



April 22, 2024

Mayor & Council

**City of Dacula**

P.O. Box 400

Dacula, GA 30019

RE: Job #24-0406

3125 Superior Drive Storm Drainage Replacement Project

Dear Mayor & Council:

Bowman Consulting Group (Bowman) is pleased to offer this Proposal/Agreement for Surveying and Engineering Services for 3125 Superior Drive Storm Drainage Replacement Project.

Bowman will provide Surveying and Civil Engineering Design Services for the City of Dacula in order to survey, design, prepare Construction Drawings and Specifications, Bid Documents, and Construction Administration Services as described in the project referenced above.

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

**I. Survey Phase .....\$ 4,100.00**

Bowman will field survey the proposed area for storm drainage replacement referenced above to provide the necessary topographic data for design.

- A. Survey and establish topographic elevations and existing storm drainage system data.
- B. Field locate visible utilities. No private locate services or Alta Survey Services are proposed.
- C. Research to provide right-of-way and lot lines as required.

**II. Design Phase .....\$ 12,000.00**

Bowman will design and prepare Construction Drawings and Specifications for 3125 Superior Drive Storm Drainage Replacement Project which includes:

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

**III. 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.

**IV. Easement Phase..... (hourly, as required)**

- A. Research, prepare, and secure easement agreements as required for each property in order to access and install storm drainage improvements. Properties that will be impacted and may require acquisition of easements include #3125 Superior Drive and 3115 Superior Drive.

**V. 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

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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, P.E., M.ASCE  
Civil Engineering, Team Lead

KDW/mrf

*P: 24-0406/Admin/24-0404\_3125 Superior Dr - Engineering Proposal 04-22-2024*

**Accepted and Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_