



4800 Ashford Dunwoody Road  
Dunwoody, Georgia 30338  
dunwoodyga.gov | 678.382.6700

## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Michael Smith, Public Works Director

**Date:** August 25, 2025

**Subject:** **Approval of a Contract Extension with Vandermeer Management to Provide Construction Management Services for the Brook Run Maintenance Facility**

---

### **ACTION**

Authorize the City Manager or designee to execute all documents necessary and proper for a contract extension with Vandermeer Management to provide construction management services for the Brook Run Maintenance facility.

### **SUMMARY**

In April of this year, the City Council approved a contract and a project budget for construction of the Brook Run Maintenance facility. The budget included all projected design and construction costs necessary to complete the project including construction management services. Vandermeer Management is currently under contract as the construction manager for the design and permitting phases and has proposed to provide construction management services for 3% of the total construction cost. Based on the Guaranteed Maximum Price (GMP) approved in April, the management fee for construction would not exceed \$100,000. The proposed fee is competitive with construction management fees typically ranging from 5 to 10% and the fee is within the approved project budget.

### **DETAILS**

The City's parks master plan recommends a new parks and public works maintenance facility at Brook Run on the site of the current facility at Brook Run Park. The current 50+ year old facility was part of the State's original medical campus on the property and is not well-suited for the city's maintenance operation.

The City worked with a design team to develop plans for a new facility to meet the city's current and future needs. The design includes two pre-engineered metal buildings with one building containing offices for parks maintenance staff and the other consisting of a warehouse for storage of materials and equipment. A paved yard for equipment and bulk material storage is planned adjacent to the warehouse building. The project will also include an underground stormwater detention system to control runoff from the site and provide water quality. The current facility drains directly to the creek.



4800 Ashford Dunwoody Road  
Dunwoody, Georgia 30338  
dunwoodyga.gov | 678.382.6700

**RECOMMENDED ACTION**

Authorize the City Manager or designee to execute all documents necessary and proper for a contract extension with Vandermeer Management to provide construction management services for the Brook Run Maintenance facility.

VANDERMEER  
MANAGEMENT

## City of Dunwoody New Maintenance Facility at Book Run Park

Dear Mr. Smith,

We are excited about the prospect of working with you and the City of Dunwoody to help realize a highly successful outcome for your upcoming project and general program management. The following pages illustrate our proposed scope of services and fee structure. As with all our clients, we will tailor our services and approach to fit the City of Dunwoody and their specific needs.

This project demands accurate pre-planning, over communication and proper sequencing. Our team is accustomed to this level of detail and service. Please do not hesitate to call me directly with any questions.

Sincerely,

Bert van der Meer

*President*

Vandermeer Management, LLC

# VANDERMEER

MANAGEMENT

## Scopes of Work:

### 1. OVERALL PROGRAM MANAGEMENT SERVICES PERFORMED THROUGHOUT PROJECT

- 1.1 Manage the development of the Project cost control system and monitor adherence to established budget.
- 1.2 Monitor adherence by Project participants to quality assurance program established by such participants for the Project including design and construction throughout the life of the Project.

### 2. DUE DILIGENCE/PRE-DESIGN PHASE SERVICES

- 2.1 Develop an overall Project milestone schedule and update routinely until construction begins.
- 2.2 Develop an overall Project budget with applicable consultant feedback, update and report throughout Project.
- 2.3 Assist in an initial review of zoning and permitting challenges of the property (if required).
- 2.4 Manage regular team meetings and ensure properly documented.
- 2.5 Owner may hire a low voltage consultant to provide design services for security, audio visual, IT/data, intrusion control and surveillance, etc. as required. Owner may directly manage or have the Architect or VM manage as part of their contract.

### 3. DESIGN PHASE SERVICES

- 3.1 Manage programming process with Architect, staff and/or board.
- 3.2 Establish, with Architect, the design and approval schedule and monitor its progress.
- 3.3 Review Architect's drawings at the various stages of the design process, manage Owner approval process and Architect revisions.
- 3.4 Review preliminary building system specifications and manage review and approval process for complete detailed specifications.
- 3.5 Assist the design team in resolving any site planning issues.
- 3.6 Coordinate preliminary zoning and permit review with Architect.
- 3.7 Assist Owner in determining Furniture, Fixture and Equipment requirements.
- 3.8 Assist Architect and Contractor to resolve and expedite zoning and permit issues.
- 3.9 Manage Owner/Architect/Contractor meetings, with Contractor to document.

### 4. PRE-CONSTRUCTION/PROCUREMENT PHASE SERVICES

- 4.1 Establish, with Owner, the selection process for General Contractor and manage Request for Qualifications/Proposals, interview, and selection or bid process as required.
- 4.2 Develop/review construction contract with Owner and Owner's Representatives.
- 4.3 Assist in negotiating the General Contractor's contract in conjunction with Owner/Owner's attorney.
- 4.4 Assist Contractor or cost consultant in obtaining preliminary pricing.

# VANDERMEER

MANAGEMENT

- 4.5 Coordinate Issuance of Notice to Proceed and coordinate Pre-Construction Kick-off Meeting.

## 5. CONSTRUCTION PHASE SERVICES

- 5.1 Monitor Contractor's development of the construction schedule.
- 5.2 Review and monitor General Contractor's adherence to the construction schedule.
- 5.3 Manage Owner/Architect/Contractor meetings biweekly, with General Contractor to document.
- 5.4 Visit jobsite to monitor quality of work and adherence to schedule and report findings to Client.
- 5.5 Manage materials testing as appropriate.
- 5.6 Prepare monthly status report, including executive summary, schedule and budget updates, field observation reports and exposure log.
- 5.7 Review and recommend payment for all pay requests and related project invoices and create monthly draw requests for Owner or bank, if necessary.
- 5.8 Owner may hire a low voltage contractor directly to provide security, audio visual, IT/data, intrusion control and surveillance, etc. as required. Owner may directly manage or have the General Contractor or VM manage as part of their contract.
- 5.9 Review and expedite timely updates of tracking logs by Contractor and timely responses to Submittals, Requests for Information, etc.
- 5.10 Review, negotiate, and approve Change Orders with Architect and Owner.
- 5.11 Manage all lien releases and retention reductions.
- 5.12 Assist and coordinate, with the Owner's rep, Furniture, Fixture & Equipment installation.
- 5.13 Oversee punchlist preparation and monitor resolution of all items.
- 5.14 Coordinate final testing of building systems.
- 5.15 Manage and help to resolve any Owner/Architect/Contractor disputes.
- 5.16 Coordinate with Contractors in providing appropriate training for a smooth turnover from the Construction Phase to the operation phase.
- 5.17 Ensure that the Owner receives all appropriate project close-out documents after Architect/Engineer's review and approval.
- 5.18 Assist Owner with coordination of occupancy issues.

## 6. POST-CONSTRUCTION SERVICE

- 6.1 Oversee close-out of documents and construction-related issues for one month after completion of construction.
- 6.2 Manage Contractor's completion of any outstanding punchlist items
- 6.3 Manage warranty issues and acceptable resolution for the Owner for the duration of the warranty period as dictated by the contract with the General Contractor.
- 6.4 Finalize any incomplete project documentation.
- 6.5 Perform an 11-month walk through with Architect and General Contractor to identify construction warranty issues and manage resolution.

VANDERMEER  
MANAGEMENT

----- END OF SCOPE OF SERVICE -----

# VANDERMEER

MANAGEMENT

## Fee Proposal:

### **Project Description**

Project consists of the site development and construction for a new maintenance facility building, per the March 19, 2024 LDD Blue Line site plan and additional meeting notes dated March 29, 2024.

### **Estimated Project Schedule**

Please reference the attached preliminary schedule.

### **Compensation**

Vandermeer Management will perform management services outlined in the scope of work above, sections 1 through 4 for the lump sum cost of \$28,500. Once the design, permit and contractor selection are complete, the remaining scope of services will be performed for 3% of the total program cost amortized through the course of procurement and construction.

### **Clarifications**

The full terms and conditions for Vandermeer Management, LLC management services are provided under separate cover including but not limited to payment terms, reimbursable costs, and insurance coverage.