



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: July 12, 2021

Subject: Contract for Parks Master Planning Services at 5435 Roberts Dr and 4809/4819 Vermack Rd

ITEM DESCRIPTION

Discussion of a contract with Pond & Company, Inc. for parks master planning services at 5435 Roberts Dr. and 4809/4819 Vermack Rd.

BACKGROUND

The City solicited informal written quotes from qualified consultants to provide parks master planning services at 5435 Roberts Dr. and 4809/4819 Vermack Rd. Two firms submitted proposals within the time frame allowed for responses. The proposals are attached.

| | |
|----------------|----------|
| Pond & Company | \$49,400 |
| Atkins | \$51,910 |

After review of the proposals it was determined while both firms meet the criteria in the solicitation, Pond & Company's cost falls within the budgeted amount for the project.

While staff recommends master planning both park sites at the same time, we requested the quotes for service to be itemized so that Council could determine how they would like to move forward with the design services.

FUNDING

A capital fund of \$50,000 was established in the 2021 budget for this project. Any contingency funds that would be needed would come from the Parks Operations Budget.



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RECOMMENDATION

Staff respectfully requests that Council: (1) award a contract to Pond & Company Inc. not to exceed \$54,400 which includes a ten percent 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.

Lynn Deutsch Mayor
Eric Linton, ICMA-CM City Manager
Sharon Lowery, CMC City Clerk

Pam Tallmadge City Council Post 1
Jim Riticher City Council Post 2
Tom Lambert City Council Post 3

Stacey Harris City Council Post 4
Joe Seconder City Council Post 5
John Heneghan City Council Post 6

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3500 Parkway Lane, Suite 500
Peachtree Corners, Georgia 30092

T: 678.336.7740 | F: 678.336.7744
www.pondco.com

June 11, 2021

John Gates
City of Dunwoody Purchasing
4800 Ashford Dunwoody Rd
Dunwoody, GA 30338
John.gates@dunwoodyga.gov

Dear Mr. Gates,

In response to IWQ 21-01 Park Master Plan Services for 5435 Roberts Drive and 4809/4819 Vermack Road, Pond provides the following informal written quotation.

Pond agrees to perform the scope as outlined in the provided IWQ 21-01, with the following clarifications:

- The Pond Project Manager and a Landscape Architect will attend the initial kick-off meetings for each project.
- Each meeting with, or presentation to city staff, will be attended by the Pond Project Manager.
- Each Public Open House will be attended by the Pond Project Manager and two Landscape Architects. The city will be responsible for securing the location and communicating meeting dates, location, and purpose to the community thru the city's social media, website, or other communication channels.
- 3D renderings or video / VR experiences are not included.
- Opinions of cost will be based upon the information available at the time of creation. While we will be generous in estimating, Pond has no ability to control labor or material price fluctuations and cannot guarantee the opinion of cost will be valid in the future once the projects advance to full design and engineering, or construction.
- Services not specifically included in the IWQ are excluded, however can be added at any time with a contract modification.
- Should the client require changes to the scope of work that are not in conformance with the scope of work in the IWQ, additional services will be required. Should the client request revisions which change the results of a previously approved task, additional services will be required.

Pond proposes to provide the requested services, based on the rates previously provided to the city as follows:

- 5435 Roberts Drive \$24,700
- 4809/4819 Vermack Road \$24,700

Sincerely,

Matthew Wilder, PLA, ASLA, LEED AP BD+C
Associate Vice President | PLACE Program



DATE: 6/1/2021
QUOTE NUMBER: IWQ 21-01
QUOTES MUST BE RECEIVED BY: 6/11/2021 2:00 PM

Informal Written Quotations are being solicited from qualified suppliers for the following item(s). Informal Written Quotations may be returned by facsimile to: John.Gates@dunwoodyga.gov or mail to City of Dunwoody Purchasing, 4800 Ashford Dunwoody Road, Dunwoody, GA 30338. If you have any questions, email by 6/8/2021 2:00 PM to John.Gates@dunwoodyga.gov

Return this Form Completed with your Quote

Delivery will be F.O.B. Destination to:

IWQ 21-01 Park Master Plan Services for 5435 Roberts Drive and 4809/4819 Vermack Road

Certification of Non-Collusion in Quote Preparation

Signature

June 11, 2021

Date

The City requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract.

In compliance with the attached specifications, the undersigned offers and agrees, within ninety (90) days of the date of quote opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered to the designated point(s) within the time specified in the quote schedule.

Legal Business Name Pond & Company, Inc. Federal Tax ID 58-1639128

Address 3500 Parkway Lane, Suite 500, Peachtree Corners, GA 30092

Does your company currently have a location within the City of Dunwoody? Yes ☐ No ☒

Representative Signature [Signature] Printed Name Matthew A Wilder

Telephone Number 678.336.7740 Fax Number N/A. Email Address wilderm@pondco.com



Park Master Plan Services for 5435 Roberts Drive and 4809/4819 Vermack Road

Please prepare a written proposal to provide services to create a master plan for a property located at 5435 Roberts Drive which is approximately 10 acres and a conjoined property at 4809 and 4819 Vermack Rd which is approximately 9 acres. The proposal should include two initial concepts for each site which will be presented to stakeholders and the public for comments as well as a preparation of a probable opinion of cost based on the selected concept. The master plan should be in conjunction with the department goals, community input and the topography of the property. Written Proposal should include costs based on rates provided to the City that are identical to the on-call service contract the vendor currently has with the City of Sandy Springs. Please itemize cost per park site.

Scope of Work

The scope of services is to include the following:

Task I – Inventory and Analysis

- One (1) kick-off meeting with Parks Department staff to review project scope, time line, and gather information related to the park property and existing facilities
- Consultant will gather existing information to determine existing site conditions including restrictions for development due to floodplain, stream buffers, etc., while identifying opportunities for additional park amenities and services that could be provided on site. A community survey for the 5435 Roberts Dr property has been conducted.
- Develop a base map which shows the existing conditions and lay of the land, and any regulatory or environmental restrictions on the site, using GIS information and other publicly available data. The City will provide GIS data and survey data if needed.
 - Site visit and visual assessment/photo documentation of the site
 - Develop a Site Analysis Plan that documents opportunities, regulatory restrictions, and challenges on the site.
 - Determination and high-level review of existing parks and the facilities offered within a 2-mile radius of the park to demonstrate community access to greenspace and recreational opportunities.
- One (1) meeting to review results of inventory and analysis with City staff.
- One Public Open House for each location to present the project scope and findings of Task I to the public.

Task II – Draft Concept Plans Development

- This task will include the development of draft Concept Plans for review by City Staff, and the community to visualize the opportunities the park has to offer. Two concept plans for each site will be developed, presenting alternatives for comparison and contrast of opportunities within the acres that comprise the parkland.
 - Develop 2D concept plans which will be sketched, rendered and annotated for review and comment by City Staff. Supporting example photographs, and narratives will be provided to help further explain the key features and elements of the two conceptual master plans.
 - One (1) meeting to review results of with City staff.
 - One (1) Public Open House to present concepts and gather input from the public.
 - One (1) follow-up meeting at the conclusion of the public input process to review comments and make decisions on the design direction. This meeting may occur at a City Council meeting

Task III – Master Plan Development

- Upon approval of Task II, Consultant will move forward with the development of the Draft Master Plan based upon all data gathered, feedback, and approvals from Tasks I and II.
 - Draft Master Plan will be drawn from synthesized stakeholder feedback. Updated narrative, supporting photographs of proposed features, and a planning level opinion of cost will be provided.
 - One (1) meeting with City Staff to review Draft Master Plan.
 - One (1) public open house in which the community is invited to review the Draft Master Plan and provide feedback to City Staff and the design team.
 - At the conclusion of the public open house all comments will be analyzed for review with City Staff.
- Update the Draft Master Plan to include community comments and issue the Final Master Plan.
 - Updated opinion of cost to reflect Final Master Plan.
 - Present Final Master Plan to City Staff.
 - A final review meeting with the City Council for a presentation of the final master plan at a regularly scheduled council meeting.



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Deliverables:

- Final Master Plan documenting process; 2 hard copies of each location and a PDF for each site. Opinion of probable cost submitted in Excel format.

All projects should be designed and constructed to lessen the frequency of maintenance, to resist vandalism, and durably serve well into the future. Provide a safe and healthy environment that meets or exceeds code requirements and attain a high standard of energy and resource efficiency through the life of the facility.

Lynn Deutsch Mayor
Eric Linton, ICMA-CM City Manager
Sharon Lowery, CMC City Clerk

Pam Tallmadge City Council Post 1
Jim Riticher City Council Post 2
Tom Lambert City Council Post 3

Stacey Harris City Council Post 4
Joe Seconder City Council Post 5
John Heneghan City Council Post 6

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Austin Elementary Facility (F:0175)


5435 Roberts Drive 30338 9.8 acres

B: 2020
5,478 Sq.Ft.
Year: 2000

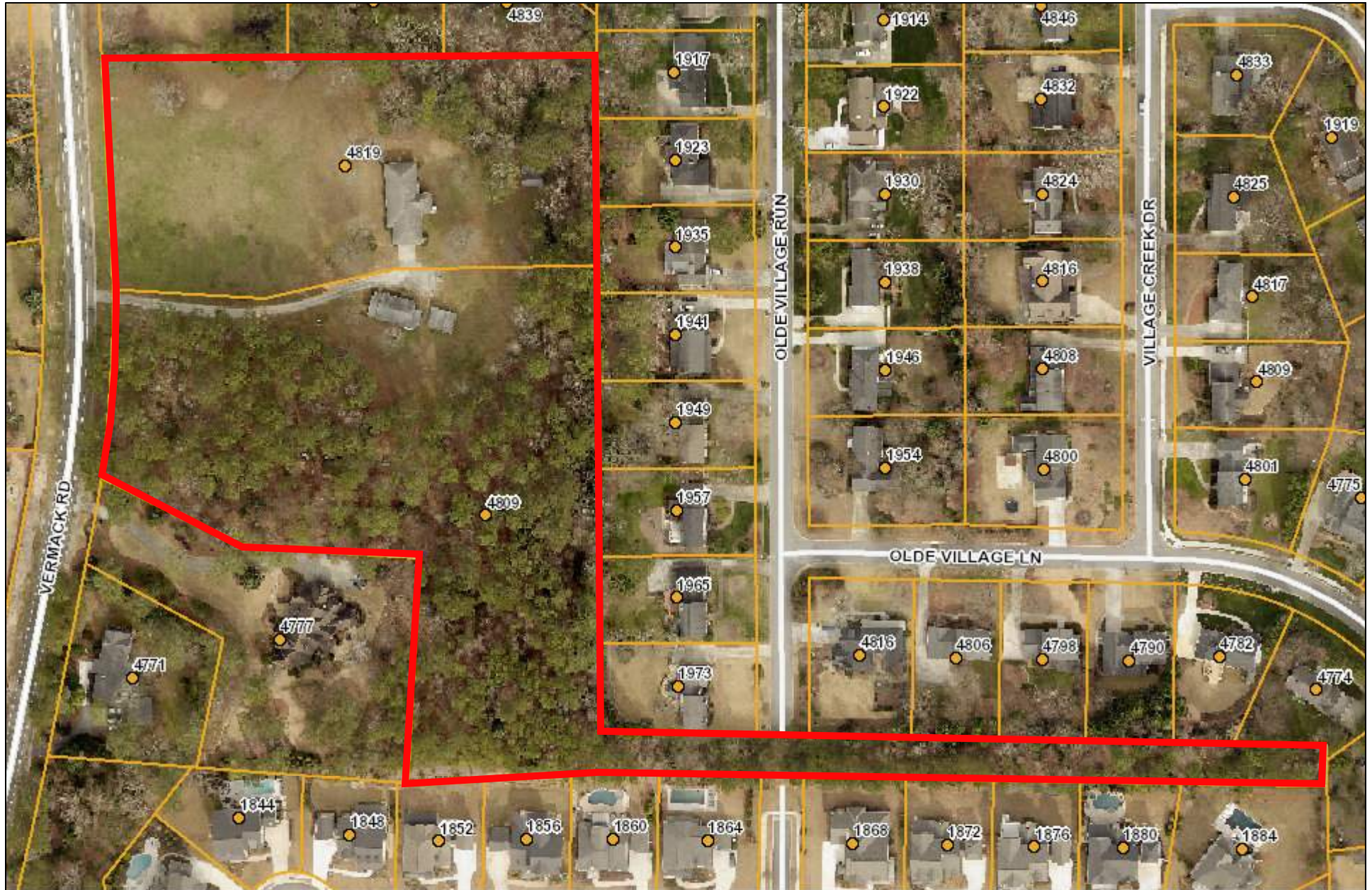
B: 2011
10,703 Sq.Ft.
Year: 1978

B: 2010
44,400 Sq.Ft.
Year: 1975

T-2674
T-4063
T-2254
T-6044
A-2288
1060


**Austin Elementary Facility
F:0175**
DCSD Planning Department 4/16/2019

0 62.5 125 250
Scale in Feet



The City of Dunwoody does not warrant the accuracy or currency of the map provided and does not guarantee the suitability of the map for any purpose, expressed or implied.

0 400
Feet

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IWQ 21-01 Park Master Plan Services for 5435 Roberts Drive and 4809/4819 Vermack Road

Certification of Non-Collusion in Quote Preparation

Signature

Date

The City requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract.

In compliance with the attached specifications, the undersigned offers and agrees, within ninety (90) days of the date of quote opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered to the designated point(s) within the time specified in the quote schedule.

Legal Business Name ATKINS NORTH AMERICA Federal Tax ID 59-0896138

Address 1600 RIVEREDGE PKWY SUITE 700, Ga, 30328

Does your company currently have a location within the City of Dunwoody? Yes ☐ No ☒

Representative Signature

Printed Name

Telephone Number

Fax Number

Email Address

John Boudreau
770-933-0280 7-933-0971 john.boudreau@atkinsglobal.com

June 11, 2021

Mr. John Gates
Purchasing Manager
City of Dunwoody
4800 Ashford Dunwoody Road
Dunwoody, Georgia 30338

RE: Park Master Plan Services for 5435 Roberts Drive and 4809/4819 Vermack Road

Please find enclosed Atkins proposal to create a master plan for a property located at 5435 Roberts Drive, which we understand is approximately 10 acres and a conjoined property at 4809 and 4819 Vermack Rd which is approximately 9 acres. Atkins proposed scope of services includes preparing two initial concepts for each site which will be presented to stakeholders and the public for comments as well as a preparation of a probable opinion of cost based on the selected concept. The master plan will be in conjunction with the department goals, community input and the topography of the property. Atkins proposal is based on approved City of Sandy Springs rates for On-Call Landscape Architecture services, which we will honor for the City of Dunwoody. As requested, Atkins has provided the proposed itemized design fees for each park site.

Scope of Work:

Task I – Inventory and Analysis

- Atkins design team will attend one (1) kick-off meeting with Parks Department staff to review project scope, timeline, and gather information related to the park property and existing facilities.
- Atkins will gather existing information to determine existing site conditions including restrictions for development due to floodplain, stream buffers, etc., while identifying opportunities for additional park amenities and services that could be provided on site. We understand a community survey for the 5435 Roberts Dr property has been conducted. If requested, Atkins can assist the City of Dunwoody to prepare additional community survey for the Vermack property.
- Atkins, using GIS information and other publicly available data, will develop a base map for both projects that will show the existing conditions and lay of the land, and the regulatory or environmental restrictions on the site. We understand that the City will provide GIS data and survey data if needed.
 - Atkins shall conduct a site visit and visual assessment/photo documentation of the site
 - Develop a Site Analysis Plan that documents opportunities, regulatory restrictions, and challenges on the site
 - Determination and high-level review of existing parks and the facilities offered within a 2-mile radius of the park to demonstrate community access to greenspace and recreational opportunities
- For each project, Atkins will attend one (1) meeting to review results of inventory and analysis with City staff
- Atkins design team will attend one Public Open House for each location to present the project scope and findings of Task I to the public (2 total mtgs.)

Task II – Draft Concept Plans Development

- Atkins will prepare draft Concept Plans for review by City Staff, and the community to visualize the opportunities the park has to offer. Two concept plans for each site will be developed,

resenting alternatives for comparison and contrast of opportunities within the acres that comprise the parkland.

- Develop 2D concept plans which will be sketched, rendered and annotated for review and comment by City Staff. Supporting example photographs, and narratives will be provided to help further explain the key features and elements of the two conceptual master plans.
- One (1) meeting to review results with City staff
- One (1) Public Open House to present concepts and gather input from the public (2 mtgs total)
- One (1) follow-up meeting at the conclusion of the public input process to review comments and make decisions on the design direction. This meeting may occur at a City Council meeting.

Task III – Master Plan Development

- Upon approval of Task II, Consultant will move forward with the development of the Draft Master Plan based upon all data gathered, feedback, and approvals from Tasks I and II.
 - Draft Master Plan will be drawn from synthesized stakeholder feedback. Updated narrative, supporting photographs of proposed features, and a planning level opinion of cost will be provided.
 - One (1) meeting with City Staff to review Draft Master Plan
 - One (1) public open house in which the community is invited to review the Draft Master Plan and provide feedback to City Staff and the design team (2 mtgs. total)
 - At the conclusion of the public open house all comments will be analyzed for review with City Staff.
- Update the Draft Master Plan to include community comments and issue the Final Master Plan
 - Updated opinion of cost to reflect Final Master Plan
 - Present Final Master Plan to City Staff
 - A final review meeting with the City Council for a presentation of the Final Master Plan at a regularly scheduled council meeting

Deliverables: Final Master Plan documenting process; 2 hard copies of each location and a PDF for each site. Opinion of probable cost submitted in Excel format.

- All projects should be designed and constructed to lessen the frequency of maintenance, to resist vandalism, and durably serve well into the future. Provide a safe and healthy environment that meets or exceeds code requirements and attain a high standard of energy and resource efficiency through the life of the facility.

Professional Fees for Proposed Services:

Atkins proposes to provide the following scope of services for the Park Master Planning Services for both the 5435 Roberts Drive and 4809/4819 Vermack Road projects for an Hourly Not to Exceed Fee of \$51,910.00. Services will be invoiced in accordance with Roberts Drive, Attachment A and Vermack Road Attachment B Proposed Fee and Manhour Schedules. Reimbursable expenses, such as mileage and printing will be billed to the City of Dunwoody at cost. Services will be billed in accordance with Atkins COSS/Dunwoody hourly rate schedule. Invoices are mailed monthly and are due within 30 days.

Thank you for the opportunity to continue to provide the City of Dunwoody with these professional services. Should you have any questions or require additional information, please do not hesitate to contact me at 770.933.0280 or by email at john.boudreau@atkinsglobal.com.

Sincerely,


John D. Boudreau
Senior Project Director

City of Dunwoody

PROPOSED FEE and MANHOUR SCHEDULE - ATTACHMENT A

11-Jun-21

Park Master Plan Services for 5435 Roberts Drive

| APPROVED RATES | | | |
|---|-------------------------------------|----------------------------|--------------------|
| | 195.00 | 145.00 | |
| Personnel | Landscape Architect Project Manager | Sr. Landscape Architect II | Totals |
| TASK I Inventory and Analysis | 16 | 28 | 44 |
| a. Atkins design team to attend kick-off meeting | 2 | 0 | 2 |
| b. Atkins to gather existing information | 2 | 4 | 6 |
| c. Atkins to develop base maps. | 1 | 4 | 5 |
| d. Atkins to conduct site visit | 4 | 4 | 8 |
| e. Atkins to develop Site Analysis Plan & ID Opportunities and Constraints | 2 | 8 | 10 |
| f. Prepare assessment and document of existing public parks and the facilities offered within a 2 mile radius. | 2 | 6 | 8 |
| g. Atkins to Attend one meeting to review inventory and analysis with City staff | 1 | 0 | 1 |
| h. Atkins to attend one (1) Public Open House to present project scope and findings | 2 | 2 | 4 |
| TASK II Draft Conceptual Plan Development | 15 | 40 | 55 |
| a. Atkins to prepare two (2) Conceptual Master Plans Alt's for the Roberts Drive Park for staff review. Plans will include narrative, supporting photos and proposed features and cost estimates for comparison and contrast. | 12 | 40 | 52 |
| b. Atkins to attend one (1) Client review meeting to review draft Master Plan | 1 | 0 | 1 |
| c. Atkins to attend one (1) Public Open House to present project scope and findings | 1 | 0 | 1 |
| d. Atkins to attend one (1) follow up meeting with Staff at the conclusion of the Public input process to review comments and make decisions on design direction. Meeting may be at City Council Meeting | 1 | 0 | 1 |
| TASK III Master Plan Development | 22 | 38 | 60 |
| a. Atkins prepare Master Plan base on input received from Stakeholder feedback. Update narrative, supporting photographs of proposed features and planning level opinion of cost. | 12 | 24 | 36 |
| b. Atkins to attend one (1) Client review meeting to review draft Master Plan | 2 | 0 | 2 |
| c. Atkins to attend one (1) Public Open House to present project Draft Master Plan and provide feed-back to City Staff and design team | 2 | 0 | 2 |
| d. Atkins to consolidate and review all public comments with City Staff | 2 | 4 | 6 |
| e. Atkins to update Draft Master Plan based on comments and issue Final Master Plan | 1 | 8 | 9 |
| f. Update opinion of cost to reflect Final Master Plan | 1 | 2 | 3 |
| h. Present Final Master Plan to City Staff | 1 | 0 | 1 |
| i. Present Final Master Plan to City Council | 1 | 0 | 1 |
| Total Hours | 53 | 106 | 159 |
| Atkins total Labor Cost | \$10,335.00 | \$15,370.00 | \$25,705.00 |
| Reimbursable Expenses | | | \$250.00 |
| Total Budget | | | \$25,955.00 |

City of Dunwoody

PROPOSED FEE and MANHOUR SCHEDULE ATTACHMENT B -

11-Jun-21

Park Master Plan Services for 4809/4819 Vermack Road

| Approved Rates | | | |
|--|--|--|--------------------|
| Personnel | 195.00 Landscape Architect Project Manager | 145.00 Sr. Landscape Architect II | Totals |
| TASK I Inventory and Analysis | 16 | 28 | 44 |
| a. Atkins design team to attend kick-off meeting | 2 | 0 | 2 |
| b. Atkins to gather existing information | 2 | 4 | 6 |
| c. Atkins to develop base maps. | 1 | 4 | 5 |
| d. Atkins to conduct site visit | 4 | 4 | 8 |
| e. Atkins to develop Site Analysis Plan & ID Opportunities and Constraints | 2 | 8 | 10 |
| f. Prepare assessment and document of existing public parks and the facilities offered within a 2 mile radius. | 2 | 6 | 8 |
| g. Atkins to Attend one meeting to review inventory and analysis with City staff | 1 | 0 | 1 |
| h. Atkins to attend one (1) Public Open House to present project scope and findings | 2 | 2 | 4 |
| TASK II Draft Conceptual Plan Development | 15 | 40 | 55 |
| a. Atkins to prepare two (2) Conceptual Master Plans Alt's for the Vermack Road Park for staff review. Plans will include narrative, supporting photos and proposed features and cost estimates for comparison and contrast. | 12 | 40 | 52 |
| b. Atkins to attend one (1) Client review meeting to review draft Master Plan | 1 | 0 | 1 |
| c. Atkins to attend one (1) Public Open House to present project scope and findings | 1 | 0 | 1 |
| d. Atkins to attend one (1) follow up meeting with Staff at the conclusion of the Public input process to review comments and make decisions on design direction. Meeting may be at City Council Meeting | 1 | 0 | 1 |
| TASK III Master Plan Development | 22 | 38 | 60 |
| a. Atkins prepare Draft Master Plan base on input received from Stakeholder feedback. Update narrative, supporting photographs of proposed features and planning level opinion of cost. | 12 | 24 | 36 |
| b. Atkins to attend one (1) Client review meeting to review draft Master Plan | 2 | 0 | 2 |
| c. Atkins to attend one (1) Public Open House to present project Draft Master Plan and provide feed-back to City Staff and design team | 2 | 0 | 2 |
| d. Atkins to consolidate and review all public comments with City Staff | 2 | 4 | 6 |
| e. Atkins to update Draft Master Plan based on comments and issue Final Master Plan | 1 | 8 | 9 |
| f. Update opinion of cost to reflect Final Master Plan | 1 | 2 | 3 |
| h. Present Final Master Plan to City Staff | 1 | 0 | 1 |
| i. Present Final Master Plan to City Council | 1 | 0 | 1 |
| Total Hours | 53 | 106 | 159 |
| Atkins total Labor Cost | \$10,335.00 | \$15,370.00 | \$25,705.00 |
| Reimbursable Expenses | | | \$250.00 |
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