

December 11, 2024

M. Tre Wilkins, P.E., Capital Projects Manager
Effingham County Board of Commissioners
804 S. Laurel Street
Springfield, Georgia 31329

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

Dear Mr. Wilkins,

Pond (the Consultant) is pleased to present this proposal for the construction documents of Meldrim, Cloyo, and Effingham Recreation Center Parks.

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 as included in Attachment B, assuming NTP by January 7, 2025.

Project Approach / Work Plan

The project consists of developing Construction Documents 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 the previously approved 50 percent design development plans. The Construction Documents for each of the three parks will provide surveys, drawings, and technical specifications sufficient for the permitting, bidding and construction of the parks.

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

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

1. The Consultant will host an online kick-off meeting via Microsoft Teams with the client and project team to discuss the project status.
2. The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

Meldrim Task #2 – Construction Documents (90% and 100% Construction Documents)

1. Using the survey data provided and the approved 50% design, Pond will develop construction documents for the County's use for bidding and construction.
2. Pond shall submit permit-ready 90% construction documents to the County for review and comment. These documents will include:
 - a. Cover Sheet with Location/vicinity Maps
 - b. Index Sheet, General notes, Abbreviations and Legends
 - c. Site Demolition & Removals Plan
 - d. Site Layout Plan (inclusive of sign/wayfinding locations)
 - e. Grading and Drainage Plan
 - f. Drainage Profiles
 - g. Utility Plan and Profiles
 - h. Site Construction Details
 - i. Interpretative signage coordination for up to 2 wayfinding signs
 - j. Landscape Planting Plans and details
 - k. Stormwater Management Plan, including storm drainage profiles, calculations for stormwater detention/water quality measures
 - l. Erosion Sedimentation and Pollution Control Plans (3 Phase per NPDES permit)
 - m. Book-form Specifications
 - n. Final opinion of cost based on final quantities
 - o. Prepare draft NOI, to be completed by the County
 - p. Initial 7-Day Erosion Control Inspection Site Visit
3. The Pond project manager will meet with the County project manager to review 90% plans and specs, document client decisions, and gain approval to submit plans for permit review.
4. Pond will address permit review comments within the scope of this project and return plans for final permit approval, resulting in 100% construction ready construction plans.
5. Permit comments with a design impact will be discussed with the Client project manager before being addressed.

Deliverables

- 90% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 100% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- Final specifications, 8.5x11 format
- 100% Opinion of Probable Cost

Meldrim Task #3 – Bidding Assistance

1. Prepare project scope for inclusion in the Bid advertisement Pond will provide the Client with electronic files (PDFs) for all plans and specifications for the use in bidding the project. Native format CAD drawing files will be provided to the selected contractor upon notice to proceed.
2. Pond will attend a pre-bid meeting to discuss the project with prospective contractors.
3. Respond to Contractor RFIs that arise during the bidding process and will assist the Client in the preparation of addenda
4. Pond will review the proposals received for the project and provide feedback/recommendations.

Meldrim Task #4 – Construction Administration

1. Construction administration is anticipated to have a duration of 6 months or less. The following services are included:
2. Preconstruction meeting site visit, attended by Pond project manager.
3. Pond will facilitate 6 (six) Owner-Architect-Contractor (OAC) meetings, held monthly at the site or County offices, attended by project manager or senior designer and one supporting discipline as required (civil engineer or architect.) The purpose of the meeting is to review the Contractor's schedule, open submittals, RFI's, change orders and as a forum to discuss construction issues and progress. Construction site observation visits will immediately follow these meetings.
4. Pond will perform 6 construction observation site visits (monthly) to evaluate the contractor's general conformance with plans and specifications, attended by project manager or senior designer and one supporting discipline as required (civil engineer or architect.) These will be held in conjunction with monthly OAC (Owner -Contractor) meetings facilitated by Pond.
5. Pond will review contractor submittals and shop drawings per the approved project specifications. Up to two reviews of shop drawings/submittals included, beyond that additional compensation will be required.
6. Pond will review and provide feedback on contractor requests for information (RFI).
7. Pond will review contractor pay applications and will provide feedback to the Client and contractor.
8. One site visit to review Contractor's final punch-list, attended by project manager.

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

1. The Consultant will host an online kick-off meeting via Microsoft Teams with the client and project team to discuss the project,
2. The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

Clyo Task #2 – Construction Documents (90% and 100% Construction Documents)

1. Using the survey data provided and the approved design development plans, Pond will develop full construction documents for the County's use for bidding and construction.
2. Pond shall submit 90% documents to the County for review and comment. These documents shall be permit-review ready and include:
 - a. Cover Sheet with Location/vicinity Maps
 - b. Index Sheet, General notes, Abbreviations and Legends
 - c. Site Demolition & Removals Plan
 - d. Site Layout Plan (inclusive of sign/wayfinding locations)
 - e. Grading and Drainage Plan
 - f. Drainage Profiles
 - g. Utility Plan and Profiles
 - h. Interpretative signage coordination for up to 2 wayfinding signs
 - i. Site Construction Details (inclusive of signage and wayfinding installation details)
 - j. Landscape Planting Plans and details
 - k. Stormwater Management Plan, including storm drainage profiles, calculations for stormwater detention/water quality measures - a final stormwater management analysis and report (aka Hydrology Report) to meet the County requirements &

Coastal Stormwater supplement to the Georgia Stormwater Management Manual.

- I. Erosion Sedimentation and Pollution Control Plans (3 Phase per NPDES permit)
 - m. Book-form Specifications
 - n. Final opinion of cost based on final quantities
 - o. Prepare draft NOI, to be completed by the County
 - p. Initial 7-Day Erosion Control Inspection Site Visit
3. The Pond project manager will meet with the County project manager to review 90% plans and specs, document client decisions, and gain approval to submit plans for permit review.
4. Pond will address permit review comments within the scope of this project and return plans for final permit approval, resulting in 100% construction ready construction plans.
5. Permit comments with a design impact will be discussed with the Client project manager before being addressed.

Deliverables

- 90% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 100% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- Final specifications, 8.5x11 format
- 100% Opinion of Probable Cost

Clyo Task #3 – Bidding Assistance

1. We will assist with two bid packages: Field lighting, and the overall site development work.
2. Prepare project scope for inclusion in the Bid advertisement Pond will provide the Client with electronic files (PDFs) for all plans and specifications for the use in bidding the project. Native format CAD drawing files will be provided to the selected contractor upon notice to proceed.
3. Pond will attend a pre-bid meeting to discuss the project with prospective contractors.
4. Respond to Contractor RFIs that arise during the bidding process and will assist the Client in the preparation of addenda
5. Pond will review the proposals received for the project and provide feedback/recommendations.

Clyo Task #4 – Construction Administration

1. Construction administration is anticipated to have a duration of 6 months or less. The following services are included:
2. Preconstruction meeting site visit, attended by Pond project manager.
3. 7-day erosion control inspection site visit attended by ES&PC design professional or their representative.
4. Pond will facilitate 6 (six) Owner-Architect-Contractor (OAC) meetings, held monthly at the site or County offices, attended by project manager or senior designer and one supporting discipline as required (civil engineer or architect.) The purpose of the meeting is to review the Contractor's schedule, open submittals, RFI's, change orders and as a forum to discuss construction issues and progress. Construction site observation visits will immediately follow these meetings.
5. Pond will perform 6 construction observation site visits (monthly) to evaluate the contractor's general conformance with plans and specifications, attended by project

manager or senior designer and one supporting discipline as required (civil engineer or architect.) These will be held in conjunction with monthly OAC (Owner -Contractor) meetings facilitated by Pond.

6. Pond will review contractor submittals and shop drawings per the approved project specifications. Up to two reviews of shop drawings/submittals included, beyond that additional compensation will be required.
7. Pond will review and provide feedback on contractor requests for information (RFI).
8. Pond will review contractor pay applications and will provide feedback to the Client and contractor.
9. One site visit to review Contractor's final punch-list, attended by project manager.

Effingham Recreational Complex Task #1 – Project Kick-off / Project Management

1. The Consultant will host an online kick-off meeting via Microsoft Teams with the client and project team to discuss the project,
2. The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

Effingham Recreational Complex Task #2 – Construction Documents (90% and 100% Construction Documents)

1. Using the survey data provided and the approved design development plans, Pond will develop full construction documents for the County's use for bidding and construction.
2. Pond shall submit 90% documents to the County for review and comment. These documents shall be permit-review ready and include:
 - a. Cover Sheet with Location/vicinity Maps
 - b. Index Sheet, General notes, Abbreviations and Legends
 - c. Site Demolition & Removals Plan
 - d. Site Layout Plan (inclusive of sign/wayfinding locations)
 - e. Grading and Drainage Plan
 - f. Drainage Profiles
 - g. Utility Plan and Profiles
 - h. Site Electrical Plan
 - i. Architectural + Mechanical/Electrical/Plumbing drawings of proposed gym and storage building, including:
 - i. Floor Plans
 - ii. Code Data
 - iii. Life Safety Plans
 - iv. Structural Plans and details
 - v. Reflected Ceiling Plans
 - vi. Roof Plans
 - vii. Exterior Elevations
 - viii. Building Sections
 - ix. Wall Sections and details
 - x. Detail/Enlarged Plans
 - xi. Door/Window Schedules
 - xii. Finish/Fixture schedules
 - xiii. Floor and Wall Finish Plans
 - xiv. Interior Elevations
 - xv. Millwork Details

- xvi. Mechanical, Electrical, and Plumbing Plans, calculations, and design criteria
 - j. Pre-fabricated scoring tower coordination
 - k. Renovation of concession building
 - l. Site Construction Details
 - m. Interpretative signage coordination for up to 2 wayfinding signs
 - n. Landscape Planting Plans and details
 - o. Stormwater Management Plan, including storm drainage profiles, calculations for stormwater detention/water quality measures - a final stormwater management analysis and report (aka Hydrology Report) to meet the County requirements & Coastal Stormwater supplement to the Georgia Stormwater Management Manual.
 - p. Erosion Sedimentation and Pollution Control Plans (3 Phase per NPDES permit)
 - q. Book-form Specifications
 - r. Final opinion of cost based on final quantities
 - s. Prepare draft NOI, to be completed by the County
3. The Pond project manager will meet with the County project manager to review 90% plans and specs, document client decisions, and gain approval to submit plans for permit review.
 4. Pond will address permit review comments within the scope of this project and return plans for final permit approval, resulting in 100% construction ready construction plans.
 5. Permit comments with a design impact will be discussed with the Client project manager before being addressed.

Deliverables

- 90% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- 100% drawings at a max 1" = 20 ft scale and 22x34 size in PDF digital format for Client review and comments
- Final specifications, 8.5x11 format
- 100% Opinion of Probable Cost

Effingham Recreational Complex Task #3 – Bidding Assistance

1. We will assist with two bid packages: Field lighting with concession renovations, and the overall site development work with Gym renovations.
2. Prepare project scope for inclusion in the Bid advertisement Pond will provide the Client with electronic files (PDFs) for all plans and specifications for the use in bidding the project. Native format CAD drawing files will be provided to the selected contractor upon notice to proceed.
3. Pond will attend a pre-bid meeting to discuss the project with prospective contractors.
4. Respond to Contractor RFIs that arise during the bidding process and will assist the Client in the preparation of addenda
5. Pond will review the proposals received for the project and provide feedback/recommendations.

Effingham Recreational Complex Task #4 – Construction Administration

1. Construction administration is anticipated to have a duration of 8 months or less. The following services are included:
2. Preconstruction meeting site visit, attended by Pond project manager.

3. 7-day erosion control inspection site visit attended by ES&PC design professional or their representative.
4. Pond will facilitate 8 (eight) Owner-Architect-Contractor (OAC) meetings, held monthly at the site or County offices, attended by project manager or senior designer and one supporting discipline as required (civil engineer or architect.) The purpose of the meeting is to review the Contractor's schedule, open submittals, RFI's, change orders and as a forum to discuss construction issues and progress. Construction site observation visits will immediately follow these meetings.
5. Pond will perform 8 construction observation site visits (monthly) to evaluate the contractor's general conformance with plans and specifications, attended by project manager or senior designer and one supporting discipline as required (civil engineer or architect.) These will be held in conjunction with monthly OAC (Owner -Contractor) meetings facilitated by Pond.
6. Pond will review contractor submittals and shop drawings per the approved project specifications. Up to two reviews of shop drawings/submittals included, beyond that additional compensation will be required.
7. Pond will review and provide feedback on contractor requests for information (RFI).
8. Pond will review contractor pay applications and will provide feedback to the Client and contractor.
9. One site visit to review Contractor's final punch-list, attended by project manager.

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. Should factors beyond Pond's control, including client decisions, unforeseen circumstances, permitting delays due to regulatory agency department responsiveness or other delaying mechanisms, cause the schedule to be infeasible, Pond will advise the client of the impact and propose new milestones as necessary due to project impacts.
4. It is assumed the Client will provide necessary access to the property.
5. 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.
6. Playground equipment and layout, playground surfacing and park site furnishings will be provided by County's preferred vendor under separate contract or allowance.
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. Field lighting photometrics will be provided by Field lighting supplier.
9. It is assumed that the utility company will make available to the project any additional primary electrical services up to and including the utility transformer.
10. When Pond is called upon to observe the contractor's construction work or those of its subcontractors for the detection of defects or deficiencies in such work, Pond will not bear any responsibility or liability for such defects or deficiencies or for the failure to so detect. Pond shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work of each of the Contractors since these are solely the contractor's responsibility under contract for construction between Contractor and Client.
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:
 - a. Environmental delineation or Phase I/II environmental site assessments
 - b. Geotechnical studies
 - c. Any Permit, review, or impact fees will be paid by the contractor and reimbursed by the Client.
 - d. Primary power distribution and design.
 - e. Telecommunications and security design.
 - f. Emergency backup power systems and design.
 - g. Roadway lighting design.

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 Project Kickoff / Project Management	\$9,160
Task 2 100% Construction Documents	\$37,270
Task 3 Bidding Assistance	\$3,210
Task 4 Construction Administration	\$28,725
Expenses	\$2,500
Total – Meldrim Community Park	\$80,865
Clyo Community Center Improvements	
Task 1 Project Kickoff / Project Management	\$9,160
Task 2 100% Construction Documents	\$41,155
Task 3 Bidding Assistance	\$3,210
Task 4 Construction Administration	\$28,440
Expenses	\$2,500
Total – Clyo Community Center	\$84,465
Effingham Recreation Complex Improvements	
Task 1 Project Kickoff / Project Management	\$17,155
Task 2 100% Construction Documents	\$61,750
<ul style="list-style-type: none"> • Site Development • Architectural/MEP 	\$139,710
Task 3 Bidding Assistance	\$5,730
Task 4 Construction Administration	\$62,865
Expenses	\$3,000
Total – Effingham Recreation Complex	\$290,210
TOTAL NOT TO EXCEED FEE FOR ALL TASKS	\$455,540

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 blue ink signature of Brad Jones, written in a cursive style.

Brad Jones, PLA, ASLA
Senior Project Manager

A blue ink signature of Matthew Wilder, written in a cursive style.

Matthew Wilder, PLA, ASLA
Vice President

A blue ink signature of Melissa Phillips, written in a cursive style.

Melissa Phillips
Associate | Client Manager

Attachment 'A' - PROPOSAL COSTS

Attachment 'B' - SCHEDULE

Attachment 'A' – PROPOSAL COSTS

PIC	Proj Mgr	Sr Civil	Jr Civil	Jr Landscape	Hours and Cost Totals	Meldrim Park Improvements
\$ 300.00	\$ 210.00	\$ 225.00	\$ 155.00	\$ 115.00		STANDARD BILLING RATES
						Hrs. Task 1 - Kick Off/Project Management
	1					1 Kick off prep
	1	1		1		3 Kick off Meeting
						0 Internal Coordination Meetings
	40					40 PM - entire project
0	42	1	0	1		44 HOURS SUBTOTAL
\$ -	\$ 8,820.00	\$ 225.00	\$ -	\$ 115.00	\$ 9,160	COST SUBTOTAL
						Hrs. Task 2 - Construction Documents
		1	2			3 Cover Sheet
		1	2			3 General Notes
		1	3			4 Site Demolition Plan
8				24		Signage Graphic Design
1	1	3		8		13 Site Plan
	1	12				13 Grading & Drainage Plan
	1	8				9 Drainage Profiles
	8	8				16 Utility Plan
1	1	2		12		16 Site Construction Details
1				16		17 Landscape Plan
	8	30				38 Stormwater Management Plan
1	8	18				27 ESPC Plans
2	2	2				6 Specifications
6						6 Opinion of cost
2	4	4		2		12 Permitting with Effingham County & submittal packages (Rev
5		5				10 TQC
5	22	42	94	62		225 HOURS SUBTOTAL
\$ 1,500.00	\$ 4,620.00	\$ 9,450.00	\$ 14,570.00	\$ 7,130.00	\$ 37,270	COST SUBTOTAL
						Hrs. Task 3 - Bidding Services
	2					2 Bid advertistment package
			1	1		2 Electronic file transfer
	6					6 Pre-bid meeting
	4					4 RFI review
	2					2 Proposal Review
0	14	0	1	1		16 HOURS SUBTOTAL
\$ -	\$ 2,940.00	\$ -	\$ 155.00	\$ 115.00	\$ 3,210.00	COST SUBTOTAL
						Hrs. Task 4 - Construction Administration
		6				6 7-Day Erosion control inspection
	8		6			14 Submittals
	8	1	6			15 RFIs
	8					8 Pre-Construction Meeting
	80					80 OAC Meetings
	12		6			18 Punch List
0	116	7	18	0		141 HOURS SUBTOTAL
\$ -	\$ 24,360.00	\$ 1,575.00	\$ 2,790.00	\$ -	\$ 28,725	COST SUBTOTAL
5	194	50	113	64		426 TOTAL HOURS TASK 1.0-4.0
\$ 1,500.00	\$ 40,740.00	\$ 11,250.00	\$ 17,515.00	\$ 7,360.00	\$ 78,365	TOTAL COST TASK 1.0-6.0
1%	46%	12%	27%	15%	100%	PERCENT OF TOTAL HOURS
2%	52%	14%	22%	9%	100%	PERCENT OF TOTAL COST
					\$ 2,500.00	EXPENSES / ODCs
					\$ 80,865	PROJECT TOTAL
					\$ 9,160	Task 1 PM
					\$ 37,270	Task 2 CDs
					\$ 3,210	Task 3 Bidding
					\$ 28,725	Task 4 Construction Phase Services
					\$2,500	Expenses
					\$80,865	TOTAL

Attachment 'A' – PROPOSAL COSTS

PIC	Proj Mgr	Sr Civil	Jr Civil	Jr Landscape	Sr MEP Eng	Jr MEP Eng	Hours and Cost Totals	
\$ 300.00	\$ 210.00	\$ 225.00	\$ 155.00	\$ 115.00	\$ 210.00	\$ 150.00		Effingham County Clio
								STANDARD BILLING RATES
								Hrs. Task 1 - Kick Off/Project Management
	1							1 Kick off prep
	1	1		1		1		3 Kick off Meeting
								0 Internal Coordination Meetings
	39							39 PM - entire project
0	41	1	0	1	0	1		43 HOURS SUBTOTAL
\$ -	\$ 8,670.00	\$ 225.00	\$ -	\$ 115.00	\$ -	\$ 150.00	\$ 9,160	COST SUBTOTAL
								Hrs. Task 2 - Construction Documents
			1	2				3 Cover Sheet
			1	2				3 General Notes
			1	3	4			8 Site Demolition Plan
	1	1	3	12				17 Site Plan
		4	18					22 Grading & Drainage Plan
		1	12					13 Drainage Profiles
		4	16					20 Utility Plan
	1	1	2	12				16 Site Construction Details
	2			24				26 Landscape Plan
		8	20					28 Stormwater Hydrology Report
	1	8	24					33 ESPC Plans
					4	12		16 50% Design - Site Electrical Plan
					2	8		10 100% Design - Site Electrical Plan
	2	2	1					5 Specifications
	6							6 Opinion of cost
	2	4	4	2				12 Permitting with Effingham County & submittal packages (Rev
	6	5						11 TQC
6	15	41	107	54	6	20		223 HOURS SUBTOTAL
\$ 1,800.00	\$ 3,150.00	\$ 9,225.00	\$ 16,510.00	\$ 6,210.00	\$ 1,260.00	\$ 3,000.00	\$ 41,155	COST SUBTOTAL
								Hrs. Task 3 - Bidding Services
	2			1	1			2 Bid advertistment package
								2 Electronic file transfer
	6							6 Pre-bid meeting
	4							4 RFI review
	2							2 Proposal Review
0	14	0	1	1	0	0		16 HOURS SUBTOTAL
\$ -	\$ 2,940.00	\$ -	\$ 155.00	\$ 115.00	\$ -	\$ -	\$ 3,210.00	COST SUBTOTAL
								Hrs. Task 4 - Construction Administration
			6					6 7-Day Erosion control inspection
	8	4			2			12 Submittals
	8	4			4			12 RFIs
	8							8 Pre-Construction Meeting
	74							74 OAC Meetings
	12		6					18 Punch List
0	110	14	6	0	6	0		130 HOURS SUBTOTAL
\$ -	\$ 23,100.00	\$ 3,150.00	\$ 930.00	\$ -	\$ 1,260.00	\$ -	\$ 28,440	COST SUBTOTAL
6	166.2857143	56	112.516129	55	12	21		396 TOTAL HOURS TASK 1.0-3.0
\$ 1,800.00	\$ 37,860.00	\$ 12,600.00	\$ 17,595.00	\$ 6,440.00	\$ 2,520.00	\$ 3,150.00	\$ 81,965	TOTAL COST TASK 1.0-6.0
2%	42%	14%	28%	14%	3%	5%	100%	PERCENT OF TOTAL HOURS
2%	46%	15%	21%	8%	3%	4%	93%	PERCENT OF TOTAL COST
							\$ 2,500.00	EXPENSES / ODCs
							\$ 84,465	PROJECT TOTAL

\$ 9,160	Task 1 PM
\$ 41,155	Task 2 Site CDs
\$ 3,210	Task 3 Bidding
\$ 28,440	Task 4 Construction Phase Services
\$2,500	Expenses
\$84,465	TOTAL

Attachment 'A' – PROPOSAL COSTS

PIC	Proj Mgr	Sr Civil	Jr Civil	Jr Landscape	Hours and Cost Totals	Effingham County Eff Rec Complex Park Improvements STANDARD BILLING RATES
\$ 300.00	\$ 210.00	\$ 225.00	\$ 155.00	\$ 115.00		Hrs. Task 1 - Kick Off/Project Management
	1					1 Kick off prep
	1	1		1		3 Kick off Meeting
	1	1				2 Internal Coordination Meetings
	40					40 PM - entire project
0	43	2	0	1		46 HOURS SUBTOTAL
\$ -	\$ 9,030.00	\$ 450.00	\$ -	\$ 115.00	\$ 9,595	COST SUBTOTAL
						Hrs. Task 2 - Construction Documents
		1	3	2		6 Cover Sheet
		1	4	2		7 General Notes
		1	4	12		17 Site Demolition Plan
	2	1	8	12		23 Site Plan
		4	36			40 Grading & Drainage Plan
		4	20			24 Drainage Profiles
		4	20			24 Utility Plan
	2	1	3	18		24 Site Construction Details
	2			20		22 Landscape Plan
		16	50			66 Stormwater Hydrology Report
	2	8	40			50 ESPC Plans
	4	3	6			13 Specifications
	12					12 Opinion of cost
	1	4	16	4		25 Permitting with Effingham County & submittal packages (Revi
8		12				20 TQC
8	25	60	210	70		373 HOURS SUBTOTAL
\$ 2,400.00	\$ 5,250.00	\$ 13,500.00	\$ 32,550.00	\$ 8,050.00	\$ 61,750	COST SUBTOTAL
						Hrs. Task 3 - Bidding Services
	2					2 Bid advertistment package
			1	1		2 Electronic file transfer
	6					6 Pre-bid meeting
	8					8 RFI review
	2					2 Proposal Review
0	18	0	1	1		20 HOURS SUBTOTAL
\$ -	\$ 3,780.00	\$ -	\$ 155.00	\$ 115.00	\$ 4,050.00	COST SUBTOTAL
						Hrs. Task4 - Construction Administration
		9				9 7-Day Erosion control inspection
	16					16 Submittals
	12	4				16 RFIs
	8					8 Pre-Construction Meeting
	80					80 OAC Meetings - 8 with 8 hours travel
	12		12			24 Punch List
0	128	13	12	0		153 HOURS SUBTOTAL
\$ -	\$ 26,880.00	\$ 2,925.00	\$ 1,860.00	\$ -	\$ 31,665	COST SUBTOTAL
8	214	75	223	72		592 TOTAL HOURS TASK 1.0-3.0
\$ 2,400.00	\$ 44,940.00	\$ 16,875.00	\$ 34,565.00	\$ 8,280.00	\$ 107,060	TOTAL COST TASK 1.0-6.0
1%	36%	13%	38%	12%	100%	PERCENT OF TOTAL HOURS
2%	42%	16%	32%	8%	100%	PERCENT OF TOTAL COST
					\$ 3,000.00	EXPENSES / ODCs
					\$ 110,060	PROJECT TOTAL
					\$ 17,155	Task 1 PM
					\$ 61,750	Task 2 Site
					\$ 139,710	Task 2 Architecture/SMEP
					\$ 5,730	Task 3 Bidding
					\$ 62,865	Task 4 Construction Phase Services
					\$3,000	Expenses
					\$290,210	Total

Attachment 'B' - SCHEDULE

Effingham Park Projects

Pond & Company
PREPARED 12/10/2024

Week Of
Weeks

Tasks	Start Date	End Date	Days
CE Morgan Phase 2			
50% Design	12/10/2024	1/6/2025	18
100% Plans Kick-off	1/6/2025	1/6/2025	1
Project meetings	1/6/2025	5/14/2025	91
Pre-Final Design (90%)	1/6/2025	3/21/2025	53
Technical Quality Control Review	3/9/2025	3/21/2025	10
PFD Cost Estimate update	3/9/2025	3/15/2025	5
90% Client Review mtg / Comment period	3/21/2025	4/3/2025	10
Final Design (100%)	4/3/2025	5/14/2025	30
Final TQC and Constructibility Review	4/13/2025	4/25/2025	10
Local Permitting	4/25/2025	5/14/2025	14
Client Review Mtg	4/25/2025	5/8/2025	10
Bid Phase support	5/12/2025	6/24/2025	30
Preconstruction	7/7/2025	7/7/2025	1
Construction	7/7/2025	6/8/2027	480
Meldrim Park			
Survey	11/26/2024	2/3/2025	45
100% Plans Kick-off	1/6/2025	1/6/2025	1
Project meetings	1/6/2025	5/14/2025	91
Pre-Final Design (90%)	2/3/2025	3/3/2025	20
Technical Quality Control Review	3/4/2025	3/10/2025	5
PFD Cost Estimate update	3/4/2025	3/10/2025	5
90% Client Review mtg / Comment period	3/11/2025	3/17/2025	5
Final Design (100%)	3/17/2025	4/14/2025	21
Final TQC and Constructibility Review	4/13/2025	4/25/2025	10
Local Permitting	4/25/2025	5/14/2025	14
Client Review Mtg	4/25/2025	5/8/2025	10
Bid Phase support	5/12/2025	6/24/2025	30
Preconstruction	6/23/2025	6/24/2025	2
Construction	7/7/2025	1/3/2026	180
Pineora Park			
Survey	11/26/2024	4/8/2025	90
100% Plans Kick-off	1/6/2025	1/6/2025	1
Project meetings	1/6/2025	5/14/2025	91
Pre-Final Design (90% Site Development)	3/24/2025	5/2/2025	30
Site Electrical Package and Coord with Musco	1/6/2025	1/27/2025	15
Building Design	12/11/2024	1/27/2025	31
Technical Quality Control Reviews	1/27/2025	2/1/2025	5
PFD Cost Estimate updates	1/27/2025	2/1/2025	5
90% Client Review mtg / Comment periods	4/28/2025	5/15/2025	14
Final Design (100%)	5/5/2025	6/2/2025	20
Final TQC and Constructibility Review	5/20/2025	6/2/2025	9
Local Permitting	6/2/2025	6/22/2025	14
Client Review Mtg	6/9/2025	6/10/2025	2
Bid Phase support	6/23/2025	8/4/2025	30
Preconstruction	8/5/2025	8/6/2025	2
Construction - Lighting+Concession Reno/Site+Restrooms	8/5/2025	4/7/2026	245
Clva Park			
Survey	11/26/2024	2/25/2025	60
100% Plans Kick-off	1/6/2025	1/6/2025	1
Project meetings	1/6/2025	5/14/2025	91
Pre-Final Design (90% Site Development)	2/25/2025	4/7/2025	30
Site Electrical Package and Coord with Musco	1/6/2025	1/27/2025	15
Technical Quality Control Reviews	1/27/2025	2/1/2025	5
PFD Cost Estimate updates	1/27/2025	2/1/2025	5
90% Client Review mtg / Comment periods	3/21/2025	3/27/2025	5
Final Design (100%)	4/8/2025	4/25/2025	14
Final TQC and Constructibility Review	4/13/2025	4/25/2025	10
Local Permitting	4/25/2025	5/14/2025	14
Client Review Mtg	4/25/2025	5/8/2025	10
Bid Phase support	5/12/2025	6/24/2025	30
Preconstruction	8/11/2025	8/12/2025	2
Construction - Lighting/Site	7/7/2025	3/26/2026	180
ECRC - Gym Renovation+Site			
Survey	11/26/2024	4/8/2025	90
100% Plans Kick-off	1/6/2025	1/6/2025	1
Project meetings	1/6/2025	5/14/2025	91
Pre-Final Design (90% Site Development)	3/24/2025	5/2/2025	30
Site Electrical Package and Coord with Musco	1/6/2025	1/27/2025	15
Building Design	12/11/2024	5/2/2025	99
Technical Quality Control Reviews	1/27/2025	2/1/2025	5
PFD Cost Estimate updates	1/27/2025	2/1/2025	5
90% Client Review mtg / Comment periods	3/21/2025	3/27/2025	5
Final Design (100%)	4/3/2025	5/14/2025	30
Final TQC and Constructibility Review	5/5/2025	5/15/2025	9
Local Permitting	5/16/2025	6/5/2025	14
Client Review Mtg	5/16/2025	5/26/2025	6
Bid Phase support Lighting+Concession Reno/Site+Gym	6/5/2025	7/18/2025	30
Preconstruction - Site	8/11/2025	8/12/2025	2
Construction - Lighting+Concession Reno/Site+Gym	7/7/2025	6/8/2027	480