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# Proposal for Architectural & Engineering Services

Matthew Hill Park, City of Cartersville, Bartow County, Georgia

Basketball Pavilion Structure

March 18, 2024

Presented to:



City of Cartersville  
Parks & Recreation Department  
100 Pine Grove Rd  
Cartersville, GA 30120

Steve Roberts  
Director of Parks & Recreation  
sroberts@cityofcartersville.org



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Norcross, GA 30071

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## Project Outline:

Dear Mr. Roberts,

Patterson & Dewar Engineers, Inc. (P&D) is pleased to provide this proposal for professional design services. P&D understands that The City of Cartersville endeavors to erect a new pre-engineered metal canopy structure at the location of the existing tennis / basketball courts at Matthew Hill Park. Proposed structure / program is as follows:

- Approximate 125' x 125' gabled pre-engineered metal building (PEMB), roof only (no walls)
- 25' clear height over courts (will be covering two basketball courts approx 100' x 50' each)
- Hi-Bay shielded lights, will tie into existing panel / circuit currently used for tennis court lights
- New foundation and slab design
- New basketball court finishing (specs to be provided by City's Park & Rec Department)

## Scope of Services:

### Schematic Design

The Designer shall provide initial design floor plans, elevations, and section drawings incorporating the proposed project outline criteria. Schematic Design package shall be submitted to the Program Manager for review, comment, and approval. One (1) initial site visit is included by the Designer and Electrical Engineer to assess existing conditions and kick-off project.

### Construction Documents

Upon approval of the Schematic Design drawings, the Designer shall prepare detailed Contract Documents (Construction Documents / CDs) to include work and expenses incurred for Architecture, Structural (Foundation Only), and Electrical Engineering. Specifications will be included on the Construction Documents, no bound specifications shall be provided.

### Permitting Services

The Designer shall submit the construction documents to the Authority Having Jurisdiction for plan review and issuance of permit. All plan review fees (if not waived by the AHJ) will be passed to the City with no markup. Awarded / Licensed General Contractor will be responsible for pulling the permit.

### Construction Administration

The Designer will provide construction administration services including (i) issuing timely responses to contractor's Requests for Information and other requests for clarification; (ii) reviewing and approving (or taking other appropriate action in connection with) contractor's submittals and shop drawings, if any, and rejecting nonconforming work, (iii) attending biweekly Owner-Architect-Contractor (OAC) meetings, (iv) site observations of construction progress, (v) review of contractor pay application.

1. Site Visits / Meetings: four (4) OAC meetings; Two (2) additional site visits by the Architect; One (1) site visit total by the Structural and Electrical Engineers
2. Punch List Preparation – Construction Administration also includes preparation of a punch list at Substantial Completion and a final punch list walk-thru with the Contractor and Program Manager.

### 3D Rendering

The Designer will create a 3D Rendering of the proposed site improvements, which will depict the basketball pavilion structure and stadium step improvements. Two views will be provided.



## Cost Proposal

Schematic Design:	\$6,380
Construction Documents:	\$23,430
Construction Administration:	\$14,850
3D Rendering:	\$7,150
<b>TOTAL LUMP SUM FEE:</b>	<b>\$51,810</b>

P&D will provide the services described including all labor, materials and expenses, project management and coordination throughout the project for the Fixed Fee of **\$51,810**

## Additional Services

Additional services not described in this proposal can be performed by either a separate proposal or on an hourly basis, with compensation as per our P&D hourly rate schedule in effect at the time of request.

## Exclusions

Exclusions include, but are not limited to:

- Attendance at Public Hearings or Zoning Commission Meetings is not included. If required will be provided on an hourly basis.
- Landscape Architecture
- Site Lighting
- Lightning protection
- Irrigation Design
- Additional Land Surveying
- Third Party testing and observation
- Furniture, Fixtures, and Equipment selection and/or procurement
- Audio / Visual / Lighting
- Low-Voltage / IT (data, voice, fax, server, telecom) design (coordination with Owner engaged Low-Voltage provider is included)
- Fire Sprinkler System Design (if required to be provided by General Contractor's sub-contractor)
- Fire Alarm System Design (if required to be provided by General Contractor's sub-contractor)
- Construction cost estimating
- Issue of Special Inspections Schedule is included in the design scope. Managing special inspections is not included as a part of this proposal. A Special Inspector and Commissioning / 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.
- Animations are excluded
- Site Retaining Walls
- Deep foundations (including but not limited to piers and piles)
- Pre-Engineered Metal building structural design is a deferred design by the pre-engineered metal building supplier engaged through the awarded General Contractor.



**Conclusion**

This proposal was prepared with the intent of addressing your specific needs and concerns thus far identified. P&D appreciates the opportunity to submit this proposal for professional design services.

This proposal incorporates, as if fully set forth herein, the terms and conditions of the Professional Services Agreement for STADIUM STEPS RENOVATION CIVIL DOCUMENTS – MATTHEW HILL PARK, dated November 02, 2023, between P&D and the City of Cartersville. If this proposal is acceptable to you, please sign below indicating your approval and return (1) signed copy for our files. This letter of agreement will serve as P&D’s Notice to Proceed.

Sincerely,

Zach Buffington, PLS, EIT  
Business Manager, Surveying & SUE  
Patterson & Dewar Engineers, Inc.

APPROVED: City of Cartersville

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

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_