

Task Order No. 2024-03-033 – R2

CROFT

June 14, 2024

To: CITY OF FOREST PARK
745 Forest Parkway
Forest Park, GA 30297

Attn: Mr. Ricky Clark
City Manager

Task Order No.: **CTR 2024-03-033**

**RE: Fee Proposal
Vehicle Storage Facility / Forest Park, GA**

SCOPE OF SERVICES

The proposal is for the renovation of an existing 8 bay pre-engineer metal building of about 8,500sf. The building will serve three (3) separate functions. 3 Bays will house a Mech/Elec room, restrooms, breakrooms and 2 large classrooms. 3 Bays will serve as storage for emergency vehicles (This section is for storage only, the building will not be design as a hardened building). 2 Bays will serve as general storage. The existing property +/- 5.16 acres will require resurfacing of the existing asphalt areas, a new security fence around the perimeter of the site with 2 new access gates. The scope was developed based on the information provided during our site visit, which was held on 04/04/2023, refer to **Exhibit A** attached. CA will be performed on an hourly basis not to exceed, and it is limited to shop drawings & RFI reviews.

The above reference scope of work includes the following disciplines:

- Architectural
- Structural
- MEP&FP
- Low Voltage
- Civil (Limited to resurfacing of the pave areas of the site)

DESIGN ASSUMPTIONS

1. There is no established construction budget. Cost is not a design parameter for this project.
2. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and if required will be provided on an hourly basis.
3. Attendance at meetings with code review officials and end users are not included in the base services of this fee proposal
4. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project.
5. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
6. Geotechnical services are not included as a part of this proposal and will be provided by the owner. Material and Soil Report shall be provided to CROFT at the start of the project.

7. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations. Environmental reports shall be provided to CROFT at the start of the project.
8. Civil Engineering is included as a part of this proposal, but limited to resurfacing of the existing pave areas.
9. Design of site retaining walls is not included as a part of this proposal.
10. Hardscape design is not included as part of this proposal.
11. Landscape architecture is not included as part of this proposal.
12. Irrigation System design is not included as a part of this proposal.
13. Site lighting design is included as a part of this proposal.
14. Landscape lighting is not included as a part of this proposal.
15. Meetings with utility companies are not included as a part of this proposal. Load estimates for Utility Power Company is not included as a part of this proposal. If required, time spent will be invoiced as a reimbursable.
16. Preparation of renderings, 3D views and videos are not included as part of this proposal but can be accomplished as an additional service.
17. Interior design is limited to SID (structural interior design). Only basic finish descriptions will be used (painted gyp., carpet, etc.). CID (cosmetic interior design) can be provided for an additional fee.
18. Waterproofing consultant services are not part of this proposal.
19. Value Engineering is not included as a part of this proposal.
20. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design documents by the owner will be additional services.
21. The building foundations will be shallow concrete spread footings.
22. Issue of Special Inspections Schedule is included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect and local authority if required. Contractor is required to correct deficiencies based on the reports. Final certification letter, "Final Report of Special Inspections Acceptance", to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.
23. Mechanical engineering is limited to minimum requirements for code review.
24. Energy Management System design is not included as a part of this proposal.
25. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
26. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
27. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
28. Electrical engineering is limited to lighting and minimum power requirements.
29. Emergency generator design is not included as a part of this proposal.
30. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are included as a part of this proposal.

31. Lightning Protection System design is not included as a part of this proposal.
32. Owner will provide access to all areas of the building for site investigation and existing condition verification. Owner will remove ceiling tiles at the perimeter of involved rooms and provide ladder access for CROFT to view conditions above ceiling.
33. Field investigations of existing building conditions will be nondestructive and therefore some building components may be hidden from view. Owner should expect unforeseen conditions.
34. A detailed and documented existing conditions survey is not included as a part of this proposal.
35. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
36. Acoustical consultant and design is not included as part of this proposal.
37. Design services for commercial food preparations or for food service tenants is not included as a part of this proposal.
38. Grease trap design is not included as a part of this proposal.
39. Permitting will be performed by others and is not included as a part of this proposal. Permit set(s) will be sent to owner representative at site location for submission to authorities having jurisdiction. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing one round of comments from the review officials. Additional comments will be addressed on an hourly basis.
40. Construction cost estimates and project budgeting services are not included as a part of this proposal.
41. Preparation or review of Contractor Pay Requests is not included as a part of this proposal.
42. Limited Construction Administration services (shop drawing and RFI reviews) are included as a part of this proposal as outlined above.
43. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
44. The site-specific as-built drawings are meant to record existing conditions. They are not intended for the purpose of appraisals, planning review, permit application process, pricing or construction. CROFT assumes no liability for existing conditions and is not intending to assume risk. Additionally, CROFT does not make warranties, either expressed or implied of merchantability and fitness of the document or information recorded therein.
45. This proposal is good for sixty (60) days from the date of the proposal.
46. If services provided by this proposal have not been completed within Twelve (12) months of the date of this proposal, through no fault of CROFT, extension of CROFT's services beyond that time shall be compensated as Additional Services.
47. Reimbursable expenses will be billed at 1.15 times actual cost.

COMPENSATION

The budget Below includes staff time and expenses necessary to perform the scope of work outline above.

- Schematic Design _____ \$ 24,200
- Design Development _____ \$ 75,400
- Construction Documents _____ \$ 110,000
- Construction Administration _____ \$ 10,000 *

** Hourly not to exceed*

Note: Reimbursable expenses will be billed at 1.15 times actual cost.

AUTHORIZATION

As our authorization to proceed with the scope of work, outlined herein, please sign in the space provided below and return one copy to this office for our records.

Authorized by: _____ Title: City Manager _____

Print Name: _____ Date: _____