

June 24, 2024

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

**RE: Fee Proposal - Cartersville City Hall
Existing Building Structural Analysis**

Dan:

We are pleased to submit this proposal to provide Architectural and Structural 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 discussions and requests from the Cartersville Historic Preservation Commission.

PROJECT SUMMARY

The project includes a Structural Analysis to assess the condition of the building façade for a portion of the existing building at 19 North Erwin Street, Cartersville, Georgia.

SCOPE OF SERVICES

Design services will include Structural Analysis of the portion of the existing building façade requested to remain.

Structural Analysis

The CROFT Team will visit the site to:

- Visually observe the interior and exterior of the first +/-20 feet of the west end of the existing building facing North Erwin Street
- Assess the structural integrity of the existing conditions based on the visual observation of the targeted portion of the building

Deliverables for the Structural Analysis Phase will include:

- Field Report and Structural Remediation Recommendations

DESIGN ASSUMPTIONS

1. This proposal includes Field Observation and Report only. A separate proposal for design services will be prepared and submitted upon completion of this scope.
2. This proposal includes one (1) Site Visit and one (1) meeting with you and your staff to present the findings.
3. Construction cost project budgeting services are not included as a part of this proposal.
4. 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.

5. Attendance at meetings with code review officials and end users are not included in the base services of this fee proposal.
6. Reimbursable expenses are included in the professional fee.
7. This proposal is good for Thirty (30) days from the date of the proposal.

DELIVERABLES

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

SCHEDULE

Below is a proposed project schedule.

Field Observation: 1 day - within 1 week from Notice to Proceed (NTP)

Field Report: 1 week from Field Observation

PROFESSIONAL FEES

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

- Structural Analysis and Field Report \$ 9,400

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 exciting project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

CROFT & Associates



Steve Defelippi, AIA, LEED AP
Business Unit Manager – Local Government

cc: Jim Croft

APPROVAL

Accepted by:
Matt Santini
Mayor, City of Cartersville

Signature

Date

Attest by:
Julia Drake
Cartersville City Clerk

Signature

Date