

Staff Report

Subject: Approval of Pond & Company Proposal for Design – Three Small Parks

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Department: Project Management, Parks and Recreation

Meeting Date: January 7, 2025

Item Description: Consideration for approval of Pond & Company's proposal for design development, construction documentation, and administration services for the development of Meldrim Community Park, Clysco Community Center, and Effingham Recreation Complex.

Summary Recommendation: Staff recommends approval of Pond & Company's proposal for design and construction services for the three park projects.

Executive Summary/Background:

Pond & Company submitted a proposal dated December 11, 2024, detailing the scope of work, schedule, and fees associated with the design and construction administration of three Effingham County parks:

1. **Meldrim Community Park:** Design and construction administration for park improvements, including site layout, stormwater management, and erosion control.
2. **Clysco Community Center:** Development of construction documents and support for site-specific improvements, including landscape and utility planning.
3. **Effingham Recreation Complex:** Comprehensive design services for site development and architectural plans for new facilities, including gym renovations and concession building upgrades.

The proposed services encompass:

- Project management and coordination.
- Development of 90% and 100% construction-ready plans.
- Bidding assistance for contractor selection.
- Construction administration, including site visits and submittal reviews.

Alternatives for Commission to Consider:

1. Approve Pond & Company's proposal for design and construction services for the three park projects, totaling \$455,540.
2. Do not approve the proposal and provide staff with further direction.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Procurement, County Manager, Parks and Recreation

Funding Source: FY 2025 Capital Improvement Budget

Attachments: Pond & Company Proposal (December 11, 2024)