



January 21, 2025

Mr. Richard Garland
Community Services Administrator
City of Smyrna, Georgia
200 Village Green Circle
Smyrna, Georgia 30080

Re: Proposal for Construction Administration Assistance Services
River Line Park Splash Pad

Mr. Garland:

Croy Engineering, LLC ("Engineer") would like to thank you for the opportunity to provide this proposal agreement for Construction Administration and Inspection Assistance services on the above referenced project.

General Scope:

We understand the requested services are for Croy to provide assistance with the administration of the construction contract for the River Line Park Splash Pad project for compliance with the contract documents and specifications. Croy will also observe and report on the part-time field inspection of the construction activities to the Community Services Administrator. Additionally, We understand that the City of Smyrna will manage Geo-Hydro Engineers, a Geotechnical Engineering Firm, to provide Construction Materials Testing Services during the construction phase. Finally, this proposal excludes any RFI's, revisions, and inspections that are required to be performed by an Architect or Structural Engineer.

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

This proposal incorporates, as if fully set forth herein, the terms and conditions of the Professional Services Agreement for Smyrna 2022 SPLOST Program Management Services dated June 07, 2021, between Croy Engineering, LLC, and the City of Smyrna. If this proposal is acceptable to you, please sign 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 opportunity. If you have any questions, please do not hesitate to contact us. We look forward to continuing to work with you on this project.

Sincerely,
Croy Engineering, LLC

A handwritten signature in blue ink that reads "Zach Strickland".

Zach Strickland, PE, PMP
Program Manager

Cc: Joe Bennett, City of Smyrna
Kristin Robinson, City of Smyrna
Richard Garland, City of Smyrna
Paul Osburn, City of Smyrna

Greg Teague, Croy
Wayne McGary, Croy
Tom Robinson, Croy



Exhibit "A"

River Line Park Splash Pad Project

Proposed Scope of Services

January 21, 2025

Croy Engineering, LLC proposed scope of services is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Additional Services
- IV. Deliverables
- V. Approval Form

I. PROJECT DESCRIPTION

We understand the intent of this proposal is to provide construction administration assistance during the construction of the splash pad / sprayground area including a restroom / concession building at River Line Park. Additionally, Croy will observe construction activities in the field for an average of 10 hours per week. This scope of services assumes a construction duration of nine (9) months. This proposal excludes RFI's, revisions, and inspections that require an Architect or Structural Engineer to review. A detailed breakdown of the scope of services is outlined below.

Summary of Project Fees

Construction Administration Phase Services	\$89,000.00
Construction Observation & Inspection Services	\$42,900.00
<hr/>	
Total Fees	\$131,900.00

II. SCOPE OF SERVICES

Construction Administration Phase Services

- **Construction Administration Support Services:**
 - Conduct and attend pre-construction meeting
 - Review, coordinate, and respond to contractor RFI's (20 RFI's Included)
 - Review, coordinate, and respond to shop drawings, material submittals, and clarifications. (12 Submittals included)
 - Review and coordinate change order requests (COR's), and provide a recommendation to the City (5 COR's included)
 - Review, verify, and process Contractor monthly payment applications. (9 included)
 - Attend bi-weekly OAC meetings (20 meetings included)
 - Attend substantial completion inspection with the City to generate a punch list
 - Attend final inspection to determine if punch list items have been completed in accordance with Contract Documents

Task Budget: \$89,000.00

Construction Observation & Inspection Services

Croy will provide part-time field inspection services for the nine (9) month construction phase of this project in addition to the City's efforts. These services will include field observation and inspection of



the construction work by a Field Representative. Please note that material testing and geotechnical services costs are not included in this fee proposal.

- Conduct site visits (part-time) to provide observation and inspection of the construction to ensure work is generally being completed in accordance with the Contract Documents (average of 10 hours per week)
- Prepare site visit observation reports for each visit recording activity at the site and progress of the work with photos
- Field verify quantities and review monthly contractor pay applications
- Assist the City with coordination of the geotechnical consultant for scheduling of material testing services
- Review material testing reports (by others) and coordinate any deficiencies with the Contractor

Task Budget: 42,900.00

Total Project Budget: \$131,900.00

III. ADDITIONAL SERVICES

Services that are not included but may be provided by Croy as an additional service include:

- Surveying services
- Landscape architect/arborist services
- Tree protection plan or tree recompense
- Architectural services
- Structural engineering
- Stormwater management design/hydrology study
- Utility company coordination
- Offsite infrastructure improvement designs and permitting
- Bid phase services
- Written technical specifications
- Public meeting attendance
- Environmental services
- Construction cost estimating
- As-built/record drawing services

IV. DELIVERABLES

- Site Visit Reports (during OAC meeting site visit)

V. APPROVAL FORM

APPROVED: City of Smyrna

Signed _____
Joe Bennett, City Administrator

Attest _____
Heather K. Peacon-Corn, City Clerk

Department Head

Signed _____

Name _____

Title _____

Date _____