

May 1, 2024

Andrew Parker, P.E.
City Administrator
City of Dalton
300 W. Waugh St
Dalton, GA 30722
aparker@daltonga.gov
706-529-2404

Re: Design Services Proposal
Dalton Civic Park – Pickleball Complex
904 Civic Dr, Dalton, GA 30721

Mr. Parker:

As requested, Prime Engineering, Inc. is pleased to submit this Design Services proposal for the referenced facility. Under the terms of this proposal, Prime Engineering will provide professional services necessary to accomplish project scope items indicated herein.

Project Understanding

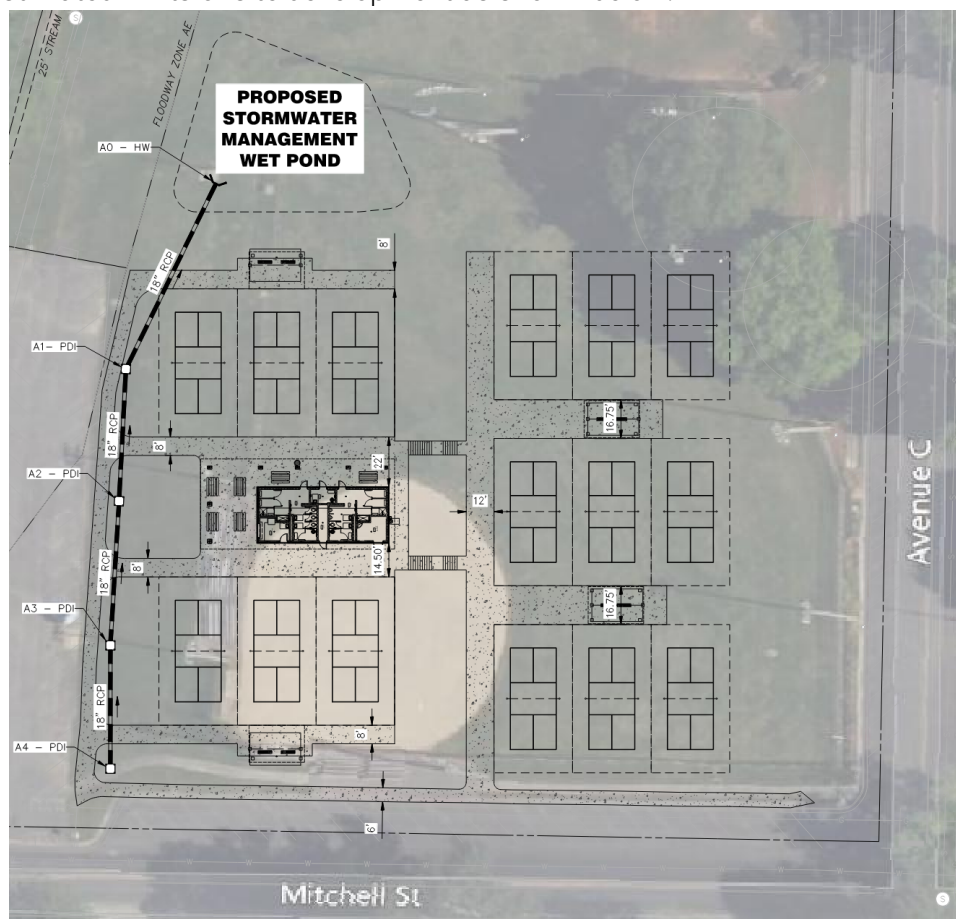
We understand the development will consist of full design services for a new recreational facility consisting of fifteen (15) pickleball courts and a restroom/concessions building as shown in the conceptual site layout. The new facility will be located at the existing Dalton Civic Park, parcel number 12-180-04-000. The property consists of +/- 34.70 acres of land with existing recreation facilities however, based on the conceptual site layout, the proposed development is anticipated to disturb +/-2.25 acres. The work included in this proposal consists of Architecture, Civil Engineering, Landscape Architecture, MEP for the building, site and court lighting, bid assistance, permitting and construction administration.

Project Scope

This proposal is based on providing Construction Documents for the following project components:

1. Concession/Restroom building pavilion:
 - 1,400 SF interior
 - 1,700 SF covered seating area
 - Conceptual design verification. Plans and Elevations utilized with “Sketch Up” style rendering.
 - Architectural, structural, and MEP services as required for building design
2. Fifteen (15) Pickleball Courts:
 - As shown in the concept drawing
 - Coordination with vendor for six (6) courts being covered with fabric type structure

- Coordination with sports court specialist
 - Court lighting
 - Court design/equipment/fencing
3. Site Development Design:
- Water and sewer utilities to service the new building
 - Grading and Drainage to comply with local and state stormwater regulations
 - Pedestrian sidewalks within the project site area
 - Landscaping as per City of Dalton ordinances
 - Irrigation system
 - Observation shade structures with benches
 - Estimated limits of site development as shown below:



Project Scope Clarifications

The following provides clarification to the Scope of Services:

1. Topographical survey, utility location service, environmental delineations and geotechnical investigation sufficient for the proposed design will be provided by Owner and are not included in this proposal.

2. Building conceptual design verification includes initial submittal of design for owner review and comment, one (1) resubmittal with comment incorporation and final submittal for verification.
3. Structural engineering limited to the new pavilion building and footings for court covering structures.
4. Special inspections are not included in this proposal.
5. Construction Administration services consist of RFI/submittal responses and one (1) civil engineering/architectural site visit during substantial completion to compile punch list items. Full-time onsite Construction Site Inspector services are not included at this time. However, Prime Engineering can supply more robust construction administration services upon request.
6. No low voltage design is included.
7. Specialty lighting design including decorative or theatrical type lighting is not included.
8. Protective device coordination studies and system short circuit calculations are
9. Specification of equipment, patch panels, cabling, and detailing of design of wiring/interconnections for telecommunications systems, data transfer systems, CATV/MATV systems, intrusion detection systems, or CCTV systems are not included.
10. Arc Flash calculations and labels for new panels are not included.
11. Fire protection may be provided as performance spec, if required. Fire sprinkler hydraulic calculations and fire protection design drawings are to be generated by a Certified and Qualified Fire Protection Contractor and are not included in this proposal.
12. Creating or recording of as-built documentation is not included.
13. Permitting fees are not included.
14. USACE and environmental permitting is not included.
15. Project manual front end documents to be provided by Owner. Prime will provide technical specifications and bid form as required for bidding purposes.
16. LEED, NGBS, or other green building rating system project design services are not included.
17. Retaining wall design is not anticipated for this project.
18. This proposal is based on the information shown in the conceptual site layout (attached).

Project Design Approach

These submittals will ultimately yield completed, permitted construction contract Bid Documents satisfying all previous review comments and suitable for public bidding and construction. Final quality control elements performed by Prime's QC organization, such as inter-discipline coordination, peer reviews, and document and calculation checking, will have been completed and incorporated.

Conceptual Design – The Conceptual Design Documents will include conceptual drawings related to the new restroom/concessions pavilion. During project kick off, Prime will discuss building needs with the city prior to moving forward with conceptual building design. Assumes initial submittal of design for owner review and comments, resubmittal with comment incorporation, and final submittal for verification. Three (3) total submittals. Submission to be in the form of conceptual plans and elevations, with "Sketch-Up" style rendering.

Design Development – The Design Development Documents will consist of drawings and other documents to fix and describe the size and character of the project, including architectural, civil, landscape architectural, structural, mechanical, and electrical engineering systems, materials, and other elements as appropriate. Consideration will be given to availability of materials, equipment, labor, operations, user safety and

maintenance requirements, and energy conservation. Deliverables in the Design Development Phase will include the following:

- ✓ Drawings – Submittals will include drawings developed to a level of detail that is approximately 50% of the Final Design Documents. The drawings will refine the systems, layouts, and locations of other major facilities.

Construction Documents – During the Construction Document Phase, Prime will provide services necessary to prepare, from the approved Design Development Documents, final design consisting of drawings, specifications, and other documents. The documents will set forth in detail the requirements for project bidding, contracting, and construction. Deliverables in the Construction Development Phase will include the following:

- ✓ **Progress Submittal**

- Drawings – Submittals will include drawings developed to a level of detail that is approximately 80% of the Final Design Documents. The drawings will refine the systems, layouts, equipment locations, and locations of other major facilities provided in the Design Development task.

- ✓ **Permitting Documents** – Prime will begin the Permit Phase of the project upon approval of the 80% progress submittal. Upon receipt of written comments from the Owner, Prime will review comments, prepare responses to the comments, and incorporate agreed-upon comments in the documents to complete the Permit Document Drawings and Technical Specification Documents. Deliverables will include:

- Drawings – Submittals will include drawings developed to a level of detail that is approximately 95% of the Final Design Documents. The drawings will refine the systems, layouts, equipment locations, and locations of other major facilities provided in the 80% Progress Submittal.
- Technical Specification Documents

Upon completion of the Permit Documents Prime will submit the project for LDP and building permit to Whitfield County and Building permit to the relevant permitting agencies.

- ✓ **Construction Documents**

- Drawings – Submittals will include 100% Construction Documents incorporating comments from the project reviewers and permitting agencies.
- Permitting documents and/or forms necessary to obtain permits or approvals for construction.
- Letters of cooperation from utilities and municipalities for work being done by others.

Bidding Phase

Services for the Bidding or Negotiation Phase include:

- ✓ Addenda to the Bid Documents – Responses to questions from bidders and clarifications or interpretations of the bidding documents including the preparation of addenda to the bidders, featuring supplementary drawings, specifications, and instructions.

Construction Phase

Following the award of the construction contract, Prime will support the efforts of the Owner during the construction period. Prime will provide the following services during the Construction Phase:

- ✓ 7 Day Site Visit – The civil engineer will conduct a site visit to investigate initial erosion and sediment control measures as required by the NPDES permit GAR100001
- ✓ Submittal Review – We will review submittals, include appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents.
- ✓ RFI Response – We will review and respond to contractor’s requests for information during the construction process.
- ✓ Punch List – The civil and MEP engineers and architect will conduct a site visit to investigate the project site during substantial completion and will provide the Owner with a report to reflect any items that are recommended to be corrected prior to substantial completion issuance.

Schedule of Professional Fees and Expenses

Professional Fees	Total
1. Conceptual Design	\$6,150
2. Design Development	\$51,970
3. Construction Documents	\$68,950
4. Permitting Services	\$8,360
5. Bidding Phase Services	\$8,190
6. Construction Administration Phase	\$23,840
7. Reimbursables	
✓ Travel and Sustenance	\$540
Total Professional Fees and Expenses	\$168,000

Supplemental Services

The following services can be performed by Prime Engineering as supplemental services and will be subject to our standard hourly rates:

- ✓ Registered site survey
- ✓ Additional site visits
- ✓ Weekly OAC attendance during construction (virtual)
- ✓ Bidding services in excess of those indicated
- ✓ Construction Administration Services in excess of those indicated
- ✓ Environmental testing, reporting, or consulting services
- ✓ Permitting Fees

This proposal will be open for acceptance for a period of sixty (60) days unless changed by us in writing. Thank you for considering Prime Engineering, Inc. for this project. Should you have any questions or comments, please contact our office. We look forward to your response.

Sincerely,



Katie Strickland, P.E.
Senior Project Manager
Prime Engineering, Inc.

Attachments:

1. Prime Engineering Hourly Rate Schedule
2. Conceptual Drawing
3. Estimated Design Schedule

HOURLY RATE SCHEDULE

2024 HOURLY RATE SCHEDULE



Employee Classification

Rate Per Hour

1. Principal	325.00
2. Director	275.00
3. Associate Director	260.00
4. Engineer VII/ Project Manager II/Department Head	240.00
5. Engineer VI/ Associate Department Head	215.00
6. Engineer V/ Project Manager I/Senior Engineer	195.00
7. Engineer IV	170.00
8. Engineer III	155.00
9. Engineer II	140.00
10. Engineer I	125.00
11. Intern II	100.00
12. Intern I	75.00
13. Architect VIII	260.00
14. Architect VII	245.00
15. Architect VI	210.00
16. Architect V	190.00
17. Architect IV	170.00
18. Architect III	150.00
19. Senior Architectural Designer IV	150.00
20. Architectural Designer III	135.00
21. Architectural Designer II	125.00
22. Architectural Designer I	110.00
23. Construction Manager V	175.00
24. Construction Manager IV	160.00
25. Construction Inspector III	135.00
26. Construction Inspector II	120.00
27. Construction Inspector I	100.00
28. Landscape Architect V	180.00
29. Landscape Designer	135.00
30. Design Coordinator VII	180.00
31. Designer VI	170.00
32. Designer V	160.00
33. Designer IV	145.00
34. Designer III	130.00
35. Designer II	115.00
36. Designer I	95.00
37. Registered landscape Architect	180.00
38. Landscape Designer	135.00
39. Surveyor VIII	250.00
40. Surveyor VII	200.00
41. Surveyor VI	170.00
42. Surveyor V	165.00
43. Surveyor IV	155.00
44. Surveyor III	135.00
45. Surveyor II	115.00
46. Surveyor I	95.00
47. One Person Survey Crew	135.00
48. Two Person Survey Crew	245.00

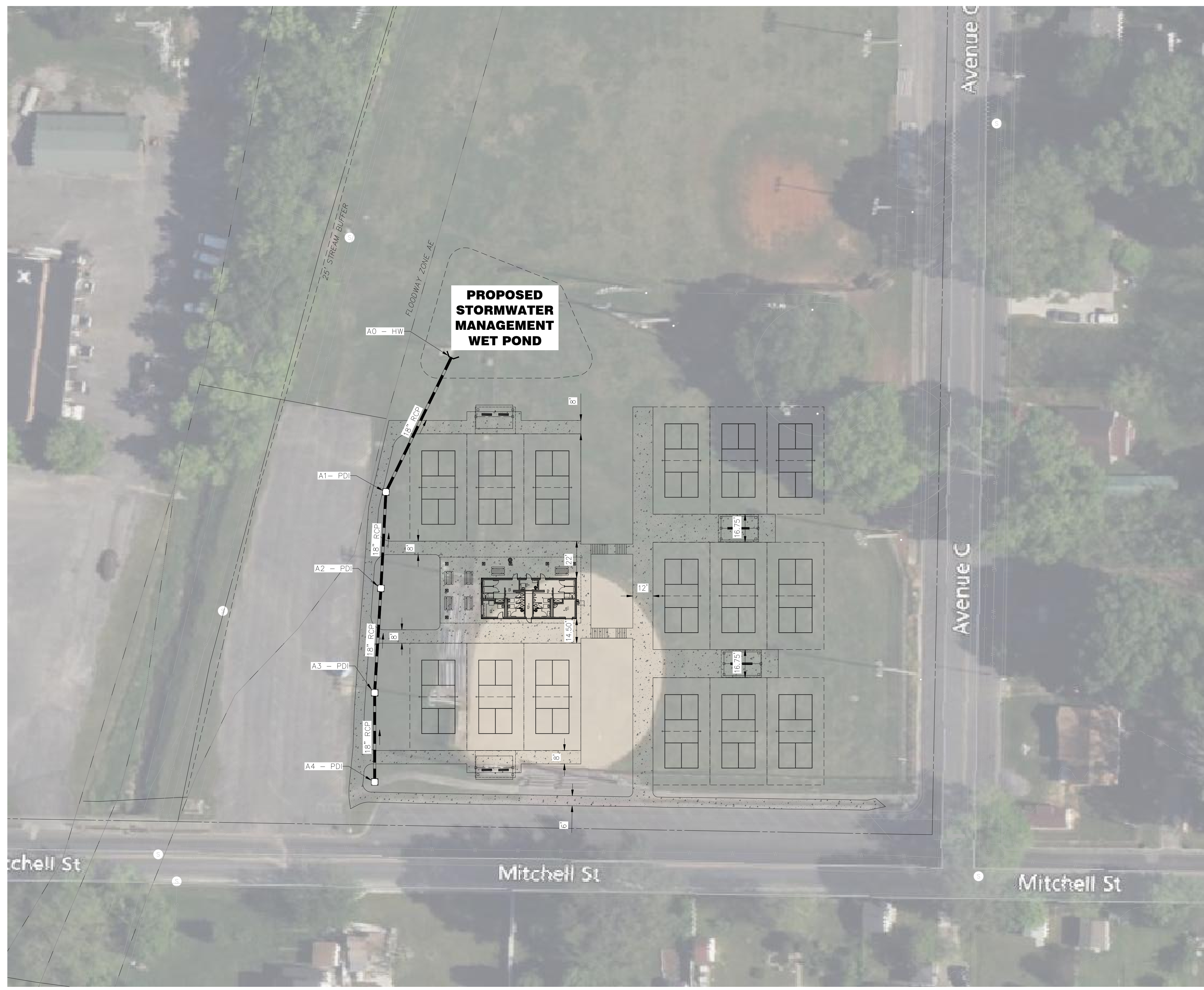
HOURLY RATE SCHEDULE

49.	SUE Crew	<u>165.00</u>
50.	Contract Administrator	<u>125.00</u>
51.	Executive Assistant	<u>120.00</u>
52.	Marketing Specialist	<u>140.00</u>
53.	Writer/Editor/Visual Communications Coordinator	<u>125.00</u>
54.	Marketing Communications Assistant	<u>105.00</u>
55.	Office Manager/Clerical	<u>80.00</u>

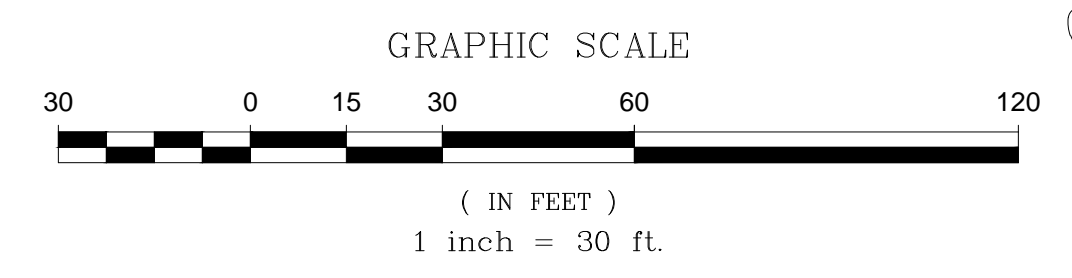
HOURLY RATES SCHEDULE NOTES:

1. In addition to the hourly fee for services, Prime Engineering will be reimbursed for job related expenses including but not limited to travel, reprographic costs and supplies, interim review document printing, mail and express mail services and printing costs. Job-related expenses associated with the tasks performed under this agreement shall be billed as incurred and as provided under the task orders to this contract and each of the respective additional services tasks (if any).

R:\A-Z\City of Dalton, GA\2023-0518 Dalton-Pickleball Site Analysis\3 ENGINEERING\Drawings\C-201 - STAGING AND LAYOUT PLAN - 2023-0518.dwg



1 DALTON CIVIC PARK SITE
C-202 SCALE: 1" = 30'



PRIME ENGINEERING INCORPORATED
 3715 NORTHSIDE PARKWAY NW
 BUILDING 300, SUITE 200
 ATLANTA, GEORGIA 30327
 404-257-1000

PROJECT:
PICKLE BALL SITE ANALYSIS
 XXX, DALTON, GA 30720
PREPARED FOR:
CITY OF DALTON, GA

REVISIONS	NO.	DATE	DESCRIPTION

SEAL	DATE:

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DRAWING TITLE
DALTON CIVIC PARK SITE

DRAWING DATE	DRAWN BY	DGP
03/08/2024	DESIGNED BY	DGP
DRAWING SCALE	1" = 30'	CHECKED BY
PROJECT NUMBER	2023-0518	KLK
DRAWING NUMBER	C-202	

NOT ISSUED FOR CONSTRUCTION

City of Dalton Pickleball Complex

DRAFT

ID	Task Name	Duration	Start	Finish	Predecessors	23	Qtr 3, 2023				Qtr 4, 2023			Qtr 1, 2024			Qtr 2, 2024			Qtr 3, 2024			Qtr 4, 2024			Qtr 1, 2025	
						Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
1	City of Dalton Confirmation of Work	1 day	Wed 5/1/24	Wed 5/1/24											Wed 5/1	City of Dalton Confirmation of Work											
2	Project Initiation and Contracts	5 days	Thu 5/2/24	Wed 5/8/24	1										Wed 5/8	Project Initiation and Contracts											
3	Initial Contract Design Phase	56 days	Thu 5/9/24	Mon 7/29/24																							
4	Kick off Meeting with City of Dalton	1 day	Thu 5/9/24	Thu 5/9/24	2										Thu 5/9	Kick off Meeting with City of Dalton											
5	Conceptual Building/Court Covering Verification	5 days	Fri 5/10/24	Thu 5/16/24	4										Thu 5/16	Conceptual Building/Court Covering Verification											
6	City of Dalton Confirmation and Review	1 day	Mon 5/20/24	Mon 5/20/24	5FS+1 day										Mon 5/20	City of Dalton Confirmation and Review											
7	Updated Conceptual Plan per City Comments	3 days	Tue 5/21/24	Thu 5/23/24	6										Thu 5/23	Updated Conceptual Plan per City Comments											
8	50% Design Documents	20 days	Fri 5/10/24	Fri 6/7/24	4										Fri 6/7	50% Design Documents											
9	City of Dalton 50% Review Meeting/Comments	2 days	Mon 6/10/24	Tue 6/11/24	8										Tue 6/11	City of Dalton 50% Review Meeting/Comments											
10	80% Design Documents	20 days	Thu 6/13/24	Thu 7/11/24	9FS+1 day										Thu 7/11	80% Design Documents											
11	City of Dalton 80% Review Meeting/Comments	2 days	Fri 7/12/24	Mon 7/15/24	10										Mon 7/15	City of Dalton 80% Review Meeting/Comments											
12	IFP Documents	10 days	Tue 7/16/24	Mon 7/29/24	11										Mon 7/29	IFP Documents											
13	Permitting	53 days	Tue 7/30/24	Fri 10/11/24																							
14	Submit to Whitfield County for Permit	1 day	Tue 7/30/24	Tue 7/30/24	12										Tue 7/30	Submit to Whitfield County for Permit											
15	County Review	22 days	Wed 7/31/24	Thu 8/29/24	14										Thu 8/29	County Review											
16	Revise and Resubmit	7 days	Fri 8/30/24	Tue 9/10/24	15										Tue 9/10	Revise and Resubmit											
17	County Review	22 days	Wed 9/11/24	Thu 10/10/24	16										Thu 10/10	County Review											
18	Receive Permit	1 day	Fri 10/11/24	Fri 10/11/24	17										Fri 10/11	Receive Permit											