



March 22, 2022

Brittni Nix, AICP
Director of Planning and Economic Development
City of Dacula
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Re: Dacula City Hall Sewer Connection

Precision Planning, Inc. (PPI) is pleased to present this proposal to the City of Dacula (Client) for engineering services to transfer the sewer service for City Hall from septic to sewer. This proposal includes engineering services to create permitting and construction drawings for the proposed transition to public sewer. The Client has discussed the sewer connection with Gwinnett County who has indicated that the City will not need a test manhole. A new 6" diameter gravity sewer line with sewer manholes at deflection points will be connected to the existing building sewer outlet to intercept the flow currently directed toward the septic tank and drain field. After the new sewer line is active, the existing septic tank will be decommissioned and filled in, and the drain field will be abandoned. The new sewer line (approx. 250 LF) will direct flow to a proposed manhole along Harbins Road (Gwinnett County FID 3412012) which is being constructed with a Gwinnett County Department of Transportation project, Dacula Road at SR 8/US29.

PROJECT UNDERSTANDING AND APPROACH

Work presented in this proposal includes survey, design, and permitting services for the sewer system connection. The following scope of work is based on our knowledge of the Gwinnett County sewer system, requirements, and permitting procedures.

Task 1: Survey, Design & Permitting

PPI's work under this phase involves the following:

- A. Perform an engineer's site visit to the area investigate existing site conditions for potential sewer routing.
- B. Complete a topographic survey of the proposed sewer line route from the back of the building to the proposed location of the tie-in manhole.
- C. Perform property research to verify existing property lines, easements, and rights-of-way.
- D. Prepare preliminary loading calculations for gravity sewer sizing.
- E. Develop a sketch/map to present sewer improvements options.
- F. Prepare and submit a Sewer Capacity Certification Request on behalf of the Client which will verify that they have adequate capacity to serve City Hall.
- G. Develop a conceptual opinion of probable construction costs.
- H. Complete detailed design for gravity sewer.
- I. Prepare detailed design drawings for the gravity sewer, including sewer plan & profiles, construction details, and erosion control measures, in accordance with Gwinnett County Standards.
- J. Coordinate with Gwinnett County to provide supporting documents to obtain a Utility Permit. Associated fees required by Gwinnett County shall be paid by the Client.

Task 2 – Bid Phase Support

After design and permitting, PPI will prepare contract documents for bidding by Gwinnett County Pre-Approved Utility Contractors to complete the work. PPI will assist the Client with advertisement, bid document distribution to prospective bidders, plan holders list management, addendum preparation (if any), pre-bid meeting attendance, bid opening attendance, and bid review and tabulation.

Task 3 – Construction Phase Assistance

PPI will assist with construction phase on an hourly basis, as requested by the Client. Work to be performed under this task may include the following:

- A. Participate in a pre-construction conference prior to commencement of work at the site.
- B. Construction staking of proposed manholes and construction limits and/or providing CAD files for the contractor to perform the construction staking.
- C. Attend project coordination meetings with City/County personnel and the Contractor.
- D. Review and comment on shop drawing submittals, but only for conformance with the construction plans and County Standards. The shop drawing reviews will not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs.
- E. Field survey of each of the constructed above ground manholes and corresponding manhole inverts.
- F. Prepare and furnish a set of Project Record Drawings showing appropriate record information as required by Gwinnett County.

EXCLUSIONS

The following items are not included within this scope of services:

- 1. Except as otherwise specified in the Scope of Services, PPI will provide additional hourly technical assistance as requested at our standard hourly billing rates. These services shall be invoiced in addition to the design fee set forth herein.
- 2. Easement plats are excluded from the Scope of Services. None are anticipated to be necessary.
- 3. Legal coordination and/or recording fees associated with easement plats are not part of the Scope. Recording fees shall be considered as a direct reimbursable expense or paid separately by the Client.
- 4. Geotechnical services are not included in this Scope. Underground utility locates are not included.
- 5. Any special conditions required by Gwinnett County for permitting are not expected and are not included the scope of work. PPI will complete this work at our Standard Hourly Rates.
- 6. Georgia Environmental Protection Division (EPD) coordination is not expected to be necessary and is not part of the scope.
- 7. Wetland delineation and permitting is not part of the Scope.
- 8. Inspections, reporting, recordkeeping, monitoring and other requirements of the NPDES permit are not part of this Scope.
- 9. Plan review and inspection fees shall be considered as an additional direct reimbursable cost or shall be paid for separately by the Client.

Initials: _____

COMPENSATION

The following table provides a breakdown of the project fees and anticipated schedule, for your review.

PROJECT TASK	DURATION* (Weeks)	FEE (Lump Sum)
Task 1 – Survey, Design, and Permitting	6 - 10	\$11,100
Task 2 – Bid Phase Support	2 - 4	\$5,060
LUMP SUM TOTAL	8 – 14 weeks	\$16,160

Additional Services:	DURATION (Weeks)	(Hourly & Expense)
Task 3 – Construction Phase Assistance	TBD	\$7,690

*Work will be invoiced on a monthly basis, based on the percentage of work complete.

Our Standard General Conditions are attached and made part of this proposal. The fees quoted remain valid for **thirty (30)** days from the proposal date and are subject to renegotiation unless accepted within that time. Additional services, if required, will be billed according to the attached Standard Hourly Rates.

We look forward to a successful working relationship with you. Should you find this proposal satisfactory, please initial each page, sign in the space provided and return one signed copy to our office. If you have any questions, please do not hesitate to contact us.

Sincerely,



Kurt Mueller, P.E.
Senior Vice President



Steve Sappington, RLA, LEED AP
Senior Associate

KM:np

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Attachments: Standard Hourly Rates
Standard General Conditions

Authorization given this _____ day of
_____, 2022

By: _____

Title: _____

Initials: _____

2021 CIVIL STANDARD HOURLY RATE SCHEDULE

Executive Vice President	\$225.00/Hour
Principal-in-Charge	\$225.00/Hour
Senior Principal	\$185.00/Hour
Principal.....	\$160.00/Hour
Senior Project Manager	\$150.00/Hour
Project Manager.....	\$135.00/Hour
Senior Project Engineer.....	\$125.00/Hour
Senior Landscape Architect.....	\$110.00/Hour
Landscape Architect	\$90.00/Hour
Principal Planner	\$125.00/Hour
Planner	\$85.00/Hour
Project Engineer.....	\$95.00/Hour
Senior Designer	\$110.00/Hour
Designer	\$95.00/Hour
Senior Engineering Technician	\$85.00/Hour
Engineering Technician	\$80.00/Hour
Project Administrator.....	\$90.00/Hour
Senior Project Assistant	\$80.00/Hour
Project Assistant.....	\$60.00/Hour
Construction Observer	\$100.00/Hour
Senior Survey Manager.....	\$150.00/Hour
Survey Manager.....	\$125.00/Hour
Registered Land Surveyor (RLS).....	\$150.00/Hour
Survey Coordinator	\$100.00/Hour
Survey Technician	\$90.00/Hour
Surveying Crew.....	\$175.00/Hour

STANDARD GENERAL CONDITIONS

- A. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Precision Planning, Inc., the Owner/Client agrees that all such electronic files are instruments of service of Precision Planning, Inc., who shall be deemed the author, and shall retain all common law, statutory law and other rights, without limitation, including copyrights.

Intelligent data, including but not limited to Building Information Modeling (BIM) and 3D Grading/Surface Modeling, are instruments of service. When transmitted, this data shall be for the sole purpose of visualization of design ideas by the Owner/Client and shall not constitute or supplement the contract documents. Differences may exist between these models and the corresponding hard copy contract documents, and Precision Planning, Inc. makes no representation about their accuracy or completeness.

The Owner/Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Owner/Client agrees not to transfer these electronic files to others without the prior written consent of Precision Planning, Inc. The Owner/Client further agrees that Precision Planning, Inc. shall have no responsibility or liability to Owner/Client or others for any changes made by anyone other than Precision Planning, Inc. or for any reuse of the electronic files without the prior written consent of Precision Planning, Inc.

In addition, the Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Precision Planning, Inc. or from any use or reuse of the electronic files without the prior written consent of Precision Planning, Inc..

Under no circumstances shall delivery of electronic files for use by the Owner/Client be deemed a sale by Precision Planning, Inc., and Precision Planning, Inc. makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Precision Planning, Inc. be liable for indirect or consequential damages as a result of the Owner/Client's unauthorized use or reuse of the electronic files.

- B. There shall be no assignments of any portion of the work as described within the above proposal or during any phase of the work without the written consent by Precision Planning, Inc. There shall be no disclosures of the scope of services and/or fees, as outlined within this proposal, to any third parties without the written consent of Precision Planning, Inc. There shall not be any re-use or reproduction of this proposal or design documents without the written consent of Precision Planning, Inc.
- C. Our professional services shall be performed, our findings obtained, and our recommendations prepared in accordance with generally accepted planning, engineering, land surveying, architectural and landscape architectural practices. This warranty is in lieu of all other warranties either implied or expressed. Precision Planning, Inc. assumes no responsibility for interpretation made by others based upon the work or recommendations made by Precision Planning, Inc.

- D. In recognition of the relative risks and benefits of the Project to both the Owner/Client and Precision Planning, Inc., the risks have been allocated such that the Owner/Client agrees, to the fullest extent permitted by law, to limit the liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants shall not exceed \$50,000 or the amount of Precision Planning, Inc.'s total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds.

If Owner/Client prefers to have higher limits of professional liability, the limits can be increased to a maximum of one million (\$1,000,000.00) dollars upon Owner/Client's written request at the time of acceptance of this proposal provided that the Owner/Client agrees to pay an additional consideration of ten percent (10%) of the total fee or \$1,000.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not a charge for additional professional liability insurance.

- E. Precision Planning, Inc. agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner/Client, its officers, directors and employees (collectively, Owner/Client) against all damages and liabilities, to the extent caused by Precision Planning, Inc.'s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Precision Planning, Inc. is legally liable.

The Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors and employees and subconsultants (collectively, Precision Planning, Inc.) against all damages and liabilities, to the extent caused by the Owner/Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Owner/Client is legally liable.

Neither the Owner/Client nor Precision Planning, Inc. shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

- F. In the event the Owner/Client makes a claim against Precision Planning, Inc. at law or otherwise, for an alleged error, omission or other act arising out of the performance of our professional services, and the Owner/Client fails to prove such claim, then the Owner/Client shall bear all cost incurred by Precision Planning, Inc. in defending itself against such claim(s). The reciprocal of this clause (i.e., a claim made by Precision Planning, Inc. against the Owner/Client where failure of proof of claim is established, financial responsibility for Owner/Client's defense shall rest upon Precision Planning, Inc.) is hereby made a part of this agreement.
- G. It is understood and agreed that Precision Planning, Inc. shall not be held responsible for any inaccuracies in any materials, data or records of any other person, firm or agency which are provided to it and/or may be utilized by it in the performance of specific services.

- H. Reimbursable expenses including mileage, photographic enlargements, reductions and reproduction, blueprinting, and courier services shall be billed at a rate of actual cost times 1.1. When overnight stay is required, it shall be billed as actual subsistence cost times 1.1.

NOTE: No back-up data or copies of bills will be provided for reimbursable expenses invoiced under this agreement. Should back-up data be requested, it will be provided for an administrative fee of \$100.00 per monthly invoice requiring verification, plus \$1.00 per copy of back-up data provided.

- I. In the event additional services beyond the scope of work listed above are required by Owner/Client, Precision Planning, Inc. shall perform these services for an amount equal to normal hourly charges on work actually performed upon receipt of an approved Change Order signed by both parties. Precision Planning, Inc. shall submit monthly invoices for services outlined in this agreement. Payment is due upon receipt of invoice. Finance charges of one and one-half percent (1.5%) will be added to any unpaid balance at the end of thirty (30) days (APR 18%).
- J. The Owner/Client or Precision Planning, Inc. may terminate this Agreement without penalty upon giving the other party ten (10) calendar days' notice in writing. In the event either party terminates for convenience, the Owner/Client shall pay Precision Planning, Inc. within seven (7) calendar days of receipt of Precision Planning, Inc.'s invoices for all services rendered and all reimbursable costs up to the date of termination. In addition, the Owner/Client shall pay Precision Planning, Inc. for all expenses reasonably incurred by Precision Planning, Inc. in connection with the orderly termination of this Agreement, including but not limited to associated overhead costs and all other expenses directly resulting from the termination. In the event government regulations are amended or changed in any way, or if the services outlined in this proposal have not been authorized within thirty (30) days of the date of this proposal, fees quoted are subject to renegotiation.
- K. Services required by unexpected events which are outside Precision Planning, Inc.'s reasonable control including, but not limited to, services resulting from extended schedules shall be compensated as additional services.