

Task Order No. 2024-03-032-R2

CROFT

April 18, 2024

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

Attn: Mr. Ricky Clark
City Manager

Project: Starr Park Phase I

Task Order No.: CTR 2024-03-032-R2

RE: Fee Proposal
Project Name / Project Location

SCOPE OF SERVICES

The proposal is for a new set of drawings for the renovation of the existing Forest Park, Starr Park, Phase I. The project that will be developed is based on the new direction provided by the city and confirmed during our teams call which was held on 04/04/2023, refer to **Exhibit A** attached. This scope includes permitting. Similarly, it is anticipated that the sitework will be constructed in a single phase with the overall construction period anticipated to be 18 months.

The project will cover a total 3 different properties, below is the list of request changes:

- Remove/Replace the existing Pool House.
- Redesign the Pool House to eliminate the Party Rooms. Façade to be coordinated with PPI.
- Remove/Relocate the Existing Amphitheater to be demolished.
- Redesign the current Amphitheater structure to eliminate the gang restrooms to provide additional storage and two single restrooms. Façade to be coordinated with PPI.
- Renovate the existing Tennis Court.
- Renovate the Existing Volleyball Court.
- New Walking Trail to be extended.
- Re-design and relocate the new pavilions as prefab structures.
- Provide a new Charcoal grill at each pavilion.
- Provide a design for (3) new prefab restrooms.
- Remove/Replace existing benches/picnic tables.
- Provide (4) Picnic tables around the playground area.
- Modify existing Parking area to provide more parking.
- Provide 3 prefab restroom structures, at each of the 3 properties.
- Remove the existing Gazebo.
- Relocate the soccer field to the new property.
- Provide a new parking area adjacent to the soccer field.

COMPENSATION

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

- Design Development _____ \$ 165,500
- Construction Documents/Permitting _____ \$ 260,100
- Construction Administration _____ \$ 40,800

DESIGN ASSUMPTIONS

1. There is no established construction budget. Cost is not a design parameter for this project.
2. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and if required will be provided on an hourly basis.
3. Attendance at meetings with code review officials and end users are not included in the base services of this fee proposal
4. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project.
5. Existing survey provided will be used for preliminary planning proposed site plan changes only.
6. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
7. Geotechnical services are not included as a part of this proposal and will be provided by the owner. Material and Soil Report shall be provided to CROFT at the start of the project.
8. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations. Environmental reports shall be provided to CROFT at the start of the project.
9. Civil Engineering is included as a part of this proposal.
10. Design of site retaining walls is not included as a part of this proposal.
11. Hardscape design is included as part of this proposal by Eberly & Associates.
12. Landscape architecture is included as part of this proposal by Eberly & Associates.
13. Irrigation System design is not included as a part of this proposal.
14. Site lighting design is included as a part of this proposal.
15. Landscape lighting is included as a part of this proposal.
16. Meetings with utility companies are not included as a part of this proposal. Load estimates for Utility Power Company is not included as a part of this proposal. If required, time spent will be invoiced as a reimbursable.
17. Preparation of renderings, 3D views and videos are not included as part of this proposal but can be accomplished as an additional service.
18. Exterior Finish selections are included as a part of this proposal.
19. Interior design is limited to SID (structural interior design). Only basic finish descriptions will be used (painted gyp., carpet, etc.). CID (cosmetic interior design) can be provided for an additional fee.
20. We will design this building using sustainable design principles, but LEED certification is not included as a part of this proposal.
21. Project Graphics and Signage (both interior and exterior) design, documentation and permitting are not included as a part of this proposal.
22. Waterproofing consultant services are not part of this proposal.

23. Value Engineering is not included as a part of this proposal.
24. Structural engineering is included as a part of this proposal and will be provided by Martin Martin.
25. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design documents by the owner will be additional services.
26. The building foundations will be shallow concrete spread footings.
27. Issue of Special Inspections Schedule is included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect and local authority if required. Contractor is required to correct deficiencies based on the reports. Final certification letter, "Final Report of Special Inspections Acceptance", to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.
28. Mechanical Engineering is included as a part of this proposal.
29. Mechanical engineering is limited to minimum requirements for code review.
30. Design of special Water Features is not included as part of this proposal.
31. Energy Management System design is not included as a part of this proposal.
32. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
33. Fire protection sprinkler design services are not part of this proposal.
34. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
35. Electrical Engineering is included as a part of this proposal.
36. Electrical engineering is limited to lighting and minimum power requirements.
37. Specialty and Theatrical lighting design is not part of this proposal.
38. Building Lighting consultant services are not included as part of this proposal.
39. Emergency generator design is not included as a part of this proposal.
40. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are included as a part of this proposal.
41. Lightning Protection System design is not included as a part of this proposal.
42. Owner will provide access to all areas of the building for site investigation and existing condition verification. Owner will remove ceiling tiles at the perimeter of involved rooms and provide ladder access for CROFT to view conditions above ceiling.
43. Field investigations of existing building conditions will be nondestructive and therefore some building components may be hidden from view. Owner should expect unforeseen conditions.
44. A detailed and documented existing conditions survey is included as a part of this proposal.
45. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
46. Sound System consultant and design is included as part of this proposal by Stage Front.
47. Acoustical consultant and design is not included as part of this proposal.
48. Design services for commercial food preparations or for food service tenants is not included as a part of this proposal.
49. Grease trap design is not included as a part of this proposal.
50. Permitting will be performed by others and is included as a part of this proposal. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing one round of comments from the review officials. Additional comments will be addressed on an hourly basis.
51. Bidding of General Contractors is included as part of this proposal.

- 52. Construction cost estimates and project budgeting services are not included as a part of this proposal, however if the Owner elects to negotiation with a selected General Contractor then the pricing efforts are included.
- 53. Review of Contractor Pay Requests is included as a part of this proposal.
- 54. Limited Construction Administration services (shop drawing and submittals review and site visits) are included as a part of this proposal as outlined above. Travel time to and from project sites will be billed as reimbursable expenses. (16) Owner/Architect/Contractor (OAC) meetings are included during the Construction Administration phase.
- 55. Construction Administration is included as a part of this proposal.
- 56. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
- 57. The site-specific as-built drawings are meant to record existing conditions. They are not intended for the purpose of appraisals, planning review, permit application process, pricing or construction. CROFT assumes no liability for existing conditions and is not intending to assume risk. Additionally, CROFT does not make warranties, either expressed or implied of merchantability and fitness of the document or information recorded therein.
- 58. This proposal is good for sixty (60) days from the date of the proposal.
- 59. If services provided by this proposal have not been completed within Twelve (24) months of the date of this proposal, through no fault of CROFT, extension of CROFT's services beyond that time shall be compensated as Additional Services.
- 60. Reimbursable expenses will be billed at 1.15 times actual cost.

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: _____