



Infrastructure Group

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TO: Talisa R. Clark, MBA, CPPO, Director of Purchasing and Contracting
THROUGH: Ted Rhinehart, Deputy COO/Infrastructure
FROM: Chuck Ellis, Director, Parks & Recreation
DATE: June 8, 2018
SUBJ: Henderson Park – Restroom Project

Capital Project Description: Henderson Park – Install Restroom between tennis and soccer 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 between tennis and soccer field, 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 installation of ADA sidewalk on three sides of the tennis court for restroom access. An RFQ will be needed for site prep and utility connections. Proposal for civil/engineering.

Commission District: 1 Super District: 7

Funding source: 2006 Parks Bond (Fund # 315)

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

Contract term (time): 6 Months

Performance term (interim completion, substantial completion, final completion dates): 11/30/2018

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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1950 West Exchange Place, Suite 400
Tucker, Ga 30084
404-687-3709

CC: Marvin F. Billups Jr., Deputy Director