

**MOUNTAIN BROOK CITY COUNCIL  
PRE-MEETING AGENDA  
TEMPORARY CITY HALL  
3928 MONTCLAIR ROAD, SUITE 230  
MOUNTAIN BROOK, AL 35213  
APRIL 22, 2013, 6:15 P.M.**

1. Crestline Rocks event for September 6-7 in Crestline Village - Allene Neighbors of Preschool Partners and Will Haver of Taco Mama. (See attached information. This item may be added to the formal agenda.)
2. Mountain Brook Chamber of Commerce Semi-Annual Report to the Mayor and City Council - Suzan Doidge, Chamber Director and Terry Chapman, Chamber President. (See attached information.)
3. Engineering and Survey design for Phase 9 sidewalk project – Ben Burmester of Sain Associates. (See attached information. This item may be added to the formal agenda.)
4. Consider removal of the two newspaper racks at the corner of Dexter and Church in Crestline Village in order to study location and configuration/design of a potential public information board for a Leadership Mountain Brook student project-Dana Hazen (See attached information)

**City of Mountain Brook**  
**EVENT PERMIT APPLICATION**  
**FOR EVENT, PARADE, PROCESSION, OR OTHER ASSEMBLY**  
*(Applications submitted less than 30 days prior to the event may not be approved.)*

Date: 4-5-13 Individual or organization: Preschool Partners/Taco Mama

Contact Information:

(a) Name: Allene Neighbors/Will Haver (b) Title: Director of Development/  
Owner

(c) Address: 3736 Montrose Road, Birmingham, AL 35213

(d) Tel. No. 205.951.5151 (school) (e) Cell No. 205.936.3754 (primary)

(g) Email address: allene.neighbors@gmail.com (f) Fax No. 205.951.5131

Describe the type, nature, character and purpose of the event (list all activities): "Crestline Rocks!" is a family-friendly event focused on highlighting Crestline Village. The goal is to drive traffic to the village to spotlight its wonderful and unique restaurants and shops while supporting a local non-profit, PreSchool Partners. Presenting by Taco Mama supporting PreSchool Partners

Give the inclusive date(s)/time(s) of the event: Saturday, September 7<sup>th</sup> from 4 am – 10 pm.

Give the number and composition of the event:	<u>Component</u>	<u>Number</u>
People (riding/walking)	<u>X</u>	<u>+/- 2,000</u>
Motor Vehicles	<u>X</u>	<u>8-10(Touch a Truck)</u>
Floats	<u>_____</u>	<u>_____</u>
Animals	<u>_____</u>	<u>_____</u>
Other	<u>_____</u>	<u>_____</u>

Identify the place, area, locality, and/or route of the assembly:

Saturday, 9/7 from 11-3 = Touch a Truck on Shades Valley Road

Saturday, 9/7 from 2-10 pm = music stage on Church Street.

Will it be necessary to block any street or sidewalk during the course of the assembly/event? Yes

If so, explain Block through traffic on Dan Watkins for Touch a Truck and Church Street for the concerts. \*Full event details explained on attached document with map. Crestline merchant have agreed to blocking off parking spaces for the entire business day to accommodate Police concerns on Church Street.

Will alcoholic beverages be sold and/or served? If so, explain circumstances. Only from licensed vendors already established in the village limits.

Will money be solicited? If so, explain circumstances? Tickets will be purchased at a set amount prior to the event weekend.

Will signs, placards, banners, flags or cards be displayed? Yes

List all vendors who will be supplying food, drink(s), games, booths, etc.: Only established restaurants and shops. The goal is to promote the village of Crestline!

Applicant Signature: \_\_\_\_\_

Telephone Number: (205) 936-3754 \_\_\_\_\_

\*\*\*\*\*  
Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Lawrence T. Oden, Mayor

or

\_\_\_\_\_  
Sam S. Gaston, City Manager

\*\*\*\*\*

Police Department Remarks

*See attached letter*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Revenue Department Remarks:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**The approved application serves as the permit.**

If you have any questions, please contact Doris Kenny at 802-3800 or [kennyd@mtnbrook.org](mailto:kennyd@mtnbrook.org).



Mountain Brook Police Department  
Chief Ted Cook  
8 Office Park Circle, Suite 100  
Mountain Brook, Alabama 35213  
Phone: 205.802.3852  
Fax: 205.802-2415

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Subject : Crestline Rocks/Touch a Truck Event Permit Application  
From : Lt. J. Williams  
Date : April 9, 2013

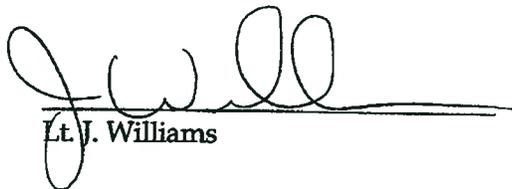
Based on the permit application, the merchants on Church Street have agreed to have the parking spaces blocked for the entire day. The police department will request that the Public Works Department use barricades to block these spaces before the start of business on September 7, 2013. We will also request that Public Works block the spaces on Dan Watkins Drive that will be used for the Touch a Truck Event. The police department will also request barricades to use for blocking the streets during the main event of the day.

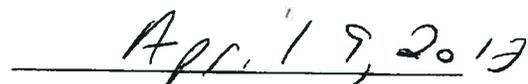
There will need to be a total of 10 off duty officers hired by the applicant to work the events. The hours needed for the officers will differ based on the function they perform. Therefore, the amount owed to each officer will vary. I have provided a breakdown of the amount owed to the officers to Mrs. Neighbors.

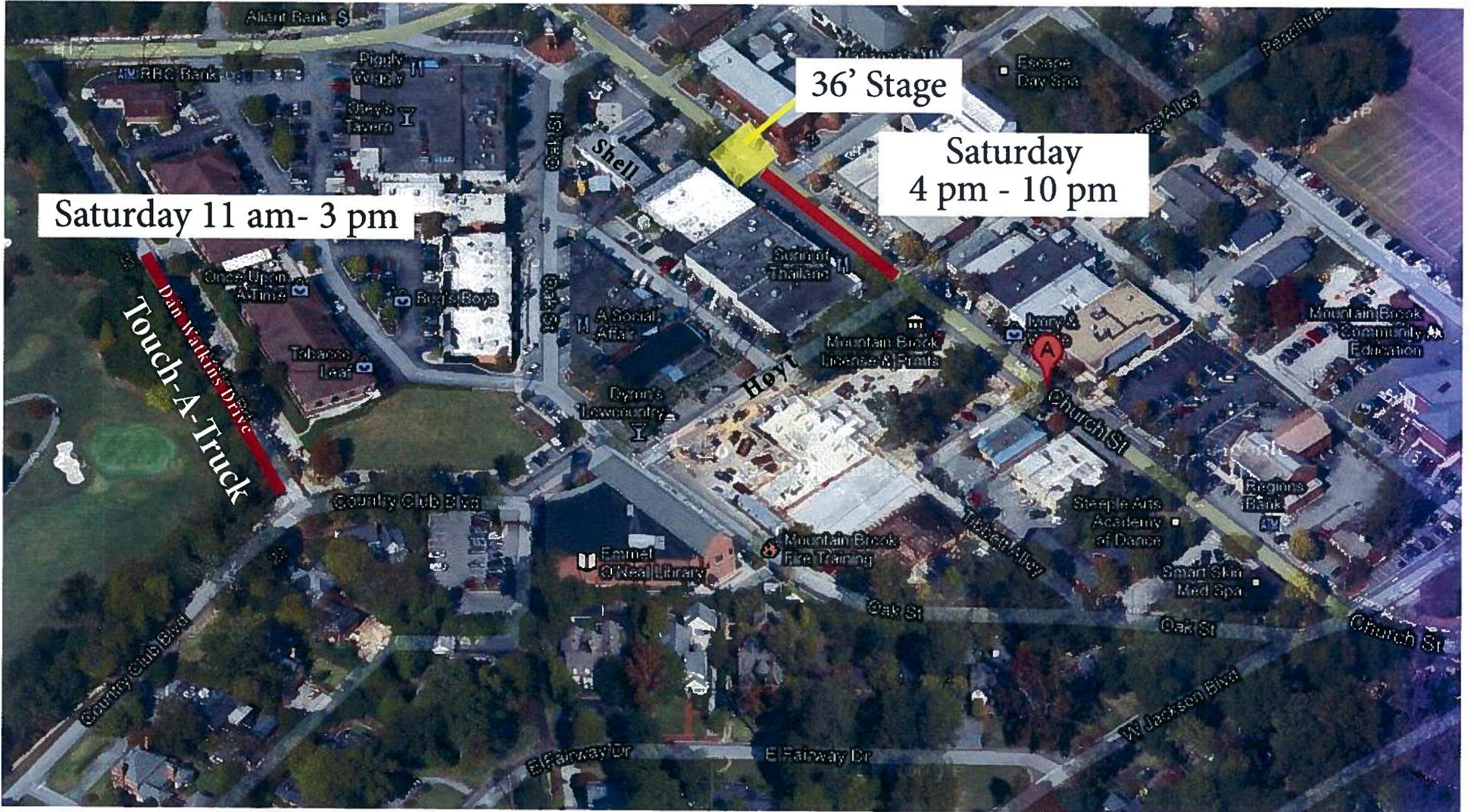
The applicants will need to contact the other departments of the city that they request to be involved in the Touch a Truck Event. The coordination of manpower and equipment will be the responsibility of each department. The police department will be responsible for our equipment and blocking the street.

The police department will provide a copy of the permit application to Mountain Brook Fire Department and Mountain Brook Public Works Department so that these departments can make their plans regarding the event.

I would suggest that we have meetings in the future to further discuss the events.

  
Lt. J. Williams

  
April 9, 2013



Saturday 11 am- 3 pm

36' Stage

Saturday  
4 pm - 10 pm

Touch-A-Truck

# **Crestline Rocks!**

**Presented by Otey's Supporting PreSchool Partners**  
**September 6-7, 2013**

“Crestline Rocks!” is a family-friendly weekend event focused on highlighting Crestline Village. The goal is to drive traffic to the village to spotlight its wonderful and unique restaurants and shops while supporting a local non-profit, **PreSchool Partners**.

**PreSchool Partners** is a non-profit preschool preparing 3- and 4-year old at risk children and their families for kindergarten in the Birmingham City School System. The program was started 17 years ago by two Mountain Brook residents and continues to retain staff, donors and volunteers from the community. The program meets on Monday's at St. Luke's Episcopal Church and Tuesday through Friday at our school on Montevallo Road. Familiarity with the community of Mountain Brook is an important part in educating and exposing the families of PreSchool Partners.

## Schedule of Events

### **Friday**

**Time: 4 – 9 pm**

- **Family Fun Night in the Village**
- Goal: Encourage people to get out and enjoy Crestline
- Merchants suggested keeping their doors open late, offer door prizes, discounts, or incentives to shop and explore.
- “Village Scavenger Hunt” with prizes
- Music playing – considering a small band in front of City Hall to add energy to the streets.

### **Saturday**

**Time: 11 am – 3 pm**

- **Touch-A-Truck hosted by PreSchool Partners**
  - Gather fire trucks, police cars, race cars, ambulances, tractors, fork lifts, bucket trucks, etc. into one location and let kids touch them, sit in the drivers seats, explore, etc so they become comfortable with our service vehicles in and around the community.
  - The equipment would be on loan free of charge and our local policemen, firemen, equipment operators, etc. would volunteer their time to allow children to safely explore each piece of equipment.
  - Guests contribute small donation to enter the roped off area.
  - Location: Dan Watkins Drive behind the Zoe's/Pant Store shopping center.
  - PreSchool Partners would obtain/secure event day insurance for Touch-A-Truck
- Encourage guests to eat lunch in the village and shop.
- Restaurants and shops can offer specials/incentive to shop at their discretion.
- Request catering trucks to be parked in alternate locations
- Keep entrance open for deck

**Time: 4 pm – 6 pm**

- Street Party with Mountain Brook bands playing music on a 36' wide stage

- See attached map for proposed layout of stage.
- Guest will pay a ticket price to enter the “concert area” and are encouraged to eat, drink and shop the village while enjoying live music.
- Wristbands used to monitor paying guests.
- **Plan A: (stage in the middle of Church Street)**
  - All parking spaces in the “concert area” will be blocked off beginning prior to the start of business on Saturday, September 7<sup>th</sup>. Impacted Crestline businesses have approved this at the Chamber meeting held on Friday, April 5<sup>th</sup>.
  - Through traffic will be closed on Church street beginning at 2 pm for stage set up.
  - Lieutenant Williams will confirm number of off-duty officers needed but anticipates ten or more to cover all access points once the street is closed.
  - Emergency access points available on perpendicular streets to Church Street.

**Time: 8 pm - 10 pm**

- Headlining band on the Church Street Stage or grassy knoll.
- Guest will pay a ticket price to enter the “concert area” and are encouraged to eat, drink and shop the village while enjoying live music.

**Weekend Specifics**

**Date**

- Friday and Saturday, September 6-7
  - Football: Alabama is off this weekend and Auburn plays Arkansas State in Auburn
  - School Starts August 20

**Fundraising aspect:**

- The purpose of this event is to promote the shops and restaurant of Crestline while also raising awareness and funds for PreSchool Partners. Both Will and Allene recognize the level of support we need to successfully execute this event from the Chamber. While Taco Mama is hosting Crestline Rocks in support of PreSchool Partners, we would like to commit to returning a portion of the proceeds to the Chamber of Commerce in appreciation for their support.

**Parking:**

- Promote “walking village” concept in hopes that most will walk from their homes
- Normal village parking (excluding Church Street) available by elementary school, library, etc.
- Crestline Merchants asked for additional “off-site” parking options to be arranged – ie, St. Luke’s, Montclair post office, JCC, etc.

**Traffic routes impacted: (see attached map)**

- Friday – no anticipated issues
- Saturday –
  - Touch-A-Truck location on Dan Watkins Drive
  - Church Street (just beyond Shell station to the corner of Hoyt) through traffic cut off from 2 am (stage set up) – 10 pm.
  - The intersection of Euclid and Church Street will not be blocked off.

**Marketing:**

- Creative Concepts by Vaughn Designs - email, Triangle Sign banner, store front posters, electronic traffic displays from the City, yard signs
- Media plan – TV, MBTV, Village Living, Over the Mountain Journal, etc.

**Anticipated attendance for Saturday: 2-3,000 people throughout the day**

**Rain Plan:**

- Rain or Shine!

**Items discussed that need further thought:**

- Number of off-duty police officers needed
- Having Sue at the Library set up a table about trucks to tease Touch a Truck
- Port-o-lets
- VIP Package – having their own bathroom
- Outline steps restaurant owners need to take to secure a tent to serve food/beverage and receive approval from us.
- Touch-a-Truck: PTA Presidents spread the word, Waste Management, vintage fire trucks, Crane Works
- Encourage merchants to capitalize of this traffic – sell \$2 pizza slices, offer drawings for those wearing wristbands, have give aways, perhaps close for a brief period and then “re-open.”

**Contacts:**

Will Haver: Otey's & Taco Mama – 296-2372; whaver@oteystavern.com

Allene Neighbors: PreSchool Partners – 936. 3754; allene.neighbors@gmail.com

**Meetings held:**

7/10/12 – Attending: Suzan, Hannon, Will, Allene & Crestline merchants

12/20/12 – Attending: Suzan, Hannon, Will, Allene, Lella

2/5/13 with Police – Attending: Suzan, Hannon, Will, Allene, Lella, Kaye, Mattson, Glass, Loring, Williams & Cook.

3/19/13 - Attending: Lella, Allene, Jay Williams, Ronnie Vaughn, Sam Gaston

4/5/13 – Crestline Merchant meeting at Board of Education

**Sam Gaston**

**From:** Allene Neighbors  
**Sent:** Friday, April 05, 2013 9:42 AM  
**To:** Jay Williams; Sam Gaston; vaughnr@mtnbrook.org  
**Cc:** Will Haver  
**Subject:** Fwd: Today's Crestline Rocks meeting recap.  
**Attachments:** CrestlineRocksMap4\_5.pdf; CrestlineRocksOutline4\_5.pdf; CrestlineRocksParadePermit.doc

Lieutenant Williams,

Will and I just presented Plan A (as listed below) to the Crestline merchants and they have approved our plan to block off all parking spaces prior to the start of business for the entire day on Saturday, Sept 7th.

Per our meeting on March 19th, this should address Police concerns of moving vehicles to accommodate Crestline Rocks. I have attached a new map and updated parade permit to this email.

Sam, pending approval from the Police can we be added to the next Council meeting?

Thank you all for your help and assistance!

----- Forwarded message -----

**From:** Allene Neighbors <[allene.neighbors@gmail.com](mailto:allene.neighbors@gmail.com)>  
**Date:** Tue, Mar 19, 2013 at 11:02 AM  
**Subject:** Today's Crestline Rocks meeting recap.  
**To:** Sam Gaston <[gastons@mtnbrook.org](mailto:gastons@mtnbrook.org)>, Suzan Doidge <[suzan@welcometomountainbrook.com](mailto:suzan@welcometomountainbrook.com)>, Hannon Sharley Davidson <[hannon@welcometomountainbrook.com](mailto:hannon@welcometomountainbrook.com)>, Will Haver <[willhaver@me.com](mailto:willhaver@me.com)>, Lella Carl <[lellacarl@bellsouth.net](mailto:lellacarl@bellsouth.net)>, Jay Williams <[williamsj@mtnbrook.org](mailto:williamsj@mtnbrook.org)>, [vaughnr@mtnbrook.org](mailto:vaughnr@mtnbrook.org)

The event is "approved" (i.e., ok to book a band) **as long as** one of the two plans outlined below are followed. Allene to report back to Police following merchant meeting or if we elect to follow Plan B without a merchant meeting.

**Attending: Lella Carl, Allene Neighbors, Ronnie Vaughn, Jay Williams & Sam Gaston**

**Plan A: (stage in the middle of Church Street)**

- All parking spaces in the "concert area" will be blocked off being prior to the start of business on Saturday, September 7th.
- Through traffic will be closed on Church street beginning at 2 pm for stage set up.
- **Next steps:** Suzan to pull together another merchant meeting and get approval (preferably written from each business) that they are "on-board" with parking spaces in front of their shops being blocked during business hours on a Saturday. Majority vote. If merchants approve Plan A, we're good to go. If they reject Plan A, move to Plan B.
- Lieutenant Williams will confirm number of off-duty officers needed but anticipates ten or more to cover all access points once the street is closed.
- Emergency access points available on perpendicular streets to Church Street.

Advantages of Plan A:

- Unique event
- People can easily eat, shop, enjoy from Church street businesses

Disadvantages of Plan A:

- Potentially upset merchants by closing parking for the entire day
- More off-duty police officers needed (more cost)
- Challenge in monitoring ticket buyers during store hours.

**Plan B: (stage near grassy knoll by Emmett O'Neal Library) - similar to Robert Earl Keen**

Advantages of Plan B:

- Less area needed to be blocked off
- Fewer off-duty police officers needed
- Opportunity to work with library (no events known on the library calendar at this time.)
- Easier to contain ticket buyers/monitor who has paid, who has not.
- Opportunity for more kids to visit Touch-A-Truck area

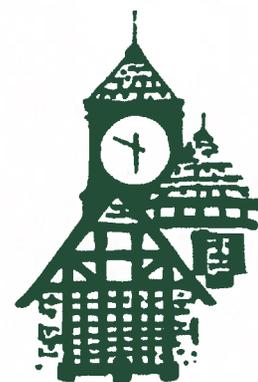
Disadvantages of Plan B:

- Less of a festival feel
- Not as centralized as once planned

Revised map attached and I included the above info on the outline (attached).

--

Allene Neighbors  
205.936.3754



**MOUNTAIN BROOK**  
CHAMBER OF COMMERCE

**City Update April 2013**

WELCOME TO  
MOUNTAIN BROOK



SHOP, DINE, AND DISCOVER  
THE VILLAGES OF MOUNTAIN BROOK

## Chamber Purpose

The Mountain Brook Chamber of Commerce supports our businesses, community and way of life by developing strategies that help grow economy ensuring the vibrancy of the city for generations to come.

## Strategy

The Strategy of the Chamber is to deliver quality marketing programs and events with a focus on driving revenue to the merchants and retailers of Mountain Brook.



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

City Update April 2013

# 2013 Board of Directors



**MOUNTAIN BROOK**  
CHAMBER OF COMMERCE

# 2013 Board of Directors

President.....Terry Chapman  
Executive VP.....Kaye Emack  
VP Governmental Affairs.....Paul DeMarco  
VP Community Affairs.....Paige Gilliland  
VP Marketing/Communications.....Will Haver  
VP Business Development.....Derick Belden

Secretary.....Martha Gorham  
Treasurer.....John Wilson  
General Counsel.....David Faulkner  
Past President.....Amy M. Jackson  
2nd Past President.....Steven Hyding  
Sustaining Member.....Sam Gaston  
City Council Liaison.....Jesse Vogtle  
Directors at Large.....Paige Albright  
Laura Brooks Bright, Frank Caley, Tricia Drew, Lee O. Perry, Christiana Rousel,  
John Rucker, Lori Smith, M.D., Howard Torch, Jennifer Willings, Alice Womack

Executive Director.....Suzan Smith Doidge  
Project Manager.....Hannon Sharley Davidson



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

# 2013 Board of Directors

## CO VPs of Retail

280 Plaza.....	Joshua Conrad, Hampton Inn
Brookwood Village.....	Joanne Mummert, Colonial Properties
Cahaba Village.....	Christopher Groom, Mtn High Outfitters
Crestline Village.....	George Jones, Snoozy's Kids
English Village.....	Al Rabiee, Vino
MB Village.....	Scott Pyburn, Harrison's
Office Park.....	Ladd Tucker, Ladd Real Estate
Overton Village.....	Jeff Pierce, Steel Drum Grill
River Run.....	Barbara Monaghan, DVM, Liberty Animal Hospital

## Non-Voting Members

Mountain Brook City Schools Foundation.....	Anne Womack
Mountain Brook Sports Corporation.....	Doug Centeno



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

City Update April 2013

# Membership

2013 Platinum Level Members

**BRASFIELD  
& GORRIE**



**DANIEL**  
CORPORATION



Adding Platinum Level  
Investors has increased  
membership revenue



# Member Benefits



## Investor Benefits

### Mountain Brook Community Investors Club -

\$50 annual investment

- Listing in e-newsletter as New Investor
- Investor pricing to luncheons
- Listing on Chamber website
- *This level is not available for businesses*

### Business Investor - (based on number of employees)

1-10 - \$175, 11-49 - \$225, 50+ employees \$500 annual investment

- Listing on Chamber website
- Listing as a New Investor In The Reporter mailed to all Mountain Brook homes
- Listing as a New Investor In monthly chamber e-newsletter
- Listing in Chamber annual publication of The Guide to Mountain Brook
- First right of refusal for advertising in The Guide to Mountain Brook with investor discounting
- Promotion of sales, special events, and anniversaries on all chamber social media outlets
- Promotion of sales, special events, and anniversaries in monthly e-newsletter (limit 3 per year)
- Promotion of Ribbon Cuttings, Grand Opening, and anniversaries with media partners
- A New Investor profile in monthly e-newsletter
- Business advocacy to city and state governments
- Investor pricing to luncheons
- Exclusive referral list from the chamber
- Participation in Village Gold Gift Certificate Program
- Business before and after-hours with area chambers
- Yearly Investment and Village Gold Sticker

### Gold Level Investor -

\$1,500 annual investment

- All of the above benefits
- Name and Logo recognition in all publications & at all Chamber events
- Two tickets (value of \$50) to each quarterly luncheon
- Table of 8 for \$100 (value of \$250) to each quarterly luncheon
- Logo printed in special Gold Level Investor section in The Guide to Mountain Brook
- Promotion of sales, special events, and anniversaries in monthly e-newsletter (limit 6 per year)
- Listing in heading of each monthly e-newsletter
- Listing as a Feature Investor on Chamber homepage

### Platinum Level Investor -

\$5,000 annual investment

- All of the above benefits
- Name and Logo recognition in all publications & at all Chamber events (value of \$1,000)
- Table of 8 to all quarterly luncheons (value of \$250 each)
- Table of 8 to annual luncheon (value of \$800)
- Full page ad in The Guide to Mountain Brook (value of \$1,895)
- Logo printed in special Platinum Level Investor section in The Guide to Mountain Brook (value of \$500)
- Special segment in MBTV News (value of \$1,500)
- Listing as a Feature Investor on Chamber homepage
- Unlimited promotion of sales, special events, and anniversaries in monthly e-newsletter (value of \$2,000)

The Mountain Brook Chamber will work with Platinum Level Investors to tailor your investor package to your business needs.

53 West Street • Mountain Brook, AL 35223 • (205) 974-8779  
 chamber@mtbcchamber.com • www.mountainbrookchamber.com



- Merchant meetings
- Ribbon cuttings
- Open houses
- Anniversary celebrations
- Social media support
- Construction and city updates



# Business Development

Alabama Retail Association



Gilchrest



Pants Store



Mountain High  
Outfitters

2012 Retailers of the Year Awards



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

# Economic Development

Worked with these businesses to facilitate proper procedures to open business in Mountain Brook



Ollie Irene

URBAN  
cookhouse



Liberty  
Animal Hospital, P.C.



Cookies by Design



Monkee's Clothing Boutique



Buckhead Interiors



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

# Advertising & Communication

Develop partnerships with Media to co-op with Merchants and Retailers to promote our community





709 Likes

31% increase since October

**What's Happening in MB** is a new group with close to 1900 followers that we work with



3,628 Followers

11% increase since October



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

Chamber E-newsletter

5,128 subscribers

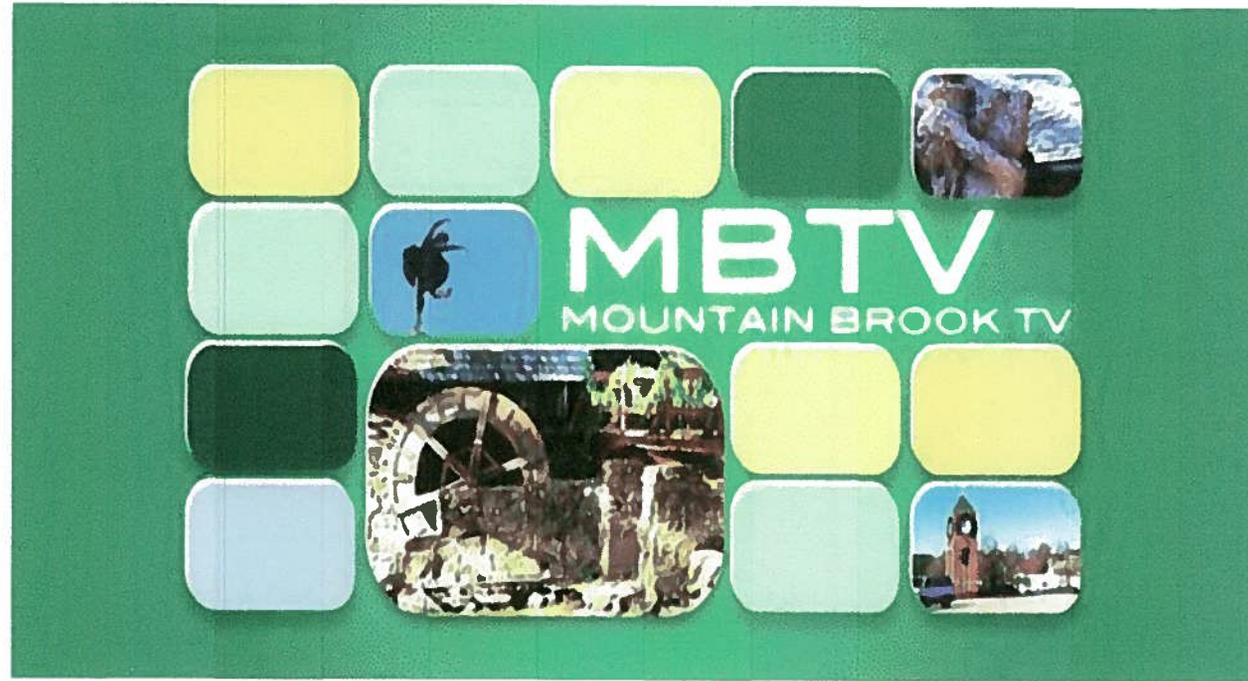
Open rate still 10-15% above industry average

Website is under construction for updating and to create a mobile website



City Update April 2013

# MBTV News



Thanks to the support of Royal Cup Coffee, Business Electronics and Renasant Bank for sponsorships that allows the Chamber to promote things going on in our City.



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

# Sales Tax Revenue



Raise in Sales Tax Revenue  
directly related to marketing, advertising, social media



MOUNTAIN BROOK  
CHAMBER OF COMMERCE



# Merchant Services

Merchant meetings

Buy Local

Open houses

Village Events

Construction and city updates



KEEP YOUR MONEY  
WHERE YOUR HOUSE IS.



ShopMountainBrook.com  
THINK LOCAL. BUY LOCAL.

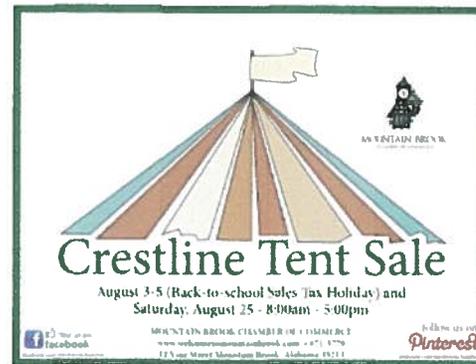
SHOPMOUNTAINBROOK.COM



MOUNTAIN BROOK VILLAGE  
**HOLIDAY  
OPEN HOUSE**  
THURSDAY, DECEMBER 6, 5-7

*Drawings for Shopping Sprees, Gift Certificates,  
& More! (The following stores will be open  
late for your convenience. . .*

A'mano, Amiquities, Ann & Deam, Bagatelle,  
Bromberg's, Charlotte Woodson Antiques, Christine's,  
Constance Longworth Collection, Etc, Harrison  
Limited, Laité's on Cahala, Lent & Petal, M Lavender,  
Marilla, Marguerite's Concess, Mountain Brook  
Chamber of Commerce, Mountain Brook Creamery,  
Mulberry Heights Antiques, Paige Albright Occasions,  
Ritch's Pharmacy, Ruby Arndley Interiors, Salon 2319,  
Smith's Variety, Starbucks Coffee, Stella Blu,  
Suite Dreams, Table Manners, The Look Store,  
The Lingerie Shoppe, Treasures, Village Spoutwest



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

City Update April 2013

# Merchant Services

Present to local groups, garden clubs, and PTO meetings to discuss importance of Buying Local and other City updates

## Chamber Exec Speaks to Garden Club

Suzan Dodge, Mountain Brook Chamber of Commerce executive director, was the guest speaker at the Brookwood Forest area of Mountain Brook Off-Shoos Garden Club's February meeting. The meeting was held at the home of Annie Butrus. Suzan gave updates on the Mountain Brook Village renovation and showed a map of the future Cahaba Park. She also stressed the importance of keeping tax dollars in Mountain Brook and expressing opinions about the proposed U.S. 280 changes affecting some Mountain Brook neighborhoods. She delighted the crowd by testing their knowledge of the history of Mountain Brook and rewarding those with the winning answers with a door prize. The president of Off-Shoos Garden Club is Sally Garter. Carole Pfiand is vice president. ♦



From left Annie Butrus, Suzan Dodge, Carol Pfiand and Sally Garter. Photo credit to The Journal

MOUNTAIN BROOK CHAMBER OF COMMERCE



# Village Gold



## Chamber of Commerce executive director updates PTO audience on city happenings

On March 14, 2013 at 02:28 AM  
 Department of Communications (http://www.mountainbrook.org) updated their profile page  
 on March 14, 2013 at 02:28 AM  
 Department of Communications (http://www.mountainbrook.org) updated their profile page



MOUNTAIN BROOK, Alabama  
 (http://www.mountainbrook.org/neighborhoods/) — It was a meeting of the minds. On Tuesday, March 12, Mountain Brook Chamber of Commerce Executive Director Suzan Dodge spoke at the Parent Teacher Organization's meeting held at Creech Elementary Middle School. Mountain Brook and its neighboring town of city of Mountain Brook and its Chamber of Commerce are working together to improve the quality of life in Mountain Brook. There, she addressed the importance of keeping tax dollars in Mountain Brook and the importance of the new park currently being planned adjacent to River Run Middle School. (http://blog.mountainbrook.org/2013/03/12/parents-break-leaders-talk-what-comes-next-for-mountain-brook/) Dodge gave updates on the Mountain Brook Village renovation and showed a map of the future Cahaba Park. She also stressed the importance of keeping tax dollars in Mountain Brook and expressing opinions about the proposed U.S. 280 changes affecting some Mountain Brook neighborhoods. She delighted the crowd by testing their knowledge of the history of Mountain Brook and rewarding those with the winning answers with a door prize. The president of Off-Shoos Garden Club is Sally Garter. Carole Pfiand is vice president. ♦

Mountain Brook Chamber of Commerce Executive Director Suzan Dodge spoke at the Parent Teacher Organization's meeting held at Creech Elementary Middle School. Mountain Brook and its neighboring town of city of Mountain Brook and its Chamber of Commerce are working together to improve the quality of life in Mountain Brook. There, she addressed the importance of keeping tax dollars in Mountain Brook and the importance of the new park currently being planned adjacent to River Run Middle School. (http://blog.mountainbrook.org/2013/03/12/parents-break-leaders-talk-what-comes-next-for-mountain-brook/) Dodge gave updates on the Mountain Brook Village renovation and showed a map of the future Cahaba Park. She also stressed the importance of keeping tax dollars in Mountain Brook and expressing opinions about the proposed U.S. 280 changes affecting some Mountain Brook neighborhoods. She delighted the crowd by testing their knowledge of the history of Mountain Brook and rewarding those with the winning answers with a door prize. The president of Off-Shoos Garden Club is Sally Garter. Carole Pfiand is vice president. ♦

# Chamber Events



## 2013 V2V 10K and 1-Mile Fun Run

- Approx. 600 people
- \$ 7,500 profit



## 2013 Annual Luncheon

- 256 people
- \$ 9,000 profit



## Holiday Parade Approx. 3000 people



# Event Support

**FOOD TRUCK ROUND UP** SAVE DATE

more food, more space, more fun

**SATURDAY MAY 4TH**  
**10AM ~ 2 PM**

MACY'S AT BROOKWOOD MALL  
LIVE MUSIC & FUN FOR THE WHOLE FAMILY

*sponsoring*

Preschool Partners  
www.PRESCHOOLPARTNERS.ORG



**MOUNTAIN BROOK VILLAGE HOLIDAY OPEN HOUSE**  
**THURSDAY, DECEMBER 6, 5-7**

*Drawings for Shopping Spree, Gift Certificates, & More! The following stores will be open late for your convenience...*

Vincent Antiquities, Art & Fram, Bagatelle, Bromberg, Charlotte Madison Antiques, Christine's, Constant & Longworth Collection, Inc, Harrison Limited, Julie's on Cahaba, Leaf & Petal, Al Laverriere, Marella, Marguerite's Concreits, Mountain Brook Chamber of Commerce, Mountain Brook Community, Mulberry Heights Antiques, Paige Allright Interiors, Pitts & Pharmacy, Robb Arndley Interiors, Saloni & Co, Smith's Variety, Starbucks Coffee, Stella Blu, Stone Dreams, Table Matters, The Cook Store, The Lingerie Shoppe, Truadern, Village Spawncore



Mountain Brook Art Association



**MARKET DAY**

**SALE SALE**

**SATURDAY JULY 24th**  
**Mountain Brook Village**

1000 Market Avenue • Available to all customers • All Day Market Hours: 9:00am - 5:00pm



**gallery 1930.**

invite you to join us as the american cancer society & english village team up to fight cancer. come shop & eat in english village.

**It Takes A Village**

gallery 1930 will donate 25% of all sales to the act

live music and specials on wine/gallery 1930 patio

Friday    may 18th    8:30 - 8:30

*The Hope Gala*



**MOUNTAIN BROOK**  
CHAMBER OF COMMERCE

# Chamber Luncheons



- ALDOT (Oct 2012)
- City Council (Nov 2012)
- Dicky Barlow (May 2013)
- Bill Canary (July 2013)
- Fashion Show (Sept 2013)



Register now  
for the  
Chamber luncheon

November 8th at Park Lane in English Village  
featuring Mayor Terry Oden and  
the Mountain Brook City Council  
Networking at 11:00am, Luncheon at 11:30am

Sponsored by Business Electronics



**MOUNTAIN BROOK**  
CHAMBER OF COMMERCE

City Update April 2013

# Leadership Mountain Brook



be merry • be local • be mountain brook • be you

Happy Holidays  
from Leadership Mountain Brook  
and the Mountain Brook Chamber of Commerce  
2012



2012-2013 Class



2013-2014 Class



MOUNTAIN BROOK  
CHAMBER OF COMMERCE

# Leadership Mountain Brook

Projects for the Future



Information Boards and Recycling Kits presented to Design Review



Mobile Website Presented to Chamber Board



Spartan Square and Signage to the High School from Class of 2012



# Opportunities & Partnerships



MB City School  
Foundation



City of Mountain Brook



PTO Council



Mountain Brook City Schools



Emmet O'Neal  
Library



MOUNTAIN BROOK  
CHAMBER OF COMMERCE



April 16, 2013

Mr. Sam Gaston  
City Manager  
City of Mountain Brook  
3928 Montclair Road  
Mountain Brook, AL 35213

SUBJECT: Mountain Brook Sidewalks – Phase 9  
Project Number: CMAQ-PE12( )  
Mountain Brook, Alabama – SA #13-0005

Dear Sam:

We appreciate the opportunity to submit this proposal to provide consultant engineering and surveying services to Mountain Brook for the design of sidewalks on Brookwood Road, Crosshill Road, Woodvale Road, and Oakdale Road, and Oakdale Drive. Sain Associates will prepare the required contract plans in accordance with the Alabama Department of Transportation's (ALDOT) "*Plans Preparation Manual*" and "*Guidelines for Operations*". Geotechnical studies and pavement design will be provided by the Alabama Department of Transportation Third Division.

All work performed by Sain Associates will be coordinated with you. The work to be performed for this approximate 1.84 mile section in Jefferson County shall be to prepare plans for sidewalk construction as follows:

**GENERAL PROJECT UNDERSTANDING FROM PROJECT SCOPING MEETING WITH ALDOT ON 2/8/13 AND PROJECT DRIVE THROUGH WITH CITY COUNCIL ON 3/6/13:**

- 18 inch curb and gutter and sidewalk will be installed on the eastern side of Brookwood Road from the intersection of Westbury Road to Crosshill Road for a distance of approximately 0.7 miles. The curb and gutter will be installed approximately one to two feet inside the existing edge of pavement to reduce the impacts to the adjoining properties. The existing storm system will have to be modified and upgraded to current ALDOT standards.
- Sidewalk will be installed on the northeast side of Crosshill Road for approximately 0.5 miles from the intersection of Brookwood Road to Spring Valley Road and continued on Spring Valley Road for approximately 0.04 miles to a proposed mid-block crossing at the intersection of Woodvale Road. Active warning devices will be considered at the mid-block crossing. Sidewalk width and pavement width adjustments to be determined during design with the intent to minimize the impacts to the property owners as much as possible.
- The sidewalk will be extended from the Spring Valley Road and Woodvale Road intersection on the eastern side of Woodvale Rd for approximately 0.2 miles to the intersection with Oakdale Road. Sidewalk width and pavement width adjustments to be determined during design with the intent to minimize the impacts to the property owners as much as possible.

Celebrating 40 Years of Excellence in Engineering and Surveying

Two Perimeter Park South, Suite 500 East - Birmingham, Alabama 35243  
p (205) 940-6420 - f (205) 940-6433  
www.sain.com

- The sidewalk route will continue on the southern side of Oakdale Road and western side of Oakdale Drive for a total of approximately 0.4 miles until the project ends at the intersection of Oakdale Drive and Bethune Drive where existing sidewalk is located. The City has requested valley gutter and six inch thick sidewalk be installed along a portion of this section to accommodate parking for events at Mountain Brook High School.
- The sidewalk design will be in accordance to the ALDOT GFO 3-71, Locally Sponsored Federal Aid Sidewalk Projects. If a retaining wall is required, the ALDOT Standard Drawing will be utilized.
- If the existing storm system is modified as a part of this design, a hydraulic analysis will be performed in accordance to the ALDOT Hydraulic Manual or City of Mountain Brook standards, whichever is more stringent. If the existing storm system is not modified (i.e. only sidewalk installation without a modification to the existing gutter), a hydraulic analysis will not be performed on that portion.
- ALDOT will prepare the environmental document if it is programmatic categorical exclusion, but may require the consultant to prepare the document if an environmental document greater than a programmatic categorical exclusion is required. Since the level of document required is unknown at this time, an environmental document is not included as a part of this scope. Once the preliminary layout is complete, Sain will coordinate with ALDOT for determination of the level of document. If one is required, Sain can prepare a supplement to this contract in accordance with the attached terms and conditions.
- The survey will establish a Right-of-Way along the side of the roadway where the sidewalk is proposed. It is expected that the easements will be kept to a minimum, therefore in an effort to minimize unnecessary field work property back corners will not be located and property lines will not be shown on the survey. If easements are required, field work, legal descriptions, and tract sketches can be performed in accordance with the attached terms and conditions. Sain will draw the Right-of-Way survey to ALDOT CAD standards but normal Sain procedures will be used for field work.
- Utility adjustments are expected. They may include, but are not limited to, reset manholes, valves and meters adjustments, and fire hydrant relocations. We will assist in the preparation of the required utility agreements with the applicable utility companies.

**I. TOPOGRAPHIC AND RIGHT-OF-WAY SURVEY.....Lump Sum \$53,603.89**

- A. A topographic survey will be prepared for Brookwood Road, Crosshill Road, Spring Valley Road, Woodvale Road, Oakdale Road, and Oakdale Drive for the limits described in the general project understanding. The survey will begin at the edge of pavement on the opposite side of the proposed sidewalk and will extend to 15 feet past the Right-of-Way on the side where the sidewalk is proposed. Contours will be shown at 1-foot intervals and based from USGS datum. Spot elevations will be shown in flat areas. A benchmark will be set every 1500 feet throughout the above described corridor. We will show visible utilities and utilities as marked by utility companies or as shown on maps. We will order a utility locate request to have utilities in public right-of-way marked. Alabama One Call does NOT mark any utilities that are within the limits of private property. It is the responsibility of the City of Mountain Brook to coordinate with a private line locator to have any subsurface utilities within the limits of private property marked. Visible drainage structures will be shown indicating top and invert elevations as well as type and size of pipes. Visible improvements inside the survey limits will be shown including buildings, walls, fences, sidewalks, curbs, parking areas, paved areas, and landscaped areas. Individual

trees will be located and in areas of tree clusters tree lines will be located in place of individual trees.

- B. Courthouse research will be performed and front property corners will be located in order to establish the Right-of-Way on the side where the sidewalk is proposed for the described corridor.

**II. PUBLIC INVOLVMENT MEETING.....Lump Sum \$9061.62**

- A. Please note this meeting is not an ALDOT requirement but Sain recommends this as a means to document the City's efforts to inform the public of the proposed sidewalks.
- B. We propose to have one (1) public involvement meeting at a location chosen by the City of Mountain Brook. Sain will prepare a flyer and letter for the City to use in advertising for the public meeting. The associated costs of advertising are not included in this proposal.
- C. A preliminary layout of the project will be prepared to identify impacts to the adjacent property owners prior to the meeting. The City will have an opportunity to review the drawing at a meeting with Sain prior before the public involvement. A large roll map will be used to display the proposed plan at the meeting.
- D. Sain will attend the meeting to describe the project and answer questions. There will be a comment sheet given to all the residents for their input for the project.
- E. Sain will provide the City of Mountain Brook with a summary of all the comments received at the public involvement meeting.

**III. CONTRACT PLAN ASSEMBLY.....Lump Sum \$149,615.49**

Sain Associates will perform the following as applicable in accordance with the English unit of measure:

- A. The development of the plans will follow the procedure as shown in ALDOT'S "*Plans Preparation Manual*" and "*Guidelines for Operation*" where applicable for this type of project.
- B. The project Plan Assembly will include title, summary of quantities, typical section, drainage section, plan and profile sheets, and all other sheets required for receipt of bids for all work including grading, drainage, base and paving, signing, and striping and erosion and sediment control. Drainage structure information will be placed on the plans according to Chapter 2 of the ALDOT Hydraulic Manual, unless otherwise specified. The contract plans will be completed in detail for all construction in accordance with current design practices of the ALDOT. Basic computations will be made for alignment and for layout of intersections.
- C. Prepare designs and detailed contract plans at a horizontal scale of 1"=50' and vertical scale of 1"=5', or as otherwise approved, completely dimensioned for roadway construction, together with drainage and intersection layouts.
- D. Sain Associates will prepare Hydraulic Designs and supporting calculations according to approved chapters of the ALDOT Hydraulic Manual or City of Mountain Brook design standards whichever is more stringent. Otherwise, in the absence of direction from the ALDOT Hydraulic Manual or City of Mountain Brook, the design will be made in conformity with provisions of the Federal Highway Administration (FHWA) Hydraulic Circulars.
- E. Sain Associates will, without compromising safety, select the hydraulic design that is most cost effective from a selection of practicable design alternatives. Designs will comply with the requirements of the ALDOT, City, and the FHWA.

- F. Drainage Section drawings will be provided for all proposed drains, along the project centerline and within the project work limits. Stream bed data acquired from a field survey should be used where applicable to establish and depict the stream bed slope, the drain inlet, the drain outlet, and the profile configuration of the ditch or channel as it ties in to the drain.
- G. If utility relocations become necessary as the design progresses, Sain Associates will provide the required coordination with utility companies for their use and will assist in preparation of the agreements with the City. If relocation plans will have to be prepared by Sain Associates, that would be covered under a supplemental services agreement in accordance with the attached terms and conditions.
- H. Prepare estimates of quantities and construction cost for the contract plans, itemized and properly symbolized in accordance with the Standard Specifications above noted using unit prices as supplied or approved by the STATE on projects of comparable work in the general area of the property, if available.
- I. Sain Associates will prepare plans using size and weight of pens and other drafting techniques that will facilitate the development of one-half (1/2) scale drawings.
- J. The applicable provisions of the STATE OF ALABAMA HIGHWAY DEPARTMENT Standard Specifications for Highway Construction, Latest Edition, will apply to all work performed by Sain Associates under this agreement and Sain Associates will prepare supplemental specifications and special provisions for any needed items not covered by the STATE OF ALABAMA HIGHWAY DEPARTMENT Standard Specifications for Highway Construction, Latest Edition.
- K. Sain Associates will prepare the Notice of Intent General Permit and Construction Best Management Practices Plan (CBMPP) required for permitting by the Alabama Department of Environmental Management (ADEM). The permit application fee is not included in this lump sum. The City of Mountain Brook will be responsible for the permit application fee.

Nimrod Long and Associates will act as a sub-consultant to Sain Associates to perform the following scope:

- A. Review of the preliminary sidewalk layout and provide input and support from an aesthetic and landscape architecture perspective.
- B. Produce planting design and final landscaping plans including locations, species, sizes, quantities, planting details, and notes that will be incorporated in the full contract plan assembly.

Sain Associates will coordinate the submittals and review with ALDOT. Our understanding of the process includes:

- A. A partial set of preliminary plans will be submitted to ALDOT Materials and Tests for their use in preparation of the materials report.
- B. After a layout is finalized Sain proposes to send those plans to ALDOT and have a short meeting to discuss any comments that shall serve as the 30% review.
- C. A combination Plan in Hand and Plans, Specifications, and Estimates (PS&E) review meeting will be utilized for this project.
- D. The remaining submittals include the Quality Control Final Backcheck, Construction Bureau, and Office Engineer.

**IV. EXCLUSIONS**

Exclusions to the Scope of Work – Bid package and bid coordination, environmental studies, geotechnical studies, signal design, as-built survey, utility design or relocation, right-of-way map, tract sketches, easement coordination, preparation of right-of-way deeds and legal descriptions, construction staking, on-site inspection, and materials testing during construction are not included in the scope of work. The survey is not be construed as an ALTA/ACSM, Boundary, Construction, or Sewer As-Built Survey. Survey control will not be set to ALDOT standards. The surveyor will make no effort to research, stake, or locate any easements or Right-of-Ways affecting the property as would be referenced in a title commitment. No Iron Pins will be set at missing or calculated property corners.

**V. TERMS AND CONDITIONS**

See Attached. Please note, permit application fees and advertising costs are not included with this proposal.

Should you have any questions or need clarification, please call. Otherwise, please sign in the space provided below and return the original to our office as written authorization to proceed. We look forward to getting started.

Sincerely,

SAIN ASSOCIATES, INC.



Jim Meads, P.E.  
President/CEO  
Alabama Reg. #17294

ACCEPTED BY:

City of Mountain Brook

By: \_\_\_\_\_

Date: \_\_\_\_\_



Alicia Bailey, P.E.  
Project Manager  
Alabama Reg. #26339

**SAIN**  
associates

# SAIN ASSOCIATES, INC. TERMS AND CONDITIONS

**Rates:**

Principal.....	\$150.00 - \$170.00 per Hour
Engineer/Planner.....	\$90.00 - \$136.50 per Hour
Designer.....	\$74.00 - \$105.00 per Hour
Surveyor.....	\$88.00 - \$123.00 per Hour
Survey Crew (1-Person).....	\$80.00 per Hour
Survey Crew (2-Person).....	\$120.00 - 135.00 per Hour
Survey Crew (3-Person).....	\$160.00 per Hour
Survey Crew (Overtime, Holidays – 2-Person).....	* \$150.00 - \$165.00 per Hour
Survey Crew (Overtime, Holidays – 3-Person).....	* \$190.00 per Hour
Survey Per Diem.....	\$100.00 per Man per Night
Administrative Support.....	\$57.50 per Hour

\* Overtime rate is based on working over 8 hours a day.

**Reimbursable Expenses**

Printing, contract carrier service, and travel expenses are included within our basic fee.

**Payment**

To be made monthly based upon the percentage of work completed and invoiced to you. Your obligation to pay for services rendered hereunder is in no way dependent upon your ability to obtain financing, to obtain payment from a third party, or to obtain approval of any governmental or regulatory agencies, or upon your successful completion of the project. If any payment due for services and expenses hereunder is not made in full within thirty (30) days after receipt of invoice, the amounts due Sain Associates, Inc., shall include a charge at the rate of 1½% per month from said thirtieth (30th) day, plus attorney's fees for collection in the amount of 1/3 of the outstanding balance or such greater amount as the court finds reasonable. In addition, we reserve the right to suspend services under this agreement until receipt of payment in full for all amounts due for services rendered and expenses incurred.

**Standard of Care**

The standard of care for all professional services performed or furnished by Sain Associates under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Sain makes no warranties, express or implied, under this Agreement or otherwise, in connection with Sain's services.

**Limitation of Remedies**

Liability of remedies of Sain Associates, Inc. resulting from errors, omissions, or the negligence of Sain Associates, Inc., its agents or employees, pursuant to work under this agreement shall not exceed the lesser of the value of engineering or surveying services required to correct the deficiency or the basic consulting fee for work covered hereunder or the actual cost of the remedies. This provision is being agreed to as a result of the fees being charged.

**Dispute Resolution**

Client and Sain Associates agree that if a dispute arises out of or relates to this contract, the parties will attempt to settle the dispute through good faith negotiations. If direct negotiations do not resolve the dispute, the parties agree to endeavor to settle the dispute by mediation prior to the initiation of any legal action unless delay in initiating legal action would irrevocably prejudice one of the parties. Mediation to take place in County where project is located and if mediation cannot be agreed upon by parties then it is agreed that AAA (American Arbitration Association) will appoint mediator and the parties agree to split cost of mediator 50 – 50.

**Indemnification**

Client and Consultant each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence.

**Force Majeure**

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

**Termination of Contract**

Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement for cause with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Consultant has been paid in full all amounts due for services, expenses and other related charges.

**Ownership of Documents**

All documents prepared or furnished by Consultant pursuant to this Agreement are instruments of Consultant's professional service, and Consultant shall retain an ownership and property interest therein. Consultant grants Client a license to use instruments of Consultant's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without Consultant's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold Consultant harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

Schedule 2013



Nimrod Long  
And Associates



Land Planners  
Landscape Architects  
Urban Designers

April 8, 2013

Mr. Ben Burmester  
Sain Associates  
244 West Valley Avenue  
Birmingham, AL 35209

RE Mountain Brook Sidewalks, Phase 9  
Proposal for Landscape Architectural Services

Dear Ben:

We are pleased to offer this proposal for landscape architectural design services for the federally funded Mountain Brook Sidewalks, Phase 9 project. The scope includes sidewalks along Brookwood Road and various other streets to Oakdale Drive near Mountain Brook High School.

#### SCOPE OF SERVICES

We will review the sidewalk layout you produce, and provide landscape planting plans that can be incorporated into the final set of drawings.

Our design services will include the following:

1. Review of Sain's preliminary sidewalk layout overlaid on topographic survey;
2. Planting Plant Design; and
3. Final Landscape Planting Plans showing locations, species, sizes, quantities and planting details that will be incorporated into the full set of CD's.

#### COMPENSATION

1. Review Preliminary Sidewalk Layout	\$1,750.00
3. Planting Plant Design	\$1,750.00
4. Final Landscape Planting Plans	<u>\$8,500.00</u>

**Total** **\$12,000.00**

Reimbursable expenses such as repro-graphics, plotting, photocopying, mileage, long distance calls, etc. are included in the total above.

Mt. Brook Sidewalks, Phase 9  
April 8, 2013  
Page 2.

**ADDITIONAL SERVICES**

NLA will perform additional services upon request on an hourly basis.

Our hourly rates are as follows:

President	\$135.00/hour
Principal	\$100.00/hour
Senior Associate	\$ 90.00/hour
Associate	\$ 70.00/hour
Administrative	\$ 70.00/hour

Thank you for considering NLA for the design team. If the terms of this proposal are acceptable, please sign and return the accompanying agreement for services. We look forward to working with you to help make this a great project for Mountain Brook.

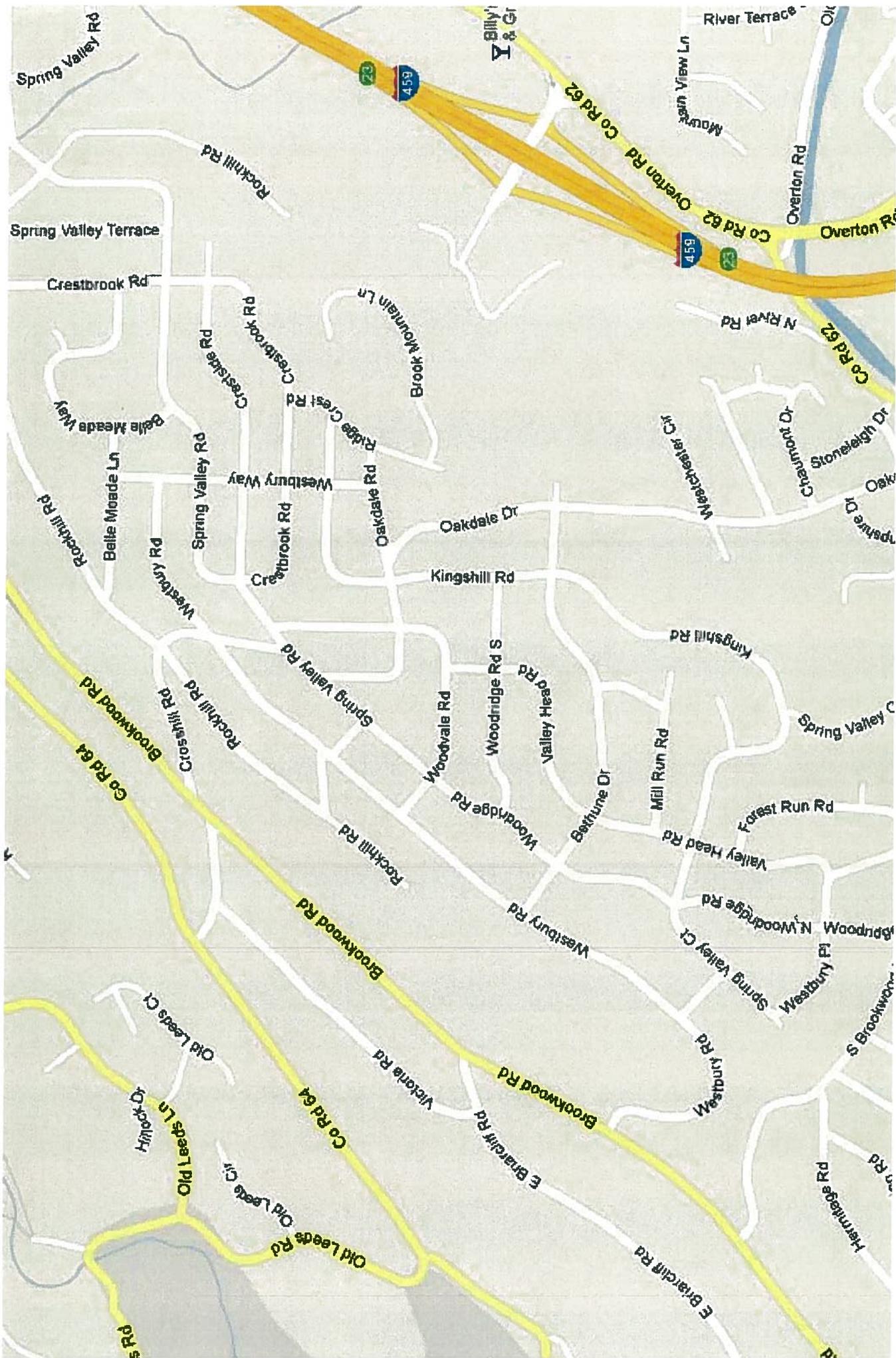
Sincerely,

Nimrod Long and Associates, Inc.



Nimrod W.E. Long, III, FASLA  
President

NWEL/deg





<b>Project No.</b> CMAQ-PE12() <b>County</b> Jefferson <b>Description</b> Mountain Brook Sidewalks - Phase 9 <b>Scope of Work</b> Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr <b>Project Length</b> 1.84 Miles  <b>Consultant</b> Sain Associates, Inc					
<b>CORRIDOR STUDY</b>	Engineer	Engineer. Tech.	Environment	Environ. Tech.	Clerical
<b>Task A: Preliminary Corridor Investigation</b>					
A-1 Obtain & Study State Supplied Maps	0.00	0.00	0.00	0.00	0.00
A-2 Prepare Corridor Base Maps, Identify Features & Env. Sensitive Areas	0.00	0.00	0.00	0.00	0.00
A-3 Consult With Various Agencies, Ascertain Their Requirements	0.00	0.00	0.00	0.00	0.00
A-4 Develop General Design Criteria for Each Reasonable Alternate	0.00	0.00	0.00	0.00	0.00
A-5 Perform a Capacity Analysis for Each Design Alternate	0.00	0.00	0.00	0.00	0.00
A-6 Develop Study Report and Present to State and FHWA	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>Task A Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Task B: Alternative Upgrading Studies</b>					
B-1 Develop and Study Preliminary Alternate Designs to Determine Feasibility	0.00	0.00	0.00	0.00	0.00
B-2 Tabulate ROW Requirements for All Alternates/Develop Cost Estimates	0.00	0.00	0.00	0.00	0.00
B-3 Conduct Environmental Studies/Develop Alternative Matrix	0.00	0.00	0.00	0.00	0.00
B-4 Prepare Information for and Attend Public Inv. Meeting / Analyze Comments	4.00	5.00	0.00	0.00	0.00
B-5 Review Feasible Alternates & Prepare Environmental Assessment	0.00	0.00	0.00	0.00	0.00
B-6 Prepare Information for and Attend Corridor Hearing / Analyze Comments	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>Task B Totals</b>	<b>4.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Task C: Engineering Analysis on Selected Alternative</b>					
C-1 Refine Selected Alternate and Prepare Layout Map and Profile/Study Report	0.00	0.00	0.00	0.00	0.00
C-2 Prepare FONSI on Preferred Alternate/Submit for Review & Approval	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>Task C Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTALS</b>	<b>4.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Project No.</b> CMAQ-PE12( )			
<b>County</b> Jefferson			
<b>Description</b> Mountain Brook Sidewalks - Phase 9			
<b>Scope of Work</b> Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr			
<b>Project Length</b> 1.84 Miles			
<b>Consultant</b> Sain Associates, Inc			
<b>Fee Proposal (Corridor Study)</b>			
<b>PERSONNEL COST</b>			
	Man-days x Daily Rate		
Project Manager (10% of Eng. & Env.)	0.40	\$ 307.68	\$ 123.07
Engineer	4.00	\$ 367.48	\$ 1,469.92
Engineering Technician/CADD	5.00	\$ 258.16	\$ 1,290.80
Environmental	0.00	\$ 365.36	\$ -
Environmental Technician	0.00	\$ 222.48	\$ -
Clerical	0.00	\$ 161.52	\$ -
	<b>Total Direct Labor</b>		\$ 2,883.79
Combined Overhead (%)	174.25		\$ 5,025.00
Out-of-Pocket Expenses**			\$ 308.34
	<b>Sub-Total</b>		\$ 8,217.13
Operating Margin (10%)			\$ 821.71
	<b>Sub-Total</b>		\$ 9,038.84
<b>SUB-CONSULTANTS (attach man-day &amp; fee FROM each sub-consultant; show total fee for each here)</b>			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Subconsultant Administration Expense (5%)			\$ -
	<b>Sub-Total</b>		\$ 9,038.84
Facilities Capital Cost of Money (% of Direct Labor)	0.79		\$ 22.78
	<b>TOTAL FEE</b>		\$ 9,061.62

\*\*See Grand Total Fee sheet

**Project No.** CMAQ-PE12( )  
**County** Jefferson  
**Description** Mountain Brook Sidewalks - Phase 9  
**Scope of Work** Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr  
**Project Length** 1.84 Miles  
  
**Consultant** Sain Associates, Inc

**Out-of-pocket Expenses (Corridor Study)**

**TRAVEL COST**

Mileage Cost	Trips	Miles/Trip	\$/Mile	Total
Site Visit	1	12	\$0.565	\$ 6.78
Preliminary Meeting with City	1	12	\$0.565	\$ 6.78
Public Meeting	1	12	\$0.565	\$ 6.78
	0	0	\$0.565	\$ -
<b>Total Mileage Cost</b>				<b>\$ 20.34</b>

Subsistence Cost	Days	# People	\$/Day	Total
Travel allowance (6 hour trips)	0	0	\$11.25	\$ -
Travel allowance (12 hour trips - meal provided by others)	0	0	\$20.00	\$ -
Travel allowance (12 hour trips)	0	0	\$30.00	\$ -
Travel allowance (overnight)***	0	0	\$75.00	\$ -
				\$ -
<b>Total Subsistence Cost</b>				<b>\$ -</b>
<b>Total Travel Cost</b>				<b>\$ 20.34</b>

**PRINTING / REPRODUCTION COST**

Type of printing/reproduction	# of Sets	Sheets/Set	Total Sheets	Cost/Sheet	Total
Color Prints	4	6	24	\$ 12.00	\$ 288.00
	0	0	0	\$ -	\$ -
	0	0	0	\$ -	\$ -
	0	0	0	\$ -	\$ -
	0	0	0	\$ -	\$ -
	0	0	0	\$ -	\$ -
<b>Total Printing/Reproduction Cost</b>					<b>\$ 288.00</b>

<b>Communication Cost (telephone, fax, etc.)</b>	<b>Total</b>
	\$ -

<b>Postage Cost (overnight, stamps, etc.)</b>	<b>Total</b>
	\$ -

<b>Other (provide description on next line)</b>	<b>Total</b>
	\$ -

<b>Total Out-of-pocket Expenses</b>	<b>\$ 308.34</b>
-------------------------------------	------------------

**Comments:**

\*\*\*You must have ALDOT approval for ANY overnight trips of less than 100 miles.

<b>Project No.</b> CMAQ-PE12( ) <b>County</b> Jefferson <b>Description</b> Mountain Brook Sidewalks - Phase 9 <b>Scope of Work</b> Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr <b>Project Length</b> 1.84 Miles  <b>Consultant</b> Sain Associates, Inc				
<b>FIELD SURVEY</b>	PLS	Crew	Tech/CADD	Clerical
Based on a <b>3</b> Man Crew				
<b>Task A: Mobilization and Basic Control Survey</b>				
A-1 Mobilize/Demobilize	0.25	0.50	0.00	0.00
A-2 Contact Property Owners	1.00	0.00	0.00	0.50
A-3 Perform Basic Control Survey	1.75	5.00	0.00	0.00
A-4 Conduct On-site Inspection	1.00	0.00	0.00	0.00
<b>Task A Totals</b>	<b>4.00</b>	<b>5.50</b>	<b>0.00</b>	<b>0.50</b>
<b>Task B: Project Alignment and Profile</b>				
B-1 Run Closure of Basic Control Survey/Prepare Closure Diagram	1.50	0.50	0.00	0.00
<del>B-2 Establish Centerline/Obtain Ground Profile</del>				
B-3 Obtain Topographic Data	1.75	8.50	2.50	0.00
<b>Task B Totals</b>	<b>3.25</b>	<b>9.00</b>	<b>2.50</b>	<b>0.00</b>
<b>Task C: Supplemental Control Surveys and Data Gathering</b>				
C-1 Traverse Cross-Roads and Railroads	0.50	1.00	0.00	0.00
<del>C-2 Stream Topography &amp; Cross Sections/Complete HYD-100 &amp; 101 Forms</del>				
<del>C-3 Define Drainage Areas/Prepare Schematic Drainage Map</del>				
<del>C-4 Obtain Cross-Sections at 20 Meter Intervals and Ground Break Points</del>				

FIELD SURVEY				
	PLS	Crew	Tech/CADD	Clerical
<b>Task C Totals</b>	<b>0.50</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Task D: Utility Surveys, Drainage Sections and Compilation of Data</b>				
D-1 Identify/Locate Utilities	1.00	1.00	0.00	0.00
<del>D-2 Obtain Hydrological Location Survey</del>	0.00	0.00	0.00	0.00
D-3 Tie <del>All Available Section Corners</del> & All Available Front Corners of Affected Properties to Project Centerline	1.00	5.00	1.00	0.00
D-4 Obtain Copies of Latest Deeds	1.00	0.00	0.00	0.00
<del>D-5 Set &amp; Reference PIs, PCs, POTs, POCs, &amp; other critical points</del>				
D-6 Reduce Survey Field Notes	1.00	0.00	0.00	0.00
D-7 Submit Work for Review/Sealed Mylar Plot of Accepted Field Map	1.00	0.00	0.50	0.00
<b>Task D Totals</b>	<b>5.00</b>	<b>6.00</b>	<b>1.50</b>	<b>0.00</b>
<b>TOTALS</b>	<b>12.75</b>	<b>21.50</b>	<b>4.00</b>	<b>0.50</b>

<b>Project No.</b> CMAQ-PE12( )
<b>County</b> Jefferson
<b>Description</b> Mountain Brook Sidewalks - Phase 9
<b>Scope of Work</b> Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr
<b>Project Length</b> 1.84 Miles
<b>Consultant</b> Sain Associates, Inc
<b>Fee Proposal (Field Survey)</b>

<b>PERSONNEL COST</b>			
	Man-days x Daily Rate		
Project Manager (10% of PLS)	1.28	\$ 307.68	\$ 393.83
PLS	12.75	\$ 316.96	\$ 4,041.24
Survey Crew (see man-day sheet)	21.50	\$ 527.28	\$ 11,336.52
Engineering Technician/CADD	4.00	\$ 258.16	\$ 1,032.64
Clerical	0.50	\$ 161.52	\$ 80.76
	<b>Total Direct Labor</b>		\$ 16,884.99
Combined Overhead (%)	174.25		\$ 29,422.10
Out-of-Pocket Expenses**			\$ 189.00
	<b>Sub-Total</b>		\$ 46,496.09
Operating Margin (15%)			\$ 6,974.41
	<b>Sub-Total</b>		\$ 53,470.50
<b>SUB-CONSULTANTS (attach man-day &amp; fee FROM each sub-consultant; show total fee for each here)</b>			
			\$ -
			\$ -
			\$ -
Subconsultant Administration Expense (5%)			\$ -
	<b>Sub-Total</b>		\$ 53,470.50
Facilities Capital Cost of Money (% of Direct Labor)	0.79		\$ 133.39
	<b>TOTAL FEE</b>		\$ 53,603.89

**Project No.** CMAQ-PE12( )  
**County** Jefferson  
**Description** Mountain Brook Sidewalks - Phase 9  
**Scope of Work** Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr  
**Project Length** 1.84 Miles  
  
**Consultant** Sain Associates, Inc

**Out-of-pocket Expenses (Field Survey)**

**TRAVEL COST**

Mileage Cost	Trips	Miles/Trip	\$/Mile	Total
	0	0	\$0.565	\$ -
	0	0	\$0.565	\$ -
	0	0	\$0.565	\$ -
	0	0	\$0.565	\$ -
<b>Total Mileage Cost</b>				<b>\$ -</b>

Subsistence Cost	Days	# People	\$/Day	Total
Travel allowance (6 hour trips)	0	0	\$11.25	\$ -
Travel allowance (12 hour trips - meal provided by others)	0	0	\$20.00	\$ -
Travel allowance (12 hour trips)	0	0	\$30.00	\$ -
Travel allowance (overnight)***	0	0	\$75.00	\$ -
				\$ -
<b>Total Subsistence Cost</b>				<b>\$ -</b>
<b>Total Travel Cost</b>				<b>\$ -</b>

**PRINTING / REPRODUCTION COST**

Type of printing/reproduction	# of Sets	Sheets/Set	Total Sheets	Cost/Sheet	Total
Bond ROW Map	10	1	10	\$ 2.40	\$ 24.00
Mylar ROW Map	10	1	10	\$ 16.50	\$ 165.00
	0	0	0	\$ -	\$ -
	0	0	0	\$ -	\$ -
	0	0	0	\$ -	\$ -
	0	0	0	\$ -	\$ -
<b>Total Printing/Reproduction Cost</b>					<b>\$ 189.00</b>

<b>Communication Cost (telephone, fax, etc.)</b>	<b>Total</b>
	<b>\$ -</b>

<b>Postage Cost (overnight, stamps, etc.)</b>	<b>Total</b>
	<b>\$ -</b>

<b>Other (provide description on next line)</b>	<b>Total</b>
	<b>\$ -</b>

<b>Total Out-of-pocket Expenses</b>	<b>\$ 189.00</b>
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**Comments:**

\*\*\*You must have ALDOT approval for ANY overnight trips of less than 100 miles.

Project Number	CMAQ-PE12( )	CPMS #	
County	Jefferson		
Description	Mountain Brook Sidewalks - Phase 9		
Scope of work	Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr		
Length	1.84 miles		
Consultant Sain Associates, Inc			

ROADWAY PLANS SHEET TITLE	NO OF SHEETS	ESTIMATED MAN-DAYS			
		ENGINEER		TECHNICIAN	
		SHEET	TOTAL	SHEET	TOTAL
TITLE SHEET	1.00	0.50	0.50	0.50	0.50
INDEX SHEET	1.00	0.50	0.50	0.50	0.50
GEOMETRIC LAYOUT/SURVEY CONTROL	3.00	0.00	0.00	0.25	0.75
PROJECT NOTE SHEET (Project)	1.00	0.50	0.50	0.50	0.50
PROJECT NOTE SHEET (TCP)	1.00	0.50	0.50	0.00	0.00
PROJECT NOTE SHEET (Signage)	0.00	0.00	0.00	0.00	0.00
PROJECT NOTE SHEET (Signals)	0.00	0.00	0.00	0.00	0.00
PROJECT NOTE SHEET (ITS)	0.00	0.00	0.00	0.00	0.00
PROJECT NOTE SHEET (Lighting)	0.00	0.00	0.00	0.00	0.00
PROJECT NOTE SHEET (Traffic Loops)	0.00	0.00	0.00	0.00	0.00
PLANS LEGEND & ABBREVIATIONS	1.00	0.00	0.00	0.50	0.50
<b>TYPICAL SECTIONS</b>					
Main Roadway	3.00	0.75	2.25	1.00	3.00
Cross Roads	0.00	0.00	0.00	0.00	0.00
Detour & Misc.	0.00	0.00	0.00	0.00	0.00
Ramps	0.00	0.00	0.00	0.00	0.00
Ditches	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>SUMMARY SHEET</b>					
Main Summary	1.00	1.00	1.00	1.00	1.00
<b>SUMMARY BOX SHEETS</b>					
Roadway Drainage (non-culvert)	1.00	2.00	2.00	1.00	1.00
Culvert Extension, New Culvert	0.25	1.00	0.25	0.75	0.19
Bridge Culvert Extension, New Bridge Culvert	0.00	0.00	0.00	0.00	0.00
Guardrail/End Anchors	0.25	1.00	0.25	1.00	0.25
Slope Paving (Under Bridges)	0.00	0.00	0.00	0.00	0.00
Side Drain Pipe	0.25	1.00	0.25	1.00	0.25
Signing	0.25	0.00	0.00	1.00	0.25
Base & Pavement	0.50	1.00	0.50	2.00	1.00
Bridge	0.00	0.00	0.00	0.00	0.00
Striping & Pavement Markings	0.25	0.50	0.13	0.50	0.13
Curb & Gutter	0.75	0.50	0.38	0.50	0.38
Bridge End Slabs	0.00	0.00	0.00	0.00	0.00
Roadway Lighting	0.00	0.00	0.00	0.00	0.00
Signals	0.00	0.00	0.00	0.00	0.00
ITS	0.00	0.00	0.00	0.00	0.00
Sidewalk	1.00	0.50	0.50	1.50	1.50
Slope Paving (Ditches)/Ditch Summary	0.25	0.50	0.13	0.50	0.13
Concrete Safety Barrier	0.00	0.00	0.00	0.00	0.00
Retaining Wall	0.50	1.00	0.50	1.00	0.50
Misc. Boxes	0.25	0.50	0.13	0.50	0.13

ROADWAY PLANS SHEET TITLE	NO OF SHEETS	ESTIMATED MAN-DAYS			
		ENGINEER		TECHNICIAN	
		SHEET	TOTAL	SHEET	TOTAL
Erosion Control	0.50	0.75	0.38	1.00	0.50
Removal Items	0.25	1.00	0.25	1.00	0.25
Utility Relocation	0.25	1.00	0.25	0.50	0.13
	0.00	0.00	0.00	0.00	0.00
<b>PLAN &amp; PROFILE</b>					
Brookwood Road (0.7 miles)	3.00	0.75	2.25	1.00	3.00
Crosshill Road (0.5 miles)	2.00	0.75	1.50	1.00	2.00
Spring Valley Road (0.04 miles)	1.00	0.75	0.75	1.00	1.00
Woodvale Road (0.2 miles)	1.00	0.75	0.75	1.00	1.00
Oakdale Road and Drive (0.4 miles)	2.00	0.75	1.50	1.00	2.00
Crossroads	0.00	0.00	0.00	0.00	0.00
Detours	0.00	0.00	0.00	0.00	0.00
Retaining Walls	2.00	1.00	2.00	1.00	2.00
	0.00	0.00	0.00	0.00	0.00

ROADWAY PLANS SHEET TITLE	NO OF SHEETS	ESTIMATED MAN-DAYS			
		ENGINEER		TECHNICIAN	
		SHEET	TOTAL	SHEET	TOTAL
<b>PAVING LAYOUT (includes striping)</b>					
Main Roadway	0.00	0.00	0.00	0.00	0.00
Crossroads	0.00	0.00	0.00	0.00	0.00
Intersections	3.00	0.75	2.25	1.00	3.00
	0.00	0.00	0.00	0.00	0.00
<b>INTERCHANGES</b>					
Geometrics	0.00	0.00	0.00	0.00	0.00
Ramps Profiles	0.00	0.00	0.00	0.00	0.00
Site Grading	0.00	0.00	0.00	0.00	0.00
Cross Sections	0.00	0.00	0.00	0.00	0.00
Signing	0.00	0.00	0.00	0.00	0.00
Ramp Gore Details	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>TRAFFIC CONTROL</b>					
Sequence of Construction	1.00	0.25	0.25	0.50	0.50
Summary & Items	1.00	0.25	0.25	1.00	1.00
Typical Section Sketches	0.00	0.00	0.00	0.00	0.00
Layout Sheets (signs, devices, shifts, etc.)	3.00	0.50	1.50	1.00	3.00
Special Drawings	1.00	0.50	0.50	0.50	0.50
Details	4.00	0.25	1.00	0.25	1.00
<b>SIGNING</b>					
Sign Layout	1.00	0.25	0.25	0.75	0.75
Sign X-Section	0.00	0.00	0.00	0.00	0.00
Sign Panel Details	0.00	0.00	0.00	0.00	0.00
Soils Data Sheets (provided by ALDOT)	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>SIGNALIZATION</b>					
Signal Layout and Traffic Analysis (1 per site)	0.00	0.00	0.00	0.00	0.00
Traffic Counts (1 per site)	0.00	0.00	0.00	0.00	0.00
Signal Warrant Analysis (1 per site)	0.00	0.00	0.00	0.00	0.00
Soils Data Sheets (provided by ALDOT)	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>ITS</b>					
Systems Engineering	0.00	0.00	0.00	0.00	0.00
Special Study	0.00	0.00	0.00	0.00	0.00
Legend	0.00	0.00	0.00	0.00	0.00
Special Details	0.00	0.00	0.00	0.00	0.00
ITS Layouts	0.00	0.00	0.00	0.00	0.00
Optical Fiber Splice Charts	0.00	0.00	0.00	0.00	0.00
Fiber - Cable Routing Diagram	0.00	0.00	0.00	0.00	0.00
Specifications	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>LIGHTING</b>					
Plan Layout	0.00	0.00	0.00	0.00	0.00
Demo Plans	0.00	0.00	0.00	0.00	0.00
Special Details	0.00	0.00	0.00	0.00	0.00
Soils & Passive Pressure (provided by ALDOT)	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00

ROADWAY PLANS SHEET TITLE	NO OF SHEETS	ESTIMATED MAN-DAYS			
		ENGINEER		TECHNICIAN	
		SHEET	TOTAL	SHEET	TOTAL
<b>UTILITY SHEETS</b>					
Utility Locations (plan/profile)	9.00	0.10	0.90	0.25	2.25
Utility Coordination	0.00	0.00	3.00	0.00	4.00
	0.00	0.00	0.00	0.00	0.00
<b>DRAINAGE SECTIONS</b>					
Pipe & Culvert X-Sect./Hydraulic Computations	10.00	1.00	10.00	0.50	5.00
Hydraulic Data Sheet	1.00	2.00	2.00	0.50	0.50
Details	1.00	1.00	1.00	0.50	0.50
	0.00	0.00	0.00	0.00	0.00
<b>SOIL SHEETS</b>					
Soil Boring Logs	0.00	0.00	0.00	0.00	0.00
Soil Profile	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>EROSION CONTROL</b>					
Legend & Sequence	1.00	0.00	0.00	0.50	0.50
Phased Sheets (Phase I)	4.50	0.25	1.13	0.75	3.38
Phased Sheets (Phase II)	4.50	0.25	1.13	0.75	3.38
Phased Sheets (Phase III)	4.50	0.25	1.13	0.75	3.38
CBMPP & NOI	0.00	0.00	4.00	0.00	2.50
	0.00	0.00	0.00	0.00	0.00
<b>ROADWAY CROSS SECTIONS</b>					
Main Roadway (50' Cross Sections)	45.00	0.15	6.75	0.25	11.25
Crossroads	0.00	0.00	0.00	0.00	0.00
Earthwork Balancing	1.00	0.50	0.50	0.50	0.50
	0.00	0.00	0.00	0.00	0.00
<b>REVIEW COMMENTS</b>					
Preliminary Review with City and ALDOT			0.00		2.00
Plan-in-Hand Inspection			0.00		0.00
PS&E Inspection			2.00		2.00
<b>Cost Estimates</b>					
Cost Estimates			2.00		1.00
Design Hearing			0.00		0.00
<b>SUB-TOTAL</b>	<b>125.00</b>		<b>61.44</b>		<b>76.23</b>
10% Supervision			6.14		
<b>TOTALS</b>					
	<b>125.00</b>		<b>61.44</b>		<b>76.23</b>

<b>Project No.</b>	CMAQ-PE12()
<b>County</b>	Jefferson
<b>Description</b>	Mountain Brook Sidewalks - Phase 9
<b>Scope of Work</b>	Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr
<b>Project Length</b>	1.84 Miles
<b>Consultant</b>	Sain Associates, Inc
<b>Fee Proposal (Roadway Plans)</b>	

PERSONNEL COST			
	Man-days	x Daily Rate	
Project Manager (10% of Eng.)	6.14	\$ 307.68	\$ 1,889.16
Engineer	61.44	\$ 367.48	\$ 22,577.97
Engineering Technician/CADD	76.23	\$ 258.16	\$ 19,679.54
Clerical	0.00	\$ 161.52	\$ -
<b>Total Direct Labor</b>			<b>\$ 44,146.67</b>
Combined Overhead (%)	174.25		\$ 76,925.57
Out-of-Pocket Expenses**			\$ 3,170.24
<b>Sub-Total</b>			<b>\$ 124,242.48</b>
Operating Margin (10%)			\$ 12,424.25
<b>Sub-Total</b>			<b>\$ 136,666.73</b>
<b>SUB-CONSULTANTS (attach man-day &amp; fee FROM each sub-consultant; show total fee for each here)</b>			
Nimrod Long and Associates		\$	12,000.00
		\$	-
		\$	-
Subconsultant Administration Expense (5%)		\$	600.00
<b>Sub-Total</b>			<b>\$ 149,266.73</b>
Facilities Capital Cost of Money (% of Direct Labor)	0.79	\$	348.76
<b>TOTAL FEE</b>			<b>\$ 149,615.49</b>

\*\*See Grand Total Fee sheet

<b>Project No.</b> CMAQ-PE12( )
<b>County</b> Jefferson
<b>Description</b> Mountain Brook Sidewalks - Phase 9
<b>Scope of Work</b> Sidewalks on Brookwood Rd, Crosshill Rd, and Oakdale Dr
<b>Project Length</b> 1.84 Miles
<b>Consultant</b> Sain Associates, Inc

**Out-of-pocket Expenses (Roadway Plans)**

**TRAVEL COST**

Mileage Cost	Trips	Miles/Trip	\$/Mile	Total
Site Visit and Inspection	4	12	\$0.565	\$ 27.12
Preliminary Review	1	24	\$0.565	\$ 13.56
Plan in Hand/PS&E Review	1	24	\$0.565	\$ 13.56
	0	0	\$0.565	\$ -
<b>Total Mileage Cost</b>				<b>\$ 54.24</b>

Subsistence Cost	Days	# People	\$/Day	Total
Travel allowance (6 hour trips)	0	0	\$11.25	\$ -
Travel allowance (12 hour trips - meal provided by others)	0	0	\$20.00	\$ -
Travel allowance (12 hour trips)	0	0	\$30.00	\$ -
Travel allowance (overnight)***	0	0	\$75.00	\$ -
				\$ -
<b>Total Subsistence Cost</b>				<b>\$ -</b>
<b>Total Travel Cost</b>				<b>\$ 54.24</b>

**PRINTING / REPRODUCTION COST**

Type of printing/reproduction	# of Sets	Sheets/Set	Total Sheets	Cost/Sheet	Total
Materials Submittal	8	60	480	\$ 0.60	\$ 288.00
Preliminary Layout Review	3	60	180	\$ 0.60	\$ 108.00
Plan in Hand/PS&E Review	8	85	680	\$ 0.60	\$ 408.00
Quality Control	6	125	750	\$ 0.60	\$ 450.00
Construction Bureau Review	1	125	125	\$ 0.60	\$ 75.00
Office Engineer Submittal	1	125	125	\$ 15.00	\$ 1,875.00
<b>Total Printing/Reproduction Cost</b>					<b>\$ 2,916.00</b>

<b>Communication Cost (telephone, fax, etc.)</b>	<b>Total</b>
	<b>\$ -</b>

<b>Postage Cost (overnight, stamps, etc.)</b>	<b>Total</b>
Fed Ex	<b>\$ 200.00</b>

<b>Other (provide description on next line)</b>	<b>Total</b>
	<b>\$ -</b>

<b>Total Out-of-pocket Expenses</b>	<b>\$ 3,170.24</b>
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**Comments:**

\*\*\*You must have ALDOT approval for ANY overnight trips of less than 100 miles.



ALABAMA DEPARTMENT OF TRANSPORTATION  
 FINANCE AND AUDITS BUREAU  
 1409 Coliseum Boulevard  
 Montgomery, Alabama 36110



*Robert Bentley*  
 Governor

*John R. Cooper*  
 Transportation Director

July 26, 2012

Mr. Vann Rutledge  
 Sain Associates, Inc.  
 244 West Valley Avenue, Suite 200  
 Birmingham, Alabama 35209

Subject: 2011 CPA's Overhead Audit Workpaper Review  
 Audit Report Number: R12-CPAWP-71

Dear Mr. Vann Rutledge,

We have performed a cognizant review of the examination, and supporting workpapers, of the Indirect Cost Rates of Sain Associates, Inc. for the fiscal year ended December 31, 2011 in accordance with our role as Cognizant Agency as defined in 23 U.S.C. 112(b)(2)(c) and 23 CFR 172.3 and 172.7. The examination was performed by the independent CPA firm of Barfield Murphy Shank & Smith PC, of Birmingham, Alabama. The CPA represented that the examination was conducted in accordance with Government Auditing Standards as promulgated by the Comptroller General of the United States of America, and the examination was designed to determinate that the indirect cost rates were established in accordance with Cost Principles contained in the Federal Acquisition Regulations, 48 CFR Part 31. Our cognizant review was performed in accordance with AASHTO Review Program for CPA Audits of Consulting Engineers' Indirect Cost Rates.

In connection with our cognizant review, except for the effect of the deficiencies described below, nothing came to our attention that caused us to believe that the examination, and supporting workpapers for the Indirect Cost Rates, and the related Accountant's Reports, we reviewed did not conform in all material respects to the aforementioned regulations and auditing standards.

Our cognizant review revealed that the CPA failed to post their Adjustment for Unallowable Penalties & Interest to the Payroll Taxes Account. The error caused the Payroll Taxes Account to be overstated by \$1,864.

We recommend acceptance of the following rates for the fiscal year ended December 31, 2011.

<u>Description</u>	<u>Rates</u>
Total General Overhead	174.25%
Facilities Cost of Capital	0.79%

According to 23 CFR 172.7(d), pursuant to 23 U.S.C. 112, ALDOT will provide the results of this overhead rate approval along with any supporting documentation to any other State Department of Transportation or Federal Highway Administration office.

Sincerely Yours,

George Rall  
 Alabama Department of Transportation  
 External Auditor

CERTIFICATION OF FINAL INDIRECT COSTS

Firm Name: Sain Associates, Inc.

Project Number: CMAQ-PE12( )

Contract ID#: \_\_\_\_\_ Supplemental Agreement #: \_\_\_\_\_

Date of Proposal Preparation (mm/dd/yyyy): 07/26/2012

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): 01/01/2011 - 12/31/2011

*I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:*

- 1.) *All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.*
- 2.) *This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.*

*All known material transaction or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.*

\*Signature: 

\*Name of Certifying Official (Print): Vann Rutledge

\*Title: V.P. Controller

Date of Certification (mm/dd/yyyy): 04/12/2013

\*Note: This form is to be completed by an individual executive or financial officer of the consultant at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate proposal submitted in conjunction with the contract.



Crestline Village

