

August 23, 2024

To: **CITY OF FOREST PARK**
745 Forest Parkway
Forest Park, GA 30297

Attn: **Mr. Ricky Clark**
City Manager

Project: **Starr Park Phase I**

RE: Fee Proposal – Renderings & Animations

Dear Mr. Clark:

We are pleased to submit this proposal to provide architecture rendering services for the project referenced above. We appreciate the opportunity and look forward to continue working with you to accomplish this exciting project.

This proposal is based on the request by the City of Forest Park to have renderings produced to be able to present them to the public and during the council meetings. You will find outlined below the project summary, scope of services, design assumptions, deliverables and professional fees for this project.

SCOPE OF SERVICES

Design services will be as follows:

CROFT will produce renderings for the renovation of the existing Starr Park. The scope is to produce (3) digital still images. The renderings will be: 3) Bird's eye of the exterior overall site for each of the 3 park areas. In addition, the proposal will include (3) walkthrough animations to include the amphitheater, the pool house and around the park pavilions.

DESIGN ASSUMPTIONS

1. The (3) renderings will be based on the conceptual site plan.
2. The (3) walkthrough animations will be around the exterior of the buildings.
3. Printing hard copies is not included as a part of this proposal but can be added if requested.
4. Reimbursable expenses will be billed at 1.15 times the actual cost.
5. This proposal is good for sixty (60) days from the date of the proposal.

DELIVERABLES

Deliverables will be provided electronically in PDF/JPEG file format for your use.

SCHEDULE

Draft renderings will be delivered two weeks after this proposal is executed and received. The final renderings will be issued two weeks from owner’s comment and approval to complete the renderings.

PROFESSIONAL FEES

Professional fees for the project scope as outlined above will be as follows:

- Renderings (3).....\$8,800.00
- Walkthrough Animations (3).....\$9,200.00

Note: Expenses such as printing, shipping and travel are considered reimbursable.

PAYMENT TERMS AND CONDITIONS

Progress billings will be sent monthly based on effort expended with the balance of the fee for each phase due upon delivery of the respective phase. Invoices are due upon receipt.

ADDITIONAL SERVICES

Additional services or changes to the project scope, as defined above, will be proposed and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

AUTHORIZATION

As our authorization to proceed with the scope of work, outlined herein, please sign in the space provided below and return one copy to this office for our records.

Authorized by: _____

Title: City Manager _____

Print Name: _____

Date: _____