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October 18, 2024

Shane Shamanur, PE
Director of Engineering
City of Mt. Juliet
115 Clemmons Rd
Mt. Juliet, Tennessee 37122

Subject: Stormwater Utility Consulting Services

Shane:

CDM Smith has been proud to support the City of Mt. Juliet on the implementation of its Stormwater Utility and appreciates the opportunity to continue to support the City's stormwater planning and operations into the future. As requested, CDM Smith (hereafter "Engineer") anticipates the following consulting services for the Stormwater Utility in Year 1 of its implementation.

Task 1 – Engineering Services for the Existing Municipal Storm Sewer System

Engineer will provide Engineering Planning & Design Services for stormwater conveyance and detention. Design work must meet the criteria required by the City's Program Specifications and Details, which are to be developed as part of **Task 3** of this contract. Design work must also meet the criteria required by Civil Standards, Drainage Standards, Standard Construction Specifications, and all other applicable regulatory requirements. Design tasks will vary depending on the type of project described by the scope of work required for the Task Order.

One rehabilitation project has been previously identified by the City and will be included in the initial phase of the Stormwater Utility Consulting Services:

Mundy Memorial Park Culvert Rehabilitation – rehabilitation of a large diameter corrugated metal pipe under Belinda Parkway. The project includes the rehabilitation of a 60" stormwater conveyance, including the assessment and repair of headwalls and local drainage features.

Task 2 – Design/Planning Engineering as Identified in the Mt. Juliet Stormwater Utility Master Plan





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Engineer will provide complete Engineering Planning & Design Services for projects identified in the City's Stormwater Utility Master Plan. These projects include conveyance retrofits, detention, and wetland construction. Design work must meet the criteria required by the City's Program Specifications and Details, which are to be developed as part of **Task 3** of this contract. Design work must also meet the criteria required by Civil Standards, Drainage Standards, Standard Construction Specifications, and all other applicable regulatory requirements. Design tasks will vary depending on the type of project required for the Task Order. Engineer will perform bid procurement services as necessary by the Task Order.

The City has identified two primary projects for the first phase of the Plan's implementation. The Engineer's design services include a phased design process (30, 70, 90, and 100 percent) with field survey and easement plat development (as needed). The projects include:

Weston and Clearview Drives Drainage – design of a drainage system to alleviate flooding from an undersized swale/culvert system. The project includes 48" stormwater conveyance piping with associated swales, surface inlets and connections to adjacent system.

Southeast Springdale – planning/design of a relief system for an undersized drainage system near 121 SE Springdale Drive. The project includes the improvement and rehabilitation of stormwater conveyances and surface inlets.

Task 3 – Program Management Services

Engineer will provide program management services to assist with program administration and management as directed by the City. Anticipated administration tasks include but are not limited to the following:

- A. Creation of an Operations and Maintenance (O&M) manual for municipal staff,
- B. Creation of a Standard Operating Procedures (SOP) document for municipal staff,
- C. Creation of a Stormwater Specification Guide Manual,
- D. A review and analysis of street sweeping activities handled by the Utility,
- E. Utility fee updates/area delineations,
- F. Annual budget review and program assessment.



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Items A through F represent ongoing services that may not be completed in the initial phase of the Utility Consulting Services contract. The City will issue additional Task Orders as deemed necessary in future budget cycles.

Task 4 – Supplemental Engineering Services

Engineer will provide supplemental engineering services as requested by the City. These services include ad hoc plan review tasks for proposed development construction plans received by the City. Engineer's review will be performed by a TDEC EPSC Level II certified staff member. Individual reviews will be performed within a timeline set forth by the City.

Schedule

Based on the time frame of the proposed tasks, the initial phase of project work is anticipated to be completed by the end of September 2025. Additional amendments and Task Orders are anticipated to be developed on an annual basis under Tasks 1, 2, and 3 listed above. Deliverables and reviews will be coordinated with City staff.

Billing

CDM Smith will bill the project on a monthly basis on a time and materials basis. For each monthly invoice, CDM Smith will submit a monthly progress report and update on project status and deliverables. Billing Rate escalation may be requested on an annual basis; the escalation of the billing rates shall never exceed 3% per category, per year.

Thank you again for this opportunity to work with you and the City of Mt. Juliet staff on this project. Please feel free to call Aaron or I if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "DAM", written over a large, light gray watermark that says "DRAFT".

David Mason, PE, PMP
Project Manager

cc: Aaron Rogge, CDM Smith