

# CONTRACT ADDENDUM NO. 4



**METROCORP  
DEVELOPMENT  
ENTERPRISES, INC.**

*Atlanta*

*3707 Main Street, Ste. No. 15, College Park, GA 30214  
(p) 404.695.7902 (f) 770.577.5031*

To: **The Main Street Academy**  
2861 Lakeshore Drive | College Park, GA 30337  
College Park, Ga. 30337  
Attention: **Virginia Smith, MBA, SHRM-CP**  
Vice President of Operations

Date: 3/25/2021  
From: Herbert Humphrey, P.E.  
Copy to: Y. Maria Humphrey

Project: Basement Renovation Project  
Proposal  
No.: 2020A/E2861

## **Additional Services:**

**Pursuant to the Article X – Additional Services provisions in the signed agreement date June 29,2020, this proposal serves as an addendum to provide the following additional services:**

Metrocorp is pleased to submit this proposal to provide Architectural, mechanical, electrical, and plumbing engineering services for renovating the basement level of The Main Street Academy School Building (approx. 10,000 SF) located at 2861 Lakeshore Drive, College Park, Georgia.). Below you will find a list of services to be performed by Metrocorp Design Team and a breakdown of costs.

## **Task 8.0 Construction Management and Administration Support:**

### **TASK 8.1 CONSTRUCTION PHASE SERVICES**

- Monitor Contractor's development and implementation of the construction schedule.
- Review and monitor General Contractor's adherence to executed contract.
- Manage Owner/Architect/Contractor meetings biweekly,
- Coordinate review and approval shop drawings and material submittals
- Monitor and review Status of City and/or other regulatory Inspections.
- Visit jobsite to monitor quality of work and adherence to schedule.
- Manage and verify materials testing as appropriate.
- Prepare monthly status report, including executive summary, schedule and budget updates, field observation reports and exposure log.
- Review and approve all pay requests and related project invoices and create monthly draw requests for Owner, if necessary.
- Review and expedite timely updates of tracking logs by Contractor and timely responses to Submittals, Requests for Information, etc.
- Review, negotiate, and recommend approval of Change Orders with the Owner.

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- Manage all lien releases and retention reductions.
- Coordinate and assist in resolution of construction related activity issues as required.
- Assist and coordinate allowance items installation (i.e., low voltage systems – security, data, telecom, etc.) with General Contractor to coordinate installation.
- Assist and coordinate, with the Owner's rep, Furniture, Fixture & Equipment installation.
- Oversee punch list preparation and monitor resolution of all items.
- Coordinate final testing of building systems.
- Manage and help to resolve any Owner/Contractor disputes.
- Assist Owner with coordination of occupancy issues.

## **TASK 8.2 POST-CONSTRUCTION SERVICE (FINAL CONTRACTOR RELEASE OF PAYMENT)**

- Coordinate with contractors in providing appropriate training for a smooth turnover from the construction phase to the operation phase.
- Ensure that the Owner receives all appropriate project close-out documents after Architect/Engineer's review and approval.
- Manage Contractor's completion of any outstanding punch list items.
- Manage warranty issues and acceptable resolution for the owner.
- Finalize any incomplete project documentation.
- Perform an 11-month walk through with Design Team and General Contractor to identify construction warranty issues and manage resolution.

We will provide construction management and administration support (CM). Our proposed CM fee for this project is a lump sum fee of \$ 72,800.00 (Seventy- Two Thousand Eight Hundred Dollars And 00/100 Cents based on the schedule and detailed estimate of hours below.

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### **Exclusions:**

**The following tasks are not included and will be considered additional services.**

1. Review and approval by Design Team of Contractor Design substitutions, shop drawings
2. Design changes and revisions to approved and permitted construction drawings.
3. Procurement of additional materials and services
4. Commissioning of Building Systems

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### 5. Material and Structural Testing Services

#### ***Schedule:***

METROCORP will perform work pursuant to the established Construction Schedule and activity.

#### ***Fee Estimate:***

We propose that our fee be determined based on a hourly basis plus reimbursable expenses as detailed below. Based on the scope of work outlined above, the following budget should be established for our services:

<b>Task 8.0 Construction Management and Administration Support:</b>	
<b>Task 8.1 Construction Phase Services</b> <b>Estimated: 80 hours per month for 6</b> <b>months=480.00 hrs. @\$140.00/hr.</b>	<b>\$67,200.00</b>
<b>Task 8.2 Post-Construction Service (Final Contractor release of payment) Estimated: 40 hours @\$140.00/hr.</b>	<b>\$ 5,600.00</b>
<b>Total</b>	<b>\$ 72, 800.00</b>

Note: The scheduled hours will be managed according to the established contractor schedule and activity. Hours exceeding above monthly estimate will be approved by client.

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THE PARTIES ACKNOWLEDGE that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to be bound accordingly.

\_\_\_\_\_  
Client Name

**Metrocorp Development Enterprises, Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name/Title

Herbert Humphrey, P.E., President

\_\_\_\_\_  
Printed or Typed Name/Title



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## METROCORP DEVELOPMENT ENTERPRISES, INC.

Billing Category (BC)	TYPE	BC #	HRLY RATE
<b>MANAGEMENT</b>			
Principle-in-Charge/Officer/Program Director	PRINCIPALS/PARTNERS	1	\$180.00
<b>TECHNICAL</b>			
Technical Specialist/MIS Mgr.	TECHNICAL	2	\$100.00
Project Manager	TECHNICAL	3	\$165.00
Senior Engineer/Office Engineer/Architect	TECHNICAL	4	\$160.00
Professional Engineer/Architect	TECHNICAL	5	\$140.00
Engineer	TECHNICAL	6	\$125.00
Professional Planner	TECHNICAL	7	\$110.00
Planner	TECHNICAL	8	\$100.00
Senior Technician	TECHNICAL	9	\$70.00
Technician	TECHNICAL	10	\$65.00
CADD Technician	TECHNICAL	13	\$85.00
Senior Scientist	TECHNICAL	18	\$105.00
Certified Arborist/Landscape Architect	TECHNICAL	19	\$125.00
Registered Land Surveyor	TECHNICAL	23	\$130.00
GIS Specialist	TECHNICAL	24	\$70.00
Designer	TECHNICAL	26	\$75.00
<b>CONSTRUCTION</b>			
Construction Manager	CONSTRUCTION	11	\$105.00
Resident Observer	CONSTRUCTION	12	\$65.00
2-Person Survey Crew	CONSTRUCTION	20	\$180.00
3-Person Survey Crew	CONSTRUCTION	21	\$210.00
GPS Crew	CONSTRUCTION	22	\$210.00
Flagman/ Laborer	CONSTRUCTION	25	\$65.00
Field Engineer	CONSTRUCTION	27	\$75.00
Superintendent	CONSTRUCTION	28	\$85.00
Test Technician	CONSTRUCTION	29	\$70.00
<b>ADMINISTRATIVE</b>			
Clerical/Administrative Assistant	ADMINISTRATIVE	14	\$60.00
Accountant	ADMINISTRATIVE	15	\$95.00
Modeler/Scheduler	ADMINISTRATIVE	16	\$100.00
Public Relations	ADMINISTRATIVE	17	\$100.00

**Truck/ Vehicle use-  
Mileage-**

n/a  
n/a

**FAX-  
Copies-**

\$2.50 per page  
\$1.00 per page

**Drawing Prints Ansi  
D(24inches X 36inches)  
Laboratry Fees  
Materials-**

\$3.00 per page  
Cost + 15% Mark-up  
Cost + 15% Mark-up