

PROPOSAL OF SERVICES

PROJECT NAME: Dogwood Drive LCI Project
LOCATION/CLIENT: City of Hapeville, Georgia
3468 North Fulton Avenue, Hapeville, GA 30354
CONTACT: Mr. Lee Sudduth, Director of Community Services
DATE: July 6, 2016

PROJECT DESCRIPTION: Assist the City of Hapeville with the construction phase administration of a federally funded streetscape infrastructure project utilizing ARC Livable Centers Initiative implementation funds.

PROPOSAL OF SERVICES

I. Construction Phase Administration Assistance

- A. Provide administration and coordination services between ARC, GDOT, contractor and construction inspector throughout the construction phase.
- B. Coordinate monthly progress reports and invoices for City payment and GDOT reimbursement funds.
- C. Monitor Davis-Bacon wage rate compliance and coordinate monthly certified payrolls for city.
- D. Monitor Title VI Antidiscrimination compliance of contractor.
- E. Monitor use of required Disadvantaged Business Enterprises (DBE's) by contractor and coordinate monthly reports to GDOT.
- F. Coordinate Supplemental Agreements (change orders) as needed throughout the construction phase to address changes/upgrades/opportunities proposed by the City, contractor, designer, and/or GDOT, and to fully utilize available federal funds.
- G. Conduct project close-out activities to include Materials Testing documentation and Certification of Final Acceptance.
- H. Submit final audit documentation to resolve any outstanding budget differences and obtain final GDOT budget approval.

FEE STRUCTURE

I.	Construction Bidding	\$ 3,500.00
II.	Construction Administration	<u>\$16,000.00</u>
	TOTAL FEE	\$19,000.00

Reimbursable expenses are included in the lump sum proposal of services. Reimbursable expenses include printing, postage, shipping, and automobile travel costs necessary to perform the services listed herein.

Invoices for services performed and a monthly status report will be submitted to you on a monthly basis. Invoices will be due and payable within 30 days from date of invoice.

If the services outlined in this proposal are acceptable to you and if they meet with your approval, please sign in the space provided and return a copy.

SIGNED: *Jack Burnside*

SIGNED: _____

BY: John A. (Jack) Burnside

BY: _____

TITLE: Consultant

TITLE: _____

DATE: July 6, 2016

DATE: _____

Jack Burnside, Consultant
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