



*Civil and Environmental Engineers*

April 12, 2016

The Honorable Hughel Goodgame, Mayor  
City of Sky Valley  
3444 Highway 246  
Sky Valley, GA 30537

RE: Proposal for Sanitary Sewer System Feasibility Study

Dear Mayor Goodgame:

On behalf of Engineering Management, Inc. we are pleased to present our proposal to prepare a feasibility study for a proposed sanitary sewer collection and treatment or transfer system for the City of Sky Valley.

We have prepared a proposed study outline which is attached hereto. We would propose to evaluate the proposed system based on transferring the collected wastewater to existing treatment facilities in Dillard or the County's facility in Rabun Gap or construction of a localized central land application system. EMI completed a Design Development Report (DDR) for a land application system for Merrill Trust before the 2008 recession, which was approved by the Georgia EPD. A point discharge system has been studied previously and is not a viable option in our opinion.

Our proposed services would consist of:

- Data gathering, including existing water system user profiles obtained from City water billing records and focusing on the higher density areas in the built up areas of the City. We would also review projected collection system configurations in these areas as well as transfer system pipeline routes to the Dillard and County treatment facilities.
- Review of previous studies and the information and findings from those.
- Projections of wastewater treatment demands, including existing customers and potential commercial areas.
- Cost estimating for the proposed interior collection system as well as onsite treatment and transfer system options.
- Research and discussion for capacity available at the City of Dillard and County facilities.
- Cost effective analysis for the various options and selection of a recommended option.
- Financial analysis and affordability section, including equitable and competitive user rates, projected cost of operations and maintenance, debt service and other costs. This section would also provide an overview of potential grants, loans and other subsidies. This section would identify what financial gaps would need to be filled in the way of subsidies for capital costs to render the project feasible and affordable.

The Honorable Hughel Goodgame, Mayor  
City of Sky Valley  
April 12, 2016  
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- Integration of the selected alternative-in collaboration with City officials. This section would include a proposed plan of action, implementation schedule and conclusions and recommendations. Recommendations would include a listing of probable funding agencies that the City and project would be eligible to receive assistance from.
- Presentation of the report and findings to the Mayor and City Council. Following approval and any suggested revisions, publishing a final report in sufficient copies to the City.

The attached report outline provides more details of the proposed feasibility study and its contents.

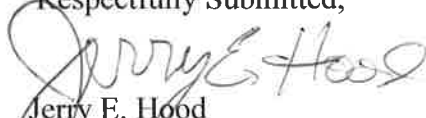
All of our work and services will be prepared in a prompt and professional manner and in accordance with the standards of our profession. Our reports are prepared in sufficient detail to be used as support documentation for State grant and loan programs.

Our proposed fees for the study are based on our standard hourly fees with an estimated cost of \$12,500.00 to \$15,000.00. Our guaranteed maximum for the effort is \$15,000.00.


The proposed timeline to complete the draft study and present same to the City Council is 120 days from proposal acceptance.

We are hopeful that we will have the opportunity to work with the City on connection with this project. If our proposal is acceptable to the City, please so indicate by signing in the space below and returning a copy to us. We will do a good job for the City.

Respectfully Submitted,

  
Jerry E. Hood  
Vice-President  
[jhood@eminc.biz](mailto:jhood@eminc.biz)

Enclosures:  
Proposed Report Outline  
Company Insurance Certificate  
E-Verify Affidavit  
Standard Hourly Rates

Accepted by the City of Sky Valley, By:   
Date: 12-13-16 Title: Mayor

**FEASIBILITY STUDY REPORT  
For  
The City of Sky Valley, Georgia**

**Proposed Report Outline**

**Prepared by:**

**Engineering Management, Inc.**

**July 2016**

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/12/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Crow Friedman Group A Risk Strategies Company 1255 Lakes Parkway #105 Lawrenceville GA 30043	<b>CONTACT NAME:</b> Ambroschia Patton <b>PHONE (A/C, No, Ext):</b> 678-6905990 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> ambroschia@crowfriedman.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:Travelers Ind Co of CT</td> <td>25682</td> </tr> <tr> <td>INSURER B:Travelers Property Casualty Co of</td> <td>25674</td> </tr> <tr> <td>INSURER C:Travelers Indemnity Co</td> <td>25658</td> </tr> <tr> <td>INSURER D:Travelers Indemnity Co of Amer</td> <td>25666</td> </tr> <tr> <td>INSURER E:Travelers Property &amp; Casualty Co of</td> <td>36161</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A:Travelers Ind Co of CT	25682	INSURER B:Travelers Property Casualty Co of	25674	INSURER C:Travelers Indemnity Co	25658	INSURER D:Travelers Indemnity Co of Amer	25666	INSURER E:Travelers Property & Casualty Co of	36161	INSURER F:
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<b>INSURED</b> Engineering Management, Inc. 303 Swanson Drive Lawrenceville GA 30043														

**COVERAGES**

CERTIFICATE NUMBER:CL1572297888

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6809946Y132	7/9/2015	7/9/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EMPBN \$ 1,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA7668N975	7/9/2015	7/9/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ HPCOL \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP9946Y144	7/9/2015	7/9/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB6550Y408	6/1/2015	6/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L EACH ACCIDENT \$ 500,000 E.L DISEASE - EA EMPLOYEE \$ 500,000 E.L DISEASE - POLICY LIMIT \$ 500,000
E	<b>Professional Liability</b>			106334816	7/9/2015	7/9/2016	Each Claim \$2,000,000 Annual Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Sewer System Feasibility Study.

**CERTIFICATE HOLDER**

City of Sky Valley 3444 Highway 246 Sky Valley, GA 30537	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> Michael Christian/AMP <i>MIC Christian</i>
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CONTRACTOR AFFIDAVIT FOR ELECTRONIC VERIFICATION OF WORK AUTHORIZATION PROGRAMS

Contractor: Engineering Management, Inc., 303 Swanson Drive, Lawrenceville, GA 30043

Services: Consulting Civil and Environmental Engineering Services

Municipality: City of Sky Valley, Georgia

I, and any entity I represent:

1. Comply/complies with O.C.G.A. §13-10-91, and has registered with and is participating in a federal work authorization program (any of the Electronic Verification of Work Authorization Programs operated by the U. S. Department of Homeland Security to verify information of newly hired employees) per the applicable provisions and deadlines of O.C.G.A. §13-10-91 (E-verify User Identification Number 261922); Date Issued: 10/8/2009.
2. Agree that, should I/we employ or contract with any subcontractor(s) in connection with the services for the Owner, we will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-08 or a substantially similar form;
3. Agree to maintain records of such compliance and provide a copy of each such verification to the Owner at the time the subcontractor(s) is retained to perform such service; and
4. Agree to keep records of compliance and present a copy thereof to the Owner immediately upon demand.

In making the above sworn certification, under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of code section 16-10-20 of the Official Code of Georgia.

Name: Engineering Management, Inc.

By: Jerry E. Hood  
Authorized Officer or Agent

Title: Vice President

Print Name: Jerry E. Hood

Sworn to and subscribed before me  
this 24 day of April, 20 16.

Rhonda G. Leonard

Notary Public

My commission expires \_\_\_\_\_







303 Swanson Drive, Lawrenceville, GA 30043  
phone 770-962-1387 fax # 770-962-8010  
www.eminc.biz

## 2016 FEE SCHEDULE

### ENGINEERING SERVICES

Administrative .....	\$ 65.00/hour
CAD Technician .....	\$ 80.00/hour
Design Engineer .....	\$ 95.00/hour
Project Engineer .....	\$115.00/hour
Project Manager .....	\$125.00/hour
Principal.....	\$150.00/hour
Construction Observation .....	\$ 85.00/hour
Operator.....	\$ 65.00/hour
Mapping (1 person plus GPS) .....	\$115.00/hour

### REIMBURSABLES

#### Printing

8½" x 11" Copies.....	\$ 0.22 each
11" x 17" Copies.....	\$ 0.75 each
24" x 36" Bond Copies .....	\$ 1.25 each
24" x 36" Mylar Sepia.....	\$ 8.00 each

#### Plotting

24" x 36" Bond CAD Plot.....	\$ 3.00 each
24" x 36" Vellum CAD Plot .....	\$ 6.00 each
24" x 36" Mylar CAD Plot .....	\$ 9.00 each

#### Miscellaneous

Telephone, courier charges, outside printing, rental cars, gas, airfare, meals, hotel, cab, parking, tolls, etc. ....	Cost x 1.15
Mileage.....	\$ 0.55/mile