



April 14, 2023

**Goodwyn Mills Cawood**

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Mr. Steve Behrend, PE  
Augusta Utilities Department  
Building 205 Dorsey Drive  
Fort Gordon, GA 30905  
VIA: Email

**Re: Ft. Gordon Elevated Storage Tank  
Proposal/Letter Agreement to Provide Design, Bidding, and Construction  
Phase Services**

Dear Mr. Behrend,

Goodwyn, Mills and Cawood (GMC) proposes to provide engineering services for the Augusta Utilities Department (AUD) for the demolition of one existing (1) 500,000 gallon elevated storage tank and construction of one (1) 250,000-350,000 gallon elevated storage tank (EST) and moving of associated components and water line from an existing tank to a location adjacent to the new tank.

Design will be accomplished in five phases – Detailed Design, Permitting, Bidding, Construction, and Project Closeout. Final Design Documents will be concluded with a complete bid ready set of 22-inch by 34-inch construction drawings and project specifications.

**SCOPE OF WORK**

**Task 1 – Detailed Design Phase**

The Consultant shall:

1. Conduct a kickoff meeting to define and clarify AUD's requirements for the Project, and discuss schedule, milestones, available data, and additional information needed to execute the project.
2. Review any previous studies or designs performed on the project.
3. Advise AUD of any need to provide additional data or services outside the Consultant's scope.
4. Make up to two visits to the project site with AUD during the design phase to review project design or unique constraints or conditions.
5. Coordinate Design Survey
  - a. Locate all underground and aboveground utilities within the area to be surveyed.
  - b. Provide topographic survey of the site work and pipeline route as necessary to meet the necessary design and permitting requirements as described herein.
  - c. Survey for pipelines shall consist of one side of road right-of-way or a 25-foot corridor, at minimum, for pipelines.
  - d. Locate all drainage and sanitary sewer information (ditch bottoms, storm drain top elevations, culvert dimensions, invert elevations, sizes, and connections).
  - e. Set construction benchmarks for listing on plans (Northing, Easting, Elevation, Description).
  - f. Complete boundary and topo survey of EST site.
6. Complete Geotechnical Investigation



- a. Provide locations and data needed for any geotechnical investigations necessary for the project.
  - b. Conduct a subsurface field investigation and provide a geotechnical report to include recommendations on:
    - i. Foundations
    - ii. Presence/absence/depth of rock
    - iii. Suitability of onsite material for structural fill
  - c. It is estimated that three (3) soil borings, each a minimum of fifty (50) feet (Or refusal) in depth will be drilled, collected, and analyzed at the proposed EST site.
7. Perform Lead Sampling
  - a. Collect samples from each side of the slab and two intervals out from the slab
  - b. Collection of up to 12 soil samples
  - c. Report of findings
8. Quality Assurance / Quality Control
  - a. Conduct internal constructability reviews at the designated completion milestones. Review of the design shall include:
    - i. Specified manufacturers or major equipment items
    - ii. Design calculations
    - iii. Construction cost estimate
    - iv. I/O Listing and functional control descriptions
    - v. Construction phasing
    - vi. Interdisciplinary review to ensure coordination and completeness
    - vii. Technical specifications and consistency with front end documents.
  - b. Reviews shall be performed by staff not involved with the design on a daily basis.
9. Construction Cost Estimates
  - a. Construction cost estimates shall include a contingency consistent with the level of detail and stage of the design.
10. Bid Documents
  - a. Complete all design and prepare bid documents indicating the scope, extent, and character of the Work to be performed and furnished by the Contractor.
11. Deliverables
  - a. All deliverables shall be submitted via email or ftp site in PDF format.
  - b. Drawings and specifications shall be full-size and four (4) hard copies provided.
  - c. Preliminary Design Report as required by GAEPD.

## **Task 2 – Permitting Phase**

The Consultant shall:

1. Obtain necessary information, and prepare the applicable drawings and applications for GAEPD and/or the Local Issuing Authority (LIA) to review and provide signature, for the necessary permits.
2. Revising the drawings and specifications as necessary in response to directives from permitting agencies.
3. AUD will pay for all permit fees.



### **Task 3 – Bidding Phase**

- The project is anticipated to be bid as one (1) contract

The Consultant shall:

1. Attend pre-bid meeting and site visit.
2. Provide response to Contractors for any technical questions received and prepare addenda as required.
3. The bidding period is anticipated to be 30 days.
4. Attend bid opening.
5. Evaluate the qualifications submitted by Bidders, call references as necessary, prepare a bid tabulation, and provide a Recommendation of Award to AUD.

### **Task 4 – Construction Phase**

GMC will provide the following services during the construction phase:

1. Contract Documents – Provide up to eight (8) complete sets of conformed documents (bid documents and addenda). Four (4) sets shall be full size and four (4) sets shall be half size.
2. Preconstruction Conference – Conduct preconstruction conference to address key contract elements, schedule, progress payments, change orders, record drawings, shop drawing submittals, permitting and other coordination issues.
3. Project Administration and Correspondence – Respond to Request for Information (RFI's), change order proposals, and other routine project correspondence.
4. Shop Drawing Review – Review shop drawings and material submittals for conformance to the requirements of the Contract Documents.
5. Construction Meetings – Attend construction meetings as required.
6. Construction Admin – Periodic construction observation will be conducted to observe the progress of the Work. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's Work, but rather are to allow the Consultant, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in general conformance with the Contract Documents. Twenty (20) site visits are estimated.
7. Prepare and manage a punchlist of items for the Contractor to address, assist in resolving punchlist items with the Contractor, and perform follow-up inspections to verify the satisfactory resolution of all punchlist items.
8. Review Contractor Application For Payment –
  - a. Review applications for payment to confirm quantities and accuracy.
  - b. Review Pay Applications against work in place and make a recommendation to the City concerning payment.
9. Project Closeout and Record Drawing Preparation – Prepare closeout paperwork and As-Built Drawings.



## **Task 5 – Project Closeout**

The consultant shall:

1. Prepare Notice of Termination forms for all applicable permits.
2. Receive, review, and transmit to AUD maintenance and operating manuals, schedules, guarantees, bonds, certificates, or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples, and other data approved as described above.

### **Additional Services:**

1. Subsurface Utility Engineering
  - a. Compile available utility mapping. Locate underground utilities ahead of survey and mark with appropriate colored paint.
  - b. SUE will be conducted at utility crossings that could impact the pipe horizontal and vertical alignment. Locations and use will be confirmed by AUD prior to initiating.
  - c. Allowance for SUE will be used on an as needed basis. Any unused allowance will revert back to AUD.
2. Elevated Storage Tank special coating inspections
  - a. Inspection of the interior and exterior coating
  - b. Allowance for inspection of the interior and exterior coating inspection will be used on an as needed basis. Any unused allowance will revert back to AUD.

### **Assumptions:**

The following items and services are not included as part of this Scope of Services but can be included as an additional service if requested:

1. Full-Time Resident Construction Inspection
2. Environmental assessments of any kind (Phase 1, Phase 2, jurisdictional delineations, etc.), or any exhibits permitting, calculations, etc. for the purposes of wetland impacts/permitting
3. Major revisions to the design plans after approval of the preliminary plans and proceeding into detailed design
4. Special inspections
5. Permit fees
6. Issuing bid documents, and maintaining plan holders lists.
7. Any other service not explicitly identified herein shall be provided by others or as an additional service.

### **SCHEDULE**

GMC is available to begin work immediately upon receipt of the Notice to Proceed and will complete Preliminary Engineering Report, Environmental Report and Topo Survey within three (3) months from receiving notice to proceed from AUD. Design Documents will be completed within two (2) months following the PER review and receipt of AUD comments on the Preliminary Design. Environmental Permitting, should it be needed, is not included within this schedule.



## PROJECT FEES

The following summary provides a fee breakdown for each phase. Reimbursable expenses have been included in the total amount. Invoicing for the project will be submitted to AUD on a monthly basis as the work progresses. Extra Services, if ordered by AUD will be billed on a time and material (T&M) basis in accordance with GMC's current Standard Rate and Fee Schedule in effect at the time of the services. The 2023 Standard Rate and Fee Schedule is included for your reference.

The project fees are broken into lump sum fees and allowances as follows:

### Lump Sum Fees

Task 1	Detailed Design		\$154,000
	Survey	\$ 6,000	
	Geotechnical	\$ 28,000	
	Preliminary Engineering Report	\$ 42,000	
	Preliminary Design	\$ 30,000	
	Final Design	\$ 48,000	
Task 2	Permitting Phase		\$18,000
Task 3	Bidding Phase		\$10,000
Task 4	Construction Phase		\$72,000
Task 5	Project Closeout		\$14,000

<b>Total Lump Sum Fees</b>	<b>\$268,000</b>
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### Additional Services Allowances

Subsurface Utility Engineering	\$20,000
Elevated Storage Tank Coating Inspection	\$70,000

<b>Total Allowance Fees</b>	<b>\$90,000</b>
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<b>Fee Total</b>	<b>\$358,000</b>
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Should this approach meet with your approval, we look forward to entering into a Contract with Augusta Utilities Department.

Sincerely,

**GOODWYN, MILLS & CAWOOD, INC.**

Marie Corbin, P.E.  
Senior Project Manager

Encl 2023 Standard Rate and Fee Schedule



**2023**  
**Standard Rate and Fee Schedule**

Standard Hourly Rates

Executive Vice President	\$ 300.00
Senior Vice President	\$ 250.00
Vice President	\$ 225.00
Senior Professional (Architect, Engineer Regional Technical Leader, Interior Design, Scientist, Project Manager)	\$ 250.00
Professional III (Architect, Engineer Design Manager, Interior Design, Scientist, Project Manager)	\$ 225.00
Professional II (Architect, Engineer State Technical Leader, Interior Design, Scientist, Project Manager)	\$ 200.00
Professional I (Architect, Engineer Design Coordinator, Interior Design, Scientist, Project Manager)	\$ 185.00
Senior Professional Staff (Architect, Project Engineer, Interior Design, Scientist, Assistant Project Manager)	\$ 160.00
Professional Staff III (Architect, Engineer Project Professional, Interior Design, Scientist)	\$ 135.00
Professional Staff II (Architect, Engineer Staff Professional, Interior Design, Scientist)	\$ 120.00
Professional Staff I (Architect, Interior Design, Scientist)	\$ 100.00
Senior Technical (Technical Spec., Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 160.00
Technical III (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 140.00
Technical II (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 115.00
Technical I (Contract Spec., CADD Tech., Designer, Drafting, CA, ROW, Inspector)	\$ 95.00
Intern/Co-op II (Architecture, Engineering, Interior Design, Environmental Sciences)	\$ 90.00
Intern/Co-op I (Architecture, Engineering, Interior Design, Environmental Sciences)	\$ 70.00
Executive Administrative Assistant	\$ 115.00
Administrative Assistant II	\$ 95.00
Administrative Assistant I	\$ 75.00
Surveying:	
Professional Land Surveyor	\$ 180.00
Survey Crew (four-man survey crew)	\$ 310.00
Survey Crew (three-man survey crew)	\$ 250.00
Survey Crew (two-man survey crew)	\$ 185.00
Field Tech III	\$ 105.00
Field Tech II	\$ 80.00
Field Tech I	\$ 65.00

Reimbursable Expenses

Travel Expenses	
Vehicle Transport	\$0.655 per mile
Travel/ Meals/ Lodging	Cost
Other Out-of-Pocket Expenses	Cost plus twenty percent
Sub-Consultant/ Sub-Contractors	Cost plus twenty percent
Sub-Consultant/Sub-Contractors reimbursable expenses	Cost plus twenty percent
Printing & Shipping	
Out of house reprographic services	Cost
In-House B&W reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House Color reprographic services (small format)	\$0.10/ sheet (8.5 x 11)
	\$0.15/ sheet (11 x 17)
In-House B&W reprographic services (large format)	\$0.15/ sf
In-House Color reprographic services (large format)	\$0.20/ sf
GPS equipment	\$250.00 per day