



CITY OF
FOREST PARK

**CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALLED
MEETING**

Wednesday, September 9, 2026 at 4:00 PM
Virtual

[City Website](#)

Phone (404) 363.2454

FOREST PARK CITY HALL

745 Forest Parkway
Forest Park, GA 30297

AGENDA

Eric Stallings, Chair
Delores Gunn, Vice Chair
Bambi Hayes-Brown, Board Member
Dhaval Shah, Board Member
Floyd Holland III (Tre Floyd), Board Member
JoAnn "Jay" Evans, Board Member
Kenneth Gray, Board Member
Danielle Matricardi, Esq., DDA Attorney
Rochelle Dennis, Economic Development Director

Meeting will be live-streamed and available on Forest Park's YouTube Channel.

- I CALL TO ORDER/WELCOME**
- II ROLL CALL**
- III ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS**
- IV OLD BUSINESS**

1. Review and Approval of FY26-27 Landscape Contractor

Background/History:

The Downtown Development Authority solicited bids for landscaping services for FY2026–2027 to provide ongoing maintenance and beautification of DDA owned properties within the Downtown/Main Street District. Staff received and reviewed bids from qualified landscaping contractors. The bids were evaluated based on the proposed scope of services, pricing, experience, and the contractor's ability to meet the DDA's landscaping and maintenance needs. The DDA is being asked to review the received bids and approve the recommended contractor for the FY2026–2027 landscaping contract.

2. **Review and Approval of Property Survey for 868 Forest Parkway**

Background/History:

The Downtown Development Authority previously authorized staff to move forward with the necessary steps and obtain quotes to white box 868 Forest Parkway for future leasable retail space. As part of the redevelopment planning process, a current property survey is necessary to document existing site conditions and support the design and planning of the proposed improvements. Staff has obtained a contract for professional survey services and is requesting DDA review and approval of the proposed contract.

3. **Review and Approval of 819 Roof Inspection Proposal**

Background/History:

The Downtown Development Authority is responsible for maintaining its properties and ensuring that building conditions are evaluated and addressed as needed. As part of ongoing property maintenance and planning for 819 Forest Parkway, staff is seeking a professional roof inspection to assess the current condition of the roof and identify any necessary repairs, maintenance, or replacement needs. Staff has received a proposal for professional roof inspection services and is requesting DDA review and approval to proceed with the inspection.

4. **Review and Approval of 819 Dumpster Gate Proposal**

Background/History:

The dumpster enclosure at 819 Forest Parkway (Little Caesars shopping plaza) has been an ongoing property maintenance concern. The existing chain-link gate is damaged and no longer closes or latches properly, contributing to recurring trash overflow, improper disposal, and unauthorized dumping. Staff solicited proposals from Home Depot and three additional vendors for replacement of the enclosure. Home Depot was the only vendor to submit a proposal, totaling \$6,450 for replacement with black vinyl-coated chain-link fencing. Staff provided the other vendors until September 8, 2026, to respond and provide an opportunity for additional competitive pricing.

V ADJOURNMENT

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.

RFB 2026-DDA-001
OpenGov- Bid Tabulation
Landscaping Maintenance Services for Downtown Development Authority Properties

Prices by Lowest Annual Cost

	LL Genuine Care Landscaping	Elite Level Lawn Care	Anderson Lawn Care	Tri Scapes	In the Wind Corp	4SYT Industries	Worldscapes
Price Schedule							
Section A	\$1,685 (pricing for 964 Main Street not included)	\$1,950	\$3,280	\$3,107	\$3,032.21	\$4,365	\$10,450
Section B	\$95 (pricing for 0 Robin Lane & 4523 Ernest Drive not given)	\$485	\$500	\$812	\$1,290.77	\$2,450	\$330
Optional Pricing	Per unit prices given	Per unit prices given	Per unit prices given	Per unit prices given	Per unit prices given	Per unit prices given	Per unit prices given
Grand Total	\$21,360	\$29,220	\$45,360	\$47,028	\$51,875.76	\$81,780	\$129,360

RFB 2026-DDA-001
OpenGov- Bid Tabulation
Landscaping Maintenance Services for Downtown Development Authority Properties

Evaluation of Minimum Requirements

	LL Genuine Care Landscaping	Elite Level Lawn Care	Anderson Lawn Care	Tri Scapes	In the Wind Corp	4SYT Industries	Worldscapes
Minimum Requirements							
Licensed in GA							
W9							
Certificate of Insurance							
5 years in business							
Necessary Equipment & Staff							
Safety Program							
3 similar projects							
Pesticide Certificate							
References (not checked)							

Submitted	Submitted but not sufficient	Not Submitted
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CITY OF
FORESTPARK

undefined

2026-DDA-001

Landscaping Maintenance Services for Downtown Development Authority Properties

Monday, June 29, 2026

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Project ID: 2026-DDA-001

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Attachments:

DDA Property List

Detailed DDA Landscaping Cost Proposal Form

Introduction

1. Summary

The Downtown Development Authority of the City of Forest Park, Georgia [DDA] is seeking bids from qualified firms for landscaping services as set forth in this request for bids (RFB). The DDA owns 19 properties on Main Street that will require bi-weekly services during the Grow Season (March - September) and once a month maintenance during the Slow Grow Season (October - February). The DDA owns 3 properties off Main Street that will be maintained once a month.

2. Timeline

Release Project Date:	June 29, 2026
Pre-Proposal Meeting (Non-Mandatory):	July 6, 2026, 1:00pm Microsoft TEAMS https://teams.microsoft.com/meet/234256655686485?p=RrkreurM6O8DnojVVo
Question Submission Deadline:	July 8, 2026, 5:00pm
Proposal Submission Deadline:	July 15, 2026, 2:00pm Microsoft TEAMS https://teams.microsoft.com/meet/226259624834610?p=Oj9O045eaI6qVNDyFw

3. Project Contact

Charise Clay

Main Street Manager

785 Forest Pkwy

Forest Park, GA 30297

Email: cclay@forestparkga.gov

Phone: (470) 622-9053

4. Procurement Contact

Dieuvalda Lamartiniere

Staff Assistant

785 Forest Pkwy

Forest Park, GA 30297

Email: dlamartiniere@forestparkga.gov

Project Details

5. Important Instructions for Electronic Submittals

The City of Forest Park is accepting electronic bid submissions. Bidders shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic bid.

6. Pertinent Dates and Bids Submission Deadline

Non-mandatory Pre-Bid Meeting

A non-mandatory pre-bid conference will be held on Monday, July 6, 2026, at 1:00 p.m. virtually through Microsoft Teams at <https://teams.microsoft.com/meet/234256655686485?p=RrkreurM6O8DnojVVo>. Attendance of this meeting is "strongly encouraged".

Bidders will be allowed to ask questions during the Pre-Bid Conference. However, please note that oral answers to questions during the Pre-Bid Conference are not authoritative.

Questions and Answers

Any questions pertaining to the requirements of the Solicitation Documents and Technical Specifications, either procedural or technical, shall be submitted via the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/forestparkga>, by 5:00 pm on Wednesday, July 8, 2026.

Bid Opening

Sealed bids will be received for Landscaping Maintenance Services for Downtown Development Authority Properties through the City's e-Procurement Portal located at <https://procurement.opengov.com/portal/forestparkga>, no later than Wednesday, July 15, 2026, at 2:00 p.m. at which time all received bids will be read aloud via Microsoft Teams link <https://teams.microsoft.com/meet/226259624834610?p=Oj9O045eaI6qVNDyFw>

No bid may be modified, withdrawn, or canceled for a period of ninety (90) days after the time designated for the receipt of Bids or until the Bidder is notified by the Downtown Development Authority; whichever is sooner. The Downtown Development Authority reserves the right to accept or reject any and all bids and to waive irregularities, technicalities, and formalities.

Failure to return all pages of this Request for Bid may result in bid being deemed non-responsive.

Addenda / Additional Information

The DDA will issue any corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Bidders should not rely on any representations, statements, or explanations other than those made in this RFB or in any addendum to this RFB. Where there appears to be a conflict between the RFB and any addendum issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Bidders are required to register for an account via the City's e-Procurement Portal hosted by OpenGov. Once the bidder has completed registration, they will receive addenda notifications to their email by clicking "Follow" on this project. Ultimately, it is the

sole responsibility of each bidder to periodically check the site for any addenda at <https://procurement.opengov.com/portal/forestparkga>.

Bid Withdrawal

Respondents may withdraw their RFB at any time prior to the submittal deadline by clicking "Unsubmit Response" on the <https://procurement.opengov.com/portal/forestparkga/projects/153614>. The respondent may submit another RFB at any time prior to the submittal deadline. No RFB may be withdrawn after the submittal date and time without approval by the DDA. Such approval shall be based on the respondent's submittal, in writing of reason acceptable to the DDA in its sole discretion.

Expenses of Preparing Responses to this RFB

The DDA accepts no responsibility for any expenses incurred by Bidders who submit bids in response to this RFB. Such expenses are to be borne exclusively by the Bidders.

Disclaimer

The DOA and its advisors have, to the best of their knowledge, represented information and data that are current and applicable to this project. The DOA is providing the information contained herein as a courtesy to the Service Provider. The DDA and its advisors neither guarantee nor warranty that the information contained in this RFP or referenced documents is accurate and complete. The DDA and its advisors are not and will not be liable for omissions or errors contained in this RFP. It is the Service Provider's responsibility to use this information and verify the same during the proposal, negotiation, contract implementation periods through its own due diligence.

Determination of Successful Service Provider

The contract will be awarded to the lowest, responsive, and responsible bidder.

7. Minimum Qualifications

To demonstrate Bidder's qualifications to perform the Work, Bidder shall submit written evidence with bid such as financial data, previous experience, present commitments, and such other data as indicated below.

1. Contractor has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
2. Required Bidder Qualification Statement with Supporting Data (Business License, Corporate Resolution to Bid, Financial Statement, Current Workload, etc.).
3. Maintains a permanent place of business, with a minimum of five (5) years in business.
4. Has access to all necessary equipment and has organizational capacity (employees) and technical competence necessary to do the work properly and expeditiously.
5. Has a documented safety program with a history of satisfactory past performance.
6. The Contractor for work under this section shall be licensed by the State of Georgia to apply pesticides/insecticides approved for use in the State of Georgia.
7. Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by Contractor will include:
 - a. Completed past contracts in accordance with the Contract Documents.

b. Diligently pursued execution of the work and completed past contracts according to established schedules.

8. Instructions to Bidders

It is the responsibility of each Bidder before submitting a Bid to:

1. examine and carefully study the Bidding Documents, and the other related data identified in the Bidding Documents;
2. attend scheduled pre-bid meeting and become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;
3. become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work;
4. consider the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs;
5. agree at the time of submitting its Bid that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents;
6. become aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents;
7. promptly give Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution thereof by Owner is acceptable to Bidder;
8. determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work; and
9. refer to the submittal checklist and submit bid documents in the order according to the submittal checklist.

The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Section, that without exception the Bid is premised upon performing and furnishing the Work required by the Bidding Documents and applying any specific means, methods, techniques, sequences, and procedures of construction that may be shown or indicated or expressly required by the Bidding Documents, that Bidder has given Owner written notice of all conflicts, errors, ambiguities, and discrepancies that Bidder has discovered in the Bidding Documents and the written resolutions thereof by Owner are acceptable to Bidder, and that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.

Addenda to RFB

The DDA reserves the right to amend or clarify this RFP by addenda. All addenda issued will become part

of the original or modified RFP document. The DDA will post addenda, if applicable, on the City website, www.forestparkga.gov. Service Provider must acknowledge receipt of each addendum.

9. Scope of Work or Project Details

Through this bid process, the Downtown Development Authority seeks to achieve the following goals:

- Secure regularly scheduled and comprehensive maintenance visits for all properties
- Provide a basic level of landscape maintenance service that will optimize public spaces for their specified use cases, aesthetic beauty, and plant and turf health.
- Growing season (March through September)
- Slow Grow Season (October through February)

Services to be rendered include but are not limited to the following:

1. Maintenance of grass and ground cover areas, mowing and edging.
2. Removal of litter and yard debris from grass, planter beds, fence lines and street curbs.
3. Application of chemical agents for control of weeds, plant disease and insects that are harmful to plant growth and/or pedestrians.
4. Other work as defined.

Mowing: Grass will be cut to a minimum height for the grass type in the growing season. During the Growing Season properties on Main Street will be cut Bi-weekly and maintained monthly during the Slow Grow Season. Prior to each mowing, litter and debris will be removed from mowing areas. If rain or other circumstances delay mowing schedule, please alert the DDA with an alternative cut date within 24 hours.

Edging: Areas will be edged along curb lines and sidewalk lines. Edging will occur at the same frequency as mowing and weed eating.

Weeds: Every maintenance visit will include weeding. Weeds will be properly uprooted, removing the entire plant and its entire root system to prevent regrowth. Climbing vines such as kudzu, wisteria, poison ivy and English ivy will be prevented from climbing trees. Poison ivy, poison oak, poison sumac will be removed from areas explicitly meant for pedestrians.

Cleanup: All sites that are regularly maintained will have litter picked up and removed from the site on every single maintenance visit. This will include all litter, paper, glass, debris and tree limbs of a reasonable size such that they can be collected by a single worker. All hardscapes will be blown off such that clippings, litter, leaves and debris are removed from them by the conclusion of every maintenance visit. Hardscapes will include curbs, sidewalks, parking lots and roadways. Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results. Under no circumstances shall leaves, grass clippings and/or debris be blown into the street or into storm drains as a means of removal from the site.

10. General Landscape Scope

The Contractor shall:

1. Furnish all labor, materials and equipment necessary to perform the work described within the Scope of Services in strict accordance with these specifications and subject to the terms and conditions of the contract.
2. Not post signs or advertising material anywhere on DDA properties or improvements thereon without

prior written approval from the DDA or its authorized representative.

3. Ensure that all employees wear the appropriate personal protective equipment (PPE) for the activity they are performing.
4. Perform grass mowing, edging, litter and debris removal and power blowing of lawn areas.
5. Maintain the health and appearance of existing landscape plants, trees, shrubs, ground covers and lawn areas.
6. Ensure that each facility site is free of debris, weeds, insect infestation.
7. Replace plants or dead ground cover that died under the Contractor's care and not due to vandalism or circumstances beyond Contractor's control.
8. Reduce mowing frequency if a drought period is determined to exist and approved in advance by the DDA or its authorized representative and provide a revised mowing schedule to the DDA or its authorized representative for approval prior to implementing the schedule change.
9. Inspect existing irrigation systems at all locations and provide the following:
plant life receives sufficient levels of watering for healthy appearance. Report deficiencies and repairs made to the DDA or its authorized representative.
 - b. The Contractor shall be required to make up missed scheduled cycled maintenance due to inclement weather conditions.
 - c. For special events and activities, the DDA or its authorized representative may request additional landscape maintenance items or request a change/modification to the schedule.
10. Make adjustments to automatic controllers on a monthly basis to maintain a healthy lawn growth.
11. Replace existing irrigation systems and equipment damaged by the Contractor with original brand and model at the Contractor's expense.
12. Report in writing and provide illustrations of any conditions that are not conducive for thriving plant growth to the DDA or its authorized representative on a monthly basis.
13. Respond to all emergencies within two (2) to four (4) hours of notification within specified hours and days of operation.
14. Establish and announce at the beginning of the contract a specific day of the week each facility will be maintained.
15. Perform all work in a professional skillful manner using quality equipment and materials.
16. Secure any gated or doored areas that require landscaping services after services are completed.
17. Special emphasis shall be placed on public safety during all operations, particularly when adjacent to roadways and sidewalks

Inspection of Work

The DDA shall monitor all work performed and meet as needed with the Contractor to discuss concerns, additions and/or deletions in the performance of the contract. Contractor shall maintain and have available for review all records that reasonably confirm frequency of tasks performed at each location.

Damages

1. All damages incurred to existing facilities by the Contractor's operation shall be repaired or replaced at the Authority's discretion and at the Contractor's expense.
2. All such repairs or replacements shall be completed within the following time limits: replacement of damaged sprinkler heads, risers, drip lines and bubblers.
3. All damage to shrubs, trees, turf, or ground cover shall be repaired or replaced within ten (10) working days.

4. All repairs or replacements shall be completed in accordance with the following maintenance practices:
- a. Trees - If damage from mowing equipment results in the loss of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of the Authority.
 - b. Shrubs - Minor damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement to comply with the specific instructions of the DDA.
 - c. Chemicals - All damage resulting from chemical application, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support future plant life.

11. Contract Term

The Initial Term of any contract awarded as a result of this RFB will be for 12 months. To extend the initial term of the contract is not an obligation of the DDA or future members to renew the contract.

Use of Subcontractors

Understanding that the DDA is looking for the best provider for services and do not want to exclude respondents who may not have the ability to handle comprehensive landscaping services, the DDA will accept bids that utilize subcontractors for some portions of the contract. The bidders must submit a copy of an agreement that exists between the parties with the bid documentation to support the working relationship with said subcontractor. The awarded service provider will be responsible for payment to subcontractors based on the presented agreement between the subcontractor and the original award winner.

12. Maintenance Schedule and Property Locations

Maintenance Schedules

Contractor shall adhere to a maintenance schedule. Contractor shall contact the DDA or its authorized representative described within the Scope of Services on arrival at the respective site as per the schedule for landscaping maintenance. The DDA will provide list of key personnel and contact information. The Contractor MUST notify the DDA or its authorized representative, by e-mail, at least one (1) week prior of the scheduled date and time for all "specialty type" maintenance operations. "Specialty Type" maintenance will be defined by the Authority.

Delays

The Contractor shall make a good faith effort to adhere to the contracted maintenance schedule. In the event that the Contractor is unable, for whatever reason, to maintain maintenance schedule (i.e. poor weather conditions, etc.), and the Contractor does not reschedule the service, or inform the DDA of intent to make up the service within seventy-two (72) hours, that amount for the failure to perform may be deducted from the Contractor's fee. If the work cannot be completed on the proposed scheduled day, the Contractor must notify the DDA or its authorized representative on that day to advise them accordingly.

Vendor Questionnaire

13. Respondent Submittals (without Cost)*

Please Upload your COMPLETE response, including any and all required forms listed in the solicitation and the corresponding attachments.

(Do not upload cost information in here)

*Response required

14. Attachment A - Price Schedule*

Complete Attachment A and upload your completed price schedule here.

*Response required

15. W-9*

*Response required

16. I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.*

☐ Please confirm

*Response required

17. Submit Certificate of Insurance*

*Response required

18. Complete the Reference Request Form *

Please download the below documents, complete, and upload.

- [Reference List \(15\).docx](#)

*Response required

RFB #2026-DDA-001: Landscaping Maintenance Services for Downtown Development Authority Properties

Vendor Name: _____ Date: _____

Instructions: Complete all applicable pricing. Prices shall include all labor, equipment, supervision, fuel, materials, travel, disposal, overhead, insurance, and profit.

Section A: On Main Street - Service Frequency: Bi-Weekly and Monthly

Growth Season: March to September (Bi-weekly) / Slow Glow Season: October to February (Monthly)

Property	Acreage	Bi-Weekly Price	Monthly Price
0 Ash Street	0.170	\$ _____	\$ _____
4871 College Street	0.697	\$ _____	\$ _____
4894 College Street	0.188	\$ _____	\$ _____
4898 College Street	0.424	\$ _____	\$ _____
4899 College Street	0.505	\$ _____	\$ _____
4908 College Street	Not Listed	\$ _____	\$ _____
4950 Courtney Drive	0.316	\$ _____	\$ _____
701 Forest Parkway	0.440	\$ _____	\$ _____
819 Forest Parkway	0.700	\$ _____	\$ _____
868 Forest Parkway	0.282	\$ _____	\$ _____
888 Hill Street	0.189	\$ _____	\$ _____
891 Forest Parkway	Not Listed	\$ _____	\$ _____
904 Main Street	2.000	\$ _____	\$ _____
916 Main Street	Not Listed	\$ _____	\$ _____
920 Main Street	0.725	\$ _____	\$ _____
946 Main Street	0.209	\$ _____	\$ _____
948 Main Street	0.214	\$ _____	\$ _____
954 Main Street	0.350	\$ _____	\$ _____
964 Main Street	1.900	\$ _____	\$ _____

Section B: Off Main Street - Service Frequency: (Monthly)

Growth Season: March to September/Slow Growth Season: October to February

Property	Acreage	Monthly Price	Annual Price
0 Hill Street	Not Listed	\$ _____	\$ _____
0 Robin Lane	2.843	\$ _____	\$ _____
4523 Ernest Drive	0.640	\$ _____	\$ _____

Optional Unit Prices

Service	Unit	Unit Price
Mulch Installation	Per Cubic Yard	\$ _____

ATTACHMENT A – COST PROPOSAL AND PRICING CERTIFICATION

Seasonal Flower Installation	Per Bed	\$ _____
Shrub Replacement	Each	\$ _____
Tree Trimming	Per Tree	\$ _____
Tree Removal	Per Tree	\$ _____
Irrigation Repair	Per Hour	\$ _____
Storm Debris Removal	Per Hour	\$ _____
Emergency Call-Out	Per Occurrence	\$ _____
Additional Mowing	Per Visit	\$ _____
Additional Litter/Debris Removal	Per Visit	\$ _____

Pricing Summary

Section A Annual Total	\$ _____
Section B Annual Total	\$ _____
Optional Services (if used)	\$ _____
Grand Total	\$ _____

Pricing Certification

- ☐ Prices submitted are firm for the initial contract term and any renewal periods unless otherwise stated in the solicitation.
- ☐ All pricing includes labor, supervision, equipment, tools, fuel, transportation, materials, disposal, permits, insurance, overhead, profit, and all incidental costs necessary to perform the work.
- ☐ No additional charges shall be invoiced unless specifically requested and authorized in writing by the Downtown Development Authority.
- ☐ Optional services shall only be performed upon written authorization by the Downtown Development Authority and shall be invoiced at the unit prices submitted.
- ☐ The Contractor has reviewed the scope of work and acknowledges that the pricing submitted is sufficient to perform all required services.

Acknowledgement

The undersigned certifies that the information contained in this Cost Proposal is true and correct and that the firm agrees to provide the required services in accordance with the solicitation documents and resulting contract.

Authorized Representative	_____
Title	_____
Signature	_____
Date	_____
Company	_____

Ms. Rochelle Dennis
City of Forest Park
785 Forest Parkway
Forest Park, GA 30297

July 27, 2026
Via Email

RE: Surveying Services Proposal, Downtown Development Authority of the City of Forest Park property, Tax Parcel # 13050B M004, 868 Forest Parkway, City of Forest Park, Clayton County, Georgia.

VA Proposal #: 271-26
VA Proposal Name: 868 Forest Parkway

Dear Ms. Dennis:

Thank you again for the request for surveying services for the Downtown Development Authority of the City of Forest Park property, whose physical address is 868 Forest Parkway in City of Forest Park, Clayton County, Georgia. Per your request, please find attached on the following pages a surveying services proposal for the approximately 0.282 +/- acre property that includes a Boundary Survey, Topographic Survey, Right of Way, and Underground Utility Survey for the subject property. Please review the attached proposal and if you have any questions, please do not hesitate to call. If the proposal is acceptable, please sign the proposal and email back to our office and we will proceed with the work.

Sincerely,



Glenn A. Valentino
President

SCOPE OF SERVICES

Boundary Survey

Valentino & Associates, Inc. will provide a field run survey for the 0.282 +/- acres; whose physical address is 868 Forest Parkway, City of Forest Park, Clayton County, Georgia. The exact limits of survey being shown on page **five** of the proposal. The survey will meet or exceed the Minimum Technical Requirements for Land Surveys as provide by Georgia State Law. The survey will include the location of driveways, buildings, parking lots, sidewalks, aprons, full roadway frontages along Forest Parkway and Ash Street and provide the location of the Norfolk Southern Railroad tract and right-of-way line that borders the subject property along the north property line. Iron pins will be set at all property corners if existing corners are not found. We will show visible easements and any easements we uncover in our research for the property, but we do not guarantee that all easements affecting the property will be shown. If a title commitment is available, we ask that you provide that to us prior to the start of our field survey. Unrecorded agreements and easements will not be shown unless that information is provided to Valentino & Associates, Inc.

Topographic Survey

Provide a one-foot interval contour mapping for the "Limits of Survey" as shown on page six of the proposal. Spot grades will be provided at intervals of no more than fifty feet apart. Provide finish floor or threshold elevations at door openings. We will show tops and invert elevations on all visible and accessible sanitary sewer manholes and or storm drainage structures within the site limits. Two vertical benchmarks will be set on or near the site and referenced on the final survey.

Underground Utility Location

Provide underground utility locations for all traceable utility structures and lines on the subject property. Provide underground utility locations within the limits of survey are shown on page six of the proposal. Valentino will locate all traceable underground utility markings as provided by the Underground Utility Contractor with exception to the following clause.

Underground Utility Clause: *Valentino & Associates, Inc. does not guarantee the location of underground utilities or structures either in service or abandoned. We will locate visible storm and sanitary structures and show the underground storm and sanitary lines as determined from the above ground visible evidence. Utility depths for gas, water, communication, steam and electric lines will not be included. We will incorporate all marked underground utility lines, as marked by the underground utility contractor. Please understand that some types of underground utilities may not be traceable due to pipe material, lack of tracer wire or lack of utility company records. Underground utility depths will not be included, underground fuel tanks, septic tanks and lines or storage tanks will not be included. If the client or owner can provide an approximate location, we can note that on the survey or field locate the approximate location. This work would need to be scheduled at the same time work is in progress in the field. Traffic signal wires and cables and irrigation lines are not included.*

ADDITIONAL CONDITIONS

- It is agreed that the Owner/Client will limit any and all liability for any damage on account of any errors, omissions or other professional negligence to a sum not to exceed an amount of \$2,000,000 dollars.
- Additional requests for services will be charged at the hourly rate schedule as noted along with expenses as noted in contract.

1-man robotic crew	\$165.00 per hr.
2-man robotic crew	\$250.00 per hr.
3-man crew	\$275.00 per hr.
Office Technician 1	\$145.00 per hr.
Office Technician 2	\$110.00 per hr.
Land Surveyor	\$195.00 per hr.
- Offsite utility locations may require additional trips to the site and incur additional expense(s). The client will be notified and given a cost for additional services prior to the start of any additional work.
- Site Meetings at the request of the client will be billed as an additional service.
- Choice of Law: This Agreement shall be governed by the laws of, and all actions in connection with this Agreement brought and heard in the State of Georgia. No additional certifications or updates will be provided 60 days after the Initial submittal of survey, reassignment of loans included. Survey limited to one revision.
- Certifications are extended to buyer, seller, lender, and title company. Request for additional certifications beyond a total of four will require a fee of \$250 per entity name.
- All original drawings, documents, research, notes, calculations, specifications, and exhibits are instruments of service and shall remain the property of Valentino & Associates, Inc.
- The proposal timeframe and pricing will be honored if executed within 30 days of the proposal date.
- One revision is included for client and attorney comments, additional requests for revisions will be considered an additional service and will be charged at our standard hourly rates as shown above. We suggest that requests for survey revisions be gathered by one party then forwarded to us. Individual requests for survey revisions will constitute a revision. Any additional requests for revisions after one has been completed will incur additional fees at our standard hourly rates, as shown above.
- One real estate transaction included per proposal. Additional real estate transactions will incur an additional fee.
- No work will commence until this Contract is fully executed by all parties.
- If a deposit is requested, deposits are non-refundable.
- In the event of cancellation before completion of work, work already completed will be billed hourly as outlined above and expenses will be billed at cost.
- Reimbursement for payment company fees and subscriptions will apply.
- Client and/or Engineer to specify sheet size and scale of survey.

SURVEY COSTS

1. Boundary Survey	\$3,500.00
2. Topographic Survey	\$3,000.00
3. Underground Utility Survey	\$1,550.00
4. Expenses	\$200.00

TOTAL COSTS

\$8,250.00*

*Price assumes one continuous effort and that all the line items above are completed at the same time.

Finished Product: Signed & Sealed hard copies PDF & AutoCAD Format drawing files.
Expenses: Fed-Ex, Courier, printing fees, bond copy charges, deed & plat copy costs, field, research & submittal mileage, Lot Consolidation review and Filing fees.
Delivery: Three weeks from Notice to Proceed.
Payment: Any balance past 30 days from the final invoice date will be turned over to our attorneys for collection and any reasonable collection and attorney fees will be charged to this account.
Proposal Duration: The proposal timeframe and pricing will be honored if executed within 30 days of the proposal date.

Items Not Included in Proposal

ALTA/ NSPS Land Title Survey, Wetlands Survey, Minor Subdivision Plat or Re-plat

Proposal Terms & Conditions accepted
(Print Name)

Signature

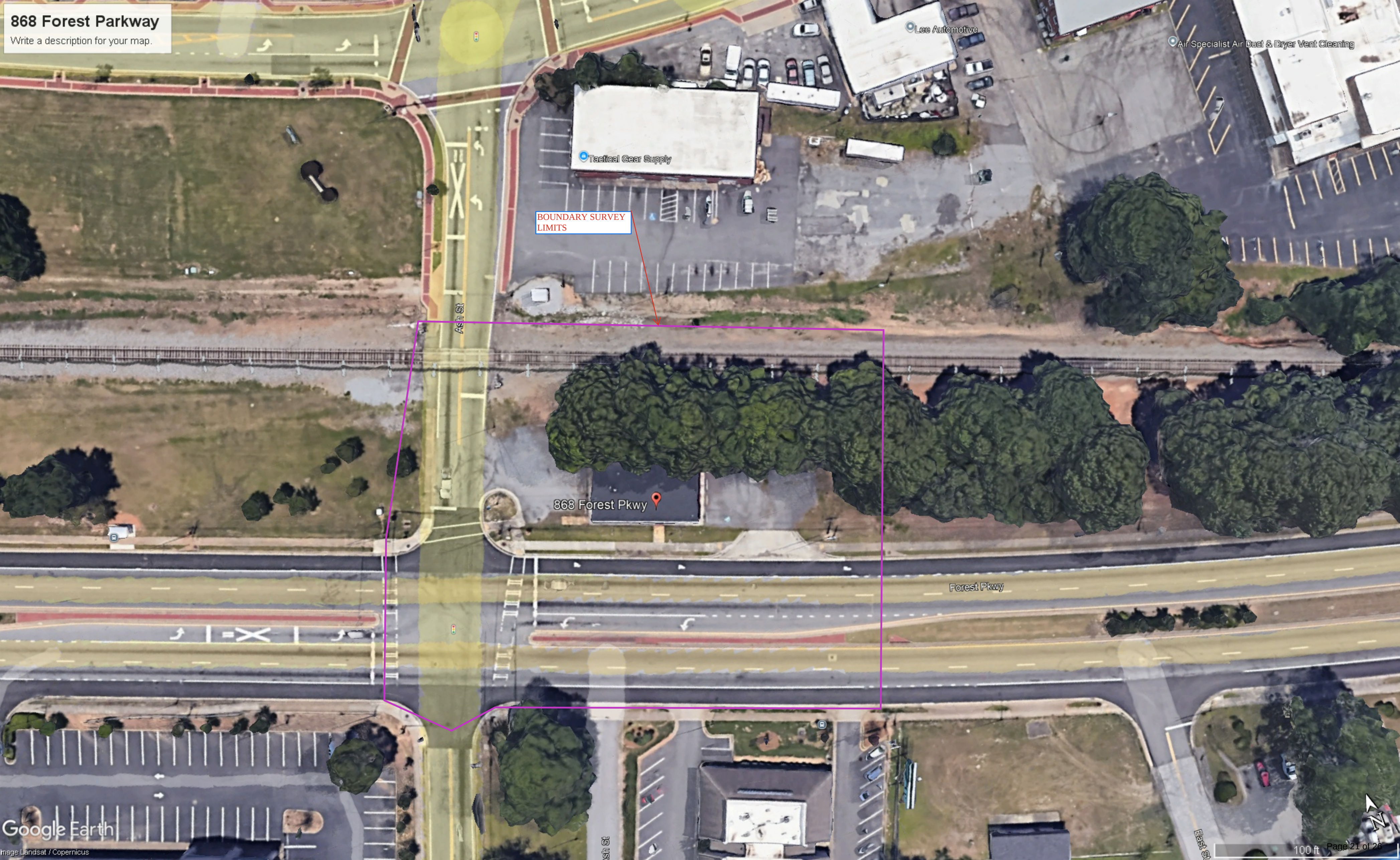
Company Name



Glenn A. Valentino
President
Valentino & Associates, Inc.

868 Forest Parkway

Write a description for your map.



BOUNDARY SURVEY
LIMITS

868 Forest Pkwy

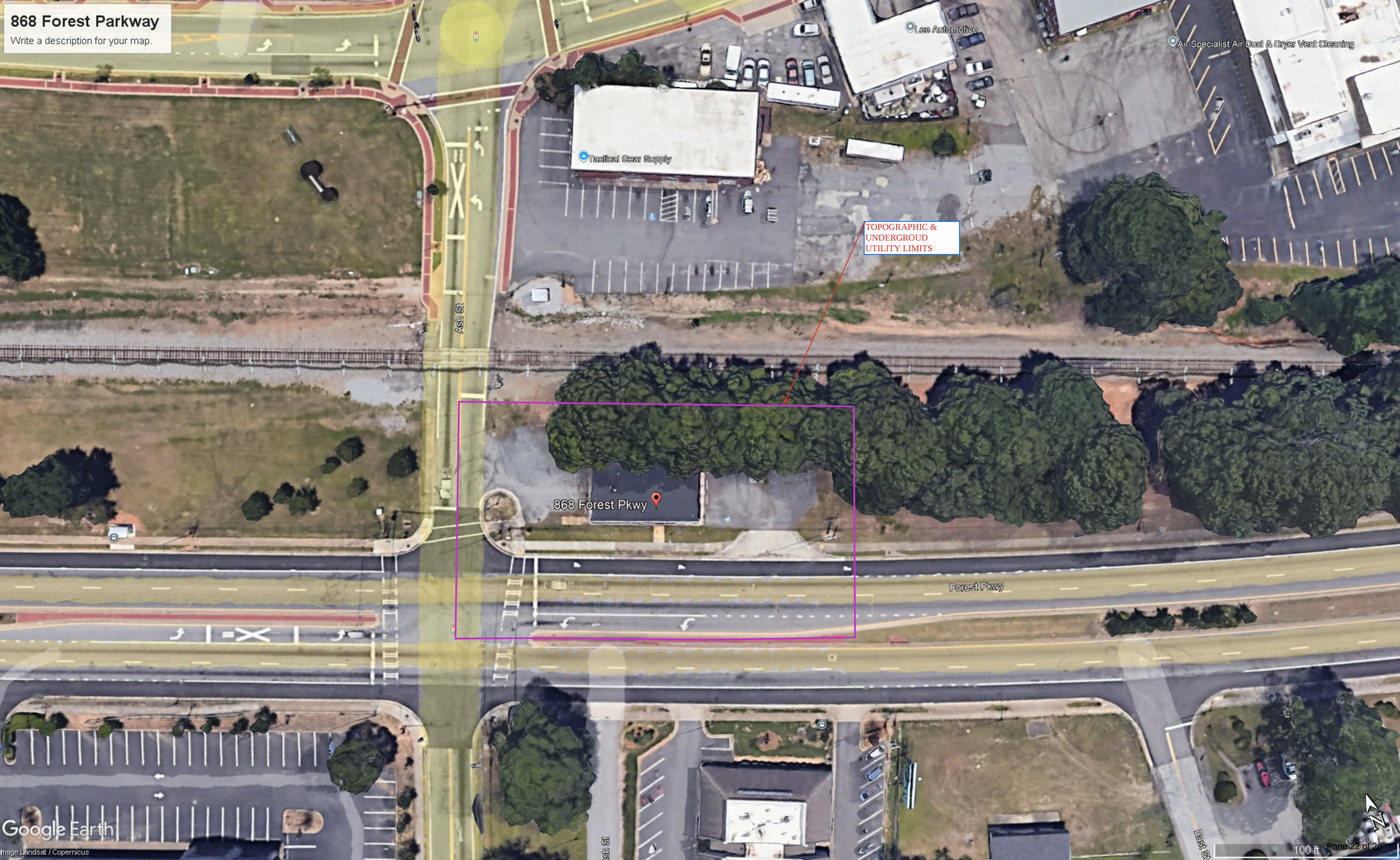
Forest Pkwy

Ash St

East St

868 Forest Parkway

Write a description for your map.



TOPOGRAPHIC &
UNDERGROUND
UTILITY LIMITS

868 Forest Pkwy

Forest Pkwy

Ash St

Ash St

East St

ROOF INSPECTION PROPOSAL

819 Forest Pkwy

Prepared on June 02, 2026

Prepared for:

Charise Clay
City of Forest Park

Property Information

819 Forest Pkwy
Forest Park, Georgia 30297

AP360: INSPECT/PLAN/PROTECT

Summary Scope & Assumptions

- Exterior/Interior walk-through of accessible areas for signs consistent with water intrusion and drainage issues.
- Roof assembly confirmation: up to one (1) core cut per building (or per distinct area if multiple roofs exist) when information is unknown and confirmation is necessary. **Location, patch, and photos will be documented in the report.**
- Visual, non-destructive roof component inspection, except for authorized core cut described above, where safe and accessible.
- Representative seam/lap checks including reported leak areas; sampling may vary by roof type, access, and safety.
- Post-Inspection Report with photos, observed conditions, and recommended next steps. (Repairs/maintenance completed only if authorized separately.)
- Roof system type/condition notes (observed), assembly details (if known/confirmed), and owner-provided warranty information.
- Areas requiring fall protection or presenting safety concerns will be documented as such in the report.
- Excludes moisture scanning, engineering, code compliance, and manufacturer warranty certification, unless explicitly included in writing.

Annually Inspection Investment:

\$ 599.00

Agreement to Proceed

Core cut opt-out (initial only if you do NOT authorize core cuts) _____

Email approval is sufficient.

Signature

Date

Printed Name

Company Name





DUMPSTER GATE PROPOSAL

JUL 10, 2026

CITY OF FOREST PARK

819 Forest Parkway
Forest Park, GA
30297
dlamartinieri@forestparkga.gov

john@chambleefence.com
6786181174

RFQ for Dumpster Enclosure Fence at 819 Forest Parkway

From Dieuvalda Lamartiniere <dlamartiniere@forestparkga.gov>

Date Tue 8/25/2026 8:43 AM

To info.hollandlegacy.com <info@hollandlegacy.com>

Cc econdev <econdev@forestparkga.gov>



The Downtown Development Authority of the City of Forest Park is seeking qualified contractors to demolish and replace the existing dumpster enclosure fence at 819 Forest Parkway.

Scope of Work:

- Remove and dispose of the existing fence, gates, posts, hardware, and any associated materials.
- Furnish and install a new commercial-grade black vinyl-coated chain-link fence enclosure.
- Install new heavy-duty galvanized steel terminal and line posts set in concrete.
- Provide black vinyl privacy slats throughout the enclosure.
- Furnish and install new commercial-grade double swing gates with:
 - Heavy-duty hinges
 - Drop rods
 - Lockable latch system
 - Cane bolts
 - All required hardware
- Ensure gates open and close properly without binding.
- Install fence plumb and level with uniform alignment.
- Restore disturbed areas to their original condition.
- Remove all construction debris from the site upon completion.

Existing Conditions

- Existing black vinyl-coated chain-link privacy fence is damaged and leaning
- Existing double swing gates are no longer functional or closing

**** Contractors shall verify all field measurements prior to fabrication and installation****

-
It is the expectation of the property owner that *all* debris be removed from the site and cleaned prior to the completion of the project. All contractors must adhere to all state, federal, city, and local laws and codes during the completion of the project.

The Awarded Contract:

- Apply and obtain all permits from the Office of Planning & Community Development, [linked here](#)
- Permit fees will be of no cost to obtain
- Present Insurance Declaration page

Qualifications for submission of quotes:

- Has access to all necessary equipment and has organizational capacity (employees) and technical competence necessary to do the work properly and expeditiously.
- Should you have any questions please email them to dlamartinieri@forestparkga.gov or cclay@forestparkga.gov
- Quotes must be emailed to dlamartinieri@forestparkga.gov by 5pm on Tuesday, September 8, 2026.