00- R -1321

(Do Not Write Above This Line)

A RESOLUTION

BY COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO APPROVE A WORK AUTHORIZATION WITH CH2M HILL, INC./TOC, INC., - JV FOR FC-6710-96A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE DESIGN AND CONSTRUCTION FOR WASHINGTON TENNIS CENTER IN ORDER TO PROVIDE THE NECESSARY UPGRADES AND REPAIRS TO THE CENTER ON BEHALF OF THE DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS IN AN AMOUNT NOT TO EXCEED SIX HUNDRED FIFTY THOUSAND DOLLARS ($650,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS: 1C22 573001 N12D09959999; 1C22 573001 N12D02409999; 1C22 573001 N12D13959999; 1C22 573001 N12D09B69999

9/18/00 - Cmbr. Moore's Substitute Motion to Refer FAILED by roll call vote

- ☐ CONSENT REFER
- ☐ REGULAR REPORT REFER
- ☐ ADVERTISE & REFER
- ☐ 1st ADOPT 2nd READ & REFER
- ☐ PERSONAL PAPER REFER

Date Referred

Referred To:

Date Referred

Referred To:

Date Referred

Referred To:

ADOPTED BY COUNCIL SEP 18 2000

First Reading

Committee

Date

Chair

Referred to

Committee	Committee
CD/HR	
Date 9/13/00	Date
Chair	Chair
Action: Fav, Adv, Hold (see rev. side) Other:	Action: Fav, Adv, Hold (see rev. side) Other:
Members	Members
Refer To	Refer To

Committee	Committee
Date	Date
Chair	Chair
Action: Fav, Adv, Hold (see rev. side) Other:	Action: Fav, Adv, Hold (see rev. side) Other:
Members	Members
Refer To	Refer To

FINAL COUNCIL ACTION

☐2nd ☐1st & 2nd Readings ☐3rd

☑Consent ☐V Vote ☑RC Vote

9/18/00 - Removed from Consent by request of Chairs. Morris

CERTIFIED

CERTIFIED SEP 18 2000

COUNCIL PRESIDENT PROTEM

CERTIFIED SEP 18 2000

MUNICIPAL CLERK

MAYOR'S ACTION

APPROVED SEP 26 2000

MAYOR

CITY COUNCIL
ATLANTA, GEORGIA

A RESOLUTION BY

COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE **00- R -1321**

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO APPROVE A WORK AUTHORIZATION WITH CH2M HILL, INC./TOC, INC., - JV FOR FC-6710-96A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE DESIGN AND CONSTRUCTION FOR WASHINGTON TENNIS CENTER IN ORDER TO PROVIDE THE NECESSARY UPGRADES AND REPAIRS TO THE CENTER ON BEHALF OF THE DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS IN AN AMOUNT NOT TO EXCEED SIX HUNDRED FIFTY THOUSAND DOLLARS ($650,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS: 1C22 573001 N12D09959999; 1C22 573001 N12D02409999; 1C22 573001 N12D13959999; 1C22 573001 N12D09B69999

WHEREAS, the City of Atlanta did enter into FC-6710-96A, Annual Architectural and Engineering Services; and

WHEREAS, the Department of Parks, Recreation and Cultural Affairs does require Engineering Support to provide design and construction for Washington Park Tennis Center in order to provide the necessary upgrades and repairs to the center; and

WHEREAS, the Commissioner of the Department of Parks, Recreation and Cultural Affairs and the Director of the Bureau of Purchasing and Real Estate have recommended that CH2M HILL, INC./ TOC, INC. - JV, to provide design and construction for Washington Park Tennis Center in order to provide the necessary upgrades and repairs to the center an amount not to exceed Six Hundred Fifty Thousand Dollars ($650,000.00); and

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor be and is hereby authorized to approved Work Authorization with CH2M Hill, Inc./TOC Inc.-JV for FC-6710-96A, Annual Architectural and Engineering Services in an amount not to exceed Six Hundred Fifty Thousand Dollars ($650,000.00); and

BE IT FURTHER RESOLVED, that the Director of Purchasing be and is hereby directed to prepare an appropriate work authorization for execution by the Mayor, to be approved by the City Attorney as to form.

BE IT FURTHER RESOLVED, that this Work Authorization should not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all services for said Work Authorization shall be charged to and paid from fund account and center numbers: 1C22 573001 N12D09959999; 1C22 573001 N12D02409999; 1C22 573001 N12D13959999; 1C22 573001 N12D09B69999

NJH (8/14/00)

A true copy,

Deputy Municipal Clerk

ADOPTED by the City Council September 18, 2000
APPROVED by the Mayor September 26, 2000

Department of Parks, Recreation And Cultural Affairs

Washington Park Tennis Center Project

Design & Construction Services Proposal

Submitted By:

TOC, INC.
133 Carnegie Way
Suite 600
Atlanta, Georgia 30303

March 1, 2000

SECTION 1

Project Understanding

The City of Atlanta Department of Parks, Recreation, and Cultural Affairs (Parks Department) has determined that the Washington Park Tennis Center must be upgraded. The existing facility (men's locker room, women's locker room, office, Pro-Shop and storage areas) will be completely renovated and expanded. During the renovation and construction activities, the existing Tennis Center operations will continue on a full schedule (Pro-Shop, access to Tennis Courts and related activities). The Parks Department has issued a schematic drawing reflecting the upgraded facility to be approximately 2,800 square feet when completed. The upgraded facility will primarily consist of office space, Pro-Shop, men's restroom, women's restroom and a multipurpose room for Physical Fitness and Tennis Training. Site work will consist of minor sidewalk realignment and reseeding. Exterior finishes will be common brick and stonework. To minimize the renovation and construction impact during the peak use season, The Parks Department has established a target 'construction start' date of August 15, 2000. Therefore, the existing facility surveys, and renovated facility design, need to begin immediately. This aggressive schedule objective suggests that a design build project delivery system would expedite occupancy.

This document presents the scope of services of the recommended delivery. Included is a narrative description of the contemplated services, assumptions used in preparation of this document and project budget.

SECTION 2

Project Approach

Overview

CH2M HILL/TOC, Inc. – a Joint Venture (JV) intends to perform this work using a Design-Build delivery method. The JV will assign project execution to TOC, Inc., here in referred to as Design Builder, who will provide Architectural, Engineering, and Construction services.

This section presents the Design Builders task-oriented approach to implementing the design and construction of the Facility. The scope of our services includes:

- Task 1 - Project Initiation and Management
- Task 2 - Design Concept Services
- Task 3 - Design Development
- Task 4 – Construction Document Preparation
- Task 5 - Design Review Workshops
- Task 6 - Quality Assurance Reviews
- Task 7 - Permitting Support
- Task 8 - Community Participation Program
- Task 9 - Construction

Assumptions and basis for this project approach are included at the end of this section.

Task 1 Project Management and Control

Objectives

The objective of this task is to lay the framework for project implementation such that the team understands the project vision and critical success factors. It is important that team endorsement be obtained to assure successful project implementation.

Approach

Task 1.1 Prepare Project Instructions

A work plan will be prepared with instructions for project execution including:

- Deliverable descriptions
- Staff assignments and responsibilities schedule
- Assigned level of effort and budgets
- Schedule milestone descriptions and dates
- Status (percent complete) tracking and reporting
- Change request procedures
- Client communications

- Project automation (cad) plan
- QA/QC plan
- Design and construction cost control procedures
- Invoicing format

A draft work plan will be submitted to the Parks Department for review and approval within two weeks of the Parks Department issuance of the Notice-To-Proceed.

The Project Manager will:

- Direct the project team activities
- Resolve technical, schedule, staff, and cost issues
- Maintain close contact with the Parks Department Project Manager, and keep advised of issues affecting the work
- Prepare and submit monthly progress reports
- Prepare and submit monthly billing summaries

Task 1.2 Build and Charter the Team

A meeting will be held with the team (Parks Department and Design Builder) to review the work plan and obtain endorsement on the project objectives, approach, and team member roles and responsibilities. The chartering step aligns the team such that a shared project vision and focus is acquired.

Task 1.3 Project Control

During the course of the project, the total project cost and schedule will be continually monitored to ensure that it does not exceed limits established at the start of the design. Eighty percent of the decisions that affect cost and schedule occur during the planning, programming, conceptual, and preliminary design phases. Consequently, the Design Builder places emphasis on development of a construction cost model during these informative phases of design. This early cost model will be derived from the work product developed during 'Task 2 - Design Concept Services.' The assumptions made in developing the cost model will be tested during 'Task 3 - Design Development.' As the conceptual designs and cost estimate are being prepared in 'Task 2 – Design Concept Services,' a preliminary project plan and schedule will be prepared. Critical work activities will be identified and a logical work sequence plan will be developed defining predecessor / successor relationships between work activities. Activity durations will be then applied and validated using man-hour estimates, estimated manpower/crew sizes, and practical experience from similar projects.

During 'Task 3 – Design Development' the project schedule will be further defined as cost model assumptions are validated. Long-lead equipment items will be identified and long-lead procurement activities will be carefully integrated into the schedule. Permitting activities will also be integrated into the schedule. During 'Task 3 – Design Development,' the project schedule will "frozen" and become the project baseline schedule from which all future progress will be measured. This schedule will be the basis of the determination of contract duration as identified in the Contract Documents.

Task 1 Deliverables

Deliverables under this task will include:

- Project instructions
- Baseline project schedule at end of task 2, finalized during task 3
- Project cost estimate at the end of tasks 2, finalized during task 3

Task 2 Design Concept Services

Objective

The objective of this task is to begin the Design Engineering effort on a 'conceptual' basis in order to identify the Parks Department project requirements. As part of Design Concept Services, the Parks Department will develop the Architectural Drawings and Outline Specifications. The Design Builder will: review and validate existing program and space planning information; recommend final design parameters for the facility design; perform a site survey; perform a code review, prepare a permit matrix; and develop programming and background information required to initiate the design development phase.

Approach

Task 2.1 Surveying and Geotechnical Services

Surveying and geotechnical services will be provided to locate known existing facilities, confirm elevations, and determine site topography in the area of construction. Topographic information will be in sufficient detail to prepare a grading plan with one-foot contour intervals. Location of underground utilities will be based on record drawings provided by the Parks Department. In addition, a "spot check" of the existing utility locations will be made as part of the surveying activities. Subsurface explorations to identify locations of underground utilities are not included in this scope.

Geotechnical services shall include:

- Reviewing previous geotechnical reports
- Determining site-specific geotechnical conditions
- Development of specific foundation requirements
- Verifying constructability (shoring and bracing requirements, dewatering issues)
- Conducting final geotechnical investigations
- Obtaining data on soil corrosivity

We have allotted $5,000 for surveying and geotechnical services.

Task 2.2 Schematic Design

The Parks Department will provide the Schematic Design for this Project. The Schematic Design involves validating the program and space planning data and guidelines provided by the Parks Department. Developing a preliminary project design that incorporates the functional requirements and constraints of the facility by bringing together site design, adjacent facilities constraints, and building design in a package that is free from major conflicts. The schematic design will also provide sufficient information for the Project Team reviews and design coordination. This is the point in the design process where alternative

design approaches are considered, and a single design concept is established and agreed upon.

The goals for schematic design are to:

- Validate existing program and investigate design alternatives
- Develop/select single design alternative
- Evaluate code compliance
- Determine permitting requirements
- Clearly define design approach and intent
- Prepare an early cost and schedule model
- Communicate design concepts and develop 'project team consensus'

This phase of work will finalize the facility concepts and obtain endorsement from the Parks Department. Specific schematic design services by discipline are presented in Table 2-1.

Task 2 Deliverables

The deliverables under Task 2 will include:

- The Parks Department will develop the design criteria summary report for the architectural system requirements. Five copies will be provided to the Design Builder for use in the development of the civil, structural, HVAC and electrical system designs.
- The Design Builder will develop the design criteria summary report for the HVAC equipment, civil, structural, and electrical systems requirements. Five copies will be provided to the Parks Department for coordination with the architectural systems.
- Building classification and code review analysis
- Permit Matrix
- The Parks Department will provide schematic architectural drawings, including layout and elevations, and overall site plan details. Five copies will be provided to the Design Builder for use in the development of the civil, structural, HVAC and electrical system designs.
- The Design Builder will provide schematic site plans, HVAC equipment arrangement, demolition, and electrical one-line drawings. Five copies will be provided to the Parks Department for coordination with the architectural systems.
- Geotechnical report
- Survey with topographic map
- Early cost and schedule model

Task 3 Design Development

Objective

The objective of this task is to further develop the facility concepts approved by the Parks Department during the conceptual stage. The goals of this phase are to:

- Resolve any outstanding issues
- Finalize all major design decisions
- Freeze the site plan, facility layout, and equipment selections
- Prepare necessary information for final construction document preparation (Task 4)
- Convey the design intent to the Parks Department and obtain stakeholder approval

- Prepare a Guaranteed Maximum Price (GMP) Proposal for approval

Approach

Upon receipt of the Parks Department approval of the Design Concept developed during Task 2, preparation of Design Development Documents will begin.

Task 3.1 Constructability Reviews

This task will extend throughout the design development stages with a review of drawings and specifications. The Design Builder will provide value engineering of the design elements in order to ensure the following:

- Completeness of scopes
- No gaps or duplications in the transition from one discipline to another
- Alternative construction materials that can result in cost savings are identified
- Long lead items are identified

Task 3.2 Construction Coordination with Tennis Center Operations

Renovation of facilities on a site that will remain in operation (Tennis Courts and required support staff), will require a thorough plan. Care must be given to identify public access points that maintain public safety, building code compliance, and good housekeeping. During the Design Development phase, temporary access points and special event planing will be coordinated with the Park Department representatives. In order to comply with the Park Department requirements, the following items will be considered prior to field mobilization: dust control; security; adequacy of public access to potable water; sanitary facilities; temporary housing for the existing Tennis Center daily operations; and staging area planning to minimize parking disruptions.

Task 3.3 Construction Packages and Divisions

During the Design Development phase, evaluation of logical construction work packages will begin. This effort will be the foundation of coordinating the design and construction planning efforts. Consideration will be given to project scope, project schedule, work sequence, specialty trades, and City of Atlanta EBO goals.

Task 3.4 Guaranteed Maximum Price Proposal

Following completion of the Design Development documents, a Guaranteed Maximum Price (GMP) proposal will be submitted. The proposal will contain a statement of the basis for the price, including: a list of drawings and specifications; allowance items; assumptions and clarifications; a list of proposed subcontractors; detailed project schedule; and any alternate pricing.

The specific services to be provided during this phase are summarized in Table 2-2.

Task 3 Deliverables

The deliverables under Task 3 will consist of design drawings and specifications. These design development documents will fix and describe the size and character of the project as to the: materials of construction; structural systems; mechanical systems; electrical systems; and other essentials as may be appropriate. Further, a statement of cost and probable

schedule will also accompany the design development documents. This 75% design level will include:

- site plan with utility plan, by Design Builder
- floor plans, by Parks Department
- building sections, by Parks Department
- building elevations, by Parks Department
- reflected ceiling plans, by Design Builder
- mechanical systems designs, by Design Builder
- electrical systems descriptions and designs, by Design Builder
- structural systems descriptions and designs, by Design Builder
- preliminary project specifications, by Parks Department (architectural) and Design Builder (civil, structural, plumbing, HVAC, electrical)
- Guaranteed Maximum Price Proposal (GMP), by Design Builder

Task 4 Construction Document Preparation

Objective

The objective of this task is to document the design decisions that were finalized at the end of the Design Development phase. At the end of the construction document phase, all information needed to successfully construct the facility will be documented in the form of drawings and/or specifications. The goals of this phase are:

- Finalize all design decisions
- Finalize all building and site system coordination
- Finalize the site plan, facility building design and equipment selections
- Secure building permit
- Prepare necessary documentation for construction document issuance
- Convey the design intent to subcontractors for bid and construction

Approach

Task 4.1

The construction drawings will show in graphic and quantitative form: the extent; configuration; location; relationships; and dimensions describing the construction scope of work to be completed. The specifications will present written requirements for materials, equipment, and construction systems; as well as standards for products, workmanship, and the construction services required to construct the facility.

Task 4 Deliverables

The deliverables under Task 4 will include:

- The Parks Department will provide construction document drawings that will be signed and sealed by a registered architect.
- The Deign Builder will provide construction document drawings that will be signed and sealed by a registered engineer.
- The Parks Department will provide construction document specifications describing the architectural materials and equipment to be installed; construction standards to be used;

and construction methods. Five copies of these Contract Documents will be provided to the Design Builder.

- The Design Builder will provide construction document specifications describing the civil, structural, mechanical, HVAC and electrical materials and equipment to be installed; construction standards to be used; and construction methods. Five copies of the Contract Documents will be provided to the Parks Department.

This phase of work will finalize the facility construction documents. The construction documents services by discipline are presented in Table 2-3.

LARGE ATTACHMENT:

DOCUMENT(S),

MANUAL(S)

OR

MAP(S)

NOT COPIED,

PULL ORIGINAL

FOR COPY OR TO VIEW