

# Task Order PPI 2023.02



400 Pike Boulevard  
Lawrenceville, GA 30046

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

Date: June 1, 2023

Attn: Mr. Ricky L. Clark  
City Manager

From: Precision Planning, Inc.

Project: CITY HALL MASTER PLANNING

Task Order No.: PPI 2023.02

## Project Understanding:

We understand that the Client plans to develop a new City Hall and Recreation Center complex at the site of the existing City Hall and Recreation Center along Forest Parkway. The new complex is expected to include City Administration and Council Chambers, Recreation Department, Gymnasium, Natatorium, Public Atrium and possible retail space. PPI will provide program confirmation and conceptual design services to define the project scope and budget, per the Scope of Services outlined below.

## Scope of Work:

- I. Programming and Conceptual Design
  - A. Kick-off meeting to review and confirm project scope
  - B. Site visit and review of site survey (provided by Client)
  - C. Development and submittal of Milestone Design Schedule to the Client
  - D. Review of existing facility space program documents (City Hall program previously prepared by PPI and Recreation Center program previously prepared by Croft & Associates) and confirmation of requirements with Client
  - E. Preparation and submittal of updated Program Document for Client review
  - F. Development of Conceptual Site Master Plan, Conceptual Floor Plan and 3D Conceptual Exterior Rendering for Client review and comment –up to two (2) Conceptual Design Options included
  - G. Preparation and submittal of Conceptual Opinion of Probable Cost based on preferred Conceptual Design Option
  - H. Preparation and submittal of Final Conceptual Design Package to the Client in hard copy and electronic media
  - I. Up to four (4) Client review meetings are included in this scope of work

## Compensation:

I. Programming and Conceptual Design	\$44,000
<i>Reimbursable Expenses N.T.E.</i>	<i>\$2,500</i>
Total N.T.E. Fees:	\$46,500

PPI will invoice monthly based on actual man-hours according to the contracted Schedule of Hourly Rates, plus reimbursable expenses (printing and mileage).

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## Additional Services:

The following are additional services which may be provided and may be invoiced according to the attached Schedule of Hourly Rates:

1. Additional meetings or site visits required or requested by the Client
2. Services required due to significant changes in the project including, but not limited to, size, quality, complexity or Client's schedule
3. Land Surveying
4. Detailed architecture and engineering services
5. Construction Documents
6. Permitting services
7. Bidding and Contract Administration services
8. LEED Certification services
9. Professional Renderings

## Exclusions and Assumptions

1. Re-zoning or special use permits
2. Environmental engineering, i.e., wetlands, Phase I audits, stream buffer variances
3. Geotechnical, special inspections or materials testing
4. Flood studies

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## AUTHORIZATION TO PROCEED – THIS TASK ORDER ONLY

### Using Department PBZ

Authorized by: \_\_\_\_\_ Title: City Manager \_\_\_\_\_

Print Name: Ricky L. Clark \_\_\_\_\_ Date: \_\_\_\_\_

### Approved for Funding

Authorized by: \_\_\_\_\_ Title: Director of Finance \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Line Item # \_\_\_\_\_ Project # \_\_\_\_\_