

**Industrial Development Board of the City of Oak Ridge
City of Oak Ridge Municipal Building – Training Room**

TUESDAY – SEPTEMBER 6, 2011 – 4:00 p.m.

- | | | |
|-------|--|-----------------|
| I. | Call to Order | Bill Biloski |
| II. | Roll Call | Elisabeth Brown |
| III. | Approval of Agenda | Bill Biloski |
| IV. | Approval of Minutes – August 1, 2011 | Bill Biloski |
| V. | Treasurer’s Report | Harold Trapp |
| VI. | Prospect Activity (Executive Director) Report | Kim Denton |
| | a. Prospect Update | |
| | b. FastTrack Infrastructure Development Program Grant Update | |
| | c. Sewer Line Extension Mobilization | |
| | d. Land Clearing Mobilization | |
| | e. IDB/OREP Board Work Session | |
| VII. | Attorney’s Report | Ken Krushenski |
| | a. Restoration Services Inc. Land Purchase Update | |
| | b. IDB TIF Policy Submission for City Council Approval | |
| VIII. | Committee Reports | |
| | a. Finance | Harold Trapp |
| | 1. FY2011 Audit Status | |
| | b. Land Use | |
| | 1. Construction Administration Services Bids | Bill Biloski |
| | 2. Horizon Center CAM Invoice Status | Kim Denton |
| | c. Special Projects Committee | David Mason |
| | 1. Horizon Center Real Estate Agency Agreement | |
| | d. Spec Building Committee | David Wilson |
| IX. | Old Business | |
| | a. PILOT Program Fee Refund Policy | Ken Krushenski |
| X. | New Business | |
| | a. Horizon Center Electrical Feed Overview | Jack Suggs |
| | b. City Managers IDB Board Support Proposal | Bill Biloski |
| XI. | Adjourn | |

Next Regularly Scheduled Meeting is Monday October 3, 2011

INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF OAK RIDGE
MINUTES

DATE: August 1, 2011

TIME: 4:00 pm

PLACE: Municipal Building Training Room

PRESENT: Board Members: William Biloski, Richard Chinn, Louise Dunlap, Hal Osucha, Buzz Patrick, David Mason, Harold Trapp, David Wilson
Executive Director: Kim Denton

ABSENT: Chris Johnson

ALSO PRESENT: Susan Fallon, City Staff; Mark Watson, City Manager; Steve Jenkins, City Staff; Eugene Lackey and Jamie Burnham, Lackey and Associates; Kathy Barber, OREP; Parker Hardy, Chamber of Commerce; Sam Tate, NAI; Beverly Majors, Oak Ridger; Chuck Hope; City Councilman;

Mr. Biloski called the meeting to order at 4:00 p.m.

Approval of Agenda

Mr. Trapp made a motion to approve the agenda as submitted. Mr. Wilson seconded the motion. Motion carried with all in favor.

Approval of Minutes

Mr. Wilson made a motion to approve the minutes of the regular meeting held July 5, 2011. Ms. Dunlap seconded the motion. Motion carried with all in favor.

Mr. Wilson made a motion to approve the minutes of the special called meeting held July 18, 2011. Ms. Dunlap seconded the motion. Motion carried with all in favor.

Treasurer's Report

Mr. Trapp reported that no changes have been made. Ms. Cook did not submit the financial report prior to the meeting; however, Ms. Denton will ask her to submit the report to board members as soon as possible. One outstanding invoice from Loyalty Lawn is anticipated for the final contract payment. Mr. Wilson made a motion to accept the treasurer's report as submitted. Ms. Dunlap seconded the motion. Motion carried with all in favor.

Prospect Activity (Executive Director) Report

1. Prospect Update

Ms. Denton reported that the Partnership is working with 11 active prospects out of 20 total prospects. Activity is slow; however, they are working diligently with six solid projects including a shared services company, nuclear parts supplier, aluminum manufacturer, and a warehouse distribution facility. Ms. Denton presented the NAI marketing activity report and distributed copies to the board members.

2. FastTrack Infrastructure Development Program (FIDP) Grant Update.

Ms. Denton reported that the fully executed contract was received and invoices for reimbursement can start being submitted for engineering costs.

3. Sewer Line Mobilization

Ms. Denton reported that the Partnership and BWSC are in the process of gathering bonds and scheduling a pre-construction conference. Mr. Biloski reported that the east side entrance road at Horizon Center will be closed for three to five months as part of the highway widening project and coincides with the sewer line project, which should benefit the contractor. Mr. Biloski stated that the board should consider extending a small contract to one of the contractors for field inspection services due to the BWSC contract only providing one hour of field inspection work per week for 13 weeks. A lengthy discussion was held. Mr. Patrick made a motion to hire a contractor representative of the buyer for project management. Mr. Trapp seconded the motion. Mr. Chinn suggested deferring the vote until the land clearing mobilization discussion.

4. Land Clearing Mobilization

Ms. Denton reported that the project engineer and the city engineer are going to be working together on the grading permit and land disturbance bond. Mr. Biloski reported that he had a discussion with the City Manager pertaining to the potential of the IDB being absolved of the grading permit fee and greatly reducing the land disturbance bond. If the board can obtain the performance bond from B&D, the clearing contractor, and they list the City as co-insured then the land disturbance bond could be waived. The board discussed Mr. Patrick's motion and Mr. Wilson proposed incorporating three different bids into an RFP including project management for the sewer line, project management for the land clearing and project management of both the sewer line and the land clearing projects running concurrently. Mr. Patrick agreed to the changes. The motion carried with all in favor.

Ms. Denton reported that there was one holdover from the last meeting to schedule the annual review of the Partnership's performance and suggested scheduling a work session for September 6 or 9, 2011. Mr. Patrick made a motion to schedule the work session for September 6, 2011, at 5:30 pm to discuss the Partnership's annual services. The meeting will be held at the Chamber of Commerce building. Mr. Osucha seconded the motion. Motion carried with all in favor.

Attorney's Report

1. Restoration Services Inc. Land Purchase Update

Ms. Denton reported that Mr. Krushenski is reviewing a draft contract on the land purchase.

2. Sewer Line Extension Contract Status

Ms. Denton reported that the sewer line extension contract has been reviewed and awaiting final supplemental documents by third parties.

3. IDB Bylaw Changes

Ms. Denton reported that Mr. Krushenski recommends amending the bylaws by Resolution regarding IDB terms and elections coinciding with all other City boards. A copy of the Resolution

is included in the meeting agenda packet. Mr. Wilson made a motion to amend the bylaws by Resolution. Mr. Osucha seconded the motion. Motion carried with all in favor.

Committee Reports

Finance

1. FY 2011 Audit

Mr. Trapp reported the audit is underway with one invoice from Loyalty Lawn pending. The audit will be ready no later than September 1, 2011.

2. FY2012 (7/1/11 through 6/30/12) Budget Distribution

Mr. Biloski reported that a copy of the revised FY2012 Budget approved at the July meeting was included in the meeting agenda packet and asked if there were any questions. Mr. Wilson made a motion to approve and formally adopt the FY2012 Budget. Ms. Dunlap seconded the motion. Motion carried with all in favor.

Land Use

1. Horizon Center CAM Invoices

Mr. Osucha reported that three out of five entities have paid their CAM fees. HGN owes \$5,500 and the biggest issue is determining where to send the bill. The issue is in the process of being resolved.

Special Projects Committee

1. Horizon Center Real Estate Agency Agreement

Mr. Mason reported that the committee is scheduled to meet on August 16, 2011, to provide a recommendation on the Horizon Center Real Estate Agency Agreement.

Spec Building Committee

Mr. Wilson reported that the Spec Building Committee will meet during August. He stated that he had collected information from some architects and outside financing. Ms. Denton reported that she will follow up with TVA on a possible loan.

Old Business

1. FY2012 (7/1/11 through 6/30/12) Goals

Mr. Biloski distributed copies and reviewed the FY2012 IDB Goals that he consolidated from board members' input. A lengthy discussion was held. Mr. Wilson made a motion to approve the FY2012 IDB Goals. Ms. Dunlap seconded the motion. Motion carried with all in favor.

2. TIF Policy

Mr. Biloski reported that the City Manager is reviewing the TIF Policy.

New Business

1. PILOT Program Fee Refund Policy

Mr. Patrick suggested evaluating the PILOT to address language regarding any potential refund of the closing fees incorporating the following: at the IDB's discretion, considering certain

milestones and proven net benefit to City if refunded. Mr. Patrick made a motion to defer to Mr. Krushenski for recommendation. Mr. Mason seconded the motion.

Mr. Patrick asked if infrastructure costs were known to the board while entering into the agreement with CROET to take over the Horizon Center. A brief discussion was held regarding whether or not CROET should assist in costs of infrastructure by reducing their profit per acre to supplement and off-set costs.

Adjournment

Ms. Dunlap made a motion to adjourn the meeting. Mr. Mason seconded the motion. Motion carried and the meeting adjourned at 5:06 pm.

Harold Trapp
Secretary/Treasurer

**Financial Statements
of
Oak Ridge Industrial Development Board**

Oak Ridge Industrial Development Board
Balance Sheet
July 31, 2011

Assets		
Current Assets		
Cash in bank - checking		\$ 73,872
Cash in bank - money markets		
SunTrust Bank	250,000	
ORNL Federal Credit Union	250,000	500,000
Cash in bank - certificates of deposit		
Citizens National Bank (Maturity 2/18/12: 1.09%)	139,130	
Citizens National Bank (Maturity 1/10/12: 1.85%)	23,943	
Citizens National Bank (Maturity 3/12/12: 1.85%)	5,000	
Citizens National Bank (Maturity 2/19/12: 1.87%)	49,513	
People's Bank (Maturity 4/4/12: 1.3%)	250,000	
Clayton Bank & Trust (Maturity 8/4/11: 1.91%)	250,000	
Community Trust Bank (Maturity 1/14/12: 1.21%)	196,085	
Citizens National Bank (Maturity 7/5/12: 1.25%)	31,557	945,228
Total Current Assets		1,519,101
Capital Assets (not depreciated)		
Land		6,073,970
Total Assets		\$ 7,593,071
Liabilities and Net Assets		
Current Liabilities		
Deferred revenues		\$ 12,293
Total Liabilities		12,293
Net Assets		
Invested in capital assets		6,073,970
Un-designated		1,506,808
Total Liabilities and Net Assets		\$ 7,593,071

Oak Ridge Industrial Development Board
Statement of Revenues & Expenses-Historical and Budgeted
For the One Month Ended July 31, 2011

		2012 Annual Budget	July 2011			Year-To-Date		
			Budget	Actual	Favorable (Unfavorable) Variance	Budget	Actual	Favorable (Unfavorable) Variance
	Revenues							
101	Operating							
102	Horizon Center - CAM	\$ 6,628	\$ -	\$ 366	\$ 366	\$ -	\$ 366	\$ 366
103	Application and Closing Fees	23,000	-	-	-	-	-	-
104	Land Sales - Horizon Center	293,000	-	-	-	-	-	-
105	Land Sales - Bethel Valley	100,000	-	-	-	-	-	-
106	Interest Income	5,000	417	-	(417)	417	-	(417)
107	Capital Projects - Grant Proceeds	248,765	-	-	-	-	-	-
108	TOTAL REVENUES	\$ 676,393	\$ 417	\$ 366	\$ (51)	\$ 417	\$ 366	\$ (51)
	Expenses							
201	Operating							
202	Management Services	\$ 12,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -
203	Accounting Services	3,600	300	425	(125)	300	425	(125)
204	Audit	4,000	-	-	-	-	-	-
205	Legal	-	-	-	-	-	-	-
206	Office Equipment & Supplies	1,500	-	-	-	-	-	-
207	Marketing Expenses	2,000	-	-	-	-	-	-
208	Miscellaneous Fees	4,000	-	-	-	-	-	-
209	Engineering Services	25,000	3,360	3,360	-	3,360	3,360	-
210	Horizon Center - CAM							
211	Mowing & Landscape	30,000	5,000	-	5,000	5,000	-	5,000
212	Utilities	2,500	209	-	209	209	-	209
213	Contingency & Repairs	4,000	-	-	-	-	-	-
214	Roane County IDB	4,000	-	-	-	-	-	-
215	Land Sales - Horizon Center	136,000	-	-	-	-	-	-
216	Land Sales - Bethel Valley	8,000	-	-	-	-	-	-
217	Capital Projects							
218	Sewer Line Installation	474,927	-	-	-	-	-	-
219	Land Clearing - Area	365,260	-	-	-	-	-	-
220	Infrastructure (Power Supply)	350,000	-	-	-	-	-	-
221	Infrastructure (Power Distribution)	250,000	-	-	-	-	-	-
222	Spec Building	400,000	-	-	-	-	-	-
223	TOTAL EXPENSES	\$ 2,076,787	\$ 9,869	\$ 4,785	\$ 5,084	\$ 9,869	\$ 4,785	\$ 5,084
301	NET PROFIT (LOSS)	\$ (1,400,394)	\$ (9,452)	\$ (4,419)	\$ 5,033	\$ (9,452)	\$ (4,419)	\$ 5,033

IDB of Oak Ridge
Account Reconciliation
As of Jul 31, 2011
10200 - Regular Checking Account
Bank Statement Date: July 31, 2011

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			78,291.78
Add: Cash Receipts			365.51
Less: Cash Disbursements			(4,785.00)
Add (Less) Other			_____
Ending GL Balance			<u>73,872.29</u>
Ending Bank Balance			78,271.34
Add back deposits in transit			_____
Total deposits in transit			
(Less) outstanding checks			
	Apr 13, 2011	596	(3,974.05)
	Jul 30, 2011	616	(425.00)

Total outstanding checks			(4,399.05)
Add (Less) Other			_____
Total other			
Unreconciled difference			<u>0.00</u>
Ending GL Balance			<u><u>73,872.29</u></u>

Industrial Development Board of the City of Oak Ridge

Request for Proposal for Construction Administration Services

ACHW, Inc.

800 Oak Ridge Turnpike, Ste A-400
Oak Ridge, Tennessee 37830

August 18, 2011

ACHW

800 Oak Ridge Turnpike
Suite A-400
Oak Ridge, Tennessee 37830
865.482.4451
865.482.4454
www.achw.com

August 18, 2011

Industrial Development Board
City of Oak Ridge
ATTN: Kim Denton
1400 Oak Ridge Turnpike
Oak Ridge, Tennessee 37830
865.483.1321
denton@oakridgetn.org

To the IDB of the City of Oak Ridge:

ACHW is pleased to offer this proposal for construction administration services for the two projects at the Horizon Center identified in your RFP.

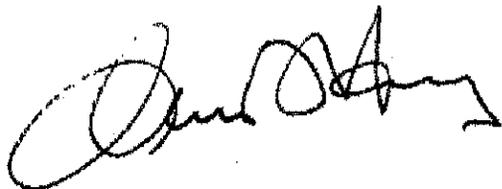
Our proposal includes the services of two professionals, Bryan Mills, P.E. and Larry C. Williams, RA. While Mr. Mills will serve as the Professional in Charge and primary contact, these gentlemen will alternate visits to the site to assure that two individuals will be fully familiar with the projects at all time. This will accommodate any illness, vacation time, or conflicts in schedule that may occur over the approximately 150 calendar day span of these projects.

Attached you will find the following documents:

- Checklists/ field reports we propose to use for construction administration services. Our experience has proven these documents to be effective in tracking construction progress and ensuring quality construction procedures are followed and consistently maintained. These checklists include both administration items, common to both projects, and items specific to each project.
- The resumes of the two highly experienced individuals mentioned above. We believe you will find their experience in construction administration services most suited to serve the needs of both projects.
- Our NTE project fees and hourly rate schedule for extra work above and beyond daily construction administration tasks.

Please feel free to contact us if we can provide you will any additional information. We look forward to the opportunity to work with you.

Sincerely,



Manuel D. Herz, AIA, NCARB
President, ACHW

Field Report/ Checklist

ACHW

Project Name: Extension of Horizon Center Sewer System Report #: _____

Project #: _____

Date: _____ Start: _____ End: _____

Weather: _____ Site Conditions: _____

Persons present at site:

Administrative Checklist:

Comments:

- | | | |
|---|--|-------|
| 1. Accurate Daily Log and Project Documents? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 2. Clean and organized project being maintained? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 3. Maintaining a full-time superintendent? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 4. As-built drawings are being kept to date? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 5. Required site surveys satisfactory? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 6. Change orders submitted in respect to when work is being done? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 7. Contractor and subcontractors following safety and health requirements?* | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 8. Environmental Construction Guidelines being followed? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |

* Contractor maintains sole responsibility for ensuring safety and health requirements during construction.

General Project Observations:

1. Work Observed:

2. Action/s Required:

3. Revisions/ Interpretations Requested:

4. Non-Conforming Work Reported to the Contractor:

Project Checklist:

Comments:

- | | | |
|--|--|-------|
| 1. Location of trench and/or structure placement conform to construction documents? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 2. Existing utilities in area of the Work have been located and marked? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 3. Trench has required side slope or trench box? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 4. Proper bedding has been placed under piping and/ or structures? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 5. Thrust blocking has been installed at all bends and where noted on plans? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 6. Proper pipe material and size has been installed? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 7. Tracing wire installed on all non-metallic pipe? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 8. Pipe connections secure and free from leaks? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 9. Proper separation from existing utilities has been maintained? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 10. Traffic control is being performed as necessary? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 11. Appropriate erosion control devices being used/ installed? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 12. Paving course thickness conforms to construction documents? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 13. Completed areas have been cleaned up, trash has been removed, and temporary/ permanent seeding has been applied? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 14. Local inspections are being performed and results are in compliance with codes? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |

ACHW

Project Checklist Continued:

Comments:

15. Local utility provider has been contacted to make or inspect connections to existing utilities?

yes no

16. Photographs have been taken of the Work in progress?

yes no

Additional Notes:

Report By: _____

Attachments: _____

Copied: _____

Field Report/ Checklist

ACHW

Project Name: Clearing of Horizon Center Development Area #6 Report #: _____

Project #: _____

Date: _____ Start: _____ End: _____

Weather: _____ Site Conditions: _____

Persons present at site:

Administrative Checklist:

Comments:

- | | | |
|---|--|-------|
| 1. Accurate Daily Log and Project Documents? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 2. Clean and organized project being maintained? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 3. Maintaining a full-time superintendent? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 4. As-built drawings are being kept to date? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 5. Required site surveys satisfactory? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 6. Change orders submitted in respect to when work is being done? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 7. Contractor and subcontractors following safety and health requirements?* | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 8. Environmental Construction Guidelines being followed? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |

* Contractor maintains sole responsibility for ensuring safety and health requirements during construction.

General Project Observations:

1. Work Observed:

2. Action/s Required:

3. Revisions/ Interpretations Requested:

4. Non-Conforming Work Reported to the Contractor:

Project Checklist:

Comments:

- | | | |
|--|--|-------|
| 1. Erosion control devices in place to prevent sediment from leaving site or disturbed area? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 2. Damaged erosion control devices have been repaired? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 3. Sediment from erosion control devices have been removed when at 50% capacity? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 4. Trash and construction debris has been removed from the site? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 5. Grading conforms to construction documents? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 6. Cleared areas with no activity for seven or more days have received temporary seeding? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 7. Areas outside of construction area have not been disturbed? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |
| 8. Photographs have been taken of the Work in progress? | <input type="checkbox"/> yes <input type="checkbox"/> no | _____ |

Additional Notes:

Report By: _____

Attachments: _____

Copied: _____



Role

Project Manager and
Construction Administration

Education

Bachelor of Architecture,
1978

Professional Registrations

Active Registration in
Tennessee since 1981

Client Testimonial

During construction, several urgent changes were needed to the plan, especially when we decided to finish a section of the structure we had originally planned to leave vacant and unfinished. I especially appreciate your quick response in identifying and incorporating required changes. Your quick turn around was instrumental in keeping this phase of building construction on time and below budget.... Larry Williams in particular was a great source of knowledge for how to do things right during the development and subsequent construction of the building.

-James W. Stratton
Vice President
Philotechnics

Mr. Williams has over thirty years of experience with special strengths in Project Management and Construction Administration. He is detailed oriented and thorough in documenting questions, answers, and changes concerning Contract Documents. Mr. Williams is well informed of construction processes and is able to offer creative recommendations to resolve issues in the field, both assuring high quality construction and cost control.

The following is a brief overview of his experience:

OFFICE / LIGHT INDUSTRIAL

Boeing Tennessee, Inc. Office Building & Cafeteria, Oak Ridge, TN
Philotechnics Corporate Office and Processing Facility, Oak Ridge, TN
Daxor Corporation, Operations and Laboratory Facility, Oak Ridge, TN
ORNL Measurements & Controls, 30,000 SF Administrative, Oak Ridge, TN
UT Space Institute Center for Aerospace Research, Tullahoma, TN
Martin Marietta Energy Systems at DOE X-10 Facility, Mass Spectrometry
Office & Laboratory, Oak Ridge, TN
Jackson Plaza 10-Story, 200,000 SF, Oak Ridge, TN
University of Tennessee Henley Street Office Building, 100,000 SF, Retail
Conversion, Knoxville, TN

HEAVY INDUSTRIAL

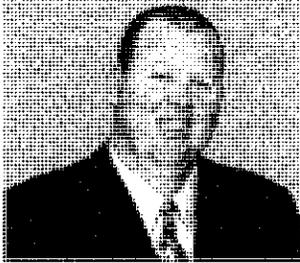
Scientific Ecology Group Metal Melt, Oak Ridge, TN
Modine Manufacturing Company (100,000 SF Addition), Clinton, TN
GTS Duratek, Inc. Sorting Room & LVRF facility, Oak Ridge, TN
Scientific Ecology Group, Inc. CVRF Oak Ridge, TN
Scientific Ecology Group Inc. Incinerator for Building, Oak Ridge, TN
Martin Marietta Energy System Bldg #707, Oak Ridge National Laboratory, TN
Scientific Ecology Group Metal Melt, 35,000 SF hazardous waste handling
and processing facility, Oak Ridge, TN

CIVIC

Maryville Housing Authority, 16-story, 150 units for the Elderly, Maryville, TN
Maryville Municipal Building Renovation, Maryville, TN
Maryville Parking Garage \$3.3 M, Maryville, TN
Oak Ridge Public Library 28,000 SF, Oak Ridge, TN
Oak Ridge Civic & Recreation Center, Oak Ridge, TN
Oak Ridge Municipal Building Addition and Renovation, Oak Ridge, TN

EDUCATION

Oak Ridge High School Additions & Renovations, Oak Ridge, TN
Anderson County High School Contract Administration
Cokesbury United Methodist Church, Family Life Center 60,000 SF
Knoxville, TN
University of Tennessee Laurel Apartments Renovation & Upgrades, 15-story,
316 units, Knoxville, TN



Mr. Mills is a professional engineer with 10 years of experience providing surveying, site-civil engineering, stormwater, roadway, water, and sewer design and project management services for a wide range of clients. His experience also includes construction administration services, efficiently responding to unclassified site conditions and other common unknowns characteristic of site work. His span of work includes projects in Georgia, Kentucky, Ohio and Tennessee. A brief summary of project experience includes:

Education

University of Tennessee
Bachelor of Science (Civil Engineering)

Specialized Training

40-Hour Hazardous Waste
Operations Training
Certificate Holder

Professional Registrations

P.E. Tennessee #108096

Memberships

ASCE, since 2002

GOVERNMENT / MISCELLANEOUS

- Site layout, grading, utilities, and construction administration for \$160M prison, 75 acre Greenfield site, Southeast Regional Correctional Complex, Bledsoe County, TN

- Construction support for all site features for the \$160M project located on an 85 acre site, Morgan County Correctional Complex, Wartburg, TN:

- Site layout, grading and utilities for the \$55M Oak Ridge High School Additions and Renovations, Oak Ridge TN.

- Tuskegee Drive Improvement 8.5 miles, City of Oak Ridge and TDOT producing ROW and construction plans, Oak Ridge, TN

- Performed Site-Civil and Hydrology Design for LDS Church, Brainerd, Ward & Chattanooga the Stake, Chattanooga, TN.

MIXED-USE RESIDENTIAL / COMMERCIAL

- Preliminary site design of land use to include grading, landscaping, utilities, roadways, stormwater collection and detention, for 277 acres of DOE transferred land for Mixed-Use Residential and Commercial development, Oak Ridge, TN

- Master Plan and subdivision design of an 80 acre Mixed Residential / Commercial Subdivision, Centennial Village, Oak Ridge, TN

- Master planning and subdivision design for a 40 acre site, Centennial Bluff Active Adult Residential Community, Oak Ridge, TN

- Master Planning and design of 150 acre single family residential subdivision, Rivers Run, Oak Ridge, TN.

- Field survey, site design, grading and utility design for 127 campsites, Cumberland Mountain State Park Campground, Crossville, TN

OFFICE / INDUSTRIAL PARKS

- Master planning, site design, utilities and main roadway layout throughout the new 35 acre Enclave Business and Industrial Park, Oak Ridge, TN

- Performed Hydrology calculations and as-built survey for the Atrium Office Development, Knoxville, TN

NTE Fees & Hourly Rates

ACHW

NTE Construction Administration Project #1	\$ 15,750 _____
NTE Construction Administration Project #2	\$ 13,500 _____
NTE Total Bid	\$ 29,250 _____
NTE Deduct if awarded both projects?	\$ 5,220 _____
NTE is based on the application of the following personnel rate	\$ 90/ hr _____

Hourly rate for extra work above and beyond daily construction administration tasks \$90/ hour.

10133 SHERRILL BOULEVARD, SUITE 200

KNOXVILLE, TENNESSEE 37932

865 637 2810

865 673 8834 FAX

www.bargewaggoner.com



August 17, 2011
File 93000

Ms. Kim Denton
IDB of Oak Ridge
1400 Oak Ridge Turnpike
Oak Ridge, TN 37830

**RE: Construction Administration Services
Extension of Horizon Center Sewer and
Clearing of Horizon Center Development Area #6**

Dear Ms. Denton:

Barge Waggoner Sumner & Cannon, Inc. (BWSC) is pleased to respond to your request for a proposal for the referenced project. The details of our proposal are as follows:

BWSC would provide a project representative to visit the construction sites on a daily basis to review the progress on the construction projects. For this proposal we have assumed a combination of 20 hours per week to include 2 site visits per day (each project would be visited on a site visit), daily reports, and communication to the IDB staff of weekly progress. The number of days for the proposal is based upon the timeframes provided in the RFP, assuming an August 22nd start for the sewer line with 150 calendar days until completion and a start date of September 16th for the clearing project with a completion date of January 31st 2012.

Five different reports (checklists) have been attached. BWSC would propose using the one titled Site Observation Report for both projects due to only making site visits. The second report is a typical sewer construction report that BWSC has used in the past when fulltime project representation is provided. It has been included to note some of the items to be summarized on the more generic site observation report for the contractor's progress. The other three reports are utilized when the line work and manholes are tested per the specifications. The site observation report along with the three testing reports would be used for the sewer work, while only the site observation report would be used for the clearing project.

BWSC proposes to perform the construction administration services for the two projects on an hourly rate basis for a not to exceed fee of \$20,250 if performing both projects in the timeframes outlined in the RFP. BWSC would propose a not to exceed fee of \$14,850 to provide project representation for just the sewer extension project and currently is not proposing on tree clearing project separately. The fees proposed are based on a project representative hourly rate of \$45 per hour (which included reimbursement for mileage costs). Any additional work above and beyond daily construction administration tasks would vary depending on the qualifications of the personnel required. A schedule of standard charges is included.

Ms. Kim Denton

Page 2

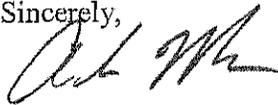
August 17, 2011

File 93000

The daily site visits will be performed by Lowell Strunk. Keith Craft will be BWSC's project manager for this project, and will direct Mr. Strunk's activities and provide all communication back to the IDB staff. We have attached a resume of each for your review.

This proposal was prepared based on my understanding of the project description. If we have not fully addressed your project requirements or if you have other questions regarding the proposal, please advise me immediately by calling 865-934-4178.

Sincerely,



Andrew Murr, P.E.
Vice President

Q:\Oak Ridge IDB CA Pro.docx

Enclosure

cc: Keith Craft, BWSC



EXHIBIT A

SCHEDULE OF STANDARD CHARGES

HOURLY-RATE BASIS

Hourly Rates:

Professional Engineer, Planner, Architect, Landscape Architect, or Land Surveyor	100 to	170
Graduate Engineer, Planner, or Architect.....	70 to	130
Designer or Technician.....	60 to	120
Drafter, Secretary, etc.	50 to	100
Surveyor	30 to	80

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 15 percent.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- a. Travel by company or private vehicle at the IRS approved standard mileage rate.
- b. In-house printing, reproduction, and photography charges at commercial rates.
- c. Travel and living expenses for all personnel when required to be away from headquarters in connection with the work at cost.

Invoices will be issued on a monthly basis.

SITE OBSERVATION REPORT

Route To: CLIENT

PROJECT MANAGER

PROJECT NO.

PROJECT CONSTRUCTION FILE

REPORT NO. _____

OTHER: _____

PAGE _____

OF _____

DATE _____

DAILY REPORT

Hours on site:

PROJECT NAME _____

Contractor _____

RPR _____

WEATHER _____

MEAN TEMP _____

WORKING CONDITIONS _____

PRIME CONTRACTOR'S PERSONNEL _____

SUBCONTRACTORS ON THE SITE _____

EQUIPMENT _____

MATERIALS _____

VISITORS _____

PROGRESS _____

BARGE WAGGONER SUMNER & CANNON

10133 Sherrill Blvd, Suite 200

Knoxville, TN 37932

Phone: 865-637-2810 Fax: 865-673-8554

SIGNATURE

RESIDENT PROJECT REPRESENTATIVE

PROJECT _____ DATE _____ FILE NO. _____

CONTRACT _____ FIELD REP _____

SITE CONDITIONS _____ A.M. _____ P.M. _____

SEWER LINE NO. _____ FROM _____ TO _____

CONTRACTOR _____

SUPERVISOR _____

PIPE LAYING	STATION		LINEAL FT.	DEPTH (FT.)	SIZE OF SEWER	KIND OF PIPE	SUPPLIER	TYPE OF JOINT
	FROM	TO						

CONCRETE

BACKFILLING	STATION		LINEAL FT.	KIND OF SEWER	TYPE OF BACKFILL	PAVING			
	TO	FROM				STATION	TEMP. AREA	BASE AREA	TOP AREA

FLOODING

EXCAVATING INTERFERENCE ENCOUNTERED	SIZE AND DESCRIPTION	STATION	ELEV. ABOVE F.L. SEWER	MANHOLES				
				STATION	DEPTH	PIPE CONN.	TYPE	LINED

HOUSE DRAIN CONNECTIONS						LABOR		EQUIPMENT	
STA.	T-Y	SIZE	DIRECT	HOR*45	LENGTH	DESCRIPTION	NO.	DESCRIPTION	NO.

REMARKS _____

**GRAVITY SANITARY SEWER
AIR TESTING REPORT**

DATE: _____

SITE REPRESENTATIVE: _____

PROJECT NUMBER: _____

PROJECT: _____

CONTRACTOR: _____

CONTRACTOR'S SUPERVISOR CONDUCTING TEST: _____

Line No. _____ Line Size: _____

From MH No. _____ @ Sta _____ to MH No. _____ @ Sta _____

Air Loss Value per 100 LF: _____ Total Footage: _____

Total Calculated Time for this line: _____ seconds, or _____ minutes _____ seconds

Test Initial Pressure: _____ PSI

Pressure Held: _____ PSI for _____ minutes _____ seconds

(or) Dropped to _____ PSI in _____ minutes _____ seconds

Test Results: _____ Satisfactory _____ Unsatisfactory

Line No. _____ Line Size: _____

From MH No. _____ @ Sta _____ to MH No. _____ @ Sta _____

Air Loss Value per 100 LF: _____ Total Footage: _____

Total Calculated Time for this line: _____ seconds, or _____ minutes _____ seconds

Test Initial Pressure: _____ PSI

Pressure Held: _____ PSI for _____ minutes _____ seconds

(or) Dropped to _____ PSI in _____ minutes _____ seconds

Test Results: _____ Satisfactory _____ Unsatisfactory

(or) Dropped to _____ PSI in _____ minutes

Date: _____ Line Size: _____

FORCE MAIN TESTING REPORT

DATE _____
 BWSC REPRESENTATIVE _____
 JOB NUMBER _____
 PROJECT NAME _____
 CONTRACTOR _____ HOURS _____
 CONTRACTOR'S EMPLOYEES CONDUCTING TEST _____

PRESSURE (LEAKAGE) TEST

LINE SIZE _____
 STREET _____ LINE NO _____ TOTAL FOOTAGE _____
 FROM _____ @ STA _____ TO _____ @ STA _____
 TEST REQUIREMENT _____ PSI FOR _____ HOURS
 HELD _____ PSI FOR _____ HOURS
 (OR) DROPPED TO _____ PSI IN _____ (TIME)
 QUANTITY OF WATER ADDED AFTER 2 HR. PERIOD TO RESTORE TEST PRESSURE
 _____ GALLONS

ALLOWABLE LEAKAGE = $(S \times D \times (P^{0.5}))/148,000$
 WHERE: L = TESTING ALLOWANCE (MAKEUP WATER), IN GALLONS PER HOUR
 S = LENGTH OF PIPE TESTED, IN FEET
 D = NOMINAL DIAMETER OF THE PIPE, IN INCHES
 P = AVERAGE PRESSURE DURING THE TEST, IN POUNDS PER SQUARE INCH (GAUGE)

ALLOWABLE LEAKAGE = _____ FEET X _____ INCHES X $((\text{_____ PSI})^{0.5}) / 148,000$
 ALLOWABLE LEAKAGE = _____ GALLONS

___ ACTUAL LEAKAGE IS LESS THAN THE ALLOWBLE LEAKAGE; TEST PASSES
 ___ ACTUAL LEAKAGE IS GREATER THAN THE ALLOWBLE LEAKAGE; TEST FAILS

Resume of
LOWELL STRUNK

PERSONAL:

Married, four children
VITA volunteer

EDUCATION:

BS in Civil Engineering, University of KY, 1959
Graduate studies in structures 1958-1959
Additional classes in Surveying and Construction Materials, PSTCC 1998-2003.

EXPERIENCE:

KY Dept. of Hwys.

Design of box culverts and hwys, part time 1957-1959

TVA.

Design of hwys and site development, 1959-1965

Bost Engr. Co.

Project Eng. for the in fracture (except power and water) for the University of Tennessee campus expansion and a urban development project at the Auditorium in Knoxville. Also, design of the wastewater collection system in Pigeon Forge, Tn. 1965-1968

City of Oak Ridge, TN

City Engineer and Public Works Director.
Review of plans for City Infrastructure projects.
Adm. of Dept. and contract administration.

Duke Energy.

Environmental inspector for pipe line construction, 1999

Emerald Const. Co.

Construction stake out, quantity take off and estimating.

Keith Craft, RLS

CIVIL DESIGNER



EDUCATION

National Geodetic Workshop Certificate,
Joint ACSM, 1973

Mechanical and Architectural Drawing
Certificate, Draughton College of Drafting
1963

REGISTRATIONS

RLS: TN

CERTIFICATIONS

OSHA HAZWOPER

DOE Radiation Worker II

AFFILIATIONS

Tennessee Association of Professional
Surveyors

Oak Ridge Breakfast Rotary Club,
Charter Member

Board Member - City of Oak Ridge
Zoning Appeals

YEARS OF EXPERIENCE

45 years

EXPERIENCE

Mr. Craft has over 45 years of experience as a surveyor and manager. Much of this experience has been for various DOE contractors in the Oak Ridge Complex. He has served as a Directive Engineer on current and previous contracts with UT Battelle. He is extremely familiar with the site technical design, review processes, and procedures associated with decades of experience working at ORNL. He has been involved with site evaluations, land use planning, conceptual site layouts, civil engineering design, and surveying for almost every project that BWSC has performed in Oak Ridge during this timeframe. He served as Project Manager for GROET miscellaneous services providing conceptual layouts and surveys on the ORR for a wide variety of projects on a task basis beginning in 1995 through the present.

Heritage Center/East TN Technology Park (ETTP) Power Reconfiguration Oak Ridge, TN Project Manager: Provided civil surveying of the easements in support of ETTP Power Reconfiguration End State for Bechtel Jacobs Company to transfer the easements from DOE/BJ to the City of Oak Ridge.

East Tennessee Technology Park Oak Ridge, TN Researched old drawings and documents to satisfy requirements of CERCLA 120h. Produced final exhibits for inclusion into approximately 40 different reports to date.

Roane County Industrial Park Roane County, TN Delivered preliminary design of roadway, sewer and water including cost estimates for the 640-acre Macedonia site.

Carbon Fiber Facility Technology Center Conceptual Design Report Oak Ridge, TN Project Manager: Responsible for conceptual design and construction estimate for the Low Cost Carbon Fiber Facility Technology Center. The concept included equipment cooling, DI water supply, Nitrogen, building ventilation, exhaust, and heat and cooling for the office area. BWSC's scope of work included providing civil engineering design services, input on the evaluation of the alternative sites, and preparation of a preliminary civil site plan, as well as providing site utilities design services for all site utilities and a quantity take-off of the site utility elements.

Zero Energy Building Research Laboratory Conceptual Design Report Oak Ridge, TN Project Manager: Responsible for the conceptual design, site surveys, site selection and programming for the ZLAB research facility. The facility is comprised of 12,000 SF of high-bay research area, 4000 SF of outside equipment/research pad adjoining the high bay, 6200 SF of low bay laboratory, and 4250 SF of office and conferencing support space.

UT Battelle Technical Services Contract, ORNL Oak Ridge, TN Project Manager: Services included support to various divisions at ORNL in all areas of engineering design and surveying. Tasks include utility as-builts, excavation/penetration permits and associated GIS work, master plans for SNS and the Central, West, and 7,000 area campuses; site evaluation for the SNS second target station; multiple site utility studies and reports; CDRs for the MLP and the TRB; a design/build RFP for the ORNL parking structure; and construction documents for the West Campus Quad and the AMLE.

Keith Craft, cont'd

ORNL, X-10 Oak Ridge, TN Project Manager: Spearheaded contract and survey activities through an existing UT-Battelle, LLC contract for surveying services covering stakeout, as-builts, topography, boundary and other miscellaneous activities.

Bechtel Jacobs LLC Oak Ridge, TN Project Manager: Tasked to a new site-wide (all three sites on the Oak Ridge Reservation, K-25, ORNL, and Y-12, as well as other DOE properties in and around Oak Ridge) civil surveying services contract—a four year surveying services contract that began in 2004 for environmental remediation projects on the Oak Ridge Reservation.

ORNL East Campus Walking Trail Oak Ridge, TN Client Manager for the master concept plan and final design for 700 LF of new asphalt and concrete trails. The completed walkway provides a 1/3-mile loop around a pond. The design included a pedestrian bridge 30' in length and a 200' long boardwalk. A cable safety rail was used on the bridge to match adjacent building and plaza rails. The boardwalk utilized a unique railing design with "livestock panels" to allow maximum visibility through the railing, and reduced construction cost and time. Pressure-treated posts and recycled deck material were included in the bridge and boardwalk. Portions of walks were replaced with ramps to allow ADA accessibility.

Oak Ridge Reservation Oak Ridge, TN Project Manager: Directed all contract and survey activities in Oak Ridge, Tennessee, Paducah, Kentucky, and Portsmouth, Ohio, on DOE Reservations through an existing contract with Bechtel Jacobs for surveying services covering stakeout, as-builts, topography, boundary and other miscellaneous activities from 1995 through 2004.

Martin Marietta Energy Systems (MMES) Oak Ridge, TN Surveyor: Surveying contract for all three Oak Ridge plants, as well as some work at Paducah, KY, consisting of topography surveys, base mapping and utility as-builts. Worked with the National Geodetic Surveys, Rockville, MD, and MMES in providing coordination and initial ground control surveys used in the Global Positioning System (GPS) which ties the local grids into the Geodetic Grid System. Provided training to MMES personnel in using conversion programs for grid systems.



RE: RFP Construction Inspection Services

Proposal for Professional Services Agreement

Kim K. Denton, Director
Industrial Development Board of Oak Ridge (IDB)
1400 Oak Ridge Turnpike
Oak Ridge, TN 37830

Ms. Denton,

Lackey and Associates, Inc. proposes to provide the requested services as outlined in the Revised RFP dated August 12, 2011 addressing the scope of work needed for the construction monitoring, and reporting of work to be performed at the Horizon Center Business Park in Oak Ridge, Tennessee.

A preconstruction meeting will be required to establish contacts, notifications, and to seek and answer questions. The contractor must agree to notify Lackey and Associates 24 hrs. prior to changes in job scheduling.

Lackey and Associates, Inc. will agree to provide monitoring and reporting of the projects described as:

Project 1 – Extension of Horizon Center sewer system starting on or about August 22, 2011 with the estimated completion 150 calendar days after Notice to Proceed. Contractor: Jack Southard Co. LLC, Clinton, TN.

Project 2 – Clearing of Horizon Center Development Area #6 starting September 16, 2011 with estimated completion January 31, 2012. Contractor: B&D Equipment, Clinton, TN.

Both projects will be field reviewed on a daily basis and a written log will be maintained for each visit and each project. Work will be inspected for adherence to specifications, drawings, and applicable permits.

Construction monitoring and reporting will be performed by experienced and qualified personnel with oversight by a licensed engineer. The engineer will perform the required SWPPP inspections during job progress. The inspections will as a minimum contain the following list of items:

- 1) Materials stored on-site for construction as needed for progress payments
- 2) Equipment present on-site for construction
- 3) Presence of working crews and general activities
- 4) Denote deviations from plans and specifications
- 5) Notes on discussions with contractor and his representatives
- 6) General site conditions – neatness and possible safety issues
- 7) Periodic photos of progress
- 8) Compliance to Storm Water Pollution Prevention Plan
- 9) Periodic reports on SWPPP conditions – stabilization of soils
- 10) Weather conditions if they relate to construction activities
- 11) Other items may be added and the list customized to suit each job

The hourly rates for personnel are as follows:

Field Inspector \$72 per hour
 Licensed Engineer \$125 per hour

Project 1 estimated time

Field Inspector 240 hours x \$72 = \$17,280
 Licensed Engineer 35 hours x \$125 = \$ 4,375

Total **Project 1** not to exceed..... \$ 21,655

Project 2 estimated time

Field Representative 240 hours x \$72 = \$17,280
 Licensed Engineer 35 hours x \$125 = \$4,375

Total **Project 2** not to exceed..... \$ 21,655

Total for both projects not to exceed..... \$43,310

Deduction for award of both projects..... \$10,765

Additional work as required beyond estimated completion dates will be at the standard rates for Lackey and Associates, Inc. A copy of these standard rates is attached and will remain in-force until the completion of projects.

It should be noted that the City of Oak Ridge will require survey and “As-Built” drawings of the sewer line and details of the lift station including elevations and surveyed location of the force main. This work is not included in the estimated prices shown above.

Qualifications of Lackey and Associates, Inc. personnel

Field Representative:

Jerry Kerley

TDEC Certified Wastewater Collection System Operator – Grade II

TDEC Certified Wastewater Treatment Plant Operator – Grade IV

Retired: 2011

Harriman Utility Board 1987 thru 2011.

Held the following positions in water, wastewater, and natural gas operations:

Superintendent Gas Water and Sewer Operations

Chief Wastewater Treatment Operator

Chief Laboratory Technician

Alternative Field Inspector:

Eugene Lackey, RLS

Tennessee Registered Land Surveyor #411

Academic Background in Mining Engineering

42 years in land and mine surveys and mine operation

Involved in many subdivision projects including water and sewer installation, sewer lift station installation with some direct construction supervision experience

Licensed Engineer:

James Burnham, PE

Tennessee Registered Engineer

BS Civil Engineering

MS Environmental Engineering

Current: Harriman Utility Board 2001 thru 2011

Director of Engineering

Developed and monitored \$12 Million in sewer projects

Prior: Burnham and Associates 1980 thru 2001

Construction Contractor – Design/Build

Residential and commercial construction

LACKEY AND ASSOCIATES, INC.
SURVEYORS-CONSULTANTS
P.O. BOX 458
OLIVER SPRINGS, TN 37840
PHONE: (865) 435-7663

APRIL 1, 2011

SCHEDULE OF FEES

EFFECTIVE DATE - APRIL 1, 2011

FIELD CREW (3 MAN CREW)	122.00 PER HOUR
FIELD CREW (2 MAN CREW)	106.00 PER HOUR
FIELD CREW (1 MAN CREW)	88.00 PER HOUR
CAD OPERATOR	62.00 PER HOUR
OFFICE TIME	62.00 PER HOUR
SURVEYOR	72.00 PER HOUR
ENGINEER	125.00 PER HOUR

**Proposal to Provide Construction
Management Services for the
Industrial Development Board of the
City of Oak Ridge**

MBI

michael brady inc.

August 18, 2011

August 18, 2011

Ms. Kim Denton, Executive Director
IDB of Oak Ridge
1400 Oak Ridge Turnpike
Oak Ridge, Tennessee 37830

Re: Proposal Response for Construction Management Services

Dear Ms. Denton:

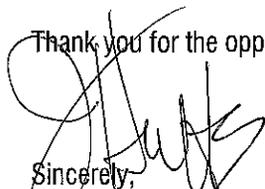
Michael Brady Inc. (MBI) is honored to respond to your request to provide our Construction Management Services for the Industrial Development Board of Oak Ridge. In the following pages, you will find MBI to be extremely well qualified to perform all construction management and administration services outlined in your request.

As a full service Architecture, Engineering and Construction Management firm, MBI's CM department offers a unique opportunity for your project. MBI has professionals on staff that includes representatives from all facets of design, there-by helping our construction management team not only resolve issues, but also identify and avoid them.

As registered members of CMAA and with nearly 15 years of experience in the Construction Management field MBI has an excellent history of working with our clients on such CM projects as; Knoxville Wholesale Furniture, Crown College, Mount Lebanon Baptist Church, Wallace and Wallace Realty Office, Atchely Funeral Home, Whirlpool Corporation, Lovell Road Animal Hospital, First United Methodist Church, and our own MBI office building.

Personally, I have over 40 years of experience in the construction business. In my career I have worked as a workman, foreman, superintendent, general contractor, civil engineer (P.E.), and a certified construction manager (CCM). As head of the CM department at MBI, I have the privilege of working with an extraordinary team of Architects, Engineers and other design professionals. I am certain that this team can provide the high quality services you want and deserve.

Thank you for the opportunity to present our qualifications, we appreciate your thoughtful consideration.



Sincerely,
Michael Brady Inc.

John H. Hults, CCM, P.E.,
Principal
299 North Weisgarber Road
Knoxville, Tennessee 37919
865.584.0999
johnh@mbiarch.com

ABOUT MICHAEL BRADY INC.

Since its founding in 1990, Michael Brady Inc. (MBI) has continually grown in both momentum and size. Our staff of approximately 60 professionals currently maintains licensing in all 50 states. MBI is located in Knoxville, Cleveland and Cookeville, Tennessee and Orlando, Florida and proudly offers Architectural and Engineering services throughout the country. Our experience with diversified clientele and projects of various sizes and types keeps MBI at the forefront of design and technological solutions. Our firm shares the desire to fulfill the clients' needs and wants while making their vision come to life.

MBI was recently named as one of Architectural Record Magazine's Top 250 architecture firms, for the second year in a row, in the United States and was also ranked 24th for architecture and engineering firms for the south central United States.

MBI has **LEED Accredited Professionals** with project experience that has a direct correlation to the requirements of this project. As one of only nine **Energy Star Partner** design firms in Tennessee, we bring another label of certification that is available to the Owner.

With our in-house engineers, including Civil, Structural, Mechanical, Electrical, Surveying, Information Systems and Construction Management, MBI is able to save the client time and money by streamlining the design process, providing a single point of communication, and providing a better coordinated higher quality set of drawings. Our commitment to new technologies extends to our use of Revit 3D Building Information Modeling software for Construction Document production, taking document production and discipline coordination to the next level. This allows our clients the opportunity to experience **Live Design** where they can actively participate in critical decisions while seeing their project's design being created in real time in 3-dimensional images. A better set of drawings equals a more pleasant experience during design, construction and throughout the lifespan of the building.

Services Provided by MBI:

Architecture
Civil Engineering
Structural Engineering
Electrical Engineering
Mechanical Engineering
Fire Protection Engineering
Construction Management
Construction Administration
Cost Estimating
Interior Design
Surveying
Master Planning
Scheduling
Facility Assessment
LIVE DESIGN
Agency Plans
Capital Fund Program
Applications
Reports
Studies
Assessments



LIVE
DESIGN

MBI

michael brady inc.

Architecture Engineering Interiors
www.michaelbradyinc.com

**Industrial Development Board
of the City of Oak Ridge**

Request for Proposal for Construction Administration Services

The IDB of Oak Ridge desires to enter into a Professional Services Agreement with a firm to provide construction administration services for two (2) distinct IDB projects at Horizon Center Business Park.

Project 1 – Extension of Horizon Center sewer system starting on or about August 22, 2011 with estimated completion 150 calendar days after Notice to Proceed. Contractor: Jack Southard Co. LLC, Clinton, TN.

Project 2 – Clearing of Horizon Center Development Area #6 starting September 16, 2011 with estimated completion January 31, 2012. Contractor: B&D Equipment, Clinton, TN.

Construction administration services include performing as the owner representative on site on a daily visit basis. Projects shall require a daily site visit with a written log maintained by the consultant representative. Construction administration services shall include a field work review against project specifications, project drawings and applicable permits. It is not intended that the firm provide representation on site during the entire day. Project duration schedules are defined above.

Drawings and specifications for both projects are available from Kim Denton, Executive Director, IDB of Oak Ridge, 1400 Oak Ridge Turnpike, Oak Ridge, TN 37830; (865) 483-1321; denton@oakridgetn.org.

Bid proposal to include:

- A checklist of the items that the firm will monitor/review during the daily visit.
- Each project will require a checklist. The bidder can include one checklist for both projects or a separate checklist for each project. If the same checklist is used for both projects, then each project will have an individually completed daily checklist. Submit with the bid proposal the proposed checklist(s). Provide a draft checklist(s) for IDB review and comment.
- Bidder can submit a "Not to Exceed" (NTE) amount for each project individually or only one project as follows:

NTE Construction Administration Project #1	\$ 39,000.00
NTE Construction Administration Project #2	\$ 26,000.00
NTE Total Bid	\$ 65,000.00
NTE Deduct if awarded both projects	\$ 16,000.00
NTE is based on the application of the following personnel rate	\$ * _____/hr

***Hourly rates for extra work as listed on following page.**

Hourly rate for extra work above and beyond daily construction administration tasks
\$ _____/hour or supply rate schedule

***Hourly rates for extra work as listed on following page.**

Include the resume of the proposed individual providing the service(s) to the IDB.

Bids are due on or before August 18, 2011 @ 5:00 pm to Kim Denton, Executive Director, IDB of Oak Ridge, 1400 Oak Ridge Turnpike, Oak Ridge, TN 37830; (865) 483-1321; denton@oakridgetn.org.

Billings will be a product of hours worked x personnel cost + overhead expenses and profit. Over head and profit multiplier is approximately 1.8.

Personnel cost rate per hour:

Accounting staff:	\$27.85
Construction Management Project Manager:	\$39.99
Construction Management Principal:	\$84.20
Engineer Senior Principal:	\$122.75

Checklist

- General Review the Owner's program
- General Consult with Owner, Engineer & Contractor regarding construction documents
- General Review as-built drawings from Contractor
- General Attend weekly progress meetings to discuss matters such as procedures, progress and scheduling
- General Review and process applications by the Contractor for Progress and Final Payment
- General Transmit to the Engineer requests for interpretation of drawings and specifications as needed
- General Prepare change orders and construction change directives as required
- General Assist the review, evaluation and documentation of claims
- General Review the Contractor's Certificates of Insurance and provide to Owner
- General Procedures for expediting the processing and approval of Shop Drawings and other Submittals
- General List of incomplete or unsatisfactory items and a schedule for their completion
- General Oral presentation to Industrial Development Board during monthly meeting
- General Provide web portal to daily log
- Daily Contractor's traffic control programs in effect
- Daily Contractor's safety programs in effect

Checklist

- Daily Contractor's erosion control programs in effect
- Daily Update Contractor's construction schedule
- Daily Review test reports and submit to engineer for approval
- Daily Work of each contractor is being performed in accordance with the contract documents
- Daily Evaluate the completion of the work of the contractors
- Daily Observe trench excavation for proper depth
- Daily Ensure proper bedding material
- Daily Observe interior of pipe for superfluous material and document the removal of any material
- Daily Observe installation of sewer line and report any defects in alignment, deflection, crushed pipe, water infiltration or exfiltration to engineer, contractor and owner
- Daily Observe condition of stored material on site and ensure it is per manufacturer's recommendations
- Daily Record daily activities in job log
- Daily Photographs of daily activity to be included in job log
- Daily Update web portal daily log



John C. Hults, P.E. CCM
Construction Management and Construction Cost Estimating

John is a Certified Construction Manager/Civil Engineer with over 40 years of experience in the construction industry. His responsibilities at Michael Brady Inc. include project design, construction management, commissioning and facilities management. He also is involved with construction administration, constructability reviews, cost estimating, value engineering, quality control, risk management, and project closeout on MBI projects. His experience involves both public and private facilities, including industrial, commercial, medical, laboratory, housing, educational and retail.

Education:

University of Tennessee - Masters of Science Course work (33 hours) in Civil Engineering - 2001

University of Tennessee - Bachelor of Science in Civil Engineering - 1995

Professional Memberships:

Construction Management Association of America

American Society of Civil Engineers

State Board for Licensing Contractors

Active Registration:

TN

Construction Management Project Experience:

- Whirlpool Reliability Lab - Cleveland
- Knoxville Wholesale Furniture Showroom, Warehouse, Distribution Center
- Crown College - Powell
- Comfort-Bilt Manufacturing and Distribution Center - Mocksville, NC
- University of Tennessee Facility Assessment Program - Campus locations statewide
- Mount Lebanon Baptist Church - Maryville
- United Methodist Church - Sevierville

Construction Administration and Estimating Project Experience:

- Union City Industrial Park
- Anderson County Elementary School
- Wartburg Central Middle School - Morgan County
- Fairview Elementary School - Anderson County
- Greenfield Products - Union City
- Wayne Trace - Fort Wayne, IN
- Williams Crossing - Bedford, IN
- SamLip Automotive Manufacturing Facility - Alexander City, AL
- Tennessee Army Aviation Building - Alcoa
- West Towne Christian Church - Knoxville
- Lowe's - Multiple locations
- Kroger's - Multiple locations
- Walgreens (Multiple locations)



Russ Smith
Construction Manager

Russ is a Construction Manager for Michael Brady Inc. He has been with the company since 1993. His duties include project cost estimation, construction management and construction administration. His work ensures that what is designed, specified and approved by the owner is reflected in the finished building product.

Russ has been Construction Project Manager for numerous commercial building projects totaling approximately \$50,000,000. Duties include:

- Prepare project budget with architects, contractors and suppliers for owner approval
- Develop project scope of work with owner and other team members
- Organize the project into multiple work and material packages
- Define scope of work and solicit bids from contractors and suppliers
- Review bids and make recommendations to the owner
- Conduct site visits and on-site progress meetings to ensure quality of work
- Develop and update project schedule through site visits, progress meetings and observations of completed work
- Schedule inspections by code enforcement officials and manage any required corrections
- Negotiate change order requests
- Approve pay requests
- On-site coordination and sequencing of multiple contractors and suppliers

Education:

Pellissippi State Technical Community College - Associate of Applied Science in Civil Engineering Technology - 2003

University of Tennessee - 81 semester hours of engineering course work - 2001

Recent Project Experience:

- Tennessee Public Housing Authorities:
 - LaFollette Housing Authority
 - Jefferson City Housing Authority
 - Cleveland Housing Authority
 - Kingsport Housing and Redevelopment Authority
 - Loudon Housing Authority
 - Harriman Housing Authority
- Crown College - Powell
- Knoxville Wholesale Furniture - Knoxville
- Pellissippi Office Building - re-roofing - Knoxville
- Blount County Animal Shelter
- Annoor Academy - Knoxville
- KAJAN retaining wall - Lovell Road - Knoxville
- Lake City Elementary School Renovations - gym floor
- Norwood Middle School Renovations
- Westbrooks Towers - Murfreesboro Housing Authority



Louis J. Cortina, P.E.
President, Civil Engineer

Louis is President of Michael Brady Inc. and has been with the company for 15 years. He has with 30 years of experience in government, military, industrial, commercial and institutional projects. He is responsible for all phases of administration and project management along with civil and structural design. Project Management responsibilities include business development, contract negotiations, construction administration, budgets, civil-structural design and quality control.

Education:

University of Tennessee - Bachelor of Science in Civil Engineering - 1981

University of Tennessee - 30 semester hours of graduate engineering and business courses - 1981-1998

Professional Memberships:

American Society of Civil Engineers

National Council Examiners of Engineers and Surveying

Steel Framing Alliance

National Council of Structural Engineers Association

Active Registration:

Actively registered in 39 states

Recent Project Experience:

- National Transportation Research Center - Oak Ridge
- University of Tennessee – Lake Avenue Parking Garage - Knoxville
- University of Tennessee - Hesler Biology Building - Knoxville
- Isaiah's Landing – Commercial Development - Knoxville
- Allensville Square Apartments - Sevierville
- Walgreen's – over 100 facilities nationwide
- International House of Pancakes – over 100 facilities nationwide
- Scripps Networks Parking Garage - Knoxville
- Pilot Corporate Headquarters Addition – Knoxville



Kim Denton
Executive Director
Industrial Development Board of the City of Oak Ridge
1400 Oak Ridge Turnpike
Oak Ridge, Tennessee 37830

Dear Ms. Denton;

As you are aware, Electric Department staff has been working to provide power concepts and rough estimates for provision of power to the Horizon Center. Most recently, we have been asked for estimates to build a power line along the northern boundary, serving lot 5.

The service for the line under consideration would begin at the City substation located on Blair Road and follow the approximate route of the existing roadway on the north side of the park. It is my understanding that this route was the subject of an extensive study by the Department of Energy and that a route was identified by them which was found to be acceptable.

In order to facilitate the construction of a future line, the Electrical Director requested an easement in this area from the Department of Energy along the route. Although we have not received this easement as of this writing, all verbal indications are good. That said, it is important to remember that the assumption that the line can be built is based on that easement being provided in a form that is acceptable to the City. We have in the past been able to agree to a standard form easement, which should be applicable here.

We estimate that we can deliver up to about twenty megawatts in the form of two 13.2 kV circuits for about \$350,000. The structures would be designed to allow the future construction of a 69kV circuit which, assuming such facilities were constructed at our Blair Road substation, could serve a much larger load.

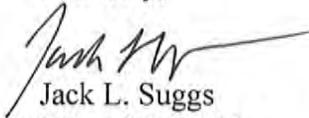
How the power delivered to the upper corner of lot 5 would be distributed to the remainder of the Park remains to be resolved. We are not fully aware of the intricacies of land rights that exist at the Park. Obviously, a continuous route along the roadway would provide an excellent way to feed lots 6 and 7 as well as channeling large amounts of power to the east side of the park. This would allow the 69kV overhead lines to be well removed from the more aesthetic areas without sacrificing utility. If this proves impossible, easements across some of the green space between the buildable areas together with easements across the areas themselves might serve the same purpose. Should easements remain unplanned or be unavailable it is my opinion that large users of power should be directed to lot 5 with no other options offered.

July 14, 2011

We appreciate your efforts to date, as well as the efforts of the board, in exploring the electric utility issues discussed in this letter. These efforts made to date have already proved beneficial and we STRONGLY recommend that such efforts continue and include the development of utility corridors if the park is to develop as an industrial production area. With continued exploration, planning and cooperation; I am certain that we can form a plan of action that will address this challenging situation.

If you have questions or comments regarding this letter, please feel free to let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack L. Suggs", with a long horizontal flourish extending to the right.

Jack L. Suggs
City of Oak Ridge
Electrical Director

cc: Mark Watson, City Manager
Margaret Elgin, Electric Department
William Biloxi, Chairman, IDB.