



*ENGINEERING * LAND PLANNING * SURVEYING *
*CONSTRUCTION MANAGEMENT * LANDSCAPE ARCHITECTURE*
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December 18, 2023

Mr. Bruce Abraham
Economic Development Director, URA
745 Forest Parkway
Forest Park, GA 30297

RE: **Fort Gillem Development - Roadway Rehabilitation and Right-of-Way Dedication Management**

Dear Mr. Abraham:

Falcon Design Consultants (FDC) is pleased to extend the following proposal to the Urban Redevelopment Authority (URA), concerning the repair of existing roadways within the "Fort Gillem Development" to meet the City of Forest Park's standards and assist with the same roadway dedications of the right-of-way from the URA to the City of Forest Park. The roadways and limits included in this project are shown on the attached Exhibit "A" and defined below:

- **Metcalfe Road (Flankers Road)** – from its intersection with Jonesboro Road to its intersection with the Metcalfe Road Extension (Approximately 5,100 L.F.)
- **Metcalfe Road Extension** – from its intersection with Medcalf Road (Flankers Road) to its terminus at the "Stop" sign at the end of the roadway (Approximately 3,000 L.F.)
- **Metcalfe Road Connector** – from its intersection with Medcalf Road (Flankers Road) to its intersection with Avil Block Road (Approximately 1,360 L.F.)
- **Anvil Block Road** – from its intersection with Metcalfe Road Connector to its intersection with Moreland Avenue / U.S. Hwy 23/Ga. State Route 42 (Approximately 10,000 L.F.)
- **700/800/900 Access Road (South 1st Street)** – from its intersection with Anvil Block Road to the Cul-De-Sac (Approximately 1,250 L.F.)

The following is our proposed scope of services.

Task – A. Roadway Evaluation and Right-of-Way Plats

- Provide review of Right-of-Way dedication plats and Legal Descriptions as prepared by independent Land Surveyor selected by the URA.
- Assist the URA with obtaining an independent Geotechnical Engineer to provide testing required by the City of Forest Park's Public Works Department and provide recommendations for patching, repairs, and/or resurfacing as required for each roadway.
- Review report generated by the independent Geotechnical Engineer and determine the full scope of the project based upon the geotechnical recommendations and coordinate this scope the URA representatives and the City of Forest Park's Public Works Department to obtain their formal approval of the roadway rehabilitation requirements.

Task – B. Bid Assistance

- Prepare Contract Documents and Technical Specifications for the project based upon the rehabilitation requirements that are approved by the City of Forest Park's Public Works Department and suitable for public bidding by the URA.
- The URA will be responsible for posting the Invitation to Bid for this project as required by State Law, City of Forest Park's Procurement Department standards and the Contract Documents.
- Contract Documents and Technical Specifications are to comply with the City of Forest Park's Procurement Department's policies and standards but will be bid directly by the URA with FDC serving as the URA's Representative.
- Establish and manage a Pre-Bid meeting for the project in conjunction with the URA.
- Provide all written responses to written questions received per the Contract Documents for the project.
- Develop all required Addendums for the project as required by State Law, City of Forest

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NEWNAN OFFICE: 40 Greenway Circle, Suite A, Newnan, GA 30265 / Phone: 770.755.7978

Park's Procurement Department standards and the Contract Documents.

- FDC as the URA's Representative will conduct a public bid opening for the project.
- FDC as the URA's Representative will develop a Bid Tabulation sheet for the project.
- FDC as the URA's Representative will review the project references of responsive bidders for the project and make a Recommendation of Award to the URA based upon the lowest responsive bidder.
- FDC as the URA's Representative will develop the formal contract agreement and coordinate the Contractor's execution of the documents with all required bonds and insurance per the Contract Documents for the URA's execution.

Task – C. Construction Management

- FDC as the URA's Representative will conduct a formal project Preconstruction Conference.
- FDC as the URA's Representative will issue a Notice to Proceed to the Contractor to establish the actual time limits for the project in accordance with the Contract Documents.
- Meet with URA and Contractor for progress meetings as required and develop meeting minutes 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 professionals and assist in maintaining the required schedule for all submissions.
- Development of a project Request For Information (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 and coordinate with the URA all Change Order requests.
- Provide Value Engineering Analysis on an as needed basis 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.
- Coordinate with the Contractor all closeout documents required by the Contract Documents and distribute all documents to the URA and the Forest Park Public Works Department at the conclusion of the project.

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 and Bid Services:</u>	<u>Estimated</u>
<u>Budget</u>	
A. Roadway Evaluation and Right-of-Way Plats:	\$12,000.00
B. Bid Assistance:	\$5,000.00
<u>TOTAL LUMP SUM FEE</u>	<u>\$17,000.00</u>

Percent Of Construction Services:

C. Construction Management: 3.0% OF ACTUAL BASE BID

If the conditions of the proposal are acceptable, please sign and return one copy of the proposal for our files. The signed proposal will serve as our Agreement and Notice to Proceed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Price".

Adam L. Price, P.E.
Managing Partner

ACCEPTED BY:
BY SIGNING BELOW THE UNDERSIGNED REPRESENTS THAT HE/SHE IS DULY AUTHORIZED TO EXECUTE THIS BINDING AGREEMENT ON BEHALF OF THE CLIENT.

Signature: _____

Printed Name & Title: _____

Date: _____

Corporate Seal (if applicable)

