



June 25, 2026

The Honorable David G. Thompson, Chairman  
Walton County Board of Commissioners  
111 South Broad Street  
Monroe, Georgia 30655  
[davidg.thompson@co.walton.ga.us](mailto:davidg.thompson@co.walton.ga.us)

**Re: Walton County Fire Station #4 Renovation/Expansion  
Proposal for Professional Design Services**

Dear Chairman Thompson:

Precision Planning, Inc. (*PPI*) appreciates the opportunity to submit this professional design services proposal to Walton County (*Client*). This proposal is based upon our discussions and past experience with similar projects. We offer the following project understanding, scope and fees.

### **PROJECT UNDERSTANDING**

PPI understands that the Client plans to expand Fire Station #4 at 1420 H.D. Atha Road in Monroe to accommodate additional bunk rooms, restrooms/showers, storage, meeting space, and Battalion Chief quarters. The building addition is anticipated to be approximately 1,450 SF, with limited renovations to the existing building interior. Exterior improvements will include limited site work, a new roof, and a new brick veneer front façade. Conceptual Design documents were prepared by PPI in May 2026. The Client is requesting a proposal for architecture and engineering design services as outlined below.

### **PROJECT SCOPE OF SERVICES**

#### **I. Surveying, Design and Construction Documents (CDs)**

- A. PPI will attend a kick-off meeting with the Client to review goals and objectives for the project.
- B. PPI and its engineering subconsultants will visit the site to document existing conditions and systems.
- C. PPI will prepare a field-run topographical site survey. Note: Utility locate to be provided by the Client.
- D. PPI will take field measurements of the building and will prepare an As-Built Floor Plan and As-Built Front Elevation for design purposes.
- E. PPI will prepare a Schematic Site Plan, Schematic Floor Plan and Schematic Front Elevation for Client review and comment (1 revision included).
- F. Based on the approved Schematic Design, PPI will prepare CDs for permitting, procurement and construction, to include Architecture, Civil Engineering, Structural Engineering, Mechanical/Plumbing Engineering and Electrical Engineering.
- G. PPI will meet with the Client to present and review 50% complete CDs.
- H. PPI will issue 90% CDs to permitting agencies for review and will address comments as applicable.
- I. PPI will issue 100% CDs to the Client for bidding and construction of the project.

#### **II. Procurement and Construction Contract Administration (CA)**

- A. PPI will assist with procurement of the project, including issuing the project for public bidding.
- B. PPI will answer bidder Requests for Information, issue addenda as required, assist with opening bids, check client references, and make a recommendation of award of contract.
- C. PPI will attend a pre-construction conference with the Client and Contractor.

- D. PPI will perform twice monthly site visits during construction to determine that the work is proceeding in general accordance with the contract documents, with issuance of a photographic field report documenting conditions on site (up to twelve [12] site visits are included).
- E. PPI will review the Contractor's submittals and shop drawings (up to two [2] re-reviews included).
- F. PPI will review and respond to construction related requests for information (RFIs) and change order requests (CORs) issued by the Contractor as required.
- G. PPI will review and certify the Contractor's applications for payment.
- H. PPI will certify Substantial Completion of the project and development of an Architectural Punch List to identify portions of work remaining to be completed.
- I. PPI will certify Final Completion of the project and will perform a final walk-through to confirm completion of punch list items and for recommendation of final payment.

**PROJECT ADDITIONAL SERVICES**

The following additional services may be provided if requested by the Client and invoiced according to attached Standard Hourly Rates:

- 1. Additional meetings and site visits required or requested by the Client not listed above
- 2. Design changes or services required due to significant changes in the project including, but not limited to, size, quality, complexity or Client's schedule, including preparing drawing revisions for project value engineering purposes
- 3. Utility Locate
- 4. Expansion or extension of site utilities
- 5. Fire Protection Engineering
- 6. Low Voltage Engineering
- 7. Fixtures, Furniture and Equipment design and specification
- 8. Food Service Equipment design and specification
- 9. Cost Estimating
- 10. Professional Renderings
- 11. LEED Project Administration
- 12. Roofing and Waterproofing Consulting
- 13. Commissioning

**EXCLUSIONS AND ASSUMPTIONS**

PPI is not responsible for any testing services including, but not limited to, soil testing, geotechnical testing and exploration, tests for hazardous materials, or any other environmental tests relating to existing conditions.

**PROJECT COMPENSATION**

PPI agrees to perform these services for the following Lump Sum Fees:

I. <b>Surveying, Design and Construction Documents (CDs):</b>	<b>\$119,980.00</b>
II. <b>Procurement and Construction Contract Administration (CA):</b>	<b>\$60,020.00</b>
<b>Total Lump Sum Fees:</b>	<b>\$180,000.00</b>

The project shall be invoiced monthly according to progress. Reimbursable expenses (printing and mileage) are in addition to the Lump Sum Fees. Refer to Item H in the attached Standard General Conditions.

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Thank you for the opportunity to propose these professional services. If this proposal is acceptable, please authorize below and initial at the bottom of each page where indicated. An executed copy of this agreement may be returned to me by e-mail. Precision Planning looks forward to this opportunity to work with you!

Sincerely,



Elizabeth A. Hudson, AIA, NCARB  
Executive Vice President

LH/kb

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c: John Ward; Hank Shirley

Attachments: Schedule of Standard Hourly Rates & Standard General Conditions

Authorization given this \_\_\_\_\_ day of

\_\_\_\_\_, 2026

By: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Initials: \_\_\_\_\_

**2026 STANDARD ARCHITECTURE HOURLY RATES**

Senior Principal Architect .....	\$220.00/Hour
Principal Architect .....	\$200.00/Hour
Senior Project Manager .....	\$185.00/Hour
Project Manager .....	\$165.00/Hour
Senior Project Architect.....	\$170.00/Hour
Project Architect.....	\$150.00/Hour
Job Captain .....	\$135.00/Hour
Project Coordinator .....	\$115.00/Hour
Intern Architect/Designer .....	\$105.00/Hour
CADD Technician .....	\$90.00/Hour
CADD Designer .....	\$70.00/Hour
Interior Designer.....	\$120.00/Hour
Senior Civil Engineer .....	\$170.00/Hour
Civil Engineer .....	\$140.00/Hour
Senior Landscape Architect .....	\$160.00/Hour
Landscape Architect .....	\$115.00/Hour
Administrative Coordinator .....	\$95.00/Hour
Senior Project Assistant.....	\$85.00/Hour
Project Assistant.....	\$70.00/Hour
Senior Structural Engineer.....	\$170.00/Hour
Junior Structural Engineer .....	\$150.00/Hour
Senior Mechanical/Plumbing Engineer.....	\$170.00/Hour
Junior Mechanical/Plumbing Engineer .....	\$150.00/Hour
Senior Electrical Engineer .....	\$170.00/Hour
Junior Electrical Engineer .....	\$150.00/Hour
Cost Estimator .....	\$150.00/Hour
Registered Land Surveyor (RLS) .....	\$165.00/Hour
Survey Manager.....	\$135.00/Hour
Survey Coordinator.....	\$120.00/Hour
Survey Technician.....	\$100.00/Hour
Surveying Crew .....	\$215.00/Hour

## STANDARD GENERAL CONDITIONS

- A. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Precision Planning, Inc., the Owner/Client agrees that all such electronic files are instruments of service of Precision Planning, Inc., who shall be deemed the author. ~~and shall retain all common law, statutory law and other rights, without limitation, including copyrights.~~

Intelligent data, including but not limited to Building Information Modeling (BIM) and 3D Grading/Surface Modeling, are instruments of service. When transmitted, this data shall be for the sole purpose of visualization of design ideas by the Owner/Client and shall not constitute or supplement the contract documents. Differences may exist between these models and the corresponding hard copy contract documents, and Precision Planning, Inc. makes no representation about their accuracy or completeness.

The Owner/Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. ~~The Owner/Client agrees not to transfer these electronic files to others without the prior written consent of Precision Planning, Inc.~~ The Owner/Client further agrees that Precision Planning, Inc. shall have no responsibility or liability to Owner/Client or others for any changes made by anyone other than Precision Planning, Inc. or for any reuse of the electronic files without the prior written consent of Precision Planning, Inc.

In addition, the Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Precision Planning, Inc. or from any use or reuse of the electronic files without the prior written consent of Precision Planning, Inc., provided such change, use, or reuse is at the express direction of the Owner/Client.

Under no circumstances shall delivery of electronic files for use by the Owner/Client be deemed a sale by Precision Planning, Inc., and Precision Planning, Inc. makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Precision Planning, Inc. be liable for indirect or consequential damages as a result of the Owner/Client's unauthorized use or reuse of the electronic files.

- B. ~~There shall be no assignments of any portion of the work as described within the above proposal or during any phase of the work without the written consent by Precision Planning, Inc. There shall be no disclosures of the scope of services and/or fees, as outlined within this proposal, to any third parties without the written consent of Precision Planning, Inc. There shall not be any re-use or reproduction of this proposal or design documents without the written consent of Precision Planning, Inc.~~
- C. Our professional services shall be performed, our findings obtained, and our recommendations prepared in accordance with generally accepted planning, engineering, land surveying, architectural and landscape architectural practices. This warranty is in lieu of all other warranties either implied or expressed. Precision Planning, Inc. assumes no responsibility for interpretation made by others based upon the work or recommendations made by Precision Planning, Inc.

D. ~~In recognition of the relative risks and benefits of the Project to both the Owner/Client and Precision Planning, Inc., the risks have been allocated such that the Owner/Client agrees, to the fullest extent permitted by law, to limit the liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants shall not exceed \$50,000 or the amount of Precision Planning, Inc.'s total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds.~~

~~If Owner/Client prefers to have higher limits of professional liability, the limits can be increased to a maximum of one million (\$1,000,000.00) dollars upon Owner/Client's written request at the time of acceptance of this proposal provided that the Owner/Client agrees to pay an additional consideration of ten percent (10%) of the total fee or \$1,000.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not a charge for additional professional liability insurance.~~

E. Precision Planning, Inc. agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner/Client, its officers, directors and employees (collectively, Owner/Client) against all damages and liabilities, to the extent caused by Precision Planning, Inc.'s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Precision Planning, Inc. is legally liable.

The Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors and employees and subconsultants (collectively, Precision Planning, Inc.) against all damages and liabilities, to the extent caused by the Owner/Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Owner/Client is legally liable.

Neither the Owner/Client nor Precision Planning, Inc. shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

F. In the event the Owner/Client ~~makes a claim~~ files a lawsuit against Precision Planning, Inc. at law or otherwise, for an alleged error, omission or other act arising out of the performance of our professional services, and the Owner/Client fails to prove such claim, then the Owner/Client shall bear all cost incurred by Precision Planning, Inc. in defending itself against such claim(s). The reciprocal of this clause (i.e., a claim made by Precision Planning, Inc. against the Owner/Client where failure of proof of claim is established, financial responsibility for Owner/Client's defense shall rest upon Precision Planning, Inc.) is hereby made a part of this agreement.

G. It is understood and agreed that Precision Planning, Inc. shall not be held responsible for any inaccuracies in any materials, data or records of any other person, firm or agency which are provided to it and/or may be utilized by it in the performance of specific services, except to the extent that such person, firm, or agency is an employee or Contractor of Precision Planning, Inc.

- H. Reimbursable expenses including mileage, photographic enlargements, reductions and reproduction, blueprinting, and courier services shall be billed at a rate of actual cost times 1.1. When overnight stay is required, it shall be billed as actual subsistence cost times 1.1.

NOTE: No back-up data or copies of bills will be provided for reimbursable expenses invoiced under this agreement. Should back-up data be requested, it will be provided for an administrative fee of \$100.00 per monthly invoice requiring verification, plus \$1.00 per copy of back-up data provided.

- I. In the event additional services beyond the scope of work listed above are required by Owner/Client, Precision Planning, Inc. shall perform these services for an amount equal to normal hourly charges on work actually performed upon receipt of an approved Change Order signed by both parties. Precision Planning, Inc. shall submit monthly invoices for services outlined in this agreement. Payment is due upon receipt of invoice. Finance charges of one and one-half percent (1.5%) will be added to any unpaid balance at the end of thirty (30) days (APR 18%).
- J. The Owner/Client or Precision Planning, Inc. may terminate this Agreement without penalty upon giving the other party ten (10) calendar days' notice in writing. In the event either party terminates for convenience, the Owner/Client shall pay Precision Planning, Inc. within seven (7) calendar days of receipt of Precision Planning, Inc.'s invoices for all services rendered and all reimbursable costs up to the date of termination. ~~In addition, the Owner/Client shall pay Precision Planning, Inc. for all expenses reasonably incurred by Precision Planning, Inc. in connection with the orderly termination of this Agreement, including but not limited to associated overhead costs and all other expenses directly resulting from the termination.~~ In the event government regulations are amended or changed in any way relevant to the services to be provided hereunder, or if the services outlined in this proposal have not been authorized within thirty (30) days of the date of this proposal, fees quoted are subject to renegotiation.
- K. Services required by unexpected events which are outside Precision Planning, Inc.'s reasonable control including, but not limited to, services resulting from extended schedules shall be compensated as additional services.
- L. This Agreement shall be construed and enforced pursuant to Georgia law.
- M. Precision Planning, Inc. agrees to comply with the obligations set forth in O.C.G.A. 36-80-28(a)(6) to the extent applicable.
- N. Precision Planning, Inc. agrees to execute an immigration compliance affidavit in the form required by law.