



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 24, 2015 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Alderman Bobby Simmons

FUTURE MEETINGS

Bartlett Station Commission, April 1 at 7:30 a.m.

City Beautiful Commission, April 2 at 7 p.m.

Family Assistance Commission, April 6 at 6 p.m.

Planning Commission, April 6 at 7 p.m.

Parks and Recreation Advisory Board, April 9 at 7 p.m.

Bartlett Historical Society, April 13 at 7 p.m.

RECOGNITIONS

2014 Employees of the Year

Director of Personnel Peter Voss and Mayor McDonald presented the 2014 Employees of the Year with their awards.

Police - Nathaniel Bell

Fire - Ray Videtto

Public Works - James Edwards, Jr.

Parks and Rec - Deborah Dedrick

Admin - Lisa Ernest (Finance)

Historic Preservation Commission presentation to Robert Dye

Keith Whaley presented Robert Dye with a plaque for this significant contribution to recording Bartlett's history.

Proclamation for National Autism Awareness Month

Mayor McDonald proclaimed as April as National Autism Awareness Month.

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the February 24, 2015 Board of Mayor and Aldermen Regular Meeting**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 1 Special event permit for Ellendale Baptist Church Easter Egg Hunt. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 4 from 10 a.m. to 2 p.m. on the church campus.
- 2 Special event permit for Oak Elementary 5K Run. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, May 15 from 4 to 10 p.m. beginning and ending at the school campus.
- 3 Special event permit for Oak Forest Neighborhood Yard Sale. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 18 from 7 a.m. to 3 p.m. in Oak Forest Subdivision.
- 4 Special event permit for Farmers Market. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturdays from May 2 to September 19 from 8 a.m. to 12 p.m. at W. J. Freeman Park.
- 5 Special event permit for Movies in the Park. (Jim Brown, Director of Code Enforcement)**
The event will be held on April 10 and 24, May 8 and 22, and June 5 and 19 from 8 to 10:30 p.m. at W. J. Freeman Par). Vendors will set up at 7 p.m.

- 6 Purchase of equipment, labor, and installation for AT&T internet-based phone system. (Dick Phebus, Director of Finance)**
Recommend accepting proposal from AT&T for equipment, labor, post-install customer care on-site, and maintenance for Hosted Voice Service (internet-based phone system) for a total initial cost of \$37,195.15.
- 7 Professional fee proposal for three-year extension of audit contract for the City of Bartlett, including Bartlett Municipal Schools. (Dick Phebus, Director of Finance)**
Recommend accepting the proposed fee schedule for three-year extension to audit financial records of the City of Bartlett, plus Bartlett Municipal Schools from Watkins Uiberall, LLC. Total fees proposed are \$89,200 in FY2016; \$91,850 in FY2017; and \$94,500 in FY2018. The school system will reimburse the City for their portion of the audit as follows: \$19,700 in FY2016; \$20,350 in FY2017; and \$21,000 in FY2018.
- 8 Bid for 2015 Full-size Cargo Van with extended length. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from AutoNation at a cost of \$33,111.00. Funds are available in Account 311.48311.785.30715.
- 9 Bid for rescue equipment. (Terry Wiggins, Fire Chief)**
Recommend accepting the quote from M3 Fire Apparatus at a cost of \$27,050.00. Funds are available in Account 311.48311.785.25115.
- 10 Bids for annual wastewater testing. (Rick McClanahan, Director of Engineering)**
Recommend accepting the sole bid from ETC for a total cost of \$21,126.00. This annual cost will stand until June 30, 2017. An additional two-year period can be extended if agreed on by both parties. Funds are available in Account 510.51400.629.
- 11 Bid for 2015 Cured-in-Place Sanitary and Storm Sewer Project. (Wade Towles, Assistant Director of Engineering)**
Recommend accepting the lowest bid from Suncoast Infrastructure, Inc. in the amount of \$61,966.00, plus a contingency amount of \$6,339.11 for a total cost of \$68,335.11. Funds are available in Accounts 312.48312.780.81614, 311.48311.780.63608, and 311.48311.780.63610.
- 12 Design contract for Sludge Digester Upgrade Project. (Rick McClanahan, Director of Engineering)**
Recommend approving contract with Barge Waggoner for design of the sludge holding facility mixing upgrade at a cost of \$29,600. Funds are available in Account 312.48312.780.825.

13 Site plan contract for Caring Estates Planned Development. (Wade Towles, Assistant Director of Engineering)

The developer, Caring Estates, LLC, will pay \$33,710.87 in City fees. The bond is set for \$179,896.00.

14 Baseball and Softball Tournament Requests for 2015. (David Thompson, Director of Parks and Recreation)

15 Treasurer's Report for February 2015. (Dick Phebus, Director of Finance)

Budget Expenditures	\$67,246,180
Year-to-date Expenditures	\$43,127,249
Budget Revenues	\$67,246,180
Year-to-date Revenues	\$45,511,233

NEW BUSINESS

1 Appoint members to the Beer Board. (A. McDonald, Mayor)

Meetings shall be held on the first Tuesday of each month at 6 p.m., as needed.

Alderman Simmons encouraged the members to judge each case individually.

City Attorney Ed McKenney clarified that Beer Board appeals with go to Shelby County Chancery Court.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Emily Elliott, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

2 Resolution 02-15, a resolution to delete uncollectable property taxes, interest, penalties, and associated costs from the City of Bartlett tax rolls. (Dick Phebus, Director of Finance)

The Shelby County Trustee's Office has written off these nine parcels and asked that the City do the same. The amount is \$728.95.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

3 Resolution 03-15, a resolution to amend the Fiscal Year 2015 Capital Improvement Fund and Grant Fund Budgets to provide for appropriation of CDBG grant funds. (Dick Phebus, Director of Finance)

Mr. Phebus explained that this grant for \$50,576.24 is for restoration work associated with the April 2011 natural disasters.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

4 Resolution 04-15, a resolution to amend the Fiscal Year 2015 General Fund Budget to appropriate the remaining balance of required funding for Bartlett Municipal Schools. (Dick Phebus, Director of Finance)

Mr. Phebus explained that the Tennessee Department of Education requires the equivalent of \$0.15 per \$100 of taxable property must be spent by the City on the school system. That amount is currently \$1.6 million, and to meet this maintenance of effort amount the City must pay the remaining balance of \$115,000.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

5 Resolution 05-15, a resolution to amend the Fiscal Year 2015 Capital Improvement Fund Budget to provide for W. J. Freeman Master Plan Design. (Dick Phebus, Director of Finance)

Mr. Phebus stated that this resolution funds and awards the contract for the master plan design for W. J. Freeman Park.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

6 Resolution 06-15, a resolution to award the contract for Bartlett Fire Department Training Center and to amend the Fiscal Year 2015 General Capital Improvement Fund Budget to provide additional funding for the project. (Dick Phebus, Director of Finance)

Mr. Phebus noted that this resolution will appropriate an additional \$400,000 for this project, and award the contract to begin construction on the Bartlett Fire Department Training Center.

Alderman Elliott asked if this would fund the entire project or just a portion. Mayor McDonald explained that this will fund the land development, creation of the basin, construction of the foundation, and installation of fire hydrants. The buildings will be funded in a subsequent budget cycle.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

OPEN DISCUSSION

Bartlett Station Commission member Jason Sykes said Movies in the Park will host six movie nights in W. J. Freeman Park. The first one will be held April 10 with the movie starting at 8 p.m. Food trucks will be onsite starting at 7 p.m.

Sue Griffith-Coleman noted the Bartlett Farmers Market will be on Saturdays starting May 2 and run until September 19 from 8 a.m. to 12 p.m. at W. J. Freeman Park.

Darryl Thompson, 4628 Ellendale Road, requested that the City give his family 2.8 acres of land adjacent to his property for access. Mayor McDonald said he was unaware of this situation, but would investigate.

ADJOURNMENT

Meeting adjourned at 7:37 PM

W.C. Pleasant, Register to the
Board of Mayor and Alderman

A. Keith McDonald
Mayor



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, FEBRUARY 24, 2015 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Vice Mayor Jack Young

FUTURE MEETINGS

Family Assistance Commission, March 2 at 6 p.m.

Planning Commission, March 2 at 7 p.m.

Bartlett Station Commission, March 4 at 7:30 a.m.

City Beautiful Commission, March 5 at 7 p.m.

Bartlett Historical Society, March 9 at 7 p.m.

RECOGNITIONS

Mayor McDonald and the Aldermen recognized a Boy Scout from Troop 335. The scout was working on earning his Citizenship in the Community merit badge.

*****Official Business of the Day*****

MINUTES ACCEPTANCE

Minutes of the February 10, 2015 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

PUBLIC HEARING

Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side.

Minutes Acceptance: Minutes of Feb 24, 2015 7:00 PM (MINUTES ACCEPTANCE)

- I. Ordinance 15-01, an ordinance to amend Title 8, Chapter 3, Section 8-301 of the Codified Ordinances of the City of Bartlett, Tennessee to require the appointment of the Beer Board.

No one spoke for or against Ordinance 15-01.

Adjourned.

UNFINISHED BUSINESS

- I **Third Reading of Ordinance 15-01, an ordinance to amend Title 8, Chapter 3, Section 8-301 of the Codified Ordinances of the City of Bartlett, Tennessee to require the appointment of the Beer Board. (Ed McKenney, City Attorney)**

RESULT:	APPROVED ON THIRD AND FINAL RE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- I **Special event permit for St Ann / St Vincent De Paul Garage Sale. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, March 14 from 6 a.m. to 1 p.m. at St. Ann Catholic Church.
- 2 **Professional fee proposal for Bartlett City Schools audit fee. (Dick Phebus, Director of Finance)**
Recommend accepting audit fee proposal of \$19,000 from Watkins Uiberall, LLC for Bartlett City Schools Fiscal Year 2015 Audit. Costs will be paid by City of Bartlett and reimbursed by Bartlett City Schools Board of Education. Funds are available in Account 110.43100.175.

Alderman Simmons asked for Item 2 to be discussed separately from the Consent Agenda.

Mr. Phebus explained the Bartlett City School System's finances will now be included in the City's annual audit. The audit firm will charge the City \$19,000 to add the school system to the audit; the Bartlett City School Board of Education will reimburse the City for the full cost.

- 3 **Bid for two Police Motorcycles. (Gary Rikard, Chief of Police)**

Recommend accepting the lower bid from Performance Plus at a cost of \$24,650.22 each and a total cost of \$49,300.44. Funds are available in account 311.48311.785.20315.

- 4 Purchase of one Mobile Tag Reader. (Gary Rikard, Chief of Police)**
Request approval to purchase one mobile tag reader from 3M for a total cost of \$17,735.00. 3M is a sole source provider and on the State bid contract. Funds are available in Account 124.48124.939.
- 5 Bid for Automated Side Loader Refuse Truck. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Sansom Equipment at a cost of \$232,574.00. Funds are available in Account 122.48122.935.
- 6 Bid for W. J. Freeman Park restroom renovation. (Wade Towles, Assistant Director of Engineering)**
Recommend accepting the lowest bid from Viktorhall Construction, LLC in the amount of \$222,000.00, plus a contingency amount of \$11,000.00 for a total cost of \$233,000.00. Funds are available in Account 311.48311.780.51415.
- 7 Treasurer's Report for January 2015. (Dick Phebus, Director of Finance)**

Adopted Budget Expenditures	\$67,246,180
Year-to-date Expenditures	\$39,108,875
Adopted Budget Revenues	\$67,246,180
Year-to-date Revenues	\$35,729,574

NEW BUSINESS

There is no new business.

OPEN DISCUSSION

Joe Walker, Mayor's Youth Council Advisor, announced that the Council will hold a bowling tournament to raise funds for Multiple Sclerosis on Sunday, March 29.

ADJOURNMENT

Meeting adjourned at 7:13 PM

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Ellendale Baptist Church Easter Egg Hunt.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Oak Elementary 5K Run.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** Jack Young, Vice Mayor**SECONDER:** Paula Sedgwick, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Oak Forest Neighborhood Yard Sale.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** Jack Young, Vice Mayor**SECONDER:** Paula Sedgwick, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Farmers Market.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Movies in the Park.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]**MOVER:** Jack Young, Vice Mayor**SECONDER:** Paula Sedgwick, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM

Department: Finance

Category: Contract

Prepared By: Dick Phebus

Department Head: Dick Phebus

Purchase of equipment, labor, and installation for AT&T internet-based phone system.

Recommend accepting proposed pricing schedule from AT&T for equipment, labor, post-install customer care on-site, and maintenance for Hosted Voice Services. Total one-time costs for equipment are \$31,039.65 with additional costs of \$6,155.50 for labor/installation for a total of \$37,195.15. The Hosted Voice Service will be included in FY2016 Capital Improvement Program; however approval of equipment costs and signed contract is required to lock in prices for phones.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Paula Sedgwick, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED

Meeting: 03/24/15 07:00 PM

Department: Finance

Category: Proposal

Prepared By: Dick Phebus

Department Head: Dick Phebus

AGENDA ITEM

Professional fee proposal for three-year extension of audit contract for the City of Bartlett, including Bartlett Municipal Schools.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** Jack Young, Vice Mayor**SECONDER:** Paula Sedgwick, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Watkins Uiberall, PLLC
 Certified Public Accountants
 Independent Member of BKR International

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March 12, 2015

Mr. Mark Brown

City Administrator, Bartlett Tennessee

6400 Stage Road

City of Bartlett, Tennessee 38134

Mr. Brown,

As discussed in our meeting on March 11, 2015, we would like to request a three year extension of our contract to perform audit services for the City of Bartlett. The following table outlines the current fees under contract for FY15 and the proposed fees for FY16 to FY18:

	Current		Proposed		
	FY15		FY16	FY17	FY18
City of Bartlett audited financials	\$ 48,000	\$	53,000	\$ 54,500	\$ 56,000
City of Bartlett Single Audit	7,250		7,500	7,750	8,000
Bartlett Schools Education Fund	15,000		15,500	16,000	16,500
Bartlett Schools Single Audit	4,000		4,200	4,350	4,500
	<u>\$ 74,250</u>	<u>\$</u>	<u>80,200</u>	<u>\$ 82,600</u>	<u>\$ 85,000</u>
 Bartlett Pension Fund audit	 \$ 8,750	 \$	 9,000	 \$ 9,250	 \$ 9,500
 Bartlett Schools Activity Funds	 \$ 26,400	 \$	 26,400	 \$ 26,400	 \$ 26,400
 Grand total of all contracts	 \$ 109,400	 \$	 115,600	 \$ 118,250	 \$ 120,900

Considering the annual budgets of the City and its school district in relation to other local municipalities, we believe our proposed fees are fair and reasonable. Please feel free to contact me with any questions. Your consideration in this matter is greatly appreciated.

Sincerely,

Jeffrey L. Thomason, CPA

Chief Manager

Attachment: City of Bartlett Extension FY16-FY18 (2).pdf (1462 : Audit Contract Extension)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/24/15 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for 2015 Full-size Cargo Van with extended length.

On February 10, 2015, an ad was placed in *The Daily News*. On February 26, 2015, the City of Bartlett received four bids, which were opened at City Hall.

Bids were received from the following companies:

AutoNation	\$33,111.00
Ford of Murfreesboro	\$33,443.00
Chrysler Dodge Jeep	\$33,620.00
Beaman Automotive	\$34,183.00

We recommend the bid be awarded to AUTONATION for a total price of \$33,111.00.

Funds are available in Account 311.48311.785.30715.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Paula Sedgwick, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/24/15 07:00 PM

Department: Fire

Category: Bid

Prepared By: Cindy Barnett

Department Head: Terry Wiggins

Bid for rescue equipment.

On March 11, 2015, we received a quote for the attached items requested. This purchase is made thru M3 Fire Apparatus, LLC. M3 Fire Apparatus, LLC, located in Lawrenceburg, Tennessee is the representative for the sales and service and sole source provider of AMKUS Rescue Systems for the City of Bartlett, Tennessee.

Bids were received from the following companies:

M3 Fire Apparatus	\$27,050.00

We recommend the bid be awarded to M3 Fire Apparatus, LLC for a total price of \$27,050.00.

Funds are available in Account 311.48311.785.25115.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Paula Sedgwick, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Sales Quote

SHIP TO:

Customer: **M3 Fire Apparatus**
 Address: **116 International Drive**
 City, State, Zip: **Lawrenceburg, Tennessee 38464**

 Order #: **MB03111501**

 Date: **03/11/15**

 Sales Rep: **Mike Boston**

 Terms: **COD**

 PO #: **TBD**
*If no PO is available, use name
of person placing order.*

 Freight: **Prepaid & Add**
BILL TO:

Customer: **Bartlett Fire Department**
 Address: **2939 Altruria Road**
 City, State, Zip: **Bartlett, Tennessee 38134**
 Contact: **Chief Terry Wiggins**
 Phone #: **901-385-5535**

QTY	PART/ITEM #	DESCRIPTION	PRICE/EACH	TOTAL
1	701200FHDD1A	Power Unit, GH2B MCH, Honda, Mini Simo	\$ 9,145.00	\$ 9,145.00
1	U320200001000	Spreader, AMKUS, AMK-24, 24" Opening	\$ 3,500.00	\$ 3,500.00
1	U220200001000	Cutter, AMKUS, AMK-22, C.O.T. Rotating Handle	\$ 3,975.00	\$ 3,975.00
1	110200374000	Ram, AMK-40R, 40" Push-Pull, Std Cplg	\$ 2,625.00	\$ 2,625.00
2	391000001010	Tip, Extended Reach, AMK-24, AMK-30CRT Spreader	\$ 425.00	\$ 850.00
1	8003608383H1	Hyd Extsn Hose, 30', RED, Std Cplg Both Ends	\$ 575.00	\$ 575.00
1	8003608383H4	Hyd Extsn Hose, 30', YEL, Std Cplg Both Ends	\$ 575.00	\$ 575.00
2	U850600B40222	Hose Reel, AMK-ERR100, Elec, W/50' Hose, BLU, Std Cplg	\$ 2,465.00	\$ 4,930.00
1	FREIGHT	FREIGHT	\$ 175.00	\$ 175.00
1	INSTALLATION	Equipment Installation	\$ 500.00	\$ 500.00
2	100004751700	Ram Extension, 10" Extension	\$ 100.00	\$ 200.00

Subtotal \$ 27,050.00

Shipping \$ -

TOTAL \$ 27,050.00

Accepted by: _____

 Prepared by: Mike Boston
M3 Fire Apparatus

Corporate Office: 116 International Drive Lawrenceburg Tn 38464

Toll Free 877-633-4731 | Fax 931-766-7660

Attachment: M3 Fire Apparatus Amkus Quote #1 Revised with Used Items 3-15.xls (1461 : Bid for Amkus Rescue Equipment)



March 11, 2015

City of Bartlett, TN

To whom it may concern:

Please be advised that AMKUS, Inc. operates through a dealer network to provide our customers with the best and most efficient service. Each dealer is assigned a specific territory. That dealer is responsible for the customers in the given territory for all AMKUS sales and service.

The dealer is responsible for maintaining an inventory of spare parts to provide quick service to the customers in their territory. The dealer is responsible for installation, service, repair, maintenance and upgrading of the products in their territory using only genuine AMKUS parts.

Please be advised that M3 Fire Apparatus, LLC, Lawrenceburg, TN is the AMKUS representative for the sales and service of AMKUS Rescue Systems for the City of Bartlett, TN. You may contact them at 931-766-7665.

If I may be of further assistance, please do not hesitate to call.

Best regards,

Suzanne Le Roux

Suzanne Le Roux
Sales Coordinator
AMKUS, Inc.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/24/15 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Bids for annual wastewater testing.

The City of Bartlett advertised for wastewater testing services on February 26, 2015. The City received one bid for these services (see attached bid tab). The low bid was from ETC for a yearly testing total of \$21,126.00.

This yearly submittal bid is good and fixed until June 30, 2017. An additional two year period can be extended if agreed on by both parties with a price escalation based on the CPI for urban consumers.

Please award the contract to ETC for testing as outlined in their bid estimated at \$21,126 with funding coming from account 510.51400.629 and is a budgeted item.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

WWTP LABORATORY ANALYSIS TABULATION SHEET
BID NUMBER: FY2015-02-017

WASTEWATER ANALYSIS ITEM	UNIT	Bid Price
Total Suspended Solids	seven/week	\$9.00
Carbonaceous BOD (5-day)	eight/week	\$20.00
E-Coli	three/week	\$20.00
Ammonia Nitrogen	three/week	\$20.00

<u>WASTEWATER ANALYSIS TOTAL/YEAR</u>	<u>\$17,836.00</u>
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WASTEWATER CHRONIC TOXICITY ANALYSIS

ITEM	UNIT	
3-Brood Ceriodaphnia dubia Survival and Reproduction Test	one/year	\$650.00
7-Day Fathead Minnow (Pimephales promelas) Larval Survival and Growth Test	one/year	\$650.00

<u>WASTEWATER CHRONIC TOXICITY ANALYSIS TOTAL/YEAR</u>	<u>\$1,300.00</u>
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EXPANDED EFFLUENT TESTING

ITEM	UNIT	Bid Price
624 Standard VOC Volatile Organics	one/year	100
625 SVOC Semi-Volatile Organics	one/year	200
Antimony	one/year	10
Beryllium	one/year	10
Cyanide	one/year	30
Silver	one/year	10
Thallium	one/year	10
Total Dissolved Solids	one/year	10
Total Hardness	one/year	20
Total Phenols	one/year	30

<u>EXPANDED EFFLUENT TESTING TOTAL/YEAR</u>	<u>\$430.00</u>
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WWTP LABORATORY ANALYSIS TABULATION SHEET
BID NUMBER: FY2015-02-017

WASTEWATER SLUDGE ANALYSIS

ITEM	UNIT	Bid Price
Arsenic	four/year	\$10.00
Cadmium	four/year	\$10.00
Copper	four/year	\$10.00
Lead	four/year	\$10.00
Mercury	four/year	\$30.00
Molybdenum	four/year	\$10.00
Nickel	four/year	\$10.00
Selenium	four/year	\$10.00
Zinc	four/year	\$10.00
Total Nitrogen	four/year	\$45.00
Nitrite plus Nitrate	four/year	\$20.00
Total Kjeldahl Nitrogen	four/year	\$25.00
Ammonia Nitrogen	four/year	\$20.00
Total Phosphorus	four/year	\$20.00
Potassium four/year	four/year	\$10.00
Total Solids	four/year	\$10.00
Total Volatile solids	four/year	\$10.00
Fecal Coliform	20/year	\$20.00
WASTEWATER SLUDGE ANALYSIS TOTAL/YEAR		\$1,560.00
BID TOTAL / YEAR		\$21,126.00

Attachment: SKMBT_28315030412130.pdf (1454 : Wastewater Testing Bids)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/24/15 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Wade Towles

Department Head: Wade Towles

Bid for 2015 Cured-in-Place Sanitary and Storm Sewer Project.

The 2015-02-19 Cured-in Place-Sanitary and Storm Sewer Cured-in-Place Pipe (CIPP) was advertised in *The Daily News* on February 11, 2015. The contractors that picked up Bid Documents are as follows:

Suncoast Infrastructure, Inc.
Insituform Technologies

On Monday, March 9, 2015 we received one bid for the construction of the 2015-02-19 Cured in Place Sanitary and Storm Sewer CIPP, the bid date was originally March 5, 2015 but Bartlett City Hall was closed March 5 and March 6 due to the ice and snow event. The apparent low bidder, Suncoast Infrastructure, Inc. submitted a Total Base Bid of **\$61,996.00**. Based on the bid prices submitted, I recommend awarding this bid based on the Base Bid Price.

The bids received have been reviewed by the Consultant/Contract Review Committee, and it concluded that Suncoast Infrastructure, Inc. has submitted the lowest and best bid. The Committee recommends the City of Bartlett award this contract to Suncoast Infrastructure, Inc. in the **base bid** amount of **\$61,996.00**, plus an additional amount of **\$6,339.11** for items that may need to be added during construction for a total not to exceed **\$68,335.11**. Suncoast Infrastructure, Inc. has performed work for the City of Bartlett on other projects.

Funding is available in Account 312.48312.780.81614 (\$16,103.27) for the Sanitary Sewer item and Account 311.48311.780.63608(\$2,231.84) and Account 311.48311.780.63610 (\$50,000.00) for the Storm Drain items for a total funding in the amount of \$68,335.11.

Bidder	Total Base Bid
Suncoast Infrastructure, Inc.	\$61,996.00

A copy of the bid document (plans and bid book) is located in the Alderman's Conference Room for review. A copy of the bid tabulation is located in the Alderman's Conference Room for review. These documents have also been attached to this MinuteTraq file.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Paula Sedgwick, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

MEMORANDUM

To: Mayor and Board of Alderman

From: Timothy J. Herndon, PE



Date: Monday, March 16, 2015

Re: **2015 Cured in Place Pipe Project**

The 2015 Cured in Place Pipe Project was advertised in *The Daily News* on Wednesday, February 11th, 2015. The following bidders picked up the Bid Documents:

Suncoast Infrastructure (Florence, MS) Insituform Technologies (St. Louis, MO)

One bid was received on Monday March 9th. Bids were received on March 9th as Bartlett City Hall was closed on Thursday and Friday March 5th & 6th. The bid met the requirements contained in the plans and specifications. Based on all information I recommend the project be awarded to:

Suncoast Infrastructure, Inc.

Box 397

Florence, MS, 39073

(800) 746-4841

Please award the base bid to Suncoast Infrastructure, Inc. in the amount of **\$61,966.00**. Also, please approve an additional **\$6,339.11** for additional work that may be needed during the project for a total amount of **\$68,335.11**.

Funding is available in the following accounts:

Account # 312.48312.780.81614 (\$16,103.27)

Account # 311.48311.780.63608 (\$2231.84)

Account # 311.48311.780.63610 (\$50,000.00)

Total (\$68,335.11)

A copy of the bid documents and bid tabulation is located in the Alderman's Conference Room for your review.

Bid Form 2015 Cured in Place Pipe
Bids Received 2:00 pm on March 9, 2015 Bartlett City
Hall, Bartlett Tennessee
(Bartlett City Hall Closed March 5 & 6)

Suncoast Infrastructure
Box 397 Florence, MS

Item No	Description	Quantity	Unit	Unit Price	Total
Base Bid					
1	10" SANITARY BARTLETT RD	156	LF	\$88.50	\$13,806.00
2	24" STORM 5425 BLACKWELL	290	LF	\$103.00	\$29,870.00
3	15" STORM 6422 EAGLE VALLEY CV.	140	LF	\$113.00	\$15,820.00
4	MOBILIZATION	1	LS	\$2,500.00	\$2,500.00
	TOTAL Base Bid				\$61,996.00
Alternate 1					
1	10" SANITARY BARTLETT RD	156	LF	\$88.50	\$13,806.00
2	24" STORM 5425 BLACKWELL	290	LF	\$103.00	\$29,870.00
3	MOBILIZATION	1	LS	\$2,500.00	\$2,500.00
	TOTAL Bid Alt #1				\$46,176.00
Alternate 2					
1	10" SANITARY BARTLETT RD	156	LF	\$88.50	\$13,806.00
2	MOBILIZATION	1	LS	\$2,500.00	\$2,500.00
	TOTAL Bid Alt #2				\$16,306.00

Attachment: BID RESULTS (1459 : FY 2015-02-19 Cured in Place Sanitary and Storm Sewer CIPP)

FY 2015-02-019 CURED IN PLACE SANITARY & STORM SEWER CIPP**ADDENDUM NUMBER ONE****Wednesday, February 25, 2015**

Inviting bids for FY 2015-02-019 CURED IN PLACE SANITARY & STORM SEWER CIPP, Bartlett, TN.
The following change shall be made a part of the Contract Documents.

1. *Project Manual page NB-1 (Notice to Bidders) delete the page in its entirety, and replace with the second page of this addendum.*

Page 1 of 3 Addendum Number One February 25, 2015

Attachment: ADDENDUM NUMBER ONE (1459 : FY 2015-02-19 Cured in Place Sanitary and Storm Sewer CIPP)

NOTICE TO BIDDERS

Bids are to be received no later than 2:00 P.M. on **Thursday, March 5, 2015**. Sealed bids are to be marked **FY 2015-02-019 Cured in Place Sanitary & Storm Sewer CIPP** and are to be addressed to the attention of **Mayor A. Keith McDonald** at the following address:

**CITY OF BARTLETT
6400 STAGE ROAD
BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. *The City of Bartlett is an equal opportunity employer and will not discriminate against any company or individual for any reason.* If further information is desired, please contact Timothy J. Herndon, P.E. at 901-385-6499.

Please quote prices on attached sheet

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivered and as specified.

These prices are submitted with a declaration that no City Official or Employee has a financial or beneficial interest in this transaction.

NAME OF FIRM

Print Name _____

ADDRESS

TELEPHONE

SIGNATURE OF AUTHORIZED
REPRESENTATIVE

NB-1

END OF ADDENDUM NUMBER ONE

Respectfully submitted;

Timothy J. Herndon, P.E.
Utility Engineer
City of Bartlett

Page 3 of 3 Addendum Number One February 25, 2015

Attachment: ADDENDUM NUMBER ONE (1459 : FY 2015-02-19 Cured in Place Sanitary and Storm Sewer CIPP)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/24/15 07:00 PM

Department: Engineering

Category: Contract

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Design contract for Sludge Digester Upgrade Project.

Last year the City performed a pilot test of six different diffusers to test which worked best for our use and situation. The results are complete and the consulting engineering firm is providing a proposal to do the final design for the sludge holding facility mixing upgrade. The design and specifications will include diffusers, piping and reworking of the deteriorated bank stabilization on the sludge holding facility. This work is estimated to cost in the \$200,000 range. Attached is the proposal from Barge Waggoner to do this design.

Please authorize the Mayor to sign the design contract with Barge Waggoner and appropriate the \$29,600 for design and CEI on this project. This is a budgeted number with funding to come from Account 312.48312.780.825.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Paula Sedgwick, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



March 17, 2015
3357102

Mr. Rick McClanahan
City Engineer
City of Bartlett
6382 Stage Road
Bartlett, Tennessee 38134

RE: BARTLETT SLUDGE LAGOON MODIFICATIONS

Dear Mr. McClanahan:

The following summarizes our proposal regarding improvements to the existing sludge lagoon.

The improvements will include replacing the existing air diffusers with the air diffusers selected as a result of the pilot study. New air lines to the proposed air diffusers will be installed with the required valving. We will also design eight access points down the slope of the lagoon as requested by the plant operator. An alternative bid will be taken which would allow for removal of all existing piping and diffusers. The estimated construction cost for this work is approximately \$200,000 to \$225,000.

Our fee for doing the survey, preparing the design, answering questions from contractors during the bidding process, evaluating the bids, and making a recommendation of award is \$21,100. The fee for review of shop drawing submittals, approval of pay applications, contract administration, and periodic construction observation is \$8,500.

I trust this provides you with the information you need. Please let me know if you have any questions.

Sincerely,

Bryant Bondurant, P.E.

Enclosure

Copy to: Chris Triplett, BWSC

Attachment: SKMBT_28315031714030.pdf (1463 : Sludge Digester Upgrade Engineering)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM

Department: Engineering

Category: Contract

Prepared By: Wade Towles

Department Head: Wade Towles

Site plan contract for Caring Estates Planned Development.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Paula Sedgwick, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

SITE PLAN, GRADING, AND EROSION CONTROL CONTRACT

THIS AGREEMENT, made and executed this _____ day of _____, _____
between the CITY OF BARTLETT, SHELBY COUNTY , TENNESSEE, hereinafter referred to
as the CITY and **CARING ESTATES, LLC** hereinafter referred to as the
DEVELOPER.

WITNESSETH:

WHEREAS, the CITY PLANNING COMMISSION has by resolution of
February 2, 2015, approved the Site Plan, Grading, and Erosion Control Plans for **Caring Estates
Planned Development** and established certain conditions for approval of this Site Plan,
Grading, and Erosion Control Contract by the CITY BOARD OF MAYOR AND ALDERMEN;
and

WHEREAS, the CITY and the DEVELOPER by the terms of this contract desire to
specify those detailed costs, division of responsibilities and maintenance and other conditions in
addition to the Subdivision Regulations and the Site Plan, Grading, and Erosion Control Plans
heretofore approved, according to Law by the CITY PLANNING COMMISSION, said additional
terms not to be considered as a variance from or modification to regulations, plans or plat, as
approved on the date of execution; and

WHEREAS, this Site Plan, Grading, and Erosion Control Contract is entered into by the
CITY at the insistence of the DEVELOPER upon the understanding that the DEVELOPER shall
remain fully responsible for specific compliance with the requirements of the Subdivision
Regulations, the Technical Specifications of the CITY, and the Site Plan, Grading, and Erosion

Control Plan, duly approved by the CITY PLANNING COMMISSION subject to review and recommendation of the CITY ENGINEER, and

NOW, THEREFORE, in consideration of the promises and mutual covenants of the parties herein contained, and other considerations herein recited, it is agreed and understood as follows:

I

GENERAL PROVISIONS

1. That the DEVELOPER shall at its expense provide all improvements and installations to be constructed as set forth herein and on the approved Site Plan, Grading, and Erosion Control Plans, including construction of all off-site improvements and erosion control systems (pertaining to this development).
2. That the DEVELOPER shall pay the expenses of engineering inspection by the CITY ENGINEER, however, that the DEVELOPER shall remain fully responsible for construction to the approved design and quality control, and that the CITY ENGINEER is vested with the right of periodic inspections, final approval and stop work order as a measure of secondary or subsequent enforcement.
3. That the CITY in its proprietary function does not purport to specify the development layout nor the choice of available land uses; nor does the CITY PLANNER design, supervise, nor certify the adequacy, structural integrity, or capacity of improvements or installations within or without the limits of the development; neither is the CITY ENGINEER vested with any authority or responsibility for the design of any improvements or installations within or without the limits of the development; nor is the CITY ENGINEER required to determine the structural integrity, capacity, elevation, location, type or adequacy of any improvements or installations.
4. That in providing technical assistance, planning and review of the proposed grading and erosion control measures the CITY seeks to enforce its minimal governmental standards and does not

relieve or accept any of the DEVELOPER'S liability and responsibility for proper design, construction and installation of improvements within or without the limits of the site plan.

5. That subject to the warranty provisions herein, after completion of the improvements, subject to final inspection and written approval of the CITY ENGINEER, the DEVELOPER does thereafter accept responsibility for all the maintenance of all improvements.

6. That the DEVELOPER shall haul all scrap building materials, debris, rubbish, and other de-gradable materials to a permitted landfill, and not bury any such materials within the limits of said site plan (except if they are permitted to burn by Shelby County Health Department and the Bartlett Fire Department).

7. That if a bond has been executed to secure the value of the improvements to be constructed and installed under this contract and said bond, due to inflation and/or rising costs, is inadequate to secure the cost of said improvements when an extension of the contract period is sought, the DEVELOPER shall provide the additional security to bring the bond amount in line with current cost projections by the CITY ENGINEER and approved by the CITY BOARD OF MAYOR AND ALDERMEN.

8. That the CITY and any of its agencies will not unreasonably withhold approval of time extensions where the DEVELOPER has provided the required notice to the CITY ENGINEER and such additional security as may be deemed necessary.

9. That the DEVELOPER understands that failure to follow this time extension procedure constitutes a breach of contract and places the DEVELOPER in violation of the Subdivision Regulations and subject to a declaration of default.

10. That the DEVELOPER will not transfer the property on which this subdivision is to be located without first providing the CITY ENGINEER with prior notice of when and to whom transfer is to be made. If the transferee intends to develop this site plan in accordance with the approved Master Plan, the DEVELOPER shall provide the CITY ENGINEER and the CITY ATTORNEY

an Assumption Agreement by which the transferee agrees to perform and complete all the requirements of this contract and to provide the surety needed to secure such performance. Said agreement shall be subject to approval of the CITY BOARD OF MAYOR AND ALDERMEN.

11. That the DEVELOPER understands that transfer of said property without providing the notice of transfer and Assumption Agreement as required herein shall be a breach of contract and places the DEVELOPER in violation of the Subdivision Regulations and subject to a declaration of default.

12. That the DEVELOPER shall comply with all applicable Federal, State, and local laws, and it shall be the DEVELOPER'S responsibility to furnish proof of said compliance upon demand.

13. That should the DEVELOPER default in any part of this contract and it becomes necessary to engage an attorney to file necessary legal action to enforce the provisions of this contract or sue for any sums of money due and owing or liability arising incident to this contract, the DEVELOPER shall pay to the CITY reasonable attorney's fees.

14. That the Developer shall furnish, on demand of the CITY ATTORNEY, satisfactory evidence that the DEVELOPER has the lawful right to enter into this contract for the purpose herein contained.

II

FIXED IMPROVEMENTS

1. The construction of all required improvements by the DEVELOPER including but not limited to the sediment ponds, silt fence, rip-rap check dams, erosion control blankets, storm drain systems, sidewalk, driveway apron, landscape screen, and other related items, shall be in accordance with the subdivision regulations and specifications of the CITY OF BARTLETT, which are incorporated by reference herein and said fixed improvements required approval and acceptance by the CITY OF BARTLETT. Said plans shall bear the signature of approval by the CITY ENGINEER before construction may commence. The DEVELOPER will pay the expenses

of engineering inspection by the CITY ENGINEER, the DEVELOPER shall remain primarily responsible for construction to approve design and quality control and the CITY ENGINEER is vested with the right of periodic inspections, final approval and stop work order as a measure of secondary or subsequent enforcement.

III

SEDIMENT AND DEBRIS

1. The DEVELOPER will hold the CITY OF BARTLETT and the CITY ENGINEER harmless and defend all claims, judgments and demands of all persons for damage caused by the deposit of more sediment or debris from drainage flowing from said site plan. Further, the DEVELOPER shall bear the expense of erosion and sediment control and dust abatement before, during and after construction during the warranty period.
2. That the DEVELOPER shall provide necessary erosion control in accordance with the CITY Subdivision Regulations and Technical Specifications and TDEC approval. All freshly excavated and embankment areas, not covered with satisfactory vegetation, shall be fertilized, mulched and seeded and/or sprigged and/or sodded as required by the CITY ENGINEER to prevent erosion. In event it is determined by the CITY ENGINEER that the necessary erosion control is not being provided by the DEVELOPER, the CITY ENGINEER shall officially notify the DEVELOPER of the problem. If the DEVELOPER fails to provide satisfactory erosion control within fifteen (15) days after notice, then the CITY shall make all necessary improvements to eliminate the erosion problem, documenting all expenses incurred performing the work. Prior to releasing any bonds or other securities covering said subdivision, all expenses incurred by the CITY shall be paid in full by the DEVELOPER.
3. That the DEVELOPER shall maintain work sites within and without the subdivision in a

manner which will prevent increased sedimentation, debris and pollution from drainage flowing from said site. In the event of a stop work order issued by the CITY ENGINEER, the DEVELOPER shall be permitted a reasonable time to continue work required to comply with this Section. Further, the DEVELOPER shall bear the expense of erosion, sediment, and insect vector control before, during and after construction, and until termination of the warranty period. It is noted that the warranty period shall run for an indefinite period until such time as the punch list is complete, or warranty period ends; whichever is later.

IV

DRAINAGE DESIGN RESPONSIBILITIES

1. That the DEVELOPER shall construct and install all erosion control measures, including swales, ditches, sedimentation ponds and etc. Said erosion control measures system shall be designed such that the amount and rate of water from all sources leaving the subdivision after full building development shall not be significantly different after than before said development unless approved by the CITY ENGINEER upon certification of a Professional Engineer registered in the State of Tennessee that the Drainage system design and improvements are sufficient to accept surface and ground water reasonably expected to flow onto the subdivision and discharge all waters reasonably expected to flow from the property so as not to damage or flood properties nor to increase the established base flood elevation of the upstream or downstream portion of Flood Way within or without the site. Further, that the adequacy of the drainage shall in all cases be certified by the DEVELOPER'S engineer by his signature and seal affixed upon the Site Plan, Grading, and Erosion Control Plans of said property prior to the final approval by the CITY PLANNING COMMISSION.
2. That in any development which alters or revises the Flood Plain or Flood Way shown on the Flood Hazard Boundary Map issued by the Federal Emergency Management Region Office, the

DEVELOPER shall provide to the CITY FLOOD ADMINISTRATOR a Development Permit issued by the Federal Insurance Administration Regional Office accepting said alteration or revision of the Flood Plain or Flood Way. Further, until said Development Permit is provided the DEVELOPER shall not proceed with any work affecting the Flood Plain or Flood Way.

3. It is understood and agreed that the CITY OF BARTLETT in its proprietary function does not purport to specify the development layout nor the choice of available land uses; nor does the CITY OF BARTLETT design, construct, supervise nor certify the adequacy of the drainage improvements.

4. Neither is the CITY ENGINEER vested with any responsibility for the design of drainage improvements nor is he required to determine drainage capacities, survey elevation, cross check adequacy nor specify the type and locations of drainage improvements; and in providing technical assistance, planning and review the CITY OF BARTLETT does not commit itself to the construction, improvements or modification of the drainage system within or without the development.

5. Rather it is the responsibility of the DEVELOPER to properly anticipate, survey, design and construct all grading and erosion control improvements so that the development will not increase, alter or affect the flow of surface waters or channelized waters from or onto any property so as to damage or flood any property nor contribute to the same.

6. In providing technical assistance, planning and review the CITY OF BARTLETT seeks to enforce its minimal governmental standards and does not relieve or accept any of the Developers liability and responsibility to properly design and construct the site plan, grading, and erosion control measures.

7. The DEVELOPER further agrees to hold harmless the CITY OF BARTLETT and the CITY ENGINEER from any loss or damage from any claim, cause of action or liability resulting in

whole or part from the design, construction and/or installation of the grading and erosion control measures including reasonable costs, litigation expenses and attorneys fees for defense of same.

8. As long as the City of Bartlett holds security, be it bond, letter of credit or otherwise, the City of Bartlett reserves the right to use said security for completion or repair of the erosion control measures during the warranty period of the development or for routine maintenance not performed by the DEVELOPER.

V

WARRANTY PROVISIONS

1. That neither the final certificate of payment nor any provision of this contract or its incorporated documents shall constitute an approval or acceptance of any work not performed in accordance with the contract and its incorporated documents, nor relieve the DEVELOPER of liability with respect to any express warranty or responsibility for faulty materials or workmanship.
2. That the DEVELOPER shall remedy any defects in work and pay for any damage to other work resulting therefrom which shall appear within a period of one (1) year from the date of final written approval and acceptance. The CITY shall give notice of observed defects with reasonable promptness. Further, this Construction Warranty does not effect but is in addition to the rights and liabilities assessed herein unless a longer period is specified.
3. That throughout the warranty period beginning at final acceptance the DEVELOPER shall provide a bond or other surety securing such warranty for all improvements in a form, amount and with terms acceptable to the CITY BOARD OF MAYOR AND ALDERMEN. The warranty period is to extend to a minimum of one (1) year after the City's final acceptance.

4. That the DEVELOPER shall complete all improvements in this contract within 360 consecutive calendar days from the date hereof; however, if due to unforeseen circumstances, the DEVELOPER is unable to complete said work within the times specified, but desires to complete said contract to the satisfaction of the CITY, the DEVELOPER will submit a written request for extension of the contract period to the CITY ENGINEER at least sixty (60) days prior to the expiration date for such completion, but in no case shall such date exceed one (1) calendar year from the completion date specified in any Performance Bond, provided said bond can be extended for the additional period.

VI

BONDING REQUIREMENTS

That prior to proceeding with any site preparation, construction or installation of improvements the DEVELOPER shall deposit with the CITY all required fees and assessments for said improvements in a form approved by the CITY BOARD OF MAYOR AND ALDERMEN. Further, prior to proceeding as stated herein, the DEVELOPER shall deliver to the CITY a Certificate of Deposit, Letter of Credit, or cash bond in the amount identified on Page 12 of said contract and with terms stated in the CITY PLANNING COMMISSION RESOLUTION dated July 8, 1967 and amended to September 5, 1989. Further, prior to proceeding as stated herein, the DEVELOPER shall deliver to the City an approved N.O.I. (Notice of Intent), and SWPPP (Storm Water Pollution Prevention Plan) approved by TDEC (Tennessee Department of Environment and Conservation) as required by the Storm Water Phase 2 requirements.

VII

HOLD HARMLESS

That the DEVELOPER shall hold harmless the CITY and the CITY ENGINEER from any claim, cause of action or liability resulting in whole or in part from the design, construction or installation of the improvements within and without the limits of the subdivision, including reasonable costs, litigation expenses and attorney's fees for defense of same.

Special Conditions:

1. A plat is required to:
 - a. Dedicate the additional right of way at Brunswick Road and Baylor Road radius.
 - b. Dedicate the 10' wide public water easement based on the actual location of the public water line installed on site.
 - c. Dedicate the Private Greenbelt Area and designate it as Non Buildable Area.
2. Designate the concrete swale within the detention basin and the outlet drainage pipe and outlet drainage structure as Private and shall be maintained by the property owner and also that the property owner shall maintain adequate carrying capacity within the basin and the concrete swale.
3. Install the Landscape Screen 23-A along the frontage of Brunswick and Baylor as approved by DRC.
4. Install the Landscape Screen 23-D along the property line adjacent to Lot 8 as approved by DRC.
5. Install a new 2" water service connection/tap for domestic use and when complete convert the existing water service and meter to be used for irrigation.

XVII

**PAYMENT AND SCHEDULE BARTLETT, TENNESSEE
THE DEVELOPER WILL PAY TO THE CITY OF BARTLETT THE FOLLOWING
AMOUNTS AS HEREINBEFORE DETAILED FOR:
CARING ESTATES PLANNED DEVELOPMENT**

I. Due at Execution of Site Plan, Grading, and Erosion Control Contract
and before Construction Begins:

1 Water Plant Expansion (15% of Water Main Costs = \$112,455.00)	\$ 16,868.25 .
2. Water System Engineering and Subdivision Review (6% of Water Main Cost)	\$ 6,747.30 .
3. Water Connection Fee @ \$2,000 per lot (residential) @ \$3,000 per lot (commercial)	\$ 2,000.00 .
4. City Water/Subdivision Inspection @ A. 3% of Development Cost \$5,396.88 or B. \$300 per lot \$300 (whichever is greater) Development Cost = \$179,896.00	\$ 5,396.88 .
5. Site Plan Review Fee @ \$175 per lot or 1.5% of Public Improvement Cost, whichever is greater \$175 x 1 = 175 1.5 % x \$179,896.00 = \$2,698.44	\$ 2,698.44 .
TOTAL DUE CITY	\$ 33,710.87 .

II. Upon Execution of Subdivision Contract and
Before Construction Begins

TOTAL BOND DUE - III \$ 179,896.00 .

Attachment: CONTRACT (1458 : Caring Estates Planned Development)

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals at

Bartlett, Tennessee, this _____ day of _____, _____.

CITY OF BARTLETT

DEVELOPER: CARING ESTATES, LLC

By: _____

Printed Name: _____

ATTEST:

CITY CLERK

BONDING COMPANY

LETTER OF CREDIT, APPROVED BY CITY ATTORNEY

BY: _____
CITY ENGINEER

DATE APPROVED BY BOARD OF MAYOR AND ALDERMEN _____

Attachment: CONTRACT (1458 : Caring Estates Planned Development)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/24/15 07:00 PM

Department: Parks and Recreation

Category: Proposal

Prepared By: Susan Bingel

Department Head: David Thompson

Baseball and Softball Tournament Requests for 2015.

BPRD TOURNAMENT REQUESTS FOR 2015:

March 14 APPLING

Families of St. Jude Softball

March 13-15 DEERMONT

Dirty Dozen-Baseball

March 20-22 DEERMONT

Spring Fever-Baseball

April 4 APPLING

Quest Softball-Softball

April 25 APPLING

2nd Annual Spring Classic-Softball

April 24-26 APPLING

BPRD Bartlett-Baseball

May 2 APPLING

Quest Softball-Softball

May 9 APPLING

Strikeout Cancer Softball-Softball

May 16 APPLING

McGlassen

May 29-31 DEERMONT

AA Summer Kick-off-Baseball

June 20 APPLING

6th Annual Knock-out Leukemia-Softball

June 27 APPLING

Bash-4-Cash Men's Softball-Softball

July 11 APPLING

6th Annual Summer Classic-Softball

July 18 APPLING
USSSA Softball-Softball

August 15 APPLING
Bad Intentions Softball-Softball

September 5 APPLING
Strike-Out ALS Will Doss Memorial-Softball

October 10 APPLING
6th Annual Fall Classic

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for February 2015.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** Jack Young, Vice Mayor**SECONDER:** Paula Sedgwick, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

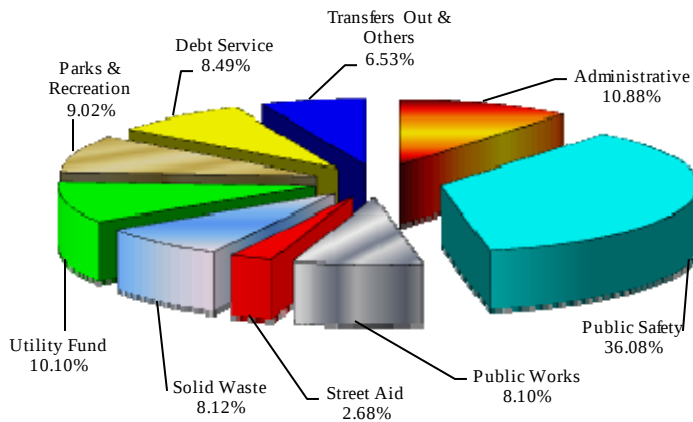


City of Bartlett

FINANCIAL REPORT

February 28, 2015

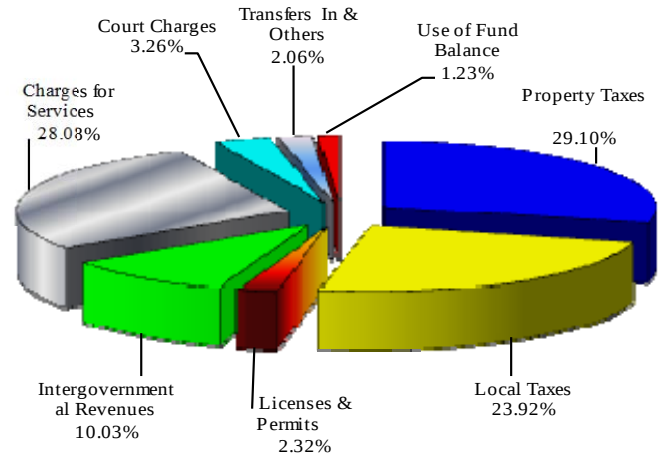
Total Expenditures, FY 2015 Budget: \$67,246,180



BUDGET HIGHLIGHTS

- Local Sales Tax & Property Taxes collections are within budget.
- Property taxes are due February 28 and delinquent March 1.
- Delinquent 2013 property taxes were submitted to the Trustee for collection.
- Fiscal Year 2016 budgets are being prepared by the departments now.

Total Revenues, FY 2015 Budget: \$67,246,180



FY 2015 YEAR-TO-DATE For The Period Ending February 28, 2015

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 6,916,138	\$ 4,053,970
Public Safety	23,631,223	15,426,143
Public Works	5,316,808	3,380,795
Parks and Recreation	5,416,283	3,278,019
Performing Arts	601,966	353,956
Transfers & Other Gen. Fund Items	3,628,392	2,468,790
Subtotal	\$ 45,510,810	\$ 28,961,672
General Fund Revenues		
Property Taxes	\$ 19,525,000	\$ 18,645,446
Local Taxes	12,981,750	6,304,352
Building and Development Fees	1,554,100	999,704
Intergovernmental	5,217,750	2,557,425
Charges for Services	3,882,184	2,252,467
Court Charges	1,950,000	1,010,648
Other Revenue	400,026	251,035
Subtotal	\$ 45,510,810	\$ 32,021,076
Special Rev. Funds - Expenditures	\$ 9,108,110	\$ 5,369,808
Special Rev. Funds - Revenues	\$ 9,108,110	\$ 5,288,871
Utility Expenses	\$ 8,550,300	\$ 5,193,605
Utility Revenues	\$ 8,550,300	\$ 5,819,169
Debt Service Expenditures	\$ 4,076,960	\$ 3,602,164
Debt Service Revenues	\$ 4,076,960	\$ 2,382,116
Total Expenditures	\$ 67,246,180	\$ 43,127,249
Total Revenues	\$ 67,246,180	\$ 45,511,233

Note: FY 2015 Adopted Budget includes use of fund balance in Special Revenue Funds and the Debt Service Fund.

Attachment: Feb15FinRpt (1457 : Treasurer's Report for February 2015)



City of Bartlett -- Financial Summary For The Period Ending February 28, 2015



	FY 2014 Actual	FY 2015 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2014	Year-to-Date Actual FY 2015	Increase/ Decrease in \$	Percent of FY 2014 Actual	Percent of FY 2015 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,565,404	\$ 6,916,138	\$ 350,734	\$ 4,136,930	\$ 4,053,970	\$ (82,960)	63.01%	58.62%	-4.39%
Public Safety	23,175,343	23,631,223	455,880	15,372,852	15,426,143	53,291	66.33%	65.28%	-1.05%
Public Works	5,055,777	5,316,808	261,031	3,304,564	3,380,795	76,231	65.36%	63.59%	-1.78%
Parks and Recreation	4,986,291	5,422,843	436,552	3,261,995	3,278,019	16,023	65.42%	60.45%	-4.97%
Performing Arts	622,299	595,406	(26,893)	381,967	353,956	(28,011)	61.38%	59.45%	-1.93%
Transfers & Other Gen. Fund Items	1,966,783	3,628,392	1,661,609	1,227,800	2,468,790	1,240,990	62.43%	68.04%	5.61%
Total General Fund Expenditures	\$ 42,371,897	\$ 45,510,810	\$ 3,138,913	\$ 27,686,107	\$ 28,961,672	\$ 1,275,565	65.34%	63.64%	-1.70%
General Fund Revenues									
Property Taxes	\$ 19,464,995	\$ 19,525,000	\$ 60,005	\$ 18,742,880	\$ 18,645,446	\$ (97,434)	96.29%	95.50%	-0.79%
Local Taxes	12,419,035	12,981,750	562,715	6,122,180	6,304,352	182,172	49.30%	48.56%	-0.73%
Building and Development Fees	1,575,298	1,554,100	(21,198)	910,929	999,704	88,774	57.83%	64.33%	6.50%
Intergovernmental	4,929,659	5,217,750	288,091	2,309,306	2,557,425	248,119	46.85%	49.01%	2.17%
Charges for Services	3,628,857	3,882,184	253,327	2,224,331	2,252,467	28,136	61.30%	58.02%	-3.28%
Court Charges	1,726,486	1,950,000	223,514	1,065,405	1,010,648	(54,757)	61.71%	51.83%	-9.88%
Other Revenue	364,176	400,026	35,850	228,393	251,035	22,642	62.71%	62.75%	0.04%
Total General Fund Revenues	\$ 44,108,506	\$ 45,510,810	\$ 1,402,304	\$ 31,603,424	\$ 32,021,076	\$ 417,652	71.65%	70.36%	-1.29%
Special Revenue Funds									
Street Aid Fund	\$ 1,841,831	\$ 1,795,000	\$ (46,831)	\$ 961,332	\$ 761,694	\$ (199,638)	52.19%	42.43%	-9.76%
Solid Waste Fund	5,423,103	5,948,729	525,626	3,618,163	3,677,869	59,706	66.72%	61.83%	-4.89%
General Improvement Fund	609,039	640,000	30,961	338,626	410,675	72,049	55.60%	64.17%	8.57%
Drug Enforcement Fund	215,214	418,300	203,086	181,604	171,151	(10,453)	84.38%	40.92%	-43.47%
DEA Enforcement Fund	24,194	151,900	127,706	2,610	145,236	142,626	10.79%	95.61%	84.82%
Drainage Control Fund	100,468	119,181	18,713	69,974	74,406	4,432	69.65%	62.43%	-7.22%
Park Improvement Fund	4,434	35,000	30,566	0	6,150	6,150	0.00%	0.00%	0.00%
Grant Funds	803,720	0	(803,720)	586,234	122,626	(463,608)	72.94%	0.00%	-72.94%
Special Revenue Funds - Expenditures	\$ 9,022,003	\$ 9,108,110	\$ 86,107	\$ 5,758,544	\$ 5,369,808	\$ (388,736)	63.83%	58.96%	-4.87%
Special Revenue Funds - Revenues	\$ 9,880,024	\$ 9,108,110	\$ (771,914)	\$ 6,141,546	\$ 5,288,871	\$ (852,675)	62.16%	58.07%	-4.09%
Utility Fund									
Total Utility Operations	\$ 5,509,960	\$ 6,773,156	\$ 1,263,196	\$ 3,431,203	\$ 3,805,641	\$ 374,438	62.27%	56.19%	-6.09%
Total Utility Debt Expenses	1,585,829	1,616,206	30,377	1,476,686	1,387,965	(88,721)	93.12%	85.88%	-7.24%
Contribution to Fund Balance	0	160,938	160,938	0	0	0	0.00%	0.00%	0.00%
Total Utility Expenses	\$ 7,095,789	\$ 8,550,300	\$ 1,454,511	\$ 4,907,889	\$ 5,193,605	\$ 285,717	69.17%	60.74%	-8.42%
Total Utility Revenues	\$ 8,475,689	\$ 8,550,300	\$ 74,611	\$ 5,731,258	\$ 5,819,169	\$ 87,911	67.62%	68.06%	0.44%
Debt Service Fund									
Total Debt Service Expenditures	\$ 4,186,547	\$ 4,076,960	\$ (109,587)	\$ 4,064,281	\$ 3,602,164	\$ (462,117)	97.08%	88.35%	-8.73%
Total Debt Service Revenues	\$ 3,953,958	\$ 4,076,960	\$ 123,002	\$ 2,483,365	\$ 2,382,116	\$ (101,249)	62.81%	58.43%	-4.38%
Total Expenditures	\$ 62,676,236	\$ 67,246,180	\$ 4,569,944	\$ 42,416,820	\$ 43,127,249	\$ 710,429	67.68%	64.13%	-3.54%
Total Revenues	\$ 66,418,177	\$ 67,246,180	\$ 828,003	\$ 45,959,593	\$ 45,511,233	\$ (448,360)	69.20%	67.68%	-1.52%

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 03/24/15 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Stefanie McGee

Department Head: A. Keith McDonald

Appoint members to the Beer Board.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Emily Elliott, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

BEER BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Battles, Cordell	12/31/2016	New Appointment
Davenport, Jr., Richard L.	12/31/2015	New Appointment
Massey, Lindsey	12/31/2015	New Appointment
Todd, Don	12/31/2016	New Appointment
Williams, Deborah	12/31/2016	New Appointment
ADVISORS:		
Sandra Calvary		
Ed Mckenney, Jr.		

BOARD MEMBERS

APPOINTMENTS

MARCH 24, 2015



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 03/24/15 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Department Head: Dick Phebus

Resolution 02-15, a resolution to delete uncollectable property taxes, interest, penalties, and associated costs from the City of Bartlett tax rolls.

WHEREAS, the Shelby County Trustee provides delinquent tax collection services for City of Bartlett property taxes under a contractual agreement; and

WHEREAS, the Trustee has determined that nine (9) parcels with tax totaling \$728.95 on the attached schedule are government owned, out of business, or past the statute of limitations for collection and have been determined to be uncollectible. Additionally, the Trustee's office has removed all tax, interest, penalties, and associated costs from the Trustee's tax system and ceased collection efforts; and

WHEREAS, the Trustee has dismissed the Shelby County taxes, interest, penalties and associated costs on the properties listed in the schedules and the Bartlett Tax Department recommends that Bartlett also dismiss the City of Bartlett taxes, interest, penalties, and associated costs as uncollectible.

NOW THEREFORE BE IT RESOLVED By the BOARD OF MAYOR AND ALDERMEN that the taxes, interest, penalties and associated costs on the properties listed in the attached Schedule A are deemed uncollectible and should be removed from the City of Bartlett tax system.

Adopted this day of March 24, 2015

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Jack Young, Vice Mayor
SECONDER: Bobby Simmons, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 01-15

Meeting: 03/24/15 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 1466

Resolution 03-15, a resolution to amend the Fiscal Year 2015 Capital Improvement Fund and Grant Fund Budgets to provide for appropriation of CDBG grant funds.

WHEREAS, the City of Bartlett sustained flooding, wind and rain damage due to the April 2011 Disasters which occurred in Shelby County, Tennessee; and

WHEREAS, the City of Bartlett has been awarded certain CDBG funds as a result of the damage and has executed contracts with the Shelby County Government for restoration work associated with the April 2011 Disasters ; and

WHEREAS, the revenues and expenditures for these projects are required to be budgeted in the current fiscal year;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the FY2014-2015 budgets for the General Fund, Grant Fund, Water Utility Fund, and Capital Improvement Fund shall be amended to reflect revenues and expenditures totaling \$50,576.24.

Adopted this day of March 24, 2015

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Paula Sedgwick, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 02-15

Meeting: 03/24/15 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 1468

Resolution 04-15, a resolution to amend the Fiscal Year 2015 General Fund Budget to appropriate the remaining balance of required funding for Bartlett Municipal Schools.

WHEREAS, by Tennessee State Board of Education rule Bartlett must appropriate, at minimum, an equivalent of \$.15 tax levy on each One Hundred Dollars (\$100.00) of taxable property for the current year for municipal schools if the same were all collected; and

WHEREAS, the total equivalent of \$.15 tax levy for Bartlett amounts to \$1,715,041 based on assessment figures from the Shelby County Assessor's Office; and

WHEREAS, the appropriation for Bartlett Municipal Schools in the FY2014-2015 adopted budget amounted to \$1,600,000;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the FY2014-2015 General Fund Budget is amended to appropriate the remaining balance of required funding in the amount of \$115,041 to the Bartlett Municipal Schools:

<u>Fund Account Number</u>	<u>Expenditures</u>	<u>Revenues</u>
110.46000.984	\$115,041.00	
110.36990		\$115,041.00

Adopted this day of March 24, 2015

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Bartlett Schools Property Tax Equivalent
Tax Year 2014

Assessment Extract
Shelby County Assessor of Property

Real Property Assessment	\$ 1,079,800,082
Personal Property Assessment	<u>\$ 51,606,320</u>
Total Real & Personal	<u>\$ 1,131,406,402</u>
Public Utility Property Assessed by Comptroller of Treasury	<u>\$ 11,954,325</u>
Total Property Assessments	<u><u>\$ 1,143,360,727</u></u>
(1 cent brings in)	\$ 114,336
15 cent equivalent for schools	\$ 1,715,041
Bartlett Budget 2014-2015	
July 1, 2014 Appropriation	<u>\$ 1,600,000</u>
Remainder Appropriation Required	<u><u>\$ 115,041</u></u>



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 03-15

Meeting: 03/24/15 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 1465

Resolution 05-15, a resolution to amend the Fiscal Year 2015 Capital Improvement Fund Budget to provide for W. J. Freeman Master Plan Design.

WHEREAS, the Engineering Department has received proposals from professional design companies for preparation of a Master Plan for W. J. Freeman Park; and

WHEREAS, the Contract Committee for the City of Bartlett has reviewed all proposals and has selected Dalhoff Thomas Design Studio for completion of this work; and

WHEREAS, the cost to do the Master Plan for W.J. Freeman Park of \$30,550 is required to be budgeted in the current fiscal year;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the 2015 Capital Improvement Fund 311 budget be amended to reflect the aforementioned costs as follows:

<u>Fund Account Number</u>	<u>Expenditures</u>	<u>Revenues</u>
311.48311.772.51401	\$30,550.00	
311.48311.390730.100	\$30,550.00	
311.48311.780.100		\$30,550.00
311.48311.390730.51401		\$30,550.00

Adopted this day of March 24, 2015

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

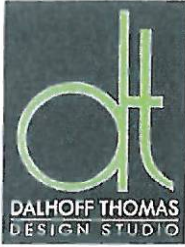
Attest: _____
Stefanie McGee, City Clerk

Attached is the proposal from Dalhoff Thomas Design Studio to do a master plan for Freeman Park. This firm was selected by the Contract Committee (see attached ranking sheet).

The cost to do this master plan is \$30,550 and consists of the scope of work outlined in the proposal. Funding to do this work will come from Account 311.48311.772.51401.

Please accept this proposal from Dalhoff Thomas Design Studio and award and appropriate the \$30,550 design fee.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



6465 North Quail Hollow Road | Suite 401
 Memphis, Tennessee 38120
 901.751.7911

720 North Lamar Blvd | Suite A
 Oxford, Mississippi 38655
 662.550.4454

dt-designstudio.com
 info@dt-designstudio.com

March 2, 2015

Mr. Rick McClanahan
 6382 Stage Road
 Bartlett, TN 38134

**RE: PROFESSIONAL SERVICE PROPOSAL
 W. J. FREEMAN PARK MASTER PLAN**

Dear Mr. McClanahan

Dalhoff Thomas Design Studio (DT Design) appreciate the opportunity to submit this proposal to provide the following professional design services for the preparation of a Master Plan for W.J. Freeman Park. The services for this project have been delineated so that we both understand the scope of services to be provided along with the cost for those services.

Design services are lump sum based on the scope indicated. This proposal does include expenses incurred directly in connection with the project such as in-house printing and mileage. Outside printing of (15) fifteen copies of the final report is included as outlined in the scope of services. Additional copies of the final report can be provided at a cost of \$50.00 per copy.

SERVICES INCLUDE:

A. BASE MAP

Preparation of the Base Map does not include actual boundary and topographic surveying. The Base Map will be prepared from available survey information along with aerial photographs. The Base Map will include, but is not limited to the following items:

1. Property lines
2. Existing drives
3. Existing vegetation
4. Existing structures
5. Adjacent roads

Mr. Rick McClanahan
 March 2, 2015
 Page 2

6. Adjacent properties
7. Existing recreational facilities
8. Existing utilities
9. Major drainage ways

Design fee for this phase.....\$ 1,100.00

B. SITE ANALYSIS PHASE

A Site Analysis will be prepared and shall include, but is not limited to:

1. On site walking and photographic analysis of existing conditions by the staff of DT Design
2. Topographic analysis
3. Review current park land uses
4. Pedestrian circulation adjacent to the site
5. Pedestrian circulation within the site
6. Vehicular circulation routes adjacent to the site
7. Vehicular circulation routes within the site
8. Site access points (existing and potential)
9. Surrounding land uses
10. Drainage patterns
11. Analysis of any major features impacting any design solutions

Design fee for this phase.....\$ 1,800.00

C. PROGRAM DEVELOPMENT PHASE

DT Design will evaluate the program information and park usage information provided to DT Design. DT Design will also evaluate any other program items or facilities we think compatible to the park. DT Design will also evaluate any un-planned activities compatible with the park.

Design fee for this phase.....\$ 300.00

D. CONCEPTUAL DESIGN PHASE

DT Design will prepare three (3) Alternative Conceptual Site Plan solution for the park. The three Alternative are as follows:

1. Concept will connect existing parking lot at the baseball fields to Ferguson Road, which will include a vehicular bridge over Harrington Creek.
2. Concept will connect existing parking lot at the baseball fields to Bartlett Road through the Veterans Park area.
3. Concept will connect existing parking lot at the baseball fields to Bartlett Boulevard across from Ivanhoe Road. This will include a proposed traffic signal at this location.

Each Alternative Conceptual Site Plan shall include, but is not limited to:

1. Recreational Facilities, which may include, but not limited to:
 - a. Multi-purpose athletic fields (soccer, football, lacrosse)
 - b. Cricket field
 - c. Practice baseball fields
 - d. Playground area
 - e. Dog park
 - f. Primitive camping
 - g. Disc golf
 - h. Open Play activity area
2. Functional relationship between facilities
3. Vehicular circulation paths adjacent to and within the park including Magnolia Way and Hightree Street
4. Pedestrian circulation paths adjacent to and within the park
5. The Concepts will consider the special events and activities that presently occur within the park
6. Support facilities such as: (parking, restrooms)
7. Probable construction cost estimates for each alternative
8. Major drainage areas
9. Buffer areas
10. Drawn to scale

Design fee for this phase\$ 8,260.00

E. LIMITED TRAFFIC IMPACT EVALUATION

The traffic impacts associated with various transportation improvement alternatives will be evaluated. The alternatives will consist of the 3 alternatives outlined in this proposal. These planning level traffic impact evaluations will consist of on-site and off-site traffic impacts, possible benefits, and potential negative impacts associated with each alternative. A report which summarizes these evaluations will be provided. Evaluations will be based on knowledge of existing traffic patterns obtained from visual observation and discussions with City staff and will not include traffic/turn movement counts, origin/destination analysis, trip generation or trip distribution analysis, etc. More detailed traffic impact studies will be included in future phases of park planning and design.

Design fee for this phase\$ 3,850.00

F. FINAL MASTER PLAN PHASE

Incorporating input from the Conceptual Design Phase meetings and public presentations, DT Design will prepare a Final Master Plan from the one Final Alternative selective by the City. The Final Master Plan shall include, but not limited to:

1. Major and secondary entrances
2. Vehicular circulation and parking areas
3. Pedestrian circulation paths
4. Major use area
5. Recreational facilities
6. Buffer and landscape areas
7. Probable construction cost estimate
8. Phasing plan based on a construction budget determine by the City of Bartlett.
9. Drawn to scale

Design fee for this phase.....\$ 2,760.00

H. FINAL REVIEW MEETING

During the Final Master Plan Phase DT Design will conduct a final review meeting with staff and a final presentation with the Mayor and Board of Alderman before proceeding with the Master Plan Document. This final meeting and presentation will provide DT Design with final input and revisions.

I. MASTER PLAN DOCUMENT PHASE

After the approval of the Final Master Plan, DT Design will prepare a Master Plan Document. The Document will include but not limited to:

1. Site analysis
2. Program statement
3. Three alternative conceptual site plans
4. Probable construction cost estimate of each alternative
5. Final master plan
6. Narrative for the final master plan
7. Summary of the planning process
8. Summary of the public meetings
9. Phasing plan with probable construction cost estimates
10. The final master plan document will be provide to the City of Bartlett in a PDF file for reproduction. DT Design will provide 15 bound hard copies to the city.

Design fee for this phase.....\$ 3,740.00

J. INPUT MEETING AND PUBLIC PRESENTATION

DT Design will meet with the City of Bartlett throughout the design process. Five (5) internal meetings with staff are included in the scope of services. Five (5) public meetings including presentations to the Park and Recreation Board, Planning Commission, and the Mayor and Board of Alderman are include in the scope of services.

We have included (5) meetings total for our engineering consultant, The Pickering Firm, throughout the design process.

The following is a breakout of the included meetings with a cost per meeting:

Internal Input meetings with staff (2 hour duration)

- DT Design

Cost per meeting – Principal Land. Arch.	2 hrs. @ \$170/hr. = \$ 340.00
Project Manager Land. Arch.	2 hrs. @ \$110/hr. = \$ 220.00
Cost per Meeting	\$ 560.00
5 meetings @ \$560/ meeting	\$2,800.00
- Pickering Firm

Cost per meeting – Project Engineer	2 hrs. @ \$150/hr. = \$ 300.00
Cost per meeting	\$ 300.00
3 meetings @ \$300/meeting	\$ 900.00

Public Presentation Meetings (3hour duration)

- DT Design

Cost per meeting – Principal Land. Arch.	3 hrs. @ \$170/hr. = \$ 510.00
Project Manager Land. Arch.	3 hrs. @ \$110/hr. = \$ 330.00
Cost per Meeting	\$ 840.00
5 meetings @ \$840/ meeting	\$4,200.00
- Pickering Firm

Cost per meeting – Project Engineer	3 hrs. @ \$150/hr. = \$ 450.00
Cost per meeting	\$ 450.00
2 meetings @ \$450/meetings	\$ 900.00

Total cost of Meetings included in the scope.....\$ 8,800.00

K. CONSTRUCTION DOCUMENTS AND IMPLEMENTATION

Once the Phase One construction improvements and construction budget has been determined by the City of Bartlett, DT Design can development a scope of services and design fee for the preparation of construction documents and construction administration .

Mr. Rick McClanahan
March 2, 2015
Page 6

SUMMARY OF FEES

1. Base Map Phase.....	\$ 1,100.00
2. Site Analysis Phase.....	\$ 1,800.00
3. Program Development Phase.....	\$ 300.00
4. Conceptual Design Phase	\$ 8,200.00
5. Limited Traffic Impact Evaluation.....	\$ 3,850.00
6. Final Master Plan Phase.....	\$ 2,760.00
7. Master Plan Document Phase.....	\$ 3,740.00
8. Internal and Public Presentation Meeting.....	\$ 8,800.00
 Total Design Fee.....	 \$ 30,550.00

All phase of the Master Plan will be completed before the end of year 2015.

It is recognized that you may request additional work and if so desired, additional cost can be mutually agreed upon at the time requested.

The hourly rates for this project shall be as follows:

Principal Landscape Architect.....	\$ 170.00/hr.
Senior Landscape Architect I	\$ 110.00/hr.
Senior Landscape Architect II.....	\$ 100.00/hr.
Landscape Architect III.....	\$ 80.00/hr.
Project Engineer.....	\$ 150.00/hr.
Clerical	\$ 65.00/hr.

Note: Hourly rates are subject to change with 30 days prior notice.

We will bill you monthly until completion of the project.

The obligation to provide further services under the Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of termination, Dalhoff Thomas Design will be paid for all services rendered to the date of termination and all reimbursable expenses.

We are looking forward to working with you on this project. *We will be waiting for your approval to proceed.*

Sincerely,

DALHOFF THOMAS DESIGN

Dean Thomas, PLA, CLARB
Principal

W. J. FREEMAN PARK MASTER PLAN 2015

PLEASE RANK FROM 1 TO 5, 1 BEING THE PREFERRED SELECTION.

NO.	CONSULTING FIRM	ALDERMAN JACK YOUNG	ALDERMAN DAVID PARSONS	DIRECTOR FINANCE DICK PHEBUS	DIRECTOR ENGINEERING RICK McCLANAHAN	DEPUTY DIRECTOR ENGINEERING WADE TOWLES	DIRECTOR PARKS AND RECREATION DAVID THOMPSON	DEPUTY DIRECTOR PARKS AND RECREATION SHAN CRISWELL	QUALIFICATION SELECTION SCORE
1	FISHER ARNOLD ENGINEERING INTERGRATION	3	5	5	2	3	2	5	25
2	ROSS WITT, PLLC/ BLAIR PARKER DESIGN	4	4	4	3	2	4	2	23
3	BARGE WAGGONER SUMNER & CANNON, INC.	2	3	3	5	5	3	3	24
4	DALHOFF THOMAS DESIGN STUDIO / PICKERING FIRM, INC.	5	1	1	1	1	1	1	11
5	A2H ENGINEERS ARCHITECTS PLANNERS	1	2	2	4	4	5	4	22

PLEASE REVIEW THESE PROPOSALS AND EITHER CALL OR RETURN THE FORM WITH YOU RANKINGS TO MR.
RICK McCLANAHAN By TUESDAY, JANUARY 6, 2015. PHONE 901-385-6499 OR BY EMAIL AT
rmccclanahan@cityofbartlett.org. THANK YOU.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 04-15

Meeting: 03/24/15 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 1469

Resolution 06-15, a resolution to award the contract for Bartlett Fire Department Training Center and to amend the Fiscal Year 2015 General Capital Improvement Fund Budget to provide additional funding for the project.

WHEREAS, Barnes and Brower, Inc. presented the lowest bid to construct the Bartlett Fire Department Training Center in the amount of \$1,245,372.17; and

WHEREAS, the FY2013-2014 General Improvement Fund Budget appropriated \$900,000 for the Bartlett Fire Department Training Center; and

WHEREAS, the General Improvement Fund budget must be amended to provide funds for the difference in the FY2013-2014 budget and the revised estimated cost for this project;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the contract for construction of the Bartlett Fire Department Training Center is awarded to Barnes and Brower, Inc. in the amount of \$1,245,372.17, and the FY2014-2015 General Improvement Fund Budget is amended to appropriate an additional \$345,375 for the project from transfers of unspent project.

Adopted this day of March 24, 2015

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

The Bartlett Fire Department Training Center was advertised in *The Daily News* on February 11, 2015. The contractors that picked up Bid Documents are as follows:

Barnes and Brower, Inc.
Vicktorhall Construction, LLC.

On February 26, 2015 we received two bids for the construction of the **2015-02-018 Bartlett Fire Department Training Center**. The apparent low bidder, Barnes and Brower, Inc. Submitted a Total Base Bid of **\$1,135,274.27**. Based on the bid prices submitted, I recommend awarding this bid based on the Base Bid Price. The bids received have been reviewed by the Consultant/Contract review committee and they concluded that Barnes and Brower, Inc. Has submitted the lowest and best bid and recommend the City of Bartlett award this contract to Barnes and Brower, Inc in the **base bid** amount of **\$1,135,274.27 plus the add alternate bid item no. 1 of \$35,700.00 plus \$11,400.00 for the wetland mitigation amd \$3,000.00 for the CEI services** plus an additional amount of **\$60,000.00** for items that may need to be added during construction for a total not to exceed **\$1,245,374.17**.

Barnes and Brower, Inc has performed work for the City of Bartlett on other projects.

Funding will be available in Account 311.48311.780.263.

Bidder	Total Base Bid
Barnes and Brower, Inc.	\$1,170,974.27
Viktorhall Construction, LLC.	\$1,183,702.22

A copy of the bid document (plans and bid book) is located in the Alderman's Conference Room for review. A copy of the bid tabulation is located in the Alderman's Conference Room for review.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Jack Young, Vice Mayor
SECONDER: David Parsons, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

BID TABULATION RESULTS FOR BARTLETT FIRE TRAINING FACILITY--FEBRUARY 26, 2015

A.	BARTLETT FIRE TRAINING FACILITY BASE BID--SITE IMPROVEMENTS---INCLUDES SITE GRADING, EROSION CONTROL, CONCRETE SLAB, ELECTRICAL, PLUMBING, SANITARY SEWER PIPING, FENCING WITH GATE, SITE LIGHTING AS SHOWN ON THE APPROVED PLANS AND SHALL BE BID AS NOTED BELOW AND AS DESCRIBED IN THE SPECIAL CONDITIONS:			BARNES & BROWER, INC.		VIKTORHALL CONSTRUCTION, LLC.	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	UNIT COST	UNIT PRICE	UNIT COST
1	Mobilization	LS	1	\$70,021.00	\$70,021.00	\$28,000.00	\$28,000.00
2	Earthwork	LS	1	\$181,571.00	\$181,571.00	\$222,500.00	\$222,500.00
3	CR610-Crushed Limestone	TONS	2,750	\$29.73	\$81,757.50	\$34.00	\$93,500.00
4	#57 Crushed Limestone	TONS	150	\$33.97	\$5,095.50	\$12.00	\$1,800.00
5	Erosion Control	LS	1	\$25,544.00	\$25,544.00	\$22,750.00	\$22,750.00
6	6" Security Fence with Double Gate	LS	1	\$28,806.00	\$28,806.00	\$45,200.00	\$45,200.00
7	Site Drainage	LS	1	\$21,887.00	\$21,887.00	\$18,000.00	\$18,000.00
8	Concrete Training Pad (150 feet x 275 feet)	LS	1	\$196,448.00	\$196,448.00	\$210,000.00	\$210,000.00
9	Retaining Wall	LS	1	\$251,278.00	\$251,278.00	\$152,000.00	\$152,000.00
10	Site Plumbing	LS	1	\$3,849.00	\$3,849.00	\$19,000.00	\$19,000.00
11	Site Lighting and Site Electrical	LS	1	\$41,299.00	\$41,299.00	\$56,000.00	\$56,000.00
12	Seeding	SF	50,000	\$0.06	\$3,000.00	\$0.07	\$3,500.00
13	Sodding--Bermuda Sod	SY	5,000	\$2.39	\$11,950.00	\$1.95	\$9,750.00
TOTAL BID ITEM A--SITE WORK					\$922,506.00		\$882,000.00
B	REMOVAL AND DISPOSAL OF UNSUITABLE SOIL MATERIAL AND REPLACE AND COMPACT WITH ENGINEERED FILL						
		CU. YD.	5,000	\$8.49	\$42,450.00	\$19.00	\$95,000.00
TOTAL BID ITEM B--UNSUITABLE SOIL WORK					\$42,450.00		\$95,000.00

Attachment: FTC Bid results (04-15 : Fire Department Training Center Amendment)

C	THE WATER ITEMS FOR THE BARTLETT FIRE TRAINING FACILITY SHALL BE BID AS NOTED BELOW AND ONLY THE QUANTITY USED FOR EACH ITEM SHALL BE PAID, BASED ON THE ACTUAL INSTALLATION.			BARNES & BROWER, INC.		VIKTORHALL CONSTRUCTION, LLC.	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	UNIT COST	UNIT PRICE	UNIT COST
1	6" DIP WATER LINE	L.F.	380	\$21.24	\$8,071.20	\$22.15	\$8,418.52
2	8" DIP WATER LINE	L.F.	100	\$33.97	\$3,397.00	\$25.71	\$2,570.50
3	10" DIP WATER LINE	L.F.	350	\$40.34	\$14,119.00	\$32.97	\$11,538.10
4	12" DIP WATER LINE	L.F.	1,850	\$49.90	\$92,315.00	\$40.39	\$74,714.10
5	6" VALVE	EACH	7	\$928.86	\$6,502.02	\$1,208.40	\$8,458.80
6	10" VALVE	EACH	1	\$1,698.00	\$1,698.00	\$2,352.14	\$2,352.14
7	12" VALVE	EACH	4	\$2,229.25	\$8,917.00	\$2,671.20	\$10,684.80
8	8" X 6" HYDRANT TEE	EACH	1	\$425.00	\$425.00	\$583.00	\$583.00
9	10" X 6" HYDRANT TEE	EACH	2	\$531.00	\$1,062.00	\$771.78	\$1,543.56
10	12" X 6" HYDRANT TEE	EACH	2	\$637.00	\$1,274.00	\$1,038.80	\$2,077.60
11	12" X 10" TEE	EACH	1	\$743.00	\$743.00	\$1,081.20	\$1,081.20
12	12" X 12" TEE	EACH	1	\$796.00	\$796.00	\$2,196.32	\$2,196.32
13	FIRE HYDRANT, COMPLETE	EACH	7	\$2,866.15	\$20,063.05	\$3,869.00	\$27,083.00
14	8" X 8" WET TAP WITH VALVE	EACH	1	\$2,972.00	\$2,972.00	\$3,386.70	\$3,386.70
15	10" 90 DEGREE BEND	EACH	1	\$425.00	\$425.00	\$758.96	\$758.96
16	12" 90 DEGREE BEND	EACH	2	\$531.00	\$1,062.00	\$885.10	\$1,770.20
17	12" 45 DEGREE BEND	EACH	2	\$531.00	\$1,062.00	\$832.10	\$1,664.20
18	8" X 6" REDUCER	EACH	1	\$425.00	\$425.00	\$358.28	\$358.28
19	10" X 6" REDUCER	EACH	1	\$425.00	\$425.00	\$449.44	\$449.44
20	12" X 8" REDUCER	EACH	2	\$424.50	\$849.00	\$524.70	\$1,049.40
21	NEW 2 " TAP AND WATER SERVICE--COMPLETE	EACH	2	\$1,592.50	\$3,185.00	\$2,591.70	\$5,183.40
22	CONNECT TO EXISTING 12" DIP	EACH	1	\$531.00	\$531.00	\$530.00	\$530.00
TOTAL BID ITEM C--WATER					\$170,318.27		\$168,452.22

Attachment: FTC Bid results (04-15 : Fire Department Training Center Amendment)

**TOTAL BASE BID----INCLUDES ITEMS A PLUS B
PLUS C**

\$1,135,274.27

\$1,145,452.22

THE FOLLOWING IS AN ADD ALTERNATE FOR THIS PROJECT AND SHALL CONSIST OF ALL COSTS ASSOCIATED WITH ADDING A 50' X 150' CONCRETE PAD TO THE NORTH END OF THE BASE BID PAD, AS SHOWN AND AS NOTED ON THE APPROVED PLANS.

BARNES & BROWER, INC.

VIKTORHALL
CONSTRUCTION, LLC.

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	UNIT COST	UNIT PRICE	UNIT COST
ADD ALT. # 1	CONCRETE TRAINING PAD (150' X 50')	LS	1	\$35,700.00	\$35,700.00	\$38,250.00	\$38,250.00

TOTAL BID--INCLUDES ITEMS--A PLUS B PLUS C PLUS ADD ALTERNATE

\$1,170,974.27

\$1,183,702.22

THERE WAS SOME ROUND OFF ERRORS IN 5 BID ITEMNS IN THE BID RECEIVED FROM VIKTORHALL CONSTRUCTION, LLC, BUT THIS DID NOT EFFECT THE OUTCOME OF THE BID.



March 3, 2015

Mr. Wade Towles, Assistant City Engineer
City of Bartlett Engineering
 6382 Stage Road
 Bartlett, TN 38134

Re: City of Bartlett Fire Department Training Facility

Dear Wade,

After review of the construction bids submitted on February 26, 2015, I recommend awarding the construction contract to the apparent low bidder, Barnes & Brower, Inc. General Contractors, in the amount of \$1,135,274.27 as follows:

Bid Item A - Site Work:	\$ 922,506.00
Bid Item B – Unsuitable Soil Work:	\$ 42,450.00
Bid Item C – Water:	<u>\$ 170,318.27</u>
Total Bid:	\$1,135,274.27

I also would recommend accepting Bid Add Alternate Item #1 - \$35,700.00 for an additional 150' x 50' concrete training pad. I have worked with Barnes & Brower, Inc. General Contractors on several projects over the last 5 years and have always experienced a great work attitude and quality results. If you have any questions or need additional information, please give me a call.

Sincerely,

RENAISSANCE GROUP, INC.


 Michael E. Terry, AIA
 Senior Vice President | Partner

Attachment: FTC Letter of recommendation (04-15 : Fire Department Training Center Amendment)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 01/28/14 07:00 PM

Department: Engineering

Category: Agreement

Prepared By: Dena Crossnine

Department Head: Rick McClanahan

7.6.c

5.5

Architectural and engineering services for new fire training center.

Attached is a scope of services to provide geotechnical, architectural and engineering services for a new fire training facility. This will allow for all training currently occurring in Millington to occur in Bartlett. The facility will include all of the improvements outlined in the scope of work for the training facility and the storage building on the attached proposal and shown graphically on the attached site plan. The fees to provide this service are listed below:

	Site Architectural	Building	TOTAL
1. Geotechnical Soil Buildings & Report	\$11,500	\$ 0	\$11,500
2. Architectural Design	\$ 8,500	\$10,500	\$19,000
3. Mechanical, Plumbing, Electrical Fire Protection Engineering	\$ 2,500	\$ 7,500	\$10,000
4. Reimbursable Allowance	\$ 4,000	\$ 0	\$4,000
5. CEI Architectural	\$ 1,500	\$ 1,500	\$3,000
6. CEI Mechanical, Fire & Electrical	\$ 500	\$ 500	\$1,000
	\$28,500	\$20,000	\$48,500

Estimated construction cost is \$750,000 to \$850,000.

Please authorize items 1, 2, 3, and 4 at this time for a total of \$44,500 with item 5 and 6 being funded after bids are received. Funding is available account 311.48311.772.263.



January 14, 2014

Mr. Wade Towles, Assistant City Engineer
City of Bartlett Engineering
 6382 Stage Road
 Bartlett, TN 38134

**Re: City of Bartlett Fire Department Training Center
 Architectural and Engineering Fee Proposal
 Bartlett, Tennessee**

Dear Wade,

Renaissance Group is pleased to submit this Architectural and Engineering Services Fee Proposal for the City of Bartlett Fire Department Training Center located on the City of Bartlett property on the south side of the Waste Water Treatment Plant No.1. Our services include construction documents and construction engineering inspection (CEI) for the scope of services as identified below. Our Design Team consists of the following:

1. Renaissance Group, Inc. – Providing Lead Architecture, Civil Engineering and Project Coordination services.
2. Smith, Seckman, Reid, Inc. (SSR) – Providing Consulting Mechanical, Plumbing, Fire Protection, Structural and Electrical Engineering Services.
3. Arun Wagh, Inc. – Providing Geotechnical Engineering Services.

TRAINING CENTER SCOPE OF SERVICES:

This architectural and engineering services fee proposal is based on the approved Site Plan as developed by Renaissance Group. The project scope is as follows:

1. 150' x 325' training pad of structural concrete
2. 150' x 100' retention pond adjacent to the training pad with 20' concrete apron and retaining wall with steel protection posts and tie clamps
3. 15' x 60' boat training area
4. Open trench collapse training area at berm area
5. 130' x 130' gravel parking area
6. 30' wide gravel access drive
7. Burn box located on training pad (furnished by City of Bartlett)
8. Maze trailer (furnished by City of Bartlett)
9. Above ground "live" propane tank with gas lines from control center to above slab areas as identified by the Owner
10. Fire hydrants and water lines (designed by the City of Bartlett)

Renaissance Group Inc.
 9700 Village Circle, Suite 100
 Lakeland, TN 38002

www.rgroup.biz

Ph. 901.332.5533
 Fax 901.332.5534

Attachment: Fee Proposal (1165 : New Fire Training Center)

Attachment: FTC CEI proposal (04-15 : Fire Department Training Center Amendment)



11. Storm drainage by inlets on training pad with separation tank or other method as approved by the Owner
12. Manhole for connection to retention pond for water drafting training
13. Berm located south of Drafting Basin
14. Exterior site lighting at Training Pad and parking area
15. Landscaping on the berm and adjacent areas
16. Coordination with MLG&W on the extension of the electrical and gas services required for the Training Center
17. Develop bid documents including drawings and specifications for the Training Center
18. Assist in reviewing bids and making recommendations on contracts
19. Review and approval of shop drawings and submittals from the contractor
20. Updated construction cost estimate
21. SWPPP per TDEC requirements for notice of coverage
22. 24 total soils borings as follows:
 - a. At training pad – 20' depth x 6 borings
 - b. At Training Building – 20' depth x 3 borings
 - c. At Storage Building – 20' depth x 2 borings
 - d. At Burn Tower Area – 20' depth x 2 borings
 - e. At Individual Burn Station – 20' depth x 1 boring
 - f. At Drafting Basin / Retention Pond – 20' depth x 2 borings
25' depth x 1 boring
 - g. At gravel parking and access drive – 10' depth x 7 borings

Compensation:

Fee for Architectural and Engineering Design Services as identified above will be a lump sum fee of **Twenty-Four Thousand Five Hundred and No/100 Dollars (\$24,500.00)** as follows:

Lead Architectural, Civil Engineering: and Project Coordination	\$ 8,500.00
--	-------------

CEI Services for Architecture and Civil:	\$ 1,500.00
--	-------------

Mechanical, Plumbing, Fire Protection: and Electrical Engineering	\$ 2,500.00
--	-------------

CEI Services for Mechanical, Fire: Protection and Electrical	\$ 500.00
---	-----------

Geotechnical Engineering including: Soil Borings	\$ 11,500.00
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Training Center Total A/E Fee:	\$ 24,500.00
---------------------------------------	---------------------



STORAGE BUILDING SCOPE OF SERVICES:

This architectural and engineering services fee proposal is based on the approved Site Plan as developed by Renaissance Group. This Storage Building will be bid as Alternate Bid No.1 and will be accepted if bid is within budget. The project scope is as follows:

1. 50' x 75' Storage Building adjacent to the west side of the training pad
2. Metal building construction
3. One (1) toilet room
4. Gas unit heaters
5. Normal electrical power and lighting requirements
6. Updated construction cost estimate
7. Alternate Bid No.2 will include an additional 25' of length be added to the Storage Building, causing the size to be 50' x 100'
8. Coordination with MLG&W on the extension of the electrical and gas services required for the Storage Building
9. Develop bid documents including drawings and specifications for the Storage Building
10. Assist in reviewing bids and making recommendations on contracts
11. Review and approval of shop drawings and submittals from the contractor

Compensation:

Fee for Architectural and Engineering Design Services for the Storage Building will be lump sum fee of **Twenty Thousand and No/100 Dollars (\$20,000.00)** as follows:

Lead Architectural, Civil Engineering: and Project Coordination	\$ 10,500.00
CEI Services for Architecture and Civil:	\$ 1,500.00
Structural, Mechanical, Plumbing: and Electrical Engineering	\$ 7,500.00
CEI Services for Mechanical, Fire: Protection and Electrical	\$ <u>500.00</u>
Storage Building Total A/E Fee:	\$ 20,000.00

Attachment: Fee Proposal (1165 : New Fire Training Center)

Attachment: FTC CEI proposal (04-15 : Fire Department Training Center Amendment)



ADDITIONAL SERVICES:

Additional services will be based on an hourly rate and will be requested and approved by the Owner prior to commencement of work.

ADDITIONAL SERVICE COMPENSATION HOURLY RATES:

Architect Project Manager	\$ 155.00/hr.
Engineer Project Manager	\$ 150.00/hr.
Survey Crew	\$ 150.00/hr.
Senior Architect / Engineer	\$ 130.00/hr.
Architectural Designer	\$ 115.00/hr.
Engineering Designer	\$ 100.00/hr.
Estimator	\$ 95.00/hr.
Senior CAD Technician	\$ 85.00/hr.
CAD Technician	\$ 75.00/hr.
Clerical	\$ 65.00/hr.

REIMBURSABLE EXPENSES:

All cost for filing fees, submittal fees, review fees, and printing cost will be billed to the Owner at our cost with no additional mark-up.

Allowance for reimbursable expenses shall not exceed Four Thousand and No/100 Dollars (\$4,000.00)

TERMS:

All fees are based on a single project scope as indicated above. Additional services will be charged for additional concepts that are not indicated above as requested and approved by the Owner prior to commencement of work.

We will bill you monthly for services and reimbursable expenses completed during that monthly billing period (no services or reimbursables will be billed prior to completion or partial completion of that phase of the work). The above financial arrangements are on the basis of timely payment of your bills. The net amount is due upon receipt. A finance charge of 1% per month (12% per annum) will be charged on unpaid balances. You will be responsible for any and all legal fees and collection cost incurred in the attempt to collect this bill. Work will stop on all projects after 45 days if payment is not received or otherwise resolved.



Thank you once again for this opportunity and if you have any questions, please give me a call. I look forward to working with you and the City of Bartlett and, if needed, I can be available to discuss this proposal at your earliest convenience.

Sincerely,

RENAISSANCE GROUP, INC.

Michael E. Terry
Michael E. Terry, AIA
Senior Vice President | Partner

Attachment: Fee Proposal (1165 : New Fire Training Center)

Attachment: FTC CEI proposal (04-15 : Fire Department Training Center Amendment)


BROPHY – HEINEKE & ASSOCIATES, INC.

October 29, 2014

Mr. Wade Towles, P.E. (wtowles@cityofbartlett.org)
 Assistant City Manager
 City of Bartlett Engineering Department
 6382 Stage Road
 Bartlett, TN 38134

Dear Mr. Towles:

As discussed, I have prepared a scope of work and cost proposal for wetland mitigation related work at the proposed Bartlett Fire Training Facility, Bartlett, Shelby County, Tennessee. The specific items and costs covered within my scope of work are:

1. Purchase and plant 275 nursery stock wetland seedling trees in the on-site wetland mitigation area - \$1,550;
2. Conduct on-site wetland mitigation site monitoring and prepare and submit required annual wetland monitoring reports for a period of five years. These reports will be submitted to the US Army Corps of Engineers, the Tennessee Department of Environment & Conservation, Division of Water Resources, and the City of Bartlett - \$9,850 (over five years).

Thus, our total proposal for purchasing, planting, monitoring, and report preparation is \$11,400. Please call if you have any questions regarding this proposal. Thank you.

Sincerely,

Timothy E. Brophy, President
 Brophy – Heineke & Associates, Inc.

(901) 373-3289

2978 Shelby Street • Bartlett, Tennessee 38134-4538

WETLAND AND ENVIRONMENTAL CONSULTANTS

Attachment: FTC Wetland Mitigation (04-15 : Fire Department Training Center Amendment)