



49 Park of Commerce Way, Suite 203 T: 912.228.3611
Savannah, Georgia 31405 www.pondco.com

January 5, 2024

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

RE: **Meldrim Community Park, Cloy Community Center and Effingham Recreation Center – Design Development Proposal**

Dear Ms. Bruton,

Pond (the Consultant) is pleased to present this proposal for the design development of Meldrim, Cloy and Effingham Recreation Center Parks as discussed during our telephone call on November 3.

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. Our understanding of the project and proposed scope of work is as follows:

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 January 15
(Date ranges are inclusive of Holidays and Client Review periods.)
126 Total Calendar Days

25% Schematic Drawings: 8 weeks (56 days – Renderings by February 16)
50% Drawings/Design Development: 10 weeks (includes County review time) – (70 days)

Project Approach / Work Plan

The project consists of developing 50 percent level of completion construction documents (Design Development) for three parks as proposed in Effingham County’s Park and Recreation Master Plan prepared by Pond. The scopes/budgets of each project noted below are based on this document and a scoping call held November 3, 2023 with County and consultant staff. The intent of the design development drawings is to refine the scope of construction within each park by preparing plans for estimating construction budgets at the 50% level. After the County determines budget levels, future surveys and design work to complete the drawings for bid advertisement will take place as additional services.

Each park will be billed out as a phase under one task order as broken out in the attached fee schedule.

Meldrim Community Park Scope of Design:

- Perimeter walking path
- Basketball court renovation
- Tennis court renovation
- Playground site development (for future playground replacement)
- Septic field replacement
- Well/water source replacement/pump specifications
- Landscape improvements

- Lighting improvements (Georgia Power coordination)
- On-street parking/drainage improvements
- *Alternate task: Pavilion/restroom renovations*

Meldrim 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.
- 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.

Meldrim Task #2 – Schematic Design

The Consultant will:

- Prepare a base map utilizing County GIS data. Existing hardscape elements will be measured on site after the kickoff meeting. An existing conditions survey will be prepared later after Design Development is completed.
- Prepare drawings equivalent to 25% design. 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 plans.
- Finalize the 25% Schematic plans, submit for Client review and address one round of comments prior to proceeding to 50% design plans (Design Development).
- Procure a Level 3 soils test to determine the best location/requirements for a new septic field (existing well/septic field has been determined to be in poor condition).
- Undertake permitting due diligence with Effingham County, including review of applicable codes.
- A 2D Color site plan rendering will be provided indicating the extent of park development for County use and publication, for use in February 2024 Town Hall Meetings.

Plans shall include but not be limited to:

- Cover Sheet
- Survey Sheet
- General Notes
- Schematic Site Plans will locate all proposed park features
- Schematic Grading Plans

Deliverables:

- Schematic (25%) drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- (1) One Rendered site plan to scale (PDF format)

Meldrim Task #3 – 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 virtually to review the drawings and cost estimate to develop options for alternates and/or phases, and to identify tasks required to progress to 100% construction documents and permitting. 50% drawings will address all the proposed improvements, 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 survey, details, calculations, and criteria will be completed in the future 100% construction documents phase, to meet permit review and approval requirements.

Plans shall include but not be limited to:

- Cover Sheet
- General Notes sheet

- Overall site plan showing improvements
- Demolition plan
- Grading plan and drainage profiles
- Utility plans/Septic soil plan/details and sewer profiles
- Landscape plans and details
- Preliminary Construction Details – standard details, as well as a list of custom details anticipated
- List of anticipated technical specifications

Deliverables

- 50% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 50% Opinion of Probable Cost

Meldrim Alternate Task #4 – Pavilion/Restroom Renovation

The Consultant will develop renovation plans of the existing pavilion/restroom structure to improve conditioning, usability, and appearance. At the kick-off meeting, Pond will make measured drawings of the existing structure and notate any visible issues with the current structure. The architectural/MEP design is provided as an alternate task.

Plans shall include but not be limited to:

- Schematic building floor plans and elevations
- List of anticipated HVAC, electrical, and plumbing systems needs
- 50% level Architectural + Mechanical/Electrical/Plumbing drawings of renovation

Clyo Community Center Scope of Design:

- Perimeter walking path
- Baseball field/fencing renovation
- Basketball court renovation
- Playground replacement/improvement
- Septic field replacement
- Landscape improvements
- Lighting improvements (Georgia Power coordination)
- Parking lot/drainage improvements
- Community center/pavilion - Minor renovations

Clyo 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.
- 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.

Clyo Task #2 – Schematic Design

The Consultant will:

- Prepare a base map utilizing County GIS data. Existing hardscape elements will be measured on site after the kickoff meeting. An existing conditions survey will be prepared later after Design Development is completed.
- Provide facility evaluation of Clyo Community Center for renovations/prepare measured drawings.
- Prepare drawings equivalent to 25% design. 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 plans.
- Finalize the 25% Schematic plans, submit for Client review and address one round of comments prior to proceeding to 50% Design Development plans.
- Procure a Level 3 soils test to determine the best location/requirements for a new septic field (existing septic field has been determined to be in poor condition)
- Undertake permitting due diligence with Effingham County, including review of applicable codes.

- A 2D Color site plan rendering will be provided indicating the extent of park development for County use and publication, for use in February 2024 Town Hall Meetings.

Plans shall include but not be limited to:

- Cover Sheet
- Survey Sheet
- General Notes
- Schematic Site Plans will locate all proposed park features
- Schematic Grading Plans
- Schematic building floor plans and elevations
- Preliminary Construction Details – standard details, as well as a list of custom details anticipated

Deliverables:

- 25% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments.
- (1) One Rendered site plan to scale (PDF format).

Clyo Task #3 – 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 virtually to review the drawings and cost estimate to develop options for alternates and/or phases, and to identify tasks required to progress to 100% construction documents and permitting. 50% plans will address all the proposed improvements, 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 survey, details, calculations, and criteria will be completed in the future 100% construction documents phase, to meet permit review and approval requirements.

Plans shall include but not be limited to:

- Cover Sheet
- General Notes
- Overall site plan showing improvements
- Demolition Plan
- Grading Plan and drainage profiles
- Utility Plans/septic soil plan/details and sewer profiles
- List of anticipated HVAC, electrical, and plumbing systems needs
- 50% level Architectural + Mechanical/Electrical/Plumbing drawings of renovation.
- Landscape Plans and details
- Construction Details
- List of anticipated technical specifications

Deliverables

- 50% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 50% Opinion of Probable Cost

Effingham GA Recreation Complex Scope of Design:

- New parking lot
- Dugout improvements
- Batting cage improvements – roof/timed lights
- Field lighting improvements/LED (Musco)
- Multi-use field synthetic turf renovation
- Playground improvement + All Inclusive Playground
- Landscape improvements
- Lighting improvements (Georgia Power coordination)
- Concession building/scorers box/pavilion/gym renovations
- Signage system

Effingham Rec Complex 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.
- 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.

Effingham Rec Complex #2 – Schematic Design

The Consultant will:

- Prepare a base map utilizing County GIS data. Existing hardscape elements will be measured on site after the kickoff meeting. An existing conditions survey will be prepared later after Design Development is completed.
- Provide facility evaluation of the Gym, Pavilion, Scorer's Box, Concession Building and for renovations/prepare measured drawings.
- Prepare drawings equivalent to 25% design. 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 plans.
- Finalize the 25% Schematic plans, submit for Client review and address one round of comments prior to proceeding to 50% design drawings.
- Undertake permitting due diligence with City of Springfield/Georgia Soil and Water Conservation Commission, including review of applicable codes.
- A 2D Color site plan rendering will be provided indicating the extent of park development for County use and publication, for use in February 2024 Town Hall Meetings.

Plans shall include but not be limited to:

- Cover Sheet
- Survey Sheet
- General Notes
- Schematic Site Plans will locate all proposed park features
- Schematic Grading Plans
- Schematic building floor plans and elevations
- Preliminary Construction Details – standard details, as well as a list of custom details anticipated

Deliverables:

- 25% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- (1) One Rendered site plan to scale (PDF format)

Effingham Rec Complex #3 – 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 virtually to review the drawings and cost estimate to develop options for alternates and/or phases, and to identify tasks required to progress to 100% construction documents and permitting. 50% drawings will address all the proposed improvements, 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 survey, details, calculations, and criteria will be completed in the future 100% construction documents phase, to meet permit review and approval requirements.

Plans shall include but not be limited to:

- Cover Sheet
- General Notes
- Overall Site Plan showing improvements

- Demolition Plan
- Grading Plan and drainage profiles
- Utility Plans/septic soil plan/details and sewer profiles
- List of anticipated HVAC, electrical, and plumbing systems needs
- 50% level Architectural + Mechanical/Electrical/Plumbing drawings of renovation
- Landscape Plans and details
- Standard Construction Details
- List of anticipated technical specifications

Deliverables

- 50% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 50% Opinion of Probable Cost

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. It is assumed Pond will undertake necessary site visits for each park site at one time. This is accounted for in each listing for Task 1 per park. Other client meetings are understood to be virtual meetings.
2. 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.
3. It is assumed the Client will provide necessary access to the property.
4. 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.
5. 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.
6. 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.
7. The following tasks are excluded:
 - a. Environmental delineation or Phase I/II environmental site assessments
 - b. Topographic/boundary surveys (to be obtained after 50% drawings)
 - c. Geotechnical studies
 - d. Development of 100% issued for construction documents and specifications
 - e. Permitting
 - f. Bidding and negotiation assistance
 - g. Construction observation and project closeout services.

Fee Schedule

The Consultant proposes to bill monthly for work completed as indicated below 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.

Meldrim Park Improvements	
Task 1 Kick-Off/Site Visit/Project Management	\$5,724
Task 2 Schematic Design (25% Drawings)	\$7,824
Task 3 Design Development (50% Drawings)	\$13,044
Total – Meldrim Community Park	\$26,592
Total Alternate Task 4 – Restroom/Pavilion Renovations	\$8,107
Clyo Community Center Improvements	
Task 1 Kick-Off/Site Visit/Project Management	\$5,504
Task 2 Schematic Design (25% Drawings)	\$9,706
Task 3 Design Development (50% Drawings)	\$15,774
Total – Clyo Community Center	\$30,985
Effingham Recreation Complex Improvements	
Task 1 Kick-Off/Site Visit/Project Management	\$12,085
Task 2 Schematic Design (25% Drawings)	
• Site Development	\$18,609
• Architectural/MEP	\$11,271
Task 3 Design Development (50% Drawings)	
• Site Development	\$26,600
• Architectural/MEP	\$15,489
Total – Effingham Recreation Complex	\$84,274
TOTAL NOT TO EXCEED FEE FOR ALL TASKS (Excluding Alternate)	\$141,851

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

A handwritten signature in blue ink, appearing to read "Brad Jones".

Brad Jones, PLA, ASLA
Senior Project Manager

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
Associate | Client Manager

Attachment 'A' – PROPOSAL COSTS

PIC	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	RLS	Survey Crew	CADD op	Hours and Cost Totals	
\$ 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	Meldrum Park Improvements STANBOARD BILLING RATES
Hrs. Task 1 - Kick Off/Project Management																
	2															2 Kick off prep
	1			1												2 Kick off Meeting
	2			2												4 Site Visit
																0 Travel Time to Client
	18															18 PM - entire project
	0	23	0	0	0	0	0	0	0	0	0	0	0	0	0	26 HOURS SUBTOTAL
\$ -	\$ 4,830.00	\$ -	\$ -	\$ 393.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,224 COST SUBTOTAL
Hrs. Task 2 - 25% Schematic Design																
			1													2 Internal Coordination Meetings
				2												2 Permitting due diligence with County
				1												1 Cover Sheet
					2											2 GIS Base Map Development
					2											2 General notes
																14 Site Plan
																2 Grading Plan
																9 Level 3 Test and Review
																1 TOC
																2 Client Review Virtual
																10 Rendering
	2	2	5	5	5	0	0	0	0	0	8	0	0	0	0	47 HOURS SUBTOTAL
\$ 500.00	\$ 420.00	\$ 1,000.00	\$ 650.00	\$ 3,283.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,470.88	\$ -	\$ -	\$ -	\$ -	\$ -	7,324 COST SUBTOTAL
Hrs. Task 3 - 50% Design Development																
																1 Cover Sheet
																1 General Notes
																4 Overall Site
																1 Demolition Plans
																3 Grading Plans + Profiles
																5 Utility Plans + Profiles
																4 Site Electrical-GPC Coord
																4 Landscape
																5 Details
																8 Virtual Client Meetings
																2 Specs
																18 Cost Estimating
																20 TOC
	8	12	4	7	23	0	0	0	0	0	0	18	0	0	0	76 HOURS SUBTOTAL
\$ 2,000.00	\$ 3,360.00	\$ 800.00	\$ 910.00	\$ 3,020.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,552.94	\$ -	\$ -	\$ -	\$ -	12,644 COST SUBTOTAL
Hrs. Task 4 Alternate																
																14 Kick off Site Visit/Measure
																8 Permitting due diligence/coord meetings
																12 Architectural/MEP - Schematic
																22 Architectural/MEPs - 50% drawings
																56 HOURS SUBTOTAL
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,007 COST SUBTOTAL (NOT INCLUDED IN TOTAL)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	149 TOTAL HOURS TASK 1.0-3.0
\$ 2,500.00	\$ 8,610.00	\$ 1,800.00	\$ 1,560.00	\$ 6,697.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,470.88	\$ 2,552.94	\$ -	\$ -	\$ -	\$ -	25,192 TOTAL COST TASK 1.0-3.0
7%	28%	6%	8%	34%	5%	0%	0%	5%	11%	5%	12%	0%	0%	0%	0%	138% PERCENT OF TOTAL HOURS
10%	34%	7%	6%	27%	0%	0%	0%	0%	0%	6%	10%	0%	0%	0%	0%	100% PERCENT OF TOTAL COST
																\$ 1,500.00 EXPENSES / ODCs
																\$ 26,692 PROJECT TOTAL
																\$ 21,168 Site Dev/MM Fee
																\$ 1,471 Env Fee - Level 3
																\$ 2,553 Cost Est
																\$ 1,400 Expenses
																\$ 26,592 Total
																\$ 8,007 Alt Task 4
																\$ 100 Alt Task 4 Exp

PIC	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	RLS	Survey Crew	CADD op	Hours and Cost Totals
\$ 250,000	\$ 210,000	\$ 200,000	\$ 130,000	\$ 131.33	\$ 200,000	\$ 110.31	\$ 210,000	\$ 135,000	\$ 210,000	\$ 130,000	\$ 183.86	\$ 141.83	\$ 137.50	\$ 110,000	\$ 93,500	Glyo Comm Center Park Improvements
																STANDARD BILLING RATES
																Hrs. Task 1 - Kick Off/Project Management
																2 Kick off prep
																3 Kick off Meeting
																4 Site Visit
																16 PM - entire project
																0 Travel Time to Client
																25 HOURS SUBTOTAL
																5,004 COST SUBTOTAL
																Hrs. Task 2 - 25% Schematic Design
																2 Schematic Site Plan
																3 Internal Coordination Meetings
																2 Permitting due diligence with County
																2 Cover Sheet
																2 GIS Base Map Development/Exist Facility review
																2 General notes
																6 Site Plan
																7 Grading Plan
																10 Level 3 Test and Review
																8 Construction details
																2 TOC
																4 Client Review
																12 Rendering
																62 HOURS SUBTOTAL
																9,206 COST SUBTOTAL
																Hrs. Task 3 - 50% Design Development
																2 Pre-Fab Coord
																2 Cover Sheet
																2 General Notes
																8 Overall Site
																4 Demolition Plans
																6 Grading Plans + Profiles
																8 Utility Plans + Profiles
																8 Site Electrical-GPC Coord
																6 Landscape
																6 Details
																2 Specs
																24 Cost Estimating
																20 TOC
																98 HOURS SUBTOTAL
																15,274 COST SUBTOTAL
																185 TOTAL HOURS TASK 1.0-3.0
																29,485 TOTAL COST TASK 1.0-6.0
																100% PERCENT OF TOTAL HOURS
																100% PERCENT OF TOTAL COST
																1,500,000 EXPENSES / ODCs
																30,985 PROJECT TOTAL
																Percent of Work performed by Pond 100%
																Percent of work performed by Subconsultant 88%
																\$0 Arch/MEP Fee
																\$4,990 Civil Fee
																\$19,620 LA/PMI Fee
																\$1,471 Env Fee - Level 3 (Terracon)
																\$3,404 Cost Est
																\$1,500 Expenses
																\$30,985 Total

