SUMMIT
ENGINEERING GROUP OF NORTH CAROLINA INC.
ENGINEERS • PLANNERS • SURVEYORS

April 2, 2024

Mr. Paul Ray
Planning Department Director
City of Brevard
95 W. Main Street
Brevard, NC 28712

Re: City of Brevard Estatoe Trail 30% Design
- Main Street to MJCC
- Rosman Hwy to High School

Dear Mr. Ray,

Summit Engineering Group of NC, Inc. appreciates the opportunity to provide engineering services to the City of Brevard for the above-referenced project. Based on our conversation with City staff, we have prepared the following proposal for our services.

## I. SCOPE OF SERVICES

The purpose of this project is to provide 30% complete plans and cost estimate based on City of Brevard standards for approximately 5,000 linear feet of 10 ft wide bike path (from W. Main Street to the Mary C. Jenkins Community Center Property and from Rosman Hwy. to the Brevard High School). The proposed project will traverse multiple residential properties. Services to be provided by Summit are detailed below.

A. Services to be Provided

1. Geotechnical services in order to determine soil conditions and proper pavement design

2. Environmental services to identify wetlands and other challenges along the proposed project route

3. Design survey and base map identifying topography, existing water bodies, property lines, utilities, large trees, and other features in the project area including riparian buffers and wetlands, if applicable

4. Design Plans, including:
   a. Proposed bike path layout, including bearings and distances
   b. Proposed bike path profile
   c. Typical cross-section
   d. Existing topography
   e. Proposed topography
   f. Required easements

5. Cost estimate, including:
   a. Itemized breakdown of construction activities for the proposed project
   b. Unit pricing
   c. Itemized non-construction cost estimate, including sub-consultants
   d. Preparation of total project budget

6. List of required permits & proposed project schedule (based on duration of project tasks and permit review/approval process)

7. Easement exhibits suitable for execution and recording

B. Deliverables

1. Soil report of the project area

2. Electronic copy (pdf format) of the 30% design plans including:
   a. Overall project plan
   b. Plan and profile sheets (20 scale) including typical cross-section(s)

3. Electronic copy (pdf format) of the required easements plats (up to 10 plats)

4. Electronic copy (pdf format) of proposed project schedule and list of required permits

5. Electronic copy (pdf format) of detailed cost estimate, including professional services and permitting fees

## II. ITEMS NOT INCLUDED (ADDITIONAL SERVICES)

A. Regulatory and Environmental Permitting

B. Bidding Services

C. Construction Management Services

D. Material Testing and Laboratory Services

E. Contract documents and Technical Specifications

Note: Many of these services will be provided and included in a separate contract when applicable. Special or additional services shall not be performed unless so authorized by the OWNER in writing prior to performance of the service.

## III. ITEMS TO BE PROVIDED BY CITY

A. Access to all project sites

B. Field personnel to assist Summit as required

## IV. PROJECT ASSUMPTIONS

A. The Town will provide notice to property owners of surveying activities.

B. The Engineer will give the Town 1-week notice prior to surveying.

C. The City's Floodplain Manager will inform the Engineer of the jurisdictional status of the local water body and any buffers that apply.

D. Staff will provide information to the Engineer in a timely manner.

## V. COMPENSATION AND SCHEDULE OF REIMBURSEMENT

Fees for this project will be at the Hourly Rate Schedule plus expenses, not to exceed the amounts listed below:

| | | | |
|---|---|---|---|
| 1. | Geotechnical Review of the project area | $ | 15,000.00 |
| 2. | Wetland Delineation | $ | 5,000.00 |
| 3. | Survey Services and Base Map | $ | 10,000.00 |
| 4. | 30% Design Plans | $ | 20,000.00 |
| 5. | Cost Estimate | $ | 3,000.00 |
| 6. | Project Schedule and Required Permits | $ | 2,000.00 |
| 7. | Easement Plats (7 each) | $ | 10,000.00 |
| | **Total Fee for Professional Services:** | **$** | **65,000.00** |

*Invoicing will include the cost of reimbursable expenses such as mileage, subcontractor costs, etc.

Please note that the fees shown for the itemized work tasks above were used in the preparation of this proposal. Actual fee for these itemized tasks may differ; however, the overall professional services fee for the work specified herein will not be exceeded without written approval from both parties.

Once again, thank you for the opportunity and please let us know if you have any questions or need any additional information.

Sincerely,
**Summit Engineering Group of NC, Inc.**

Alvin Fuller Jr

Alvin Fuller, P.E.
Sr. Vice-President

**Proposal Acceptance and Authorization:**

City of Brevard – Planning Director
Title

Paul Ray
Print Name

Signature

Date

Enclosure: Attachment “A” - Rate Schedule

**ATTACHMENT "A"**

**HOURLY RATE SCHEDULE**
**SUMMIT ENGINEERING GROUP, INC.**

Schedule 23A

Hourly Rate Schedule and Chargeable Expenses for Engineering Services Provided

| **Employee Classification** | **Rate per Hour** |
|---|---|
| Principal | $190.00 |
| Senior Project Manager | $185.00 |
| Project Manager | $165.00 |
| Electrical Designer | $175.00 |
| Senior Project Engineer | $160.00 |
| Project Engineer II | $145.00 |
| Project Engineer I | $130.00 |
| Design Technician | $125.00 |
| Engineering Associate II | $130.00 |
| Engineering Associate I | $105.00 |
| Project Representative III | $115.00 |
| Project Representative II | $105.00 |
| Project Representative I | $95.00 |
| CADD III | $100.00 |
| CADD II | $95.00 |
| CADD I | $85.00 |
| Administrative Services | $80.00 |

Survey and GIS Services

| | |
|---|---|
| Surveying Manager | $140.00 |
| Instrument Operator | $95.00 |
| GIS Analyst/Programmer | $140.00 |
| GIS Specialist | $135.00 |
| GIS Technician | $90.00 |
| Rodman | $80.00 |

Equipment & Materials

| | |
|---|---|
| GIS Survey Station | $110.00 per calendar day |
| Topcon Robotic Total Station | $110.00 per calendar day |
| Digital Hydrant Mounted Pressure Recorder | $15.00 per calendar day |
| Four-Wheeler | $50.00 per calendar day |
| Smoke Machine | $230.00 per calendar day |
| Smoke Bombs | $250 per case (minimum 1 case) |

Other

| | |
|---|---|
| Chargeable expenses | Actual cost-plus ten percent |
| Overtime | Hourly rate plus fifty percent |
| Courtroom appearances (to include preparation) | Hourly rate plus ninety percent |

Effective Dates: January 1, 2023 to June 30, 2023

Note: Any revision or update in this hourly rate schedule shall be included in Agreements of which this page is part.

Issued: 1-1-2023