

1. Agenda

Documents:

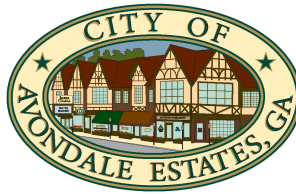
[BOMC-8-11-21-WS-AGENDA.PDF](#)

2. Meeting Called To Order/Adoption Of Agenda
3. North Woods Project Update
4. Extent Of Stormwater Service Policy Proposals

Documents:

[EXTENT OF SERVICE PROPOSAL.PDF](#)

5. Traffic Calming
6. Public Comment
7. Executive Session – Real Estate
8. Adjournment



**BOARD OF MAYOR AND COMMISSIONERS
WORK SESSION
AUGUST 11TH, 2021
IMMEDIATELY FOLLOWING REGULAR MEETING**

AGENDA

- Item #1 Meeting Called to Order
- Item #2 Adoption of Agenda
- Item #3 **North Woods Project Update**
Staff will provide an update to the ongoing North Woods drainage project, including options for moving the project towards construction.
- Item #4 **Extent of Stormwater Service Policy Proposals**
Discussion of adopting a more nuanced policy for addressing stormwater needs in places where public infrastructure meets private infrastructure. This change would likely increase maintenance costs but reduce liability for the City.
- Item #5 **Traffic Calming**
An item introduced by Commissioner Merriam to address traffic flow and patterns in the residential area.
- Item #6 Public Comment
- Item #7 **Executive Session – Real Estate**
- Item #8 Adjournment

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August 5, 2021

Mr. Paul Hanebuth
Assistant City Manager
City of Avondale Estates
21 North Avondale Plaza
Avondale Estates, GA 30002

SID# 98425

Subject **Avondale Estates - Extent of Service Document for Stormwater Management System**

Dear Mr. Hanebuth:

Brown and Caldwell (BC) is pleased to submit this proposal to the City of Avondale Estates (City) to provide professional engineering and consulting services in support of the development of an Extent of Service Document for the Avondale Estates Stormwater Management System.

Scope of Services

The City of Avondale Estates currently maintains a stormwater management program and would like to develop an Extent of Service (EOS) policy. One of the chief goals of the EOS policy is to clearly outline what stormwater assets will be maintained by the City and what is private responsibility. To better understand the financial impacts of different levels of service that may be included in the EOS, the City would like to evaluate two EOS options.

Task 1. Project Management and Meetings

The BC team will perform project management services throughout the duration of the project. The project manager will be responsible for allocating resources, tracking and monitoring progress, preparing monthly invoices, preparing monthly status reports, and implementing QA/QC procedures.

The Kickoff Meeting will occur within two weeks of notice to proceed. Details regarding the two EOS policy options for evaluation will be determined during the project kickoff meeting. These two options will be the basis for determining what portions of the storm sewer system will be included in the subsequent analysis for each EOS scenario.

During the kickoff meeting, BC will also provide the City with a list of budgeting and financial data required to complete the study. After the two options are determined, BC will use available information to estimate the date and cost of rehabilitation as detailed in Task 2 and 3.

Deliverables

1. Up to five monthly status reports and invoices
2. Kickoff Meeting

3. Mid Project Status Meeting
4. Data request list of budgeting and financial items

Assumptions

1. Two EOS options will be identified and agree upon during the kickoff meeting
2. Commercial and industrial properties will be discussed, but not included in the City's EOS.
3. In order to maintain schedule, the City will provide requested financial data within one week

Task 2. Financial Data Review and Cost Estimations for Stormwater Infrastructure Repair /Replacement

In this phase of the project BC will review financial data provided by the City to develop an understanding of annual funding available for stormwater infrastructure repairs and replacement. Additionally, BC will use historical stormwater infrastructure repair data from a nearby municipality or municipalities to estimate linear foot repair cost. When needed, cost for project completed in the past will be escalated to better reflect the current cost of construction and repair. Estimated linear foot repair cost will be developed for 18-inch, 24-inch, 36-inch, 48-inch, and 60-inch pipe.

Deliverables

1. Table with estimated linear foot repair cost for 18-inch, 24-inch, 36-inch, 48-inch, 60-inch, and 72-inch pipe (Excel Format)

Assumptions

1. Repair cost estimations will be approximate and only intended for concept level planning and budgeting. Construction estimates will be based on approximated average linear foot cost to repair stormwater infrastructure and may not be representative of repair cost encountered at individual project locations. For budgeting specific projects, BC recommends obtaining detailed engineering project estimates or obtaining bids from contractors.
2. BC will include engineering judgement in the development of repair cost estimations.

Task 3. Repair/Replacement Analysis

The existing stormwater asset inventory and other data collected during 2020 for the City's Stormwater Master Plan (Master Plan) will be used as the starting point for GIS Analysis. Using the two EOS options developed in Task 1, BC will develop a GIS layer that is subset of the stormwater assets for each of the two EOS options to be analyzed.

Estimation of anticipated repair/replacement dates for stormwater assets along with the stormwater asset size and length are used to develop a planning level cost and time frame projection for each EOS option. Repair/replacement date estimations are needed for each stormwater asset. Typically, an industry standard life expectancy life is assumed based on the stormwater pipe material. The life

expectancy along with the construction date of the stormwater asset is used to determine the anticipated repair/replacement date. However, the City's stormwater asset data does not include construction date. In order to estimate the age of stormwater infrastructure, BC will reference up to two readily available free aerial imagery sources. This aerial image data will be used to estimate approximate construction dates of areas and subdivisions within the City. It will then be assumed that the stormwater infrastructure in these areas was installed within the same date range. It is anticipated that this will be the primary method to develop the anticipated repair/replacement date but it may also be supplemented with the condition score from the stormwater asset inventory and engineering judgement.

A table and graph will be developed that summarizes the estimated repair/replacement cost on an annual basis for a 20-year planning horizon for each EOS option.

Deliverables

1. Two stormwater asset GIS layers, one for each EOS option, that include the assumed year of construction and date of repair/replacement.
2. Table and graph that summarizes the annual anticipated stormwater asset repair/replacement cost for a 20-year planning horizon (Excel format).

Assumptions

1. BC will include engineering judgement in the development of anticipated dates of repair/replacement.
2. Previously developed condition scores and other inventory data will be used during the completion of this project to develop anticipated dates of replacement. No field observation is included in this scope of services.
3. Free online aerial image data sources will be used to estimate approximate construction dates of stormwater infrastructure. Aerial imagery may not be attainable or referenced for some areas within the City limits or for some date ranges.
4. This scope of services does not include the modification or processing of any aerial imagery from online sources. If the City request the development of figures involving aerial imagery, additional fees from aerial imagery providers and BC may be required.
5. GIS and Financial Analysis will focus on residential, right-of-way, and City owned properties. This analysis will not include commercial or industrial properties. Commercial and industrial properties will be discussed, but not included in the City's EOS.

Task 4. Presentation Material Development and Participation

The City plans to review the EOS options and select one for adoption. BC will support this process through the development of presentation materials to explain each of the EOS options to City leadership. This task also includes participation of two senior engineers (one of which is a former stormwater utility manager) in a presentation to the Board of Mayor and Commissioners. As directed by City Staff,

BC can take a lead or minor role in presenting these EOS options to Board of Mayor and Commissioners.

Deliverables

1. Development of up to 15 slides that summarize the two EOS options and findings of Task 1 through 3.
2. Development of up to four (4) GIS based mapping figures to illustrate the two EOS options.
3. Development of up to four (4) Excel based graphs or summary tables that illustrate the findings of Task 1 through 3.

Task 5. Extent of Service Document Development

After City selection of an EOS option, BC will develop a 5 to 10 page document that outlines the EOS and City of Avondale Estates Policy. The purpose of this document will be to document the City's accepted EOS and to serve as a reference for City staff, City residents, and City leadership as the need for stormwater repairs arise.

Deliverables

1. Draft EOS and City of Avondale Estates Policy (Word and PDF format)
2. Final EOS and City of Avondale Estates Policy (Word and PDF format)

Assumptions

1. BC will develop a draft of the EOS document. City staff will review the initial draft and provide one consolidate set of comments within 1 week. BC will then develop a final document.

Schedule

The project will be completed within 5 months of notice to proceed. A schedule outlining each project task is included in Attachment A.

Add on Services (not included)

Potential add on services are not currently included in this budget or schedule. However, they are listed below for the City's consideration and BC can discuss these options further upon request.

1. Data mining of all available subdivisions plats originally housed by Dekalb County. This scope of services would be completed by a subconsultant.
2. Development of GIS boundaries depicting subdivision areas
3. Georeferencing of historical subdivision plats

Attachment A: Project Schedule

Attachment B: Detailed Cost Proposal

Attachment C: Brown and Caldwell Standard Terms and Conditions