
400 Pike Boulevard
Lawrenceville, GA 30046

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

Date: October 21, 2024

Attn: Ms. Nicole Dozier
Director of Planning & Community Development

From: Precision Planning, Inc.

Project: CITY PARKS MASTER PLANS

Task Order No. PPI 2024.04

PROJECT UNDERSTANDING

We understand that the Client plans to make improvements to the seven existing City Parks and that the Client is applying for several grants to assist in the funding of these park improvements. The Client has asked PPI to provide individual Master Plans for six of the seven parks. The Park Master Plans will primarily be used as exhibits in the grant applications to showcase the proposed improvements and will also be used as a long-range plan for future park construction plans. The Client already has a Master Plan exhibit for Starr Park. PPI will produce Master Plan exhibits for the remaining six parks similar to that prepared for Starr Park, as well as rough order of magnitude cost estimates.

SCOPE OF WORK

1. City Parks Master Plans will be prepared for the following City Parks:
 - Bill Lee Park
 - Scott Boulevard Park
 - Theater Drive Park
 - Second Street Park
 - Perkins Park
 - Alder Drive Park
2. Master Plans will be 11x17 colored site plan drawings showing existing park features and proposed park improvements. The improvements will be labelled with text and a leader line or legend that refers to a detailed photo or drawing of a stock element that conveys the image of what the improvement will look like. The detailed photo or drawing of the stock elements will either be on the one sheet plan or as a separate attachment.
3. Cost estimates for each park will be based on the quantity of each element or improvement multiplied by market prices from various sources. Please note that the cost estimates are for planning purposes only and are not to be construed as actual construction costs.
4. The base map drawings for the existing parks will be from Client-supplied boundary drawings of the properties or, if surveys are not available, from Clayton County GIS tax mapping and aerial imagery.
5. The issuance of drawings and cost estimates to the Client will be in electronic media PDF-format.
6. No meetings or site visits are included in this scope.

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7. Park Elements and Improvements shall have a consistent theme and look for all City Parks and shall include but not be limited to the following:
- Access points to the parks (entryways and sidewalks or trails)
 - Parking
 - Decorative perimeter fencing (not chain link or security fencing)
 - Playground equipment
 - Playground surfacing and borders
 - Sunshade canopy covering
 - Seating
 - Pedestrian lighting
 - Covered picnic tables and gazebos
 - Trash receptacles
 - Potential community gardens
 - Landscaped areas
 - Outdoor fitness equipment
 - Walking trails and other passive recreation elements

COMPENSATION

PPI proposes to provide the Scope of Services listed above for a **Not to Exceed Fee of \$13,840.00**, including reimbursable expenses. PPI will invoice monthly based on actual man-hours, according to the contracted Schedule of Hourly Rates, plus reimbursable expenses (printing and mileage).

AUTHORIZATION TO PROCEED – THIS TASK ORDER ONLY

Using Department

Authorized by: _____

Title: City of Forest Park City Manager

Printed Name: Ricky L. Clark, Jr.

Date: _____

Approved for Funding

Authorized by: _____

Title: Director of Finance

Print Name: _____

Date: _____

Budget Line Item # _____

Project # _____