

# Task Order PPI 2024.03b



400 Pike Boulevard  
Lawrenceville, GA 30046

To: CITY OF FOREST PARK  
745 Forest Pkwy.  
Forest Park, GA 30297

Date: May 7, 2024

Attn: Mr. James Shelby  
Director of Planning, Building and Zoning

From: Precision Planning, Inc.

Project: RITE AID RENOVATION (GRAPEVINE)

Task Order No.: PPI 2024.03b

## Project Understanding

Precision Planning, Inc. (PPI) previously completed Design and Construction Documents for the above referenced project. We understand that the City of Forest Park (Client) would like to move forward with General Contractor Procurement and Contract Administration for this project and is requesting services from PPI as outlined below.

## Scope of Work

- I. Procurement and Contract Administration
  - A. Assistance with issuing the project for public bid, including answering bidder questions, attendance at a pre-bid conference, attending bid opening, checking references and making a recommendation of award of contract
  - B. Attendance at a pre-construction conference with the successful General Contractor
  - C. Attendance at monthly Owner/Architect/Contractor (OAC) meetings; five (5) meetings included; one (1) site visit and associated field report will be included with the OAC meeting each month
  - D. Bi-weekly site visits during construction, including photographic field reports; six (6) site visits are included, in addition to the OAC meetings/site visits indicate above
  - E. Review and certification of General Contractor's pay applications
  - F. Review of General Contractor Requests for Information and Change Order Proposal Requests
  - G. Preparation of Change Orders as required
  - H. Submittal review (no more than two reviews of each submittal); twenty (20) total submittal reviews included
  - I. Reviews and responses to General Contractor's Requests for Information (RFIs); twenty (20) responses included
  - J. Punch list site visit and report at substantial completion of the project; one (1) punch list visit included
  - K. Issuance of Certificate of Substantial Completion
  - L. Final site visit and punch list verification and recommendation of final payment
  - M. Closeout document submittal review; one (1) initial review and one (1) re-submittal review included

## Compensation:

PPI proposes to provide the Scope of Services listed above for the following Not to Exceed (N.T.E.) Fees:

	<u>N.T.E. FEE</u>
I. Procurement and Contract Administration	\$76,215.00
<i>Reimbursable Expenses N.T.E.</i>	<i>\$1,500.00</i>
Total N.T.E. Fees:	\$77,715.00

PPI will invoice monthly based on actual man-hours according to the contracted Schedule of Hourly Rates, plus reimbursable expenses (printing and mileage).

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### **Additional Services:**

The following are additional services which may be provided and may be invoiced according to the attached Schedule of Hourly Rates:

1. Additional meetings or site visits required or requested by the Client
2. Services required due to significant changes in the project including, but not limited to, size, quality, complexity or Client's schedule
3. LEED Certification services

### **Exclusions and Assumptions:**

1. Re-zoning or special use permits
2. Environmental engineering, i.e., wetlands, Phase I audits, stream buffer variances
3. Geotechnical, special inspections or materials testing

### **AUTHORIZATION TO PROCEED – THIS TASK ORDER ONLY**

#### **Using Department**

Authorized by: \_\_\_\_\_ Title: City of Forest Park City Manager  
Print Name: Ricky L. Clark, Jr. Date: \_\_\_\_\_

#### **Approved for Funding**

Authorized by: \_\_\_\_\_ Title: Director of Finance  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ Project # \_\_\_\_\_