



August 5, 2024

City of Cartersville  
Freddy L. Morgan, Assistant City Manager  
City of Cartersville  
1 N. Erwin Street  
Cartersville, Georgia 30120

**via Email:** [fmorgan@cityofcartersville.org](mailto:fmorgan@cityofcartersville.org)

**Re: Firearms Training Center – Design Proposal**

Dear Mr. Morgan:

On behalf of the design professionals of CPL, please accept our letter agreement to provide design professional services for the above referenced project based on our completed concept design.

**Scope of Work**

1. Assist with the selection of a Construction Manager at Risk (CMAR) for pre-design and construction services.
2. Meet with the Owner (Client) and the CMAR in a collaborative manner to make decisions on building materials and systems for the new Firearms Training Center. The effort shall identify cost effective options that consider upfront costs, life cycle costs and maintenance costs. The availability of materials will also be an important consideration. The ultimate role of the team is to find a solution that keeps the project on budget and on schedule.
3. Once the above decisions have been made, CPL will advance the design with the production of a Design Development package that will be provided to the Client and CMAR. The CMAR will confirm the project budget and schedule at this time.
4. Upon written approval of the Design Development phase, CPL will complete the Construction Documents, which will include the following:
  - A. Civil Engineering drawings for the site improvements. The Septic System Design is proposed to be part of the reimbursable expense budget and will utilize a Soil Scientist as a sub-consultant to CPL.
  - B. Sediment and Erosion Control Plans.
  - C. Building Floor Plans.
  - D. Building Elevations.
  - E. Structural Drawings for the building and foundations (foundation only drawings will be provided if a pre-engineered building structure is used for the building).
  - F. Wall Sections.
  - G. Interior Design Drawings and Optional Furniture Drawings.
  - H. Mechanical Drawings.
  - I. Electrical Drawings.



- J. Plumbing Drawings.
  - K. Equipment Drawings – Coordination with Target Vendor to be selected by Client.
  - L. Landscape Drawings.
5. CPL will assist the Client with Permitting of the project for a Land Disturbance permit and a Building permit. No additional permits are anticipated to be necessary.
6. CPL will answer questions during the CMAR bidding of the project.
7. CPL will participate in a pre-construction meeting with the Client, CMAR and any relevant subcontractors.
8. CPL will provide Construction Administration services on an as-needed basis to address the following:
- A. Answering Requests for Information (RFIs)
  - B. Reviewing Contractor Submittals and Shop Drawings
  - C. Reviewing CMAR Applications for Payment
  - D. Conduct periodic site visits to confirm completed work for approval of payments.
  - E. Site visit and preparation of a punch list for the CMAR.
  - F. Assist with Project Close-out.

### General Notes

This Letter Agreement shall be administered in accordance with the Terms and Conditions listed in our previous Agreement with the City on this project.

### Proposed Fees

CPL proposes the following design fee:

<i><b>Phase</b></i>	<i><b>Proposed Fee</b></i>
Basic A/E Design Services – 6.5% of construction cost. Current estimate $\$3.5M \times .065 =$	\$ 227,500.
Optional Furniture Selections	\$ 5,500.
Permitting – Hourly, not-to-exceed	\$ 6,500.
Bidding – Hourly, not-to-exceed	\$ 7,250.
Construction Administration – Hourly, not-to-exceed	\$ 44,500.
Reimbursable Expenses – printing and soil scientist	\$ 6,000.
<b>Total</b>	<b>\$ 297,250.</b>

This document, together with the exhibits identified herein, constitutes the entire in respect to the services offered and may only be modified in writing signed by both parties. If this agreement satisfactorily sets forth your understanding of the arrangement, please sign one copy of the agreement in the space provided below and return it for our records and our Notice to Proceed. This agreement will be open for acceptance for sixty days from the date of the letter.



Please do not hesitate to contact us if you have any questions or require any additional information. We look forward to working with you on this important project.

Sincerely,  
The CPL Team

A handwritten signature in blue ink that reads "Kevin J. McOmber".

Kevin J. McOmber, P.E.  
Executive Vice President

Approved By: \_\_\_\_\_  
Signature

Mayor – City of Cartersville - Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Signature

City Clerk – City of Cartersville – Date: \_\_\_\_\_