

**Action Requested/Required:**

- ☐ Vote/Action Requested
☒ Discussion or Presentation Only
☐ Public Hearing
Report Date: _____
Hearing Date: _____
Voting Date: _____

Department: City Management **Presenter(s) & Title:** Nathan Ingram, Assistant City Manager

Agenda Item Title:

Discussion of Proposed Engagement to Repair/Replace the Roof on the Public Safety Building

Summary:

The City of Canton's Public Safety Building roof still experiences a number of water infiltrations during strong rain events. Please recall, we have received reimbursement from the original contractor's insurance company for the water infiltration event during construction, and we anticipate preparing a claim against that contractor's performance bond.

I have reached out to CROFT & Associates (engineering firm working on the DT Fire Station) to provide the City with a proposal to manage the repair/replacement of the existing roof. This will entail preparing an RFP to replace the roof that included a detailed scope of work, issue the RFP and review proposals received, and provide construction administration on the project.

CROFT's cost estimate is \$37,600 for the above services.

Budget Implications:

Budgeted? ☐ Yes ☒ No ☐ N/A

Total Cost of Project: \$ 37,600.00 Check if Estimated ☐

Fund Source: General Fund ☐ Water & Sewer ☐ Sales Tax ☒ Other: _____

Staff Recommendations:

Staff will make a recommendation at your December Council meeting.

Reviews:

Has this been reviewed by Management and Legal Counsel, if required? ☒ Yes ☐ No

Attachments:

Draft of CROFT's Proposal to Manage the Repair/Replacement of the Canton Public Safety Building roofing project.

November 6, 2025

Mr. Nathan Ingram
Assistant City Manager
City of Canton
110 Academy Street
Canton, Ga, 30114
VIA EMAIL

**RE: Fee Proposal
Canton Public Safety Building – Re-Roofing
151 Elizabeth St. Canton, Ga 30114**

Dear Nathan:

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

This proposal is based on our discussions with you, and review of the provided documents including the Williamson & Assoc. inspection reports and Contractor's contract. Outlined below you will find the project summary, scope of services, design assumptions, deliverables and professional fees for this project. For the final contract, we recommend using a "Standard AIA Form of Agreement B101 between Owner and Architect".

PROJECT SUMMARY

The project consists of the replacement of recently installed TPO and standing seam roof systems on the Canton Public Safety Building in Canton, Ga. The scope of re-roofing to include the demolition of the existing roofing system, replacement of any damaged roof sheathings/substrates, and the installation of new TPO and standing seam roof systems. Design Consultation services will include being the Client Advocate and Program Manager through procurement and CA phases. Roles include review of an updated inspection report from Williamson & Associates, preparation of a scope of work document to be included in the RFP, overseeing procurement and roof installation.

SCOPE OF SERVICES

Services will be divided into three phases: Scope of Work, RFQ/Contractor Selection & Award and Construction Administration.

- **Scope of Work**

The CROFT Team will review the updated inspection report and meet with your senior management team as needed. CROFT will prepare a written scope of work illustrating demolition and new roof requirements. The completed scope of work document will be included in an RFQ for contractor selection.

Services that will be performed include:

- Scope of Work Document
- Architecture Consultation
- Specialty Consultant Coordination as needed

- **RFQ/ Contractor Selection & Award**

CROFT will forward bid documents to Client's authorized General Contractors. Client shall furnish all standard information for preparation of bid. The contractor bid package will consist of instructions to bidders and specifications. The bid package and bid documents should include:

- Scope of Work Document
- Deadline for bid questions
- Due date for returning bids with a description of documents required from the bidding contractor.
- Requirements for a detailed project schedule and submitted with milestone dates that are conducive to CROFT on-site supervision.
- Health and Safety Plan requirements.
- Communication requirements.
- Cost containment procedures to be followed.
- Requirements for equipment trailers and office trailers.
- Acceptability of alternates provided the contractor can demonstrate adequate like, kind and quality comparisons.
- Insurance requirements.
- Bonding requirements.
- Release of Lien requirements.
- Contract person from the City of Canton to whom questions can be directed and with whom project milestone coordination will take place, alternate lines of authority.
- Pre-bid meeting at the City of Canton offices (if necessary). A site visit will be required for contractors to review site specific layout and understand project logistics.
- A statement that the contractor shall pay for all necessary permits and licensing fees, and follow all Federal, State and local regulations related to the project including regulations as prescribed by OSHA.
- Proposed procedures for modifying the schedule stated in the bid.
- A requirement that the contractor states any and all assumptions pertaining to the preparation of their bid.
- A requirement for unit price bidding of anticipated roof systems, etc.

Project bids will be received by City of Canton up to the date specified in the instructions to bidders. CROFT will assist the City of Canton with the review of the proposals and make recommendations necessary, CROFT will solicit clarifications for bid items from the contractors that may be overstated or understated to ensure that the contractors completely understand the Scope of Work.

- **Construction Administration Phase**

Services performed during this phase will assume a 3-month construction time include:

- Nine (9) site visits (total) to observe construction progress – One (1) pre-construction kick-off meeting, Two (2) pre-installation mtgs, four (4) progress visits, One (1) punch list visit, One (1) final project walk.
- Shop Drawing Review
- Submittal Review
- RFI response/clarification

DESIGN ASSUMPTIONS

1. There is no established construction budget. Cost is not a design parameter for this project.
2. Attendance at meetings with code review officials and end users are not included in the base services of this fee proposal
3. Preparation of renderings, 3D views and videos are not included as part of this proposal.
4. Waterproofing consultant services are not part of this proposal.
5. Value Engineering is not included as a part of this proposal.
6. Engineering services are not included as a part of this proposal.
7. 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.
8. CROFT Field investigations are not included. Owner will provide access to all areas of the building to procured Contractor(s) for site investigation and existing condition verification in a nondestructive manner. Some building components may be hidden from view, owner should expect unforeseen conditions.
9. A detailed and documented existing conditions survey is not included as a part of this proposal.
10. Construction cost estimates and project budgeting services are not included as a part of this proposal.
11. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
12. CROFT assumes no liability for existing conditions and is not intending to assume risk.
13. Reimbursement fees are included under professional fees proposed.

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.

Scope of Work Document: 3 weeks

RFQ/ Contractor Selection & Award: 4 weeks from Issuance of Scope of Work

Construction Administration: 12 weeks(estimated)

PROFESSIONAL FEES

Professional fees for the project scope as outlined above will be as follows:

Scope of Work.....	\$ 10,600
RFQ/ Contractor Selection & Award	\$ 9,200
Construction Administration.....	\$ 17,800
Total.....	\$ 37,600

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.

Nathan, 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.



Steve Defelippi, RA, LEED AP
Business Unit Director – Local Government

APPROVAL

Accepted by:
Mr. Nathan Ingram
Assistant City Manager
City of Canton

Signature

Date