

MEMORANDUM

To: Mayor and City Council

From: Chris Pike, Finance Director

Date: May 26, 2015

Subject: **Public Works and Parks Vendor Selection for Municipal Service Providers**

ITEM DESCRIPTION

To approve a contract with Lowe Engineering to provide Public Works and Parks Support 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.

Proposals Evaluation COMBINED SCORES	Total Score	Pricing
INFORMATION TECHNOLOGY		
Interdev	412.18	\$3,761,266
Rocket IT	392.76	\$2,621,764
INSPECTIONS & PERMITTING		
Clark Patterson Lee	449.99	\$2,500,000
Nova	422.33	\$3,400,000
Bureau Veritas	419.46	\$3,000,000
Collaborative	368.38	\$3,500,000
PLANNING & ZONING		
Clark Patterson Lee	390.04	\$4,970,000
Collaborative	372.13	\$2,169,318
Bureau Veritas	366.21	\$4,081,398
PUBLIC RELATIONS & MARKETING		
Jacobs	457.85	\$1,612,580
Collaborative	412.31	\$1,707,101
PUBLIC WORKS		
Lowe	557.24	\$4,078,331
Jacobs	517.61	\$4,621,548
PLANNING & PERMITTING COMBINED		
Clark Patterson Lee	848.17	\$7,470,000
Bureau Veritas	817.73	\$6,727,328
Collaborative	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 26TH day of May, 2015 by and between the City of Dunwoody, Georgia (Party of the First Part, hereinafter called the "City"), and, Lowe Engineers, LLC (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

#13.

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: Lowe Engineers, LLC

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)



May 15, 2015

Chris Pike, Director of Finance
CONFIDENTIAL – RFP 15-01
City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Re: Request for Proposals (RFP) 15-01 – Public Works and Parks & Recreation Government Services Procurement – Cost Proposal Transmittal – Revised after MCC May 11

Dear Mr. Pike:

It is our pleasure to attend the Mayor and Council meeting this week. In accordance with your instructions we are submitting the attached revised cost proposals for your consideration. The key points of this revision are:

1. Removed the Parks Director Position/Scope and revised the scope accordingly (please see the attached scope markup)
2. Revised Option B fees to not include Parks Director Position/scope

The revised forms are attached. Please let me know if you have any questions.

We acknowledge that this proposal may not be withdrawn for a period of one hundred eighty (180) days after the date and time of the proposal opening, March 27, 2015.

Sincerely,
Lowe Engineers, LLC

A handwritten signature in blue ink that reads "Jon Drysdale".

Jon Drysdale, PE
Partner
p. 404.312.1843 f. 770.857.8401
jon.drysdale@loweengineers.com

attachments

Appendix D –Cost Table

Page I

Submitted by Lowe Engineers, LLC

Bidders can submit proposals for provision of municipal services in one, multiple or all service areas. There will be no additional points awarded to firms bidding on more than one service area. The City will evaluate the qualifications of the Contractors to provide the requested services in each service area separately. However, the City recognizes that there are potential economies of scale and cost saving opportunities related to having one contractor providing work in more than one service area. In that spirit, the City encourages proposing firms to respond to more than one service area, as long as the responding firm possesses the required experience in all selected service areas and has the capacity to properly staff and manage the delivery of high quality services for the City.

Pricing may be, but is not required to be, included for each potential combination of service areas in addition to the individual service areas. For example, Bidder submitting a proposal for Parks and Recreation as well as Public Works may include a schedule for Parks and Recreation, a schedule for Public Works, and a schedule if awarded for both service areas. With seven service areas, this creates a potential for an excessive number of alternative pricing options. Accordingly, the City asks each Bidder to consider limiting the number of alternative schedules to the three most likely or most desirable combination of services in addition to the schedule(s) for individual service(s). Contractors may provide additional options, but they are not expected or required.

Throughout the term of the contract, changes to the scope of work may cause the need to include additional staffing to the contract. The Contract may be amended to include additional staffing requirements when the scope changes. The amount of the amendment will be actual costs to the Contractor plus the burden and profit ratios not-to-exceed those ratios proposed in Appendix D.

Please provide the proposed costs for all applicable service areas. If your organization is not proposing for a specific service area, please indicate so by marking N/A in the corresponding row.

	Not-to-Exceed Price by Year and Service Area					
	2016 ¹	2017 ¹	2018 ¹	2019 ¹	2020 ¹	2016 - 2020
Public Works †	\$782,729	\$798,711	\$815,172	\$832,128	\$849,591	\$4,078,331
Finance and Administrative Services						
Planning and Zoning						
Information Technology						
Permitting and Inspections*						
Parks and Recreation	\$78,144	\$80,844	\$82,903	\$85,390	\$87,952	\$414,876
Public Relations and Marketing						

*The City requests that all Bidders proposing for the Permitting and Inspection services shall provide the City with an alternative method of calculating the contract cost in lieu of the lump sum fee and will show the fee in the table above based on a percentage of an estimated \$1,000,000 in permitting and inspection revenues. (The City generated \$1,260,590 in 2014 and \$1,265,307 in 2013.) Please provide the 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: _____%

† The City requests that all Bidders proposing for the Public Works services shall provide the City with an alternative method of calculating the contract cost in lieu of the lump sum fee and will show the fee in the table above based on a percentage of \$5,000,000 in capital projects in addition to a flat not-to-exceed amount for services other than capital project management outlined in 2.2.7. Please provide the proposed percentage of the capital projects expenditures that the Bidder would invoice to recover the costs of service delivery for Capital Projects Management outlined in Section 2.2.7: 5.0 (Five) _____% (Amount shown in the above table will be the flat not-to-exceed amount for all services except Section 2.2.7 plus \$5,000,000 for capital projects times the percentage fee for services outlined in Section 2.2.7.) The amount shown (\$5,000,000) is a broad estimate only and not a guarantee. The City anticipates a minimum of \$3,000,000 (\$2M paving, \$1M storm water would be an absolute minimum) up to \$15 million with \$5M to \$10M being typical.

The City will not compensate the Contractor for any “phase-in” or “ramp-up” expenses. Although services should be provided immediately upon commencement of the contract, any such costs incurred should be included in the burden ratio and spread throughout the duration of the Contract’s term.

¹ City shall pay the contractors in twelve payments for each month in accordance with the Contract’s General Conditions (Section 7.11 (B)) to be reviewed and adjusted in accordance with the Contract’s General Conditions (Section 7.11 (G)).

Appendix D –Cost Table**Page III**Submitted by Lowe Engineers, LLCAlternative Option One – Service Areas Included Public Works, not including the variable cost portion of Capital Projects Management (proposed separately at 5%)Alternative Option Two – Service Areas Included Public Works and Parks/Rec(Maint Supervisor Only) not including the variable cost portion of Capital Projects Management or Parks Director

Alternative Option Three – Service Areas Included _____

	Alternative Not-to-Exceed Pricing Options					
	2016 ¹	2017 ¹	2018 ¹	2019 ¹	2020 ¹	2016 - 2020
Alternative Option One	\$530,000	\$545,000	\$565,000	\$580,000	\$598,000	\$2,818,000
Alternative Option Two	\$611,000	\$625,000	\$645,000	\$665,000	\$681,000	\$3,231,000
Alternative Option Three						

Contracts may present additional options but an additional option(s) is not expected or required. If submitted, please use the format provided.

¹ City shall pay the contractors in twelve payments for each month in accordance with the Contract's General Conditions (Section 7.11 (B)) to be reviewed and adjusted in accordance with the Contract's General Conditions (Section 7.11 (G)).

Representative Signature _____

Date May 13, 2015Printed Name and Title Jon Drysdale, PartnerTelephone Number 404-312-1843Fax Number 770-857-8401Email Address jon.drysdale@loweengineers.com

1.1 Parks and Recreation

The City of Dunwoody Parks and Recreation Department strives to provide the residents of Dunwoody with the highest quality parks, recreational services, and green space to enhance the quality of life to our community. The City of Dunwoody manages nine major parks with combined land space of over 160 acres. These parks are home to several major events each year and offer a variety of activities including skateboarding, tennis, and more.

1.1.1 General Requirements

Contractors responding to the Parks and Recreation scope of work shall perform the following services:

- 1.1.1.1 Provide services under the direction of the City Manager, and/or Public Works Director or designee. The Public Works Director is a City employee.
- 1.1.1.2 Provide a Parks and Recreation ~~staff~~ Manager, approved by the City, with full responsibility to ~~manage all Parks and Recreation Department staff necessary and proper to~~ perform the services, duties, and responsibilities set forth under the direction of the Parks Director. The Contractor shall not replace ~~staff~~ the approved Manager without written approval of the City, which approval will not be unreasonably withheld. (The Contractor is fully responsible for hiring and firing of personnel assigned to this contract. The City may request from time to time that personnel be removed from the contract and replaced. Contractor will be responsible for identifying suitable candidates able to provide the scope of services outlined in the contract. The City, at its discretion, may request an opportunity to review potential candidates and/or interview candidates prior to offers being made.) – See Section 2.1(g) regarding staff reassignments.
- 1.1.1.3 Provide supervision of Contractor(s) staff providing Parks and Recreation Services to ensure that all contractual requirements are performed effectively and efficiently. The City Public Works Director and Parks and Recreation Director will provide day-to-day operational supervision for department staff.
- 1.1.1.4 Provide the City with a primary contact who shall be available to the City in person or by telephone on a twenty-four (24) hour basis, seven (7) days per week.
- 1.1.1.5 Provide off-hours emergency service and support on a twenty-four (24) hour basis, seven (7) days a week.
- 1.1.1.6 Ensure that recreational facilities are in good repair and promptly notify the City of the need to repair or replace City equipment or the need for facility maintenance.
- 1.1.1.7 ~~Coordinate~~ Assist the Parks Director in the development of bid specifications, proposal review and evaluation, and the award process.
- 1.1.1.8 ~~Monitor~~ Oversee the department ~~budget and monitors~~ expenditures.
- 1.1.1.9 Review development of construction plans and ensures compliance with specifications.
- 1.1.1.10 Provide supervision of Contractors providing Parks and Recreation Services to

ensure that all Contractors perform contractual requirements effectively and efficiently.

1.1.1.11 ~~Verify and update all information provided or obtained from other sources.~~

1.1.1.12 Comply with all local, state, and federal regulations applicable to performing work within a City park or recreational facility.

1.1.1.13 As it relates to Parks and Recreation, the Contractor shall track, maintain, and report on key performance indicators established by the City in consultation with the Contractor in a timely manner.

1.1.1.14 Identify and perform other Parks and Recreation assistance where the firm reasonably anticipates needs, which are not specifically set forth above.

1.1.2 Parks Maintenance

The Contractor shall provide the following services:

1.1.2.1 Plan, implement and coordinate staffing and contract administration for the daily maintenance and use of all public parks and recreational facilities. Supervisory duties include, but not limited to prioritizing and assigning work; conducting performance evaluations of contracted staff as well as reviewing proposals for contract renewals; ensuring staff are adequately trained; and ensuring contracted staff are following City policies, procedures and guidelines.

1.1.2.2 Oversee contracts responsible for the maintenance of City parks. This includes internal and external cleaning of all facilities daily, mulching, and playgrounds.

1.1.2.3 Ensure repairs are completed in a timely manner including, but not limited to:

- Painting over or removal of graffiti
- Mowing and trimming
- Applying top dressing, dragging, aerating and lining athletic fields
- Repairing or replacing broken windows
- Repairing or replacing damaged or missing park signs
- Repairing or replacing broken toilets and other bathroom facilities
- Removing debris
- Repairing or placing lighting in all recreational and park areas
- Removal of trees when necessary

1.1.2.4 Assist the Parks Director to rReview, revise, develop, and recommend to the City Manager short, mid, and long range plans for capital improvements.

1.1.2.5 Conduct all activities necessary to identify, develop and prepare submissions for any federal, state, or local funding and grant programs for improvements to the Park and Recreation system within Dunwoody, and provide fund oversight as required by law.

- 1.1.2.6** Maintain all Parks and Recreational facilities as outlined in the above activities including:
- Dunwoody Park (the nature center and the baseball fields)
 - The Donaldson-Chesnut Homestead
 - North DeKalb Cultural Center
 - Windwood Hollow Park
 - Brook Run (includes theater and skate park)
 - Vernon Springs Park
 - Georgetown Park and Georgetown Square
 - Pernoshal Park
 - Other recreational facilities acquired by the City during the term of the contract
- 1.1.2.7** Identify and perform other park maintenance responsibilities to ensure safety and cleanliness, where the firm reasonably anticipates needs, which are not specifically set forth above.
- 1.1.2.8** Inspects parks and community facilities to ensure safety, cleanliness, and project tasks are completed properly.
- 1.1.2.9** Oversee the maintenance of recreational fields such as applying top dressing, dragging, aerating, and lining fields.
- 1.1.2.10** Oversee the maintenance (including janitorial maintenance) in parks and community facilities.
- 1.1.2.11** Oversee all repairs within parks and community facilities.

1.1.3 Recreation

The Contractor shall provide the following services:

- 1.1.3.1** Develop and/or maintain short, mid, and long-term plans for capital improvements and implement said plans, as directed.
- 1.1.3.2** Plan, recommend, implement and coordinate staffing and contract administration for the daily maintenance and use of public parks and recreational facilities.
- 1.1.3.3** Plan, recommend, implement, and coordinate staffing for planning and promoting, of recreational programs and special events sponsored by the City. These special events may include, but are not limited to festivals, ceremonies, and 5Ks.
- 1.1.3.4** Coordinate with Park and Recreation staff to ensure dates for events scheduled in connection with facility activities do not conflict with any other City activities.
- 1.1.3.5** Coordinate preparation and cleanup for all recreational activities upon closure of events.
- 1.1.3.6** Administer all contracts with private instructors programs.

- 1.1.3.7** Assist the Parks Director to Mmanage and administer the collection of all fees and revenues from City provided recreational programming, devise, and implement a system for the security of all revenues collected.
- 1.1.3.8** Coordinate specified aspects of utilization of parks with emergency management procedures of local, state, and federal agencies.
- 1.1.3.9** Coordinate~~Manage~~ all planning, implementing and coordinating of staffing for the planning and promoting of recreation programs and special events.
- 1.1.3.10** Plan, implement, and coordinate staffing for the managing, coordinating and scheduling of City athletic facilities as needed.
- 1.1.3.11** Assist the Parks Director to eEstablish, operate, and oversee all aspects of emergency management procedures with local, state, and federal agencies to ensure safe recreational system.
- 1.1.3.12** Assist the Parks Director to Mmaintain and update a programming and management plan for the continued operation of City resources, including but not limited to the Brook Run Skate Park.
- 1.1.3.13** Assist the Parks Director to Iidentify and perform other recreation services responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.



Municipal Government Services Procurement

RFP 15-01

Public Works and Parks & Recreation

Technical Proposal

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015

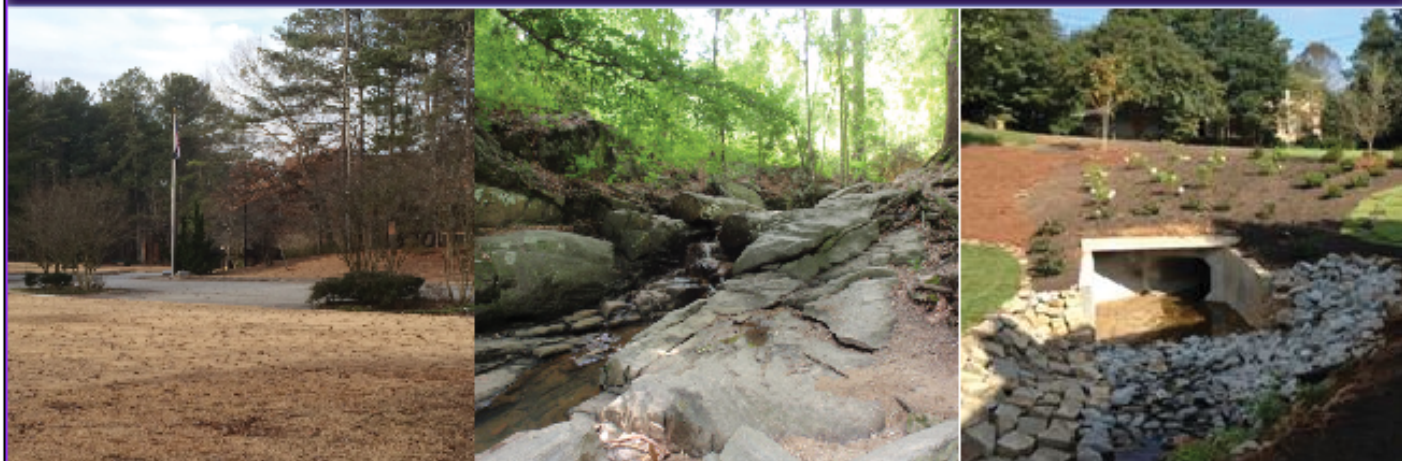


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PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

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Municipal Government Services Procurement

Section I Letter of Transmittal (RFP 3.3.1.1)

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015





March 27, 2015

Chris Pike, Director of Finance
 CONFIDENTIAL – RFP 15-01
 City of Dunwoody
 41 Perimeter Center East, Suite 250
 Dunwoody, GA 30346

Re: Request for Proposals (RFP) 15-010 – Public Works and Parks & Recreation Government Services Procurement

Dear Mr. Pike:

On behalf of Lowe Engineers it is a great pleasure to submit our response. We have been extremely honored to partner with the City for the past seven years during the historic occasion of Dunwoody's path to cityhood and beyond. We certainly want to continue to be your partner going forward.

We have worked extremely hard to provide you with the highest level of quality staff available in the state. We know our department staff is highly desired by the City as well as our competitors. Thus, we are proud that our entire Dunwoody team is committed to serve you for the next 5 years as a promise of our continuity. Our Team is priceless to Lowe Engineers. It is our intention to maintain our managers and staff as Lowe Engineers employees. We have recruited the Team, trained the Team, and invested in them with the goal of retaining all of them as long-term Lowe Engineers' employees.

The value we bring from our lessons learned is priceless to the City and going forward for the next five years we plan to use our past knowledge to propel the departments to provide an even higher level of service and "better" ideas to the citizens of Dunwoody.

Lastly, we are firmly committed to the integrated fabric of Dunwoody. Our roots and history lie in this great state of Georgia and we are headquartered within 2 miles of the City's heart and soul, City Hall.

Thank you again for the opportunity to submit and we appreciate your detailed review of this response. We request the opportunity to present our Team in person. We acknowledge that this proposal may not be withdrawn for a period of one hundred eighty (180) days after the date and time of the proposal opening on March 27, 2015. I will be the contact person for our response and my contact information is provided below.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jon Drysdale".

Lowe Engineers, LLC
 Jon Drysdale, PE
 Partner
 p. 404.312.1843
jon.drysdale@loweengineers.com

PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

Introduction

During the past seven years, the City of Dunwoody and Lowe Engineers have partnered in the startup and operations of the City. We have initiated, established and performed the myriad of services required in Public Works and Parks and Recreation. We have participated in and directed the establishment of a Transportation Master Plan, Parks and Recreation Master Plan, and a Stormwater Utility. We are uniquely qualified to continue to provide these services, execute the plans, and move the City forward with new ideas based on the lessons learned under our past and current contracts.

For the last ten years Lowe Engineers has been part of public-private partnerships at several cities in the metropolitan Atlanta area. We know how to capture the values, the goals, and the hearts of the cities we support and turn that into a driving factor in providing the needed services. Lowe Engineers does more than just provide Dunwoody government services, "we are your staff." We know your facilities and programs better than any other firm and can provide a greater rate of return on the City's investment. We have a distinct approach and perspective to provide the required services with knowledgeable, skilled and professional staff.

Our approach, experience, and current contract with the City of Dunwoody allow us to provide the municipal services for Public Works and Parks and Recreation. We don't just come and go and perform our services, we become immersed in the culture and understand what it is to be a part of the City. We respond no matter how small the task or service; we are sensitive to the citizens and their needs, and we become collaborative partners with other City staff. This public-private partnership provides a fresh perspective for all stakeholders and results in innovative and cost-effective solutions to the needs of the City of Dunwoody.



Our Team for Dunwoody is **PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING**. This will be detailed in our response. The following summary information supports this:

PROVEN: We have provided excellent services since the start of the City and as the additional service areas of stormwater and parks and recreation were added. Following is a list of some of our more significant accomplishments:

- Constructed over 6.3 miles of sidewalks, not including over 2.5 miles to be constructed in 2015
- Added over 5 miles of bicycle lanes on City roads
- Over 60 right of way and easement acquisitions for capital projects and 120 for stormwater repairs
- Constructed over 100 stormwater pipe replacements
- Received the Golden Shoe award for proactive identification of over 1,700 sidewalk maintenance issues

PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

- Secured a \$400,000 Safe Routes to School Grant for pedestrian improvements at Kingsley Elementary school
- Improved response and increased available equipment for winter storm events at no capital cost to the City
- Secured \$100,000 in FEMA disaster relief funding to repair failed Stormwater pipes
- Secured over \$1.1 million in funding for the Dunwoody Village Parkway streetscape project
- Successfully completed several million dollars of paving and over \$3.2 million worth of sidewalk design and construction



- Obtained over \$50,000 of signal equipment upgrades from Georgia DOT to modernize 13 intersections at no cost to the City
- Worked with the Perimeter Traffic Operations Program (PTOP) to optimize the signals in the PCIDs. The PTOP program has proven to save 233,680 hours of travel time and 1,260, 290 gallons of gasoline each year.
- Worked with GDOT to re-time traffic signals in and around Dunwoody Village. As a result of the re-timing, delay time decreased by 15% and emissions decreased by 10-15%.
- Completed over 8,000 street, signal, sign, sidewalk and Stormwater repairs including over 600 emergency repairs. Established performance measures and worked with the maintenance contractor to have 95% of priority 1 work orders completed within 24 hours.
- Inventoried and created GIS database of over 13,000 Stormwater assets, 150 miles of roadway, 60 miles of sidewalk, 3,000 signs and 58 traffic signals.
- Completed condition assessments on over 13,000 Stormwater assets and replaced or scheduled for repair all immediate needs
- Transitioned the Parks to the City from DeKalb County
- Improved Grounds Maintenance in Park Facilities
- Established a list of qualified skilled trades vendors to support the City
- Implemented a digital routing process for Special Events

PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

- Hosted special events in the parks such as Pics in the Park, Memorial Day and Veteran's Day Event
- Coordinated volunteer efforts in the Parks
- Provided cohesiveness between Affiliated Recreational Partners
- Completed Parks and Recreation Comprehensive Master Plan
- Received and implemented Energy Efficiency Grant for facility HVAC and lighting upgrades
- Received Department of Natural resources Recreational Trail Grant
- Developed MOU's with Affiliated Partners
- Worked with GDOT and PCIDs to implement Georgia's first Diverging Diamond Interchange (DDI) on Ashford Dunwoody Road over I-285
- Secured a \$784,000 Georgia Transportation Infrastructure Bank (GTIB) Grant for construction of the Tilly Mill Road at North Peachtree Road Intersection Improvement project
- Value engineered the stormwater design for the Tilly Mill Road at North Peachtree Road Intersection Improvement project, resulting in an expected savings of over \$300,000 in construction costs.
- Received a total of \$840,000 in grant funding from Last Mile Connectivity and Transportation Alternatives (TAP) programs offered by Atlanta Regional Commission (ARC) for the Georgetown Gateway project
- Created several Intergovernmental Agreements with DeKalb County on multiple projects to reduce project construction time where both municipalities have infrastructure projects
- Partnered with the PCIDs to help fund a traffic management center (TMC) to be located at Dunwoody City Hall. \$1M in grant funding has been received.
- Updated GIS Database to include repairs to City infrastructure through 2013/14.
- Worked with City Tree Assessment to remove majority of dead and dangerous trees.



PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

PREPARED: We know the City better than any other Team and we are prepared to serve for the next five years.



Following is a list of some of our upcoming goals:

- Transition from reactive maintenance to modern pavement management through coordination with capital paving, stormwater repairs, and pavement condition scoring
- Continue to adapt the City's Stormwater Utility into an industry leader
- Conduct an update of the pavement condition assessment
- Competitively Re-bid maintenance contracts to ensure the best value for the City and quality workmanship
- Work with City Tree Assessment to restore or remove any remaining diseased trees while installing new trees in their place
- Execute Council's goal of making Dunwoody more bike and pedestrian friendly through infrastructure improvements
- Secure additional transportation funding through ARC and GDOT to implement the transportation plan.
- Increase the accessibility of the community during the Public Involvement process
- Improve the communication with the public on capital projects throughout all project phases
- Provide public safety outreach program for drivers and pedestrians (S.C.A.N. Program)
- Establish a set of Design Standards and Detail for the City of Dunwoody
- Fully implement the work management system and performance measures for maintenance operations
- Increase production times from maintenance contractors while limiting budgetary strain
- Increase public outreach to citizens, staff and council following repairs
- Establish and maintain live infrastructure improvement updates to the City's GIS database
- Establish strong links with outside agencies to include GDOT, DeKalb County, and MARTA
- Implement cost effective replacement program for signs and pavement striping to meet federal standards
- Maintain Signal Cabinet Maintenance Program on an annual basis
- Develop and implement a long-term capital improvement program for Stormwater through testing, investigation, and action.
- Increase coordination of stormwater utility with adjoining municipalities that share watersheds.
- The Stormwater Utility will continue to find innovated, cost effective and long-term repairs to the City's aging infrastructure needs, such as the \$100,000+ savings on the Perimeter Center Parkway Project.
- Address water quality in impaired streams
- Implement Intelligent Transportation System for traffic signals throughout the City
- Implement cost effective replacement program for signs and pavement striping to meet federal standards

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- Implement joint use agreement with DeKalb Board of Education
- Create Affiliated Partners Roundtable to harbor cohesion amongst user groups.
- Work with Dunwoody CVB to promote Dunwoody Parks and Recreation
- Continue to improve on facility and grounds maintenance
- Continue to research and obtain applicable grants for Dunwoody parks
- Solicit bids and proposals for maintenance and project needs to provide cost effective services for the City.
- Promote Dunwoody Parks and Recreation to neighborhood organizations and community groups.
- Continue to provide Capital Parks Projects consistent with the Comprehensive Parks Master Plan

PRICELESS: Our Team is priceless to the City. The knowledge of our Team cannot be replaced by another firm. All of our project and support team, not just our managers, have a wealth of understanding of the City's infrastructure, the City goals and culture, with a depth and breadth that cannot be duplicated. Our Team is also priceless to Lowe Engineers. It is our intention to maintain our managers and staff as Lowe Engineers employees. We have recruited the Team, trained the Team, and invested in them with the goal of retaining all as long-term Lowe Engineers employees.

- Immediate continuation of excellent service, with no learning curve for the area, the issues, or the techniques
- For special events and emergency response, our knowledgeable and experienced team can't be beat
- Our commitment to providing the best transportation system will help citizens enjoy more time at home with their families
- Smoothing traffic flow, reducing delays, and analyzing each intersection's crash history will help us reduce serious vehicle crashes

PASSIONATE: Our Team is passionate about working for the City of Dunwoody and serving the citizens, land owners and visitors. We go way beyond the call of duty and are dedicated to the success of the City. Our Team members spend many evenings and weekends responding as needed by this project and enjoy doing it. We enjoy coming to work each day and doing all we can for the City!

- Lowe Engineers and the City of Dunwoody exist for the same reason: to fill the need of providing better government to communities that desperately needs it.
- We know that our ultimate goal is to make people's lives better. We work and live in the area and want it to be as great as possible
- We have a proven track record of doing whatever is necessary, whenever it's needed.
- Not content to provide just general knowledge, our team includes specialized experts in each field



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PROGRESSING:

- Lowe Engineers will continue progressing all aspects of Public Works and Parks and Recreation for the City of Dunwoody
- Lowe Engineers will continue to evolve all procedures and practices looking for ways to improve speed, efficiency and quality
- Lowe Engineers is not waiting until the start of a new contract, but is continually progressing our services during the execution of the current contract



It is Lowe Engineers perception that by selecting Lowe Engineers as the City's Public Works and Parks & Recreation service provider, the City significantly reduces risks associated with the selection of a competing organization or company. To summarize, by selecting Lowe Engineers:

- The City reduces the risk of the citizens re-evaluating the current highly positive perception of the City's current Public Works and Parks & Recreation services.
- The City reduces the risk of resource availability and proximity to the service provider's headquarters.
- The City reduces the risk associated with the natural learning curve necessary for a new service provider to understand the City's current strategies, plans, processes, and goals.
- The City reduces the risk of associated with getting to know the new individuals a competing company brings to the table and their lack of knowledge of City employees, Council members, and the public groups and individuals to whom services are to be provided.
- The City reduces the risk of being subjected to potential loss of current services temporarily and/or permanently.
- The City reduces the risk of potential costs associated with a new service provider that may not have fully understood the City's expectations and failed to price their services appropriately. Such costs could impact and even negate any savings the City may have assumed by selecting a new service provider.
- The City reduces the risk of not achieving many of the enormous contributions made for the City under the current contract – as described herein, previously.

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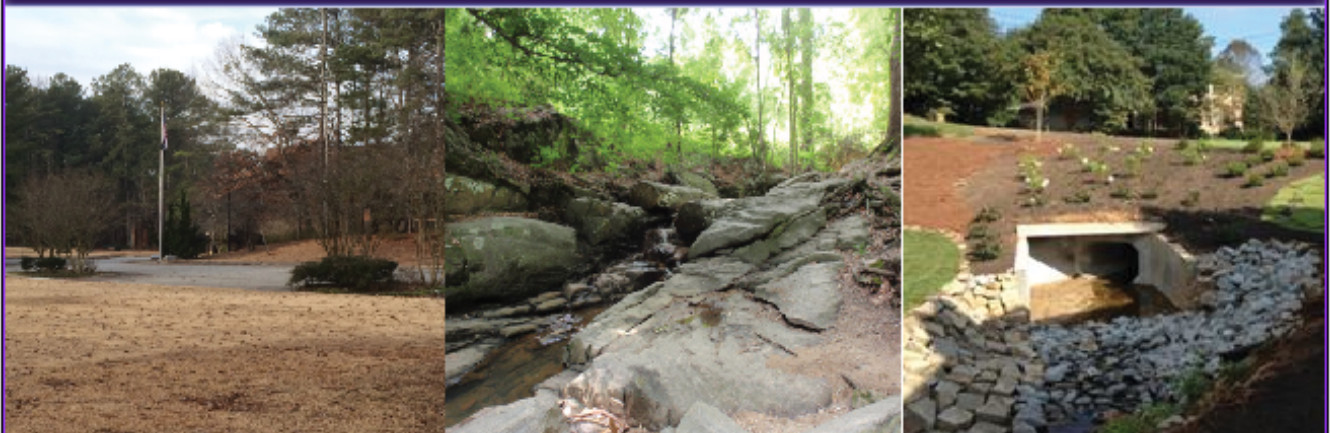
Municipal Government Services Procurement

Section II Corporate Background and Qualifications (RFP 3.3.1.2)

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015



Section II Corporate Background and Qualifications (RFP 3.3.1.2)

Within this section, Lowe Engineers includes information on our corporate organization, experience, and skills. We address Lowe Engineer's record of accomplishment, reputation, and past performance in providing services to municipalities of similar size, including the City of Dunwoody, and indicating the capabilities for the successful completion of the work.

Lowe Engineers is headquartered at 990 Hammond Drive, Suite 900, Atlanta, GA 30328, less than one-half mile from the City of Dunwoody. The firm was incorporated in Atlanta in 1957, and since that time has grown in size and expertise. Lowe Engineers is recognized as a leading engineering firm in the Metro Atlanta area by clients and peers alike, based on our consistency in providing quality and responsive service.

Recent local municipal clients include the cities of: Alpharetta, Brookhaven, Chattahoochee Hills, Conyers, Dunwoody, Forest Park, Johns Creek, Milton, Pine Lake, Roswell, Sandy Springs, Smyrna and Union City as well as the Counties of: Bartow, Clayton, Cobb, DeKalb, Fulton, Gwinnett, Oconee, Paulding, and Rockdale.

Lowe Engineers has a professional staff of 60+, who provide municipal engineering, construction management, civil and transportation engineering, GIS mapping and surveying services to city, county, and state governments, the Department of Defense, and private developers.

Lowe Engineers has provided the core services of civil engineering, transportation engineering, surveying, mapping and planning, project delivery and construction and program management to similar size municipalities for nearly 60 years. Recent local municipal clients include the cities of: Alpharetta, Brookhaven, Chattahoochee Hills, Conyers, Dunwoody, Forest Park, Johns Creek, Milton, Pine

Lake, Roswell, Sandy Springs, Smyrna and Union City and the Counties of: Bartow, Clayton, Cobb, DeKalb, Fulton, Gwinnett, Oconee, Paulding, and Rockdale. Repeat work has been awarded from all of these clients based on the quality of Lowe Engineers' work product, staff performance and responsiveness.

Attributes, Capabilities, Techniques & Resources

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

While many of our competitors can demonstrate extensive experience working with local governments on specific projects or programs, to our knowledge, Lowe Engineers is one of only three firms that have experience in Georgia managing an entire Public Works operation. Lowe Engineers is uniquely qualified not only based on our experience in Sandy Springs, Milton, Johns Creek and Brookhaven, but mainly because of our experience as part of the Dunwoody staff since the City's inception in 2008. Managers, engineers and technical staff from our Municipal Engineering Group have served as part of your City staff for the past seven years. Our staff's institutional knowledge and thorough understanding of the City's professional culture will eliminate any learning curve in January 2016 and enable our staff to be continuously responsive and effective.



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As Dunwoody's Public Works and Parks and Recreation staff, Lowe Engineers has made progress with improving operations and has achieved efficiencies and cost savings in many areas. Some of our accomplishments include:

- Responding to and completing over 2,500 pavement repair requests and over 600 emergency repairs
- Establishing and tracking performance measures for maintenance subcontractors which resulted in improved responsiveness
- Improving response and increasing available equipment for winter storm events at no capital cost to the City
- Completing paving, sidewalk and park demolition capital projects on time and under budget



Laser truck provided accurate data in City-wide pavement evaluations.

Our Dunwoody team is backed by the full resources of Lowe Engineers which provides access to a full range of civil, transportation and traffic engineering, water resource, surveying, planning, GIS, and construction-related capabilities. Tasks not specified in the RFP that might be needed in an emergency are within the day to day operational capacity of our Team.

Based on our municipal experience, Lowe Engineers has assembled a Team of professionals specifically to meet the needs of the City of Dunwoody. This includes designers, transportation planners, signal engineers, construction managers, surveyors and stormwater engineers who have previously worked

directly or indirectly for local governments. Our team is very experienced using standard government procedures and practices, including bidding and procurement policies, grant management procedures (including such items as Davis Bacon), special construction procedures and standards, emergency response procedures and government accounting practices. We are thoroughly familiar with the Plan Development Process (PDP) of GDOT, ARC rules, and EPD policies and procedures.

Involvement with Similar Projects

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

Lowe Engineers provides the following examples of similar work.

- **City of Dunwoody:** Lowe Engineers' Municipal Engineering Group has provided an on-site team and off-site support team to staff and manage the Public Works Department, including Parks, for the City of Dunwoody since its formation in 2008. The services we have performed and managed for the City include:
 - Public Works: Infrastructure inventory and management, budgeting/forecasting, scheduling, and maintenance, public response and construction management
 - Transportation System: Planning, plan review, design, maintenance, public response
 - Stormwater Utility: Budgeting, inventory, planning, design/implementation, maintenance, public response
 - Parks and Recreation: Planning, facility management, maintenance, budgeting, programming, public response and construction management
- **City of Brookhaven:** Lowe Engineers' Municipal Engineering Group has provided an on-site team and off-site support team to staff and manage the Public Works Department, for the City of Brookhaven since its formation in 2012. The

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services we have performed and managed for the City include:

- Public Works: Infrastructure inventory and management, budgeting/forecasting, scheduling, and maintenance, public response and construction management
- Transportation System: Planning, plan review, design, maintenance, public response
- Stormwater Utility: Budgeting, inventory, planning, design/implementation, maintenance, public response



- **Cities of Sandy Springs, Johns Creek, Chattahoochee Hills, and Milton:** Our Municipal Engineering Group has provided outsourced municipal services since 2005. In partnership with CH2MHill and URS, Lowe Engineers has provided on-site management and engineering teams in the areas of public works, administration, and community development and transportation management. Lowe Engineers' responsibilities have included management of the City's Capital Improvements Programs, preconstruction planning, procurement and coordination of subcontractors' work packages, site inspection, plan review, review and approval of development plans and studies, design and review of signal, intersection and pedestrian improvements, and property acquisition.

As a part of the City of Johns Creek, Lowe Engineers has contributed greatly to the success of the Department of Public Works. Lowe Engineers has worked on several projects at the City. The City has met its attainment goal and it is a testament to the good work being done by the Team.

*Harold "Buzz" Boehm
Program Director*

- **Perimeter Community Improvement Districts (PCIDs):** Lowe Engineers is providing Professional Engineering and Program Management Services under an on-call contract for various Transportation Infrastructure Improvement projects. Under the PCID contract, Lowe Engineers acts as an extension of the PCID staff, assisting on an as-needed basis, with project management and coordination, programming, scheduling and other related services. Services provided under this contract include: Transportation Design Services, Land Surveying, Traffic Engineering, Environmental and Geotechnical Services, Land Acquisition Services, Construction Management and Inspection Services, and Project Administration.

Pending Litigation

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.

Lowe Engineers has no pending litigation and only one instances of litigation in the past five years. The case concerned an automobile accident involving a Lowe employee driving a company vehicle. The case has recently been settled in 2011 with an insurance company payment.

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Back Office Attributes, Capabilities & Resources

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

Lowe Engineers uses a blend of the project team and the resource team to provide services to Dunwoody (see Section IV – Organization Chart). The project team includes all individuals named on the organization chart and they are based at City Hall or frequently provide services and task accomplishment within the City. The project team has full access to the resource team capabilities, when needed, and with our headquarter office's proximity to Dunwoody; the resource team is very responsive.

The project team provides overall management resources, plus general civil engineering, traffic engineering, stormwater engineering, and parks management. The resource team has greater depth and specialized expertise in all these areas, plus additional services, such as land planning, landscape architecture, grants acquisition, surveying, mapping, and GIS.

Lowe Engineers Financials

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.

Lowe Engineers is a financially stable, privately held company that has shown consistent ability to weather the ups and downs in the economy. We are in great financial standing with our financial institutions and creditors. Statements and audited overheads are available upon request.

Lowe Engineers, LLC gross revenues for fiscal years 2004 through 2014 are shown below.

LOWE ENGINEERS, LLC	
Year	Gross Revenues
2010	\$9.6 million
2011	\$6.4 million
2012	\$5.1 million
2013	\$4.9 million
2014	\$6.6 million

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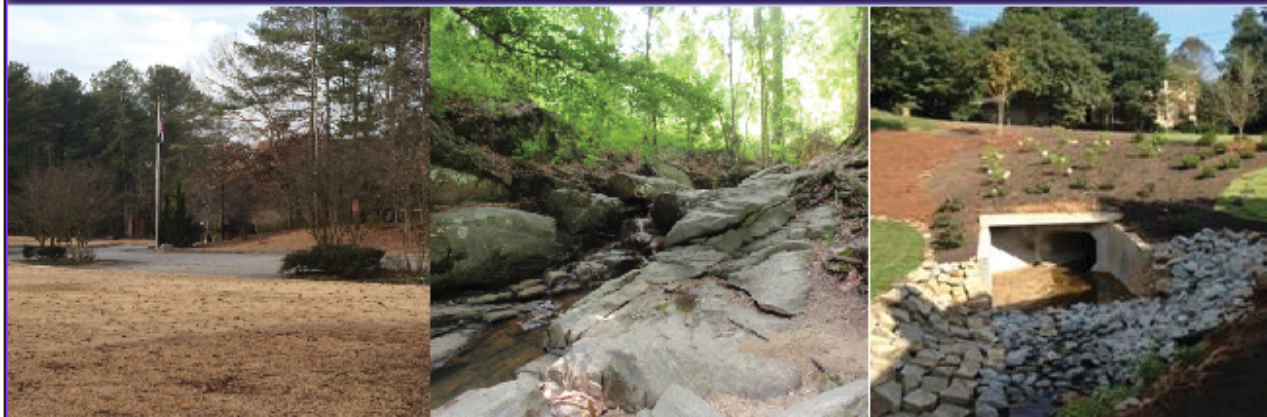
Municipal Government Services Procurement

Section III Response to Scope of Work (RFP 3.3.1.3)

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015



Section III – Response to Scope of Work (RFP 3.3.1.3)

Bidders shall respond in detail to the requirements listed for the service area(s) of their choosing AS WELL AS THE SCOPE OF REQUIREMENTS LISTED IN 2.1. Bidders shall address each listed item in order as it appears, providing separate descriptions for each applicable service area (if bidding on multiple scopes of work). Bidders should not merely affirm an item but rather expand (concisely) how each scope item will be addressed throughout the duration of the Contract. Failure to address any item listed below may result in rejection of proposal.

Lowe Engineers' Municipal Engineering Group has been providing engineering services to the City of Dunwoody since 2008, under the current direction of Lowe Engineers Managing Partner, Jon Drysdale, PE.

Since our contract with the City began, our Team has gained an intimate knowledge of the City's infrastructure, stormwater systems, streets and highways, traffic patterns, City parks and recreation facilities. This experience has given us a comprehensive understanding of the desires and vision of the City leaders and the concerns of your citizens.

Lowe Engineers is uniquely qualified to manage the wide-ranging scope of services for Public Works and Parks and Recreation. Lowe Engineers is the first, and only, engineering firm to have performed in this role for the City of Dunwoody, and we are one of the few firms to have undertaken this role anywhere in the region.

Armed with so much history, lessons learned and goals for the future, our Team is anxious to be selected to further assist you with the next phase of service in your Public Works and Parks and Recreation Departments. Lowe Engineers will continue to provide value to the City of Dunwoody by continuing with our current on-site staff, supplemented as needed with additional technical resources.

The responses to the Scope of Work will fully address the general scope of work items identified in the RFP, followed by the Public Works scope of services and

responses to the Parks and Recreation Department scope of services.

Clearly state your understanding of the service delivery objectives, work activities, and deliverables requested by this RFP. Bidders shall address each item within the scope of work for all section(s) being proposed. For example, item 2.1(f) of the general service deliverables mentions the use of key performance indicators. Here you would discuss your methodology for delivering on this requirement and/or provide examples of when you have performed similar services previously.

As the Public Works and Parks and Recreation management firm since the City's inception in 2008, Lowe Engineers has developed all of the systems, processes and procedures for Public Works and Parks and Recreation and has had a part in forming the work culture.

Lowe Engineers has a thorough understanding of the objectives, activities and deliverables requested by the City of Dunwoody. We believe we have built a solid foundation, made progress with the City's initiatives, and have so much more to do. Upon award of a new contract, top priorities would include:

- Paving
 - Continue to execute significant investment in the streets
 - Re-compete street maintenance contract



- Capital Projects
 - Continue to execute significant investment in the Public Works and Parks and Recreation capital programs

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- Increase efficiency in the project delivery by reducing time wherever possible
- Transportation Plan Implementation
 - Continue to carry out the vision of making Dunwoody more bike and pedestrian-friendly
 - Use staff experience with ARC and GDOT to program and secure additional project funding
- Customer Service/Performance Measurement
 - Continue to improve performance in Public Works operations
 - Reduce response times to work requests
- Stormwater
 - Execute and update the long-term capital improvement program
 - Coordinate with the paving program

Approach & Methodology

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

In Dunwoody, Lowe Engineers has focused on three aspects of high quality service: (1) providing qualified personnel, (2) instilling quality into processes and (3) providing responsive service to the City and its citizens.



Lowe Engineers believes quality begins with attracting and retaining talented, conscientious professionals. Our ability in this area has been demonstrated in the filling of several key positions under the current contract with Dunwoody. Lowe Engineers has assigned some of its most experienced and qualified staff to the City of Dunwoody. A majority of the engineers that support Dunwoody are licensed professionals. The average years of experience are 15 and several members have over 25 years. By providing a seasoned and

accomplished staff to the City, we are able to deliver high quality service with fewer people than traditional public works operations.

We ensure that our staff stays abreast of industry trends by investing in training and participating in professional organizations. Under our current contract, we have provided the following training:

Pavement Management	Complete Streets
Public Works Risk Management	ADA Compliance
Bicycle and Pedestrian Design	Playground Safety
GIS	Floodplain Management
Attendance at the APWA national conference and technical sessions	

Moving forward, Lowe Engineers will continue to invest in our employees. Our staff will be required to participate in professional organizations which offer opportunities for sharing of information through professional journals, meetings, seminars, and training sessions. We plan to remain active in the following organizations:

- American Public Works Association
- American Society of Civil Engineers
- American Society of Highway Engineers
- Institute of Transportation Engineers
- Georgia Association of Floodplain Managers
- Southeastern Stormwater Association

Our focus on training and participation in professional organizations will allow the Lowe Engineers Team to continue to bring the City of Dunwoody innovative ideas and approaches to your public works and parks and recreation needs.

Lowe Engineers instills quality into the day-to-day operation of the Public Works Department in sometimes small, but significant ways. Examples include:

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- We have a peer review policy that requires all formal communication such as technical reports and letters to citizens be reviewed by more than one person before release.
- The Team's professional experience includes construction monitoring and quality control. Our staff knows what it takes to ensure quality in construction and infrastructure improvements, and is actively engaged in every project. Contractors are held accountable to ensure their work is acceptable to the City.
- For larger projects that require full-time observation and specialty testing, we direct independent firms that specialize in construction quality control testing. When work is not completed in accordance with specifications or to the satisfaction of the City, we require the work to be redone or deduct the cost of the work from the value of the contract.

Finally, quality service requires responsiveness to the City and its citizens. The City expects privatized City services to provide a higher level of service than citizens are accustomed to receiving from traditional governments and we strive to fulfill this expectation.



Our Dunwoody staff has set internal goals to respond to calls and emails within 24 hours. We have set target completion times for maintenance work orders with the maintenance subcontractor and we make contact with concerned citizens a minimum of every 30 days for prolonged work. Poor service is frustrating for citizens and elected officials, detracts from civic pride and is bad for our business. Lowe Engineers is

committed to ensuring delivery of high quality, responsive service.

City Staff Collaboration

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

Lowe Engineers will continue to focus on efficiency and cost savings in Public Works and Parks and Recreations operations. As we have done, we will evaluate opportunities for changes that increase efficiency and/or save costs and if they appear satisfactory, we will recommend them to the City Manager. In some cases the improvements have been within our managers' authority to implement and we will implement them as we have done over the last seven years, while coordinating as needed with the appropriate City staff.

"... Thank you and your staff for your beyond belief responsiveness..."

...This kind of response from a City government, no one would believe, because that would never happen anywhere else... the citizens did all that they did to form the City, and the City Council pulled together an outstanding team. You guys are awesome!

*Tom Riesmeyer
Citizen*

Lowe Engineers evaluates efficiency and cost-saving improvements by staying informed about industry best practices and by critically assessing emerging technology and innovative practices. We stay abreast of innovations through our experience and professional contacts in other agencies and through participation in professional organizations. Lowe Engineers has sent several members of the Municipal project staff, to local, regional and national conferences where they were able to learn about new technologies and exchange ideas and practices with colleagues.

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Lowe Engineers was an integral part of the CH2MHill team responsible for the Public Works operation in the City of Sandy Springs. With a larger budget and a few years head start, Sandy Springs has tried new approaches to infrastructure challenges. Close communication between the staff in the two neighboring cities has given Dunwoody the advantage of witnessing firsthand which techniques provide the best value before committing resources.

Communication with City Officials

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

As demonstrated over the last seven years, Lowe Engineers is available 24 hours per day, 7 days a week through its emergency phone system and staffing plan. All members of the Dunwoody project Team are equipped with laptops and/or iPads and iPhones. Internal customer service is as important to our staff as service to the public.



Lowe Engineers is committed to fulfilling City Manager and City staff requests in a timely manner. The project staff holds regular meetings where we go over the status of projects and review deadlines. As part of this contract Lowe Engineers proposes to continue to utilize MS Project, project management and scheduling software, to enhance our ability to manage and track some of the larger infrastructure projects that are underway or anticipated to begin in the next few years.

Transition

Describe your firm's methodology for addressing transition issues at both the beginning and conclusion of this contract. The existing contract for these services expires at midnight on December 31, 2015.

As we are currently providing management services, Lowe Engineers offers the advantage of not needing a transition period. Our institutional knowledge and availability of staff will result in an efficient continuation of services and no cost to the City for transition in our service areas. Additionally Lowe Engineers is working with other current City service area providers and will continue to coordinate with them as we have done. Lowe Engineers will also assist any new providers as they are added to the City service provider team. We have worked with all anticipated firms in the past and anticipate no problems during the transition.

Lowe Engineers is fully committed to supporting a successful and orderly transition should the City elect to award this work to another contractor. Throughout the course of our contract, we have documented processes and procedures and have maintained records and other documentation to support any future transition. During the transition period, we will work closely with the new contractor to transition records, and other documentation to support an orderly transition.

Subcontractors/Suppliers

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

The equipment and supplies used for this contract are listed below.

- Handheld GPS units
- AutoCAD and Microstation design software
- iPhones for all staff
- Digital Cameras
- Technical Library resources (e.g. AASHTO Design Guide, MUTCD, etc.)
- Trucks
- Hand tools and field equipment

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- Resource tracking devices and apps for contractors

Lowe Engineers' corporate headquarters office is located two miles from Dunwoody City Hall. That office and its resources, such as color plotters and technical equipment, are available if needed by the on-site Dunwoody staff.

Environmental Sustainability Goals

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

Lowe Engineers works diligently to incorporate the City's sustainability goals into its Park Operations and Capital Projects. In the past year, the Parks Department worked closely with David Elliot, the Stormwater Utility Manager, to install a state-of-the-art water quality device in the new Brook Run Dog Park. This device will reduce sediment, oils and E.coli pollution in a tributary to Nancy Creek.



In Dunwoody, Lowe Engineers has carried out many activities that have a positive environmental impact on Public Works and Parks and Recreation including:

- Considering sustainability in procurement decisions
- Adhering to and enforcing the No Idling policy with Public Works vehicles and maintenance subcontractors
- Overseeing the conversion of all traffic signals to LED bulbs at a discounted cost to the City

- Requiring recycled asphalt on paving projects and considering other lower impact resurfacing methods
- Implementing recycling in the parks
- Implementing a low impact landscaping policy
- Engineering low-cost retrofits of bike lanes on resurfacing projects
- Guiding development of the City's transportation plan which is substantially oriented towards alternative transportation modes
- Working closely with Safe Routes to School committees at local elementary schools to encourage biking and walking to school Traffic signal retiming – A comparison of travel times for the recently completed Dunwoody Village project indicated vehicle emissions were reduced by 10% to 15% simply through retiming and inexpensive signal modifications.



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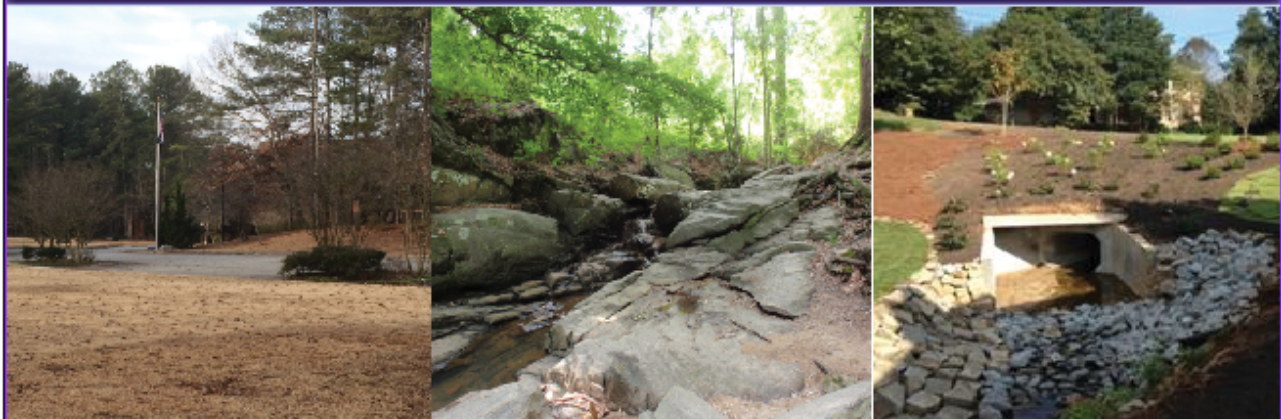
Municipal Government Services Procurement

Scope of Required Services (Section III - RFP 2.1)

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015



Scope of Required Services (RFP 2.1)

For the purpose of this RFP, Contractor(s) will provide all municipal services for the City of Dunwoody; the City divided the service areas into seven (7) separate functions:

*Public Works
Finance and Administrative Services
Planning and Zoning
Information Technology
Permitting and Inspections
Parks and Recreation
Public Relations and Marketing*

Bidders can submit proposals for provision of municipal services in one, multiple or all service areas. There will be no additional points awarded to firms bidding on more than one service area, and the City will evaluate each Contractor's qualifications in each service area separately. However, the City recognizes that there are potential economies of scale and cost saving opportunities related to having one Contractor providing work in more than one service area. In that spirit, the City encourages proposing firms to respond to more than one service area, as long as the responding firm possesses the required experience and has the capacity to properly staff and manage the delivery of high quality services to our constituents.

Lowe Engineers' Municipal Engineering Group has been providing engineering services in the Public Works and Parks and Recreation service areas to the City of Dunwoody since 2008, under the direction of Jon Drysdale, PE. Since our contract with the City began, our Team has gained an intimate knowledge of the City's infrastructure, stormwater systems, streets and highways, traffic patterns, and City parks and recreation facilities. This experience has given us a comprehensive understanding of the desires and vision of the City leaders and the concerns of the citizens and visitors.

Lowe Engineers is uniquely qualified to manage the wide-ranging scope of services for Public Works and Parks and Recreation. Lowe Engineers is the first, and only, engineering firm to have performed in this role for the City of Dunwoody, and we are one of the few firms to have undertaken this role anywhere in the region. Armed with so much history, lessons learned and goals for the future, our Team is anxious to be selected to further assist the City with the next phase of service in your Public Works and Parks and

Recreation Departments. Lowe Engineers will continue to provide value to the City of Dunwoody by continuing with our current on-site staff, supplemented as needed with additional technical resources.

General Service Delivery Requirements

For all work provided to the City of Dunwoody, Lowe Engineers will meet the following general service delivery requirements:

a) Provide services under the direction of the designated City Official. Such services shall encompass all those duties and functions reasonably and customarily associated with delivery of the required services in accordance with local, state, and federal laws including, but not limited to, the City Charter, City ordinances, and laws of the United States and the State of Georgia.

As the current Public Works and Parks and Recreation service provider, Lowe Engineers has unique knowledge and understanding of the duties and functions expected by the City of Dunwoody. We are committed to providing these services in accordance with local, state and federal laws under the direction of the designated City Official.

b) Comply with all OSHA and other applicable federal and state statutes, regulations and standards for workplace safety and all applicable laws regarding hazardous material and maintain all required Safety Data Sheets (SDA) forms on site at the City.

Under the current contract and over the past seven years, Lowe Engineers personnel have attended risk management training and we have an unblemished safety record. Lowe Engineers will continue to comply with OSHA and other laws and regulations regarding workplace safety and hazardous materials.



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c) Comply with all local, state and federal documentation retention requirements including, but not limited to, the City's document retention schedules, as adopted and amended by City Council.

Having provided government services to Dunwoody and several other municipalities, Lowe Engineers is experienced with open records laws and specifically with Dunwoody's record retention requirements. Lowe Engineers is familiar with Dunwoody's electronic document management system and uses it daily.

d) Support the established culture throughout the City and community of Dunwoody.

Over the past seven years, Lowe Engineers' staff has embraced the vision developed by the City's leadership and had had a part in creating the working environment at City Hall. We have supported and participated in all employee events. We have also worked closely with the community and in providing our services have developed events like the Veteran's Day service and "Movie under the Stars" that help develop community spirit. We have also played a part in long standing community traditions such as the Independence Day Parade and Clean, Shine and Fix-Up Dunwoody Volunteer Day.

e) Promote information sharing and collaborative work between all City staff and Contractors.

Lowe Engineers' staff currently works closely with City staff in a collaborative environment.



We work seamlessly with Community Development on engineering and permitting issues and GIS. We consult with Dunwoody Police on traffic issues and work closely with the finance, administrative and legal staff.

We will continue to promote information sharing and collaborative work through regular communication with other departments, including assisting the

transition of any new service providers selected by the City.

f) Identify, record and report relevant key performance indicators for contracted service areas. Contractor(s) shall submit monthly reports based on established key performance indicators. The Contractor shall commence tracking key performance indicators already established at the time of commencement, as well as, additional key performance indicators approved by the City Manager during the term of the contract.

Under the current contract, Lowe Engineers has developed and tracked performance measurements for Public Works and Parks and Recreation activities. We provide data for the quarterly key performance indicators reports including the following:

- Responding To Service Requests
- Work Orders – Emergencies and Issues Resolved
- Paving Update
- Stormwater – Completed and Active Projects
- Parks Work Orders
- Pavilions Rented

g) Develop, implement, maintain, and improve strategies to attract and retain highly-qualified employees in the appropriate number to maintain the required level of service and to fill vacancies in staffing promptly as defined by the City for each position. In regards to this issue, staffing strategies are at the discretion of the Contractor. However, during the term of the Contract, the Contractor shall discuss with the City Manager and/or Department Head on minimum qualifications and staffing requirements for each time a position is to be filled. Traditionally, existing staff members have been utilized when appropriate, for the new Contract. Contractors are expected to propose what they deem to be the most effective and efficient staffing level to meet the scope of services.

Lowe Engineers has proven the ability to identify and attract highly-qualified employees that fit well within the Dunwoody culture. Many of the members of the original project team are still Lowe Engineers employees and we have demonstrated the ability to quickly make key hires such as the Public Works Director, Parks Manager and Stormwater Manager. Retention strategies include a strong benefits package, employee recognition and appreciation efforts and support of professional development.

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h) Staff shall not be reassigned from the City without written approval; which shall not be reasonably withheld. Furthermore, Contractors shall not approach staff regarding potential reassignments (internal or external) without prior discussion with the City Manager or designee.

Lowe Engineers will comply with the requirement that staff will not be reassigned without written approval and we will not approach staff regarding potential reassignments without prior discussions with the City Manager or designee.

i) Research current and relevant trends and laws that might have an impact on the City and service delivery, providing communication on the impact of the events to the City.

Lowe Engineers stays abreast of industry trends and legislation through membership and participation in a variety of professional organizations including the American Council of Engineering Consultants (ACEC), American Society of Highway Engineers (ASHE), the American Public Works Association (APWA), the Institute of Transportation Engineers (ITE), Georgia Recreation and Parks Association (GRPA) and the Southeastern Stormwater Association (SESWA). We also actively monitor and participate in the activities of the Georgia Municipal Association (GMA) and the Atlanta Regional Commission's planning process. We will continue to research relevant trends and laws that might impact the City and communicate on the impact to the City.

j) Identify and apply for grants matching strategic goals of the City.

Brent Walker has been successful in acquiring \$200,000 Recreational Trails Grants for the City of Dunwoody from the Department of Natural Resources. He will continue to look for similar opportunities to fund future Park projects.

k) Provide the City with employees that have the technical knowledge to operate City-owned IT infrastructure and software within their respective departments (Please see Appendix C for the detailed list of City-owned software and hardware).

Lowe Engineers' municipal services group is very technology oriented and is always looking for ways to use technology to enhance effectiveness and productivity. Lowe Engineers has helped implement

some of the City's software including ESRI GIS, PavePro and Cityworks work management system. We also interface daily with the City's IT infrastructure including SIRE and Tyler Incode.

l) Throughout the term of the contract, maintain and implement documented training programs to guarantee that contracted staff members remain at the top of their field throughout the duration of their specified assignment(s) with the City.

Lowe Engineers is committed to maintain and implement documented training programs for its staff members throughout the duration of their assignment with the City.



Under the current contract Lowe Engineers has provided the following training for its staff:

- Attendance at the APWA national conference and technical sessions
- Pavement management
- Public Works Risk management
- Complete Streets
- Bicycle and Pedestrian Design
- ADA Compliance
- GIS
- Playground Safety
- Floodplain Management

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m) Prepare an annual document in collaboration with the City that outlines education and professional development provided to staff during the prior year and outlines training that will be delivered to the staff providing services, and provide said training to their employees. Such document shall include budget estimates to be paid from the education and training line item of the Contractor's burden factor.

Almost our entire project team consists of registered engineers that have continuing education requirements to maintain an active license. We will prepare documentation annually that outlines our training plan for the prior and upcoming year.

n) Throughout the term of the contract, research and implement operational improvements to increase efficiencies, improve service and reduce operating expenses.

Lowe Engineers has built our approach to providing these services around providing efficiency in how the services are delivered. We believe our approach will provide efficiency through 3 key elements:

- Relationship Coordination – an important component of our approach includes maintaining relationships with resource agencies. Lowe Engineers' staff regularly attends information meetings at ARC, GDOT and other agencies. Rather than using project resources to attend every meeting, we have initiated a process where information is shared between project and support staff. This approach allows the core on-site staff to focus on the City's business and attend only the most important meetings.
- Cross Training – Lowe Engineers has implemented a cross training and job sharing process that will produce efficiencies in service delivery. We have successfully implemented the concept of job sharing on numerous outsourced service contracts by cross training certain members of the staff to perform multiple job functions. This approach allows us to reassign staff to different functions as the workload dictates.
- Local office resources – Lowe Engineers will continue to take full advantage of the resources in our home office. We draw upon office resources for short duration tasks that require

specialized expertise, equipment or software. For instance, a complex traffic modeling solution may require expertise and software beyond that available with on-site staff. Through our job sharing concept, we temporarily assign personnel with specialized skill sets to the project. This approach saves the need to outsource certain tasks and/or purchase expensive software. Our local office bench strength is also important to filling any vacancies. When vacancies occur, we are prepared to temporarily or permanently assign office staff in positions needed to maintain service continuity.

As Dunwoody's Public Works and Parks and Recreation staff, Lowe Engineers has made progress with improving operations and has achieved efficiencies and cost savings in many areas. Some of our accomplishments include:

- Responding to and completed over 2,500 pavement repair requests and over 600 emergency repairs
- Establishing and tracking performance measures for maintenance subcontractors which resulted in improved responsiveness
- Improving response and increasing available equipment for winter storm events at no capital cost to the City
- Completing paving, sidewalk and park demolition capital projects under budget



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o) Review all related processes, procedures and policies at least annually for amendments and improvements based on circumstances and industry standards changes.

Lowe Engineers continually reviews processes, procedures and policies for relevancy and to improve efficiency and effectiveness. Evidence of this can be seen in the improvement in our response to winter storms and timeliness in completing maintenance work orders. We also continue to update the City's paving program and sidewalk program annually.



p) Maintain and account for all information, equipment, and property, which the City provides to the Contractor for use during the period of performance.

Lowe Engineers will continue to maintain and account for all information, equipment or property provided by the City. Lowe Engineers has been doing this over the last seven years and will continue this effort.

q) Manage all storage, maintenance, inspections and other necessary services related to the motor vehicles and equipment provided to the Contractor by the City.

Lowe Engineers will continue to manage all storage, maintenance, inspections and other necessary services needed by the trucks currently in use and any other equipment obtained and utilized in our service areas.

r) Provide a detailed Motor Vehicle Use and Safety Policy for the use of such vehicles by any staff of the Contractor sufficient to ensure that the City is protected regarding the use of vehicles. The City may utilize any vehicle described in section 7.5 (G) of the General Conditions when not in use by the Contractor.

Lowe Engineers has a motor vehicle use and safety policy in place which provides for the use of City vehicles by any Lowe Engineers' staff and is sufficient to ensure the City is protected regarding the use of vehicles.

s) Obtain approval of the City Manager on vehicle make, model, and age and adhere to required branding to the City of Dunwoody standards of any additional vehicles furnished and used for service delivery by the Contractor.

Under the current contract, Lowe Engineers has provided vehicles to the City for use by Public Works and other staff and has branded these vehicles in accordance with the City Manager's direction. Lowe Engineers will continue to obtain approval of the City Manager or designee on any vehicle make, model, and age assigned to this project and will adhere to the required City branding standards.

t) Furnish and maintain for the benefit of the City all labor, supervision, and equipment not otherwise provided, which are necessary and proper for performing the services, duties, and responsibilities set forth and contemplated as necessary to maintain the required level of service.

Lowe Engineers has a unique understanding of the City's expected level of service and the resources necessary to meet those expectations. We will continue to provide the required staff and supervision necessary.

u) Communicate with the Mayor, City Council, and media services only through the City Manager or designee, unless otherwise authorized.

Lowe Engineers is familiar with the City's media and elected official communication protocol.



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Our City staff is experienced in responding to the various local media in a professional manner that reflects positively on the City. This is evidenced by the fact that our staff leadership has been authorized to speak directly with the media on previous occasions. We understand the importance of media relations and communication with elected officials and will continue to communicate through the City Manager or his designee.

v) Maintain, for purposes of City business, established business hours and provide appropriate staff to perform any after-hours requirements. Such hours are established by the City manager and are subject to change throughout the term of the contract. Monthly billing invoices to the City shall include a production report including monthly recap of hours spent on the Contract segregated by on-site and off-site hours and percentage of each staff member's time spent solely on City contracted services.

Lowe Engineers' Dunwoody staff maintains the business hours established by the City and by the nature of its services ensures around the clock availability to respond to emergencies. Lowe Engineers will provide the production report required with our monthly invoice.

w) Provide the City with a primary contact who shall be available to the City in person or by telephone on a twenty-four (24) hour basis, seven (7) days per week.

Lowe Engineers will continue to provide Jon Drysdale as the primary contact, available to the City on a twenty-four (24) hour basis, seven (7) days per week.

x) Use only the address of Dunwoody City Hall and Dunwoody e-mail addresses for all City-related matters, including both incoming and outgoing mail.

Lowe Engineers conducts and will continue to conduct City business using the City's mailing and e-mail addresses

y) Prepare and provide to the City update reports submitted semi-annually and within 48 hours when requested by the City. All reports should document details of any subcontractor's work and the current status of specific key performance indicators established for each service area.

Lowe Engineers has provided quarterly and yearly reports on initiatives and performance under the current contract.

We understand that the City may desire to move towards more performance measurement and we are prepared to provide higher frequency reporting on our activities.

With several of the management tools that we are currently implementing or will implement in the future, we are confident that we can provide real time reporting of performance.

z) Prepare and provide to the City annually (during the budget process), the strategic management plan for continued services in the specific service area managed by the Contractor.

Lowe Engineers is experienced in developing long range plans and capital programs for Dunwoody and other municipalities as evidence by our development of the City's paving plan, sidewalk improvement plan, stormwater discharge permit program, transportation plan and parks and greenspace plan.

Every year we provide budget recommendations to City leadership. Once the City sets its budget priorities every member of our staff (including administrative staff) sets departmental and individual goals that align with the City's priorities. We review our activities and services at the beginning, mid-point and end of each year.

aa) Maintain and update at least semi-annually the scope of work, listing specific services to be delivered in the service area managed by the Contractor.

Lowe Engineers will maintain and update at least semi-annually the scope of work in our service areas. We don't anticipate major changes.

bb) Designate an employee responsible for the proper maintenance of all City records in accordance to the City's records retention policy including both archival and destruction.

Ms. Rachel Greenlee is our employee responsible for the proper maintenance of all City records. She is currently performing these tasks.

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Municipal Government Services Procurement

Public Works (Section III - RFP 2.2)

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015



Public Works (RFP 2.2)

Lowe Engineers understands as the City's Department of Public Works contractor, we are to work with the City's Department of Public Works and assist in the responsibility of management, development, safety, and maintenance of the City's roadways, parks, and stormwater systems.

As the City's Department of Public Works contractor, our major functions include streets maintenance, paving and striping, sidewalks, right of way mowing and maintenance, traffic signals, road sign maintenance, the stormwater utility, emergency preparedness as it relates to public works functions, traffic engineering, and capital project management.

"We and our neighbors appreciate your prompt response to our request for these repairs. Our experience with the Dunwoody Public Works

Department has been excellent."

Larry Glassman, Dunwoody GA, Citizen

"...We appreciate your openness and accessibility because it reflects a positive, caring attitude towards residents and taxpayers in Dunwoody."

Christopher Bonwit, on behalf of the Board of Directors, The Woodlands

In addition Lowe Engineers is charged with providing high quality and responsive service to the residents and business owners of Dunwoody, including the on-call and maintenance staffs who strive to respond to citizen and community requests in a professional and timely manner.

Currently, the Department maintains 150 centerline miles of roadway, and 63 linear miles of sidewalks, addressing issues such as:

- Repairing damaged curbs, gutters, catch basins, sidewalks and roadway paving

- Maintaining traffic lights and signs
- Maintaining rights-of-way by mowing grass and removing trash and debris
- Working closely with the regional, state, and federal agencies to assure that roads within Dunwoody are maintained and improved

2.2.1 General Requirements

Contractors responding to the Public Works scope of work shall perform the following services:

2.2.1.1 Provide services under the direction of the City Manager and/or Public Works Director or designee. The Public Works Director is a City employee.

Lowe Engineers, the City's current Public Works contractor, will continue to work with the City Manager and Public Works Director to ensure that the City meets its goals for Public Works services.

Lowe Engineers has an intimate understanding of the duties and functions expected by the City of Dunwoody. We are committed to assisting the City in its goals and direction and will work diligently to fulfill them.

2.2.1.2 Provide a full-time, on-site Acting Public Works Director during periods of leave and vacancy with the existing Public Works Director position, approved by the City, with full responsibility to manage all Public Works, Parks and Stormwater staff necessary to properly perform the services, duties, and responsibilities set forth.

Jon Drysdale will be our full-time, on-site Acting Public Works Director. During periods of leave and vacancy he will be supported by Mindy Sanders and David Elliott.

2.2.1.3 Provide the City with a primary contact to act as a liaison between the City and the Contractor.

Jon Drysdale will work along with Rachel Greenlee, the Public Works/Administrative Support Technician to coordinate all meetings and necessary information between the City of Dunwoody and Lowe Engineers.

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In addition to coordination among plans, Lowe Engineers' future efforts will be focused on maintaining good records on completed projects through use of GIS and continuing to refine the plans as funding and priorities change over time.

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2.2.1.8 Provide, manage, and oversee ongoing project management, engineering, design, and maintenance for the operation as needed to meet the needs of the City.

Lowe Engineers will continue to manage all aspects and phases of capital projects including project planning and needs assessments, prioritization recommendations, budget estimates, scheduling, application of grants and State/Federal funding, and management of pre-construction design, land acquisition and construction.

2.2.1.9 Provide supervision of Contractors providing Public Works services to ensure that Contractors meet City performance standards.

The Operations Maintenance Manager, Dana Gravedoni, will work daily in the field with maintenance contractors to ensure that all work is being performed to meet City performance standards. Through work order management and routine maintenance schedules staff will monitor work performed by all crews.

2.2.1.10 Conduct all activities necessary to maintain a first class traffic system, including but not limited to, conducting necessary studies and implementation of traffic control improvements.

As under the current contract, Lowe Engineers will continue to work with Veith Traffic Services to conduct traffic studies to gather relevant information in regard to traffic flow patterns and average speed of travel.



Chamblee Dunwoody @ Spalding-Existing Conditions



Chamblee Dunwoody @ Spalding-Rendering

Lowe Engineers will also address resident complaints regarding traffic volume and aggressive drivers in neighborhoods by performing neighborhood traffic analyses and identifying corrective measures. We will also work to identify and apply enhancements for pedestrians and bicyclists, such as potential improvements at the intersection of North Shallowford and Dunwoody Park to allow non-vehicular movements to cross the intersection diagonally with a dedicated phase.

2.2.1.11 Conduct all activities necessary to maintain a street system plan, including but not limited to, the coordination, review, and management of all contracts for streets, sidewalks, and related projects.

Lowe Engineers has successfully managed all engineering, design and maintenance contracts for Public Works operations and capital projects for streets, sidewalks, and related projects. In the area of maintenance, Lowe Engineers maintains records of all work orders, sets the priorities and monitors progress. The work order list is updated daily and sent to the appropriate contractor. The Team meets with the maintenance contractors weekly to review work activities and convey expectations. Lowe Engineers has developed performance measures that establish expected completion times based on the priority assigned to the work order. We review performance and work with the contractor to improve performance when the completion time is exceeded.

Thorough oversight is critical to the success of capital projects. For the paving and other projects the City has completed, we have provided two layers of oversight. The first layer is led by a Lowe Engineers' staff member who actively manages the project and is engaged with the contractor on a daily

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basis. The current and proposed Public Works staff for the municipal services procurement consists of designers as well as personnel experienced in capital planning, construction and maintenance for all types of public infrastructure. The second layer is a third party inspection firm working under Lowe Engineers' direction that performs quality control testing and ensures that the contractor meets the required specifications.

"The prompt attention paid to patch the potholes on Littlebrooke Lane was extraordinary. The standards of service set by the City of Dunwoody compared to that of DeKalb County are a proof point as to why the incorporation of Dunwoody was the only right answer.

*Thank you
Doug McMahon
Citizen*

Lowe's major objectives in project management and supervision moving forward are:

- To continue the integration of the work order management system into the daily operation of the Public Works.
- To periodically competitively bid various maintenance service areas to ensure value, and continue to evaluate performance standards.
- To continue to support the department with tools such as MS Project, project management software, for scheduling and managing capital projects
- To continue performance measurements as directed by the City Manager

2.2.1.12 Maintain the inventory of all transportation related assets, which shall include, but not be limited to, traffic signals, street signs, streetlights, guard rails, sidewalks, roads, curbs, gutters, traffic calming devices, stormwater catch basins and inlet structures. The City will provide the Contractor an asset inventory as of January 1, 2016 in a manageable electronic database format.

Under the current contract, Lowe Engineers has developed in-house, the databases for traffic signals,

street signs, street lights, sidewalks and traffic calming devices. Our effort in inventorying all sidewalk maintenance issues earned the City a Golden Shoe award from the pedestrian advocacy group, PEDS (see section 2.2.4).

Lowe Engineers also worked with specialty subcontractors to inventory assets and develop databases for roads, curbs and gutters and storm water structures.



Many hours have gone into the development of high quality, thorough inventories of the City's assets and it is important to ensure the continued integrity of the databases. Lowe Engineers will accomplish this through accurate recordkeeping and regular maintenance of the databases.

The most important aspect of the new work order management system recommended by our staff is that it will be an extension of the GIS database that stores the City assets. When maintenance work is performed and recorded in the work order management system, the GIS asset database will be automatically updated.

Rafael Lawrence, a Dunwoody civil engineer, is experienced in working with the City's GIS database, and Stephanie Stack, a GIS specialist, was involved in the creation of most of the existing databases for Public Works. They will ensure the technology works as it was designed to and that the data is current and correct.

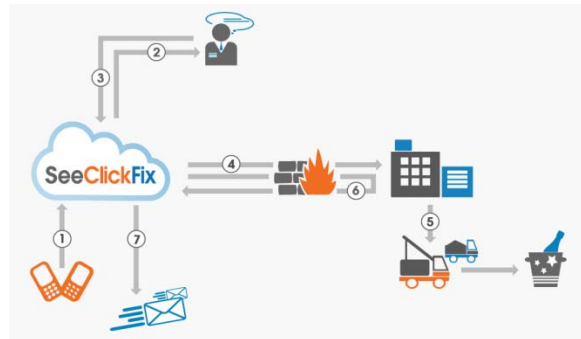
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2.2.1.13 Respond to public requests and complaints in a timely and professional manner and keep the appropriate logs and tracking records of the resolution of all such requests and complaints.

Responsiveness to citizens is very important to Lowe Engineers and we continuously evaluate our performance in this area. All requests and complaints are logged and tracked until they are resolved. Some issues take longer to resolve.

For these Lowe Engineers has implemented a protocol whereby the citizen who raised the issue is given a monthly status update.

SeeClickFix, our current public interface system and a communications platform for citizens to report non-emergency related issues, provides Public Works a database of citizen contact information that can be used for regular, automated communication on the status of work. Efficiently acknowledging and updating these requests maintains a high-ranking score. We will further endeavor to reach out to each and every issue raised to follow up on work performed and satisfaction. This can take the form of phone calls, emails, site visits and online reporting software SeeClickFix.



Dunwoody's public-private partnership model was implemented to provide a high level of service, cost effectively. Still a relatively new practice, this type of business structure is gaining acceptance across the country because of, among other benefits, more responsive and better quality service.

Responsiveness to citizens is very important to Lowe Engineers and we continuously evaluate our performance in this area. All requests and complaints

are logged and tracked until they are resolved. Some issues take longer to resolve; for these we have implemented a protocol whereby the citizen who raised the issue is given a monthly status update. We have also maintained and tracked performance measures such as 'work order-days to completion' on a monthly basis since early 2010.

We see an opportunity to improve in the areas of public communication through the implementation of the work order management system. We plan to integrate the system with Public Works' current public interface for reporting issues, SeeClickFix, and enable Public Works to develop a database of citizen contact information that can be used for regular, automated communication and follow up on the status of work.

On past paving projects, Lowe Engineers has used social media to provide daily progress reports of paving activities. We plan to increase the use of these applications in the future as one way to provide beneficial information to the public.

2.2.1.14 Attend City meetings to represent Public Works as required and directed by the City Manager and/or Public Works Director.

All staff with items on the agenda along with the Public Works Director will continue to attend all meetings as required and directed. Attending the City Council meetings is essential to obtaining guidance and required approvals as we execute the programs. Presentations in the meetings allow us the opportunity to explain some of the details of the required actions and to answer questions from the City Council.

2.2.1.15 Track, maintain, and report on key performance indicators established by the City for Public Works in a timely manner.

Lowe Engineers' Public Works/Administrative Support Technician, Rachel Greenlee, will manage all key performance indicators at the start of each month and provide it to appointed City staff including the Public Works Director.

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Through the work order management system, Public Works will generate a number of real time reports on work status and performance measures. This real time reporting will allow Lowe Engineers to address performance issues promptly.

For the past three years Lowe Engineers has tracked, maintained and reported on key performance indicators such as work order time to completion. We will continue this practice and will add any other indicators established by the City. Currently, performance reporting involves manual compilation of work order information and lags the actual work by a month or more. The new work order management system will enable Public Works to generate a number of real time reports on work status and performance measures. This real time reporting will allow us to address performance issues more quickly. With more reporting capability we anticipate expansion of the performance indicators that will be tracked and reviewed with the maintenance subcontractor.

2.2.1.16 Identify and perform other Public Works assistance where the Contractor reasonably anticipates needs, which are not specifically set forth above.

Lowe Engineers will provide and maintain a digital office through records retention helps to streamline productivity by allowing more than one employee to view documents simultaneously, making a document easily searchable and retrievable, and ensuring longevity of essential documents.

The Public Works administrator will act as liaison between the department and City Clerk to continuously improve the retention process, create electronic copies of all physical files for the virtual

office, and ensure the City follows the mandated retention schedule.

After three plus years working for the City of Dunwoody, Lowe Engineers has gained an understanding of the needs and responsibilities involved in the operation and management of the Public Works Department. We are flexible to changing priorities, responsive to time-driven work orders, and provide the highest level of engineering and management expertise with our highly skilled staff. We are committed to making the City a model for others to emulate by being proactive and innovative in the daily performance of our duties. As we move forward through the next four years we will continually be aware of changing needs and adjust accordingly from our current operations.

2.2.2 Street Maintenance and Striping

The Contractor shall provide the following services:

2.2.2.1 Oversee maintenance and repair of all City Streets, including but not limited to, pothole repair, paving and striping as directed by the City.

Lowe Engineers will work to institute service requests, locate problems and address needed work according to its assigned priority. Immediate repairs will be made to all priority 1 work orders within 24 hours of their initiation. Priority 2-4 work orders will be addressed based on their assigned priority levels. The method for providing this service is through our assigned Traffic Engineer.



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2.2.2.2 Oversee all maintenance work in compliance with current Georgia Department of Transportation (GDOT) specifications.

Lowe Engineers' Staff will oversee the completion of all repairs and improvements to comply with GDOT specifications. Oversight will come by way of provision of specifications to all maintenance contractors along with follow up by the Operations Maintenance Manager, Dana Gravedoni.

2.2.2.3 Oversee unanticipated and emergency road repairs such as washouts, sinkholes and damage caused by vehicle accidents.

The goal of Lowe Engineers' staff is to assist the City with the ability to address any and all safety issues promptly. Priority 1 work orders will be assigned to any issue that comes in as an emergency issue.



Depending on the issue at hand, crews and/or a staff member will respond within 24 hours or less to address the immediate repair. Through the on-call assignment of Lowe Engineers' staff, all issues that arrive after hours will be immediately directed to the appropriate maintenance crew. Police, 911 personnel, and City staff will be updated continuously until safety is restored.

2.2.2.4 Conduct all activities necessary to maintain a first class roadway and bridge infrastructure system in accordance with American Association of State Highway Transportation Officials (AASHTO) and American Society for Testing and Materials (ASTM) standards, including, but not limited to, overseeing necessary maintenance of all roadways and bridges, which shall include minor repairs, cleaning and repairs necessitated by storm events.

Lowe Engineers' staff will work in accordance with the acquired pavement assessment to address streets in need of repaving. All testing will be done to meet ASTM standards as paving occurs. Preventive maintenance will be pursued through such measures as JET VAC cleaning, street sweeping, right of way cleaning, pavement repair, and concrete repair to alleviate stress on existing infrastructures.

2.2.2.5 Coordinate emergency responses, as they relate to Public Works, to all weather-related events.

The Operations Maintenance Manager, Dana Gravedoni, will work with the Public Works Director and a Lowe Engineers staff member to ensure that all maintenance crews are adequately supplied with material, equipment and manpower, to carry out the needs of a storm event response. Live tracking is provided to track all staff in the field as well communicate response to crews.

Eli Veith acted as the Emergency Operations Center Manager for the City of Alpharetta during many events, including a tornado, flooding, and ice and snow storms. Having good oversight of emergency operations is important not only for managing the situation well, but for making sure that resources used are properly quantified if disaster relief money becomes available later.

Lowe Engineers recommends that soon after all of the City's teams are selected, several emergency preparedness training events should be performed to familiarize the various groups with each other and the proper procedures. A small training event would include Dunwoody Public Works, Roadworx, Veith Traffic Services and Lowe Engineers. A larger training event should also include the Dunwoody Police Department, DeKalb County Fire and EMS (especially Stations 21 and 18), GDOT, and the Dunwoody media/public relations team.

2.2.2.6 Identify and perform other street maintenance and striping responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.

After seven years working for the City of Dunwoody, Lowe Engineers has gained an understanding of the needs and responsibilities involved in the operation

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and management of the City streets and striping areas. We constantly are reviewing the function of the street/striping infrastructure and are flexible to changing needs. We are committed to making the City a model for others to emulate by being proactive and innovative in the daily performance of our duties. As we move forward through the next four years we will continually be aware of changing needs and adjust accordingly from our current operations. Lowe Engineers' will identify areas where future capital improvements may be delayed or remain unscheduled and address these areas. There will be an effort to work with existing projects which present a mutual benefit where single mobilization can be made for multiple repairs.

2.2.3 Traffic Signals, Street Signs and Street Lights

The Contractor shall provide the following services:

2.2.3.1 Provide traffic engineering services by staff holding sufficient expertise and experience to review and adjust signal timing, troubleshoot signals and review traffic plans.

Lowe Engineers proposes Veith Traffic Services (Eli Veith, PE, PTOE) to provide traffic engineering services. Mr. Veith has over a decade of experience dealing directly with signal timing.



As the traffic engineer for the City of Alpharetta, Mr. Veith was personally responsible for over 120 signals, including retiming every coordinated system every two years.

Collectively, Mr. Veith's signal timing plans were calculated to save the citizens of Alpharetta several million dollars per year in reduced travel time and gasoline costs, as well as several thousand tons of emission reduction annually. Today, Mr. Veith helps manage signals for several smaller agencies, including all of the signals in Dunwoody that are outside of the PTOP area.

As a recent example, Dunwoody received complaints that the signal at Chamblee Dunwoody Road and Roberts was taking too long to change for pedestrians. Mr. Veith found that the signal was operating as programmed, but that operation could be improved by shortening the cycle times in the off-peak and weekend timing plans.

2.2.3.2 Maintain the proper operation and ensure proper maintenance of all traffic signals, street signs and streetlights at all times within the City of Dunwoody.

Mr. Veith has prepared and managed signal maintenance programs for several jurisdictions.

A comparison of travel times for the Dunwoody Village traffic signal project indicated vehicle emissions were reduced by 10% to 15% through retiming and inexpensive signal modifications.

As such, Lowe Engineers proposes a three-tiered approach, grouping inspection items into lists to be inspected every three, six, or twelve months. The twelve month inspections would be grouped by corridor and spread throughout the year to ensure that maintenance costs are approximately even per month. The following presents the Signal Maintenance procedures.

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Traffic Signal Preventative Maintenance Record

Main Street: _____ Intersection ID: _____
 Secondary Street: _____ Date: _____
 Inspected By: _____

Cabinet	Checked	3	6	9	12
Clean or replace air filter		X	X	X	X
Check power voltage measurement		X	X	X	X
Clear any vegetation or obstructions from cabinet		X	X	X	X
Check and treat any insect or animal infestation		X	X	X	X
Check cabinet foundation seal			X		X
Check cabinet door seal			X		X
Check cabinet power outlets			X		X
Check grounding			X		X
Lubricate hinges					X
Lubricate locks					X
Check anchor bolts					X
Check and test ground rod					X
Check fan and thermostat					X
Check cabinet light					X
Confirm field wires are properly marked					X

Conflict Monitor	Checked	3	6	9	12
Check conflict monitor seating		X	X	X	X
Ensure red ribbon cable is connected		X	X	X	X
Make sure "watchdog" is not flashing		X	X	X	X
Upload conflict monitor logs					X
Check/set conflict monitor clock					X

Controller	Checked	3	6	9	12
Confirm controller is operating properly		X	X	X	X
Check screen visibility and usability		X	X	X	X
Check controller clock time		X	X	X	X
Check keypad operability		X	X	X	X
Confirm data key in cabinet		X	X	X	X
Back up controller on data key		X	X	X	X
Check controller fault logs		X	X	X	X

Detection	Checked	3	6	9	12
Check all pedestrian detectors		X	X	X	X
Check all vehicle detectors		X	X	X	X
Check video detector operation with monitor		X	X	X	X
Check video detection for false positives or negatives		X	X	X	X
Check loop sealant condition			X		X
Test Opticom detection			X		X
Check loop splice condition					X
Clean VDS camera lens					X
Check loop lead-ins at curb, splices					X

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Traffic Signal Preventative Maintenance Record

Main Street: _____ Intersection ID: _____
 Secondary Street: _____ Date: _____
 Inspected By: _____

Field Equipment	Checked	3	6	9	12
Confirm pedestrian head operation		X	X	X	X
Confirm all signal bulbs are working		X	X	X	X
Check signal head alignment with traffic		X	X	X	X
Check and remove any vegetation or other obstructions		X	X	X	X
Check anchor bolts and arm bolts			X		X
Check signal equipment pull boxes					X
Check wiring hand holes					X
Check signal interconnect pull boxes					X
Clean signal lenses					X
Tighten connections					X
Check condition of visors					X
Check eyebolts and span wire					X
Check signal head brackets					X
Check height of signal heads					X
Check condition of weather heads					X
Check drip loops					X
Check condition of all signage- clean, properly mounted					X
Check metal for rusting or pitting					X
Check signal wire for damage, wear, or splices					X
Check guy wires					X

Battery Back Up System	Checked	3	6	9	12
Check UPS and wiring for physical damage			X		X
Verify all connections are secure.			X		X
Inspect batteries for cracks and or swelling			X		X
Inspect and clean battery terminals for corrosion			X		X
Check battery terminals and re-tighten if required			X		X
Verify battery temp. probe is taped to battery #2 or #3			X		X
Let the UPS operate in backup mode for 10 minutes			X		X
Check battery voltages while the UPS is in backup mode			X		X

Notes:

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2.2.3.3 Traffic signals shall be operational continuously and Contractor shall be responsible for coordinating emergency response to signal outages or malfunctions.

Through Veith Traffic Services, Lowe Engineers provides extensive experience in identifying and fixing flash malfunctions, and training individuals on conflict monitor functions. Restoring a signal from malfunction is faster when all elements of the cabinet are properly identified, logged and maintained. Mr. Veith has already visited every signal in the City and familiarized himself with the setup and timings of each.



As a proposed improvement, Dunwoody and its maintenance team should consider having a pre-prepared cache of controllers that are easily available, programmed with usable timings, and continuously plugged in to maintain clock settings. Based on the City's current signals, spare controllers should be prepared for three different configurations: firmware 3.32g with serial communications, 3.32g with Ethernet communications, and 3.34b with Ethernet. Having these spare controllers prepared, along with a properly maintained database and signal data-keys, will help return signals to proper operation more quickly after a malfunction.

2.2.3.4 Coordinate the adjustment and/or alignment of signal heads for proper pedestrian and vehicular traffic.

The signals in Dunwoody appear to be in good shape as far as vertical/horizontal position and directional alignment. If any needs arise the proper adjustments can usually be achieved quickly by closing down a

lane to position a stationary worker while the signal crew adjusts the heads for correct alignment.

2.2.3.5 Inspect signal timing and make adjustments as required. (The City will pay the labor and materials for a contract crew to repair signals and update signal timing plans. However, the City expects the Contractor to be able to identify whether a signal is malfunctioning, oversee required repairs and make minor timing adjustments.)

In a dynamic area such as Dunwoody, every traffic signal in a coordinated system should be completely retimed every two years, with additional adjustments when needed for things like detection being out or a new shopping center opening. There is also tremendous value in having someone who is familiar with every signal so that solutions can be quickly identified and implemented. Lowe Engineers is familiar with the signals and can confirm that everything is operating correctly.



As a demonstration of Lowe Engineers capability to identify whether a signal is malfunctioning, there was a complaint that a signal was changing too quickly for Brook Farm Drive at Mt. Vernon. A quick check showed that the signal's clock and timings had not changed and that the detection was working properly. The signal was running a tight program because of heavy demands on other legs of the intersection, and it would not have served the overall system well to reallocate time away from priority movements. The request for additional green time will be considered in the new timing plans being prepared for the Spalding Drive detour.

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Through our qualified personnel and familiarity with the City, Lowe Engineers is fully capable of overseeing required repairs and making minor timing adjustments.

2.2.3.6 Oversee and manage the inspection and cleaning of traffic signal cabinets and equipment at least once per year.

As mentioned in our response to 2.2.3.2, Lowe Engineers recommends some tasks be performed every 3 or 6 months, with the most extensive inspections to be performed annually. Examples of items to be inspected every 3 months would be the function of vehicle and pedestrian detectors, and making sure that every bulb is operational. The 6-month inspections would add checking the air filter and checking the seating of pull boxes. The 12-month inspection would involve using a bucket truck to make an up-close inspection of the signal heads to make sure connections were not loose and the hardware was properly tightened. A complete inspection list is presented in our response to paragraph 2.2.3.2.

2.2.3.7 Oversee signal timing projects and equipment upgrades, and review signal related elements of capital projects.

As mentioned in our response to 2.2.3.1, Lowe Engineers has qualified personnel with extensive experience with the tasks in this section. In addition to being able to complete signal timing projects, Mr. Veith is fully capable of overseeing and coordinating with other consultant-led projects such as RTOP and PTOP corridors.

Mr. Veith is capable of designing and managing all levels of signal projects. Many signal upgrade projects at the City of Alpharetta were designed and constructed in-house, such as adding phases or protected-only signal heads. Other projects were performed in conjunction with contractors like North Cherokee and Roadworx. These include installing new traffic signals or upgrading fiber optic connections. Larger projects such as multijurisdictional communications projects and roadway widening were performed in conjunction with multiple agencies and firms.

2.2.3.8 Identify and perform other traffic signals, street signs, and streetlights responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.

Lowe Engineers is fully capable of identifying and performing other activities involving traffic signals, street signs, and streetlight responsibilities.



A few examples include:

- Retiming major corridors – the signal timing plans on several major corridors are at least two years old. In a dynamic area like this, traffic patterns and volumes can change significantly over that time period. Several of the corridors are only utilizing three or four timing plans during the day, when six to eight would be more appropriate to better adjust to peaks and troughs of traffic volume.
- Corridor monitoring – Signal interconnect technology has gotten significantly less expensive in recent years with the advent of wireless and cell phone communications systems. Regular monitoring of the traffic signals helps to quickly identify and remediate problems, such as drifting clocks and bad detection.
- School flashers – we will work with the City to identify and test new technology that will allow for remote operation of the school flashers. The City has had occasional problems with the school flashers running when school is out of session, or with clocks drifting. In one recent incident, a

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citizen called 911 to complain that a school flasher on Womack Road was operating at the wrong time. Mr. Veith was able to quickly identify that the clock in the flasher had drifted and was able to reset it, but the City would benefit from being able to check and manage the systems remotely.

- Sign database – identification and retro-reflectivity testing.

2.2.4 Sidewalks, Gutters and Related Street Areas

The Contractor shall provide the following services:

2.2.4.1 Oversee the maintenance and construction of any new sidewalks and curbing to ensure completion in accordance with standards as directly by the City (e.g. GDOT as well as applicable AASHTO and ASTM standards).

In the first year of Dunwoody Public Works operation, Lowe Engineers personnel completed an inventory of the City's sidewalks and identified 1,702 sidewalk maintenance issue or defects. This work earned the City's "Golden Shoe" award from the pedestrian advocacy group, PEDS. Lowe Engineers has begun to address these issues and due to the large number, has attempted to effect economies wherever possible to improve the sidewalk infrastructure. Lowe Engineers has used the City's street maintenance subcontractor for short segments of new sidewalk and for a sidewalk repair project and ADA ramp retrofit on Peachford Road. We also packaged several relatively simple sidewalk construction projects and ADA ramp retrofits into a single design-build bid to save costs on design and construction.

2.2.4.2 Maintain first class sidewalks, gutters, and related street areas including, but not limited to, overseeing all necessary maintenance and cleaning of the same as directed by the City.

Much has been accomplished over the past seven years to install new sidewalks as well as address existing ones. The ongoing goal will be to prioritize the needed repairs to existing sidewalks in coordination with future sidewalks installations and paving plans.



Lowe Engineers' staff will work with currently contracted maintenance crews and unit price concrete contractors to address needed repairs to concrete sidewalks, gutters, curbs and ramps to comply with GDOT, ANSI, and ASTM standards in addition to the requirements of the American's with Disabilities Act (ADA). Additionally maintenance will be performed to maintain a safe walking path and stormwater drainage area by using right of way maintenance crews, stormwater maintenance crews, and outside contractors if necessary.

2.2.4.3 Oversee the maintenance of the City's Rights-of-Way (ROW), including landscaping of median areas, and maintenance and upkeep of the City's streets and drainage systems consistent with the standards of the Department.

The Operations Maintenance Manager, Dana Gravedoni, will continue to work with contracted maintenance crews to meet the standards of the Department. These standards will be met through a three part approach:

- Restore ROW areas to a manageable condition by clearing undesirable plant material and , if needed, installing durable and resilient plant material.
- Use preventative measures to minimize needed maintenance while maintaining a visually pleasing appearance.
- Perform monthly inspections of maintained condition to confirm that areas are clear of debris, overgrowth, and material which may negatively affect drainage areas.

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2.2.4.4 Identify and perform other sidewalks, gutters, and related street area responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.

Lowe Engineers' staff will work in conjunction with the City's currently scheduled sidewalk installations and paving plans to address repairs to meet GDOT, ANSI, and ASTM standards. Revisiting a City-wide assessment of currently existing sidewalk conditions will allow the City to budget for repairs needed within a reasonable time frame. This can best be done by working first with the City's sidewalk and paving plans followed by the highest priority concentration of needed repairs.

2.2.5 Traffic and Transportation Engineering

The Contractor shall provide the following services:

2.2.5.1 Review and update the inventory of the City's existing road conditions and review the re-paving plan, the long-term schedule, and the associated annual costs.

Lowe Engineers' staff will continue to work with the City's existing paving plan while making adjustments to that plan as it continues to evolve from the contracted road condition rate assessment. This rating comes in the form of a Pavement Condition Index (PCI). As the City progresses in its paving it will be the goal of staff to incorporate concentrated areas of need to allow for greater quantities of lane miles paved each year at a lessened cost.



Additional coordination is required with utility and capital projects to address pavement repairs. This coordination can be attained by good communication

with utility contractors and outside agencies as well as the Public Works Capital Projects Manager, Mindy Sanders.

2.2.5.2 Review and revise the existing striping plan and the associated schedule and projected yearly costs.

Lowe Engineers' staff will review and revise the existing striping plan that is in coordination with the City's paving plan. The striping plan will also address the federal requirements that establish minimum standards for nighttime visibility. Areas of faded striping will be addressed as needed if not contained within the paving plan.

2.2.5.3 Monitor the existing traffic signal system and create an annual schedule for all required updates.

Lowe Engineers will work with the City's signal maintenance contractor to ensure cleaning, inspections, and equipment adjustments (e.g. signal heads) are completed and properly documented on an annual basis and as frequently as needed.

The proposed Dunwoody Traffic Control Center is a great project that will improve the ability to connect to and monitor all of the traffic signals. Lowe Engineers is currently monitoring 19 signals for the City through a cell modem system, and recommends the expansion of that system on Mt Vernon and Tilly Mill/Peeler as an interim measure until the fiber optic system is complete. In addition to retiming every corridor bi-annually and providing regular physical equipment checks, Lowe Engineers intends to stay on top of every signal so that changes in traffic patterns and new demands can be identified and improved quickly.

For example, we recently identified that one of the signals in the Dunwoody Village area was having issues with being knocked out of coordination with frequent pedestrian calls, but only on Friday afternoons. Investigating found that there were higher numbers of pedestrians on Fridays because of the observances of the orthodox synagogue on Tilly Mill Road. Lowe Engineers modified the existing timing plans so that on Fridays the signal timing plan includes longer phases for the side streets, thus the signal stays in coordination throughout the day.

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2.2.5.4 Maintain communications with the Perimeter Community Improvement Districts (PCID) in accordance with their Memorandum of Understanding.

Lowe Engineers, through Mr. Veith, has a good working relationship with several CIDs and the GDOT team, and will ensure that good communications are maintained. We recommend a quarterly meeting or lunch between the relevant parties to stay informed and keep ideas flowing.

2.2.5.5 Work with the community and the PCID to set public space standards for all Dunwoody commercial areas.

The adopted Comprehensive Transportation Plan addresses public space standards for commercial areas throughout the City and references the Georgetown and Dunwoody Village master plans and the existing PCID standards for public space in those areas. Lowe Engineers will continue to refine and update those standards as necessary.



2.2.5.6 Continuously explore methods of improving traffic flow in a non-grid environment.

Qualified Lowe Engineers' personnel have worked to test new equipment and stay at the forefront of technology in traffic engineering. Within the state of Georgia, Mr. Veith has pioneered the use of Ethernet communications, DSL modems and cell modems, fiber optic mesh networks, remote video monitoring, and remote detection checking. In addition, our personnel have tested new innovations such as Tactics software, BlueTOAD, Sensys, FLIR, eAccess, Cradlepoint, and Raspberry Pi VPN systems Mr. Veith has two provisional patents for equipment to remotely control traffic signals, and has won multiple awards from the Institute of Transportation Engineers

for work in analyzing and evaluating adaptive traffic control systems. Lowe Engineers is committed to staying at the cutting edge of technology and identifying new options for improving transportation for Dunwoody.

2.2.5.7 Review and if applicable, revise plans to provide appropriate infrastructure to enhance the traffic flow of pedestrians and cyclists.

Lowe Engineers knows that a great transportation system is not only about moving cars, but about providing residents options for many modes and has a great appreciation for the sidewalk and bicycle improvements that are already in place in Dunwoody. As an example of our capability to revise plans to provide appropriate infrastructure to enhance the traffic flow of pedestrians and cyclists, our personnel have revised, designed and begin to implement a network of bicycle paths that included dedicated lanes, shared-use lanes, and multiuse paths in Alpharetta.

2.2.5.8 Review and update the inventory of neighborhoods that need traffic calming projects.

Traffic calming projects need to include not only looking at the neighborhood itself, but investigating the area around the neighborhood to see what can be done to reduce pressure on drivers to seek alternate routes. When a neighborhood traffic calming project is implemented, it needs to be done with buy-in from the whole neighborhood. Physical traffic calming measures, such as speed humps and road narrowing, are far more effective than psychological measures.

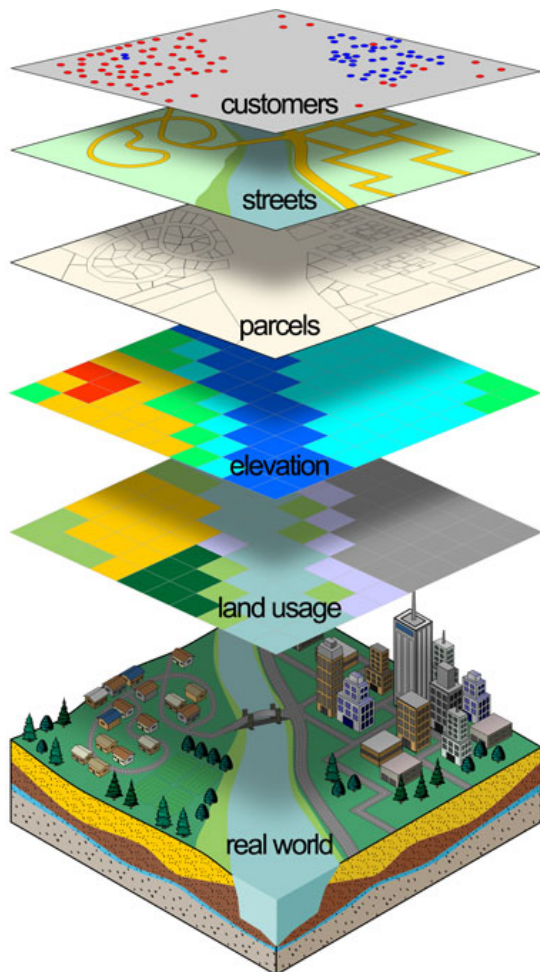
2.2.5.9 Utilize the latest GIS equipment and technology to review and update transportation infrastructure and pavement condition data.

Lowe Engineers' staff has worked to bring in new and existing infrastructure assets such as signals, flashers, and crosswalks to incorporate within the work management software, Cityworks. By incorporating this data in addition to existing infrastructure data field staff will work within a live database to update transportation infrastructure assets as they occur.

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Pavement condition scores will be updated in conjunction with the contracted pavement condition rate assessment. Lowe Engineers' staff will work to bring this data into the active infrastructure database that is contained within the work management software. This will allow for pavement conditions to be analyzed in the field by Public Works staff. Additional benefits will be the viewing of this relevant information as requests for repair are made.

Updates to the City's transportation infrastructure will be made with the use of existing GPS devices and GIS software. These updates will be provided to the City's Geographic Information System (GIS) Department for synchronization of infrastructure data.



2.2.5.10 Analyze, evaluate, and synthesize all the above transportation elements into the existing Comprehensive Transportation Plan as appropriate.

The Comprehensive Transportation Plan will be a dynamic plan as Lowe Engineers continues to execute the various transportation elements and synthesize them with the original approved plan components. The Plan is composed of digital exhibits that will be updated and kept current as projects are completed and others need updating or creation.

2.2.5.11 Identify and perform other traffic and transportation engineering responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.

Lowe Engineers is fully capable of identifying and performing other traffic and transportation engineering responsibilities including:

- Audible Pedestrian Systems (APS) – Dunwoody should consider enhancing its pedestrian system by evaluating new technologies for providing audible cues for visually impaired pedestrians. We would recommend a test project around the Dunwoody MARTA Station. While not yet a requirement, the FHWA has considered mandating APS at every new traffic signal as a requirement of the Americans with Disabilities Act (ADA) for several years.
- TCC – We will work with Kimley-Horn on the implementation of the Dunwoody Traffic Control center to ensure usability and proper integration of all systems.
- CCTV monitoring and maintenance – With the completion of the Traffic Control Center, a good number of CCTV cameras will be available for viewing and potential recording. We propose that a system be put in place to allow the video to be shared with the Dunwoody Police Department. We would also work with GDOT to allow still images from the cameras to be posted online through 511ga.org.
- Before-After Studies.
- DRI and TIS review – We will work with the Community Development to provide review services of Development of Regional Impact (DRI) and Traffic Impact Study (TIS) reports.

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- Accident analysis – We will work with the Dunwoody Police Department and the Georgia Department of Transportation to evaluate accident reports throughout Dunwoody to help identify areas with higher crash frequencies. With the areas identified, measures to reduce accidents can be identified and prioritized.
- Traffic count database – Between traffic impact studies, neighborhood speed studies, and signal timing projects, there is a lot of traffic volume data in the City, but it is not accessible in one place. Maintaining a database of all traffic count data will make it easier to do quick analysis of ideas, and is a valuable tool for developers who often call looking for average daily traffic (ADT) in an area where they are considering building.

2.2.6 Stormwater

The Contractor shall provide the following services:

2.2.6.1 Provide a stormwater utility manager approved by the City, with full responsibility to manage and perform the services, duties, and responsibilities set forth. The Contractor shall not replace the approved manager without written approval from the City, such approval will not be unreasonably withheld. (The Contractor is fully responsible for hiring and firing of personnel assigned to this contract. The City may request from time to time that personnel be removed from the contract and replaced. Contractor will be responsible for identifying suitable candidates able to provide the scope of services outlined in the contract. The City, at its discretion, may request an opportunity to review potential candidates and/or interview candidates prior to offers being made.) – See Section 2.1(g) regarding staff reassignments.

David Elliott, PE, CFM will be the designated Stormwater Utility Manager for the City. Mr. Elliott has been serving the City in this capacity since August of 2013 and has successfully guided the City through 34 Excavation Replacements, 17 Lining Replacements, 11 Detention Pond Rehabilitations, 49 Video Projects, 23 Engineering Studies / Special Projects, and 348 Maintenance Work Orders. Mr. Elliott is intimately familiar with the City's Stormwater Infrastructure and working with both residents and City officials to make projects successful.



Mr. Elliott excels at determining the best repair method for a particular situation, which may include excavation and replace or a variety of internal repair methods. This decision point is critical in repairing the system in a financially responsible manner that achieves a long term repair, no adverse water quality impacts, and resident satisfaction. As an example, Mr. Elliott studied the hydraulic site conditions, existing pipe degradation, and potential impacts of various repair methods in depth on Perimeter Center Parkway during the replacement of a 96" failing storm water conveyance. Mr. Elliott ultimately determined that steel reinforcement and high strength grout should be used to construct a 5" coating within the existing pipe that will last indefinitely. This methodology had no adverse impact on hydrology due a decrease in roughness coefficient, did not require closing a major roadway, did not involve any adverse impacts on commercial business from the closure of parking lots, and saved the City between \$100,000 and \$440,000 in repair cost.

During his tenure, Mr. Elliott has also been responsible for administrating the City's National Pollution Discharge Elimination System (NPDES) Permitting that allows the legal basis for the utility to operate. Mr. Elliott has worked with Georgia Environmental Protection Division (EPD) Regulators to remain compliant and further the protection of water resources within Dunwoody.

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I just wanted to report in and also say thank you for addressing our water issue here in Dunwoody Hollow.

I was outside this morning during the heaviest of the rains and the (2) new drains were sucking down the excess water. No runoff water even got past the drains. Thank you!

We greatly appreciate your willingness to help resolve this issue.

*James Willard
Citizen*

He has worked with the EPD to make multiple revisions to the NPDES permit and completed two (2) Annual Reports. The NPDES Program and sustainable water quality efforts continue to develop under Mr. Elliott's guidance. In 2015, a stream clean up event is being organized with the Sustainability Committee, 3 residential HOAs, and 2 nonprofit organizations.

This is an example of a grass roots effort originally brought to the City's attention by a resident complaint regarding a drainage issue and will be a true community effort to help improve both the environment and residential property.

In addition, the City has developed an Impaired Waters Plan that focuses on addressing issues that caused 3 Dunwoody Streams to be placed on the EPD's 303d list.

Water quality analysis began in March of 2015 and will be utilized to focus community efforts on improving water quality in streams where it is needed most. Excellent working relationships with the City's Sustainability Committee and Residents will be leveraged to find community solutions at minimal financial cost to the City's Budget. Mr. Elliott continues to find the balance between operation and environmental responsibility for the City, by adopting

permit practices that that are financially responsible for the City, conducive to City operations, and that serve to better protect the environment.

2.2.6.2 Provide ongoing engineering, design, and management of the maintenance of stormwater systems, as needed, to meet the needs of the City in accordance with all applicable standards and as directed by the City.

Lowe Engineers will continue to work under the direction of the Public Works Director, City Manager, and City Council to manage the City's Aging Infrastructure. During the creation of Dunwoody's Stormwater Utility, the City inherited an aged Stormwater Infrastructure in which 75 % of the piping is made of Corrugated Metal Pipe with an average age of over forty (40+).



BEFORE



AFTER

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Lowe Engineers will continue to provide high-quality service and expertise in the design, operation and maintenance of the stormwater system in accordance with applicable standards, regulations and laws. Our goal is to repair this aging infrastructure in the most cost effective manner possible with reinforced concrete, high density polyethylene and cured in place piping materials that serve the City indefinitely into the future.

2.2.6.3 Review, update, and implement all necessary policies, protocols, rules, and regulations necessary to meet or exceed the City's stormwater requirements under applicable, federal, state, and local laws, including, but not limited to, federal clean water requirements and State of Georgia National Pollutant Discharge Elimination Standards (NPDES) permitting and compliance.

Lowe Engineers will continue to create, review, update and maintain necessary documents and implement policies and procedures required by Dunwoody's NPDES permit and the Clean Water Act. Finding the balance between environmental regulation and the need to efficiently operate the utility, involves an understanding of the long term impacts that policy development can have on both the City and private property owners. Lowe Engineers is experienced in both the development and compliance with Federal Clean Water Act NPDES Requirements. We have developed Stormwater Management Plans (SWMP) for multiple municipalities, including Dunwoody and Brookhaven, and look forward to continuing to adapt Dunwoody's SWMP to meet evolving regulatory requirements and the needs of residents.



2.2.6.4 Integrate activities when applicable with Planning and Zoning and other departments as necessary.

One of the primary components that make the City of Dunwoody a success is its staffing strategy that requires consultant staffing to work together with a variety of departments, other contractors, and City staff. Lowe Engineers understands and embraces this successful model. We look forward to continuing to work with Community Development on permitting and land disturbance issues, the City Clerk's Office on open records request and City Council agenda items, the Finance Department on the management of invoices and payment to various contractors needed to support the City's mission, Public Relations on communicating the range of improvements Dunwoody is making to the community, and a variety of other interdepartmental needs.

2.2.6.5 Provide the City with a primary contact who shall be available to the City in person or by telephone on a twenty-four (24) hour basis, seven (7) days per week.

As demonstrated over the last seven years, Lowe Engineers is available 24 hours per day, 7 days a week through its emergency phone system and staffing plan. On a weekly basis, we provide the City with a rotating emergency contact. In addition, the Stormwater Utility Manager, David Elliott, will track inclement weather or other events that would cause

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concern to the Stormwater Utility. During significant rainfall events, the Stormwater Utility Manager will be continuously available to the City. If a problem occurs that the rotating emergency contact needed assistance, the most experienced personnel to deal with the problem will be available. Lowe Engineers also requires that subcontractors (Georgia Development Partners and Southern Premier Contractors) with heavy equipment capable of repairing road failures or other emergency actions will also be available 24 hours per day, 7 days a week. This approach will ensure the City of Dunwoody that it has access to both the expertise and equipment to react to any emergency situations that may arise.



2.2.6.6 Identify, document and, if deemed applicable by the City, implement water conservation practices and methods.

Lowe Engineers is fully prepared to implement water conservation practices and methods should they be deemed applicable by the City. Mr. Elliott, Dunwoody Stormwater Utility Manager, has a variety of experiences including serving as a technical consultant for water supply utilities and reservoir managers during the "Tri-State Water Wars" and the severe drought of 2007. Lowe Engineers' staff knows firsthand the impact water conservation measures can have on the demand of a utility. Through measures including conservation pricing, leak repair, toilet rebates, xeric scaping, replacement of out dated fixtures, and other programs in the Metro Atlanta Area, such measures have been hugely successful in reducing total water demand by approximately 15% in recent years.



If requested by the City, Lowe Engineers can help guide residents or commercial business with water conservation techniques that we know have real benefits to our community.



History has always demonstrated that a drought more severe than the last with a larger population of people is coming. The only question is when it will occur. Water conservation measures are and will be an increasingly important part of our future. The City of Dunwoody is wise to be prepared and Lowe Engineers will be an experienced partner in these efforts.



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2.2.6.7 Create, maintain, store, and retrieve available documents that are necessary for the effective implementation and operation of the City's stormwater requirements under applicable, local, state, and federal laws.

Through the new contract, Lowe Engineers will continue to create, maintain, store, and retrieve a growing data base for the City. The City's Stormwater Utility is a very busy part of the Public Works Department, with numerous projects each year. All of these projects and potential projects involve interactions with residents, contractors, and other government entities. Document storage and maintenance is an important function of the utility, particularly with the City's increase emphasis on records retention policies. In recent years, Lowe Engineers has guided the Stormwater Utility into a nearly all electronic office. Lowe Engineers will continue to serve the City in the capacity under the guidance of the Public Works Director and City Clerk.



2.2.6.8 Prepare the parcel level data necessary to calculate the billing data for stormwater customers and communicate the calculations to the appropriate parties in a timely manner.

Lowe Engineers will also continue to ensure that the City is billing for all revenue it is due by preparing the parcel level data necessary to calculate billing data and providing the calculations to the City Manager and Finance Director in a timely manner. The City of Dunwoody currently charges an annual ERU rate of \$70.09. Instead of having a flat rate, in 2014 Dunwoody adopted an annual increase based on the Municipal Cost Index's estimated inflation. This is a unique approach that many other communities do not employ. Lowe Engineers will continue to work with the City in explaining this rate to citizens and ensuring that all stormwater taxes are collected.

2.2.6.9 Maintain and update the City's stormwater infrastructure GIS database.

As the City of Dunwoody's Stormwater Utility continues to develop, the associated Geographic Information System (GIS) data also continues to develop. Under Lowe Engineers' guidance, the City now has a complete stormwater inventory that is being used for a variety of planning and analysis efforts.

These efforts include a system wide analysis and cost estimation for the repair of all pipes and structures that fall into the "immediate repair" category in 2014.

Lowe Engineers is actively improving the GIS and will continue to develop the following during the remainder of 2015 and into the new contract:

- Stormwater Detention Pond Analysis – This includes incorporating polygon surface area, final plat notes, date of installation, the presence of easements, and inventory pictures. The primary focus of this effort is to define pond ownership on a highly reliable basis and develop a range of potential Level of Service Policies for the City. Cost estimations based on previous work history, inspection data, and surface area of ponds are being developed. This information will be used to determine the cost of several "Level of Service Policies". Based on instruction from the Public Works Director, a final decision will either be made by the Public Works Department or elevated to City Council.
- Addition of all inspection photos and CCTV to the GIS – This will be an improved efficiency in removing the time it takes to look up files.
- Addition of easement data to GIS – This will be a GIS layer that includes all of the easements recently updated by the Stormwater Utility.
- Addition of Final Plat Images to the GIS – This will be an improved efficiency in removing the time it takes to look up files for both the Stormwater Utility Manager and Capital Projects Manager.
- Overall improvement of the Structure of the GIS, which will improve the inter connectivity and

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further advance the City's ability to perform analysis.

2.2.6.10 Identify and perform other stormwater responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.

Lowe Engineers has been instrumental with the City's Stormwater Utility since its inception in 2009. We have been honored to watch the utility flourish into a mature program that is aggressively catching up on many years of neglected maintenance. Perhaps the best measure of the program's success is the high level of resident satisfaction that it enjoys.

Looking to the future, the stormwater utility continues to face several challenges. From a maintenance and operations perspective, the primary challenge is the cost to replace the aging infrastructure. From a permitting standpoint, the primary challenge will be meeting the evolving needs of the NPDES permit in a both cost effective and environmentally responsible manner. Under the new contract Mr. Elliott and the Lowe Engineers Team will continue to develop the Stormwater Program into proactive utility with the long term interest of the City and its residence as the guide.

2.2.7 Capital Project Management

2.2.7.1 Preconstruction

2.2.7.1.1 Provide a primary (dedicated but not necessarily full-time) Professional Engineer licensed in Georgia and all necessary support to coordinate all aspects of preconstruction for assigned capital projects included but not limited to:

- Prepare and review project budgets and schedules
- Design consultant selection
- Public involvement
- Communication with the public and City council
- Design review
- Utility coordination
- Rights-of-way acquisition
- Permitting
- Bid preparation

Lowe Engineers will provide a primary Professional Engineer licensed in Georgia. Lowe Engineers proposes Mindy Sanders, PE to perform this requirement. Ms. Sanders has 15 years of experience

performing the activities required for this position, including 2 years of experience directly with the City. In addition, Lowe Engineers will provide all necessary support to coordinate all aspects of preconstruction for assigned capital projects including, but not limited to:

- Prepare and review project budgets and schedules
- Design consultant selection
- Public involvement
- Communication with the public and City council
- Design review
- Utility coordination
- Rights-of-way acquisition
- Permitting
- Bid preparation

The Capital Improvement Program of the City of Dunwoody is extremely robust. Within the Public Works Department, this key assignment includes intersection improvements, construction of bicycle facilities, streetscape projects, corridor operational improvements, sidewalk construction and other pedestrian safety projects, and other improvements that affect the quality of life of the residents of Dunwoody.

The construction of the capital improvement projects has a tremendous impact within the community. It impacts not only the residential and commercial property owners and tenants adjacent to the projects, but also the traveling public who pass these projects. A successful construction project begins with the implementation of an effective and efficient preconstruction phase.

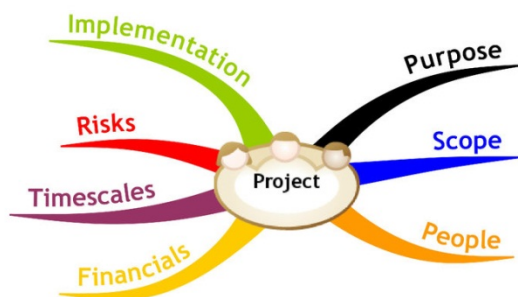


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Regardless of the scale of an individual project, there are numerous tasks involved during the preconstruction phase of each one. These tasks include the procurement of the design consultant, public involvement, communication with the public and City council, right of way acquisition, utility coordination, design review, permitting, and preparation of the construction bid document. The management of these tasks is not always a linear progression and the outcome of each of these tasks can have a direct impact on a number of other tasks as well as the direction of the entire project.

Therefore, it is critical for these tasks to be carefully managed in order to achieve the desired schedule and project outcome.

Budgets/Schedules: The existing team has been responsible for establishing the City's initial Capital Improvements Programs, as evidenced by our development of the City's paving plan, sidewalk improvement plan, and transportation plan. Lowe Engineers has developed the initial capital improvement plan and every subsequent plan for each service area of Public Works. We share the City's philosophy of methodical planning based on thorough analysis and objectivity.



We have created 5-year paving plans based on a quantitative evaluation of every street in the City, and a long-range capital sidewalk plan prioritized on objective criteria. Lowe Engineers directed development of the City's comprehensive transportation plan which included extensive public involvement, and outlines the priorities for capital investments in transportation. We have completed an

inventory of the City's entire stormwater system, and we are currently evaluating the utility's long-term capital needs.



Staff must recognize the constraints of funding, political climate, right of way, utilities, and concerns of residents and find a balance between these oftentimes conflicting issues. Staff must be adaptable to changing political climate, changing regulations. Lowe Engineers' staff is knowledgeable with using Microstation Project, the software currently used, for scheduling and managing capital projects.

While most capital projects are locally funded, staff seeks ways to leverage the available transportation funding at the state and federal level, coordinating with other city, state, and county municipalities, as well as PCIDs. Lowe Engineers' staff is knowledgeable about GDOT Plan Development Process to meet the requirements of the Locally Administered Projects (LAP).

Public Involvement: Dunwoody residents are extremely active in shaping the community and the expectations of the community are high. Therefore, the public involvement process is critical to shaping the project concept.

On larger projects, this process begins before even a single concept has been sketched on paper. We require stakeholder meetings at the project onsets, where we hold separate meetings with individual neighborhoods and critical stakeholders. This process lets staff us know of issues that are not always evident from a survey or GIS mapping. Listen to the residents to hear about the history and issues that

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concern them. While we cannot always avoid impact to properties, this process allows us to begin a project with the awareness that we must find ways to mitigate those impacts.

Public Experience			
Town Halls	Wastewater Treatment Plants	Court Houses	Urban Renewal Projects
Police Stations	Storm Water Systems	Office and Administrative Facilities	Housing Projects
Fire Stations	Airports	Jail Facilities	Brownfield Sites
Libraries	Dams	Coroner's facilities	Arts and Entertainment Centers
Training Facilities	Bridges	Communications Rooms	Parks and Recreation Project
Recreation Centers	Roads	Dispatch Centers	Maintenance Facilities
Hospitals	Public Transportation Projects		
State Buildings			

During the public involvement process, City staff and consultants must explain all aspects of the project to the residents and traveling public. This process relies upon attendance of the community and property stakeholders. If we do not hear from these individuals, the public involvement process is not effective. Therefore, Lowe Engineers performs a multi-level outreach prior to the public meetings. These include mailing letters to all property owners within a certain distance of the property, public notifications in the Crier, street signs. Being accessible and available by phone or in person, even at times outside normal business hours, is vital to meeting the needs of the community.

Communication with Public and Council: An important ongoing task of capital projects is presenting agenda items at City council meetings. Even when agenda items are not being voted on, Lowe Engineers' staff members are responsible for communicating all project aspects to them.

Communication that is pushed out from the Public Works Department allows the department to be proactive rather than reactive. Lowe Engineers' staff currently has a great working relationship with the Public Relations Department. These departments are continuously working to discover new ways to communicate project status and alerts through the website and other electronic means.

Communication with the public and the council has shown to affect the schedule of a project. If not properly communicated, outcry from residents, can delay the project or affect the footprint of the project for the good or the bad from a technical perspective.



Design Review: We look for the most efficient and context sensitive solutions to accomplish the goals set by the Comprehensive Transportation Plan with specific requests received from the public. For example, with slight changes to the design of the pedestrian and bicycle improvement project on Chamblee Dunwoody Road (Construction 2015), sight distance issues that currently prohibit right turns on red from Womack onto Chamblee Dunwoody Road will be eliminated.



Thorough oversight is critical to the success of capital projects. Current Lowe Engineers' staff has developed policy to perform an on-site project walk through at early project stages to determine if the typical section may be altered to minimize impacts to surrounding properties.

Current Lowe Engineers' staff consists of transportation designer who knows the effort that goes into design and a set of plans.

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Georgetown Gateway-Before



Georgetown Gateway-Concept Rendering

They are familiar with the current design guidelines and procedures as outlined by the current versions of accepted engineering manuals, including, but not limited to, AASHTO "Policy on Geometric Design of Highways and Streets", "Roadside Design Guide", and "Guide for the Development of Bicycle Facilities"; "Manual on Uniform Traffic Control Devices", Georgia Stormwater Management Manual, GDOT's Plan Development Process.

Utility Coordination. Lowe Engineers' staff is knowledgeable of the City's franchise agreements with the utilities that have existing facilities within Dunwoody. These agreements can have a tremendous impact on the plan development and the cost of a project. For example, knowing that the relocation of transmission line facilities is not covered in the City's agreement with Georgia Power, the City will be able to save over \$100,000 on the construction of the Mt. Vernon Road at Vermack Road intersection

improvement project by altering the design to avoid the existing transmission pole. Knowledge of how the relocation of a single pole has the potential to result in a domino effect and we will alter the design to avoid these impacts.

Over the past seven years, existing Lowe Engineers' Public Works Staff have developed efficient working relationship with the utility contacts. This has allowed a quick turn-around for utility adjustments that were identified in the field, requiring immediate action. Furthermore, each utility has its own criteria and scheduling components. For example, the upfront knowledge of DeKalb County's horizontal clearance requirements, allowed us to work with the consultant to design the stormwater utilities of a project to be outside of this distance, which in turn affects the right of way plans.

Right-of Way Acquisition. Dunwoody is unique in that many projects are within residential neighborhoods. Right of way is an extension of their yard that they've been maintaining for years and oftentimes sometimes decades.

Lowe Engineers' staff is sensitive to this. As noted previously, the staff looks for opportunities to alter the design to minimize impacts to property and cared for aspects of their yards, such as plantings, fences, and irrigation, which may lie within the right of way. The right of way acquisition phase is a balance of meeting the property owner's needs in a fair manor, while protecting the City's best interest and adhering to budget limitations.

Engaging property owners in the public involvement phase eases the property owner into the idea of changes occurring. The right of way process involves a great amount of time from public works staff. Coordination is involved with the design consultant, property appraisers, right of way acquisition agents, the City attorney, the City council under certain circumstances, and of course the property owners themselves. Sometimes, residents are skeptical of information provided by a right of way acquisition agent hired by the City. As a result staff often meets

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with the residents one-on-one or within a group to answer questions directly.

Permitting: The permitting requirements for the City's capital improvement program vary for each project. Thresholds are in place based on the scale of the project that are used to determine what agencies a permit must be obtained for. Typically, these agencies include the City of Dunwoody and Georgia Environmental Protection Department.

Lowe Engineers will continue to be adaptable, work with other departments, receive annual training to become aware of changes to regulations, changes to staff at regulating agencies. Awareness of these fluctuating thresholds and requirements is key to ensure that the delivery of the project on schedule. Lowe Engineers' staff keeps up to date on changes to the latest checklists and project requirements for Erosion Sediment & Pollution Control plans, Stream Buffer Variances, and Stormwater Management Regulations.

Stormwater management on transportation projects is a relatively new regulated permitting task. The City of Dunwoody implemented these requirements on its own capital projects in 2013. Since then, there has been a learning process on the parts of staff and their consultants to adapt to this new requirement. Stormwater Permitting is regulated by the City's Department of Community Development. The regulations are written for site development and difficult to impose on a linear transportation project. This results in a greater amount of acquisition and tree removal to construction stormwater management facilities and can potentially add ~ 50% to the overall construction costs.

Over the past two years, Lowe Engineers' staff has worked with Community Development to develop the Transportation Project plan Review policies and Procedures. This document balances the intent of the regulations so that the City project does not negatively impact downstream properties with the project constraints such as construction costs, limited right of way, and constructability.



Bid Preparation: Each of these tasks is necessary to ensure the success of the preconstruction phase of a project, which in turn will ensure the success of the construction phase. Preconstruction and construction Lowe Engineers' staff members will work together to perform constructability review throughout the plan development process.

Consultant Selection: Though not included in this requirement's bullets, writing RFPs is part of the service provided by Lowe Engineers. To protect the City, clearly defines and requests services to meet the particular needs of the project must ensure that the scope clearly defines the responsibilities of the project. Learn from past projects about what to include avoiding delays due to contract adjustments.

The procurement process must be navigated and Lowe Engineers' knowledge of this process will help determine the type of call for submittals desired (Request for Proposal, Request for Qualifications, Invitation to Bid, etc.)

Local Minded Department: Community is very involved in many aspects of the City happenings. While we will not be able to work with everyone's schedule, we try to time project related public meetings around other public meetings, religious calendar, even seasonal sporting events, such as swim meets, Neighborhood meetings and presentations to the DHA, presentations to the church boards, etc.

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Capital projects affect Dunwoody as a whole, not just surrounding properties. They have a tendency to make the headlines of the local newspapers and elicit passionate public response. Even seemingly simple projects can become divisive. Staff must be receptive to public ideas, but cannot allow isolated complaints to overturn the project.

Ways to Improve: Lowe Engineers has demonstrated that they are capable of delivering positive outcome for all of the above tasks needed to successfully meet the challenges at managing the capital improvement program. However, there is room to become more efficient. An effective level of staffing is critical to accomplish this.

It is important for public perception and cost effectiveness to ensure that projects are coordinated. We accomplish this goal through careful planning, coordination, and communication. Implementing this strategy relies on the proper level of staffing. Lowe Engineers has the capacity to scale up or scale down the staffing for the preconstruction. Historically, there has been a need for additional staff time dedicated to capital projects. With the addition of dedicated construction management and maintenance staff members, the preconstruction staff will be less overloaded by these tasks.



Staff will encourage regular direct communication with City council members, inviting them to our staff meetings. No one wants to be surprised – public needs to know upcoming projects; council needs to be aware of possible issues with projects. Remove

any perceived barrier between staff and council so a better level of trust can be established. Answering questions in a public setting, while transparent, is not the most effective way to communicate the, oftentimes conflicting, nuances of project development.

In addition to coordination among plans, Lowe Engineers' future efforts will be focused on maintaining good records on completed projects through use of GIS and continuing to refine the plans as funding and priorities change over time. Other ideas (to be expanded upon) include:

- Regular Coordination Meetings with utilities
- Advanced communication with residents along project boundaries
- Develop a set of Dunwoody Standards & Details
- Design Build using the On-Call Contractors
- Going forward efforts to schedule regular project updates during the preconstruction phase

2.2.7.1.2 Provide technical support for other public works initiatives as needed.

Another large responsibility of the preconstruction capital project management is providing support for other public works initiatives. This umbrella entails help with maintenance aspects, safety initiatives, sight distance corrections, improvements to signing and marking, and interdepartmental approval requests, and special projects.

Though usually at a much smaller scale, these responsibilities involve many of the same coordination tasks and considerations as the larger capital projects. They oftentimes require coordination with utilities, other municipalities and agencies, right of way acquisition, and consideration for the limitations of the procurement process.

Coordination between public works staff members is required on a routine basis as there is oftentimes an overlap between the responsibilities of stormwater management and with maintenance. Staff will determine what the most effective and overall beneficial solution will be. For example, on a recent design project, the stormwater staff was consulted to

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determine if it would serve the City better minimize the cost of a project or to expand the scope to take care of long term stormwater needs.

Coordination with Maintenance is another regular requirement. Based on reported issues, staff will coordinate to determine if some service requests are stand-alone projects or if they should become future capital initiatives. This coordination also helps determine if there is a low-cost short-term solution to address the immediate needs or if the prioritization does not require immediate action.

Providing support for other public works initiatives is another important role of the preconstruction capital project management. This responsibility involves helping with maintenance aspects, safety initiatives, sight distance corrections, improvements to signing and marking, interdepartmental approval requests, and special projects. Although usually at a much smaller scale and briefer timetable, these responsibilities involve many of the same coordination tasks and considerations as the larger capital projects. They oftentimes require coordination with utilities, other municipalities and agencies, right of way acquisition, communication with property owners and consideration for the constraints of the procurement process.



An example of an effective small-scale engineering solution is the interim improvements to the Chamblee Dunwoody Road at Spalding Drive intersection. This intersection is currently being designed as a current capital project. However, rather than wait until the major construction improvements are constructed years later, Lowe Engineers' Public Works staff recommended adding improved way-finding signage and clarified the lane assignments of drivers with new centerline striping through the intersection. Since the

installation in 2014, the number of reported accidents has been reduced.

The Pedestrian Safety Action Plan is another public works initiative managed by the preconstruction engineering staff. This document reviewed Dunwoody's existing uncontrolled crossings. This effort involved coordination with all of the city's elementary schools and some of its places of worship to see how often and in what capacity these facilities were used. The assessment included recommendations for improvements, where necessary, as well as recommendations for where to add or eliminate crossings. These initiatives must also be budgeted and planned with the same level of management as the capital projects.



F I N A L R E P O R T

PEDESTRIAN SAFETY ACTION PLAN

As a new City, establishing policy is another key aspect to the successful operation of the Public Works department. The use of policies established by other municipalities has been a good start. However, this community is unique and these policies must be adapted to meet the context of the City of Dunwoody. Lowe Engineers' staff has helped shaped several policies such as the Tree Save Policy, Transportation Review Process, the Sidewalk Program, as well as the consultant evaluation processes.

Public works initiatives have largely focused on engineering solutions to address safety and operational issues within the city. However, Lowe Engineers' current public works staff is excited to be working with the Police and Public Relations Department on a new safety initiative – the S.C.A.N. Program (Safe City and Neighborhoods). This program will attempt to address driver and pedestrian behavior by focusing on outreach and education to remind residents and the traveling public that safety is a responsibility of each individual. This program is still in its early planning stages.

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So far, engineering solutions have been far and above the go-to tool to address safety and operational issues within the City. However, in the coming years, Lowe Engineers' staff is excited to be working on a new safety initiative – Safe City and Neighborhoods (SCAN). This program is focused on outreach and education of residents to remind them that safety begins with the individual. Infrastructure improvements alone can't solve all transportation problems. This program will address behavioral issues.

2.2.7.2 Construction

The Lowe Engineers Project Services team's approach to the City of Dunwoody's Construction Management needs is to provide more than simply construction inspectors. Based on our knowledge of the projects, citizen needs, communication requirements, history of neighborhood interaction, we are proposing a Construction Manager to fill a combination of roles: day to day contact with City staff and contractor, communicator with property owners and neighborhoods, field engineer, inspector, and overall Program manager for capital project construction.

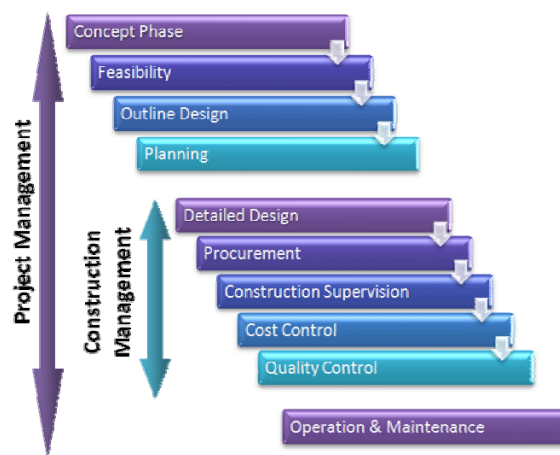


For the Construction Manager position, Lowe Engineers proposes John Gurbal who has been recently hired by the City in this same capacity.

Mr. Gurbal has over 38 years of Public Works experience in both the private and public sectors.

Having worked for Dekalb County Public Works for approximately 27 years, Mr. Gurbal brings his specific knowledge and history of Dunwoody Public Works project priorities as well as neighborhood concerns and interests.

This position will be in the field visiting all of the project sites on a daily or on an as needed basis, and fulfilling the reporting requirements as stated below. The Construction Manager is experienced to make field engineering decisions and modifications to the plans if required and communicate the information to the contractor.



Lowe Engineers has identified the following areas that are unique to the City of Dunwoody's Capital Construction Management needs:

Knowledge of Projects: The Lowe Engineers Project Services team has in-depth knowledge of all facets of the City of Dunwoody's needs for Construction Management and inspection. Having worked with the City, Lowe Engineers is familiar with the various types of capital projects that are to be under construction over the next several years such as intersection improvements, resurfacing of City roads, sidewalk improvements, Parks improvements, Multi-Use Trails, minor road widening, traffic signalization improvements and various storm water repairs and improvements.

Experience of Bidding Process: Lowe Engineers' staff is experienced with the City's various bidding

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processes and can adapt the Construction Management staffing levels accordingly. Lowe Engineers has experience working with conventional open competitive bids whether Lump Sum or Line Item. But our staff is also very comfortable working with "on-call" contractors which the City uses efficiently for projects such as sidewalks and storm water repair/maintenance. Lowe Engineers' staff will be flexible in working those situations such as smaller storm water projects which require only minor plans/worksheets to be coordinated or "field engineered" with the contractors.

Communication and Coordination with Residents: Lowe Engineers has gathered unique knowledge of the history of many of the neighborhoods and understands the importance of communicating with the residents during the construction process. Lowe Engineers proposes to have the Construction Manager be the day to day contact for communications with the neighborhoods, the contractor and the Dunwoody City staff. The Manager will provide not only the technical expertise, but will also follow up with local residents to ensure all issues resulting from construction are handled by the contractor in an efficient and professional manner.

Perform Constructability Plan Review: Based on our previous experience with the City, Lowe Engineers has identified adding a constructability plan review step to the current pre-construction process. This would bring in an experienced Construction Manager to work with the City staff and design engineers at the preliminary engineering phase and possibly at the concept stage as required.

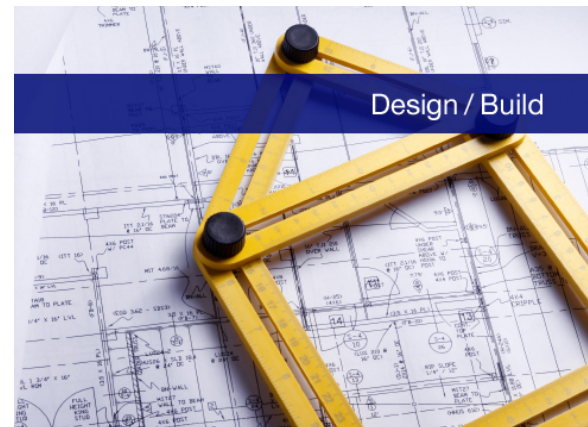
The added experience would help identify potentially eliminate construction conflicts with traffic staging and lane closures, reduce property impact and thereby reduce land acquisitions, identify potential materials/line items that may be needed which are commonly omitted on plans. By addressing construction issues on the up front end of plan design, it can help streamline the design process, assist with quantity preparation and may eliminate or reduce land acquisition requirements.

Perform Design/Build: Lowe Engineers would like to propose a Design/Build alternative to be used in certain situations in order to shorten the pre-construction process and improve project delivery.

This process would be effective on less complex projects such as sidewalk construction, some multi-use trail connections, and other projects that may not need full plan sets.

This would be similar to what is currently used successfully with various storm water projects with City staff working directly with on-call contractors. Once a project has been identified as a candidate by the City and Construction Manager, such as a sidewalk, the Construction Manager using minimal plans, mapping, typical sections, would coordinate with the on-call contractor.

Costs/work orders would be worked up based on agreed upon quantities and based on contract line item bids.



This could be a substantial time saving step in the overall process and greatly improve project delivery for those types of projects that fit this category.

Standard Reporting: In addition to the tasks listed below, Lowe Engineers will also provide the following standard reporting.

Lowe Engineers will maintain a complete, concise and accurate record of events associated with the project providing hard copies or electronic files to the City as required:

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Project Diaries/Daily Reports	Activity and Quantity Logs
Geotechnical Reports	Materials Certification Logs
Tickets for Invoices	Quantities Computation Documents
Digital Photos Before/During/After Construction	Meeting Minutes
Schedules and Updates	Change Order Requests
Punch List Items and Progress	Final Close Out and As-Built Files

2.2.7.2.1 Provide scalable (fluctuating) construction project management plan for certain infrastructure and parks capital projects and to be the point of contact for all communications between the City, the contractor, design engineer, materials testing company, adjacent property owners and other affected parties.

Lowe Engineers proposes to provide full time Construction Management (CM) and all related inspection services as needed to the City of Dunwoody.



The proposed staffing will be adjusted to meet the volume and workload of capital projects under construction at any given time. It is understood that the construction engineering and inspection needs of

the City may fluctuate for which Lowe Engineers is prepared to adjust its staffing to meet the changing demand.

As described above, Lowe Engineers proposes the CM to be the point of contact for all communications between the City, contractor, design engineers and property owners and/or neighborhoods.

2.2.7.2.2 Ensure compliance with the contract documents and City standards and specifications

The CM will be responsible for ensuring contractor compliance by reviewing all contract language, specifications, standards and construction drawings prior to the bid process and prior to construction.

2.2.7.2.3 Manage materials testing contracts.

CM will be responsible for management and coordination of the geo-technical firm with the construction contractor. The CM will be available to assist the Public Works Director in obtaining cost estimates from qualified firms for use on projects as needed.

2.2.7.2.4 Conduct preconstruction and project meetings. Prepare meeting agendas and minutes.

CM will prepare preconstruction meeting agendas, set up meeting dates, conduct meetings and follow up with meeting minutes for distribution to attendees.

2.2.7.2.5 Maintain a daily presence on active construction sites. Monitor the contractor's progress and enforce all requirements of applicable codes, contract documents and City standards and specifications. Take photographs.

The CM, or on occasion the backup engineer, will be actively involved on all of the projects with daily site visits, discussions with contractors, working out utility coordination, dialogs with property owners, etc. CM will monitor the contractor for code compliance especially in the areas of safety, traffic control and erosion control. The CM will maintain daily diaries and report to the City as to contractor's progress.

2.2.7.2.6 Review and monitor the construction schedule.

At the onset of each project, the contractor will be responsible for producing a schedule for review and approval by the CM in conjunction with the City. CM

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will meet with contractor to review schedule progress and report back to the City.

2.2.7.2.7 Review and process contractor progress payments for approval by Public Works Director.

CM will meet on site with the contractor at the end of each month to measure quantities, review % complete and tabulate the previous month's work for billing purposes. Each pay application will then be reviewed by the CM and submitted to the City Public Works Director for review/approval/payment. Lowe Engineers proposes to perform a 50% to 66% cost estimate review to assess progress vs payment. This will assist the City in projecting future costs against overall contract amounts and budget amounts.

2.2.7.2.8 Perform all construction administrative activities including correspondence and document control.

The CM will be responsible for all communications and correspondence with the contractor with copies to the City throughout the duration of the project.

2.2.7.2.9 Perform all aspects of the departmental procurement process including, but not limited to review, comment and facilitate responses to requests for information, evaluate and negotiate change orders, prepare the scope of work for requests for qualifications, proposals and bids, conduct pre-proposal meetings, respond to questions and coordinate with the City purchasing manager, review proposals, bids and pay applications, and manage construction contracts, schedules and budgets for capital projects.



As part of the Construction Management duties, the CM will assist the City in all or any of the tasks during the procurement process to include final plan review, contract review, preparing responses to questions,

attending/conducting pre-bid meetings if required, review bids, make background/reference checks as needed, and make bid recommendations to City staff as required.

2.2.7.2.10 Document changes to the design and coordinate as-built drawings.

CM will be responsible for ensuring all modifications to the plans have been documented and will be included in the final as-built submittal from the contractor.

2.2.7.2.11 Conduct technical reviews of construction documents.

Lowe Engineers proposes to conduct reviews of the construction documents at various stages of design. As needed by the City a constructability review will be performed as early as the preliminary design phase, but in all cases a technical review will be performed for each project prior to the bidding process. Reviews and comments will be supplied to the City and design engineer upon completion.



2.2.7.2.12 Provide coordination and review of contractor's staging and detour plans.

The CM will review the contractor's traffic control plan and construction staging plan at the beginning of each project. Any deviation to the design plans will be discussed with City staff for final approval. Any detouring will be discussed in detail with City staff for final approval before proceeding. Any changes that will require additional public notification will be coordinated with the City and the contractor.

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2.2.7.2.13 Coordinate communications to the public with the City's public relations staff.

One of the main areas of responsibility will be to effectively communicate with the City's public relations staff and the City's Public Works staff for the duration of the project. Information updates will be provided for those issues which will need public notifications.

2.2.7.2.14 Provide final inspection services and project closeout activities.

The CM will perform a final walk-thru on each project with the contractor. A punch list will be developed and documented. No final payments will be made until the contractor and CM are in agreement on the completion of the items on the punch list.

2.2.7.2.15 Provide post-construction services as needed for project closeout and warranty issues.

Upon completion of the punch list items, the CM will go over the site conditions with the contractor to ensure that all bond requirements are met or will continue to be met for the remainder of the bond period for those items, such as landscaping, trees and plant materials.

2.2.7.2.16 Maintain production reports reflecting time and other costs dedicated to individual capital projects.

CM will document all time allocated to each capital project. The CM will enter all time spent on weekly digital submittals as part of Lowe Engineers' internal record keeping. A report can be generated at any time breaking down the time spent on each capital project and will be furnished to the City as requested.

2.2.7.2.17 Oversee the planning, procurement and execution of capital projects for park improvements including, but not limited to, bonded capital projects.

The overall Construction Management duties will not be limited to Public Works projects but will also include Parks improvements as required by the City. All of the tasks described above will be applied to any Construction Management work on Parks projects.


2.2.8 Emergency Preparedness

As it relates to Public Works functions, the Contractor shall provide the following services:

2.2.8.1 Review, revise and implement policies and guidelines, and coordinate, operate and maintain the City's emergency preparedness program in accordance with all applicable, federal, state, and local laws, as well as prudent local government practices.

Lowe Engineers recommends that preparedness plans (including policies and guidelines) should not be only be created, reviewed, revised and implemented, but tested regularly. As stated in our response to 2.2.2.5, we propose multi-agency coordination exercises to evaluate new plans.

Smaller exercises should be conducted annually between Public Works, Parks Maintenance and Lowe Engineers Traffic Services, preferably in advance of the summer thunderstorm/tornado season and the winter ice storm season.

2.2.8.2 Integrate and coordinate all emergency preparedness operations in conjunction with Homeland Security, Emergency 911, FEMA, GEMA, and NIMS as it relates to Public Works activities.

Lowe Engineers has extensive experience integrating and coordinating with police, fire departments and other emergency agencies. Our personnel have outstanding qualification.

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For instance, Mr. Veith has been trained on FEMA/NIMS procedures and has achieved FEMA Incident Management System certifications 100, 200, 300, 400, 700, 701, 702, and 703.



Dunwoody is responding to winter storms at a fraction of the costs reported by other jurisdictions.

2.2.8.3 Assist the Police Department with chains or other traction devices (to the extent requested) in the event of a snow or ice storm, which may impair the traction of Police or other City vehicles.

Lowe Engineers currently has on hand 2 GMC Sierra 2500 trucks equipped with chains, aggressive treaded

tires, tow straps, flashing lights, and shovels. Additionally provided is a 1 GMC Sierra 2500HD 4x4 truck equipped with tow straps, aggressive treaded tires, flashing lights, and shovels. These vehicles are available to assist in the event of any snow or ice storm event.

2.2.8.4 Identify and perform other emergency preparedness responsibilities, as related to Public Works, where the firm reasonably anticipates needs, which are not specifically set forth above.

In addition to the proposed training events presented in 2.2.2.5, Lowe Engineers recommends the City investigate improving emergency response times on congested corridors through the installation of Opticom or similar signal preemption equipment. Lowe Engineers is fully capable of identifying and performing other emergency preparedness activities such as:

- Preparation and Contact Documentation
- Incident Management Procedures
- Development of Advanced Planned Detours
- Special Events Planning

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Municipal Government Services Procurement

***Parks and Recreation
(Section III - RFP 2.7)***

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015



Parks and Recreation (RFP 2.7)

Lowe Engineers understands the City of Dunwoody Parks and Recreation Department strives to provide the residents of Dunwoody with the highest quality parks, recreational services, and green space to enhance the quality of life to our community; and that the City manages nine major parks with combined land space of over 160 acres. These parks are home to several major events each year and offer a variety of activities including skateboarding, tennis, and more.



2.7.1 General Requirements

Contractors responding to the Parks and Recreation scope of work shall perform the following services:

2.7.1.1 Provide services under the direction of the City Manager and/or Public Works Director or designee. The Public Works Director is a City employee.

Lowe Engineers has provided a Parks Manager, Brent Walker, since June 2010. Mr. Walker will continue to respond to any and all requests from the City Manager or his designee.

2.7.1.2 Provide a Parks and Recreation Manager, approved by the City, with full responsibility to manage all Parks and Recreation Department staff necessary and proper to perform the services, duties, and responsibilities set forth. The Contractor shall not replace the approved Manager without written approval of the City, which approval will not be unreasonably withheld. (The Contractor is fully responsible for hiring and firing of personnel assigned to this contract. The City may request from time to time that personnel be removed from the contract and replaced. Contractor will be responsible for identifying suitable

candidates able to provide the scope of services outlined in the contract. The City, at its discretion, may request an opportunity to review potential candidates and/or interview candidates prior to offers being made.) – See Section 2.1(g) regarding staff reassignments.

Lowe Engineers is currently providing the City a Parks Manager, Brent Walker. Mr. Walker has performed in this capacity since June 2010. Mr. Walker has specific experience developing Parks and Recreation departments and programs, supervision and training of P&R staff, and budget creation and monitoring.

Since his early years in the mid-90s as a Youth Enrichment Manager for the City of Auburn, AL, Parks and Recreation, his natural leadership skills and love of nature have guided his career to other Parks and Recreation departments, large and small. He has served the City of Dunwoody for the past 5 years and developed all policies and procedures for the City's Parks Department.

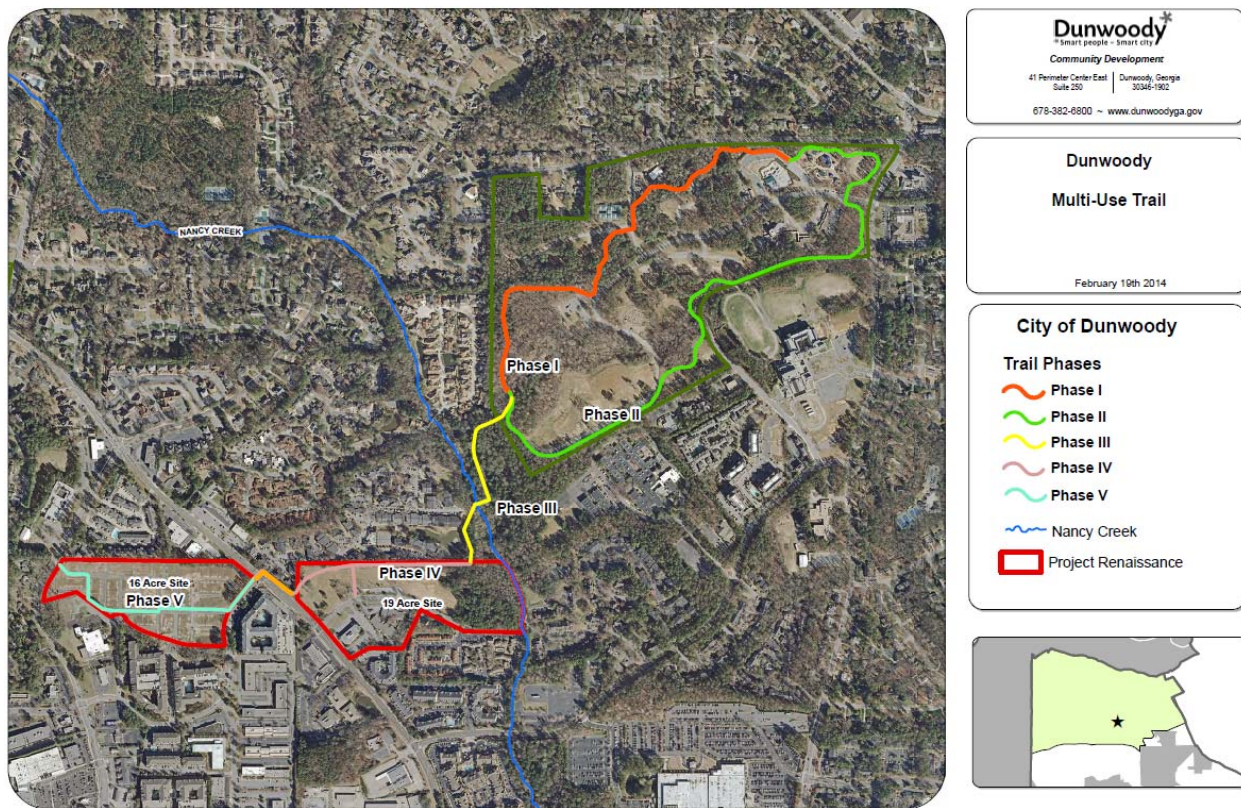
Mr. Walker has been energetic and effective as Lowe Engineers' Parks and Recreation Manager. He worked with consultants on the City's Parks and Greenspace Master Plan and managed all operating and capital projects since the onset of the department. This effort will enable him to make decisions in his yearly planning that will dovetail into the ten year master plan and evolve as the City continues to grow.



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Mr. Walker has improved efficiencies with implementation of work order systems, creation of qualified vendors and contractors lists, development of a turf management plan, management of capital projects and new park construction, and enhancement of department record keeping systems.

Lowe Engineers proposes Brent Walker to continue in the capacity of Parks and Recreation Manager to continue the level of knowledge and innovation he has provided thus far to the City of Dunwoody Parks system. This will ensure a no risk solution without jeopardizing future planning and management which could occur in a transition to a contractor other than Lowe Engineers.



Multi-Use Trail Map

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2.7.1.3 Provide supervision of Contractor(s) staff providing Parks and Recreation Services to ensure that all contractual requirements are performed effectively and efficiently. The City Public Works Director will provide day-to-day operational supervision for department staff.

Mr. Walker has developed a list of vendors and contractors who are qualified to repair and maintain the park facilities. He, along with Dana Gravedoni, the Parks Maintenance Supervisor, directly coordinate their efforts and oversee the work as it is being performed to ensure quality of labor meets high standards. Under the new contract they will continue to oversee all contracted labor and will evaluate the services provided and continue to look for cost savings by bidding these services.

2.7.1.4 Provide the City with a primary contact who shall be available to the City in person or by telephone on a twenty-four (24) hour basis, seven (7) days per week.

As previously demonstrated, Mr. Walker will be available in person or by phone as the primary contact for Park and Recreation issues on a 24-hour basis, seven days a week.

2.7.1.5 Provide off-hours emergency service and support on a twenty-four (24) hour basis, seven (7) days a week.

Lowe Engineers currently provides a 24-hour, seven-days-a-week, off-hours emergency service and support services for Parks and Recreation and Public Works. This service has worked well and will continue under the new contract. Additional measures will be made to provide time tracking and emergency response metrics for local Police, 911, and staff purposes.

2.7.1.6 Ensure that recreational facilities are in good repair and promptly notify the City of the need to repair or replace City equipment or the need for facility maintenance.

Since the acquisition of the parks in June of 2010, Lowe Engineers' primary focus has been to ensure the Recreational Facilities are in good repair. During the past year many noticeable improvements were made including the demolition of three buildings at Brook Run Park, playground replacements at Windwood Hollow Park and Dunwoody Park, and facility upgrades at the Dunwoody Nature Center and the North DeKalb Cultural Arts Center.



With the addition of the Maintenance Supervisor position, general maintenance and upkeep throughout the park system will continue to improve.

This type of maintenance will continue to be a primary focus under a new contract. Increased focus on raising the bar of existing park infrastructure and facilities will be the goal of the Parks Maintenance Supervisor.



This will be accomplished with weekly punch lists for each park beyond the day to day maintenance of grounds and facilities along with strong communication with maintenance crews and partners.

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Lowe Engineers will work diligently to maintain the parks to a high standard and ensure that all equipment and facilities are compliant and safe.

A work order system will be in place for all parks maintenance concerns so that affiliated partners that use the recreation facilities and the general public can report maintenance issues to the Parks Manager. Field Maintenance crews will be outfitted with smart phone devices to report service requests and update status of repairs.

This will ensure proper tracking of work orders through completion.



Lowe Engineers' established Park Maintenance schedule is illustrated in the following diagrams.

TASK DESCRIPTION	Each Square Represents One Week												Time per Day Time per Week Time per Month Time per Year As Needed Bicycle Path Dunwoody Nature Center Wildwood Hollow Donabate Nature Center Peachtree Center East Park							
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	LEVEL ONE	Park	COMMENTS					
General Maintenance:																				
Park site inspection													1		X X X X X X	Parks Manager				
Inspect park lighting													1		X X X	Parks Manager				
Litter removal (hand)													1		X X X X X	Walk Site & Hand remove				
Empty trash receptacles													1		X X X X	Empty at 50% full				
Empty Dumpsters													2		X X X X	Talk to Dekalb Sanitation				
Graffiti removal/vandalism repair															X X X X	Removed within 48 hrs.				
Hardscape maintenance													1		X X X X m m					
Walkway sweeping/cleaning													1		X X X X X X					
Paved Trails Inspection													1		X	Parks Manager				
Pavilion Inspection													1		X X X X	Parks Manager				
Athletic court maintenance													2		X	Surface swept 2 times/month				
Picnic table & bench maintenance													1		X X X X					
Restroom cleaning													2		X X	Morning & Afternoon				
Drinking fountain maintenance													2		X X					
Structure maintenance													1		X X X X X X X	Annual evaluation/repair & as damaged				
Clean Signs													1		X X X X X X X X					
Bollards/Fencing													1		X X X X X X					
Playground Maintenance:																				
Rake fall zone material													1		X	When level drops below 6" @ edge				
Add sand/fall zone material													1		X X X	Parks Manager				
Site inspection													1		X X X	Parks Manager				
Safety inspections													1		X X X	Hazards removed upon inspection				
Repairs															X X X X					
Sanitize/Powerwash equipment													2		X X X					
Till fall zone material													6		X X X					
Athletic Field Maintenance:																				
Relamp ballfield lighting													1		X					
Bleacher repairs															X					
Scoreboard re-lamps													2		X					
Clean/Sweep pressboxes/dugouts													1	1	X	Sport complexes daily				

General Maintenance Schedule

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TASK DESCRIPTION	Each Square Represents One Week												Refer to Level One frequency when Level Two data is blank										COMMENTS
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	LEVEL ONE	Parks	LEVEL ONE	Parks	LEVEL ONE	Parks	LEVEL ONE	Parks	LEVEL ONE	Parks	
Irrigate													3										
Mowing													1		X	X	X	X	X	X	X	X	
Trimming													1		X	X	X	X	X	X	X	X	
Fertilizer Application															2-3	X							
Aeration															1	X							
Post-emergent Herbicide Application																X	X						
Pre-emergent Herbicide Application																X							Utilize in previous high weed areas
Edging															6	X		X	X				Concrete edges adjacent to turf
Overseeding															2	X							
Topdressing																X	X						
Filling Low Spots with Soil																X	X		X				
Mulching															2	X	X	X	X	X	X		
Irrigation System Maintenance:																							
Activate Irrigation Systems															1	X							
Irrigation System Repairs																X							Repairs prioritized by impact
Program Controllers															1	X							
Manage Consumption																1	X						
Perform irrigation systems audits																	X						Priority - > 35' /acre; Uniform prob.
Winterize Irrigation Systems																1							
Irrigation Zone Information																	1						
Winter Overhaul/Repair																	X						
Pump Station Maintenance																	2						
Read Water Meters																	1						
Horticulture Maintenance:																							
Plant Annual Flower Beds															2	X		X					
Preparation of Annual Bed Soil															1	X							
Annual Beds/Planting															1	X							
Annual Flower Maintenance															1	X							
Add Organics to Beds																1	X						
Remove Annual Flowers																1	X						
Spade Annual Flower Beds																1	X						
Annual Bed Weeding															2	X	X						
Perennial bed maintenance															2	X	X						
Pre-emergent Herbicide Application																1-2	X	X					
Post-emergent Herbicide Application															1	X	X	X					
Shrub Pruning																1	X	X	X				
Shrub Bed Mulching																1	X	X	X				Provide consistent level of mulch
Natural Trail Mulch																1	X	X	X	X			
Ivy Control																1	X	X	X	X	X	X	When New Growth begins
Winter Watering																	X						

Turf Irrigation Schedule

TASK DESCRIPTION	Each Square Represents One Week												Refer to Level One frequency when Level Two data is blank										COMMENTS
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	LEVEL ONE	Parks	LEVEL ONE	Parks	LEVEL ONE	Parks	LEVEL ONE	Parks	LEVEL ONE	Parks	
Playground Maintenance:																							
Rake fall zone material													1			X	X						
Add sand/fall zone material															1	X	X	X					When level drops below 6" @ edge
Site Inspection													1			X	X	X					
Safety Inspections															1	X	X	X					
Repairs																X	X	X	X				Hazards removed upon inspection
Sanitize/Powerwash equipment															2	X	X	X					
Till fall zone material															6	X	X	X	X				When fall zone is frost free
Horticulture Maintenance:																							
Preparation of Annual Bed Soil															1	X							
Annual Beds/Planting															1	X							
Annual Flower Maintenance															1	X							
Add Organics to Beds																1	X						
Remove Annual Flowers																1	X						
Spade Annual Flower Beds																1	X						
Annual Bed Weeding															2	X	X						
Perennial bed maintenance															2	X	X						
Pre-emergent Herbicide Application																1-2	X	X					
Post-emergent Herbicide Application															1	X	X	X					
Shrub Pruning																1	X	X	X				
Shrub Bed Mulching																1	X	X	X				Provide consistent level of mulch
Natural Trail Mulch																1	X	X	X	X			
Ivy Control																1	X	X	X	X	X	X	When New Growth begins
Winter Watering																	X						

Playground Schedule

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2.7.1.7 Coordinate the development of bid specifications, proposal review and evaluation, and the award process.

Mr. Walker has developed all proposals and bid documents for the Parks Department since its creation. He has coordinated with other departments to create review teams to review proposal submittals and presented recommendations for contract award to the City Council. This will continue under the new c

2.7.1.8 Oversee the department budget and monitors expenditures.

Mr. Walker has prepared the Parks and Recreation Operating and Capital Budget since the creation of the department and has been diligent in tracking expenditure to ensure no cost overruns within the department each fiscal year. He will continue to monitor expenses as the Department grows and adjust the operational budget accordingly.

2.7.1.9 Review development of construction plans and ensures compliance with specifications.

Since the acquisition of the Parks in 2010, Mr. Walker has been instrumental in the design "look and feel" of Dunwoody Parks. He has worked closely with all contracted design firms and through community input to ensure that design and construction documents adhere to the desire of the City. He also coordinates efforts with other departments to ensure that all construction documents comply with local, state and federal regulations. He is diligent in his visits to construction sites to verify that construction is adhering to the design documents and will continue this under the new contract.



2.7.1.10 Provide supervision of Contractors providing Parks and Recreation Services to ensure that all Contractors perform contractual requirements effectively and efficiently.

Mr. Walker has developed a list of vendors and contractors who are qualified to repair and maintain the park facilities. He and the Operations Maintenance Manager directly coordinate their efforts and oversee the work as it is being done to ensure their quality of labor meets his high standards. Under the new contract he will continue to oversee all contracted labor and will evaluate their services and continue to look for cost savings by bidding these services.

2.7.1.11 Verify and update all information provided or obtained from other sources.

All records will be kept up to date in a database maintained by the Parks Manager and accessible to City Staff at any time. Any discrepancies will be communicated to the outside source to be rectified.

2.7.1.12 Comply with all local, state, and federal regulations applicable to performing work within a City park or recreational facility.

Mr. Walker will continue to work with the Director of Public Works and the Department of Community Development to ensure all work is carried out in compliance of local, state and federal regulations.

2.7.1.13 As it relates to Parks and Recreation, the Contractor shall track, maintain, and report on key performance indicators established by the City in consultation with the Contractor in a timely manner.

Mr. Walker will track and maintain all performance indicators the City has in place through monthly maintenance metrics to include work order generation and completion metrics by contractor, overall yearly maintenance goals and satisfaction, along with customized productivity reports in harmony with the desires of the City and Public Works director. He will be available to report on these indicators at the City's request.

2.7.1.14 Identify and perform other Parks and Recreation assistance where the firm reasonably anticipates needs, which are not specifically set forth above.

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As the City of Dunwoody parks system grows and matures, Mr. Walker will identify needs and address them with the City Manager offering alternative solutions. For instance, Mr. Walker will work with affiliated partners to improve the recreation programs provided through the City parks facilities and will continue to look for revenue producing opportunities to offset parks expenditures such as Tree Top Quest.

2.7.2 Parks Maintenance

The Contractor shall provide the following services:

2.7.2.1 Plan, implement and coordinate staffing and contract administration for the daily maintenance and use of all public parks and recreational facilities. Supervisory duties include, but not limited to prioritizing and assigning work; conducting performance evaluations of contracted staff as well as reviewing proposals for contract renewals; ensuring staff are adequately trained; and ensuring contracted staff are following City policies, procedures and guidelines.

At the beginning of 2015, the City approved the position of Operations Maintenance Manager. Dana Gravedoni was promoted into this position and has been instrumental in improving the maintenance standard in the park facilities. Under Mr. Walker's supervision, Mr. Gravedoni currently works with a contracted maintenance staff on a daily basis and is in constant communication with them concerning maintenance needs. He also works as a liaison between affiliated partners' facility needs and the maintenance staff to provide the level of service the community expects. He will continue these services under the new contract and will re-bid the contracted services to ensure the best value and the highest level of service.

2.7.2.2 Oversee contracts responsible for the maintenance of City parks. This includes internal and external cleaning of all facilities daily, mulching, and playgrounds.

Mr. Gravedoni has worked with the contracted maintenance provider to implement a maintenance schedule for cleaning and upkeep of City park facilities. This includes daily trash removal, restroom cleaning, weekly landscaping, a turf management plan and monthly playground inspections. As the park facilities are improved and new amenities are added,

the maintenance plan will be reevaluated and improved where needed.

2.7.2.3 Ensure repairs are completed in a timely manner including, but not limited to:

- Painting over or removal of graffiti
- Mowing and trimming
- Applying top dressing, dragging, aerating and lining athletic fields
- Repairing or replacing broken windows
- Repairing or replacing damaged or missing park signs
- Repairing or replacing broken toilets and other bathroom facilities
- Removing debris
- Repairing or placing lighting in all recreational and park areas
- Removal of trees when necessary

Mr. Gravedoni conducts weekly park inspections to identify potential problems that need to be addressed. He coordinates daily with the Parks Maintenance Foreman so that tasks listed in this section have been rectified in as little as 24 hours and up to one week for tasks that may require more manpower or special equipment.



Lowe Engineers will continue to provide this level of service under the new contract to ensure the parks are clean, safe and inviting. Work order software will be further implemented and used to track completion of repairs, as well as guarantee a timely response. There will be an aim to continue to improve in:

- Preventing graffiti and/or prompt removal through paint or non-corrosive cleaners and chemical retardants.

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- Mowing at off peak times in a timely manner.
- Working to upgrade existing field and turf space with such practices as rock/debris removal, aeration, re-seeding, de-thatching, effective but minimal fertilization, weed control, and top dressing to maintain beautiful and playable fields.
- Preventing broken windows by quick replacement of any and all broken glass.
- Updating and repairing all park signs to restore overall park feel and theme as well as meet reflectivity needs.
- Working with contractors to maintain clean and fully functional bathrooms facilities.
- Removing debris by daily walk through of all park spaces to address any and all debris.
- Promptly addressing any lighted areas that loose lighting or are currently in need of further lighting to meet the needs of park in its goal to be a welcoming yet safe area for all residents.
- Working with contractors to address diseased trees in a timely manner and promptly address any trees that present a threat or have fallen. Overall health of the existing tree canopy will be a major goal to limit any need for unexpected tree removals or diseased trees.

2.7.2.4 Review, revise, develop, and recommend to the City Manager short, mid, and long range plans for capital improvements.

Mr. Walker was instrumental in developing the City's Parks, Recreation and Open Space Master Plan and has used this as a working document to develop short, mid and long range plans for capital projects.



From 2012-Present, Mr. Walker oversaw the planning, procurement and execution of over \$7

million in capital funds for park improvement and new park construction. He is familiar with the City's purchasing policies and is highly experienced in managing capital projects. He has developed the parks with future design and construction in mind and has worked diligently to provide the City Manager with capital project goals that are realistic and attainable.

Under Mr. Walker's supervision the Facility Improvement Partnership Program was created, allowing the affiliated recreation partners an opportunity to request capital funds for facility improvement. At the end of 2015 the City will have completed approximately \$750,000 in capital improvements that were requested directly from the non-profits housed within its facilities. He will continue this program along with the long term capital projects of creating new park facilities and improving existing facilities to provide balanced recreational opportunities throughout the City.

2.7.2.5 Conduct all activities necessary to identify, develop and prepare submissions for any federal, state, or local funding and grant programs for improvements to the Park and Recreation system within Dunwoody, and provide fund oversight as required by law.

In 2010 and 2012, with the assistance of Mr. Walker, the City of Dunwoody received a total of \$200,000 from the Georgia Department of Natural Resources Recreational Trails Program for Brook Run Park. This helped create one of the most popular amenities within the park system, the Dunwoody Trailway. He also received an \$180,000 Energy Efficiency and Conservation Block Grant from the Georgia Environmental Finance Authority. These grants were used to improve the parks, replace ageing systems in the facilities, and reduce utility costs and made the park facilities more in-line with the City's sustainability efforts. Mr. Walker also oversees the Facility Improvement Partnership Program that allows affiliated partners the opportunity to request funds from the City to improve the facility they utilize. If awarded a new contract, Mr. Walker will continue to identify, develop and prepare submissions for grants that will be earmarked for improvements to the Dunwoody parks system.

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2.7.2.6 Maintain all Parks and Recreational facilities as outlined in the above activities including:

- Dunwoody Park (the nature center and the baseball fields)
- The Donaldson-Chesnut Homestead
- North DeKalb Cultural Center
- Windwood Hollow Park
- Brook Run (includes theater and skate park)
- Vernon Springs Park
- Georgetown Park and Georgetown Square
- Pernoshal Park
- Other recreational facilities acquired by the City during the term of the contract

Mr. Walker and Mr. Gravedoni are intimately familiar with all the listed properties, which they visit and inspect regularly. Their knowledge of the properties will enable them to make proactive decisions as park development progresses.



Through diligent maintenance and especially proactive attention to details the goal of the parks staff is to attain to prevention through maintenance. Making each of the listed parks an example in excellent park maintenance the need for emergency repairs will be lessened and the overall environment of each park increased. Along with routine maintenance and diligent communication with affiliated partners, dedicated work order tracking for each park will be vital to this purpose. Updating and scheduling of major projects will occur weekly.



2.7.2.7 Identify and perform other park maintenance responsibilities to ensure safety and cleanliness, where the firm reasonably anticipates needs, which are not specifically set forth above.

As the City of Dunwoody parks system grows and matures, Mr. Walker will identify maintenance needs and address them with the City Manager to consider possible solutions. His interest and research in park related issues and opportunities will ensure outside-the-box thinking and creative planning.

2.7.2.8 Inspects parks and community facilities to ensure safety, cleanliness, and project tasks are completed properly.

Mr. Walker is a Certified Playground Inspector and maintains a quarterly inspection of all playground facilities. Also, working with Mr. Gravedoni they have implemented a point by point inspection process to ensure that all facilities are safe and maintained seven days a week and will continue to improve upon this under the new contract.

2.7.2.9 Oversee the maintenance of recreational fields such as applying top dressing, dragging, aerating, and lining fields.

Mr. Walker and Mr. Gravedoni have both completed the GRPA Grounds Maintenance School and are familiar with turf field maintenance practices. They will work with Dunwoody Senior Baseball and any future athletic organizations to ensure all athletic fields are kept in top play conditions.

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2.7.2.10 Oversee the maintenance (including janitorial maintenance) in parks and community facilities.

Mr. Gravedoni will continue as the Maintenance Supervisor under the new contract and will oversee all daily maintenance and janitorial services in the park facilities. He will coordinate daily with contracted vendors to ensure that facilities are always clean and safe for the public to enjoy.



2.7.2.11 Oversee all repairs within parks and community facilities.

As the City of Dunwoody parks system grows and matures, Mr. Walker will identify maintenance needs and address them with the City Manager to consider possible solutions. His interest and research in park related issues and opportunities will ensure outside-the-box thinking and creative planning.

2.7.3 Recreation

The Contractor shall provide the following services:

2.7.3.1 Develop and/or maintain short, mid, and long-term plans for capital improvements and implement said plans, as directed.

Mr. Walker was instrumental in developing the City's Parks, Recreation and Open Space Master Plan and has used this as a working document to develop short, mid and long range plans for capital projects. From 2012-Present, Mr. Walker oversaw the planning, procurement and execution of over \$7 million in capital funds for park improvement and new park construction. He is familiar with the City's purchasing policies and is highly experienced in managing capital projects. He has developed the parks with future design and construction in mind and has worked diligently to provide the City Manager with capital project goals that are realistic and attainable.

2.7.3.2 Plan, recommend, implement and coordinate staffing and contract administration for the daily maintenance and use of public parks and recreational facilities.

Mr. Gravedoni conducts weekly park inspections to identify potential problems that need to be addressed. He coordinates daily with the Parks Maintenance Foreman so that tasks listed in this section have been rectified in as little as 24 hours and up to one week for tasks that may require more manpower or special equipment. Lowe Engineers will continue to provide this level of service under the new contract to ensure the parks are clean, safe and inviting. Work order software will be further implemented and used to track completion of repairs, as well as guarantee a timely response.

2.7.3.3 Plan, recommend, implement, and coordinate staffing for planning and promoting, of recreational programs and special events sponsored by the City. These special events may include, but are not limited to festivals, ceremonies, and 5Ks.

Mr. Walker and Rachel Greenlee, the Administrative Assistant for Public Works, administer all rentals permitting for the City. They have permitted more than 450 rentals and special events since June 2010 using an electronic files distribution system to expedite the process and reduce waste. We meet

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with event organizers to confirm their understanding of park rules and public safety, ensure the event does not conflict with general park use by the public, and to assist in facilitating their event. They will be working to streamline the rental process to allow even smoother registration, rental, and payment for park rental areas through new software applications.

Mr. Walker has brought a lot of energy to the Parks and Recreation Department. He has recommended, planned, and implemented staff-initiated events such as Pics in the Park, Veterans' Day and Memorial Day event. He has also worked closely with the Dunwoody Homeowners Association to make the Food Truck Thursday Event a huge success. Special events are identified as a primary desire in the Parks Master Plan survey and Brent will continue to create special events and recreation programs for the enjoyment of the citizens of Dunwoody. He will also work with the City's affiliated partners to ensure that their special events and programs are promoted and successful.



2.7.3.4 Coordinate with Park and Recreation staff to ensure dates for events scheduled in connection with facility activities do not conflict with any other City activities.

Parks and Recreation has an events calendar, available online, that is continually updated to prevent conflicts of events on City properties. There is regular communication with the City marketing department concerning proposed event dates. All event dates are cross-referenced with the City-wide calendar to assist organizers in selecting the best date and time for their event. This practice will continue under the new contract.



2.7.3.5 Coordinate preparation and cleanup for all recreational activities upon closure of events.

Sanitation and cleanup are part of the standard protocol in event planning. Maintenance staff hours are adjusted to work the event so that bathrooms and grounds are kept orderly throughout the event. This practice will continue under the new contract.

2.7.3.6 Administer all contracts with private instructors programs.

Mr. Walker has more than 20 years of experience in administering community classes with private instructors. The City currently has contracts with Layback Grind LLC, for the administration of the skate park and with Tree Top Quest to operate a zip line and tree obstacle course. Mr. Walker developed the scope of work and the contracts for these vendors. The City anticipates revenue of over \$25,000 per year from these programs. This is an area that Mr. Walker wants to grow. It makes good use of the parks and facilities and the public enjoy the programs.

2.7.3.7 Manage and administer the collection of all fees and revenues from City provided recreational programming, devise, and implement a system for the security of all revenues collected.

Revenue for the Dunwoody Parks Department is primarily accrued through facility rentals and program revenue from Tree Top Quest and the skate park. Rachel Greenlee, the Public Works Administrative Assistant, assists Mr. Walker in managing all facility

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rentals and ensures payments are made to the Finance Department.

Tree Top Quest and the skate park revenue will be delivered to City Hall by the contracted company. A biannual audit of these funds is conducted by Mr. Walker, in conjunction with the Finance Department, to assure that funds are correct.

Mr. Walker will continue to work with Finance to make certain monthly leases are paid by affiliated partners and he will renegotiate these leases at the appropriate time.

2.7.3.8 Coordinate specified aspects of utilization of parks with emergency management procedures of local, state, and federal agencies.

Under Lowe Engineers' proposed organizational structure, Parks will have the benefit of full coordination with established Public Works emergency management procedures and plans. Lowe Engineers will continue to review, revise, implement and maintain the City's emergency preparedness program in accordance with law and local government practices. Lowe Engineers will integrate and coordinate operations with local, state and federal agencies.

2.7.3.9 Manage all planning, implementing and coordinating of staffing for the planning and promoting of recreation programs and special events.

Mr. Walker has managed and implemented all special events run by the City over the past five years. He has also worked with local organizations to assist with implementation of their events such as Lemonade Days and Food Truck Thursdays. He coordinates all pre-event planning, marketing, set up, maintenance and clean-up. He is on site during events to ensure they run smoothly. He along with the Operations Maintenance Manager will ensure that events are well planned, safe and enjoyable for park patrons under the new contract.

2.7.3.10 Plan, implement, and coordinate staffing for the managing, coordinating and scheduling of City athletic facilities as needed.

Mr. Walker works closely with Dunwoody Senior Baseball to manage the athletic fields at Dunwoody

Park. To minimize the City's field maintenance costs, Lowe Engineers will promote the type of relationship we have with Dunwoody Senior Baseball with similar organizations as new fields are developed. Other organizations such as the Marcus Jewish Community Center and Peachtree Middle School will be partnered with through a joint use agreement to create a sports facility network, which will allow the Parks Department to use these facilities at a minimal cost.

2.7.3.11 Establish, operate, and oversee all aspects of emergency management procedures with local, state, and federal agencies to ensure safe recreational system.

Mr. Walker will continue to work with all local, state and federal agencies to ensure a safe recreational system. He will stay abreast of all state and federal law pertaining to recreational activities such as the "Return to Play" program for youth sports. He works closely with the City's athletic association to ensure they are following proper guidelines to prevent serious head injury during play.

2.7.3.12 Maintain and update a programming and management plan for the continued operation of City resources, including but not limited to the Brook Run Skate Park.

In 2011, Mr. Walker under the direction of the City Manager opened the Brook Run Skate Park as a free-admission facility. He was able to accomplish this by terminating the facility's management contract to reduce operating expenses.



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The City currently has a contract with Layback Grind LLC to provide concessions and programs at the facility. This will allow for oversight at the park and improve the programs and experience for its users at no cost to the City.

This past year Mr. Walker was able to successfully contract a vendor for a tree canopy obstacle course, Tree Top Quest. Through this company, an area of the park that was unutilized has been transformed to a vibrant and active amenity that will attract park goers from all over the Atlanta area.

Under the new contract, Mr. Walker will continue to look for innovative ways to provide exciting recreational opportunities within the City's park facilities.



2.7.3.13 Identify and perform other recreation services responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.

As the City of Dunwoody parks system grows and matures, Lowe Engineers' staff will continue to identify other recreational service needs and address them with the City Manager to identify possible solutions.



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Municipal Government Services Procurement

Section IV Proposed Personnel (RFP 3.3.1.4)

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015



Section IV – Proposed Personnel (RFP 3.3.1.4)

Lowe Engineers is very aware of the City's expectation of staffing levels within the service areas and the critical aspect of remaining flexible to allow additional back office support when applicable. We are also aware that the City acknowledges that Lowe Engineers may occasionally alter staff. As has been performed under the current contract with the City, Lowe Engineers will continue to seek the City's approval on any staffing replacements

Staffing Methodology

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

The Lowe Engineers' project team is uniquely staffed to support the City in the Public Works and Parks and Recreation Departments. Our currently assigned Municipal Services Manager, Jon Drysdale, and Parks & Recreation Manager, Mr. Brent Walker, have been approved by the City to serve in these roles. David Elliott is our Stormwater Utility Manager; Rachel Greenlee is our Administrative Support Technician; Mindy Sanders is our Capital Projects Manager; John Gurbal is our Construction Manager; Eli Veith is our Traffic Engineer; and Dana Gravedoni is our Operations Maintenance Manager – and all have been approved to serve in their role. We understand the City has the final say in the key personnel assigned to the project and we will comply with this requirement.



Lowe Engineers uses a project team and support team staffing methodology. The project team includes personnel that are full-time, on-site and personnel that are part-time, on-site specialists in municipal work. This project team includes sixteen personnel

who work daily in municipal services, providing Public Works and Parks and Recreation support to Dunwoody and other cities/counties in metro Atlanta. Lowe Engineers has several support personnel working out of our corporate offices, approximately two miles from City Hall. This local depth of experience allows us to provide uninterrupted, seamless support during times of vacancy for vacation, sickness, FMLA, or attrition. We have demonstrated this during the last seven (7) years of support with no issues.

Personnel Qualifications

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

The Lowe Engineers is one of the few firms that have demonstrated the ability to perform outstanding municipal services in a public-private-partnership arrangement. We have been part of private teams that have supported Dunwoody, Sandy Springs, Milton, Johns Creek, Union City and Chattahoochee Hills over the last several years. We have developed and demonstrated the ability to become part of the City, adopting the City's philosophies and goals as our own, and accomplish our services as a City stakeholder, not just a consultant.



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Key Personnel Resumes

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

Lowe Engineers presents resumes for key personnel to fulfill the service requirements of the RFP for the areas Lowe Engineers has selected to bid. Lowe Engineers is uniquely positioned to offer the City of Dunwoody a team of professionals that are not only highly qualified, but are also currently providing the services required by the RFP to the City.

The resumes presented within this response area include:

Key Personnel Name & Title	Summary of Qualifications
Jon Drysdale, PE Municipal Services Manager	As the City of Dunwoody's current Municipal Services Manager for Lowe Engineers, Mr. Drysdale provides direction & staffing support to the City of Dunwoody for the functional areas of Public Works & Parks & Recreation.
Rachel Greenlee Administrative Support Technician	As the City of Dunwoody's current Administrative Support Technician for Lowe Engineers, Ms. Greenlee provides support for the functional areas of Public Works and Parks & Recreation.
Public Works	
Mindy Sanders, PE Capital Projects Manager	As the City of Dunwoody's current Capital Projects Manager for Lowe Engineers over the past two years, Ms. Sanders has further enhanced her qualifications to continue to implement the program outlined in the City's Comprehensive Transportation Plan.
John Gurbal Construction Manager	As the City of Dunwoody's current Construction Manager for Lowe Engineers for over the past two years, Mr. Gurbal brings 38 years of related experience to the City of Dunwoody.
David Elliott, PE, CFM Stormwater Utility Manager	As the City of Dunwoody's current Stormwater Utility Manager under Lowe Engineers: Mr. Elliott provides ongoing maintenance of the City's stormwater infrastructure and has guided the City through hundreds of work orders.
Eli Veith, PE, PTOE Traffic Engineer	As the City of Dunwoody's current Traffic Engineer for Lowe Engineers for the functional areas of Public Works. Mr. Veith provided signal timing improvements at more than 30 signals throughout the City.
Parks & Recreation	
Brent Walker Parks & Recreation Manager	As the City of Dunwoody's current Parks & Recreation Manager for Lowe Engineers, Mr. Walker develops policies and procedures for the parks and recreation department; develops maintenance standards for upkeep of over 180 acres of park property.
Dana Gravedoni Operations Maintenance Manager	As the City of Dunwoody's current Operations Maintenance Manager for Lowe Engineers, Mr. Gravedoni knows the City's maintenance processes and required procedures to ensure compliance and safety for the City's citizens.

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JON W. DRYSDALE JR., PE – MUNICIPAL SERVICES MANAGER

PROFESSIONAL BACKGROUND

Mr. Drysdale has 40+ years civil engineering experience directing, managing, and designing public works projects. His experience includes master plan development for multi-phased developments, military construction management and master plans, utilities/infrastructure development and maintenance activities, mapping, surveying, site planning and development, hydrology and hydraulics. Mr. Drysdale has a broad range of experience in planning, design, and analysis of utility systems, including storm, sanitary, water, electrical, gas, and communications. Recent experience includes large, complicated infrastructure systems serving entire facilities and installations. He has expertise in GIS, including interfacing with other digital applications.

ROLE FOR THE CITY OF DUNWOODY

Mr. Drysdale will be the liaison for the contract with the City for Lowe Engineers' performance on the Public Works and the Parks & Recreation service areas. He understands the unique role the City has created with its public-private partnerships, and the importance of consultants' conducting their work in a manner that respects the City pride of the residents, the corporate and commercial businesses, and visitors.

EDUCATION

- MBA, Emory University, 1988
- MSCE (Water Resources focus), Georgia Institute of Technology, 1981
- BSCE, University of Tennessee, 1974

REGISTRATIONS OR CERTIFICATIONS

- Registered Professional Engineer in GA- PE # 13502

AFFILIATIONS

- American Water Resource Association
- Urban & Regional Information Systems Association
- Society of American Military Engineers
- American Public Works Association-Georgia Chapter (APWA) #66537

RELEVANT PROJECT EXPERIENCE

- City of Dunwoody – As Municipal Services Manager for Lowe Engineers, Mr. Drysdale provides direction & staffing support to the City of Dunwoody for the functional areas of Public Works & Parks & Recreation.
- City of Milton – As Municipal Services Manager for Lowe Engineers, Mr. Drysdale provided direction and staffing support to CH2M Hill and the City of Milton in general public works, including stormwater, since City startup.
- City of Johns Creek – As Municipal Services Manager for Lowe Engineers, Mr. Drysdale provided direction and staffing support to CH2M Hill and the City of Johns Creek in general public works for three years after City startup.
- City of Sandy Springs Capital Improvement Program, Sandy Springs, Georgia – Deputy Director of Public Works Executing a 30 project, \$125M+ capital improvement program on a CM team. Responsibilities included full project execution from concept through construction, including oversight and project coordination. The project types included intersection improvements, road widening, a new highway interchange, a traffic management and control system, streetscape construction and stormwater maintenance projects.
- Mr. Drysdale supervises and directs the activities of Public Works Divisions including Traffic Services, Stormwater, Field Services, Transportation Planning, and Capital Improvements. Major programs include Sidewalks, Pavement Management, Bridge Maintenance, Stormwater Management, Traffic Management, Intersection Improvements, and Capital Construction.
- The Atlanta Public Improvement Program (APIP) addressed storm drainage problems in City neighborhoods. Mr. Drysdale provided engineering evaluations and recommendations of drainage problems, surveying, engineering design, and bidding support to resolve issues on 375 projects. His solutions corrected erosion problems, protected stream banks, reconstructed/extended storm drainage systems, added new drainage inlets, added curbs or re-established curb height, and replaced / improved storm drainage culverts.

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MINDY SANDERS, PE – CAPITAL PROJECTS MANAGER

PROFESSIONAL BACKGROUND

Ms. Sanders has 15 years of experience in project management/ infrastructure improvement project design. Her most recent engagement over the past two years as the Capital Projects Manager for the City of Dunwoody has further enhanced her qualifications to continue to implement the program outlined in the City's Comprehensive Transportation Plan. This position involves time management & organization in order to coordinate all processes necessary to create a successful/efficient preconstruction phase. Advanced communication skills are required to coordinate with a range of agencies, utility companies, design consultants, and GCs as well as all departments within the City including the City Council, City Manager's office, Community Development, Parks and Recreation, Police, and Finance Departments. Public involvement and outreach is also a critical role as residents demand and deserve to be informed and be a part of the process. Ms. Sanders meets with the City Council regularly including City Council meetings. Ms. Sanders prepares documents such as grant applications, responses to public comments, and Requests for Proposals.

ROLE FOR THE CITY OF DUNWOODY

Ms. Sanders is proposed to continue her role as Capital Projects Manager for the City of Dunwoody.

EDUCATION

- BS, Environmental Engineering, University of Central Florida, 1999
- MS, Civil Engineering, Georgia Institute of Technology, 2000

REGISTRATIONS OR CERTIFICATIONS

- Professional Engineer: GA, #PE029641, 2004, FL, #68576, 2008 and CA, #80892, 2012
- Level II Certified Design Professional – Certification # 000007839

AFFILIATIONS/MEMBERSHIPS

- American Society of Highway Engineers (ASHE): Secretary, Georgia Chapter & Technology Committee Chair, ASHE National

RELEVANT PROJECT EXPERIENCE

- Mount Vernon Road Infrastructure Improvements – Construction began March 2015 on this first of many projects the City will coordinate with DeKalb County to replace an existing asbestos-concrete pipe Water main. An opportunity to add sidewalks was realized and Ms. Sanders coordinated their design in parallel with the water main. Consideration for future intersection capital projects at Mount Vernon Way and Vermack Road, and for potential future bicycle lanes was given.
- Chamblee Dunwoody Infrastructure Improvements – Similar to the Mt Vernon Water Main Replacement, this project involves the coordination of three sets of design plans. Existing underground utilities are located across the entire cross section of Chamblee Dunwoody, creating precise placement of proposed stormwater utilities. Construction will begin summer 2015.
- Tilly Mill Road at North Peachtree Road – This project improves the existing signalized intersection and adds a synchronized streetlight at North Peachtree Road's intersection with Peeler Road. This is Dunwoody's first infrastructure project to incorporate stormwater management requirements. A hydrology value engineering (VE) study was performed, saving the City over \$300,000 in stormwater infrastructure construction costs. Construction will begin summer 2015.
- Chamblee Dunwoody Road at Spalding Road – this project recognized the effect adjacent intersections had on its operations. Public Involvement and coordination with each neighborhood and Sandy Springs was required to produce a modified concept that minimizes the project footprint and construction costs, and maintains the context of the existing intersection as an intersection within a neighborhood.
- Georgetown Gateway – While most projects are entirely locally funded, this project involves GDOT, ARC Grant Funding, Scoping Report, GDOT PDP, seeking additional funding, and writing skills.
- Roberts Drive Sidewalk Improvements – This project has been the most successful capital project to date, in part due to the efforts of Ms. Sanders. Design plans had been on hold due to stream buffer variance, right of way, and required changes to the drainage design, wall design, grading, and utility relocation changes.

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JOHN GURBAL – CONSTRUCTION MANAGER

PROFESSIONAL BACKGROUND

Mr. Gurbal has over 38 years of experience in the private and public sector primarily on public works improvement projects as well as public maintenance/repair programs. He has a working knowledge of applicable State of Georgia Law and local ordinances governing public works. Mr. Gurbal has developed successful relationships with important planning, permitting and funding partners such as GDOT, ARC, and GA EPD, with specific experience in seeking and obtaining State and Federal funding for transportation projects. Mr. Gurbal performed the duties of DeKalb County Special Projects Manager. This position reported directly to the Deputy Chief Operating Officer, Infrastructure and coordinates projects with the Directors of Transportation, Engineering Services Division, Watershed Management, and the County Law Department. Mr. Gurbal has experience preparing project submittals for the Regional Sales Tax, TIA, the construction contract for Northfork Peachtree Creek Sanitary Sewer Cleaning, and the overall annual contract for countywide sewer cleaning. He worked on 12 infrastructure projects throughout the county consisting of managing 4 design firms in the design, contract preparation of waterline replacement combined with road resurfacing, milling, patching. Also serve as overall Construction Manager for these waterline projects as they proceed into the construction phase.

ROLE FOR THE CITY OF DUNWOODY

Mr. Gurbal is proposed to continue his role as Construction Manager for the City of Dunwoody.

EDUCATION

- Southern Illinois University Community College Engineering and Construction Management courses.

RELEVANT PROJECT EXPERIENCE

- City of Dunwoody – Construction Manager for Lowe Engineers.
- Perimeter Parkway Extension, Atlanta, GA – Project consisted of 1.0 miles of new location multi-lane divided road improvements which included a bridge spanning over I-285 to connect Hammond Drive to Lake Hearn Drive. This 23-million dollar construction project was completed in coordination with the Perimeter CID, Georgia DOT, FWHA, and the City of Sandy Springs as well as with future expansion of the Cox Corporate Campus. Major intersection improvements were made at the Lake Hearn intersection. The project included bike lanes, expanded sidewalks, landscaping and lighting.
- DeKalb Medical Parkway/Snapfinger Woods Extension, Stone Mountain, GA – This project consisted of approximately 1.5 miles of new location of multi-lane divided road improvements from Panola road to DeKalb Medical Parkway. The project was constructed for a total cost of approximately \$5.0 mil of local DeKalb County Bond funds.
- Wesley Chapel Road Widening, Stone Mountain, GA – This project consisted of widening 1.2 miles of a 2 lane section of existing roadway to a 4 lane divided section from Snapfinger/Rainbow Road to Kelley Chapel/Boring Road. The project was constructed for \$3.0 mil and funded by a combination of DeKalb County HOST sales tax funds for PE, RW and 20% construction, with 80% State match for construction.
- Emory Village Streetscape/Roundabout/Bike Lanes, Decatur, GA – This project completed in 2012 consisted of three main improvements: 1) Converting an inefficient existing 5 legged intersection into a roundabout which improved traffic flow and greatly improved heavy pedestrian crossing; 2) Constructing streetscapes including sidewalks, bike lanes, lighting, landscaping, benches and modified the on-street parking while providing improved access to the stores; 3) Converting an existing 4-lane section of North Decatur Road along the Emory campus to a 2-lane with center turn lane and bike lanes to address the increasing pedestrian/bike student community. The project was constructed with 2-million dollars of LCI funds with 20% DeKalb County match.

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DAVID ELLIOTT, PE, CFM – STORMWATER UTILITY MANAGER
PROFESSIONAL BACKGROUND

Over 13 years of experience in both the technical and business aspects of civil engineering and construction. Services include stormwater utility management, utility construction, internal and external pipe replacement installments, water resource engineering, civil site design, GIS/CADD development, permitting and litigation support, and coordination with regulatory bodies. Proven commitment to providing innovative solutions to complex problems in a timely manner.

- Managed Stormwater Utility for City of Dunwoody including Budgeting, Construction, Resident Coordination, and Environmental Compliance
- Technical activities: civil site design, hydrologic/hydraulic modeling, data analysis and GIS/ CADD
- Completion of NEPA Environmental Studies, Stream and Wetland Delineation, Stream Buffer Compliance and Coordination with Corps of Engineers/ EPD/ EPA.

ROLE FOR THE CITY OF DUNWOODY

Mr. Elliot is proposed to continue his role as Stormwater Utility Manager for the City of Dunwoody.

EDUCATION

- BS, Civil Engineering, Georgia Institute of Technology, 2007 (3.7 GPA, Dean's List)
- BS, Forest Resources with concentrations in Hydrology and Soils, University of Georgia, 2003 (Cum Laude, Dean's List)

REGISTRATIONS OR CERTIFICATIONS

- Registered Professional Engineer – Georgia, North Carolina
- Level II NPDES Erosion Control Design - GASWCC
- Leadership in Energy and Environmental Designs – Green Associate

AFFILIATIONS

- Georgia Association of Water Professionals – Vice Chair Stormwater Committee
- Georgia Society of Professional Engineers – Member
- Association of Floodplain Mangers – Member

RELEVANT PROJECT EXPERIENCE

- City of Dunwoody - Stormwater Utility Manager under Lowe Engineers: Mr. Elliott provides ongoing maintenance of the City's stormwater infrastructure and has guided the City through 34 Excavation Replacements, 17 Lining Replacements, 11 Detention Pond Rehabilitations, 49 Video Projects, 23 Engineering Studies/ Special Projects, and 348 Maintenance Work Orders. Coordination with residents and permitting entities to achieve the successful operation of the Utility. Completion of multiple revisions to NPDES Permitting and completion of 2 annual reports. Financial forecasting and completion of yearly budgets for the Utility.
- Master Plan for Iwakuni Marine Corps Air Station, Iwakuni, Japan – Department of Defense: Provided the 30% design of storm water systems for the impending expansion of the Iwakuni Air Station Master Plan. These efforts included recommendations, concept design, basic site plans, and building plans as necessary. Project involved onsite evaluation of existing infrastructure and travel to Iwakuni, Japan on multiple occasions.
- Ahlberg Engineering Office Coordinator for Construction Monitoring and Testing – Atlanta, GA: management and coordination of 16 engineers and technicians serving in an owners engineer capacity to insure the timely development of numerous commercial sites. Responsibilities included the monitoring and permitting of grading, erosion control, stormwater management, vertical building, foundations and proof rolling. Coordination with regulatory bodies, contractors, owners, architects, and design engineers was required on a regular basis.
- Apalachicola – Chattahoochee – Flint River System Modeling and Hydropower Generation – SEFPC: Completion of a variety of hydrologic / hydraulic modeling and hydropower generation analysis in support of the SEFPC's interest on the ACF river system. HEC-ResSIM and other software packages were utilized to analyze municipal water supply withdrawals, hydropower generation, environmental releases, and other competing water uses. Study focus was finding policy solutions to water supply shortages.

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ELI VEITH, PE, PTOE – TRAFFIC ENGINEER

PROFESSIONAL BACKGROUND

Mr. Veith has over 15 years of experience in transportation engineering and Intelligent Transportation Systems (ITS). He is an expert in maximizing the efficiency of traffic signals and applying the benefits of traffic control centers. Before creating Veith Traffic Services, he spent a decade as the traffic signal engineer for the City of Alpharetta, finishing as the manager of the transportation division. In addition to Alpharetta, he has performed engineering work on behalf of the Departments of Transportation in Virginia, Georgia, and Florida, the counties of Cobb, Gwinnett, DeKalb, and Fulton, the cities of Woodstock, Dunwoody, Brookhaven, and Johns Creek, and the Community Improvement Districts of Tucker and East Metro DeKalb.

Mr. Veith also has extensive experience in applying the newest technology to traffic engineering, including early applications of Ethernet equipment, remote VPNs, cell phone modems, remote-controlled relays, and CCTV recording systems. He has made frequent presentations to the Georgia Institute of Transportation Engineers and the Intelligent Transportation Society on applying advancements in technology to the traffic engineering field. He has provisional patents with the US Patent and Trademark Office (USPTO) for traffic signal control devices.

ROLE FOR THE CITY OF DUNWOODY

Mr. Veith is proposed to continue his role as Traffic Engineer for the City of Dunwoody.

EDUCATION

- MS, Transportation Engineering, Georgia Tech (2000)
- BSCE, George Mason University (1998)

REGISTRATIONS OR CERTIFICATIONS

- Professional Engineer, GA #028481
- Professional Traffic Operations Engineer #1725

AFFILIATIONS

- Institute of Transportation Engineers
- Intelligent Transportation Society (board member)

RELEVANT PROJECT EXPERIENCE

- City of Dunwoody – Traffic Engineer for Lowe Engineers for the functional areas of Public Works. Mr. Veith has been able to provide signal timing improvements at more than 30 signals throughout the City. He provides proactive monitoring and management services on several corridors. He has also been able to update and maintain settings for the school flashers, as well as assisting on reviewing traffic impact studies and submissions for the traffic control center and signal maintenance contracts.
- Cities of Brookhaven, Woodstock, Milton – Mr. Veith provides as-needed traffic engineering services, including signal timing, remote traffic maintenance, and neighborhood traffic studies
- City of Alpharetta – As the City Traffic Signal Engineer, managed all aspects of 120+ traffic signals, including timing and maintenance. Responsible for retiming all traffic signal corridors every two years. Averaged 21% improvement in travel times, with 30% reduction in stops and 10% reduction in fuel usage. Made frequent adjustments to signal timing for detection and congestion. Added emergency vehicle preemption and multiple individual intersection improvements.
- City of Alpharetta – Managed transportation aspects of the City's Special Events Program, including the transportation plan for the Verizon Wireless Amphitheatre, the Taste of Alpharetta, and the Susan B. Komen Breast Cancer Walk. Also performed emergency traffic management as needed for road closures and congestion events.
- City of Alpharetta – Created, improved, and maintained the City's Traffic Control Center, including installation of an ACTRA and TACTICS system, fiber-optic cable system, VPN and cell phone modems. Assisted the police department CCTV monitoring and recording capabilities
- City of Alpharetta- review of consultant-prepared – Traffic Impact Studies and Developments of Regional Impact to assess the impact of proposed developments.
- City of Alpharetta – Managed multiple GDOT and CMAQ projects.

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BRENT WALKER – PARKS & RECREATION MANAGER

PROFESSIONAL BACKGROUND

Mr. Walker has 20+ years providing parks and recreation services. As Parks & Recreation Manager for the City of Dunwoody, Mr. Walker develops policies and procedures for the parks and recreation department; develops maintenance standards for upkeep of over 180 acres of park property; maintains community outreach programs and relationships with special interest groups; develops and oversees department budget and monitor expenditures for multiple park facilities; manages staff on operations, and develops supplemental reports. In addition, Mr. Walker coordinates the development of bid specifications, proposal reviews and evaluations, the award process and oversees/manages contractors.

Mr. Walker has dedicated more than 20 years to natural resource management to increase green space, improve the environment, and engender the public for Parks and Recreation Departments. Examples include: creating a comprehensive master plan for existing green space and future land acquisitions; opening a new green space park/preservation farm; and control of conservation of historic buildings & preservation of antiquities.

ROLE FOR THE CITY OF DUNWOODY

Mr. Walker is proposed to continue his role as Parks & Recreation Manager for the City of Dunwoody. He will ensure the parks and recreational facilities are safe for public participation and in good repair. He will be proactive in capital improvement planning and his team will coordinate special event planning, scheduling and post-event maintenance.

EDUCATION

- Bachelor of Arts/Art, Auburn University, 1997

AFFILIATIONS

- NRPA Gold Medal Award, 2008
- Georgia Recreation and Park Association Distinguished Professional Award, 2005
- Gwinnett County Parks and Recreation Be All You Can Be Award, 2005
- Co-Chair, Decatur Arts Festival
- DeKalb Council for the Arts Member
- Decatur Arts Alliance

RELEVANT PROJECT EXPERIENCE

- City of Dunwoody – Parks & Recreation Manager for Lowe Engineers for the functional areas of Parks & Recreation.
- Gwinnett County Parks & Recreation – District Coordinator. Supervised a staff of 18 full time employees and coordinate their efforts for the natural resource management of over 700 acres of park land. Assigned and prioritized work; conducted performance evaluations; ensured staff were trained and followed proper policy and procedure. Made hiring, termination, and disciplinary recommendations. Reviewed development/construction plans and ensure compliance with specifications. Inspected parks and community facilities to ensure safety, cleanliness, and proper completion of project tasks. Developed and oversaw department budget and monitored expenditures for multiple park facilities. Managed staff on operations, and developed supplemental reports. Coordinated the development of bid specifications, proposal review and evaluation, and the award process; oversee/manage contractors.
- City of Decatur Recreation and Community Services – Assistant Program Supervisor. Directed and maintained child and adult recreation programs including public community classes using contracted instructors. Planned and staffed special events such as music festivals and puppet shows. Directed and maintained an evening drop-in recreation center for children and adults, as well as management and training of two employees to facilitate activities. Scheduled general upkeep and maintenance of City recreation facilities. Prepared annual budget for recreation programs.

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DANA GRAVEDONI – OPERATIONS MAINTENANCE MANAGER

PROFESSIONAL BACKGROUND

Mr. Gravedoni has developed experience in the construction industry, horticulture/landscape design and maintenance, and other related service industries. Over the years he has worked as a consultant for companies seeking to streamline their business processes, eliminate redundancies, increase profitability, and enhance internal and external communications to ensure the achievement of company goals and objectives. He has developed a broad arsenal of talents that are effective for a management of work production. Mr. Gravedoni has expertise in Geographic Information Systems (GIS) and the usage of them for infrastructure management, functional visual representations, and informative analysis.

ROLE FOR THE CITY OF DUNWOODY

Mr. Gravedoni is proposed to continue his role as Operations Maintenance Manager for the City of Dunwoody. He has an intricate knowledge of the City's infrastructure that has developed over the years working in the field, among the parks, and within the infrastructure database. Mr. Gravedoni has a passion for keeping ahead of potential issues that may arise while working diligently to alleviate those that require immediate attention. He pushes for new and effective ways for the City to monitor workflow and increase quality production.

EDUCATION

- BA, Kennesaw State University, Geographic Information Science, Urban Analyst, 2014

REGISTRATIONS OR CERTIFICATIONS

- Chattahoochee Technical College, Environmental Horticulture, 2001

AFFILIATIONS

- Urban and Regional Information Systems Association, URISA
- Georgia Recreation and Park Association, GRPA
- American Horticultural Society, AHS

RELEVANT PROJECT EXPERIENCE

- City of Dunwoody – As Operations Maintenance Manager for Lowe Engineers, Mr. Gravedoni works with the City's maintenance and unit price contractors to coordinate daily maintenance needs, infrastructure repairs, and facilities management. He communicates with staff, contractors, and outside agencies to ensure the needs of the City and public are met.
- ServiceMaster Downtown Commercial – As a consultant for operations Mr. Gravedoni acted as customer liaison throughout project durations. He provided on-the-job quality control, and employee preparedness through training and equipment knowledge.
- J. Clark Construction – As Crew Foreman Mr. Gravedoni organized and coordinated responsibilities of architects, welders, painters, drywallers, electricians, plumbers and mechanical contractors. He was in charge of customized demolition and installation projects.
- Sorbello Landscapes – As Construction Manager Mr. Gravedoni worked to provide landscape design and development, and hardscape construction to include patios, retaining walls, walkways, stairways, water features. Additionally provided were sales estimating, bidding, staffing.
- Cutting Edge Landscapes – As Owner and Operator Mr. Gravedoni launched and developed a profitable company, offering landscape design and horticultural maintenance services. He worked with commercial and residential clients, home owners associations, boards of directors, property management companies, and building contractors in the greater Atlanta area. Mr. Gravedoni developed skills in project design and development, inventory management processes, cost estimation and budgeting, and project timelines. Additionally he trained employees to build and maintain excellent customer relations.

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RACHEL GREENLEE – ADMINISTRATIVE SUPPORT TECHNICIAN

PROFESSIONAL BACKGROUND

Ms. Greenlee has 7+ years of experience in providing administrative support activities similar to those she is currently performing with the City of Dunwoody. In her current position as Administrative Support Technician for Lowe Engineers' contract with the City of Dunwoody, Ms. Greenlee provides support as liaison between Public Works and City Clerk for records retention processes; administrative support for Public Works Director and Public Work staff; provides support for the Parks and Recreation Manager with facility rentals and Special Events; is the point of contact for Public Works website changes; and provides supports to the Operations Maintenance Manager with service requests and work orders.

Ms. Greenlee's background also includes the following activities: maintenance of security systems for office building access cards, fire alarm monitoring, and telephone access; facilitated new employee orientation; procured agent listing materials; created user profiles; created go-to-market programs that aligned with channel strategy and drove profitable growth; built collateral to reflect revenue impact to products, brands, customers, or categories; developed and captured key metrics for trade promotions and activities for trade partners; structured result-driven recommendations to ensure trade initiatives generated increasing profits and revenue growth; planned, executed, and tracked program spending, investment, and return on investment for trade partners; and managed enablement and strategy alignment between the sales and marketing departments.

ROLE FOR THE CITY OF DUNWOODY

Ms. Greenlee is proposed to continue her role as Administrative Support Technician for the City of Dunwoody.

EDUCATION

- Business Administration – Johnson Country Community College, Overland Park, KS 2004-2006

RELEVANT PROJECT EXPERIENCE

- City of Dunwoody – Administrative Support Technician for Lowe Engineers for the functional areas of Public Works and Parks & Recreation. In this role Ms. Greenlee performs the following duties: Liaison between Public Works and City Clerk for records retention processes; Administrative support for Public Works Director and Public Work staff; Supports Parks and Recreation Manager with facility rentals and Special Events; Point of contact for Public Works website changes; and Supports Operations Maintenance Manager (Dana Gravedoni) with service requests and work orders.
- Dorsey Alston, Realtors, Atlanta, GA – Executive Assistant/Operations Manager: Provided direct assistance to the Owner/President with professional and personal tasks; Served as lead contact in website development, launch, and post-launch evaluation with contracted website developers; Maintained security systems at both offices for building access cards, fire alarm monitoring, and telephone access; Facilitated new employee orientation, including contract agreements and FMLS registration; Procured all agent listing materials; and Created user profiles in Microsoft Exchange and provides IT support to all staff, as needed.
- Hero Water, LLC, Atlanta, GA – Director of Administration: Led Social Media campaigns on Facebook, Twitter, Pinterest, YouTube, and Instagram; Organized charity and community events; Planned and executed all regional and national tradeshow events; Assisted Owner with product sales during client meetings, store demonstrations, and tradeshows; and Conducted monthly and quarterly QuickBooks reports to measure profits and losses.
- In Zone Brands, Atlanta, GA – Sales and Marketing Manager: Created go-to-market programs that aligned with channel strategy and drove profitable growth; Built collateral to reflect revenue impact to products, brands, customers, or categories; Developed and captured key metrics for all trade promotions; Structured result-driven recommendations to ensure trade initiatives generated increasing profits and revenue growth; Tracked program spending, investment, and return on investment for trade partners; and Managed strategy alignment between the sales and marketing departments.

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Staff Training

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.

Lowe Engineers ensures that our staff is adequately trained and up-to-date at the beginning of the contract, as well as stays up-to-date and abreast of industry trends by investing in training and participating in professional organizations throughout the term of the contract.



As an example, under our current contract, we have provided the following training:

Pavement Management	Complete Streets
Public Works Risk Management	ADA Compliance
Bicycle and Pedestrian Design	Playground Safety
GIS	Floodplain Management
Attendance at the APWA national conference and technical sessions	

Under the current contract and over the past seven years, Lowe Engineers personnel have attended risk management training and we have an unblemished safety record. Lowe Engineers will continue to comply with OSHA and other laws and regulations regarding workplace safety and hazardous materials.

Lowe Engineers has implemented a cross training and job sharing process that will produce efficiencies in service delivery. We have successfully implemented the concept of job sharing on numerous outsourced service contracts by cross training certain members of the staff to perform multiple job functions.

This approach allows us to reassign staff to different functions as the workload dictates.

Moving forward, Lowe Engineers will continue to invest in our employees. Our staff will be required to participate in professional organizations which offer opportunities for sharing of information through professional journals, meetings, seminars, and training sessions.

Almost our entire project team consists of registered engineers that have continuing education requirements to maintain an active license. We will prepare documentation annually that outlines our training plan for the prior and upcoming year.

Lowe Engineers will continue to be adaptable, work with other departments, receive annual training to become aware of changes to regulations, changes to staff at regulating agencies. Lowe Engineers' staff keeps up to date on changes to the latest checklists and project requirements for Erosion Sediment & Pollution Control plans, Stream Buffer Variances, and Stormwater Management Regulations.

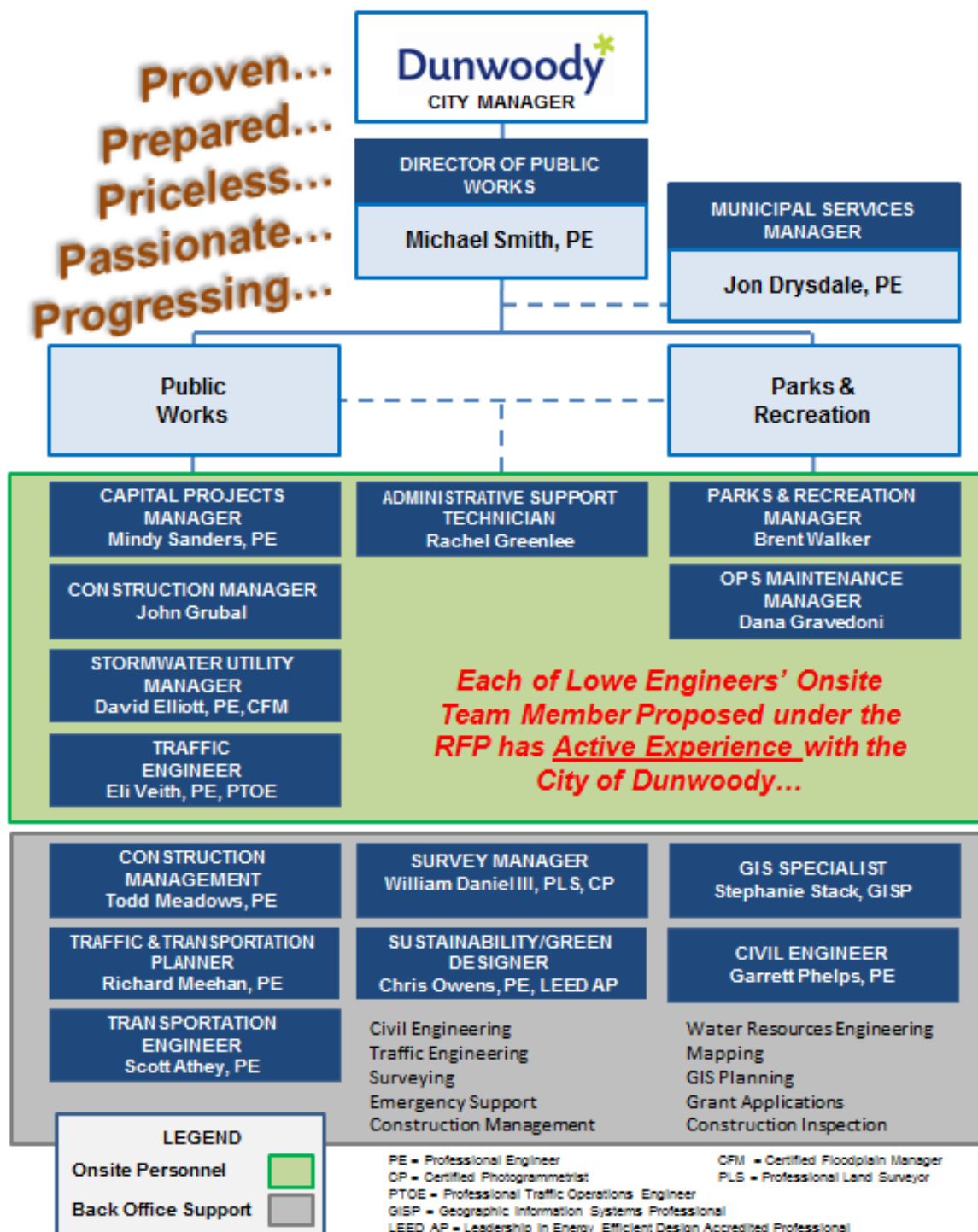
Our focus on training and participation in professional organizations will allow the Lowe Engineers Team to continue to bring the City of Dunwoody innovative ideas and approaches to your public works and parks and recreation needs.

Organization Chart

The City expects Bidders responding to this RFP to provide the City with a high-level organizational chart, which should depict how the Bidder's organization intends to staff the various departments they are proposing. If a Bidder is, submitting proposals for more than one (1) service area then 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 following illustrates Lowe Engineers' proposed organization for the two service areas we are submitting.

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Municipal Government Services Procurement

Section V References (RFP 3.3.1.5)

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015



Section V – References (RFP 3.3.1.5)

RFP Text (to be deleted): Bidders shall submit a preferred minimum three (3) references for similar projects. Bidders must provide a complete list of clients for which services comparable in scope and size to those requested in this RFP have been rendered, a brief description of the services rendered, the dates of services, and the name, address, telephone number and email of the prospective vendor's contact person in that agency. Reference contact must have agreed to provide a complete and uncensored testimony.

The project sheets on the following three pages describe the same type of municipal services contract required for the City of Dunwoody. All references have been contacted and will discuss Lowe Engineers' performance.

We have listed four further projects that are very similar to the public works services required.

Additional references for public works and parks and recreation are provided at the end of this section.

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PROJECT DESCRIPTION -1
December 2008 to Present

Lowe Engineers was selected by the newly incorporated City of Dunwoody in 2008 to be its first service provider for Public Works and of Parks and Recreation under a public-private partnership (PPP) contract.

Lowe Engineers' Municipal Engineering Group provides a core team of managers, engineers and support staff who work on site from the City offices to manage all engineering, design, planning capital projects and maintenance work for Public Works and Parks and Recreation operations.

Lowe Engineers' staff is responsive to the citizens on a 24 hour/7-days a week emergency response basis.

Services Provided
Public Works

- Infrastructure Management
- Budgeting/forecasting
- Scheduling
- Maintenance

Transportation

- Planning
- Plan Review
- Management
- Design
- Maintenance

Stormwater Utility

- Budgeting
- Planning
- Design/implementation

Parks and Recreation

- Planning
- Facility Management
- Maintenance
- - Budgeting


LOWE ENGINEERS
CITY OF DUNWOODY, GA
MUNICIPAL GOVERNMENT SERVICES
REFERENCE

- Chief Billy Grogan
City of Dunwoody
41 Perimeter Center East
Dunwoody, Georgia 30346
678-382-6902
Billy.Grogan@dunwoodyga.gov


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PROJECT DESCRIPTION -2
2005 to 2011

Lowe Engineers' Municipal Engineering Group was a team partner of CH2M Hill, providing municipal services under a Public/Private Partnership contract to the City of Sandy Springs, Georgia.

Lowe Engineers' on-site Public Works team supports CH2M Hill and City officials with services in the areas of public works, administration, community development, and construction management.

Using industry "best management practices," our team has developed project controls tools to integrate data sharing among key functions to generate more effective communications.

Services Provided

- Management of the City's CIP
- Preconstruction planning
- Procurement and coordination of subcontractors' work packages
- Site inspection
- Plan review
- Review & approval of development plans and studies
- Design and review of signal, intersection, and pedestrian improvements
- Property acquisition
- Sidewalk program execution
- Pavement management program execution
- Bridge maintenance program execution
- Intersection improvement program execution
- Traffic management center operations
- Stormwater program management
- Construction & Design management
- Traffic studies
- Master planning
- Public involvement and meetings
- City Council budgeting and reporting


LOWE ENGINEERS
CITY OF SANDY SPRINGS, GA
MUNICIPAL GOVERNMENT SERVICES
REFERENCE

- ▶ John McDonough
City Manager
City of Sandy Springs
7840 Roswell Road, Bldg. 500
Sandy Springs, GA 30350
770-206-1414
jmcdonough@sandyspringsga.gov


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PROJECT DESCRIPTION -3
2013 to present

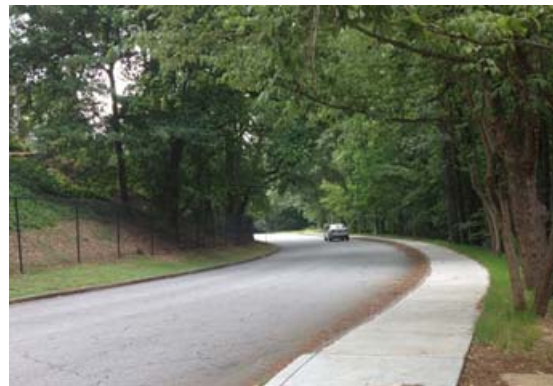
Lowe was selected by the newly incorporated City of Brookhaven in 2013 to be its first service provider for Public Works and of Parks and Recreation under a public-private partnership (PPP) contract. Lowe's Municipal Engineering Group provides a core team of managers, engineers and support staff who work on site from the City offices to manage all engineering, design, planning capital projects and maintenance work for Public Works operations. Lowe staff also assisted in maintenance and startup of the Parks and Recreation operations prior to the City hiring their own staff. Lowe staff is responsive to the citizens on a 24 hour/7-days a week emergency response basis.

Lowe manages the maintenance and construction of city infrastructure, currently including over 120 miles of street, over 53 miles of sidewalks, over 4,600 street signs, 51 traffic signals and over 16,000 stormwater structures/pipes. Lowe directs the annually accomplishment of over 800 street, signal, sign, sidewalk and stormwater repairs including over 25 emergency repairs. Lowe maintains records of all work orders, sets the priorities and monitors progress. The work order list is updated daily and sent to the appropriate contractor. The team meets with the maintenances weekly to review work activities and convey expectations. Lowe has developed performance measures that establish expected completion times based on the priority assigned to the work order. We review performance and work with the contractor to improve performance.

Currently we are executing the following annual maintenance programs: Street maintenance, Signal maintenance, General Right of Way maintenance, and Stormwater maintenance. Additionally we are executing the paving program, the sidewalk program, the intersection improvement program and special projects as funded.


LOWE ENGINEERS
CITY OF BROOKHAVEN
PUBLIC WORKS
REFERENCE

► Bennett White
Public Works Director
4362 Peachtree Rd
Brookhaven, GA 30319
404-637-0576
bennett.white@brookhavenga.gov


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PROJECT DESCRIPTION –4

2009 to present

Lowe Engineers was awarded an on-call contract by the PCIDs to provide Professional Engineering and Program Management Services for various Transportation Infrastructure Improvement projects. Tasks under this contract sometimes require design or evaluation of projects on very short notice.

The Perimeter Community Improvement Districts (PCIDs), representing both the DeKalb and Fulton Perimeter CIDs, are self-taxing districts that use additional property taxes to help accelerate transportation and infrastructure improvement projects. The PCIDs are leading the charge in the Perimeter market to implement vital transportation enhancements coupled with land use and zoning strategies that will enhance mobility and improve access to the Perimeter activity center. The Perimeter business district is the region's largest employer district and one of the largest Class A corporate office markets in the southeast. It has a large concentration of Fortune 500 companies, 125 companies with 100 or more employees, the state's largest concentration of medical facilities, and an estimated population that may be the region's largest by 2025.

Lowe Engineers' services provided under this contract include: Transportation Design Services, Land Surveying, Traffic Engineering, Environmental and Geotechnical Services, Land Acquisition Services, Construction Management and Inspection Services, and Project Administration. The PCID contract also includes Program Management Services where Lowe Engineers acts as an extension of their own staff, assisting on an as-needed basis with Project Management and Coordination, Programming, Scheduling and other related services.



LOWE ENGINEERS

PERIMETER COMMUNITY IMPROVEMENT DISTRICT (PCID)

PROFESSIONAL ENGINEERING

REFERENCE

- ▶ Jennifer Harper, PE
 Program Manager
 Perimeter Community Improvement District
 One Ravinia Drive
 Bldg. 1, # 1125
 Atlanta, GA 30346
 770-390-1790
jharper@perimetercid.org



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In addition to the four previously presented references, the following is a list of Lowe Engineers' clients for which services comparable in scope and size to those requested in the RFP have been provided.

USACE Savannah District
IDIQ Contract, Survey & Mapping Services, GA, NC, SC
Keith Burr 912.652.5000

Georgia Department of Transportation
7 Bridges Contract, South Georgia
Clinton Ford 678.343.0929

City of Conyers Department of Transportation
Old Covington & Railroad Street, Conyers, GA
Mr. Brad Sutton 770.785.6690

Gwinnett Department of Transportation
On Demand AE Contracts
Lewis Cooksey 770.822.7428

Fort Gillem Redevelopment Authority
Design & Survey Contracts
Fred Bryant 404.366.4720

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Municipal Government Services Procurement

Section VI Required Forms (RFP 3.3.1.6)

Prepared for the City of Dunwoody

Dunwoody

March 27, 2015



Section VI – Required Forms (RFP 3.3.1.6)

Lowe Engineers provides the completed and signed Technical Proposal forms that are attached to the RFP on the following pages including:

- Executed Proposal Form
- Acknowledgement of any and all Addenda to this RFP

Lowe Engineers provides the completed and signed Cost Proposal forms that are attached to the RFP in the separate Cost Proposal, including:

- Appendix D –Cost Table

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	Addendum No.	Date	Addendum No.	Date
1	March 12, 2015				
Addendum states May 12, 2015					

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: Lowe Engineers, LLC

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 Lowe Engineers, LLC

Federal Tax ID 582409024

Address

990 Hammond Drive; Suite 900; Atlanta, GA 30328

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

Yes ☒ No ☐

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

Yes ☐ No ☒

Representative Signature



Printed Name Jon Drysdale, Partner

Telephone Number 770-857-8414

Fax Number 770-857-8401

Email Address jon.drysdale@loweengineers.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 services contract.

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] Jon Drysdale, Partner-Lowe Engineers, LLC.

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.*

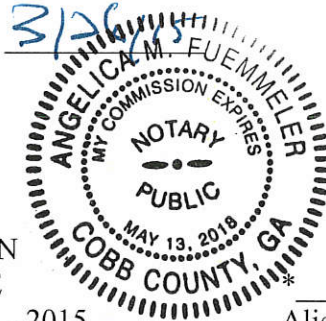
In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Jon Drysdale

Printed Name:

Jon Drysdale



SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

26th DAY OF March, 2015

Alien Registration number for non-citizens _____

Notary Public Angelica M. Fuemmeler
My Commission Expires: 05-13-18

*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:



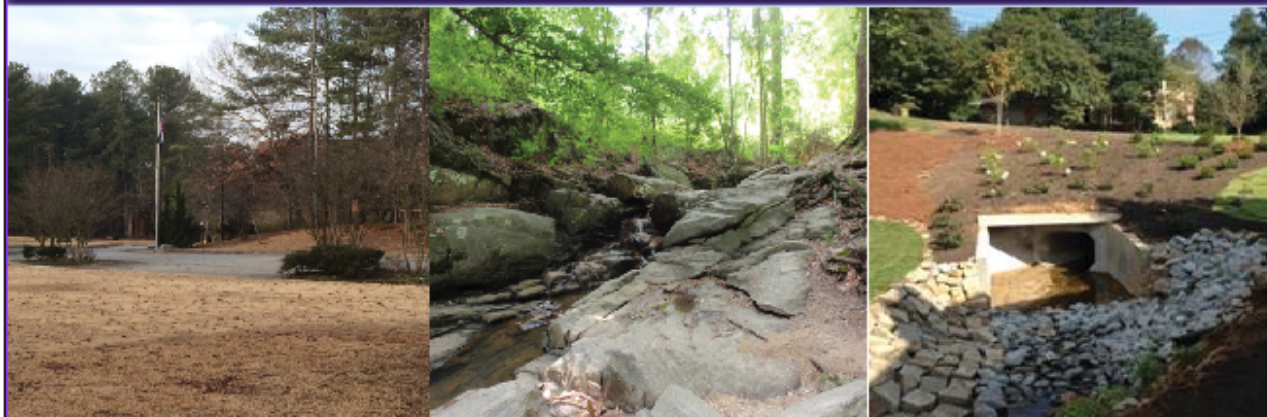
Municipal Government Services Procurement

Section VII Appendices (RFP 3.3.1.7)

Prepared for the City of Dunwoody

Dunwoody*

March 27, 2015



Section VII – Appendices (RFP 3.3.1.7)

As allowed by Section 3.3.1.7 of the RFP, Lowe Engineers is attaching other materials we feel may improve the quality of our response. Attachments include:

- Appendix A – Park Accomplishments
- Appendix B – Kudos

Appendix A – Park Accomplishments

Parks 2011 Accomplishments

- Purchased 16 acres in Georgetown / North Shallowford area
- Demolished two obsolete, hazardous buildings at Brook Run Park
- Added shade structures for the Children's Adventure Garden
- Privatized the Skate Park (annual savings of \$88,000 and no admission fee)
- Installed a security system for North DeKalb Cultural Arts Center (annual savings of \$45,000 after 15 month payback period)

Parks 2012 Accomplishments

- Adopted Facility Use Agreements with Recreation Partners
- Successfully repaired the fountain and globe at Brook Run Park
- Awarded \$100,000 grant from the Department of Natural Resources Recreational Trails program for Brook Run Trail Phase II
- Began Design/Construction of Brook Run Trail Phase I
- Hosted special events in the park for "Pic in the Park" and Memorial Day
- Partnered with the Dunwoody Nature Center to undertake a restoration of the lower meadow
- Began the design of Project Renaissance Parks and Trails

Parks 2013 Accomplishments

- Instituted the Facility Improvement Partnership Program with the City's affiliated Recreation Partners which will fund \$250,000 worth of improvements to our park facilities
- Replaced the roof on the North DeKalb Cultural Arts Center by the end of 2013
- Completed construction of the Phase I Multi-Use Trail at Brook Run Park
- Completed design of the Phase II Multi-Use Trail at Brook Run Park and awarded a contract for its construction by the end of 2013
- Hosted two successful Movie in the Park events, a Memorial Day event, a Veteran's Day event, and our first Wheel-APalooza to commemorate the opening of the first phase of the Multi-Use Trail at Brook Run Park
- Completed construction of Georgetown Park by the end of 2013
- Partnered with the Dunwoody Preservation Trust to begin the rehabilitation of the Donaldson-Bannister Farm
- Designed and began construction of the new dog park facility at Brook Run Park by the end of 2013

Parks 2014 Accomplishments

- Completed construction of Georgetown Park
- Completed construction of the Brook Run Park Multi-use Trail
- Replaced the Windwood Hollow Park Playground [Anticipated 2014]
- Replaced the North DeKalb Cultural Arts Center Roof
- Completed the Dunwoody Park Parking Lot Resurfacing
- Completed the construction documents for the new five acre Pernoshal Park on the 19 acre site off North Shallowford Road
- Continued work with non-profit partners to allocate funds in the Facility Improvement Partnership Program (FIPP) to improve our park facilities

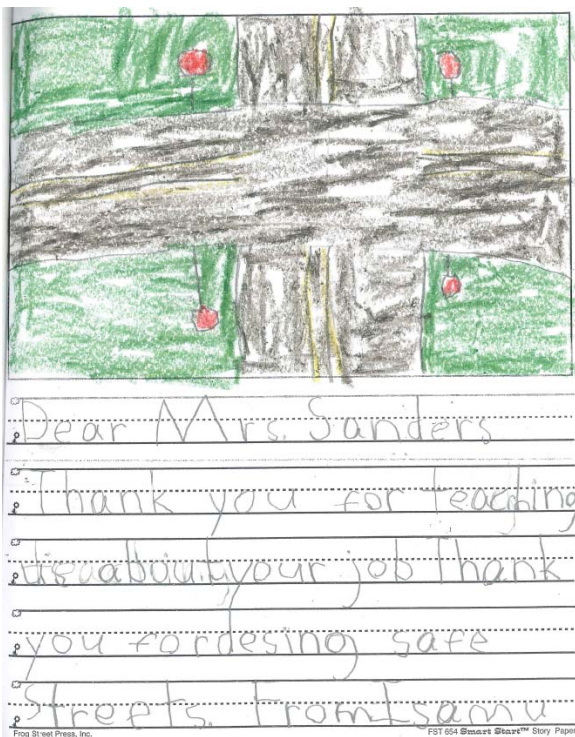
PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

- Hosted two successful Movie in the Park events, the Georgetown Park Grand Opening, a Memorial Day event, a Veteran's Day event, and our first Brook Run Fun Run to commemorate the opening of the second phase of the Multi-Use Trail at Brook Run Park

2015 Highlights

- Dunwoody Park Playground replacement (\$225,000)
- Dunwoody Nature Center Parking Lot Resurfacing (\$100,000)
- Park Operations Supervisor (\$82,800)

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Appendix B – Kudos


12-16-14

Hi Mindy -

I APPRECIATED YOU
 TAKE TIME YESTERDAY
 TO DO THE WALK ABOUT

THANK YOU Valerie S

MINDY, THANK YOU FOR ALL YOUR HARD
 WORK AS WELL AS OTHERS INVOLVED
 OVER THE PAST YEAR TO RESOLVE OUR
 TREE ISSUE.



PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

Jerry Rhea
1533 Biddle Court
Dunwoody, GA 30338

17 April, 2014

Mayor Mike Davis
City of Dunwoody
41 Perimeter Center
Suite 250
Dunwoody, GA 30346

Dear Mayor Davis;

Last Thursday, April 10, I called the Office of Public Works about a depression in the road in Biddle Court. I thought it had been reported a week earlier and I had monitored the progressive sinking of a part of the road very close to a man hole cover for the Sewer.

When I called that morning, the phone was answered by Ms. Mindy Sanders and she patiently listened as I explained my concerns and told her I was worried about the safety of the street. I asked if she would have someone come and tell me that it was safe.

Within the hour I looked out my front door to see a City of Dunwoody pickup at the site of my concern, and went to see who had come. Mindy herself had come to look at the problem and was exploring the areas around the depression, plus she was trying to find any other safety concerns.

This lady was doing some heavy lifting and even got the manhole cover off to see if there was a connection with the sewer line and the crack in the road. I had to leave home for awhile and I asked her as I left if I could help her replace the cover. She said she was not going anywhere until more people from the department got there to make it secure.

When I arrived back home three hours later, the Public Works Crew had barricaded the involved area to force people to drive around it.

On Friday morning, a paving crew was on hand early to dig the involved area and found it to be more widespread than the initial crack and depression. They said they would be back on Monday to fill in the area and repave it.

Both Monday and Tuesday were rain days and nothing was done due to the rain, but on Wednesday morning, the Crew was back and repaired the damage. This morning they were back again repairing the area.

I want to commend your department of Public Works, and especially the quick response of Ms. Sanders. She was polite, she listened and then she acted quickly and effectively. I am proud that she is a part of the City of Dunwoody. I trust that you are also.

Respectfully submitted,



Jerry Rhea

CC: Mr. Michael, Director of Public Works
Mr. Denny Shortal, Commissioner
Ms. Mindy Sanders, Department of Public Works.

December 16, 2014

Dear Mayor, Council and Brent,

Thank you for the Brook Run Trail. My son and I have started walking the trail in the morning once or twice a week before he has to be at school. He's 12 and chooses to wake up earlier so he can walk the trail with me and our dog. I understand he is going to be a teenager in 4 months and there will come a time when he won't want to be seen with me. For now I am relishing the time we get to spend in the quiet woods talking about school, soccer and everything. Just this morning he told me how much he enjoys walking it with me.

I have to wonder if the red shirted people have ever taken the time to walk the trail and realize how great it is. I hope so.

Thank you.

Regards,
Stacey Harris
Dunwoody, GA 30338

PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

October 28, 2013

Director Smith,

I am writing you to brag on David Elliott, one of your employees that has provided me superb service in a most professional manner on a matter of great concern to me.

Recently, I contacted David about concerns I had that a number of the trees had their roots damaged from digging when the new storm drain was put in to replace the old one at 1429 Valley View Road. David promptly responded to set up a meeting at this site to discuss my concerns. We met and talked and I provided him with some pictures I had taken when the contract workers were digging to prepare this area for the new and larger storm drain that was installed earlier this year. After our first meeting, David arranged for an arborist to come and look at the trees and he followed up with me to tell me the arborist recommended that three needed to be cut down now and some others watched. David then arranged for a contract tree service to cut down the trees and remove them from the site. This was also done very promptly with David keeping me well informed. I e-mailed David after the tree service had left to tell him that there were some holes in the ground caused by heavy sections of the tree trunks that fell in such a way that they landed on their ends and made holes in the ground that needed to be filled-in because they could cause injury if stepped into. That same day, David arranged for someone from the tree company to come back and fill in the holes as well to come back later to put down pine straw to cover the bare ground area to restore the look of the area to the same natural state it was in before the tree service did their thing.

Prior to David's arrival I had dealings with his predecessor and the difference in these two employees is as different as day is to night. What an upgrade it is in dealing with David! My view is the Dunwoody Public Works Department has in David Elliott an employee that: reflects a most favorable image, knows how to get things done, is pleasant to deal with, always does what he says he is going to do and when, and keep you well informed.

I sure hope you will be able to retain him and find and hire more just like him!

Thomas Cooper
Dunwoody, GA 30330

August 1, 2014

Audra (AHA Connection),

The city parks & rec permitted a "Little Free Library" at entrance to the kids playground on skateboard park side! Weekly, I am continually amazed what Brent Walker, City Parks & Rec, is doing and transforming this once "eyesore" of Dunwoody, into something spectacular for our families!! THANKS Brent !!!!!

Stephen Patrick
Dunwoody, GA 30338

PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING

October 9, 2015

Dear Chief Grogan,

As you are acting City Manager of Dunwoody, I am writing to let you know of the outstanding assistance I received yesterday from Mr. Brent Walker, Parks and Recreation Dept. We had a water outage caused by a contractor hired by DeKalb County. In a panic I called and Mr. Walker immediately responded to our problem by notifying the county, gave me contact names and phone numbers, etc. He had the county come to our neighborhood to speak with the contractor and our plumber. Because of his efforts we were able to have an emergency water connection made until a permanent repair can be done. His response was extremely helpful, professional and immediate. We are so grateful to Mr. Walker and we wanted you to know of his outstanding assistance.

Sincerely,

Mrs. Sharon Malone
Dunwoody, GA 30338

August 17, 2013

Hello Brent:

I have lived in Dunwoody for the last 19 years and have regularly used Brook Run Park trails and roads for running, walking and biking. Over the years, I have been disappointed to see the buildings and infrastructures suffer from neglect and worse yet, vandalism. The new multi- use trail is another step in the right direction and I applaud your efforts. I look forward to seeing the whole project completed.

Rob Dixon
Citizen

PROVEN, PREPARED, PRICELESS, PASSIONATE, and PROGRESSING
