



SPLOST Project Initiation Package

1. **Date:** September 3, 2019

2. **Project Name and Requesting Department:**

Department of Facilities Management – Architectural and Engineering Services for Fire Station No. 7. The A & E firm of Brown Design Group will provide Construction Administrative services for Fire Station No. 7 during construction, which is proposed to begin late 2019 to early 2020.

Chief Darnell Fullum, Director Fire & Rescue *[Signature]* Date 9-3-19

3. **Deputy COO Head:**

Approved: Chief Jack Lumpkin, Deputy COO *[Signature]* Date 09.03.19

4. **Prepared by SPLOST Program Management Team:**

Chris Kingsbury, SPLOST Program Manager
Ernest Slaughter, SPLOST Program Management Coordinator

5. **Need and Purpose:**

The Architect of record, Brown Design Group will provide construction administrative services which shall include the Architects Kick-off meeting, bi-weekly OAC meetings w/site visit, production of Architects Site/Field Reports, Shop Drawing and Submittal Review, Maintain Submittal Log, response to RFIs and 2 Punch list inspections. These services are needed to maintain design and construction as originally proposed by the Architect. The total estimated cost for these services projects are \$83,500.00. The PM Team recommends a budget of \$85,000 from category 2A.

6. **Requested Services and Work Scope:**

a. **Type of Work Being Requested.** Services shall include, personnel and materials necessary to provide the goods or services that are in compliance with specifications as authorized by the County.

	a.	Construction
	b.	Renovation/Restorations/Repairs/System Upgrades
	c.	Engineering /Civil/Special Works
	X d.	Architectural/Building Renovation (Construction Administration Services)
	e.	Mechanical/Electrical/Plumbing
	f.	Planning Study
	g.	Procurement of Goods Only



- b. **Brief Description of Proposed Project:** Attached plans (location map, cross sections, renderings, etc.), if available.

Brown Design Group (BDG) shall provide construction administration services to include the following: Architects Kick-off meeting attendance, (30) bi-weekly OCA meeting with site visit, production of Architects Site/Field Reports, Shop Drawing and Submittal Review, Maintain Submittal Log, Response to RFIs and 2 Punch list inspections.

Funding: SPLOST Category 2A - \$85,000.00

- c. **Pre-Construction Services When Required for Various Project Task:**

- Use of current on-call firm for services (Y/N) N/A
- Right of way or land acquisition required: N/A
- Environmental and permits required: N/A
- Utility design or coordination: N/A

7. **Proposed Budget** (Including supporting details, detailed preliminary or final cost estimates, and SPLOST category)

Category	Estimated Cost	SPLOST Fund	Other Funds (GDOT, Federal, CIP, Grants)
Design	N/A	N/A	N/A
Right of Way/Land Acquisition	N/A	N/A	N/A
Utilities (Reimbursable Costs)	N/A	N/A	N/A
Environmental Mitigation	N/A	N/A	N/A
Construction Administration	\$85,000.00	SPLOST – 320-104785.80652.541301.2.1.2.602005	N/A
Procurement of Goods	N/A	N/A	N/A
Total Estimated Cost	\$85,000.00		

Approval Capital and Grants:  Date 9/3/19



8. Expected Start and Finish Dates:

Category	Anticipated Start	Anticipated Completion
Design	N/A	N/A
Right of Way/Land Acquisition	N/A	N/A
Utilities (Reimbursable Costs)	N/A	N/A
Environmental Mitigation	N/A	N/A
Construction	2019	2021

9. Program Manager Action:

- a. Date PM received: September 3, 2019
- b. PM Recommendation: Approval to fund and proceed with authorization to Architect.
Ernest Slaughter, Program Management Coordinator

Ernest Slaughter Date 9.4.2019

10. SEC Action

- a. SEC Action

Approve: *[Signature]* Date 9/5/19
 Disapprove: _____
 Defer: _____



BROWN DESIGN GROUP

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August 22, 2019

Mr. Clyde Stovall, Director
Architectural & Engineering Services
Facilities Management
1300 Commerce Drive, 3rd Floor
Decatur, GA 30030

**RE: Professional A-E Services – Construction Administration for Fire Station #7
PWA19-10756b**

Dear Mr. Stovall:

Below is a breakdown of fees submitted for this project based upon request by Mr. Ernest Slaughter for the above-named project.

Project Scope of Work Summary:

Construction Administration shall include the Architects Kick-off meeting attendance, (30) bi-weekly OAC Meetings w/ site visit, production of Architects Site/Field Reports, Shop Drawing and Submittal Review, Maintain Submittal Log, Response to RFIs and 2 Punch list inspections.

Brown Design Group (BDG) shall provide administration to include the tasks above. Should the Owner and Contractor modify their agreement, those modifications shall not affect BDG's services on this Agreement unless the Owner and the Architect amend This Agreement.

BDG shall advise and consult with the Owner during the Construction Phase Services. BDG shall effectively and professionally perform the described services on behalf of the Owner for the project. BDG shall have authority to act on behalf of the Owner to the extent provided in this proposal and the Architectural and Engineering Design Services Contract. BDG shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or the safety precautions and programs in connection with the work, nor shall BDG be responsible for any failure of the Contractor to perform.

This proposal is for the oversight of Architectural Construction Administration Services.

COST PROPOSAL

Task #	Description	Fee Basis	Cost
1.0	Construction Administration (NTE)	Lump Sum	\$83,500.00
2.0	Reimbursed Expenses – Printing, Plotting, Deliveries & Transportation	Included	.00
Total	A/E Services		\$83,500.00

Client to Provide:

N/A

Please call me with any questions. Thank you!

BROWN DESIGN GROUP, INC.
Coy L. Cooper, Jr.