

September 2, 2022

Mr. Freddy Morgan  
Assistant City Manager  
City of Cartersville  
1 North Erwin Street  
Cartersville, GA 30120  
[fmorgan@cityofcartersville.org](mailto:fmorgan@cityofcartersville.org)

**RE: Fee Proposal /Programming & Concept Design  
Cartersville Electric**

Freddy:

We are pleased to submit this proposal to provide architectural services for the project referenced above. We appreciate the opportunity and look forward to working with you to accomplish this exciting project.

This proposal is based on our meetings and tour on August 12, 2022.

#### **PROJECT SUMMARY**

The scope is to develop a program of space needs for the above-mentioned facilities and conceptual floor plan based on the findings.

#### **SCOPE OF SERVICES**

Design services will be divided into one phase: Programming/Concept Design.

- **Programming / Concept Design**

The CROFT Team will meet with your senior management for a Programming session. This meeting will be highly interactive to learn your needs and will result in a written Program document. This Program will capture the goals that you have for the new facility and will serve as the basis for the Concept Design. The Concept Design will be developed to graphically capture your vision. Deliverables for the Programming/Concept Design Phase will include:

- Program Document
- Floor plans

#### **DESIGN ASSUMPTIONS**

1. There is no established construction budget. Cost is not a design parameter for this project.
2. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and if required will be provided on an hourly basis.
3. Attendance at meetings with code review officials and end users are not included in the base services of this fee proposal
4. The following services are not included as a part of this proposal.
  - Civil Engineering
  - Structural Engineering
  - Mechanical Engineering
  - Plumbing Engineering

5. Owner will provide access to all areas of the building for site investigation and existing condition verification.
6. Field investigations of existing building conditions will be nondestructive and therefore some building components may be hidden from view. Owner should expect unforeseen conditions.
7. A detailed and documented existing conditions survey is not included as a part of this proposal.
8. This proposal is good for sixty (60) days from the date of the proposal.
9. If services provided by this proposal have not been completed within Twelve (12) months of the date of this proposal, through no fault of CROFT, extension of CROFT's services beyond that time shall be compensated as Additional Services.
10. Reimbursable expenses are included in base fees.

**DELIVERABLES**

Deliverables will be provided electronically in PDF file format for your use.

**SCHEDULE**

Below is a preliminary project schedule. Confirmation of schedule will be addressed in the project kick-off meeting.

Existing Documentation (scanning): 3 weeks from Notice to Proceed (NTP)\*  
Programming: 3 weeks from Notice to Proceed (NTP)\*  
Concept Design: 4 weeks from Issuance of Programming

\* Subject to availability of City staff and available documents

**PROFESSIONAL FEES**

Professional fees for the project scope as outlined above will be as follows:

Cartersville Electric

▪ Existing Documentation (Scanning).....	\$ 7,800*
▪ Programming.....	\$ 1,700
▪ Concept Design.....	\$ 13,000

\*If necessary (existing drawings not available)

*Note: Expenses such as printing, shipping and travel are considered reimbursable.*

**PAYMENT TERMS AND CONDITIONS**

Progress billings will be sent monthly based on effort expended with the balance of the fee for each phase due upon delivery of the respective phase. Invoices are due upon receipt.

**ADDITIONAL SERVICES**

Additional services or changes to the project scope, as defined above, will be proposed, and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

Freddy, thank you for the opportunity to submit this proposal and we look forward to working with you to accomplish this project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

**CROFT & Associates**



Earl Smith  
Vice President, Local Government

**APPROVAL**

**Matthew J. Santini**  
**Mayor**  
**City of Cartersville**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Julia Drake**  
**City Clerk**  
**City of Cartersville**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*