



August 22, 2023

Scott Carter
Fire Chief
Cartersville Fire Department
195 Cassville Road
Cartersville, GA 30120

VIA EMAIL

**RE: Outbuilding Design Proposal
Fire Station #5**

Scott:

We are pleased to submit this proposal to provide architectural and engineering services for the design of an outbuilding on the new Fire Station #5 site. We appreciate the opportunity and look forward to working with you to accomplish this service for the City.

You will find outlined below the project summary, scope of services, design assumptions, deliverables and professional fees for this project.

PROJECT SUMMARY

The outbuilding requested is an approximately 62’x62’ pre-engineered metal building that will be used for storage of additional equipment. This outbuilding will be comprised of three bays with overhead doors similar to the main station. The overall architecture will be reflective of Fire Station #5. Lighting, heating (no AC) and fire protection will be included in the building design.

SCOPE OF SERVICES

Design phases, schedule and deliverables will be in line with the Fire Station #5 project.

DESIGN ASSUMPTIONS

- 1. Reference the Fire Station #5 proposal for design assumptions.

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:

- Schematic Design\$4,500
- Design Development\$11,500
- Construction Documents\$16,200
- Construction Administration\$6,500

Note: Expenses (mileage, reproductions, etc.) are included in the indicated fees above.

ADDITIONAL SERVICES

Additional services or changes to the project scope, as defined above, will be proposed and documented in writing and shall be formally approved by client. No additional fees will be charged without your prior written approval.

Scott, we understand that, if accepted and approved, this scope of work and associated fees will be added to our design contract for this fire station, and all the contract terms of that agreement will apply to this scope of work as well. We would like to thank you for the opportunity to submit this proposal and look forward to working with you on this project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,



Michael Gunn, RA
Croft & Associates, PC

APPROVAL:

City of Cartersville

Accepted by:
Matthew Santini, Mayor

Signature

Date

Julia Drake, City Clerk

Attest

Date