



CRANSTON

CranstonEngineering.com

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July 12, 2024

Carla Delaney, AICP
Planning & Development Director
Augusta, Georgia Planning & Development Department
cdelaney@augustaga.gov

Re: Marvin Griffin Road Planning Office
Augusta, Georgia
Cranston File No.: 2021-0604

Dear Ms. Delaney,

In accordance with your request, we are pleased to offer the following proposal to provide surveying and engineering design services for site improvements at the City of Augusta's satellite Planning & Development office located at 1803 Marvin Griffin Road in Augusta, Georgia. The following project description and scope, as we understand them, are based upon information provided by you on July 1, 2024.

PROJECT DESCRIPTION

We understand the project will consist of site improvements at 1803 Marvin Griffin Road to include a new parking lot, drainage systems, and driveway connection to Winesap Way. We do not anticipate the inclusion of covered walkways or other vertical structures in the project scope. The project area as discussed is shown on the attached Exhibit.

SCOPE OF WORK

We propose to accomplish the necessary surveying, mapping, and civil engineering design services to prepare preliminary plans that identify and define site improvements. We will provide a preliminary design package (50% plans) and an order of magnitude construction cost estimate that we will review with you prior to initiating final design services. Once the preliminary design is approved, we will commence with preparation of final drawings. We will submit final drawings to the City of Augusta for review and will prepare a final material takeoff and construction cost estimate. Review comments will be addressed, and drawings will be updated as necessary. Following final approval, Cranston will provide the City of Augusta with eight (8) sets of final construction drawings.

The following tasks are proposed:

BASIC SERVICES

1. Perform a topographic / feature Survey of the proposed improvement area as indicated on Exhibit 1. The contour interval will be one foot and will be based upon the North American Vertical Datum of 1988, commonly called Mean Sea Level. The horizontal datum will be the Georgia State Plane Coordinate System, East Zone (North American Datum of 1983).
2. Prepare (50%) Plans. The 50% plans will include preliminary parking lot layouts and other necessary site improvements such as driveway connections, sidewalks, storm sewer systems, and fencing. A preliminary Opinion of Probable Construction Cost that is commensurate with the level of design will be provided.
3. Prepare (100%) Final Construction Drawings including final site layouts, drainage, grading, and utility designs, as necessary. Final Erosion & Sediment Control Plans (ESPC) with notes and details will be included. We will provide a hydrologic and hydraulic report and water quality design meeting City requirements. Technical specifications will be provided in the drawings. Stand-alone specifications and contract documents are not anticipated. A final Opinion of Probable Construction Cost will be provided.
4. Submit final construction drawings and associated documentation for Permitting through the City's ePlan web portal. This includes revision and responses to comments from City review specific to items within the original scope of this proposal. This includes submitting eight (8) sets of the final construction drawings in hardcopy form for Land Disturbance Permit issuance.

ADDITIONAL SERVICES

At your request, we can assist in the bidding process and construction administration. The scope and fee for these services can be further discussed and negotiated or provided on a time and material basis. An estimated fee is included in the additional services for the following:

5. Bidding Assistance: Review and respond to Requests for Information via Addenda.
6. Construction Phase Services: Attend pre-construction meeting, contractor submittal reviews, attend monthly meetings during site construction activities, payment application review for civil work, and attendance at one (1) punchlist meeting.

ASSUMPTIONS & EXCLUSIONS

- Currently, the limits of existing storm sewer systems near the project area are unknown. We assume that any receiving system is of sufficient capacity to serve the proposed development. Improvements to downstream receiving systems are not included.
- We assume storm sewer detention and water quality elements will be required given the proposed addition of impervious area.

- The limits of disturbance of the full scope of this project are assumed to be below the threshold for preparing an NPDES/Notice of Intent (NOI) and only a single-phase ES&PC Plan will be required to permit the proposed project.
- A Land Disturbance Permit is the only permit necessary to complete this project.
- The City of Augusta will pay any fees for plan review and/or permits to be obtained from the City or other agencies, as needed, or provided as a reimbursable fee.
- Geotechnical borings and analysis will be provided by the City as necessary.
- No new public utility connections are needed.
- A private utility locate is not included in the fee proposal.
- Structural engineering services are not applicable and therefore are excluded.
- All proposed improvements are on existing City property and no additional property or easements are anticipated.
- A tree plan is anticipated but only to the extent of securing permit approval.
- Landscape Architecture design services beyond the permit-level tree plan are excluded.
- Site layout and staking survey services are excluded.
- Site lighting and electrical engineering design are excluded.
- Geotechnical, materials or other testing services are excluded.
- NPDES inspections, sampling, monitoring, and reporting are excluded.
- Improvements to onsite features outside the area as outlined on Exhibit 1.
- Any services not expressly included in this proposal are excluded; however, any additional services may be provided on a time and material basis or as a separate agreement upon request.

FEE PROPOSAL

We propose to provide the scope of work outlined above based on the task schedule noted below. Additional services can be provided upon your direction, or any other work beyond the scope of this agreement; we can perform it on a time and material (T&M) basis at our standard hourly rates that are in effect at that time.

BASIC SERVICES		PROPOSED FEE
1. Survey Services	<i>Lump Sum</i>	\$5,260.00
2. Preliminary Design (50%)	<i>Lump Sum</i>	\$7,990.00
3. Final Design (100%)	<i>Lump Sum</i>	\$16,680.00
4. Permitting	<i>Lump Sum</i>	\$4,940.00
Basic Services Total		\$34,870.00
ADDITIONAL SERVICES		
5. Bidding Assistance	<i>Time & Materials estimate</i>	\$1,800.00
6. Construction Phase Services (Assumes 3 months of construction with monthly site visits.)	<i>Time & Materials estimate</i>	\$7,500.00
7. Reimbursable Expenses (Permit Fees / Plan Reproduction)	<i>Time & Materials estimate</i>	\$1,500.00

We expect to submit periodic invoices as the work progresses and to receive payment within thirty (30) days thereafter.

TIME OF COMPLETION

We are prepared to begin work at your request after receiving your written approval of this proposal. We estimate that surveying services will begin within 7 calendar days of your notice to proceed. The 50% Plans can be completed within 25 calendar days of receipt of the completed survey, and the 100% Plans can be delivered within 30 calendar days after receipt of all department plan reviews from the City.

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We appreciate the opportunity to propose these professional services and trust that you find this proposal satisfactory. We stand ready to initiate services based on receipt of your written authorization in the proposal acceptance below. Should you have any questions concerning the scope of the services offered, or the fees, please do not hesitate to give us a call.

Sincerely,

CRANSTON LLC



Tom Dunaway, P.E., MBA

enclosures

ACCEPTED:

Augusta Planning and Development Department

BY: _____

TITLE: _____

DATE: _____