



November 25, 2024

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

RE: **Atlas Park, Phase 1 – Construction Documents Proposal – Revised from June 2024**

Dear Mr. Wilkins,

Pond (the Consultant), has revised our initial proposal submitted in June. After recent discussions with County staff regarding the Atlas Sand Mine remediation, Pond has revised our initial proposal submitted in June for the completion of Phase 1 design of the park. A summary of actions related to the scope of the Atlas park design is summarized as follows:

Task	Description	Fee	Commenced
Original Contract: Task Order 22-003	Recreation Master Plan Update	\$69,226.00	9/14/2022
Change Order No 1	Atlas Sand Mine Concept Plan Development: <ul style="list-style-type: none"> • Concept Design of the Atlas Site • 4 acres Topographic survey of the Shady Oaks Road corridor and intersection with Sand Hill Rd • Construction Documents of Shady Oaks Road Entrance, Parking and Boat Ramp over remediation area • State waters and wetland delineation in Parking area and Boat ramp • Coordination with Trammco • Permitting: GSWCC/LDP of Parking area • Permitting: GEPD Stream Buffer Variance • Permitting: Nationwide Permit for Boat Ramp 	\$126,263.32	1/5/2023
Change Order No 2	Full topographic, bathymetric and boundary survey - 60 acres	\$61,000.00	9/6/2024

*CO-01 items in green text above have been completed, remaining items are ongoing with remaining budget. The new tasks are related to design services for a new Pickleball complex, and to complete construction drawings for Phase 1, as most recently defined to include trails and amenities identified in the Atlas Park Master Plan. Our understanding of the project and proposed scope of work is as follows:

Project Approach / Work Plan

The project consists of developing construction documents (drawings and specifications) for Atlas Park Phase 1, as proposed in Effingham County’s Park and Recreation Master Plan prepared by Pond. The

scope/budget is based on the Master Plan and a scoping call held June 17, 2024, with County and consultant staff on November 20, 2024. The Construction Documents for Atlas Park, Phase 1 will provide surveys, drawings, and technical specifications sufficient for the permitting, bidding and construction of the park. In a second call on November 20, 2024, the County requested to have a feasibility plan prepared for a new Pickleball complex on the southwest corner of the site, outside the limits of Phase 1. This scope is intended as Change Order 3 under task order 22-003, Parks and Recreation Master Plan, dated September 14, 2022. The following items are already within our scope under Change Orders 1 and 2:

- Civil design of parking area and boat ramp intended as the cap for Atlas Sand Mine Remediation under the GEPD's voluntary remediation program (CO 1)
- Wetland delineation of the Phase 1 project area (CO 1).
- Nationwide permitting and state waters buffer variance for work related to the boat ramp and parking area (CO 1).
- Topographic and bathymetric survey (CO 2).

The following items are to be added to our scope:

- Playground area layout and design
- Restroom design with septic service and municipal water service
- Pre-fabricated picnic shelters
- Flood Study (if required for developed park areas within floodplain)
- Unpaved hiking/biking trails
- Paved walking path and wetland boardwalk
- Landscape improvements
- Lighting for safety and security
- Pickleball Complex Programming and Feasibility Study

The following design elements of the Master Plan are currently excluded from the scope of design work pending further programming discussion/agreement:

- Beach area development
- Park Amphitheater
- Group Shelter rental facility
- Nature Center
- Fishing Pier/Courtesy Dock
- Disc golf
- Maintenance facility
- Pickleball Complex construction documents

Refer to Exhibit B for plan of current scope of Phase 1

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 review the currently developed schematic site plan, project program, schedule, and budget.
2. The client will provide Pond approval to commence Level 3 septic soils test by a third-party consultant.
3. The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.

Deliverables for Task #1

- Level 3 Soils Test in Designated areas to determine the best location and requirements for the new septic field.

Task #2 – Design Development, Equivalent to 60% Construction Documents

The Consultant will advance the design based upon Client direction given in the Task 1 kick-off meeting. During development of the 60% design drawings 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 advance to 100% construction documents and permitting. Design Development drawings will address all the proposed improvements, their placement, size, materials, and other key elements of design for the purposes of producing a viable opinion of probable construction cost. Consultant will undertake permitting due diligence with Effingham County, including review of applicable codes. All survey, details, calculations, and criteria will be completed in the future 100% construction documents phase, to meet permit review and approval requirements.

Plans will 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 level 3 soil plan/details
- Improvements to Sand Hill Road and Shady Oaks Road
- Preliminary Landscape plans and details
- Standard Construction details
- List of and/or in-progress custom construction details
- List of anticipated HVAC, electrical, and plumbing systems needs
- 60% level Architectural + Mechanical/Electrical/Plumbing drawings of proposed restroom:
 - Floor Plan
 - Reflected Ceiling Plans
 - Roof Plans
 - Exterior Elevations
 - Building Sections
 - Preliminary Mechanical, Electrical, and Plumbing Plans, calculations, and design criteria
 - Preliminary Life Safety/Fire Protection Plans
- List of anticipated technical specifications

Deliverables

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

Task 3: Construction Documents, Equivalent to 90% and 100% Construction Documents

- Pond shall submit 90% documents to the County for review and comment. These documents shall be permit-review ready and include:
 - Cover Sheet with Location/vicinity Maps
 - Index Sheet, General notes, Abbreviations and Legends
 - Site Demolition & Removals Plan
 - Site Layout Plan (inclusive of sign/wayfinding locations)
 - Grading and Drainage Plan
 - Drainage Profiles
 - Utility Plan and Profiles
 - Site Electrical Plan and related coordination with Georgia Power Outdoor Lighting Services
 - Architectural + Mechanical/Electrical/Plumbing drawings of proposed restroom, develop specifications of pre-fabricated shelter.

- Floor Plans
 - Life Safety Plans
 - Structural Plans and details
 - Reflected Ceiling Plans
 - Roof Plans
 - Exterior Elevations
 - Building Sections
 - Wall Sections and details
 - Detail/Enlarged Plans
 - Door/Window Schedules
 - Finish schedules
 - Floor and Wall Finish Plans
 - Interior Elevations
 - Millwork Details
 - Final Mechanical, Electrical, and Plumbing Plans, calculations, and design criteria
- Site Construction Details
- Landscape Planting Plans and details
- 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.
- Erosion Sedimentation and Pollution Control Plans (3 Phase per NPDES permit)
- Technical Specifications
- Final opinion of cost based on final quantities
- Prepare draft NOI, to be completed by the County
- The Pond project manager will meet with the County project manager to review 90% plans, document client decisions, and gain approval to submit plans for permit review.
- Based on department and agency review comments, the Consultant will advance the plans 100% Construction Drawings and technical specifications, submit for Client review and address one final round of comments that are within the scope of work and resubmit plans for issuance of permit.
- Revisions to the stormwater management report will be made per County review comments that fit within the scope of this project as described in this proposal. Major comments or comments with a design impact will be discussed with the Client project manager before they may be addressed.

Task 4: Flood Study (if required): Much of the project site is within the 100-year floodplain, and any impacts will require a no-rise study. If the design work of Phase 1 precludes impacts to the floodplain, the flood study scope can be deleted from the scope. This will be determined at the end of the 60% design phase.

- Perform a no-rise study based on the county floodplain ordinance for a no adverse impact condition to the floodplain for the proposed site.
- County will provide the effective FEMA Flood Model for the studied area of the Ogeechee River. Pond can also request the Effective Model from the FEMA Engineering Library if the County cannot provide the data. The proposed site is depicted in a Zone AE Special Flood Hazard Area on FEMA Map Panel 13103C0334E, effective date 3-16-2015, with established based flood elevations.
- County to provide the most current LiDAR data for the study area.
- No Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR) will be performed for this no-rise study. FEMA coordination will not be performed for the no-rise study. Only two meetings are proposed for the no-rise study coordination with the county. If a CLOMR or LOMR are required for this project, then additional scope and fee will be required for the letter along with FEMA review and coordination.

- If the no-rise study changes the current effective floodway and or floodplain boundary with a no-rise condition, then it is assumed this condition will trigger a CLOMR requirement unless waived by the county for acceptance of the proposed condition

Task 5: Pickleball Complex Programming and Feasibility Study: The client wishes to determine the feasibility of developing a tournament level Pickleball facility capable of hosting tournaments and larger groups, located in the southwest corner of the Atlas property. Pond will:

- Facilitate (2) two programming meetings with the client team. The first of these meetings will be to determine facility needs, potential uses, amenities, and site opportunities and constraints, including determining interior space needs such as a clubhouse, restrooms, showers/locker rooms, retail space, office space, storage and shelters. The second meeting will be to review the proposed concept / feasibility findings based on the desired program and site fit.
- Prepare a Conceptual Site Plan of the pickleball complex indicating court layout, pedestrian and vehicular circulation, parking needs and a utility concept plan indicating water well/septic and court/parking site lighting.
- Prepare schematic floor plans of potential support structures.
- Prepare a Programming level Opinion of Probable Construction Cost

Task 6: Bidding Assistance

- Pond will assist the County in bidding the project by:
 - Attending one (1) on-site pre-bid meeting
 - Answer contractor bid phase RFIs
- Deliverables for this task include written responses to contractor RFIs during the bidding process

Task 7: Construction Phase Services

- Construction administration is anticipated to have a duration of 12 months or less. The following services are included:
- Preconstruction meeting site visit, attended by Pond project manager.
- 7-day erosion control inspection site visit attended by ES&PC design professional or their representative.
- Pond will perform 12 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.
- Pond will review contractor submittals and shop drawings per the approved project specifications. Up to two reviews of shop drawings/submittals included, For further reviews additional compensation will be required.
- Pond will review and provide feedback on contractor request for information (RFI) submittals.
- Pond will review contractor pay applications and will provide feedback to the Client and contractor.
- One site visit to review Contractor's final punch-list, attended by project manager.

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 2, 2025

(Date ranges are inclusive of Holidays and Client Review periods.)

210 – Total Calendar Days

Pickleball Programming and Feasibility Study: 12 weeks (60 working days)
60% Design Development: 8 weeks (40 working days)
100% Construction Documents: 12 Weeks – (60 working days)

Notice-to-Proceed

No new work proposed within this Change Order 3 will be performed until a contract has been executed and a Notice-to-Proceed letter has been issued.

Exclusions and Assumptions

1. Client and Owner will appoint a Project Manager to serve as a single point of contact.
2. Once work has commenced, client directed changes in the design, or unforeseen conditions that require a design change may require a change order which will be presented to the Client.
3. Site lighting will be provided by Georgia Power Outdoor Lighting Services.
4. 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.
5. Current design is based on study findings by Trammco. Changes required due to site conditions or design changes based on soil remediation efforts by others will necessitate additional services.
6. It is assumed the Client will provide necessary access to the property.
7. 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.
8. 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.
9. 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.
10. The following tasks are excluded:
 - a. Construction Phase Services
 - b. Construction documents beyond what is scoped in this proposal.
 - c. Geotechnical services or reporting (other than Level 3 test)
 - d. Nationwide or Individual wetland permitting for new entrance road, Trammco remediation area or other areas currently delineated.
 - e. Easement or Right-of-way plats or acquisitions
 - f. Traffic studies or traffic system analysis
 - g. Public engagement
 - h. Presentations to commissions or boards
 - i. Permit review fees
 - j. NGBS or Sustainable Design / LEED Certification

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 Exhibit A, the proposal cost matrix.

Task 1	Project Management/Level 3 Test	\$ 27,145
Task 2	Design Development	\$ 40,700
Task 3	Construction Documents	\$ 67,195
Task 4	No Rise Flood Study (if required)	\$ 24,955
Task 5	Pickleball Facility Study	\$ 11,675
Task 6	Bidding Assistance	\$ 2,940
Task 7	Construction Phase Services	\$ 31,660
Expenses		\$ 2,700
TOTAL		\$ 208,970

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
Principal | Client Manager

EXHIBIT A

PIC	Proj Mgr	Jr Landscape	Sr Civil	Civil Engineer (3)	Civil Eng (1)	Cost Est	Hours and Cost Totals	Atlas Park Phase 1 - See Civil fee sheet for more scope
\$ 300.00	\$ 210.00	\$ 115.00	\$ 225.00	\$ 155.00	\$ 120.00	\$ 150.00		STANDARD BILLING RATES
								Hrs. Task 1 - Kick Off/Project Management
	2							2 Kick off prep
	1	1						2 Kick off Meeting
	12	12	12	12				48 Internal Coordination Meetings
	40							40 PM - entire project
0	55	13	12	12	0	0		92 HOURS SUBTOTAL
\$ -	\$ 11,550.00	\$ 1,495.00	\$ 2,700.00	\$ 1,860.00	\$ -	\$ -	\$ 17,605	COST SUBTOTAL
								Hrs. Task 1 - Level 3
							23	23 Level 3 Soil Report
0	0	0	0	0	0	0	23	23 HOURS SUBTOTAL
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,450.00	\$ 3,450	COST SUBTOTAL
								Hrs. Task 2 - 60% Design Development
		2			2			4 Utility/Supplier Coordination
		4			1	4		9 Cover Sheet
		4			1	4		9 Survey base
		4			2	4		10 General notes
	2	24			2	8		36 Site Plan
	2				2	10		14 Demolition Plans
	2				2	16		20 Grading Plan
					1	4		5 Drainage Profiles (1)
					1	4		5 Utility Plans (4)
					1	4		5 Utility Profiles (1)
	2	16			1	4		23 Site Construction Details (3)
							16	16 Cost Estimating
2	8		8					18 TQC
	2				2			4 Client Review
					8	20		28 Stormwater Concept Review Effingham County
2	18	54	8	26	82	16		206 HOURS SUBTOTAL
\$ 600.00	\$ 3,780.00	\$ 6,210.00	\$ 1,800.00	\$ 4,030.00	\$ 9,840.00	\$ 2,400.00	\$ 28,660	COST SUBTOTAL
								Hrs. Task 3 - 100% Construction Documents
		4						4 Pre-Fab Coord
		4						4 Permitting due diligence with County
		2			1	4		7 Cover Sheet
		2			1	4		7 General Notes
		8				2		10 Overall Site
	2	24				2		28 Site Plan Enlargements
		4			1	4		9 Demolition Plans

				1	12				13 Grading Plans
				1	8				9 Drainage Profiles (1)
				1	6				7 Utility/Septic Plans
				1	4				5 Utility Profiles (1)
	2	16		1	4				23 Site Construction Details (3)
	2			10	25				37 Erosion Control Plans (6)
	2	30							32 Landscape Plans
	2								2 Site Electrical
	4			5	12				21 Specifications
				5	15				20 Stormwater Hydrology Report
				15	20				35 Permitting with Effingham County & submittal packages (Rev
							40		40 Cost Estimating
	8	16		16					40 TQC
	8	30	94	16	43	122	40		353 HOURS SUBTOTAL
\$	2,400.00	\$ 6,300.00	\$ 10,810.00	\$ 3,600.00	\$ 6,665.00	\$ 14,640.00	\$ 6,000.00	\$	50,415 COST SUBTOTAL
Hrs. Task 4 Flood Study									
	0	0	0	0	161	0	0		161 No Rise
	0	0	0	0	0	0	0		0
	0	0	0	0	161	0	0		161 HOURS SUBTOTAL
\$	-	\$ -	\$ -	\$ -	\$ 24,955.00	\$ -	\$ -	\$ -	\$ 24,955 COST SUBTOTAL
Hrs. Task 5 Pickleball Study									
		3	3						6 Programming Meetings
		4	16	4					24 Concept Design
				16					16 Floor Plans
		4	8						12 OPCC
		4	8						12 Research Benchmarks/Set Standards
	0	15	35	20	0	0	0		70 HOURS SUBTOTAL
\$	-	\$ 3,150.00	\$ 4,025.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	11,675 COST SUBTOTAL
Hrs. Task 6 Bid Assistance									
		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	0	0		16 HOURS SUBTOTAL
\$	-	\$ 2,940.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,940 COST SUBTOTAL
Hrs. Task 7 Const Phase Services									
		12							12 7-Day Erosion control inspection
		8				4			12 Submittals
		8	4			4			16 RFIs

									8	8 Pre-Construction Meeting
									96	96 OAC Meetings (8 - 4 hours for visit and memo + 8 travel)
									12	12 Punch List
	0	144	4	0	0	8	0		156	HOURS SUBTOTAL
\$	-	\$ 30,240.00	\$ 460.00	\$ -	\$ -	\$ 960.00	\$ -	\$	31,660	COST SUBTOTAL
	10	117	161	37	82	204	79		690	TOTAL HOURS TASK 1.0-6.0
\$	3,000	\$ 57,960	\$ 23,000	\$ 12,600	\$ 37,510	\$ 25,440	\$ 11,850	\$	171,360	TOTAL COST TASK 1.0-6.0
	1%	17%	23%	5%	12%	30%	11%		100%	PERCENT OF TOTAL HOURS
	2%	34%	13%	7%	22%	15%	7%		100%	PERCENT OF TOTAL COST
								\$	2,700	EXPENSES / ODCs
									\$34,910	Arch Fee
								\$	208,970	PROJECT TOTAL

Architect	Arch Intern	Sr ST Eng	Jr ST Eng	Sr MEP Eng	Jr MEP Eng	Cost Est	Hours and Cost Totals		Atlas Park Phase 1 - See Civil fee sheet for more scope
\$ 210.00	\$ 115.00	\$ 220.00	\$ 140.00	\$ 220.00	\$ 140.00				STANDARD BILLING RATES
									Hrs. Task 1 - Kick Off/Project Management
1									1 Kick off Meeting
12			12		12				36 Internal Coordination Meetings
13	0	0	12	0	12	0			37 HOURS SUBTOTAL
\$ 2,730.00	\$ -	\$ -	\$ 1,680.00	\$ -	\$ 1,680.00	\$ -	\$ -	\$ 6,090	COST SUBTOTAL
									Hrs. Task 2 - 60% Design Development
2									2 Utility/Supplier Coordination
6	12	4	16	5	16				59 Architectural/MEPS
8									8 TQC
4									4 Client Review
20	12	4	16	5	16	0			73 HOURS SUBTOTAL
\$ 4,200.00	\$ 1,380.00	\$ 880.00	\$ 2,240.00	\$ 1,100.00	\$ 2,240.00	\$ -	\$ -	\$ 12,040	COST SUBTOTAL
									Hrs. Task 3 - 100% Construction Documents
2									2 Pre-Fab Coord
	2								2 Permitting due diligence with County
				3	10				13 Site Electrical
6	12	4	16	5	16				59 Architectural/MEPS
4	6	8							18 Specifications
8									8 TQC
20	20	12	16	8	26	0			102 HOURS SUBTOTAL
\$ 4,200.00	\$ 2,300.00	\$ 2,640.00	\$ 2,240.00	\$ 1,760.00	\$ 3,640.00	\$ -	\$ -	\$ 16,780	COST SUBTOTAL
53	32	16	44	13	54	0			212 TOTAL HOURS TASK 1.0-6.0
\$ 11,130.00	\$ 3,680.00	\$ 3,520.00	\$ 6,160.00	\$ 2,860.00	\$ 7,560.00	\$ -	\$ -	\$ 34,910.00	TOTAL COST TASK 1.0-6.0
25%	15%	8%	21%	6%	25%	0%			100% PERCENT OF TOTAL HOURS
32%	11%	10%	18%	8%	22%	0%			100% PERCENT OF TOTAL COST
									EXPENSES / ODCs
									\$ 34,910 Arch/MEP Fee

