

**NOTICE TO PROCEED**

TO: Pond & Company

RE: NOTICE TO PROCEED

Task Order 23-REQ-002 – Baker Park Improvements

Please consider this your NOTICE TO PROCEED on the above referenced project. In accordance with the terms of the contract, work is to commence within 24 hours receipt of the Notice to Proceed unless otherwise agreed and to be completed within \_\_\_\_ calendar days from that time.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

Effingham County Board of Commissioners

\_\_\_\_\_  
Wesley Corbitt, Chairman

**ACCEPTANCE OF NOTICE:**

Receipt of the above Notice to Proceed is acknowledged.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_



49 Park of Commerce Way, Suite 203 T: 912.704.6985  
Savannah, Georgia 31405 www.pondco.com

September 22, 2022

Alison Bruton, Purchasing Agent  
804 S Laurel St  
Springfield, GA 31329  
Email: [abruton@effinghamcounty.org](mailto:abruton@effinghamcounty.org)  
Phone: (912) 754-2159 Ext: 4572

Dear Ms. Bruton,

Pond is pleased to submit this proposal for the Effingham County Baker Park Improvements. Our team of landscape architects and civil engineers are very interested in providing their expertise to the park's improvements. We are committed to meeting the requirements specified in the request for proposal, and in the following pages provide more detail as to our approach to accomplishing the work.

Pond is fully qualified and capable of performing these services for the County. David Schmidt will serve as the primary contact and Project Manager for this effort. Matt Wilder will be the Principal in Charge. We are supported by our team of landscape architects, architects, and engineers to carry-out the necessary tasks for the park updates.

Our team has a tremendous amount of experience in park design. From individual park sites to park systems, and from small pocket parks of no more than a few thousand square feet, to large state parks comprised of thousands of acres of land, our team has planned and designed all kinds of parks. We bring that knowledge and expertise to Effingham County and will apply those lessons learned to ensure the Baker Park Improvements meet and exceed the county's expectations.

Our team is well versed in design and understanding the needs of local city and county park systems. We are currently providing an update to your county's Parks Master Plan and have recently provided planning and park design services for the cities of 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 are proud to be a continued partner and trusted advisor and recognize the value it provides to the county, both residents and visitors alike.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Wilder".

Matthew Wilder, PLA, ASLA  
Vice President

A handwritten signature in blue ink, appearing to read "Melissa Phillips".

Melissa Phillips  
Client Liaison

### Limits of Work

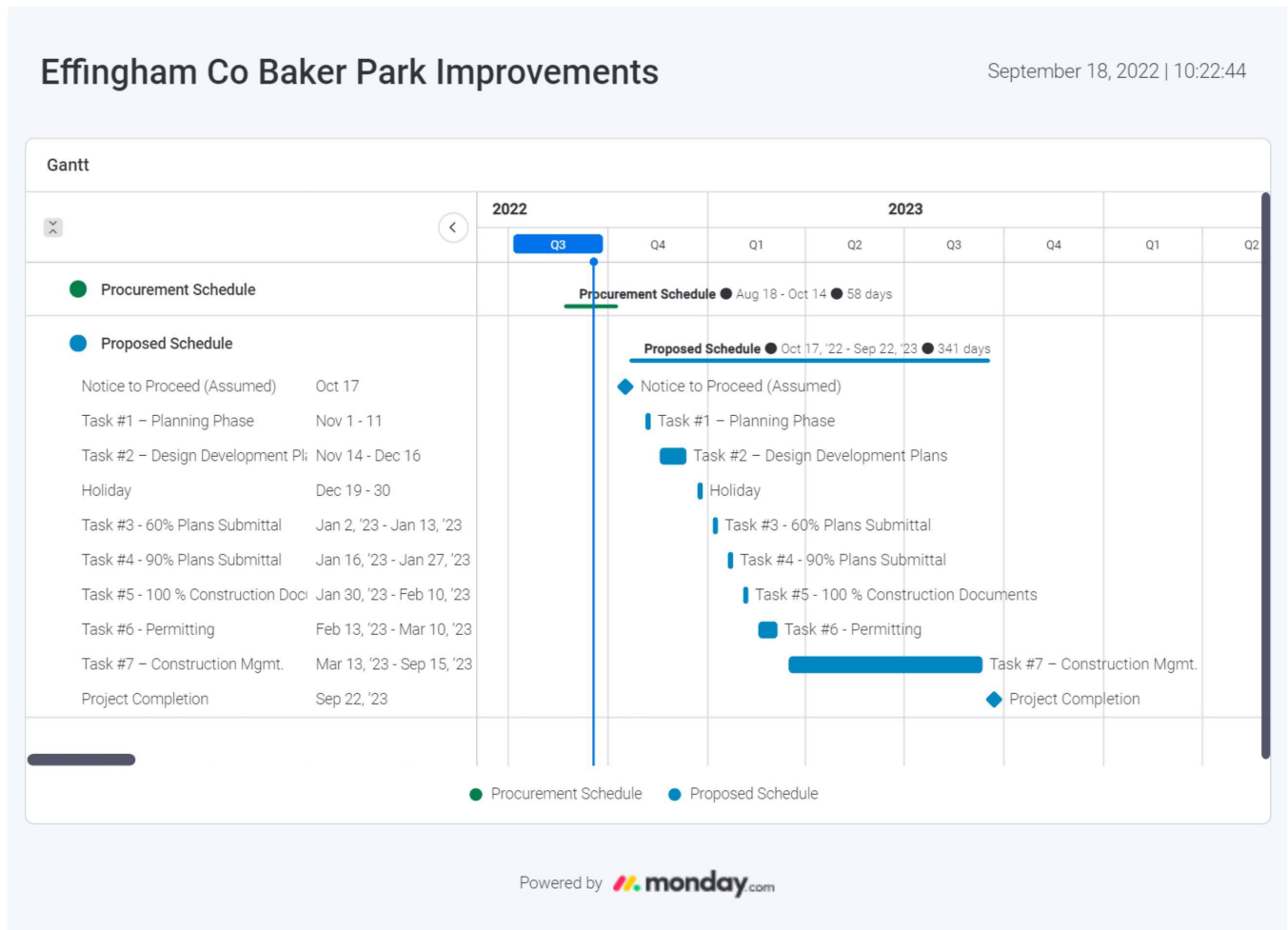
General Work Area of Baker Park Improvements shown below.



### Proposed Schedule

We will provide our services as expeditiously as practicable with the goal of meeting the following schedule:

Should duration be an issue, a possible reduction of weeks could be experienced through an expedited permitting process as well as a reduction to the estimated six-months of construction.



## Project Approach / Work Plan

The project consists of the development of a 30 acre +/- park parcel located at [216 Courthouse Road Ext., Springfield, GA, 31329](#) (see ATTACHMENT 'B'). The project consists of improvements to the parking and associated drainage, resurfacing or repairing the sidewalk around Baker's Pond, the addition of two pickleball courts, upgrading and expansion of the boat and kayak launch and dock, and utility upgrades. Additionally, the bathroom and pavilion area renovations, and planning for playground upgrades are included. Pond will be responsible for the coordination of the site survey, design documents, permitting, and construction observation.

Plans and deliverables will be developed according to the requests made on page 12 of the RFP as follows:

### Task #1 – Project Kick-off / Project Management

- Pond will host an in-person kick-off meeting with the client project team on site to discuss the project.
- Previously provided GIS data, maps, and plans related to the park will be utilized for preliminary desktop analysis.
- 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 perform an existing facility assessment to observe existing conditions as relates to the scope of work for renovation, upgrades, and additions. Parks staff are encouraged to join Pond in this observation to impart their knowledge of the park and facilities. This information will be noted and transcribed in a field report.

### Task #2 – Existing Conditions, Topographic, and Utility Survey

#### *Site Survey:*

- Prepare an existing conditions survey with easements, right of way, existing features, topography, trees, and above and below ground utilities of the project area to include the tennis courts, parking areas, restroom/pavilions and playground, including the wooded area owned by the county to the west of the tennis courts. Survey of the walking path and north and western edges of the property are excluded.
- Prepare an existing boundary survey showing the property lines within the project area. Courthouse research is included.
- Locate utilities along the route 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.
- 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 – Design Development

The Consultant will provide the conceptual design drawings, 2D rendered and annotated to communicate design intent. The Consultant will present the plans and address one round of comments from the Client. Consultant will incorporate accepted recommendations and present the final concept design for acceptance prior to advancing to the development of construction plans, specifications, and details.

#### *Architectural:*

The Consultant will provide recommendations for the renovation of the bathrooms and gazebo area, including fixtures, wall surfaces, electrical and door hardware for remote access. No structural design is anticipated only cosmetic improvements such as paint and new fixtures.

***Boat/Kayak Launch and Dock:***

Conceptual design for a new fishing dock with kayak launch will be provided and include material selection and color choices to a performance specification level. No structural design will be provided only design intent drawings. Shop drawings to be provided during construction, by the general contractor and signed by an engineer for construction.

***Paving, Grading and Drainage:***

The Consultant will provide paving plans depicting the paving and possible extension of the parking area, including improving drainage for the parking area as needed, including ditching and/or piping. Plans will also include the resurfacing/repair of the existing sidewalk around Baker's Pond. Grading plans of the parking area will be provided to address ponding issues in the parking area as well as the playground and pickleball courts. Drainage map and calculate hydrology for stormwater runoff to allow for a spread analysis to be computed for the proposed condition for existing stormwater inlets. A Drainage Design Documentation booklet will be prepared that summarizes all drainage computations. Includes one meeting with County staff regarding drainage design elements.

***Pickleball Courts:***

The Consultant will provide plans for the construction of (2) two pickleball courts next to the current tennis courts. The plans will include full layout, surfacing details, striping, benches, shade structures (if applicable), fencing details, per the USA Pickleball Association guidelines.

***Playground:***

The Consultant will coordinate with the Client and their preferred Playground Equipment Vendor for planning and reconstruction of the playground equipment and safety surface. A preliminary budget for the Playground Improvements will need to be established prior to this coordination. These services are to be constructed as a design build under a separate contract.

***Well and Septic Analysis:***

The Consultant will provide an evaluation of the current well and septic system. If the Well and Septic is determined to be in good working condition, recommended retrofit applications to the existing well for potable use from a certified well contractor will be provided.

A feasibility study will be performed of a future connection to the City of Springfield water and sewer and needed extensions. This will include desktop analysis and limited field data collection to determine the run of pipes, potential need for lift station if gravity sewer is not viable, and costs to implement. Full survey and design/engineering of the future connection is not included at this time. If determined feasible and necessary, additional service can be negotiated.

***Deliverables:***

- Cover Sheet
- General Notes
- Concept Plans at a max 1" = 40 ft scale indicating layout of the proposed improvements
- Preliminary Construction Details (initial details and materials determinations necessary to assess design and budget considerations at this stage (details critical to engineering will be in draft form).
- Conceptual landscape plans – Tree and hatched shrub and groundcover areas with a conceptual schedule to be refined in next submittal phase.
- (2) Two Sets 24"x36" plus Digital File for Client review and comments.
- (1) One Updated Rendered plan to scale
- Opinion of Probable Cost (includes 25% contingency)

**Task #4 – Construction Plans, Specifications, Details**

The Consultant shall advance the concept design based upon Client decisions in the Design Development Phase. Development of the Construction Plans constitutes the advancement of design detailing to the point at which the project is all but complete aside from submitting plans for permit and making final revisions per agency review. The Documents shall be suitable for bidding and construction of the design elements of the project. The Construction Documents shall include Plans, Bid Item Quantities, Final Design Estimate, Construction Specifications, and a full set of Effingham County Standard Contract Documents. The Consultant will present the plans and address (2) two rounds of comments from the Client. Any alignment, materials, and other site-specific design changes requested after approval and acceptance will impact the design cost and production schedule. Upon completion of plans all details and interdisciplinary coordination will have been fully completed.

Plans shall include but not be limited to:

- Cover Sheet
- General Notes sheets(s)
- Overall Site Plan showing improvements
- Enlarged site/civil horizontal control plans at a max 1" = 40 ft scale with dimensions
- Erosion Control and Pollution Prevention Plan with local regulations for permissible plans.
- Demolition and Staging Plans
- Paving Grading and Drainage Plans that included fine grading and spot elevations with full design of inlets/piping systems and stormwater management practices (if required), pipe profiles with calculations presented in a pipe chart, gutter spread calculations, a stormwater management report per jurisdictional requirements and drainage structures details.
- Utility Plans of water and sewer extensions and well abandonment if feasible.
- Architectural Plans showing proposed fixtures, wall surfaces, electrical, and door hardware for remote access. Structural Design for the gazebos or restroom is excluded.
- Tree Mitigation Plans including tree impact calculations.
- Construction details – to include pickleball courts, fishing/kayak dock, upgrade boat launch, and playground coordination.
  - Effingham County Standard Details approved November 17<sup>th</sup>, 2004.
  - Custom details will be completely refined and coordinated with overall design.

***Deliverables***

- The Consultant shall produce a full set of Signed and Sealed Construction Documents
- (2) Two Sets 24"x36" plus Digital File for Client review and comments.
- (1) One Updated Rendered plan to scale
- Final update to the Opinion of Probable Cost (includes 25% contingency)

**Task #5 - Permitting**

The Consultant shall coordinate with the Client through a preliminary development review to determine all necessary permits prior to design. The Consultant shall be responsible for submitting and obtaining regulatory approval for the Construction of this project from all necessary regulatory agencies with jurisdiction over this project per the Official Code of Effingham County, Georgia approved April 6<sup>th</sup>, 1999, ordinance. All permitting fees shall be paid by the Client directly to the permitting agency. Pond will strive to develop plans that limit permitting and regulatory needs to the greatest extent possible, however some regulation may be unavoidable to achieve the desired project outcome(s).

*Permitting may include but not limited to:*

- Land Disturbance Activity (LDA) Permit
- National Pollutant Discharge Elimination System (NPDES) Permit with Notice of Intent (NOI)
- US Army Corps of Engineers (USACE)
- Georgia Environmental Protection Division (EPD)
- Accessory Structure Permit Application
- Building Permits

**Task #6 – Construction Management Services***Bid Process*

- Provide Effingham County with PDF version of the approved Construction Document Plans to be used by the Client for bid purposes, including the plans, details, and specifications.
- Contractor RFP/ITB, standard contracts, bond agreements, general conditions, etc., are the responsibility of Effingham County.
- The Consultant Project manager shall attend the pre-bid conference

The Bid Process is performed in conjunction with your attorney and development team.

*Shop Drawing Review:*

- Review of shop drawings to verify their compliance with design intent.
- The Consultant will review and comment on shop drawings one time. If drawings return and still do not meet design intent, they will be rejected. Additional reviews will require additional services.

*Construction Administration:*

- Review Pay applications
- Review change order requests and advise client as to the appropriate action.
- Respond to RFI's
- Attend weekly on-site meetings, (26) twenty six included., perform observations and produce corresponding field reports.

The Construction Administration does not include Client modifications and/or additions to the plans after completion of the construction documents submitted for permit. The Consultant will notify the Client and gain approval before proceeding with any additional observations or plans due to unforeseen conditions.



## 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 Blvd., Suite 304, Pooler, GA 31322

**Phone:** 912-335-1046

**Description of Work/Services to be Performed:**

- Topographic Survey with Plat (03890015)
- Utility Locate
- Topographic Survey of walking track
- Well Design and Coordination

**Subcontracted Amount:** \$14,000

## 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

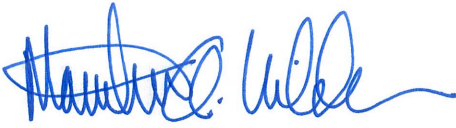
1. Environmental design/coordination services associated with wetlands, streams, stream buffers, contaminated soil/groundwater, asbestos, lead based paint, endangered species, etc. are not included.
2. Where available County standards and specifications will be referenced. For specially detailed and proprietary items, special technical specifications will be provided in the construction documents.
3. Plumbing and electrical redesign or addition is not included. Pond will specify new fixtures and finishes, and recommend improvements to meet current code requirements. Any more extensive Mechanical, Electrical and Plumbing needs will be considered additional services.
4. Environmental certifications including LEED, SITES, and Envision are excluded.
5. While the Consultant will deliver a value-conscious design and seek Client's preference on significant cost-related decisions when options are presented, a detailed value-engineering analysis after plans are complete is not included.
6. 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.
7. 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.
8. 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.
9. As-Built drawings shall be provided by the Contractor.

## Closure

Pond proposes a lump sum fee of \$114,788.80 to complete the scope of work as described herein. Detailed breakdown of the tasks and manhours to accomplish each task can be seen in Attachment A the proposal cost matrix.

We appreciate the opportunity to work on this exciting project. If you should have any questions, please feel free to contact me at (904) 559-0117.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Wilder".

Matthew Wilder, PLA, ASLA  
Vice President

A handwritten signature in blue ink, appearing to read "Melissa Phillips".

Melissa Phillips  
Client Liaison

Attachment 'A' – PROPOSAL COSTS

Baker Park Improvements

Date Printed:

9/21/2022

Architect	Architectural Intern	CAD/BIM Services	Sr. Civil Engineer	Jr. Civil Engineer	Landscape Architect	Jr. Landscape Designer	Hours and Cost		Effingham Standard 2021-2023 Billing Rates
\$ 162.84	\$ 110.31	\$ 94.55	\$ 162.84	\$ 115.57	\$ 162.84	\$ 131.33	Totals		
							Hrs.	Task #1 – Planning Phase	
8			8		8		24	Project Kick-off / Project Management	
		4					4	In Person Kick-off	
6			24		32		62	Desktop Analysis	
14	0	4	32	0	40	0	90	Project Management	
\$ 2,279.76	\$ -	\$ 378.20	\$ 5,210.88	\$ -	\$ 6,513.60	\$ -	\$ 14,382.44	HOOURS SUBTOTAL	
							Hrs.	Task #2 – Existing Conditions, Topographic, and Utility Survey	
				4			4	Survey Coordination	
0	0	0	0	4	0	0	4	HOOURS SUBTOTAL	
\$ -	\$ -	\$ -	\$ -	\$ 462.28	\$ -	\$ -	\$ 462.28	COST SUBTOTAL	
							Hrs.	Task #3 – Design Development Plans	
8	16				4	12	24	Design Development	
			8	60			16	Architectural Plans	
							68	Landscape Plans	
8	16	0	8	60	4	12	108	Civil Plans	
\$ 1,302.72	\$ 1,764.96	\$ -	\$ 1,302.72	\$ 6,934.20	\$ 651.36	\$ 1,575.96	\$ 13,531.92	HOOURS SUBTOTAL	
							Hrs.	Task #4 – Construction Plans, Specifications, Details	
8	8				4	20	16	Architectural Plans	
			20	80			24	Landscape Plans	
							100	Civil Plans	
8			8		8		24	QC	
16	8	0	28	80	12	20	164	HOOURS SUBTOTAL	
\$ 2,605.44	\$ 882.48	\$ -	\$ 4,559.52	\$ 9,245.60	\$ 1,954.08	\$ 2,626.60	\$ 21,873.72	COST SUBTOTAL	
							Hrs.	Task #5 - Permitting	
2	4		4	16	2	4	32	Permit Applications	
2	4		12	32	8	4	62	Comment Responses	
4	8	0	16	48	10	8	94	HOOURS SUBTOTAL	
\$ 651.36	\$ 882.48	\$ -	\$ 2,605.44	\$ 5,547.36	\$ 1,628.40	\$ 1,050.64	\$ 12,365.68	COST SUBTOTAL	
							Hrs.	Task #6 – Construction Management Services	
	1			1		4	6	Bid Set Coordination	
2	8		12		8		30	Submittal Review	
			8				8	7-Day Inspection	
2	8		4	12	4	12	42	Pre-Bid, RFI, Shop Drawing Review	
			4	8			12	Stormwater Management As-Built	
			40		32	60	132	Site Observations (26)	
4	17	0	68	21	44	76	230	HOOURS SUBTOTAL	
\$ 651.36	\$ 1,875.27	\$ -	\$ 11,073.12	\$ 2,426.97	\$ 7,164.96	\$ 9,981.08	\$ 33,172.76	COST SUBTOTAL	
46	49	4	152	213	110	116	690	TOTAL HOURS	
\$ 7,490.64	\$ 5,405.19	\$ 378.20	\$ 24,751.68	\$ 24,616.41	\$ 17,912.40	\$ 15,234.28	\$ 95,788.80	TOTAL COST ALL TASK	
7%	7%	1%	22%	31%	16%	17%	100%	PERCENT OF TOTAL HOURS	
8%	6%	0%	26%	26%	19%	16%	100%	PERCENT OF TOTAL COST	
							\$	14,000.00	Site Survey
							\$	5,000.00	EXPENSES
							\$	114,788.80	Design & Engineering TOTAL