

January 22, 2024

Mayor & Council

City of Dacula

P.O. Box 400

Dacula, GA 30019

RE: Job #22-0109

Wilson Street Temporary Parking Lot Project

Dear Mayor & Council:

Bowman Consulting Group (Bowman) is pleased to offer this Proposal/Agreement for Engineering Services for Wilson Street Parking Temporary Lot Project. Bowman will provide Civil Engineering Design Services for the City of Dacula in order to design, prepare construction drawings, Bid Documents, and specifications for the parking lot project as described in the project referenced above.

Following discussion with City Staff we have prepared the following Scope of Services.

I. Design Phase \$ 10,000.00

Bowman will design and prepare Construction Drawings and Specifications for Wilson Street Temporary Parking Lot Project which includes:

- A. Demolition Plan.
- B. Site Layout Plan.
- C. Grading & Drainage Plan.
- D. Storm Drainage Profiles and Hydrology Calculations, if required.
- E. Soil & Erosion Control Plans & Details.
- F. Construction Details.
- G. Specifications.

II. Bid Phase \$ 8,000.00

Bowman will prepare Bid Phase Documents and send to City, Advertisers, and Bidders for bidding the project out for construction. These services include:

- A. Prepare Contract Bid Documents.
- B. Send Drawings and Documents out to prospective bidders.
- C. Prepare advertisement for Bid and send to appropriate advertisers.
- D. Respond to Request for Information during the bid phase.
- E. Prepare addenda as required.
- F. Attend Bid Opening as the Owners Representative.

- G. Evaluate Bids.
- H. Award the Contract.

III. Construction Administration Phase..... \$ 8,000.00

Bowman will provide construction administration services throughout construction of the project to ensure that the project is being constructed per the contract documents. These services include:

- A. Daily/Weekly Site Visits as needed.
- B. Coordinate with Contractor on construction and/or questions.
- C. Review and respond to RFI's and/or Change Orders, as required.
- D. Review storm drainage and other submittals, as required.
- E. Review and approve Pay Applications.
- F. Coordinate Project Closeout. Prepare closeout documents and coordinate with Contractor to complete required items.

The Scope of Services of this Proposal/Agreement is limited to those items outlined above. Services of any nature beyond those outlined above shall be performed as an Additional Service on an hourly fee basis per the attached fee schedule, plus reimbursable expenses at cost plus 15%. Invoices are due and payable within thirty days from date of invoice. Bowman Standard Terms and Conditions are attached herewith and become part of this Contract.

If this proposal is acceptable, please sign in the space provided below and return a copy to our office. Upon your acceptance, this document shall serve as our Agreement for Basic Services and our Notice to Proceed. We appreciate the opportunity to serve you again and look forward to working with you. If you have questions or require additional information, please call. We are at your service.

Sincerely,

Bowman Consulting Group

Kevin D. Whigham, PE
Civil Engineering, Team Lead

KDW/mrf

P: 23-1004/Admin/23-1004 Wilson Street Temp Parking Lot - Engineering Proposal 01-22-2024

Accepted and Approved By: _____ **Date:** _____

Print Name: _____