (Aaron Wadley)	122	145.00	17,690.00
Landscape Architect (John Bourdeau)	4	175.68	702.73
Civil Engineer (Personnel will vary)	4	135.00	540.00
Design Engineer (Personnel will vary)	4	100.00	400.00
ROW Agent (Chad Freeman)	0	103.18	0.00
NPDES Specialist (Don Johnson)	0	109.85	0.00
Clerical (Personnel will vary)	11	90.00	990.00
1. Total Direct Labor			\$30,105.88
<i>Other Direct Costs</i>			Est. Cost(s)
Roadway Directs:			
Mail / FedEx/ Courier			\$50.00
Reproduction			\$50.00
Mileage			\$210.00
2. Total Other Direct Cost			\$310.00
3. Maximum Amount of Contract Proposal (1)+(2)			\$30,415.88

Manhour Estimates



City of Alpharetta

Project Management Service - Windward Parkway (Tetra Tech/Rochester)

Task	Program Manager	QAQC & Program Advisor	Project Manager/Liason	Landscape Arch I	Civil Engineer	Design Engineer	ROW Agent	NPDES Specialist	Clerical	TOTAL
Consultant Oversight										
Schedule Monitoring	1	2	32	0	0	0	0	0	0	35
Budget Tracking	4	8	32	0	0	0	0	0	0	44
Internal Coordination Meetings	4	8	16	0	0	0	0	0	0	28
Invoice Review/ Recommendations	0	0	12	0	0	0	0	0	4	16
Program Management for project										
Plan Review (concept and environmental screening)	2	4	6	4	4	4	0	0	1	25
Meetings with City and consultant during life of project	2	4	16	0	0	0	0	0	6	28
Utility Coordination	0	0	0	0	0	0	0	0	0	0
Attend Stakeholder Meetings (such as public meetings)	2	4	8	0	0	0	0	0	0	14
Bid Assistance (assistance with bid documents, attend pre-bid, etc.)	0	0	0	0	0	0	0	0	0	0
TOTALS	15	30	122	4	4	4	0	0	11	190

Assumptions
 - Assumes 4 months for design work

Estimated Project Costs



City of Alpharetta

Project Management Service - Windward Parkway (Tetra Tech/Rochester)

<i>Direct Labor (Specify)</i>			
	Est. Hours	Rate/hours	Est. Cost (\$)
Principal In Charge (Taylor Wright)	15	246.50	3,697.50
QA/QC & Program Advisor (Kevin Martin)	30	202.86	6,085.65
Project Manager/Liason (Aaron Wadley)	122	145.00	17,690.00
Landscape Architect (John Bourdeau)	4	175.68	702.73
Civil Engineer (Personnel will vary)	4	135.00	540.00
Design Engineer (Personnel will vary)	4	100.00	400.00
ROW Agent (Chad Freeman)	0	103.18	0.00
NPDES Specialist (Don Johnson)	0	109.85	0.00
Clerical (Personnel will vary)	11	90.00	990.00
1. Total Direct Labor			\$30,105.88
<i>Other Direct Costs</i>			Est. Cost(s)
Roadway Directs:			
Mail / FedEx/ Courier			\$50.00
Reproduction			\$50.00
Mileage			\$210.00
2. Total Other Direct Cost			\$310.00
3. Maximum Amount of Contract Proposal (1)+(2)			\$30,415.88

Manhour Estimates



City of Alpharetta

Project Management Service - Bethany Roundabouts (Tetra Tech/Rochester)

Task	Program Manager	QAQC & Program Advisor	Project Manager/Liason	Landscape Arch I	Civil Engineer	Design Engineer	ROW Agent	NPDES Specialist	Clerical	TOTAL
Consultant Oversight										
Schedule Monitoring	1	2	32	0	0	0	0	0	0	35
Budget Tracking	1	2	32	0	0	0	0	0	0	35
Internal Coordination Meetings	4	8	24	0	0	0	0	0	0	36
Invoice Review/ Recommendations	0	0	12	0	0	0	0	0	4	16
Program Management for project										
Plan Review (concept, preliminary, constructability and final)	2	4	36	12	8	40	0	16	6	124
Meetings with City and consultant during life of project	4	8	24	0	0	0	0	0	6	42
Utility Coordination	0	0	10	0	0	30	0	0	6	46
Attend Stakeholder Meetings (such as public meetings)	8	16	32	0	0	0	0	0	0	56
Bid Assistance (assistance with bid documents, attend pre-bid, etc.)	4	8	24	0	0	8	0	0	0	44
	0		0	0	0	0	0	0	0	0
TOTALS	24	48	226	12	8	78	0	16	22	434

Assumptions

- Based on scoping meetings, the design fees for Tetra Tech/Rochester will be around \$500K
- Assumes working on two projects simultaneously and will be bid together
- Assumes 12 month schedule

Estimated Project Costs



City of Alpharetta

Project Management Service - Bethany Roundabouts (Tetra Tech/Rochester)

<i>Direct Labor (Specify)</i>			
	Est. Hours	Rate/hours	Est. Cost (\$)
Principal In Charge (Taylor Wright)	24	246.50	5,916.00
QA/QC & Program Advisor (Kevin Martin)	48	202.86	9,737.04
Project Manager/Liason (Aaron Wadley)	226	145.00	32,770.00
Landscape Architect (John Bourdeau)	12	175.68	2,108.18
Civil Engineer (Personnel will vary)	8	135.00	1,080.00
Design Engineer (Personnel will vary)	78	100.00	7,800.00
ROW Agent (Chad Freeman)	0	103.18	0.00
NPDES Specialist (Don Johnson)	16	109.85	1,757.63
Clerical (Personnel will vary)	22	90.00	1,980.00
1. Total Direct Labor			\$63,148.86
<i>Other Direct Costs</i>			Est. Cost(s)
Roadway Directs:			
Mail / FedEx/ Courier			\$50.00
Reproduction			\$50.00
Mileage			\$420.00
2. Total Other Direct Cost			\$520.00
3. Maximum Amount of Contract Proposal (1)+(2)			\$63,668.86

Manhour Estimates



City of Alpharetta

Project Management Service - Morris Road (Pond)

Task	Program Manager	QAQC & Program Advisor	Project Manager/Liason	Landscape Arch I	Civil Engineer	Design Engineer	ROW Agent	NPDES Specialist	Clerical	TOTAL
Consultant Oversight										
Schedule Monitoring	1	2	32	0	0	0	0	0	0	35
Budget Tracking	1	2	32	0	0	0	0	0	0	35
Internal Coordination Meetings	4	8	24	0	0	0	0	0	0	36
Invoice Review/ Recommendations	0	0	12	0	0	0	0	0	4	16
Program Management for project										
Plan Review (concept, preliminary, constructability and final)	2	4	36	12	8	40	0	16	6	124
Meetings with City and consultant during life of project	4	8	24	0	0	0	0	0	6	42
Utility Coordination	0	0	10	0	0	30	0	0	6	46
Attend Stakeholder Meetings (such as public meetings)	8	16	32	0	0	0	0	0	0	56
Bid Assistance (assistance with bid documents, attend pre-bid, etc.)	4	8	24	0	0	8	0	0	0	44
	0		0	0	0	0	0	0	0	0
TOTALS	24	48	226	12	8	78	0	16	22	434

Assumptions

- Based on scoping meetings, the design fees for Pond will be around \$350K
- Assumes 12 months for design work

Estimated Project Costs



City of Alpharetta

Project Management Service - Morris Road (Pond)

<i>Direct Labor (Specify)</i>			
	Est. Hours	Rate/hours	Est. Cost (\$)
Principal In Charge (Taylor Wright)	24	246.50	5,916.00
QA/QC & Program Advisor (Kevin Martin)	48	202.86	9,737.04
Project Manager/Liason (Aaron Wadley)	226	145.00	32,770.00
Landscape Architect (John Bourdeau)	12	175.68	2,108.18
Civil Engineer (Personnel will vary)	8	135.00	1,080.00
Design Engineer (Personnel will vary)	78	100.00	7,800.00
ROW Agent (Chad Freeman)	0	103.18	0.00
NPDES Specialist (Don Johnson)	16	109.85	1,757.63
Clerical (Personnel will vary)	22	90.00	1,980.00
1. Total Direct Labor			\$63,148.86
<i>Other Direct Costs</i>			Est. Cost(s)
Roadway Directs:			
Mail / FedEx/ Courier			\$50.00
Reproduction			\$50.00
Mileage			\$420.00
2. Total Other Direct Cost			\$520.00
3. Maximum Amount of Contract Proposal (1)+(2)			\$63,668.86