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August 7, 2019

Mr. Patrick Bryant
City Manager
City of Avondale Estates
21 North Avondale Plaza
Avondale Estates, GA 30002

Re: Planning Services

Mr. Bryant,

It was nice to meet with you, Keri Stevens, and Paul Hanebuth on Monday to discuss the City of Avondale Estates' immediate need for planning services. It is always a pleasure for Pond & Company to work with the City, whether on its LCI Downtown Master Plan Update (2014-2015), or our current work on the North Clarendon/US 278 intersection safety improvements and Downtown Street Grid Project. We look forward to the opportunity to continue to grow our relationship with Avondale Estates by providing full planning services. Based on our conversation on Monday, August 5, 2019, we are pleased to provide the following scope, fees, and hourly rate for planning services as requested:

PROFESSIONAL SERVICES/SCOPE OF WORK

Provide staffing for the City of Avondale Estates' Planning & Community Development Department beginning in mid-August 2019 through December 31, 2019. Duties will include all planning activities, including but not limited to handling planning and zoning inquiries; providing zoning certification letters; reviewing sign permits for compliance with the City's existing sign ordinance; site plan review; public meeting attendance, as needed; and management of the Zoning Ordinance Rewrite.

FEES AND TERMS OF PAYMENT

Pond & Company proposes to provide the professional services stated above for the following lump sum fees and hourly rate. The hourly rate would be applied for assistance or services requested by the City beyond the contracted, weekly office hours.

Planning Services for mid-August 2019 through December 31, 2019 (20 weeks)	
Staff on site 24 hours/week:	\$49,200
Staff on site 40 hours/week:	\$82,000
Hourly rate:	\$102.50

If Pond is awarded this contract, Lauren Blaszyk, AICP would be fulfilling the staff role for Avondale Estates. Lauren has over 15 years of planning experience in both the public and private sector and has the availability to provide the requested services to the City immediately. In addition to managing and assisting with a variety of planning

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studies and projects, she has worked as the staff planner for the City of Fayetteville, GA; Economic Development & Main Street Coordinator for the City of Norcross, GA; and most recently, she provided all planning and zoning services for the City of College Park for approximately four years, handling similar responsibilities and duties required by the City of Avondale Estates. In addition to day to day planning activities, she was the Project Manager for the 2016 update of the City of College Park's Comprehensive Plan and provided valuable input for the complete rewrite and update of the City's Zoning Ordinance.

While at Pond, Lauren has taken on responsibility for the firm's contracts to assist with the creation or update of unified development ordinances/codes for the Cities of Snellville, Milton, and Winder and Glynn County. She also works with DeKalb County Planning & Sustainability staff to incorporate zoning text amendments into the DeKalb County Zoning Ordinance (rewritten and updated by Pond in 2014-2015) as they are approved and adopted by the Board of Commissioners.

Pond appreciates the opportunity to submit this proposal for your consideration. If you have any questions or would like to discuss the scope of services or fees further, please do not hesitate to contact Bob Williams or Lauren Blaszyk at 770.336.7740. Should you find this proposal acceptable, we can provide a contract for your review and signature.

Sincerely,



POND
Bob Williams, PE
Senior Vice President | Community Development



POND
Lauren Blaszyk, AICP
Planner III | Community Development