

GOODWYN MILLS CAWOOD, LLC
Professional Services Agreement

PART 1. GENERAL

THIS AGREEMENT, including attachments as hereinafter noted, made and entered into and between Goodwyn Mills Cawood, LLC and the Client identified herein, provides for the Professional Services described under Part 3 of this Agreement.

Client: City of Foley, AL

Address: PO Box 1750

City/State/Zip Code: Foley, AL 36535

Contact Person: Chad Christian, PE

Phone: 251-970-1104 **Email:** cchristian@cityoffoley.org

Short Title: Extension of James Road, or the "Project"

PART 2. GENERAL DESCRIPTION OF PROJECT SITE:

The extension of James Road from the intersection of Brinks Willis Road to Gulf Shores Corporate Limits.

PART 3. DESCRIPTION OF PROFESSIONAL SERVICES to be provided by Goodwyn Mills Cawood, LLC are identified below:

See Attachment A

PART 4. THE COMPENSATION TO BE PAID Goodwyn Mills Cawood, LLC for providing the requested Services shall be as follows:

See Attachment A

IN WITNESS WHEREOF, this Agreement, which is subject to the General Terms and Conditions (Part 5.) is accepted on the later date written below.

CITY OF FOLEY

GOODWYN MILLS CAWOOD, LLC

SIGNED: _____

SIGNED: Amanda Thompson

TYPED NAME: Ralph Hellmich

TYPED NAME: Amanda Thompson, P.E.

TITLE: Mayor

TITLE: Project Manager

DATE: _____

DATE: 9/25/24

PART 5. TERMS AND CONDITIONS

- 5.1 **DATE OF COMMENCEMENT AND DURATION:** The Date of Commencement of this Agreement shall be the date last appearing on the signature page. This Agreement shall remain in effect for 12 months from the acceptance date of this agreement, or until terminated as provided herein, or extended by mutual agreement in writing.
- 5.2 **IF GOODWYN MILLS CAWOOD, LLC'S SERVICES UNDER THIS AGREEMENT ARE DELAYED** for reasons beyond GOODWYN MILLS CAWOOD, LLC's control, the completion date specified in this Agreement shall be modified accordingly and the fees shall be renegotiated for any unfinished services as of the effective date of such change.
- 5.3 **COMPENSATION DEFINITIONS:** Reimbursable costs include: fees of Professional Subcontractors (whose expertise is required to complete the project) and out-of-pocket expenses, the cost of which shall be charged at actual costs plus an administrative charge of ten percent (10%) and shall be itemized and included in the invoice.
- 5.4 **INVOICE PROCEDURES AND PAYMENT:** Goodwyn Mills Cawood, LLC shall submit invoices to the Client for Services accomplished during each calendar month. For Services provided on a Lump Sum basis, the amount of each monthly invoice shall be determined on the "percentage of completion method" whereby Goodwyn Mills Cawood, LLC will estimate the percentage of the total Services (provided on a Lump Sum basis) accomplished during the invoicing period. Monthly invoices shall include, separately listed, any charges for Services for which time charges and/or unit costs shall apply. Such invoices shall also include, separately listed, any charges for Professional Subcontractors and reimbursable costs. Goodwyn Mills Cawood, LLC shall submit such invoices as soon as possible after the end of the month in which the Services were accomplished and shall be due and payable by the Client upon receipt.

The Client, as owner or authorized agent for the owner, hereby agrees that payment will be made for said Services within thirty (30) days from the date of the invoice; and, in default of such payment, hereby agrees to pay all costs of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. The Client hereby acknowledges that unpaid invoices shall accrue interest at twelve percent (12%) per annum after they have been outstanding for over sixty (60) days. If an invoice remains unpaid ninety days (90) after the date of the invoice, Goodwyn Mills Cawood, LLC may, upon giving seven (7) days written notice of its intent to do so, suspend all Services on the Client's project. This suspension shall remain in effect until all unpaid invoices are paid in full. If an invoice remains unpaid one hundred and twenty days (120) after the date of the invoice, Goodwyn Mills Cawood, LLC may, upon giving seven (7) days written notice of its intent to do so, terminate this Agreement and pursue its remedies for collection.
- 5.5 **EXPERT WITNESS SERVICES:** It is understood and agreed that Goodwyn Mills Cawood, LLC services under this Agreement do not include participation, whatsoever, in any litigation. Should such services be required, a Professional Services Agreement Addendum may be negotiated between the Client and Goodwyn Mills Cawood, LLC describing the services desired and providing a basis for compensation to Goodwyn Mills Cawood, LLC.
- 5.6 **COST ESTIMATES:** Client hereby acknowledges that Goodwyn Mills Cawood, LLC cannot warrant that estimates of probable construction or operating costs provided by Goodwyn Mills Cawood, LLC will not vary from actual costs incurred by the Client.
- 5.7 **LIMIT OF LIABILITY:** The limit of liability of Goodwyn Mills Cawood, LLC to the Client for any cause or combination of causes resulting from the Services hereunder rendered shall be, in total amount, limited to the fees paid under this Agreement.
- 5.8 **CONSTRUCTION SERVICES:** If, under this Agreement, professional services are provided during the construction phase of the project, Goodwyn Mills Cawood, LLC shall not be responsible for or have control over means, methods, techniques, sequences, or procedures; or for safety precautions and programs in connection with the Work. Nor shall Goodwyn Mills Cawood, LLC be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents or for Contractor's failure to comply with applicable laws, ordinances, rules or regulations. Under no circumstances will Goodwyn Mills Cawood, LLC have any direct contractual relationship with the contractor, any subcontractors or material suppliers.
- 5.9 **INSURANCE:** Goodwyn Mills Cawood, LLC shall at all times carry, on all operations hereunder, worker's compensation insurance, public liability and property insurance, automotive public liability and property damage insurance, and professional errors and omissions insurance. At the request of the Client, Goodwyn Mills Cawood, LLC will have the client listed as additional insured where appropriate.
- 5.10 **ASSIGNMENT:** Neither the Client nor Goodwyn Mills Cawood, LLC will assign or transfer its interest in this Agreement without the written consent of the other. Goodwyn Mills Cawood, LLC, however, does reserve the right to subcontract any portion of the Services.
- 5.11 **SUSPENSION, TERMINATION, CANCELLATION OR ABANDONMENT:** In the event the Project described in, or the Services of Goodwyn Mills Cawood, LLC called for under this Agreement, is/are suspended, canceled, terminated, or abandoned by the Client, Goodwyn Mills Cawood, LLC shall be given seven (7) days prior written notice of such action and shall be compensated for the Services provided up to the date of suspension, termination, cancellation, or abandonment including reimbursable expenses in accordance with the provisions of this Agreement.
- 5.12 **ENTIRETY OF AGREEMENT:** This Agreement embodies the entire Agreement and understanding between the parties, their successors and assigns hereto, and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by both parties hereto. The laws of the State of Alabama shall govern this Agreement unless specifically stated otherwise. This Agreement includes this document.
- 5.13 **HOLD HARMLESS:** The Client will hold harmless and indemnify Goodwyn Mills Cawood, LLC for any design changes, construction changes, or damages resulting from the use of a topographic survey or other information prepared by others and provided by the Client.
- 5.14 **GENERAL CONDITIONS:** GMC will not provide a certification letter(s) for Site Plans designed by GMC without verifying, at a minimum and not limited to the following: finished floor elevations, storm sewer pipe sizes and invert elevations, sanitary sewer pipe sizes and invert elevations, water line pipe sizes, detention and outfall structure dimensions and elevations, curb and asphalt elevations.

Unless specifically detailed in the Scope of Work for this contract, the fees for these services are considered separate from and in addition to all other services and will be paid for by Client as a negotiated lump sum fee or hourly per the attached Rate Schedule.

Initials _____

5.15 ADDITIONAL SERVICES NOT REQUIRING OWNER'S WRITTEN AUTHORIZATION: When necessary GMC will immediately commence to perform or furnish the Additional Services of the types listed below. For such Additional Services, GMC need not request or obtain specific advance written authorization from Owner. GMC shall cease performing or furnishing such Additional Services upon receipt of written notice from Owner. Additional services shall be compensated in accordance with the hourly rates presented in attached Exhibit, or by a lump sum fee if requested by the Owner.

- A. Services in connection with work change directives and change orders to reflect changes requested by Owner.
- B. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or-equal" items; services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Project; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.
- C. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
- D. Additional or extended services during construction made necessary by (1) emergencies or acts of God endangering the Work (advance notice not required), (2) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (3) Work damaged by fire or other cause during construction, (4) a significant amount of defective, neglected, or delayed work by Contractor, (5) acceleration of the progress schedule involving services beyond normal working hours, or (6) default by Contractor.
- E. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of any part of the Work by Owner prior to Substantial Completion.
- F. Evaluating an unreasonable claim or an excessive number of claims submitted by Contractor or others in connection with the Work.
- G. Services during the Construction Phase rendered after the original date for completion of the Work.
- H. Reviewing a Shop Drawing more than three times, as a result of repeated inadequate submissions by Contractor.
- I. While at the Site, compliance by GMC and its staff with those terms of Owner's or Contractor's safety program provided to GMC subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, state, or local safety authorities for similar construction sites.

Initials_____

ATTACHMENT A
SCOPE OF SERVICES

Goodwyn Mills Cawood, LLC (GMC) shall perform the following professional services.

• **Environmental Desktop Analysis** **Lump Sum \$1,500**

GMC is prepared to complete an environmental desktop analysis. GMC will conduct a desktop review of the subject site by using available mapping including historical aerial imagery, topographic maps, the National Wetland Inventory (NWI) database, and Web Soil Survey to determine if the site has potential for water resources. If the proposed project will occur in wetlands, a complete wetland delineation will need to be completed and a permit from the U.S. Army Corps of Engineers will be required (separate proposal can be provided).

The U.S. Fish & Wildlife Service (USFWS) Information for Planning and Consultation database will be used to obtain a list of endangered and threatened species or their critical habitat that may occur within the property boundary. If a species survey is required, a separate proposal can be provided. This environmental desktop analysis can be completed for a cost of \$1,500. Note: This initial review does not include cultural resource survey (archaeological) analysis but can be provided upon request.

• **Pre-Design Geotechnical Testing** **Lump Sum \$10,500**

GeoCon Engineering and Materials Testing, Inc. will produce a report detailing the existing soil conditions and recommendations on the roadway's design.

• **Existing Conditions Survey** **Lump Sum \$39,000.00**

Prepare a survey and drawing of the Project site depicting existing conditions and topography necessary for roadway improvements and appurtenances design to include the following:

- A. Geometric Control (horizontal and vertical control points)
- B. Establish existing Right(s) of Way and/or locate front property corner markers
- C. Survey of Project alignment being approximately 5,280 linear feet in length. Cross-section stations will be surveyed at approximately 100 feet intervals and will be 50 feet each side of the centerline:
 1. One-foot contours and spot elevations
 2. Existing roadway and adjacent site features
 3. Sanitary and storm water sewer structures and invert elevations
 4. Overhead and subsurface utilities (marked by others)
- D. Survey of intersecting roadways being 50 feet in length in each direction from Project alignment, locating items 1-4 listed above within the existing Right of Way

Client Responsibilities

1. GMC request that all correspondence pertaining to the survey be provided in writing from one authorized representative.
2. Title research and provide recorded documents.
3. Acquisition/procurement of land or interest in land, deed preparation and recording of documents.

Deliverables

The Project documents requested and/or required will be provided as a digital copy (e.g., AutoCAD drawing, Microsoft Word document and/or a portable document format – pdf). Physical prints will be made available upon request and invoiced at GMC standard billing terms.

Schedule

Work will commence upon GMC receiving a written notice to proceed (NTP). The anticipated Project duration is thirty (30) business days from the commencement date. Date of delivery for the Project deliverables will be conditional to all Project supporting documents being delivered to GMC within five (5) business days of NTP. The Client will be notified in writing of any delays caused by weather, site conditions, and/or ambiguities within the information provided for the Project.

• **Right of Way Deeds and Drawings:** **Lump Sum \$6,000**

GMC will prepare the following map and information for acquisition of land and or interest of land required for roadway improvements and appurtenances:

- A. Right of Way Map for acquisitions
 - 1. Proposed roadway alignment, Right of Way lines and/or associated easements
 - 2. Determine parcel locations and size (area required and remaining)
 - 3. Acquisition tabulation for each parcel
 - 4. Monument placement and tabulation
- B. Legal Descriptions of required Right of Way and/or associated easement(s)

• **Civil Roadway and Drainage Design:** **Lump Sum \$143,000**

GMC will provide a roadway design and set of construction drawings for the extension of James Road (approximately 5,370 LF) from Brinks Willis Road to Gulf Shores Corporate Limits.

This proposal does not include Construction Inspection, Materials Testing, ALDOT Permitting, Baldwin County Permitting, ADEM Permitting, Wetland Delineation, As-Built Drawings, or Landscape Plans.



2024
Standard Rate and Fee Schedule

Standard Hourly Rates

Executive Vice President	\$ 300.00
Senior Vice President	\$ 250.00
Vice President	\$ 225.00
Senior Professional (Architect, Engineer Regional Technical Leader, Surveyor, Interior Design, Scientist, Project Manager)	\$ 250.00
Professional III (Architect, Engineer Design Manager, Surveyor, Interior Design, Scientist, Project Manager)	\$ 230.00
Professional II (Architect, Engineer State Technical Leader, Surveyor, Interior Design, Scientist, Project Manager)	\$ 210.00
Professional I (Architect, Engineer Design Coordinator, Surveyor, Interior Design, Scientist, Project Manager)	\$ 195.00
Senior Professional Staff (Architect, Project Engineer, Interior Design, Scientist, Assistant Project Manager)	\$ 160.00
Professional Staff III (Architect, Project Professional, Interior Design, Scientist)	\$ 140.00
Professional Staff II (Architect, Staff Professional, Interior Design, Scientist)	\$ 125.00
Professional Staff I (Architect, Interior Design, Scientist)	\$ 110.00
Senior Technical (Technical Spec., Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 160.00
Technical III (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 140.00
Technical II (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 115.00
Technical I (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 95.00
Intern II (Architecture, Engineering, Survey, Interior Design, Environmental Sciences)	\$ 90.00
Intern I (Architecture, Engineering, Survey, Interior Design, Environmental Sciences)	\$ 75.00
Executive Administrative Assistant	\$ 115.00
Administrative Assistant II	\$ 95.00
Administrative Assistant I	\$ 75.00
Field Survey:	
Survey Crew (four-man survey crew)	\$ 340.00
Survey Crew (three-man survey crew)	\$ 270.00
Survey Crew (two-man survey crew)	\$ 200.00
Field Tech III	\$ 115.00
Field Tech II	\$ 85.00
Field Tech I	\$ 70.00

Reimbursable Expenses

Travel Expenses	
Vehicle Transport	\$0.67 per mile
Travel/ Meals/ Lodging	Cost
Other Out-of-Pocket Expenses	Cost plus twenty percent
Sub-Consultant/ Sub-Contractors	Cost plus twenty percent
Sub-Consultant/Sub-Contractors reimbursable expenses	Cost plus twenty percent
Printing & Shipping	
Out of house reprographic services	Cost plus twenty percent
In-House B&W reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House Color reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House B&W reprographic services (large format)	\$0.15/ sf
In-House Color reprographic services (large format)	\$0.20/ sf
GPS equipment	\$250.00 per day