



January 20, 2021

Frank Martin, Director  
City of Smyrna Public Works Department  
2190 Atlanta Road, S.E.  
Smyrna, GA 30080

Re: Proposal for Professional Engineering Services  
Spring Road Area Waterline Replacement, 2022 – Smyrna, GA

Mr. Martin:

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

General Scope:

We understand that the project will consist of replacing all asbestos cement waterlines along Spring Drive, Argo Drive, Teasley Drive, and Matthew Street (as shown on map) This is approximately 6,100 LF of waterline replacement with new 8-inch ductile iron pipe. general scope of this project is:

1. Design and permit the construction of 6,100 LF of new 8-inch waterline to replace existing waterline;
2. Design the connection to existing waterlines;
3. Update fire hydrants as required for proper spacing.

A more detailed project-specific Scope of Services and our fees are as follows:

### **Part 1: Basic Scope of Services**

#### ***Pre-Design Phase Services***

1. **Project Meeting:** We will attend a project kick-off meeting.
2. **Pre-Design Site Visit:** One (1) site visit – The Georgia Department of Natural Resources **requires** the erosion control plan preparer to visit the site prior to the start of design. The certification shall read as follows: “I certify under penalty of law that this Plan was prepared after a site visit to the locations described herein by myself or my authorized agent and under my direct supervision.”

#### ***Surveying Phase Services***

1. **Survey:** We will utilize current Cobb GIS contour information and our field crew(s) will augment the GIS contour information in obscured areas of the project and field located all pertinent hard surface within the project area to develop a complete topographic survey for the referenced site. Contours will be depicted at a two (2) foot interval and will be based vertically on the nearest available vertical benchmark. All above ground existing features includes, but is not limited to; curb and gutter, pavement, buildings, power lines, catch basins, drainage structures, paint stripes, ditches, sidewalks, etc. and will be shown.

Not included in this proposal is topographic surveys, Level Sue B, and any boundary/right-of-way resolutions and necessary plats.



## **Design Phase Services**

### **Design Development Phase**

*Based on the accepted Schematic Design drawings the Design Development (DD) Phase will represent roughly 50% project completion. A set of plans containing the following design and information will be included. Significant revisions to the Scope of the project during Design Development may result in additional services for the Final Design Phase.*

1. **Cover Sheet:** Includes sheet index and identifies the name, location, and Client of the Site and/or project. Appropriate permitting information may be also required on the cover sheet.
2. **Overall Site Plan:** An overall site plan will be completed to show the whole project extents.
3. **Waterline Plans:** Develop a defined Waterline Plan based on the Client's design standards and specifications.  
**Meetings and Coordination:** We will coordinate with the project Owner the design requirements, permitting, and plan preparation schedule. One team meeting to review the 50% Design drawings is anticipated.

### **Final Construction Documents Phase**

*The Final Construction Documents Phase represents 100% project completion and preparation for submittal to permitting agency.*

1. **Waterline Plan(s):** Includes the proposed layout of the project with the appropriate dimensions and coordinates for proper construction of the project.
2. **Construction Details:** Final typical construction details and local permitting agency details.
3. **Written Specifications:** Written specifications will be provided in Croy Engineering's format for the site related items of the construction. The Smyrna standard construction agreement and general and special conditions will be incorporated into the written specifications for the project.
4. **Meetings and Coordination:** We will coordinate with the project Owner the design requirements, permitting, and plan preparation schedule. One team meeting to review the 50% Design drawings is anticipated.
5. **Engineering Estimate:** A project quantity estimate work sheet will be prepared itemizing work items and an estimate payment schedule for each work item to prepare an Engineering Estimate for the project as developed within the construction plan set.
6. **Erosion and Sediment Control Plans:** We will provide the Erosion, Sedimentation and Pollution Control Design and Plans in accordance with State of Georgia requirements for Best Management Practices (BMP) and the NPDES General Permit. NPDES Permitting is required for all projects with one or more acres disturbed.

## **Permitting & Bid Phase Services**

**Permitting:** We will provide permitting services for the Land Disturbance Permit, Erosion Control Permit, and the State EPD Notice of Intent (NOI).

### **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 Opening and Tabulation:** We will assist the Owner during the bid opening and compile a bid tabulation with Letter of Recommendation of Award.

**Reimbursable Expenses**

Permit fees are to be paid by the Client.

**FEES**

Description	Fee Type	Fee
<b>Pre-Design Services</b>		
<i>Pre-Design Services</i>	Hourly NTE	\$3,000
<b>Surveying Phase Services</b>		
<i>Topographic Surveying</i>	Hourly NTE	\$14,000
<b>Design Phase Services</b>		
<i>Design Development Phase</i>	Hourly NTE	\$11,700
<i>Final Construction Documents Phase</i>	Hourly NTE	\$11,500
<b>Permitting and Bid Phase Services</b>		
<i>Permitting Phase Services</i>	Hourly NTE	\$4,400
<i>Bid Phase Services</i>	Hourly NTE	\$6,900
<b>Reimbursable Expenses</b>	@ Cost	@Cost
	Total	\$51,500

**PART 2: ADDITIONAL SERVICES**

**Excluded from Part 1 – Basic Scope of Services**

1. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or the Engineer’s Sub-Consultants.
2. Services required as a result of Client’s providing incomplete or incorrect project information.
3. Services required as the result of the Client not furnishing a geotechnical report. We advise the Client of the need for a Geotechnical Engineer’s evaluation of the Site, which will be produced by Client’s Geotechnical Engineer, at Client’s expense.
4. Specific items excluded from this proposal include:
  - Construction Phase revisions due to unforeseen conditions
  - Construction Phase revisions to the erosion control plans due to contractor requested revision, hydrologic changes, and all other site revisions.
  - Offsite infrastructure improvement designs and permitting
  - Environmental Services
  - Geotechnical Services
  - Water and Pumping Systems
  - Coordination with Gas and Power Utilities
  - Stormwater Management As-Built Certification



**Additional Service Fees**

The fees for additional services will be considered "Hourly Services" based on hourly rates.

This proposal incorporates, as if fully set forth herein, the terms and conditions of the Professional Services Agreement for Engineering Services dated November 20, 2017, between Croy Engineering, LLC and the City of Smyrna. If this proposal is acceptable to you, please sign below indicating your approval and return (1) signed copy for our files. This letter of agreement will serve as Croy Engineering's Notice to Proceed

Again, we thank you for the request. If you have any questions, please do not hesitate to contact us. We look forward to working with you on this project.

Respectfully,  
Croy Engineering, LLC

Wayne O. McGary, PE  
Vice President

- Cc: Joe Bennett, City of Smyrna
- Kristin Robinson, City of Smyrna
- Bo Jones, City of Smyrna
- Greg Teague, Croy Engineering
- Melanie Head, Croy Engineering

APPROVED: City of Smyrna

Department Head

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

Signed \_\_\_\_\_

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_