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January 5, 2023

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

RE: **Pineora Park – Design Development Proposal**

Dear Ms. Bruton,

Pond (the Consultant) is pleased to present this proposal for the design development of Pineora Park 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.)
98 – Total Calendar Days

25% Schematic Drawings: 6 weeks (42 days)
50% Drawings/Design Development: 8 Weeks (includes County review time) – (56 days)

Project Approach / Work Plan

The project consists of developing 50 percent level set of construction documents (Design Development) for Pineora Park, as proposed in Effingham County’s Park and Recreation Master Plan prepared by Pond. The scope/budget is 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 Pineora 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.

Scope of Design:

- Design of disc golf course route and facilities
- Paved walking path, tied into Lawton Park
- Unpaved perimeter hiking/biking trail
- Playground replacement/improvement
- Playground/trailhead restrooms/septic design
- Ball field restroom renovation

- Landscape improvements
- Lighting improvements (Georgia Power coordination, no field lighting improvement at this time)
- Parking Lot improvements
- *Please note that the Pump tracks are excluded from the scope*

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 Pond on the site visit 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 – 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 the Design Development phase is completed.
- Provide a facility evaluation of the existing ball field restrooms and siting for a new, additional restroom facility.
- Prepare drawings equivalent to 25% design completion. 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 Design Development (50% completion).
- Prepare a Level 3 soils test to determine the best location/requirements for a new restroom septic field.
- 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 building floor plans and elevations
- Schematic Site Plans will locate all proposed park features
- Schematic Grading Plans
- Preliminary Construction Details – standard details, as well as a list of custom details anticipated

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)

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
- 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
- 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. 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. 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.
4. 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.
5. 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.
6. The following tasks are excluded:
 - a. Environmental delineation or Phase I/II environmental site assessments
 - b. Topographic/boundary surveys
 - c. Geotechnical studies
 - d. Development of 100% issued for construction documents and specifications
 - e. Hydrology study
 - f. Permitting.
 - g. Bidding and negotiation assistance
 - h. 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.

<i>Pineora Park Improvements</i>	
Task 1 Kick-Off/Project Management	\$18,436
Task 2 Schematic Design (25% Drawings) <ul style="list-style-type: none">• Site Development• Architectural/Structural/MEP	\$27,623 \$19,011
Task 3 Design Development (50% Drawings) <ul style="list-style-type: none">• Site Development• Architectural/Structural/MEP	\$25,550 \$26,359
TOTAL NOT TO EXCEED FEE	\$117,978

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

