
To: City of Forest Park
745 Forest Pkwy.
Forest Park, GA 30297
Attn: Mr. Bobby Jinks

Date: November 2, 2023
From: Falcon Design Consultants, LLC

Project: **Waldrop Drive Sidewalk and Drainage Improvements**

TO No.: **FDC 2023.02**

Background Information and Project Scope

Falcon Design Consultants, LLC has prepared this Task Order (TO) to assist the City of Forest Park with a topographic design survey, underground utility locate, construction documents and drawings, bid assistance, and construction management for sidewalk and drainage improvements on the east side of Waldrop Drive in Forest Park from North Avenue to Catherine Street. This project is approximately 1,800 L.F.

Task – A. Topographic Design Survey

- Work to be performed using a 2-man crew for topographic data as required from the intersection of North Avenue and Waldrop Drive to the intersection of Waldrop Drive and Catherine Street.
- Resolution of existing roadway Right-of-Ways.

Task - B. Underground Utility Locate

- Underground utility locate for Waldrop Drive performed by MC UTILITY SURVEYING, LLC as a sub-consultant to FDC.
- FDC Survey crew will field locate the painted underground utilities identified by the utility locate.

Task – C. Construction Documents

Construction plans and specifications suitable for obtaining a land disturbance permit from the City of Forest Park, Georgia. These plans will typically include the following:

- General Site Plan
- Grading and Drainage Plan
- Utility Plan
- Storm Drain Profiles
- Erosion Control Plan
- Construction Details

Task – D. 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 recommendation of award to the City as requested by the City's Procurement Department.

Task – E. Construction Management

- Conduct a formal project Preconstruction Conference.
- Meet with Owner and Contractor for progress meetings as required and develop meeting minutes as required for project documentation.
- Coordinate all design intent issues regarding Contract Drawings and Technical Specifications.
- Conduct reviews of construction activity as required for compliance with Contract Drawings and Technical Specifications, construction standards, current schedule, and equipment testing and training.
- Maintain periodic photographic records for construction activities observed during on-site visits.
- Development of a project Submittal Log and assist as needed with submittal distribution to the appropriate review professional and assist in maintaining the required schedule for all submissions.
- Development a project RFI Log and assist with the coordination of responses for all questions, distributing to the appropriate professional and maintaining the required schedule for all responses.
- Review and make recommendations for payment of all pay applications, coordinate with the Owner all Change Order requests.
- Provide Value Engineering Analysis on an as required for project components related to cost and time savings.
- Development of project Punch Lists in accordance with the Contract Documents.
- Provide verifications of milestone documentation for Substantial Completion and Final completion of the project.

Task – F. Easement Exhibits

- Provide exhibits for permanent and/or temporary easements as required for the construction of proposed improvements and as directed by 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.

<u>Design Services:</u>	<u>Estimated Budget</u>
A. Topographic Design Survey:	\$8,000.00
B. Underground Utility Locate:	\$3,000.00
C. Construction Documents:	\$18,000.00
D. Bid Assistance:	\$5,000.00
E. Construction Management:	\$6,000.00
<u>TOTAL FEE</u>	<u>\$40,000.00</u>

Additional Services as Required:

F. Easement Exhibits: (as required and directed by the City of Forest Park) \$500.00 EA.

Additional services as requested, 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 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.

AUTHORIZATION TO PROCEED – THIS TASK ORDER ONLY

Using Department – Public Works

Authorized by: _____

Title: Public Works Director

Print Name: Bobby Jinks

Date: _____

Approved for Funding

Authorized by: _____

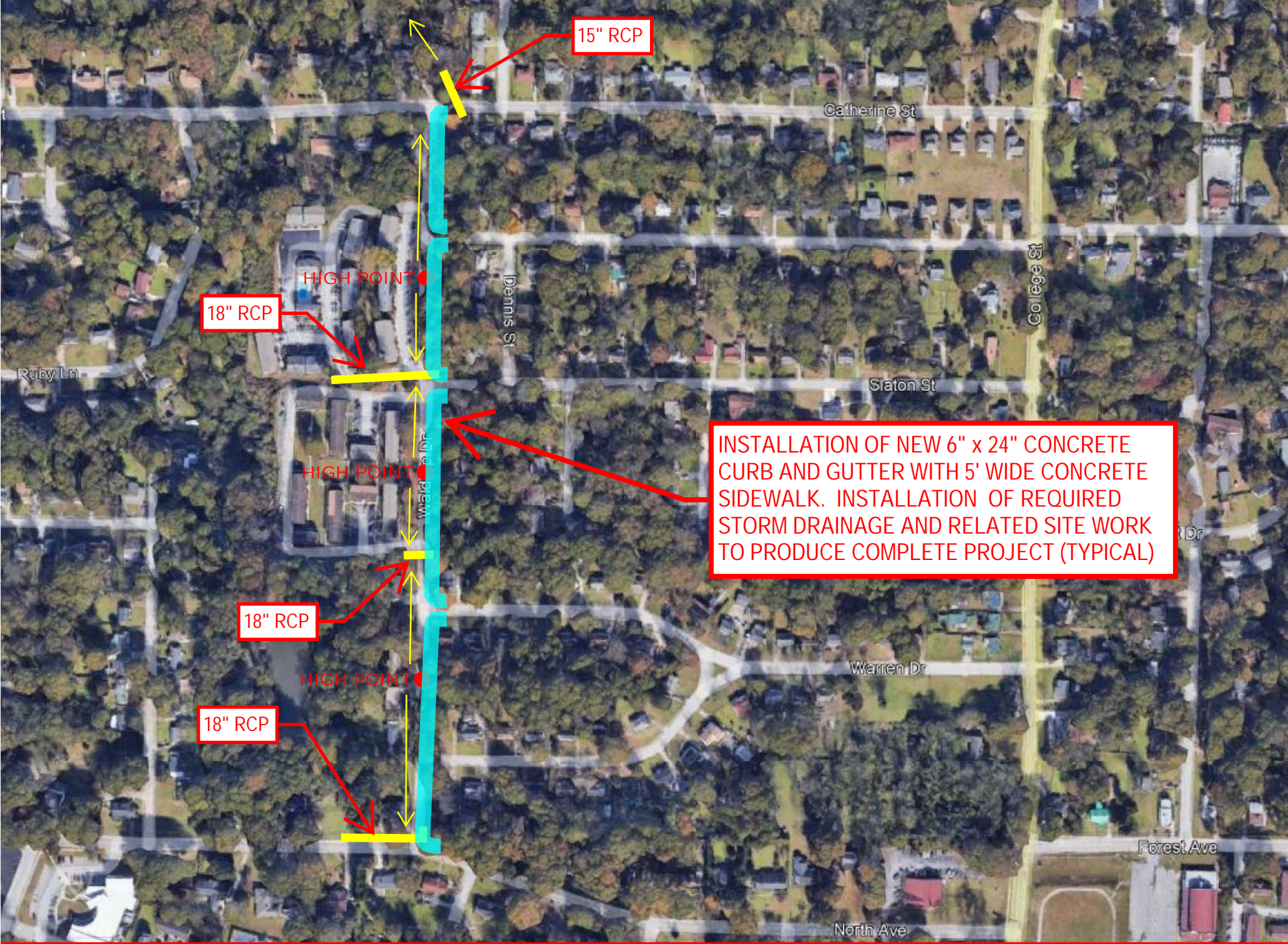
Title: _____

Print Name: _____

Date: _____

Budget Line Item # _____

Project # _____



INSTALLATION OF NEW 6" x 24" CONCRETE CURB AND GUTTER WITH 5' WIDE CONCRETE SIDEWALK. INSTALLATION OF REQUIRED STORM DRAINAGE AND RELATED SITE WORK TO PRODUCE COMPLETE PROJECT (TYPICAL)

WALDROP DRIVE - SIDEWALK AND STORM DRAINAGE IMPROVEMENTS