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September 01, 2022

Mr. Nicholas Jovene | Senior Program Manager CGL Companies
DeKalb County SPLOST Program Manager

Re: Dekalb County Fire Station #27
POND Scope and Fee Proposal

Dear Nick,

Pond & Company (Pond) is pleased to present this scope and fee proposal for the Dekalb County Fire Station #27 for design and engineering services. We have reviewed the project information provided and are excited about this opportunity. The scope is based on the discussion and email correspondence with SPLOST program managers Nick Jovene and David Fischer. Pond would like to thank you for the opportunity to continue to assist DeKalb County with professional design services and we look forward to continuing to work with you on this project as described herein.

SCOPE OF WORK (SOW):

The scope of work shall be a re-design and update to the previously designed Dekalb County Fire Station #7 to be utilized as a Prototype (3) bay Fire Station for future site adapts. The current project site for Fire Station #27 is located at 7558 Pleasant Hill Road, Lithonia, GA.

In addition to reviewing information about the project, we have made assumptions, outlined below, in effort to share with you our basis in arriving at the estimated fee.

As we understand it, the scope of the project is as follows:

The project will include a complete design package, to include sitework and new construction consisting of a two-story building, approximately 15,576 square feet (with a covered porch), comprised of administrative spaces, housing, kitchen & dining, recreation space, training areas, and community education areas as well as support spaces for first responders. The building will require a fire alarm system and will be fully sprinklered. The fee is based on the design submittal schedule as noted in the attached Fee schedule. Pond will develop the BIM model for Fire Station No. 27 based upon the design documents provided and use it for coordination with other disciplines. County has provided design documents for Fire Station #7 to be utilized as a prototype for a new (3) bay facility. The Fire Department would like to engage FGMA as a fire consultant (as a sub-consultant to POND) to provide input on industry best practices. The program is set, however, the Fire Department wishes to implement minor changes to the interior, primarily to the second floor, in order to incorporate improvements in layout and best practices. Changes to the building footprint are not anticipated at this time.

FGMA will prepare preliminary sketches reflecting proposed modifications for the client and Pond to evaluate during a joint work session. FGMA will incorporate feedback from the work session and update the sketches for final review and approval by the client. Once the layout has been approved by the client, Pond will prepare updated construction documents reflecting the modifications.

The original facility was designed on the basis of 2012 IBC w/ GA amendments.

Pond and our partners will re-design the building to verify code compliance and energy code to bring it up to the latest codes. The Fire Station should function as an emergency place of refuge in the community and will be

designed for Risk IV category. We will site adapt the design and verify all structural and mechanical calculations based on final building orientation.

Related Assumptions and Exclusions:

1. Project construction cost is anticipated to be approx. 10 mil (FFE not included). Project fee is based on this cost and any overages in construction cost will require fee adjustments. Our fee assumes a 4-week permitting period and 12-month construction period with bi-weekly OAC meeting frequency. Should the actual construction estimate, and schedule duration be greater than the proposed, Pond and its partners respectfully request the opportunity to revisit this fee structure and make any adjustments necessary.
2. Furnishings, Fixtures & Equipment (FF&E): General, generic furnishings, racks, equipment shall be shown on the plans for reference only.
3. Our fee assumes only minor modifications to the interior layout of the prototype will be made by FGMA during programming phase. Should the building floor plan updates trigger additional discipline coordination, and exterior modifications, Pond and its partners will request necessary adjustments to the fee.
4. This proposal assumes that all necessary utilities are existing and currently serve the site with sufficient capacity and will not require upgrade, pumping, or off-site extensions (except for a gravity-flow sanitary sewer extension) to this parcel. If it is later discovered that the capacity or location of the existing utilities is insufficient, this proposal will be re-evaluated.
5. Any required traffic study or roadway/signal design will be provided by the Client or can be performed by Pond as an additional task item outside the scope of this contract.
6. No environmental site assessments (ESA) of any type are included. It is understood that any required environmental remediation will be completed by others. No environmental remediation plans or related design is included in this proposal.
7. Pond will examine available published environmental data (National Wetland Inventory, FEMA Flood Maps, etc.), but field delineation/survey of possible State Waters / Wetlands / FEMA boundaries, associated permitting or stream buffer variances, cross-sectional survey, and flood modeling or study is excluded.
8. The following items are not included in this proposal: design of pump stations or force main, dam breach analysis, bridge or culvert design, abutment design, shoring design, dewatering design.
9. Easement documentation, legal descriptions, acquisition, and/or coordination with neighbors will be by others, if required.
10. Includes bidder support, shop drawing reviews, Construction RFI Support, and record drawing production.
11. The CA task also includes one-time analysis of the as-built stormwater survey and preparation of an as-built hydrology report. If issues are found that require redesign or re-analysis, additional fee will be required to cover the additional work required.
12. Unknown site related issues, deep foundation systems, fire protection permit plans, tree protection plans, kitchen equipment, signage permit and loose equipment and furnishings are ALL in addition to our Professional Fees.
13. Fire Station alerting system and Radio dispatch systems design is excluded and assumed to be provided by the Owner's OEM provider
14. Expenses for additional costs directly associated with the performance of this scope of work shall be considered reimbursable expenses and shall be invoiced at direct cost.
15. LEED certification is not included. At Pond, Sustainable design is not something that can be easily excluded from our scope of services. Sustainability is woven into our fabric and is a requirement of many of our client's projects. We are also capable of designing to the targeted LEED standard without pursuing certification, a strategy some clients wish to employ. In addition to LEED, there are other sustainable rating systems which can be discussed if our bid is accepted that might suit equally the County's sustainability needs. Should the County decide to pursue LEED-CI v4 certification with the GBCI, our partner Leavy

Engineering brings deep expertise for this service. As such the fee to pursue certification for each fire station will be \$62,408.50.

16. Permitting: Permitting application and related fees are not included in this scope. POND will submit for building permitting and the county will coordinate and obtain permits. Zoning submissions are not included.
17. If required, Pond will prepare code minimum tree protection/replacement plans for permitting.
18. It is understood that the permitting process is beyond the control of Pond and that the governing jurisdiction(s) may or may not issue a permit for the proposed improvements, as currently conceived.
19. While Pond will deliver a value-conscious design and seek Client's preference on significant cost related decisions when options are presented, a detailed value-engineering analysis is not included in this scope.
20. Drawing Format: Drawings shall be produced in BIM, Autodesk Revit 2021 version.
21. Owner/Equipment consultant shall provide equipment cut sheets and utility requirements for sizing electrical systems, HVAC, gas, water, drainage and grease trap prior to schematic design phase.

A/E deliverables by phase

Schematic Design | Program Validation:

1. Collect and review all available property, utility/MEP and existing building information.
2. Pond will utilize the previously designed floor plans provided by the County to begin evaluation.
3. Meet stakeholders to discuss objectives for integration into the design and incorporate changes.
4. Identify program components and validate through discussions with all stakeholders and user groups.
5. Determine the phasing requirements for the facilities and establish critical milestones.
6. Develop final concept plans and site master plans.

Design Development Phase:

1. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems.
2. The Design Development Documents shall include specification information (noted on drawings) that identifies materials and systems.
3. Client team documents review meeting and adjust plans as required.
4. Preliminary review with permitting authorities.

Construction Documents Phase:

1. The Construction Documents shall illustrate and describe the development of the approved Design Development Documents and shall consist of Drawings and Specifications indicating the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work.
2. Construction Documents shall include finalized materials and systems.
3. Submit the Documents to GC for costing.
4. Client team documents review meeting.

Permit Documents Submittal

1. Prepare sealed and signed architectural documents for building permit review and approval.

Construction Administration:

1. Attend bi-weekly meeting with Owner | Contractor | A-E conferences (OAC). These will be virtual conference calls.
2. Attend (12) onsite meetings at critical milestones to observe and review construction. These can overlap with the OAC meetings. Additional site visits can be provided as an additional service.
3. Review, approve or take other appropriate action on shop drawings and product data submittals.
4. Review and respond to Contractor Request for Information (RFI).
5. Review Contractor Monthly Application for Payment that the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents.

Substantial Completion:

1. Attend one (1) punchlist site visit for the buildings and confirm the contractor provided punchlist and incorporate additional items.
2. A punchlist site visit shall commence upon the submittal of a written, "Notice of Substantial Completion."

Final Completion & Closeout:

1. Attend one (1) site visit to backcheck that the punchlist is complete.
2. Record Drawings shall consist of the control/field set and major building system shop drawings.
3. GC shall provide for the final As-Built Survey and Record Drawing if required by site inspections for achieving the Certificate of Occupancy (CO).

Proposed Architecture & Engineering Professional Services Fee:

The following fee is premised on the General Scope Summary indicated above (*see attached Fee summary*).

Architecture & Engineering Professional Services Fee:

Lump Sum Fee: **Five Hundred Eighty Five Thousand Eight Hundred and Fifty Five Dollars and Sixty Cents.**

REPRODUCTION:

Documentation as required for this scope will be done in Word, Excel, Photoshop, AutoCAD, and/or Revit. Pond will provide PDF electronic prints of each submittal, as well as digital file versions if requested.

PAYMENT SCHEDULE:

Invoices for services shall be submitted monthly and shall be considered "past due" if not paid within thirty (30) days after receipt of invoice.

REIMBURSABLE ITEMS:

Reimbursable expenses, such as gas, mileage, and printing costs, will be invoiced at the rate of 1.1 times the direct cost. Reimbursables could include:

1. Transportation in connection with the project (mileage to site) @ \$.58 per mile.
2. Expenses including plotting, printing, binding, courier services, shipping, express mail, etc.

ADDITIONAL SERVICES:

Additional Services may be provided under certain conditions and when approved by the Client. A list of additional services includes, but is not limited to the following:

1. Taking field measures and recording site and building features and spaces.
2. Field surveying of other areas outside of scope of work.
3. Cost Estimating Services.
4. Changes in scope or work by Owner after approvals.
5. High resolution framed renderings. These can be provided at \$1,200 each.
6. Rendered fly through simulation of the renovation space.
7. Changes to design and engineering resulting from unforeseen site conditions, change in code or change in code interpretation during construction.
8. Evaluating substitutions proposed by GC and making subsequent revisions.
9. Additional site visits in addition to those referenced in the scope above shall be considered additional services and invoiced at the amount of \$850.00 per visit.
10. Building Commissioning.
11. Shop Drawing reviews that exceed two reviews (2) per submittal.
12. LEED Certification.
13. FF&E specification, selection and/or procurement of furnishings.

These items can be provided as an additional service, if requested at the rates shown in the on-call 5-year Contract.

Thank you again for the opportunity to continue working with DeKalb County on this project. If you have any questions, please contact me directly at by phone @ (404) 748-4785 or by email at sabherwals@pondco.com

Very truly yours,
Sonia Sabherwal

POND

Sonia Sabherwal, R.A. LEED A.P. Bd+C
Practice Area Leader | Architecture

Attachments: Professional Design Services Fee Summary