

To: City of Forest Park
745 Forest Pkwy.
Forest Park, GA 30297
Attn: Mr. James Shelby

Date: February 27, 2024
From: Falcon Design Consultants, LLC

Project: **Forest Parkway Median/Monument Sign Landscape Plan**

TO No.: **FDC 2024.02**

Background Information and Project Scope

Falcon Design Consultants, LLC (FDC) has prepared this Task Order (TO) to assist the City of Forest Park with a landscape plan, bid assistance, and construction management for landscape improvements along the median of Forest Parkway within the city limits of Forest Park. The total centerline distance of the project limits is approximately 9,900 L.F. or 1.875 miles. The project will consist of developing Contract Plans utilizing existing GIS photographic data to develop plans and also create a complete set of Contract Documents and Technical Specifications for the City of Forest Park. The City will post the complete set for the purpose of receiving responsive bids from qualified contractors to perform the work proposed. Additionally, FDC will provide bid assistance and construction management services, as required, to provide a complete project to the City of Forest Park. Based on meeting with GDOT, FDC will prepare plans using local GIS and aerial data. FDC will also include landscape plans for the new monument signs previously designed by Precision Planning. We are assuming cad files will be provided by PPI for the monument signs to assist in preparing the landscape plan for each monument.

Task – A. Landscape Plan

- Develop a standardized planting plan for enhancement of portions of the vegetative areas within the median of Forest Parkway.
- Develop a complete plan set for this project that defines the planting locations and modifications suitable to obtaining public bids.
- Plans to be developed utilizing existing GIS photographic data along with standardized details.
- Submit plans to the GDOT for their formal review and approval and address any comments received by this department.
- Prepare landscape plans for each of the newly installed monument signs previously designed by PPI.

Task – B. Bid Assistance

- Prepare Contract Documents and Technical Specifications for the project suitable for bidding by the City's Procurement Department.
- Assist the City's Procurement Department with conducting a Pre-Bid meeting for the project.
- Assist the City's Procurement Department with responses to written questions for the project.
- Assist the City's Procurement Department with developing project addendums as required.
- Assist the City's Procurement Department with bid opening.
- Develop a Bid Tabulation sheet for the project.
- Assist the City's Procurement Department with issuing the contract.
- Review bidder's references and provide a recommendation of award to the City as requested by the City's Procurement Department.

Task – C. Construction Management

- Conduct a formal project Preconstruction Conference.
- Meet with Owner and Contractor for progress meetings as required and develop meeting minutes for project documentation.
- Coordinate all design intent issues regarding Contract Drawings and Technical Specifications.

- Conduct reviews of construction activity as required for compliance with Contract Drawings and Technical Specifications, construction standards, current schedule, and equipment testing and training.
- Maintain periodic photographic records for construction activities observed during on-site visits.
- Development of a project Submittal Log and assist as needed with submittal distribution to the appropriate review professional and assist in maintaining the required schedule for all submissions.
- Development of a project RFI Log and assist with the coordination of responses for all questions, distributing to the appropriate professional, and maintaining the required schedule for all responses.
- Review and make recommendations for payment of all pay applications and coordinate with the Owner all Change Order requests.
- Provide Value Engineering Analysis on an as needed basis for project components related to cost and time savings.
- Development of project Punch Lists in accordance with the Contract Documents.
- Provide verifications of milestone documentation for Substantial Completion and Final completion of the project.

Fee Estimate

The budget below includes staff time and expenses necessary to perform the scope of work outlined above. This budget is for the scope of work referenced above.

<u>Design and Bid Services:</u>	<u>Estimated Budget</u>
A. Landscape Plan for Median:	\$20,000.00
B. Bid Assistance:	\$ 5,000.00
<u>TOTAL LUMP SUM FEE</u>	<u>\$25,000.00</u>

Percent Of Construction Services:

C. Construction Management: 3.0% OF ACTUAL BID

Authorized:

As our authorization to proceed with the scope of work, schedule and fee structure outlined herein, please sign in the space provided below and return one copy to this office for our records.

AUTHORIZATION TO PROCEED – THIS TASK ORDER ONLY

Authorized by: _____ Title: _____

Print Name: _____ Date: _____

Approved for Funding

Authorized by: _____ Title: _____

Print Name: _____ Date: _____

Budget Line Item # _____



*ENGINEERING * LAND PLANNING * SURVEYING *
*CONSTRUCTION MANAGEMENT * LANDSCAPE ARCHITECTURE*
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Task Order FDC 2024.02

Authorized by: 

Title: **Managing Partner**

Print Name: **Adam Price, P.E.**

Date: 02/27/2024

