



4800 Ashford Dunwoody Road  
 Dunwoody, Georgia 30338  
 dunwoodyga.gov | 678.382.6700

## MEMORANDUM

To: Mayor and City Council

From: Brent Walker, Parks and Recreation Director

Date: April 27<sup>th</sup>, 2020

Subject: Award of Contract - Design and Permitting Services for the Park at Perimeter Center East

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### ITEM DESCRIPTION

The IWQ Review Team recommends awarding Contract 20-01 Design and Permitting Services for the Park at Perimeter Center East to CHA Consulting Inc.

### BACKGROUND

The City solicited informal written quotes from qualified consultants to provide design services and permitting for development of the new community park located at 50 Perimeter Center East. The City seeks to ensure that the elements of the park are scaled, arranged and designed in a manner that is consistent with the Master Plan for Parks.

### PROJECT SCOPE

The scope of work will consist of assisting the City from preliminary concept design to final design, bid preparation and construction administration for the following park elements:

- Pavilion
- Plaza
- Playground
- Restroom
- Exercise Equipment Area
- Open Lawn
- Parking Area

### EVALUATION

A Request for an Informal Written Quote was issued in March and the City received six proposals. The IWQ Review Team, composed of the Parks and Recreation Director, and a representative from Lowe Engineers, the Project Management Consultant, reviewed

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proposals. Following this memo, you will find the combined proposal scoring for all the companies that submitted.

Based on insights gained in the proposal process, staff recommends CHA Consulting Inc. for this contract because of their significant experience in park design, approach, and thorough understanding of the desired outcome of the project.

## FUNDING

Staff recommends funding the project from the Hotel Motel Tax Revenue Fund

## RECOMMENDATION

Staff respectfully requests that Council: (1) award Purchasing Contract - Professional Design Services for the park at Perimeter Center East to CHA Consulting Inc. to not exceed \$102,000, which includes a 10% contingency (2) authorize staff to provide funding for the contracts; and (3) authorize the City Manager to execute the necessary documents following satisfactory review by legal counsel.

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			CHA	Lose Design	Thomas & Hutton	Columbia Engineering	Keck+Wood	Foresite group
CRITERIA	DESCRIPTION	MAX RATING	RATING	RATING	RATING	RATING	RATING	RATING
<b>Project Understanding &amp; Proposed Scope of Work</b>	<ul style="list-style-type: none"> <li>Firm's understanding of project</li> <li>Proposed methodology for completing the plan</li> <li>Proposed deliverables</li> <li>Public participation plan</li> </ul>	40	38	35	35	35	10	35
<b>Similar Experience</b>	<ul style="list-style-type: none"> <li>Representative project experience (recent and similarity to Dunwoody scope)</li> <li>Reference feedback</li> </ul>	20	18	15	10	5	5	15
<b>Qualifications of Personnel</b>	<ul style="list-style-type: none"> <li>Experience of project manager</li> <li>Resumes of key personnel and experience on similar projects</li> <li>Office location and availability of key personnel</li> </ul>	25	25	25	10	10	5	5
<b>Schedule</b>	<ul style="list-style-type: none"> <li>Schedule provided</li> <li>Schedule is reasonable based on scope of work</li> </ul>	2	2	2	2	2	2	2
<b>Intangibles</b>	<ul style="list-style-type: none"> <li>Proposal complete and submitted as requested</li> <li>Office proximity</li> <li>Sustainability addressed</li> </ul>	3	3	3	3	3	3	3
	<b>SUBTOTAL</b>	<b>90</b>	<b>86</b>	<b>80</b>	<b>60</b>	<b>55</b>	<b>25</b>	<b>60</b>
<b>Cost</b>		10	10	8	2	4	6	0
	<b>TOTALS</b>	<b>100</b>	<b>96</b>	<b>88</b>	<b>62</b>	<b>59</b>	<b>31</b>	<b>60</b>

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- ① SMALL PICNIC SHELTER
- ② ARRIVAL PLAZA W/ SCULPTURE
- ③ PLAYGROUND
- ④ PLAZA W/ WATER FEATURE
- ⑤ RESTROOM BUILDING W/ PAVILION
- ⑥ EXERCISE EQUIPMENT AREA
- ⑦ PARKING LOT: ±50 SPACES
- ⑧ 10' WIDE PATH
- ⑨ SOFT SURFACE TRAIL
- ⑩ CONNECTION TO FUTURE TRAIL



# PERIMETER CENTER EAST PARK EXISTING MASTER PLAN