



# Mayor and City Council Worksession

Thursday, August 01, 2024 at 6:00 PM

Dacula City Hall, Council Chambers

442 Harbins Rd. | P.O. Box 400 | Dacula, Georgia 30019 | (770) 963-7451

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## Agenda

### **CALL TO ORDER AND ROLL CALL OF MEMBERS:**

### **OLD BUSINESS:**

### **NEW BUSINESS:**

- [1.](#) Amendment to Schedule of Fees
- [2.](#) Bid results for McMillan Road improvement project
- [3.](#) Bid results for Wilson Street parking
- [4.](#) Design proposal for Sanjo Street

### **MARSHAL UPDATE:**

### **CITY ADMINISTRATOR UPDATE:**

### **MEMBER COMMENT(S) / QUESTION(S):**

### **ADJOURNMENT:**



# MEMO

TO: Mayor and City Council of the City of Dacula  
FROM: Brittni Nix, City Administrator  
DATE: July 26, 2024  
SUBJECT: Amendment to Schedule of Fees

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The City of Dacula Fee Schedule is in need of amendment and re-adoption by the City Council.

HB 461 revised the permitted methods for calculating regulatory fees such as building permits. As such, Dacula must amend our building permit fee structure to be compliant with State Law. The proposed methodology is consistent with neighboring jurisdictions and utilizes the International Code Council Building Valuation Data for projects valued over \$75,000. Projects valued under \$75,000 would adhere to a flat fee structure.

All proposed amendments are shown in red on the attached City of Dacula Schedule of Fees for the Mayor and City Council's review.





SCHEDULE OF FEES (Effective August 2024)

<b>ADMINISTRATIVE FEES</b>			
Re-Issue of Placard	\$	10.00	
Re-Inspection Fees			
1st Reinspection	\$	100.00	
2nd Reinspection	\$	50.00	
Annexation Fee	\$	2,250.00	
Deannexation Fee	\$	2,250.00	
Council Variance	\$	375.00	
Special Exception	\$	375.00	
Administrative Variance	\$225.00 + \$25.00 each additional on the same property		
Special Use Permit	*same as rezoning fees (See Page Five (5))		
Temporary Use Permit	\$	50.00	
Canvasser and Solicitor Permit	\$	100.00	annual
Fireworks Permit	\$	50.00	
Mobile Food Unit Permit	\$	50.00	
Production Permit	\$	100.00	per day
Vending Machine Permit	\$	150.00	annual
Short-term Rental Permit	\$	250.00	annual
Street/Lane Closure Permit	\$	125.00	
Wine and/or Beer Tasting Permit	\$	200.00	annual
Transfer of Occupational Tax Certificate	\$	20.00	
Zoning Certification Letter	\$	50.00	
Zoning Map	\$	25.00	
All Copies	\$	0.10	per page
Credit Card Fee		0.05%	
Bounced Check Fee	\$	10.00	

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BUILDING PERMIT FEES	PERMIT FEE CHART		
Permit Fees (Plus any Review Fees) for:	Construction Cost	Residential Permit Fee	Commercial Permit Fee
- One & Two-Family Residential & Additions	Up to \$25,000	\$150 + \$125 Admin. Fee	\$175 + \$125 Admin. Fee
- Commercial Structure	\$25,001 - \$50,000	\$300 + \$125 Admin. Fee	\$350 + \$125 Admin. Fee
(defined as any principal building which is not either a single-family or duplex dwelling)	\$50,001 - \$75,000	\$450 + \$125 Admin. Fee	\$525 + \$125 Admin. Fee
	Over \$75,001	\$7 per \$1,000 of calculated construction cost + \$125 Admin. Fee	
- Interior Finish	*Permit fees for new building construction are calculated using the International Code Council Building Valuation Data, at a rate of \$7/\$1,000 + \$125 Administrative fee.		
- Shell			
Note: Please see chart to the right for Fees	*Permit fees include Building Inspections and Certificate of Occupancy.		
	*Building permit fees will be updated annually to reflect the current published ICC Chart.		
ALL OTHER STRUCTURES			
Fence Permit	\$ 25.00		
HVAC, Electrical, Plumbing Only Permit (Residential)	\$ 50.00		
Temporary Trailer (Construction / Classroom)	\$ 450.00		
Temporary Pole Permit	\$ 50.00		
Retaining Wall	\$300 + \$125.00 Administrative fee		
Portable Building (Residential)	\$ 150.00		
Temporary Tents	\$ 75.00		
Towers and Antenna	Calculated using the ICC Chart at a rate of \$7/\$1,000 of estimated construction cost.		
Mobile Home Permits	\$ 750.00		
Swimming Pool Permit (In Ground) (Residential)	\$ 125.00		
Satellite Dish System (AC Powered)	\$ 110.00		
Demolition Permit	\$ 200.00		
Housing Relocation Permit	\$200.00 + \$200.00 Bond		
Temporary Gas/Power Connection	\$ 75.00		
Vacant Structure Permit	\$ 200.00		
Solar Panel & EV charger unit installations	\$250 + \$125.00 Administrative fee		
Right-of-Way Permit	\$ 500.00		
Utility Accommodation Permit	\$ 500.00		
Street/Curb Cut Permit	\$ 500.00		
Permit Fee after work has begun	Double Required Fee		

<b>Page 3</b>			
<b>SIGN PERMITS</b>			
(1 to 32 sq ft)	\$	125.00	
(33 to 64 sq ft)	\$	150.00	
(65 to 100 sq ft)	\$	175.00	
(101 to 128 sq ft)	\$	350.00	
(129 to 200 sq ft)	\$	425.00	
Temporary permit (30 days)	\$	30.00	
Off-Premise Sign	\$	55.00	
<b>AFFIDAVITS</b>			
HVAC, Electrical, Plumbing Affidavits (Residential)	Fee included in permit cost		
HVAC, Electrical, Plumbing Affidavits (Commercial)	\$	75.00	
Georgia State Energy Code Affidavits	\$	75.00	
<b>RE-PERMITTING FEES (After Expiration Date)</b>			
Single Family	Full Charge		
Non-Residential/Multi-Family	Full Charge		
All others	Full Charge		
After Revocation	Full Charge		
<b>CERTIFICATE OF OCCUPANCY FEES</b>			
Single Family	\$	100.00	
Duplex	\$	100.00	
Multi-Family/Apartments	\$	100.00	
Townhome/Condominium	\$	100.00	
Commercial	\$	300.00	
Temporary/Conditional C.O.	\$	100.00	
Certificate of Completion	\$	100.00	
Swimming Pool	\$	100.00	
Compliance Inspection - Structure	\$	100.00	
Compliance Inspection - Trade	\$	100.00	

**PLAN REVIEW FEES**

Tree Protection Plan	\$ 1,000.00
Buffer & Landscape Plan	\$ 1,000.00
Exemption Plats/Lot Splits	\$ 1,000.00
Clearing & Grubbing Plan	\$ 1,000.00
Grading Plan	\$ 1,000.00
Grading - Earth Borrow Sites	\$ 525.00
Concept Plan (Residential)	\$ 525.00
Concept Plan (Commercial)	\$ 525.00
Preliminary Plat (Residential Subdivision)	\$ 2,500.00 or \$15.00 per lot, whichever is greater
Site Plan (Commercial)	0-5 acres = \$1,500.00, 5-10 acres = \$2,500.00, 10-20 acres = \$3,500.00, 20 acres or greater = \$4,500.00
Final Plat	\$ 2,000.00 or \$15.00 a lot, whichever is greater
Final Plat Filing Fee	Residential - \$10.00 (per lot) Commercial - \$50.00 (per lot)
Re-review of any plan after 2nd resubmittal	25% of original fee
Revision of Plan/Plat (After initial approval)	25% of original fee
Convenience Fee (3rd party plan review)	Same as subject plan review fee
Interior Finish Review Fee	\$ 1,000.00

**BUILDING PLAN REVIEW FEES**

Multi-Family and Non-Residential	(2 COPIES OF PLANS)(16 COPIES OF RECORDED PLAT) (5,000sf or less) = \$1,500.00, (5,000 - 10,000sf) = \$2,500.00, (10,000 - 30,000sf) = \$3,500.00, (Greater than 30,000sf) = \$5,000.00
Residential (Required for 3,000 Sq. Ft. or Greater)	\$ 525.00
Structural Wall Review Fee	City's Cost + \$125 Administrative Fee
Specialized Review Fee	City's Cost + \$125 Administrative Fee
Maximum Review Fee	\$ 5,000.00

**LAND DISTURBANCE PERMIT FEES**

Clearing Permit - no land disturbances	Residential \$15.00/acre or \$300.00 whichever is greater Commercial \$15.00/acre or \$300.00 whichever is greater
Clearing & Grubbing Permit	Residential \$15.00/acre or \$300.00 whichever is greater Commercial \$15.00/acre or \$300.00 whichever is greater
Grading Permit	Residential \$75.00/acre or \$2,000.00 whichever is greater Commercial \$75.00/acre or \$2,000.00 whichever is greater
Development Permit	Residential S/D \$25.00/lot or \$2,000.00 whichever is greater Multi-Family Residential \$10.00/unit or \$2,000.00 whichever is greater Non-Residential S/D \$50.00/acre or \$3,000.00 whichever is greater

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<b>REZONING</b>			
AG, R-1100, R-1200, R-1400, R-1600, TRD			
<u>Base Fee</u>			
0-5 acres	\$	500.00	
5-10 acres	\$	750.00	
10-20 acres	\$	1,000.00	
20-50 acres	\$	1,500.00	
50 plus acres	\$ 2,000.00 plus \$30.00 per each acre over 50		
Maximum fee	\$	3,000.00	
R-TH, R-SR, R-MD, MH			
<u>Base Fee</u>			
0-5 acres	\$	1,000.00	
5-10 acres	\$	1,500.00	
10-20 acres	\$	2,000.00	
20-50 acres	\$	3,000.00	
50 plus acres	\$ 4,000.00 plus \$40.00 per each acre over 50		
Maximum fee	\$	5,000.00	
C-1, C-2, C-3, O-I, M-1, M-2, PMUD			
<u>Base Fee</u>			
0-5 acres	\$	1,000.00	
5-10 acres	\$	1,500.00	
10-20 acres	\$	2,000.00	
20-50 acres	\$	3,000.00	
50 plus acres	\$ 4,000.00 plus \$50.00 per each acre over 50		
Maximum fee	\$	5,000.00	

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<b>SANITATION FEES</b>			
Residential Sanitation	\$ 288.00/year for 1-2 cans		
Commercial Sanitation	\$ 445.00/year for 1-2 cans		
	\$ 645.00/year for 3-4 cans		
	\$ 845.00/year for 5-6 cans		
Recycling	Free		
Removing Appliances	\$ 25.00 per appliance		
Leaf Removal	Free		
Limb Chipping	\$ 30.00 per 1/2 hour		
Mattress / Box Spring	\$ 25.00 per item		
Bulk Item	Call for Pricing		
Trash Can	\$ 55.00 per 95 Gallon can		
Park Reservations	Free to City Residents		
	\$ 35.00 for 4 hours for nonresidents		
	\$ 70.00 for 8 hours for nonresidents		





## MEMO

TO: Mayor and City Council of the City of Dacula  
FROM: Brittni Nix, City Administrator  
DATE: July 26, 2024  
SUBJECT: Bid results for McMillan Road improvement project

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The City requested bids for the approved McMillan Road Paving, Drainage, and Sidewalk Improvements. The project includes deep patch milling, milling and repaving the road length, and replacing damaged sections of sidewalk, curb, gutter, driveway aprons, storm drainage structures, and guardrails as identified on the plans. Additional items include thermoplastic striping, sign replacement, erosion control, and sodding disturbed areas.

The bid results are below:

Allied Paving Contractors, Inc. - \$575,000  
Baldwin Paving Company, Inc. - \$1,221,000  
Ohmshiv Construction, LLC - \$985,290  
R&B Developers, Inc. - \$779,900

The lowest qualified bid was \$575,000 from Allied Paving Contractors, Inc., which is less than the opinion of probable construction cost (OPCC) of \$581,759.18 dated May 30, 2024. The City has been awarded \$525,175.68 of Community Development Block Grant (CDBG) funding and \$102,084.11 of Local Road Assistance Administration funds (LRA) for this project. Staff recommends awarding the bid to Allied Paving Contractors, Inc., and authorizing the Mayor and City Administrator to execute all necessary documents to implement the subject project.



4174 Silver Peak Parkway, Suwanee, GA 30024

Office 770.932.6550 • Fax 770.932.6551 • bowman.com

July 23, 2024

Mayor & Council  
**City of Dacula**  
 P.O. Box 400  
 Dacula, GA 30019

RE: Bid Evaluation & Recommendation  
 CDBG Project for McMillan Road Paving, Drainage, and Sidewalk Improvements

Dear Mayor & Council,

We have reviewed the bids which were submitted to the City of Dacula on July 18, 2024, for the "CDBG Project for McMillan Road Paving, Drainage, and Sidewalk Improvements". The Bidders and their bid amounts are listed below beginning with the apparent lowest Bidder for work described in Section 00 300 and set forth as Total Bid in the Bid Proposal Form.

<b>Bid Submitted By:</b>	<b>Addenda #1 Attached</b>	<b>Bid Bond Attached</b>	<b>Total Bid</b>
<b>** Allied Paving Contractors, Inc.</b>	<b>X</b>	<b>X</b>	<b>\$575,000.00</b>
Baldwin Paving Company, Inc.	X		\$1,221,000.00
Ohmshiv Construction, LLC	X	X	\$985,290.00
R&B Developer, Inc.	X	X	\$779,900.00

*\*Bid Bonds verified for authenticity and for bonding capacity for Performance & Payment Bonds.*

*\*\*Apparent Low Bidder*

Based on our evaluation of the bids outlined above, we recommend that the City of Dacula issue a "Letter of Intent" stating that the "CDBG Project for McMillan Road Paving, Drainage, and Sidewalk Improvements" be awarded to Allied Paving Contractors, Inc. with a Total Bid in the amount of **Five-Hundred Seventy-Five Thousand and 00/100 Dollars (\$575,000.00)** with said amounts determined as representing the lowest, responsive, responsible bid for the Work as illustrated by the Specifications and Drawings entitled "CDBG Project for McMillan Road Paving, Drainage, and Sidewalk Improvements" prepared by Bowman Consulting Group and dated May 24, 2024.

City of Dacula  
CDBG Project for McMillan Road Paving, Drainage, and Sidewalk Improvements  
Page 2 of 2

It is recommended that the City should state in their "Letter of Intent" to the successful Contractor that the following documentation should be provided to the City prior the processing of any payments for the work. The Letter of Intent shall be accompanied by a "draft" Contract for their review and use in securing Performance and Payment bonds. The successful Contractor shall provide the following documents on or before commencing work.

1. Performance / Payment Bonds for 100% of Contract Amount.
2. Schedule of Values (Breakdown of Bid Amounts).
3. Certificate of Insurance.
4. List of Sub-Contractors to be performing work on this Project.
5. Georgia Security and Immigration Sub-Contractors Affidavit.

The actual Contract will be signed and sealed by the City and the Contractor upon receipt of the above documentation. The "Notice to Proceed" will be issued by a date agreed upon by the City and the Contractor. Once issued by the City and accepted by the successful Contractor, work shall begin within 10 days of the date of the Notice to Proceed.

Should you have any questions, please feel free to call.

Sincerely,

**Bowman Consulting Group**



Kevin D. Whigham, P.E.  
Team Lead, Civil Engineering  
KDW/mrf

*(P: 2022/0217/Bid/Letter of Recommendation)*

<b>City of Dacula</b>			
<b>Job # 22-0217</b>			
<b>CDB Project for McMillan Road Paving, Drainage, and Sidewalk Improvements</b>			
<b>July 18, 2024 @ 3:30pm</b>			
<b>Bid Submitted By:</b>	<b>Addenda #1 Attached</b>	<b>Bid Bond Attached</b>	<b>Base Bid</b>
<b>** Allied Paving Contractors, Inc.</b>	<b>X</b>	<b>X</b>	<b>\$575,000.00</b>
Baldwin Paving Company, Inc.	X	X	\$1,221,000.00
Ohmshiv Construction , LLC	X	X	\$985,290.00
R&B Developer, Inc.	X	X	\$779,900.00
<b>Sealed Bids opened &amp; reviewed by: Kevin D. Whigham, P.E.</b>			
<b>Recorded Bids by: Brittni Nix</b>			



# MEMO

TO: Mayor and City Council of the City of Dacula  
 FROM: Brittni Nix, City Administrator  
 DATE: July 26, 2024  
 SUBJECT: Bid results for Wilson Street parking

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The City requested bids for the approved Wilson Street Temporary Gravel Parking Lot. The project includes constructing a public gravel parking lot containing 35 parking spaces, two (2) benches, and two (2) tables as an extension of Olde Mill Park.

The bid results are below:

Allied Paving Contractors, Inc. - \$155,015.00  
 Blount Construction Company - \$224,876.12  
 Blue Level Service, LLC - \$168,970.00  
 Surfaces Group, LLC - \$275,593.49  
 Tri Scapes - \$231,112.42

The lowest qualified bid was \$155,015 from Allied Paving Contractors, Inc. The bids received exceeded the opinion of probable construction cost (OPCC) of \$89,084.17 dated May 24, 2024. This is due to contractor demand in the construction industry and the small size of the project. The project is fully funded using the Wilbanks Endowment Funds. Staff recommends awarding the bid to Allied Paving Contractors, Inc., and authorizing the Mayor and City Administrator to execute all necessary documents to implement the subject project.



4174 Silver Peak Parkway, Suwanee, GA 30024

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July 23, 2024

Mayor & Council  
**City of Dacula**  
 P.O. Box 400  
 Dacula, GA 30019

RE: Bid Evaluation & Recommendation  
 Wilson Street Temporary Gravel Parking Lot

Dear Mayor & Council,

We have reviewed the bids which were submitted to the City of Dacula on July 18, 2024, for the "Wilson Street Temporary Gravel Parking Lot". The Bidders and their bid amounts are listed below beginning with the apparent lowest Bidder for work described in Section 00 300 and set forth as Total Bid in the Bid Proposal Form.

<b>Bid Submitted By:</b>	<b>Addenda #1 Attached</b>	<b>Bid Bond Attached</b>	<b>Total Bid</b>
<b>** Allied Paving Contractors, Inc.</b>	<b>X</b>	<b>X</b>	<b>\$155,015.00</b>
Blount Construction Company, Inc.	X	X	\$224,876.12
Blue Level Services, LLC	X	X	\$168,970.00
Surfaces Group, LLC	X	X	\$275,593.49
Tri Scapes	X	X	\$231,112.42

*\*Bid Bonds verified for authenticity and for bonding capacity for Performance & Payment Bonds.*

*\*\*Apparent Low Bidder*

Based on our evaluation of the bids outlined above, we recommend that the City of Dacula issue a "Letter of Intent" stating that the "Wilson Street Temporary Gravel Parking Lot" be awarded to Allied Paving Contractors, Inc. with a Total Bid in the amount of **One-Hundred Fifty-Five Thousand, Fifteen and 00/100 Dollars (\$155,015.00)** with said amounts determined as representing the lowest, responsive, responsible bid for the Work as illustrated by the Specifications and Drawings entitled "Wilson Street Temporary Gravel Parking Lot" prepared by Bowman Consulting Group and dated May 24, 2024.

City of Dacula  
Wilson Street Temporary Gravel Parking Lot  
Page 2 of 2

It is recommended that the City should state in their "Letter of Intent" to the successful Contractor that the following documentation should be provided to the City prior the processing of any payments for the work. The Letter of Intent shall be accompanied by a "draft" Contract for their review and use in securing Performance and Payment bonds. The successful Contractor shall provide the following documents on or before commencing work.

1. Performance / Payment Bonds for 100% of Contract Amount.
2. Schedule of Values (Breakdown of Bid Amounts).
3. Certificate of Insurance.
4. List of Sub-Contractors to be performing work on this Project.
5. Georgia Security and Immigration Sub-Contractors Affidavit.

The actual Contract will be signed and sealed by the City and the Contractor upon receipt of the above documentation. The "Notice to Proceed" will be issued by a date agreed upon by the City and the Contractor. Once issued by the City and accepted by the successful Contractor, work shall begin within 10 days of the date of the Notice to Proceed.

Should you have any questions, please feel free to call.

Sincerely,

**Bowman Consulting Group**



Kevin D. Whigham, P.E.  
Team Lead, Civil Engineering  
KDW/mrf

*(P: 2023/1004/Bid/Letter of Recommendation)*

<b>City of Dacula</b>			
<b>Job # 23-1004</b>			
<b>Wilson Street Temporary Gravel Parking Lot</b>			
<b>July 18, 2024 @ 2:30pm</b>			
	<b>Addenda #1 Attached</b>	<b>Bid Bond Attached</b>	<b>Base Bid</b>
<b>Bid Submitted By:</b>			
<b>** Allied Paving Contractors, Inc.</b>	<b>X</b>	<b>X</b>	<b>\$155,015.00</b>
Blount Construction Company, Inc.	X	X	\$224,876.12
Blue Level Services, LLC	X	X	\$168,970.00
Surfaces Group, LLC	X	X	\$275,593.49
Tri Scapes	X	X	\$231,112.42
<b>Sealed Bids opened &amp; reviewed by: Kevin D. Whigham, P.E.</b>			
<b>Recorded Bids by: Brittini Nix</b>			





## MEMO

TO: Mayor and City Council of the City of Dacula  
FROM: Brittni Nix, City Administrator  
DATE: July 26, 2024  
SUBJECT: Design proposal for Sanjo Street improvement project

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The City of Dacula staff requested a proposal from Bowman Consulting Group Ltd. to design and bid the Sanjo Street Paving, Drainage, and Sidewalk Improvement Project. The improvement project includes redesign of the storm system, widening Sanjo Street from a one-way street to a standard width two-way street, and sidewalk installation. The provided proposal includes surveying, creating construction documents, bid management, and construction administration for \$71,890.

Staff requests approving Bowman's proposal in the amount of \$71,890 for the stated services as provided. The City has applied for 2025 Community Development Block Grant (CDBG) funding for the subject project.



# Bowman

July 23, 2024

Mayor & Council  
**City of Dacula**  
P.O. Box 400  
Dacula, GA 30019

RE: Job #24-0708  
2025 CDBG Sanjo Street Paving, Drainage, and Sidewalk Improvements Project –  
Engineering and Survey Proposal

Dear Mayor & Council:

Bowman Consulting Group (Bowman) is pleased to offer this Proposal/Agreement for Engineering, Bid, Construction Administration, Surveying, and Utility Coordination Phase Services for 2025 CDBG Sanjo Street Paving, Drainage, and Sidewalk Improvements Project. Bowman will provide additional survey to include topographic information for the north side of Sanjo Street up to frontage of the residential homes and also pick up necessary boundary/topographic information for the existing storm sewer outfall at #2535/#2575 property line in order to redesign the outfall storm sewer pipe. Bowman will then utilize the survey information to design for the widening of Sanjo Street to go from a one-way street to a standard width two-way street with new storm sewer and sidewalk. We will also provide Bid Phase, Construction Administration Phase, Easement Phase, and Utility Phase Coordination Services.

Bowman will coordinate the design of Sanjo Street with the ongoing design of the Future Administration Building Site to make sure entrances and sidewalks for the future administration site flow together as required.

Bowman will conduct a hydrological analysis of all drainage flowing onto Sanjo Street and design the new storm sewer and outfall to accommodate these flows as well as outfall storm sewer flows from the future administration building site. We will include an hourly easement phase to prepare the necessary easement documents, exhibits, and field site visits to meet with property owners to acquire the easements.

This proposal does not include Gwinnett County Department of Transportation (GCDOT) engineering design for Harbin Road/Sanjo Street/Tanner Road Intersection which will be included as an add service once the City acquires the appropriate properties and/or acquires easements and gives direction to Bowman as to the design choice to line up Sanjo Street/Tanner road

intersection and alignment. It will include an hourly task for coordination and meetings with GCDOT and the City.

Following site visits and meetings with City Staff we have prepared the following Scope of Services.

**I. Survey Phase .....\$ 11,890.00**

Bowman will field survey the proposed area for additional topographic information along Sanjo Street on the northern side and easement area to design the new storm sewer outfall.

- A. Survey and establish topographic elevations and existing storm drainage system data.
- B. Pick up boundary information for properties impacted by the storm sewer outfall.
- C. Field locate visible and flagged utilities per Private Utility Locate Services (includes cost for private utility locate).
- D. Research to provide lot lines as required.

**II. Design Phase .....\$ 35,000.00**

Bowman will design and prepare one set of Construction Drawings and Specifications for 2025 CDBG Sanjo Street Paving, Drainage, and Sidewalk Improvements Project which includes:

- A. Cover Sheet
- B. Demolition Plan
- C. Site Layout Plan.
- D. Grading & Drainage Plan.
- E. Utility Plan (if required).
- F. Storm Drainage Profiles and Hydrology Calculations.
- G. Soil & Erosion Control Plans & Details.
- H. Construction Details.
- I. Specifications.

**III. Bid Phase .....\$ 10,000.00**

- A. Prepare Contract Bid Documents.
- B. Respond to Request for Information during the bid phase.
- C. Prepare addenda as required.
- D. Attend Bid Opening as the Owners Representative.
- E. Evaluate Bids.
- F. Award the Contract.

**IV. Easement Phase.....(hourly, as required)**

- A. Research, prepare, and secure easement agreements as required for each property in order to access and install storm drainage outfall improvements. Properties that will be

City of Dacula  
July 23, 2024  
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impacted and may require acquisition of easements include #2535 Sanjo Street and #2575 Sanjo Street.

**V. GCDOT & Other Utility Providers – Sanjo Street/Harbins Road/Tanner Road Intersection and Road Design Coordination and Meetings .....(hourly, as required)**

- A. Research, concepts, coordination, and meetings with City of Dacula and Gwinnett County Department of Transportation to discuss redesign of Sanjo Street, Harbins Road, and Tanner Road Intersection.

**VI. Construction Administration Phase .....\$ 15,000.00**

- A. Weekly Site Visits.
- B. Prepare Site Reports, as required.
- C. Review Storm Drainage and other submittals, Shop Drawings, RFIs, Change Orders etc., as required.
- D. Review and approve pay applications. Prepare and review closeout documents.

The Scope of Services of this Proposal/Agreement is limited to those items outlined above. Services of any nature beyond those outlined above shall be performed as an Additional Service on an hourly fee basis per the attached fee schedule, plus reimbursable expenses at cost plus 10%. Invoices are due and payable within thirty days from date of invoice. Bowman’s Standard Terms and Conditions are attached herewith and become part of this Contract.

If this proposal is acceptable, please sign in the space provided below and return a copy to our office. Upon your acceptance, this document shall serve as our Agreement for Basic Services and our Notice to Proceed. We appreciate the opportunity to serve you again and look forward to working with you. If you have questions or require additional information, please call. We are at your service.

Sincerely,

**Bowman Consulting Group,**

Kevin D. Whigham, PE  
Team Lead – Civil Engineering

KDW/pal

P: 24-0708/Admin/24-0204\_Sanjo St\_Eng & Survey Proposal 07-23-2024

**Accepted and Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_