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October 5, 2023

Ms. Alison M. Bruton, Purchasing Agent
Effingham County Board of Commissioners
804 S. Laurel Street
Springfield, Georgia 31329

RE: Clarence E. Morgan Complex – Phase II Design | Project ID: 23-IDC RFP-041

Dear Ms. Bruton,

Pond is delighted to present this proposal for the design of Phase II of the Clarence E. Morgan Complex in Effingham County. Our team, comprised of landscape architects, planners, engineers, and architects, is enthusiastic about contributing our expertise to this park project. We are dedicated to fulfilling the requirements outlined in the request for proposal, and in the following sections, we provide a more detailed explanation of our approach to completing the project.

We understand that the Effingham County Board of Commissioners is in search of a qualified firm to offer professional services, which include surveying, civil engineering, landscape architecture, architecture, mechanical, plumbing, and electrical engineering, as well as environmental/wetland services when required. These services are needed for the preparation of schematic and design development documents, aiming for 50% completion for Phase II of Clarence Morgan Park. These documents will be instrumental in refining the estimated construction costs and aligning the final construction drawings, program, and design scope with the County's construction budget. Pond is fully equipped and capable of delivering these services to the County. Brad Jones will be your primary contact and Project Manager. He will be supported by our team of landscape architects, engineers, and architects who will carry out the necessary tasks for the project. In addition, our sub-consultant, TR Long Engineering, PC, will provide topographic surveying and utility locates.

Our team possesses a wealth of experience in park planning and design. We have worked on various projects, ranging from individual park sites to extensive park systems, and have designed parks of all sizes, from small pocket parks spanning a few thousand square feet to vast state parks comprising thousands of acres. We are well-versed in design and attuned to the specific needs of local city and county park systems. Notably, we recently completed Effingham County's Parks and Recreation Master Plan, which included this updated master plan for the CEM Complex, and we are currently providing design services for Atlas Park and Baker Park. Furthermore, our team has also offered planning and park design services to several cities, including Alpharetta, Doraville, Sandy Springs, Johns Creek, Smyrna, Winder, Tyrone, Dunwoody, Hampton, Clarkston, and Jacksonville, FL, as well as Gwinnett, Cobb, Glynn, Forsyth, and DeKalb Counties. We bring the knowledge and expertise gained from these projects to Effingham County, ensuring that the Clarence E. Morgan Recreation Complex not only meets but surpasses the County's goals and expectations.

We thank you for your consideration of this proposal and look forward to the opportunity to partner with Effingham County on this and future Parks and Recreation projects.

Sincerely,

Pond & Company

Brad Jones, PLA, ASLA
Senior Project Manager

Matthew Wilder, PLA, ASLA
Vice President

Melissa Phillips
Associate | Client Manager

Attachment 'A' – PROPOSAL COSTS

Architects
Engineers
Planners
Constructors

Proposed Schedule

We will provide our services as expeditiously as practicable, commencing within 10 business days of Notice to Proceed, with the goal of meeting the following schedule:

Assuming NTP by November 10, 2023:

(Date ranges are inclusive of Holidays and Client Review periods.)

154 – Total Calendar Days

Survey: 6 Weeks – December 22 (42 days)

Environmental Delineation: 3 Weeks – November 30 (concurrent with survey)

25% Schematic Drawings/Design Development: 8 Weeks from Survey Deliverable – February 16, 2024 (56 days)

50% Drawings: 8 Weeks (includes County review time) – April 12, 2024 (56 days)

Project Approach / Work Plan

The project consists of the development of 43 acres +/- of the Clarence E. Morgan Complex land parcel located at 1750 GA SR 21, Springfield, Georgia 31329. The project consists of developing 50 percent level construction documents for improvements as proposed in Effingham County's Park and Recreation Master Plan prepared by Pond. The design program will address the elements described on p. 11 - 13 of the RFP. Pond (The Consultant) will be responsible for the coordination of the site survey, wetland delineation and determination, 50% design documents, updated Site Plan color rendering and cost estimating services.

Plans and deliverables will be developed according to the requests made on pages 13-16 of the RFP as follows:

Task #1 – Project Kick-off / Project Management

- The Consultant will host an in-person kick-off meeting with the client project team on site to discuss the project.
- Previously provided GIS data, maps, Phase 1 plans, Geotech report, and surveys related to the park will be utilized for preliminary review.
- During this meeting we will review the scope and timeline to ensure all parties are in alignment with expectations.
- Following the kick-off meeting Pond staff will visit the site to observe existing conditions as relates to the scope of work for park additions. Parks staff are encouraged to join the Consultant in this observation to impart their knowledge of the park and facilities. This information will be noted and transcribed in a field report.
- Provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

Task #2 – Site Survey

The Consultant will:

- Prepare an existing conditions survey with easements, right of way, existing features, topography, tree lines, and above and below ground utilities of the 43 acre +/- project area. Survey of individual trees and topographic information more than 20 feet inside existing wetlands are excluded. Boundary survey as provided by the County with this RFP will be utilized for verifying property lines.
- Locate utilities in the undeveloped property to include water sanitary sewer, power, communications, gas, and the like. A utility locate will be called into the Utility Locate Service. SUE is not included.
- As-built information as provided by the County will be utilized in indicating utilities in the developed portion of the property.
- Locate storm water system features and structures.
- The deliverables shall be AutoCAD (.DWG) file format. The .dtm and .alg files will be provided as requested.

Task #3 – Environmental/Wetland Determination

- **Water Resources Delineation:** The Consultant will complete an on-site identification of potential waters of the United States (WOTUS) that may be subject to Section 404 of the Clean Water Act (CWA) regulation. The on-site delineation of WOTUS will be conducted in accordance with the 1987 Corps of Engineers Wetlands Delineation Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (Version 2.0). Delineated resources will be flagged in the field and mapped using a survey grade GPS unit capable of sub-meter accuracy. Representative data for jurisdictional WOTUS will be captured using the USACE Wetland Determination Data Form – Atlantic and Gulf Coastal Plain Region. A general pedestrian survey of the potentially suitable protected species habitat will be conducted to ascertain the probability of occurrence of threatened and endangered species on the site. Additionally, The Consultant will determine the presence of 25-foot buffers along State Waters pursuant to the Georgia Erosion and Sedimentation Act and 50-foot marsh buffers pursuant to the Georgia Marshlands Protection Act. Field collected GPS data of waters, wetlands, and buffers will be processed and added to GIS mapping for the project site. Following the completion of the on-site water resources delineation, findings will be summarized in an Environmental Survey Report.

- **USACE Determination:** Following client review of the Environmental Survey Report, an Approved Jurisdictional Determination Request (AJD) package will be prepared and submitted to the USACE Savannah District for review and concurrence of delineated resources. The AJD will identify the limits of those waters on the project site determined to be jurisdictional under the CWA and provide written confirmation that the jurisdictional determination is correct and can be relied upon to withstand legal challenge for a period of five (5) years. An Aquatic Resource Delineation Review (ARDR) may be prepared as an alternative to the AJD if the jurisdictional status of water resources does not require challenging as non-jurisdictional. Coordination will be completed with the client ahead of initiating the USACE determination deliverable to confirm the recommended approach. The request will include the following forms:
 - SAS Appendix 1: Request for Corps of Engineers Jurisdictional Determination (JD) and/or Delineation Review
 - Approved Jurisdictional Determination Form
 - GIS Mapping of Waters within the Review Area
 - USACE Wetland Determination Data Forms
 - Supplemental Figures and Data (Soils, USGS, FEMA, NHD/NWI)
 - One (1) AJD Site Visit with USACE Representative

Deliverables:

- Environmental Survey Report: includes a review of environmental permitting constraints and potential compensatory mitigation requirements to develop the park as proposed.
- GIS Mapping of delineated resources.
- USACE Wetland Determination data forms, and photographs.

Task #4 – Schematic Design

The Consultant will:

- Prepare drawings equivalent to 25% design, utilizing the prepared survey for the site. The Consultant will prepare a Schematic site plan indicating the various program elements for Client review and approval.
- Incorporate any Client comments into a revised plan and present the final layout for acceptance prior to finalizing the 25% Schematic/Design Development drawings.
- Finalize the 25% Design development drawings, submit for Client review and address one round of comments prior to proceeding to 50% design drawings.
- Coordinate with Utilities, such as City of Springfield Water and Sewer and Georgia Power for service needs at the site, and with Musco lighting or other potential suppliers for proprietary equipment in developing the Opinion of probable construction cost.
- Undertake permitting due diligence with the City of Springfield/Georgia Soil and Water Conservation Commission, including review of applicable codes.

- Utilizing the previous geotechnical report for Phase 1 provided by the Client as basis of design, the Consultant will prepare 25% design based on findings from that study. Specific geotechnical information for Phase 2 will be developed after the completion of 50% drawings and design criteria updated prior to bid.
- A 2D Color site plan rendering will be provided indicating the extent of Phase 2 park development for County use and publication. (Optional 3D view rendering pricing is provided in the fee schedule).

Plans shall include but not be limited to:

- Cover Sheet
- Survey Sheet
- General Notes
- Schematic Site Plans will locate all proposed park features including footprints of facilities and buildings, pathways, roads, parking, utility needs, emergency access, stormwater management facilities, and site lighting.
- Schematic Grading Plans
- Schematic building floor plans and elevations
- List of anticipated HVAC, electrical, and plumbing systems needs
- Preliminary Construction Details – standard details, as well as a list of custom details anticipated.

Deliverables:

- 25% at a max 1" = 40 ft scale and 30x42 size in PDF digital format for Client review and comments.
- (1) One Rendered site plan to scale (PDF format).

Task #5 – 50% Level Construction Documents

The Consultant will advance the design based upon Client decisions in the Schematic Design Phase, adding more detail and resolution to the plans. During development of the 50% level design drawings the Consultant will work with the Client in developing bid alternates or phasing options to meet the Client's expected budget. The Consultant will meet with the Client to review the drawings and cost estimate to develop options for alternates and phases, and to identify tasks required to progress to 100% construction documents and permitting. 50% drawings will address all of the proposed improvements and additions at CEM, where placement, size, materials, and other key elements of design have been identified for the purposes of producing a viable cost estimate and phasing plan. All details, calculations, and criteria will be completed in the future 100% construction documents phase, in order to meet permit review and approval requirements.

Plans shall include but not be limited to:

- Cover Sheet
- General Notes sheet(s)
- Overall site plan showing improvements
- Enlarged Site plans at a max 1" = 40 ft scale, 30x42 drawings
- Demolition and staging plans
- Grading plans and drainage profiles
- Utility plans and sewer profiles
- Site electrical plans
- Landscape plans and details
- Construction details
- Architectural + Mechanical/Electrical/Plumbing/Structural drawings of concession/restroom structures
- Pre-fab structure (shelters/maintenance) cut sheets and product selections for pricing
- List of anticipated technical specifications

Deliverables

- 50% drawings at a max 1" = 40 ft scale and 30x42 size in PDF digital format for Client review and comments.
- 50% Opinion of Probable Cost.

List of Sub-consultants

The following sub-consultants will be used to provide necessary data related to the completion of the project.

Subconsultant/Firm Name: TR LONG ENGINEERING, P.C.

Address: 1000 Towne Center Boulevard, Suite 304; Pooler, Georgia 31322

Phone: 912.335.1046

Description of Work/Services to be Performed:

- Topographic Survey
- Utility Locates

Subcontracted Amount: \$40,095

Notice-to-Proceed

No work on this project shall be performed until a contract has been executed and a Notice-to-Proceed letter has been issued.

Exclusions and Assumptions

1. Services not specifically included in the proposal, or material changes requested after professional services have commenced and/or been approved by the Client team, will be considered additional / out of scope services, and will be approved via a contract change order prior to commencement of the additional work.
2. It is assumed the Client will provide necessary access to the property.
3. Environmental design/coordination services associated with contaminated soil/groundwater, asbestos, lead based paint, endangered species survey, etc. are not included.
4. USACE has communicated that standard review periods for submittals can no longer be met due to reduced staffing and workload. The Consultant will coordinate closely with the projects USACE project manager to ensure the USACE determination is processed as quickly as possible.
5. This scope and fee include a desktop cultural and historic resources review. Phase I Cultural resources survey is not included.
6. A Phase I/II Environmental Site Assessment is not included in this scope.
7. Geotechnical Services are not included (Phase 1 Geotech reports will be used for 50% Design).
8. It is assumed all environmental field survey efforts can be completed in one mobilization and project limits are as indicated in the RFP.
9. While the Consultant will deliver a value-conscious design and seek Client's preference on phasing, bid alternates, and significant cost-related decisions when options are presented, a detailed value-engineering analysis is not included.
10. While our team will work to reveal all existing conditions that affect the design and construction of the project, all projects may reveal unforeseen conditions during construction. The Consultant cannot be held responsible for unforeseen conditions that were not detected at the time of design.
11. Any estimates as to costs are based on industry experience and the Consultant is not responsible for changes in market conditions that affect construction, material, labor, or maintenance costs. While the Consultant will provide guidance for calculating escalation of costs at future dates, The Consultant will not be responsible under this agreement for actual future costs to implement based upon materials and labor cost at that time.
12. The following tasks are excluded per the RFP:
 - a. Development of 100% issued for construction documents and specifications.
 - b. Permitting
 - c. Bidding and Negotiation Assistance
 - d. Construction Observation and Project Closeout services



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Fee

The Consultant proposes a lump sum fee of **\$252,516** to complete the scope of work as described herein. A detailed breakdown of the tasks and manhours to accomplish each task can be seen in Attachment A, the proposal cost matrix. Additionally, we can provide a 3D rendering on a unit cost basis of **\$8,720** as required.

We thank you for your consideration of this proposal and look forward to the opportunity to partner with Effingham County on this and future Parks and Recreation projects.

Sincerely,

Pond & Company

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Senior Project Manager

Matthew Wilder, PLA, ASLA
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Associate | Client Manager

Attachment 'A' – PROPOSAL COSTS

Attachment 'A' - Proposal cost manhours

Proj Mgr	SR Civil	Jr Civil	Jr Landscape Architect	Arch Intern	SR ST Eng	Jr ST Eng	SR MEP Eng	Jr MEP Eng	Env Engineer	Cost Est	RIS	Survey Crew	CADD op	Hours and Cost Totals			
PIC	\$ 250.00	\$ 210.00	\$ 200.00	\$ 130.00	\$ 131.33	\$ 200.00	\$ 110.31	\$ 210.00	\$ 135.00	\$ 210.00	\$ 130.00	\$ 183.86	\$ 141.83	\$ 137.50	\$ 110.00	\$ 93.50	Effingham County Clearance Morgan Complex Phase 2
																	STANDARD BILLING RATES
																	Hrs. Task 1 - Kick Off/Project Management
																	2 Kick off prep
																	28 Travel Time for Kick Off
																	4 Kick off Meeting
																	8 Site Visit
																	119 PM - entire project
																	161 HOURS SUBTOTAL
																	32,706 COST SUBTOTAL
																	Hrs. Task 2 - Site Survey - LT Long Sub
																	9 Field Survey/Util Locate
																	370 HOURS SUBTOTAL
																	40,095 COST SUBTOTAL
																	Hrs. Task 3 - Wetland Determination
																	9 Travel Time
																	16 Delineation on Site
																	8 GIS/Mapping
																	12 Report
																	40 USACE Determination Documentation
																	85 HOURS SUBTOTAL
																	15,628 COST SUBTOTAL
																	Hrs. Task 4 - 25% Schematic Design/Design Development
																	30 Schematic Site Plan/Master Plan Verification
																	20 Internal Coordination Meetings
																	6 Utility/Supplier Coordination
																	6 Permitting due diligence with City
																	3 Geotech report review
																	4 Cover Sheet
																	4 Survey base
																	4 General notes
																	36 Site Plan
																	28 Grading Plan
																	18 Construction details
																	132 Architectural/MEPS
																	18 TOC
																	12 Client Review
																	40 Rendering
																	361 HOURS SUBTOTAL
																	53,343 COST SUBTOTAL
																	Hrs. Task 5 - 50% Schematic Design/Design Development
																	6 Pre-Fab Coord
																	2 Cover Sheet
																	2 General Notes
																	8 Overall Site
																	28 Site Plan Enlargements
																	8 Demolition Plans
																	32 Grading Plans + Profiles
																	32 Utility Plans + Profiles
																	26 Site Electrical
																	60 Stormwater Management review
																	30 Landscape
																	12 Details
																	8 Specs
																	60 Cost Estimating
																	57 Travel Time to Client X 2
																	16 Client Review Meeting X 2
																	60 Phrasing and Alternate Development
																	24 TOC
																	723 HOURS SUBTOTAL
																	108,244 COST SUBTOTAL
																	Hrs. OPTIONAL 3D RENDERING (UNIT COST)
																	64 Rendering
																	64 HOURS SUBTOTAL
																	8,720 COST SUBTOTAL (NOT INCLUDED IN TOTAL)
																	1700 TOTAL HOURS TASK 1.0-6.0
																	250,016 TOTAL COST TASK 1.0-6.0
																	78% PERCENT OF TOTAL HOURS
																	84% PERCENT OF TOTAL COST
																	2,500.00 EXPENSES / ODDS
																	252,516 PROJECT TOTAL