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September 30, 2025

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

RE: Clarence E. Morgan Complex – Phase II 100% Design | Project ID: 23-IDC RFP-041

Dear Tre:

Per your request Pond is providing this additional services proposal for completion of the design plans (100 percent drawings) for Clarence E Morgan Recreation Complex and associated structures and site improvements. This scope of work includes completion of the design of the following park elements:

Site: Civil/Landscape architecture

- New access drive and accessible parking/loading area for Josh Reddick Stadium
- Two basketball courts with an additional parking bay at the existing lot
- New batting cages in the existing ballfield complex
- New Phase 2 baseball field complex (7 fields)
- Parking lot expansion for Phase 2 baseball field complex
- Soccer complex and related parking lot expansion
- Dog park area and related parking lot
- RV parking area at existing park maintenance facility
- Landscape Plan for public areas

Site: Irrigation

- Design for new pump system/pond for new baseball and multi-use field complex. Existing system will not be altered.

Site: Electrical

- Provide panel and wiring to Musco lighting system at sports fields, controls by Musco.

Site: Geotechnical

- Provide borings and geotechnical report for proposed buildings and evaluate for earthwork conditions/ pavement thicknesses.

Structures: Architecture

- Two (2) new freestanding restroom / concession buildings that are approximately +/- 2,500 sf in size. The same floorplan will be used for both structures.
- Includes men's restroom, women's restroom, single occupancy restrooms, concessions area, electrical/mechanical room and storage.
- One (1) new freestanding pre-engineered metal building maintenance facility addition
- Approximately +/- 1,800 sf in size to work as extended storage facility with recreational
- Equipment storage and equipment check out capabilities as needed.

- one (1) of each of the following freestanding pre-engineered metal buildings with square footage noted: group shelter (+/- 5,000 sf), farmers market pavilion (+/- 9,000 sf), batting cage shelter (+/- 3,400 sf).
- Three (3) pre-engineered metal building picnic shelters (+/- 1,200 sf each).

Structures: Structural

- CMU load bearing walls as primary system.
- Remainder of structures are pre-engineered metal buildings with scope limited to slab design.

Structures: MEP

- Electrical - will serve three buildings as outlined above; pre-fabricated pavilions to have lighting + power as well.
- Mechanical - no restrictions on type/size/manufacturer of equipment. Scope is limited to three buildings noted above.
- Plumbing - scope limited to three buildings. Coordination with on-site utilities required.

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 practical, commencing within 10 business days of Notice to Proceed, with the goal of meeting the following schedule:

Assuming NTP by November 5, 2025
(Date ranges are inclusive of Holidays and Client Review periods.)

90% Construction Documents: 10 weeks (50 days)
Client/Permit Review: 2 weeks (10 days)
100% Construction Documentation: 4 weeks (20 days)

Project Approach / Work Plan

Advancing Construction Documents for the park, based on the previously approved 50 percent design, to 100% Construction Documents. The Construction Documents will provide field run surveys, drawings, and technical specifications sufficient for the permitting, bidding and construction of the park.

Task #1 – Project Kick-off / Project Management / Geotech Investigation

- The Consultant will host an online kick-off meeting via Microsoft Teams with the client and project team to discuss the project.

- The Consultant will provide weekly client updates, invoicing, sub-consultant coordination, designer oversight and day-to-day project management.
- Through a subconsultant, Pond will provide Geotechnical services to include:
    - Advancement of five (5), 30-foot CPT Soundings within planned building structure areas of the site. Soundings will be performed within accessible areas of the site to our rubber tire truck or rubber track skid steer mounted CPT equipment without having to perform clearing of pathways or obtaining mobility assistance. Sounding data will be analyzed and recommendations made for subgrade preparation for building pads and foundation recommendations for support of the structures (including standard procedure seismic parameters).
    - Advancement of twenty-eight (28), 4-foot, dynamic cone penetration (DCP) test hand auger borings within planned paved areas of the site. DCP hand auger boring data will be analyzed and subgrade preparation recommendations made for support of industry standard pavement sections. All 28 hand auger borings will be continuously sampled for soil mottling services to be performed on the samples in determination of the seasonal high groundwater table at the DCP auger boring locations.
    - Performance of three infiltration rate tests within planned pond areas of the site. Infiltration rate testing will be performed utilizing an Aardvark permeameter. Infiltration rate testing will be performed at a maximum depth of 2 feet above the groundwater table or a maximum depth of 4 feet below existing grades. Continuously sampled offset auger borings will be performed at infiltration test locations for soil mottling services to be performed on the samples determination of the seasonal high groundwater table at the infiltration test locations.
    - Performance of eight 4-foot auger borings within the existing wetland area of the site in an effort to determine recommended mucking depths prior to fill placement within this area of the site.
    - Performance of eight, 4-foot auger borings within the existing mounded area of the site in an effort to determine the soil type within the mound and its suitability for use as fill on this site (structural areas and/or non-structural areas – including playing fields).
    - An engineering report will be prepared and will include the above discussed data and recommendations.

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

- Using the survey data provided and the approved 50% design, Pond will develop construction documents for the County's use for bidding and construction.
- Pond shall submit permit ready 90% construction documents to the County for review and comment. These documents shall 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 Construction Details
- Architectural + Mechanical/Electrical/Plumbing drawings of Concession/Restroom building:
    - Floor Plans
    - Code Data
    - 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/Fixture schedules
    - Floor and Wall Finish Plans
    - Interior Elevations
    - Millwork Details
    - Mechanical, Electrical, and Plumbing Plans, calculations, and design criteria
    - Sheet specifications
- Prefabricated Structure design and coordination:
    - Maintenance facility expansion: Provide design criteria to metal building manufacturers based on consultation with the client on size and space needs, and for structural foundation design, and includes the following drawings:
        - Floor Plans
        - Code Data
        - 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/Fixture schedules
        - Mechanical, Electrical, and Plumbing Plans, calculations, and design criteria
        - Sheet specifications
    - Prefabricated Farmers market Pavilion
    - Prefabricated Picnic shelters

- Pond will provide design criteria to selected metal building manufacturer based on consultation with the client on size and space needs, and for structural foundation design. Structure design will be by manufacturer and reviewed as shop drawings provided by contractor during the submittal stage of construction.

- Site Electrical Plan, Details and Sheet specifications:
  - Pond will coordinate with Field lighting supplier to provide electrical service design to athletic field lighting, new structures and for parking lot lighting
- Irrigation Plans Details & Specs
- Irrigation Pumping/Replenishment System
- 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)
- Specifications on drawings
- Assist CMAR in development of guaranteed maximum price (GMP) by providing quantity information at 90 percent level design.
- Prepare draft NOI, to be completed by the County.
- Initial 7-Day Erosion Control Inspection Site Visit.

- 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.
- 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.
- 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

Task #3 – Bidding Assistance

- 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.
- Pond will attend a pre-bid meeting to discuss the project with prospective contractors.

- Respond to Contractor RFIs that arise during the bidding process and assist the Client in the preparation of addenda
- Pond will review the proposals received for the project and provide feedback/recommendations.

Task #4 – Construction Administration

Construction administration is anticipated to have a duration of 16 months or less. The scope below is recommended, but any of these tasks will be at the direction of the owner billed on an hourly basis up to a maximum fee based on the following services:

- Preconstruction meeting site visit, attended by Pond project manager.
- Pond will facilitate 16 (sixteen) 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.
- Pond will perform 16construction 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, beyond that additional compensation will be required.
- Pond will review and provide feedback on contractor requests for information (RFI).
- 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.

Notice-to-Proceed

No work under this change order 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. A Phase I/II Environmental Site Assessment or additional USACE permitting/delineation is not included in this scope.

4. Geotechnical sounding locations on the site will be performed within accessible areas to rubber tire truck or rubber track mounted CPT equipment (clear, firm and level ground). Please note that heavy and/or extended rainfall events can temporarily cause the site to become inaccessible to this equipment, which may prolong the anticipated completion date of field work.
5. It is assumed Geotech borings will not require coring through any concrete or encounter near surface obstructions to advance CPT Soundings or hand borings. CPT Soundings and hand borings will be advanced to their pre-determined depth or to refusal, whichever occurs first.
6. 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.
7. Playground equipment and layout, playground surfacing and park site furnishings will be provided by County's preferred vendor under separate contract or allowance.
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. 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.
11. Field lighting/Parking photometrics will be provided by Field lighting supplier.
12. The following tasks are excluded:
    a. Pool or Sprayground design
    b. Bathhouse design
    c. Primary power distribution and design.
    d. Telecommunications and security design.
    e. Emergency power systems design.
    f. Provision/design of interior Furnishings, Finishes and Equipment

Fee

The Consultant proposes a lump sum fee as delineated 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.

Task 1 – Project Management:	$23,640
Task 1 – Geotechnical Services:	$15,840
Task 2 – 90%/100% Construction Documents (Site/Civil):	$152,795
Task 2 - 90%/100% Construction Documents (Arch/MEP):	$86,610
Task 3 - Bidding	$17,520
Expenses	$1,500
TOTAL	*$297,905*

Task 4 - Recommended Hourly Max Budget for Construction Phase Services:

	$113,300
CA Expenses	$6,900
TOTAL	*$120,200*

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	Matthew Wilder, PLA, ASLA	Melissa Phillips
Senior Project Manager	Vice President	Principal | Client Manager

Attachment ‘A’ – PROPOSAL COSTS

PIC	Proj Mgr	Sr Civil	Jr Civil	Jr Landscape	Env Engineer	Cost Est	Irrigation		Geotech	CADD op	Hours and Cost Totals	Effingham County Clarence Morgan Complex Phase 2
$ 300.00	$ 210.00	$ 225.00	$ 155.00	$ 115.00	$ 183.86	$ 140.00	$ 150.00	$ 195.00	$ 180.00	$ 93.50		STANDARD BILLING RATES
											Hrs.	Task 1 - Kick Off/Project Management/Geotech
	1										1	Kick off prep
	2	2									4	Kick off Meeting
	12		12	12							36	Internal Coordination Meetings
	80										80	PM - entire project
									40		40	Geotech Field Work - Wetland/Site
									40		40	Geotech Field Work - Borings
									8		8	Geotech Report
0	95	2	12	12	0	0	0	0	88	0	209	HOURS SUBTOTAL
$ -	$ 19,950.00	$ 450.00	$ 1,860.00	$ 1,380.00	$ -	$ -	$ -	$ -	$ 15,840.00	$ -	$ 39,480	COST SUBTOTAL
											Hrs.	Task 2 - 90/100% Construction Documents
	12										12	Pre-Fab Coord
		1	2								3	Cover Sheet
		1	3								4	General Notes
	4	6	16	24							50	Overall Site
	1	6	18	24							49	Site Plan Enlargements
	2	4	8	16							30	Demolition Plans
		16	80								96	Grading Plans + Profiles
		16	60								76	Utility Plans + Profiles
		16	60								76	Stormwater Hydrology Report
		16	60								76	ESPC Plans
							60				60	Soccer/parking Irrigation plans - 90 percent plans
							40				40	Soccer/parking Irrigation plans - Final Submittal
							40				40	Baseball Irrigation plans - 90 percent plans
							30				30	Baseball Irrigation plans - Final Submittal
							26				26	Irrigaiton Pump Design/Specs
	12			40							52	Landscape Plan
	2	8	24	24							58	Site Construction Details
	12	6	16	12							46	Specs
	4	4	12	8							28	Permitting with Effingham County & Submittal packages (R
	4	4	4	4							16	Client Review Meeting X 2
8		40	24								72	TQC
8	53	144	387	152	0	0	196	0	0	0	940	HOURS SUBTOTAL
$ 2,400.00	$ 11,130.00	$ 32,400.00	$ 59,985.00	$ 17,480.00	$ -	$ -	$ 29,400.00	$ -	$ -	$ -	$ 152,795	COST SUBTOTAL
											Hrs.	Task 3 - Bidding Services
	8										8	Bid avertistment package
			4	4							8	Electronic file transfer
	8										8	Pre-bid meeting
	16		8	8							32	RFI review
	16										16	Proposal Review
0	48	0	12	12	0	0	0	0	0	0	72	HOURS SUBTOTAL
$ -	$ 10,080.00	$ -	$ 1,860.00	$ 1,380.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,320	COST SUBTOTAL
											Hrs.	Task - 4 Construction Administration Services
		10									10	7-Day Erosion control inspection (8 hr travel)
	8	8	16	24			8				64	Submittals - 20 submittals
	12	16	16	16			8				68	RFIs - 20 RFIs
	9										9	Pre-Construction Meeting (8 hr travel)
	192						50				192	OAC Meetings (16 - 4 hours for visit and memo + 8 travel)
	12										12	Punch List
0	233	34	32	40	0	0	66	0	0	0	405	HOURS SUBTOTAL
$ -	$ 48,930.00	$ 7,650.00	$ 4,960.00	$ 4,600.00	$ -	$ -	$ 9,900.00	$ -	$ -	$ -	$ 76,040	COST SUBTOTAL (NOT INCLUDED IN TOTAL)
8	429	180	443	216	0	0	262	0	88	0	1626	TOTAL HOURS TASK 1.0-6.0
$ 2,400	$ 90,090	$ 40,500	$ 68,665	$ 24,840	$ -	$ -	$ 39,300	$ -	$ 15,840	$ -	$ 281,635	TOTAL COST TASK 1.0-6.0
0.49%	26.38%	11.07%	27.24%	13.28%	0.00%	0.00%	16.11%	0.00%	5.41%	0.00%	95%	PERCENT OF TOTAL HOURS
0.85%	31.99%	14.38%	24.38%	8.82%	0.00%	0.00%	13.95%	0.00%	5.62%	0.00%	94%	PERCENT OF TOTAL COST
											$ 1,500	EXPENSES / ODCs
											$ 6,900	EXPENSES / ODCs CA Budget
											$ 290,035	PROJECT TOTAL

$23,640	Task 1 PM
$15,840	Task 1 Geotech
$152,795	Task 2 Site (incl Subs)
$86,610	Task 2 Architecture/MEP (incl Subs)
$17,520	Task 3 Bidding (incl Subs)
$1,500	Expenses
$297,905	SUBTOTAL
$120,200	Task 4 Construction Phase Services (Budget)
$418,105	Total

PIC	Sr Architect	Arch Designer	Sr ST Eng	Jr ST Eng	Sr MEP Eng	Jr MEP Eng	Cost Est	Hours and Cost Totals	Effingham County Clarence Morgan Complex Phase 2
$ 250.00	$ 210.00	$ 135.00	$ 210.00	$ 135.00	$ 210.00	$ 150.00	$ 141.83		STANDARD BILLING RATES
								Hrs.	Structural Task 2 - 100% Design
			4	8				12	25% Design - Concession/Restroom
			4	8				12	50% Design - Concession/Restroom
			4	8				12	100% Design - Concession/Restroom
			4	8				12	25% Design - Maintenance Addition
			4	8				12	50% Design - Maintenance Addition
			4	8				12	100% Design - Maintenance Addition
			2	8				10	Pole Barn
			2	8				10	Prefab Picnic Shelter Foundation
			2	8				10	Pre Fab Farmers Market Pavilion
			2	8				10	Specs Sheets
			4	8				12	TQC
0	0	0	36	88	0	0	0	124	HOURS SUBTOTAL
$ -	$ -	$ -	$ 7,560.00	$ 11,880.00	$ -	$ -	$ -	$ 19,440	COST SUBTOTAL
								Hrs.	Mechanical Task 2 - 100% Design
					2	6		8	25% Design - Concession/Restroom
					2	6		8	50% Design - Concession/Restroom
					2	6		8	100% Design - Concession/Restroom
					2	6		8	25% Design - Maintenance Addition
					2	6		8	50% Design - Maintenance Addition
					2	6		8	100% Design - Maintenance Addition
					2	6		8	Specs Sheets
					2	6		8	COMcheck
					2	6		8	TQC & TRC
0	0	0	0	0	18	54	0	72	HOURS SUBTOTAL
$ -	$ -	$ -	$ -	$ -	$ 3,780.00	$ 8,100.00	$ -	$ 11,880	COST SUBTOTAL
								Hrs.	Electrical Task 2 - 100% Design
					2	6		8	25% Design - Concession/Restroom
					2	6		8	50% Design - Concession/Restroom
					2	6		8	100% Design - Concession/Restroom
					2	6		8	25% Design - Maintenance Addition
					2	6		8	50% Design - Maintenance Addition
					2	6		8	100% Design - Maintenance Addition
					2	6		8	50% Design - Site Electrical Plan
					2	6		8	100% Design - Site Electrical Plan
					2	6		8	MUSCO and GPC coordination
					2	6		8	Plan Specs
					2	6		8	50% Photometric Calculations
					2	6		8	100% Photometric Calculations
					2	6		8	TQC
0	0	0	0	0	26	78	0	104	HOURS SUBTOTAL
$ -	$ -	$ -	$ -	$ -	$ 5,460.00	$ 11,700.00	$ -	$ 17,160	COST SUBTOTAL
								Hrs.	Architectural Task 2 - 100% Design
									CONCESSION/RESTROOM
	2	4						6	Arch Code Sheet
	2	4						6	General Notes
	2	12						14	Specs Sheets
	4	16						20	Floor Plan
	2	8						10	Reflected Ceiling Plan
	2	8						10	Roof Plan
	2	12						14	Exterior Elevations
	2	6						8	Door Schedule
	4	12						16	Sections/Details
									MAINTENANCE ADDITION
	2	4						6	Arch Code Sheet
	2	4						6	General Notes
	2	4						6	Specs Sheets
	4	8						12	Demolition Plan
	4	12						16	Floor Plan
	2	8						10	Reflected Ceiling Plan
	2	8						10	Roof Plan
	4	12						16	Exterior Elevations
	2	8						10	Door Schedule
	4	12						16	Sections/Details
	4	12						16	Pole Barn Addition Details
	8	12						20	TQC
0	62	186	0	0	0	0	0	248	HOURS SUBTOTAL
$ -	$ 13,020.00	$ 25,110.00	$ -	$ -	$ -	$ -	$ -	$ 38,130	COST SUBTOTAL
								Hrs.	Bidding Services
	8		4		8			20	Bidding/RFI support
0	8	0	4	0	8	0	0	20	HOURS SUBTOTAL
$ -	$ 1,680.00	$ -	$ 840.00	$ -	$ 1,680.00	$ -	$ -	$ 4,200	COST SUBTOTAL
								Hrs.	Construction Phase Services
	12	12						24	RFI and Submittal Support
	64							64	OAC Meetings (4 - 4 hours for visit and memo)
						32			ST Site Observations (2 visits and reports)
						32			EL Site Observations (2 visits and reports)
						8			EL RFI and Submittal Support
						32			M/P Site Observations (2 visits and reports)
					2	16			M/P RFI and Submittal Support
	6							6	Punch List
0	82	12	0	0	2	120	0	94	HOURS SUBTOTAL
$ -	$ 17,220.00	$ 1,620.00	$ -	$ -	$ 420.00	$ 18,000.00	$ -	$ 37,260	COST SUBTOTAL
0	152	198	40	88	10	120	0	486	TOTAL HOURS TASK 1.0-6.0
$ -	$ 31,920.00	$ 26,730.00	$ 8,400.00	$ 11,880.00	$ 11,340.00	$ 37,800.00	$ -	$ 128,070.00	TOTAL COST TASK 1.0-6.0
0%	31%	41%	8%	18%	2%	25%	0%	125%	PERCENT OF TOTAL HOURS
0%	25%	21%	7%	9%	9%	30%	0%	100%	PERCENT OF TOTAL COST
									EXPENSES / ODCs
								$ 128,070	PROJECT TOTAL