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

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

Attn: Mr. Ricky L. Clark, Jr.

Project: **Starr Park**

TO No.: **FDC 2025.01**

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 on the Starr Park Project.

Project Description

Boundary Survey, Topographic Survey, Underground Utility Locate, and Construction Drawings will be produced for the City of Forest Park. This will not include Pavilion Architectural Plans provided by Croft under separate task order.

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.
- 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

- Phone and email communications with Client and Contractor.
- Review shop-drawing and product submittals for general conformance with the intent of construction documents.
- Make site visits (observations) appropriate to the stage, progress and quality of the work. These include a pre-construction meeting, two normal construction observation site visits, a substantial completion inspection, and a final inspection.
- Produce written reports, as necessary, for site observation visits and make recommendations relative to the progress of the work.
- Assist the Client in the preparation of change orders relating to the site construction items, if required.
- Shop drawing review.

Fee Estimate

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

Design Services:

- A. Bidding Assistance
- B. Construction Administration

Estimated Budget:

\$6,500.00
 1.5% (Total base bid of awarded contract)

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: 1/16/2025

