



May 4, 2022

Mr. Eric Randall  
Interim Director  
City of Smyrna Public Works  
2190 Atlanta Road  
Smyrna, GA 30080

Re: Proposal for Creatwood and Highlands Waterline Permitting and Bidding Assistance

Dear Eric,

Croy Engineering, LLC ("Engineer") would like to thank you for the opportunity to provide this proposal agreement for construction inspection services on the above referenced project.

General Scope:

The permitting and bidding assistance services will consist of submission of Georgia NPDES Erosion Control to receive Construction Storm Water General Permit for both the Highlands and Creatwood projects. For bidding services, Croy will compile advertisement and work with Purchasing to properly procure competitive bids, answer any bidder questions, issue addendum as required, and provide an evaluation of the bids.

A more detailed project-specific Scope of Services and our budgeted fees is attached and identified as Exhibit "A".

If this proposal is acceptable to you, please sign indicating your approval and return (1) signed copy for our records. This letter of agreement will serve as Croy Engineering's Notice to Proceed. Again, we thank you for the request and if you have any questions, please do not hesitate to contact us. We look forward to working with you on this project.

Sincerely,  
Croy Engineering, LLC

Zach Strickland, EIT  
Program Manager

Cc: Joe Bennett, City of Smyrna  
Kristin Robinson, City of Smyrna  
Bo Jones, City of Smyrna  
Wayne McGary, Croy  
Melanie Head, Croy  
Reading File

Attachments

- Exhibit "A" Scope of Services
- Budgeted Fees



## Exhibit "A"

### **A.500 Series: Permitting & Bid Phase Services**

#### **A.510: Permitting Phase Services**

**Permitting:** We will provide permitting services for the Land Disturbance Permit, Erosion Control Permit, and the State EPD Notice of Intent (NOI). This does not include any submittal fees or permit fees:

#### **A.520: Bid Phase Services**

1. **Project Manual:** We will prepare the project bid manual including all instruction to bidders, bid form, and bill of materials.
2. **Pre-Bid Meeting:** We will conduct a pre-bid meeting for the proposed project.
3. **Addendums:** We will prepare addendums to the bid as necessary.
4. **Bid Questions:** We will respond to questions from bidders.
5. **Bid Evaluation:** We will assist the Owner with the evaluation of the bidders.

Part	Description	Fee Type	Fee
Highlands Waterline Replacement			
<b>A.500 Series</b>	<b>Permitting and Bid Phase Services</b>		
A.510	Permitting Phase Services	Hourly NTE	\$3,500
A.520	Bid Phase Services	Hourly NTE	\$7,000
Creatwood Waterline Replacement			
<b>A.500 Series</b>	<b>Permitting and Bid Phase Services</b>		
A.510	Permitting Phase Services	Hourly NTE	\$3,500
A.520	Bid Phase Services	Hourly NTE	\$7,000

**Proposed Budget \$21,000.00**

APPROVED: City of Smyrna

Department Head

Signed \_\_\_\_\_  
Derek Norton, Mayor

Signed \_\_\_\_\_

Attest \_\_\_\_\_  
Heather K. Peacon-Corn, City Clerk

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_