

February 27, 2026; Rev: March 4, 2026

DeKalb County Government | Recreation, Parks and Cultural Affairs
3681 Chestnut Street
Scottdale, GA 30079

RE: Rutledge Park Improvements & Stream Restoration

Pond & Company (Pond) is pleased to provide DeKalb County (County) with a proposal for design and engineering services for improvements within Smith Rutledge Memorial Park. We understand the County would like detailed engineering plans and specifications for the design of walking trails and miscellaneous improvements and a stream restoration within the park. The basis of design of these improvements is the County-provided concept plan included in the RFP (See **Exhibit A**). Please see below for the detailed scope of this project.

Project Scope:

Task 1: Existing Conditions

- Pond will contract with a subconsultant to perform a tree and topographic survey for the park property (See **Exhibit B** for survey limits). In general, The survey will include:
 - Property boundary
 - Trees in accordance with the DeKalb County Tree Ordinance requirements within survey limits
 - Topography inclusive of 1' contours
 - Utility Location – SUE Quality Level C
 - Existing improvements such as sidewalks, playground, etc.
 - Please see **Exhibit B** for full survey scope.
 - Note: this proposal includes survey of areas labeled “Attachment A (outlined in red) and Add Alternate (outlined in blue)” within Exhibit B.
- Once the Survey is complete, Pond will schedule a design kickoff meeting.
 - The kickoff meeting will be virtual. Pond’s project manager and senior civil engineer will be in attendance.
 - During the kickoff meeting, the County Project Management Team (PMT) will be set and a single point of contact for the County designated.
 - During the kickoff meeting, we will discuss the current concept plan, project goals, and a preliminary project schedule.
- During this task, Pond will schedule a site visit to validate the survey information and project goals. It is recommended that the county attend the site visit.
- Pond will provide environmental and water resources engineering services in support of this task:
 - **Aquatic Resource Delineation, T&E Habitat Assessment Report**
 - Pond will conduct field investigations to identify and document jurisdictional waters and environmental constraints within the project limits to support stream restoration design and permitting. Services will include:
 - Aquatic Resource Delineation of Waters of the United States (WOTUS), state waters, wetlands, and associated 25-foot stream buffers in accordance with the 1987 USACE Wetland Delineation Manual and applicable Regional Supplement.
 - General Threatened and Endangered (T&E) species habitat assessment.
 - Phase 1A Cultural Resources Desktop Review (by subconsultant) in support of Section 106 compliance associated with USACE permitting.
 - A report summarizing findings and regulatory considerations will be prepared.

- **Geomorphic Assessment**

- Pond will complete a Geomorphic Assessment to evaluate channel stability, erosion mechanisms, and restoration potential within the project reach. Services will include:
 - Existing Conditions Geomorphic Assessment, including channel classification, longitudinal profile and cross-sectional analysis (based on survey data), Bank Erosion Hazard Index (BEHI) and Near Bank Stress (NBS) evaluation, pebble counts, and overall channel stability assessment.
 - Qualitative invasive species inventory within the stream buffer corridor, including identification of dominant invasive/exotic species observed during field assessment.
 - Reference Reach Geomorphic Assessment to establish appropriate channel geometry and design parameters, if required to support the selected restoration approach and permitting pathway.
 - A Geomorphic Assessment Report will summarize findings and inform restoration design.

Deliverables for Task 1:

- Survey (PDF and CAD)
- Meeting minutes (PDF)
- Aquatic Resource Delineation & T&E Habitat Assessment Report (PDF)
- Geomorphic Assessment Report (PDF)
- Cultural Resources Desktop Memorandum (PDF)

Task 2: Park Improvements & Trail Design

A: Preliminary Design – 30%

Following the kickoff meeting, Pond will complete the following schematic design scope:

- Upon approval to begin schematic design, Pond will develop two (2) conceptual sketch renderings for the park improvements and walking trails within the park. Pond will also include supplemental example imagery to reinforce design intent.
- Pond will provide the sketch concepts to the County for review and set up a virtual meeting to discuss.
- Following the meeting, Pond will develop a preferred concept plan and provide it to the County for review and comment.
 - This proposal assumes one round of minor comments to the preferred concept.
- Upon approval of the preferred concept, Pond will develop a preliminary design plan set inclusive of the following:
 - Cover Sheet
 - Site plan with labels
 - Preliminary grading plan
 - Preliminary tree removal plans
- Pond will submit the plans for County review and feedback. Concurrently, Pond will provide the plan set to a third-party cost estimator.
- Pond will set up a virtual meeting with the County to review the preliminary plan set and cost estimate.

Deliverables for Task 2A:

- Meeting minutes for all meetings (PDF)
- Two conceptual plan sketches (22"x34" PDF)
- One preferred concept plan (22"x34" PDF)
- Preliminary design plan set (22"x34" PDF)

- Preliminary opinion of probable cost (PDF)

B: Design Development – 60%

Upon approval, Pond will incorporate in-scope client comments and develop a 60% Design Development plan set.

- The DD plan set will include the following:
 - Cover Sheet
 - General notes & abbreviations
 - Site plan with preliminary detail callouts
 - Preliminary Demolition Plans
 - Preliminary grading & drainage plan
 - Standard construction details
 - Tree removal plan and recompense calculations
 - Landscape notes
 - Landscape plan
 - Landscape details
 - Erosion, Sediment, and Pollution control plans, notes, and details.
 - Specifications table of contents
- Pond will submit the plans for County review and feedback. Concurrently, Pond will provide the plan set to a third-party cost estimator.
- Pond will set up a virtual meeting with the County to review the 60% plan set.
- Pond will also schedule a preliminary permit review with site development, stormwater, and arborist departments to discuss permitting requirements. This meeting will occur at the beginning of the design development phase. If desired, Pond will schedule a virtual meeting with the County project manager to discuss the results of the permit review meeting.

Deliverables for Task 2B:

- Meeting minutes for all meetings (PDF)
- 60% Plan set (22"x34" PDF)
- Updated DD-level opinion of probable cost (PDF)

C: Construction Documents & Permitting – 90% & 100%

Upon approval, Pond will incorporate in-scope comments from the design development client review and develop a 90% Construction Document Plan set.

- The CD plan set will include the following:
 - Cover Sheet
 - General notes & abbreviations
 - Site plan with detail call outs
 - Demolition Plans
 - Grading and drainage plan
 - Drainage Profiles
 - Wall Profiles as required
 - Construction details
 - Landscape notes
 - Landscape plan (inclusive of tree protection and recompense calculations as required)

- Landscape details
- Erosion, Sediment, and Pollution control plans, notes, and details as required
- Written technical specifications
- Pond will submit the plans to the County to gain approval to submit for permit. Pond will also submit the 90% plan set to the third-party cost estimator for a final update to the opinion of probable cost.
- The following permits are anticipated at this time:
 - Local Permit Submittals
 - DeKalb County (LDP)
 - Pond will incorporate in-scope comments received during permit review.
 - This proposal assumes two rounds of reviewer comments per agency.
 - If excessive comments are received due to review agency inefficiency, additional services may be required.
 - State Permit Submittals
 - GAEPD Buffer Variance Application
 - If the construction of the project will encroach on the 25-foot vegetative buffer of designated state waters, as regulated by GAEPD, and exceed the exemption criteria, Pond will prepare and submit, on the client's behalf, an application for a state buffer variance. The application will address applicant and landowner information, proposed development site location, project descriptions, state water impacts, and buffer disturbance area. The application will include the following deliverables:
 - Application for a 25-foot Vegetative Buffer Encroachment on Designated Warm Waters of the State
 - Coordination with the Local Issuing Authority to obtain a Letter of Awareness, as required
 - Supplemental Information and reports from the Aquatic Resource Delineation & Reporting task
 - Inclusion of the Engineering Site Plan
 - Inclusion of the Erosion, Sedimentation, and Pollution Control Plan
 - Pond will provide coordination and follow up with the assigned GAEPD Project Manager to facilitate timely processing and respond to one (1) request for additional information, if needed.
 - Georgia NPDES Construction General Permit
 - Preparation and submittal of the Notice of Intent (NOI).
 - Preparation and submittal of the Notice of Termination (NOT) at project closeout.
 - Federal Permit Submittals
 - USACE Nationwide Permit (NWP) 13 – Bank Stabilization
 - Preparation and submittal of a Pre-Construction Notification (PCN).
 - Jurisdictional documentation and impact calculations.
 - Coordination with the assigned USACE Project Manager.
 - Response to one (1) request for additional information, if required.
- Following permit approval, Pond will conduct a final review of the plan sets and issue a 100% “Issued for Construction” plan set.
- Pond assumes up to two (2) coordination meetings with the County PM, if desired, during this phase.

Deliverables for Task 2C:

- Meeting minutes for all meetings (PDF)
- Hydrology Memo documenting that the proposed improvements are exempt from stormwater improvements
- 90% Plan set (22"x34" PDF)
- 100% IFC Plan set (22"x24" PDF)
- Written technical specifications (MasterSpec – 8.5"x11" PDF)
- Updated opinion of probable cost (based on 90% permit set – PDF)

Task 3: Stream Restoration 30%, 60%, 90%, 100% Plan

Pond will lead development of stream restoration plans.

Services will include:

- Streambank stabilization design preparation of plans at various stages of design for feedback:
 - 30% Design – Preliminary stabilization concepts illustrating proposed limits of disturbance, general extent of streambank stabilization, and conceptual stabilization approach.
 - 60% Design – Design plans for client review including proposed limits of disturbance, streambank stabilization layout, representative cross sections, preliminary longitudinal profile, typical details, and preliminary notes.
 - 90% Design – Design plans incorporating client comments from the 60% review, including finalized limits of disturbance, streambank stabilization design, typical cross sections, longitudinal profile, stabilization details, notes, and coordination with Erosion, Sedimentation, and Pollution Control plans.
 - 100% Design – Final design plans incorporating client and permit review comments from the 90% set and ready for construction.
- Ecological input on stabilization techniques and buffer restoration strategies.
- Preparation of an Invasive Species Removal and Management Plan outlining recommended removal methods, priority treatment areas within the restoration corridor, native revegetation strategies, and general long-term management considerations.
- Coordination with proposed foot path near streambank stabilization.
- Erosion, Sedimentation, and Pollution Control Plan (60%, 90%, 100%)
 - Pond Environmental will support development of Erosion, Sedimentation, and Pollution Control (ES&PC) Plans in accordance with the Georgia Erosion and Sedimentation Control Manual. Services will include:
 - Environmental coordination during preparation of 60%, 90%, and 100% ES&PC plans.
 - Review to ensure consistency between permitting requirements and construction documents.

(See next page for Fee schedule and conditions of service)

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. We will bill monthly on percent complete basis and attach a progress report to each invoice.

Task 1 – Existing Conditions	\$45,744.00
Task 2 – Park Improvements & Trail Design	
<i>2A: Preliminary Design</i>	\$21,675.00
<i>2B: Design Development</i>	\$30,010.00
<i>2C: Construction Documents & Permitting</i>	\$62,712.50
Task 3 – Stream Restoration	\$55,008.00
Expenses	\$1000.00
Total Lump Sum Cost	\$216,149.50

Note: Fees were developed based on the rates included in our Master Services Agreement dated November 27th, 2024 (RFP 23-500654).

Conditions of Service:

- This proposal does not include platting services nor consolidation plat(s).
- This proposal includes minor improvements for the area of the site located between keynotes Q & I in the master plan (exhibit A). Significant redesign of this area is excluded.
- Easement acquisition and/or coordination with neighbors is not included in this proposal and will be by others, if required.
- It is assumed all permitting, variance, and review fees will be paid directly by the County to the respective departments and/or agencies.
- The proposed development will not require rezoning.
- Design solutions required due to unknown subsurface conditions are excluded from this scope.
- It is assumed that any required identification or wayfinding signage will be designed and permitted by others.
- Coordination with DeKalb County Water and Sewer is excluded at this time. If it is determined this is required, additional services will be needed.
- It is assumed that a State Stream Buffer Variance application/approval will satisfy any local stream buffer variance requirements. This proposal assumes that the County project manager will be responsible for coordinating any local stream buffer variance requirements. Pond will provide the construction documents, only, for that effort.
- The proposal excludes the following design:
 - Architectural design
 - Structural design
 - Roadway design, pedestrian and/or traffic studies, traffic data collection.
 - Irrigation design
 - Lighting/electrical design.
 - Public/stakeholder engagement.
 - Illustrative renderings and perspectives other than specified above
 - Geotechnical investigation
 - Presentations to the Board of Commissioners
 - Value engineering services
 - Bidding Assistance and construction administration services
- Environmental Assumptions:
 - Permitting includes one (1) application to the USACE under the Nationwide Permit (NWP) program and one (1) application to GA EPD for the Stream Buffer Variance.
 - This fee includes delineation of waters and protected species habitat; development of environmental electronic files for incorporation into design; a Section 404 NWP Pre-Construction Notification (PCN); a GA EPD Stream Buffer Variance application; preparation and submittal of the Georgia NPDES

- Construction General Permit (NOI and Notice of Termination); and a Phase 1A desktop screening of cultural resources in the project vicinity.
- This scope includes a Phase 1A Cultural Resources Desktop Review only. Should regulators require field studies, a Phase I cultural resource field survey will be provided under additional scope and fee.
 - This scope assumes authorization under the USACE Nationwide Permit program. Should an Individual Permit (IP) be required due to final design length, impact type, or agency determination, additional scope and fee will be required.
 - Environmental monitoring is not included. Should USACE require monitoring under permit conditions, Pond can provide these services under additional scope and fee.
 - Compensatory mitigation is not anticipated. Should mitigation be required, mitigation calculations and coordination will be provided under additional scope and fee. Mitigation credit purchase is excluded.
 - All permit, review, mitigation, or impact fees shall be paid by the County/Client, with the exception of the Georgia NPDES Construction General Permit fee, which is included in this proposal.
- Utility coordination/relocation is expected to be minimal and located entirely within the limits of survey.
 - Fee includes site inspections described in the Construction Administration task. Should additional inspections be required or requested, those inspections will be provided under additional scope and fee.
 - Any revisions requested by the Owner 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.
 - Cost estimates are based on industry experience. Pond and our subconsultants are not responsible for changes in market conditions that affect construction, material, or maintenance/operation costs.
 - Services excluded and/or not specifically included in this scope of work may be added at any time through a negotiated contract modification.
 - Meetings, presentations, and site visits beyond those described in the scope above are excluded.
 - It is assumed all permitting fees will be paid directly by the County to the respective departments and/or agencies.
 - While Pond will deliver a value-conscious design and seek the County's preference on significant cost-related decisions when options are present, a detailed value-engineering analysis after plans are substantially complete is not included.
 - This proposal assumes that all project improvements will be designed and developed in a single phase so that all improvements will be covered by a single set of plans and permit submittal.
 - Any revisions requested by the County that change the design from that which was approved after acceptance of each design stage milestone, will be considered as additional services, and require 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.
 - Any estimates as to costs are based on industry experience and Pond is not responsible for changes in market conditions that affect construction, material or maintenance costs. Any changes to the project or additional expenses associated with same will not be the responsibility of Pond under this Agreement.

Please let us know if you have any questions and thank you again for your trust in our firm. Please do not hesitate to reach out with any questions.

Sincerely,



Sydney Thompson, PLA, ASLA, GSWCC Level II

Principal | Local Government



Matt Wilder, PLA

Vice President | Local Government

EXHIBIT A



Key	
A	Riparian Planting
B	Wood Lawn
C	Butterfly Garden
D	Packed Earth Trail
E	Naturalistic Screening (typical)
F	Interpretive Sign
G	Landscape Area
H	Movable Tables and Chairs
I	Use Existing Steps (if possible)
J	Playground
K	Exercise Station (typical)
L	Seating Area
M	Slide
N	Bench (typical)
O	Soft Surface Trail with Edging
P	Entrance Garden
Q	Entrance Sign
R	Maintenance Access



Rutledge Park
Ridgewood Drive

Rutledge Park
May 17, 2012
Visioning Plan

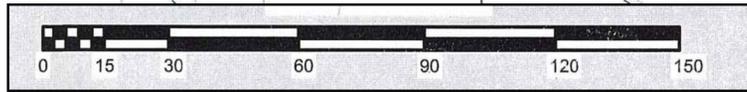




EXHIBIT B

February 25, 2026

Revision No. 1

Sydney Thompson, PLA
Principal | Program Manager – Georgia Local Government
Pond & Company, Inc.
3500 Parkway Lane, Suite 500
Peachtree Corners, Georgia 30092

RE: **Smith Rutledge Park**
1812 Ridgewood Drive, DeKalb County, GA
Approximately 2.6 Acres

Sydney:

Per your request of today, please find below our **revised** scope and fees for completing Land Surveying services to support the re-development of the above project encompassing approximately 2 Acres and reflected on Attachment "A". The property also lies within Land Lot 4, 18th District of DeKalb County, Georgia. The work to be performed is based on our best understanding and knowledge of your needs in accordance with your e-mail request mentioned above.

1. **Boundary & Topographic Survey** – TerraMark will provide research, establish survey control, locate property monumentation and perform property analysis necessary to provide a Boundary Survey of Tax Parcel No. 18 004 18 020. The survey will be completed in accordance to the Minimum Technical Standards of Georgia Survey Law for similar surveys. All survey data will be established using the NAD83 Georgia State Plane Coordinate System (West Zone) and the NAVD88. TerraMark will provide a ground run topographic survey of approximately **2.6 Acres** of property, only, which includes the area identified on the aforesaid attachment, 20 feet outside of property lines and the adjacent road(s). Data will be accumulated utilizing conventional **Ground Run Survey** techniques. Free standing trees that are **6 inches** and larger will be located and provided on the final survey deliverable along with tree lines of dense stands of trees. The survey will include property lines, contours at 1-foot intervals and observed improvements. Inverts will be obtained on drainage and sewer systems where possible, if applicable. The survey data will be delivered in AutoCAD Format at a scale 1 inch = 20 feet or as directed by the Client. If there are other specific CAD Standards required for delivery, the Client must contact TerraMark prior to beginning field data collection
2. **Underground Utilities** – TerraMark will coordinate with a private utility marking service to have existing underground utilities marked within the above-mentioned survey area, prior to beginning field location of improvements. Location of underground utilities will be provided at Quality Level C for the area identified above. TerraMark will locate utility markings upon completion of the service by others and combine information within the overall database survey. **Please note**, that TerraMark will only be responsible for the location of the utility markings placed by the sub-consultant. TerraMark does not claim to have expertise in the actual detection of the underground utilities and will not accept any liability for that work. We are only providing coordination of the same for the client.

Smith Rutledge Park
1812 Ridgewood Drive, DeKalb County, GA
Approximately 2.6 Acres
February 25, 2026 – **Revision No. 1**
Page 2 of 7

3. **Property & Topographic Survey (Add Alternate Area – 1 Acre)** – TerraMark will provide research, establish survey control, locate property monumentation and perform property analysis necessary to establish property lines within the added area. No Boundary Surveys will be part of this added scope of work. TerraMark will provide a ground run topographic survey of approximately **1.0 Acre** of additional property, only, which includes the area identified on the aforesaid attachment in blue. Data will be accumulated utilizing conventional **Ground Run Survey** techniques. Free standing trees that are **6 inches** and larger will be located and provided on the final survey deliverable along with tree lines of dense stands of trees. The survey will include property lines, contours at 1-foot intervals and observed improvements. Inverts will be obtained on drainage and sewer systems where possible, if applicable. The survey data will be delivered with previous data collected in Task 1 & 2.

The following tasks are not included in our scope of services: ALTA/NSPS Land Title Survey; Title Search; Wetland Survey; Underground Utility Survey for Task 3; Tree Survey other than mentioned above; Surveys for Floodplain Study; Preparation of Easement Documents; Preparation of R/W Acquisition Documents; Recording of Surveys in accordance to HB 76; Subdivision Platting; Re-Combination Platting; Construction Staking; Construction Record Drawings; Review Fees; Recording Fees.

Project Schedule:

We will endeavor to complete Task 1 - 3 above, within **38 Calendar Days** from notice-to-proceed. This proposal is valid for 90 Days from the date of the same.

