



# Infrastructure Group

Watershed Management | Transportation | Roads and Drainage | Sanitation |  
Fleet Management | Recreation, Parks and Cultural Affairs | Libraries | Beautification |  
Cooperative Extension

Chief Executive Officer  
Michael L. Thurnmond

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**TO:** Talisa R. Clark, MBA, CPPO, Director of Purchasing and Contracting  
**THROUGH:** Ted Rhinehart, Deputy COO/Infrastructure  
**FROM:** Marvin F. Billups, Interim Director, Parks & Recreation  
*on his behalf*  
**DATE:** February 5, 2018  
**SUBJ:** Wade Walker Park – Restroom & Pavilion Project

**Capital Project Description:** Wade Walker Park – Install Restroom & Pavilion near tennis complex.  
**Priority (assigned by DCOO):** High Medium Low

Request is for:  ITB  RFP  RFQ  RFPQ  Sole Source  Emergency  
 Cooperative Purchase Agreement

Scope of Work for the project: Purchase & installation next to tennis complex pre-fab concrete restroom building approximately 20' x 19' (380 square feet) by CXT. The restroom houses four ADA accessible toilets. A drink fountain will be provided on the front of the building. The project also includes a purchase & install 36' metal Poligon Pavilion. An RFQ will be needed for site prep and utility connections. Proposal for civil/engineering.

Commission District: 4 Super District: 7

Funding source: 2006 Parks Bond (Fund # 315)

CIP Line number or Account number if applicable: N/A

Contract term (time): 4 Months

Performance term (interim completion, substantial completion, final completion dates): May 31, 2018

Anticipated project amount/budget: \$ 250,000

Number of easements or parcels of right-of-way required for the project: N/A (within Park Boundary)

Total: \_\_\_\_\_ Completed: \_\_\_\_\_ Pending: \_\_\_\_\_

Estimated date for completion of easement or right-of-way acquisition: N/A

Right of way encroachment permit(s): City of \_\_\_\_\_ Attached or Pending  
DeKalb County Attached or Pending  
State of Georgia Attached or Pending

Other utility relocations or permits required for the project: Electricity (Attached or Pending)  
Gas (Attached or Pending) Telecommunications (Attached or Pending)  
Railroad (Attached or Pending) Other: \_\_\_\_\_ (Attached or Pending)

Describe requested: Insurance and licensing will be required for the utility contractor doing the actual connections. A General Contractor's (GC) license is required for a GC for bid/proposal on the project.

1. Bonding
2. Insurance
3. Liquidated Damage penalties
4. Retainage
5. OCIP application
6. Licensing/certification required

Pre-proposal/Pre-bid meeting: \_\_\_\_\_ Mandatory  Optional

Name and contact information for Project Manager:

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