



April 18, 2025

Eric Randall  
Director of Public Works  
City of Smyrna  
2190 Atlanta Road  
Smyrna, GA 30080

Re: Proposal for Construction Inspection and Management  
1469.001 Windy Hill Boulevard

Dear Eric,

Croy Engineering, LLC ("Engineer") would like to thank you for the opportunity to provide this proposal agreement for construction inspection and management services on the above referenced project.

General Scope:

The construction services will consist of full-time inspection and observation for the Windy Hill Boulevard project for compliance with the contract documents and specifications. The inspector will report daily to the Public Works Director and/or Assistant Public Works Director. In addition, the construction management services will include review of project documents such as payment applications and requests for additional information (RFIs) pertaining to the contract documents and specifications.

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

If this proposal is acceptable to you, please sign indicating your approval and return (1) signed copy for our records. This letter of agreement will serve as Croy Engineering's Notice to Proceed. Again, we thank you for the request and if you have any questions, please do not hesitate to contact us. We look forward to working with you on this project.

Sincerely,  
Croy Engineering, LLC

Zach Strickland, P.E., PMP  
Program Manager

Cc: Joe Bennett, City of Smyrna  
Kristin Robinson, City of Smyrna  
Greg Teague, Croy  
Wayne McGary, Croy  
Tom Robinson, Croy

Attachments  
Exhibit "A" Scope of Services  
Budgeted Fees



## Exhibit "A"

### Part 1: Basic Scope of Services

#### A.600 Series: Construction Phase Services

##### A.620: Construction Inspection and Management Services

1. **Construction Inspection and Management Services:** We will provide construction inspection and management services from May 2025 through Dec 2025 (245 calendar days) of the construction phase of this project. These services will include field inspection and observation of the construction work by a Construction Manager. Please note that material testing and geotechnical services costs are not included in this fee proposal. ***Additionally, this proposed budget is Not-to-Exceed. In the event that construction activities conclude and the City takes acceptance sooner than January 1, 2026, all remaining budget would be released back to the City.***
  - a. Provide full-time observation of the installation of the construction work and check for compliance with the contract documents.
  - b. Request a weekly construction schedule of the upcoming work from the Contractor and coordinate with City staff.
  - c. Prepare a daily report including a description of the work performed, measure and document the quantities, document the weather, and document the progress with photos. We will provide copies of these reports to the Public Works Director on a weekly basis. This will include recording rain days and days too wet to work.
  - d. Inspect erosion control BMP's for conformance with the ESPCS plans and report any deficiencies or required maintenance to the contractor.
  - e. Monitor the contractors temporary traffic control is compliant with Part 6 of the MUTCD.
  - f. Review and verify submitted quantities on payment applications.
  - g. Coordinate any construction issues with the Contractors, Owners, Architects, Engineers, or any third-party companies.
  - h. Coordinate the scheduling of material testing services with the geotechnical companies.
  - i. Review material testing reports and coordinate any deficiencies with the contractor.
  - j. Coordinate any utility conflicts with the Contractor and utility companies.
  - k. Review contractor's as-built drawings

**Proposed Budget \$336,840.00**

APPROVED: City of Smyrna

Department Head

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

Signed \_\_\_\_\_

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



Budgeted Fees

Windy Hill Boulevard		Croy				City	Total Hours	Total Fee
		Senior Professional 5/6		Field Representative 4				
		250		120				
		Hours	Fee	Hours	Fee	Hours		
Task One: Construction Inspection May 2025 - Dec 2025 (245 Calendar Days)		420	\$ 105,000	1932	\$ 231,840	0	2352	\$ 336,840
1.	May 2025 (4 weeks, 10 hours/day, 6 days/week)	48	\$ 12,000	240	\$ 28,800		288	\$ 40,800
2.	Jun 2025 (4 weeks, 10 hours/day, 6 days/week)	48	\$ 12,000	240	\$ 28,800		288	\$ 40,800
3.	Jul 2025 (5 weeks, 10 hours/day, 6 days/week)	60	\$ 15,000	300	\$ 36,000		360	\$ 51,000
4.	Aug 2025 (4 weeks, 10 hours/day, 6 days/week)	48	\$ 12,000	240	\$ 28,800		288	\$ 40,800
5.	Sept 2025 (4 weeks, 10 hours/day, 6 days/week)	48	\$ 12,000	240	\$ 28,800		288	\$ 40,800
6.	Oct 2025 (5 weeks, 8 hours/day, 6 days/week)	60	\$ 15,000	240	\$ 28,800		300	\$ 43,800
7.	Nov 2025 (4 weeks, 8 hours/day, 6 days/week)	48	\$ 12,000	192	\$ 23,040		240	\$ 35,040
8.	Dec 2025 (5 weeks, 8 hours/day, 6 days/week)	60	\$ 15,000	240	\$ 28,800		300	\$ 43,800
Proposed Base Total:								\$ 336,840