

To: Mayor and City Council  
From: Rachel Waldron  
Parks and Recreation Director  
Re: Homecoming Park Program Management Services  
Date: April 13, 2026

**Action**

Approval of an agreement with Comprehensive Program Services (CPS) for Program Management Services for the construction of Homecoming Park.

**Details**

The city has engaged with CPS to assist staff with construction of Homecoming Park. CPS will provide project management services through coordination and oversight of the design and construction of the park, including bid/procurement support for the design professional and construction professional. The fee breakdown can be found below. Currently, this project is in Phase I Predesign.

Phase I Predesign	\$16,550.00
Phase II Design	\$53,950.00
Phase III Construction	\$89,500.00

Funding for this service, in the amount of \$160,000, will be allocated from General Capital, Project #26B.

**Recommendation**

Staff respectfully requests that Council: (1) Authorize an agreement with Comprehensive Program Services in the amount of \$160,000, for program management services of Homecoming Park; (2) authorize Staff to provide funding for the agreement; (3) authorize the City Manager to execute the necessary documents.



April 1, 2026

John Gates  
Purchasing Manager  
City of Dunwoody  
4800 Ashford Dunwoody Road NE  
Dunwoody, GA 30338

**Re: City of Dunwoody Homecoming Park Project**

Dear Mr. Gates,

CPS appreciates the opportunity to submit this proposal to provide services for the above-mentioned project. We have outlined our understanding of the scope requested.

**Project Scope**

CPS will provide project management services to the City of Dunwoody in the coordination and oversight of the design and construction of the Homecoming Park project, including bid/procurement support for design professional and construction professional.

**Schedule**

Our fee assumes a total project schedule up to sixteen months. If the schedule materially differs we would request an adjustment to our fee.

**Fee Proposal**

Our lump sum fee for the above-mentioned work is \$160,000. A phase breakdown of the fees is listed below. Our fee is inclusive of standard reimbursables.

Phase I Predesign	\$16,550.00
Phase II Design	\$53,950.00
Phase III Construction	\$89,500.00

Hourly Rate Schedule for Additional Services	
Principal In Charge	\$250.00

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Program Executive	\$225.00
Project Manager	\$170.00
Construction Director	\$195.00

This is our understanding of the services requested. We sincerely appreciate the opportunity to work again with the City of Dunwoody and are available to address any questions regarding this proposal.

Sincerely,

**Comprehensive Program Services, Inc.**

A handwritten signature in blue ink, appearing to read "Megan", is written over the printed name.

Megan Kocikowski  
Vice President

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The undersigned agrees to the scope and fees quoted in this proposal. The fees quoted for the scope of services are valid for 60 days from the date of the proposal.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title