

## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Chris Pike, Finance Director

**Date:** May 26, 2015

**Subject:** **Community Development Vendor Selection for Municipal Service Providers**

---

### **ITEM DESCRIPTION**

To approve a contract with Clark Patterson to provide Community Development Municipal Services beginning January 1, 2016.

### **BACKGROUND**

In December 2014, the mayor established a RFP evaluation team for the purposes of identifying firms that would be recommended to Council to provide the City with our municipal service providers when our current contracts expire at the end of 2015. The team consisted of Eric Linton, Billy Grogan, Sharon Lowery, Councilmember Riticher and Mayor Mike Davis. Michael Smith also served on the evaluation team for the areas he oversees. The RFP followed a similar format to the previous RFP in that seven service areas were identified; including Finance & Administration, Information Technology, Public Relations & Marketing, Public Works (including Stormwater), Parks, Planning & Zoning, and Permitting & Inspections.

During initial review of the scope of work, the evaluation team identified a few service areas where the current model of privatization did not hold benefit over a traditional employment model. The decision was made to remove the scope of services pertaining to those areas and recommend to Council those positions be hired on staff starting in January 2016. After proposals were received, scope related to the Parks Manager position was removed to be completed with in-house staff (new position) with the remaining scope moved to the Public Works Contract.

The City received proposals from 10 firms to cover 18 service areas; meaning several firms submitted proposals to provide multiple services to the City. The evaluation team read and scored each proposal using the criteria listed in the RFP. The proposals received indicated a service delivery similar to current operations, in most cases. Accordingly, you should expect the same professional service levels received from the past.

Cost proposals were provided to the City in a separate envelope and were not considered in the initial evaluation. After proposals were scored, the pricing proposals were then opened, scored and added to the technical proposals. Shortlisted firms were identified and interviewed by the team over a two-day period (April 20-21). Though not deliberate, all 10 firms were shortlisted for interviews for at least one of their proposed service areas. The evaluation team allowed the proposers to submit clarifications to their proposals and updated pricing after their interviews. The committee then recorded the updated scoring for those interviewed. Lastly, the City Manager and I negotiated best and final offers and final contract points with several firms.

#### ANALYSIS

Final scores for all firms are listed below with the commensurate final pricing. All cost figures reflect a five-year period covering 2016 through 2020.

<b>Proposals Evaluation COMBINED SCORES</b>	<b>Total Score</b>	<b>Pricing</b>
INFORMATION TECHNOLOGY		
<b>Interdev</b>	412.18	\$3,761,266
<b>Rocket IT</b>	392.76	\$2,621,764
INSPECTIONS & PERMITTING		
<b>Clark Patterson Lee</b>	449.99	\$2,500,000
<b>Nova</b>	422.33	\$3,400,000
<b>Bureau Veritas</b>	419.46	\$3,000,000
<b>Collaborative</b>	368.38	\$3,500,000
PLANNING & ZONING		
<b>Clark Patterson Lee</b>	390.04	\$4,970,000
<b>Collaborative</b>	372.13	\$2,169,318
<b>Bureau Veritas</b>	366.21	\$4,081,398
PUBLIC RELATIONS & MARKETING		
<b>Jacobs</b>	457.85	\$1,612,580
<b>Collaborative</b>	412.31	\$1,707,101
PUBLIC WORKS		
<b>Lowe</b>	557.24	\$4,078,331
<b>Jacobs</b>	517.61	\$4,621,548
PLANNING & PERMITTING COMBINED		
<b>Clark Patterson Lee</b>	848.17	\$7,470,000
<b>Bureau Veritas</b>	817.73	\$6,727,328
<b>Collaborative</b>	769.08	\$5,669,318

As you can see above, in several areas, the top ranked firm was also the lowest price, but that was not always the case. Many factors beyond cost were considered, and pricing provided 20% of the overall score. A firm could substantiate a higher price with increased services. Often the price was reflective of staffing levels or alternative delivery strategies so comparing just pricing would be inappropriate. Also, for all service areas, the “depth of bench” was given significant consideration; understanding a firm’s value extends beyond the staff they locate on site.

## **RECOMMENDED ACTION**

The evaluation team respectfully requests approval of contracts with (1) InterDev, LLC for provider of I.T. Municipal Services, (2) Jacobs Engineering Group, Inc. for provider of Public Relations and Marketing, (3) Lowe Engineers, LLC for provider of Public Works and Parks Support, and (4) Clark Patterson Engineers, Surveyor and Architects, P.C. for providers of Community Development including Planning & Zoning and Permitting & Inspections.

**MULTI-YEAR CONTRACT  
SERVICE PROVIDER CONTRACT  
RFP 15-01 MUNICIPAL SERVICE PROVIDER**

This **CONTRACT** made and entered into this 26<sup>TH</sup> day of May, 2015 by and between the City of Dunwoody, Georgia (Party of the First Part, hereinafter called the "City"), and, Clark Patterson Engineers, Surveyor and Architects, P.C. (Party of the Second Part, hereinafter called the "Service Provider").

**NOW THEREFORE**, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

**1. TERM:**

The services to be performed under this Contract shall commence on January 1, 2016. The initial term of this Contract shall be through December 31, 2016. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract. This Contract may be automatically renewed on an annual basis for three additional twelve-month terms along with a fourth additional twelve-month term subject to Council approval, for a total lifetime Contract term of five years, upon the same terms and conditions, as provided for in this Contract, unless previously terminated. This Contract will terminate on December 31, 2020.

**2. ATTACHMENTS:**

Copies of the Service Provider's proposal, clarifications and modifications, including all drawings, specifications, price lists, Instructions to Bidders, General Conditions, Special Provisions, and Detailed Specifications submitted to the City during the Bid process (hereinafter collectively referred to as the "Bid ") are attached hereto (Exhibit A) and are specifically incorporated herein by reference. In the event of a conflict between the City's contract documents and the Bid, the City's contract documents shall control.

**3. PERFORMANCE:**

Service Provider agrees to furnish all skill and labor of every description necessary to carry out and complete in good, firm and substantial, workmanlike manner, the work specified, in strict conformity with the Bid.

**4. PRICE:**

As full compensation for the performance of this Contract, the City shall pay the Service Provider for the actual quantity of work performed. Bid amount shown on Exhibit A is the total obligation of the City pursuant to OCGA section 36-60-13 (a) (3). The fees for the work to be performed under this Contract shall be charged to the City in accordance with the rate schedule referenced in the Bid (Exhibit A). The City agrees to pay the Service Provider following receipt by the City of a detailed invoice, reflecting the actual work performed by the Service Provider.

**5. INDEMNIFICATION AND HOLD HARMLESS:**

Service Provider shall indemnify and hold completely harmless the City, and the members (including, without limitation, members of the City's Council, and members of the citizens' advisory committees of each), officers, employees and agents of each in accordance with the terms contained in General Conditions Section 7.14 of the RFP.

**6. TERMINATION FOR CAUSE:**

The City may terminate this agreement for cause as outlined in General Conditions Section Section 7.18 of the RFP. Such termination shall be without prejudice to any of the City's rights or remedies provided by law.

**7. TERMINATION FOR CONVENIENCE:**

The City may terminate this agreement for convenience as outlined in General Conditions Section Section 7.18 of the RFP.

**8. TERMINATION FOR FUND APPROPRIATION:**

The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the



#12.

Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider, which shall itemize each element of performance.

**9. CONTRACT NOT TO DISCRIMINATE:**

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice provider, providing that the foregoing provisions shall not apply to contracts or subservice providers for standard commercial supplies of raw materials.

**10. ASSIGNMENT:**

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation except in accordance with General Conditions Section 7.20 of the RFP.

**11. WAIVER:**

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

**12. SEVERABILITY:**

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

**13. GOVERNING LAW:**

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in DeKalb County, Georgia.

**14. MERGER CLAUSE:**

The parties agree that the terms of this Contract include the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

**15. TRAVEL COST REIMBURSEMENT**

If travel cost reimbursement is to be a part of this contract then the vendor must comply with the City's Travel Policy.

(Signatures Next Page)

**IN WITNESS WHEREOF**, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

CITY OF DUNWOODY, GEORGIA

By: \_\_\_\_\_

Michael G. Davis, Mayor  
City of Dunwoody, Georgia

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
City Clerk/ City of Dunwoody

APPROVED AS TO FORM:

\_\_\_\_\_  
Signature  
City of Dunwoody Staff Attorney

SERVICE PROVIDER: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Corporate Secretary  
(Seal)

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dunwoody has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Dunwoody at the time the subcontractor(s) is retained to perform such service.

---

E-Verify \* User Identification Number

---

Company Name

---

BY: Authorized Officer or Agent Date  
(Contractor Signature)

---

Title of Authorized Officer or Agent of Contractor

---

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

---

Notary Public

My Commission Expires:

---

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)



**Clark Patterson Lee**  
DESIGN PROFESSIONALS

April 27, 2015

Mr. Chris Pike, Director of Finance  
City of Dunwoody  
41 Perimeter Center East, Suite 250  
Dunwoody, Georgia 30346

Re: Municipal Government Services Procurement - RFP 15-01  
Planning & Zoning and Permitting & Inspections  
Proposal Amendment

Dear Mr. Pike:

Clark Patterson Lee (CPL) appreciates the opportunity to submit a "best and final" offer to the City of Dunwoody for RFP 15-01. This document shall summarize some minor changes to our scope of work and corresponding cost proposal to provide Planning & Zoning and Permitting & Inspections services beginning January 1, 2016.

**Alternative Option One** – We understand that Suite 340 in Building 41 has been leased by the City and is no longer available to CPL. Last week, we submitted a substitute space (Suite 460 in Building 47) that is available as a substitution to our original proposal. We understand that the City would prefer that we find a comparable space in Building 41. As such, we are committed to finding approximately 1,800 sf of office space in Building 41 that would serve the same purpose as previously discussed. In addition, we have decided to include the cost of this office lease in our overhead burden, which is a proposed \$192,000 reduction.

**Alternative Option Two** – Although we presented a variety of options, this amendment is focused on a 50% (CPL) / 50% (City) ratio for sharing permit revenue. An annual projection for permit revenue (\$1,000,000) will be used for monthly invoicing. Quarterly audits of permit revenue will provide for any adjustments that are necessary. Actual permit revenue that is less than the annual projection (\$250,000 per quarter) will result in CPL reimbursing the City for an overpayment. Actual permit revenue that is greater than the annual projection will result in CPL being compensated for the additional work using the same 50/50 ratio. For this alternative, the Code Compliance services will be included in our share of the permit revenue; a \$190,000 reduction. In addition, we have revisited our burden rate for this work and have provided additional savings that are reflected below. Fees for the modified Alternative Option Two – for a combined Planning & Zoning and Permits & Inspections = 50% of the Permit Revenue +:

2016 -	\$ 994,000.
2017 -	\$ 994,000.
2018 -	\$ 994,000.
2019 -	\$ 994,000.
2020 -	\$ 994,000.
2016 – 2020	\$ 4,970,000.

**Appendix D – Cost Table** – On page 88 of 90, immediately following the "Not-to-Exceed Price by Year and Service Area Table", the City requested a proposed percentage of the permitting and inspection services revenue that the Bidder would invoice to recover the costs of service delivery for Permitting and Inspections. Please delete our initial response of, "58.5% + \$190,000 Lump Sum Annually for Code Compliance" and replace with, "58.5%".

350 Town Center Avenue  
Suite 201  
Suwanee, GA 30024  
www.clarkpatterson.com  
770.831.9000 TEL  
770.831.9243 FAX

We remain excited about serving Dunwoody through 2020 and beyond. Please let us know if you have any questions or require any additional information.

Very truly yours,

**CLARK PATTERSON LEE**

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

Kevin J. McOmber, P.E.  
Senior Vice President





# TECHNICAL PROPOSAL

RFP 15-01  
Municipal Government Services

March 27, 2015



**Clark Patterson Lee**  
DESIGN PROFESSIONALS

**Clark Patterson Lee**

350 Town Center Avenue  
Suite 201  
Suwanee, Georgia 30024  
800.274.9000  
[www.clarkpatterson.com](http://www.clarkpatterson.com)

## Table of Contents

3.3.1.1	Letter of Transmittal
3.3.1.2	Corporate Background and Qualifications
3.3.1.3	Response to Scope of Work
3.3.1.4	Proposed Personnel
3.3.1.5	References
3.3.1.6	Required Forms
3.3.1.7	Appendices





### 3.3.1.1 Letter of Transmittal





### 3.3.1.1 - Letter of Transmittal

---

March 27, 2015

Mr. Chris Pike, Director of Finance  
City of Dunwoody  
41 Perimeter Center East, Suite 250  
Dunwoody, GA 30346

Re: RFP 15-01 – Municipal Government Services Procurement

Dear Mr. Pike:

Clark Patterson Lee (CPL) is pleased to submit our response for the referenced procurement. As you know, we are in our 7th year of serving the City of Dunwoody and this is a privilege that we are passionate about. As a City, we have collectively completed an impressive list of accomplishments during this short period of time. We find this contract renewal effort as an exciting opportunity to fine tune the services we provide and to tailor our recommendations for staffing the Community Development Department. With the goal of delivering high quality services in a cost efficient manner, we have diligently studied ways to do more with less. The results of this effort are reflected in our response for the following service areas:

**2.4 Planning and Zoning**

**2.6 Permitting and Inspections**

You may reach me using any of the following contacts:

kmcomber@clarkpatterson.com; (770) 831-9000 ext. 3010 (office);  
(678) 318-1069 office direct; (770) 861-2896 mobile; (770) 831-9243 fax

We are confident in our ability to provide these services and will not withdraw this proposal for a period of one hundred and eighty (180) days after the time and date of the proposal opening. We appreciate the opportunity to present you with our credentials and look forward to serving Dunwoody in the coming years.

Very truly yours,

Clark Patterson Lee



Kevin J. McOmber, P.E.  
Senior Vice President





## 3.3.1.2 Corporate Background and Qualifications



### 3.3.1.2 - Corporate Background and Qualifications

**1975** Year  
Founded

**5** AICP Certified  
Planners

**2** Master Code  
Professionals

**28** LEED  
Accredited  
Professionals

**48** Licensed  
Engineers

**29** Licensed  
Architects

**3** Interior  
Designers, CID

**240** Total  
Staff

ENR's Top 500  
Design Firms in the  
Nation

*Describe attributes, special capabilities, techniques, or resources that make your firm uniquely qualified to provide requested services.*

**Clark Patterson Lee** (CPL) is a full-service consulting firm with 40 years of proven Planning, Engineering and Architecture experience with a strong focus on responsive client services and delivering quality products. During our 40 years in business, we have grown in size from a small civil engineering firm of a half a dozen employees to a multi-disciplinary firm of well over two hundred professionals in four states, Georgia, New York, South Carolina and North Carolina. Our staff of dedicated engineers, architects, planners and technicians are committed to providing quality services to a diverse range of public clients. Our most relevant project history focuses on work generated from State, County and City clients. From your first encounter with members of our staff, you will realize that we do things differently at Clark Patterson Lee. Our firm stands apart in our dedication to a "client centered" philosophy of service that is based on:

***Our belief in full service*** ~ In developing our business, we made a conscious decision to establish a highly collaborative and multi-disciplined staff, capable of solving every challenge encountered. Today, this staff includes over 200 professionals with expertise in varied project scales, numerous project types and multiple disciplines.

***Our belief in personal attention and in principal participation*** ~ The Principals/ Owners of our firm understand the need to be accessible to their clients and place particular emphasis on the formation and fostering of long term client relationships. Project management and leadership for the duration of your project at this level of ownership underscore this philosophy.

CPL has been an industry leader in Georgia for 20 years. The reason for this success is our single-minded approach in placing quality above all else. We have managed major multi-disciplinary projects aggressively, and this has led to a reputation for meeting budget and schedule commitments. Our experience in providing services under Demand Services agreements for capital improvement programs, such as those described in our relevant experience, has been consistently positive, resulting in solid client references. We have demonstrated our ability to complete our assignments on time and under budget over and over again with minimal client oversight.



### 3.3.1.2 - Corporate Background and Qualifications



#### **MUNICIPAL LEADERSHIP**

Clark Patterson Lee is a leader in the delivery of privatized services to municipalities and our portfolio continues to grow with each passing year. With experience from both sides of the fence, Clark Patterson Lee offers the City of Dunwoody the experience and expertise from multiple perspectives necessary to deliver success. Leadership, innovation, support and service in planning, engineering and design for municipalities is a cornerstone of the Clark Patterson Lee practice.

If you live, work, or play in the eastern United States, chances are, you have experienced a Clark Patterson Lee led project. Any number of the parks, roadways, bridges, water systems, parking garages, restaurants, hospitals, elementary schools, retail centers, city halls, university campuses, police and courts buildings and even your favorite museum could be the result of the leadership of the Clark Patterson Lee team. Through our network of over 200 professionals in more than a dozen offices, our diverse and dedicated team of professionals can literally create entire cities from the earliest planning stages through final construction.

#### **ACCOUNTABILITY**

Every Clark Patterson Lee project is personally directed by a principal/owner of our firm. Kevin McOmber, a CPL Board member and 25 year veteran with the firm, will provide this leadership for all team members throughout the life of the contract to ensure continuity, meaningful collaboration and clear communication. With their professional reputation and personal integrity on the line, our principals have genuine ownership in the success of every project. Teamwork and communication are critical attributes that we bring to every community that we serve. We intend to exceed your expectations in all areas of services that we provide to the City of Dunwoody.

#### **COLLABORATIVE CULTURE**

When you visit any Clark Patterson Lee office or one of our privatized services team sites, you see collaboration in action. From principals to staff, we seek to interweave professional leaders with highly technical staff. This promotes greater awareness of the relationships between staff and the community at the earliest stages of an issue. Collaboration means teamwork, and our integrative approach to service delivery is apparent in our staff relationships. Our efforts go beyond client service, as we view the City and their constituents as community partners.





## OUR TEAM

Our proposed team has over 200 years of combined dedicated staff experience with another 100+ years of corporate resources that are all just a phone call away. Our team also contains two Master Code Professionals in the State of Georgia. We have five team members that are Certified Planners (AICP), and six Professional Engineers (PE). Clark Patterson Lee will act as the prime consultant and manage all disciplines from start to finish. To enhance our team, we have engaged the services of Kimley-Horn and Associates. Mr. Eric Bosman, AICP will enhance our Planning capabilities. He is the current President of the Georgia Planning Association (GPA). Further details for Kimley-Horn can be found in Sections 3 and 4 of this proposal. We offer the City of Dunwoody the highest level of leadership, creativity, and experience that this endeavor will require. To compliment our proposal team, we have a host of in-house specialists of whom we can call to address any and every City related need.

From the beginning of our service period until the end, Clark Patterson Lee will always work in harmony to preserve the reputation of the City and its elected and appointed officials throughout all situations. We greatly appreciate your consideration for this opportunity to continue to serve Dunwoody and sincerely believe that we are exceptionally qualified to do the job.

***Discuss your firm's involvement with similar projects at the federal, state and/or local government levels.***

For the past 6+ years, Clark Patterson Lee has had the honor and privilege to work for the City of Dunwoody, serving as the Community Development Department. In December of 2008, our team "hit the ground running" to develop the framework for the department. In less than 45 days a fully functional department was opened to the public. The CPL Planning & Zoning staff members were responsible for the creation of the City's Zoning Ordinances, Sign Ordinance, Tree Ordinance, Land Use Map, GIS, and the Zoning Map. Staff also administers the Zoning Board of Appeals, Planning Commission, Community Council and the Sustainability Commission. Additionally, they are responsible for ensuring compliance with the EPD's Water Quality Unit and the DeKalb Soil and Water Conservation District.

Clark Patterson Lee currently provides City engineering, plan review, code enforcement and inspection services for numerous municipalities such as Doraville, Lawrenceville, Clarkston, Stone Mountain, Sugar Hill, Berkeley Lake, Snellville, Duluth, and the Gwinnett County School System.

### 3.3.1.2 - Corporate Background and Qualifications



***State whether the Bidder has any pending litigation, and state whether the firm has had any litigation in the last five (5) years and the outcome of such litigation.***

There are no outstanding judgments or arbitration proceedings against this organization or its officers. In addition, there has been no claim, cause of action or suit against this organization or its officers relating to the organization's professional work that has led to any adverse judgment or finding of negligence or malpractice for the past five years.

***The City reserves the right to verify Bidder's financial statements and information provided to ensure that Bidder has the necessary financial resources to perform the contract in a satisfactory manner.***

Since our formation, we have experienced consistent growth with reputable repeat clients in a climate of increasing competitiveness and a challenging economy. The corporate growth in gross professional fees billed by the firm for the past three years (\$32.6 million in 2014, \$31.5 million in 2013, and \$27.6 million in 2012) validates sound management and quality work. We would be happy to provide the City with financial statements should it be deemed necessary.

***Describe the "back office" attributes, capabilities, and resources that will support the staff positioned at the City's premise(s).***

Our Dunwoody Community Development Team includes staff involvement in a variety of roles, including full-time on-site employees (spend 100% of their day in Dunwoody), part-time on-site employees (have regular part-time responsibilities in Dunwoody), part-time off-site employees (have regular part-time responsibilities in one of our corporate offices) and numerous qualified "back-office" staff that are available to assist as needed. We strive to cross train our employees, which allows us to be responsive to normal shifts in the workload and to fill in during short term vacancies. These shifts occur frequently and our team works well to solve these situations through communication and collaboration.

Our "back-office" employees have grown accustomed with filling in for the regular on-site staff during times of need, such as vacations and sick leave. We also utilize "back-office" staff to address a specialty need, such as a geologist, and interior designer, a landscape architect or a structural engineer, among others that are all employed by Clark Patterson Lee.





## SUBCONSULTANTS

To enhance our capabilities, we have reached out to Eric Bosman at Kimley-Horn and Associates to continue to support our Planning and Zoning efforts.

### **KIMLEY-HORN AND ASSOCIATES, INC.**

Kimley-Horn and Associates, Inc. was founded in 1967 by transportation planners and traffic engineers in Raleigh, NC. Today, Kimley-Horn is a full-service engineering, planning, and environmental consulting firm with more than 1,600 employees nationwide. Our clients have access to a versatile staff of professional civil, transportation, and structural engineers; planners; landscape architects; and environmental scientists. The firm is owned and operated by practicing professionals.

Kimley-Horn's **Placemaking Studio** combines local sensibility with national experience in community planning, urban design, and landscape architecture. Known for their work in community development, urban design, streetscapes, open space, and redevelopment, Kimley-Horn's planners and landscape architects employ a process-driven approach to planning and design while emphasizing meaningful themes, a strong sense of place, and the creation of lasting value.

Kimley-Horn's staff also is highly regarded for their skills in developing effective public involvement programs, facilitating community workshops, and building stakeholder consensus. Kimley-Horn's partnering philosophy goes well beyond simply informing citizens—whether in a two-hour workshop or a two-day charrette, the firm's collaborative, inclusive approach engages stakeholders in the process, educates them on the issues, and makes them as part of the solution.



**Kimley»Horn**



DUNWOODY RENAISSANCE | 5 ACRE PARK NOVEMBER 2013

Dunwoody and Associates, Inc.



### 3.3.1.3 Response to Scope of Work





### 3.3.1.3 - Response to Scope of Work

---



This section details our “Response to Scope of Work” for each area that we are proposing to perform for the City:

- 2.4 Planning and Zoning
- 2.6 Permitting and Inspections





### 3.3.1.3 Response to Scope of Work

#### 2.4 Planning and Zoning



### 3.3.1.3 - Response to Scope of Work

Clark Patterson Lee has been providing Planning and Zoning services for the City of Dunwoody since the City's inception on December 1, 2008. This work, which is part of our Community Development agreement with the City, has uniquely enabled us to best understand the current and future needs of the City. Our mission has been and will continue to be one that accommodates the processes associated with the development of land over time. We embrace the responsibility of managing Dunwoody's growth in the areas of comprehensive planning, sustainability promotion, storm water management and city engineering in a manner that promotes business enterprises, while protecting the quality of life for all constituents.

Clark Patterson Lee acknowledges and will comply with the General Service Delivery Requirements "a) through bb)", as stated in the City's RFP for these services.

## 2.4 Planning and Zoning

*The goal of the Planning and Zoning Department is to promote and protect the City through planning and development practices while providing professional and efficient customer service. The Planning and Zoning Department is responsible for working with the citizens of Dunwoody, Boards, and Commissions, the development community and the elected officials while managing current and long-range planning, and land development.*

***Clearly state your understanding of the service delivery objectives, work activities, and deliverables requested in this RFP.***

We know Dunwoody and Dunwoody knows Clark Patterson Lee (CPL). Below we have outlined our understanding of the service delivery objectives, work activities, and deliverables. These have been listed to correspond with each item within the Planning and Zoning scope of work.

#### **2.4.1 GENERAL REQUIREMENTS**

- 2.4.1.1 CPL is prepared to commit the resources of our firm, under the direction of the City Manager or his designee. We also understand that the Community Development Director will be a City employee.
- 2.4.1.2 CPL will provide a full-time, on-site Acting Community Development Director during periods of leave and vacancy with the existing position, approved by the City, with full responsibility to manage all Planning and Zoning Department as well as Inspections and Permitting staff necessary and proper to perform the services, duties, and responsibilities set forth. Jeff Timler, Kevin McOmber, Steve Dush and Rebecca Keefer are all qualified to meet this provision. ***Yes, Steve Dush has agreed to re-join our team!***



### 3.3.1.3 - Response to Scope of Work



- 2.4.1.3 We believe in providing a primary contact and a secondary contact, available in person or by telephone on a twenty-four (24) hour basis, seven (7) days per week. They are listed here for your use.

Primary 24/7 Contact Kevin McOmber  
770-861-2896 (mobile)

Secondary 24/7 Contact Steve Dush  
770-630-7777 (mobile)

- 2.4.1.4 To ensure that all contractual requirements are performed effectively and efficiently, our Deputy Director and Project Manager will supervise our staff providing Planning & Zoning services.
- 2.4.1.5 We will develop and maintain a capital improvement plan for the City for applicable Planning and Zoning service areas. CPL understands the capital improvement business, as we have planning, engineering and architectural design capabilities that go beyond consulting services. CPL has planned, designed and administered the construction of many significant and award winning public amenities, including City Halls, Police Stations, Town Centers, Parks and Transportation projects. From a Planning & Zoning perspective, these include the City's Comprehensive Plan, special planning efforts, the City's LCI areas and the pursuit of grants for public projects.
- 2.4.1.6 The role of "City Engineer" is one we understand very well, as we provide this service for numerous metro Atlanta municipalities. More importantly, we understand the needs of Dunwoody and will continue to provide site plan reviews and routine engineering consulting, as necessary to meet the design and maintenance oversight needs of the City.
- 2.4.1.7 We are truly excited to have assembled a team that is highly qualified to provide supervision of contractors and consultants providing planning and zoning services and will ensure that all contractual requirements are performed effectively and efficiently. Every individual on our team is dedicated to performing their job and they strive to meet or exceed all key performance indicators (KPI's). The Principal, Kevin McOmber, and the Project Manager, Steve Dush, will have the ultimate responsibility to meet all client expectations.
- 2.4.1.8 The verification and update of planning related information provided to or obtained is an ongoing task that we will maintain. An example is the information we receive as background for the Comprehensive Plan Update and the Perimeter Center Improvement District (PCID) Zoning effort.
- 2.4.1.9 We will continue to provide leadership and attendance at City meetings to represent Planning and Zoning as required and directed by the City Manager. Although we anticipate that the City's Community Development Director will attend many of these meetings, we will supplement efforts as needed. These meetings include, but are not limited to City Council, Planning Commission, Community Council, Zoning Board of Appeals, Design Review Advisory Committee and Sustainability Commission meetings.



## 2.4 Planning and Zoning

- 2.4.1.10 We have tracked, maintained and reported key performance indicators for Planning and Zoning data and will continue to do so in a manner that is acceptable to the City. Our performance is reflected the City's historical Key Performance Indicators (KPI's), where in 2014, we met or exceeded all KPI's on an annual basis.
- 2.4.1.11 Our staff believes that a pro-active approach to planning and zoning issues is the best way to lead the community and provide superior customer service. We recognize that there are often unique and non-ordinary tasks that we must react to from time to time. Our staff takes a team approach and a "can do" attitude. We will always work hard to find solutions and strike "not my job" from our vocabulary.

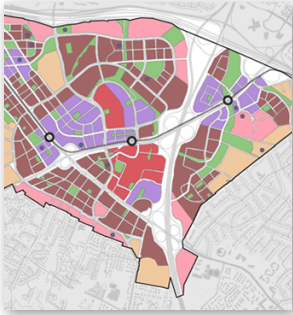


*Describe your firm's approach and methodology to ensure deliver of high quality services.*

### 2.4.2 PLANNING AND ZONING SERVICES

- 2.4.2.1 Establishing appropriate, professional and skilled staffing for the Planning and Zoning department is our responsibility. We strive to employ people that share our team approach and those that have great attitudes about doing anything asked of them. Our organizational chart, which is located in Section 4 of this proposal, clearly identifies the people proposed for this assignment. While you have come to know most of these people already, we have made a few adjustments to tailor our services for the future of Dunwoody. We would like to highlight a few key changes here:
- The addition of Steve Dush as our Project Manager
  - The promotion of Rebecca Keefer to the Deputy Director position, when needed.
  - The addition of an entry level planning position to address growing needs within the department.
  - Improved City Engineering coverage to address growing needs and provide additional support to Public Works.
- 2.4.2.2 Communication is a key to all that we do and providing current information to builders and developers regarding policies and procedures adopted by the City related to land use planning is very important. We have and will continue to these updates, which may be published via the City's website, working with the Public Relations and Marketing staff for newsletters, e-mail to our always growing database of those working in the City and through direct verbal communication with the community. We predict that there will be new social media opportunities going forward that may be utilized too.
- 2.4.2.3 Land development activities must be tracked to remain in compliance with the City's MS4 permit for storm water. In addition, having information and knowledge of these activities is useful for keeping the public informed. We understand the relevance of both topics and will provide these services.

### 3.3.1.3 - Response to Scope of Work



- 2.4.2.4 We have and will continue to develop, maintain and update land use and zoning maps, as required by state and local agencies. The development of our GIS database included the creation of a survey quality parcel layer for the over 13,000 properties within the City. These efforts will be coordinated with the GIS staff that are part of the Information Technology Contract.
- 2.4.2.5 Standard Operating Procedures are an important part of an organization. The Planning and Zoning Department in Dunwoody is no exception to this rule and we have established policies for all planning and zoning activities that include schedules and time frames for processing all land developing activities (including zoning). These procedures will be reviewed, revised and updated as necessary. A calendar is also kept for the scheduling of meetings and notification/advertising dates that is kept in conformance with local and state law. Much of this information has been added to the City's website, which we use as a tool to communicate with the public.
- 2.4.2.6 Through attendance at public meetings and work sessions, along with staff meetings with key City officials, we will regularly provide updates on all applicable planning and zoning issues. We are also accustomed to provide updates in the form of memorandums that are often included with meeting agenda backup materials. We will also continue to coordinate our efforts with the Public Relations and Marketing staff.
- 2.4.2.7 In coordination with the Finance and Administration staff, the Planning and Zoning staff will continue to regularly review, revise, develop and implement procedures for use in issuing certificates of use. One example of this includes verification that the business may operate at a given location based upon a review of the land use being allowed within the recorded zoning classification of the property.
- 2.4.2.8 With the conclusion of the recent re-writing of the City's Zoning Ordinance, we will continue to monitor the success of the new document and recommend adjustments approximately twice per year. We will also continue to see through the conclusion and implementation of the Perimeter Center Improvement District (PCID) document.
- 2.4.2.9 We employ a Certified Arborist, who is proposed to be on-site part-time at the City of Dunwoody. We are able to provide this service utilizing the services of one of our planners, Mr. Howard Koontz, AICP. His certification number is SO-6302A.
- 2.4.2.10 We have developed several Requests for Proposals that have been used by the Purchasing Department for the use of hiring specialty consultants. We will continue to provide this service when directed to do so by the City Manager.



## 2.4 Planning and Zoning

- 2.4.2.11 We will continue to provide staff support and leadership for all boards, committees and advisory groups established by the Mayor and City Council including but not limited to Planning Commission, Community Council, Zoning Board of Appeals, Design Review Advisory Committee, Sustainability Commission and the Construction Board of Adjustments and Appeals. This may include reviews, memorandums, recommendations and/or attendance at meetings. These efforts will be coordinated with the City's Community Development Director.
- 2.4.2.12 We will continue to observe the operations of all boards, committees and advisory groups served by Planning and Zoning. Recommendations for improvements will be provided any time we see an opportunity to refine the process or better serve the community.
- 2.4.2.13 As previously stated, our philosophy involves a pro-active approach to planning and zoning issues and we believe this is the best way to lead the community and provide superior customer service. We recognize that there are often unique and non-ordinary tasks that we must react to from time to time. CPL takes a team approach, a "can do" attitude and we will always work hard to find solutions.



The delivery of high quality services is a top priority. It is more than just great customer service, as we feel the charge to manage appropriate growth for the community. Our approach starts with the staff that are assembled for Dunwoody. As mentioned earlier, we focus on employees with great attitudes and team players. All team members need to play an active role in doing work within the department. Our goal for the past 6+ years has been to be a key City partner and that we've established a win-win relationship. We strongly believe that this has been accomplished and we are excited about what the future holds for Dunwoody. We are absolutely committed to providing top notch service at a cost-effective price. All employees have individual responsibilities, but the success of the City for the benefit of the tax payers is our goal.

***Describe your firm's methodology to ensure collaboration with City staff to research, evaluate, and if authorized, implement efficiency and cost-saving improvements.***

We want all individuals that encounter our firm to have a complete positive experience and that they feel there is great value added for the cost of services. We welcome collaboration with City staff to research, evaluate and, if authorized, implement efficiency and cost-saving improvements. It is through these collaborative efforts that we ensure we always add value and help move the community in a positive direction.



### 3.3.1.3 - Response to Scope of Work



***Describe your firm's approach to maintaining appropriate and timely communication with the City Manager and City staff requests.***

Communication is a primary tool used to deliver our services. As such, we utilize a variety of tools to maintain appropriate and timely communication with the City Manager and City staff requests. For routine communication, we have found that e-mail provides a useful written message that is not disruptive and can be responded to as the City Manager's and/or City staff's schedules permits. More formal communication is best provided in the form of a memorandum when the document is likely needed for communication beyond the initial contact. An example is materials used for City Council meeting agendas. These documents are frequently made available to the public via posting on the City website. Accuracy and professionalism are very important at all levels of communication. Face to face verbal communication is often necessary, but should always be followed up with written communication.

***Describe your firm's methodology for addressing transition issues at both the beginning and conclusion of this contract.***

As Clark Patterson Lee already staffs the Planning and Zoning functions in Dunwoody, we do not expect any significant transition issues in this area. Should we be unsuccessful in our pursuit of the Building Permits and Inspections contract, there would be transition issues to consider that impacts Planning and Zoning. As the Planning and Zoning functions are currently combined with the Building Permits and Inspections work in a single Community Development contract, there are areas where we have staff serving both functions. Some adjustments to segregate these tasks may be necessary. At all times (beginning of a contract, end of a contract and everything in between), we pledge to fully cooperate with the City and any new consultant that we must coordinate with.

***Provide and describe a list of any firm-supplied facilities, equipment and supplies you anticipate using for this contract.***

Clark Patterson Lee will provide the City with highly qualified employees that are properly equipped to arrive at work each day, ready to perform their part of the Planning and Zoning function. We understand the City will continue to provide a work space, office furniture, computers (hardware, software and network), telephones, a copier/printer and office supplies. We will continue to provide Dunwoody logo shirts to the staff and cell phones to the employees that need them. We will also cover the cost of continuing education (at a minimum rate of 5% of the direct employee labor cost), professional licenses, professional memberships and certifications. We will be respectful of the City provided facilities and equipment, along with the efficient use of the resources and supplies.





## 2.4 Planning and Zoning

*Describe your firm's approach to support the City's environmental sustainability goals.*

Clark Patterson Lee endorses a culture of sustainability both within our offices and, to the greatest extent practical, as part of our professional services philosophy. Not only is it the right thing to do, but it is also a part of what Dunwoody is and we expect this topic to be an important part of the selection criteria for this assignment.

CPL embraces energy/resource conservation measures and the sustainability concepts advocated by the US Green Building Council (USBGC), which we are a member of. This is demonstrated via LEED, Green Globes, the Georgia Peach program and other similar industry standards. At present, the number of LEED-accredited Clark Patterson Lee professionals is 28, which is a resource we make available to the City of Dunwoody.



As an example of our commitment to sustainability, one of our proposed City Engineering staff members, Mr. Clay Reichert, PE, LEED AP BD+C, is a LEED Accredited Professional. Also, two of our employees (K. Scott Gordon, AIA, LEED AP and Tim Pulver, AIA, ID, LEED AP) designed the first LEED certified City Hall in the State of Georgia (City of Suwanee). These gentlemen will be a tremendous resource to the City of Dunwoody. Scott and Tim are currently developing concepts for a future Dunwoody City Hall and Police facility that has already been registered for LEED certification. We have provided the programming and planning for this facility as a part of our basic services to the City and always look for opportunities to provide added value to our partnership.

Our Dunwoody staff members, Jeff Timler and Rebecca Keefer, have provided leadership for the sustainability efforts in Dunwoody very well. In a short period of time, they helped the City obtain the Atlanta Regional Commission (ARC) Green Communities Bronze, Silver and now **GOLD** level certifications. Ms. Keefer, AICP is now our Director of Sustainability and has been a speaker at the annual Georgia Municipal Association (GMA) conference on the topic of Sustainability and Green Communities.





### 3.3.1.3 Response to Scope of Work

#### 2.6 Permitting and Inspections



### 3.3.1.3 - Response to Scope of Work

*Clearly state your understanding of the service delivery objectives, work activities, and deliverables requested in this RFP.*

The City of Dunwoody seeks to ensure top quality facilities in which to live and conduct business. Accordingly, they have created a standalone Building Permits and Inspections Department. This department processes all building and special event permits, and provides building inspections and code enforcement services.

Clark Patterson Lee has provided these services for the City of Dunwoody since the City's inception on December 1, 2008. This work, which is part of our Community Development agreement with the City, has uniquely enabled us to best understand the current and future needs of the City. Our mission has been and will continue to be one that inspects the processes associated with building construction and enforces City codes equitably and fairly, always putting the safety of Dunwoody's citizens first.

## 2.6 Permitting and Inspections

*Providing top quality facilities to live and conduct business is a key goal of the City of Dunwoody, which prompted the City to creating a standalone Permitting and Inspection Department. This Department processes all building and special event permits, provides building inspections, fire services and provides code enforcement (compliance) services. The City believes that this combination of services should reduce the number of code offenders, while decreasing expenses and time required for correcting code violations.*

We know Dunwoody and Dunwoody knows Clark Patterson Lee. The following section outlines our understanding of the service delivery objectives, work activities and deliverables. These have been listed to correspond with each item within the Building Permits and Inspections scope of work.

Clark Patterson Lee acknowledges and will comply with the General Service Delivery Requirements "a) through y)", as stated in the City's RFP for these services.



### 3.3.1.3 - Response to Scope of Work



#### 2.6.1 GENERAL REQUIREMENTS

2.6.1.1 Under the direction of the City Manager and/or Community Development Director or designee, CPL will provide services for the department. We understand that the Community Development Director will be a City employee.

2.6.1.2 We believe in providing a primary contact and a secondary contact, available in person or by telephone on a twenty-four (24) hour basis, seven days per week. They are listed here for your use.

Primary 24/7 Contact	Kevin McOmber 770-861-2896 (mobile)
Secondary 24/7 Contact	Steve Dush 770-630-7777 (mobile)

2.6.1.3 We intend to perform these services with our own employees. Mr. John Boland, PE, MCP will continue to be our Chief Building Official and is one of two Master Code Professionals that we plan to utilize in Dunwoody. The Master Code Professional is the highest level of certification the International Code Council (ICC) offers.

2.6.1.4 The verification and update of information provided to or obtained is an on-going task that we will maintain. An example is our current efforts to utilize the recently released 2010 census information. Another is information used to keep our GIS system accurate and up to date.

2.6.1.5 The City's current process is partly reactive and partly proactive. In the reactive part, we act on specific complaints from Citizens to determine if a the code has been violated. Our focus has been to educate the violator about the code, and convince them to comply, and we give them a number of opportunities to do this before issuing a court citation. In the proactive part, we have designed a multi-family code compliance program that seeks to identify and make apartment owners responsible for fixing code violations in the public and private areas of their buildings and grounds. We will consult with the City Manager to review this process. This feedback will be incorporated into the updated process and we will implement it.

2.6.1.6 The City's building codes apply everywhere within the City boundary, and CPL will enforce the code as directed by the City Manager, Mayor and City Council.

2.6.1.7 A great deal of communication must and does go on between Planning and Zoning and Building Inspections. The zoning code must be enforced during the building construction process, and this role will fall to the Building Inspections and Permitting Department. The inspectors will seek guidance from the Planning and Zoning Department regarding the appropriate application of the zoning code. Also, the Planning and Zoning Department must be ready to meet with owners to discuss ways to bring their properties into compliance. Our Inspectors will also ensure acquisition of any State and federally mandated certifications.

2.6.1.8 The Building Permits and Inspections Department will enforce the City's adopted housing codes, which include the International Building Code and the Property Maintenance Code.



## 2.6 Permitting and Inspections

- 2.6.1.9 Our staff will issue permits for special events and collect permit fees or, on the approval of the City Manager, issue an invoice that the applicant can take to the Finance window to pay. This current method maximizes security by minimizing the number of people handling money.
- 2.6.1.10 CPL will work with the City Manager to develop a system of standards for taxi and limousine licensing and compliance, including periodic review of standards for improvements and modifications, that can be considered by the City Council.
- 2.6.1.11 Our staff will provide advice on building and zoning matters to City staff, citizen advisory groups, boards and commissions on permitting and inspections issues.
- 2.6.1.12 Key Performance Indicators (KPI's) are tracked monthly to ensure inspectors are not overburdened and that project records are properly maintained throughout the project life. For example, when an applicant submits an application for a permit, there is a plan review function, a permitting function, a fee payment and an inspections function. Records must be kept electronically for these areas. Reporting on different aspects of a database is the surest way to maintain the records in good order. Additionally, reports must be made on a monthly basis to the DeKalb Soil and Water Conservation District. CPL will continue to track performance measures and maintain the City's permits and inspections database.
- 2.6.1.13 We believe that a pro-active approach to Permitting and Inspections issues is the best way to lead the community and provide superior customer service. We recognize that there are often unique and non-ordinary tasks that we must react to from time to time. CPL takes a team approach and a "can do" attitude. We will always work hard to find solutions and strike "not my job" from our vocabulary.



*Describe your firm's approach and methodology to ensure deliver of high quality services.*

### **2.6.2 BUILDING PERMITS AND INSPECTIONS**

- 2.6.2.1 Under the direction of the City Manager, CPL will staff and maintain the Inspections and Permitting Departments for the City.
- 2.6.2.2 We will review the current plan review and permitting process in coordination with the City Manager and implement recommended changes.
- 2.6.2.3 Our staff established the City as a Local Issuing Authority with the Georgia EPD and we will maintain that status.
- 2.6.2.4 We will review the current building permitting process in coordination with the City Manager and, if warranted, implement revisions to the process.
- 2.6.2.5 Our staff will perform inspections in compliance with the City's building and other codes to ensure that new and renovated buildings design meets building and trade codes.

### 3.3.1.3 - Response to Scope of Work



- 2.6.2.6 Our inspectors are Certified Level 1B erosion and sediment control inspectors, which gives them the authority to inspect erosion control best management practices in a regulatory role. CPL has engineers on staff that have their Level 2 Certified Design Professional certification, which enables them to review erosion, sedimentation and pollution control plans for compliance with the NPDES permit for Construction Stormwater. We will review our inspection process with the City Manager to ensure that we are effectively and efficiently enforcing the City's Erosion and Sediment Control Ordinance and the NPDES permit.
- 2.6.2.7 Our staff will review the current sign ordinance, in coordination with the City Manager, and implement agreed upon changes. We will issue all temporary and permanent sign permits at the direction of the Planning and Zoning Department and collect permit fees as appropriate.
- 2.6.2.8 From Dunwoody's incorporation, CPL streamlined the permitting process to make it easy to obtain building and other permits from the City. We have posted the permitting process on the Internet so that prospective permit applicants can find the information they need quickly and easily. Our development coordination staff is trained to help applicants get the permits they need quickly, whether in person or by mail. We will continue to issue all permits in accordance with Dunwoody's codes and pledge to continuously review our processes to streamline the permitting function.
- 2.6.2.9 Our staff uses Community Development Partner software to record all plan review, permitting and inspections records. In the past, we have converted this information to a GIS points shape-file so that the permitting information can be available in a geographic format. Going forward, we will provide this data to the Information Technology contractor.
- 2.6.2.10 The permitting software that the City currently uses is cloud-based software accessible from any computer with a web browser. CPL will create a public portal that allows permit applicants to check the status of Permits and inspections via the Internet.
- 2.6.2.11 Our commitment to sustainable design goes to the core of who we are as design professionals. Our architects designed the first LEED-certified City Hall in the state of Georgia, so we are intimately familiar with the Green Building technology and principles. We will review and revise, as appropriate, the current methods used to incorporate energy efficient and sustainable LEED standards into the permitting and inspections process.
- 2.6.2.12 We believe that a pro-active approach to Permitting and Inspections issues is the best way to lead the community and provide superior customer service. We recognize that there are often unique and non-ordinary tasks that we must react to from time to time. CPL takes a team approach and a "can do" attitude. We will always work hard to find solutions and strike "not my job" from our vocabulary.



## 2.6 Permitting and Inspections

### 2.6.3 CODE COMPLIANCE

- 2.6.3.1 We will ensure that the City's housing codes are met by both pro-active and reactive means. Pro-actively, our front line for compliance with housing codes will occur with building permitting and inspection of new construction. We will be in a position to ensure that new housing and renovation meets current codes through building inspections prior to issuance of a Certificate of Occupancy. Through the "Sweeps" program we currently perform, we will continue to pro-actively improve the level of compliance with Dunwoody's property maintenance code for its inventory of apartment housing. These pre-emptive inspections are an important means of ensuring the safety of Dunwoody's citizens. Recently, through inspection of an apartment building, a faulty sprinkler system was detected and a repair was performed approximately 30 days before a fire in this same building was extinguished with the repaired sprinkler system, possibly saving several lives. Our reactive means for code compliance is based on citizen complaints. The Code Compliance Division responds to complaints within 24 hours and takes action to investigate the complaint and inform and educate the property owner of any code violation that is observed. The Code Compliance Division's current policy for code compliance is based on first educating the offender of the code, persuading the offender to comply and issuing a citation as a last resort when compliance cannot be achieved through education and persuasion.
- 2.6.3.2 We will review and revise, in coordination with the City Manager, a plan for and on-going code compliance process for the City. We will review the successes and areas for improvement of the current "Sweeps" program and seek ways to improve this successful program for protecting the safety, welfare and property values for the citizens of Dunwoody. We will also review the current reactive program based on citizen complaints and diligently work on areas where improvement is needed.
- 2.6.3.3 The Code Compliance division will prevent and remedy violations on City rights-of-way as well as private and commercial properties. This will be achieved through pro-active and reactive methods. In addition to responding to citizen complaint phone calls, we will create a "Report a Violation" form on Dunwoody's web site in which citizens can upload a photograph of a violation and describe the violation and its location. These reports will be forwarded to the code enforcement officers for review. Code enforcement officers will also be observant of violations within rights-of-way and other public property as they travel to various residences and commercial locations during the course of each day. The code enforcement officers will seek compliance with City and State ordinances as directed by the City Manager, Mayor and or City Council by first educating the offender of the code violation, persuading the offender to comply and citing if education and persuasion are ineffective in achieving compliance.





### 3.3.1.3 - Response to Scope of Work



- 2.6.3.4 The Code Enforcement Division will coordinate with the City's Planning and Zoning Department to ensure uniform application of codes and acquisition of any state and federally mandated certifications.
- 2.6.3.5 The Code Enforcement division will issue permits and collect permit fees for special events at the direction of the Planning and Zoning Department.
- 2.6.3.6 The Code Enforcement division will work with the City Manager to identify and perform other code enforcement compliance responsibilities where they can be reasonably anticipated where they are not specifically set forth above. We believe that pro-active and reactive approaches to Code Compliance issues are the best ways to lead the community and provide superior customer service. We recognize that there are often unique and non-ordinary tasks that we must react to from time to time. We take a team approach and a "can do" attitude. We will always work hard to find win-win solutions and take all actions necessary to educate citizens regarding code compliance and minimize code violations.

#### 2.6.4 FIRE SERVICES

- 2.6.4.1 We will provide the appropriate staff to perform fire life safety and accessibility plan reviews and inspections required for building renovation and new construction, with the understanding that customers have the option to have these services provided by the City or the DeKalb County Fire Marshall's office.
- 2.6.4.2 We have and will continue to provide staff that are appropriately ICC certified to perform fire plan reviews and inspection services.
- 2.6.4.3 Our staff will provide all fire plan reviews and inspections within a reasonable time period that is consistent with key performance indicators established by the City.

***Describe your firm's methodology to ensure collaboration with City staff to research, evaluate, and if authorized, implement efficiency and cost-saving improvements.***

We want all individuals that encounter our firm to have a complete positive experience and that they feel there was great value added for the cost of services. We welcome collaboration with City staff to research, evaluate and, if authorized, implement efficiency and cost-saving improvements. It is through these collaborative efforts that we ensure we always add value and help move the community in a positive direction.





## 2.6 Permitting and Inspections

***Describe your firm's approach to maintaining appropriate and timely communication with the City Manager and City staff requests.***

Communication is the primary tool used to deliver our services. As such, we utilize a variety of tools to maintain appropriate and timely communication with the City Manager and City staff requests. For routine communication, we have found that e-mail provides a useful written message that is not disruptive and can be responded to as the City Manager's and/or City staff's schedules permits. More formal communication is best provided in the form of a memorandum when the document is likely needed for communication beyond the initial contact. An example is materials used for City Council meeting agendas. These documents are frequently made available to the public via posting on the City website. Accuracy and professionalism are very important at all levels of communication. Face to face verbal communication is often necessary, but should always be followed up with written communication.

***Describe your firm's methodology for addressing transition issues at both the beginning and conclusion of this contract.***

As Clark Patterson Lee already staffs the Permitting and Inspections functions in Dunwoody, we do not expect any significant transition issues in this area. Should we be unsuccessful in our pursuit of the Planning and Zoning contract, there would be transition issues to consider that impact Permitting and Inspections. As the Planning and Zoning functions are currently combined with the Building Permits and Inspections work in a single Community Development contract, there are areas where we have staff serving both functions. Some adjustments to segregate these tasks may be necessary. At all times (beginning of a contract, end of a contract and everything in between), we pledge to fully cooperate with the City and any new consultant that we must coordinate with.

***Provide and describe a list of any firm-supplied facilities, equipment and supplies you anticipate using for this contract.***

Clark Patterson Lee will provide the City with highly qualified employees that are properly equipped to arrive at work each day, ready to perform their part of the Permitting and Inspections function. We understand the City will continue to provide a work space, office furniture, computers (hardware, software and network), telephones, a copier/printer and office supplies. We will continue to provide Dunwoody logo shirts to the staff and cell phones to the employees that need them. We will also cover the cost of continuing education (a minimum rate of 5% of the direct employee labor cost), professional licenses, professional memberships and certifications. We will be respectful of the City provided facilities and equipment, along with the efficient use of the resources and supplies. Two (2) new vehicles will be provided for Code Enforcement staff and at least one (1) additional vehicle will be provided for Building Inspections staff. Additional building inspection vehicles will be added, as necessary, to meet the demand. As these needs vary from time to time, the additional vehicles will remain as CPL property at the end of the contract. The base 3 vehicles would become City property at the end of the 5 year agreement.



### 3.3.1.4 Proposed Personnel



**Clark Patterson Lee**  
DESIGN PROFESSIONALS

### 3.3.1.4 - Proposed Personnel

---

***Describe the staffing methodology and include the approach taken to fill staff positions during times of vacancy such as vacation, sickness, FMLA, or attrition.***

It is our intent to rely on the availability of our “back office” service staff to fill in when needed to accommodate on-site staff members during inevitable times of vacancy. We also believe it is critical to cross train departmental staff so that short term vacancies can be easily covered as to not interrupt the high level of customer service expected by the City and the community.

***Describe Contractor's and any proposed staff's qualifications and experience with the delivery of municipal services; particularly those described for this project.***

100% of our proposed staff have extensive experience working with municipal governments. Most of our staff members have been previously employed by a government entity. As an example, Mr. Rich Edinger, one of our staff engineers, was the Public Works director for the City of Suwanee for almost four years. Prior to that, he spent approximately four years working for Gwinnett County as a Principal Stormwater Engineer.

The vast majority of Clark Patterson Lee's experience is working for public sector clients.

***Provide resumes or professional profiles of key personnel (Directors and Managers) already identified that the Contractor would likely assign to this project.***

The proceeding tabs contains resumes for each of the following service areas:

- 2.4 Planning and Zoning
- 2.6 Permitting and Inspections

***Describe the approach to ensure staff is adequately trained and up-to-date at the beginning of the contract, as well as your methodology for ensuring staff stays up-to-date throughout the term of the contract.***

Training is a crucial part of any employee - employer relationship; in fact, in the inspections and code enforcement business, we believe it's vital. Timely training is required to impart new needed skill levels, master new technologies, inform employees of policy changes or provide continuous education. We offer our employees in-house training, certification training and testing, and code update workshops.

Clark Patterson Lee recognizes that supporting continuing education and certification is imperative to preserving our lead in the inspections and code services industry and the firm continues to encourage its employees to study and gain additional certifications. CPL takes its certifications and professional licensing very seriously. As an employment condition, it is mandatory that all of our licensed professionals retain their licenses. We plan to provide training to our employees at a minimum rate of 5% of the direct costs for this agreement.



### 3.3.1.4 - Proposed Personnel

---

*The City expects Bidders responding to the RFP to provide the City with a high-level organizational chart, which should depict how the Bidder's organization intend to staff the various departments they are proposing. If a Bidder is submitting proposals for more than one (1) service area, the Bidder must provide an organizational chart for each department they are submitting. The organizational chart should include on-site, subcontracted, and Contractor-provided (back office) service positions.*

The proceeding tabs contains organizational chart for each of the following service areas:

- 2.4 Planning and Zoning
- 2.6 Permitting and Inspections





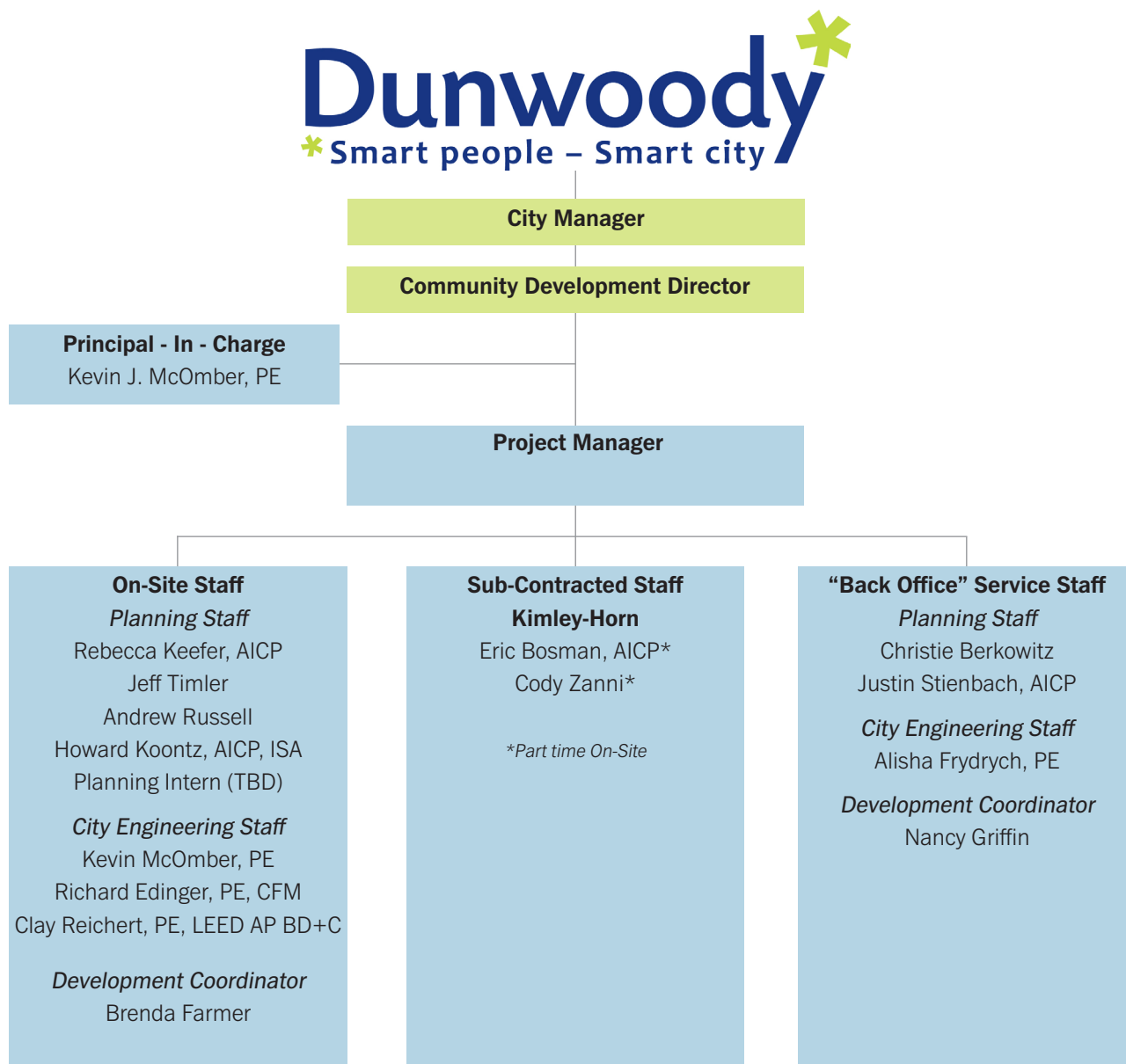
### 3.3.1.4 Proposed Personnel

#### 2.4 Planning and Zoning



### 3.3.1.4 - Proposed Personnel

#### 2.4 PLANNING AND ZONING





## Kevin J. McOmber, P.E.

SENIOR VICE PRESIDENT / PRINCIPAL IN CHARGE

Mr. McOmber has been involved in the design and supervision of a wide variety of construction projects with a passion for community service. His 28 years of experience (25 years with Clark Patterson Lee) include interaction with state and local agencies for permitting and approval processes as well as extensive client interaction during project planning and execution. His specialties focus on the quality control and coordination of complex multi-disciplined projects. In particular, he has managed the design and construction administration of many significant public works projects.

### EDUCATION

- B.S., Civil Engineering - Rochester Institute of Technology; 1997
- A.A.S., Construction Engineering Technology - State University of New York at Alfred; 1987
- A.A.S., Architectural Engineering Technology - State University of New York at Alfred; 1986

### PROFESSIONAL REGISTRATION

- Professional Engineer: GA, NC
- Level II Erosion Control Certified Design Professional

### PROFESSIONAL AFFILIATIONS

- American Council of Engineering Companies, Board of Directors
- American Society of Highway Engineers
- American Planning Association
- Georgia Planning Association

### City of Dunwoody Community Development Department Deputy Director

Dunwoody, GA

#### City Engineer/Planner

- City of Dunwoody, GA
- City of Duluth, GA
- City of Sugar Hill, GA
- City of Snellville, GA
- City of Stone Mountain, GA
- City of Berkeley Lake, GA

#### City of Suwanee

- Town Center
- Crossroads Municipal Center
- Water System Improvements
- Richard Trice Trail

### Snellville Town Center Visioning & Master Plan

Snellville, GA

#### City of Norcross

- Lillian Webb Community Park
- Police Department Renovations
- Municipal Court Renovations
- Cultural Arts Center

### Lilburn Police Department

Lilburn, GA

### Newnan Public Safety Complex

Newnan, GA

### Augusta - Richmond County Sheriff's Office

Augusta, GA

### Etowah Water & Sewer Authority Headquarters Renovations

Dawsonville, GA

#### City of Greenville

Haywood Road Corridor Master Plan  
Greenville, SC

### Braselton Library

Braselton, GA

### Morningview Center

Suwanee, GA

### Newton County Judicial Center

Covington, GA

### Streetscaping Projects:

- City of Ringgold, GA
- City of Woodstock, GA
- City of Jefferson, GA
- City of Lilburn, GA

### Pedestrian Trail & Tunnels:

- City of Union City, GA
- City of Lilburn, GA
- City of Suwanee, GA
- City of Stockbridge, GA
- Richard Trice Trail - Suwanee, GA
- Mill Creek Multi-Use Path - Gwinnett County, GA







## Rebecca Keefer, AICP

CITY PLANNER / DEPUTY DIRECTOR

Ms. Keefer, a planner with Clark Patterson Lee, has over five years of experience in the areas of community planning, design development, zoning administration, and public outreach. Rebecca, a graduate of the Georgia Institute of Technology, received her Master's Degree in City and Regional Planning, as well as a Bachelor's in Architecture.

### EDUCATION

- Masters in City and Regional Planning, Georgia Institute of Technology, 2013
- B.S., Architecture, Georgia Institute of Technology, 2008

### PROFESSIONAL REGISTRATION

- Certified Planner

### PROFESSIONAL AFFILIATIONS

- American Planning Association
- Georgia Planning Association
- APA Sustainable Communities Division Sustainable Champion
- American Institute of Certified Planners

As the City of Dunwoody City Planner, Rebecca researches, evaluates, and analyses land use amendment and variances cases; drafts ordinances and policies for City Council consideration; manages the City's planning and zoning boards; coordinates and reviews all development plans; and authors grants and awards on behalf of the City. As chair of the economic development task force, Ms. Keefer assembled a team of innovative leaders at City Hall to implement long-range planning goals. She currently serves as project manager to the zoning/land development code rewrite updates and the development of the Perimeter Center Zoning Code.

As Director of Sustainability, Ms. Keefer led the City of Dunwoody in its first effort to develop a Sustainability Plan, culminating in the adoption of a comprehensive sustainability vision and short term work plan to accomplish the goals and tasks outlined in the document. During that process, Ms. Keefer was responsible for the public participation plan, authoring the document, and the subsequent adoption process through the City's Sustainability Committee and Mayor and City Council. In addition to managing the City's sustainability program, she supports the Sustainability Committee to recommend sustainable policies, programs, and procedures for the City and greater community.

During her tenure at the City of Dunwoody, Ms. Keefer matriculated in planning school at the Georgia Institute of Technology. While serving the client full-time, Ms. Keefer graduated in less than three years from the program. Her efficiency, attention to detail, and organization skills allowed her to pursue a heavy course load, while maintaining exceptional service to the City of Dunwoody.





**Eric S. Bosman, AICP**  
SENIOR PLANNER / REDEVELOPMENT SPECIALIST

Eric Bosman is an experienced urban designer, community planner, and facility planner. Over the last two decades, he has assisted communities, community improvement districts (CIDs), educational systems, and other organizations as a facilitator, planner, designer, and project manager. As a planner and urban designer, Eric has helped transform and revitalize communities throughout the Southeastern United States. Many of his efforts combine community design, land use planning, market analysis and transportation planning to create more vibrant, livable communities. As a project manager, Eric has created implementation strategies to guide and manage several multi-million dollar public improvement programs. Almost all of Eric's professional projects include public involvement sessions to gather community input as an integral part of the planning and design process. He is an accomplished presenter and instructor, and has conducted numerous professional development seminars on leadership skills, group dynamics and communications.

In Dunwoody, Eric has been a consultant to and member of the Community Development team since 2010. His initial involvement was as the lead consultant and Project Manager for the Dunwoody Village Master Plan and the Georgetown/North Shallowford Community Area Plan. Following his involvement in the small area master plans, Eric was retained to assist in implementing the master plans as a member of the city's staff-based redevelopment taskforce. He has also assisted staff with reviewing development proposals for consistency with the master plans in the Dunwoody Village and Georgetown areas and participated in staff teams that have guided the zoning ordinance re-write, Comprehensive Plan Update, and stakeholder outreach efforts. Eric has also participated in programming and design of the parks and open spaces at Project Renaissance and Perimeter Park at Dunwoody MARTA Station.

**EDUCATION**

- Master of Architecture, University of Illinois, Urbana-Champaign, 1998
- Master of Urban Planning, University of Illinois, Urbana-Champaign, 1998
- Bachelor of Arts, Architecture, Clemson University, 1995

**PROFESSIONAL CERTIFICATIONS**

- American Institute of Certified Planners, GA 016093

**PROFESSIONAL AFFILIATIONS**

- American Institute of Certified Planners (AICP), Member
- American Planning Association (APA), Member
- Georgia Planning Association (GPA), President 2013 - 2015
- Georgia Planning Memorial Foundation, Board Member

**City of Dunwoody**

- Dunwoody Village and Georgetown / North Shallowford Community Area Master Plans
- Project Renaissance Redevelopment Design Services
- Space Needs Assessment

**City of Alpharetta, Downtown Master Plan**

**Perimeter Park at Dunwoody MARTA Station, Dunwoody, GA**

**North Fulton CID**

- On-Call Urban Design Services
- Blueprint North Fulton Update (2.0),

**Chamblee Town Center Livable Centers Initiative 10-Year Update, Chamblee, GA**

**City of Milton, Highway 9/Highway 400 Small Area Master Plan, Milton, GA**

**Historic Downtown Garner Plan, Garner, NC**

**Greer Community Master Plan, Greer, SC**

**City of Jackson, Civic Master Plan, Jackson, TN**

**Magnolia Avenue Streetscape Plan, Knoxville, TN**

**Butner Gateway Redevelopment Plan, Butner, NC**

**Marietta Franklin Gateway Redevelopment Plan, Marietta, GA**

**City of Sandy Springs, City Center Master Plan and LCI Update, Sandy Springs, GA**

**Cumberland CID, Master Plan and Zoning Code, Atlanta, GA**

**Alpharetta Downtown Development Plan Community Input Sessions, Alpharetta, GA**

**North Point Activity Center LCI, Alpharetta, GA**

**Blueprint Midtown Planning Services / Implementation Strategies, Atlanta, GA**

**Suwanee 2030 Comprehensive Plan, Suwanee, GA**

**Town of Braselton Comprehensive Plan, Braselton, GA**

**Buckhead Action Plan, Atlanta, GA**



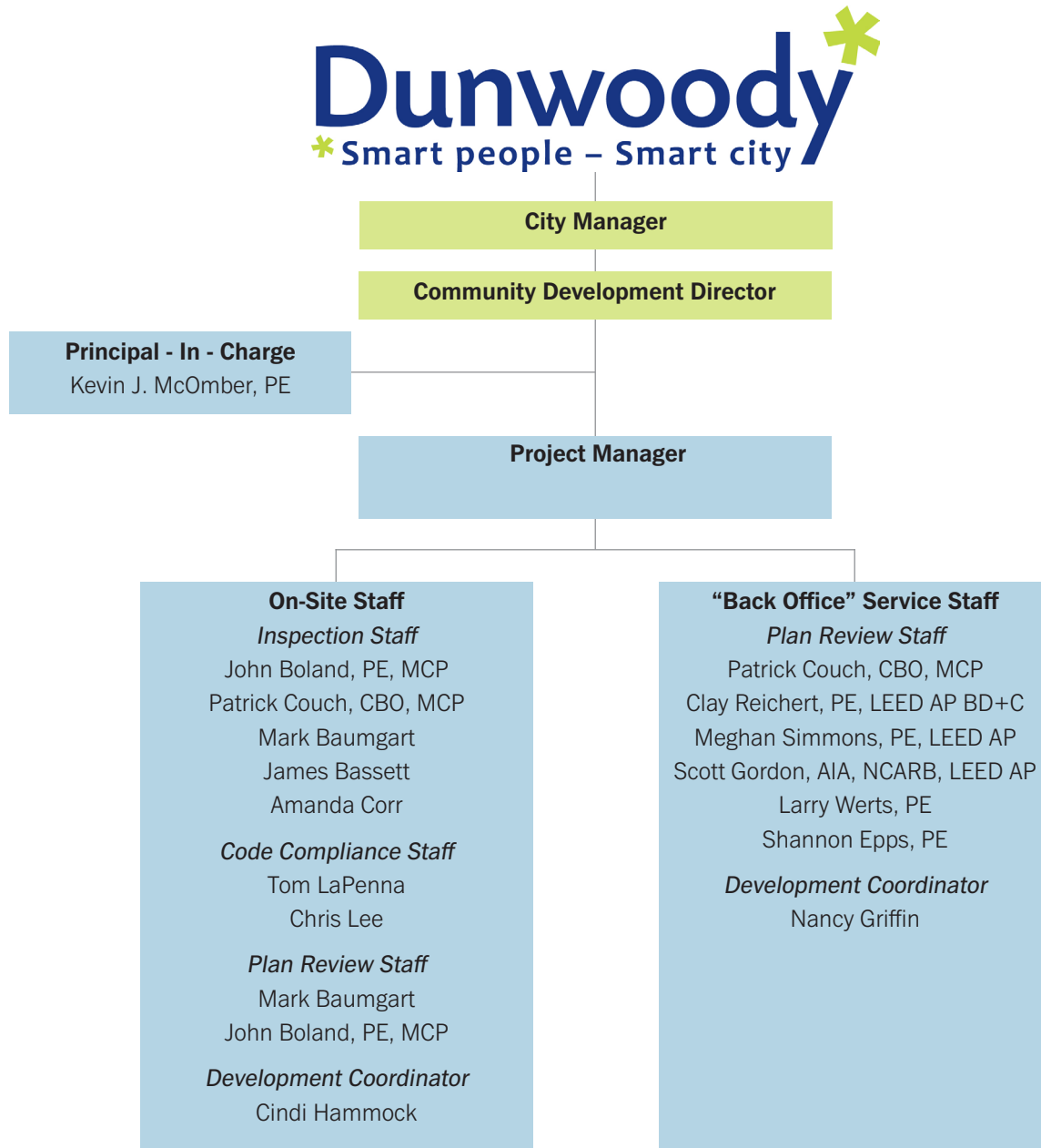
### 3.3.1.4 Proposed Personnel

#### 2.6 Permitting and Inspections



### 3.3.1.4 - Proposed Personnel

#### 2.6 PERMITTING AND INSPECTIONS





## Kevin J. McOmber, P.E.

SENIOR VICE PRESIDENT / PRINCIPAL IN CHARGE

Mr. McOmber has been involved in the design and supervision of a wide variety of construction projects with a passion for community service. His 28 years of experience (25 years with Clark Patterson Lee) include interaction with state and local agencies for permitting and approval processes as well as extensive client interaction during project planning and execution. His specialties focus on the quality control and coordination of complex multi-disciplined projects. In particular, he has managed the design and construction administration of many significant public works projects.

### EDUCATION

- B.S., Civil Engineering - Rochester Institute of Technology; 1997
- A.A.S., Construction Engineering Technology - State University of New York at Alfred; 1987
- A.A.S., Architectural Engineering Technology - State University of New York at Alfred; 1986

### PROFESSIONAL REGISTRATION

- Professional Engineer: GA, NC
- Level II Erosion Control Certified Design Professional

### PROFESSIONAL AFFILIATIONS

- American Council of Engineering Companies, Board of Directors
- American Society of Highway Engineers
- American Planning Association
- Georgia Planning Association

#### City of Dunwoody Community Development Department Deputy Director Dunwoody, GA

##### City Engineer/Planner

- City of Dunwoody, GA
- City of Duluth, GA
- City of Sugar Hill, GA
- City of Snellville, GA
- City of Stone Mountain, GA
- City of Berkeley Lake, GA

##### City of Suwanee

- Town Center
- Crossroads Municipal Center
- Water System Improvements
- Richard Trice Trail

#### Snellville Town Center Visioning & Master Plan Snellville, GA

##### City of Norcross

- Lillian Webb Community Park
- Police Department Renovations
- Municipal Court Renovations
- Cultural Arts Center

#### Lilburn Police Department Lilburn, GA

#### Newnan Public Safety Complex Newnan, GA

#### Augusta - Richmond County Sheriff's Office Augusta, GA

#### Etowah Water & Sewer Authority Headquarters Renovations Dawsonville, GA

##### City of Greenville

Haywood Road Corridor Master Plan  
Greenville, SC

#### Braselton Library Braselton, GA

#### Morningview Center Suwanee, GA

#### Newton County Judicial Center Covington, GA

##### Streetscaping Projects:

- City of Ringgold, GA
- City of Woodstock, GA
- City of Jefferson, GA
- City of Lilburn, GA

##### Pedestrian Trail & Tunnels:

- City of Union City, GA
- City of Lilburn, GA
- City of Suwanee, GA
- City of Stockbridge, GA
- Richard Trice Trail - Suwanee, GA
- Mill Creek Multi-Use Path - Gwinnett County, GA





**Tom LaPenna**  
CODE COMPLIANCE OFFICIAL

Since the inception of the City of Dunwoody in 2008, Mr. LaPenna has served as the Code Compliance Official for the City is responsible for assuring that all existing residential and non-residential structures and all existing premises maintain minimum requirements and standards as set forth by the 2006 International Property Maintenance Code. Tom was instumental in establishing the policies and goals for Code Compliance and, with his team, he has enjoyed multiple highly publicized successes.

- EDUCATION**
- Fairleigh Dickinson University; Business

- PROFESSIONAL AFFILIATIONS**
- Georgia Association of Code Enforcement; Seargant at Arms
  - International Code Council
  - Southern Building Code Congress International

Prior to working with Dunwoody, Mr. LaPenna served as a residential combination building inspector for six years and as a construction field manager for over 10 years.

- PROFESSIONAL CERTIFICATIONS**
- Residential Combination Inspector, ICC #5189055-R5
  - Property Maintenance & Housing Inspector, ICC #5148911-64
  - One & Two Family Dwelling Inspector, SBCC #4839
  - One & Two Family Dwelling Code, CABO





## John Boland, PE, MCP

CHIEF BUILDING OFFICIAL

Mr. Boland has over 18 years of technical and managerial experience. Working with various municipal and commercial clients, he has been responsible for plan reviews, permit approvals, code compliance, and field inspections. John currently serves as the Chief Building Official for the City of Dunwoody, is an International Code Council certified Master Code Professional and holds 21 additional inspection, plan review and building code certifications. He is also a registered Professional Engineer in the State of Georgia.

### EDUCATION

- Bachelor of Mechanical Engineering with Honors, Georgia Institute of Technology, 1990

### PROFESSIONAL CERTIFICATIONS

- International Code Council: 5179306
- Georgia Soil and Water Conservation Commission, Level 1B Certified Inspector, 11954
- American Society of Plumbing Engineers, Certified Plumbing Design, 18166

### PROFESSIONAL AFFILIATIONS

- American Society of Plumbing Engineers
- International Association of Electrical Inspectors
- International Code Council
- National Fire Protection Association

### PROFESSIONAL ICC CERTIFICATIONS

- Building Inspector
- Building Plans Examiner
- Certified Building Code Official
- Certified Electrical Code Official
- Certified Mechanical Code Official
- Certified Plumbing Code Official
- Combination Inspector
- Combination Plans Examiner
- Commercial Electrical Inspector
- Commercial Energy Inspector
- Commercial Energy Plans Examiner
- Electrical Inspector
- Electrical Plans Examiner
- Master Code Professional
- Mechanical Inspector
- Mechanical Plans Examiner
- Plumbing Inspector
- Plumbing Plans Examiner
- Residential Combination Inspector
- Residential Electrical Inspector
- Residential Energy Inspector/Plans Examiner



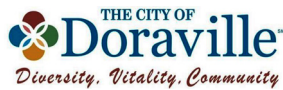




### 3.3.1.5 References



### 3.3.1.5 - References



Client Refernces			
Dates of Service	Client	Contact	Services Rendered
2013 - Current	City of Lawrenceville	Steve North Asst. City Manager 770.963.2414 steve.north@lawrencevillegaweb.org	Code Enforcement
2013	City of Brookhaven	J.D. Clockadale Former Deputy City Manager 404.596.1492 jdclockadale@gmail.com	Building Inpsection, Plan Review, Code Enforcement, Permitting, Planning & Zoning
2008 - Current	City of Dunwoody	Warren Hutmacher Former City Manager 678.343.3096 warren.hutmacher@johnscreekga.gov	Building Inpsection, Plan Review, Code Enforcement, Permitting, Planning & Zoning, GIS, Economic Development
2001 - Current	City of Duluth	Rich Atkinson Zoning & Development 770.476.1790 ratkinson@duluthga.net	Land Development Plan Review
Additional Similar Contracts			
Dates of Service	Client	Contact	Services Rendered
2015 - Current	City of Clarkston	Keith Barker City Manager 404.296.6489	Code Enforcement
2014 - Current	City of Roswell	Jean Rearick City Engineer 770.594.6196	Land Development Plan Review
2013 - Current	City of Avondale Estates	Clai Brown City Manager 404.294.5400	Building Plan Review and Inspections
2013 - Current	City of Doraville	Shawn Gillen City Manager 404.309.1788	Building Inpsection, Plan Review, Code Enforcement, and Permitting
2010 - Current	City of Sugar Hill	Kaipo Awana, Planning Director 770.945.6734	Land Development Plan Review
2007 - Current	City of Snellville	Butch Sanders, City Manager 770.985.3516	Land Development Plan Review, Inspections
2006 - Current	Gwinnett County Public Schools	John Hodgson, Director of Construction 770.513.6855 x100	Land Development Plan Review and Inspections
2004 - 2009	City of Lilburn	Howard Brown Former Code Enforcement Manager 918.684.6201	Building and Land Development Plan Review and Inspection
2001 - Current	City of Berkeley Lake	Tom Rozier City Administrator 770.368.9484	Land Development Plan Review



## 3.3.1.6 Required Forms



## 5 PROPOSAL FORM

### PROPOSAL FORM CITY OF DUNWOODY, GA RFP 15-01 MUNICIPAL GOVERNMENT SERVICES PROCUREMENT

The undersigned, as Bidder, hereby declares that this Proposal is in all respects fair and submitted in good faith without collusion or fraud. Bidder represents and warrants to the City that: (i) except as may be disclosed in writing to the City with its Proposal, no officer, employee or agent of the City has any interest, either directly or indirectly, in the business of the Bidder, and that no such person shall have any such interest at any time during the term of the Contract should it be awarded the Contract; and (ii) no gift, gratuity, promise, favor or anything else of value has been given or will be given to any employee or official of the City in connection with the submission of this Proposal or the City's evaluation or consideration thereof.

The Bidder further represents that it has examined or investigated the site conditions if necessary, and informed itself fully in regard to all conditions pertaining to the place where the work is to be done; that it has examined the Contract Documents and has read all Addendum(s) furnished by the City prior to the opening of the Proposals, as acknowledged below, and that it has otherwise fully informed itself regarding the nature, extent, scope and details of the services to be furnished under the Contract.

The Bidder agrees, if this Proposal is accepted, to enter into the written Contract with the City in the form of Contract below (RFP 15-01 properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 15-01 Municipal Government Services Procurement, at the City of Dunwoody, and to furnish the prescribed evidence of a valid business license, insurance, and all other documents required by these Contract Documents. The Bidder further agrees to commence work and to perform the work specified herein within the time limits set forth in the Contract Documents, which time limits Bidder acknowledges are reasonable.

The undersigned further agrees that, in the case of failure or refusal on its part to execute the said contract, provide evidence of specified insurance, a copy of a valid business or occupational license and all other documents required by these Contract Documents within ten (10) business days after being provided with Notice of Intent to Award the contract (or such earlier time as may be stated elsewhere in these Proposal Documents), the Proposal award may be offered by the City to the next ranked Bidder, or the city may re-advertise for Proposals, and in either case the City shall have the right to recover from the Bidder the City's costs and damages including, without limitation, attorney's fees, to the same extent that the City could recover its costs and expenses from the Bidder under section 6.10 of the Instructions to Bidder if the Bidder withdrew or attempted to withdraw its Proposal.

The Bidder further agrees, if it fails to complete the scope of work according to the provisions within the scheduled time or any authorized extension thereof, that the City may deduct damages from the Contract price otherwise payable to the Bidder.

Acknowledgement is hereby made of the following Addendum(s) received since issuance of the Contract Documents (identified by number)

Addendum No. Date

1 3/1/15

Addendum No. Date

Addendum No. Date

It shall be the responsibility of each Bidder to visit the City Purchasing Department's website to determine if the City issued addendum(s) and, if so, to obtain such addendum(s). Failure to acknowledge an addendum above shall not relieve the Bidder from its obligation to comply with the provisions of the addendum(s) not acknowledged above.

Work, excluding transitional requirements, is to commence on or about January 1, 2016.

The City of Dunwoody requires pricing to remain firm for the duration of the term of the contract. Failure to hold firm pricing for the term of the contract will be sufficient cause for the City to declare bid non-responsive.

Company Name: Clark Patterson Lee

Termination for Cause: The City may terminate this agreement for cause upon ten days prior written notice to the Consultant of the Consultant's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

Termination for Convenience: The City may terminate this agreement for its convenience at any time upon 30 days written notice to the Consultant. In the event of the City's termination of this agreement for convenience, the Consultant will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the Consultant, which shall itemize each element of performance.

Termination for fund appropriation: The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Consultant will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider, which shall itemize each element of performance.

The Contractor agrees to provide all work to complete the project described in this document for the amount listed in the Cost Proposal (submitted in a separate package).

Legal Business Name Clark Patterson Engineers, Surveyor and Architects, P.C.

Federal Tax ID 16-1283651

Address

350 Town Center Avenue, Suite 201, Suwanee, GA 30024

Does your company currently have a location within the City of Dunwoody?

Yes X No       

Occupational Tax Certificate  
License No. 1057

Will your company accept the City's procurement card for payments from the City of Dunwoody?

Yes \_\_\_\_ No X

Clark Patterson Lee does not currently utilize credit cards for payment.  
We are willing to discuss adding this capability, if necessary.

Representative Signature Kevin J. McOmber

Printed Name Kevin J. McOmber

Telephone Number 770.831.9000

Fax Number 770.831.9243

Email Address kmcomber@clarkpatterson.com

## Appendix B - Affidavit

### Verifying Status for City Public Benefit Application

By executing this affidavit under oath, as an applicant for a City of Dunwoody, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Dunwoody, Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) for providing professional services.

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) X I am a United States citizen

OR

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Kevin J. McOmber

3/24/2015

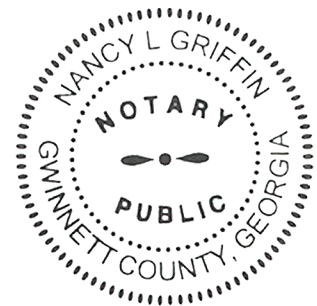
Printed Name:

Kevin J. McOmber

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

27th DAY OF March, 2015

Notary Public Nancy L. Griffin  
My Commission Expires: 8/15/2018



\*

\_\_\_\_\_  
Alien Registration number for non-citizens

\*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in, the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:





### 3.3.1.7 Appendices



### 3.3.1.7 - Appendices

*Our high-quality planning and community design services are based upon our experience analyzing conditions, engaging diverse constituencies, applying best practices and managing complex projects.*

People affect, and are affected by, the physical and natural conditions around them. Effective community planning and design helps communities understand the connections between people and places. The proposed CPL Team views every development effort as an opportunity to influence connectivity and to encourage sustainable decision making.

The most desirable communities boast public and private spaces that are attractive, integrated and well crafted. High quality designs allow communities to develop and maintain vibrant commercial districts, attractive residential areas, inviting public spaces and active recreational opportunities. We understand that today's public officials are faced with meeting an increasing demand for public resources with often limited funding. These municipalities are turning more and more to Clark Patterson Lee for cost-effective yet environmentally-sound solutions.





## PROJECT RENAISSANCE MASTER PLANNING

**Client:** City of Dunwoody, 41 Perimeter Center East, Suite 250  
Dunwoody, GA 30346  
Mr. Warren Hutmacher, Former City Manager  
678.343.3096

**Services:** Master Planning  
Public Charette/Meetings  
Connectivity - Pedestrian and Transportation Plan

Receiving the Georgia Planning Associations 2013 Award for Outstanding Plan Implementation, the teams efforts and execution on the city's Project Renaissance are recognized for the proactive transformation of 35-acres of vacant land by implementing the community-based master plan.

Overall, Project Renaissance proactively addresses a wide range of community needs and desires, including expanding access to parks and open space, pedestrian/bicycle connectivity, lifelong community principles, senior-oriented housing, design guidelines, and zoning modifications. A project of this magnitude has the potential to catalyze development beyond the city borders and become a model for future development.





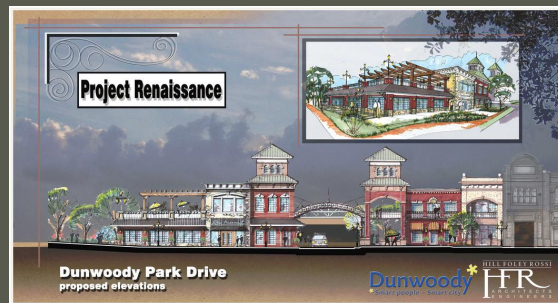
## Outstanding Plan Implementation



### Project Renaissance Revival and Catalytic Design- City of Dunwoody



- Redevelopment of an abandoned and foreclosed development
- Innovative Public Private Partnership to offset the City's purchase of the land
- Implements the City's Master Plan and will serve as prime gateway to the City



*City and CPL staff members receiving the Georgia Planning Association's 2013 Award for Outstanding Plan Implementation for Project Renaissance.*



*L to R: Warren Hutmacher, Former City Manager, Kevin McOmber, Christie Berkowitz, and Drew Cutright.*



## CITY OF SUWANEE TOWN CENTER

**Location:** Suwanee, GA

**Client:** City of Suwanee

**Contact:** Marty Allen, City Manager

**Area:** 65 Acre Master Plan, Design Services for Park, Amphitheater and Streetscaping

**Original Budget:** \$3.5 million

**Park Construction Costs:** \$3.4 million

**Completion Date:** 2008

Clark Patterson Lee provided architectural and engineering design services for the park, as well as construction administration. Details include the construction of approximately 1,200 feet of roadway with associated streetscape improvements (i.e. concrete and brick sidewalks and plazas, specialty paving, street lights and trees), parking, utilities and the construction of large open spaces. The park design included large turf areas, subsurface drainage, retaining walls, raised tree planters, street furnishings, landscaping, irrigation and other similar elements.



Our firm was also the lead design firm in an effort to generate a 65-acre master plan that created a new downtown area for the City. The plan, which included a market analysis and urban planning, establishes a focal point for the community. The project was grandfathered into the State's Livable Centers Initiative (LCI) Program.

The Town Center is a mixed use development containing, a 10-acre park, an Outdoor performance stage area with lawn seating, 60,000 s.f. Retail Space, 59,000 s.f. Office Space, 31 Loft Condo Residential Units, a 30,000 s.f. City Hall, and 203 Residential Units.







### Town Center Awards

- **2009 Development of Excellence**  
*Presented by the Atlanta Regional Commission*
- **Trendsetter Award in Economic and Community Development**  
*Presented by the Georgia Municipal Association and Georgia Trend Magazine*
- **Georgia Downtown Award for Best Design Improvement and Best Plan Implementation**  
*Presented by the Georgia Planning Association*





## LILLIAN WEBB COMMUNITY PARK

**Location:** Norcross, GA

**Client:** City of Norcross

**Total Cost:** \$4 million

**Completion Date:** Summer 2009

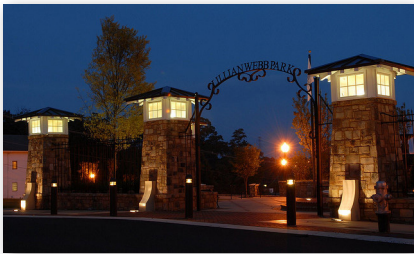
Clark Patterson Lee provided civil and structural engineering design services and are the Architect of Record for the Gateway and Park Facilities, as well as Construction Administration services for the Lillian Webb Community Park. Park amenities include concrete and brick paver crosswalks, along with three fountains in the park area, which include a cascading fountain, an interactive fountain and an ornamental fountain, trees and planters, and street furnishings. There are 2 gateway buildings, along with a gazebo, specialty paving, street and park lights, additional parking spaces at street level, utilities and the construction of large open spaces. Our firm was also responsible for the design of the subsurface drainage and stormwater management facility, 20' retaining walls, landscaping, irrigation and other similar elements.

The Lillian Webb Community Park is planned for a mixed use development and when complete will consist of:

- 4.5 acre park
- An Outdoor Performance Stage with lawn seating
- Retail Space
- Office Space
- Loft/Condo Residential Units, (currently under construction by a private developer)









## SNELLVILLE TOWNE CENTER VISIONING & MASTER PLANNING

**Client:** City of Snellville, GA

**Fee:** \$98,750

**Completion Date:** August 2011

**Contact:** Mr. Eric Van Otteren, Director of Economic Development, 770.985.3502

In December of 2010, the Mayor, City Council and staff of Snellville, Georgia, began a visioning, master planning, and branding initiative. Snellville's goal was to engage a team of planning and design professionals to create a master plan of the town center and a rebranding of Snellville's downtown. Snellville required a multi-disciplinary approach and process that would integrated design, project management, economic development, and financial analysis with professional expertise from architects, designers, planners, construction managers, developers, and financial managers.

In February of 2011, Clark Patterson Lee, with the support of Duany Plater-Zyberk (DPZ), EOS Marketing & Communication, and Noell Consulting Group, led Snellville through a detailed and interactive process which began with a multi-day, community –wide, design charrette. Throughout the process, city leaders, staff, and the public were fully engaged. The result was a road map for future development of a town center and town green in Snellville's downtown. The Downtown/ Town Center Visioning and Master Planning Initiative for the City of Snellville was deemed a success and unanimously supported by a resolution by Mayor and City Council.

Resources developed by CPL for the advancement and implementation of the City's vision include:

- An illustrative site master plan;
- An aerial perspective rendering;
- Branding Message and Guidelines;
- An Economic Sustainability Strategy;
- Concept character renderings;
- An 11" x 17" presentation booklet (this document);
- A conceptual 3-dimensional model of the focus area.









## WOODSTOCK PARK AT CITY CENTER

**Location:** Woodstock, GA

**Client:** City of Woodstock

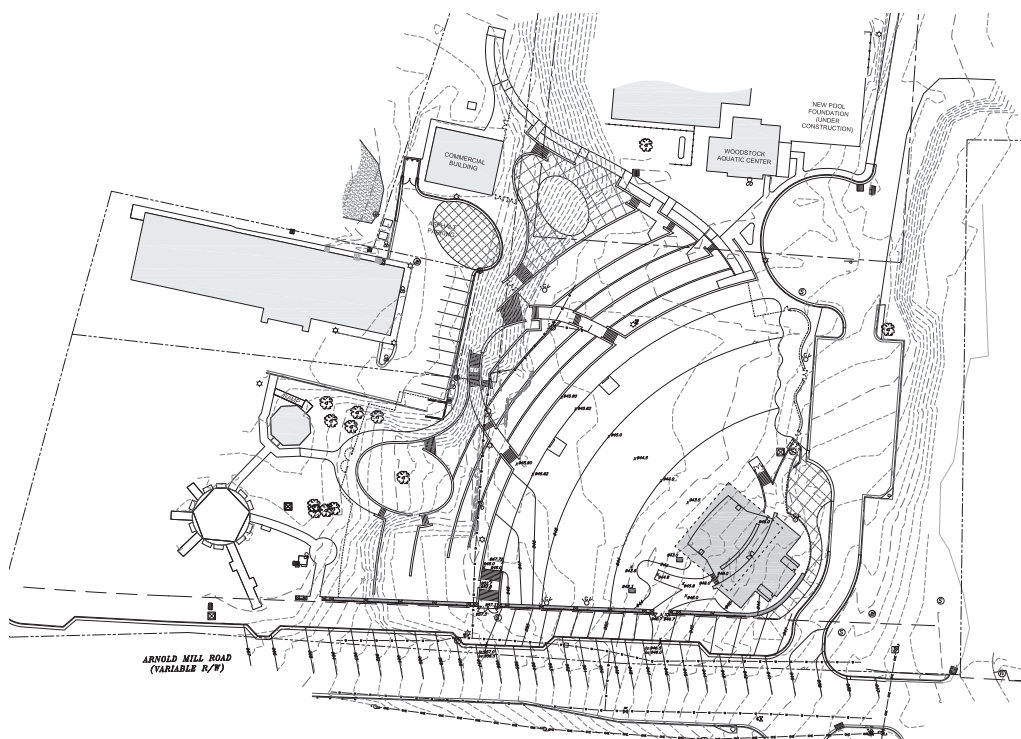
**Cost:** \$2.2 million

**Estimated Completion Date:** 2011

**Contact:** Mr. Jeff Moon, City Administrator, 770.592.6001

The City of Woodstock awarded Clark Patterson Lee the Engineering and Architectural design services for a master plan and construction plans for a downtown city park expansion and outdoor amphitheater located in its historic downtown area. The design will contain the following components:

- An integrated look, feel and aesthetics for that City's downtown area
- A balance between the functional requirements and an aesthetic/ artistic statement
- Supports a high variety of public uses
- Maximizes seating/audience areas and views for performance events while promoting overall usage during the calendar year
- Supports/complements a variety of historical uses, as well as new and innovative uses
- Preserves and expands public access to, and use of, the project area, including public accesses to areas/facilities around the primary performance venue when not in use
- Provides a consistent, integrated look, feel and aesthetics throughout the project area that respects, and celebrates, the environment and that City's history









## AUGUSTA - RICHMOND COUNTY SHERIFF'S ADMINISTRATION FACILITY

**Location:** Augusta, GA

**Area:** 37,827 s.f.

**Total Cost:** \$8.7 million

**Completion Date:** 2012

The Richmond County Sheriff's Administration Building in Augusta, Georgia is the State's largest, full-service Sheriff's Office. This 38,000sf public safety facility on Walton Way, just blocks from the ARC Judicial Center and immediately across the street from County Jail, opened in 2012 at a construction cost of just over eight million dollars. The facility is the headquarters to the command and control leadership for all law enforcement in Augusta | Richmond County and home to Community Services, Criminal Investigations, Field Operations, Internal Affairs, Special Operations, Management Services, Public Records, and a state-of-the-art crime investigations garage and laboratory. The exterior design of the building utilizes materials and details commonly found throughout Augusta's historic downtown district and the two-story atrium clearly delineates public versus private functions while offering an attractive, public space which greets visitors upon their arrival and is fully visible to the general public from the street and sidewalk just outside.









**CITY OF NEWNAN, GA  
PUBLIC SAFETY COMPLEX & MASTER  
PLAN**

**Client:** City of Newnan, GA

**Area:** 36,500 s.f.

**Budget:** \$7M

**Completion Date:** Q4 2014

**Contact:** Cleatus Phillips, City Manager,  
770.254.2358

The newly completed Public Safety Complex will provide the City with a new police headquarters to house the administrative, patrol, and criminal investigation divisions with resources such as class rooms, a physical training room, an evidence investigation lab with secure storage, an evidence recovery garage, and an armory. In addition to the Police functions, the building will also provide much needed space for the City Court. A 160 seat courtroom with an attorney meeting suite, as well as a sally port for prisoner transport, is incorporated into the design. The CPL team was met with a comprehensive program verification process and concept design which yielded a highly efficient 36,500sf plan which captured the City's current, and future needs at a budget of just under \$7M.

An overall campus master plan for the entire site which accounts for both future expansion of the Public Safety Complex and other future uses, as well as the design for a new divided boulevard style street and streetscape, was included in CPL's scope for this project.







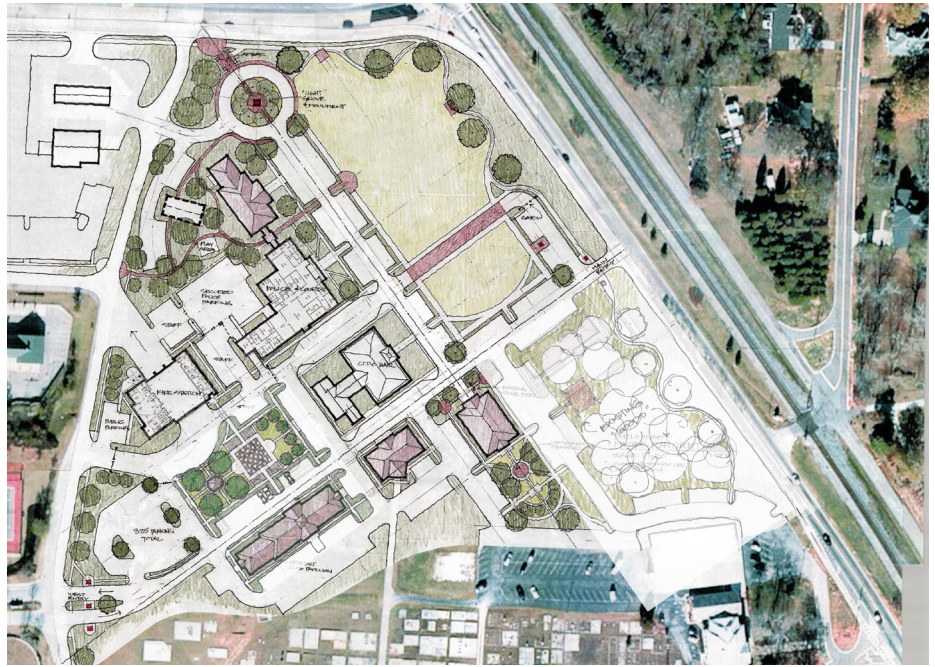


**CITY OF LOCUST GROVE, GA  
MUNICIPAL CAMPUS MASTER PLAN & PUBLIC SAFETY FACILITY**

Clark Patterson Lee

**Client:** City of Locust Grove, GA  
**Area:** 33,000sf  
**Budget:** \$4.8M  
**Completion Date:** 2015  
**Services:** Planning & Programming,  
 Architecture, Interior Design, Building  
 Engineering, Civil Engineering  
**Reference:** Mr. Tim Young, City Manager,  
 770.957.5043

The planned joint Public Safety Facility will be located adjacent to City Hall, which was placed on the National Historic Register in 1986 as the Locust Grove Institute (LGI) Building. The proposal is to site the facility in the similar location as the former Dormitory for Boys was located on the north side of the LGI Building.



The facility will be comprised of a two (2)-story police and courts administration building (including elevator access, locker rooms, fitness facilities with showers) at approximately 18,000 Gross Square Feet (GSF) and will contain enough space for up to 50 personnel, court room on the second level with controlled access for the delivery of incarcerated persons (Sally Port) from the ground level to the court area for disposition of the respective case.

Initially, the joint public safety facility was envisioned as a single building intended to house the City Police, City Courts and a replacement for Henry County Fire Station No. 2; however, through the process of developing the master plan and building program and comparison against the project budget and the City's goal to reproduce the former boy's dorm architecture, the executive stakeholders decided to divide the City functions (police and courts) from the County functions (fire/ems services) and place them in separate buildings. The City intends to expand the municipal campus and develop the public safety building and the County intends to develop the replacement fire station.





**CITY HALL****Owner:** Suwanee, GA**Cost:** \$7.2 million**Design Dates:** 2007/2008**Construction Dates:** 2008**Reference:** Marty Allen, City Manager, 770.945.8996

Designed to become the focal point of the city's new Town Center Park, a project planned and designed by Clark Patterson Lee, City Hall is located on a site adjacent to the railroad, near Suwanee's historic downtown. Originally planned as the site for a big box retail center, the property was acquired by the City for the site for a new, mixed-use Town Center. City Hall's design is reminiscent of a historic train station to pay homage to Suwanee's history as a transportation hub in the region.

The 24,000sf building includes executive and administrative offices, a dedicated Council chambers, and a dramatic two-story lobby. The generous use of glass at the building's main entry as well as within the council chambers, takes advantage of the building's North-facing orientation to offer grand views into Town Center Park. The openness of the design is a direct reflection of the City's desire to do business in a transparent

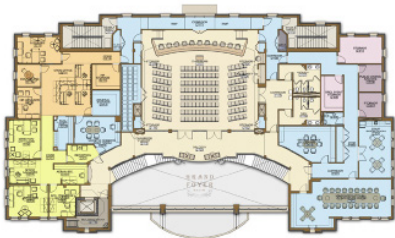


and welcoming environment. The key façade elements include panelized Georgia marble, a 50' high arched window wall, regionally selected jumbo utility brick and 100-foot-tall clock tower. The building form has quickly become a City icon for both residents and visitors alike.

The design incorporates principles from the Leadership in Energy and Environmental Design (LEED) program and achieved a rating of "Certified" from the United States Green Building Council.



*Experience of  
K. Scott Gordon, AIA, NCARB, LEED AP,  
Tim Pulver, AIA, and Eric Bosman, AICP  
while with other firms.*





## CITY OF GARDEN CAMPUS MASTER PLAN & TOWN HALL

**Owner:** City of Garden City, GA

**Area:** 33,000 sq ft

**Cost:** \$8.8 million

**Design Dates:** 2008

**Construction Dates:** 2008/2009

**Reference:** Brian Johnson, Former  
City Manager, 1128 Gurnee Avenue,  
Anniston, AL 36201, 256.236.3422

Mr. Gordon served as the Principal-In-Charge and Co-Designer for the new Town Hall. As part of the City's comprehensive planning, a concept design was prepared for a new Town Hall to include City Hall, City Police Headquarters, and a shared Council Chamber/Municipal Court to be located on a proposed new Town Green in a mixed-use, master-planned site.

Initially, there were (5) five sites under consideration ranging from commercial/industrial focused areas near the Georgia Ports Authority, to residentially focused sites near I-16 and the Southbridge Country Club on Dean Forest Road.

Using the Dean Forest Road (residentially focused) location as the theoretical site, the initial BRPH concepts utilize traditional design elements detailed with architectural elements common to conservatory and park buildings coupled with masonry selections similar to those found on other civic buildings in Garden City.

### Experience of

K. Scott Gordon, AIA, NCARB, LEED AP,  
Tim Pulver, AIA, and Eric Bosman, AICP  
while with other firms.

