



DATE: November 8, 2016  
TO: Mayor and City Council  
FROM: Assistant City Manager  
SUBJECT: Sugar Hill Greenway Phase 1 Design Task Order  
Jacobs Engineering Group

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## RECOMMENDED ACTION

**Approve the task order with Jacobs Engineering Group in the amount of \$322,625 to complete the design, survey, permitting, and right-of-way plans of the first phase of the greenway project from downtown to Whitehead Road, an approximate distance of five miles.**

## BUDGET IMPACT

The cost of the work is accounted for in the project budget and represents less than 7% of the overall budgeted construction cost.

## DISCUSSION

As a commitment to the quality of life, the health of the community, alternative forms of transportation, and open space preservation, council recently directed staff to initiate planning on a significant greenway project to link key local destinations with the downtown. The destinations would include the two county parks on Peachtree Industrial Boulevard, a future Gold Mine Park, Retreat at Orrs Ferry, Sugar Hill Golf Club, Gary Pirkle Park, along with other future park and trailhead locations to be determined later.

Earlier this year, Jacobs was engaged to develop a master plan which was completed in April and outlined the basic elements of the trail system: a conceptual route along with some of the considerations associated with this linear form of greenspace. Upon completion of the plan, staff sought out funding, public support, and a contract to complete the preconstruction phase for the first 1/3 of the project.

Staff, after completing the procurement process for on-call engineering services, requested a task order proposal from Jacobs to complete the design, engineering, surveying, and right-of-way work associated with the first phase of the greenway (five segments linking downtown with the two E.E. Robinson parks). Staff has reviewed the attached proposal and is recommending approval of the task order with Jacobs for the design of the first phase of the Sugar Hill Greenway in the amount of \$322,625.





**Jacobs Engineering Group Inc.**

10 Tenth Street NW  
Suite 1400  
Atlanta, Georgia 30309 USA  
404.978.7600

November 7, 2016

City of Sugar Hill  
5039 West Broad Street  
Sugar Hill, GA 30518  
Attn: Troy Besseche, Assistant City Manager

**Subject: Task Order #1 - Sugar Hill Loop Greenway Phase 1 Design**

Dear Troy:

Attached is Jacobs' task order proposal to perform design work related to Phase 1 of the Sugar Hill Greenway, from W. Broad Street to Whitehead Road, approximately 4.7 miles.

If acceptable, you may have the attached Task Order signed as necessary and return back to us as a Notice to Proceed. We will then send you back an executed copy.

Thank you for the opportunity to provide a proposal to assist on this project. If you have any questions, please do not hesitate to ask by calling me at 404-978-7542.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Jones".

Brad Jones, ASLA  
Project Manager

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To: City of Sugar Hill  
5039 W. Broad Street  
Sugar Hill, GA 30518

Date: November 7, 2016

From: Brad Jones, ASLA

Copy to: File

Attn: Mr. Troy Besseche, P.E., Asst. City Manager

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Project: Sugar Hill Greenway Phase 1 Design Services

TO No.: 01

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### BACKGROUND INFORMATION

The City of Sugar Hill (CLIENT) intends to design, permit and construct a series of multi-use greenway trails throughout the City as outlined in the Sugar Hill Greenway Master Plan dated April, 2016. This task order includes the preparation and permitting of construction plans for the Phase one of the Sugar Hill Greenway, routed from Sugar Hill City Hall to Whitehead Road, approximately 4.7 miles. Plans will be segmented into three alternates based on available budget and may be bid separately.

This Task Order is entered into on the effective date noted above pursuant to "Master Professional Services Agreement" between the CLIENT and JACOBS ENGINEERING GROUP INC, (CONSULTANT), dated November 1, 2016 (Agreement). The Agreement is incorporated herein and forms an integral part of this Task Order. However, in case of conflict, the terms of the Agreement shall control.

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### SCOPE OF WORK

CLIENT authorizes the CONSULTANT to perform the services described in Exhibit A, attached hereto and incorporated herein.

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***Compensation:***

As per attached Exhibit B.

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***Schedule:***

As per attached Exhibit C.

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***Authorization:***

As our authorization to proceed with the scope of work, schedule and fee structure outlined herein, please sign in the space provided below and return one copy to this office for our records.

**City of Sugar Hill, Georgia**

**Jacobs Engineering Group**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A

### Task Order #1: Sugar Hill Greenway Phase 1 Design Services

#### Scope of Services

**PROJECT DESCRIPTION.** Preparation and permitting of construction plans for the Phase one of the Sugar Hill Greenway, routed from Sugar Hill City Hall to Whitehead Road. Plans will be segmented into three alternates based on available budget and may be bid separately.

*A NOTE REGARDING PROJECT MEETINGS:* In addition to any meetings outlined below, it is anticipated to hold seven (7) additional monthly meetings during the design phase in order to keep the CLIENT apprised of project and design status and review any pertinent issues. These meetings may be accounted for on an hourly, not-to-exceed basis in case the monthly meetings are cancelled or deferred at the direction of the CLIENT.

#### **A. Project Programming and Planning Phase:**

1. **Pre-Design / Data Collection:** After receiving the notice to proceed from the CLIENT, the CONSULTANT will:
  - a. Commence field surveying and geotechnical data collection (see detailed descriptions below in Tasks B and C)
  - b. Utilize the Sugar Hill Greenway Master Plan base maps, which utilize existing GIS aerial photography, 2 foot contours and parcel data.
  - c. Identify permit requirements with City, County, State and Federal Agencies.
2. **Kick Off Meeting:** The CONSULTANT will conduct a meeting at the CLIENT's office and:
  - a. Introduce the team members.
  - b. Discuss the goals and objectives of the project.
  - c. Review project schedule.
  - d. Review collected data, Master Plan greenway routes.
  - e. Discuss field survey and geotechnical data collection status.
  - f. Discuss the permit requirements as identified.
  - g. Discuss potential environmental issues and utility requirements.
  - h. Discuss Right-of-way, utility relocation and drainage impacts.
  - i. Prepare meeting minutes.
3. **Site Investigation: The CONSULTANT will:**
  - a. Conduct a site visit in order to evaluate terrain and existing conditions.
  - b. Assemble photographs and inventory of existing conditions.
  - c. Identify apparent existing utilities and drainage conditions on the site.
  - d. Identify potential conditions that could affect trail layouts.
  - e. Identify potential culvert, bridge or boardwalk crossings.
  - f. Identify potential state waters or wetlands for delineation.
  - g. Delineate state waters and wetland limits for inclusion during field surveying activities.
  - h. Transfer collected data to the base sheet.

- i. Develop memo and analysis map of findings of site investigation
4. **Refined Greenway Alignment:**
  - a. The CONSULTANT will update the Greenway Master Plan alignment based on results of the programming and site investigation, and any input from the CLIENT.
  - b. Submit the refined greenway alignment to the CLIENT for approval.

**Deliverables:**

- *Meeting minutes, Site Investigation memo*
- *Three (3) copies of Refined greenway route/analysis maps*

**B. Boundary and Topographic Survey:**

1. **Survey Services:** After receiving the notice to proceed from the CLIENT, the CONSULTANT will commence field and right-of-way surveying. The survey will be completed in two phases:
  - a. Phase one will be performed within and 20 feet beyond the eastern right-of-way of Level Creek Road from Church Street to Sugar Hill Elementary School, and Church Street from the Sugar Hill Town Green to Level Creek Road.
  - b. Also included is a survey of an alternate route for the trail along the east side of Level Creek Road from Church Street to W. Broad Street.
  - c. Phase two will be surveyed after a schematic trail alignment has been completed utilizing GIS data within Sugar Hill Elementary School property, EE Robinson Park, Level Creek Park, GDOT Outer loop property, Gold Mine property and "Sugar Hill Limited" property.

**Deliverables:**

- *Hard and digital copy of signed and sealed survey.*

**C. Geotechnical Services and Soil Borings:** The CONSULTANT will procure geotechnical information necessary for design, including:

1. Bridge Foundation investigation (BFI).
2. Wall Foundation investigation (WFI).
3. Soil borings analysis in areas of potential unsuitable soil.

**D. Gold Mine Park Coordination**

1. During the Preliminary design phase noted below, the CLIENT will be undertaking the conceptual design of Gold Mine Park, to be performed by others. The CONSULTANT will attend up to three coordination meetings, organized and planned by others, during the design process.
2. The CONSULTANT will provide preliminary and final trail alignment and grading plans occurring at Gold Mine Park to the park design consultant at various stages of the conceptual design process.
3. The CONSULTANT will make adjustments to the preliminary trail alignment based on coordination meetings and CLIENT direction.
4. The final trail alignment, as approved by the CLIENT, will be incorporated into the design

of Gold Mine Park concept plan so as to provide detailed design of proposed park improvements at a future date (not a part of this scope).

**Deliverables:**

- *Digital layout of trail alignment and grading at preliminary and final stages in AutoCAD format, provided to CLIENT's park consultant.*

**E. Environmental Clearances:** The CONSULTANT will evaluate the proposed trail alignment for areas of environmental impact including:

1. Stream crossings.
2. Delineation of wretsted vegetation lines along state waters.
3. Delineation of wetland areas within area of field surveying.
4. Delineate areas on the base map.
5. Develop a cursory ecology review memo in accordance with requirements of the Endangered Species Act.
6. Stream Buffer Variance:
  - a. While the greenway will be sited outside the state stream buffers wherever feasible, the location at parcel R7309 052 (Pierce property) may likely require the need for a stream buffer variance. The CONSULTANT will prepare necessary documentation and submit the variance forms to Georgia EPD for approval.

**F. Preliminary Design Phase:**

1. **Schematic Site Design: The CONSULTANT will:**
  - a. Prepare schematic site development plans based on the approved trail alignment location. Schematic plans will address:
    - i. Typical Sections.
    - ii. Geometric design; mainline plan and profile sheets.
    - iii. Preliminary grading and cross sections.
    - iv. Determine extent of hydrology study.
    - v. Preliminary drainage layout and profiles for Level Creek Road.
    - vi. Determine extent of geotechnical/bridge foundation investigations.
    - vii. Preliminary Erosion and sedimentation control BMPs and notes.
    - viii. Potential wall locations.
    - ix. Preliminary quantities.
    - x. Submission of preliminary utility plans, indicating any necessary relocation or other major staging issues relating to utilities.
  - b. Develop a Schematic level Opinion of Probable Construction Costs based on preliminary grading and quantity estimates.
  - c. Develop schematic design for logos, maps and signage. Schematics to include up to three (3) conceptual directions for signage program.
  - d. PRELIMINARY DESIGN MEETING: Review schematic plans with CLIENT and address the following issues:



- i. Review the Schematic level Opinion of Probable Construction Costs and its impact on the budget/phasing.
- ii. Present signage schematics via contextual architectural elevations/drawings in color 11" x 17" format as hand sketches.
- iii. Coordinate value engineering items and decisions.
- iv. Procure subsurface investigations for bridge locations.
- v. Review the schedule and time of delivery.
- vi. Review CLIENT's front end bid documents and determine method of bidding and format of bid form.
- vii. Obtain authorization to proceed to Final Plans.

**Deliverables:**

- *Meeting minutes*
- *Three (3) sets of Schematic Plans, including preliminary Construction items with unit quantities, drawing list, standard specifications and list of specification sections.*
- *Schematic level Opinion of Probable Construction Cost.*
- *Permitting requirements memo.*

**G. Final Plans:**

**1. Design Development: The CONSULTANT will:**

- a. Based on the approved Preliminary plans, the CONSULTANT will further refine the design to include the following:
  - i. Construction Items plans.
  - ii. Initial hydrology study, drainage, ditch and water quality design.
  - iii. Preliminary ROW and easement required for the project.
  - iv. Site construction details.
  - v. Wall envelope design.
  - vi. Initial pedestrian bridge and boardwalk design.
  - vii. Preliminary tree protection and replacement plan.
  - viii. Research all existing street furniture used on public projects throughout the City for potential use within the greenway.
  - ix. Research additional furnishings and other specified amenities for compatibility, pricing, and availability.
  - x. Material selections and samples.
  - xi. Once the CLIENT has selected one (1) schematic signage concept to proceed to design development, the CONSULTANT will:
    1. Implement revisions to one selected schematic design based on commentary received in the preliminary design meeting and prepare design development drawings for the Design development meeting. This will include computer drawn plans and elevations.
    2. Materials and finish options will be recommended at this time,

as well as color selections and typography.

- b. Prepare a Design Development level Opinion of Probable Construction Costs and updated project schedule.
- c. DESIGN DEVELOPMENT MEETING: Meet with the CLIENT to accomplish the following:
  - i. Review the Design development plans.
  - ii. Review finalized signage design development drawings and receive any final CLIENT comments.
  - iii. Approve amenity package, materials, details and product samples.
  - iv. Review potential permitting issues.
  - v. Review value engineering, constructability, phasing and scheduling issues.

**Deliverables:**

- *Meeting minutes*
- *Electronic copy (PDF format) and up to three (3) hard copies of bound design development plans, including signage package with scaled layouts of entire signage program.*

2. **Construction Documents:** Based on the approved Design development plans, the CONSULTANT will proceed to prepare final construction documents and specifications to minimally include:

- a. Cover Sheet and Index.
- b. Site survey base sheets.
- c. Project narrative and general notes sheet.
- d. Add-Alternate plans and descriptions.
- e. Typical sections.
- f. Summary of quantities.
- g. Construction items/Site amenity plans.
- h. Mainline plan drawings (Site layout and staking plans)
- i. Driveway profiles.
- j. Three-phase Erosion and Sedimentation Pollution Control plans.
- k. Erosion and Sedimentation Pollution Control notes.
- l. Best management practices notes and details.
- m. Grading and drainage plans, profiles and details.
- n. Drainage Area map.
- o. Drainage profiles.
- p. Trail cross sections.
- q. Utility plans.
- r. Signing and marking plans.
- s. Clearing and Tree Protection plans.
- t. Retaining wall plans.
- u. Bridge/Boardwalk plans.
- v. Site construction details.
- w. Hydrology Study.

- x. Final technical specifications.
- 3. Complete summary of quantities calculations, and prepare detailed estimate sheets.
- 4. FINAL PLANS MEETING: Meet with the CLIENT to accomplish the following:
  - vi. Review the final construction and right of way plans.
  - vii. Discuss plans for permitting submittals.
  - viii. Review project manual and discuss bidding procedures.
- 5. **Right-of-way Plats and Acquisition:** Concurrent with the development of the Final Design Phase, the CONSULTANT will proceed to prepare right-of-way plats in order to acquire necessary easements for construction of the greenway. The right-of-way plans will be prepared as recordable easement plats as follows:
  - a. Prepare Right-of-Way easement plat sheets.
  - b. Prepare Right-of-Way acquisition tables.
  - c. Prepare Right-of-Way acquisition deeds per current GDOT guidelines.
  - d. Prepare Right-of-Way staking data sheets.
  - e. Right-of-Way revisions due to right-of-way negotiations.
  - f. Right-of-Way acquisition services for advance acquisition purposes after the substantial completion of preliminary plans. These hours are provided to be used at the City's direction for any advance acquisition services requested for the project as needed.

**H. Permitting Services:**

- 1. **Permitting, Reviews and Approvals:** The CONSULTANT will:
  - a. Submit plans to the City of Sugar Hill and Gwinnett County Development Services Department for review and approval at preliminary and final stages.
  - b. Address permitting review comments relating to preliminary and final submittals.
  - c. Obtain approved land disturbance plans from review agencies.

**Deliverables:**

- *Meeting minutes*
- *Approved permit documents.*
- *Three (3) 95 percent plan sets with complete technical specifications.*
- *Three (3) ROW plan sets*
- *Two (2) Site development permit-approved plan sets.*

**Project Understandings, Assumptions and Exclusions:** The following are integral to the scope of services described above:

- A. Project understandings include those stated above.
- B. It is assumed the project will be locally funded, without Georgia Department of Transportation (GDOT) or Federal Highway Administration (FHWA) funding, design requirements or oversight.
- C. Meetings noted above are assumed to be at the CLIENT's office or elsewhere in Sugar Hill.

- D. Revisions to signage deliverables after CLIENT approval, or based on CLIENT directives that differ from previous CLIENT directives.
- E. More than two (2) revisions to selected schematic signage design will be considered an additional service.
- F. CONSULTANT retains rights of ownership of logo and signage concepts presented but not selected by CLIENT for development into final production.
- G. It is assumed the CLIENT will obtain all necessary approvals to design and construct the trail facility on GDOT, Gwinnett County and Gwinnett County School Board property.
- H. It is assumed the CLIENT will obtain necessary right-of-entry notifications for any site access made on private property.
- I. It is assumed that construction plans and permitting for any Gold Mine Park improvements other than the greenway trail and trailhead parking area will be prepared at a later date as an additional service.
- J. It is assumed that any walls over 4 feet in height will be a modular concrete system as a design-build requiring a separate permit issued during construction.
- K. It is assumed that design of the trail within the 100-year floodplain will be at existing grade without any net fill material being placed, thereby not necessitating a no-rise study.
- L. It is assumed that Right of way acquisition services will begin after the finalization of right-of-way easement plats. Should the City move forward with Right of way acquisition services in advance of final plans, the schedule will be adjusted accordingly but may result in add services related to revisions to easement plats due to design adjustments or acquisition negotiations.
- M. Right-of-way plats are assumed at 26 parcels, the number of parcels affected by the current master plan trail alignment. Of these, 22 will require easements. It is understood that certain impacted parcels within the identified corridor are City, County or GDOT owned.
- N. Any estimates as to costs are based on industry experience and the CONSULTANT is not responsible for changes in market conditions that affect construction, material or maintenance costs. Any changes to the project or additional expenses associated with same will not be the responsibility of the CONSULTANT under this Agreement. Additionally, CONSULTANT will be entitled to additional compensation for any services required due to major changes in the Project as a result of CLIENT requested changes based on cost of the Project after completion and approval of the Preliminary plans.
- O. CAD drawings will be prepared in AutoCAD Civil 3d Version 2014 or later, utilizing the United States National Cad Standard, v5. Standards for layer names, line weights and other standards can be found on the organization website:  
<http://www.nationalcadstandard.org/ncs5/content.php>
- P. Relocation or adjustment to gas, electrical, telephone, television and fiber optic lines will be coordinated with the appropriate agency by the Contractor, who will coordinate on-site water, sewer, and storm water utilities with these designs.
- Q. If any specialty reports (sign estimates, cost to cures, etc.) are necessary for the

completion of the appraisal report, the CLIENT will approve the estimate for payment prior to the CONSULTANT issuing a Notice to Proceed with the specialty contractor.

- R. It is understood that certain impacted parcels within the identified corridor are City, County or GDOT owned and may not require acquisition services.
- S. The following services are excluded, but may, if desired, be performed as additional services:
  - a. Preparing the project design and plans per the GDOT Plan Development Process or Plan Presentation Guide.
  - b. Flood or no-rise studies.
  - c. Signage construction document package or detailed signage opinion of probable construction costs.
  - d. Specialty Right-of-way acquisition reports (sign estimates, cost to cures, etc.).
  - e. Gravity retaining wall structural design over four feet in height.
  - f. Preparation of National Environmental Policy Act (NEPA) compliance documents or Army Corps of Engineers 404 permitting.
  - g. Archeological studies.
  - h. Negotiations for variances, design waivers and/or deviations from City/County standards.
  - i. Payment of permitting fees.
  - j. Bidding Services.
  - k. Construction Phase Services.

## Exhibit B

### Sugar Hill Greenway Phase 1 Design Services

#### Compensation

For the services described in EXHIBIT A, the CLIENT agrees to pay and the CONSULTANT agrees to accept via electronic transaction the lump sum amount of **\$322,625**, further delineated as follows:

#### **Project Management:**

General project management	\$13,800
Monthly meetings (Can be hourly per CLIENT request):	\$8,900

#### **Surveying/Environmental:**

Right-of-way and Topographic Survey:	\$36,800
Environmental Clearances:	\$8,800
Geotechnical Report/BFI (2):	\$6,500

#### **Design:**

Sugar Hill Greenway Programming + Planning:	\$19,000
Sugar Hill Greenway Preliminary Plans:	\$70,200
Sugar Hill Greenway Final Plans:	\$123,300
Gold Mine Park Design Coordination:	\$2,300
Branding and Signage Design Package:	\$8,500

#### **Right of Way:**

Right-of-Way easement planning	\$6,400
Easement Plat of Shiv Madir Temple property:	\$625

#### **Permitting:**

Stream Buffer Variance:	\$5,700
Land Disturbance Permitting:	\$11,800

Services requested by the CLIENT beyond those described in EXHIBIT A will be considered to be additional services, for which additional scope and fee will be provided. Potential additions are priced as follows, and are not included in the lump sum noted above:

- |   |                  |
|---|------------------|
| 1. Right-of-way acquisition plats<br>(assumed 26 parcels - price depends on size):                    | \$375-\$825 each |
| 2. Right-of-way acquisition services<br>(price assumes 26 parcels, can be reduced, delineated below): | \$68,500         |
| a. <i>Cost Estimate for Establishing Value</i>  | \$3,500          |
| b. <i>Title</i>   | \$700 each       |

<i>c. Negotiations</i>	<i>\$1,800 each</i>
3. Right-of-way acquisition services - Simple Appraisals	\$2,000 each
4. Right-of-way acquisition services - Complex Appraisals	\$4,000 each
5. Negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.)	\$1,000 each
6. Preparation of Right-of-way Plans per GDOT standards: (This cost assumes preparation of right-of-way plans in lieu of individual right-of-way plats)	\$79,500

## **Exhibit C**

### **Sugar Hill Greenway Phase 1 Design Services**

#### **Schedule**

For the services described in EXHIBIT A, Survey and Design Services shall be completed by June 23, 2017 assuming NTP by November 14, 2016. Right-of-way acquisition services are anticipated to be completed by February 9, 2018 assuming completion of right of way plats by June 9, 2017. See attached Gantt chart for additional detail.