

**CITY OF DALTON
ADMINISTRATION**

GENERAL PROFESSIONAL SERVICES AGREEMENT

THIS GENERAL PROFESSIONAL SERVICES AGREEMENT is made and entered into on this 19th day of December, 2023 by and between the City of Dalton, a Georgia Municipal Corporation, hereinafter referred to as "CITY", and Prime Engineering Inc., hereinafter referred to as "CONSULTANT".

WHEREAS, the CITY desires to engage the CONSULTANT to provide professional services; and,

WHEREAS, the CITY finds that the proposed Scope of Services and terms of this Contract are acceptable; and,

WHEREAS, the CONSULTANT desires to provide said services and agrees to do so for the compensation and upon the terms and conditions as hereinafter set forth,

WITNESSETH: That the parties hereto for the considerations hereinafter provided covenant and agree as follows:

1. EMPLOYMENT OF CONSULTANT: The CITY hereby engages the CONSULTANT and the CONSULTANT hereby agrees to perform the professional services hereinafter set forth.

2. PROJECT/SCOPE OF SERVICES: The CONSULTANT shall complete the project and perform the scope of services specified in the CITY's Request for Proposal which is included herein by reference and the specifications provided in the CONSULTANT's proposal attached hereto as Exhibit "A".

3. ADDITIONAL SERVICES: The CONSULTANT shall provide additional services, not specifically provided for in Exhibit "A", upon written request and authorization by the CITY.

4. DATE OF COMMENCEMENT: The CONSULTANT shall commence work on the project on December 19, 2023. If no date is provided, then the date of commencement shall be five days from execution of this Agreement.

5. DATE OF COMPLETION: The CONSULTANT shall complete the project on or before April 1, 20 24.

6. CONTRACT SUM: The CITY shall pay to CONSULTANT the total sum of \$19,500 Dollars for the complete performance of the project and terms of this Agreement. In addition, CITY shall pay to CONSULTANT for any authorized additional services performed at the rate or amount provided in the Compensation Schedule attached hereto as Exhibit "B".

7. CONTRACT PENALTY: The CONSULTANT shall pay to the CITY the amount of \$100.00 Dollars per calendar day for unexcused delay in completion of the project past the date of completion.

8. PAYMENT: The CITY shall pay the contract sum to CONSULTANT upon complete performance of the project and terms of this Agreement. CONSULTANT shall provide to CITY an Affidavit from the CONSULTANT stating the CONSULTANT has fully performed all terms of the Agreement. Final payment shall be made no later than 30 days after receipt of said Affidavit. Upon completion of any additional services, said additional services shall be paid within 30 days of receipt of invoice from CONSULTANT. Payment(s) shall be made via electronic funds transfer (EFT).

9. CITY COVENANTS: CITY covenants and agrees:

(a) to provide all available information, data, reports, records and maps to which CITY has possession or control which are necessary for CONSULTANT to perform the scope of services provided for herein;

(b) to provide reasonable assistance and cooperation to CONSULTANT in obtaining any information or documentation which are necessary for CONSULTANT to perform the scope of services provided for herein;

(c) to designate a representative authorized to act on the CITY's behalf with respect to the project. Unless otherwise provided, said CITY representative shall be the Director of Parks and Recreation;

(d) to permit access to the subject public property and obtain permission to access necessary private property for CONSULTANT to complete the scope of services;

(e) to provide reasonable assistance to CONSULTANT in applying for and obtaining any necessary Federal, State or local government permits for the scope of services;

10. CONSULTANT COVENANTS: CONSULTANT covenants and agrees:

(a) to perform the scope of services in a professional manner, using that degree of care and skill ordinarily exercised by consultants practicing in the same or similar field;

- (b) to use only employees and subcontractors qualified to complete the work with sufficient experience in same or substantially similar projects;
 - (c) to use only properly licensed employees or subcontractors for any work requiring a specialty or professional license issued by the State of Georgia;
 - (d) to designate a representative authorized to act on the CONSULTANT's behalf with respect to the project.
 - (e) to use the subject property in a safe, careful and lawful manner;
 - (f) to promptly report within (3) days in writing to CITY any unsafe or defective condition of the subject property and any adverse site condition, which shall include but not be limited to limited access, extremely dense vegetation, subsurface conditions, damaged property, or existing utilities, that may adversely affect CONSULTANT's ability to complete the scope of services or other terms of this Agreement;
 - (g) to promptly report within (3) days in writing to CITY any damage to or injuries sustained on the subject property and to promptly repair any damage to the subject property which is made necessary by any act of CONSULTANT, its employees, agents, subcontractors, or invitees;
 - (h) to keep the subject property in a clean and orderly condition and to remove any personal property of CONSULTANT upon completion of the project;
 - (i) to perform all work on the project in a good and workmanlike manner, free from faults and defects, and in conformance with the terms of this Agreement;
 - (j) to determine the appropriate method, details and means of performing the scope of services provided by this Agreement;
 - (k) to exercise the ordinary standard of care in complying with the laws, codes, and regulations applicable to the CONSULTANT's services;
 - (l) to exercise diligence and to complete delivery of the scope of services in a timely manner consistent with the exercise of due care;
 - (m) to attend meetings to make presentations or to otherwise review the progress of the work as set out in the scope of services at the reasonable request of the CITY;
 - (n) to prepare and submit to the CITY reports required by the scope of services or upon the written request of the CITY.
11. INDEMNITY: CONSULTANT shall indemnify CITY from and hold CITY

harmless against all damage or loss resulting from CONSULTANT'S use and occupancy of the subject property or from negligence, including errors or omissions with respect to the performance of the professional services of CONSULTANT, its employees, agents, subcontractors, or invitees. This indemnity shall not be applicable when such damage or loss is caused by the sole fault or negligence of CITY or any of CITY's employees, agents or representatives acting on behalf of the CITY.

Additionally, pursuant to State law, CITY shall not indemnify or hold harmless CONSULTANT for any claims arising from CONSULTANT'S use and occupancy of the subject property or performance of the scope of work.

Additionally, CONSULTANT agrees that all personal property that may be at any time at the subject property shall be at CONSULTANT's sole risk or at the risk of those claiming through CONSULTANT and that CITY shall not be liable for any damage to or loss of such personal property except if arising from or caused by the sole fault or negligence of CITY.

12. INSURANCE: CONSULTANT agrees to carry at its own expense through the term of this Agreement the types and amounts of insurance required to maintain status as a Vendor of the City of Dalton or as provided herein below, whichever is greater. CONSULTANT shall provide CITY with copies or evidence of such insurance coverage on or before the commencement date of the Agreement. Such insurance policies in subsections (a), (b), and (c) below shall name CITY as an additional insured and shall be issued by such insurance companies and on such forms as may be approved by CITY. Said insurance shall include the following:

(a) General Liability Coverage - General Liability policy with a minimum limit of \$1,000,000.00 per occurrence for bodily injury and property damage.

(b) Workers' Compensation Coverage – Workers' Compensation policy with the following minimum limits:

(1) Workers' Compensation statutory limits;

(2) Employer's Liability:

a. Bodily Injury by Accident - \$100,000.00

b. Bodily Injury by Disease - \$500,000.00 policy limit

c. Bodily Injury by Disease - \$100,000.00 each employee.

CONSULTANT shall complete the Workers' Compensation Insurance Affidavit of the City of Dalton to determine if any exemption to Workers' Compensation Insurance is applicable.

(c) Auto Liability Coverage – Auto Liability policy with a minimum of \$1,000,000.00 limit per occurrence for bodily injury and property damage, if motor vehicle is used in performance of scope of services. Comprehensive form covering all owned, non-owned, and hired vehicles.

(d) Professional Services Errors & Omissions Coverage – Professional Services E&O

policy with a minimum of \$1,000,000.00 per claim.

14. ASSIGNMENT: CONSULTANT may not assign all or any portion of the Agreement without the prior written permission of CITY.

15. SUBCONTRACTOR: The CONSULTANT shall provide written notice to CITY of CONSULTANT'S intent to use a subcontractor for any portion of the project. CITY shall be entitled to reject any subcontractor it deems not qualified to complete the project. Any subcontractor approved for work on the project shall abide by any and all terms of this Agreement.

16. NON-WAIVER OF DEFAULT: The failure or delay by either party hereto to enforce or exercise at any time any of the rights or remedies or other provisions of this Agreement shall not be construed to be a waiver thereof, nor affect the validity of any part of this Agreement or the right of either party thereafter to enforce each and every such right or remedy or other provision. No waiver of any default or breach of the Agreement shall be held to be a waiver of any other default and breach.

17. NOTICES: Any notice required or permitted to be given under this Agreement or by law shall be deemed to have been given if reduced in writing and delivered in person or mailed by certified mail, return receipt requested, postage prepaid to the party who is to receive such notice.

Such notice to CITY shall be mailed to: City of Dalton
ATTN: City Administrator
P.O. Box 1205
Dalton, GA 30722-1205

Such notice to CONSULTANT shall be mailed to: Prime Engineering Incorporated
3715 Northside Parkway, NW
Building 300, Suite 200
Atlanta, GA 30327

When so mailed, the notice shall be deemed to have been given as of third (3rd) day after the date it was mailed. The addresses may be changed by giving written notice thereof to the other party.

18. CONTRACT DOCUMENTS: The Agreement shall include the advertisement for Request for Proposal or invitation to bid, Instructions to Bidders, sample forms, the Addenda relating to bidding and proposal requirements, and any other written information provided by the CITY in anticipation of receiving bids or proposals, if any, except as specifically excluded herein, and the CONSULTANT'S bid or proposal. The terms of this Agreement shall supersede any terms in the above-referenced documents in direct conflict with the terms of this Agreement.

Additionally, the Contract Documents and all drawings, plans, specifications and other related construction or service related documents shall be the sole property of the CITY. The CONSULTANT shall be permitted to retain copies thereof for its records and for its future professional services.

Additionally, CITY shall be authorized to rely upon all documents, whether in hard copy or electronic format, provided by CONSULTANT. Any changes to the material terms of any document shall be clearly identified and noted to CITY.

19. VENDOR: CONSULTANT shall register and remain active as a Vendor of the CITY by completing the City of Dalton Vendor Packet and fully comply with any and all requirements of said Vendor during the term of this Agreement.

20. TERMINATION OF CONTRACT: In the event that CONSULTANT defaults or neglects to perform work on the project in accordance with the terms of this Agreement, CITY may terminate this Agreement by providing written notice of termination. Prior to termination of this Agreement for default, CITY shall provide written notice to CONSULTANT of any default and provide CONSULTANT ten (10) days to correct said default or deficiency,

21. MISCELLANEOUS PROVISIONS:

(a) Governing Law; Venue. This Agreement is being executed and delivered in the State of Georgia and shall be construed and enforced in accordance with the laws of that state. The exclusive jurisdiction and venue for any action arising out of this Agreement shall be the Superior Court of Whitfield County Georgia, and the parties hereby waive any and all objections or defenses thereto.

(b) Successors and Assigns. This Agreement and the respective rights and obligations of the parties hereto shall inure to the benefit of and be binding upon the successors and permitted assigns of the parties. CONSULTANT shall not assign its rights or obligations under this Agreement without the prior written consent of the CITY.

(c) Severability of Invalid Provisions. If any provision of this Agreement shall be deemed invalid, void or unenforceable, the remaining provisions hereof shall not be affected or impaired, and such remaining provisions shall remain in full force and effect.

(d) Complete Agreement; Amendments. This Agreement constitutes the entire agreement between the parties hereto; it supersedes all previous understandings and agreements between the parties, if any, and no oral or implied representation or understanding shall vary its terms, and it may not be amended except by written instrument executed by both parties hereto.

(e) Remedies Cumulative. All rights, powers, and privileges conferred hereunder upon the parties hereto shall be cumulative, but not restrictive to those given by law.

(f) Time is of the Essence. Time is of the essence of this Agreement in each and all of

its provisions. However, nothing in this clause shall constitute a warranty by Consultant.

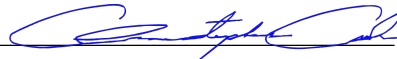
(g) Attorney Fees. In the event the CITY must enforce the terms of this Agreement by filing a civil action against CONSULTANT, then CONSULTANT shall pay an amount equal to fifteen percent (15%) of the contract sum as attorney fees in the event the CITY is the prevailing party.

(h) Confidentiality. All information and documentation regarding the project and the CONSULTANT's services shall be maintained in confidence and shall not be disclosed to any third party by CONSULTANT, without CITY's written authorization, except as may be required by the Georgia Open Records Act. CONSULTANT shall promptly notify CITY of any third party request for said information or documentation prior to any disclosure. CITY agrees that the technical methods, design details, techniques and pricing data contained in any material submitted by CONSULTANT pertaining to this Agreement shall be considered confidential and proprietary, and shall not be disclosed to any third party, except as may be required by the Georgia Open Records Act.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

CONSULTANT:

CONSULTANT:
Prime Engineering, Inc.

By: 

Title: Vice President

CITY:

CITY OF DALTON, GEORGIA

By: _____
MAYOR

Attest: _____
CITY CLERK

EXHIBIT A

PRIME ENGINEERING INCORPORATED®

December 11, 2023

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

Re: Proposal for Engineering Services
Pickleball Site Analysis
300 W. Waugh Street
Dalton, Ga 30720

Dear Mr. Parker:

Prime Engineering, Inc. appreciates the opportunity to submit this proposal for engineering design services for site analysis involving fifteen (15) pickleball courts and a restroom building compared on two city owned properties, Al Rollins Park and James Brown Park (Parcel 12-296-14-000 and 12-180-04-000).

Project Understanding

We understand the development will consist of a preliminary site analysis for a new pickleball complex consisting of approximately fifteen (15) courts and a restroom building. Two (2) city owned sites will be compared for site development. The following proposal is to assist the Owner in a preliminary site analysis comparing the two sites for the new pickleball complex. The work will include a preliminary site layout, grading and drainage, and utility plan for each site with associated estimates of probable costs for site development related work to assist the City in determining the most suitable property for the proposed project.

Project Scope

This proposal is for a preliminary site analysis for a new pickleball complex as shown in the provided conceptual plan.

Our proposed scope of work includes the following:

- **Preliminary Site Analysis:**
 - Prepare site layout plan for each site including fifteen (15) pickleball courts and restroom building. Confirm site layout plan(s) meets AHJ requirements.
 - After owner approval of initial site layout plans, preliminary site development design will include the following for each site:
 - Concept site layout plan
 - Concept grading, drainage and utility plans
 - Concept planning of stormwater management facilities

3715 Northside Parkway, NW
Building 300, Suite 200 ▪ Atlanta, GA 30327
main: 404-425-7100 ▪ fax: 404-425-7101 ▪ www.prime-eng.com

- Opinion of Probable Construction Cost
- Standard estimated reimbursable expenses include mileage, printing, and courier services as may be required for the execution of the project.

Project Assumptions and Clarifications

The following clarifies the Scope of Services:

1. Survey data, if available, will be provided by owner. If no survey data exists, Prime will use other available existing conditions data to provide conclusions in the preliminary engineering report. Such data may include, but not be limited to, various available GIS data and may not reflect most current existing conditions.
2. One site visit is included.
3. No Permit or Construction drawings are included.
4. No survey work is included.
5. No geotechnical services or reports are included.
6. A full hydrology report or studies are not included.
7. Environmental reports or delineations are not included and will be supplied by owner, if required.
8. No retaining wall design is included.
9. No site lighting or electrical engineering services are included.
10. The owner provided conceptual plans will be used as basis of design.
11. Dalton Utilities is the utility provider for electrical, water, and sewer systems that would service the proposed development.

Professional Fees and Reimbursables and Expenses

Professional Fees	Total
Preliminary Site Analysis	\$19,300
Reimbursable Expenses	\$200
Travel and Sustenance	

Total Professional Fees & Expenses: \$19,500

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

- ✓ Survey Services
- ✓ Construction Administration Services
- ✓ Additional Site Visits
- ✓ As-builts/record drawings
- ✓ Reimbursable expenses in excess of stated budget
- ✓ Environmental testing, reporting, or consulting services
- ✓ Permit and Review fees

Our Hourly Task Rate Schedule and client provided Conceptual Plan are attached and are considered part of the contract documents. Please contact us with any comments or questions that you may have regarding this information. We thank you again for this opportunity and look forward to working with you.

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 assignment.

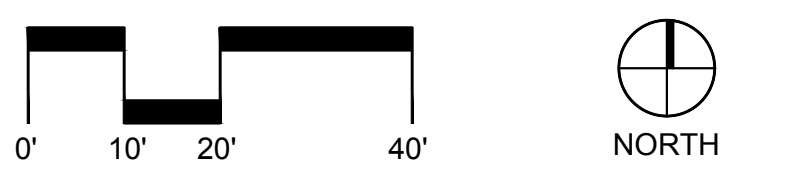
Sincerely,

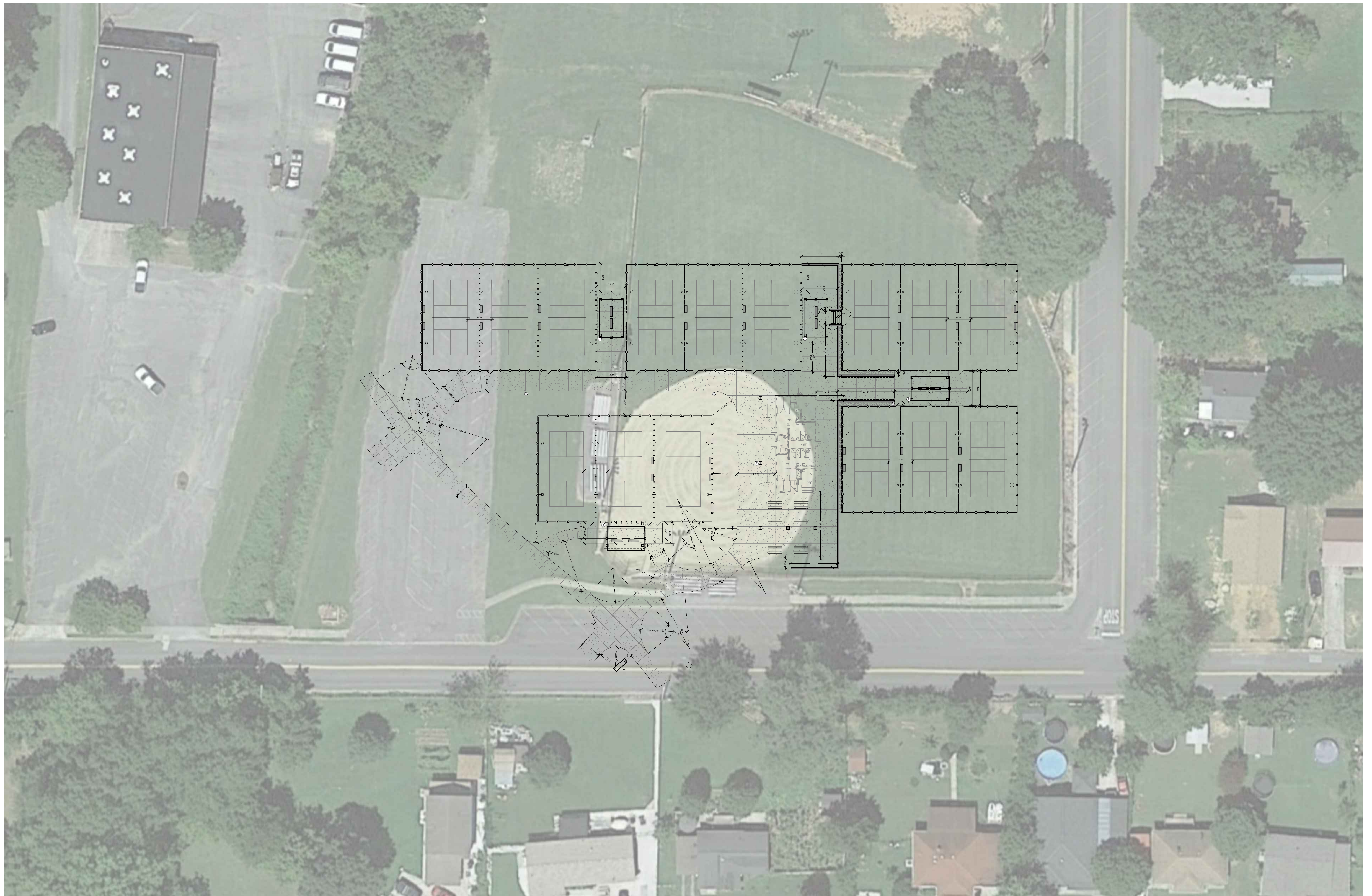


Katie Strickland, P.E.
Senior Project Manager
Prime Engineering, Inc.



 **SITE 1 - AL ROLLINS PARK**
SCALE: 1"=20'





 **SITE 2 - DALTON CIVIC PARK**
SCALE: 1"=20'

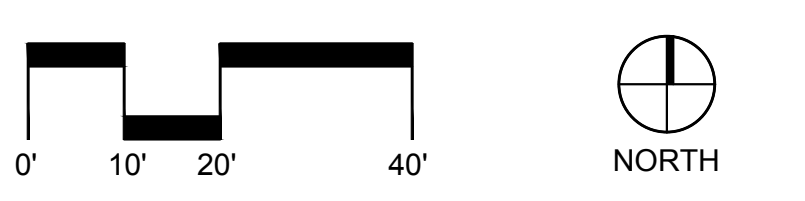


EXHIBIT B

HOURLY RATE SCHEDULE

2023 HOURLY RATE SCHEDULE



Employee Classification

Rate Per Hour

1.	Principal	300.00
2.	Director/Department Head/Vice President/Engineer VIII	250.00
3.	Program Manager/Dept. Head/Project Manager III/Engineer VII	225.00
4.	Project Manager II/Engineer VI	200.00
5.	Project Manager I/Engineer Grade V	185.00
6.	Engineer IV	155.00
7.	Engineer III	150.00
8.	Engineer II	135.00
9.	Engineer I	120.00
10.	Intern II	100.00
11.	Intern I	75.00
12.	Architect VIII	250.00
13.	Architect VII	225.00
14.	Architect VI	200.00
15.	Architect V	175.00
16.	Architect IV	160.00
17.	Architect III	145.00
18.	Architectural Designer IV	145.00
19.	Architectural Designer III	135.00
20.	Architectural Designer II	125.00
21.	Architectural Designer I	106.00
22.	Construction Manager V	175.00
23.	Construction Manager IV	155.00
24.	Construction Inspector III	135.00
25.	Construction Inspector II	120.00
26.	Construction Inspector I	100.00
27.	Landscape Architect V	180.00
28.	Landscape Designer	130.00
29.	Design Coordinator VII	170.00
30.	Designer VI	160.00
31.	Designer V	150.00
32.	Designer IV	135.00
33.	Designer III	125.00
34.	Designer II	110.00
35.	Designer I	90.00
36.	Registered landscape Architect	180.00
37.	Landscape Designer	130.00
38.	Surveyor VIII	250.00
39.	Surveyor VII	185.00
40.	Surveyor VI	170.00
41.	Surveyor V	155.00
42.	Surveyor IV	155.00
43.	Surveyor III	130.00
44.	Surveyor II	115.00
45.	Surveyor I	95.00
46.	One Person Survey Crew	133.00
47.	Two Person Survey Crew	235.00
48.	SUE Crew	157.00

HOURLY RATE SCHEDULE

49. Contract Administrator	<u>120.00</u>
50. Executive Assistant	<u>115.00</u>
51. Marketing Specialist	<u>140.00</u>
52. Writer/Editor/Visual Communications Coordinator	<u>125.00</u>
53. Marketing Communications Assistant	<u>95.00</u>
54. Office Manager/Clerical	<u>75.00</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).