

May 5, 2025

General Services Agency Director  
Cherokee County  
1130 Bluffs Pkwy.  
Canton, GA 30114

**RE: Fee Proposal**  
**Cherokee County Fire Station No. 16 / 190 W. Main St.**

Scott:

We are pleased to submit this proposal to provide architecture and engineering services for the project referenced above. We appreciate the opportunity and look forward to working with you to accomplish this exciting project.

This proposal is based on the RFQ for Fire Station N. 16, solicitation No. 2024-041, GSA project No. 2024-004.

**PROJECT SUMMARY**

The project is the renovation of the former US Post office to a two-bay fire station for Cherokee County.

**SCOPE OF SERVICES**

Design services will be divided into five phases: Program Verification/Conceptual Design, Schematic Design, Design Development, Construction Documents and Construction Administration.

- **Program Verification / Concept Design**

The CROFT Team will meet with your senior management for a Program Validation session. This meeting will be highly interactive to confirm your needs and will result in a written Program document. This Program will capture the goals that you have for the new facility and will serve as the basis for the Concept Design. The Concept Design will be developed to graphically capture your vision. Deliverables for the Programming/Concept Design Phase will include:

- Program Document
- Site Plan
- Floor plan
- Laser Scanning of the existing facility is included in our professional fee.

- **Schematic Design**

Schematic design will translate the initial design sketches for this phase into one site plan, building plan and elevation. The drawings will be presented for your review and comment. Upon receiving your comments, the drawings will be refined and presented to you for your review and approval. Approved Schematic Design drawings will serve as the basis for the Design Development phase.

Deliverables for Schematic Design phase will be as follows:

- Site Plan
- Floor Plan
- ROM Cost Estimate

- **Design Development**

The Design Development phase consists of further development of the design documents in accordance with the approved Schematic Design. The design team will produce drawings that include floor plans, roof plan, building section, major interior elevations, exterior elevations, finishes and typical wall sections. The overall structural system as well as the mechanical, electrical, and plumbing systems will be defined in drawing and narrative form. The drawings will be presented for your review, comment, and approval.

- **Construction Documents**

The approved Design Development drawings will be the basis for the Construction Documents. In general, CROFT will prepare Construction Documents in sufficient detail for permitting with the Authorities Having Jurisdiction and for construction of the new building.

Design services that will be performed for this phase will include:

- Architecture
- Interior Design
- Civil Engineering
- Structural Engineering
- Mechanical/Plumbing Engineering (Fire Protection – performance specification)
- Electrical Engineering

- **Construction Administration**

The construction duration for this proposal is estimated to be 12 months. Services performed during this phase will include:

- Twenty-Eight (28) site visits (total) to observe construction progress – Owner/Architect/Contractor (OAC) meetings; Twenty-Four (24) bi-weekly visits by the Architect and one (1) each by the Civil and Structural Engineers; two (2) by the Electrical and Mechanical Engineers; one (1) pre-construction meeting.
- Shop Drawing Review
- Submittal Review
- RFI response/clarification
- Final Punch (1)
- Final Punch Verification (1)

### **DESIGN ASSUMPTIONS**

1. The Stated Cost Limitation (SCL) of construction cost for this project is \$5,975,000. Professional fee will be adjusted if construction cost changes.
2. All hazardous materials, asbestos, mold etc. will be removed by the County.
3. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and if required will be provided on an hourly basis.
4. Attendance at meetings with code review officials and end users is included in the base services of this fee proposal.
5. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project.
6. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
7. The building structure is assumed to be suitable for the intended use as a fire station without modifications or remediation.
8. Geotechnical services are not included as a part of this proposal and will be provided by the owner if required.

9. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations. Environmental reports shall be provided to CROFT at the start of the project.
10. Landscape architecture is not included as part of this proposal.
11. Irrigation System design is not included as a part of this proposal.
12. Preparation of renderings, 3D views and videos are not included as part of this proposal but can be accomplished as an additional service.
13. We will design this building using sustainable design principles, but LEED certification is not included as a part of this proposal.
14. Project Graphics and Signage (both interior and exterior) design, documentation and permitting are not included as a part of this proposal. Exterior signage is by the County.
15. Waterproofing consultant services are not part of this proposal.
16. Value Engineering is not included as a part of this proposal.
17. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design (Architectural) and Design Development (Engineering) documents by the owner will be additional services.
18. Issue of Special Inspections Schedule is included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect, and local authority if required. Contractor is required to correct deficiencies based on the reports. Final certification letter, "Final Report of Special Inspections Acceptance," to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.
19. Energy Management System design is included as a part of this proposal.
20. Energy compliance forms are included as a part of this proposal.
21. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
22. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
23. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are not included as a part of this proposal. Box locations will be shown on the electrical drawings, and conduit will be specified with pull strings to the points of service.
24. Owner will provide access to all areas of the building for site investigation and existing condition verification. Owner will remove ceiling tiles at the perimeter of involved rooms and provide ladder access for CROFT to view conditions above ceiling.
25. Field investigations of existing building conditions will be nondestructive and therefore some building components may be hidden from view. Owner should expect unforeseen conditions.
26. A detailed and documented existing conditions survey is not included as a part of this proposal.
27. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
28. Permit set(s) will be sent to authorities having jurisdiction. No permitting fees are included as part of this proposal.
29. Construction Administration services (shop drawing and submittals review and site visits) are included as a part of this proposal as outlined above. Owner/Architect/Contractor (OAC) meetings and site visits to observe construction progress to occur at the same day and time.
30. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
31. The site-specific as-built drawings are meant to record existing conditions. They are not intended for the purpose of appraisals, planning review, permit application process, pricing, or construction. CROFT assumes no liability for existing conditions and is not intending to assume risk. Additionally, CROFT does

not make warranties, either expressed or implied of merchantability and fitness of the document or information recorded therein.

32. This project will not be designed to comply with the Department of interior's standards regarding historic structures.
33. This project is not a historic renovation.

### **DELIVERABLES**

Deliverables will be provided electronically in PDF file format for your use.

### **SCHEDULE**

Below is a preliminary project schedule. Confirmation of schedule will be addressed in the project kick-off meeting.

Program Verification/Concept Design:	3 weeks
Schematic Design:	4 weeks from Program Verification/Concept Design Approval
Design Development:	8 weeks from Approval of Schematic Design
Construction Documents:	6 weeks from Approval of Design Development

### **PROFESSIONAL FEES**

Professional fees for the project scope as outlined above are based on 8.8% of the SCL. The fee is broken down as follows:

▪ Program Verification/Concept Design.....	\$ 26,290
▪ Schematic Design.....	\$ 52,580
▪ Design Development.....	\$105,160
▪ Construction Documents.....	\$208,720
▪ Construction Administration.....	\$129,850
▪ Reimbursable Expenses.....	\$ 3,200

*Note: Expenses such as printing, shipping and travel are considered reimbursable.*

### **PAYMENT TERMS AND CONDITIONS**

Progress billings will be sent monthly based on effort expended with the balance of the fee for each phase due upon delivery of the respective phase. Invoices are due upon receipt.

### **ADDITIONAL SERVICES**

Additional services or changes to the project scope, as defined above, will be proposed and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

Scott, thank you for the opportunity to submit this proposal and we look forward to working with you to accomplish this project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

**CROFT & Associates, Inc.**



Earl Smith  
Vice President

**APPROVAL**

Accepted by:  
General Services Agency Director  
Cherokee County

---

*Signature*

---

*Date*

cc: Steve Defelippi  
Jim Croft