

A RESOLUTION BY CITY UTILITIES COMMITTEE AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER TO BROWN AND CALDWELL/DELON HAMPTON AND ASSOCIATES, CHARTERED, A JOINT VENTURE FOR FC-4906D, ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, FOR THE WATERSHED IMPROVEMENT/PROTECTION PLANS IN AN AMOUNT NOT TO EXCEED TWO MILLION, FIVE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$2,500,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170302 (DWM WATERSHED PLANNING AND DESIGN) 5212001 (CONSULTING) 1535000 (DATA PROCESSING/MANAGEMENT) AND PROJECT AWARD TASK EXPENDITURE AND ORGANIZATION NUMBER 17111614 (WIP- PLANNING & DESIGN SUPPORT) 101 (TASK) 505221391 (WATER & WASTEWATER R & E FUND) 5212001 (CONSULTING) COA; AND FOR OTHER PURPOSES.

Review List:

Pamela Holmes	Completed	11/04/2013 10:58 AM
Jo Ann Macrina	Completed	11/05/2013 11:22 AM
Procurement	Completed	11/05/2013 2:55 PM
Adam Smith	Completed	11/05/2013 4:29 PM
Patrick McShane	Completed	11/06/2013 10:59 AM
Mayor's Office	Completed	11/06/2013 2:12 PM
Office of Research and Policy Analysis	Completed	11/06/2013 3:11 PM
City Utilities Committee	Pending	
Atlanta City Council	Pending	
Mayor's Office	Pending	

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

**A RESOLUTION
BY CITY UTILITIES COMMITTEE**

A RESOLUTION BY CITY UTILITIES COMMITTEE AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER TO BROWN AND CALDWELL/DELON HAMPTON AND ASSOCIATES, CHARTERED, A JOINT VENTURE FOR FC-4906D, ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, FOR THE WATERSHED IMPROVEMENT/PROTECTION PLANS IN AN AMOUNT NOT TO EXCEED TWO MILLION, FIVE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$2,500,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170302 (DWM WATERSHED PLANNING AND DESIGN) 5212001 (CONSULTING) 1535000 (DATA PROCESSING/MANAGEMENT) AND PROJECT AWARD TASK EXPENDITURE AND ORGANIZATION NUMBER 17111614 (WIP- PLANNING & DESIGN SUPPORT) 101 (TASK) 505221391 (WATER & WASTEWATER R & E FUND) 5212001 (CONSULTING) COA; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta (“City”) authorized FC-4906D, Architectural, Engineering and Design Services (“Agreement”) with Brown and Caldwell/Delon Hampton and Associates, Chartered, a Joint Venture, on behalf of the Departments of Planning and Community Development, Public Works, Watershed Management, Parks, Recreation and Cultural Affairs, and the Office of Enterprise Asset Management, pursuant to Resolution No. 09-R-1635; and

WHEREAS, the term of the Agreement is for two (2) years with three (3) one (1) year renewal options to be exercised at the City’s sole discretion effective December 21, 2009 through December 20, 2011; and

WHEREAS, the City authorized Amendment No. 1 to include the site and funding for the Atlanta Police Department for the issuance of a Task Order to provide professional architectural, engineering and design services for the construction of the Atlanta Police Department Crime Lab in an amount not to exceed Two Hundred Twenty Thousand, Seven Hundred Sixty Eight Dollars and Zero Cents (\$220,768.00), pursuant to Resolution No. 11-R-0648; and

WHEREAS, the City authorized Renewal No. 1 of the Agreement with a term of December 21, 2011 through December 20, 2012, pursuant to Resolution No. 11-R-1726; and

WHEREAS, the City authorized Renewal No. 2 of the Agreement with a term of December 21, 2012 through December 20, 2013, pursuant to Resolution No. 12-R-1649; and

WHEREAS, the Department of Watershed Management requires Architectural, Engineering and Design Services to provide program planning, public education, data updates, and engineering design services in support of the City’s implementation of watershed improvement, green infrastructure, and combined sewer systems management programs (“Watershed Improvement/Protection Plans”); and

WHEREAS, Watershed Improvement/Protection Plans are required as part of the Metropolitan North Georgia Water Planning District’s Watershed Management Plan, the National Pollutant Discharge

Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) (Stormwater) permit, and the NPDES Wastewater Permit Watershed Protection Plan; and

WHEREAS, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer recommend issuing a Task Order for Architectural, Engineering and Design services to Brown and Caldwell/Delon Hampton and Associates, Chartered, a Joint Venture in an amount not to exceed Two Million, Five Hundred Thousand Dollars and Zero Cents (\$2,500,000.00) for Watershed Improvement/Protection Plans.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor, or his authorized designee, is authorized to issue a Task Order to Brown and Caldwell/Delon Hampton and Associates, Chartered, a Joint Venture for FC-4906D, Architectural, Engineering and Design Services in an amount not to exceed Two Million, Five Hundred Thousand Dollars and Zero Cents (\$2,500,000.00) for Watershed Improvement/Protection Plans; and

AND FINALLY BE IT RESOLVED, that all contracted work will be charged to and paid from Fund Department Organization and Account Number 5052 (Water & Wastewater R&E Fund) 170302 (DWM Watershed Planning and Design) 5212001 (Consulting) 1535000 (Data Processing/Management) and Project Award Task Expenditure and Organization Number 17111614 (WIP- Planning & Design Support) 101 (Task) 505221391 (Water & Wastewater R & E Fund) 5212001 (Consulting) COA.

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE L. BYRD

Dept.'s Legislative Liaison: Maisha L. Wood

Contact Number: 404-330-6887

Originating Department: Watershed Management

Committee of Purview: City Utilities

Chief of Staff Deadline: October 25 2013

Anticipated Committee Meeting Date: November 12, 2013

Anticipated Full Council Date: November 18, 2013

Legislative Counsel's Signature: [Signature]

Commissioner's Signature: [Signature]

Chief Financial Officer: [Signature]

Chief Information Officer Signature (for IT Procurements) n/a

W Chief Procurement Officer Signature: Adam J. Smith

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER TO BROWN AND CALDWELL/DELON HAMPTON AND ASSOCIATES, CHARTERED, A JOINT VENTURE FOR FC-4906D, ARCHITECTURAL, ENGINEERING & DESIGN SERVICES - WATERSHED IMPROVEMENT PROGRAM PLANNING AND DESIGN SUPPORT TO COMPLY WITH THE METROPOLITAN NORTH GEORGIA WATER PLANNING DISTRICT'S WATERSHED MANAGEMENT PLAN, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED TWO MILLION, FIVE HUNDRED THOUSAND DOLLARS AND NO CENTS (\$2,500,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170302 (DWM WATERSHED PLANNING AND DESIGN) 5212001 (CONSULTING) 1535000 (DATA PROCESSING/IMANAGEMENT) AND PROJECT AWARD TASK EXPENDITURE AND ORGANIZATION NUMBER 17111614 (WIP- PLANNING & DESIGN SUPPORT) 101 (TASK) 505221391 (WATER & WASTEWATER R & E FUND) 5212001 (CONSULTING) COA; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT: (if any) (\$2,500,000.00)

Mayor's Staff Only

Received by CPO: _____ (date)

Received by LC from CPO: _____ (date)

Received by Mayor's Office: 10-25-13 (date)

Reviewed by: [Signature] (date)

Submitted to Council: _____ (date)

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: City Utilities

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER TO BROWN AND CALDWELL/HAMPTON AND ASSOCIATES, CHARTERED, A JOINT VENTURE FOR FC-4906D, ARCHITECTURAL, ENGINEERING & DESIGN SERVICES - WATERSHED IMPROVEMENT PROGRAM PLANNING AND DESIGN SUPPORT TO COMPLY WITH METROPOLITAN NORTH GEORGIA WATER PLANNING DISTRICT'S WATERSHED MANAGEMENT PLAN, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED TWO MILLION, FIVE HUNDRED THOUSAND DOLLARS AND NO CENTS (\$2,500,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT OF WATERSHED MANAGEMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170302 (DWM WATERSHED PLANNING AND DESIGN) 5212001 (CONSULTING) 1535000 (DATA PROCESSING/MANAGEMENT) AND PROJECT AWARD EXPENDITURE AND ORGANIZATION NUMBER 17111614 (WIP- PLANNING & DESIGN SUPPORT) 101 (TASK) 505221391 (WATER & WASTEWATER R & E FUND) 5212001 (CONSULTING) COA; AND FOR OTHER PURPOSES.

Council Meeting Date: November 18, 2013

Requesting Dept.: Watershed Management

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislation is to request authorization to issue a Task Order to Brown and Caldwell/Delon Hampton and Associates, Chartered, a Joint Venture, for FC4906D, for the purpose of providing Program Planning, Public Education, Data Updates, and Engineering Design Services in support of the City of Atlanta's implementation of watershed improvement, green infrastructure, and combined sewer systems management programs, on behalf of the Department of Watershed Management, in an amount not to exceed \$2,500,000.

2. Please provide background information regarding this legislation.

EPD requires the City to develop watershed improvement plans for each watershed within City boundaries, and has specifically directed the City to identify how it will implement the plans once they are complete. The Department proposes to develop a green stormwater infrastructure program to implement watershed improvement plans per regulatory requirements and to maximize investments already made in its combined sewer system in order to reduce sewer spills into creeks.

This task order is required to provide program planning, public education, data updates, and engineering design services in support of the City of Atlanta's implementation of watershed improvement, green infrastructure, and combined sewer system management programs. More specifically, the consultant will provide services related to the identification, prioritization, design, and construction administration in support of implementing the Department's Watershed Improvement Plans. Additionally, the consultant will provide support for the development of the Watershed Improvement Program, including an evaluation of the program costs and organization and a review of current and future budgets, funding sources, and projections.

Also included in this task order is a Business Process Improvement project, which involves a comprehensive end-to-end business process assessment, development and implementation of the process improvement plan, including onsite change management training, and an evaluation and transition phase.

3. If Applicable/Known:

- (a) **Contract Type:** Professional Services
- (b) **Source Selection:** Sealed RFP
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** N/A
- (g) **Bidders/Proponents:** N/A
- (h) **Term of Contract:**

4. Fund Account Center (*Ex. Name and number*):

FDOA: 5052 (Water & Wastewater R&E Fund) 170302 (DWM Watershed Planning and Design), 5212001 (Consulting) 1535000 (Data Processing/Management) 111614 (WIP- Planning & Design Support) 21391 (Water & Wastewater R&E Fund)

PATEO: 17111614 (WIP- Planning & Design Support) 101 (WIP- Planning & Design Support) 505221391 (Water & Wastewater R & E Fund) 5212001 (Consulting) COA

5. Source of Funds: 5052 (Water & Wastewater R&E Fund)

6. Fiscal Impact: This legislation will result in a reduction not to exceed \$2,500,000.

FDOA:

PATEO:

7. Method of Cost Recovery: N/A

Examples:

- a. ***Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.***

b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.

This Legislative Request Form Was Prepared By: Yunion Galardy



CITY OF ATLANTA
DEPT. OF PROCUREMENT

2013 OCT 21 PM 12:07

Jo Ann J. Macrina, PE
COMMISSIONER

Kasim Reed
MAYOR

CITY OF ATLANTA
DEPARTMENT OF WATERSHED MANAGEMENT
72 Marietta Street, N.W.
ATLANTA, GEORGIA 30303

MEMORANDUM

To: Adam L. Smith, Chief Procurement Officer
Department of Procurement

From: Jo Ann J. Macrina, PE, Commissioner
Department of Watershed Management

Cc: Eric Glover, Deputy Commissioner
Paula Days, Director
Diane Badger, Project Manager
Keith Brooks, Deputy Chief Procurement Officer
Delmarie Griffin, Contract Administrator, Sr.
Jill Watkins, Contracting Officer
Maisha Land-Wood, Legislative Manager
Cynthia L. Lunn, Watershed Procurement Manager

Date: October 17, 2013

Re: Legislative Request – FC-4906D, Citywide Architectural Engineering and Design Services, Task Order No. 14, Watershed Improvement Program Planning & Design Support
Contractor: Brown and Caldwell Delon/Hampton and Associates, a Joint Venture

Please prepare the appropriate Legislative Summary for Cycle 20 (November 18, 2013) to approve to approve the above referenced services, in an amount not to exceed Two Million Five Hundred Thousand Dollars and No Cents (\$2,500,000.00).

The Department of Watershed Management wishes to issue a Task Order for the purpose of providing Program Planning , Public Education, Data Updates, and Engineering Design Services in support of the City of Atlanta's implementation of watershed improvement, green infrastructure, and combined sewer systems management programs

These services shall be charged to and paid from:

FDQA: 5052 (Water & Wastewater R&E Fund), 170302 (DWM Watershed Planning and Design), 5212001 (Consulting), 1535000 (Data Processing/Management, 111614 (WIP- Planning & Design Support), 21391 (Water & Wastewater R&E Fund)

PATEO: 17111614 (WIP- Planning & Design Support), 101 (WIP- Planning & Design Support), 505221391 (Water & Wastewater R & E Fund), 5212001 (Consulting), COA

If you have any additional questions, please contact Cynthia Lunn, Watershed Procurement Manager, at (404) 330-6096.



Task Order: Watershed Improvement Program Planning and Design Support

Agreement Number: FC-4906D Architectural Engineering and Design Services ("Agreement")

Task Order Number: 14

Task Order Maximum Payment Amount: \$2,500,000

The above referenced Task Order is made and entered into by and between the City of Atlanta ("CITY"), pursuant to the Agreement;

AND

Brown and Caldwell / Delon Hampton and Associates, Chartered, a Joint Venture hereinafter referred to as the ("CONSULTANT").

This Task Order is made a part of the Agreement between the City and the Consultant, together with all attached exhibits made a part of this Task Order.

The period of performance/delivery date for this Task Order begins as of the Notice to Proceed Date, and shall be completed by a Completion Date of December 31, 2014, unless a written modification to this Task Order is made by the City.

Task Order Services to be provided: Professional services for the preparation of construction documents and permitting for the implementation of Green Infrastructure Retrofits at two sites in the City. Consultant shall perform all work related to this task order in accordance with the scope of services, specifications and the Consultant's proposal attached and incorporated as Exhibit "A".

Task Order Milestones are described in Exhibit A.

Key Task Order Personnel: Services Coordinator – Rod Pope, Project Manager – Andy Reese, Other Key Personnel – Jeff Herr, Aylin Lewallen, Bill Douty.

City Project Contact Information:

Margaret Tanner, Deputy Commissioner
Office of Watershed Protection
Department of Watershed Management
72 Marietta Street, 5th Floor
Atlanta, GA 30303
Phone: 404-546-1227

E-Mail: mtanner@atlantaga.gov

Consultant Project Contact Information:

Rod Pope
BC/DHA JV
990 Hammond Drive, Suite 400
Atlanta, GA 30328
Phone: 770-673-3618
Fax: 770-396-9495
E-Mail: rpop@brwncald.com

Agreement Number: FC-4906D Architectural Engineering and Design Services

Task Order Number: _____

Task Order Consultant: BC/DHA, a Joint Venture

Page 3

Estimated Labor Hours and Associated Fee for Task by Labor Category:

Labor Category	Home Office Rate	Estimated Home Office Hours per Category	Field Office Rate	Estimated Field Office Hours per Category	Total Estimated Fee per Category
Project Manager 4	\$199.00	1,700	\$168.00		\$338,300
Project Manager 2	\$156.00	800	\$133.00		\$124,800
Engineer 10	\$230.00	800	\$192.00		\$184,000
Engineer 7	\$163.00	910	\$140.00		\$148,330
Engineer 6	\$140.00	2,850	\$120.00		\$399,000
Engineer 4	\$105.00	2200	\$90.00		\$231,000
Engineer 3	\$90.00	6,000	\$75.00		\$540,000
Scientist 7	\$163.00	1,020	\$140.00		\$166,260
Survey Crew (2 person)	\$125.00	320	\$102.00		\$40,000
Senior Field Engineer	\$126.00	1,660	\$104.00		\$209,160
Administrative Assistant, Sr.	\$80.00	200	\$68.00		\$16,000
Landscape Architect	\$130.00	300	\$113.00		\$39,000
Task Order Labor Totals		18,760			\$2,435,850
Expense					\$64,150
Task Order Total					\$2,500,000

Authorized Representatives and Signatures:

City of Atlanta Representative: Eric Glover Signature: _____

Consultant Representative: Rod Pope Signature: Rod Pope

Agreement Number: FC-4906D Architectural Engineering and Design Services
Task Order Number: 14
Task Order Consultant: BC/DHA, a Joint Venture

Page 4

EXHIBIT A

Suite 400, 990 Hammond Dr.
Atlanta, Georgia 30328

Tel: (770) 394-2997
Fax: (770) 398-9485



July 30, 2013

Margaret Tanner, PE
Department of Watershed Management
650 17th Street, N.W.
Atlanta, GA 30318

Subject: FC-4906D: Architectural, Engineering and Design Services
Proposal for Watershed Improvement Program Planning and Design Support

Dear Ms. Tanner:

The CONSULTANT will provide on call engineering design, planning, public education and data update and related services in support of the City of Atlanta's (CITY'S) implementation of watershed improvement, green infrastructure, and combined sewer system management programs.

Project Tasks

The Scope of Work will be executed in tasks under the following seven Parts:

- Part 1 – Design Services
- Part 2 – Program Planning and Support Services
- Part 3 – 4-Phase Business Process Improvement Project
- Part 4 – Project Management

Project Schedule

The project schedule will be 24 months from NTP issued from CITY, and specific schedule milestones will be determined with the CITY during each Project task.

Agreement Number: FC-4906D Architectural Engineering and Design Services

Task Order Number: _____

Task Order Consultant: BC/DHA, a Joint Venture

Page 5

SCOPE OF BASIC SERVICES

The CONSULTANT will provide on call engineering design, planning, public education and data update and related services in support of the CITY'S implementation of watershed improvement, green infrastructure, and combined sewer system management programs.

Part 1 – Design Services

The CONSULTANT shall provide requested services related to the identification, prioritization, design and construction administration services including but not limited to working with staff to:

- Gather known potential projects from the various sources; develop and execute a project ranking system; develop project descriptions, design budgets, estimated construction budgets, design and construction schedules and other supporting information; put in place a system to identify new projects and remedial maintenance/minor construction activities by city forces.
- Develop an approach to manage and account for new projects including public involvement and information approaches, project FAQ sheets, political leader communication, project tracking for citizens and staff, and other tools (including as appropriate web-based tools) to enhance project management and communication;
- Perform investigation, design, construction services, and project closeout for requested water resource projects based on available budget in this work order; work with City staff on the scheduling of all projects and appropriate reporting, etc.;
- Identify applicable permits for individual projects and prepare permit packages for the Contractor's use;
- Coordinate to determine what, if any, easements or land acquisition will need to be completed by the City for the installation of green infrastructure; provide the information necessary to obtain the easement or complete the land acquisition by others under the existing CITY Real Estate Contract.

Deliverables can include:

- Memorandum detailing known projects, ranked based priority; ongoing identification and prioritizing projects;
- Plan detailing how projects will be identified, prioritized and communicated to applicable stakeholders;
- Community and political leader updates on projects, as appropriate; public involvement and project groundbreaking or ribbon cutting support;
- Design documents ranging from short narrative Scopes of Work to full design packages (details of deliverables associated with a typical full design package are included below); weekly progress reports, including photo logs; closeout report submitted at the completion of each project;
- Up to 35 sets, per project, of the final Scope of Work or design package for the City to use during their contractor bidding phase;
- Based on the project scope, produce a reasonable contract duration estimate for a contractor to implement the construction schedule in a feasible manner;
- Memorandum identifying applicable permits followed by a separate package of draft permit documents; and/or

Agreement Number: FC-4906D Architectural Engineering and Design Services

Task Order Number: _____

Task Order Consultant: BC/DHA, a Joint Venture

Page 6

- Project fact sheet detailing specifics of project including before and after photographs to be submitted at closeout of each design project.

The CONSULTANT understands that the design projects will vary in size and complexity with a certain portion of the projects requiring nothing more than a Scope of Work to be bid by contractors. Other projects will be larger and/or more complex and will therefore require full design packages. We assume that 25% of the projects will require Scopes of Work, while the remaining 75% will require full design packages. For the projects that require full design, the following additional deliverables will be provided.

- A Design Development Report (DDR) shall be developed in three phases – a 30% Schematic Design (SD) draft report, a 60% Design Development (DD) draft report, and a 100% final design and bid document (CD) report. Approval of these reports shall serve as the formal basis of design for use by both in-house management and external agencies. As a minimum these reports shall include:
 - Detailed Project Scope of Work;
 - All TM's developed during the project;
 - Location Maps;
 - Requirements for easements or permits;
 - Recommendations.
- Workshop presentation of the project to stakeholders at the 30%, 60% and final completion design stage. The CONSULTANT will provide up to 5 hard copy sets, in addition to an electronic submission, of the package for each workshop presentation. This presentation may also be used to facilitate design review comments.
- Construction documents shall be prepared for submittal and approval in three phases – 30% SD complete, 60% DD complete and 100% CD complete. In development of the bid documents, no meetings with agencies outside the City of Atlanta Department of Watershed Management (DWM) shall occur without the coordination or approval of the CITY'S project manager. The biddable documents shall include documents provided by the Engineer:
 - Technical Specifications;
 - Construction drawings;
 - Supplemental Special Conditions;
 - Bid Schedule.

The design must meet all Federal, State, and local codes.
It is assumed that the contractor will submit the permit packages and obtain the permits.
- A construction cost estimate shall be submitted at three milestone points:
 - With the DDR, at project 30%, Class 3, -20% to +30% estimate;
 - With the 60% documents, Class 1, -10% to +15% estimate;
 - With the 100% documents, Class 1 update.

Part 2 – Program Planning and Support Services

The Consultant shall provide requested services related to the wastewater and combined sewer overflow planning, updating, and other studies and reports including but not limited to working with staff to:

- Use information from the Watershed Management Plan being prepared to understand current watershed protection and stormwater program costs and organization, program areas, needs,

Agreement Number: FC-4906D Architectural Engineering and Design Services

Task Order Number: _____

Task Order Consultant: BC/DHA, a Joint Venture

Page 7

- issues and future program objectives; justify future program cost estimates and budget and staffing implications outlined in the Watershed Management Plan;
- Review of current funding budgets, sources, and projections; identification of future funding approaches and options, structures, property impacts, program incentives for watershed improvement programs; and funding implementation actions and requirements under future compliance scenarios;
 - Review and potential updating of GIS databases of infrastructure or other sources; support for comprehensive update/upgrade of the billing database; support of current billing system review and updating; review of financial policies; customer service capabilities and potential future needs;
 - Support to the City in its public education, information and involvement in the area of surface water and watershed improvement efforts related to wastewater and combined sewer initiatives including such efforts as: education and involvement planning, development of materials, assistance in the conduct of public awareness and education activities, web site assistance, facilitation of meetings or stakeholder groups, general assistance in public outreach and branding, and assistance in education support for senior leadership on watershed improvement initiatives;
 - Project administration, communication, scheduling and other logistical support to requested project initiatives and actions.

Deliverables can include: studies, memoranda, databases, GIS coverages, educational materials, cost estimates and planning spreadsheets, web site assistance, and other related documents and studies.

Part 3 - 4-Phase Business Process Improvement Project

The 4-Phase Project will include the following:

- Phase I: Comprehensive End-to-End Business Process Assessment
 - During this phase of the project, the CONSULTANT will conduct a comprehensive assessment of the billing process.
- Phase II: Develop a Process Improvement Plan of Action
 - During this phase of the project, the CONSULTANT will work with the appropriate DWM staff to develop a Process Improvement Plan to assist the department with addressing any inefficiencies within the process, as well as, documenting a process to implement and enforce the necessary changes.
- Phase III: Execute Process Improvement Plan & Onsite Change Management Training
 - During this phase of the project, the CONSULTANT will execute the Process Improvement Plan.
- Phase IV: Evaluation and Transition Plan
 - During this phase of the project, the CONSULTANT will evaluate the effectiveness of the implemented changes and the change management training. The team will conduct executive briefings, document lessons learned, and develop a knowledge transition plan for the project teams.

Agreement Number: FC-4906D Architectural Engineering and Design Services

Task Order Number: _____

Task Order Consultant: BC/DHA, a Joint Venture

Page 8

Deliverables will include the following by each of the four phases:

Phase	Deliverables
Phase I: Comprehensive End-to-End Business Process Assessment	1. Executive Interviews & Findings
	2. Technology, Process and People Assessment Results
	3. Organizational Change Management Assessments
	4. Organizational Change Management Strategy
Phase II: Develop a Process Improvement Plan of Action	5. Process Improvement Plan
	6. Change Management & Communications Plan
Phase III: Execute Process Improvement Plan & Onsite Change Management Training	7. Onsite Change Management Training
	8. Updated Business Process Maps
	9. Updated DWM Training Materials
	10. Execute Briefings on Change Management
	11. Change Management Communications
Phase IV: Evaluation and Transition Plan	12. Project Evaluation (Including Lessons Learned)
	13. Project Transition Plan

Part 4 – Project Management

The CONSULTANT will provide project management services throughout the duration of this task order. The project management duties will include the following:

- Preparation of monthly progress reports outlining work performed, budget expended, remaining budget, upcoming work, etc.;
- Updating project schedule;
- Coordination between the CONSULTANT team working on the task order including managing MBE/FBE participation;
- Attending coordination meetings, either in person, by conference call or by video conferencing;
- Preparation of invoices including necessary back-up, responding to invoice questions from the City and;
- Directing project teams on assigned tasks and deliverables.

Agreement Number: FC-4906D Architectural Engineering and Design Services

Task Order Number: _____

Task Order Consultant: BC/DHA, a Joint Venture

Page 9

The BC/DHA JV team looks forward to serving the City on this project. I can be reached at: 990 Hammond Drive, Suite 400, Atlanta, Georgia 30328, (770) 673-3618 or (404) 917-3610 (cell) with any questions. Please do not hesitate to call me.

Very truly yours,

THE BROWN AND CALDWELL, INC./DELON HAMPTON & ASSOCIATES, CHARTERED, JOINT VENTURE



Rodney L. Pope, P.E.
Services Coordinator

**DEPARTMENT OF PROCUREMENT
LEGISLATION SUMMARY**

FC-4906D, Citywide Architectural Engineering and Design Services

TO: City Utilities Committee

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER TO BROWN AND CALDWELL/DELON HAMPTON AND ASSOCIATES, CHARTERED, A JOINT VENTURE FOR FC-4906D, ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, FOR THE WATERSHED IMPROVEMENT/PROTECTION PLANS IN AN AMOUNT NOT TO EXCEED TWO MILLION, FIVE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$2,500,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170302 (DWM WATERSHED PLANNING AND DESIGN) 5212001 (CONSULTING) 1535000 (DATA PROCESSING/MANAGEMENT) AND PROJECT AWARD TASK EXPENDITURE AND ORGANIZATION NUMBER 17111614 (WIP- PLANNING & DESIGN SUPPORT) 101 (TASK) 505221391 (WATER & WASTEWATER R & E FUND) 5212001 (CONSULTING) COA; AND FOR OTHER PURPOSES.

COMMITTEE MEETING

DATE: November 12, 2013

COUNCIL MEETING

DATE: November 18, 2013

LEGISLATION TITLE: 4906D Task Order - Watershed Improvement/Protection Plans

REQUESTING DEPT.: Watershed Management

CONTRACT TYPE: Professional Services

AWARDEES: Brown and Caldwell, Inc /Delon Hampton & Associates, JV

SOURCE SELECTION: Sealed RFP

PROPOSALS DUE: May 6, 2009

INVITATIONS MAILED: 150

PROPOSALS

RECEIVED: 14

PROPOSERS:

A E COM/ H. J. Russell, Joint Venture
Arcadis /Brindley Pieters & Associates, Inc, Joint Venture
Atlanta Services Group
BGR Joint Venture Office

Brown and Caldwell, Inc /Delon Hampton & Associates,
 Chartered, A Joint Venture
 Citywide Infrastructure Provider
 JP2 (Jacobs, PRAD, PBS&J)
 MA-HMM Gude, JV
 Parsons-Cardozo Engineering, Joint Venture
 Prime Engineering, Inc. and Chester Engineers, Joint Venture
 Shaw-Benchmark, Joint Venture
 Southern Right of Way
 Strategic Team Concepts, LLC
 Total Solution Partners

Contractor: Brown and Caldwell, Inc /Delon Hampton & Associates, JV

Estimated Value: \$2,500,000.00

Scope Summary: Brown and Caldwell, Inc /Delon Hampton & Associates, a Joint Venture, will provide Program Planning, Public Education, Data Updates, and Engineering Design Services to support the watershed improvement, green infrastructure, and combined sewer systems management programs. In addition, a Business Process Improvement project will assess, develop and implement the process improvement plan.

BACKGROUND: Original executed on December 21, 2009, expired on December 20, 2011.

Renewal Agreement No.1 extended the current Agreement one additional year for time only. Renewal Agreement No. 1 effective term December 21, 2011 to December 20, 2012.

Renewal Agreement No. 2 extended the current Agreement one additional year for time only. Renewal Agreement No. 2 effective term extends from December 21, 2012 to December 20, 2013.

Renewal Agreement No. 3 extended the current Agreement one additional year for time only. Renewal Agreement No. 3 effective term extends from December 21, 2013 to December 20, 2014.

EVALUATION TEAM COMPOSITION: DWM, OCC, DPW, LAW, OEAM, DPRCA

TERM OF CONTRACT: Two (2) years with an option to renew for three (3) one (1) year periods

FUND ACCOUNT ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170302 (DWM WATERSHED PLANNING AND DESIGN) 5212001 (CONSULTING) 1535000 (DATA PROCESSING/MANAGEMENT) AND PROJECT AWARD TASK EXPENDITURE AND ORGANIZATION NUMBER

17111614 (WIP- PLANNING & DESIGN SUPPORT)
101 (TASK) 505221391 (WATER & WASTEWATER
R & E FUND) 5212001 (CONSULTING) COA

CENTERS:

PREPARED BY: Cristi C. Walker

CONTACT NUMBER: 404-865-8996



[Home](#)

DELON HAMPTON & ASSOCIATES, CHARTERED Control Number: H855094

[Main](#) [Reports](#) [Officers](#) [Filing History](#)

Entity Info

Entity Id 569349

Key Indicators

Model Type Corporation

Locale Foreign

Qualifier For-Profit

Business Name DELON HAMPTON & ASSOCIATES, CHARTERED

Registration Date 4/28/1975

Entity Status Active/Compliance

Entity Status Date 2/18/2013

Foreign Name

Date of Organization

State District of Columbia

Country

Principal Office Address

PRINCIPAL

Line1 900 7th Street, N.W.

Line2 Suite 800

City WASHINGTON **State** District of Columbia **Zip** 20001-4189

Agent

Is non-commercial Registered Agent? Yes

Name Griffin, Harley

Address

Line1 229 Peachtree Street N.E. , Suite 1510 Atlanta, GA 30303

Line2

City Atlanta **State** Georgia **Zip** 30303

Email

Previous Names

Name Changed From	Name Changed To	Surviving Entity Id	Cancelled Entity Id	Effective Date	Due Date	File Number	Actions
				4/28/1975		13229669	View

DELON HAMPTON & ASSOCIATES, CHARTERED INC.
DUNS: 020300745 CAGE Code: 0NLS2
Status: Active

900 7TH ST NW STE 800
WASHINGTON, DC, 20001-8000 ,
UNITED STATES

Entity Overview

Entity Information

Name: DELON HAMPTON & ASSOCIATES, CHARTERED INC.
Business Type: Business or Organization
POC Name: Vivian Watson
Registration Status: Active
Expiration Date:09/06/2014

Exclusions

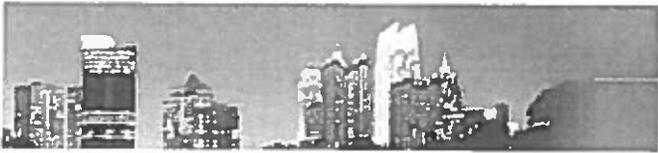
Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.1278.20131018-1401

WWW3

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



[Home](#)

BROWN AND CALDWELL (INC.) Control Number: H851930

[Main](#) [Reports](#) [Officers](#) [Filing History](#)

Entity Info

Entity Id 566213

Key Indicators

Model Type Corporation

Locale Foreign

Qualifier For-Profit

Business Name BROWN AND CALDWELL (INC.)

Registration Date 2/01/1978

Entity Status Active/Compliance

Entity Status Date 3/27/2013

Foreign Name

Date of Organization

State California

Country

Principal Office Address

PRINCIPAL

Line1 201 North Civic Drive

Line2 Suite 115

City Walnut Creek **State** California **Zip** 94596

Agent

Is non-commercial Registered Agent? No

Name C T CORPORATION SYSTEM

Address

Line1 1201 Peachtree Street, NE

Line2

City Atlanta **State** Georgia **Zip** 30361

Email

Previous Names

Name Changed From	Name Changed To	Surviving Entity Id	Cancelled Entity Id	Effective Date	Due Date	File Number	Actions
-------------------	-----------------	---------------------	---------------------	----------------	----------	-------------	---------

No Miscellaneous Filings were found.

BROWN AND CALDWELL
DUNS: 120947130 CAGE Code: 3YZU5
Status: Active

990 HAMMOND DR STE 400
ATLANTA, GA, 30328-5506 ,
UNITED STATES

Entity Overview

Entity Information
Name: BROWN AND CALDWELL
Business Type: Business or Organization
POC Name: Thomas Rowe
Registration Status: Active
Expiration Date:08/26/2014

Exclusions
Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.1278.20131018-1401

WWW3

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

