

September 20, 2021

**VIA EMAIL**

Paige K. Singer  
DeKalb County Recreation, Parks and Cultural Affairs  
Division Manager  
3681 Chestnut Street  
Scottdale, GA 30079  
[pksinger@dekalbcountyga.gov](mailto:pksinger@dekalbcountyga.gov)

**Re: Letter Agreement for Task Order Site Design Services  
Feasibility Study for South Fork Peachtree Creek Access**

Dear Ms. Singer:

Foresite Group, LLC. ("Foresite Group") is pleased to submit this Letter Agreement ("Letter Agreement") to DeKalb County ("Client") for providing the services set forth herein for the above-referenced project. Our Project Understanding is detailed below, and the Letter Agreement details the Scope of Services, Fees, and Additional Services.

**Project Understanding**

Based on the information provided to us, and our correspondence with you, we understand that you are requesting a proposal to provide a feasibility study for pedestrian, maintenance and construction access to a future DeKalb County neighborhood park. Access would extend from Briarcliff down along the bridge crossing South Fork Peachtree Creek.

Based on our understanding of this project, Foresite Group has made the following assumptions regarding the Scope of Services:

1. Access study would include the area along the east side of Briarcliff adjacent to The Park at Emory, along the west side of Briarcliff including a possible property acquisition at Kay Lane.
2. Bridge reconstruction and associated work is expected to begin in November 2021.
3. Access would be ADA accessible.
4. Feasibility study will review topography, whether the parcel in question can accommodate trail and parking and other factors that will impact the construction of the trail.
5. Parts of the study (plan) would be rendered to help convey design intent.
6. Coordination with designer of bridge, the contractor, GDOT and Dekalb Transportation is included within this scope.
7. No stream buffer variance is included within this scope.
8. Meetings are limited to those defined in the scope.

9. Opinion of probable cost will include property acquisition costs based available on-line tax assessment.
10. No public meetings will be conducted.
11. Study will be based on available survey and GIS.

**SECTION 1**  
**Scope of Services**

**TASK 1 – Feasibility Study:**

1. Attend site visit with DeKalb County representatives to discuss potential access routes.
2. Develop a project schedule
3. Contact CW Mathews (contractor for the bridge), Volkert (design engineer) and GDOT for coordination and design files.
4. Prepare design base and explore various access routes determining feasibility as well as pros and cons of routing.
5. Present draft feasibility study with associated cost estimates to the Client.
6. Incorporate Client comments into the study and revise the cost estimate as required.
7. Attend up to three meetings with the bridge engineer, contractor, GDOT and DeKalb Transportation.

*Deliverables:*

- *PDF of draft cost estimates and draft feasibility study*
- *PDF of final cost estimates and draft feasibility study*

**SECTION 2**  
**Fees for Scope of Services**

1 – Feasibility Study	\$	16,500.00
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<b>Total</b>	<b>\$</b>	<b>16,500.00</b>

All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed, and expenses incurred as of the billing period. Payment will be due within 28 calendar days of the date of the invoice. Payments shall be made electronically or sent to Foresite Group, LLC, 3740 Davinci Ct Ste 100, Peachtree Corners, GA 30092.

**SECTION 3**  
**Additional Services**

Below is a list of Additional Services that are not included in the Scope of Services as noted in Section 1 of this Letter Agreement. Foresite Group can provide these Additional Services if authorized by the Client on a separate letter agreement.

1. Construction plans
2. Park design
3. Connection study to other trails
4. Public meetings

We appreciate the opportunity to provide these services to you. Please do not hesitate to contact us if you have any questions or comments.

Sincerely,  
**FORESITE GROUP, LLC.**

By:   
\_\_\_\_\_  
(Signature)

Name: Jason Weckerly, RLA  
Title: Division Director Greenspace + Land Design  
Email: jweckerly@fg-inc.net  
Date: September 20, 2021

**Client:**  
**DeKalb County Recreation, Parks and Cultural Affairs**

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
Paige K. Singer  
(Printed Name)

Title: \_\_\_\_\_  
Division Manager, DeKalb County RPCA

Date: \_\_\_\_\_

ALL INVOICES SHALL BE SENT TO THE FOLLOWING ADDRESS:

**DeKalb County Recreation, Parks and Cultural Affairs**  
**Attn: Paige K. Singer**  
**3681 Chestnut Street**  
**Scottdale, GA 30079**

ALL PAYMENTS SHALL BE SENT VIA EFT OR TO THE FOLLOWING ADDRESS:

**Foresite Group, LLC**  
**Attn: Accounts Receivable**  
**3740 Davinci Ct, Suite 100**  
**Peachtree Corners, GA 30092**