



Newnan-Coweta County Airport Authority

115 Airport Road
Newnan, GA 30263
www.coweta.ga.us

Called Meeting

~ Agenda ~

Fran Collins
770.254.2601

Tuesday, April 12, 2022

4:00 PM

Commission Chambers

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Chairman Joe Rutkiewicz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice-Chairman Hank Moody	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secretary Lee Moody	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authority Member Alan Starr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authority Member Janice Laws Robinson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Airport Manager Calvin Walker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assistant Airport Manager Nate Schattner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attorney Nathan Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Airport Engineer Phil Eberly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clerk Fran Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

REGULAR SESSION

APPROVAL OF THE MINUTES

1. Thursday, March 24, 2022

CONSENT AGENDA

2. Confirm Execution of an Independent Consultant Agreement
3. Confirm Execution of Task Order # 12 and Task Order # 13 Associated with the Proposed Terminal Area Site Prep and Paving Design and with the Proposed Terminal Area Environmental Assessment, Phase 1

SUPPLEMENTAL AGENDA ITEMS

PUBLIC COMMENTS-ITEMS ON THE AGENDA

NEW BUSINESS

4. Request Approval/Execution of Task Order # 14 Associated with the Proposed Airport Terminal Building Design

SUPPLEMENTAL AGENDA ITEMS

PUBLIC COMMENTS-ITEMS NOT ON THE AGENDA

EXECUTIVE SESSION

REGULAR SESSION

ADJOURNMENT

As set forth in the Americans with Disabilities Act of 1992, the Coweta County government does not discriminate on the basis of disability and will assist citizens

with special needs given proper notice (seven working days). For more information, please contact ADA Coordinator Tom Corker at 770.254.2608.



Airport Authority

To: Newnan-Coweta County Airport Authority

From: Calvin Walker, Airport Manager

Date: 4/6/2022

RE: Independent Consultant Agreement

Issue: Confirm execution of an Independent Consultant Agreement with Dale Pepper

Discussion: At the meeting held on March 24, 2022, the Authority voted to approve a personnel issue. Following a discussion with legal counsel, Mr. Lee recommended that the Authority confirm execution of an Independent Consultant Agreement with Dale Pepper.

As proposed in the agreement, Mr. Pepper will be compensated at an hourly rate of \$100 effective April 1, 2022, with automatic renewals on a month-to-month basis, unless terminated by either party upon fifteen (15) days' notice.

FINANCIAL IMPACT:

N/A

Recommendation: The Authority voted to confirm execution of an Independent Consultant Agreement with Dale Pepper beginning on April 1, 2022 and continuing on a monthly basis to provide services to assist the Airport Authority and Airport Manager.

STATE OF GEORGIA
COUNTY OF COWETA

INDEPENDENT CONSULTANT AGREEMENT

THIS AGREEMENT made this 21 day of March, 2022, between Dale Pepper (hereinafter "Consultant") and the Newnan-Coweta County Airport Authority (hereinafter "Airport Authority").

WHEREAS, the Airport Authority is a public body corporate and politic created pursuant to the Newnan-Coweta County Airport Authority Act (1965 Ga. L., p. 2041, *et seq.*, as amended) ("Act"); and

WHEREAS, pursuant to the Act, the Airport Authority has the power to appoint, select, and employ, officers, agents, and employees; and

WHEREAS, the Consultant has been engaged to perform independent contractor services for the Airport Authority.

NOW THEREFORE, for the reasons set forth above and consideration of the mutual promises herein set forth, the Airport Authority and Consultant agree as follows:

WITNESSETH:

Section 1 – Relationship

The Consultant is an independent contractor and not an employee of the Airport Authority. The Airport Authority shall file annually an Internal Revenue Service Form 1099-MISC with respect to the Consultant which shall report the amount of compensation paid by the Airport Authority for services rendered herein. The Consultant shall be responsible for filing any and all required State and Federal income and self-employment tax returns with respect to the compensation paid to Consultant under this Agreement. Consultant understands and agrees that as an independent contractor, Consultant is responsible for Consultant's own unemployment, workers compensation and/or disability insurance, State and Federal income taxes and social security. Consultant understands that as an independent contractor, Consultant and its employees are not eligible for benefits, including but not limited to group health insurance, annual, sick, or holiday leave, or retirement plans based on services performed pursuant to this Agreement.

Section 2 – Services

The Consultant is engaged for the performance of the following services (“Services”) as requested by the Airport Authority:

- a. Assist the Airport Authority and Airport Manager in developing and implementing short-term and long-range strategic vision, philosophies, goals, objectives, and plans;
- b. Assist the Airport Authority and Airport Manager regarding communications and marketing activities, economic development, lease negotiations, and tenant relations;
- c. Assist the Airport Manager by serving as the liaison to the Airport Authority ;
- d. Assist the Airport Authority and Airport Manager in the recruitment, hiring, training, development, and evaluation of all personnel;
- e. Coordinate with the Airport Engineer, Sponsor, Airport Manager, and Airport Authority to ensure successful implementation of the Capital Improvement Program;
- f. Assist the Airport Authority and Airport Manager in the selection and management of professional service consultants providing services to the Airport Authority;
- g. Assist the Airport Authority and Airport Manager in the solicitation, negotiation, and enforcement of contracts for goods and services entered into, and the supervision of contractors and subcontractors in the performance of their duties;
- h. Assist the Airport Authority and Airport Manager in the creation, development, implementation, and enforcement of operating rules, policies, regulations, and procedures;

Section 3 – Term and Termination

The term of the Agreement shall begin on April 1, 2022 (“Effective Date”) and shall automatically renew on a month-to-month basis unless terminated upon fifteen (15) days written notice by either party. Upon termination, Consultant shall not be entitled to any compensation after notice of termination other than Services performed prior to said notice.

Section 4 – Compensation

The Airport Authority shall pay Consultant, and Consultant shall accept as full payment for Services herein, compensation in the amount of \$100.00 per hour.

Consultant shall invoice the Airport Authority twice a month (on or about the 15th and 31st of each month) with a time log of Services performed to include the date, project/task, and billable hours (15-minute increments). The Airport Authority shall review and remit payment promptly upon receipt.

Consultant understands that this is a contract for services and that an employer-employee relationship does not exist between Consultant and the Airport Authority. Therefore, it is the Consultant's responsibility to obtain at his expense, all licenses and permits, and to pay all applicable licenses, taxes, permits, and fees.

Section 5 – Documentation, Equipment, and Resources

The Airport Authority shall provide Consultant with necessary documentation, technology equipment, and electronic resources to perform the Services defined herein at no cost to the Consultant. Consultant shall not use the equipment or resources provided by the Airport Authority to perform services outside of this Agreement.

Upon termination of this Agreement, Consultant shall return all documentation, equipment, or other property owned by the Airport Authority within five (5) business days.

Section 6 – Ownership of Work Product

To the extent Consultant creates any Work Product (as defined herein) in connection with the Services, Consultant hereby agrees that such Work Product shall be and remain the property of the Airport Authority. "Work Product" shall mean all materials, data, works of authorship, concepts, presentations, and reports in connection with Consultant's performance of the Services, including, without limitation, all intellectual property rights therein. Consultant agrees that, to the full extent permitted under applicable law, all Work Product shall constitute "works made for hire". To the extent that any Work Product does not constitute a "work made for hire" for the Airport Authority, Consultant hereby irrevocably assigns, transfers, and conveys (and agrees to assign, transfer, and convey, without further consideration) to the Airport Authority, on a worldwide and perpetual basis, all right, title, and interest in and to any and all Work Product, including all intellectual property rights therein. Consultant shall have no right to retain any Work Product following the termination of this Agreement.

Section 6 – Release

Consultant expressly agrees to release Airport Authority, its agents, officers, and employees from any and all claims, demands, actions, cause of action of any sort, for injury or damage to his properties arising out of the performance of duties pursuant to this Agreement. Consultant further agrees to indemnify and hold harmless the Airport Authority from and on account of damages of any kind which Airport Authority may suffer as the result of acts of any Consultant's agents, servants, or employees.

Section 7 – Confidentiality

Consultant acknowledges that during the course of, and as a result of the contemplated

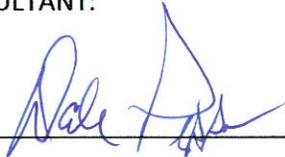
relationship with Client, the Consultant may have access to, acquire, and be required to utilize certain confidential data and information of Client and/or any of its affiliates ("Confidential Information"). Consultant covenants and agrees that it will not, without the prior written authorization of the Airport Authority, directly or indirectly divulge, communicate or disclose to any person, firm or organization any such Confidential Information or use any such Confidential Information except for the purposes of providing Services hereunder.

Section 8 – Entire Agreement, Disputes, and Governing Law

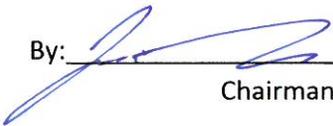
This Agreement contains the entire agreement between the parties, and no amendment shall be effective until reduced to writing and signed by the parties. Any and all disputes arising out of or in any way related to this Agreement shall be submitted to the State or Superior Court of Coweta County and the parties expressly consent to venue and jurisdiction therein. This Agreement shall be governed by the laws of the State of Georgia.

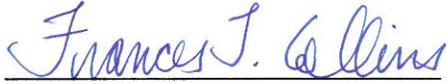
IN WITNESS THEREOF, the duly authorized representatives of the parties have executed this Agreement as of the Effective Date above:

CONSULTANT:

By: 

NEWNAN-COWETA COUNTY
AIRPORT AUTHORITY

By: 
Chairman

Attest:


Attachment: 2022.Independent Consultant Agreement.Dale Pepper.Executed (12888 : Independent Consultant Agreement - Dale Pepper)



Airport Authority

To: Newnan-Coweta County Airport Authority

From: Calvin Walker, Airport Manager

Date: 4/6/2022

RE: Task Order # 12 Associated with the Proposed Terminal Area Site Prep and Paving Design and Task Order # 13 Associated with the Proposed Terminal Area Environmental Assessment, Phase 1

Issue: Task Order # 12 Associated with the Proposed Terminal Area Site Prep and Paving Design and Task Order # 13 Associated with the Proposed Terminal Area Environmental Assessment, Phase 1

Discussion: At the meeting held on February 12, 2022, the Authority voted to approve Task Order # 12 with Lead Edge Design Group, LLC in the amount of \$681,000 associated with proposed terminal area apron site preparation and paving design, and to submit a request to the Board of Commissioners for associated funding.

Subsequently, it was determined that an environmental assessment was necessary, and at the meeting held on the March 13, 2022, the Authority voted to approve Task Order # 13 with Lead Edged Design in the amount of \$174,250 associated with the proposed terminal area environmental assessment, Phase 1.

The total amount for both task orders is \$855,250.

FINANCIAL IMPACT:

-\$855,250 total (Task Order #12 for \$681,000 and Task Order # 13 for \$174,250)

04/12/22 123457 · Airport Authority **(\$855,250.00)**

Recommendation: Staff recommends that the Authority confirm execution of Task Order # 12 associated with the proposed terminal area site prep and paving design and Task Order #13 associated with the proposed terminal area environmental assessment, Phase 1, with Lead Edge Design Group, LLC at a total cost of \$855,250.

**TASK ORDER NO. 12
PROPOSED TERMINAL AREA APRON SITE PREPARATION & PAVING DESIGN
NEWNAN-COWETA COUNTY AIRPORT
NEWNAN, GEORGIA**

This Task Order is written pursuant to the basic agreement entitled General Services Agreement, executed on October 21st, 2020. The referenced basic agreement pertains to proposed improvements to the Newnan-Coweta County Airport. This Task Order entered into and executed on the date indicated below the signature block, by and between the Newnan-Coweta County Airport Authority (Owner) and Lead Edge Design Group, Inc. (Engineer), sets forth the project description, project schedule, and engineering fees related to the Design and Bid Phases for the Proposed Terminal Area Apron Site Preparation & Paving Design project at the Newnan-Coweta County Airport.

SECTION I - PROJECT DESCRIPTION

The project is to consist of:

- A. Design and bid phases of the Proposed Terminal Area Apron Site Preparation & Paving project.
- B. Preparation of design drawings, specifications, and contract documents.
- C. Final cost estimates.
- D. Predesign geotechnical investigation.
- E. Topographic survey for design.
- F. Meeting with the Owner to review the project.

SECTION II - PROJECT SCHEDULE

From the time the Owner approves this Task Order, the Engineer will complete the design phase documents within one-hundred and fifty (150) days.

SECTION III - SCOPE OF SERVICES

Engineer will provide those services listed in the basic agreement which are applicable to this specific Task Order. Specifically, this project will include:

- A. Preparation of design drawings, specifications, and contract documents for the Proposed Terminal Area Apron Site Preparation & Paving project. Scope will be for apron area depicted on attached rendering developed during the Terminal Needs Assessment study dated 03/25/2021.
- B. Perform predesign geotechnical investigation for design of the project.
- C. Perform topographic survey for design of the project.
- D. Meet with the Owner to review the project.
- E. Distribute drawings, specifications, and contract documents for the project to potential bidders and Plan Rooms upon request, and make these same drawings, specifications, and contract documents available for public viewing.

- F. Conduct bid opening, review bids, and provide a Certified Bid Tab and Recommendation of Award.

Services not included in this Task Order:

- A. 3-year Disadvantaged Business Enterprise Plan or Disadvantaged Business Enterprise Plan for a specific project
- B. Engineers design report
- C. ALP Update
- D. Construction phase services
- E. Geotechnical quality assurance testing during construction
- F. On-site project observation
- G. Record drawings
- H. Utility location, removal, or relocation
- I. Assistance with obtaining environmental permits
- J. Agency permit fees
- K. Environmental Assessments, Impacts or Services
- L. Printing & shipping

SECTION IV - FEES AND PAYMENTS

The following fees are to be paid to the Engineer as compensation for these services:

- A. Basic services – Design phase: \$ 495,000.00
- B. Basic services – Bid phase: \$ 9,500.00
- C. Special Services – Predesign geotechnical investigation: \$ 84,500.00
- D. Special services – Topographic survey for design: \$ 92,000.00

SECTION V - BASIC AGREEMENT IN EFFECT:

Except as amended specifically herein, the basic General Services Agreement shall remain in full force as originally approved and executed.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be duly executed as of the date and year first written herein.

**NEWNAN-COWETA COUNTY AIRPORT
AUTHORITY**

LEAD EDGE DESIGN GROUP, INC.

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Date: _____

Date: _____

**TASK ORDER NO. 13
PROPOSED TERMINAL AREA ENVIRONMENTAL ASSESSMENT PHASE 1
NEWNAN-COWETA COUNTY AIRPORT
NEWNAN, GEORGIA**

This Task Order is written pursuant to the basic agreement entitled General Services Agreement, executed on October 21st, 2020. The referenced basic agreement pertains to proposed improvements to the Newnan-Coweta County Airport. This Task Order entered into and executed on the date indicated below the signature block, by and between the Newnan-Coweta County Airport Authority (Owner) and Lead Edge Design Group, Inc. (Engineer), sets forth the project description, project schedule, and engineering fees related to the preparation of an Environmental Assessment for the proposed terminal apron area depicted on attached rendering developed during the Terminal Needs Assessment study dated 03/25/2021 at the Newnan-Coweta County Airport.

SECTION I - PROJECT DESCRIPTION

The project is to consist of:

- A. Preparation of an Environmental Assessment for the proposed terminal apron area.
- B. Meeting with the Owner to review the project.

SECTION II - PROJECT SCHEDULE

From the time the Owner approves this Task Order, the Engineer shall begin the Environmental Assessment, with completion upon the final approval from FAA.

SECTION III - SCOPE OF SERVICES

Engineer will provide those services listed in the basic agreement which are applicable to this specific Task Order. Specifically, this project will include:

- A. Prepare the Environmental Assessment for the proposed terminal apron area.
- B. Meet with the Owner to review the project.

Services not included in this Task Order:

- A. Predesign geotechnical investigation
- B. Topographic survey for design
- C. 3-year Disadvantaged Business Enterprise Plan or Disadvantaged Business Enterprise Plan for a specific project
- D. Engineers design report
- E. ALP Update
- F. Design phase services
- G. Bid phase services
- H. Construction phase services

- I. Geotechnical quality assurance testing during construction
- J. On-site project observation
- K. Record drawings
- L. Utility location, removal, or relocation
- M. Preparation of design drawings, specifications, and contract documents
- N. As built surveys
- O. Agency permit fees
- P. Removal or mitigation of hazardous materials
- Q. Printing & shipping

SECTION IV - FEES AND PAYMENTS

The following fees are to be paid to the Engineer as compensation for these services:

A. Environmental Assessment:	\$ 174,250.00
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SECTION V - BASIC AGREEMENT IN EFFECT:

Except as amended specifically herein, the basic General Services Agreement shall remain in full force as originally approved and executed.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be duly executed as of the date and year first written herein.

**NEWNAN-COWETA COUNTY AIRPORT
AUTHORITY**

LEAD EDGE DESIGN GROUP, INC.

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

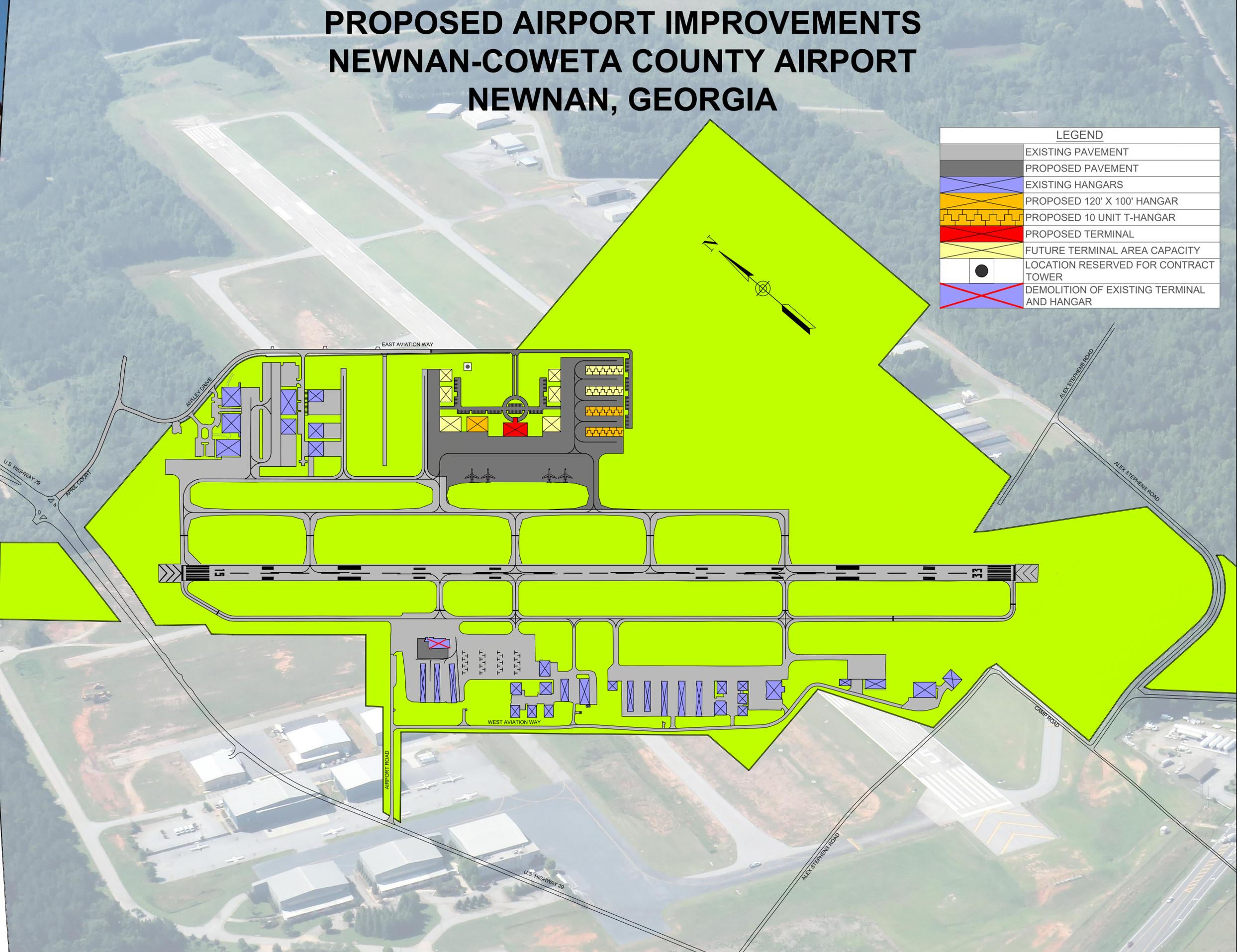
Title: _____

Title: _____

Date: _____

Date: _____

PROPOSED AIRPORT IMPROVEMENTS NEWNAN-COWETA COUNTY AIRPORT NEWNAN, GEORGIA





Airport Authority

To: Newnan-Coweta County Airport Authority

From: Calvin Walker, Airport Manager

Date: 4/7/2022

RE: Task Order # 14 Associated with Design of the Proposed Airport Terminal Building

Issue: Task Order # 14 for Proposed Terminal Building Design

Discussion: Airport Authority engineering firm Lead Edge Design has prepared Task Order # 14 associated with the design of a new terminal building to be located on the east side of the Airport. In addition to being obsolete for the Airport's present needs, the current terminal is an obstruction violating the Airport's Primary Surface and must be removed per the GDOT Airport Inspection conducted on behalf of the Federal Aviation Administration.

FINANCIAL IMPACT:

-\$311,300

04/12/22 123457 · Airport Authority

(\$311,300.00)

Recommendation: Staff recommends that the Authority execute Task Order # 14 with Lead Edge Design Group, LLC associated with the proposed Airport Terminal Building Design.

**TASK ORDER NO. 14
TERMINAL BUILDING
NEWNAN-COWETA COUNTY AIRPORT
NEWNAN, GEORGIA**

This Task Order is written pursuant to the basic agreement entitled General Services Agreement, executed on October 21st, 2020. The referenced basic agreement pertains to proposed improvements to the Newnan-Coweta County Airport. This Task Order entered into and executed on the date indicated below the signature block, by and between Newnan-Coweta County Airport Authority (Owner) and Lead Edge Design Group, Inc. (Engineer), sets forth the project description, project schedule, and engineering fees related to the design for the Terminal Building at the Newnan-Coweta County Airport. Fees are based on a terminal building hard cost estimate of \$4,139,625.00.

SECTION I - PROJECT DESCRIPTION

The project is to consist of:

- A. Services defined in the attached proposal by Gardner, Spencer, Smith, Tench & Jarbeau dated March 21, 2022.
- B. Project administration by Lead Edge Design Group.

SECTION II - PROJECT SCHEDULE

From the time the Owner approves this Task Order, the Engineer shall begin services for the project.

SECTION III - SCOPE OF SERVICES

Engineer will provide those services listed in the basic agreement which are applicable to this specific Task Order, limited to the services defined in the attached proposal by Gardner, Spencer, Smith, Tench & Jarbeau dated March 21, 2022. Specifically, this project will include:

- A. Design, bidding, and construction phase services for the terminal building.

Services not included in this Task Order:

- A. Predesign geotechnical investigation
- B. Topographic survey for design
- C. Engineers design report
- D. ALP Update
- E. Geotechnical quality assurance testing during construction
- F. Full-time on-site project observation
- G. Record drawings
- H. As-built surveys

I. Agency permit fees

SECTION IV - FEES AND PAYMENTS

Compensation for professional architectural and engineering services required to accomplish the above scope are proposed on the basis of professional time expended not-to-exceed a stipulated sum of Two Hundred Eighty-Three Thousand and No/100 Dollars (\$283,000.00).

Compensation for project administration required to accomplish the above scope is proposed as a lump sum amount of Twenty-Eight Thousand Three Hundred and No/100 Dollars (\$28,300.00).

The following fees are to be paid to the Engineer as compensation for these services:

- A. Schematic phase: \$ 40,000.00
- B. Design development phase: \$ 50,000.00
- C. Construction documents: \$ 100,000.00
- D. Bidding: \$ 10,000.00
- E. Contract administration: \$ 83,000.00
- F. Project administration: \$ 28,300.00

In addition, mileage and printing expenses will be reimbursed. Mileage will be charged at the current IRS standard mileage rate.

SECTION V - BASIC AGREEMENT IN EFFECT:

Except as amended specifically herein, the basic General Services Agreement shall remain in full force as originally approved and executed.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be duly executed as of the date and year first written herein.

**NEWNAN-COWETA COUNTY AIRPORT
AUTHORITY**

LEAD EDGE DESIGN GROUP, INC.

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachment: 2022.Task Order 14.Terminal Building Design.Lead Edge (12969 : Task Order # 14 for Airport Terminal Design)

Gardner
Spencer
Smith
&
Tench
Jarbeau

A Professional Corporation
for the Practice of Architecture

March 21, 2022

Mr. Mike Johnson, Director
Coweta County Facilities Management
22 East Broad Street
Newnan, GA 30263

Re: Proposal for Professional Services
Flight Operations Building
Newnan-Coweta County Airport
115 Airport Road
Coweta County, Georgia

Dear Mr. Johnson,

Thank you very much for requesting our firm to submit this proposal for professional architectural and engineering services for the above referenced project. We are most enthusiastic about the possibility of continuing to serve you and the people of Coweta County through our participation in this important project.

Understanding of the Project

We understand the project to consist of providing full architectural and engineering services required to implement the “**Facility Needs Assessment, Associated Site Planning, and Cost Estimate**” study recently completed by our firm in consultation with Mr. Phil Eberly, Airport Consultant with Lead-Edge Design Group. This assignment involved a series of interactions with the Newnan-Coweta County Airport Authority, Mr. Calvin Walker, Airport Manager, as well as representatives of Coweta County Administration and Facilities Management to the develop an initial design concept for construction of a new Flight Operations Building (F.O.B.). The design concept included an initial program of space needs, preliminary site and building plans as well as a cost analysis. A narrative summarizing the process involved in completing this assignment, as well as final deliverables are attached hereto for your reference.

3340 Peachtree Road
Suite 1800
Atlanta, GA 30326
(404) 281-5251

Mr. Mike Johnson, Director
Coweta County Facilities Management
Proposal for Professional Services
March 21, 2022
Page 2

Scope of Services

The Architect's Basic Services consist of those described below and include usual and customary structural, mechanical, and electrical engineering services:

Schematic, Design Development and Construction Document Phases

- Discuss with the Owner the program, schedule, budget, site, and approaches to design and construction of the project and reaching a full understanding with the Owner regarding the Project requirements.
- Prepare, based on the Project requirements, Design Documents consisting of drawings and other documents appropriate for the Project for the Owner's approval.
- Prepare and submit to the Owner a current estimate of the Cost of the Work.
- Assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.
- Prepare, based on the Owner's approval of the Design Documents, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work for the Owner's approval. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review.
- Incorporate into the Construction Documents, design requirements of governmental authorities having jurisdiction over the Project.
- Update the estimate for the Cost of the Work.
- Submit Construction Documents to the Owner, advising of any adjustments to the estimate of the Cost of the Work for the Owner's approval.

Mr. Mike Johnson, Director
 Coweta County Facilities Management
 Proposal for Professional Services
 March 21, 2022
 Page 3

Bidding Phase

- Assist the Owner, following their approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, in awarding and preparing contracts for construction.

Construction Phase

- Advise and consult with the Owner on the general progress of the project and act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.
- Visit the site at intervals appropriate to the stage of construction, becoming generally familiar with the progress and quality of the portion of the Work completed, and determining, in general, if the Work observed is being performed in accordance with the Contract Documents.
- Keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.
- Review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents.
- Review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
- Review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.
- Authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.
- Conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

Mr. Mike Johnson, Director
 Coweta County Facilities Management
 Proposal for Professional Services
 March 21, 2022
 Page 4

Proposed Compensation for the Project

Compensation for professional architectural and engineering services required to accomplish the above scope are proposed on the basis of professional time expended not-to-exceed a stipulated sum of **TWO HUNDRED EIGHTY THREE THOUSAND AND NO/100 DOLLARS (\$283,000.00)**. In addition we propose to be reimbursed for of costs of transportation and printing expenses.

We have developed the proposed non-to-exceed stipulated sum for our professional fees as follows:

- Calculation of Professional Fees

Estimated Building Hard Cost	\$4,139,625.00
Overall Architectural and Engineering Fee at 7.2%	300,000.00
Less Assessment Fee	<u><17,000.00></u>
Balance of Fee for Completion of Project	\$ 283,000.0

- Itemization of Compensation by Project Phase

Schematic Phase	\$ 40,000.00
Design Development Phase	50,000.00
Construction Documents	100,000.00
Bidding	10,000.00
Contract Administration	<u>83,000.00</u>
Total Professional Fee	\$ 283,000.00

- For monthly invoicing, we would propose to employ the standard hourly rates under which we have previously completed projects for the county, as follows:

Principal	\$ 125.00
Architect	\$ 95.00
Interior Designer	\$ 95.00
Intern Architect	\$ 75.00

Again, Mike, we want to express our sincere appreciation for the opportunity to submit this proposal for completion of full architectural and engineering services for the new Flight Operations Building at the Newnan-Coweta County Airport. If there are any questions concerning our proposal, please do not hesitate to call.

With much appreciation and best personal regards, I remain

Sincerely yours,



Joseph G. Gardner, Jr. NCARB
 JGG/