

To: City of Forest Park
 745 Forest Pkwy.
 Forest Park, GA 30297
 Attn: Mr. Ricky L. Clark, Jr.

Date: January 16, 2025
 From: Falcon Design Consultants, LLC

Project: **Forest Parkway Median/Monument Sign Landscape Plan**
 TO No.: **FDC 2025.02**

Background Information and Project Scope

Falcon Design Consultants, LLC (FDC) has prepared this Task Order (TO) to assist the City of Forest Park with bid assistance, 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 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.

Task – A. 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.

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. Bid Assistance:	\$ 3,500.00

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.



*ENGINEERING * LAND PLANNING * SURVEYING *
*CONSTRUCTION MANAGEMENT * LANDSCAPE ARCHITECTURE*
WWW.FDC-LLC.COM

Task Order FDC 2025.02

AUTHORIZATION TO PROCEED – THIS TASK ORDER ONLY

Authorized by: _____

Title: City Manager

Print Name: Ricky L. Clark, Jr.

Date: _____

Approved for Funding

Authorized by: _____

Title: _____

Print Name: _____

Date: _____

Budget Line Item # _____

Authorized by: _____

Title: **Managing Partner**

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

Date: 01/16/2025