

September 23, 2024

Mr. Shawn Edmondson  
City Manager  
City of Stone Mountain  
470-590-2930  
875 Main Street, Stone Mountain, GA 30083  
sedmondson@stonemountaincity.org

**Re: *Connecting Parks, Paths, and Public Spaces – Additional Services – Baptist Lawn Property***

Dear Mr. Edmondson,

Pond & Company (Pond) is pleased to provide the City of Stone Mountain (City) with a proposal for additional services for the schematic design of the Baptist Lawn property in downtown Stone Mountain. The City has purchased both the Baptist Lawn property and the adjacent Georgia Military College (GMC) property and would like to explore the feasibility of developing the space(s) into a public greenspace fit to host special events. Below is a detailed scope of work.

**POINT OF CONTACT:**

Lilian Al Haddad will continue to serve as the Project Manager and main point of contact at Pond, supported by Sydney Thompson as Lead Landscape Architect and Andrew Kohr, Principal-in-Charge.

**Task 1: Existing Conditions Assessment**

- Pond will contract with a licensed surveyor to develop a boundary, tree, and topographic survey of the sites shown in Exhibit A – Project Limits. The survey will include:
  - Legal boundary information
  - All above ground existing conditions elements
  - Topography inclusive of 1' contours
  - Utility Information – SUE level C
  - Trees in accordance with the City of Stone Mountain Tree Ordinance
- Once the survey is completed, Pond will schedule a kick-off meeting with City staff to solidify site programming. It is assumed that the kick-off meeting will be in-person at a location coordinated by/provided by the City.
- Immediately following the kick-off meeting, Pond will go to the site to validate the survey and note opportunities and constraints. While City presence for the site visit is not required, it is encouraged.
- Pond will compile the information gathered during the site walk, as well as the meeting minutes from the kickoff meeting, into a technical memo and share with the project team.

Deliverables for Task 1:

- Survey (PDF and CAD)
- Existing conditions technical memo (PDF – 8.5” x 11” document size)
- Survey mark-up noted with opportunities and constraints observed on site visit.

### **Task 2: Concept Design**

- Once given approval to move into this phase, Pond will develop two concept plan-level renderings for the Baptist Lawn site as well as a conceptual parking lot layout for the GMC property.
  - One of the Baptist Lawn concepts will incorporate the existing pavilion/restroom building and the second concept will assume this structure gets demolished.
- Pond will share the concept plans with the City and schedule a meeting to discuss the designs. It is assumed this meeting will be in person at a location coordinated by/provided by the City.
- Pond will incorporate City feedback within the scope of this project into two updated concept plan alternatives.
- Pond will participate in one public engagement meeting to gather input on the concept site plans. It is assumed that this meeting will be in conjunction with one of the previously scheduled public meetings for the ongoing LCI study.
- Pond will produce the following graphics (associated with this scope) for the public engagement meeting:
  - Two illustrative, concept plan alternatives for the Baptist Lawn Property inclusive of the conceptual parking layout for the GMC property.
  - One perspective rendering to go with each concept alternative.
  - Up to two archetypal imagery boards representing potential park features, materials, and design concepts.
- Pond will summarize all feedback received during the public engagement meeting and provide the information to the City in the form of a memo.
- Pond will set up a virtual meeting with the City to discuss results of the public engagement meeting.
- Based on community and City feedback, Pond will develop a single, preferred concept plan rendering.
- Pond will also update one of the perspective renderings to complement the preferred concept plan and update the archetypal imagery board.
- Pond will submit the preferred concept for City review and feedback.
- Pond will incorporate minor comments and procure a third-party opinion of probable cost of the preferred concept.
- The opinion of probable cost will include an add alternate section to develop a parking lot on the GMC Property.
- Pond will also develop a technical memo summarizing potential permitting challenges associated with the project, such as stormwater management and railroad negotiations.

#### Deliverables for Task 2:

- Meeting minutes for all meetings (PDF)
- Illustrative site plan (2 – 22x34” PDF)
- Perspective Renderings (2 – 11x17” PDF)
- Public meeting materials (see above)
- Preferred concept plan rendering (1 – 22x34” PDF)

- Preferred concept perspective rendering (1 – 11x17” PDF)
- Opinion of Probable Cost (8.5” x 11” PDF)
- Technical Memo (8.5” x 11” PDF)

Upon notice to proceed, Pond will develop a detailed scope and fee for the development of construction documents and permitting documents for the approved preferred concept.

#### **FEE STRUCTURE:**

The **lump sum fee** to complete this project is broken down in the chart below. It includes professional design services and all project related expenses to complete the scope of work outlined above. Pond will invoice the client monthly on a percent complete basis and will attach progress reports to each invoice.

Task 1 – Existing Conditions Assessment (inclusive of survey)	\$19,950.00
Task 2 – Concept Design	\$35,550.00
<b>Total</b>	<b>\$55,500.00</b>

For City budgeting purposes, the following summarizes subsequent project tasks and potential fees based on our experience with similar projects and our current understanding of the programming needs:

- Preliminary Design (30%): \$50,000.00 - \$150,000.00
- Design Development (60%): \$200,000.00 - \$350,000.00
- Construction Documents & Permitting: \$375,000.00 - \$500,000.00
- Construction Phase Services: \$75,000.00 - \$175,000.00

The above fee ranges are estimates only and will go up or down depending on final design scope requirements. Pond is not beholden to the above fee ranges should the City choose to move forward into detailed design and engineering.

#### **Conditions of Service:**

- This proposal does not include platting services (including consolidation plat(s)).
- Geotechnical investigation is not included but will be required in subsequent phases of the project.
- Easement acquisition and/or coordination with neighbors is not included in this proposal and will be by others, if required.
- Detailed design and engineering services are excluded from this proposal.
- The proposal excludes the following design:
  - Architectural design
  - Structural design
  - Roadway design, signal design, or traffic studies
  - Irrigation design
  - Lighting/electrical design
  - Stormwater management and hydrology study.
- Coordination with the railroad is excluded.
- Meetings, presentations, and site visits beyond those proposed in the scope above are excluded.

- No environmental site assessments (ESA) of any type are included. It is understood that any required environmental remediation will be completed by others. No environmental remediation plans or related design is included in this proposal.
- Field delineation/survey of possible State Waters / Wetlands / FEMA boundaries and associated permitting is excluded.
- While Pond will deliver a value-conscious design and seek the City’s preference on significant cost related decisions when options are present, a detailed value-engineering analysis after plans are complete and a permit is obtained is not included.
- Any revisions requested by the City that change the design from that which was approved after acceptance of each design stage milestone, will be considered additional services, and require a contract revision.
- Services not specifically included in the proposal, or material changes requested after professional services have commenced, will be considered additional / out of scope services and will be approved via a contract change order prior to commencement of the additional work.

Please let me know if you have any questions and thank you again for your trust in our firm. Should you find this additional services proposal acceptable, please sign below. Terms and conditions from the original contract dated May 21, 2024, apply to this change order.

Sincerely,



Lilian Al Haddad, AP ND  
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Andrew Kohr, PLA, ASLA  
 Principal  
 404.556.8758  
 Andrew.Kohr@pondco.com

*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: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_