

Bowman

July 23, 2024

Mayor & Council
City of Dacula
P.O. Box 400
Dacula, GA 30019

RE: Job #24-0708
2025 CDBG Sanjo Street Paving, Drainage, and Sidewalk Improvements Project –
Engineering and Survey Proposal

Dear Mayor & Council:

Bowman Consulting Group (Bowman) is pleased to offer this Proposal/Agreement for Engineering, Bid, Construction Administration, Surveying, and Utility Coordination Phase Services for 2025 CDBG Sanjo Street Paving, Drainage, and Sidewalk Improvements Project. Bowman will provide additional survey to include topographic information for the north side of Sanjo Street up to frontage of the residential homes and also pick up necessary boundary/topographic information for the existing storm sewer outfall at #2535/#2575 property line in order to redesign the outfall storm sewer pipe. Bowman will then utilize the survey information to design for the widening of Sanjo Street to go from a one-way street to a standard width two-way street with new storm sewer and sidewalk. We will also provide Bid Phase, Construction Administration Phase, Easement Phase, and Utility Phase Coordination Services.

Bowman will coordinate the design of Sanjo Street with the ongoing design of the Future Administration Building Site to make sure entrances and sidewalks for the future administration site flow together as required.

Bowman will conduct a hydrological analysis of all drainage flowing onto Sanjo Street and design the new storm sewer and outfall to accommodate these flows as well as outfall storm sewer flows from the future administration building site. We will include an hourly easement phase to prepare the necessary easement documents, exhibits, and field site visits to meet with property owners to acquire the easements.

This proposal does not include Gwinnett County Department of Transportation (GCDOT) engineering design for Harbin Road/Sanjo Street/Tanner Road Intersection which will be included as an add service once the City acquires the appropriate properties and/or acquires easements and gives direction to Bowman as to the design choice to line up Sanjo Street/Tanner road

intersection and alignment. It will include an hourly task for coordination and meetings with GCDOT and the City.

Following site visits and meetings with City Staff we have prepared the following Scope of Services.

I. Survey Phase\$ 11,890.00

Bowman will field survey the proposed area for additional topographic information along Sanjo Street on the northern side and easement area to design the new storm sewer outfall.

- A. Survey and establish topographic elevations and existing storm drainage system data.
- B. Pick up boundary information for properties impacted by the storm sewer outfall.
- C. Field locate visible and flagged utilities per Private Utility Locate Services (includes cost for private utility locate).
- D. Research to provide lot lines as required.

II. Design Phase\$ 35,000.00

Bowman will design and prepare one set of Construction Drawings and Specifications for 2025 CDBG Sanjo Street Paving, Drainage, and Sidewalk Improvements Project which includes:

- A. Cover Sheet
- B. Demolition Plan
- C. Site Layout Plan.
- D. Grading & Drainage Plan.
- E. Utility Plan (if required).
- F. Storm Drainage Profiles and Hydrology Calculations.
- G. Soil & Erosion Control Plans & Details.
- H. Construction Details.
- I. Specifications.

III. Bid Phase\$ 10,000.00

- A. Prepare Contract Bid Documents.
- B. Respond to Request for Information during the bid phase.
- C. Prepare addenda as required.
- D. Attend Bid Opening as the Owners Representative.
- E. Evaluate Bids.
- F. 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 outfall improvements. Properties that will be

impacted and may require acquisition of easements include #2535 Sanjo Street and #2575 Sanjo Street.

V. GCDOT & Other Utility Providers – Sanjo Street/Harbins Road/Tanner Road Intersection and Road Design Coordination and Meetings(hourly, as required)

- A. Research, concepts, coordination, and meetings with City of Dacula and Gwinnett County Department of Transportation to discuss redesign of Sanjo Street, Harbins Road, and Tanner Road Intersection.

VI. Construction Administration Phase\$ 15,000.00

- A. Weekly Site Visits.
- B. Prepare Site Reports, as required.
- C. Review Storm Drainage and other submittals, Shop Drawings, RFIs, Change Orders etc., as required.
- D. Review and approve pay applications. Prepare and review closeout documents.

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 10%. Invoices are due and payable within thirty days from date of invoice. Bowman’s 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
Team Lead – Civil Engineering

KDW/pal

P: 24-0708/Admin/24-0204_Sanjo St_Eng & Survey Proposal 07-23-2024

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

Print Name: _____