

April 5, 2023

Mr. Scott Carter
Fire Chief
Cartersville Fire Department
195 Cassville Road
Cartersville, GA 30120
scarter@cityofcartersville.org

**RE: Fee Proposal
Cartersville Fire Station No. 5 / Carter Grove Blvd.**

Chief Carter:

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.

This proposal is based Cartersville Fire Station No. 3 & 4 and the lessoned learned from that project, in addition the telephone conversations and subsequent email correspondence.

PROJECT SUMMARY

The project is the design of a new updated fire station based on the previously completed stations No. 3 and 4 and the lessoned learned from each of those stations.

SCOPE OF SERVICES

Design services will be divided into four phases: Programming, Schematic Design, Construction Documents and Construction Administration.

- **Programming**

The initial step of this phase will involve the CROFT team to visit the existing site to become familiar with the existing conditions. From there the CROFT Team will meet with your senior staff for a Programming session. This meeting will be highly interactive to learn your updated 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 incorporating the lesson learned. Deliverables for the Programming Phase will include:

- Program Document
- Site Plan
- Floor Plan
- Front Elevation
- 3D Colored Rendering (Main Elevation)

- **Schematic Design**

This portion of the design exercise will be focused on refining the plans and elevations developed in the Programming phase. Additionally, the Croft team will focus on fully understanding the regulatory requirements of the Authorities Having Jurisdiction (AHJ) and their process for review and approval of this project. Concept floor plans and a front elevation will also be prepared. The goal of the schematic design phase will be preliminary approval by the AHJ. Client approval of the schematic plans and front elevation will be required to proceed to the Design Development phase.

Deliverables for Schematic Design phase will be as follows:

- Site Plan
- Floor Plan
- Exterior Elevation(s)

- **Design Development**

The Design Development phase consists of further development of the design documents in accordance with the approved Schematic Design. The design team will produce drawings that include floor plans, roof plan, building section, major interior elevations, exterior elevations, finishes and typical wall sections. The overall structural system, as well as the mechanical, electrical and plumbing systems will be defined in drawing and narrative form. The drawings will be presented for your review, comment, and approval.

- **Construction Documents**

The approved Design Development drawings will be the basis for the Construction Documents. In general, CROFT will prepare Construction Documents in sufficient detail for permitting with the Authorities Having Jurisdiction and for construction of the new building. The completed Construction Documents will be used to verify and finalize the project budget.

Design services that will be performed for this phase will include:

- Architecture
- Interior Design
- Civil Engineering
- Structural Engineering
- Mechanical/Plumbing Engineering
- Electrical Engineering

- **Construction Administration**

Services performed during this phase will include:

- Twenty-Four (24) site visits (total) to observe construction progress – Owner/Architect/Contractor (OAC) meetings; Eighteen (18) visits by the Architect and three (3) each by the Civil and Structural Engineers; two (2) by the Electrical and Mechanical Engineers; one (1) pre-construction meeting.

- **Construction Bidding & Award**

CROFT services will include assistance in the selection of the General Contractors as follows:

Project bids will be received by City of Cartersville. CROFT will assist reviewing bids for completeness, accuracy and any proposed alternate materials, procedures, or pricing. The bids will be summarized to accurately compare the bids. CROFT will solicit clarifications for bid items from the contractors that may be overstated or understated in an effort to ensure that the contractors completely understand the Scope of Work.

DESIGN ASSUMPTIONS

1. The estimated construction budget for this project is \$5.8 million.
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 included in the base services of this fee proposal.
4. 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.
5. The plat survey provided will be used for preliminary planning the proposed site plan.
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. Design of site retaining walls is not included as a part of this proposal.
10. Landscape architecture is not included as part of this proposal.
11. Irrigation System design is not included as a part of this proposal.
12. Landscape lighting is not included as a part of this proposal.
13. Meetings with utility companies are not included as a part of this proposal. Load estimates for Utility Power Company is not included as a part of this proposal. If required, time spent will be invoiced as a reimbursable.
14. We will design this building using sustainable design principles, but LEED certification is not included as a part of this proposal.
15. Project Graphics and Signage (both interior and exterior) design, documentation and permitting are not included as a part of this proposal.
16. Waterproofing consultant services are not part of this proposal.
17. Value Engineering is not included as a part of this proposal.
18. 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.
19. Issue of Special Inspections Schedule is 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. Contractor is 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.
20. Energy Management System design is not included as a part of this proposal.
21. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
22. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
23. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
24. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are not included as a part of this proposal.
25. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.

26. Permit set(s) will be sent to authorities having jurisdiction. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing two rounds of comments from the review officials. Additional comments will be addressed on an hourly basis.
27. Construction cost estimates and project budgeting services are not included as a part of this proposal.
28. 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 are included in Professional Fee. Owner/Architect/Contractor (OAC) meetings are not included during the Construction Administration phase other than during the site visits. Punchlist and Post Construction Reviews/Management are included in our Professional Fee.
29. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
30. This proposal is good for sixty (60) days from the date of the proposal.
31. Reimbursable expenses are included in professional fee.

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.

Programming:	1 week from Notice to Proceed (NTP)
Schematic Design:	3 weeks from Programming
Design Development:	4 weeks from Issuance of Schematic Design
Construction Documents:	4 weeks from Issuance of Design Development
Total Project Duration from NTP:	12 weeks

PROFESSIONAL FEES

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

▪ Programming & Site Visit.....	\$ 2,500
▪ Schematic Design.....	\$ 41,200
▪ Design Development.....	\$ 99,900
▪ Construction Documents.....	\$164,000
▪ Bidding & Award Assistance.....	\$ 1,500
▪ Construction Administration.....	\$103,000

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.

Chief Carter, 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

Attest

Julia Drake, City Clerk

(Affix Seal)

APPROVAL

Accepted by:
Matthew J. Santini,
Mayor
City of Cartersville

Signature

Date

cc: Jim Croft