

# Bowman

March 22, 2024

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

RE: 22-0217\_2023 CDBG/LRA & McMillan Road Paving, Drainage, and Sidewalk Improvements

Dear Mayor & Council:

Bowman Consulting Group (*Bowman*) is pleased to offer this Proposal/Agreement to prepare documents for the Local Road Assistance (LRA) Grant, Engineering, Bid, and Construction Administration Services for the McMillan Road Paving, Drainage, and Sidewalk Improvements Project. Bowman will provide LRA grant assistance with documents, CDBG grant construction assistance, civil engineering design services; prepare construction drawings; prepare bid documents and specifications; coordinate and handle bid phase; and provide construction administration services to the City of Dacula in order to complete the construction improvements for the subdivision as described in the project referenced above.

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

**I. 2024 LRA Grant Document Assistance Phase .....\$ 2,000.00**

Bowman will prepare 2024 LRA Grant Documents, scope or work, sketches, and other required information for the McMillan Road Paving, Drainage, and Sidewalk Improvements Project. Bowman will provide documents to the City and assist as needed for submitting application to Georgia Department of transportation.

**II. Conceptual Design Phase .....\$ 2,500.00**

Bowman will provide conceptual design and coordinate with City for an acceptable solution to redesign the intersection of McMillan Road, Church Street, and Stanley Road intersection to resolve vehicular traffic issues with turning movements, stop signs, and crosswalks. Conceptual Drawings will include up to two separate solutions:

A. Concept Plan

**III. Design Phase .....\$ 18,500.00**

Bowman will design and prepare Construction Drawings and Specifications for paving, drainage, and sidewalk improvements for McMillan Road. Construction Drawings will include:

- A. Demolition Plan
- B. Site Layout Plan.
- C. Asphalt Coring Plan locations and results. Coordination with Geo-Tech Consultant as required.
- D. Soil & Erosion Control Plans & Details.
- E. Construction Details.
- F. Specifications.
- G. Prepare/Revise/Update Opinion of Probable Cost of Construction (OPCC) per design phase.

Bowman will walk and mark all areas with City Staff to identify deep patch milling and repaving areas; curb & gutter replacement; driveway replacement; sidewalk replacement; and storm catch basin top and/or structure replacement as part of the scope of work. Bowman will mark all deep patch areas and replacement items with paint in order for Contractor's to bid the project. Bowman will also provide follow up visits to remark areas as required up to construction phase and award of contract.

**IV. Bid Phase .....\$ 10,000.00**

- A. Prepare Contract Bid Documents.
- B. Advertise for Bid.
- C. Coordinate, attend, and direct Pre-Bid Meeting at City.
- D. Respond to Request for Information and other questions during the bid phase.
- E. Prepare addenda and send out to bidders.
- F. Coordinate, attend, and direct Bid Opening at City as the Owners Representative.
- G. Evaluate Bids, prepare bid opening worksheet, prepare letter of recommendation.
- H. Award the Contract.
  - I. Coordinate, attend, and direct Pre-Construction Meeting at City for contract signing along with other required bid documents.
  - J. Meet with CDBG/LRA personnel as required.

**V. Construction Administration Phase .....\$ 15,000.00**

- A. Weekly Site Visits.
- B. Attend and Coordinate Meetings on-site with Contractor and/or City.
- C. Review, comment, and approve Pay Applications as submitted by the Contractor. Send to City for final approval and payment.
- D. Prepare Site Reports, if required.
- E. Review Paving and Concrete Mix submittals, Shop Drawings, RFIs, etc.
- F. Review, comment, and approve Change Orders as submitted by the Contractor. Coordinate with City for approval prior to Contractor proceeding with work. Meet on-site as required with Contractor and City to discuss and provide direction to Contractor.
- G. Photograph and document construction progress weekly for City records.
- H. Prepare Final Punchlist Report and coordinate with Contractor.
- I. Coordinate, prepare, and review Closeout Documents and Final Pay Applications from Contractor at end of project.

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

KDW/mrf

*P: 22-0217/Admin/22-0217\_2024 CDBG-LRA Grant & Engineering Proposal 03-22-2024*

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

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