

December 05, 2011

Anne Trent  
Human Resources Director  
City of Cartersville  
One North Erwin Street  
Cartersville, GA 30120  
EMAIL: atrent@cityofcartersville.org

**RE: Fee Proposal – Architectural Consulting Services  
DOT Transition Plan Design Services for City of Carterville**

Dear Anne,

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

This proposal is based on our meeting in your office on December 21, 2023 where we discussed updating the DOT Transition Plan for the City of Cartersville. You will find outlined below the project scope, scope of services, assumptions, deliverables and professional fees for this project.

**PROJECT SCOPE**

The project consists of updating the DOT Transition Plan prepared for the City of Cartersville by CROFT in 2012. Updating this Plan will include review of progress in addressing items from the 2012 Plan and evaluating five (5) new facilities constructed or acquired by the City since preparation of the previous Plan. The CROFT Team will provide the evaluations and recommendations for improvements to these new facilities. The CROFT Team will work with your staff to generate the updated Transition Plan. The schedule is to complete this effort by February 14, 2024.

**SCOPE OF SERVICES**

Design services will be divided into three phases; Site Visit/Documentation, Evaluation and Recommendations and Implementation Documentation.

**Site Visit/Documentation**

The CROFT Team will visit each of the five (5) new facilities and become familiar with each of the program access points within the buildings as directed by your office and the site access to the building from the designated parking and/or public transportation. We will then document the findings through sketches, drawings, and/or photographs.

Deliverables will include:

- Existing Site Plan Sketch
- Existing Partial Floor plan(s) Sketch
- Photos of existing facilities

### **Evaluation and Recommendations**

We will develop a document that will locate the items to be addressed on a floor plan sketch and reference them in an Action Item Chart. This phase will include the recommendations for changes or construction efforts required to correct the impedance to accessibility. We will then meet with you to discuss the preferred solutions prior to preparing the final report.

Deliverables will include:

- Site Plan Sketch with noted deficiencies.
- Existing Partial Floor plan(s) Sketch with noted deficiencies.
- Photos of existing facilities as noted to recommendations.

### **Implementation Documentation**

This portion of updating the Plan will be focused providing the required documentation into the final Transition Plan for your submission to the DOT. The goal of this phase is to be fully complete with recommendations for any architectural changes necessary, developing the timeline for implementation and ROM budgeting for construction. We will assist your team in the budgeting of the work utilizing your public works department.

Deliverables will include:

- Site Plan Sketch with noted deficiencies.
- Existing Partial Floor plan(s) Sketch with noted deficiencies.
- Photos of existing facilities as noted to recommendations.
- Final action item chart indicating the resolution of all items

### **DESIGN ASSUMPTIONS**

1. Attendance at Public Hearings or meetings with Building Review Officials is not included as a part of this proposal and if required will be provided on an hourly basis.
2. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format at the start of the project if required after the site visits to the facilities.
3. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations.
4. Architecture, Civil, Structural, Mechanical, Plumbing or Electrical Engineering design services are not included as a part of this proposal.
5. Evaluation of low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are not included as a part of this proposal.
6. Permitting if required will be performed by others and is not included as a part of this proposal.
7. Construction cost estimates and project budgeting services are not included as a part of this proposal.
8. Construction Administration is not included as a part of this proposal.
9. The site-specific as-built drawings are meant to record existing conditions. They are not intended for the purpose of appraisals, planning review, permit application process, pricing or construction. CROFT assumes no liability or risk for existing conditions. Additionally, CROFT does not make warranties, either expressed or implied of fitness of the document or information received from the City.

### **DELIVERABLES**

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

**PROFESSIONAL FEES**

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

|                                  |                 |
|----------------------------------|-----------------|
| <b>CONSULTING SERVICES FEE</b>   | <b>\$14,300</b> |
| • Reimbursables (printing, etc.) | <u>\$ 500.</u>  |
| <b>TOTAL</b>                     | <b>\$14,800</b> |

**PAYMENT TERMS AND CONDITIONS**

Invoices will be sent monthly for effort expended. Invoices are due upon receipt.

**ADDITIONAL SERVICES**

For service in addition to the scope as written or changes to scope, the hourly rates below. No additional fees will be charged without your prior written approval.

|                 |             |
|-----------------|-------------|
| Principal       | \$ 225/hour |
| Project Manager | \$ 195/hour |
| Sr Architect    | \$ 205/hour |

Anne, we would like to thank you for the opportunity to submit this proposal and 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,



Jim Croft, RA, NCARB  
Principal