



February 20, 2024

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Spanish Fort, AL 36527  
P: 251-544-7900  
www.sawgrassllc.com

Mr. David Thompson  
City of Foley  
P.O. Box 1750  
Foley, Alabama 36535

**RE: Foley Pickleball Court Complex and Parking Facility (Final)**

Dear David,

Sawgrass Consulting, LLC, (Sawgrass) has been asked to provide a proposal for professional services for final development of the Pickleball Recreation Facility. Our scope is to as-built survey completed work that has been performed by City of Foley Public Works, revise plans to existing conditions to determine final work scope, geotechnical services, and /procurement, and contract administration of the project located on Foley Farmers Market Property. Attached are the Scope of Services and corresponding fees required to accomplish this project. In summary, the following cost for the project is as follows:

File ID  
24-0260

**Ph1a -Civil - Parking Lots/Sidewalk/Drainage/Court (base)**

As-Built Field Survey (existing)	\$3,600.00
Plan Revisions/Modifications	\$4,000.00
Construction Testing	\$2,200.00
Procurement	\$3,800.00
Construction Observation	\$20,000.00 (Hourly NTE)
Environmental Permitting	\$2,800.00

**Ph1b- Civil – Roadway/Sidewalk North of Parking Lots**

As-Built Field Survey (existing)	\$2,000.00
Plan Revisions/Modifications	\$2,500.00
Construction Testing	\$2,000.00
Construction Observation	\$8,500.00 (Hourly NTE)

File ID  
24-0261

**Ph2-Landscape Arch- Hardscape/Sports Courts/Landscape**

Construction Document Adjustments	\$6,200.00
Procurement	\$3,800.00
Construction Observation	\$17,400.00

We appreciate the opportunity to partner with the City on this Project and please do not hesitate to call if you have any questions or need to discuss this Proposal in more detail.

Sincerely,  
  
Stephen Delahunty, P.E.  
President

Approval \_\_\_\_\_  
Date \_\_\_\_\_

## **Scope of Services**

### **Phase 1a and 1b- Civil Design- Parking Lot, Roadway, and Drainage Improvements Modification**

#### **As-Built Topographic Survey (PH 1)**

A topographic survey of the of the parcel to as-built the improvements completed by in-house forces to prepare final construction plans for parking lot and nine (9) pickle ball courts to the procured to bid. The survey will develop a topographic map of the site at 1-foot contour intervals and features that are existing on-site

#### **Plan Revisions/Modification (PH 1)**

Because a portion of the work item related to the parking lot, pond construction and drainage conveyance have been complete, Sawgrass will modify the existing development plans to establish remaining scope of work, summary of quantities and other incidental action items for the project. The plans will also address the recommendations from the Geotechnical Consultant to assure the final build-up is specified for the playing courts and roadway and Construction Standards for the City of Foley, Alabama.

#### **Geotechnical Services**

*Construction Testing* –GeoCon Engineering (Geotechnical Consultant) will provide any material testing for base, concrete and asphalt improvements.

#### **Bid Document Preparation and Bidding Assistance (PH 1)**

Sawgrass will provide bid/contract documents for the procurement of the Phase portion of the project. These documents will include additive alternates if the City of Foley chooses to separate contractual obligations for budgetary reasons. We will coordinate the advertisement for bidders, hold a pre-bid conference, perform the bid letting and issue a certified bid tab for recommendation to award. Multiple sets of plans and bid documents will be prepared and distributed to all interested vendors.

#### **Construction Inspection and Reporting**

Sawgrass personnel will provide Construction Engineering and Inspection (CE&I) services for the development of this project. Recommended services include daily review of the Contractor's progress for compliance with the terms and conditions of the Contract Documents and Design and Construction Standards. We anticipate that the need for our presence on the site will be during the base and paving operations and stormwater construction. In addition to verifying the compliance with the plans and design standards, we will record the quantities of materials used, quality of construction practices and verify the Contractor's monthly invoices for payment match the services provided in accordance with the unit price contract. Also, perform a final inspection and punch list for compliance to prepare the project for acceptance for PH 2 work activities.

## **Environmental Permitting**

*Environmental Permitting.* Because the proposed site is located within an unnamed tributary that leads to the Protected Watershed of Wolf Bay and the site work will exceed 1 Acre of disturbance, it is anticipated that a Construction Best Management Practices Plan (CBMPP) will be required for the application of the Notice of Intent (NOI) General Permit.

## **Phase 2- Landscape Architectural Services- Procurement and Construction Services**

### **Construction Document (CD) Adjustments (PH 2)**

Sawgrass has teamed with WAS Design, Inc (WAS) for preparation of the Landscape Design Element. The Construction Document will be prepared "separately" from the Civil Documents and will include all LA related portions of the project. This includes landscape, irrigation, fencing, ribbon curb, final court surfacing, lighting coordination, benches, and any other features related to the final pickleball court product. This final CD will be finalized concurrent with the civil construction activity and acceptance prior to release for bids to ensure all work activities are included and complete for a successful project.

### **Bid Document Preparation and Bidding Assistance (PH 2)**

WAS will provide bid/contract documents for the procurement of the Phase 2 portions of the project. These documents will include additive alternates if the City of Foley chooses to separate contractual obligations for budgetary reasons. We will coordinate the advertisement for bidders, hold a pre-bid conference, perform the bid letting and issue a certified bid tab for recommendation to award. Multiple sets of plans and bid documents will be prepared and distributed to all interested vendors.

### **Construction Observation (PH 2)**

WAS, as part of this task, perform the following:

- **Preconstruction Conference:** Lead/attend a pre-construction conference with the owner, contractor, and other stakeholders to discuss project logistics, schedules, and expectations.
- **Regular Site Visits:** Make regular site visits to observe construction progress, ensure compliance with contract documents, and address any issues that arise.
- **Submittal and/or Shop Drawing Review:** Review shop drawings and submittals from contractors to make reasonable effort to ensure that they conform to the design intent and specifications.
- **Request for Information (RFI) Response:** Respond to RFIs from contractors, providing clarifications and additional information as needed.
- **Change Order Review:** Review change orders proposed by the contractor, evaluating their impact on the project scope, schedule, and budget. Manage change proposed by Owner.
- **Progress Meetings:** The landscape architect participates in progress meetings with the owner, contractor, and other stakeholders to discuss project status, issues, and resolutions.
- **Quality Assurance:** Monitor the quality of workmanship and materials to make reasonable effort to ensure that they meet the project's standards and specifications.
- **Punch List Creation:** Towards the end of construction, create a punch list of items that need to be completed or corrected before final acceptance.

- **Substantial Completion Inspection:** Conduct a final inspection of the project to determine substantial completion, which signifies that the work is sufficiently complete for the owner to occupy or utilize the project.
- **Final Completion and Closeout:** Assist in finalizing any remaining paperwork, including closeout documents, record drawings, and warranties, and ensures that the project is formally completed.
- **Warranty Period Assistance:** During the warranty period, assist the owner in addressing any defects or issues covered by the contractor's warranty at the owner's request.
- **As-Built Drawings:** Review as-built drawings, prepared by Contractor, to ensure conformance with any observed and/or reported changes made during construction.
- **Project Evaluation:** Upon Owner request, participate in post-construction evaluations to assess the project's performance and identify lessons learned for future projects.



## 2023 HOURLY RATES

SENIOR PROJECT MANAGER	\$195.00 HOUR
PROFESSIONAL LAND SURVEYOR	\$180.00 HOUR
PROFESSIONAL ENGINEER	\$180.00 HOUR
STAFF ENGINEER	\$110 .00 HOUR
SENIOR CONSTRUCTION REPRESENTATIVE	\$100.00 HOUR
SURVEY MANAGER	\$110.00 HOUR
ONE MAN SURVEY CREW	\$120.00 HOUR
TWO MAN SURVEY CREW	\$150.00 HOUR
THREE MAN SURVEY CREW	\$175.00 HOUR
CADD DESIGNER	\$110.00 HOUR
CADD TECHNICIAN	\$ 95.00 HOUR
ADMINISTRATIVE	\$65.00 HOUR

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Client Rep Initials