

March 5, 2024

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

**RE: Fee Proposal
Cartersville City Hall**

Dear 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 meeting of Thursday, February 8, 2024. For the final contract, we recommend using a Standard AIA Form of Agreement B133 between Owner and Architect.

PROJECT SUMMARY

The project includes design for a new City Hall building. The building will be three story, with approximately 5,000sf per floor for a total building area of approximately 15,000sf.

SCOPE OF SERVICES

Design services will be divided into five phases: Programming/ Concept Design, Schematic Design, Design Development, Construction Documents and Construction Administration.

- **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 City Hall 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 sketches (3)
- Front elevation sketch w/exterior design idea images

- **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 Design 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 Plans (3)
- 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, general 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 working closely with the CMAR for verification of the construction budget.

- **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-Four (24) site visits (total) to observe construction progress along with Owner/Architect/Contractor (OAC) meetings; Twenty (20)* visits by the Architect and one (1) by the Structural Engineer; two (2) 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 10 months (bi-weekly OAC meetings based on construction duration)

DESIGN ASSUMPTIONS

1. The estimated total cost for this project is \$7,100,000.
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. The City will be responsible for preparing and executing the Construction Manager at Risk process.
9. Interior design is included as a part of this proposal. Selection and specification of furniture is not included as a part of this proposal.
10. Design of site retaining walls is not included as a part of this proposal.
11. Irrigation System design is not included as a part of this proposal.
12. Landscape design is included as a part of this proposal.
13. Landscape lighting design is not included as a part of this proposal.
14. Existing utilities at the project site are assumed to be adequate for the new building. Meetings with utility companies to deliver new utilities 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.
15. Preparation of renderings, 3D views (other than stated above) and videos are not included as part of this proposal.
16. Value Engineering after Schematic Design is not included as a part of this proposal.
17. 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.
18. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
19. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
20. Specialty and Theatrical lighting design is not part of this proposal.
21. Emergency generator design is included as a part of this proposal.
22. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
23. Sound System consultant and design is not included as part of this proposal.
24. 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 on our electrical drawings.

25. 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.
26. Construction cost estimates and project budgeting services are not included as a part of this proposal.
27. Construction Administration services (shop drawing and submittals review and site visits) are included as a part of this proposal as outlined above.
28. Owner/Architect/Contractor (OAC) meetings are included during the Construction Administration phase and will be done in conjunction with the site visits.
29. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
30. This proposal is good for sixty (60) days from the date of the proposal.
31. 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	5 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.....	\$ 17,800
▪ Schematic Design.....	\$ 61,800
▪ Design Development.....	\$ 206,200
▪ Construction Documents.....	\$ 144,300
▪ Construction Administration.....	\$ 69,700

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 for the City. 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

Signature

Date

APPROVAL

Accepted by:
Julia Drake
City Clerk
Cartersville, Georgia

Signature

Date