



**Goodwyn Mills Cawood**

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November 13, 2024

Brian Mock  
Mayor  
City of Chamblee

REFERENCE: PROPOSAL FOR MASTER PLAN DESIGN SERVICES

PROJECT: CITY HALL SOUTH LAWN MASTER PLAN

Mayor Mock,

Goodwyn Mills Cawood, LLC. (GMC) is pleased to submit this proposal for conceptual Master Plan design services for approximately 1 acre property consisting of the old city hall parking lot and the newly acquired commercial buildings along Broad Street (see exhibit A). Owner provided digital information related to boundary, topography, or environmental constraints will be utilized in developing the base file, otherwise we will use aerial images and property information available online to construct. Subsequent plans may need modification to better account for these features unless accurate information is provided by the owner. Please find below the understanding of project scope for the master planning services to be provided.

**SCOPE OF SERVICES**

Provide an illustrative concept showing hardscape, amenities, proposed structures, and landscape areas.

We will produce hand sketched concept plans incorporating proposed improvements with up to three options for your review. We will meet with you and others and obtain input for the proposed concepts.

Based on your comments and input we can finalize the master plan. All recommendations will be presented on a masterplan illustrating what the proposed conditions will look like along with a 3D perspective view.

Deliverable will include the following:

- Concept Sketches
- Illustrative Master Plan & Perspective Rendering
- Projected Budget/Cost Estimate

We will provide you with a pdf/electronic version suitable for reproduction.

Included Meetings:

- Kickoff & Program Feedback
- Concept Review
- Presentation of final illustrative concept plan



## COMPENSATION

Based on the scope of work listed above we are proposing a fee as provided below.

<u>Phase</u>	<u>Fee Structure</u>	<u>Fee</u>
Meetings	Lump Sum	\$3,600
Initial Concepts	Lump Sum	\$8,800
Final Master Plan	Lump Sum	\$10,600
Estimate of Probable Cost	Lump Sum	<u>\$3,500</u>
Total Fee:		<b>\$26,500</b>

## SCHEDULE

GMC is prepared to begin these services immediately upon notice. It is anticipated that these services will require 10 weeks to generate a final master plan design.

If this proposal meets your approval, please signify by adding your signature below and sending back to me. We look forward to working with you on this project.

Sincerely,

**GOODWYN MILLS CAWOOD, LLC**

Matt Mitchell, PLA, LEED AP  
VP, Georgia Landscape Architecture

AGREED:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
By

\_\_\_\_\_  
Date