

March 1, 2024

Dan Porta  
City Manager  
City of Cartersville  
1 North Erwin Street  
Cartersville, GA 30120  
[dporta@cityofcartersville.org](mailto:dporta@cityofcartersville.org)

**RE: Fee Proposal  
Cartersville Recreation Center/ Cartersville, Georgia**

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 and your team to accomplish this exciting project.

This proposal is based on our meetings with you along with the concept sketch received from you via email on 2/08/24. For the final contract, we recommend using a Standard AIA Form of Agreement B133 between Owner and Architect.

#### **PROJECT SUMMARY**

The project entails design for the construction of a new recreation facility for the City of Cartersville at your site on Tennessee Street. The approximately 52,000 SF facility includes the following programmatic spaces:

- Basketball courts (3)
- Fitness Rooms (2)
- Gymnastics Room
- Lobby (oversize for groups)
- Greeting/Check-in/Front Counter
- Administrative Area (3 offices)
- Concession Area (no cooking)
- Storage (large for each gym and gymnastics)
- Restrooms (two sets plus family restroom)
- Elevated walking track

#### **SCOPE OF SERVICES**

Design services will be divided into six phases: Programming/ Concept Design, Schematic Design, Design Development, Construction Documents, Construction Administration, and CMAR Selection Assistance.

- **Programming/ Concept Design**

The CROFT Team will meet with your staff for a Programming session. This meeting will be highly interactive to learn your needs and will result in a written Program document. This Program will capture the goals that you have for the new facility and will serve as the basis for the Concept Design. The Concept Design will be

developed to graphically capture your vision. Presentation of the Concept Design to Mayor and Council is part of this phase Deliverables for the Programming/Concept Design Phase will include:

- Program Document
- Site Plan sketch
- Floor plan sketch
- Front elevation sketch

- **Schematic Design**

This portion of the design exercise will be focused on creating the building and site design based on the plans and elevations developed during the Concept Design phase. Additionally, the CROFT team will be focused on fully understanding the regulatory requirements of the Authorities Having Jurisdiction (AHJ) in Cartersville and their process for review and approval of this project. The goal of the schematic design phase will be preliminary approval by the AHJ. Client approval of the schematic plans and front elevation will be required to proceed to the Design Development phase. The Schematic Design will be used by the CMAR to establish the project budget.

Deliverables for the Schematic Design phase will be as follows:

- Site Plan
- Floor Plan
- Exterior Elevation
- 3D Renderings of the main facade

- **Design Development**

The Design Development phase consists of further development of the design documents in accordance with the approved Schematic Design. The design team will produce drawings that include floor plans, roof plan, building section, major interior elevations, exterior elevations, finishes and typical wall sections. The overall structural system as well as the mechanical, electrical, and plumbing systems will be defined in drawing and narrative form. The drawings will be presented for your review, comment, and approval. Design Development will include verification of the budget by the CMAR.

- **Construction Documents**

The approved Design Development drawings will be the basis for the Construction Documents. In general, CROFT will prepare Construction Documents in sufficient detail for permitting with the Authorities Having Jurisdiction and for construction of the new building. The completed Construction Documents will be used by the CMAR to verify and finalize the project budget.

Design services that will be performed for this phase will include:

- Architecture
- Interior Design
- Civil Engineering
- Structural Engineering
- Mechanical/Plumbing Engineering
- Electrical Engineering

- **Construction Administration**

Services performed during this phase will include:

- Twenty-Nine (29) site visits (total) to observe construction progress – Owner/Architect/Contractor (OAC) meetings; Twenty-Four (24)\* visits by the Architect and two (2) by the Structural Engineers; two (2) each by the Electrical and Mechanical Engineers; one (1) pre-construction meeting.
- Shop Drawing Review
- Submittal Review

- RFI response/clarification
- Pay Application Review and Approval  
\*Estimated construction duration of 12 months (bi-weekly OAC meetings based on construction duration)
- **Construction Manager at Risk (CMAR) Selection Assistance**  
CROFT will assist the City in the documentation for the official RFQ and selection of a CMAR for this project. The City will furnish all City standard information for preparation of RFQ. The RFQ package will consist of instructions to bidders, project narrative and concept design drawings.

The City will receive completed RFQ responses from the contractors and will date stamp received documents. CROFT will assist the City with the review for completeness, accuracy and any proposed alternate materials, procedures, or pricing. CROFT will assist the City to solicit clarifications for items from the contractors that may be overstated or understated in an effort to ensure that the contractors completely understand the Scope of Work. A summary of the packages with attached comparisons and narrative on any proposed alternative will be prepared and submitted to the City. The City will then select and contract directly with the selected CMAR.

#### **DESIGN ASSUMPTIONS**

1. The estimated total cost for this project is \$22,500,000.
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. Presenting design options to Mayor and Council at Concept and Schematic Design are included as a part of this proposal.
3. A current boundary survey with topography and all existing site conditions will be provided by the City to CROFT in CAD format for use in design at the start of the project.
4. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
5. Geotechnical services are not included as a part of this proposal and will be provided by the City. Material and Soil Reports shall be provided to CROFT at the start of the project.
6. Environmental services are not included as a part of this proposal. If required, City 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.
7. 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 Schematic Design documents by the owner will be additional services.
8. Design of site retaining walls is not included as a part of this proposal.
9. Irrigation System design is not included as a part of this proposal.
10. Landscape design is included as a part of this proposal.
11. Landscape lighting design is not included as a part of this proposal.
12. Meetings with utility companies are not anticipated and are not included as a part of this proposal. Load estimates for Utility Power Company is not included as a part of this proposal.
13. Coordination with Georgia Power regarding usage of the easement located on the project site are included as a part of this proposal.
14. Preparation of renderings, 3D views (other than stated above) and videos are not included as part of this proposal.
15. Value Engineering after Schematic Design is not included as a part of this proposal.
16. Issue of Special Inspections Schedule is included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/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. Final certification letter, "Final Report of Special Inspections

Acceptance”, to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.

17. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
18. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
19. Specialty and Theatrical lighting design is not part of this proposal.
20. Emergency generator design is included as a part of this proposal.
21. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
22. Sound System consultant and design is not included as part of this proposal.
23. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are not included as a part of this proposal. Coordination with the Low Voltage consultant is included as a part of this proposal. Conduits and boxes will be shown our electrical drawings.
24. Permit set(s) will be sent to authorities having jurisdiction. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing one round of comments from the review officials. Additional comments will be addressed on an hourly basis.
25. Construction cost estimates and project budgeting services are not included as a part of this proposal.
26. Construction Administration services (shop drawing and submittals review and site visits) are included as a part of this proposal as outlined above.
27. Owner/Architect/Contractor (OAC) meetings are included during the Construction Administration phase and will be done in conjunction with the site visits.
28. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
29. This proposal is good for sixty (60) days from the date of the proposal.
30. Reimbursable expenses are included in the base Professional Fee.

**DELIVERABLES**

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

**SCHEDULE**

Below is a preliminary project schedule. Confirmation of schedule will be addressed in the project kick-off meeting.

Programming/Concept Design	4 weeks from Notice to Proceed
Schematic Design:	4 weeks from Concept Design Approval
Design Development:	8 weeks from Approval of Schematic Design
Construction Documents:	10 weeks from Approval of Design Development

**PROFESSIONAL FEES**

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

▪ Programming/Concept Design.....	\$ 19,200
▪ Schematic Design.....	\$ 180,800
▪ Design Development.....	\$ 602,600
▪ Construction Documents.....	\$ 421,900
▪ Construction Administration.....	\$ 214,300
▪ CMAR Assistance.....	\$ 9,200

**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**

Any 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 City. 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 and your team 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

**APPROVAL**

Accepted by:  
Honorable Matt Santini  
Mayor  
Cartersville, Georgia

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*Signature*

\_\_\_\_\_  
*Date*

**APPROVAL**

Accepted by:  
Julia Drake  
City Clerk  
Cartersville, Georgia

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*