

May 1, 2023

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  
Cartersville Electric Building Renovation  
320 E Erwin Street**

Freddy:

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

The proposal is based on implementing the programming we did for you earlier this year by providing construction documents for permitting and construction.

#### **PROJECT SUMMARY**

The project is to renovate the interior of your existing building, extend the current planning room, and replace the windows and roof.

#### **SCOPE OF SERVICES**

Design services will be divided into three phases: Schematic Design, Construction Documents, Bid Phase Assistance, and Construction Administration.

- **Schematic Design**

The CROFT Team will meet with you and your staff to review the space plan and discuss materials, finishes, electrical, mechanical and plumbing upgrades. The schematic design phase will also be to receive preliminary approval by the AHJ (building official) and for use in budget pricing. Approval of the schematic design is required to proceed to the Contract Document phase.

Deliverables for the Schematic Design Phase will include:

- Floor Plans Including the Addition
- Elevations of the Addition
- Building Sections.
- MEP Narrative
- Outline Specifications

- **Construction Documents**

The approved Schematic Design drawings will be the basis for the completion of Construction Documents. The completed Construction Documents will be used for bidding, permitting, and construction of the project. CROFT will schedule two meetings during the production of the drawings for your review and approval to proceed.

Deliverables for this phase will include:

- Architecture
- Interior Design
- MEP Engineering
- Structural Engineering
- Book Specifications

- **Bid Phase Assistance**

Bidding will be managed exclusively by the CM at Risk with assistance from Croft in the evaluation of bids and selection of subcontractors. Revisions to approved construction documents due to cost adjustments to the project scope will be made on an additional service basis or predetermined fee agreed upon by both the Owner and Architect.

- **Construction Administration**

Construction Administration services are based on a construction period not to exceed twelve months. Upon issuance of a contract for construction and Notice to Proceed we will provide contract administration services as follows:

- Attendance at pre-construction and pre-bid meetings.
- Construction site visits to observe construction progress and attendance and while there meet with you and the CMaR. Provide written observation reports.
- Submittal Review
- RFI Response/Clarification
- Review of the CM at Risk's monthly application for payment and progress of the work.
- Review the CM at Risk's Punch List with the City with follow-up.
- Attend the CM at Risk's 12-month warranty walk through.
- Assist the CM at Risk with as-builts.
- Project Closeout.

## **DESIGN ASSUMPTIONS**

1. The construction budget has been preliminarily estimated at \$1,200,000.00.
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. A meeting with the AHJ during the Schematic Design phase is included.
4. Meetings with code review officials is not included in the base services of this fee proposal.
5. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project.
6. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
7. Geotechnical services are not included as a part of this proposal and will be provided by the owner. Material and Soil Report shall be provided to CROFT at the start of the project.
8. 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. Environmental reports shall be provided to CROFT at the start of the project.
9. Civil Engineering is included as a part of this proposal.
10. Design of site retaining walls are included as a part of this proposal.
11. Hardscape design is not included as part of this proposal.
12. Landscape architecture is not included as part of this proposal.
13. Irrigation System design is not included as a part of this proposal.
14. Site lighting design is not included as a part of this proposal.
15. Landscape lighting is not included as a part of this proposal.

16. Meetings with utility companies are not included as a part of this proposal. Load estimates for Utility Power Company are not included as a part of this proposal. If required, time spent will be invoiced as reimbursable.
17. Preparation of renderings, 3D views and videos are not included as part of this proposal but can be accomplished as an additional service.
18. Exterior Finish selections are included as a part of this proposal.
19. Interior design is included as part of this proposal.
20. Project Graphics and Signage (both interior and exterior) design, documentation and permitting are not included as a part of this proposal.
21. Waterproofing consultant services are not part of this proposal.
22. Specifications will be provided.
23. Structural engineering is included as a part of this proposal.
24. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design documents by the owner will be additional services.
25. Issue of Special Inspections Schedule is not included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect and local authority if required. Contractors are required to correct deficiencies based on the reports. Final certification letter, "Final Report of Special Inspections Acceptance", to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.
26. Mechanical Engineering is included as a part of this proposal and includes the replacement of the main level HVAC units.
27. Energy Management System design is not included as a part of this proposal.
28. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
29. Fire protection sprinkler design services are not included as part of this proposal.
30. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
31. Electrical Engineering is included as a part of this proposal and includes electrical and IT upgrades .
32. Emergency generator design is not included as a part of this proposal.
33. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are included as a part of this proposal.
34. Lightning Protection System design is not included as a part of this proposal.
35. Owner will provide access to all areas of the building for site investigation and existing condition verification.
36. Permitting will be performed by others and is not included as a part of this proposal. Permit set(s) will be sent to owner representative at site location for submission to authorities having jurisdiction. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing one round of comments from the review officials. Additional comments will be addressed on an hourly basis.
37. Bidding of General Contractors is not included as part of this proposal.
38. Construction cost estimates and project budgeting services are not included as a part of this proposal, however if the Owner elects to negotiate with a selected General Contractor, then the pricing efforts are included.
39. Limited Construction Administration services (shop drawing and submittals review and site visits) are included as a part of this proposal as outlined above. Travel time to and from project sites will be billed as reimbursable expenses. Owner/Architect/Contractor (OAC) meetings are not included during the Construction Administration phase other than during the site visits.
40. This proposal is good for sixty (60) days from the date of the proposal.

- 41. 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 for Additional Services.
- 42. Reimbursable expenses will be billed at 1.15 times actual cost.

**DELIVERABLES**

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

**SCHEDULE**

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

Schematic Design: 3 weeks from Programming  
 Construction Documents: 6 Weeks from approval of Schematic Design  
 Construction Administration 7 Months  
 Total Project Duration from NTP: 11 Weeks (Excluding Construction)  
 Duration may vary depending on the Department’s availability.

**PROFESSIONAL FEES**

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

- Schematic Design.....\$ 31,986 (includes 20% contingency)
- Construction Documents.....\$ 65,430 (includes 20% contingency)
- Bidding.....\$ 1,260
- Construction Administration.....\$ 21,560
- Reimbursable Expenses.....\$ 750

A design contingency of 20% is included in the Schematic Design and Construction Documents fees.

**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**



John Knight, RA  
Sr. Project Manager, Local Government

Accepted by:  
Mr. Freddy Morgan  
Assistant City Manager  
City of Cartersville

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Signature

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Date