



DATE: August 4, 2023

TO: All Offerors'

FROM: City of Stonecrest Purchasing Department

RE: RFP No. New Fairington Park and Botanical Garden Civil Design

Please see Addendum No. 4 for the above-referenced solicitation.

ADDENDUM NO. 4
Request for Proposal 23-109
New Fairington Park and Botanical Garden Civil Design
REVISED 08/04/2023

1. The following change has been made to the above-referenced solicitation.

Questions & Answers

2. All other terms and conditions remain the same

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- A. The following are questions received and City of Brookhaven responses for the above-referenced solicitation:
1. Per advice from our risk assessment advisors, can we strike the word "defend" from Item No. 11 in the professional services agreement for RFP No. 23-109?
This will be discussed after the contract has been awarded.
 2. What is approval/review process?
A Land Disturbance permit shall be obtained from City of Stonecrest. This included plan review and approval by Georgia Soil and Water Conservation Commission. DeKalb County Watershed Management will review and approve water, Sewer, and Grease Trap connections.
 3. Will City assist in permitting of project? What permits will be needed?
A Land Disturbance permit is required. The selected firm shall apply and obtain the permit as an applicant.
 4. What interim deliverables are required in Task II? RFP states the “task will include development of draft Concept Plans for review by City Staff and provide input before proceeding with final design.” Does City anticipate standard SD, DD, CD workflow once Concept Plans have been approved with checkpoints at each milestone?
The selected firm shall prepare concept plan(s) to include elements of the Master Plan, review with the City staff, and seek input. The city will review the final plan before submitting it for Land Disturbance Permit.
 5. Will there be any community engagement or public review required?
No Community engagements are required.
 6. Does the City have a Procurement Card Manual?
The city has no procurement card manual. City Procurement Policies are available at the City website.
<https://www.stonecrestga.gov/Procurement.aspx>
 7. Will selected team be responsible for P-Card audit?
The Finance Department is responsible for P-Card Audit.
 8. Can you confirm that no work is planned for the area referred to as “Adjacent Property Parking” owned by Foxdale Properties LLC? (directly north of project boundary)
All work is proposed within the City-owned property.

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9. Does City of Stonecrest have a process for sampling method of tree survey as opposed to individual tree count?
Please refer to the City of Stonecrest Chapter 14 Tree Ordinance section.
10. Has a budget been established and funding identified for this project?
No Budget is established.
11. Does the City have any further Stonecrest Community Center programming development or information on the future proposed building? When will that project be subject to an RFP, and what is timeline for construction?
No information is available currently.
12. Does the City have design standards for park signage, environmental graphics, lighting, fencing, architectural designs, or other equipment?
The city doesn't have established standards at this time.
13. Will a Geotech study be provided by the City?
The city hasn't completed a Geotechnical Study at this time. Once the firm is selected, the City plans to procure Geotechnical Services.
14. Will an Environmental study be provided by the City?
City hasn't performed any environmental study at this time, City plans to perform a Geotechnical Study once a consultant is on-board.
15. The RFP includes a request for a Tree Protection Plan. Will the City require a tree compensation plan or just a planting plan as well.
The City of Stonecrest Land Development Ordinance Chapter 14-520 covers Tree Compensation. The Design shall also comply with the Conservation Easement requirements.
16. Please confirm minimum DBH which needs to be included within the tree survey.
The City of Stonecrest Land Development Ordinance Chapter 14-518 - 520 covers Tree survey requirements. The Design shall also comply with the Conservation Easement requirements.
17. Has there been any drainage and or ponding/flooding studies for the existing stream entering the FEMA. a. If not, will the City require a floodplain model.
There are no studies available at this time. This property was a previous Golf Course. There is no known flooding issue at this property.

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18. Are there any plans for the extension of Fairington Parkway into the proposed site? If so
a. Will this design be included in the RFP b. Or will the extension be assumed completed prior to the construction of the Park. c. Will utilities be extended into the site with the proposed road.
There are no plans to extend Fairington Parkway. The Botanical Garden design is part of any required improvements. There are sewer lines within the property. The waterline is on Fairington Parkway.
19. Does the masterplan assume any propose stream crossings on the unnamed tributary?
Nothing is assumed at this time. There is a creek crossing already existing.
20. Will the survey be phased out? a. If so, can the City provide a site boundary to confirm phase 1 survey and design boundaries.
The survey will not be phased out. Please review the revised scope of work.
21. Does the city anticipate needing a Nation Wide Permit from the Army Corp for Wetland disturbance
No wetland permit is anticipated at this time.
22. Item 5 under Section 3.1.2 of the Request for Proposal section asks for a list of completed projects for the client/owner. Is the City looking for a complete list of projects for the identified client reference?
Reference is requested for three completed projects in the past five years. Also, list three projects that the proposer has completed.