

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

Date: November 4, 2024  
From: Falcon Design Consultants, LLC

Attn: Mr. Ricky L. Clark, JR

Project: **City Center**

TO No.: **FDC 2024.12**

**Background Information and Project Scope**

*Falcon Design Consultants, LLC (FDC)* has prepared this Task Order (TO) to assist the City of Forest Park with contract assistance and construction observation for the future City Center location. The City has hired a CM at risk to build the project and would like FDC to provide support throughout the design and construction phase.

**Task – A. Pre Construction Assistance:**

- Attend meetings to discuss design and provide input as instructed by City staff.
- Review design plans periodically per city request.
- Review invoices from design team and make recommendations to City.

**Task – B. Construction Observation:**

- Review of monthly invoices from chosen CM at Risk.
- Attend monthly meetings when requested.
- Make recommendations to the City of Forest Park.

**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.

**Design and Bid Services:**

- A. Pre Construction Assistance:
- B. Construction Administration:

**Estimated Budget**

Hourly Not to Exceed \$7,500.00  
Hourly Not to Exceed \$25,000.00

**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 2024.12**

**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: 11/4/2024