

June 12, 2023

Dan Porta
City Manager
City of Cartersville
1 North Erwin Street
Cartersville, GA 30120
dporta@cityofcartersville.org

**RE: Fee Proposal
Cartersville Administration Building Study**

Dan:

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 on our meeting May 23rd, 2023 at the project site.

PROJECT SUMMARY

The project is to study the condition of the existing structure for possible re-use, along with how the building may need to be stabilized for future use, visioning possibilities of how the building could be used to enhance downtown Cartersville and developing a rough order of magnitude construction budget.

SCOPE OF SERVICES

Our services will be divided into four phases: Building Assessment, Building Stabilization, Concept Design and Project Budget Estimate.

- **Building Assessment**

The CROFT Team will visit the project site and conduct visual observations of the interior and exterior of the building. These observations will focus on the exterior envelope (brick, windows, exterior doors and roof), structural systems, site drainage and potential for hazardous materials.

This assessment will include preparations of record drawings (as-builts) for the City's future use.

Deliverables for this phase will be:

- Report of Findings
- Record Drawings

- **Building Stabilization**

CROFT will develop drawings and specifications for replacing or repairing critical points of failure noted in the Report of Findings. These may include windows, exterior doors and other items from the Report. The idea for this phase is to halt further rapid deterioration of the building prior to beginning design and construction of any improvements.

Deliverables will include:

- Drawings and specifications (for critical items identified in the Report of Findings)

- **Concept Design**

The CROFT Team will meet with you and your staff to discuss potential uses for the re-purposed building. We will brainstorm with you and develop floor plan and elevation sketches to capture your vision and ultimately for presentation to Mayor and Council. The approved sketches will be used as the basis for developing the construction budget estimate for the next phase.

Deliverables will include:

- Floor Plan sketches
- Main Exterior Elevation sketches (2)

- **Project Budget**

CROFT will prepare a rough order of magnitude construction budget estimate for the project. We will utilize historic information from similar projects to develop this budget. This budget estimate can also be used to determine project phasing if required.

DESIGN ASSUMPTIONS

1. The construction budget has been preliminarily estimated at \$2,500,000.00.
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. Meetings with code review officials are not 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. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
6. Geotechnical services are not included as a part of this proposal and shall be provided by the owner.
7. 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.
8. Structural engineering assessment and design are not included as a part of this proposal.
9. Preparation of renderings, 3D views and videos are not included as part of this proposal but can be accomplished as an additional service.
10. Destructive testing of building systems is not included as a part of this proposal.
11. Waterproofing consultant services are not part of this proposal.
12. 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 Concept Design documents by the owner will be additional services.
13. This proposal is good for sixty (60) days from the date of the proposal.
14. Reimbursable expenses will be billed at 1.15 times actual cost.

DELIVERABLES

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

PROFESSIONAL FEES

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

▪ Building Assessment.....	\$ 16,300
▪ Record Drawings.....	\$ 13,800
▪ Building Stabilization.....	\$ 12,400
▪ Concept Design.....	\$ 9,700
▪ Project Budget Estimate.....	\$ 4,300

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.

Dan, 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



Jim Croft, RA, NCARB

Accepted by:

Matt Santini

Mayor

City of Cartersville

Signature

Date

Attested by:

City Clerk

City of Cartersville

Signature

Date