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March 4, 2020

Paige K. Singer
DeKalb County Recreation, Parks and Cultural Affairs
Division Manager
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(404)687-3733

Per your request, via email, dated February 28, 2020 Pond provides the following proposal for master planning services for the Rowland Road property slated to become a park.

PROJECT DESCRIPTION:

The property located at 1227 Rowland Road, Stone Mountain, GA is approximately 2.02 acres and is a former single-family residential home site. It is understood that the property recently came to the parks department from a previous FEMA buyout. FEMA map 13089C0088J effective 2013-05-16 verifies that the majority of the property is in FEMA studied Floodway and/or floodplain, with 100-year flood elevations of 875'.

The property high point is in the SE corner of the property at Rowland Road, where elevations are approximately 880'. The property slopes downhill to Snapfinger and Indian Creeks which converge on the western boundary of the property. Creek elevations are at approximately 852'. Due to the Rowland Road bridge over Snapfinger Creek, 100-year floods will inundate most of the property under multiple feet of water.

The property is immediately surrounded by single-family homes to the west, north, and east. South across Rowland Road is a church property and more single-family homes.

Pond expects the park to be a predominantly passive park design including trails, landscape, seating, and other amenities that will provide community value while not impacting the existing flood hazard. The park design will be resilient in that the design will take frequent and significant flooding events into account. A proposed construction budget has not been provided, and community input will ultimately provide valuable feedback for Pond to review with the client team in developing concept plans and the final master plan.

Pond has reviewed the tasks and deliverables as outlined in the scope of work provided February 28, 2020 (attached for reference) and acknowledges the scope as written. With the following assumptions and exclusions, Pond will perform the requested services for the fee proposed herein.

Assumptions / Qualifications / Exclusions:

- County shall provide all existing information for park property including boundary and topographic data, via GIS files. Survey services are not included in this scope of work.

- While mapping/delineation of wetlands, stream buffers, protected/endangered species, or contaminants is not included, Pond will provide a narrative of anticipated needs related to these topics and permitting requires expected based upon the final master plan.
- The County shall perform all community outreach to invite local residents to the public open houses. The County shall also identify and secure the public open house meeting locations. Pond will provide graphics, plans, and narratives to the county to support public outreach and engagement, in addition to attending and facilitating meeting presentations and community interactions.
- A Flood Study is not included.
- Balance earthwork is not guaranteed, earthwork changes to the site will be minimal due to the significant presence of FEMA floodplain. Fill will not be proposed in the floodplain.
- Geotechnical and soils studies and reports are not included.
- Detailed design and engineering, landscape architectural design, architectural design and any associated MEP or structural engineering are not included.
- 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.
- Any estimates as to costs are based on industry experience and Pond, nor our subconsultants are not responsible for changes in market conditions that affect construction, material or maintenance/operation costs. Any changes to the project or additional expenses associated with same will not be the responsibility of Pond under this Agreement.
- Pond will provide meeting minutes and summaries of community meetings to the client for review and documentation.
- Additional meetings beyond those described in the scope of work, will require additional services.
- Services excluded and/or not specifically included in this scope of work may be added at any time through a negotiated contract modification.

SCHEDULE

A final schedule will be determined, and project plan developed upon notice to proceed.

FEE STRUCTURE

This is a Lump Sum Contract. Pond shall receive compensation for the above-described responsibilities as broken out below. Fees are to be billed monthly via percent complete and shall be based on the rates provided in our Master Services Agreement. An estimated number of hours is attached for reference. Final hours may not match exactly.

Task 1– Inventory and Analysis	\$9,600.00
Task 2 – Draft Concept Plans Development	\$11,335.00
Task 3 – Master Plan Development	\$16,905.00
Expenses/Other Direct Costs/Fees	\$500.00
Fee Total	\$38,340.00

We appreciate the opportunity to provide these services to you. We look forward to working with you on this project.

Sincerely,



Matthew Wilder, PLA, ASLA, LEED AP
Director of Landscape Architecture | Principal



Andrea Greco, PLA, ASLA
Senior Project Manager

PIC	PM	SR LA	LA	Sr Civil Eng	Civil Eng	Cost Est	ADMIN				
\$ 205.00	\$ 155.00	\$ 125.00	\$ 95.00	\$ 165.00	\$ 140.00	\$ 130.00	\$ -	\$ 75.00	STANDARD BILLING RATES		
Hrs. 1.0 Inventory and analysis											
3	4			8						7 Kick-off mtg	
				4						8 Existing conditions	
				4		4				4 Develop base map	
	4			4		4				12 Site visit	
	1			8	1	4				14 Site / Area Analysis	
1	6	2		4				2		15 PM and TQC	
	3			4						7 Task 1 deliverable review mtg with County staff	
	4			6				1		11 Public Open house	
4	22	2		38	1	8	0	0	3	78 HOURS SUBTOTAL	
\$ 820.00	\$ 3,410.00	\$ 250.00	\$ 3,610.00	\$ 165.00	\$ 1,120.00	\$ -	\$ -	\$ 225.00	\$ 9,600.00	COST SUBTOTAL	
Hrs. 2.0 Draft Concept Plans Development											
1	3			32		2				38 Develop two sketched, rendered 2D concept plans	
			1	16						17 3D vignettes	
2	8	3		2	1					16 PM and TQC	
	3			3						6 Task 2 deliverable review mtg with County staff	
4	4			6						14 Public Open house to present concepts	
	3			1						4 Task 2 follow-up review mtg with County staff	
7	21	4		60	1	2	0	0	0	95 HOURS SUBTOTAL	
\$ 1,435.00	\$ 3,255.00	\$ 500.00	\$ 5,700.00	\$ 165.00	\$ 280.00	\$ -	\$ -	\$ -	\$ 11,335.00	COST SUBTOTAL	
Hrs. 3.0 Master Plan Development											
1	2			20		2				25 Draft MP based on outcome of Task 2	
	1			1			16			18 Planning Level Opinion of Cost	
	1			12						13 Two rendered 3D views	
	3			4						7 Task 3 deliverable review mtg with County staff	
	4			4						8 Public Open house to present draft MP	
	1			4						5 Consolidate, synthesize public mtg comments for client review	
1	2			8		1				12 Update Draft MP to Final based on public comment/client direction	
							12			12 updated opinion of cost	
	3			5						8 Present final MP to County Staff	
	4									4 Final review mtg with Co. Commissioner or full Commission	
2	10	3		4	1					20 PM and TQC	
				4			2		2	8 Produce final deliverables	
4	31	3		66	1	3	30	0	2	140 HOURS SUBTOTAL	
\$ 820.00	\$ 4,805.00	\$ 375.00	\$ 6,270.00	\$ 165.00	\$ 420.00	\$ 3,900.00	\$ -	\$ 150.00	\$ 16,905.00	COST SUBTOTAL	
Hrs. 4.0 NA											
15	74	9		164	3	13	30	0	5	313 TOTAL HOURS TASK 1.0-3.0	
\$ 3,075.00	\$ 11,470.00	\$ 1,125.00	\$ 15,580.00	\$ 495.00	\$ 1,820.00	\$ 3,900.00	\$ -	\$ 375.00	\$ 37,840.00	TOTAL COST TASK 1.0-3.0	
5%	24%	3%	52%	1%	4%	10%	0%	2%	100%	PERCENT OF TOTAL HOURS	
									\$ 500.00	EXPENSES / ODCs	
									\$ 38,340.00	PROJECT TOTAL	



Department of Recreation, Parks & Cultural Affairs

O. Chuck Ellis
Director

Chief Executive Officer
Michael Thurmond

Board of Commissioners
District 1
Nancy Jester

District 2
Jeff Rader

District 3
Larry Johnson

District 4
Stephen Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Lorraine Cochran-Johnson

Date: February 28, 2020

Subject: DeKalb County Recreation, Parks and Cultural Affairs
1227 Rowland Road Master Plan Proposal

Dear Mr. Wilder,

Please prepare a written proposal to provide services to create a master plan for a property located at 1227 Rowland Road which is approximately 2 acres. The proposal should include two initial concepts which will be presented to stakeholders and the public for comments as well as a preparation of a probable opinion of cost based on the selected concept. The master plan should be in conjunction with the department goals, community input and the topography of the property.

Scope of Work

The scope of services is to include the following:

Task I – Inventory and Analysis

- One (1) kick-off meeting with Parks Department staff to review project scope, timeline, and gather information related to the park property and existing facilities
- Pond will gather existing information to determine existing site conditions including restrictions for development due to floodplain, stream buffers, etc., while identifying opportunities for additional park amenities and services that could be provided on site.
- Develop a base map which shows the existing conditions and lay of the land, and any regulatory or environmental restrictions on the site, using GIS information and other publicly available data. The County will provide GIS data in shapefile format and aerials in GEOTiff format.
 - Site visit and visual assessment/photo documentation of the site
 - Develop a Site Analysis Plan that documents opportunities, regulatory restrictions, and challenges on the site.
 - Determination and high-level review of existing parks and the facilities offered within a 2-mile radius of the park to demonstrate community access to greenspace and recreational opportunities.
- One (1) meeting to review results of inventory and analysis with County staff.
- One Public Open House to present the project scope and findings of Task I to the public.



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Task II – Draft Concept Plans Development

- This task will include the development of draft Concept Plans for review by County Staff, and the community to visualize the opportunities the park has to offer ~~while maintaining its primary purpose as a sports complex~~. Two concept plans will be developed, presenting alternatives for comparison and contrast of opportunities within the 2 acres that comprise the parkland.
 - Develop 2D concept plans which will be sketched, rendered and annotated for review and comment by County Staff. Supporting example photographs, 3D vignettes, and narratives will be provided to help further explain the key features and elements of the two conceptual master plans.
 - One (1) meeting to review results of with County staff.
 - One (1) Public Open House to present concepts and gather input from the public.
 - One (1) follow-up meeting at the conclusion of the public input process to review comments and make decisions on the design direction.

Task III – Master Plan Development

- Upon approval of Task II, Pond will move forward with the development of the Draft Master Plan based upon all data gathered, feedback, and approvals from Tasks I and II.
 - Draft Master Plan will be drawn from synthesized stakeholder feedback. Updated narrative, supporting photographs of proposed features, and a planning level opinion of cost will be provided.
 - Two 3D views of the proposed park will be rendered and provided to aid in visualization of the Draft Master Plan.
 - One (1) meeting with county Staff to review Draft Master Plan.
 - One (1) public open house in which the community is invited to review the Draft Master Plan and provide feedback to County Staff and the design team.
 - At the conclusion of the public open house all comments will be analyzed for review with County Staff.
- Update the Draft Master Plan to include community comments and issue the Final Master Plan.
 - Updated opinion of cost to reflect Final Master Plan.
 - Present Final Master Plan to County Staff.
 - A final review meeting with the County Commissioner or a presentation of the final master plan to the full County Commission, at a regularly scheduled commission meeting.



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Deliverables:

- Final Master Plan documenting process; 4 hard copies and a PDF. Opinion of probable cost submitted in Excel format.

District 2
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District 3
Larry Johnson

District 4
Stephen Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Lorraine Cochran-Johnson

All projects should be designed and constructed to lessen the frequency of maintenance, to resist vandalism, and durably serve well into the future. Provide a safe and healthy environment that meets or exceeds code requirements and attain a high standard of energy and resource efficiency through the life of the facility.