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To: City of Forest Park  
745 Forest Pkwy.  
Forest Park, GA 30297

Date: June 26, 2024  
From: Falcon Design Consultants, LLC

Attn: Mr. Ricky L. Clark, Jr.

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Project: **Forest Park Vehicle Storage**

TO No.: **FDC 2024.09**

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### **Background Information**

*Falcon Design Consultants, LLC* has prepared this Task Order (TO) to assist the City of Forest Park with Bid Assistance and Construction Administration for the vehicle storage build out.

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### **Project Description**

Bidding assistance and construction administration.

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### **Task – A. Bidding Assistance**

- Prepare Contract Documents and Technical Specifications (from Architect) 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 addenda, as required.
- Assist the City's Procurement Department with bid opening.
- Assist the City with coordinating architect RFI's during bidding process
- Develop a Bid Tabulation sheet for the project.
- Assist the City's Procurement Department with issuing the contract.
- Review bidder's references and provide recommendation of award to the City as requested by the City's Procurement Department.

### **Task – B. Construction Administration**

- Communications with Client and Contractor throughout the project.
- Review shop-drawings and product submittals for general conformance with the intent of construction documents.
- Assist the City with coordinating architect RFI's during construction process.
- Make site visits (observations) appropriate to the stage, progress and quality of the work. These include a pre-construction meeting, normal construction observation site visits (bi-weekly), a substantial completion inspection, and final inspection(s). Each observation shall include the preparation and distribution of written reports.
- Produce written reports, as necessary, for site observation visits and make recommendations relative to the progress of the work. Written reports shall also include review and certification of Contractor's pay applications, issuance of substantial completion certificate and recommendation of final payment.
- Assist the Client in the preparation of change orders relating to the site construction items, if required.
- Closeout document submittal review.

**Fee Estimate**

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

**Design Services:**

**Estimated Budget:**

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|--------------------------------|----------------|
| A. Bidding Assistance          | \$7,500.00     |
| B. Construction Administration | 3% of base bid |

Additional services, which are not included in this task order as defined by the scope of work, will be treated as extra work. The Owner will be given notice of any additional services requested by the Owner's Staff to complete the project.

**Authorized:**

As 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**

**Using Department PBZ**

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

**Approved for Funding**

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

Authorized by:  \_\_\_\_\_ Title: Managing Partner  
 Print Name: Adam L. Price, P.E. Date: 6/26/24