



*Municipal Consulting • Inspections • Design • Review*  
P. O. Box 893, Hampton, GA 30228  
770-946-0256

February 20, 2025

ChaQuias Miller-Thornton  
City Manager  
City of Jonesboro  
1859 City Center Way  
Jonesboro, Georgia 30236

Re: *Proposal for Project Management Services*  
*Public Works Facility Gloria Drive*

Dear Ms. Miller-Thorton:

We appreciate the opportunity to provide the City of Jonesboro this estimate for Project Management services for the improvements to the Public Works Facility on Gloria Drive. Whitley Engineering, by providing Project Management / Project Engineering for this project, can assure the City that the project as designed by our firm is properly constructed to the accuracy and quality of the final product of the building and site improvements.

## **Scope of Services**

### **Construction Engineering/Management Services:**

1. Project Management – Project management services include bidding process (completed by WE), contracts (completed by City and WE), scheduling, coordination of meetings, performing ongoing onsite inspections, coordination of construction by contractor, coordination of utility issues, addressing issues involving CCWA, coordination between Public Works and contractor, reviewing and approving invoices from contractor, addressing changes to building and site work as needed, assuring construction follows the plans and adjusted if needed, providing the City with weekly updates, providing final punch list of deficient items before closing out project, and recommend to the City for final closeout of project.



*Municipal Consulting • Inspections • Design • Review*  
P. O. Box 893, Hampton, GA 30228  
770-946-0256

*(continued)*

2. Quality Assurance – Provide Quality Assurance of the project to assure that the proper materials and construction of the project meet or exceed the design specifications for the project. This is essential to the success of a project.

3. Safety Management – Careless actions by a contractor, engineer or even the public are not tolerated involving projects. We will work with the Contractor and City to minimize issues that could create a safety hazard for the public, contractor and all involved in a project. Safety management and communication is essential to ensure the well-being of all involved with a project.

Total Cost for Project Engineering/Management services are typically 4% of the total construction cost. Since Whitley Engineering provided the design for this project, we will provide these services at 3% of the total construction cost.

Construction Cost - \$788,000

4% - \$31,520

3% - \$23,640

Total Cost of Services - \$23,640

Thank you for the opportunity to assist the City with the completion of this project. Please contact me at your convenience should you have any questions or need additional information.

Sincerely,

Mark G. Whitley, P.E.

\_\_\_\_\_  
Donya L. Sartor, Mayor      Date