

To: Mayor and City Council
From: Rachel Waldron
Parks and Recreation Director
Re: Homecoming Park Program Management Services
Date: April 27, 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 Kocikowski".

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