

10.15.2021

Eric Meyer  
Policy Director, District 2, DeKalb County  
Commissioner Jeff Rader  
Manuel J. Maloof Center  
1300 Commerce Drive, 5th Floor  
Decatur, GA 30030

**Re: Proposal for Planning Support Services for North Dekalb Mall**

Dear Eric,

Per our discussions, the following proposal outlines our understanding of your planning needs for North Dekalb Mall as well as our proposed scope of services to support you.

**PROJECT UNDERSTANDING**

With the recent sale of North Dekalb Mall to Edens, a commonly supported master plan needs to be developed – one that brings together the needs and priorities of Edens, the County, and the community. To help the County and the community engage in this conversation, Perkins&Will will act as planning support partner. This support will include listen to key stakeholders to understand the vision, developing master plan drawings incorporating the County and community’s vision, assisting the County with key conversations (as needed), and coordinating with Path on their trail studies.

**PROPOSED SCOPE**

To undertake this process, we propose a five-step process including:

- Step 1.0: Kickoff Workshop
- Step 2.0: Site and Vision Review
- Step 3.0: Opportunity Mapping and Plan Concepts
- Step 4.0: Plan Workshop
- Step 5.0: Plan Refinement

**Step 1.0: Kickoff Workshop - 2 hours**

We will conduct a kickoff workshop with the County and other stakeholders (as needed). During this workshop, we will discuss the site’s existing conditions, your vision, and other key priorities for the plan. We will also review the study process and the schedule.

**Step 2.0: Site and Vision Review - 2 weeks**

We will start by collecting key background materials from Georgia Tech’s College of Design, you, site visits, and desktop research to develop a complete understanding of the site. During

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this time, we will also work to understand Eden’s development assumptions and needs. This step will result in a set of base maps, simple massing models, and development targets to use for Step 3 – including an opportunity map for the site (bubble diagrams to understand/diagram the different zones of the site from a development opportunity standpoint).

**Step 3.0: Plan Concepts - 2 weeks**

With an understanding of the site, the program, and the opportunities, we will develop a series of master plan concepts. These will include sketches with development quantifications.

**Step 4.0: Plan Workshop - 2 hours**

We will conduct a charrette with your team to review the plan concepts and determine a way forward for your preferred master plan direction.

**Step 5.0: Plan Refinement - 2 weeks**

Based on the feedback at the workshop, we will refine the plan concepts into a design package for you to share with Edens.

**Deliverables**

Our team will produce sketches and simple massing models to explain the potential for the site. Along with these, we will quantify key plan elements – such as parcel size and development yield.

**Schedule**

In alignment with Eden’s schedule on their master plan refinements, this work will begin on October 20, 2021 and end on November 9, 2021.

**PROJECT FEES**

The compensation listed below is for the planning services described in this scope. This fee does not include project expenses, such as printing, travel, renderings, etc.

Compensation (time billed hourly, not to exceed this total) ..... \$20,000.00

**Reimbursable Expenses Estimate**

Expenses will be reimbursable and will be provided at cost. Any expense exceeding \$500.00 will not be incurred without prior written authorization from you.

Printing Estimate..... \$500.00

**STANDARD MASTER PLANNING SERVICES**

Noted here are baseline professional services, considered standard in any master planning project. These activities take place throughout the project and are not contingent upon phase of work.

- Written and graphic program documents
- Reports, sketches and drawings as needed to analyze critical planning issues

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- Written memoranda as applicable to master planning issues for clarification and communication between client, planning team and institutional partners
- Information available upon request by client related to work of consultants, including all assumptions, data, studies and designs

## **KEY ASSUMPTIONS & EXCLUSIONS**

Noted here are the key assumptions and exclusions that this master plan effort will require for collaborative and timely execution of the work.

- The work outlined in this proposal is for master planning services; all architectural services and landscape architectural services will be limited to conceptual design and programming intended to test and illustrate master planning concepts.
- This scope of work does not include any technical engineering or land surveys (topography, existing buildings and infrastructure) as a part of the services outlined in this proposal.
- During mobilization, all relevant information will be provided to the planning team; this includes but is not limited to any information relative to design and construction activities undertaken by the client team on the site, and any preparatory studies, surveys, project feasibility reports, business models as well as any company guidelines.
- All existing reports, planning studies and technical diagrams on which the study is to be based must be provided at the commencement of the project (to be received at least 2 weeks into the process).

## **PAYMENT**

Perkins&Will will submit a valid invoice monthly for services rendered. Payment by the Client shall be rendered within thirty (30) days of Client's receipt of invoice. Any invoice or payment issues should be immediately directed to the Project Manager. Perkins&Will reserves the right to suspend work on this project if payment is not made within the specified time frame.

## **PROFESSIONAL STANDARDS**

Perkins&Will shall be responsible, to the level of competency presently maintained by other practicing professional services firms in the same type of work, for the professional and technical soundness, accuracy, and adequacy of all project management, planning, consulting, and other work and materials furnished under this Authorization.

## **TERMINATION**

Either client or Perkins&Will may terminate this authorization by giving 30 days' written notice to the other party. In such event client shall forthwith pay Perkins&Will in full for all work previously authorized and performed prior to effective date of termination. If no notice of termination is given, relationships and obligations created by this authorization shall be terminated upon completion of all applicable requirements of this Authorization.

## **LEGAL EXPENSES**

In the event legal action is brought by client or Perkins&Will against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, cost and expenses as might be set by the court.

