



3500 Parkway Lane, Suite 500
Peachtree Corners, GA 30092
T: 678.336.7740

March 20, 2025

Mr. Scott Langford, PE
Town Engineer/Public Works Director
Town of Tyrone
950 Senoia Road
Suite A
Tyrone, GA 30290

Re: **Town of Tyrone - Professional Transportation Design Services Fee Proposal**
Task Order #04 – PW-2021-13-04 – Change Order #2

Pond & Company (Pond) is pleased to submit this proposal for transportation engineering design services for the above project. The paragraphs below describe the professional services and fees to accomplish this work.

PROJECT UNDERSTANDING:

As part of the Town of Tyrone Transportation Engineering Services On-Call, Task Order #04 – PW-2021-13-04 consists of the Palmetto Road at Spencer Road/Arrowood Road Roundabout project. There were several additional services that were completed that were initially out of scope, requiring utilizing the initial budgeted funds for a portion of *Task 5: Construction Bid and Construction Engineering and Inspection*. Change Order #2 includes the services needed for Pond to assist with the post design services.

Pond has not assumed full oversight but limited oversight to verify the project appears to be constructed in accordance with the plans and for documentation of plan quantities for payment to the contractor. The original scope of work for *Task 5C - Construction Engineering and Inspection* will remain as originally shown. Under this scope of work, SEI is responsible for the inspections and testing, quantity verification, and initial pay application review of load tickets

PROFESSIONAL SERVICES:

The work in this proposal will consist of post-design services. Pond will provide the design services necessary in completing the tasks as described herein for the Town of Tyrone.

Scope of Work

Task 1: Construction Bid and Construction Engineering Oversight

Task 1A. Pre-Construction Meeting – Pond/SEI will prepare for and attend the pre-construction meeting to answer any questions and to ensure the contractor fully understands the scope and nature of this project including utilities, staging, schedule, etc.

Task 1B. Respond to RFIs – During the bidding and construction process, we will respond in writing to the Contractor's request for information. This assumes a maximum number of (6) RFI requests.

Task 1C. Construction Observation/Punch List – Pond will provide personnel to perform (10) total visits to the site during construction to make sure that the construction is moving along as planned. These visits will be documented as written reports/emails. This includes: (1) sewer observation site visit, (1) interim site visit,

and (1) final site visit walk through. We have allocated (7) additional site visits, as requested by the Town of Tyrone.

Task 1D. 7-Day Inspection Letter – Upon notification from the permittee, we will observe the erosion control measures that have been installed to verify they have been installed correctly and are functioning properly. Additionally, a letter will be submitted to the Town of Tyrone summarizing the observations of the qualified personnel and noting deficiencies.

Task 1E. Pay Application Review – At the end of every month/payment cycle, Pond will assist the Town of Tyrone to review the pay application with the contractor, to verify that the inspection staff and contractor agree on all items to be paid for during the month. As included in the previous scope of work for *Task 5C - Construction Engineering and Inspection*, SEI is responsible for the inspections and testing, quantity verification, and initial pay application review of load tickets. Pond will review the final version of the pay application prior to being provided to the Town of Tyrone for processing. No on-site review will be included for pay app reviews unless visits from *Task 5C* are utilized. Assumes (12) pay application reviews.

Task 1F. Routine Construction Status Meeting – We have assumed monthly meetings with the contractor, Town of Tyrone, Pond, and SEI to discuss current project status. Assumes (12) total virtual meetings.

Task 1G. Construction Plan Revisions – Pond will Provide plan revisions based on utility conflicts and/or other impacts/constraints encountered during the construction phase.

Schedule

The tasks shown above will be completed concurrently with the construction of the project. The Pre-Construction Meeting is currently scheduled for 03-26-2025.

ASSUMPTIONS:

The task order scope of work has been prepared scoped assuming these services are locally funded. These tasks and fee assume a (12) month active construction duration.

Services or tasks not specifically outlined above are excluded and would be considered additional services. Services not included in the scope:

- Material Testing
- Quantity Review
- Construction Inspection Services
- Materials Testing Services
- Equipment Inspection Services
- Topographic Survey (Beyond Task 1)
- Right-of-Way Plans
- GDOT Plan Development Process (PDP)
- Traffic Engineering Report/Analysis
- Staging Plans
- Subsurface Utility Engineering (SUE) Services
- Landscape/Hardscape Plans
- GDOT Concept Report
- Additional Meetings
- MS4 Analysis/Documentation
- Environmental Services
- Utility Coordination



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PROFESSIONAL FEES:

Pond proposes to accomplish *Task 1* based on the contracted unit rates, not to exceed a total fee of \$37,801.84. The fees are summarized in the attached Man-Hour Fee Estimate.

If this fee and scope is acceptable, Pond & Company is available to begin work immediately. If you would like us to discuss or modify the scope, please contact myself or Zach Puckett, who will serve as the Project Manager. If you need any additional information, please feel free to contact me at (678) 336-7740.

Sincerely,

POND & COMPANY

A handwritten signature in blue ink that reads "Richard Fangmann".

Richard Fangmann, PE, PTOE
Vice-President

A handwritten signature in blue ink that reads "Zach Puckett".

Zach Puckett, PE, IMSA II
Project Manager

Town of Tyrone

On-Call - TO #4 - Change Order #2

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Project Length 0 miles

SUMMARY BY PHASE

COST AMOUNT OF CONTRACT PROPOSAL

3/20/2025

	PHASE AMOUNTS
Phase 1 Construction Bid and Construction Engineering and Oversight	\$ 37,801.84
TOTAL DESIGN COST FOR ALL SEGMENTS	\$ 37,801.84

COST AMOUNT FOR PHASE	\$	37,801.84
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PROJECT: On-Call - TO #4 - Change Order #2
Phase 1
Construction Bid and Construction Engineering and Oversight

TASKS	Assumptions	No. of SHT	PRINCIPAL	PROJECT MANAGER	SENIOR ENGINEER	MID-LEVEL ENGINEER	SENIOR LANDSCAPE ARCHITECT	LANDSCAPE ARCHITECT	ADMINISTRATIVE	TOTAL	% OF TOTAL HOURS
Non-Drawing Tasks											
Project Management	Invoices, progress reports (assumed 12 month duration)		1	12					12	25	12.1%
Internal Coordination Meeting											
Coordination with Subs				12						12	5.8%
Drawing Tasks											
Pre-Construction Meeting	Assumes In-person meeting				4					4	1.9%
RFI Responses	Assumes (6) RFI requests			6	12					18	8.7%
Construction Observation/Punch List	Assumes (10) site visits - (4) hrs each with travel				40					40	19.3%
7-Day Inspection Letter	Assumes site visit and letter sent to town				5					5	2.4%
Pay Application Review	Assumes (12) pay app reviews. Excludes on-site review/visit				12					12	5.8%
Routine Construction Status Meeting	Assumes (12) virtual meetings				12					12	5.8%
Construction Plan Revisions	(Assumes 50 hrs of effort engineer, 25 hrs senior engineer)			4	25	50				79	38.2%
TOTALS		0	1	34	110	50	0	0	12	207	100.0%