



June 20, 2024

Mr. Michael DeLeon, PE  
Water System Engineer  
Cartersville Water Department  
301 Douthit Ferry Road  
Cartersville, GA 30120

Re: Bid & Award and Construction Administration Services  
Consultant Professional Services Proposal for  
High Pressure Zone Modifications Project

Dear Mr. DeLeon:

Prime Engineering is pleased to submit this proposal to provide Bid and Award, and Construction Administration support services for the High Pressure Modifications project consisting of approximately 2,150 LF of proposed 8-inch/12-inch DIP water main, 3,150 LF of proposed 16-inch DIP water main, abandoning portions of lines and converting lines from one pressure zone to another.

#### **INTRODUCTION AND PROJECT GOALS:**

Prime Engineering has performed the design and obtained necessary permits from the various jurisdictional authorities to allow Cartersville Water Department (CWD) to construct the project. Prime Engineering will assist CWD with Bidding the project with general contractors, evaluating the Bids, making recommendation to select a general contractor, and providing part-time, periodic site inspections during construction.

#### **SCOPE OF SERVICES:**

##### ***Task 4- Bid & Award Phase:***

Working closely with Cartersville Water Department Representative(s) throughout the bidding process, services to be provided during the bidding cycle include the following:

- Obtaining SUE 'A' Utility Locates to assist Bidders with complete Contract Documents;
- Participating in Review Meeting with CWD to review the Contract Documents to make sure that they are complete. (Contract front-end documents, Technical Specifications, etc.);
- Printing and distributing bid documents to CWD;
- Printing and distributing bid documents to prospective bidders, and maintaining plan holders list;
- Participating in Pre-Bid meeting;
- Assisting CWD in responding to bid questions and issuing Addenda;
- Assist CWD with bid opening, bid evaluation and written recommendation for bid award to qualified, responsible and responsive low bidder.
- QA/QC of all deliverables.

- ✓ Deliverables:
  - Electronic and hard copies of the Bid Documents to CWD;
  - Maintain Plan holders list - with weekly updates to CWD;
  - Prime Engineering will sell copies to prospective bidders to cover cost of document production;
  - Participate in Pre-Bid meeting;
  - Assist CWD in answering bidder questions;
  - Prepare Addenda for submittal to CWD for distribution to Bidders;
  - Provide a written recommendation to GCDWR for bid award to qualified, responsible, and responsive bidder.
  
- ✓ Assumptions:
  - Construction shall be completed under a single contract;

**Task 5 – Construction Administration:**

Assist CWD during construction with technical guidance and review, periodic part-time inspection, and prepare project Record Drawings upon completion of construction. Construction duration is based on 9 months to Substantial Completion and 1 month to Final Completion. Services will include:

- Preparing a Notice of Intent (NOI) and Notice of Termination (NOT) for submittal to EPD;
  - Preparing the Conformed Contract Documents;
  - Participating in Pre-Construction meeting;
  - Reviewing and responding to contractor RFIs (Assume 2 RFI's);
  - Reviewing and responding to Submittals (Assume 6 Submittals);
  - Providing Change Order Request review and recommend action (Assume 2 C.O.);
  - Performing initial 7-day BMP inspection as required by erosion and sediment control permitting and prepare summary of findings with noted deficiencies;
  - Performing periodic site inspections to monitor contractor progress, identify deficiencies and/or areas of concern, and evaluate maintenance of BMPs (Scheduled -6 site visits by PM; Unscheduled - 2 site visit by PM for special issues); Scheduled – part-time inspection by Engineer III or Field Inspector up to a maximum of 12 hours per week during construction;
  - Preparing Record Drawings following the completion of construction based on contractor's field markups and survey data;
  - Providing Substantial Completion walk-through and Punchlist;
  - Providing Final Completion walk-through;
  - Providing Contract closeout assistance, including any Fixed Asset reporting;
  - Performing ongoing QA/QC review;
  - Reviewing Contractor Pay Application (assume 6), *if requested by CWD Project Manager*
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- ✓ Deliverables:
    - Make Site Visits as scheduled and/or unscheduled, as required and provide documentation/minutes/summaries of visits;
    - NOI and NOT for signature and submittal to EPD;

- Conformed Documents (electronic and hard copy), - Confirm number of sets and sizes of sets with CWD Project Manager prior to printing;
  - 7-day ES&PCP BMP inspection letter;
  - Provide RFI responses (assumes 2);
  - Provide Submittal responses (assumes 6)
  - Provide Change Order review and recommendation (Assumes 2);
  - Punchlist(s) from site Substantial Completion walk-through;
  - Project Record Drawings signed and sealed by a Professional Engineer licensed to practice in the State of Georgia (hard copy and electronic files), to CWD Standards. Provide GIS data (such as manholes, inverts at sewer manholes, pipeline locations, valves, etc.), to CWD Standards in both horizontal and vertical location.
- ✓ Assumptions:
- Construction and Material Testing services are excluded from this proposal, and will be performed under separate Contract with CWD;
  - An estimated construction contract duration of 10 months is assumed for budgetary and scheduling purposes.
  - Assumes one (1) Construction Contract.

**SCHEDULE:**

Based on the Scope of Services identified in this proposal, and an estimated Notice to Proceed date of **July 1, 2024**, the enclosed proposed schedule has been developed:

NTP to Consultant	07/2024
Bidding	07/2024
Bid Opening	08/2024
City Council Approval	09/2024
Construction Begins	10/2024
Construction Complete	05/2025
Project Closeout	06/2025

**PROJECT BUDGET:**

The project will be invoiced monthly according to the actual hours spent. Not-to-Exceed fees are based on the Scope of Services listed in this proposal.

Task 1 – Project Management	\$13,445.40
Task 4 – Bid & Award	\$22,267.08
Task 5 – Construction Administration	\$88,193.70

**Total Not-to-Exceed Amount                      \$123,906.18\***

\*Costs include: 1. Badger SUE A from Design Phase (\$15,607.08)  
2. An escalation in hourly rates of 3% per year for 2025.



Proposal – High Pressure Zone Modifications – Bid & Award and CA Services

June 20, 2024

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**ADDITIONAL SERVICES:**

Any additional services beyond that scoped above can be handled under a separate proposal and issuance of a Supplemental Work Authorization by CWD.

Please contact Paul Boyer should you have any questions regarding this proposal. We appreciate the opportunity to work with you on this project.

Sincerely,

A handwritten signature in blue ink that reads "Paul S. Boyer".

Paul S. Boyer, P.E.

Department Head – Civil/Utilities

Prime Engineering, Inc.

Enclosures      Project Budget  
                         Cashflow Projections  
                         Schedule

**Project Name:** Cartersville Water Department High Pressure Zone Modifications Bid, Award, Construction Admin  
**Date:** 6/20/2024  
 PRIME Project Number 2035-0002.001

Task Number		Lead - Prime Engineering , Inc.								
Task Number:	Project Role / Personnel:	Project Manager II Paul Boyer, PE	Engineer III Jessica Lewert, EIT	Engineer II Mike Kuhlman, EIT	Const Inspector III Robert Parks	Surveyor IV Josh Emery	1 Person Surveyor Crew Thomas Moore	Surveyor II Casey (Todd) Atkins	SUE 'A' Badger	TOTAL

<b>2024 Costs</b>	<b>Hourly Billing Rates</b>	\$240.00	\$155.00	\$140.00	\$135.00	\$155.00	\$135.00	\$115.00	\$15,607.08	HOURS	BUDGET
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Task Description											
<b>1.0</b>	<b>Project &amp; Construction Management</b>										
	Monthly Construction Progress Meetings and Minutes	8	8							16	\$3,160.00
	Monthly Invoices and Status/Billing Reports		12							12	\$1,860.00
	<b>Task 1 - Subtotal</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>\$5,020.00</b>
<b>4.0</b>	<b>Bid &amp; Award</b>										
	SUE 'A'								1	1	\$15,607.08
	Distribute Bid Documents		4	16						20	\$2,860.00
	Pre-Bid Meeting	2	2							4	\$790.00
	Prepare Addenda	2	2	8						12	\$1,910.00
	Prepare Bid Award Recommendation	2	4							6	\$1,100.00
	<b>Task 4 - Subtotal</b>	<b>6</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>	<b>\$22,267.08</b>
<b>5.0</b>	<b>Construction Phase</b>										
	Prepare Conformed Documents	2	4							6	\$1,100.00
	Pre-Construction Meeting	2	2							4	\$790.00
	Perform 7-Day BMP Inspection	1		4						5	\$800.00
	Scheduled Site Visits (3)	12	12							24	\$4,740.00
	Unscheduled Site Visits (1)	4	4							8	\$1,580.00
	Review Submittals - (10 - Total Project)		10	20						30	\$4,350.00
	Review and Issue RFI Responses - (1)	4	4							8	\$1,580.00
	Review and Recommend Change Order Requests - (1)	2	2							4	\$790.00
	Review Contractor Pay Applications (3)	4	6							10	\$1,890.00
	Part-Time Inspections (12 Hrs/Week)				120					120	\$16,200.00
	<b>Task 5 - Subtotal</b>	<b>31</b>	<b>44</b>	<b>24</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>219</b>	<b>\$33,820.00</b>
<b>2024 LABOR TOTAL</b>		<b>45</b>	<b>76</b>	<b>48</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>289</b>	<b>\$61,107.08</b>

**Project Name:**

Cartersville Water Department  
 High Pressure Zone Modifications Bid, Award, Construction Admin

**Date:** 6/20/2024

PRIME Project Number 2035-0002.001

Task Number		Lead - Prime Engineering , Inc.									
Task Number:	Project Role / Personnel:	Project Manager II Paul Boyer, PE	Engineer III Jessica Lewert, EIT	Engineer II Mike Kuhlman, EIT	Const Inspector III Robert Parks	Surveyor IV Josh Emery	1 Person Survey Crew Thomas Moore	Surveyor II Casey (Todd) Atkins	SUE 'A' Badger	TOTAL	

2025 Costs	Hourly Billing Rates*	\$247.20	\$159.65	\$144.20	\$139.05	\$159.65	\$139.05	\$118.45		HOURS	BUDGET
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\* 2025 Rates based on an increase of 3% over 2024 Rates

Task Description											
<b>1.0</b>	<b>Project &amp; Construction Management</b>										
	Monthly Construction Progress Meetings and Minutes	16	16							32	\$6,509.60
	Monthly Invoices and Status/Billing Reports		12							12	\$1,915.80
	<b>Task 1 - Subtotal</b>	<b>16</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>\$8,425.40</b>
<b>5.0</b>	<b>Construction Phase</b>										
	Scheduled Site Visits (3)	12	12							24	\$4,882.20
	Unscheduled Site Visits (1)	4	4							8	\$1,627.40
	Review and Issue RFI Responses - (1)	4	4							8	\$1,627.40
	Review and Recommend Change Order Requests - (1)	2	2							4	\$813.70
	Review Contractor Pay Applications (4)	4	8							12	\$2,266.00
	Part-Time Inspections (12 Hrs/Week)				240					240	\$33,372.00
	Prepare Record Drawings	1	2	8		2	16		4	33	\$4,264.20
	Substantial Completion Walk-Through	4	4							8	\$1,627.40
	Develop Punchlist	2	4							6	\$1,133.00
	Final Completion Walk-Through / Certification	4	4							8	\$1,627.40
	Contract Closeout	2	4							6	\$1,133.00
	<b>Task 5 - Subtotal</b>	<b>39</b>	<b>48</b>	<b>8</b>	<b>240</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>357</b>	<b>\$54,373.70</b>
<b>2025 TOTAL</b>		<b>55</b>	<b>76</b>	<b>8</b>	<b>240</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>401</b>	<b>\$62,799.10</b>

<b>PROJECT TOTAL</b>		<b>100</b>	<b>152</b>	<b>56</b>	<b>360</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>690</b>	<b>\$123,906.18</b>
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### 2024 Project Cash Flow

June 20, 2024



**Project Name:** High Pressure Zone Mods - Bid & CA Services

**CWD Project Manager:** Michael DeLeon, PE

<u>Month</u>	<u>Beginning Balance</u>	<u>Anticipated Costs</u>	<u>Ending Balance</u>
July, 2024	\$0.00	\$15,917.08	\$15,917.08
August, 2024	\$15,917.08	\$3,640.00	\$19,557.08
September, 2024	\$19,557.08	\$3,640.00	\$23,197.08
October, 2024	\$23,197.08	\$14,425.00	\$37,622.08
November, 2024	\$37,622.08	\$11,735.00	\$49,357.08
December, 2024	\$49,357.08	\$11,750.00	\$61,107.08
	<b>2024 Total</b>	<b>\$61,107.08</b>	
	<b>Beginning PO Balance</b>	<b>\$123,906.18</b>	
	<b>Remaining PO Balance</b>	<b>\$62,799.10</b>	

### 2025 Project Cash Flow

June 20, 2024



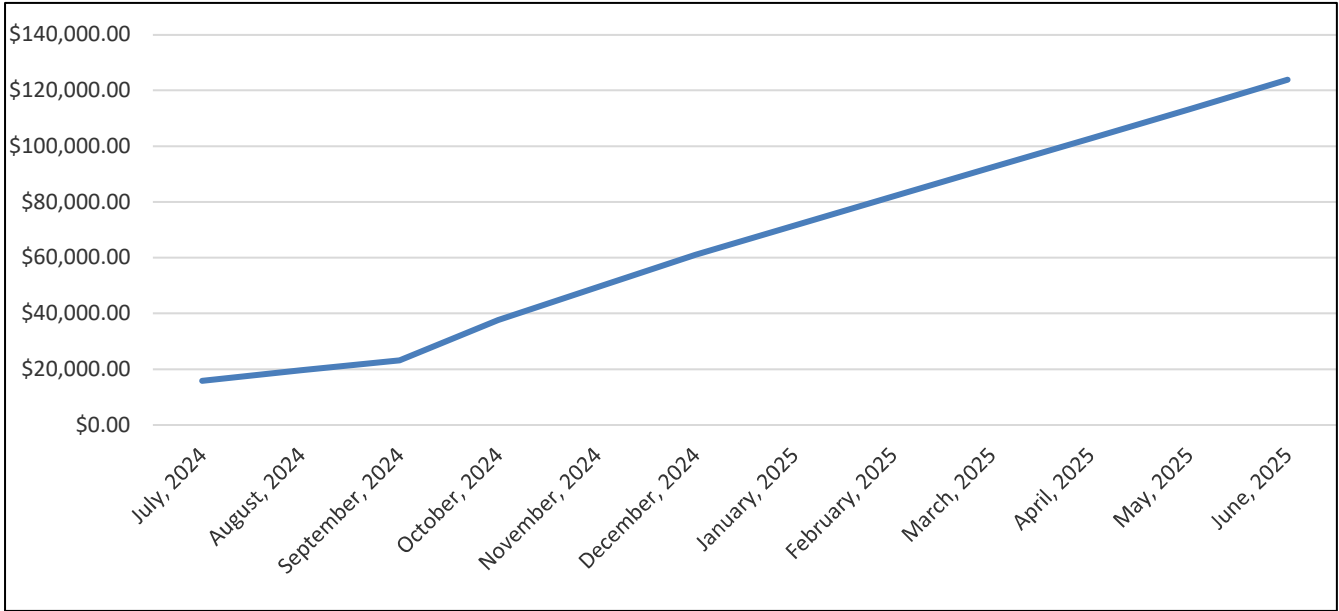
**Project Name:** High Pressure Zone Mods - Bid & CA Services

**CWD Project Manager:** Michael DeLeon, PE

<u>Month</u>	<u>Beginning Balance</u>	<u>Anticipated Costs</u>	<u>Ending Balance</u>
January, 2025	\$61,107.08	\$10,425.40	\$71,532.48
February, 2025	\$71,532.48	\$10,400.00	\$81,932.48
March, 2025	\$81,932.48	\$10,400.00	\$92,332.48
April, 2025	\$92,332.48	\$10,400.00	\$102,732.48
May, 2025	\$102,732.48	\$10,400.00	\$113,132.48
June, 2025	\$113,132.48	\$10,773.70	\$123,906.18
	<b>2025 Total</b>	<b>\$62,799.10</b>	
	<b>Beginning PO Balance</b>	<b>\$62,799.10</b>	
	<b>Remaining PO Balance</b>	<b>\$0.00</b>	

# Project Cash Flow

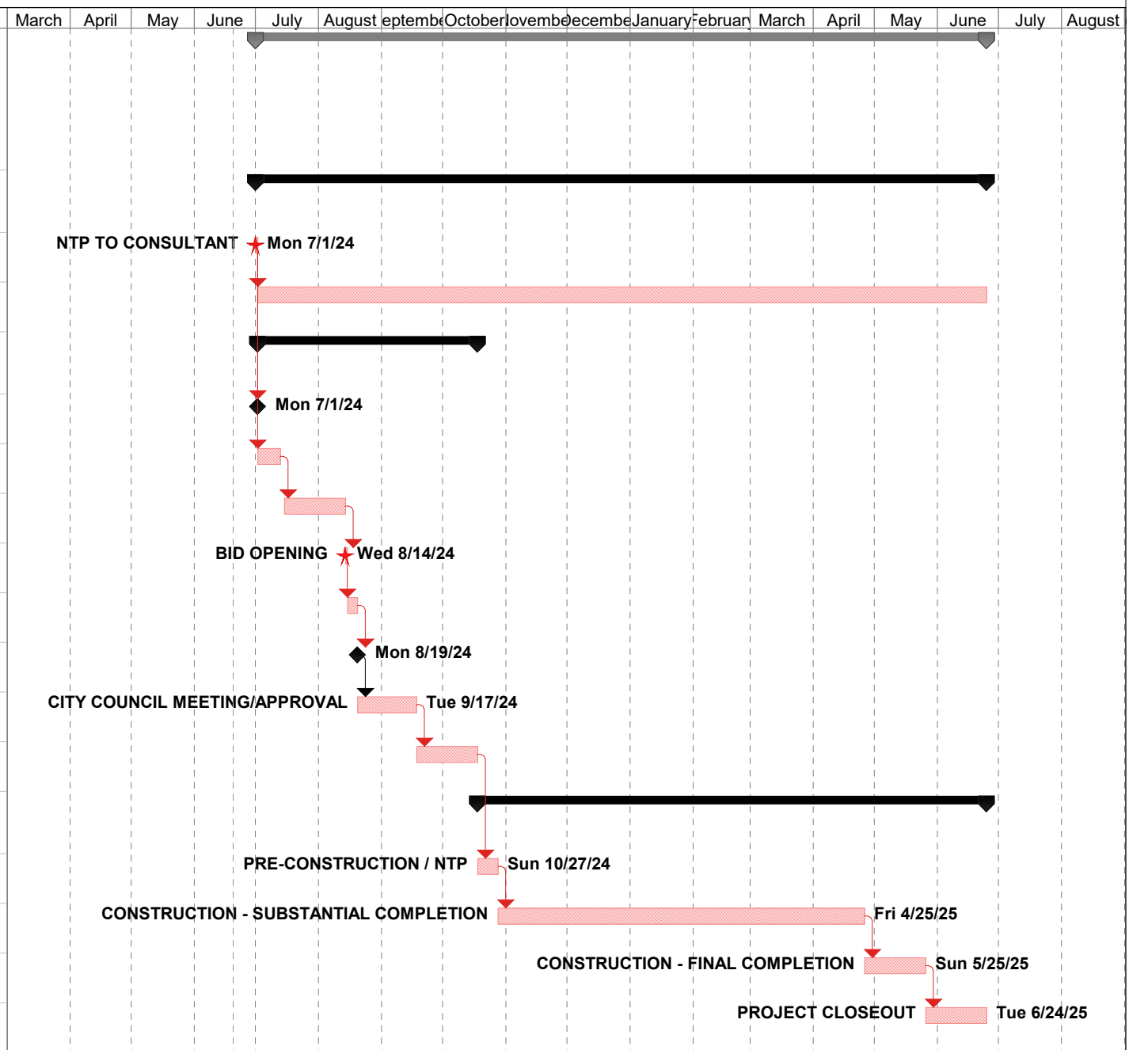
June 20, 2024





**PROJECT SCHEDULE**  
**(06/20/2024)**

ID	Task Name	Duration	Start	Finish	Predecessors	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August
0	<b>Forest Valley and Poplar Creek WMR Project</b>	<b>359 days</b>	<b>Mon 7/1/24</b>	<b>Tue 6/24/25</b>																			
1	<b>1 TASK 1 - PROJECT MANAGEMENT</b>	<b>359 days</b>	<b>Mon 7/1/24</b>	<b>Tue 6/24/25</b>																			
2	1.1 NTP TO CONSULTANT	1 day	Mon 7/1/24	Mon 7/1/24																			
3	1.2 PROJECT MANAGEMENT	358 days	Tue 7/2/24	Tue 6/24/25	2																		
4	<b>2 TASK 4 - BID &amp; AWARD</b>	<b>108 days</b>	<b>Mon 7/1/24</b>	<b>Thu 10/17/24</b>																			
5	2.1 SUE 'A'	0 days	Mon 7/1/24	Mon 7/1/24	2																		
6	2.2 CONTRACT DOCUMENT REVIEW w/CWD	11 days	Tue 7/2/24	Fri 7/12/24	2																		
7	2.3 ADVERTISEMENT	30 days	Mon 7/15/24	Tue 8/13/24	6FS+2 days																		
8	2.4 BID OPENING	1 day	Wed 8/14/24	Wed 8/14/24	7																		
9	2.5 BID REVIEW AND EVALUATION	5 days	Thu 8/15/24	Mon 8/19/24	8																		
10	2.6 RECOMMENDATION TO CITY COUNCIL	0 days	Mon 8/19/24	Mon 8/19/24	9																		
11	2.7 CITY COUNCIL MEETING/APPROVAL	29 days	Tue 8/20/24	Tue 9/17/24	10																		
12	2.8 CONTRACT EXECUTION (Administrative NTP)	30 days	Wed 9/18/24	Thu 10/17/24	11																		
13	<b>3 TASK 5 - CONSTRUCTION PHASE</b>	<b>250 days</b>	<b>Fri 10/18/24</b>	<b>Tue 6/24/25</b>																			
14	3.1 PRE-CONSTRUCTION / NTP	10 days	Fri 10/18/24	Sun 10/27/24	12																		
15	3.2 CONSTRUCTION - SUBSTANTIAL COMPLETION	180 days	Mon 10/28/24	Fri 4/25/25	14																		
16	3.3 CONSTRUCTION - FINAL COMPLETION	30 days	Sat 4/26/25	Sun 5/25/25	15																		
17	3.4 PROJECT CLOSEOUT	30 days	Mon 5/26/25	Tue 6/24/25	16																		



**Prime Engineering, Inc.**  
Date: Thu 6/20/24

Task		External Tasks		Duration-only		External Tasks		Split	
Split		External MileTask		Manual Summary Rollup		External Milestone			
Milestone		Inactive Milestone		Manual Summary		Critical			
Summary		Inactive Summary		Start-only		Critical Split			
Project Summary		Manual Task		Finish-only		Progress			