

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda

May 7, 2024

5:00 PM

The purpose(s) of the meeting shall be for the Commission to receive, consider, discuss, deliberate, and debate the matters listed herein below and such other public business as may lawfully be undertaken provided that no formal votes are to occur and no matters or issues will be formally decided upon at this meeting.

- I. **Authorizing a nonprofit grant to Red Bank High School for the Junior Lions Club in the amount of \$3,825.44 (VM Dalton)**
- II. **Red Bank Citizenship Award program Res No. 24-1695 (M Berry)**
- III. **Presentation of the FY2025 budget estimate to the Commission (CM Granum)**
- IV. **Authorize certified plans review contract with Municipal Inspection Partners Res No. 24-1687 (DPWD Johnson)**
- V. **Authorize application for a competitive grant to the Department of Public Health for the 2024 Healthy Built Environments Res No. 24-1688 (DPWD Johnson)**
- VI. **Repair of Brush Truck Unit 740 Res No. 24-1689 (PWD Tate)**
- VII. **Public Works Appreciation Week Res No. 24-1690 (PWD Tate)**
- VIII. **Authorize a Capital Outlay Note in the amount of \$655,000.00 Res No. 24-1691 (CR Perry)**
- IX. **Police Appreciation Week Res No. 24-1692 (PC Seymour)**
- X. **Agreement for use of firing range in Collegedale Res No. 24-1693 (PC Seymour)**
- XI. **Beer Board Meeting - David Powell dba Family Dollar has made application for an Off-Premise Beer Permit**
- XII. **Citizen Comments on items on the Work Session Agenda**
5:45 Hard stop to allow citizen comments on items on this Work Session Agenda (CM Granum)
- XIII. **Any other business to discuss**
- XIV. **Adjournment**

Projected/Proposed Budget:

Item Description	Cost	Quantity	Total Amount
Single-Height Portable Stage & Seated Riser Section w/ Hardboard Deck (8' L x 4' D x 24" H)	\$695.99	1	\$695.99
Rockville RPG122K 12" Powered Speakers w/Bluetooth+Dual UHF Wireless Mics+Stands	\$394.95	1	\$394.95
Unfinished Birch 10 ft. L X 25 in. D X 1.5 in. T Butcher Block Countertop	\$96.52	2	\$193.04
Lancaster Table & Seating 24" x 30" Rectangular Standard Height Recycled Wood Butcher Block Table with Vintage Finish and Cast Iron Cross Base Plate	\$144.99	6	\$869.94
Lancaster Table & Seating Alloy Series Arctic Blue Outdoor Cafe Chair Item number Item #: 164CMCAFEARC	\$34.96	12	\$419.52
Used church pews for resale	\$150	2	\$300
Tabletop Napkin Dispensers	\$15	12	\$180
Black Aluminum and Steel Simple podium	\$622	1	\$622
Easel Stand for Display	\$25	6	\$150
Total amount \$3, 825.44			

FY25 Budget Estimate Red Bank Tennessee

City Manager Martin Granum
7 May 2024

The FY25 Budget Process

- Preparation began with conversations with department directors beginning in February
- **Budget Dates for FY25** memo published on 19 March 2024
- Four **Budget Workshops** (26 March; 9, 23, 30 April)
 - 4 citizens qualified for Budget Academy Certificates
 - Plan is to present Certificates at 1st Reading
- City Charter requires City Manager to present '**Budget Estimate**' to the Commission NLT 15 May of each year
- FY25 Budget Estimate presented this evening (7 May 2024)
- The budget process also sets the **property tax rate**; there is **no change** proposed in this Budget Estimate
- In Red Bank, and Ordinance requires **two readings**
- The Proposed Budget is planned for **1st Reading** of the Budget Ordinance on Tuesday, for **21 May**
- The Proposed Budget is then planned for **2nd Reading** of the Budget Ordinance on Tuesday, **4 June**
- Enactment occurs upon passing at 2nd Reading; it becomes the Adopted Budget and **takes effect 1 July 2024** and continues through 30 June 2025

Eddie Clinton

From: Sam Berry <SBerry@risepartners.net>
Sent: Wednesday, February 21, 2024 4:29 PM
To: Eddie Clinton
Cc: Leslie Johnson
Subject: RE: Old SAV-A-Lot property

Eddie,

The residential building is going to be 5A construction, the retail will be 5B.

The residential building is 279,405 SF, and the retail is 6,695 SF.

Also, I have copied the link below for the qualification / proposal from HK Architects for the scope of 3rd party plan review for this project. I am happy to set up a call or meeting if that is of interest, once you all have reviewed.

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:879e0fee-16e9-46aa-9f1f-c162cfc153fb>

Thank you,

Sam Berry
Director of Development
Rise Partners
423.802.5358
sberry@risepartners.net
www.risepartners.net



From: Eddie Clinton <eclinton@redbanktn.gov>
Sent: Tuesday, February 20, 2024 3:23 PM
To: Sam Berry <SBerry@risepartners.net>
Subject: Old SAV-A-Lot property

I am preparing an email to send to International Code Council for an estimate on the plans review (building). I need two questions to complete the email.

1. What type of construction? Type I, II, III, IV or V
2. Approximate square footage of the apartment complex

Thanks,

Eddie Clinton
City of Red Bank
Building Official

Disclaimer



Municipal
Inspection Partners
Review-Enforce-Inspect

Municipal Inspection Partners

120 3rd Ave South
Franklin, Tennessee 37064
615-716-8111
www.mipnashville.com
apieri@mipnashville.com

April 17, 2024

Eddie Clinton
City of Red Bank
3100 Dayton Blvd.
Red Bank, Tennessee 37415

RE: Apartment Complex

Mr. Clinton,

Please find the quote for plan review services for a project in Red Bank, Tennessee. The reviews includes architectural and MEP's. Current review time is 10-14 business days.

1. Apartment complex with 279,405 square feet. I will need building, plumbing, mechanical, electrical and energy reviews.

Building and MEP review fee \$13,970.25 (calculated at \$0.05 s/f)

2. Commercial (Mercantile) building with 6,695 square feet. I will need building, plumbing, mechanical, electrical, energy, accessibility, life safety, and fire sprinkler reviews. (calculated at \$0.15

Building and Mep review \$1004.25 (calculated at \$0.15 s/f)

Life safety/fire sprinkler review \$500.00 (base fee)

Note: It is advised that the permit applicant submit plans and pay the review fee directly to MIP as is customary with the communities we work with. When approved, we will submit watermarked plans to the client and City of Red Bank for permit issuance.

Please let us know if you would like to proceed!

Regards,

Andrew Pieri BS, CBO, CFM
Municipal Inspection Partners

Eddie Clinton

From: ICC Plan Review <plr-no-reply@iccsafe.org>
Sent: Thursday, February 22, 2024 9:56 AM
To: Eddie Clinton
Subject: ICC: Plan Review Fee estimate FC10655 generated

Hi Eddie Clinton,

Thankyou for your interest in Plan Review Services.
Your fee estimate is generated. The fee estimate ID is FC10655.

Construction Details:

Group	Type of construction	Area(Sq. ft)
R-2 Residential, multiple family	VA	279405.00
M Mercantile	VB	6695.00

Disciplines	Cost
Building review	\$17,107.15
Mechanical review	\$4,276.79
Plumbing review	\$4,276.79
Electrical review	\$4,276.79
Energy review	\$4,276.79
Total	\$34,214.31

You may [click here](#) to submit a transmittal request against this fee estimate.

Thank you,
ICC Plan Review Services

You have received this email from <https://planreview.iccsafe.org>

Join us as we launch a new event along with the ICC 2024 Committee Action Hearings. ICC Leadership Week is a FREE CEU and networking event for our members.

[Learn More!](#)



Eddie Clinton

From: Daren Raskin <DRaskin@willdan.com>
Sent: Wednesday, March 13, 2024 6:56 PM
To: Eddie Clinton
Subject: RE: Plan review quote

Eddie,

The following are some rough numbers. These are likely on the high side and we can adjust once we have a little more info. These numbers are based on the ICC valuation table.

Apartment Complex:

279,405 SF x \$148.28 = \$41,430,173.40 estimated valuation based on V-B construction type.

Proposed PC Fee = \$35,000 (Note: Most apartment complexes I've seen have repetitive buildings so this fee will likely come down significantly)

Commercial Structure:

6,695 SF x \$136.24 = \$912,126.80 estimated valuation based on M-Mercantile assumed occupancy and V-B construction type.

Proposed PC Fee = \$2,000

Let me know if you have any questions. We'd love to help you and are open to negotiating the fees once some preliminary plans are available.

Thanks,

Daren Raskin | P.E., C.B.O.

Deputy Director of Building & Safety

Willdan | *Comprehensive. Innovative. Trusted.*

M1: 346.478.0063

M2: 909.266.7932

From: Eddie Clinton <eclinton@redbanktn.gov>

Sent: Wednesday, March 13, 2024 10:12 AM

To: Daren Raskin <DRaskin@willdan.com>

Subject: RE: Plan review quote

CAUTION: This email originated from outside of Willdan. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Just a free estimate at this time. I have received no plans yet.

Eddie Clinton

City of Red Bank TN

Building Official

From: Daren Raskin <DRaskin@willdan.com>

Sent: Tuesday, March 12, 2024 5:00 PM

To: Eddie Clinton <ecClinton@redbanktn.gov>

Subject: RE: Plan review quote

Hello Eddie,

Thank you for reaching out. I can help you with this. I'm looping Estelle out while she's on vacation. I'll coordinate with her when she gets back.

Do you need a formal proposal at this point or just a fee estimate? Also, I know they are in the early stages but do you have any preliminary plans you can send us? I can estimate plan check without it but the more information we have, the better.

Thanks!

Daren Raskin | P.E., C.B.O.

Deputy Director of Building & Safety

Willdan | *Comprehensive. Innovative. Trusted.*

M1: 346.478.0063

M2: 909.266.7932

From: Estelle Cope <ecope@willdan.com>

Sent: Tuesday, March 12, 2024 2:53 PM

To: Daren Raskin <DRaskin@willdan.com>

Subject: FW: Plan review quote

From: Estelle Cope <ecope@willdan.com>

Sent: Tuesday, March 12, 2024 12:18 PM

To: Eddie Clinton <ecClinton@redbanktn.gov>

Subject: RE: Plan review quote

Hello Eddie...I have copied our Plan Check Manager on this email. He will respond.

Estelle Shapiro-Cope

Project Controller

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T. 909.963.0571 C. 909.838.1005

ecope@willdan.com

she/her

From: Eddie Clinton <ecClinton@redbanktn.gov>

Sent: Tuesday, March 12, 2024 6:16 AM

To: Estelle Cope <ecope@willdan.com>

Subject: Plan review quote

CAUTION: This email originated from outside of Willdan. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Our city has 2 new construction structures that are in the planning stage. We would like to get a quote on cost for plan reviews. We need building, mechanical, plumbing, electrical and energy reviewed. One structure is a 279, 405 square foot apartment complex and the other is a 6,695 commercial structure.

Eddie Clinton
City of Red Bank (TN)
Building Official



12/15/2023 RFA

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

HEALTHY BUILT ENVIRONMENT

RFA # 34301-17625

REQUEST FOR APPLICATION**STATE OF TENNESSEE****DEPARTMENT OF HEALTH****I. Background Information**

The places where we live, learn, work, play, and worship influence how we view and understand our communities, ourselves, and each other. A well-designed built environment can decrease obesity, heart disease, and diabetes rates while increasing physical, mental, and social health. The Tennessee Department of Health (TDH) recognizes the link between the built environment and public health. TDH supports the creation of healthy built environments to protect, promote, and improve the health and prosperity of all Tennesseans.

In 2015, TDH created the Office of Primary Prevention (OPP), to help Tennessee communities build a culture of health. In 2018, OPP launched a competitive built environment grant program and awarded over \$1,800,000 to 34 government and non-government grantees across Tennessee. The program was continued in 2021, awarding over \$860,000 to fund 14 projects. TDH funded grants for convening, programming, planning, and construction projects. These built environment projects created and enhanced playgrounds, walking tracks, outdoor fitness stations, greenways, trails, and other publicly accessible spaces to promote physical activity, access to healthy food and social interaction. Many of the grant-funded projects benefited economically distressed or at-risk counties.

A. Funding and Eligibility

TDH has appropriated \$860,000 to fund approximately 15 projects that advance health equity by creating or supporting a healthy built environment. The goal of this grant is to serve historically underserved populations, engage the target community, and work to promote inclusivity of individuals of all abilities and backgrounds. Local and State government entities, American Indian tribes, and non-profit entities with 501(c)(3) status are eligible to apply. Individuals are not eligible to apply. Each applying organization should only submit one application. If you received an award in the 2023 Healthy Built Environment funding opportunity, then you are not eligible to apply during this funding opportunity.

Applicants must identify a target community where built environment improvements can advance health equity. TDH has pre-identified census tracts that have high social vulnerability according to their 2020 Social Vulnerability Index (SVI) as defined by the Centers for Disease Control and Prevention (CDC). A map with this data can be accessed at tn.gov/SVImap. The applicant's project must serve communities in one of the hi-lighted census tracts on the map. If the project is an infrastructure project, it must be constructed in one of the hi-lighted

census tracts. If it is a planning project, the area the plan is for must include at least one hi-lighted census tract.

These grants are awarded through reimbursement of completed work only. TDH is unable to provide advanced payment. Matching funds are not required, but TDH encourages applicants to include commitments of cash or in-kind services to demonstrate support for their project. Funds cannot be spent on salaries for government employees, subsidies for individuals, lobbying activities, or for existing services.

B. Types of Projects

TDH will fund built environment projects at varying stages of development. Phase A projects include convening, assessment, and/or planning and have a maximum award of \$50,000. Phase B projects include infrastructure design and construction and have a maximum award of \$80,000. Projects must be completed within 24 months.

Applicants must propose a project in **either** Phase A or Phase B, not both.

1. **Phase A – Convening, Assessment, and/or Planning**
(Maximum Amount \$50,000)

If the proposed project is in this phase, the application can include any combination of convening, assessment, and/or planning.

- a. **Convening (Maximum Amount - \$2,000):** Convening phase projects will identify and engage partners, elected officials, and other stakeholders, especially in communities where public health has not been considered in built environment decision making. Partnerships could be with local health leaders, county health councils, and/or vulnerable or underserved populations. Funds can be used to compensate community members of the target population for their time (excluding state or local government employees). Funds can also be used for childcare to encourage participation from members of the target population.
- b. **Assessment (Maximum Amount - \$20,000):** Assessment phase projects can be either a needs assessment or an active living policy assessment. A needs assessment identifies gaps where facilities that promote physical activity do not exist and identifies populations in need of these facilities. The needs assessment may include a density or proximity analysis of:
 - parks;
 - open spaces;
 - public schools;
 - community centers;
 - recreational centers;

- sidewalks;
- bikeways;
- greenways;
- playgrounds; or
- other community amenities the public could use for physical activity.

An active living policy assessment analyzes or proposes plans or regulations to improve opportunities for physical activity. An active living policy assessment could analyze:

- zoning codes;
- subdivision regulations;
- comprehensive plans;
- neighborhood plans;
- subarea plans;
- planned unit developments;
- school siting policies;
- joint use agreements;
- bicycle and pedestrian plans;
- greenways and parks master plans; or
- other related plans.

- c. Planning (Maximum Amount - \$50,000): Planning phase projects will engage with the target community to develop a written plan to promote public health in built environment decision making. Written plans would advance policy change or design infrastructure for a community. All plans must include measurable goals, projected timelines, and potential funding sources for future construction. Plans should demonstrate compliance with all requirements from applicable agencies that require a completed plan to apply for construction funding. Plans should document any steps the community has taken that demonstrate interest and support for built environment projects to increase physical activity. Planning phase projects can include site visits to learn from successes in other communities. TDH will consider Phase A planning projects such as:

- small-area plans focused on increasing physical activity;
- greenways, parks, sidewalks, bikeways, or multi-modal transportation master plans;
- complete streets plans;
- arts in placemaking plans;
- public spaces plans; or
- other plans focused on promoting health.

2. **Phase B – Infrastructure Design and Construction**
(Maximum Amount \$80,000)

Phase B projects design or build amenities to provide opportunities for physical activity and/or increase access to healthy foods. These projects may include playgrounds, greenways, sidewalks, bikeways, crosswalks, or walking tracks, or active transportation rest areas. Amenities like signage, benches, shade, bicycle repair stations, water fountains, lighting, restrooms, or other infrastructure that helps increase the use of facilities that promote physical activity and/or access to healthy foods are eligible project costs. This phase can also include tactical urbanization projects to demonstrate a healthy built environment design.

All proposed Phase B projects must be on publicly accessible property and available for use by all community members free of charge. Applicants must provide details for long-term maintenance in their project narratives. Grantees may use Phase B funding alone or as state-level matching funds. All infrastructure projects must include the community in the decision-making process, and documentation of community involvement through committees, reports, and master plans should be provided throughout work progress.

C. Additional Grantee Requirements

In addition to completing your built environment project by the deadline, there are some additional required actions. Grantees will be required to:

1. Attend a mandatory Grants Management and Evaluation webinar.
2. Complete a minimum of quarterly check-ins with the TDH grant manager. The check-ins will include written summaries of progress, pictures, site visits, and budget and spending updates as necessary. The TDH grant manager can request more check-ins if deemed necessary.
3. Complete a final report including evaluation results upon completion of the contract.
4. Submit monthly invoices per the contract.
5. Inform the TDH grant manager of any progress, delays, or issues.
6. Comply with all of the requirements outlined in the contract with TDH.

II. Process

A. Letters of Intent

The Letter of Intent (LOI) provides a “first look” at the proposed project for funding. LOIs must be submitted online by the deadline specified in Section IV, Schedule of Events in the form and detail specified in this RFA. A team of Evaluators will score the LOIs based on the following criteria:

1. **Need** – Proposed activities in project narrative address a defined need (including health disparities) in a defined community. TDH highly encourages applicants to include applicable data specific to their targeted

community. Projects will be prioritized that advance health equity in historically underserved communities.

2. **Cost Effectiveness** – The budget narrative exhibits thoughtful and appropriate use of dollars and answers these three main questions:
 - What project actions and materials will cost money?
 - How much will the project cost?
 - How was this estimate compiled?
3. **Impact** – Proposed activities have the potential to produce changes in health outcomes for the target population.
4. **Collaboration and Community Engagement** – Proposed activities do not duplicate or supplant existing services. The activities involve a genuine collaboration with stakeholders. Activities consider what the community members want and have public appeal.

B. Applications

TDH will email the highest ranked LOI applicants and invite them to submit a full application. The link for application submission will be added to the Funding Opportunities website.

The full application will require more detailed information about the applicant, proposed project, and community. A team of evaluators from TDH, Tennessee Department of Transportation, and Tennessee Department of Environment and Conservation will rank full applications on the following:

1. **Project Abstract and Problem Statement** – 20 Points Maximum (300 word-limit) - Briefly explain what health need has been defined in the community and how the proposed built environment project will meet that need. Be sure that a hi-lighted census tract on the [SVI Map](#) is included in the target population that will directly benefit from the project.
2. **Project Narrative** – 20 Points Maximum (750 word-limit and attached Work and Evaluation Plan) - Provide a project narrative detailing how the work will achieve the goal(s) and objectives while collaborating with partners and engaging the community. This should complement the Work and Evaluation plan attachment. If the project includes construction, please indicate how it will be ensured that the project follows appropriate regulations.
3. **Project Management and Sustainment** – 20 Points Maximum (500 word-limit) Please provide a narrative describing the applicant's qualifications and ability to manage the project successfully. Please also include plans for stability and maintenance in the future.
4. **Evaluation** – 20 Points Maximum (500 word-limit) Please describe how the applicant will evaluate the impact and success of the project. Include metrics, a plan for data

collection, and a plan to disseminate findings. This should complement the Evaluation section of the Work and Evaluation plan attachment (Exhibit 1).

5. **Budget** – 20 Points Maximum
(500 word-limit plus Attachment 2 completed on the provided budget template) – Please complete the 2 budget pages for each fiscal year of the project using Attachment 2. Also provide a written budget narrative describing anticipated revenue and expenses, additional grant funding, and other sources (including in-kind, if applicable). Include how the rest of the grant project will be funded if this grant is only providing a portion of the costs. If the applicant has received other TDH funds, please give a brief history.
6. **Additional Attachments**
Supplemental attachments may be submitted. This section will not be scored individually, but it can support and complement other sections of the grant. For example, if support from an elected official was mentioned in the narrative, a letter of support in this section can back that statement. The additional attachments should be submitted as a single PDF file that does not exceed 10 pages total. Some attachments that may be included are:
 - Letters of Support and Letters of Commitment;
 - Documents that demonstrate public support;
 - Pictures;
 - Plans; and
 - Convening meeting minutes.

III. Sample Grant Contracts

Following the State's evaluation, one of the Sample Grant Contracts included on the TDH Funding Opportunities page for this RFA will be prepared. There are three different Sample Grant Contracts, and only one would apply for a grantee's agency or organization. The types of contracts are as follows:

GG – Governmental Grant Contract (Cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

GR – Grant Contract (Cost reimbursement grant contract with an individual, business, non-profit, or governmental entity of another state or country)

IG – Interagency Grant Agreement (Cost reimbursement grant agreement between two Tennessee state agencies, University of Tennessee, or Board of Regents colleges and universities)

If a grant is awarded to a governmental entity established pursuant to Tennessee Code Annotated (such as a human resource agency, developmental district, state college or

university, or Board of Regents school), TDH will revise standard terms and conditions of the grant; however, TDH will not revise significant performance requirements.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a Healthy Built Environment grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application for Healthy Built Environment. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**

IV. Schedule of Events

The following is the anticipated schedule for awarding Healthy Built Environment grants. TDH reserves the right to adjust the schedule as deemed necessary.

EVENT	CENTRAL TIME	DATE
1. RFA Issued		January 24, 2024
2. Letter of Intent Teleconference	9:00 a.m.	January 30, 2024
3. Written "Questions & Comments" Deadline	2:00 p.m.	February 2, 2024
4. State Response to Written "Questions and Comments"		February 9, 2024
5. Deadline for Letters of Intent		March 1, 2024
6. Invitations to Apply Emailed		April 12, 2024
7. Application Teleconference	9:00 a.m.	April 16, 2024
8. Written "Questions and Comments" Deadline	2:00 p.m.	April 19, 2024
9. State Response to Written "Questions and Comments"		April 26, 2024
10. Deadline for Applications	2:00 p.m.	May 10, 2024
11. Evaluation Notice Released		May 31, 2024
12. Effective Start Date of Contract		July 1, 2024

A Teleconference will be held prior to submission deadlines for both Letters of Intent and Applications. The information for the Letter of Intent teleconference is as follows:

Meeting Name: RFA #34301-17625 Letter of Intent Teleconference

Meeting number (access code): 2307 860 2115

Meeting password: iPAvp97JKu2

Meeting Link:

<https://tn.webex.com/tn/j.php?MTID=m38c555cfb984ee65dd79f9593cccd87c>

Join by phone: +1-415-655-0001 US TOLL

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

TDH will not pay any costs associated with the preparation, submittal, or presentation of a letter of intent or application.

V. Submission of Letter of Intent

Please submit Letters of Intent and all attachments online via the following link no later than the deadline in Section IV of this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Coordinator at the address shown below is the sole point of contact for this competitive process:

Melissa Painter
Competitive Procurement Coordinator
Service Procurement Program
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Competitive.Health@tn.gov

Resources for Applicants

- [TDH Office of Primary Prevention website](#)
- [Built Environment Evaluation Guide](#)
- [The Rural Active Living Assessment Tool Codebook and Scoring](#)
- [Rural Active Living Perceived Environmental Support Scale \(RALPESS\)](#)
- [Promoting Active Living in Rural Communities Research Brief](#)
- [Urban Land Institute – Building Healthy Places Toolkit](#)
- [CDC – Healthy Community Design Checklist](#)
- [CDC Transportation and Health Tool](#)
- [AARP – Livability Index](#)
- [Assembly: Civic Design Guidelines](#)
- County Health Data Packages (email strategy.health@tn.gov)
- [Vital Signs](#)
- [TDH “Healthy Places” website.](#)
- Your Development District



Leslie Johnson
Public Works Deputy Director
City of Red Bank
3105 Dayton Boulevard
Red Bank, Tennessee 37415

February 26, 2024

**RE: Red Bank Traffic On-Call – Work Order #2 Proposal
Dayton Boulevard Road Diet Study
Signal Mountain Road to Gadd Road
Red Bank, Tennessee**

Dear Mrs. Leslie Johnson,

On behalf of Barge Design Solutions (Barge) we are submitting this scope of services for the above referenced project. The following information outlines the scope of engineering and landscape architectural services to prepare a Road Diet Feasibility Study for Dayton Boulevard from Signal Mountain Road to Gadd Road. We see this task as an opportunity to not only assess Dayton Boulevard from a traffic perspective but also as a beginning point for the development of a complete street solution. As you know we are conducting the City's Stormwater Asset Management plan and we believe there maybe some synergies between the two tasks, especially since Stringers Branch runs parallel to Dayton Boulevard. That is why we have included some Landscape Architectural design services as a part of this task order, which are defined below.

PROJECT UNDERSTANDING

The City of Red Bank has expressed interest in understanding the potential roadway reconfiguration of Dayton Boulevard from Signal Mountain Road to Gadd Road. Dayton Boulevard currently operates as a 5-lane roadway with a center turn lane. The City is interested in restriping the roadway to a 3-lane section and adding buffered bicycle lanes in both directions along the roadway.

Barge Design Solutions will assist Red Bank in evaluating the roadway in question and determining what roadway cross section is most feasible for all users of Dayton Boulevard. The project will also identify potential improvements to the signalized/unsignalized intersections within the study area as it relates to all modes of travel. Additional design studies will be provided to include planting, hardscape, stormwater polishing features, and streetscape improvements.

In accordance with TDOT's Road Diet Guidance Manual, this study is anticipated to be a Level 2 study. Following is an outline of the tasks that need to be completed for this project:

SCOPE OF SERVICES

Task 1 – Project Management and Coordination

Barge will work with Red Bank to establish a clear and complete Project Management Plan and scope consisting of a clear line of communication from a single point of contact that includes progress meetings and reports, invoicing, scheduling, resource and quality management to name a few. The following is an outline of tasks handled by the Project manager:

- A. Project Management**
- a. Scope Management
 - b. Budget and Cost Management
 - c. Communications / Project Meetings
 - d. Schedule Management

Mrs. Leslie Johnson
February 26, 2024
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e. Priorities Management

B. Resource Management

- a. Staffing
- b. Personnel

C. Quality Management

The Barge team will work closely with Red Bank to ensure the direction of the projects are understood and coordinated throughout the various tasks.

Deliverables:

- 1. Kick-off Meeting
- 2. Project Schedule
- 3. Monthly Progress Reports
- 4. Monthly invoices

Task 2 – Data Collection and Field Review

Turning movement counts (TMC) will be collected at nine (9) existing signalized intersections for an 8-hour period (6:00 – 9:00 AM, 11:00 – 1:00 PM, and 3:30 – 6:30 PM). The following study intersections are:

- Dayton Boulevard at Signal Mountain Road / Spring Road
- Dayton Boulevard at Hedgewood Drive
- Dayton Boulevard at Memorial Drive
- Dayton Boulevard at Martin Road
- Dayton Boulevard at Newberry Street
- Dayton Boulevard at Leawood Avenue
- Dayton Boulevard at Morrison Springs Road
- Dayton Boulevard at Ashland Terrace
- Dayton Boulevard at Wickley Road / Browntown Road

TDOT Historical Annual Average Daily Traffic (AADT) count stations will also be assessed to understand the historic growth in traffic near the vicinity of the project intersection.

Barge will conduct a site visit of the study corridor to inventory existing conditions. The inventory will include an evaluation of existing conditions as well as identifying potential improvements related to vehicle, pedestrian, and bicycle infrastructure. This will include appropriate documentation and photos of locations where recommendations are expected.

Red Bank shall supply any known plans or projects in the study area, including the City's comprehensive plan, that will be reviewed by the team to gain better understanding of the study corridor. Identified recommendations will be evaluated to determine they are compatible with any upcoming planned projects in the study area.

Crash data will be evaluated from the latest 5 years along the study corridor. TDOT's ETRIMS platform will be utilized to access the most recent 5 years of crash data. Vehicle, pedestrian, and bicycle accidents of all severity levels will be assessed.

Deliverables

- 1. Field notes and photos (if requested by Red Bank)

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Task 3 – Analysis, Report, and Exhibits

A crash analysis will be conducted using ETRIMS safety data to identify hot spot locations and overall crash rate of the corridor segments. Crash diagrams will be developed to highlight where specific crash locations and conditions at the intersection.

A model of the study intersections will be developed using Synchro software to evaluate capacity / LOS vehicular traffic operations during the AM and PM peak hour periods. Per the TDOT Road Diet Guidance Manual, the following scenarios will be analyzed:

- Existing 2024
- No Build 2034
- Build 2024
- Build 2034

After the analysis and recommendations are complete, Barge will prepare a brief report to support the conceptual plans presenting the recommendations. The conceptual plans will include recommendations on aerial layout sheets. Landscape Architectural design recommendations for streetscape, hardscape, plantings, and stormwater polishing improvements will be provided for review and comment. Concept sketches, plans and sections, will be provided.

Recommendations will require full design and/or survey for actual construction. Development of design plans requiring survey are not included as part of this scope.

Review Process

The City will review the recommendations and provide feedback to Barge. Barge will address The City's comments and provide final recommendation exhibits for construction.

Deliverables

1. Crash Diagrams
2. Synchro Models – AM and PM Peak Hours
3. Draft / Final Report
4. Draft / Final Conceptual Plans on Aerials

SCHEDULE

Once a Notice to Proceed (NTP) is given to Barge, work can begin March 8, 2024. Below is the proposed schedule for this project.

Task	Description of Work	Completion Time
1	Project Management	8 weeks
2	Data Collection and Field Review	3 weeks
3	Analysis, Reports, and Exhibits	8 weeks
TOTAL		8 weeks

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COMPENSATION

Compensation for the work specified above is as follows:

Task	Description of Work	Fee
1	Project Management	\$6,500.00
2	Data Collection and Field Review	\$16,500.00
3	Analysis, Reports, and Exhibits	\$28,100.00
4	Landscape Architectural Design Studies	\$8,000.00
TOTAL		\$59,100.00

We appreciate the opportunity to work with you on this project. If you have any questions or need any additional information, please contact us.

SERVICES NOT INCLUDED IN THE SCOPE OF WORK

The following items are not anticipated to be required at this time and are therefore specifically excluded from the scope. These services may be added on request as an extra service.

- Design Renderings above Concepts (anything requiring Survey)
- Marketing Materials
- Press Releases and Social Media Posts
- Meetings not within the scope of services
- Addressing comments not included in scope of services
- Revisions to document after acceptance by Red Bank
- Public Meetings
- Post design or 'on-call' services after project work has been accepted and completed
- Bid Document preparation and bid assistance
- NEPA Assessments and Documentation
- Utility Relocation Design Services and Plans
- Geotechnical work
- Permit Fees, any application fees, advertising expenses or Mitigation plans
- Right-of-way or easement acquisition, exhibits, descriptions or other related services
- Post Design or 'on call' services after project work has been accepted and completed

CLOSURE

This proposed Professional Services, Work Schedule, and Compensation represents our entire Scope of Work.

Sincerely,

Barge Design Solutions, Inc.



Matthew S. Stovall
ASLA, LEED AP
Sr. Vice President
Client Service Leader

cc: Geneva Dowdy, PE, Project Manager, Barge Design Solutions, Inc.



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Jonathan Mills, PE, Traffic Director, Barge Design Solutions, Inc.