

**City of Fayetteville Staff Review Form**

**2021-0575**

**Legistar File ID**

**9/7/2021**

City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item

Chris Brown

8/3/2021

ENGINEERING (621)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Approval of professional services design contract amendment with FTN Associates, Ltd. in the amount of \$9,600 (total contract amount of \$28,900) for Linda Jo Place and Skyler Place drainage improvement analysis to help alleviate flooding associated with the Middle Fork of Hamestring Creek.

**Budget Impact:**

4470.621.8810-5314.00

Sales Tax Capital Improvement

Account Number

Fund

02097.1901

Stormwater Quality Management

Project Number

Project Title

**Budgeted Item?** Yes

Current Budget \$ 9,600.00

Funds Obligated \$ -

Current Balance **\$ 9,600.00**

**Does item have a cost?** Yes

Item Cost \$ 9,600.00

**Budget Adjustment Attached?** No

Budget Adjustment \$ -

Remaining Budget **\$ -**

V20210527

**Purchase Order Number:** 2019-757

**Previous Ordinance or Resolution #** N/A

**Change Order Number:** 1

**Approval Date:** \_\_\_\_\_

**Original Contract Number:** N/A

**Comments:**



**MEETING OF SEPTEMBER 7, 2021**

**TO:** Mayor and City Council

**THRU:** Susan Norton, Chief of Staff  
Chris Brown, Public Works Director

**FROM:** Alan Pugh, Staff Engineer

**DATE:** August 3, 2021

**SUBJECT:** Approval of professional services design contract amendment with FTN Associates, Ltd. in the amount of \$9,600 (total contract amount of \$28,900) for Linda Jo Place and Skyler Place drainage improvement analysis to help alleviate flooding associated with the Middle Fork of Hamestring Creek per RFQ 21-01 selection 18.

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**RECOMMENDATION:**

Staff recommends approval of professional services design contract amendment with FTN Associates, Ltd. in the amount of \$9,600 (total contract amount of \$28,900) for Linda Jo Place and Skyler Place drainage improvement analysis to help alleviate flooding associated with the Middle Fork of Hamestring Creek.

**BACKGROUND:**

The Middle Fork of Hamestring Creek begins near the intersection of W Deane Street and N Lewis Ave and generally flows west through several neighborhoods until it's confluence with Hamestring Creek just west of I-49. There is a history of flooding caused by this stream with most of the known flooding of structures occurring along Linda Jo Place (2 structures) and within the Washington Plaza Apartments along W Reap Drive (2 structures). This project was identified as a priority after the flooding of April 2017.

**DISCUSSION:**

FTN Associates, Inc was selected for this project through RFQ 21-01 selection 18. The initial contract was less than \$20,000 and approved administratively. After the initial analysis, it was clear that additional work would be necessary to ensure the proposed solutions were feasible. A portion of that additional work was performed in-house and a portion will need to be performed by FTN Associates in order to verify the proposed improvements will not negatively impact upstream or downstream residents.

The preliminary analysis indicated that the two detention ponds in Skyler Place, just upstream of the structures that flood, could be combined into a single basin. This would provide for more detention as well as re-direct runoff from the rear of the most flood prone structures further north. The proposed outfall would be located in an area directly upstream of a defined drainage channel. The additional work will include verifying the outlet size required for this pond and analyzing the timing of each portion of the project and if it can be phased.

**BUDGET/STAFF IMPACT:**

The proposed cost of the additional drainage analysis is \$9,600 (total contract amount of \$28,900) which includes tasks outlined above as well as those listed in more detail on the attached contract agreement. It is

proposed to be sourced from 02097, Stormwater Quality Management as stormwater quality features may also be taken into consideration in the solutions if feasible.

**Attachments:**

Contract for services

Vicinity Map



water resources / environmental consultants

124 W Sunbridge Drive, Suite 3 • Fayetteville, AR 72703 • (479) 571-3334 • FAX (479) 571-3338

August 2, 2021  
apugh@fayetteville-ar.gov

Mr. Alan Pugh, PE, CFM  
Staff Engineer  
City of Fayetteville  
124 West Mountain Street  
Fayetteville, AR 72701

RE: Additional Services Proposal for Floodplain Analysis of Linda Jo and Skyler Place  
Drainage Improvements  
Fayetteville, Arkansas  
FTN No. P04370-2239-003

Dear Mr. Pugh:

FTN Associates, Ltd. (FTN) appreciates the opportunity to submit the following proposal to provide floodplain modeling services related to a Project area where recently proposed stormwater drainage improvements have been proposed along Middle Fork Hamestring Creek, starting at Porter Road and extending upstream to the Washington Plaza Apartments, all located in Fayetteville, Arkansas (the Project).

Per our discussion, FTN Associates, Ltd. (FTN) is submitting the following scope of work and estimate to amend an existing engineering services contract (Purchase Order 2019-00000757) to perform a drainage analysis to determine what improvements, if any, could be made along Middle Fork Hamestring Creek, with a specific goal to improve flooding at Linda Jo Place and Skyler Place (the Project).

Our Basic Services will generally consist of the following tasks:

1. FTN will review and update, as appropriate, the previously developed hydrologic and hydraulic modeling, completed as part of the previous Scope of Work. This task includes the following:
  - Refinement of proposed berm improvements developed during the previous analysis, which are located along the backside of the properties between Linda Jo Place and Middle Fork Hamestring Creek. These refinements will allow for the

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development of proposed contours for the berm, which will allow CITY OF FAYETTEVILLE personnel to use these contours for planning and improvement purposes;

- Updating of previously completed Hydrologic and Hydraulic modeling to examine the potential impact to computed Water Surface Elevations (WSEs) resulting from adding the current detention pond weir, as currently constructed in the field;
  - Development of new hydraulic modeling to examine the potential impact to computed WSEs resulting from adding possible overflow weirs along either side of the proposed pond embankment outlet, immediately upstream of Linda Jo Place;
  - Development of new hydraulic modeling to examine the potential impact to computed WSEs resulting from the potential drainage improvements being constructed in a staggered format, rather than at the same time;
  - Updating of previously completed Hydrologic and Hydraulic modeling to examine the potential impact to WSEs resulting from the rerouting of existing drainage resulting from the construction of a new Police Station located off Deane Street and Porter Road;
  - Development of no more than two (2) additional hydraulic models that incorporate a combination of the scenarios listed above. If further revisions (e.g., additional scenarios, etc.) are requested beyond those described above, they can be performed as Additional Services.
2. Based on the results of the preceding task, FTN will develop a technical memorandum to summarize the scenarios modeled and the modeling results. The memorandum report will include a discussion of the analyses performed and supporting data.
  3. Project management and client coordination, including preparation of monthly progress reports, and one meeting with the CITY OF FAYETTEVILLE personnel virtually or in person.

This work will be performed as Additional Services based on the updated rates provided in Exhibit A and is subject to the existing engineering services contract (Purchase Order 2019-00000757). The increase in cost for this amendment (Amendment No. 1) is \$9,600.00. The CITY OF FAYETTEVILLE shall compensate ENGINEER based on an hourly NTE basis.

We expect to start our services within one (1) week after receipt of approval to proceed from the City of Fayetteville, and we expect to complete our analyses within eight (8) weeks from the time work commences.

We will bill you monthly for Services and Reimbursable Expenses with invoices to be paid within 30 days. Unless other arrangements are made, invoices will be sent to the Client electronically via email. Payments paid electronically through Automatic Clearing House (ACH) system are



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Mr. Alan Pugh, PE, CFM  
August 2, 2021  
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preferred, however, other methods will be accepted. The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the Project.

If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of our compensation taking into consideration the impact of such delays including but not limited to changes in price indices and pay scales applicable to the period when services are in fact being rendered.

If this is acceptable, please sign below in the space indicated and return a copy of this proposal to us. Thank you very much for the opportunity to present this proposal for Additional Services. Please do not hesitate to call me or Kale Farmer, PE, CFM at (479) 571-3334 if you have any questions relating to this proposal or additional services offered by FTN.

Respectfully submitted,  
FTN ASSOCIATES, LTD.



Lee Beshoner, PE, CFM  
Project Manager

Accepted this \_\_\_\_\_ day  
of \_\_\_\_\_, 2021

By \_\_\_\_\_  
Authorized Representative  
City of Fayetteville

LJB/kae

Attachments

S:\PROPOSALS\04370-2239-003\FINAL\2021-08-02 FTN PROP COF-ADD SRV FLOODPLAIN ANALYSIS.DOCX

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## EXHIBIT A

### 2021 Fee Schedule<sup>1</sup> FTN Associates, Ltd.

<u>Labor Category</u>	<u>Hourly Rate</u>
Professional 7	\$ 215.00
Professional 6	190.00
Professional 5	170.00
Professional 4	150.00
Professional 3	135.00
Professional 2	115.00
Professional 1	105.00
Technician 4	105.00
Technician 3	95.00
Technician 2	85.00
Technician 1	70.00
Executive Assistant	76.00
Word Processing	66.00

#### Direct Expenses

All direct project expenses will be invoiced at cost plus 10 percent. Direct project expenses include such items as travel, meals, lodging, shipping, supplies, consultants, subcontractors, etc. Vehicle mileage will be charged at standard IRS rates.

A charge of 2 percent is applied to the total labor amount to cover communication charges and computer expenses associated with computer applications, data storage and backup.

Should back-up data be requested for reimbursable expenses, it will be provided for an administrative fee.

#### Payment Terms

Unless other arrangements are made in writing, invoicing will be monthly for services completed and will be sent via email to the Client. Payment is due in full within 30 days of invoice and are preferred to be paid electronically through Automated Clearing House (ACH) system; however, other methods are acceptable. A service charge of 1.5 percent per month will be charged on all balances over 30 days.

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<sup>1</sup>Effective January 1, 2021 – December 31, 2021



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