

- f. A Resolution authorizing the Mayor to amend the contract with Cannon & Cannon, Inc. to provide design and construction phase services for improvements to an existing gravel parking lot located along Island Home Avenue under James White Parkway, increasing the contract amount by \$49,100.00 for a new contract total of \$140,100.00.



**CITY OF KNOXVILLE, TENNESSEE**

**City Council**

**AGENDA INFORMATION SHEET**

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**AGENDA DATE:** May 13, 2025  
**DEPARTMENT:** Engineering Department  
**DIRECTOR or DESIGNEE:** Tom Clabo

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**AGENDA SUMMARY**

A Resolution authorizing the Mayor to amend the contract with Cannon & Cannon, Inc. to provide design and construction phase services for improvements to an existing gravel parking lot located along Island Home Avenue under James White Parkway, increasing the contract amount by \$49,100.00 for a new contract total of \$140,100.00.

**COUNCIL DISTRICT(S) AFFECTED**

1st

**BACKGROUND**

On March 4, 2025 City Council approved a budget amendment to provide \$150,000 to the Engineering Department to make one-time capital improvements to an existing gravel lot to support local businesses with parking needs during the construction phase of the Sevier Avenue Streetscapes project. This contract amendment will allow Cannon & Cannon, Inc. to provide design and construction phase services for the parking lot improvements.

**ESTIMATED PROJECT SCHEDULE**

The contract completion date will remain December 31, 2025.

**PRIOR ACTION/REVIEW**

03/04/2025 Budget Amendment approved

**FISCAL INFORMATION**

Funding for this amendment is from the following sources:

\$17,530.09 from 000100.043340.8399 – Misc. Professional Services  
\$17,300 from 000201.043211.8700 – Repair & Maintenance  
\$14,269.91 from OPR073601 – Sevier Avenue Streetscapes

AIS Prepared By: Karen McKeehan - 215-6125

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KNOXVILLE AUTHORIZING THE MAYOR TO AMEND THE CONTRACT WITH CANNON & CANNON, INC. TO PROVIDE DESIGN AND CONSTRUCTION PHASE SERVICES FOR IMPROVEMENTS TO AN EXISTING GRAVEL PARKING LOT LOCATED ALONG ISLAND HOME AVENUE UNDER JAMES WHITE PARKWAY, INCREASING THE CONTRACT AMOUNT BY \$49,100.00 FOR A NEW CONTRACT TOTAL OF \$140,100.00.**

**RESOLUTION NO:** \_\_\_\_\_

**REQUESTED BY:** Engineering Dept.

**PREPARED BY:** Law Dept.

**APPROVED:** \_\_\_\_\_

**APPROVED AS AN EMERGENCY MEASURE:** \_\_\_\_\_

**MINUTE BOOK:** \_\_\_\_\_ **PAGE** \_\_\_\_\_

**WHEREAS**, the City of Knoxville (the “City”) has contracted with Cannon & Cannon, Inc. to provide staff augmentation services for the Transportation Engineering Division, Contract No. C-24-0027; and

**WHEREAS**, the parties desire to amend the contract to provide design and construction services for improvements to an existing gravel parking lot located along Island Home Avenue under James White Parkway; and

**WHEREAS**, the amendment will increase the contract price by Forty-Nine Thousand One Hundred and 00/100 Dollars (\$49,100.00) for a new contract total of One Hundred Forty Thousand One Hundred and 00/100 Dollars (\$140,100.00).

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KNOXVILLE:**

**SECTION 1:** The Mayor of the City of Knoxville is hereby authorized to amend Contract No. C-24-0027, in substantially the same form as the change order attached hereto, between the City of Knoxville and Cannon & Cannon, Inc. to provide design and construction phase services for improvements to an existing gravel parking lot located along Island Home Avenue under James White Parkway, increasing the contract price by Forty-Nine Thousand One Hundred and 00/100 Dollars (\$49,100.00) for a new contract total of One Hundred Forty Thousand One Hundred and 00/100 Dollars (\$140,100.00).

**SECTION 2:** This Resolution shall take effect from and after its passage, the welfare of the City requiring it.

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Presiding Officer of the Council

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Recorder

**CHANGE ORDER**

Order No. 2

Date: April 22, 2025

NAME OF PROJECT: Transportation Engineering Staff Augmentation

OWNER: City of Knoxville, Tennessee

CONSULTANT: Cannon & Cannon, Inc.

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENTS:

JUSTIFICATION: Additional design and construction phases services as detailed in the attached April 17, 2025 correspondence from Cannon & Cannon, Inc.

CHANGE TO CONTRACT PRICE:

Original Contract Price: \$ 91,000.00

The Contract Price due to this Change Order will increase by: \$49,100.00

The new Contract Price including this Change Order will be \$140,100.00

CHANGE TO CONTRACT TIME:

The Contract Time will not change.

The date for completion of all work will remain December 31, 2025.

All other provisions of document number C-24-0027 shall remain in full force and effect.

Requested by (Transportation Engineering Chief) \_\_\_\_\_

Accepted by (Consultant) \_\_\_\_\_

Approved by (Director of Engineering) \_\_\_\_\_

Approved by (Director of Finance) \_\_\_\_\_

Approved as to form (Director of Law) \_\_\_\_\_

Ordered by (Mayor) \_\_\_\_\_



April 17, 2025

Karen McKeehan  
City of Knoxville  
Transportation Engineering Chief  
3131 Morris Ave  
Knoxville, TN 37909

RE: Change Order No. 2 to contract C-24-0027

Dear Mrs. McKeehan:

Cannon & Cannon, Inc. (CCI) appreciates the opportunity to prepare this proposal to provide surveying and engineering services for the proposed improvements to the Island Home Avenue parking lot located under James White Parkway. In accordance with your request, the following is a summary of our proposed scope of work, fee structure, and project schedule.

## SCOPE OF WORK

1. Topographic Survey
  - a. CCI will provide field surveying services to prepare background data for construction drawings. CCI will survey topography, visible infrastructure elements, bridge structure at grade, stormwater infrastructure, marked utilities, and GIS utilities per mapping
2. Civil Construction Documents
  - a. Cover Sheet
  - b. Existing Conditions / Demolition Sheet
  - c. Layout Plan
    - i. Optimize parking layout
    - ii. Specify driveway location and parking lot dimensions
    - iii. Cross-walk and associated improvements
  - d. Grading and Drainage
    - i. Contours at one-foot intervals and spot elevations
    - ii. Accessible grades and details



- iii. Storm sewer and pipe tables as necessary
  - e. Erosion Prevention and Sediment Control Sheet
  - f. Detail Sheets (1-2)
  - g. Prepare estimated quantities for cost estimating by others.
3. Electrical Design & Photometrics and Plans
- a. Lighting Preliminary Design
    - i. Prepare a preliminary design to include photometrics, preliminary luminaire placement, conduit layout, and photometrics for City review.
    - ii. Prepare estimated quantities for cost estimating by others.
  - b. Lighting Final Design
    - i. Prepare final design drawings, including technical specifications for incorporation into the bid documents.
4. Limited Construction Administration (CA) Services
- a. CCI can provide limited construction administration services that includes shop drawing review and on-site meeting attendance for progress meetings, and civil pay application review. This will be based on our attached hourly rates. Value Engineering will be billed as additional hourly rates services.
  - b. Specifications are provided on plans. If document specifications are requested, CCI will provide a proposal for such services.
5. Surveying Services – Post Construction
- a. Provide Construction Stakeout Data

## FEE STRUCTURE

Based on our understanding of this project, the proposed budget for the scope of work described is below. CCI will invoice this on an hourly not to exceed basis, with monthly invoices to be issued in accordance with CCI hourly rates. Additional services that may become necessary beyond the project scope of work will be invoiced on an hourly basis at the then-current CCI standard hourly rates. In the unforeseen event the scope of work significantly changes requiring an amended budget, a revised proposal will be submitted for your approval prior to proceeding. The total hourly not to exceed sum is \$49,100.



SCHEDULE OF FEES (See Scope of Work)	Hourly Not To Exceed
Topographic Survey	\$5,500
Civil Construction Documents	\$14,800
Electrical Design & Photometrics and Plans	\$17,300
Limited Construction Administration (CA) Services	\$4,000
Construction Staking	\$7,500

## ADDITIONAL SERVICES

The following services are not included in this proposal and may require an amended budget:

- Boundary Survey, ALTA, or Platting
- Offsite Road, Infrastructure, or Utility Design not specified in the scope of work
- Landscape Design
- Geotechnical investigations or report
- Environmental Site Assessments
- Bid Manuals, Documents, etc.
- Cost estimating and bidding services
- Structural Design
- Traffic Control Plans, Signal Plans, or Traffic Impact Studies
- Construction Cost Estimating
- Revisions due to Value Engineering requests
- Specifications
- Other items not outlined in the scope of work
- Subsurface utility locations by outside contractor if needed
- Permitting & TDOT coordination/submittal

## PROJECT SCHEDULE

CCI will start work immediately upon authorization to proceed. ~~Reference is made to the attached CCI Standard Terms and Conditions to be included as part of this proposal.~~

This proposal is valid for 60 days from the date this letter was sent for your review. The budget and timeframe for this proposal shall be renegotiated if it hasn't been signed within this period of time.



We look forward to working with you on this project. Please do not hesitate to contact us with any questions or if you require additional information.

Sincerely,

A handwritten signature in black ink that reads "Adam Thomas Kohntopp".

Adam Thomas Kohntopp

Project Engineer

Attachments: CCI Hourly Rates



## SCHEDULE OF CHARGES – HOURLY RATE BASIS

### CIVIL PROJECT MANAGEMENT & DESIGN

Senior Civil Project Manager.....	\$240.00 per hour
Civil Project Manager.....	\$215.00 per hour
Senior Civil Project Engineer.....	\$195.00 per hour
Civil Project Engineer.....	\$180.00 per hour
Senior Civil Engineering Designer.....	\$165.00 per hour
Civil Engineering Designer.....	\$150.00 per hour
Project Technician II.....	\$130.00 per hour
Project Technician I .....	\$110.00 per hour

### ELECTRIC PROJECT MANAGEMENT & DESIGN.

Senior Electrical Project Manager.....	\$245.00 per hour
Electrical Project Manager.....	\$220.00 per hour
Senior Electrical Project Engineer.....	\$205.00 per hour
Electrical Project Engineer.....	\$185.00 per hour
Senior Electrical Engineering Designer.....	\$170.00 per hour
Electrical Engineering Designer.....	\$150.00 per hour
Project Technician II.....	\$130.00 per hour
Project Technician I .....	\$110.00 per hour

### FIBER AND BROADBAND PROJECT MANAGEMENT & DESIGN

Project Manager III .....	\$175.00 per hour
Project Manager II.....	\$165.00 per hour
Project Manager I .....	\$150.00 per hour
Electrical/Fiber Project Engineer (PE) .....	\$185.00 per hour
GIS/CAD Designer III .....	\$145.00 per hour
GIS/CAD Designer II .....	\$125.00 per hour
GIS/CAD Designer I .....	\$105.00 per hour
Outside Plant (OSP) Designer III.....	\$145.00 per hour
Outside Plant (OSP) Designer II .....	\$125.00 per hour
Outside Plant (OSP) Designer I .....	\$105.00 per hour
Field Technician III .....	\$115.00 per hour
Field Technician II .....	\$100.00 per hour
Field Technician I .....	\$90.00 per hour
Inspector .....	\$120.00 per hour
ROW Agent .....	\$100.00 per hour
Project Technician I .....	\$105.00 per hour

## FIELD SURVEYING

Senior Project Manager.....	\$240.00 per hour
Project RLS.....	\$180.00 per hour
Senior Survey Technician.....	\$170.00 per hour
Field Crew.....	\$190.00 per hour
UAV Lidar Services .....	\$1,800.00 per site per day
• Clean Site Processing .....	\$150.00 per acre
• Obscured Site Processing .....	\$250.00 per acre
Survey Technician.....	\$130.00 per hour

## CONSTRUCTION PHASE SERVICES & ASSESSMENTS

Senior Project Manager.....	\$240.00 per hour
Project Manager .....	\$220.00 per hour
Senior Project Engineer.....	\$195.00 per hour
Project Engineer.....	\$185.00 per hour
Construction/RPR Manager .....	\$160.00 per hour
Resident Project Representative III.....	\$130.00 per hour
Resident Project Representative II.....	\$120.00 per hour
Resident Project Representative I.....	\$110.00 per hour
Project Technician II.....	\$125.00 per hour
Project Technician I .....	\$105.00 per hour

## ENVIRONMENTAL SERVICES

Principal / Senior Project Manager .....	\$240.00 per hour
Senior Environmental Project Manager .....	\$220.00 per hour
Environmental Project Manager .....	\$185.00 per hour
Senior Environmental Project Engineer .....	\$195.00 per hour
Environmental Project Engineer.....	\$175.00 per hour
Senior Geologist .....	\$195.00 per hour
Project Geologist .....	\$165.00 per hour
Environmental Project Technician IV .....	\$145.00 per hour
Environmental Project Technician III .....	\$125.00 per hour
Environmental Project Technician II.....	\$105.00 per hour
Environmental Project Technician I .....	\$80.00 per hour

Rates for Principles and other Professionals/Experts provided upon request as specific project necessitates.

Unless otherwise noted in the Agreement; outside services contracted for a specific project, including but not limited to professional and technical consultants, laboratory testing, reprographics, photography, etc. will be invoiced at the amount of the subcontractor's statement plus 10 percent.

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

- Travel by company or private vehicle at reimbursable rate per Federal guidelines at time expense is incurred.
- Travel, living and per diem expenses for all personnel when required to be away from office in connection with the project will be evaluated on a project-by-project basis and provided for in the project contract.

Statements will be issued on a monthly basis and are due upon receipt.

Effective: January 2025