

To: Members

Dunwoody City Council

From: J. Jay Vinicki

Assistant City Manager

Re: Municipal Services Contract Re-Bid

Date: September 8, 2025

Action

Authorize the Mayor, City Manager, or designee to execute all documents necessary and proper pending legal review to contract with Lowe Engineers LLC and NOVA Engineering and Environmental LLC to provide municipal services starting January 1, 2026, and to approve an amendment to the City's compensation chart reflecting contracted positions to become City employee positions in conjunction with the rebid affective upon passage.

Staff recommendation is for approval of the two municipal services contracts and to adopt the amended City compensation chart as outlined below and attached to this item.

Note: The September 8, 2025 agenda item includes drat contracts for both vendors.

Summary

When Dunwoody was incorporated, most non-public safety services were provided using five-year contracts with multiple vendors. Every five years, the City reviews those services and rebids them. Contracts are also amended as needed on an ongoing basis. In this year's process:

- As explained in detail below, apples to apples comparisons will be complicated, but the proxy for year over year change (including renewed contracts and new city positions) is an increase of \$649,194 or 13.4%. Given that the current contracts were bid during the beginning of COVID a high number was expected for 2026, but this number is below the 16.5% that had been projected.
- Twelve previously contracted positions are recommended to be converted to City positions.
- Twenty contracted full-time equivalent positions, five fractional positions, and two part-time positions will be provided by two vendors:
 - Lowe Engineers LLC was selected to provide both Parks (FY26 cost not to exceed \$938,358.00 for seven full-time equivalent and two part-time



positions) and Public Works (FY26 costs not to exceed \$1,499,228.16 for five full-time positions and five fractional positions) services.

- NOVA Engineering and Environmental was selected to provide Community Development services (FY26 cost not to exceed \$1,126,900.00 for eight full-time equivalent positions.)
- For the duration of this contract, costs will be indexed to the Consumer Price Index for the Atlanta area on an annual basis.
- All prices from private contractors reflect employee benefits, required equipment, overhead, and related items for the firm providing the services.
- The bids received per area are below. As a note, one company bid on Parks, Administration, and Community Development; and one company bid on Parks and Public Works. Also, one additional bidder not included below was considered non-responsive to the request for proposal.
 - Parks (2)
 - Public Works (1)
 - Community Development (2)
 - Administration (2)
- As the current contracting arrangement winds down, there may be a need to start
 a new city position earlier. This will happen when contracted positions or
 services leave and it would better for the City to fill with a position now, rather
 than fill it with a temporary individual. City staff will only do this within existing
 funding of the current year's budget. In essence, the contracts budget will be
 used to fill the position earlier.
- The proposed City budget is being developed during this same time and will included the recommendation in this item, though may be amended during the budget process should the item be changed.

Details

Each time the five-year rebid occurs, staff reviews existing contracts for potential changes, including positions that may be more cost effective and/or beneficial to the City to convert to City positions. That action occurred earlier this year and the City Council was briefed on those changes at the 2025 retreat. Some points referenced at the retreat:

- The last rebid occurred in March 2020. City staff knew all bids at that time were proposed conservatively by the vendors, which over the years has been beneficial to the City. It also meant that much higher costs were expected for 2026.
- This timing of the 2020 bids makes a comparison of 2025 costs versus 2026 costs problematic to state without caveats. "Apples to apples" comparisons are done whenever possible.
- All FY26 estimates for any City position shown here include a mid-point salary, average level employee benefits, and associated operating costs. This applies to all departments reviewed in this memo.



- Going forward, only three departments will now be part of the quinquennial procurement process: Community Development, Parks, and Public Works. One area (Administration) was bid out, but it is now recommended to convert those two positions to City positions based upon the received bids.
- Only four vendors were found responsive to the original four areas. Three of the four areas had only two bids and one area had only one bidder.

Community Development

FY26: Four contracted positions converted to City positions, eight positions contracted, no revenue sharing.

Vendor: NOVA Engineering and Environmental.

The Community Development contract had the most change from the 2020 contract to the 2025 contract. Primary points are as follows:

- The current contractor for this area subcontracts portions of the function to another vendor. Both of these contractors submitted their own bid for FY26.
 The previous subcontractor, NOVA Engineering and Environmental, will now be the prime.
- Four positions (City Engineer, Building Official, Senior Planner, and Planner) are being converted to City positions at a FY26 cost of \$656,452.
- Eight positions (Site Inspector, Arborist, Building Inspector, two Permit Technicians, Code Enforcement Manager, and two Code Enforcement Officers) are being contracted at a FY26 cost of \$1,126,900 for a total cost of \$1,783,352 for the Community Development Department.
- The revenue sharing agreement was not permitted as an option to firms bidding on this service area. City staff reviewed this in detail and determined the volatility year over year with permit amounts caused issues with appropriate staffing levels provided by vendors.
- In essence, the FY25 costs will be about \$1,200,000 in revenue sharing and \$431,618 in direct billed contracted costs for a total of \$1,631,618. The projected FY26 cost will be \$1,783,352 (\$151,734 or 9.3% higher than FY25).

Finance and Administration

FY26: Five contracted positions converted to City positions, no remaining contracted positions.

Vendor: N/A.

Originally, the rebid converted three Finance positions to City positions (Risk Manager, Purchasing Manager, and Business License Specialist). These were the remaining three Finance positions under this contract. The two administrative positions (Administrative Assistant I and Executive Assistant to the City Manager) were bid to see what would be submitted in this economic climate.



During the scoring phase of the bid process, staff recommended that these remaining two administrative positions be converted to City positions to enhance the ability to recruit and retain qualified candidates. All five Finance and Administration positions are recommended to be converted to City positions at an estimated cost in FY26 of \$664,375. The estimated FY25 cost is \$645,831, an increase of 2.9%.

Parks and Recreation

FY26: Seven full-time contracted positions, two part-time contracted positions. Vendor: Lowe Engineers.

The Parks and Recreation Department contract consists of seven full-time equivalent positions (Recreation Manager, Operations Manager, two Recreation Coordinators, Grounds Coordinator, Facilities Coordinator, Facilities Associate) and two part time positions (Recreation Leaders). The contract was bid exactly as it stands currently. Two firms bid on the area and Lowe Engineers was selected at a not to exceed cost in FY26 of \$938,358, an increase of \$117,462 (14.3%) above the estimated FY25 cost. No positions will be converted to City positions at this time.

Public Works

FY26: Five full-time contracted positions, five fractional contracted positions. One new contracted position, 0.50 Utility Coordinator included in the five fracitonal. Vendor: Lowe Engineers.

Public Works rebid five full-time positions, four fractional positions, and added a 0.50 Utility Coordinator. Only one firm bid on the contract.

- The two new City positions (Capital Projects Manager, Administrative Assistant II) will be budgeted at \$289,118 in FY26.
- The existing five contracted positions (Stormwater Manager, Stormwater Compliance, Operations and Maintenance Supervisor, Construction Projects Manager, and Construction Engineer) and five fractional positions (0.25 Stormwater Engineer, 0.50 Traffic Engineer, 0.50 Construction Manager, 0.50 Utility Coordinator and 0.50 Stormwater Capital Project Manager) cost in FY26 will be \$1,499,228 with \$93,638 of that cost being a new 0.50 FTE Utility Coordinator.
- Please note that, at least, \$486,934 of these costs will be covered by the City's Stormwater Utility, not the General Fund. Also, on a project-by-project basis some of the remaining cost will be covered within SPLOST of Capital Project funding.
- The estimated year-over-year cost increase is \$256,976 or 17.9%, not including the new Utility Coordinator.



Technology

FY26: One GIS Manager position converted to City position; one GIS services contract. Vendor: N/A, to be bid out later.

During the five-year run of the contract for the services in Technology, all positions except Geographical Information Services (GIS) were converted to City positions before the re-bidding process. At the 2025 City Council retreat, it was recommended that the previous 0.20 GIS Manager and 2.00 full-time equivalent GIS staff be reconfigured as follows:

- One full-time equivalent GIS Manager would be brought in house at a FY26 cost of \$207,411.
- A GIS services contract will be re-bid during FY25 instead of having two
 additional positions via municipal contract. That estimated cost for FY26 will be
 \$108,000. Please note that this contract will be brought later to the City Council
 and the figure is currently a pre-bid estimate.
- The current FY25 estimated cost is \$303,572 compared to the FY26 estimated cost of \$315,411 or 3.9% increase.

Adoption of Compensation Chart

Section 3.14 of the City's Charter requires City Council approval of the Compensation Chart as presented by the City Manager. It is included in this agenda item for approval with the new positions as shown below.

- Community Development
 - City Engineer
 - Building Official
 - Senior Planner
 - Planner
- Finance
 - Purchasing Manager
 - Risk Manager
 - Business License Specialist
- Administration
 - Executive Assistant to the City Manager
 - Administrative Assistant I
- Technology
 - Geographic Information Specialist (GIS) Manager
- Public Works
 - Capital Projects Manager
 - Administrative Assistant II (also assists with Parks and Recreation)



Background

- Like all new municipalities, the City of Dunwoody started incorporation with most non-public safety positions filled through private contracted services.
- These contracted services are formally re-bid every five years but also amended and changed in the in-between years.
- All current major municipal service contracts expire at the end of 2025 and rebidding took place during this summer.



Background

- Financial analysis is one criteria in determining bringing a position inhouse, but operations and management is the more significant driver when the estimates are close.
- In this re-bid, there is an issue doing an "apples to apples" comparison.
 The current contracts were assembled during the initial months of COVID and firms were more eager to lock into a contract at lower prices.
- Staff has always assumed the year over year change into 2026 would be higher than current inflationary factors. Also, no more than two vendors bid on any one area and one area had only one bid.



In-House Positions

- At the Council Retreat in March, it was presented that ten currently contracted positions were reviewed and would not be part of the re-bid process.
- During the bid reviews, it was
 determined that the two
 administrative positions would be
 better if brought in house and will be
 proposed with the other ten.
- Approximate Savings: \$351K.

Area	Position				
ComDev	City Engineer				
ComDev	Building Official				
ComDev	Senior Planner				
ComDev	Planner				
Fin	Purchasing Manager				
Fin	Risk Manager				
Fin	Business License Specialist				
PubWks	Capital Projects Manager				
PubWks	Administrative Assistant II				
Technology	GISManager				
Admin	Executive Assistant to City Manager				
Admin	Administrative Assistant I				



Review of Bids: Community Development

- Current estimated contracted cost for FY25 is \$1,631,618. This includes estimated revenue sharing which will not happen in FY26.
- Two bids were received.
- Recommended Firm: NOVA at a not to exceed cost of \$1,126,900 for eight full-time positions.
- In- House Positions starting January 1, 2026:
 - City Engineer (Grade 114); Building Official (Grade 112); Senior Planner (Grade 108); Planner (Grade 105). Est Costs: \$656,452.
- Year over year change: \$151,734 or 9.3%.





Review of Bids: Finance / Administration

- Current estimated contracted cost for FY25 is \$645,831. All five positions are recommended to be brought in-house.
- Two bids were received for the two administrative positions.
- In- House Positions starting January 1, 2026:
 - Risk Manager (Grade 110); Purchasing Manager (Grade 110);
 Executive Assistant to the City Manager (Grade 108); Business
 License Specialist (Grade 104); Administrative Assistant I (Grade 103)
 - Estimated FY26 costs is \$664,375 or a \$18,544 (2.9%) in





Review of Bids: Parks

- Current estimated contracted cost for FY25 is \$820,896. All current fulltime (7) and partial (2) contracted positions were re-bid. Two bids were received.
- Recommended Firm: Lowe at a not to exceed cost of \$938,358 for the seven full-time positions.
- Year over year change: 14.3% or \$117,462.





Review of Bids: Public Works

- Five current full-time and five fractional contracted positions were rebid. Two positions will be brought in house. Only one bid was received.
 One fractional position is new: Utility Coordinator.
- Current estimated cost for FY25 is \$1,100,380.
- Recommended Firm: Lowe at a not to exceed cost of \$1,499,228 for the five current full-time positions and five partial contract positions.
 Adjusting for Utility Location, the increase is \$256,976.
- In- House Positions starting January 1, 2026:
 - Capital Projects Manager (Grade 112); Administrative Assistant II (Grade 104)
 - Overall department change: \$256,976 or 17.9%



Review of Bids: Technology

- Current estimated contracted cost for FY25 is \$303,572.
- In- House Positions starting January 1, 2026:
 - GIS Manager (Grade 104); est full cost in FY26 is \$207,411
- Currently, there is 0.20 of a Manager and 2.00 FTE GIS Staffers. Later this year, a GIS Services contract will be bid out to replace the services currently provided. It is estimated to cost \$108,000. It will not be done as an FTE Contract.
- Year over year change is estimated to be: \$11,839 or 3.9% (\$315,411 from \$303,572).







PROPOSED COMPENSATION CHART

Grade	Department	Title	Fulltime	Salary	Salary	Salary
	-		_	Minimum	Midpoint	Maximum
101	Police	Prisoner Transport Officer	2	\$39,260	\$51,037	\$62,815
103	City Manager	Administrative Assistant I	1	\$45,793	\$59,530	\$73,267
104	Public Works	Administrative Assistant II	1	\$49,456	\$64,294	\$79,130
104	Finance	Business License Specialist	2	\$49,456	\$64,294	\$79,130
104	Police	Fleet Maintenance Coordinator	1	\$49,456	\$64,294	\$79,130
104	Police	Police Service Representative	6	\$49,456	\$64,294	\$79,130
104	Police	Public Safety Ambassador	4	\$49,456	\$64,294	\$79,130
104	City Clerk	Records Clerk	1	\$49,456	\$64,294	\$79,130
105	Municipal Court	Deputy Municipal Court Clerk	3	\$53,414	\$69,438	\$85,461
105	Community Development	Planner	1	\$53,414	\$69,438	\$85,461
105	Police	Property and Evidence Technician	2	\$53,414	\$69,438	\$85,461
105	Technology	Technology Support Specialist	1	\$53,414	\$69,438	\$85,461
106	Police	Crime and Intelligence Analyst	1	\$57,687	\$74,993	\$92,299
106	Police	Crime Scene Technician	1	\$57,687	\$74,993	\$92,299
106	Finance	Financial Analyst	2	\$57,687	\$74,993	\$92,299
107	Police	Detective	11	\$62,301	\$80,992	\$99,682
107	Police	Executive Assistant	1	\$62,301	\$80,992	\$99,682
107	Police	Police Officer	37	\$62,301	\$80,992	\$99,682
108	City Clerk	Deputy City Clerk	1	\$67,285	\$87,471	\$107,657
108	City Manager	Executive Assistant to the City Manager	1	\$67,285	\$87,471	\$107,657
108	Human Resources	Human Resources Generalist	1	\$67,285	\$87,471	\$107,657
108	Community Development	Senior Planner	1	\$67,285	\$87,471	\$107,657
108	Finance	Revenue Accountant	1	\$67,285	\$87,471	\$107,657
108	Technology	Systems Administrator	2	\$67,285	\$87,471	\$107,657
109	Police	Records Supervisor	1	\$72,668	\$94,469	\$116,270
	Economic	Business Retention and Cultural				
110	Development	Development Manager	1	\$79,936	\$103,915	\$127,896
110	Technology	Lead Systems Engineer	1	\$79,936	\$103,915	\$127,896
110	Finance	Purchasing Manager	1	\$79,936	\$103,915	\$127,896
110	Finance	Risk Manager	1	\$79,936	\$103,915	\$127,896
110	Police	Sergeant	12	\$79,936	\$103,915	\$127,896
111	Finance and Administration	Accounting Manager	1	\$86,330	\$112,229	\$138,128
111	Communications	Communications Manager	1	\$86,330	\$112,229	\$138,128
112	Community Development	Building Official	1	\$93,236	\$121,209	\$149,179
112	Public Works	Capital Projects Manager	1	\$93,236	\$121,209	\$149,179
112	Human Resources	Human Resources Manager	1	\$93,236	\$121,209	\$149,179
112	Police	Lieutenant	4	\$93,236	\$121,209	\$149,179
112	Municipal Court	Municipal Court Clerk	1	\$93,236	\$121,209	\$149,179
114	City Clerk	City Clerk	1	\$110,766	\$121,209	\$177,226
114	Community	Oity Oterk		ψ110,700	Ψ140,990	Ψ1//,220
114	Development	City Engineer	1	\$110,766	\$143,996	\$177,226
114	Community Development	Deputy Community Development Director	1	\$110,766	\$143,996	\$177,226
114	Technology	GIS Manager	1	\$110,766	\$143,996	\$177,226
114	Technology	Technology Manager	1	\$110,766	\$143,996	\$177,226
115	Finance	Assistant Finance Director	1	\$119,628	\$155,516	\$191,405
115	Police	Major	2	\$119,628	\$155,516	\$191,405
116	Communications	Communications Director	1	\$129,198	\$167,957	\$206,718

PROPOSED COMPENSATION CHART

Grade	Department	Title	Fulltime	Salary Minimum	Salary Midpoint	Salary Maximum
116	Community Development	Community Development Director	1	\$129,198	\$167,957	\$206,718
116	Police	Deputy Chief	1	\$129,198	\$167,957	\$206,718
116	Public Works	Deputy Public Works Director	1	\$129,198	\$167,957	\$206,718
116	Economic Development	Economic Development Director	1	\$129,198	\$167,957	\$206,718
116	Parks and Recreation	Parks and Recreation Director	1	\$129,198	\$167,957	\$206,718
117	Public Works	Public Works Director	1	\$139,535	\$181,395	\$223,254
118	Finance and Administration	Finance Director	1	\$150,698	\$195,907	\$241,115
118	Human Resources	Human Resources Director	1	\$150,698	\$195,907	\$241,115
118	Police	Police Chief	1	\$150,698	\$195,907	\$241,115
118	Technology	Technology Director	1	\$150,698	\$195,907	\$241,115
119	City Manager	Assistant City Manager	1	\$162,753	\$211,579	\$260,405
	City Manager	City Manager	1	Set by Council	Set by Council	Set by Council
	General Government	City Council	6 (Elected)	Set by Charter	Set by Charter	Set by Charter
	General Government	Mayor	1 (Elected)	Set by Charter	Set by Charter	Set by Charter



TITLE: Geographic Information Systems (GIS) Manager

DEPARTMENT: Technology FLSA STATUS: Exempt

JOB SUMMARY:

The Geographic Information System (GIS) Manager is responsible for oversight of all aspects of the City's GIS technologies, operations, projects, and spatial application support. Additional responsibilities include: oversight of the architecture, design, administration, data development, maintenance, implementation, project management, training, and support of GIS technologies, products, and services in support of City operations and initiatives; and serving as the primary subject matter expert and point of escalation for GIS. Work is performed under the general supervision of the Technology Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organizes, instructs, and participates in the development, management, maintenance, and utilization of the City's GIS program.
- Oversees management and publication of data, products, and services within the City's ArcGIS Enterprise and ArcGIS Online.
- Provides supervision to the GIS Analyst position; acts as the escalation point for technical support requests and incidents.
- Designs, develops, coordinates, implements, and maintains a centralized GIS system that accommodates and optimizes use by all departments, City staff, and citizens; creates and integrates new database sources into the centralized GIS system.
- Attends regular status meetings with departments and management, as needed.
- Maintains a GIS ticket queue to document and provide prioritized support for issues and requests.
- Improves work processes by creating and improving spatial data collections and GIS technology.
- Coordinates the collection and maintenance of spatial layers in support of critical enterprise business applications.
- Coordinates and performs ad hoc map creation for stakeholders and special projects.
- Oversees the maintenance of GIS spatial data level security to ensure proper rights and permissions are in place to maintain productivity. Maintains and regularly audits access to provide integrity and security for all datasets and processes.
- Maintains up-to-date knowledge of industry trends and best practices for GIS
 applications and participates in local, regional, and state groups focused on GIS;
 interacts with other local, state and federal agencies effectively in promoting the use
 of City GIS data, interoperability of data and collaboration of efforts.
- Creates visual representations of geospatial data applying complex procedures such as analytical modeling and/or three-dimensional renderings to effectively communicate data and analysis results.
- Performs database administration and maintains GIS infrastructure, architecture, upgrades, patching and versioning of all GIS systems, web servers, and databases; works with the Systems Administrators to ensure backups and business continuity of all GIS systems.
- Provides support to the City's Emergency Operations Center in terms of mapping; assists in planning for emergency management by providing training for mapping and analysis to aid in situational awareness during the course of events and critical incidents.
- Consults with department directors and designated staff from all City departments regarding departmental GIS projects and requirements.



- Prepares and presents clear and well-organized written and oral reports to City Council,
 City administration and other groups, as required.
- Participates in the development and testing of an appropriate disaster recovery plan.
- Performs occasional quality assurance checks to ensure proper service is provided by assigned staff in the resolution of GIS ticket requests.
- Assists the Technology Director to ensure departmental compliance with all applicable rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Assists the Technology Director in preparing the annual goals, strategic plan, and budget for GIS technologies and activities.
- Assists in preparation of Request For Proposal ("RFP"), as required; assists in evaluation of vendor proposal responses to RFPs.
- Provides GIS support, training, leadership, and information to system users, staff members and elected officials regarding operation of GIS Systems, procedures, problems, and related issues; troubleshoots and resolves problems.
- Communicates with the Technology Director, City Manager, City staff, the public, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems; responds to requests for service or assistance.
- Reviews and analyzes the effectiveness and efficiency of existing GIS systems and develops strategies for improving or further leveraging these systems.
- Briefs management as needed on issues of concern to ensure proper action.
- Attends City Council meetings and official City functions, as needed in an official capacity.
- Participates in annual (at minimum, based on budget allowance) GIS training as it relates to the position.
- Performs other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- May be required to attend meetings outside normal business hours
- May be required to drive to alternate City sites and meeting locations
- Manages confidential information as required
- Attends seminars and workshops related to the GIS Manager's duties and responsibilities

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree in GIS, geography, civil engineering, government/political science, planning, computer science, or a related field from an accredited college or university.
- b) Five (5) years of progressively responsible experience in GIS, preferably in a public sector environment.

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- c) Prefer professional GIS Certification or the experience equivalent (ex. GISP, ESRI Technical Certifications, PMP, etc.).
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of modern office practices, equipment, methods and procedures
- b) Knowledge of data and application development, programming and automation tools and frameworks, and deployment methodologies
- c) Expertise in Esri ArcGIS Enterprise and Online mapping software products
- d) Expertise in practices and standards required for maintaining GIS data for other departmental work order and asset management software, including 911 Dispatch, Community Development, Public Works, and Parks and Recreation
- e) Advanced knowledge of GIS concepts with demonstrated experience in applying concepts and subject matter to real-world solutions
- f) Skill in SQL, Python, Esri Arcade or other programming languages and its usage to create and modify data sources
- g) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
- h) Skill in managing competing priorities on multiple projects and meeting deadlines
- i) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines and telephones
- j) Ability to plan, organize and direct the work of staff and contractors
- k) Ability to pay attention to details in personal work output and that of other assigned staff and contractors
- I) Ability to communicate clearly and effectively, verbally and in writing, including engaging in complex communications
- m) Ability to identify and respond to community and City Council issues, concerns and needs
- n) Ability to deal tactfully, diplomatically and courteously with employees and the general public
- o) Ability to effectively work in an environment and conditions that involve high levels of public contact, irregular work hours, and working closely with others
- p) Ability to manage stressful situations
- q) Ability to make sound decisions, use good judgment, reason and analyze
- r) Ability to maintain strict confidentiality
- s) Highly skilled and expert proficiency level of diagnostic capabilities; ability to use excellent judgement to escalate service or project issues resolution in a timely and effective manner; ability to match resources to technical issues appropriately
- t) Ability to use a personal computer and computer software applications in a Microsoft Windows environment

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time sitting at a keyboard or workstation.
- The employee must occasionally lift, carry, and/or move up to 50 pounds.
- The employee must occasionally bend, kneel, and crawl to reach computer electrical or wiring connections.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office setting.

PUBLIC CONTACT:

Extensive contact with other employees and governmental officials often involving problemsolving circumstances. Occasional contact with public citizens during meetings and events.

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TITLE: City Engineer

DEPARTMENT: Community Development

FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction of the Community Development Director, the City Engineer manages civil plan review for development; manages the land disturbance inspectors; maintains City compliance with state and federal environmental regulations; conducts site inspections; produces/maintains maps and related files; acts as a technical resource; ensures work quality and adherence to established policies and procedures; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads, plans, trains, and reviews the work of staff responsible for performing professional level duties in support of the City's stormwater development and maintenance operations.
- Trains assigned employees in their areas of work including construction methods, procedures, and techniques.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures; provides timely, accurate and thorough performance reviews for supervised employees.
- Participates in performing plan check, review and processing of plans and specifications for projects affecting City stormwater drainage system; interprets the application of design criteria; ensures compliance with professional and City standards and practices; coordinates reviews with other departments and agencies.
- Performs preliminary and final reviews of site plans and subdivision plats for compliance with City standards, procedures, and applicable codes/ordinances; reviews site development plans, survey plats, hydrological studies, detention basin studies, flood studies and FEMA letter of map revisions; reviews various site plans relating to hydraulics, hydrology, traffic, transportation, materials, grading, infrastructure layout, utilities, and other areas.
- Meets with Public Works department staff to coordinate plan review and staff comments.
- Manages the erosion control program for the City including conducting site inspections of projects for compliance with site plans, and issuing stop work orders and levying violation fines, as necessary.
- Assists in the administration of the City's Stormwater Management Program as outlined in the City's MS4 Permit.
- Enforces the floodplain ordinance for the City.
- Evaluates unique or unusual developer requests for compliance with City ordinances and reviews administrative variances to determine if the ordinance intent has been met
- Inspects facilities to be dedicated to the City for perpetual maintenance; coordinates inspections with other departments; communicates inspection results with developers, contractors, utility companies, residents, and other interested parties.
- Assists in interpreting and enforcing the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies, and



- procedures; initiates any actions necessary to correct deficiencies, variations, or violations.
- Provides engineering assistance to other City departments, local contractors, and the general public; provides information regarding City laws, codes, and ordinances which effect City planning/development.
- Maintains records and sets goals for land disturbance inspections and plan review and reports on such to the Land Development Inspector and state agencies as required.
- Develops new standards, forms, or procedures of accountability relating to inspections, plan review, utility permitting, or other activities.
- Works with the Atlanta Regional Commission, Georgia Soil & Water Conservation Commission, Georgia Environmental Protection Division, and other governmental agencies to review and develop stormwater management plans and policies.
- Assists plan review staff in determining recommended performance bond amounts for public improvements and in gathering field data for special projects.
- Effectively communicates and interacts with supervisors, citizens, contractors, developers, and all groups involved in the activities of the department as needed to coordinate work activities; assembles information and makes written reports and documents in a concise, clear, effective, and technically accurate manner.
- Participates in the issuance of various construction permits.
- Coordinates the subdivision process with other City divisions and outside agencies including DeKalb Fire Rescue and DeKalb Watershed.
- Participates in administering and enforcing City codes and standards on engineering projects; addresses and responds to citizen concerns related to engineering problems.
- Prepares a variety of engineering reports, studies, and technical documentation; utilizes specialized engineering applications, databases, programs, and graphics.
- Responds to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding engineering and development projects.
- Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and outside agencies.
- Stays abreast of new trends and innovations in the field of civil engineering.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

May attend conferences, seminars and workshops related to the City Engineer's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

 Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field is required.



- Minimum three years of increasingly responsible professional civil engineering experience is required.
- An equivalent combination of education and experience may be acceptable.
- Minimum possession of a valid Georgia Certificate of Registration as a Professional Engineer (PE).
- Possession of GSWCC (Georgia Soil and Water Conservation Commission) Level IB Certified Inspector and Level II Plan Reviewer certification, or the ability to obtain within 30 days of employment.

Necessary Knowledge, Skills, and Abilities

- Knowledge of operations, services, and activities of a municipal engineering design and construction program as applicable to stormwater drainage systems, flood plains, erosion control, and other engineering activities.
- Knowledge of modern and complex principles and practices of civil engineering.
- Knowledge of scientific and mathematical principles as applied to civil engineering work.
- Knowledge of advanced principles and practices of project management and administration.
- Knowledge of advanced methods and techniques of contract negotiations and administration.
- Knowledge of construction contracts, ordinances, land deeds, and easements, and other legal agreements.
- Knowledge of principles and practices of project budget preparation and control.
- Knowledge of methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
- Knowledge of mechanics and properties of materials.
- Knowledge of advanced methods and techniques of engineering plan review and analysis.
- Knowledge of advanced methods and techniques of conducting site and field investigation.
- Knowledge of principles and practices of erosion and sedimentation control.
- Knowledge of advanced drafting methods, techniques, and equipment including those used in computer-aided drafting.
- Knowledge of Federal Emergency Management Agency (FEMA) and state laws, regulations and requirements related to floodplain management and the Flood Insurance Program (FIP).
- Knowledge of Federal and state NPDES Municipal Separate Storm Sewer Systems (MS4) Permit.
- Knowledge of recent developments, current literature, and sources of information related to innovations and trends in civil engineering design and development.
- Knowledge of principles and practices of business correspondence and technical report preparation.
- Knowledge of principles and practices of geographic information systems programs.
- Knowledge of occupational health and safety standards.
- Knowledge of pertinent federal, state, and local codes, laws, and regulations
 pertaining to floodplain management, wetlands, and public works design and
 municipal engineering, construction, and civil engineering.
- Knowledge of modern office practices, equipment, methods and procedures.



- Knowledge of personal computers and computer software applications.
- Skills associated with planning and organizing information.
- Skill in managing competing priorities on multiple projects.
- Ability to lead, organize, and review the work of staff.
- Ability to interpret, explain, and enforce department policies and procedures.
- Ability to prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
- Ability to perform engineering computations and calculations.
- Ability to read and interpret various types of maps, including Federal Emergency Management Agency (FEMA) flood maps and US Geological Survey (USGS) maps.
- Ability to analyze and evaluate design drawings and specifications.
- Ability to prepare and manage project budgets.
- Ability to negotiate with citizens, property owners, businesses, and other agencies.
- Ability to maintain detailed project management records and documentation.
- Ability to interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
- Ability to interpret, explain, and enforce department policies and procedures.
- Ability to manage the work of outside consultants.
- Ability to administer programs involving federal, state, and local grants.
- Ability to safely and effectively operate engineering tools and equipment.
- Ability to respond to questions and inquiries from variety of sources regarding engineering and development projects.
- Ability to research, review, update, and revise existing ordinances, policies, and design standards.
- Ability to coordinate activities with internal and external agencies and committees.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to prepare clear, concise and accurate documents.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, real estate and site selection professionals, and the public.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to exercise independent judgment.

SPECIAL REQUIREMENTS:

Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is frequently required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office and
 occasionally goes outdoors for a limited time. Some travel is necessary but mostly
 going to various sites within the city and attending evening meetings as needed.



TITLE: Building Official

DEPARTMENT: Community Development

FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction of the Director of Community Development, the Building Official directs, manages, supervises, and coordinates the activities and operations of the inspections division within the Community Development Department including plan review, issuance of building permits, and building construction inspection services, code enforcement and activities through the enforcement of related laws, statutes, codes and ordinances enacted by the state and federal governments as well as the City of Dunwoody; coordinates assigned activities with other departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Community Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes management responsibility for assigned services and activities of the
 inspections division including plan review services, permit issuance services,
 inspection services, code development services, code interpretation services,
 neighborhood preservation services, code enforcement services; directs the
 enforcement of law, statutes, codes and ordinances related to building construction,
 health and safety.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for professional and technical employees to ensure that codes are properly enforced with uniformity, equity, and safety; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the departmental annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Provides technical and professional advice; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; answers procedural questions.
- Proposes and presents fee updates, code updates, and amendments to City codes and ordinances.
- Serves as the liaison for the inspections division with other departments and outside agencies.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; prepares and



- coordinates reports and presentations on current building issues for City Council, community groups, and regulatory agencies as necessary.
- Provides responsible staff assistance to the Director of Community Development; conducts a variety of organizational studies, investigations, and operational studies; assists with a variety of development, capital improvement, code enforcement, and related projects; develops and implements office automation strategies; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of building inspection and code enforcement including legislation, court rulings, and professional practices and techniques; incorporates new development as appropriate.
- Oversees the maintenance of records and files including those related to applications, permits, fees, and correspondence related to building matters; oversees the administration of automated permit tracking and code enforcement case tracking systems.
- Responds to and resolves difficult and sensitive inquiries and complaints including those from citizens, builders, contractors, and engineers.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in building technology, architecture, civil engineering or a related field from an accredited college or university.
- Six years of increasingly responsible experience in building design, inspection, construction, or structural analysis, including two years of administrative and supervisory responsibility.
- An equivalent combination of education and experience may be acceptable.
- International Code Council (ICC) certification as a Building Inspector is required.
- International Code Council (ICC) certification as a Building Official (CBO) is required.

Necessary Knowledge, Skills, and Abilities

- Knowledge of operational characteristics, services, and activities of a comprehensive plan review, permit issuance, and building inspection program.
- Knowledge of principles and practices of program development and administration.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Knowledge of principles of civil engineering, structural design, engineering mathematics, and soil engineering.
- Knowledge of methods, materials, and progressive steps used in the construction of buildings and related structures.
- Knowledge of pertinent building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandate regulations.



- Knowledge of principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.
- Knowledge of fire prevention procedures and practices in new construction.
- Knowledge of occupational hazards and standard safety procedures.
- Knowledge of permit processing procedures.
- Knowledge of building plan review principles and practices.
- Knowledge of personal computers and computer software applications.
- Skill in record keeping and reporting.
- Skill in planning and organizing information.
- Ability to oversee and participate in the management of a comprehensive building inspection, permit issuance, and plans examination program.
- Ability to oversee, direct, and coordinate the work of staff.
- Ability to select, supervise, train, and evaluate staff.
- Ability to develop and administer goals, objectives, and procedures.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to prepare and administer large program budgets.
- Ability to oversee the maintenance of complete and accurate records.
- Ability to prepare clear and concise technical, administrative, and financial reports.
- Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to understand, interpret, explain, and enforce pertinent federal, state, and local policies, laws, and regulations including provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
- Ability to analyze, interpret, and accurately check complex building plans, specifications, and calculations.
- Ability to communicate necessary information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to gain cooperation through discussion and persuasion.
- Ability to exercise sound independent judgment.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.
- Ability to exercise sound and independent judgment.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- Ability to deal tactfully and courteously with employees and the general public.

SPECIAL REQUIREMENTS:

- Must be available to work hours as needed or necessary including, but not limited to, attending meetings outside normal business hours.
- Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and periodic time constraints; must be able to maintain confidentiality.

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 Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls; reach with hands and arms; and grasp and make repetitive hand movements.
- The employee is frequently required to walk, stand, reach, climb, crawl, twist, turn, kneel, bend, stoop, squat, balance, push, pull, and crouch. The employee may be required to walk on uneven terrain, loose soil, and sloped surfaces.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee's time is split between an office setting and field work. Tasks may involve extended periods of time at a keyboard or workstation. The employee frequently works in outdoor environments and is subject to inclement weather conditions. The employee is occasionally exposed to wet, cold or humid conditions; airborne particles; machinery with moving parts; irritating chemicals; and dirt or grease.
- The employee must travel to different sites and locations and attend evening meetings as needed.
- The noise level in the environment may be moderate to loud.



TITLE: Purchasing Manager

DEPARTMENT: Finance & Administration

FLSA STATUS: Exempt

JOB SUMMARY:

Under the direction of the Finance Director, and in coordination with the Risk Manager, the Purchasing Manager is responsible for organizing the purchasing functions of the City; managing daily activities in purchasing to include day-to-day and capital projects purchases; managing contracts including administering, negotiating, reviewing, renewing, filing, and evaluating for availability, price, term, and quality of products; coordinating bid process and ensuring compliance with procurement conflict of interest policies and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates purchasing functions. Procures materials, supplies, capital equipment, and contract services according to established procedures.
- Prepares Invitations to Bid, Requests for Proposals, and other solicitation types in accordance with City policy and procedure and as required by City ordinance and state statutes.
- Coordinates the advertisement of statutorily required public notices of committee meetings and other public purchasing-related meetings.
- Coordinates formal pre-bid meetings, bid openings, site visits, and negotiation meetings.
- Facilitates evaluation committee meetings for all formal solicitations.
- Coordinates selection of vendors, recommendations of award, issuance of purchase orders, addenda, and vendor notifications.
- Negotiates, renegotiates and administers contracts with suppliers, vendors, and other representatives.
- Assists departments in drafting specifications and solicits bids on all purchases over determined limits.
- Makes recommendations regarding the selection of suppliers based on supplier performance, credit worthiness, overall responsiveness, and cost.
- Creates and maintains the City's vendor database, including verification of State registrations, business licenses, and addresses. Determines the need to add vendors.
- Promotes good relations between departments and vendors. Ensures vendor performance in areas of customer service and support.
- Approves select vendor invoices and reconciles purchase orders. Prepares purchase orders and encumbrance reports and coordinates open balances with departments and City auditors.
- Maintains records of purchases and contracts so that analysis can be made to
 optimize opportunities for improved sources, distribution of business, process, and
 terms relative to the changing economic conditions.
- Properly disposes of surplus inventories, scrap material, and surplus or obsolete equipment via City auction/solicitation.
- Enforces City purchasing policies and procedures and ensures expenditures are within budgeted parameters.
- Follows and monitors purchasing laws and regulations.
- Develops and recommends new systems and procedures relating to Purchasing activities.



- Monitors inventory levels of basic office supplies housed for general use by all employees; forecasts future needs to avoid low inventory or overstocking; makes appropriate purchases.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

 May attend conferences, seminars and workshops related to the Purchasing Manager's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in Business Administration, Accounting, Finance, Economics, or related field from an accredited college or university is required.
- Minimum of four (4) years professional full-time increasingly responsible experience in a purchasing-related field preferred. Experience with a public sector employer is highly desirable.
- An equivalent combination of education and experience may be acceptable.
- Professional certifications such as Certified Public Procurement Officer (CPPO),
 Certified Public Procurement Buyer (CPPB), Certified Purchasing Manager (C.P.M.), or related certification are highly desirable.

Necessary Knowledge, Skills, and Abilities

- Knowledge of operational characteristics, services and activities of a public purchasing and contracts program.
- Knowledge of principles and practices of negotiating contracted services.
- Knowledge of principles and practices of program development and administration.
- Knowledge of methods and techniques of negotiating and evaluating purchased services.
- Knowledge of market trends and conditions.
- Knowledge of federal, state, and local rules and regulations governing a municipal purchasing program.
- Knowledge of best business practices, markets, federal and state purchasing laws,
 City ordinances, purchasing policies and procedures and public purchasing ethics.
- Knowledge of cost benefit analysis.
- Knowledge of materials, supplies and equipment typically used in municipalities and the source for such products.
- Knowledge of governmental purchasing and contract administration.
- Knowledge of financial and purchasing technology systems.
- Knowledge of modern office practices, equipment, methods and procedures.
- Knowledge of personal computers and computer software applications.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to oversee and participate in the management of a comprehensive public purchasing and contracts program.

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- Ability to manage multiple projects and deadlines.
- Ability to evaluate the quality and price of products to judge suitability of goods and alternatives offered.
- Ability to analyze, evaluate and modify purchasing methods and procedures.
- Ability to maintain accurate records and controls.
- Ability to prepare clear, concise, and accurate documents and financial reports.
- Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Risk Manager

DEPARTMENT: Finance & Administration

FLSA STATUS: Exempt

JOB SUMMARY:

Under the direction of the Finance Director, and in coordination with the Purchasing Manager, the Risk Manager plans, develops, coordinates and manages the City's risk management and loss control programs, including general liability and loss prevention, property cost recovery, maintenance of insurance programs, and the City's safety program; coordinates communications, contracts, insurance policies, budgets, claims, reports and information to meet the needs of the City and minimize exposure to loss; provides consulting services to departments in the areas of risk management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates with insurance providers for administration of general liability, property insurance, risk management, and renewal of all insurance policies.
- Plans, conducts and/or provides training for City staff in a variety of safety, health and other risk management related areas. Implements effective risk management or health/safety programs.
- Assists in the development and administration of tracking systems to ensure proper evaluation, control, and documentation of liability and insurance claims.
- Reviews, investigates, and follows up on claims and incident reports to assess liability, minimize exposure to accidents and injuries, and ensure a safe workplace.
- Analyzes data and trends to identify potential risks and assess their likelihood and severity. Designs and implements risk mitigation strategies.
- Reviews contracts, policy renewals, insurance certificates, and lease or rental agreements to ensure acceptable risk, insurance and hold harmless and indemnification stipulations per policies.
- Analyzes legislation and regulations to determine effect on programs and services; stays up to date on knowledge of current legislation and/or court decisions affecting Risk Management.
- Monitors for compliance with City policies, contracts, rules and ordinances, as well as applicable Federal and State statutes.
- Assesses City-wide and departmental safety needs.
- Establishes City-wide safety and associated training goals and procedures.
- Communicates risk management policies and procedures to all City employees.
- Conducts comprehensive risk assessments across all departments and areas of the organization.
- Inspects City facilities, equipment, and operations for compliance with safety standards and laws.
- Assists and trains supervisors in accident prevention and investigation.
- Provides regular updates to City management regarding key risks, mitigation actions, and risk trends.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of Risk Management; incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.



ASSOCIATED DUTIES:

May attend conferences, seminars and workshops related to the Risk Manager's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, Risk Management, Insurance or related field from an accredited college or university is required.
- Minimum of four (4) years professional full-time increasingly responsible experience in management of risk management programs that includes general liability, property claims, and insurance management preferred. Experience with a public sector employer is highly desirable.
- An equivalent combination of education and experience may be acceptable.
- Professional certifications such as Associate in Risk Management (ARM), Certified Risk Manager (CRM), Financial Risk Manager (FRM), and/or Professional Risk Manager (PRM) are highly desirable.

Necessary Knowledge, Skills, and Abilities

- Knowledge of risk management, insurance, occupational health and safety, claims, risk control, loss prevention, wellness and legal programs and procedures.
- Knowledge of general liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Knowledge of techniques of public liability, medical malpractice, and property damage claims negotiations, and audit procedures.
- Knowledge of advanced methods of report preparation and presentation.
- Knowledge of modern office practices, equipment, methods and procedures.
- Knowledge of personal computers and computer software applications.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Ability to identify unsafe conditions and causes of workplace accidents, injuries, vehicle accidents and losses.
- Ability to interpret federal and state regulations on safety and insurance.
- Ability to be an active problem solver in order to reduce accidents, injuries, and claims.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to analyze problems, identify and evaluate solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to administer contract services.
- Ability to prepare clear, concise and accurate documents and financial reports.
- Ability to understand and carry out complex verbal and written instructions
- Ability to communicate clearly and effectively, verbally and in writing.

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- Ability to establish and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Planner

DEPARTMENT: Community Development

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under the general direction of the Deputy Director of Community Development, the Planner independently coordinates the administrative and technical elements of various boards, including, but not limited to the Planning Commission, the Zoning Board of Appeals, and the Sustainability Committee, and the performance of legal and administrative duties related to the Public Hearing Process; prepares agendas and meeting rooms and performs related duties as may be needed for the department. The Planner also reviews various permit and licensing applications for compliance with the City's codes and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews permit applications for compliance with the City's Zoning Ordinance, Land Development Regulations, Sign Ordinance, and other applicable ordinances and policies.
- Reviews business license applications for compliance with the City's Zoning Ordinance.
- Manages various zoning cases, including zoning map amendments, variances, and special administrative permits, ensures compliance with public notification requirements, drafts technical reports and analysis, and presents cases to City boards and commissions.
- Provides technical and professional support to various boards and prepares public hearing notices according to established legal and procedural requirements ensuring timely notification to appropriate parties; responds to board's issues and questions.
- Ensures that public hearing applications are complete and meet legal requirements and deadlines, enters cases into database system, prepares docket items for public hearings, prepares legal advertising and correspondence for public hearings, and coordinates post hearing activities.
- Prepares meeting rooms for public hearings by distributing supplies and setting up audio and video equipment; attends hearings; assists Chair in conducting meetings; calls roll; reads minutes and other items into recorded agenda; advises boards of procedural requirements; acts as recording secretary by recording actions; and prepares action letters, minute orders, and/or minutes, and publishes and distributes ordinances.
- Prepares agendas for various boards, including condensing and summarizing
 information from memos and letters submitted by City staff and the public; acts as a
 source of information and liaison between City departments, officials, boards, and
 the public; ensures agenda items adhere to established policies, procedures, and
 legal mandates; researches government codes to determine correct procedures; and
 prepares or oversees the preparation of agenda packets and materials.
- Presents technical data in verbal, written, graphic and map form to the City Council, the Planning Commission, the Zoning Board of Appeals and the Sustainability Committee; reviews conditions of zoning, ordinances, design guidelines and previous Board actions in order to advise the Board.
- Compiles, prepares and enters data into records management program for various application types, including Public Hearing applications; verifies data entries for accuracy and completeness, including staff workflow and uploads supporting documents.



- Reformats, updates and maintains the Unified Development Code.
- Prepares and maintains the annual calendar for public hearing meetings.
- Answers questions and provides information to City staff and the public regarding City public hearing procedures and policies.
- Processes and coordinates Open Records Requests (ORRs) related to public hearing items with the public, applicants, internal staff, and City Clerk's Office.
- Composes, types and proofreads a wide variety of complex and confidential documents, reports, letters and memoranda; types from recording or verbal instruction; takes and transcribes dictation using dictation equipment as required.
- Utilizes various computer applications and software programs; creates, formats and revises department forms and applications.
- Performs a variety of research activities; prepares and updates various information and/or staff reports, statistical reports and data; develops historical records on research efforts.
- Maintains a complex filing system for official documents and City records; maintains records of appointments to City Commissions, Boards and Committees; indexes all meeting notes from files to computer system; photocopies documents; may certify documents as official City records; ensures accurate filing procedures.
- Updates roster of boards, commissions, and standing committees' database; notifies the Community Development Director when vacancies on such boards and commissions occur; ensures established procedures and legal mandates are met in filling vacancies; prepares and posts related vacancy notices.
- Acts as backup for reception desk and telephone rollovers.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

May attend conferences, seminars and workshops related to the Planner's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in urban or regional planning or a related field from an accredited college or university is required.
- Two years of increasingly responsible urban or regional planning experience preferred.
- An equivalent combination of education and experience may be acceptable.
- Possession of certification as a Professional Planner from the American Institute of Certified Planners is preferred.

Necessary Knowledge, Skills, and Abilities

 Knowledge of local government organization and the functions and practices of a municipal planning unit and relationships among various local and governmental entities.

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- Knowledge of modern principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, natural resource management, and municipal service delivery, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.
- Knowledge of zoning terminology, methodology and the principles of code enforcement.
- Knowledge of basic engineering and building code terms.
- Ability to read blueprints, site plans, topography maps, and related documents.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, applicable environmental laws and regulations, and the Georgia Open Records Act.
- Knowledge of policies, procedures, processes, terminology, and laws associated with public meetings.
- Knowledge of practices and techniques of meeting minute taking and preparation.
- Knowledge of personal computers and computer software applications.
- Knowledge of modern office practices, equipment, methods and procedures.
- Skill in interpreting GIS systems.
- Skill in statistical methods and research techniques applicable to the preparation of municipal planning studies.
- Skill in planning and organizing information.
- Skill in managing competing priorities on multiple projects.
- Skill in principles and practices of business correspondence and effective technical report preparation and presentation.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to prepare clear, concise, and accurate documents.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to exercise sound independent judgment.
- Ability to make adjustments to operating procedures as necessary to improve organizational effectiveness.
- Ability to interpret and explain City land use, zoning, subdivision and general planning laws and regulations.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to effectively represent the City to outside individuals and agencies.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to attend meetings at irregular hours, including evenings and weekends.
- Ability to work effectively and productively under time constraints to meet deadlines.
- Ability to work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, real estate and site selection professionals, and the public.
- Ability to deal tactfully and courteously with employees and the general public.



SPECIAL REQUIREMENTS:

Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office environment and operates office equipment and occasionally goes outdoors for limited time. Some travel is necessary but mostly going to various sites within the city for meetings.



TITLE: Senior Planner

DEPARTMENT: Community Development

FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction of the Deputy Director of Community Development, the Senior Planner works within the Community Development Department, including current and advanced planning and zoning services and activities; assists with coordinating assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support and technical/professional advice and assistance to the Deputy Director of Community Development. The Senior Planner also reviews various permit and licensing applications for compliance with the City's codes and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews permit applications for compliance with the City's Zoning Ordinance, Land Development Regulations, Sign Ordinance, and other applicable ordinances and policies.
- Reviews business license applications for compliance with the City's Zoning Ordinance.
- Manages various zoning cases, including zoning map amendments, variances, and special administrative permits, ensures compliance with public notification requirements, drafts technical report and analysis, and presents cases to City boards and commissions.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Responds to zoning questions and completes zoning certification forms.
- Participates in the processing of major projects including annexations, general plan amendments, rezoning, major subdivisions, and development projects.
- Oversees the processing, review, and scheduling of development applications submitted to the City; ensures result is a thorough, comprehensive project analysis that is consistent with all City codes and ordinances; ensures implementation of the City's Comprehensive Plan and City Council decisions.
- Develops, maintains, updates, implements, and interprets the City's Comprehensive Plan, Zoning Ordinance, area plans, environmental impact reports, capital improvement plans, and related City codes, ordinances, and policies affecting and/or related to planning and land use issues.
- Signs off on final maps, grading and improvement plans, development projects, and related items.
- Serves as a liaison for Planning and Zoning with other departments and outside agencies; meets with developers, engineers, architects, and other project proponents to explain City policies, design issues, and City standards relating to new project development; negotiates and resolves sensitive and controversial issues.
- Serves as staff on a variety of boards, commissions, and committees to provide technical and professional advice; ensures timely action on City Council, Planning Commission, and Zoning Board of Appeals directives and initiatives.
- Provides responsible staff assistance to the Director and/or Deputy Director of Community Development; conducts a variety of organizational studies,



- investigations, and operational studies; recommends modifications to planning programs, policies, and procedures as appropriate.
- Advises the Director and/or Deputy Director of Community Development on aspects
 of City planning and the implementation of the Zoning Ordinance and other
 development regulations.
- Assists with the rewrite of the Zoning Ordinance, the Sign Ordinance, and Land Development Regulations.
- Inspects properties for violations, sends out violation letters, works with citizens on methods of resolution, and coordinates with Code Enforcement Officers to issue citations as necessary to ensure compliance.
- Develops and maintains records, statistics, and reports on planning related activities.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of planning; incorporates new development as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

Attends seminars and workshops related to the Senior Planner's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in urban or regional planning or a related field from an accredited college or university is required.
- Five years of increasingly responsible urban or regional planning experience is required.
- An equivalent combination of education and experience may be acceptable.
- Possession of certification as a Professional Planner from the American Institute of Certified Planners is preferred.

Necessary Knowledge, Skills, and Abilities

- Knowledge of local government organization and the functions and practices of a municipal planning unit and relationships among various local and governmental entities.
- Knowledge of modern principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, natural resource management, and municipal service delivery, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.
- Knowledge of zoning terminology, methodology and the principles of code enforcement.
- Knowledge of basic engineering and building code terms.



- Knowledge of pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, applicable environmental laws and regulations, and the Georgia Open Records Act.
- Knowledge of policies, procedures, processes, terminology, and laws associated with public meetings.
- Knowledge of practices and techniques of meeting minute taking and preparation.
- Knowledge of personal computers and computer software applications.
- Skill in interpreting GIS systems.
- Skill in statistical methods and research techniques applicable to the preparation of municipal planning studies.
- Skill in planning and organizing information.
- Skill in managing competing priorities on multiple projects.
- Skill in principles and practices of business correspondence and effective technical report preparation and presentation.
- Ability to apply project management skills.
- Ability to read blueprints, site plans, topography maps, and related documents.
- Ability to oversee and participate in the management of a comprehensive planning program including current and advanced planning activities and projects.
- Ability to participate in the development and administration of departmental goals, objectives, and procedures.
- Ability to analyze complex planning and zoning issues, evaluate alternatives, and reach sound conclusions.
- Ability to communicate clearly and effectively, verbally and in writing and ability to issue such instructions to junior staff.
- Ability to prepare clear, concise, and accurate documents, including administrative and financial reports.
- Ability to understand and carry our complex verbal and written instructions.
- Ability to exercise sound independent judgment.
- Ability to adjust operating procedures as necessary to improve organizational effectiveness.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to interpret and explain City land use, zoning, subdivision and general planning laws and regulations and make department-wide subject-matter determinations and interpretations.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to oversee and administer an efficient records management system.
- Ability to attend meetings at irregular hours, including evenings and weekends.
- Ability to work effectively and productively under time constraints to meet deadlines.
- Ability to work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.



 Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.

SPECIAL REQUIREMENTS:

Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office environment and operates office equipment and occasionally goes outdoors for limited time. Some travel is necessary but mostly going to various sites within the City.



TITLE: Capital Projects Manager DEPARTMENT: Public Works FLSA STATUS: Exempt

JOB SUMMARY:

Under the general direction of the Public Works Director, the Capital Projects Manager plans, organizes, coordinates, and directs capital projects within the Public Works Department of the City of Dunwoody and provides engineering support, primarily in the area of transportation. Duties include but are not limited to: managing design consultants and project activities; ensuring the timely and efficient completion of projects; and preparing and maintaining the short-term work program for the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes full management responsibility for capital projects including scope definition, consultant selection, contract negotiation, concept development, plan review, right of way acquisition, and utility coordination.
- Plans and coordinates the capital work plan with consultants and contractors, and reviews engineering plans provided by consultants.
- Defines and maintains project schedules based on funding sources and project prioritization.
- Prepares Requests for Proposals, Invitations to Bid, memos to City Council, and grant applications.
- Provides technical support for departmental initiatives including but not limited to shaping City policies, transportation planning, and small project layout.
- Provides technical support for Community Development redevelopment plans and Parks Department projects.
- Delivers presentations to City Council, stakeholders, and the public.
- Coordinates with other agencies including the Georgia Department of Transportation, Atlanta Regional Commission, DeKalb County, MARTA, and neighboring cities.
- Obtain permits in GDOT right of way.
- Oversees engineering activities, including street design, utility installations, civic structures, land surveying, traffic engineering and other municipal engineering functions; ensures conformance with appropriate federal, state, and local laws, codes and regulations; resolves disagreements on public infrastructure.
- Assists in the development of City transportation projects.
- Reviews plans through "red-lining," makes plan review comments on development plans, and assists with final decisions on coordination of development permits.
- Facilitates engineering proposals on City projects and provides bid recommendations to the City Council.
- Negotiates and administers contracts and agreements with outside contractors and developers; resolves problems and complaints as necessary.
- Oversees activities related to the acquisition and disposition of public property for the purposes of right-of-way or CIP projects.
- Establishes Public Works conditions of approval on development.
- Is on call for emergencies; ensures street cleanup efforts after accidents/storms, or other emergencies; provides other assistance as necessary.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Oversees and participates in preparing the Capital Improvement budget; monitors capital improvement projects to ensure projects are completed within budget.



- Operates City vehicles in the performance of duties and/or to attend training programs.
- Attends regular scheduled meetings of the City Council when required and other necessary meetings.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of engineering; incorporates new developments as appropriate.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in engineering, construction management, or a related field from an accredited college or university.
- Must have a minimum of five (5) years professional experience in the public works field.
- An equivalent combination of education and experience may be acceptable.
- Professional Engineer (P.E.) certification required.

Necessary Knowledge, Skills, and Abilities

- Knowledge of operations, services, and activities of a comprehensive public works program.
- Knowledge of advanced principles and practices of engineering, construction, inspection, contract management, and municipal project financing.
- Knowledge of advanced principles and practices of program development and administration.
- Knowledge of principles and practices of capital improvement projects.
- Knowledge of principles and practices of private development projects.
- Knowledge of project cost estimating and expenditure control principles and practices.
- Knowledge of personal computers and computer software applications.
- Skill in managing competing priorities on multiple projects.
- Skill in principles and practices of business correspondence and effective technical report preparation and presentation.
- Ability to apply project management skills.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to supervise and direct the work of assigned staff members.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.



- Ability to interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Ability to work independently and exercise sound judgement.
- Ability to participate in the development and administration of departmental goals, objectives, and procedures.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to work effectively and productively under time constraints to meet deadlines.
- Ability to function effectively in a work environment in which the employee is exposed to a large amount of emotional stress to manage controversial issues and problems.

SPECIAL REQUIREMENTS:

Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit and drive for extended periods of time.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to stand; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may work in indoor or outdoor environments and is subject to inclement weather conditions.



TITLE: Administrative Assistant I DEPARTMENT: City Manager FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under the general direction of the City Manager, the Administrative Assistant I provides general office support with a variety of receptionist and administrative activities from the front desk of the City of Dunwoody, along with acting as backup for the Executive Assistant to the City Manager on some duties in his/her absence. Duties include but are not limited to answering incoming calls, providing customer service, and providing administrative support to the City staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as the receptionist for the front desk of City Hall; answers incoming phone calls and directs them to appropriate staff members; answers questions and provides information.
- Ascertains the needs of visitors and callers and directs the person to the proper department or staff within the municipality to meet his/her needs. Maintains visitor logs.
- Collects and signs for all incoming and outgoing mail or express packages; receives, sorts, and delivers mail to City staff daily; and maintains a log of packages, monetary receipts, carriers, senders, and recipients.
- Maintains the City Hall reception area by keeping it clean, organized, and presentable.
- Ensures that business cards for all City staff are well stocked in the reception area.
- Identifies and performs other administrative assistance and reception responsibilities, which are not specifically set forth above.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; escalates as necessary.
- May perform some functions of the Executive Assistant to the City Manager, as requested by the City Manager.
- Provides administrative and clerical support to the City Manager's departmental staff to provide relief from the management of administrative and clerical details.
- Assists the Executive Assistant to the City Manager with event planning of various internal events, such as the holiday luncheon and teambuilding activities, and assists with wellness events as needed.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- High school diploma or GED is required.
- Three (3) years of progressively responsible experience in a professional setting; customer service experience preferred.
- An equivalent combination of education and experience may be acceptable.



Necessary Knowledge, Skills, and Abilities

- Knowledge of standard policies, procedures, programs and services in an office setting.
- Knowledge of personal computers and computer software applications.
- Knowledge of business English and math.
- Knowledge of modern office practices, equipment, methods and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders.
- Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, and telephones.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing with great attention to detail.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to work on multiple projects simultaneously.
- Ability to work independently and exercise sound judgement.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to prepare clear, concise and accurate documents.
- Ability to manage stressful situations.
- Ability to work effectively and productively under time constraints to meet deadlines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Administrative Assistant II DEPARTMENT: Public Works

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under the general direction of the Public Works Director, the Administrative Assistant II provides general office support with a variety of receptionist and administrative activities within the Public Works Department of the City of Dunwoody. Duties include but are not limited to: answering incoming calls, providing customer service, providing administrative support to the Public Works staff, facilitating departmental purchases and payment, and managing the department's files and records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as the receptionist for the Public Works department; answers incoming phone calls and directs them to appropriate staff members; answers questions and provides information.
- Provides word processing assistance for staff members and prepares internal and external correspondence.
- Prepares graphics and presentations.
- Manages service requests and assigns them to the appropriate staff member.
- Maintains the maintenance work order database.
- Facilitates departmental purchases and processes invoices and purchase orders.
- Assists with preparation of the departmental annual budget.
- Is on call for emergencies; ensures street cleanup efforts after accidents, storms, or other emergencies; provides other assistance as necessary.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; escalates as necessary.
- Plans and coordinates meetings and special events.
- Manages the documents and records for the department.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- High school diploma or GED is required.
- Three (3) years of progressively responsible experience in a professional setting; customer service experience preferred.
- An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- Knowledge of standard policies, procedures, programs and services in an office setting.
- Knowledge of personal computers and computer software applications.
- Knowledge of business English and math.
- Knowledge of modern office practices, equipment, methods and procedures.
- Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, and telephones.
- Ability to understand and carry out complex verbal and written instructions.



- Ability to communicate clearly and effectively, verbally and in writing with a great attention to detail.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to work on multiple projects simultaneously.
- Ability to work independently and exercise sound judgement.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to prepare clear, concise and accurate documents.
- Ability to work under pressure during emergency/disaster response periods.
- Ability to work effectively and productively under time constraints to meet deadlines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Executive Assistant to the City Manager

DEPARTMENT: City Manager FLSA STATUS: Non-Exempt

JOB SUMMARY:

Serves as Executive Assistant to the Mayor, City Council, and City Manager. Duties include high level administrative work supporting the same offices, responding to the public, scheduling meetings and preparing spaces, assisting with public meetings of the Mayor and Council, and creating reports and other documents. Duties are performed under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives guests for meetings with the Mayor and/or City Manager, after initial reception by the City Hall front desk. Handles incoming calls for the Mayor and City Manager. May respond to constituent emails concerning City issues sent to the Mayor or City Manager.
- Schedules meetings for the Mayor, City Council, or City Manager including finding available times for all attendees and finding meeting space. Prepares the meeting space as needed.
- Coordinates general cleanliness of common office areas. Tracks inventory in supply closets and cabinets. Works with Purchasing to ensure that common office supplies are fully stocked and office equipment is maintained.
- Provides dedicated clerical and administrative support for the office of the Mayor and City Manager, as well as clerical and administrative support for other elected officials.
- Maintains and posts calendars and agendas for the City Manager, Mayor and City Council, as well as other City boards, commissions and teams.
- Coordinates the use by City departments and outside parties of City Hall facilities, such as a state or county agency using the Council Chambers at night. May require being on site during the event.
- Coordinates events pertaining to Council Meetings or Committees of the Council, such as pre-meeting receptions or dinners. May require staying on site during the event.
- Maintains, updates, and develops schedules; coordinates appointments, and performs general administrative duties.
- Coordinates travel arrangements as required under the City's travel policy for the City Manager, Mayor, City Council, and other staff as necessary.
- Provides dedicated administrative support and services to the City Manager's departmental staff to provide relief from the management of administrative details.
- Screens visitors and callers to minimize unproductive and/or unnecessary interruptions. Resolves general questions from the public and provides information regarding services provided by the City.
- Composes correspondence and responds to general inquiries on behalf of the City Manager.
- Types, proofreads, edits and formats meeting transcriptions and other formal correspondence.



- Attends City Council meetings, hearings and other meetings, as directed by the City Manager or designee.
- Responds to all inquiries as directed by the City Manager or designee.
- Manages event planning of various internal events, such as the holiday luncheon and teambuilding activities, and assists with wellness events as needed.
- Performs basic financial tasks for the cost center of the City Manager.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- Will backfill the Administrative Assistant I position during breaks and lunch hours.
- Will coordinate leave schedules with the Administrative Assistant I position so that when the Administrative Assistant I is absent, the Executive Assistant to the City Manager will station the front desk, as needed. It is understood that at some times both positions will be absent on the same day and, in that case, temporary help or other help will be brought in.
- Attends seminars and workshops related to administrative duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Associate's degree in business, public administration, or related field from an accredited college or university
- Five years of progressively responsible experience in a professional setting
- An equivalent combination of education and experience may be acceptable

Necessary Knowledge, Skills, and Abilities

- Knowledge of standard policies, procedures, programs and services in an office setting
- Knowledge of personal computers and computer software applications
- Knowledge of business English and math
- Knowledge of modern office practices, equipment, methods and procedures
- Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
- Skill in managing competing priorities on multiple projects
- Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, and telephones
- Ability to understand and carry out complex verbal and written instructions
- Ability to communicate clearly and effectively, verbally and in writing with great attention to detail
- Ability to deal tactfully and courteously with employees and the general public
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs
- Ability to work on multiple projects simultaneously

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- Ability to work independently and exercise sound judgment
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public
- Ability to research and analyze detailed information, records and statistical data
- Ability to prepare clear, concise and accurate documents
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information
- Ability to manage stressful situations
- Ability to work effectively and productively under time constraints to meet deadlines

SPECIAL REQUIREMENTS:

- Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.
- Certification as a notary public must be obtained within sixty days of employment with the City.
- Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.

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TITLE: Business License Specialist DEPARTMENT: Finance & Administration

FLSA STATUS: Non-Exempt

JOB SUMMARY:

This position is responsible for overseeing and managing the record keeping for all alcohol and business licenses. Responsibilities include receiving and processing applications for city alcohol and business licenses; responding to the public, providing information, and answering questions verbally and in writing; managing the City's alcohol and business license records; collecting delinquent accounts, fees, assessments, and various tax revenues owed to the City; and, reporting financials to the City Finance Department. Duties are performed under the general supervision of the Revenue Accountant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the City's alcohol and business license records, ensuring that all necessary forms are completed accurately, and all supporting documentation is properly submitted.
- Receives and processes applications for city alcohol and business licenses; determines if applicant is in compliance with all City, County and State statutes and ordinances before issuing license.
- Communicates frequently with members of the public; responds to inquiries and provides information verbally and in writing.
- Establishes and maintains business license files as well as a monthly listing for new businesses for posting to the City's website.
- Contacts unlicensed businesses and businesses with expired licenses by telephone and through written correspondence for proper compliance with licensing ordinance; prepares and issues notices for delinquent, unlicensed businesses and renewal licenses for businesses; and, follows through with necessary collection procedures.
- Collects delinquent accounts, fees, assessments, and various tax revenues owed to the City; produces receipts when applicant(s) pay fees; and, reconciles receipts daily and prepares receipts/monies for the Revenue Accountant.
- Stays informed of current City, County, State and Federal business license regulations to provide recommendations for needed changes in business licensing ordinances, policies and procedures.
- Prepares financial reports for the City's Finance Department.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) High school diploma or GED is required.
- b) Two years' experience processing business applications and alcohol permits, preferably with a municipality.
- c) Prior bookkeeping and accounting experience is preferred.
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of current City codes and ordinances.
- b) Knowledge of bookkeeping and accounting basics.
- c) Knowledge of personal computers and computer software applications.



- d) Ability to understand and carry out complex verbal and written procedures and instructions.
- e) Ability to maintain accurate financial records and to prepare reports utilizing these records.
- f) Ability to deal tactfully and courteously with employees and the general public.
- g) Ability to communicate clearly and effectively, verbally and in writing.
- h) Ability to interpret and apply ordinances, codes and other regulations, and explain them to the public.
- i) Ability to develop and maintain cooperative working relationships with public, staff and other agencies.
- j) Ability to respond professionally and effectively to adverse situations with public contacts and/or City department representatives.
- k) Ability to plan and organize work efficiently.
- I) Ability to exercise good judgement in evaluating situations and in making decisions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits at a desk or cubicle.

MULTI-YEAR CONTRACT SERVICE PROVIDER CONTRACT RFP 25-02 MUNICIPAL SERVICE PROVIDER

This CONTRACT made and entered into this	by and between the City of Dunwoody
Georgia (Party of the First Part, hereinafter called the	"City"), and,
(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, 2026. The initial term of this Contract shall be through December 31, 2030. This Contract shall minate absolutely and without further obligation on the part of the City on December 31 seach 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 termalong 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, 2030.

2. ATTACHMENTS:
Copies of the Service Provider's proposal, clarifications and modifications, including all drawings, specifications, price lists, Instructions to Biocors, 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 (Exhib(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 to hish 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.

PRICE: 4.

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 6.14 of the RFP.

6. **TERMINATION FOR CAUSE:**

The City may terminate this agreement for cause as outlined in General Conditions Section 6.18 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 6.18 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 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 formed. Partially completed performance of the Agreement will be compensated based upoca 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 Provicer will not discriminate against any employee or applicant for employment because of race, ored, 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 so, 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.

ASSIGNMENT: 10.

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 cordance with General Conditions Section 6.20 of the RFP.

WAIVER: 11.

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.

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

DRAFT LOWE CONTRACT FOR PARKS AND PUBLIC WORKS

CITY OF DUNWOODY, GEORGIA

	By:
	Lynn Deutsch, Mayor
	City of Dunwoody, Georgia
	ATTEST:
	Signature
	Print Name City Clerk/ City of Deawoody
	City Clerk/ City of Deawoody APPROVERCAS TO FORM:
	Signature Sity of Dunwoody Staff Attorney
SERVICE PROVIDER:	APPROVED AS TO FORM: Signature Sity of Dunwoody Staff Attorney
BY:	
Signature	
Print Name	
Title	
ATTEST: ORAF	
Signature	
Print Name	

Solicitation No. RFP 25-02

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 C.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 provides 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:
E-Verify * User Identification Number:
BY: Authorized Officer or Agent Date:(Contractor Signature)
Title of Authorized Officer or Agent of Contractor:
Printed Name of Authorized Office or Agent:
SUBSCRIBED AND SWORN DEFORE ME ON THIS THE
DAY OF
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)



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DRAFT LOWE CONTRACT FOR PARKS AND PUBLIC WORKS

SOLICITATION NO. RFP 2025-02

CITY OF DUNWOODY | REQUEST FOR **PROPOSAL MUNICIPAL GOVERNMENT SERVICES**

MAY 19, 2025

ACCOLADES

APPENDIX





May 19, 2025

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

RE: RFP No. 2025-02 Municipal Government Services

Dear Mr. Gates and Selection Committee Members,

Lowe Engineers (Lowe) is extremely pleased to submit our technical response to the City of Dunwoody's (City) Request for Proposals (RFP) 25-02, Municipal Government Services. We are submitting a combined response for the Parks and Recreation and the Public Works service areas. Having performed as one of the City's service providers since 2008, Lowe values the relationship with the City highly and is confident that our knowledge and performance will continue to bring unparalleled value to the City.

We believe we have **Unmatched Institutional Knowledge**, **Proven Solutions**, and a **Stable Partnership** with the City. We are incredibly grateful to have served as the City's Parks and Recreation and Public Works Departments since they were formed. We look forward to the opportunity to **Continue to Bylid on our Success** that we have had together with the City.

Please note that as we are submitting for two service areas in one response document, we have placed a note in the lower right footer of each page indicating whether that page applies to the Parks and Recreation area or the Public Works area or both. We believe this will facilitate your review.

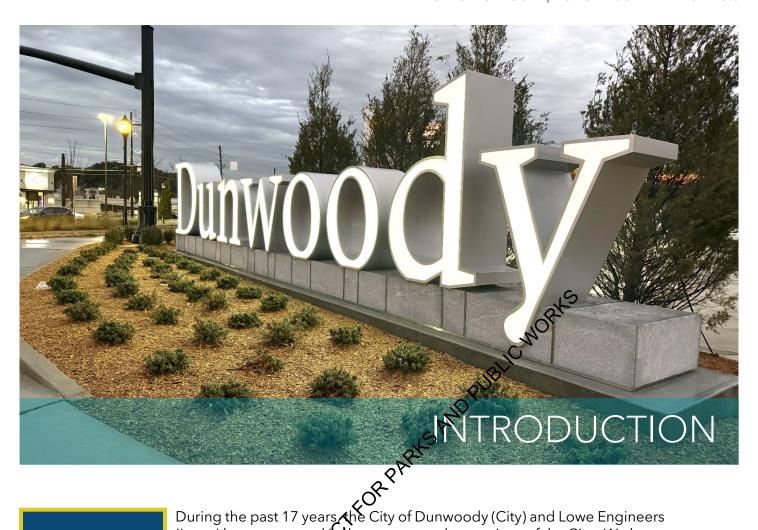
Thank you again for the opportunity to submit and we appreciate your detailed review of our response. I am the correct person for Lowe and my title, telephone number, and email address can be found below. I acknowledge that our proposal may not be withdrawn for a period of one hundred and eighty (180) days after the time and date of the proposal opening. Please contact me if you have any questions.

Sincerely,

Jon Drysdale, PE Managing Partner Lowe Engineers, LLC

C: 404.312.1843

Jon.Drysdale@loweengineers.com



During the past 17 years the City of Dunwoody (City) and Lowe Engineers (Lowe) have partnered the start-up and operations of the City. We have initiated, established and performed the myriad services required in Public Works and Parks and Recreation. We are uniquely qualified to continue to provide these services and move the City forward with new ideas based on the lessons learned under our past and current contracts.

CONTINUING TO BUILD ON OUR SUCCESS

Lowe 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 allow us to provide municipal services for Public Works and Parks and Recreation. We are immersed in the culture of the City and apply that to our daily work. We are super-responsive no matter how small the task or service is, we are sensitive to the citizens and their needs, and we are collaborative partners with other City staff. This public-private partnership provides a unique perspective for all stakeholders and results in innovative and cost-effective solutions to the needs of the City.

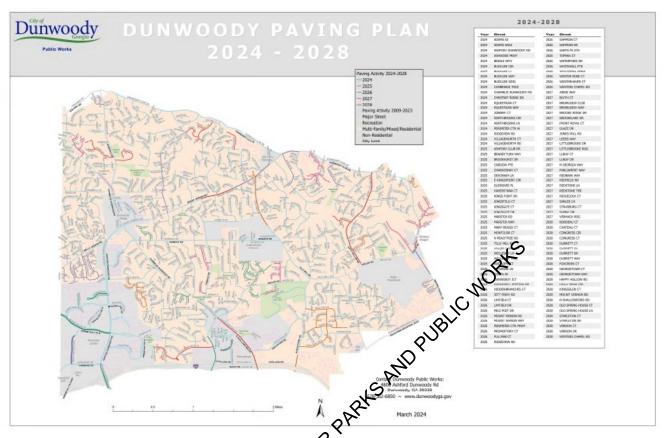
EXAMPLES OF SUCCESS LOWE HAS HAD WORKING WITH THE CITY

SUCCESS IN PAVEMENT MANAGEMENT

Lowe has successfully executed the pavement management program of the City, which has funded over \$41 million for resurfacing City-owned streets. Lowe has evaluated all sections of all streets numerous times to assist in the prioritization of funding. The following table shows the centerline miles, lane miles, and cost of the annual programs that Lowe has executed. Since 2018, Lowe has applied for and obtained \$4.6 million in LMIG funds.

YEAR	CENTER LINE MILES	LANE MILES	COST
2010	2.5	4.9	\$683,000
2011	9.6	18.8	\$2,059,000
2012	5.3	15.6	\$1,755,000
2013	11	24.1	\$2,262,000
2014	2.3	5.6	\$1,061,000
2015	8.2	5.6 16.0 25.2	\$2,002,000
2016	11.4	. \$5.2	\$4,010,000
2017	11.4	30.5	\$4,259,000
2018	7.9	16.6	\$2,775,000
2019	10.5	21.3	\$3,923,000
2020	7.4	17.4	\$3,337,000
2021	9.5	19.5	\$3,017,000
2022	7.8	15.6	\$2,586,000
2023	7.7	15.6	\$2,995,000
2024	5.7	11.4	\$4,329,000
TOTAL	11652	258.5	\$41,053,000





SUCCESS IN CAPITAL PROJECTS — PITERSECTION AND CORRIDOR IMPROVEMENTS

Lowe has successfully completed the following intersection improvement projects approved by the City,

Lowe has successfully completed the following intersection improvement projects approved by the City, including most recently the most complex multi-intersection project ever attempted in the City—the Georgetown Gateway / Chamblee Cunwoody Road Corridor. In 2024, Lowe received the Merit Award, Special Projects Category, from ASC Georgia for this achievement.

ROJECT	YEAR COMPLETED	CONSTRUCTION COST
Tilly Mil at North Peachtree	2017	\$3,750,000
Traffic Signal at Meadow Lane	2017	\$200,000
N. Peachtree Ramp Planting	2018	\$75,000
Citywide Traffic Signal Improvements	2018	\$1,500,000
Mt. Vernon at Vermack	2019	\$2,225,000
Meadow Lane Left Turn Improvement	2019	\$150,000
PCID Traffic Management System	2019	\$1,860,000
Roberts Drive at Austin Elementary	2020	\$1,350,000
Spalding at Chamblee Dunwoody	2023	\$2,250,000
Chamblee Dunwoody at Womack	2023	\$2,150,000
Winters Chapel at Dunwoody Club	2023	\$2,100,000
PCW at Crown Pointe Parkway	2023	\$550,000
Georgetown Gateway	2024	\$6,789,000
		Total: \$24,949,000

SUCCESS IN STORMWATER UTILITY INFRASTRUCTURE OPERATIONS AND MAINTENANCE

Lowe has successfully operated the stormwater utility since it started and has managed over \$28.4 million in maintenance and operations, including meeting all the requirements of the MS4 permit. We have also completed capital projects in stormwater infrastructure that total over \$21 million. The following table shows the dollar amounts that Lowe has managed for the City.

YEAR	BUDGET	O&M BUDGET	PROJECT LOCATIONS	CAPITAL FUNDING
2009	\$479,500	\$270,025	4	\$96,057
2010	\$902,100	\$428,100	2	\$63,354
2011	\$1,459,441	\$996,941	15	\$477,055
2012	\$1,418,063	\$1,149,763	22	12,122
2013	\$2,112,816	\$1,822,316	41	\$ 1,139,247
2014	\$2,043,600	\$1,803,100	34 🗘	\$1,319,661
2015	\$2,121,000	\$1,785,000	20,	\$842,254
2016	\$2,191,906	\$1,999,000	28	\$1,447,772
2017	\$2,037,222	\$1,704,118	5 215	\$923,063
2018	\$2,090,583	\$1,726,883	15 15	\$1,213,538
2019	\$2,144,950	\$1,587,000	21	\$1,274,989
2020	\$2,349,055	\$1,750,800	13	\$1,594,742
2021	\$2,342,805	\$1,750,000	16	\$1,417,732
2022	\$2,202,000	\$ (707,071	34	\$1,458,323
2023	\$6,441,324*	5 ,817,623*	77	5,595,033*
2024	\$2,682,000	\$2,154,725	71	\$1,578,861
TOTAL	\$35,018,365	\$28,451,665	427	\$21,153,803

^{*} Includes an addition 33,931,324 in ARPA funding (American Rescue Plan Act).





City of Dunwoody, Georgia's Post

City of Dunwoody, Georgia

1,106 followers

Dunwoody's stormwater team achieved a remarkable milestone in 2023 by replacing or repairing more than 7,000 feet, or 1.3 miles, of failing pipes. Using funds from the City's stormwater utility and federal grants from the American Rescue Plan Act (ARPA), the City was able to invest more than \$4.6 million in 2023 to address crucial infrastructure needs. Kudos to the team for their outstanding work!



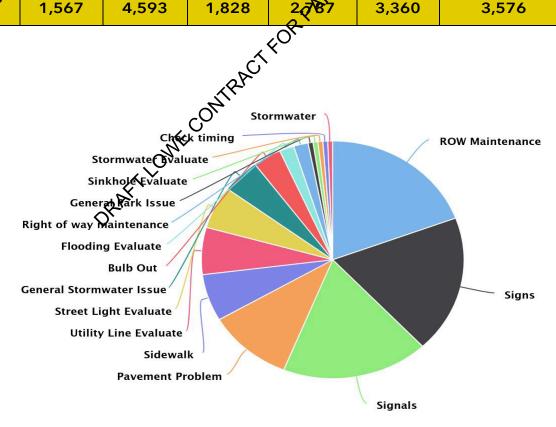
Lowe knows the City's stormwater infrastructure in extreme detail. The table below lists the major components of the stormwater infrastructure system that we operate and maintain.

PIPES / CHANNELS	# ASSETS	TOTAL LENGTH (FEET)	TOTAL LENGTH (MILES)
City of Dunwoody	4,970	441,526	84.7
Dry Open Channel	106	9,807	1.9
Flume	117	5,895	1.1
Gravity Pipe	4,212	346,165	66.5
Wet Open Channel	535	79,659	15.2
Private	6,331	612,474	117.6
Dry Open Channel	698	84,413	16.2
Flume	237	11,453	2.2
Gravity Pipe	4,379	345,241	66.3
Wet Open Channel	1,017	171,367	32.9
GRAND TOTAL	11,301	1,054,000	202.3

SUCCESS IN INFRASTRUCTURE MANAGEMENT

Lowe has executed over 17,700 documented work orders in the performance of infrastructure management. This has given us extensive knowledge of the infrastructure throughout Dunwoody. The following table breaks out the work orders completed by year and infrastructure category.

	PARKS	ROADS	ROW	SIGNALS	SIGNS	STORMWATER	TOTALS
2009		497	48	195	248	256	1,244
2010		645	243	225	166	400	1,679
2011		536	254	224	94	391	1,499
2012	28	416	119	252	182	302	1,299
2013	63	205	191	206	196	256	1,117
2014	23	291	172	137	224	209	1,056
2015	132	298	185	298	273	241	1,427
2016	81	293	102	218	175	ن 2174	1,043
2017	51	181	59	175	210	158	834
2018	81	261	101	161	130	188	922
2019	110	207	74	125	256 ()	209	981
2020	234	260	86	109	416	299	1,402
2021	203	154	73	149	414	196	949
2022	235	72	51	83	√ 151	96	688
2023	218	80	48		367	86	905
2024	108	197	22	124 5	100	115	666
GRAND TOTAL	1,567	4,593	1,828	2787	3,360	3,576	17,711



SUCCESS IN TRAFFIC MANAGEMENT



- We completed a major communications upgrade project in conjunction with the ADR Trail project.
- We added 23 new cameras for monitoring traffic.

 We completed major corridor improvements on Chamblee Dunwoody Road (through the Georgetown Gateway projective
- We are implementing improvements to school flashers to allow remote monitoring and programming.
- All traffic signals and ameras are continually monitored remotely; all signals can be adjusted quickly based on incidents and citizen complaints.
- All vehicle detection can be remotely checked, and we can quickly identify failures and maintain the equipment.
- We have increased speed of identifying and repairing detection issues.
- Every traffic signal under our management is being re-evaluated yearly and completely retimed every 2-3 years, as needed.
- All citizen requests receive a response within one (1) working day.
- We have made improvements to our traffic control center to be able to share streaming video with the police department.
- We are performing utility location services to keep underground work from disrupting our equipment and to quickly identify any problems that arise.
- We are performing a 10-year process to replace and update 10 percent of the City's traffic signs every year to ensure optimal visibility.

SUCCESS IN PEDESTRIAN AND BICYCLE INFRASTRUCTURE **IMPROVEMENTS**

Lowe has executed over \$21.1 million in pedestrian and bicycle infrastructure construction projects in the last 14 years. The following table shows general locations of these projects, the year of construction, and the approximate construction cost.

	YEAR	CONSTRUCTION
PROJECT(S)	COMPLETED	COST
Sidewalk Various Locations	2011	\$100,000
Mount Vernon Rd Sidewalk and Bike Lane	2012	\$400,000
Sidewalk Valley View and Happy Hollow	2012	\$275,000
Sidewalk Various Locations	2014	\$820,000
Dunwoody Village Main Street	2014	400,000
Crosswalk Improvements, Womack, Mount Vernon and Tilly Mill Road	2015	\$100,000
Hensley, Mt. Vernon, Peachford, PCID Crosswalk Replacements	2015	\$1,550,000
Mt. Vernon Water Main and Sidewalk	Sex	\$2,377,000
Sidewalk on Village Creek and Peachford	\$2016 \$2016	\$500,000
Crosswalk Improvements, Redfield	2016	\$100,000
Chamblee Dunwoody Sidewalk and Bike Lanes	2017	\$3,750,000
Olde Village Run and Lane, Wirters Chapel Sidewalks	2017	\$350,000
Crosswalk Improvements: Winwoody Club, N. Peachtree	2018	\$50,000
Womack, Central Parkway, City Hall and Ashford Gables Sidewalks	2018	\$400,000
Crosswalk Improvements Barclay and Kent Avenue	2019	\$40,000
Sidewalk Dun Woody Club, Lakeside Drive and P.I.B. Access Road	2019	\$350,000
Crosswalk Improvements, Tilly Mill at Andover, Mt. Vernon at N. Peachtree	2020	\$400,000
North Shallowford Path at Peeler	2021	\$300,000
Sidewalk, Mt. Vernon Place and Olde Village Run	2021	\$500,000
Tilly Mill Road Sidewalks and Bike Lanes	2021	\$1,000,000
Sidewalk, Perimeter Center East Ext.	2022	\$100,000
Peeler Road Sidewalks and Bike Lanes	2022	\$830,000
Misc Sidewalks (Dunwoody Road, Ridgeview Road, Dunwoody Park Gap)	2022	\$100,000

PROJECT(S)	YEAR COMPLETED	CONSTRUCTION COST
Winters Chapel Path, Phase I	2023	\$2,100,000
Dunwoody Road Sidewalk	2023	\$550,000
Vermack Rd Trail Ph I/Vanderlyn Rd	2023	\$376,000
Vermack Road Trail, Ph II	2024	\$634,400
Hybrid Beacons, Perimeter Center West and N. Peachtree Road	2024	\$500,000
Ashford Dunwoody Trail, Phase I	2024	\$1,200,000
Ashford Dunwoody Road/Hammond Dr Pedestrian Median Widening	2024	\$50,000
	TOTAL	\$21,182,400

Finally, Lowe has been able to staff the Dunwoody Public Works Department with outstanding, highly qualified personnel. Our current on-site team has 86 years of experience working at Dunwoody and a total of over 355 years of related experience. Our personnel and their experience our strongest capability, and we are very happy with the team we have there now.

NAME

YEARS OF

NAME	YEARS OF EXPERIENCE WITH AUNWOODY	TOTAL YEARS OF EXPERIENCE
Todd Meadows, PE	9	40
David Ayers	C 7	37
Tiffany Siegel, PE	1	9
Eli Veith, PE, PTOE	11	27
Debbie Wright	8	35
David Elliott, PE	7	22
Cody Dallas, EIT	9	9
Dale Harris	4	24
Alan Christie	3	9
Javier Say	3	24
Intern (as needed)	Varies	Varies
Gabe Neps	9	26
Kate Borden	5	18
Andrea Perez	3	20
Antwain Adams	1	13
Brandon Alvarado	1	8
David Alexander	3	20
Dylan Gesford	1	2
Michelle Calderon	1	12
TOTALS	86	355
Jon Drysdale, PE	17	50



UPCOMING GOALS - BUILDING ON OUR SUCCESS

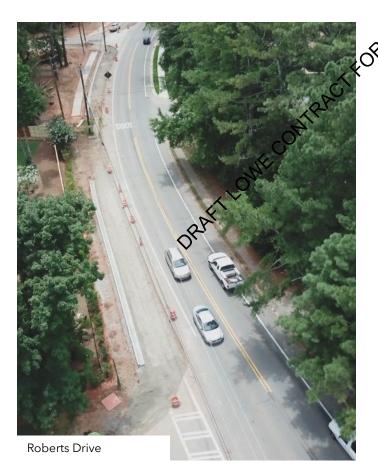
Lowe knows the City better than any other team and we are prepared to serve for the next five years.

Following is a list of some of our upcoming goals:

Continue modern pavement management through coordination with capital paving, stormwater repairs, and pavement condition scoting. Complete the resurfacing of all Dunwoody roads in

- repairs, and pavement condition scoring. Complete the resurfacing of all Dunwoody roads in 20 years (by 2029) per the City charter goal.
- Continue to utilize MS4 inspections to identify and schedule proactive maintenance on the City's stormwater utility.
- Continue to adapt the City's stormwater utility into an industry leader.
- Conduct a comprehensive update of the pavement condition assessment every 3 years and on individual roads, as required.
- Work with City Tree Assessment to restore or remove any remaining diseased trees while installing new es in their place.
- Continue to Recute the Council's goal of making Dunwoody more bike and pedestrian friendly through infrastructure improvements and publishing a quarterly update to inform and celebrate progress.
- Secure additional transportation funding through ARC and GDOT to implement the transportation plan.
- Increase community accessibility during the public involvement process.
- Continue to improve communication with the public on capital projects throughout all project phases.
- Provide public safety outreach program for drivers and pedestrians.
- Maintain and update the City Design Standards and Details.
- Improve the work management system and performance measures for maintenance operations.
- Improve production times from maintenance contractors while limiting budgetary strain.
- Continue increased public outreach to citizens, staff, and Council following repairs.
- Continue to maintain live infrastructure improvement updates to the City's GIS database.

- Continue to improve the quality of Dunwoody capital projects with increased quality control review by experienced staff. This will reduce change orders and field engineering during construction, reduce costs, and shorten construction schedules.
- Improve and upgrade GIS and software capabilities of staff.
- Establish strong links with outside agencies and municipalities to include GDOT, DeKalb County, MARTA, RTOP and PCID, Sandy Springs, Brookhaven, Tucker, Chamblee, Doraville, and Peachtree Corners.
- Implement a cost-effective replacement program for signs and pavement striping to meet federal standards.
- Maintain the Signal Cabinet Maintenance Program on an annual basis.
- Continue implementation of the long-term capital improvement program for stormwater through testing, investigation, and action.
- Evaluate old stormwater culverts serving large drainage basins and up-size or repair inadequate culverts ahead of road repaving work.
- Continue coordination of stormwater utility with adjoining municipalities that share watersheds.
- The stormwater utility will continue to find innovative, cost-effective and long-term repairs to address the City's aging infrastructure needs, such as rehabilitating miles of Dunwoody stormwater pipes in 2 years using ARPA grant funding.
- Initiate a Dunwoody-centered volunteer water quality monitoring program using Georgia Adopt-a-Stream. Continue to address water quality in impared streams.







- Continue to work with community partners, including meeting to coordinate a master events
 calendar for the City, in addition to meeting with them multiple times per year on their
 participation in gaps in hosted events.
- Work with PCID on joint projects within the PCID overlay.
- Continue to improve facility and grounds maintenance.
- Continue to research and obtain applicable grants for Dunwoody. Lowe has secured almost \$4.8 million in grant funding since 2018.
- Solicit bids and proposals for maintenance and project needs to provide cost-effective services for the City and competitively re-bid maintenance contracts to ensure the best value for the City and quality workmanship.
- Standardize traffic signal re-timing to every two years.
- Utilize networked traffic signal data to better identify needs and provide fast response to changing traffic patterns.
- Establish a standard Utility Adjustment Schedule (UAS) to hold utilities accountable to a community timeframe during capital projects.
- Establish a standard design workflow to include Subsurface Utility Engineering (SUE) on all major projects.
- Continue to work towards APWA Certification.





SUCCESS IN PARKS AND RECREATION OPERATIONS AND PROGRAMS

Lowe is highly successful in the area Parks Operations and Programs. The following is a list showing some of the accomplishments over the last five years and short-range feature goals of the staff.

- Continued raising the bar overall for Dunwoody Parks and Recreation standard of service.
- Our team won agency of the year 4 years in a row from GRPA. We also won a marketing award for our LEAF brochure through GRPA. Kate Borden has also won programmer of the year for District 6 GRPA.
- Continued the team's commitment to learning and implementing best practices from annual training at regional and national conferences, committing to 80 hours per year for each staff member. In the last 5 years,
 - o Andrea Perez has obtained her FAA drone licenses.
 - Kate Borden passed her CPRP Certification for Parks from GRPA, also completing the George Harris Leadership program through GRPA.

- Gabe Neps and David Alexander have completed North Carolina State NRPA Maintenance Management School's two-year program, and Brandon Alvarado completed his first year of the program in January 2025.
- Construction and activation of Two Bridges Park.
- Installation of new full front-end systems for HVAC at City Hall and the Art Center.
- Completion of amenities phase two at Waterford Park, including restrooms and the playground.
- Completion of repairs of the Shallowford Annex window replacement and water infiltration repairs.
- Completion of park monument signs.
- Improve patron accessibility to Homecoming Park by adding 20 dedicated public parking spaces.
- Installation of 25+ security cameras in a joint project with DPD and City IT Department.
- Completion of construction of RTCC room in a joint project with DPD and City IT Department.
- Took on management of all responsibilities for all repair and maintenance at City Hall.
- Added three full-time operations and maintenance positions.
- Added 2 full-time and 2 part-time recreation positions.
- Installation of field lighting for PCMS sports field.
- Demolition of Austin Elementary. Re-landscaped the property adding sod and irrigation. Opened Wildcat Park.
- Managed the approved City budget each year, at or under.
- Volunteer Day.

 Implementation of Placer to see how many people copie to our Planted 800 trees and 30,000 daffodils as part of MLK
- events so we can keep up with how many visitors come to our programs and events.
- We started two new therapeutic recreation programs.
- We have added 12 new programs including sports, camps, exercise classes, and educational classes.
- Our rental revenue for pavilions and as as well as athletic fields has doubled since 2020.
- Added a pilot program of pop-apevents opened in the park; currently at two a year.
- We started a "letters to Same" and seniors" program around the holidays. This took off as well. We have over 100 Santa letters each year. Parents send letters to us and we respond back to the kids. It has been a popular pogram.

Short-range future goals:

- Continuing education in Parks and Recreation. Brandon Alvarado will finish his second year of the NC Stats MMS program. Andrea Perez, David Alexander, and Gabe Neps will complete their CPRP Certified Parks and Recreation Professional certificate program from GRPA. Gabe Neps will also complete his PMP Certification and Project Management Professional Certification. Michelle Calderon will begin the NC State MMS program.
- Complete upgrade and renovations of HVAC RTUs at City Hall.
- Oversee construction of the new Brook Run maintenance facility.
- Re-sod PCMS's football/soccer field.
- Install new registration software Kaizen to replace CivicRec. This will be a needed upgrade for the community and the ease of use during registering rentals.
- Complete construction of sand volleyball courts at Homecoming Park.
- Expand athletics to in-house Dunwoody Parks program offerings.
- Continue Art in the Parks with the addition of a new sculpture at Georgetown Park.





Lowe's Municipal Group has been providing **Public Works and Parks and Recreation services** to the City since 2008, under the continuous direction of Lowe's Managing Partner, Jon Drysdale, PE.

Since our contract with the City began we has gained an intimate knowledge of the city's infrastructure, stormwater systems, streets and highways, traffic patterns and operations, City parks and recreation facilities and recreation programs. Additionally, we have evolved with the City's culture from start- to sustained operations. This experience has given us a comprehensive understanding of the desires and vision of City leaders and the concerns of citizens.

Lowe is uniquely qualified to manage the wideranging scope of services for Public Works and Parks and Recreation. Lowe is the first, and only, engineering firm to have performed in this role for

Lowe is eager to be selected to continue assisting the City with the next phase of service in your Public Works and Parks and Recreation Departments. Lowe will provide value to the City by continuing with our current on-site staff, supplemented, as needed, with additional technical resources. We are prepared to meet the technical and managerial needs of the scope of work.

In the following responses to the Scope of Work we will fully address the general scope of work, items identified in the RFP, followed by the Parks and Recreation Department scope of services, and Public Works scope of services. We will comply with all of the general and specific scope items and requirements listed in the RFP.

2.2 **GENERAL REQUIREMENTS**

2.2.1

Staff approximately seven full-time administrative and/or operational positions along with approximately two part-time operational positions to work in Park Operations and Programs along with management of most City owned property repairs and maintenance. The City currently works with an arrangement of the following full-time equivalent below except as noted:

- a) Recreation Manager
- b) Operations Manager
- c) Recreation Coordinator (2)
- d) Ground Coordinator
- e) Facilities Coordinator
- f) Facilities Associate
- g) Part-Time Recreation Leader (2 Individuals at Part-Time currently 26 hours a week, please make proposal match those hours.)





Dunwoody Nature Center Playground

2.2.2

Due to the nature of Park Operations, these positions may not operate under the traditional 8 to 5, Monday through Friday schedule. Such scheduling shall be at the discretion of the City Manager and/or Parks Director.

UNDERSTANDING OF SCOPE

Lowe will staff approximately seven full-time recreation and operational positions, along with two part-time recreation positions, to support Park Operations, Recreation Programs, and the management and maintenance of City-owned properties. This staffing model is designed to match the City's current operational structure while delivering exceptional service, operational excellence, and strong community engagement.

Gabe Neps will serve as Operations Manager, overseeing the daily maintenance and operations of all City parks and facilities. In addition to managing vendors, supervising maintenance crews, and ensuring the highest standards of safety, cleanliness, and functionality across public spaces, Gabe will also oversee construction projects and capital improvement initiatives supporting the Parks Director. His responsibilities will include coordinating project timelines, managing budgets, supervising contractors, ensuring regulatory compliance, and delivering quality results that meet City standards. Gabe's experience in construction and project management will ensure that facility repairs, park improvements, and new construction efforts are completed efficiently, cost-effectively, and the City's specifications.

Kate Borden will serve as Recreation Wanager, leading the development, planning, and execution of all recreation programs, special events, and community initiatives. She will comborate closely with the City Parks Director, community groups, non-profes and residents to ensure programs and scheduling of programs alon with Dunwoody's needs and enhance community participation and wellness.

Supporting recreated programming, Dylan Gesford and Andrea Perez will serve as Recreation Coordinators. They will assist with program development, event management, volunteer coordination, participant registration, and daily customer service to ensure smooth and efficient delivery of recreational servicesQ

(i) Alexander will serve as Grounds Coordinator, responsible for the and dscaping, upkeep, and maintenance of parks, athletic fields, playgrounds, and other public outdoor spaces, ensuring they remain clean, safe, and welcoming to the community.

Brandon Alvarado will serve as Facilities Coordinator, managing facility maintenance, repair projects, and improvement initiatives for all City-owned properties. Brandon will also oversee preventive maintenance programs, to ensure that all City facilities remain operational and in excellent condition.

Michelle Calderon will serve as Facilities Associate, providing day-to-day facility support including inspections, event set-up and breakdown assistance, and general maintenance duties under the direction of the Facilities Coordinator.

To supplement the team during peak periods, special events, and seasonal demands, Antwain Adams and Aundraes Forbes will serve as Part-Time Recreation Leaders. They will assist with recreational programming, event staffing, and park operations to ensure continuous service coverage and strong community engagement.

Lowe is committed to providing the City with a highly skilled, proactive, and customer-focused team. Our objective is to consistently exceed expectations through professional service delivery, operational efficiency, and by fostering a vibrant and connected community through outstanding parks, facilities, and

Working with the City from the start of the Parks Department has afforded Lowe and its current staff the understanding of being able to appropriately schedule staff for parks operations and events and other services needed such as weather-related events. Working late nights and weekend for events and before and after regular business hours for facilities and grounds maintenance are part of our current program for parks operations. While outside operational hours staffing for facilities or grounds typically requires only one staff member to meet with a contractor for oversite or direction. Staff

2.2	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
Donal	dson Banister Farm	have been cross-trained to lend support when needed outside their main responsibilities. Adding staff and participating in City events is a responsibility of all Parks staff. Staffing requests made by the Parks Director are divided between all Parks staff based on the event and to best support the department's needs. Staffing for inclement weather-related events are discussed with the Public Works Director in advance when possible and Parks Operations staff with the appropriate training and equipment along with members of the Public Works Department are put on standby or located in the city ahead of the weather to respond and support as directed. As in the past and in the event of future larger storms staff comes prepared to work and stay in the City for extended periods of time. Staff who are not part of the initial storm mobilization will be brought in after roads are safe and weather has subsided to relieve the first group and continue coordination of any cleanup.
2.2.3	The City is willing to entertain proposals for the arrangement of these services other than what is shown above, but any alternatives must be submitted as an appendix and not as part of the official staffing proposal.	Lowe is proposing some potential changes to the framework provided in the RFP. Information on each item is provided the Appendix.
2.2.4	Bidder provided equipment:	Lowe will provide all necessary wols and equipment including two trucks, staff phones and tablets. We also pring the ability to provide drones and licensed operators as needed for projects and events. All operational needs will be met without additional construction to the contract.
2.2.4.1	Out of the above positions, each will be issued a bidder issued cell phone whose costs will be included in the monthly rate. These cell phones must be able to have certain city-issued software installed on them.	Lowe will continue to provide cell phones for communication to all staff as part of this contract. Lowe will work with our corporate and City IT staff for all updates newsary for the completion of these tasks.
2.2.4.2	The part-time recreation leaders, Facilities Coordinator, and Grounds Coordinator will be issued bidder issued tablets (a total of four) whose costs will be included in the monthly rate. These tablets must be able to have certain city-issued software installed on them.	As 3t of this contract, all Lowe will be provided with a tablet/iPad. Software will be installed to help with staff responsibilities and daily work. Staff will work with Lowe corporate and the City for necessary updates.
2.2.4.3 Dunw	The Operations Manager and Facilities Associate will be issued a bidder issued vehicle whose costs will be included in the monthly rate see 6.5.G for disposition of the vehicle(s) and details of pooling cars.	As with past contracts, work vehicles will be supplied by Lowe for staff as part of the contract. In this case, specifically, one for the Operations Manager and one for the Facilities Associate. Currently, the Grounds and Facilities Coordinators use past-issued Lowe trucks now City-owned for daily work that were donated as part of the previous contract. All maintenance, insurance, and fuel costs will be supplied by Lowe for Lowe owned vehicles as part of the contract cost. We assume the City will still provide the other two vehicles for the coordinators' positions as part of this new contract. The City will also continue to provide insurance and maintenance costs for these trucks while Lowe will continue to accept the cost for fuel.
2.2.5.1	Provide services under the direction of the City Manager and/or Parks and Recreation Director or designee. The Parks and Recreation Director is a City employee.	Lowe will continue to work with the City Manager and Parks and Recreation Director to ensure the City meets its Parks and Recreation service goals. We have an intimate understanding of the duties and functions expected and will continue to work diligently to fulfill the goals.
2.2.5.2	Provide supervision of Contractor(s) staff providing Parks and Recreation Services to ensure that all contractual requirements are performed effectively and efficiently. The City Parks and Recreation Director will provide day-to-day operational supervision for department staff.	Gabe Neps, David Alexander, and Brandon Alvarado have developed a list of vendors and contractors qualified to repair and maintain the parks, grounds, and facilities part of the contract. David directly coordinates the efforts of the Grounds contractors and oversees the work as it is being performed to ensure quality of labor meets high standards. Gabe Neps, along with Brandon Alvarado Facilities Coordinator and Michelle Calderon our Facilities Associate

2.2.5	PARKS MANAGEMENT	UNDERSTANDING OF SCOPE
		have a well-developed and extensive list of vendors and contractors qualified to repair and maintain the Parks and City's facilities part of the contract. Brandon and Michelle directly coordinate the efforts of the facilities contractors and oversee the work as it is being performed to ensure quality of labor meets high standards. All current contracts are continually reviewed for best practices, quality and pricing. Both teams report to the Operations Manager and Parks Director about project costs, scheduling, and progress through the project.
2.2.5.3	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	Todd Meadows will serve as the primary contact, available to the City on a 24-hour basis, seven days per week. David Ayers will be his backup. For routine response actions, Lowe will continue to provide on-call staff that are available through the after-hours emergency phone system. Todd Meadows will provide supervision of Lowe staff to ensure all contractional requirements are performed effectively and efficiently.
2.2.5.4	Provide off-hours emergency service and support on a twenty-four (24) hour basis, seven (7) days a week.	Lowe currently provides 24/7 off-hours emergency services and support for the Parks and Recreation Department. This perice has worked well and will continue under the new contract. Additional measures will be taken to provide time tracking and emergency opponse metrics for local police, 911, and staff purposes.
2.2.5.5	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.	It is a combined responsibility of Parks and Recreation staff to be aware of their surroundings while at war and to report any issues with safety or repairs in recreational facilities and parks to appropriate staff for review directly or to facilities@dunwoodyga. Once the appropriate staff review the issue, recommendations are vade and given to the Parks Director for approval.
2.2.5.6	Coordinate the development of bid specifications, proposal review and evaluation, and the award process.	Lowe has developed or assisted in the development of all proposals and bid documents for the Parks and Recreation Department since its creation. We have and with continue to coordinate with all City departments as necessary to create proposals, submittals and review teams and have put forth recommendations for contract award to the Parks Director.
2.2.5. 7	Assist the Parks and Recreation Director with preparation of the department budget and monitors expenditures. Oody Nature Cener	Lowwill assist the Parks and Recreation Director in the development, preparation, and management of the department's annual budget. The City's budget runs from January to December. Budget meetings typically start in June based on previous experience and are approved by Council in October. Responsibilities include gathering and analyzing financial data, forecasting operational and program costs, and helping to prioritize funding needs based on Council and department goals along with community demands. Staff will actively participate in budget planning meetings, provide recommendations for resource allocation, and ensure alignment with strategic initiatives. Staff will support the Director in making informed financial decisions to maintain fiscal responsibility and operational efficiency across all Parks and Recreation programs and services.
2.2.5.8	Review development of construction plans and ensures compliance with specifications.	Since the acquisition of parks in 2010, Lowe has been instrumental in the look and feel of Dunwoody's parks. Our staff have worked closely with contracted design firms and have gathered community input to ensure that design and construction documents adhere to City expectations. We have diligently visited construction sites to verify that all work adheres to the design documents. Lowe will continue this under a new contract.
2.2.5.9	Provide supervision of Contractors providing Parks and Recreation Services to ensure that all Contractors perform contractual requirements effectively and efficiently.	Our operations staff directly coordinates with vendors and contractors and oversees work being done to ensure quality of labor meets high standards. Operations staff meet individually or as a team with contractors at the onset of all new projects and continue to meet weekly or as needed onsite through the completion of all projects. Under the new contract, we will continue to oversee all contracted labor, evaluate their services, and look for cost savings by using a competitive bidding process for these services.
2.2.5.10	Verify and update all information provided or obtained from other sources.	All information received will be verified by Parks staff. Records will be kept up to date by the Parks and Recreation staff and made accessible to City staff at any time. Any discrepancies will be communicated to the outside source for correction.

2.2.5	PARKS MANAGEMENT	UNDERSTANDING OF SCOPE
2.2.5.11	Comply with all local, state, and federal regulations applicable to performing work within a City park or recreational facility.	Lowe will continue to work with the Director of Parks and Recreation, Public Works, and Community Development to ensure all work is compliant with local, state and federal regulations.
2.2.5.12	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.	Lowe will track and maintain all performance indicators the City has in place through monthly maintenance metrics including work order generation and completion metrics by contractor, overall yearly maintenance goals and satisfaction and customized productivity reports. All metrics will be aligned with the desires of the City and Parks and Recreation Director.
2.2.5.13	Identify and perform other Parks and Recreation assistance where the firm reasonably anticipates needs, which are not specifically set forth above.	As the City's parks system continues to grow and mature, Lowe will identify needs and address them with the Parks Director, offering alternative solutions. We will proactively identify and perform additional Parks and Recreation services that may arise, even if they are not specifically detailed in this scope of work above. This includes maintaining flexibility to respond to emerging needs, addressing unforeseen operational challenges, and providing professional assistance to enhance the overall effectiveness of Parks and Recreation programs and facilities.
2.2.6.1	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.	Since June 2016, Gabe Neps, the City's current Parks Operations Manager, has managed the contract for parks maintenance and right-of-way maintenance services. He brings approximately 26 years of maintenance, project management, and property management to the City. This includes the last 9 years with the City Parks Department. Along with a detail-oriented and well-proven staff including David Wander Grounds Coordinator with 20 years in the industry and 3 years with Dunwoody. Brandon Alvarado Facilities Coordinator with 8 in the industry and 1 year with Dunwoody. Michelle Calderon, with 12 years in the industry and our most recent full-time position added to Parks operations as Facilities Associate in late 2024. Under Gabe's supervision, operations staff currently work daily with contracted maintenance staff and are processant communication with them concerning maintenance needs and scheduling of projects identifying, prioritizing, and assigning work orders. Valuating contractors' quality of work and project performance along with the suring staff is properly trained. They work with many of the City's valuating staff is properly trained. They work with many of the City's valuating of experience in project management and leadership positions, have made us a top-quality fit for the Parks and Recreation Department. We prioritize safety and attention to detail with the highest level of customer service for the City. This Parks Operations team will continue these services under the new contract and will work with contractors to ensure the best value and premium service for the City.
2.2.6.2	Oversee contracts responsible for the maintenance of City parks. This includes internal and external cleaning of all facilities daily, mulching, and playgrounds.	Gabe, David, and Brandon have been instrumental in the acquisition and oversight of new contracted Parks Maintenance and Facilities services providers. They have worked to provide skilled trades contractors who provide a high level of service with the best cost value for the City. Together, Parks Operations have provided and implemented a maintenance schedule for cleaning and upkeep of all City parks and facilities. This includes restroom cleaning and disinfecting, daily trash removal, turf management, artificial turf maintenance, water feature maintenance, and monthly playground inspections. Weekly meetings are held to make adjustments to scheduling for rentals and public events, as needed. As the new Parks properties are developed and new facilities and amenities are added, the maintenance plan will be re-evaluated and improved where needed.
2.2.6.3	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	Operations staff conduct daily park inspections to identify potential safety issues and maintenance problems that need to be addressed. Staff also coordinate daily with the park's maintenance foreman, so tasks listed in this section are rectified as quickly as that same day. Priority work orders will be submitted for projects that may require more manpower or special equipment. Lowe will continue to provide this level of service under the new contract to ensure parks are clean, safe, and inviting for the public. Work order software will be further implemented and used to track the completion of repairs, as well as guarantee timely responses.
		Preventing graffiti and/or proper removal through paint or non-abrasive cleaners and chemical retardants.

2.2.6 **PARKS MAINTENANCE** UNDERSTANDING OF SCOPE Repairing or replacing damaged or Mowing at off-peak times in a timely manner. This includes working with the City's user groups and the Parks Recreation Supervisor, so missing park signs programs and events are not impacted. Repairing or replacing broken toilets and Upgrading existing fields and turf spaces through aeration, other bathroom facilities overseeding, dethatching, effective but minimal fertilization, weed Removing debris control, and top dressing to maintain beautiful, playable fields. Repairing or placing lighting in all Performing daily site visits to park properties to inspect all facilities for broken windows and other forms of vandalism, quickly replacing recreational and park areas broken windows, removing glass shards, and reporting the vandalism Removal of trees when necessary Working with City staff to update and add signs were needed, including repairing or replacing park signs to restore the overall park feel and Working with contractors to maintain a high level of service regarding providing the public with clean and fully functioning bathroom facilities. Conducting daily walk-throughs of all park spaces to remove and Properly addressing interior or extend lighting issues throughout the parks, upgrading lighting to energy efficient options to lower costs where possible, and adding lighting where needed to create welcoming and safe areas for all visitors. Working with the City arborst and contractors to identify diseased trees and use proper processes to ensure the health of our tree canopy, identifying safety is and only removing when necessary. **Brook Run Maintenance** Assist Parks and Recreation Director with mid, and long-range plans for capital improvements. North Shallowford Annex 2.2.6.4 Gabe has worked with the Dunwoody Parks and Recreation Department on all capital projects since 2016. These projects total more than \$20 million in capital, repair and maintenance and now retired FIPP grant projects. Working under the supervision of the Parks Directors, Gabe has been a part of reviewing and revising plans, as well as making recommendations for past, current, and future Parks capital projects. With the addition of David Alexander for grounds, Brandon Alvarado and Michelle Calderon for facilities being a part of current and future project review has allowed the Parks operational team to make recommendations on facilities and grounds projects that are low maintenance, cost effective and within the City's budget yet still high-quality. This, in turn, also helps keep repair and maintenance costs as low as possible in the future while providing a high-quality product standard and attention to detail. All Operational staff are familiar with the City's purchasing Brook Run Park Amphitheater policy and highly experienced in managing park improvement and capital 2.2.6.5 Conduct all activities necessary to identify, develop Kate Borden will be attending the Grant Writing USA Workshop on June 2nd and prepare submissions for any federal, state, or and 3rd to learn more about how to write grants if the need arises. This local funding and grant programs for workshop will help us write grant proposals and manage the grants successfully. We are particularly interested in grants for facilities and improvements to the Park and Recreation system within Dunwoody, and provide fund oversight as therapeutic recreation programming. required by law. 2.2.6.6 Gabe Neps, David Alexander, Brandon Alvarado, and Michelle Calderon have Maintain all Parks and Recreational facilities as intimate knowledge with all park properties. Regular inspections and outlined in the above activities including: extensive knowledge of the properties are essential and enable them to make proactive decisions and help forecast issues in scheduling of maintenance. **Dunwoody Park and Nature Center** Implementing a strong preventative maintenance program has helped keep The Donaldson-Bannister Farm emergency repairs and costs minimal. This also ensures there is minimal, if **Dunwoody Cultural Arts Center**

2.2.6	PARKS MAINTENANCE	UNDERSTANDING OF SCOPE
	 Windwood Hollow Park Brook Run Park Vernon Oaks Park Georgetown Park Pernoshal Park Dunwoody Trailway North Shallowford Annex Two Bridges Park Waterford Park Wildcat Park Homecoming Park Other recreational facilities acquired by the City during the term of the contract 	any, disruption in parks programs and events. Along with the preventative maintenance program, work orders and project tracking software are vital to the maintenance and upkeep of the parks. The implementation of the facilities@dunwoodyga.gov reporting system in 2023 with partnership from the City's IT Department has permitted us to streamline requests from all City staff along with all the Parks Departments, non-profits, user groups, and partners related to any request for grounds or facilities. Routine maintenance and diligent communication with skilled trade professionals and parks maintenance staff will continue to raise the level of service and the quality of the parks experience for all Dunwoody citizens. SeeClickFix is used as a public-facing mobile app program whereas all visitors to City parks and facilities have the ability to report issues and communicate directly with Operations staff. These requests are reviewed and responded to appropriately by submitting work orders when necessary.
Courtya Center	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. Ard Remodel with New Stage, Spruill for the Arts	As part of the existing grounds scope of work for the Parks Department, Gabe Neps and David Alexander will work with Diegtor of Public Works Michael Smith to solve right-of-way maintenance is tree, inspecting regularly maintained right-of-ways, preparing work orders, and coordinating with contractors to see that right-of-way as as are maintained properly. David will also work closely with the City arkorist and homeowners to identify and remove any dangerous tree conditions in the City's right-of-ways and easements. Lowe will continue to work with Michael Smith and Public Works staff on design and execution of landscape beautification projects for the public works and right of way departments. Lowe will continue to work with the code enforcement department on issues in all the City's right-of-ways. As part of the Feelities' existing scope of work, Gabe Neps, Brandon Alvarado, and witchelle Calderon will continue working with the Dunwoody PD and IT partment to support their ongoing and upcoming projects. Providing support on installation and ongoing maintenance of existing and future assets throughout all facilities, parks, and trailways. And providing units and contractor services, oversite, management, and consultation on projects.
	, C	projects.
	Inspects parks and community (a) lities to ensure	All Operational Park staff will continue working with the Public Works' Stormwater Department for the maintenance of all stormwater assets throughout every park and helping with coordination of contractors for maintenance. Lowe will continue working with DPD on security and vandalism issues throughout the parks.
2.2.6.8	Inspects parks and community achities to ensure safety, cleanliness, and project tasks are completed properly.	Under the new contract, we will continue to do daily inspections of all park properties, ensuring cleanliness and safety. We will also continue to work with parks maintenance contracts, doing weekly walk-throughs of playground equipment, completing monthly checklists, and working with a third-party contract to provide an annual audit of all playgrounds. Use of work order software will continue to be key in assigning projects and tasks, as well as making sure they are completed properly and within a reasonable amount of time. The use of SeeClickFix and the implementation of the facilities@dunwoodyga.gov reporting system in 2023 has added another layer of oversight to all parks and facilities work.
2.2.6.9	Oversee the maintenance of recreational fields such as applying top dressing, dragging, aerating, and lining fields.	David Alexander will ensure that all recreational turf fields will be properly maintained by applying top dressing, aerating, re-sodding, and over-seeding, as necessary.
Brook	Run Ballfields	With the addition of the artificial turf baseball fields and the multi-purpose fields at Brook Run Park, Lowe has an installation project, management, and daily maintenance understanding of these facilities. David Alexander and Facilities Coordinator Brandon Alvarado have been able to work directly with the manufacture and installation contractor to provide a highly effective maintenance program that ensures the City's investment will continue to be maintained to the highest standard. Working closely with and maintaining a high level of communication with DSB and the Chiefs' soccer programs has also aided in the continuing quality of facilities maintenance.

2.2.6 **PARKS MAINTENANCE** UNDERSTANDING OF SCOPE 2.2.6.10 Oversee the maintenance (including janitorial As maintenance oversight for all City-owned facilities, Gabe, Brandon, and maintenance) in parks and community facilities. Michelle work together in daily walk-throughs and inspections of each facility including, but not limited to, City Hall, Dunwoody Art Center, Dunwoody Annex, Donaldson Banister Farm, and the Nature Center. Gabe Neps has a history of information and knowledge of being part of all facilities, maintaining all Parks facilities since 2016. In this time, he has managed or been consulted on all Parks facilities projects raising maintenance standards, reviewing maintenance contracts, and developing the City's standard operations procedures. Brandon Alvarado is knowledgeable, hardworking, and a reliable team player. His firsthand knowledge of City facilities and the daily needs of maintenance and janitorial services has and will continue to bring a high value and attention to details for the department. Michelle Calderon was recruited from our grounds contract and brought into Parks operations in 2024 and has been an outstanding addition to the Parks team. Her time working with the Spruill Center for the Arts, New Ballet Floor City's grounds contract gave her a wealth of experience in understanding daily operations and internal knowledge of grounds maintenance and facilities maintenance and standards. Her keep attention to details, construction background, and out-of-the-backtninking will continue to play a yalved role in Parks operations. valued role in Parks operations. The forementioned team will be the mary staff heading the oversight on all 2.2.6.11 Oversee all repairs within parks and community repair and maintenance for the Ports and City's facilities. This team's current and previous industry knowledge of construction, property management, and maintenance will play a fundamental role in our repair and preventative maintenance programs. Seeping up-to-date on industry standards and assessing current and require systems is discussed regularly in weekly meetings. As older sevens are updated, new preventative maintenance plans are developed. We sustainability practices in mind, we adjust our approach by presenting new industry-proven technology to the City using more environmentary friendly, energy-efficient, and cost-effective solutions and equipment The Parks Department implementation of the Facilities@dunwoodyga.gov email reporting system feeds one of our internal work) order tracking systems and has proven to be very efficient. This system s developed for all City and contract staff to easily report issues and communicate with all operational staff. It has allowed us to have a quick response and consistent communication to any issues brought forward. The successful use of this program, while still not for public use like SeeClickFix, leads us to expanding access to this reporting feature now allowing all Parks user groups, non-profits, and partners to report issues at any time 24/7 making reporting easier and cutting down response and repair of any issue in all the City's parks and facilities. SeeClickFix is used as a public-facing program whereas all visitors to City parks and facilities have the ability to report issues and communicate directly with Operations staff. These requests Dunwoody Nature Center Stormwa are reviewed and responded to appropriately by submitting work orders when necessary. 2.2.7 RECREATION PROGRAMS UNDERSTANDING OF SCOPE 2.2.7.1 Develop and/or maintain short, mid, and long-term Lowe supports Rachel Waldron to develop the City's Parks, Recreation and plans for capital improvements and implement Open Space Master Plan. We continue to use this as a working document to said plans, as directed. develop short-, mid-, and long-range plans for capital projects. Since 2015, previous Parks Director, Brent Walker (supported by Lowe) has overseen the planning, procurement, and execution of more than \$19.5 million in capital funds for park improvements and new park construction. Dunwoody parks have been developed with future design and construction in mind. Lowe has worked diligently to provide the City Manager with capital project goals that are realistic and attainable. Brandon Alverado conducts weekly park inspections to identify potential 2.2.7.2 Plan, recommend, implement and coordinate staffing and contract administration for the daily problems that need to be addressed. He coordinates daily with the Park's maintenance and use of public parks and maintenance foreman so that tasks that may require more manpower or recreational facilities. special equipment in this section are addressed in as little as 24 hours, and up to one week. Lowe will continue to provide this level of service under a new contract to ensure Dunwoody 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.

2.2.7	RECREATION PROGRAMS	UNDERSTANDING OF SCOPE
2.2.7.3	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.	Kate Borden and Andrea Perez administer all rentals and permitting for the City. They have permitted more than 2,000 rentals and special events since June 2020, using online rental software (est. June 2017) to expedite the process and reduce waste. Andrea works with event organizers to confirm their understanding of park rules and public safety, ensure events do not conflict with general park use by the public, and assist in facilitating those events. Andrea works with the smaller rentals to ensure they are also following rules and regulations and issues any deposit refunds needed for all rentals and events. Our part-time Recreation Leader (Aundrae Forbes) sends before and after pictures of these rentals to Andrea so we have better oversight on the parks during a rental but also monitor deposit returns, etc.
2.2.7.4	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.	Dunwoody's Parks and Recreation Department has an online rental calendar that is updated in real time to prevent event conflicts on City properties. Kate Borden coordinates all outside events with the online rental calendar, releasing a permit only after the Parks and Recreation Department has approved it. This practice will continue under a new contract. We also now have Antwain Adams at the multiuse fields not be only to ensure all rentals and groups are able to get on the field easily and smoothly with no issues. Sanitation and teanup are part of the standard protocol in event planning.
2.2.7.5	Coordinate preparation and cleanup for all recreational activities upon closure of events.	Sanitation and Eleanup are part of the standard protocol in event planning. Maintenance staff hours are adjusted to work the event so that bathrooms and grounds he kept orderly throughout the event. Lowe submits an event form to the contracted foreman requesting staff, hours, and supplies for each event. The practice will continue under a new contract.
2.2.7.6	Administer all contracts with private instructors' programs.	Lowe added two Recreation Program Coordinator positions in 2022 and 2024 to oversee the increase in program offerings for Dunwoody but to also take on Rachel Waldrons position as she moved to director of the department. Andrea Perez and Dylan Gesford filled these roles. The City's Parks and Recreation Department was in need for someone to take over the growing number of rentals that we had at each facility. Andrea Perez filled this role. When Rachel was promoted to Director, we needed someone to take over the event, social media, and marketing part of her previous job. Dylan has taken on this roll. The City also has contracts with Seinpi Inc., for the administration of Brook Run Park's skate park, Treetop Quest (a zip line and tree obstacle course), Dunwoody Senior Baseball, PCMS Softball, DHS Sports and Rush Union Soccer. Brent Walker, Director of Parks and Recreation, developed the scope of work and contracts for these vendors. These contracts generate approximately \$30,000 annually in revenue for the City. Rachel continues to work with these groups as well, and Kate oversees their schedules and the liaison between these groups
2.2.7.7	Coordinate the reservation and payments for all park rental facilities.	Andrea Perez oversees the online rental calendar and rental software, powered by CivicRec. All reservations are completed online, including payment and issuance of permits and receipts. Andrea handles all rental phone calls, adjustments, and deposit refunds. This system allows for a completely paperless process, making reservation and rental activities efficient.
2.2.7.8	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 Parks and Recreation Department is primarily accrued through facility rentals and program revenue. Andrea Perez manages all facility rentals and Kate Borden manages instructor payments. Treetop Quest, the skate park, Dunwoody Senior Baseball, and Rush Union Soccer revenues are delivered to City Hall by the contracted company. A biannual audit of these funds is conducted by Director of Parks and Recreation, Rachel Waldron, in conjunction with the Finance Department to ensure that funds are correct.

227	DECREATION PROCEDUMS	UNDERCTANDING OF COOPE
2.2.7.9	RECREATION PROGRAMS Coordinate specified aspects of utilization of parks with emergency management procedures of local, state and foderal agencies	Under Lowe's proposed organizational structure, Parks and Recreation will have the benefit of full coordination with established Public Works' emergency
Kids to	Parks	management procedures and plans. Lowe will continue to review, revise, implement, and maintain the City's emergency preparedness program in accordance with law and local government practices. Lowe will integrate and coordinate operations with local, state and federal agencies.
2.2.7.10	Manage all planning, implementing and coordinating of staffing for the planning and promoting of recreation programs and special events.	Dylan Gesford manages and implements all special events run by the City. The City now provides 30 events each year, plus offers assistance with community partners on annual events such as Lemonade Days and Food Truck Thursdays. He coordinates all preservent planning, marketing, advertising, setup, maintenance, and cleaned. He is on-site during events to ensure they run smoothly. He, along with parks staff, will continue to ensure events are well-planned, safe and enjoyable for park patrons under the new contract.
2.2.7.11	Plan, implement, and coordinate staffing for the managing, coordinating and scheduling of City athletic facilities as needed.	Kate Borden works closely with Cunwoody Senior Baseball, Rush Union Soccer, local Dunwoody schools, and contracted instructors to manage the new athletic fields at Brook Run Park as well as PCMS football field and Wildcat Park. She works closely ith the Operations Maintenance team to schedule any maintenance of Soures.
2.2.7.12	Establish, operate, and oversee all aspects of emergency management procedures with local, state, and federal agencies to ensure safe recreational system.	Lowe will continue to work with all local, state and federal agencies to ensure a safe recreational system. They will stay abreast of all state and federal laws pertaining recreational activities. They work closely with the City's athletic association and Georgia Recreation & Parks Association (GRPA) to ensure they are frowing proper guidelines to prevent serious head injury during play.
Identify and perform other recreation services responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above. The City's parks system matures, Lowe will continue to identify other ecreational service needs and address them with the City Manager to identify other technical solutions. The first Dunwoody Parks and Recreation Guide was released in May of 2017, social media accounts were created in May of 2017, social medi		

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.1	Staff have approximately five FTE operational positions along with approximately four fractional operational positions to work in Public Works with General, Capital, SPLOST, and Stormwater funding. The City is asking that proposals be developed with this framework, though at the City's discretion in final negotiations may change the FTE amount with each position. The City currently works with an arrangement of the following full-time equivalent below except as noted: a) Stormwater Manger b) Stormwater Compliance Staff c) Stormwater Engineer (0.25 FTE) d) Traffic Engineer (0.50 FTE) e) Operation and Maintenance Supervisor f) Construction Manager (0.50 FTE) g) Construction Project Manager (Currently 0.75, proposing 1.00 FTE) h) Construction Engineer i) Utility Coordinator (0.50, a new position not in the current contract) j) Stormwater Capital Projects Manager (0.50 FTE)	Lowe will provide the staffing as described in the RFP and Addendum One. Here are our proposed staff for the positions: a) Stormwater Manager (1 FTE): Cody Dallas, EIT (PE status expected in 2025. Cody took on this role in 2024. She filled the MS4 compliance role for the previous 8 years.) b) Stormwater Compliance (1 FTE): Jacqueline Encinas (Jackie joined Lowe in April 2025.) c) Stormwater Engineer (0.25 FTE): David Elliott, PE (David has worked with the City since 2013.) d) Traffic Engineer (0.5 FTE): Eli Veith, PE, PTOE (26 years of experience in this role.) e) Operations and Maintenance Supervisor (1 FTE): Dale Harris (Dale has been with the City since 2020.) f) Construction Manager (0.5 FTE): Todd Meadows, PE (Todd has been with the City since 2015) g) Construction Project Manager (1 FTE): David Ayers (David has been with the City since 2017.) h) Construction Engineer (1 FTE): Tan Christie (Alan Christie has been with the City since 2022.) i) Utility Coordinator (0.5 FTE): James Skelly j) Stormwater Capital Projects Manager (0.5 FTE): Javier Sayago Please see resumes for details on each individual's qualifications.
2.5.2	The City is willing to entertain proposals for the arrangement of these services other than what is shown above, but any alternatives must be submitted as an appendix and not as part of the official staffing proposal.	Lowe is proposing some potential changes to the framework provided in the RFP. Information of each item is provided in the Appendix.
2.5.3	Bidder provided equipment:	For saff positions provided, Lowe will provide the required equipment:
2.5.3.1	Out of the above positions, each will be issued a bidder issued cell phone whose costs will be included in the monthly rate. These cell phones must be able to have certain city-issued software installed on them.	Cellphone capable of having certain City-issued software installed on them as directed by City management and the IT Department.
2.5.3.2	All the positions above (except for the stormwater Compliance Staff, Stormwater Engineer, Iraffic Engineer, Stormwater Capital Projects Manager, and Construction Manager), will be issued a bidder issued tablet whose costs will be included in the monthly rate. These tablets must be able to have certain city-issued software installed on them.	Tablets capable of having certain City-issued software installed on them will be provided for all positions except Stormwater Compliance Staff, Stormwater Engineer, Traffic Engineer, and Construction Manager.
2.5.3.3 Georg	All the full-time positions above (except for the Stormwater Compliance Staff and Stormwater Capital Projects Manager), will be issued a bidder issued vehicle whose costs will be included in the monthly rate. See 6.5.G for disposition of the vehicle(s) and details of pooling cars.	Lowe will furnish new vehicles in accordance with City requirements for all positions except stormwater compliance staff: truck for David Ayers, truck for Dale Harris, truck and/or SUV for Todd Meadows. All maintenance, insurance and fuel costs will be supplied by Lowe for Loweowned vehicles as part of the contract cost. As in the past, we assume the City will continue to allow our stormwater team and utility coordinator to use the vehicles previously acquired during the prior contract period for our use as part of this new contract. The City will also continue to provide insurance and maintenance costs for these trucks while Lowe will continue to cover the cost for fuel.
2.5.4	Provide the City with a primary contact who shall be available to the City in person or by telephone	Todd Meadows will serve as the primary contact, available to the City on a 24-hour basis, seven days per week. David Ayers will be his backup. For routine

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
	on a twenty-four (24) hour basis, seven (7) days per week. Provide supervision of Contractor(s) staff providing Public Works 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.	response actions, Lowe will continue to provide on-call staff that are available through the after-hours emergency phone system. Todd Meadows will provide supervision of Lowe staff providing Public Works services to ensure that all contractional requirements are performed effectively and efficiently.
2.5.5	Provide supervision of Contractors providing Public Works services to ensure that Contractors meet City performance standards.	Todd Meadows and David Ayers will provide overall supervision of contractors providing Public Works services. They will ensure all contractual requirements are completed and meet City performance standards. Our technical leads and stormwater, traffic, and right-of-way staff will work in the field daily with maintenance contractors to ensure that all work is being performed to meet City performance standards. Staff will monitor work performed by all crews through work order management and routine maintenance schedules.
2.5.6 Winte	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, 2026 in a manageable electronic database format.	Lowe has developed databases for traffic signals, street signs, streetlights, sidewalks, and traffic calming devices. Love also worked with specialty subcontractors to inventory assets and develop databases for roads, curbs and gutters, and stormwater structures. Many hours have gone into the development of high quality, though inventories of the City's assets and it is important to ensure the countied integrity of the databases. Lowe will accomplish this through accurate recordkeeping and regular maintenance of the databases. The most important aspect of the work order management system is that it is an extension of the GIS database that stores the City's assets. When maintenance work is performed and recorded in the work order management system, the GIS asset database will be automatically updated. Com Dallas, a Dunwoody civil engineer, is experienced working with the City's GIS database. Cody and several other staff members will ensure the technology works as intended and that the data is current and correct.
2.5.7	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.	Lowe responds to public requests and complaints are made in a timely and professional manner. The request/complaint is tracked in a digital system. This system facilitates the tracking of actions and the resolution of the issue and ensures communication with the originator.
2.5.8	Attend City meetings to represent Public Works as required and directed by the City Manager and/or Public Works Directors	Lowe will continue to attend City meetings to represent Public Works as required and directed by the City Manager and/or Public Works Director. We have numerous staff members experienced in representing the Public Works Department in public meetings, including City Council meetings. Attending 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.
2.5.9	Track, maintain, and report on key performance indicators established by the City for Public Works in a timely manner.	Lowe tracks and maintains an extensive dataset of key performance indicator values, such as the following: 1. Lane miles of resurfacing streets per year with the centerline mileage and cost (LMIG and City funding) 2. Intersection and corridor improvement projects to include construction costs and the budget year completed 3. Stormwater utility project execution to include miles of existing storm infrastructure rehabilitation and construction funding 4. Maintenance work order execution for parks, roads, right-of-ways, signals, signs, and stormwater infrastructure assets 5. Traffic operations 6. Pedestrian and bicycle infrastructure improvements to include feet constructed and construction costs

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
		performance indicators such as work order time to completion. We will continue this practice and add any other indicators established by the City.
2.5.10	Identify and perform other Public Works assistance where the Contractor reasonably anticipates needs, which are not specifically set forth above.	After more than 17 years working for the City, Lowe has gained an understanding of the needs and responsibilities involved in the operation and management of the Public Works Department. We are flexible at 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 five years, we will continually be aware of changing needs and adjust accordingly from our current operations.
2.5.11	STREET MAINTENANCE AND STRIPING	
2.5.11.1	Conduct all activities necessary to maintain a first- class roadway and bridge infrastructure system in accordance with national and state 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 uses the street rankings cataloged in the Pavement Condition Assessments every 5 years and resident input from CityWorks to prioritize and address pavement repairs. Preventive maintenance is pursued through such measures as JET VAC cleaning, street sweep 15, right-of-way cleaning, pavement repair, and concrete repair to advitate stress on existing infrastructure. Our team works closely with on-call right-of-way crews and local utilities to deploy barricades, decour signage, etc., in the event of trees and wires down during storm events.
2.5.11.2	Manage the City's contractors responsible for maintenance and repair of all City streets, including, but not limited to, pothole repair, paving, and striping as directed by the City.	Lowe has worked with the contact roads crews to prioritize and promptly address spot repairs. Our on all crews recently purchased a "hot box" which allows them to purchased riger quantities of hot mix, allowing for more efficient and larger patement repairs. Our Ops Manager meets weekly with on-call personnel to beep them focused on the highest priority repairs. Striping projects are addressed either by our annual paving/re-surfacing
2.5.11.3	Oversee the City's pavement management program including maintaining pavement markings in accordance with national standards.	contractor was needed using local striping crews. Since the City's first pavement contract in 2010, Lowe has been part of the City wavement management program, managing budgets, developing bid dotuments, securing grant funding, and implementing pavement maintenance strategies. Our staff will continue working closely with the City using the pavement assessments to leverage the most cost-effective
		methods of rehabilitation for the local, collector, and arterial street network. Lowe is knowledgeable of the City's roadway network, the intricacies of the school and business traffic patterns, and the need to develop practical work programs that provide least disruption to the traveling public. Our inspectors have managed pavement programs at the state, county, and municipal levels. Working closely with the City's PR team, Lowe has implemented numerous community outreach measures such as post card notification, message boards, yard signs, website updates and social media posts to keep the
Dunw	roody Cul-de-Sac Paving	public informed of our annual resurfacing plans. We are on target to complete resurfacing/rehabilitation of all City streets within the first 20 years (by 2030).
2.5.11.4	Administer the City's traffic calming program in accordance with city standards and policies.	Our team has helped procure and manage numerous traffic calming measures such as installation of diverter islands, re-stripe roadway diets, speed tables, landscape islands at key intersections, as well as implementation of passive and active traffic calming measures (i.e., North Peachtree Road, Coronation Drive). We work closely with the Capital Project Manager to develop the best approach. We are also familiar with pedestrian safety improvements such as RRFB's and pedestrian hybrid beacons.
Nort	h Peachtree Road Traffic Calming	
2.5.11.5	Oversee all maintenance work in compliance with current Georgia Department of Transportation (GDOT) specifications and City standards.	Lowe oversees the completion of all repairs and improvements to comply with GDOT specifications. Oversight comes by way of providing specifications to all maintenance contractors, along with follow-up. Our

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2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.11 CDR a	STREET MAINTENANCE AND STRIPING at Womack Road Intersection	construction staff are well-versed in GDOT construction techniques and specifications, and regularly attend and participate in continuing education. We have one former GDOT Construction Project Manager on staff to oversee maintenance repairs and operations.%
2.5.11.6 Sinkho	Oversee unanticipated and emergency road repairs such as washouts, sinkholes and damage caused by vehicle accidents.	Our goal is to assist the City in addressing all safety issues promptly. Priority 1 work orders are assigned to any issue that comes in as an emergency issue. Lowe will continue to provide staff who can respond to emergencies and be on site quickly. Lowe has staff member who live in close proximity to the City, with three City residents, and one in the adjoining City of Sandy Springs. Depending on the issue at hand Crews and/or a staff member respond quickly, deploying technicians public utilities and contractors to address immediate repairs. Through the on-call assignment of Lowe staff, all issues that arrive after hours are mimediately directed to the appropriate maintenance crew. Police, 911 personnel, and City staff will be updated continuously until safety is restored. The recent traffic accident in front of the State Farm Building during Spring Break is an ellent example of our team responsiveness - emergency repair of signal safety and mast arm. A traffic detour was implemented within 2 hours of the actual incident, interim signal repaired within 3 hours and damaged poles and mast arm removed in less than 36 hours, restoring normal traffic patterns by 8 PM the day after the event.
2.5.11.7	Respond to citizen inquiries and process requests using the City's work management system.	Lowe is intimately familiar with the SeeClickFix citizen request system and the City's CityWorks work order system. Staff closely monitor both systems to process service requests and work orders. Lowe also responds to citizen emails, phone calls, and on-site inquires, provides necessary communication and actions, and provides the City with a high level of customer service for all citizens.
2.5.11.8	Coordinate emergency responses, as they relate to Public Works, to all weather related events.	Lowe will work with the Public Works Director and other City stakeholders to ensure all maintenance crews are adequately supplied with material, equipment and manpower to carry out the needs of a storm event response. Live tracking systems follow all staff in the field and communicate responses to crews.
Storm	Response	Our team has extensive experience responding to weather/emergency events, including tornadoes, flooding, snowstorms and ice storms. Having effective oversight of emergency operations is important, not only for managing the situation well, but for making sure resources used are properly quantified if disaster relief money becomes available later. Most recently, Lowe coordinated a pre-storm meeting with Tri-Scapes to brine roads prior to an approaching winter weather event. Barricades were prepositioned and 24/7 staffing organized/published in advance. Our on-call team was on site for the first 24 hours, working in the RTCC with Dunwoody Police.
2.5.11.9	Identify and perform other street maintenance and striping responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.	After working for the City for so many years, Lowe has gained an understanding of the needs and responsibilities involved in the operation and management of the City's streets and striping areas. Lowe 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

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.11	STREET MAINTENANCE AND STRIPING	
		existing projects that present a mutual benefit where single mobilization can be made for multiple repairs or enhancements.
		Our team aggressively pursues additional funding options through the LMIG program and have successfully garnered \$4.6 million through this grant source. This has helped us fund additional safety and maintenance projects without reliance on major city funds.
2.5.12	TRAFFIC SIGNALS, STREET SIGNS, AND STREET LIGHTS	
2.5.12.1	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.	Lowe has provided this service continuously for over a decade, producing one of the best systems in the entire Atlanta area. Despite being a small city, the City has a fully networked traffic control system and constant connection and analysis of our system. We have performed numerous intersection and corridor studies and traffic control system improvements.
2.5.12.2	Provide traffic engineering services by staff holding sufficient expertise and experience to review and adjust signal timing, troubleshoot signals and review traffic plans.	Since December 2013, Eli Veith has provided this service to the City. His expertise encompasses more than 25 years of experience providing these services to Dunwoody as well as other titles and counties in the area. In the last 11 years, he has repeatedly visited, reviewed, and adjusted every signal in the City. He is familiar with all of the recent and upcoming traffic signal improvement projects. He also hives within 5 minutes of the City and is able to respond quickly to events within needed.
2.5.12.3	Maintain the proper operation and ensure proper maintenance of all traffic signals, street signs, and streetlights at all times within the City of Dunwoody.	Lowe has an excellent which grelationship with Sunbelt, Big Apple, and the SigOps team, and we've constantly working to fix all problems quickly. Our scheduled inspection and maintenance program are finding and fixing many problems early 60—before they become a serious issue. Additionally, Lowe conducts a proceeding with Dunwoody's Georgia Power Lighting Representative where issues are discussed and reported so repairs are made quickly.
2.5.12.4	Traffic signals shall be operational continuously and Contractor shall be responsible for coordinating emergency response to signal outages or malfunctions.	By re-working all the traffic signals in the City and connecting them to both the City's MaxView signal software server and the GDOT MaxView network, Lowe has created a system of fast notification for almost all signal outages and malfunctions. We have been successful working with the Sunbelt crews and the SigOps team to restore signals quickly. Living just outside the City, Eli Veith can provide quick responses and inspections after hours when necessary.
2.5.12.5	Inspect signal timing and make adjustments as required. (The City will pay the labor and materials for a contract crew to repair signal stand update signal timing plans. However, the contractor to be able to identify whether a signal is malfunctioning, oversee required repairs and make minor timing adjustments.)	Every single coordinated traffic signal outside of the Perimeter region has been re-timed at least three times by Eli Veith in the last 10 years. He is intimately familiar with the signal timing of each corridor and the reasons behind every setting used. Intimate knowledge of the details of all available signal timing plans allowed for a quick response to the March 2020 traffic pattern disruptions resulting from the citywide COVID-19 pandemic response, and more recently allowed a quick response from back-to-work initiatives at office buildings.
2.5.12.6	Oversee and manage the regular inspection and cleaning of traffic signal cabinets and equipment.	Our signal system equipment is in excellent shape because of our maintenance program and the positive working relationship with the Sunbelt crews. Frequent visits to traffic cabinets mean that something like an infestation of ants in the signal cabinet can be identified, treated, and eliminated before they cause problems with the equipment.
2.5.12.7 Signa	Oversee signal timing projects and equipment upgrades, and review signal related elements of capital projects. Work at Roberts Drive and CDR	Lowe has overseen numerous improvements to the traffic signal system, from large projects such as the Chamblee-Dunwoody Gateway Project, medium projects such as new signal installation at Chesnut Elementary school and the HAWK signal on Perimeter Center West, to smaller projects such as the upgrade and repair of all of the vehicle detectors on Ashford-Dunwoody and Perimeter Center Parkway. We also are responsible for the complete signal network upgrades around the City that allow our Traffic Control Center to have complete communications and control of all traffic signals.

NTS	UNDERSTANDING OF SCOPE
EET SIGNS, AND STREET	
c control center as needed to and communications fully	Lowe is better equipped than any other to perform this task. When we started, the City had almost no working infrastructure for traffic signal communications and control. Today, every signal in the city is accessible from the traffic control center and remotely. We have multiple techniques and devices for backup communications in the case of disruption and the ability to deploy quickly if there is any loss of communication. We are also working with the City's IT department on their major project to rebuild the City's network infrastructure and to ensure that all equipment remains online and functional throughout the process as much as possible.
replacement program in D and City standards.	We have provided this service since 2018, replacing about half of the City's signs. We have been able to perform this service quickly and efficiently every year.
elated to private and provide anage traffic impacts.	This is another service Lowe has provided for over a decade. We have been able to help the City be a good place to perform development while not allowing designs that will block traffic with our proper mediation.
traffic events and g to mitigate traffic impacts	2019, when part of I-285 was closed because of an incident with a Dunwoody police officer, we were able to give the police department the time they needed to complete its response by redirecting traffic via Cotillion Drive, Savoy Drive, North Shallowford Road, Chamblee-Dunwoody Road, and Ashford-Dunwoody Road. We have prepared a number of incident reanagement plans for events such as these and have progressively improved them over the years. All signals on major corridors have special plans preprogrammed that are ready to be implemented at
erimeter Center West	the start of chajor incident. Nowe has an excellent response time to citizen requests via SeeClickFix. On
niries and process requests anagement system.	Nowe has an excellent response time to citizen requests via SeeClickFix. On numerous occasions we have been able to respond and address traffic signal complaints in less than an hour, which usually results in an enthusiastic response from the citizen who reported it. Almost all requests receive a response and repair or work order within one working day.
ther traffic signals street and transportation lities where the firm needs, which are not over	A great example of this is our relationship with the bicyclist community of Dunwoody. Several members contact us when they feel that traffic signals are not detecting bicycles, and we have met with them in person at the intersections to test and address these detection needs. Lowe has also kept this community in mind as we design and implement new projects with bike lanes, such as the new roadway upgrades on Mount Vernon. We have made a concerted effort to remain at the forefront of traffic signal technology so that we can implement new advancements to better serve the public. We have also been instrumental in helping the City with its permitting process for special events and for filming. Participating in this process ensures that the community can have 5K runs and chili cook-offs, and that the entertainment industry can bring business to the City, all without creating unnecessary congestion.
ad Sidewalk	
AND RELATED STREET	
walks, gutters, and related out not limited to, y maintenance and cleaning I by the City.	The residents of Dunwoody love to use its sidewalk and path networks to get around the city. Much has been accomplished over the past to install new sidewalks as well as repair existing ones. The ongoing goal is to prioritize needed repairs to existing sidewalks in coordination with future sidewalks installations and paving plans in compliance with the City's Sidewalk Improvement Policy. Lowe will continue to work with currently contracted maintenance crews
out not li y mainte	imited to, enance and cleaning

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.13	SIDEWALKS, GUTTERS, AND RELATED STREET AREAS	
		and unit price concrete contractors to prioritize and address needed repairs to concrete sidewalks, gutters, curbs, and ramps to comply with GDOT, ANSI, and ASTM standards, in addition to ADA requirements. Also, preventative maintenance will continue to be performed to ensure safe walking paths and stormwater drainage areas by using right-of-way maintenance crews, stormwater maintenance crews, and outside contractors, if necessary.
2.5.13.2	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, NACTO, and ASTM standards).	Lowe provides a team of project managers and inspectors that have overseen dozens of projects from small in-fill segments (like the one completed by onsite maintenance crews at Ridgeview Road) to site-adapted repairs and modifications like the Dunwoody Road sidewalks project completed in 2024. Additionally, our team established an ongoing coordination with DeKalb Watershed Management to track curb, roadway, and sidewalk repairs needed due to water main breaks, etc.
2.5.13.3 Winter	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.	Lowe will continue to work with contracted maintenance crews to meet the standards of the Department. These standards are met through a three-part approach: • Perform monthly inspections of conditions to confirm that areas are clear of debris, or growth, and material that may negatively affect safety, usability or stormwater systems. • Use preventance measures to minimize maintenance while maintaining a visually pleasing appearance. • Utiliza termmunity outreach (SeeClickFix, adopt a spot areas, personal outwach from citizens that have relationships with Lowe staff, etc.) City and inspections, and Contracted maintenance crew inspections, training and accountability to anticipate and respond to any upkeep issues in the ROW.
2.5.13.4	Respond to citizen inquiries and process requests using the City's work management system.	Lowe's familiarity with the SeeClickFix citizen request system and the City's CityWorks work order system allows great flexibility for responsiveness. Staff closely monitor both systems to process service requests and work orders, along with responding to citizen emails, phone calls, and on-site inquiries promptly. Lowe communicates and takes actions that provide the City with a high level of customer service for all citizens.
2.5.13.5	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 will continue to work in conjunction with the City's currently scheduled sidewalk installations and paving plans to address repairs that meet GDOT, ANSI, and ASTM standards. Revisiting a citywide assessment of currently existing sidewalk conditions will allow the City to budget for repairs needed within a reasonable timeframe. 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.
2.5.14.1	Conduct all activities necessary to maintain a first-class stormwater system, including but not limited to, conducting necessary studies, 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 has been managing the City's stormwater system since incorporation of the City in 2009. Under Lowe's previous 3 contracts, we have partnered with City leadership to develop the stormwater program from infancy into an award-winning and progressive program. Together, we have developed the best mid-sized stormwater utility in the metro area. Cody Dallas will continue to serve as the Stormwater Utility Manager for Dunwoody. She has been working for Dunwoody for 10 years, with experience primarily in stormwater management, asset management, public outreach, environmental engineering, compliance, cost analysis, and enforcement. Her most recent accomplishments in this role include the establishment of the Adopt-a-Stream Program and beginning the citywide flood modeling program. Jackie Encinas will serve as the MS4 Coordinator, specializing in matters of compliance with the City's stormwater program and related outreach activities, with primary responsibility over preparation of the City's annual reports and future updates to the City's Stormwater Management Program

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GENERAL REQUIREMENTS

UNDERSTANDING OF SCOPE

2.5.14

2.5

STORMWATER





2.5.14.2 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.

(NPDES) permitting and compliance.

Stormwater Pipe Assessmen

(SWMP). Jackie began her role as the City's MS4 Coordinator in April 2025, transferring from her previous position as an Environmental Grants Administrator for the GA EPD. Jackie also has in-depth background in utilizing GIS applications for water resource applications.

Javier Sayago will serve as the Stormwater Capital Projects Manager. Javier has been serving the City in this role since February of 2022. He was instrumental in the stormwater programs aggressive utilization of ARPA funding and completing over 3 miles of pipe rehabilitation in 3 years. Javier is also a former Stormwater Utility Manager for the City of Conyers and remains active in many organizations including GAWP, SESWA, and the Georgia Adopt-a-Stream Program. Javier's credentials include NPDES Certified Stormwater Inspector, MS4 Compliance and Enforcement Certified Inspector, NPDES Certified Sediment and Erosion Control Officer, and NPDES Plan Reviewer.

David Elliott, PE will serve as the Stormward Engineer for this project. David has 22 years of experience in stormwater engineering, program management, and water resources. Savid was also the former Stormwater Manager from 2013 to 2018 for the City and has intimate knowledge of the City's infrastructure and policies. David's focus will be helping to manage studies, engineering designs and program decisions / technical consultation.

Lowe has remained active in implementing all EPA, GA EPD, MNGWPD, and FEMA regulations since the City's incorporation in 2009. Lowe is also routinely involved in SESWA, GAWP, and various stormwater advisor committees that assist in the development of new regulations. This active engagement of stormwater staff puts the City in an advantageous position to plan and implement changes to policies and statutes.

Local has satisfied 6 audits and inspections conducted by the GA EPD (2014, 2016, 2020) and MNGWPD (2010, 2016, 2021). Lowe has also provided its expertise in MS4 permit audits and regulatory inspections to East Point, Doraville, Lithonia, Canton, and Milton. For each audit and regulatory inspection Lowe participated in, the community achieved compliance.

2.5.14.3 Prepare and submit stormwater management plans, permit updates and annual reports to the Georgia Environmental Protection Division and achieve compliance.



The City was first issued its Phase II MS4 Permit after it incorporated in 2009. Under Lowe's guidance, the City has consistently met or exceeded all MS4 requirements. In 2016, the City received the Outstanding Stormwater Program of the Year Award for exemplary MS4 management. Lowe has managed all aspects of the City's permit and maintained the City's compliance. The evolution of the Phase II MS4 Permit over the last 15 years has required the City to generate three (3) iterations of the City's Stormwater Management Program (SWMP) - one (1) for each 5-year permit cycle. The City expects to receive approval of its 2022-2027 SWMP by mid-2025.

Significant programs within an MS4's SWMP include the Impaired Waters Plan, Enforcement Response Plan, Illicit Discharge Detection and Elimination Plan, the Linear Transportation Feasibility Policy, the GI/LID Program, and all public education and outreach activities to help build awareness of and protect local water quality. These programs and model ordinances are continuously reviewed and kept current to maintain compliance and are regularly assessed for effectiveness.

In addition to Dunwoody, Lowe has developed curated SWMPs and regulatory documents for numerous municipalities, including Milton,

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.14	STORMWATER	
		Canton, Brookhaven, Lithonia, and Doraville. Lowe has successfully brought each of these municipalities into compliance with their individual and general MS4 permits by using its expert knowledge of regulations and careful understanding of each localities' needs.
2.5.14.4	Integrate activities when applicable with Planning and Zoning and other departments as necessary. Review hydrology reports and stormwater management plans for development projects.	Lowe regularly coordinates with Community Development on plan review, particularly on projects that interact with the City's stormwater system. Lowe's extensive knowledge of the City's system, in combination with our experience in plan review helps community development make more informed decisions on proposed developments. Our stormwater staff is an important part of intelligent private sector growth.
		To improve efficiency for both the Community Development and Public Works Departments, Lowe initiated a project to delineate all jurisdictional



Enhanced Image from Dunwoody Smartmap

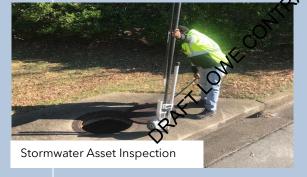
Lowe's stormwater team is also involved in the implementation of the City's transportation plan. Development of traffic improvements, bike lanes, and sidewalks normally requires the construction of more impervious areas. This increase in the impervious area results in stormflow increase that must be managed. Lowe regularly coordinates with the Public Works Director and his deputy to construct these projects while managing the stormflows. Construction of these projects without adversely impacting the Dunwoody residents is a challenging process. Lowe's stormwater team is proud of its role in finding creative solutions to help Dunwoody grow, become a more pedestrial the endly City, and improve the life of residents.

streams and buffers within the City limits. This tool has streamlined the permitting process for the community. This innovative solution decreased City staff workload, improved regulatory compliance, and decreased the private cost of development by providing accessible and consistent

method for determining the presence tate waters.

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.

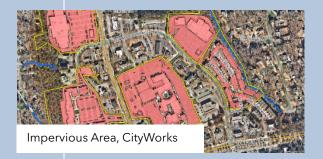
One of the most important tools for centralized data storage and reporting purposes utilized by Lowe is the CityWorks database management tool. All sormwater staff are proficient in entering service requests and work orders. This not only tracks and totals all costs related to a project (i.e., engineering studies, CCTV/cleanings, easements, construction, etc.), but the user can also attach all assets related to the project. For long-term recording purposes, Lowe enters all completed stormwater projects since the City's inception into the Project Manager Module and attaches assets, invoices, and photos.



Lowe is also intimately familiar with the City's open records request process and regularly responds to inquiries through the City Clerk's Office. During the current contract cycle, Lowe has responded to 76 stormwater-related open records requests.

2.5.14.6 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 is active in equitably implementing stormwater fees that allow for continual improvement of the City's stormwater program and infrastructure. Through auditing the impervious area of city parcels and fee adjustments that track inflation, Lowe has increased the City's annual stormwater budget by \$325,955 (14%) in the last 5 years.



Lowe will continue to collaborate with staff from GIS and Finance Departments to ensure that the City is providing the most up-to-date billing data for each parcel. Although residential properties are charged for one equivalent residential unit (ERU) 3,000 square feet impervious, it is important to review the most recent GIS data for the impervious footprint of each commercial lot, particularly for commercial redevelopment projects in the City. The City currently charges an annual ERU rate of \$98.82 (5-year difference of \$20.37 per ERU), adjusted annually based on the Municipal Cost Index, which calculates the effect of inflation on the cost of providing municipal services.

Packet page:...

2.5.14.5

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2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.14	STORMWATER	
		Future enhancements to the accuracy of impervious data is a planned project for the next contract cycle.
2.5.14.7	Maintain and update the City's stormwater infrastructure GIS database.	Dunwoody enjoys one of the best stormwater GIS databases in the Metro area, this GIS has been designed, managed, and updated by Lowe since the inception of the City.
Consider Consider Management Consider Manageme	AND ADDRESS OF THE PARTY OF THE	Features that make our GIS stand out include: • Expert delineation of regulated streams • Z-data for MS4 structures (100% completion by 2027) • Structure inspection pole camera imagery hyperlinked and publicly available. • CCTV crawler inspection video hyperlinked and publicly available. • Updated ownership fields that reflect the City's current Extent of Service Policy for Stormwater Maintenance. • Static ID protocol GIS planned enhancements for the future and clude incorporation of the citywide basin modeling.
2.5.14.8	Respond to citizen inquiries and process requests using the City's work management system.	Lowe is proficient in the use of City Works products and its integrations to track and respond efficiently to viden inquiries. Lowe also consistently enters details for requests and requires received over phone calls, emails, and contact submission forms sent through the City's website.
		Since 2018, the storm water section has invested additional resources to citizen response, using service requests received through CityWorks and SeeClickFix as an opportunity to promote the City's stormwater program. Lowe continues to make adjustments to the City's work management system to better serve the community, such as adding different problem types and categories that are more descriptive, grouping work order into projects within CityWorks to manage and plan budgets. The City's work management system is additionally utilized for MS4 reporting purposes and maintaining compliance with the City's stormwater permit.
Dunw	oody Nature Center Stream Restoration	Over the last 5 years, Lowe has responded to 715 stormwater service requests, with 398 (56%) of those requests being generated by the City's public reporting application, SeeClickFix. Of all those service requests received, 270 (38%) requests had work orders issued in response.
	TLOWE	Lowe issued a total of 977 stormwater work orders over the last 5 years, 707 (72%) of which were issued independently from any service requests received. Lowe will continue to provide this level of proactive maintenance of the City's infrastructure throughout the next contract cycle.
2.5.14.9 Adop	Manage the City's Adors a-Stream program. t-a-Stream Meeting	Lowe trains citizens who want to volunteer in water monitoring for the following parameters: chemical, bacterial, and macroinvertebrates. This is a program certified by the Georgia Environmental Protection Division. Once volunteers obtain their certifications, they can monitor streams, rivers, and ponds within the City and upload their results into the State database. The City provides the equipment to perform the water monitoring located at the Dunwoody Nature Center. Lowe also manages the space where equipment and chemicals are stored to ensure consistent monitoring.
2.5.14.10	Identify and perform other stormwater responsibilities where the firm reasonably anticipates needs, which are not specifically set forth above.	In 2024, the consistent improvements Lowe has made to the City's stormwater GIS database has laid the groundwork for the City to further enhance its asset management capabilities for stormwater. In 2024, Lowe initiated a citywide flood modeling program for Dunwoody, beginning with a pilot study in Dunwoody's Marsh Creek basin. This study is able to utilize much of the stormwater data to generate models of the current drainage networks. The modelling will be able to test a variety of storm events in a given area to determine if a system's Level of Service (LOS)—the ability to effectively drain a storm of specific intensity and duration without causing

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.14	STORMWATER	
Adop	ot-a-Stream Group	flooding—meets the City's expectations. The models will provide a GIS-based tool that staff can use to analyze pipe capacity prior to making repairs, as well as determine the impact of various repair scenarios. The Marsh Creekpilot study results will be presented by the contracted design firm on May 14, 2025. The remaining basins in Dunwoody are expected to have their modelling completed by 2028. In 2023, Lowe secured \$600,000 in 319(h) grant funding from GA EPD for the Dunwoody Nature Center Wetlands and Stream Improvement Project. Lowe will continue to seek environmental grant opportunities with the State and other agencies for projects outlined by Lowe for Dunwoody's section of the 2018 Nancy Creek Watershed Based Plan. The recent addition of Jackie Encinas to Lowe's team will prove extremely beneficial as grant opportunities are pursued for these and other projects, such as multi-use trails. Lowe is also currently working towards gaining accreditation for Dunwoody's Public Works Department Dough the APWA (American Public Works Association) Accreditation Program. As stormwater management plays a vital role in Public Works (in foundational background Lowe has to offer on this subject will be extended the project of the APWA's Accreditation Program's a "voluntary, self-motivated approach to objectively evaluate, verificated recognize compliance with the recommended management practices." Lowe is also coordinating with other municipalities it serves, such as Tucker and Brookhaven, to develop consistent, robust procedures in order to achieve accreditation. In addition to we will continue to support the stormwater-related work for the design and construction of the Dunwoody Nature Center's anticipated Wildcat Learning Lab and will continue to make enhancements to the
		Adora-Stream program.
2.5.15	CONSTRUCTION MANAGEMENT	√ <~
	Provide construction project management for certain infrastructure capital projects assigned the City. Ing Drive Storm Crossing	Dowe will continue to provide timely, budget-conscious, and quality projects for the City. We will continue our monthly capital projects review with Public Works Director and CPM to communicate and coordinate emerging plan requirements and details. We are problem solvers, not just construction inspectors. We are also collaborators and ambassadors, and are familiar with City contractors, vendors, design engineers, testing firms, and Dunwoody citizens. Moreover, Todd Meadows, David Ayers, Alan Christie and various others (as needed) are an integral extension of the Dunwoody team, with a track record of performance. Lowe has managed: 15 years of the City's Paving Program: \$41 million 13 intersection and corridor improvement projects: \$25 million, with 2 projects in development/procurement Dozens of sidewalk projects: \$21 million, with several currently in development/ procurement Numerous projects for the Parks and Recreation Department: \$19.5 million.
2.5.15.2	Ensure compliance with the contract documents and City standards and specifications.	Lowe's construction management team, led by Todd Meadows, PE is comprised of knowledgeable, experienced staff with more than 75 combined years managing complex linear and site development projects. Lowe is invested in the project development process: constructability reviews, hand-off meetings, and plan reviews with the Capital Projects Manager to ensure continuous improvement.

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.15	CONSTRUCTION MANAGEMENT	
		Lowe is also currently working with the public works director and adjoining municipalities to create the necessary policies/documentation for APWA certification.
2.5.15.3 NOVA	Manage materials testing contracts. Testing Soil Density	Managing materials testing contracts is a key part of our quality control program. Every 3 to 5 years, we solicit, evaluate, recommend selection and partner with multiple local testing firms to oversee grading/compaction, asphalt and concrete testing, and other material testing services as needed. Our staff have coordinated with several testing firms and have developed strong collaborative relationships. They assist us with our QA/QC efforts and ensure the highest quality for the City.
2.5.15.4	Conduct pre-construction and project meetings. Prepare meeting agendas and minutes.	Todd Meadows prepares pre-construction meeting agendas, coordinates meeting dates, facilitates meetings and follows up with meeting minutes to provide clear and concise provide goals, deadlines and other project-specific information for attendees
2.5.15.5	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 and provide daily reports.	Todd Meadows with Iso be actively involved on all the projects with daily site visits, discussions with contractors, utility coordination/ re-location, dialogues with property owners, etc. Todd will monitor the contractor for code compliance, especially in the areas of safety, traffic control and erosion control. Lowe will continue to use the Raken cloud-based daily report tool to document project progress during all phases of construction. Construction management staff catalog pre-construction photos and drone flyovers to establish site conditions before construction begins. Daily photos are captured and catalogued in the project file as well.
2.5.15.6	Review and monitor the construction schedule.	Lowe will evaluate and establish the baseline project schedule <i>before</i> work begins, and monitor milestones monthly. This allows us to document and escalate when targets slip or are missed. We also enforce project acceleration/recovery schedules. Lowe evaluates and makes recommendations regarding project delay claims. We will keep City staff appraised of project progress (on track / ahead of or behind schedule).
	Review and process contractor progress payments for approval by Public Works Director. Construction. Perimeter Center West at the Pointe Parkway	Todd Meadows will meet on site with the contractor at the end of each month to measure quantities, review percentage complete, and tabulate the previous month's work for billing purposes. We call this the "pencil walk" because it allows for revisions and modifications so there is consensus with all parties before processing for payment. Each pay application will then be reviewed by Todd and submitted to the City Public Works Director for final review/approval/payment. During this process, we also collect and file haul tickets and other material receipts for the project record. We will conduct at the 50% and 66% milestones, a detailed cost estimate review to assess project progress versus payment. This will assist the City in projecting future project costs against overall contract amounts and contingency balances.
2.5.15.8	Perform all construction administrative activities including correspondence and document control in accordance with City standards. Comply with Georgia Department of Transportation requirements for federally funded projects.	Todd Meadows will be responsible for all communications and correspondence with the contractor, with copies to the City throughout the duration of the projects. Over the past 10 years, our team has successfully managed 3 federally funded GDOT projects, including audit support.

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.15	CONSTRUCTION MANAGEMENT	
2.5.15.9	Coordinate 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.	Lowe's construction management team has developed standardized bid forms for consistency and to incorporate lessons learned from previous projects. This makes our Invitation to Bid (ITB) and Request for Proposal (RFP) packages easier to assemble and more efficient. Lowe will further conduct well-organized, informative pre-bid conferences as needed. We also have an excellent rapport with the City's Procurement Manager and are able to facilitate these meetings when he is unavailable. We will evaluate/assess bid packages and make recommendations to City Procurement and the Public Works Director on bidders' responsiveness, prepare bid tabulation, review monthly pay applications, and manage budget and schedule so projects are completed in a timely manner and within established budget.
2.5.15.10	Document changes to the design and coordinate as-built drawings.	Todd Meadows will be responsible for insuring all modifications to the plans have been documented and are included in the final as-built submittal from the contractor. In addition, we will ensure that contract requirements allow for CCTV of all new storm structures pipe as a part of the close-out process. As projects are closed out, Table ensures that City GIS receives a copy of as-built conditions so City records are kept up-to-date with the newly added infrastructure.
2.5.15.11	Conduct technical reviews of construction documents.	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 Engineer of Record upon completion. We will also ontinue to coordinate traffic signal requirements with the City's Teaffic Engineer and on-call signal contractor. Also, revisions to the city stormwater network are coordinated with the stormwater team.
2.5.15.12	Provide coordination and review of contractors staging and maintenance of traffic plans.	Todd Meadows will review the contractor's traffic control plan and construction staging plan at the beginning of each project. Any deviation from the design plans will be discussed with City staff for final approval. Any detours will be discussed in detail with City staff (including PD if applicable) for final approval before proceeding. Any changes that will require additional public notification will be coordinated with the City and the contractor. We will also coordinate with the City Public Relations team on activities that significantly impact pedestrian and/or motorist movement.
2.5.15.13	Coordinate communications to the public with the City's public relations staff.	We foster cooperative and ongoing communication with the City's Public Relations staff and the City Public Works staff throughout the project cycle (concept to completion). Our monthly CM Report provides detailed updates which the PR team is able to post to the City website, so residents have an upto-date understanding of what is happening. We have a proven track record of providing timely updates during critical weather events and emergency repairs.
2.5.15.14 CDR St	Provide final inspection services and project closeout activities.	Todd Meadows will perform a final walk-through on each project with the contractor when the work is substantially complete. An itemized punch list is documented and distributed (including photos). No final payment or release of retainage is made until the contractor and Todd agree that all discrepancies have been addressed/corrected. Todd will further ensure that all punch list items are monitored and enforce timely correction/completion.

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.15	CONSTRUCTION MANAGEMENT	
2.5.15.15	Provide post-construction services as needed for project closeout and warranty issues.	Upon completion of the punch list items, Todd Meadows 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. We conduct a 1-Year Warranty Walk prior to expiration of the contract warranty period. Within 30 days of substantial completion (capital projects), the construction management team will conduct an after-actions/lessons- learned meeting to document successes and determine areas that require improvement. We will continue to conduct post-mortem reviews on all major projects. Doing so has prevented repeated mistakes and is moving us forward with continual improvement.
2.5.15.16	Maintain reports reflecting time and other costs dedicated to individual capital projects.	Todd Meadows will coordinate with the Public Works Director at the beginning of each year to create the construction management project list / schedule / billing projection. This document tracks projected monthly billing by project and is updated monthly as woices are processed.
2.5.16	UTILITY COORDINATION	
2.5.16.1	Maintain contacts with all utility companies located within City right-of-way.	Lowe has created and keeps we up-to-date utility contacts with all respective utility facilitators (including all utility locate management representatives) so the correct individual contacted immediately for any potential conflicts. We know who to contact when escalation is needed.
2.5.16.2	Notify utility contacts when citizen complaints are received by the City, including follow-up to ensure that issues have been resolved by the utility.	Lowe will provide weekly or daily emails/calls to the respective utility facilitators portaining to potential hazards in the right-of-way (i.e., downed aerial week, unsecured utility pull boxes, etc.). For routine matters (such as remove) of old poles), we will remain vigilant until the request is closed.
2.5.16.3	Review utility encroachment permits submitted for utility work in City right-of-way.	Prior to issuing any utility permits, we ensure that they will not interfere with any future capital projects. When confirmed, the permits are properly approved, and all respective facilitators fully understand what is expected of the crews while working within the City right-of-way (hours of work, locating/protecting adjoining buried utilities, and restoring the original landscaping back to its original condition).
2.5.16.4	Coordinate with utility companies the arding City infrastructure projects including and ucting quarterly utility coordination meetings.	Lowe meets quarterly with all affected utility facilitators to discuss our ongoing/upcoming capital projects. And we are conversing daily with them via phone, email, and text so everyone stays on the same page.
	Oversee utility work in the public right-of-way for compliance with Christandards and regulations. Jetown Gateway Utility Work	Lowe converses daily with respective utility facilitator(s) pertaining to their approved work permit and what is expected from them (i.e., potholing, hours of work, possible lane closures, and landscaping and/or sidewalk restoration).
2.5.17	EMERGENCY PREPAREDNESS	
2.5.17.1	Provide 24-hour coverage when necessary to respond to hazardous weather or other emergencies.	For years, Lowe has provided overnight and weekend on-call coverage for the City 24/7, including holidays. Every member of Lowe is trained and experienced in handling the emergency call line, addressing issues ranging from signal bulbs being out to major storm damage, utility disruption, and dispatching response crews. When the situation warrants, our staff joins the Real Time Communication Center as an integral part of the emergency response efforts.

2.5	GENERAL REQUIREMENTS	UNDERSTANDING OF SCOPE
2.5.17	EMERGENCY PREPAREDNESS	
2.5.17.2	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 is currently working with the Public Works Department to achieve APWA certification based on our 15+ years of practical experience responding to weather events, natural disasters, and various emergency responses. Most members of our team have been involved with real-time response over the previous contract period. We collaborate with DPD, City leadership, and the public seamlessly.
2.5.17.3	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 has extensive experience integrating and coordinating with police, fire departments and other emergency agencies. Our personnel have outstanding qualifications. For instance, Eli 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.
2.5.17.4	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 currently has three Chevrolet Colorado trucks on hand equipped with chains, aggressive treaded tires, tow straps, feening lights, and shovels. These vehicles are available to assist in the every transpose or ice storm event.
2.5.17.5	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.	We managed the installation of flasting beacons that were installed for the Roberts Drive facility, which allows emergency personnel to activate the flashers before they approach the roadway, giving early warning to the traveling public that an emergency vehicle will be entering the roadway.
	Main Brade Rofery Winter Street	Lowe will assist in main ining preparation and contact documentation, incident management procedures, the development of advanced planned detours, and special events planning. We have worked extensively with the police department to repair and expand of traffic signal camera system, which allows the police department and public works to quickly view locations throughout the City in the event of an emergency and assess conditions and respond accordingly. This equipment came in handy during the winter storm on January 10, 2025, and the severe weather that hit the City from Hurricane Helene in September 2024.
Brining	g Main Roads Before Winter Storm	
	04	





Lowe Engineers (Lowe) is a Small Business
Enterprise (SBE) providing municipal, stormwater infrastructure management, civil engineering, program management, traffic engineering, transportation engineering, parks and reseation services, as well as surveying and mapping services for a wide variety of clients, the firm was incorporated in Atlanta in 1957, and since that time has grown in size and expertise. Our professional and knowledgeable staff understands the needs and requirements of local governmental, state, and federal clients, as well as our non-government clients.

Lowe is headquartered at 990 Hammond Drive, Suite 900, Atlanta, GA 30328, less than a half mile from the Dunwoody city limits.

We provide comprehensive services, supporting all aspects of asset management for design, development, and construction processes, from conceptual planning and field surveys to design and specifications for construction. We continue our support beyond construction to include operations. We also provide cost estimating and bid coordination services, project management, and construction

supervision. Our expertise in the services we provide is a result of a targeted growth plan that integrates the technical superiority of staff and equipment with service excellence and ethical management standards. This has positioned Lowe as a forward-thinking industry leader at the forefront of technology, with skilled staff and integrated management systems.

Lowe now has a professional staff of over 130 people. Recent local municipal clients include the cities of Alpharetta, Brookhaven, Chamblee, Doraville, Dunwoody, Johns Creek, Lithonia, Milton, Roswell, Sandy Springs, Smyrna, South Fulton, Stonecrest, and Tucker, along with the counties of Cobb, DeKalb, Douglas, Gwinnett, Paulding, and Rockdale. Repeat work has been awarded from all of these clients based on the quality of Lowe's work product, staff performance, and responsiveness.

Summarizing this section, we can say that Lowe has been successfully performing municipal services since 2005 for similar-sized clients and has demonstrated that we have the needed capabilities.

SUMMARY OF STAFF

Lowe is led by seven Partners, who are listed below with their functional roles. All are located in our headquarters office and are authorized to make representations for Lowe.

Jon Drysdale, PE - Managing Partner, Chief Executive Officer Bill Daniel, PLS, CP - Chief Operating Officer Richard Meehan, PE - Chief Engineer, Chief Financial Officer

Sameer Patharkar - Traffic Group Manager, Marketing and

Administration Manager

Josh Daniel, PLS - Survey Group Manager Jonathan Gazaway - Construction Survey Group Manager Jason Combs, GISP - Geospatial Group Manager

Working out of our headquarters office is a current staff of technical and support personnel, including:

- 15 Administrative Staff
- 19 Engineers
- **GIS Specialists**
- Land Surveyors



ACCOMPLISHMENT, REPUTATION, AND PAST PERFORMANCE

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multi-discipline engineering firm providing municipal services, Lowe is regarded as an industrial and a compliant of the control of the contr In it comes to our accomplishments and reputation as a Lowe is regarded as an industry leader in the State of Georgia.

Most recently, in 2025, Lowe won seven awards from the American Council of Engineering Companies (ACEC) Georgia Chapter for various projects the firm has completed, including the Children's Hospital of Atlanta project, which was awarded ACEC's Grand Prize. ACEC Engineering Excellence Merit Awards went to two City of Dunwoody projects. The first was for the Dunwoody Two in Two project for the rehabilitation of two miles of stormwater pipe in two years. The second was for the City's Georgetown Gateway project along the Chamblee Dunwoody Road corridor.

In Lowe's service to the City of Dunwoody, the City's Parks and Recreation Department has won Georgia Recreation and Park Association's (GRPA) Agency of the Year award for the years 2021, 2022, 2023, and 2024. GRPA has also honored Kate Borden with the 2023 Recreation Programming Network award, and the City's Holiday Lights program with its 2024 Outstanding Special Event award.

AWARD WINNING SERVICE PARKS & RECREATION





2023 Recreation Programming work Award - Kate Borden 2023 GRPA Agency of the Year Award





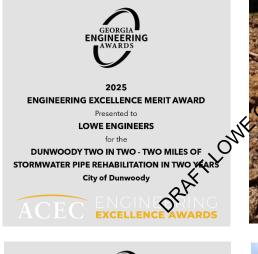
2024 Outstanding Special Event Award - Holiday Lights



2022 Marketing & Visibility Award - Groovin' on the Green

AWARD WINNING SERVICE PUBLIC WORKS











CAPABILITIES FOR SUCCESSFUL COMPLETION OF WORK

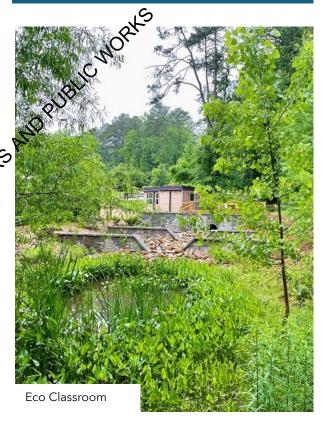
ATTRIBUTES, SPECIAL CAPABILITIES, TECHNIQUES, AND RESOURCES

While our competitors can demonstrate extensive experience working with local governments on specific projects or programs, to our knowledge, **Lowe is one of only three firms that have experience in Georgia managing both a Public Works operation and a Parks and Recreation operation.** Lowe is uniquely qualified, not only based on our experience in Sandy Springs, Milton, Johns Creek, Tucker, 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 17 years.

As Dunwoody's Public Works and Parks and Recreation staff, Lowe has made progress with improving operations and has achieved efficiencies and cost savings in many areas. Our Dunwoody team is backed by the full resources of Lowel which provides access to a full range of civil, transportation and traffic engineering, water resource, surveying, planning, GIS, and construction-related capabilities. Tasks not operational in the RFP that might be needed are within the day to-day operational capacity of Lowe. Our large number of experienced back office support team members provide this additional operational capacity.

Based on our municipal experience we has assembled a team of professionals, technicians and administrative staff to specifically meet the needs of the City. The team structure and number of staff members have varied based on City initiatives and priorities and we have adjusted accordingly. These adjustments have **Scluded** designers, transportation planners, traffic engineers, construction managers, surveyors, stormwater engineers, etc., who have previously worked directly or indirectly for Dunwoody and/or other local governments. Our team is very experienced using standard government procedures and practices, including bidding and procurement policies, grant management procedures, special construction procedures and standards, emergency response procedures and government accounting practices. We are thoroughly familiar with GDOT's Plan Development Process (PDP), ARC rules, and EPD policies and procedures.

Our staff's institutional knowledge and thorough understanding of the City's culture eliminates any learning curve and enables our staff to be continuously responsive and effective.







BACK OFFICE ATTRIBUTES, CAPABOTTIES, AND RESOURCES

Lowe uses a combination of an on-site project team and a back office team to provide services to the City (see Organizational Chart). The on-site project team includes all individuals named on the organization chart and they are based at City facilities and/or frequently provide services and task accomplishment within the City. The project team has fulf access to the back office team capabilities, when needed. The primary back office team is located at our headquarters, which is within 1/2 mile of Dunwoody's city limits. We have additional back office assets located in other project offices in the Metro Atlanta area.

The on-site project team provides overall management resources, plus general civil engineering, traffic engineering, stormwater regineering, construction management, parks management, and recreation programming. The back office team has greater depth and specialized expertise in these areas, plus additional services, such as land planning, grants acquisition, surveying, mapping, and GIS.

LITIGATION HISTORY

With regard to any litigation in the past five (5) years involving the firm, there have been two cases. Number 1, a case was filed between Lowe Engineers and the City of Stonecrest in May of 2022. The City of Stonecrest asserts that Lowe and others were negligent in professional performance in regard to a resurfacing contract. The case is pending a decision and \$0 has been paid. Number 2, a case was filed in June of 2023 between Lowe Engineers and Pattillo Construction Corporation. Pattillo Construction Corporation claimed sidewalks designed by Lowe did not meet ADA minimum standards. The case is closed and \$50,000 was paid.

ONGOING SIMILAR CONTRACTS IN THE ATLANTA AREA

Shown in the matrix below are municipal clients Lowe provides, or has provided, municipal public works services for:

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Johns Creek Lithonia Milton Newnan Powder Springs Sandy Springs South Fulton Stockbridge Stonecrest Tucker Union City Cobb County		Engineering and Design	Stormwater Infrastructure Management, MS4	Site Feasibility Studies	Site Development	Sidewalks, Trails, Streetscaping	Traffic Engineering, Studies, and Management	Signal and Sign Maintenance	Utility Design / Coordination	Permitting and Regulatory Compliance	Plan Reviews	and Surveying, SUE, 1apping	Erosion, Sedimentation, and Pollution Control	Hydrology	Construction Management Inspections, Testing	Communications	Public Meetings / Public Involvement	Program Administration
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As shown, Lowe is performing similar work for other municipalities in the Metro Atlanta area. The following are short descriptions of several of our ongoing projects.

Contracting Entity	Area of Contractual Services	Purpose of the Contract	Summary of Operations
City of East Point	Professional Engineering and Inspection Services	Assist the City in the performance of engineering requirements for various water and sewer projects.	Performed numerous inspections and are currently working on design and construction of repairs to a water supply reservoir and dam.
City of Johns Creek	On-Call Contract for Professional Services - Engineering, Design, and Related Services	Assist the City in the accomplishment of engineering requirements for various public works projects.	Performed several transportation project designs and performing Construction engineering inspections at this time.
City of Lithonia	On-Call Contract for Professional Services - Engineering, Design, and Related Services	Assist the City in the accomplishment of engineering requirements for who ious public works projects.	Providing professional engineer support and advice in public works matters. Performing stormwater support. Providing design support.
City of Milton	Task Order Contract for Engineering Services for Stormwater Projects	Assist the City MS4 and related stormwater of astructure issues.	Providing engineering support for MS4 program needs.
City of Sandy Springs	Task Order Contract for Engineering Services for affic and Transportation Procests	Assist the City in the accomplishment of engineering requirements for various public works transportation projects.	Performed several transportation project designs.
City of Smyrna	Task Order Contract for Engineering and Related Services for Public Works Projects	Assist the City in the accomplishment of engineering requirements for various public works projects.	Providing surveying, GIS, stormwater inspection and engineering services.
City of South Fulton	Traffic Engineering and Capital/TSPLOST Project Management Services	Assist the City in traffic engineering and capital project management.	Performing traffic studies, design, and capital project management. Performed traffic operations support engineering.

Contracting Entity	Area of Contractual Services	Purpose of the Contract	Summary of Operations
City of Stonecrest	Municipal Engineering and Related Professional Services.	Assist the City with professional engineering support.	Performing a myriad of tasks in support of the City in engineering matters and capital program execution.
DeKalb County	Professional Engineering and Design Services for County Roads and Drainage Department	Assist the City with professional engineering support.	Performing numerous stormwater infrastructure inspections and related GIS support.
Douglas County	Professional Engineering and Related Services	Perform engineering and design services for transportation projects.	Performing design on a major road improvement project.

FINANCIAL RESOURCES

Lowe is a financially stable, privately held company that has shown a consistent ability to weather 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. We have further demonstrated that we have the financial resources to be successful in the performances. This contract the financial resources to be successful in the performance of this contract.

APPROACH TO SUPPORTING THE CITY'S ENVIRONMENTAL SUSTAINABILITY GOALS

Lowe works diligently to incorporate the cy's sustainability goals into its Public Works and Parks and Recreation capital projects. In Dunwoody, we have carried out many activities that have a positive environmental impact including:

- Supporting and main aining Atlanta Regional Commission Green Communities Gold status
- Considering sustainability in procurement decisions
- Adhering to an enforcing the No Idling policy with vehicles and maintenance subcontractors
- 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
- Implementing traffic signal synchronization to ease congestion and reduce idling time



conscientious professionals with a wide breadth of capability and experience.

Our ability to provide ghly qualified personnel has been demonstrated in the filling of several key positions under the current contract with Dunwoody. We have assigned some Our most experienced and qualified staff to the City-a number of which are lickneed professionals. By providing seasoned and accomplished staff, we can deliver premium services with fewer people than traditional Public Works and Parks and Recreation operations.

Law has an in-house recruiter who has recruited many of the staff members we have provided to the City. In addition to a high level of understanding of the experience and talent needed to fill these positions, our recruiter has connections that give us a head start in filling any vacancies.

We have a high level of retention in our staffing. Most have been assigned to the City for many years and are continuing to be excited about their assignment to the City.

OVERSIGHT AND ENSURING SUPERIOR WORK

Lowe provides significant oversight of our staff to ensure all services are performed in a superior manner. We have corporate leadership actively involved in the oversight and monitoring, plus senior managers onsite. In Dunwoody, Lowe 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.

We ensure that our staff stays abreast of industry trends and innovative ideas by investing in training and participating in professional organizations. Under our current contract we have provided training in several technical and administrative areas. Lowe will continue to invest in our employees as we move forward. Our staff will be required to participate in professional organizations that offer opportunities for the sharing of information through professional journals, meetings, seminars, and training sessions.

- be reviewed by more than one person before release.
- Lowe's professional experience includes construction monitoring and quality control. Our staff knows what it takes to ensure quality in construction and infrastructure improvements and are actively engaged in every project.
- 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.

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 have been able to fulfill this expectation.



Our Dunwoody staff has set internal goals to respond to calls and emails promptly but always within 12 business hours. We prioritize and set target completion times for maintenance work orders with the maintenance subcontractor. Citizens who submit requests through the City's SeeClickFix mobile app or website are automatically updated through SeeClickFix notifications throughout all stages of the City's review process. Explanations and information are provided in response to requests that are denied. When possible, staff forwards non-City issues to the appropriate contacts. Automated responses are also posted to SeeClickFix requests that transition to a work order. Poor communication is frustrating for citizens and elected officials—Lowe is committed to ensuring professional, responsive service.



CITY-STAFF COLLABORATION

Lowe will continue to focus on efficiency and cost savings in Public Works and Parks and Recreation operations. Just as we have been doing, we will evaluate opportunities for changes that increase efficiency and/or save costs.

If these options appear satisfactory, we will recommend them the Department Managers and the City Manager For cases in which the improvement are within our managers' authority to implement we will do so while coordinating as needed with the appropriate City staff.

Lowe 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, communication with professional contacts in other agencies, and participation in professional organizations. Lowe 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.

In coordination with Dunwoody leadership, the Lowe stormwater team has also successfully presented multiple times at GAWP and SESWA annual

conferences to outline the City's accomplishments. In 2024, these presentations focused on both the proactive maintenance approaches Lowe used to accomplish two years of pipe rehabilitation in two years and the Dunwoody Nature Center boardwalk and stream restoration projects.

COMMUNICATION WITH CITY OFFICIALS

As demonstrated over the last 17 years, Lowe is available 24 hours per day, seven days a week through our emergency phone system and staffing plan. All members of the Dunwoody staff are equipped with laptops and/or iPads and iPhones. Internal customer service is as important to our staff as service to the public.

Lowe is committed to fulfilling the requests of Department Managers, the City Manager and City staff in an expedited manner. Our staff hold regular meetings where we go over the status of action plans and review deadlines. As part of this contract, Lowe 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.

Lowe meets regularly on a quarterly basis (and as needed) with the City Manager, Assistant City Manager, and Department Managers to review and address contract performance.



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

Lowe is fully committed to upporting 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 conversion period, we will work closely with the new contractor to transition records and other documentation to support an orderly process. We will develop a phase-out/phase-in plan in detail to ensure all scope items continue to be serviced during any transitional period.

FILLING POSITIONS IN TIMES OF VACANCY

Lowe is uniquely staffed to support the City in the Public Works and Parks and Recreation Departments. Virtually all of our proposed on-site personnel have been working at the City for at least a year and most have several years' experience at the City. Many of our back office staff have been supporting the City since its formation in 2008. Our locally based depth of experience allows us to provide uninterrupted, seamless support during times of vacation, sickness, FMLA or attrition.

Lowe has demonstrated this depth several times over the years when new positions were needed or staff changes were desired.

In the event key personnel and/or staff members assigned to the City's contract should be unable, for whatever reason, to perform their duties for any period of time, Lowe will discuss the need for backfill with the City's Department Manager. If a replacement is requested, Lowe first addresses such circumstances proactively by selecting key personnel and team members who have the workload capacity and resources they need to successfully perform in their assigned positions.

In the case of unforeseen circumstances, Lowe is prepared to fill an assignment seamlessly, be it for technical or managerial support. Project leaders will evaluate the need, discuss with the City's Department Mangers, and quickly assign or reassign qualified personnel to meet project requirements.

We take pride in recruiting and hiring seasoned professionals, so we always have in-house expertise to assist in preventing potential workflow disruptions and surges. In this capacity, our back office staff functions as a temporary bridge until a permanent solution is put in place.

FACILITIES, EQUIPMENT, AND SUPPLIES



The equipment and supplies used for this contract are listed below the are dedicated items and others are as needed.

- Droves to provide aerial imagery and mapping
- Handheld GPS units
- AutoCAD and Microstation design software iPhones for all staff
- iPads for select staff
- Digital cameras
- Technical Library resources (e.g., AASHTO Design Guide, MUTCD, etc.)
- Trucks for select positions
- Hand tools and field equipment
- Stormwater pole cameras
- Surveying equipment
- LIDAR devices to obtain scanning and mapping both aerial and ground-based

Lowe's corporate headquarters office its resources, such as color plotters and technical equipment, are available, if needed, by on-site Dunwoody staff.





Lowe is one of the few firms that have demonstrated the ability to perform outstanding nunicipal services in a public-private-partnership environment.

We have been part of private teams that have supported Dunwoody, Brookhaven, Sandy Sp@gs, Milton, Johns Creek, Stonecrest, Tucker, Union City, and Chattahoochee Hills over the last 20 years. We have developed and demonstrated the Kility to become part of the City, adopting the City's philosophies and goals as own, and accomplishing our services as a City stakeholder, not just a consultant. Our proposed staff, including our back office, has hundreds of years of experience in the delivery of municipal services required by this project, and is uniquely qualified based on our continuous service to the City.

STAFF TRAINING

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

Resumes of the proposed on-site staff are provided in this response section.

SAFETY TRAINING

Under the current contract and over the past 17 years, Lowe personnel have attended risk management training and will continue to comply with OSHA and other laws and regulations regarding workplace safety and hazardous materials.



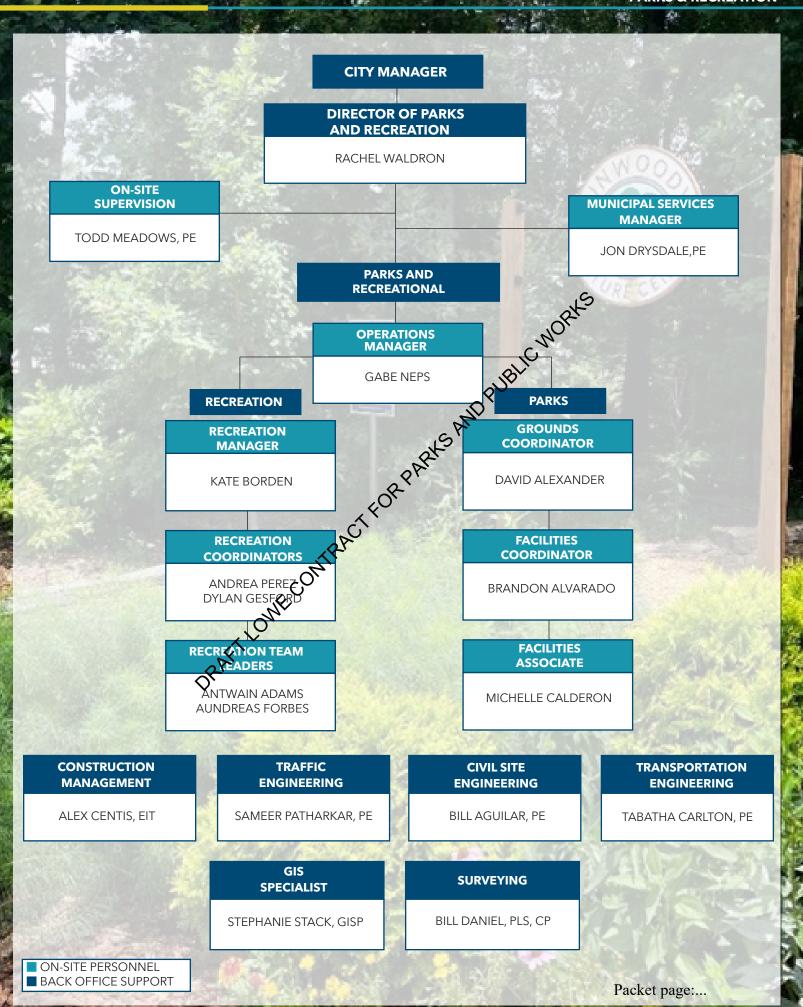
have successfully demonstrated the concept of job sharing on numerous outsourced service contracts by cross-training certain members of staff to perform mulcele job functions. This approach allows us to reassign staff to different functions as the workload dictates

CONTINUING EDUCATION

As we proceed through the next contract owe will continue to invest in our employees by requiring staff to participate in professional organizations, continuing education, development of new skills, and integration of new technology. Most of our projective am consists of professionals that have continuing education requirements to maintain active registrations or certifications. We will prepare documentation annually that outlines our training plans.

Lowe will also continue the adaptable, work with other departments, receive annual training to become aware of changes to regulations and changes to staff at regulating agencies. Lowe staff keeps up-to-date on changes to the latest checklists and project requirements. Our focus on training and participation in professional organizations allows Lowe to continue to bring the City innovative ideas and approaches to public works and parks and recreation needs.

Lowe will also remain flexible and able to provide additional back office support when applicable. The City Department Managers will be consulted before any changes are made in on-site staffing to ensure highquality performance is maintained.



CITY MANAGER

DIRECTOR OF PUBLIC WORKS

MICHAEL SMITH, PE

DEPUTY DIRECTOR OF PUBLIC WORKS

MICHELLE HIROSE, PE

MUNICIPAL SERVICES MANAGER

JON DRYSDALE, PE

ADMINISTRATION COORDINGS REPORTS AND PARTIES AND PARTI DERONE WRIGHT

TRAFFIC ENGINEER

ELI VEITH, PE, PTOE

OPERATION AND MAINTENANCE SUPERVISOR

CAPITAL PROJECT

MANAGER

TIFFANY SIEGEL, PE

DALE HARRIS

CONTRUCTION MANAGEMENT

NODD MEADOWS, PE DAVID AYERS **ALAN CHRISTIE**

STORMWATER

DAVID ELLIOTT, PE CODY DALLAS, EIT **JACKIE ENCINAS JAVIER SAYAGO**

UTILITY **COORDINATOR**

JAMES SKELLY

CONSTRUCTION **MANAGEMENT**

ALEX CENTIS, EIT

TRAFFIC ENGINEERING

SAMEER PATHARKAR, PE

CIVIL SITE ENGINEERING

BILL AGUILAR, PE

TRANSPORTATION ENGINEERING

TABATHA CARLTON, PE

GIS **SPECIALIST**

STEPHANIE STACK, GISP

SURVEYING

BILL DANIEL, PLS, CP

ON-SITE PERSONNEL

■ BACK OFFICE SUPPORT

POTENTIAL DUNWOODY IN-HOUSE POSTIONS



GABE NEPS

OPERATIONS MANAGER

YEARS OF EXPERIENCE 26

EDUCATION

Tulsa Welding School,
Master Welding Program,
2010
Sea School, Coast Guard
100-Ton Masters Course,
08/2008
Sea School, Coast Guard-Approved STCW BST
Class, 07/2008
Sea School, Coast
Guard-Approved Towing
Endorsement Course,
10/2007
Sea School, Coast Guard-Approved OUPV Course,

ACCOMPLISHMENTS

09/2006

- Managed and completed over 25 million dollars in Parks projects and improvements
- Spearheaded expansion of the Parks and Recreation Department's maintenance program from 12 ground staff in 2016 to 28 staff currently.
- Instrumental in the expansion of the Parks Management team from 3 staff in 2016 to 8 full-time and 1 part-time staff member currently.
- Instrumental along with City IT Department in adding the facilities@dunwoodyga. gov email and work order program



Gabe Neps has many years of field experience overseeing property management for government and private clients. He also has experience in project management, general construction, field maintenance and landscape irrigation. He currently manages 30+ field staff and contractors..

PARKS AND RECREATION DEPARTMENT AND PUBLIC RIGHT-OF-WAYS

City of Dunwoody, Georgia

Oversaw comprehensive park and field maintenance, including synthetic turf care and facility upkeep. Managed vendor contracts, developed maintenance schedules, and ensured safety compliance. Led project management efforts—bid development, proposal review, budgeting, and construction oversight. Supervised staff, delegated task, conducted evaluations, and maintaine as a safe, efficient work environment. Recolarly communicated with the public and addressed community concerns.

PUBLIC RIGHT-OF-WAXS, CITY OF DUNWOODY, GA

City of Dunwoody, Geor

Directed full project lifecycle from bid development of contract award, including proposal evaluation, budget oversight, and specification compliance. Ensured job site safety, addressed public concerns, and monitored right-of-way projects. Led team experations—prioritized tasks, trained staff, conducted evaluations, and managed staffing decisions. Maintained clear communication with staff and the public to support transparency and project goals.

BROOK RUN BASEBALL FIELD SHADE STRUCTURE PROJECT

City of Dunwoody, Georgia

Installation of 8 new 12'x20' spectator shade structures

RTCC CONTROL ROOM PROJECT

City of Dunwoody, Georgia

The installation of a Real Time Crime Center for the Dunwoody Police Department. This included a new floating floor, electrical and data lines, paint, as well as backer board for and installation of twelve 55-inch flat screens along with furniture installation.

TWO BRIDGES PARK BUILDOUT

City of Dunwoody, Georgia

Starting with porking on concept and design with the Parks Director for the 5-acre park.

We completed the addition of the City's first specific pad, pumphouse for the splash pad along with two pavilions, bathrooms, payground, exercise equipment parking lot, with paved and soft trails.

TWO BRIDGES PLAYGROUND AND SPLASH PAD SHADE STRUCTURE PROJECT

City of Dunwoody, Georgia

Installation of shade sail structures covering the playground and splash pad totaling 7,000 square feet.

ART CENTER CLASSROOM EXPANSION PROJECT

City of Dunwoody, Georgia

Project included the addition of a new twostory 40,000 square foot facility with multiple classrooms, meeting space, restrooms, and landscaping.

CITY HALL HVAC FRONT END MONITORING SYSTEM PROJECT, CITY OF DUNWOODY, GA

City of Dunwoody, Georgia

The upgrade and installation of new programming software and handwear for City Hall HVAC. New software has enabled the City to now monitor the system, adjust values, and troubleshoot issues in-house before calling in HVAC technicians.

ART CENTER BANDSHELL AND PAVILION INSTALLATION

City of Dunwoody, Georgia

Purchase and installation of new band shell for outdoor classes and events



KATE BORDEN

RECREATION MANAGER

YEARS OF EXPERIENCE

18

EDUCATION

BS. Recreation Administration, Georgia State University, 2006 Middle Georgia College, 2 years of coursework CPRP Certification through **NRPA** CYSA Certification through **NAYS**

Graduate of GRPA George Harris Management School leadership program. Completed all 3 leadership series. Recreation Camp Graduate

NAYS-certified as a Youth Sports Administrator

ACCOMPLISHMENTS

- Graduate of George Harris Management School leadership program through GRPA.
- Completed all 3 leadership series
- Started a successful
- Brought Therapeutic Recreation Programs to the city programs.
- Received the Recreation Programming Network Award in 2023 by the Georgia Recreation and Park Association, District 6.
- Achieved Certified Park and Recreation Professional (CPRP) certification.



Kate Borden possesses extensive management experience in the area of parks and recreation. Her background also includes coordination of special events, youth sports administration, revamping of a summer camp program for kids, and athletic program coordination. Kate's expertise further involves oversight of budgets, management of employees and volunteer groups, event and field scheduling, as well as teaching classes and oversight of instructional programs. Kate is an active member of NRPA and GRPA.

CITY OF DUNWOODY PARKS AND RECREATION, DUNWOODY, GA

Currently managing all parks and recreation and payments, implementing and organizing events. Overseeing all athletic programs and rentals at the fields, as well as all athleus usage agreements for the City. Managing and handling all appear routals and and handling all annex rentals and parmits for events within city parks. Events acclude 5Ks, large events, annex events, and others. Assisting with all events as needed, and managing the department website and CivicPlus

CITY OF DUNWOODY PARKS AND

From January 2020 to January 2024, planned, implemented, and executed all programing for the tity, including hiring instructors, payments, etc. Oversaw all athletic programs, A agreements, schedules, and rentals at the Holiday Family Photo event Sparks and annex. Updated the department website, CivicRec contact, and provided other administrative work. Provided event assistance when needed.

CHEROKEE RECREATION & PARKS AGENCY, WOODSTOCK, GA

Managed summer camps for 400+ children annually, expanded youth programs, and grew a 5K event from 7 to 700+ participants. Oversaw scheduling, rentals, and coordination for 10 parks and 12 youth associations. Handled budgets, hiring, payroll, staff oversight, and volunteer coordination. Led program registration, marketing, and financial tracking. Supported therapeutic and senior programs and helped plan large-scale events, including a 600-person Volunteer Banquet.

RECREATION BUDGET, CITY OF DUNWOOKY, GA

Kate managed and maintain the Recreation Divisions yearly budget. I provide

THERAPEUTIC RECREATION PROGRAMS, **CITY OF DUNWOODY, GA**

Kate started 3 new therapeutic programs for the city. Soccer, Tennis and Special Olympics.

OVERSEE ALL OF ATHLETICS, CITY OF DUNWOODY, GA

Kate schedules, manage and implement all programs regarding athletics for the department. This is programs and rentals, AA agreements, AA manual, liaison between AA groups and the city.

OVERSEE ALL ANNEX RENTALS AND ACTIVITIES, CITY OF DUNWOODY, GA

Kate managed the schedule at the annex along with any rentals or events we have at that location.. Helped with the set up and take down of the Parks tent. Gathered and displayed all supplies and merchandise, as well as advertisements for future events at the park. Provided support and representation of the City at the Parks tent.

SPECIAL EVENT PERMIT APPLICATIONS. **CITY OF DUNWOODY, GA**

Kate handled all permits for outside events that take place inside our parks.



ANDREA PEREZ

RECREATION COORDINATOR

YEARS OF EXPERIENCE 20

EDUCATION

BS, Psychology, Roger Williams University, 2002

ACCOMPLISHMENTS

- Hired in April of 2022, Andrea Perez was promoted to full-time Recreation Program Coordinator in 2024.
- Completed FAA training and received a drone pilot license
- Completed training and scheduled to take the CPRP (Certified Parks and Rec Professional) certification

Andrea Perez manages rentals for all pavilions, coordinates bookings and ordering of supplies, coordinates vendors, maintains schedules, ensures facilities are well-maintained, facilitates events, performs community outreach, and organizes volunteers. She further listens to citizen concerns and incorporates feedback into City initiatives. At events, Andrea also assists with various functions such as providing spaces for activities, setting up information booths, organizing creative activities, distributing giveaways, and ensuring citizens feel appreciated and connected to the City.

MARTIN LUTHER KING JR. DAY OF **SERVICE 2024 AT BROOK RUN PARK**

City of Dunwoody, Georgia

gathering supplies and refreshments for the volunteers.

VALENTINE'S DAY PET PORTRAITE 2024 AT BROOK RUN DOG PARK

City of Dunwoody, Georgia

Assisted with gathering supplies, dog and human refreshments and maintained communication before after with participants regarding the event. The event invited people to bring their fur valentine to the Brook Run Dog Park for professional photos and treats!

WOMEN'S HISTORY MONTH MURALS OF DUNWOODY, GA

f Dunwoody, Georgia

Helped coordinate the display of the artwork/ murals of 9 artists at Brook Run Skate Park to celebrate Women's History Month. Assisted with gathering artist bios and displaying them next to their art.

NAP DRAGON ART FESTIVAL EXHIBIT **2024 AT THE BROOK RUN DUNWOODY COMMUNITY GARDEN.**

City of Dunwoody, Georgia

Purchased a variety of art crafts for the event. Assembled bird houses, solar systems, about 40 bracelets, finger puppets, dream catchers, bookmarks and various activities for the children attending the exhibition. This was an event in partnership with the Dunwoody Community Garden & Orchard at Brook Run and Spruill Center for the Arts.

K THURSDAY, MAY 2024 AT **BROOK BUN PARK**

City of Rowoody, Georgia

Helped coordinate volunteers to plant 5,000 Assisted with setup and takedown of the daffodil bulbs in Brook Run Park. Assisted with Narks tent; organized supplies, merchandise, gathering supplies and refreshments for the and promotional materials for upcoming events. Represented the City at the event, presented in partnership with the Dunwoody Homeowners Association.

KIDS TO PARKS DAY 2024 AT BROOK **RUN PARK**

City of Dunwoody, Georgia

Assisted with setup and takedown of the Parks tent; organized supplies, merchandise, and event advertisements. Represented the City and supported activities at the tent. Helped facilitate a family-friendly environment featuring face painters, DJ, bubbles, The Music Class, concessions, balloon artists, and more

BLACK HISTORY MONTH MURALS 2024 AT BROOK RUN SKATE PARK

City of Dunwoody, Georgia

Helped coordinate the display of artwork/ murals from five artists at Brook Run Skate Park to celebrate Black History Month. Assisted with gathering artist bios and displaying them next to their art.

TRICK OR TREAT 2024

City of Dunwoody, Georgia

Dunwoody Police Department partners with the Parks and Recreation Department as well as program instructors to set up booths and decorate their tents, give out candy, etc. Includes entertainment and vendors.



Packet page:...

LOWE ENGINEERS, LLC PARKS & RECREATION



ANTWAIN ADAMS

RECREATION TEAM LEADER

YEARS OF EXPERIENCE

13

EDUCATION

B.S.Ed., Recreation, Georgia Southwestern State University, May 2011 **CPR Certified**

ACCOMPLISHMENTS

- CPR certified
- Helped to minimize complaints and rental issues by 75%
- Attended the NRPA conference and GRPA Programmers Workshops
- Successfully helped and contributed my knowledge and expertise with parks events

Antwain Adams is an experienced professional specializing in recreational program development, facility management, and team leadership. With a strong background in promoting wellness and providing exceptional recreational experiences, Antwain is dedicated to enhancing community engagement and enrichment. He supervises various recreational activities and programs, ensuring the safety and enjoyment of participants. His work involves effective communication with stakeholders, leadership, supervision, and the implementation of safety protocols to participants involved in recreational activities.

RECREATION LEADER

Traintenance, and equipment use.

Communicated with participants, parents and stakeholders. Provided leadership and ensured safety by enforcing Evaluated program as setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety by enforcing the same setup of various activities and ensured safety safety and ensured safety by enforcing the same setup of various activities and ensured safety safet Evaluated program effectiveness to support continuous improvement.

TRICK OR TREAT

City of Dunwoody, Georgia

For this Halloween extebration, dressed up as Tweedledum and actively engaged with

as Tweedledum and actively engaged with kids and visitors by passing out candy and contributing to their enjoyment of the event. Also command with event staff to maintain a secure environment and smooth operations.

ROOK RUN HOLIDAY LIGHTS

ity of Dunwoody, Georgia

Managed the setup and maintenance of light installations. Made sure all light were operational, conducted regular inspections, and oversaw overall safety and enjoyment of visitors

of fields, working closely with teams and coaches to accommodate their needs. Responsibilities include ensuring all necessary arrangements are in place, from field setup to maintenance, providing a topnotch experience for players and spectators.

II Creating vibrant and engaging recreational experiences is my passion. At the City of Dunwoody, I strive to foster a safe and inclusive environment where community members can thrive, connect, and enjoy the benefits of active living."





BRANDON ALVARADO

FACILITIES COORDINATOR

YEARS OF EXPERIENCE 8

EDUCATION

AS, Computer Science, Atlanta Technical College, 2020

YearUp Program, Atlanta Technical College, 2 Years

ACCOMPLISHMENTS

- Completed a Project Manager role in masonry repairs around Brook Run Park
- Part of the Parks and Rec team winning a GRPA award in 2025

Brandon Alvarado has over seven years of experience working in facility operations and maintenance/utility work, in addition to a background in IT security. He has expertise in coordinating project plans as well as drywall, electrical, and plumbing repairs.

BALLET ROOM FLOOR REMODELING, SPRUILL CENTER FOR THE ARTS

City of Dunwoody, Georgia

Remodeling of the ballet room for a better look and feel. The old floor tile was outdated, cracked, and lobsided. A new mirror that runs across one side of the wall to help enhance ballet classes held in this room is also

GREEN ROOM REMODELING, SPR

City of Dunwoody, Georgia

Remodeling of the backstage graph room area in the theater including and the state of the state area in the theater, including restrooms.

DONALDSON BANISTER FARM WASH ROOM REMODELING AND FACILITY

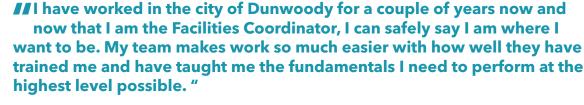
Pressure washing and repainting exterior side of the facilities at the farm as well as patching and repairing bad boards. Work included demolition and recementing of the washroom factity as well as an interior and exterior paint

REPAIRING AND RESETTING ROCKS ALONG THE STREAM AT BROOK RUN **PARK**

City of Dunwood Georgia

Repair ap Resetting of rocks and stones along the Brook Run Park water stream.

Full remodeling of the courtyard area as well as installation of a new stage area







DAVID ALEXANDER

GROUNDS COORDINATOR

YEARS OF EXPERIENCE 20

EDUCATION

BS, Turfgrass Management, Clemson University, 2013 ISA Arborist Certification

ACCOMPLISHMENTS

- Developed valuable relationships with citizens and contractors.
- Attended maintenance management school, learning from top performers in the parks industry.
- Received ISA Arborist certification.

David has worked in outdoor recreation for over 20 years. His experience lies in facilities and grounds maintenance, right-of-way maintenance, and working with the public. His skills include expertise in plant health, runoff mitigation, landscaping, project management, team leadership, tree risk assessment, and implementing Best Management Practices.

PARKS AND RECREATION DEPARTMENT

City of Dunwoody, Georgia

Responsibilities primarily include ensuring a clean, enjoyable, and, above all, safe space for outdoor recreation for the community. They further include working with Triscapes, the company currently holding the parks maintenance contract as well as the right-ofway contract, along with ensuring the quality and consistency of work being done, and responding to and anticipating maintefance needs. Development of relationship with citizens and contractors is instru**ce**ntal. Responsibilities also include right-of-way maintenance, keeping roads and sidewalks clear of debris and hazards, and overseeing line of site manageme

Complete secondary entrance and exit installed T Brook Run Dog park in response to safety concerns. This was an opportunity to extend accessibility in this area. The project **તિ**eluded restriping, a ramp, and paved Sidewalk to a sitting area.

BROOK RUN PARK PROJECT

BROUN ... City of Dunwoody, G

Additional installed at Brook Run to address Mayor/ Council concerns about high volume parking issues near the multi-use field. This addressed a potential safety issue A fence was installed to deny vehicle access to the amphitheater area.

GARDEN CLUB SITEWORK

City of Dunwoody, Georgia

Ongoing projects with the Dunwoody Garden Club throughout the City to keep focal points in year-long pristine conditions, as well as fostering extremely valuable personal relationships with community leaders

III love working for Dunwoody Parks because I enjoy building and maintaining safe, beautiful, and enjoyable outdoor recreation for all."





MICHELLE CALDERON

YEARS OF EXPERIENCE

12

EDUCATION

High School Diploma, International School of San Pedro Sula, Class '17

ACCOMPLISHMENTS

- Successfully completed certified Flagger training
- Coordinated and completed in-ground footing installation with Blount Construction for the "Letter D" art sculpture at Two Bridges Park
- Collaborated with the Grounds Coordinator on multiple planting and beautification projects in preparation for park ribbon-cutting events

Michelle Calderon has experience across the landscape, construction, and customer service industries. Her background and field work include overseeing and coordinating multiple construction projects, maintaining facilities, managing work orders, conducting safety and project inspections, securing permits, meeting with contractors to review plans, and managing staff as well as coordinating with city officials, contractors and vendors. She has further managed and coordinated crews across multiple disciplines and contributed to logistics operations in different departments.

NORTH SHALLOWFORD ANNEX

City of Dunwoody, Georgia

Assisted in identifying issues related to both structural elements and finishing details of the project. Additionally, facilitated communication with staff by translating and clarifying critical project details that required attention.

TWO BRIDGES SIDEWALK ADDITION

City of Dunwoody, Georgia

Supervised the formwork scup and concrete pour for the installation of a new sidewalk connecting the parking strip to the park, ensuring ampliance with design specifications are safety standards.

DUNWOOXY NATURE CENTER BOARDWALK

City of Dunwoody, Georgia

Assisted in sourcing hardwood trees for the impoing stormwater project. Coordinated logistics and communication between the ground's coordinator, on-site contractor, and Triscapes to ensure timely and efficient delivery.

TWO BRIDGES ART SCULPTUR

City of Duny body, Georgia

Coodinated with contractors on formwork, contrete pours, and sculpture installation.

Versaw placement and anchoring for structural stability and alignment. Supported site beautification for public unveiling.

ASSET MANAGEMENT

City of Dunwoody, Georgia

Developing a comprehensive asset catalog for all city parks and facilities, including quantities, values, and lifecycle data. Integrating dataset into Cityworks with geospatial mapping for improved access to maintenance history, replacement costs, and planning insights. Enhancing operational efficiency and supporting strategic budgeting decisions.

SAND VOLLEYBALL PLANS FOR HOMECOMING PARK

City of Dunwoody, Georgia

Developed detailed design plans for a volleyball court, incorporating drainage solutions and comprehensive cost estimates to support project planning and execution. Prepared materials for presentation to the Parks Director for use in discussions with city council members.

// Working for Dunwoody is more than just a job-it's a place where I look forward to contributing each day and where my ideas are brought to life without the constraints of traditional hierarchy."





DYLAN GESFORD

RECREATION COORDINATOR

YEARS OF EXPERIENCE

EDUCATION

BA, Sport, Tourism, and Hospitality Management, Temple University, 2022

Dylan Gesford plans and organizes the City of Dunwoody's recreation special events each year. He also helps manage the Parks and Recreation Department's social media, and marketing of all events and programs. Dylan ensures all entertainment, vendors, and partners are knowledgeable of all event details. He further coordinates logistical items needed for events. Other responsibilities mainly center around providing weekly, monthly, and quarterly Parks and Recreation communications. He is responsible for the L.E.A.F., the Parks and Recreation Guide for the City of Dunwoody. Dylan also creates marketing materials for Department programs and distribute them around parks for exidents to see.

KIDS TO PARKS DAY 2024 AT BROOK RUN PARK

City of Dunwoody, Georgia

Dunwoody Parks. Organized and coordinated live performances, entertainment, vendor sponsors, and partners to attend and give away their products. Promoter and advertised the event.

GROOVIN' ON THE GREEN SERIES 2024 AT BROOK RUN PARK AMPHITHEATRE

Free live concert with giveaways, food trucks, and other entertainment. Coordinated bands, food trucks and vendors attending. Promoted and advassed the event

RENOSHAL PARK

ity of Dunwoody, Georgia

Free movie in the park with free candy, popcorn, and giveaways. Coordinated the screen delivery and set-up, chose the movie, and coordinated vendors attending. Promoted and advertised the event.

BROOK RUN PARK

City Dunwoody, Georgia

A nationally recognized Parks and Recreation and enjoy the food trucks. Promoted and advertised the event. Attended and, in part, managed the Parks tent with giveaways and information about upcoming events.

L.E.A.F. GUIDE TO DUNWOODY PARKS AND RECREATION

City of Dunwoody, Georgia

Leisure events and fun guide to the current season's events, programs, parks and amenities, and rental resources. Quarterly updated editions. Flyers for Parks and partners events.

If it is an honor to be a part of such a great community and to be able to help put together events that bring everyone together."





TODD MEADOWS, PE

CONSTRUCTION MANAGER

YEARS OF EXPERIENCE 40

EDUCATION

Post-Graduate Studies and Squadron Officers School, U. S. Air Force, 1985-1987 BS, Civil Engineering, Clemson University, 1984

ACCOMPLISHMENTS

- Competitively re-bid On-call materials testing and small construction contracts to ensure the best value for the City and quality workmanship Continue to improve communication with the public on capital projects throughout all project phases
- Continue to improve the quality of Dunwoody capital projects with increased QC review by experienced staff. This will reduce change orders and field engineering during construction,

reduce cost, and shorten construction schedules

- Work with PCID on joint projects within the PCID overlay
- Establish a standard design workflow to include Subsurface Utility Engineering (SUE) on all major projects
- Facilitate public art improvements at the CDR/ Womack site retaining wall during the construction process.



Todd Meadows has considerable experience in construction project management and all phases of project development, from concept design to project delivery. He is an accomplished leader on a wide variety of municipal, corporate, and institutional projects, delivering exceptional customer satisfaction built on mutual trust, collaborative effort, understanding and ethical business practices.

PUBLIC WORKS CAPITAL IMPROVEMENT PROJECTS

City of Dunwoody, Georgia

Managed \$50M+ in citywide projects since 2016, including resurfacing, signals, ATMS, sidewalks, trails, and intersections. Oversaw

CHAMBLEE DUNWOODY ROAD ATS SPALDING DRIVE INTERSECTION

City of Dunwoody, Georgia

Managed intersection realignment and grade adjustments to improve salety and visibility at Spalding Dr./Chambles Dunwoody Rd. Added turn lanes, sidewalks, bike lanes, drainage upgrades and a decorative mast arm signal.

ASHFORD OUNWOODY TRAIL PHASE I

Delivered bike/pedestrian project with 10' way cycle track, 8' sidewalk, lighting, ITS ber, plazas, and landscaping. Connected Hammond cycle track to future Phase 2, advancing Dunwoody's multimodal link from MARTA to Dunwoody Village.

GEORGETOWN GATEWAY PROJECT (GDOT PI 0012875)

City of Dunwoody, Georgia

Led intersection upgrades with stormwater, lighting, landscaping, and trail enhancements; managed ¾ mile water main replacement, trailway extension, sidewalk widening, lane reconfiguration, and utility improvements.

ROBERTS DRIVE INTERSECTION SIDEWALK AND ROADWAY **IMPROVEMENTS**

City of Dunwey, Georgia

Managed half-mile road widening with side walks, bike lanes, curb and gutter, executive updates on budgets and schedules turn lanes, and fire station alors at turn lanes, and fire station alors at turn lanes. Improved access to new elementary school between Dunwoody Knoll Dr. and Chamblee Dunwoody Rd.

TILLY MILL ROAD @ ANDOVER DRIVE STORMWATER AND PEDESTRIAN **IMPROVEMENTS**

City of Dunwoody, Georgia

Improved pedestrian safety with sidewalk extensions and a refuge island based on FHWA guidance. Upgraded 600+ LF of undersized storm pipe after evaluating existing infrastructure capacity and condition.

BALLFIELDS AT BROOK RUN PARK

City of Dunwoody, Georgia

Supported design oversight, bid preparation, and IDIQ contract negotiations. Led contractor meetings, managed reports, change orders, and owner-furnished contracts. Ensured early East Field delivery despite weather delays, conducted final inspections, and managed warranty issues.

If I've always enjoyed being of service - looking for ways to make our community better. The essence of what we deliver for the citizens of Dunwoody is public service. We're continually looking for ways to make the residents of our city smile. This, in turn, brings me personal and professional satisfaction"

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LOWE ENGINEERS, LLC



ALAN CHRISTIE

CONSTRUCTION MANAGEMENT

YEARS OF EXPERIENCE

10

EDUCATION

BS, Civil Engineering, Kennesaw State University, 2022 Certified GDOT Field Concrete Technician Certified GSWCC Level 1A Certified ACI Field Technician 1

ACCOMPLISHMENTS

- Strengthened the plan review process with insights into constructability and utility coordination.
- Co-managed complex stormwater maintenance projects and capital projects.
- Helped close-out the City's most complex streetscape project. Involvement included managing contractors, FHWA/GDOT documentation, rightof-way acquisition, and problem-solving design conflicts.
- Built relationships with AGL, GPC, and DWM Operations teams that lead to faster turnaround times on emergencies and project conflicts.

Alan Christie is a construction engineer with a background in construction management, including utility coordination, overseeing contractors, providing construction project documentation, and coordinating best management practices. He also has experience in inspections, drafting daily field reports, coordinating construction material testing, reviewing reports, checking material delivery tickets, and providing pre- and post-construction inspections.

GEORGETOWN GATEWAY PROJECT (GDOT PI 0012875 - CHAMBLEE **DUNWOODY ROAD FROM COTILLION DRIVE TO PEELER ROAD)**

City of Dunwoody, Georgia

project Dunwoody has undertaken. The Chamblee Dunwoody Road corridor, between I-285 and Peeler Road, serves a signature gateway into the city. Duro ody partnered with GDOT to design and construct the Georgetown Gateway Project for a safer, more welcoming environment to pedestrians, cyclists, and motorists. The project boasts an extension of the Dwwoody Trailway, wider sidewalks, landscape beautification, decorative site lighting, stormwater infrastructure intersection improvements, roadway profile adjustments, new lane configurations, and underground utility upgrades.

DUNWOOD PARK SIDEWALK PROJECT

Managed the right-of-way improvement project along the eastbound side of Mwoody Park. The improvements included This project is the most complex streetscape 75 LF of new sidewalk and granite-faced wall, 3 ADA ramps, sodded beauty strip, and 2 modified stormwater structures.

// Dunwoody continually provides supportive leadership that listens to its citizens and develops actionable plans that benefit the community. I am amazed by how cohesively the vision of Dunwoody is established and the breadth of work that is managed. Every day working here feels interesting and impactful.""





CODY DALLAS

STORMWATER ENGINEER

YEARS OF EXPERIENCE

EDUCATION

BS, Environmental
Engineering, Georgia
Institute of Technology,
2015
GSWCC Level 1A NPDES
Fundamentals Blue Card
OSHA Confined Space
Training (No. 1289), 2016

ACCOMPLISHMENTS

- Received APWA accreditation.
- Reviewing feasibility of an Adopt-a-Stream startup for Dunwoody.

Cody Dallas has extensive experience in the operation of municipal stormwater utilities, Georgia MS4 permitting, annual report preparation, best management practice selection, as well as development of municipal stormwater management programs and regular evaluation of NPDES-related ordinances for regulatory compliance. She has also performed BMP feasibility evaluations, outfall identification based on experience with EPD interpretation, review of stormwater maintenance agreements (SWMA), follow-up activities with commercial property owners to ensure proper inspection and maintenance of stormwater structures, as well as follow-up dry weather screening. She has worked in these areas for several local governments.

STORMWATER MANAGEMENT SERVICES

City of Dunwoody, Georgia

Support and assistance for development and maintenance of the city's stormwater utility and MS4 program. Responsibilities include EPD audit, inspection of rightler-way stormwater structures, and assistance with development of the City's Extent of Service Policy.

2022-2027 STORMWATER MANAGEMENT PROGRAM

City of Dunwoody, Geo

Creation of all associated documents and programs required for the City's continued coverage inder the State's revised MS4 permit also generated inspection schedules for all City-owned assets that stabilized the argument stormwater budget.

MS4 PERMIT COMPLIANCE

City of Dunwoody, Georgia

Maintains continuous compliant status for the City's NPDES MS4 permit. Passed audits conducted by the Metro North Georgia Water Planning District (MNGWPD) and the Georgia Environmental Protection Division (EPD).

STORMWATER SUPPORT IN COORDINATION WITH PAVING SCHEDULE

City of Dunwoody, Georgia

Managed inspections done for stormwater assets located under roads to be paved in the upcoming year. Assessed pipe conditions and determined necessary repairs.

CROOKED CREEK WATER QUALITY SAMPLING

City of Dunwoody, Georgia

Designed sampling plan for Dunwoody's Crooked Creek basin to trace sources contributing to elevated E. coli as reported by the Chattahoochee Riverkeepers volunteer group, Neighborhood Water Watch (NWW).

CITYWORKS STANDARDIZATION, CITY OF DUNWOODY, GA

City of Dunwoody, Georgia

Ensuring consistent application of the City's asset management system, enhanced tracking of metrics and identifying redesign opportunities based on recurrence of specific issues.

I/I am grateful every day for the opportunity to serve the community I was raised in. Working for the City of Dunwoody has been professionally rewarding and a personal joy."



LOWE ENGINEERS, LLC PUBLIC WORKS



DALE HARRIS

OPERATIONS AND MAINTENANCE SUPERVISOR

YEARS OF EXPERIENCE 22

EDUCATION

MPA, Public Administration, Central Michigan University, 2010 BS, Organizational Management, Covenant College, 2008 AS, Environmental Horticulture, Floyd College, 1996

ACCOMPLISHMENTS

- Conducted comprehensive reviews and assessments to identify and address service request (SR) issues related to potholes, sidewalks, and utility concerns
- Communicated and planned with various utility companies during the planning and construction stages of all city construction projects
- Spearheaded the revitalization of maintenance practices for city-owned detention ponds following resident complaints of neglect.
- Conducted thorough research to identify practical solutions, leading to the recommendation and successful implementation of a bi-annual contract with Get Your Goat Rentals for vegetation clearing.

Dale Harris is a project manager with over 25 years of experience in the public sector with road construction, streetscapes, stormwater projects, and utility coordination. He has a proven history of fostering positive relationships meeting team, individual, and management objectives. His background further includes strong knowledge of administrative and on-site project oversight.

OAKPOINTE SIDEWALK PROJECT, CITY OF DUNWOODY, GA

City of Dunwoody, Georgia

Managed the Dunwoody Road sidewalk project encompassing the installation of 137 linear feet of new sidewalk featuring a beauty concluding at 115 Perimeter Center Place strip along the southbound side of Chamble Dunwoody Road. On the northbound side successfully executed the replacement of 50 linear feet of sidewalk, inclusive stanew inlet and pour-in-place storm structure with a modified pedestal top inlet, and removed and replaced an ADA ramp. Over the various challenges throughout the project timeline, including adverse weather conditions, logistical complexities arising from contractor inexperience, and language barriers.

Madaged the comprehensive renovation of in rastructure along Winters Chapel Road in Pront of Beth Sholom Synagogue for the City of Dunwoody. Scope included the meticulous removal of 175 linear feet of curb and gutter, 160 linear feet of 5-foot sidewalk, and 160 linear feet of newly installed asphalt. Installed 175 linear feet of header curb, incorporated a variable width beauty strip spanning the project's length, and constructed a 160-foot 6-foot sidewalk complete with an ADA ramp at the south end. Coordinated closely with DeKalb Water OPS to facilitate the installation of a new 24" X 36" water meter, ensuring seamless integration with existing utilities and minimal disruption to local operations.

PAVER RENOVATION

The PCW aver Renovation project covered multiple segments along Perimeter Center West, starting from 135 Perimeter Center West on the western boundary and on the eastern edge, exclusively within the Perimeter Center West area. The project scope entailed the systematic removal, leveling, and relaying of pavers across these designated locations. In total, 600 square yards of pavers were meticulously rehabilitated, effectively mitigating numerous trip hazards identified throughout the project





DAVID AYERS

YEARS OF EXPERIENCE 39

EDUCATION

BS. Mechanical Engineering Technology, Southern College of Technology, 1987 Jackson County SPLOST Oversight Committee Member - March 2017 to Present Jackson County Planning Commission Vice Chairman November 2016 to December 2019

ACCOMPLISHMENTS

- Completed the construction of two Resurfacing projects for the annual program.
- Completed the Winters Chapel Rd Trail Phase 1 project along with the Chamblee Dunwoody Rd at Womack Rd Intersection Improvement Project.
- Completed the Dunwoody Rd sidewalk Project.
- Completed the installation of two PHB installations for the City

David has spent much of his career supporting public works projects on the state, county, and municipal levels, managing a range of small to multimillion-dollar projects including capital infrastructure improvements. He has provided pavement and construction management services for the City of Dunwoody, pavement management services for the City of Brookhaven, and served as Construction Project Manager for the Georgia Department of Transportation (GDOT).

MUNICIPAL WORKS SERVICES. INFRASTRUCTURE IMPROVEMENTS

City of Brookhaven, Georgia

Provided technical advisement and project oversight for city infrastructure, including milling and resurfacing of Clairmont Road. Supported maintenance of 120+ miles traffic signals, 4,600+ signs, and 16,000+ stormwater assets. Managed work orders, set priorities, and tracked progress.

SPLOST AND CAPITAL INFRASTRUCTURE PROJECTS, ATHENS-CLARGE COUNTY UNIFIED GOVERNMENT

Athens, Georgia

Managed SPLOST and capital infrastructure projects, including stormwater, intersections, sidewalks, bridges, and bike lanes. Supervised project coordinators, oversaw funding grants, and payments. Developed bid specs and coordinated with consultants for compliance. Led pavement management program-inspected roads, handled public Onquiries, developed annual work plans, supervised staff, and managed project approvals.

MULTIPLE ROADWAY PROJECTS, GDOT,

Atlanta, Georgia

Oversaw all aspects of assigned construction projects, including budgeting, public relations, staff supervision, and daily operations. Managed \$20M, 20-mile highway project and additional projects totaling \$10M. Led two award-winning projects recognized by the State of Georgia for Best in New Construction and Resurfacing.

PUBLIC WORKS DEPARTMENT, CITY OF DUNWOODY, DUNWOODY, GA PAVEMENT MANAGER City of Daywoody, Georgia

Led Innual citywide resurfacing program, erseeing pavement management and esurfacing of 200+ roads, including hightraffic corridors and bike lane integration. Served as GDOT LMIG liaison. Managed 2024 projects including Ashford Dunwoody DDI, Perimeter Center roads, and time-sensitive Library parking facility rebuild with ADA upgrades and stakeholder coordination.

CONSTRUCTION PROJECT MANAGER

City of Dunwoody, Georgia

Managed \$20M+ in publicly funded roadway projects, including widening, bike lane integration, stormwater improvements, sidewalks, and traffic signals. Provided technical support and oversaw pavement management, citywide resurfacing, and roadway striping. Coordinated utility work and signal maintenance; led resurfacing of major corridors and local roads.

CAPITAL AND LMIG PAVING PROGRAM

City of Doraville, Georgia

Oversight of the annual paving program and the Special Tax District Capital paving program. The \$1.2 million 2024 annual Capital program was completed in the fall of 2024 and the Special Tax District program for 2024 is ongoing with a contract value of \$3.1 Million.



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LOWE ENGINEERS, LLC PUBLIC WORKS



DAVID ELLIOTT, PE

STORMWATER ENGINEER

YEARS OF EXPERIENCE 21

EDUCATION

BS, Civil Engineering, Georgia Institute of Technology, 2007 BS, Forest Resources (Hydrology and Soils Concentrations), University of Georgia, 2003

PE No. 036088 (GA), 038430 (NC) GSWCC Level II NPDES Erosion Control Design Leadership in Energy and Environmental Design (LEED) - Green Associate Certified Soil Scientist -Georgia David Elliott, PE has 21 years of experience in both the private and public aspects of water and stormwater infrastructure. He currently serves multiple communities in the Atlanta Metro Area, as well as manages water resource projects and capital improvements. His areas of specialty include water resources, public works operations, policy development, construction, utility management, master planning, MS4 permitting and reporting, site design, and permitting with various regulatory bodies.

STORMWATER MS4 PROGRAM AND UTILITY MANAGEMENT PROGRAM

Brookhaven, Georgia

Assisted in managing stormwater infrastructure through an annual drainage inventory program covering 20% of the system. Inspected detention ponds, structures, conveyances, and outfalls per Constructures, 20,100 conveyances, 340 don'ds, and 180 miles of pipe within ROW and easements.

STORMWATER UTILITY MANAGEMENT AND MS4 PROGRAM

Brookhaven, Georgia

Supported stormwater management through an annual inventory program covering 20% of the system. Conducted inspections of conveyances, detention ponds, and outfalls with dry weather screening. Assisted in maintaining a system of 10,200 structures, 10,000 conveyances, 340 ponds, and 180 miles of pipe.

STORMWATER UTILITY ON-CALL CONSULTING

Tucker, Georgia

Conducted citywide stormwater pipe capacity assessments within ROW, including hydrologic and hydraulic calculations for system upgrades and culvert replacements. Provided GIS mapping and related support as needed.

MS4 INSPECTIONS

Dekalb County, Georgia

Assisted with annual inspection of $\sim 11,000$ stormwater structures for MS4 compliance. Conducted field visits, collected data, and uploaded condition photos to the County's GIS database.

STORMWATER SYSTEM ASSESSMENT AND CAPITAL IMPROVEMENT PLAN

Powder Springs, Georgia

Led system-wide inventory and condition assessment of 8,000+ stormwater assets to apport a 10-year capital improvement plan for the City of Powder Springs. Estimated 2024-based capital and O&M costs using field data and financial tools.

MS4 INVENTORY AND INSPECTIONS

Union City, Georgia

Responsibilities included involvement in the management of stormwater infrastructure inventory and inspections in support of MS4 permit activities for over 600 structures. Services included field visits, data collection, and condition photos uploaded to the City's GIS database.

STORMWATER UTILITY MANAGER (2013-2019),

City of Dunwoody, Georgia

Managed \$10M in stormwater projects, including replacements, rehab, video inspections, and special studies. Oversaw maintenance of 11,000+ structures and 130 miles of pipe. Handled budgeting, forecasting, policy development, and project prioritization using GIS. Coordinated with residents, contractors, and agencies; ensured compliance with FEMA, EPD, USACE, and NPDES requirements. Led permitting, inspections, and flood mapping updates.

LOWE



DEBORAH WRIGHT

ADMINISTRATIVE COORDINATOR

YEARS OF EXPERIENCE 40

EDUCATION

Edgecombe Technical College East Carolina University

ACCOMPLISHMENTS

- Annual concur invoices processed from January 1, 2023, through December 2024: 2576 invoices totaling \$6,447,621.12. - Processed requisitions
- and purchase orders: 2023 - 140 with a receipt total of \$15,554,815.40 2024 - 164 with a receipt total of \$18,805,921.62
- Records retention completed for 2023/2024. Planning of the May 2023 and 2024 Annual Public Works Luncheon for all municipalities.
- Beginning the APWA accreditation process, monthly meetings, and updates.
- Received the Shining Star Award at the 2024 Dunwoody annual holiday luncheon

Debbie Wright possesses extensive administrative support experience, providing a variety of services for municipalities includes office organization and administration, expertise in records and database management, support of call center / CSR activities, financial support, the processing of work orders, invoices, and procurement applications, as well as superior customer service in working with staff and city residents.

PUBLIC WORKS DEPARTMENT

Public Works Administrator - City of Dunwoody, Georgia

Administrative support for management team and associates. Management of grant funding for public works projects. Process all public works, stormwater, and parks invoices through concur/sap. Create requisitions and purchase orders for invoices over 10k. Reconcile procurement card purchases for public wards Reconcile procurement card purchases for public works team and parks associates (70). Updating and maintenance of ga811 and cityworks applications for work orders and service requests. Management of see, click, fix application for citizen input and resolution.

CITY OF WINSTON SALEM, NORTH

CAROLINA S Senior Admirant ative Assistant and Financial Technician

Admin Prative support for Utilities Director and anagement team. Point of contact **Oxe**scalated utility issues. Timekeeper Kronos for utilities administration and HR liaison for department. Recording for Secretary for City/County Utility Commission meetings and budget meetings, including preparation and editing of all agenda items into AgendaBook. Planning and oversight of the annual Yard Party for field crews (approximately 350 attendees). Reconciliation of procurement card purchases. All document processing (grievances, separation reports, accident/incident reports, etc.). Department representative for Arts Council and United Way campaigns.

III love working with the citizens, staff, and vendors here at Dunwoody. We are a cohesive and professional team striving to accommodate concerns and solve problems that present. I am typically the first point of contact for citizen inquiries, and I love being able to assist with their concerns and issues. Customer service is our top priority!"





ELI VEITH, PE, PTOE

TRAFFIC ENGINEER

YEARS OF EXPERIENCE 26

EDUCATION

MS, Transportation Engineering, Georgia Inst of Technology, 2000 BS, Civil Engineering, George Mason University,

Professional Engineer - GA No. 28481 **Professional Traffic** Operations Engineer - GA No. 1725

ACCOMPLISHMENTS

- Managed signal timing and construction assistance for Chamblee Dunwoody Gateway project.
- Retimed Chamblee-Dunwoody from Old Springhouse to Savoy for construction response and new traffic patterns.
- Managed construction response for delays from I-285/Ga 400 construction project.
- Helped design and install pedestrian signal at Chesnut Elementary. Maintained all traffic signals and school flashers.

Eli Veith has considerable professional experience in transportation engineering and Intelligent Transportation Systems (ITS). He is an expert in maximizing traffic signal efficiency and applying the benefits of traffic control centers. Eli spent a decade serving as Traffic Signal Engineer for the city of Alpharetta, becoming transportation division manager. He has also performed engineering work on behalf of the Departments of Transportation in multiple states, many metro Atlanta cities and counties, as well as several local Community Improvement Districts. Eli has extensive experience applying the latest in traffic engineering technology, including ethernet equipment, remote VPNs, remote-controlled relays, and CCTV recording systems. He has two patents pending for traffic control equipment, and has over 25,000 hours of experience in retiming signals and anaging them remotely

Led pedestrian safety improvements citywide including new HAWK signals on Perimeter Center West and North Peachtree Road Consince To the Consince To the Consince To the Consince To the Constitution of Dunwoody, Georgia Expanded signal not the Constitution of Dunwoody and Dunwoo crossings, and upgrades to existing inalized crossings.

SCHOOL FLASHER CONNECTIVITY PROJECT City of Dunwoodv. Georgia

Designed and implemented cellular communication and monitoring for all city school flasher installed and programmed equipment enable remote scheduling, power mitoring, and operational logging for enforcement support.

EXPANDED CCTV SYSTEM INSTALLATION

City of Dunwoody, Georgia

Designed and installed 24 HD CCTV cameras for traffic monitoring; coordinated with police to prioritize locations and integrated with city, GDOT 511, and police camera systems.

Expanded signal network with fiber optic installation along 6 miles of roadway. Upgraded traffic signal cabinets to enhance PTOP and TMC connectivity. Integrated ITS improvements to reduce delays and improve network efficiency.

ITS UPGRADES AND SYSTEM EXPANSION, PERIMETER CID

City of Dunwoody, Georgia

Upgraded fiber optic network and CCTVs for improved traffic signal communication and congestion monitoring. Designed and installed new traffic control center with Maxview server, BlueTOAD, and Sensys detection. Delivered signal and detection upgrades at 16+ intersections, added 21 CCTVs, 3 miles of fiber, and FYA signals at 7 locations.



II It has been my honor to serve the citizens of Dunwoody since December of 2013. I am truly grateful for the opportunity I've had to build up the traffic signal communications from almost nothing when we started to a fully functional traffic control center that helps people every day. I am excited for the opportunity to continue working to improve all facets of transportation in the area."



JACQUELINE ENCINAS

STORMWATER ENGINEER

YEARS OF EXPERIENCE

EDUCATION

MS, Wildlife and Fisheries Resources, Clemson University, 2023 BS, Biology, University of North Georgia, 2017 Jacqueline Encinas is a water resource specialist, environmental projects administrator, and GIS research analyst. She possesses expertise in scientific communication, project coordination, stakeholder management, spatial analysis, and cartography. Her software skills include ESRI ArcGIS Pro, ArcOnline, Google Earth Engine, Adobe Creative Suite, Python, and JavaScript, as well as raster and vector data processing and analysis.

GEORGIA DEPARTMENT OF NATURAL RESOURCES, ENVIRONMENTAL PROTECTION DIVISION

Atlanta, Georgia - Environmental Grants Administrator

Managed 20+ federally and state-funded water quality projects, overseeing data, invoicing, and grant compliance. Developed scopes, budgets, and amendments in coordination with stakeholders. Provided expertise on watershed restoration, NPS pollution, and conservation programs. Prepared reports, led stakeholder communications, and supported funding decisions using ArcGIS Proceed EPA pollutant modeling tools.

GEORGIA DEPARTMENT OF NATURAL RESOURCES, EXPIRONMENTAL PROTECTION DIVISION

Atlanta, Georg Environmental Compliance Specialist

Inspected facilities for compliance with NPDKS permits, identifying and mitigating water quality risks. Used Google Earth Processess discharge pathways. Provided technical guidance, conducted education outreach, and prepared reports and enforcement documentation.

GEORGIA DEPARTMENT OF NATURAL RESOURCES, ENVIRONMENTAL PROTECTION DIVISION

Atlanta, Argia - Outreach Specialist

Presented on water resource topics and elected statewide water quality data. Led Adopt-A-Stream and Project WET workshops to promote stewardship. Managed outreach databases, provided technical support, and designed educational materials using Adobe Creative Suite.

NASA DEVELOP NATIONAL PROGRAM, ANALYTICAL MECHANICS ASSOCIATES, INC

Remote - Geospatial Research Analyst

Analyzed remote sensing data in ArcGIS Pro and HEC-RAS to delineate flood zones in Santiago, Chile. Developed flood susceptibility maps and visualizations to support disaster relief. Translated technical findings into accessible reports and presentations for international and nontechnical audiences.





JAMES SKELLY

UTILITY COORDINATOR

YEARS OF EXPERIENCE 24

EDUCATION

ME, Construction Engineering Management, University of Alabama Birmingham, 2015-2018 BSBA, Project Management, Colorado Technical University 2009 AAS, Management and Supervisory Development, Chattahoochee Technical College, 2007 GSWCC Level IB Inspector Certification

James Skelly has over 24 years of civil construction project management experience and has managed all phases of project development from concept design through project delivery. His professional experience includes a wide variety of responsibilities performing project management, program management, construction management, and team management. He possesses further expertise in the realms of multi-site operations, utility coordination, bid phase services, contract management, consulting, and plan review.

GEORGETOWN GATEWAY PROJECT (GDOT PI 0012875)

City of Dunwoody, Georgia

Doraville. Completed, Summer 2023.

Anstruction engineering and inspection of Omultiple contractors and projects throughout the City of Tucker including management of infrastructure repairs and upgrades of existing sidewalks, roads, signs, tree management, and drainage, etc. 2024.

ATLANTA-REGION TRANSIT LINK **AUTHOR (TY (ATL) CEI SERVICES**

winters Chapel
Doraville, Georgia

Construction engineering and inspection of 34 mile of sidewalk invalidation along Winters Chapel Road, including drainage in and pedestrian Construction (Construction engineering) and inspection of 34 mile of sidewalk invalidation along Winters Chapel Road, including drainage in and pedestrian Construction (Construction engineering) and inspection of 35 metals (Construction engineering) and inspection of 36 metals (Construction engineering) and inspection of 36 metals (Construction engineering) and inspection of 37 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 38 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 38 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 38 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 39 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk invalidation along Winters (Construction engineering) and inspection of 30 mile of sidewalk i Mter XPress expansion, increasing capacity

walls, concrete bus lane, pedestrian plaza, shelters, lighting, and emergency features. Managed multi-year, \$8.3M project completed in 2024.





JAVIER SAYAGO

STORMWATER ENGINEER

YEARS OF EXPERIENCE

15

EDUCATION

BS, Chemistry, Central
University of Venezuela,
Caracas, 1999
NPDES Certified
Stormwater Inspector
MS4 Compliance and
Enforcement Certified
Inspector
NPDES Certified Sediment
and Erosion Control Officer
NPDES Plan Reviewer

Javier Sayago is an environmental professional working directly with industries, federal, state, and local governments, citizens, and water professionals. He has 5 years of experience in stormwater program management as well as MS4 Phase I, II, and industrial inspections, along with stormwater operation and maintenance. His expertise extends to stream sampling, monitoring, and reporting on Georgia 305(b)/303(d) impaired waters, reporting illicit discharges from point sources, generating emergency response plans, as well as assisting with green infrastructure and low impact development programs for municipalities.

MS4 PROGRAM SERVICES

City of Dunwoody, Georgia

Oversees stormwater infrastructure inventory, inspection, and maintenance, managing hundreds of work orders. Leads NPDES reporting, budgeting, rate analysis, and policy development. Coordinates with residents agencies to ensure compliance. Manager projects across design, construction, surveying, and capital improvements or the City's MS4 system.

STORMWATER SUPERVISION SERVICES

City of Tucker, Georgia

Supervises on-call confractor work, investigates issues coordinates with citizens, and assembles od documents. Reviews bids, recommends awards, and inspects materials, invoices, and labor for billing accuracy. Manages change orders with Public Works approval.

STORMWATER INSPECTION SERVICES

Dekalb County, Georgia

Manages inspections of 60,200 stormwater assets for MS4 permit compliance, documenting data in GIS. Identifies ownership for 51,600 structures. Conducts annual inspections of conveyances, outfalls, ponds, industrial sites, and HVPS/municipal facilities.

STORMWATER MANAGEMENT SERVICES

Doraville, Goxigia

Conducted inventory, inspection, and assessment of stormwater infrastructure for \$34 and capital improvement programs. Supported projects including detention ponds, stream restoration, and environmental design. Inspected catch basins, pipes, ponds, ditches, manholes, and related structures.

STORMWATER MANAGEMENT SERVICES

Lithonia, Gaeorgia

Performed inventory and condition assessments for MS4 and capital improvement projects. Supported design and restoration efforts. Inspected a wide range of stormwater structures including basins, ponds, pipes, ditches, and manholes.





TIFFANY SIEGEL, PE

YEARS OF EXPERIENCE

EDUCATION

BS, Civil Engineering, Georgia Institute of Technology, 2017 Professional Engineer: GA #049125; AL #50590 GDOT Certifications: Plan **Development Process** (PDP), Local Administer Project (LAP); Right-of-Way Acquisition; and Title VI/ **ADA Training** General: GSWCC Level 1B Certified Inspector; OSHA-10; OSHA-30

ACCOMPLISHMENTS

- ADA Transition Plan: Updated and presented to City Council; adopted August 2024.
- PHB Outreach Video: Partnered with Communications staff to create and share an educational video on the new Pedestrian Hybrid Beacon at Chesnut Elementary.
- 2025 GDOT TAP Grant: Submitted for a 0.75mile N. Peachtree Path to improve school access; included five letters of support from city leaders, schools, and residents.

Tiffany Siegel is the Capital Projects Manager for the City of Dunwoody, overseeing transportation design and bike/pedestrian construction projects, ensuring they are delivered on time and within budget. With over 8 years of experience in Georgia's transportation sector, she has a strong background in design-build roadway construction, including both pre-let and post-let phases. She is well-versed in public engagement, ROW acquisition, ADA compliance, utility coordination, and industry standards (MUTCD, GDOT Standards/Details, GDOT PDP). Tiffany also manages lighting design projects in coordination with Georgia Power, oversees traffic calming petitions, submits Georgia EP permits, and serves as the City's ADA coordinator.

ASHFORD DUNWOODY TRAIL, PHASE I

City Of Dunwoody, Georgia

Managed construction of a bike/pedestrian project featuring a 10' cycle track, 8' sidewalk lighting, ITS fiber, plazas, and landscaping Completed in Winter 2024, the project connects Hammond Drive to Perimeter Center West, advancing multimode access from Dunwoody MARTA to Dunwoody MARTA from Dunwoody MARTA to Dunwoody Village.

EIDSON ROAD /CHERRY HILL LANE PATH

Planned 12' consete path with above-ground stormwater detention and landscaping to replace a former roadway. Construction expected to begin Summer 2025.

ADAMS ROAD WIDENING AND MPROVEMENTS,

Xity of Dunwoody, Georgia

The Adams Road widening project includes improving 575' of Adams Road north of the Adams Walk to establish a consistent 20' typical section. This project completed construction in Fall 2024.

IMPROVEMENTS

of Dunwoody, Georgia

The Ridgeview Road Widening Project includes improving 350' of Ridgeview Road immediately north of the Ridgeview Falls subdivision to establish a consistent 20' typical section. This is anticipated to start construction in 2025.

GEORGETOWN TRAIL

City of Dunwoody, Georgia

Managed shared-use path connecting Georgetown to Perimeter as part of the Top End Trail. Coordinated extensively with GDOT and GPC to align with the I-285 Express Lanes project within the shared ROW.

GDOT WINTERS CHAPEL PATH PHASE 2

City of Dunwoody, Georgia

Managed 0.6-mile federally funded shareduse path along Winters Chapel Road. Project includes signal upgrades, coordination with Peachtree Corners, and follows GDOT's Plan Development Process. Public involvement planned for Winter 2026; construction anticipated Fall 2028.

wonderful and I truly enjoy coming to work each day and getting to work with these team members. I have learned so much from everyone I work with and I value that we work as a team and there is always support and quidance when needed."

III am so thankful to work for a city that has great leadership and supports the public works department. The Public Works team is





Lowe has performed, or is still performing, numerous projects with similar scopes to these projects for the City of Dunwoody. First and foremost is our experience on these same projects for the City. We were fortunate enough to be selected and reselected for the performance of public works services since the City's creation in 2008 the present time. In Parks and Recreation, again for the City, we were selected to run the Parks Department in 2013 and have also done so to the present time. Accordingly, we have extensive experience in serving the City, understand its needs, and have the resources to meet them.

Low is performing similar work at other locations. Please see the following short project descriptions for examples of our other projects.

- City of Brookhaven Public Works Department: Lowe's Municipal 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.
- City of Brookhaven Parks and Recreation Department: Lowe's Municipal Group has provided an on-site team and off-site support team to staff and manage the start-up operations of the Parks and Recreation Department for the City of Brookhaven in 2013.
- City of Tucker Public Works Department: Lowe's Municipal Group has provided an on-site team and off-site support team to staff and manage the Public Works Department for the City of Tucker since March 2023.

- City of Stonecrest Public Works Department: Lowe's Municipal Group has provided an on-site team
 and off-site support team to staff and manage the Public Works Department for the City of Stonecrest
 since February 2022.
- City of South Fulton Public Works Department: Lowe's Municipal Group has provided an on-site team and off-site support team to staff and support the traffic engineering and operations for the Public Works Department for the City of South Fulton since October 2022.
- Cities of Sandy Springs, Chamblee, Johns Creek, Doraville, Lithonia, Smyrna, and Milton: Our Municipal Group has provided on-site and off-site municipal services to numerous cities to augment their resources and perform technical services not easily performed by limited staff. Lowe's responsibilities have included management of capital improvements programs, pre-construction 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. Additionally, we operate and maintain assets of these clients.
- Perimeter Community Improvement Districts (PCIDs): Lowe provides professional engineering and
 program management services under an on-call contract for various transportation infrastructure
 improvement projects. 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, as well as project administration.

Following is a table providing more examples of specific projects performed that have scopes similar to those needed by the City.

CONTRACTING ENTITY	AREA OF CONTRACTUAL SERVICE	MAYOR SUCCESSES AND ACCOMPLISHMENTS	HOW ANY ISSUES WERE RESOLVED
City of Milton	Stormwater and Plan Review Support	Provide MS4 stormwater permit support and community development plan review assistance.	No significant issues.
City of East Point	Inspection Services Various Water and Sewer Project	Provide as-needed water infrastructure support.	No significant issues. We did have to contract with a Safe Dams Certified Engineer for support.
Cherokee County (Sub to TSW)	Park kinastructure Design	Designed pedestrian paths, a splash pad, picnic area, soccer fields with spectator stands, general purpose fields, a senior center and a maintenance facility.	No significant issues.
DeKalb County	Professional Engineering and Design Services for Public Works	Provide MS4 stormwater infrastructure inspection services.	Mobilized additional resources to help the County meet a regulatory deadline.
Perimeter CID	Ashford Dunwoody Trail	Design of a commuter trail in the vicinity of Perimeter Mall.	No significant issues.
City of Johns Creek	Buice Road Trail	Design of a 10-foot-wide multi-use trail.	No significant issues.
City of Johns Creek	Abbotts Bridge Road	Design of sound abatement structures along Abbotts Mill Road.	No significant issues.
City of Johns Creek	Haynes Bridge Road Improvements	Design and construction plans for 1.4 miles of road widening to a four-lane divided corridor.	No significant issues.

CONTRACTING ENTITY	AREA OF CONTRACTUAL SERVICE	MAJOR SUCCESSES AND ACCOMPLISHMENTS	HOW ANY ISSUES WERE RESOLVED
Gwinnett County DOT	Rosebud Road Improvements	Design of a raised median, parallel parking, shoulders, drainage improvements, and a mid-block crossing.	No significant issues.
City of Alpharetta (Sub to TSW)	Greenway Design	Design of erosion control and grading for an existing pedestrian trail.	Had to work within a Georgia Power easement. No significant issues.
Gwinnett County DOT	South Puckett Road Improvements	Design for widening of approximately 1,400 feet of roadway.	No significant issues.
Perimeter CID	Lake Hearn Drive and Peachtree Dunwoody Road MARTA Station Connectivity	Implementation of many operational improvements.	Coordinating with GA 400 GDOT project delayed execution.
Cobb County DOT	Sandtown Road Improvements	Full operational and capacity analyse to identify improvements along the oute and at five intersections.	No significant issues.
Cobb County DOT	Hickory Grove Sidewalks	Design of pedestrian facilities along two arterials with intersection ossing analysis.	No significant issues.
City of Tucker Parks and Recreation	Parks Infrastructure Assessment	Performed inspections and condition assessments of pack facilities with recommended maintenance and improvements with cross sections.	No significant issues.
Douglas County	Maxham Road Sidewalks	Design of a sidewalk.	No significant issues.
GDOT	Park Infrastructure	Designed a pocket park with a mini pitch court and community garden.	No significant issues.
GDOT	SR 14 SPUR Improvements	Engineering services for conversion of an existing two-lane route to a multi-lane facility.	No significant issues.
GDOT	Lavista Road at Briarcliff Road Improvements	Design improvements to the existing intersection.	No significant issues.
GDOT	SR 17 Imp ements	Design of three separate segments totaling 10.9 miles of a four-lane section of roadway.	No significant issues.

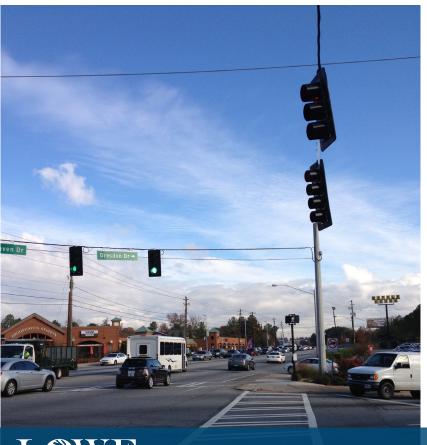






In accordance with instructions in the Request for Proposals (RFP), Lowe has prepared this section exceferences. First, we are providing the three references for similar projects. Setails on the projects are provided on project sheets including the client's contact information. The three contacts submitted have agreed to serve as references. No current City employees have been asked to be a reference.

After the three main references, we have provided, as the RFP directs, a complete list of other clients for which we have rendered services comparable in scope and size to those requested by the City of Dunwoody.







LOWE

CITY OF BROOKHAVEN

PUBLIC WORKS

> LOCATION Brookhaven, Georgia

> PROJECT DATES 2013 - Present

> CONTRACT VALUE Total Billed - \$15,467,550

REFERENCE

Christian Sigman City Manager City of Brookhaven 4362 Peachtree Road Brookhaven, GA 30319 Phone: 404.637.0513

Email: christian.sigman@brookhavenga.gov

In 2013, the City of Brookhaven selected Lowe Engineers to be the City's first Public Works service provider under a public-private partnership. Lowe embedded the City's first Public Works Director and a core team of full-time program and project managers, engineers and support staff in City Hall offices to manage all engineering, design, planning, capital projects, public outreach, construction management, inspections, and maintenance work for public works operations.

Areas of responsibility include operations, maintenance, procurement, engineering studies, design, construction, and management of: right-of-way, streets/pavement, street sweeping, sidewalks, pedestrian and multimodal planning, curb and gutter, street signs and lights, traffic signals, bridges, dams, stormwater infrastructure, the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit structures. Three members of Lowe's embedded team are fully certified through the GDOT Locally Administered Projects (LAP) program to support Brookhaven's credential as a LAP Certified Local Public Agency (LPA).

Daily, Lowe tracks and responds to all resident reports, many of which convert to Work Orders. Our maintenance management team sets work priorities, monitors progress and maintains records of all work orders. Work order priorities and lists are updated, and our team meets with maintenance crews daily to review work activities and convey expectations.



CITY OF BROOKHAVEN

PROGRAM MANAGEMENT

To track performance, Lowe developed key performance indicators (KPIs) and measures to establish and communicate expected completion times based on assigned work order priority. We then review work with the contractor(s) to improve performance. Lowe staff responds to the citizens 24 hour/7days a week.

The Public Works embedded staff includes 10 full-time-Lowe employees, 10 full-time (three crews) maintenance crews, and a half dozen part-time Public Works O&M related firms.

Often, we supplement our embedded staff with additional Lowe subject matter experts in program management, survey, design, traffic engineering, streetscape design, Construction Engineering & Inspection (CEI) and other areas.

Past and future Capital Improvement Projects include: roundabouts, pedestrian and bikeway facility improvements (including a three phase 14-foot-wide Greenway on N Fork Peachtree Creek), vehicular and pedestrian bridges, stormwater collection and conveyance systems, road



- Special projects (as funded)









Packet page:...







LOWE

CITY OF DUNWOODY

PROGRAM MANAGEMENT
PARKS AND RECREATION

> LOCATION

Dunwoody, Georgia

> PROJECT DATES 2013 - Present

> CONTRACT VALUE Total Billed - \$2,156,955.88

> REFERENCE

Brent Walker (Former Parks and Recreation Director - City of Dunwoody) Recreation and Parks Director (Current Position)

City of Sandy Springs

1 Galambos Way, Sandy Springs, GA 30328

Phone: 470.590.7541 (Cell)

Email: bwalker@sandyspringsga.gov

Under this fourth contract, Lowe has successfully managed and completed parks and recreation projects encompassing new construction capital projects, a wide variety of work orders, planning, design, budgeting, scheduling, maintenance, construction management, and program and event management.

During the current contract period, Dunwoody Parks and Recreation has continued to elevate its service standards, reinforcing our reputation as a top-tier agency. Our team's excellence was recognized once again, receiving the GRPA Agency of the Year award for the third consecutive year along with several other state-level awards. These accolades highlight the passion and innovation our staff brings to serving the community.

Professional development remains a top priority, with each team member committing to 80 hours of annual training through regional and national conferences. This dedication is producing tangible results: Gabe Neps and David Alexander graduated from the two-year NRPA North Carolina State Maintenance Management School, and Brandon Alvarado completed his first year of the program in January 2025. These efforts ensure our staff remains leaders in the field, consistently applying best practices to enhance operations and services.



PROGRAM MANAGEMENT

PARKS AND RECREATION

Lowe has expanded recreation offerings, improved community engagement, and provided inclusive, diverse, and year-round programs to residents of all ages and backgrounds. The expansion of our programs and events meets the growing demand for recreational, cultural, and educational opportunities in Dunwoody. We have significantly broadened our program offerings over the past five years, introducing inclusive programs such as adaptive soccer and Special Pops tennis, both thriving with sold-out classes. Additional new offerings since 2020 include Tai Chi, Goat Pilates and Meditation classes, Tree Wellness, Walk with a Doc, dance classes and camps, summer athletic camps, babysitting classes, Santa Letters, Letters to Seniors, and Family Photos with Santa. Overall, we have increased programming by 60% since 2020.

Regarding events, we introduced biannual pop-up events in various parks, providing free items to residents over twohour periods. Our holiday lights celebration has expanded annually, featuring new and exciting themes with additional lighting each year. The Groovin' Concert series continues to grow, incorporating special effects like advanced lighting Park, which now features an annual opening day event attracting approximately 200 community members ex year. Overall event attendance has grown by 40% ver the past five years.

We have significantly expanded our art pregramming in parks. Our story walk at Brook Run, deloped in partnership with the local library, continues to attract families. New sculptures have been installed at Brook Run and Two Bridges Park, including the recent unveiling of our newest "D" sculpture. Our nurals celebrating Women's History Month and Black History Month have grown each year, drawing artists from across the Southeast. Additionally, we are initiating artistic enhancements on benches around Dunwoody, including locations at the Annex and Brook Run.

We maintain strong partnerships with local schools and youth associations, continually enhancing athletic programming. We accommodate high school and middle school softball, DHS lacrosse, and soccer at Brook Run. Summer sports camps fill rapidly, prompting the addition of new camps such as flag football, ultimate frisbee, Rush Union soccer camps, and DHS camps. For younger children ages 2-5, we introduced soccer and Kidokinetics. Additionally, adult flag football leagues are available through Jam Sports.

This summer, we will upgrade our registration software and technology for pavilion reservations, program registrations, and permit applications. The new software will offer enhanced user-friendliness, featuring both an intuitive app and an improved website, addressing current system limitations and streamlining the registration process.

Significant progress has been achieved in capital projects and facility upgrades. Two Bridges Park was constructed and opened to the public, and Phase Two of Waterford Park was completed, adding restr**ce**ms and a playground. HVAC systems at City Hall and the Art Center were replaced with new, high-efficiency unit in the Shallowford Annex underwent window replacements and water infiltration repairs. Field lighting was installed at the PCMS sports field, and we completed the conclition and landscaping of the former Austin Eleme ary site, now transformed into Wildcat Park. Monuments gns were installed across multiple parks, and Lowe as med full maintenance responsibilities for City Hall.

Community safety, accessibility, and sustainability have So seen substantial advancements. Over 25 security and opening bands, showcasing local talent and renowned cameras were installed in collaboration with the Dunwoody tribute bands. We also added a splash pad at Two Bridges Police Department and City IT, and construction of the Real-Time Crime Center (RTCC) room was completed. Accessibility improvements at Homecoming Park included the addition of 20 dedicated parking spaces. During our annual MLK Volunteer Day events over the past five years, we planted 800 trees and 30,000 daffodils, reinforcing our commitment to environmental stewardship. Notably, all these accomplishments have been achieved within or under the City's approved budget, highlighting our team's dedication to excellence and fiscal responsibility.







LOWE

CITY OF TUCKER

PROGRAM MANAGEMENT

PUBLIC WORKS

>LOCATION Tucker, Georgia

> PROJECT DATES 2023 - Present

CONTRACT VALUE Total Billed - \$3,025,808

REFERENCE

John McHenry City Manager City of Tucker 1975 Lakeside Parkway, Suite 350 Tucker, GA 30084 Phone: 770-530-9998

Email: jmchenry@tuckerga.gov

In 2023, Lowe Engineers was selected as the City of Tucker's first public works provider through a public-private partnership. A dedicated team of Lowe project managers, engineers, and support staff operate onsite at City offices, managing all aspects of public works-including roads, sidewalks, curbs, traffic

Lowe provides 24/7 response to citizen service requests and manages utility and encroachment permitting to ensure all right-of-way work meets high standards and that sites are restored to original or better condition. Real-time work order tracking and daily coordination meetings keep operations efficient and transparent. Performance metrics guide response times and help improve contractor performance.

Beyond daily operations, Lowe plays a key role in the City's long-term infrastructure planning-identifying capital improvement needs and supporting strategic investment decisions.

The current annual maintenance program includes roadway, pavement, and stormwater maintenance; traffic signal, signage, and striping upkeep; rightof-way maintenance; sidewalk and trail improvements; and intersection and corridor enhancements.

OTHER REFERENCES

Client Name	Brief Description	Dates of	Reference Contact
Client Name	of Services	Services	Reference Contact
City of East	Engineering and	November	Ms. Melissa T. Echevarria,
Point	Inspection Services for	2021 to	mechevarria@EastPointCity.org
	Various Water and	Present	404.270.7130
	Sewer Projects		
City of Johns	On-Call Professional	September	Chris Haggard, PE,
Creek	Services - Engineering,	2020 to	Chris.Haggard@johnscreekga.gov
	Design, and Related	Present	678.512.3253
	Services		
City of Lithonia	Professional	October	Donald DeJarnette,
	Engineering Support	2020 to	donald.dejarnette@lithoniacity.org
45.50		Present	706.968.4802
City of Milton	Engineering Services	October	Scott Tkach,
	for Stormwater	2023 to	scott.tkach@miltonga.gov,
	Projects	Present	678.242.2619
City of Sandy	Public Works and	December	Marty Martin
Springs	Transportation	2005 to	mmartin@andyspringsga.org
	Engineering Services	December	770.7&0.5600
		2011	- CD
City of Smyrna	Standby Engineering	June 2024	Bo Jones,
	Professional Services	to Present	<u>Djones@smyrnaga.gov</u>
C': (C	T (C = : :	August 2	678.631.5430
City of South	Traffic Engineering	August	Antonio Valenzuela,
Fulton	and Capital/ TSPLOST	1 2024 4	antonio.vaienzuela@cityoisoutinuitoriga.gov,
	Project Management	Present	470.809.7451
C't f	Services		May C'a Camarana
City of	Municipal Engineering	February 2022 to	Ms. Gia Scruggs,
Stonecrest	and Professional Services	Present	gscruggs@stonecrestga.gov, 770.224.0184
City of Tucker	Municipal Engineering	March	John McHenry,
City of Tucker	and Professional	2023 to	imchenry@tuckerga.gov
	Services	Present	770.530.9998
DeKalb County	Professional	September	Ms. Peggy Allen,
Dervaid County	Engineering and	2022 to	pvallen@dekalbcountyga.gov,
	Design Services for	Present	404.294.2878
	Public Works	rresent	101.271.2070
Douglas	Transportation	2019 to	Suleman Rana, MS, PE
County	Engineering	Present	srana@douglascountyga.gov
County	On-Call	. 1000110	770.920.4925
SRTA/ATL	Construction	September	Sam Samu,
J. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Engineering and	2019 to	ssamu@srta.qa.qov,
	Inspection Services	Present	404.893.6176
		. 1000110	10 110 10 17 0

86



Helene last week. We are so grateful to the Sunwoody Police Department, Public Works Department, City Engineers and all involved with the efforts keep our community safe.

Lets start with communication - in the days leading up to Helene making landfall, your social media posts about being prepared were spoton. The graphic for roads closed*, the evolving lists for road issues and the updates as things were rectified helped keep everyone informed. * This was a brilliant tool, bravo to whomever came up with it, refere, during and after the storm, service was out of this world. Getting the problematic storm drain Teared, rapid responses when trees blocked roads and removing trees when it was safe to do so, the community has been raving about our efforts.

As Mayor I wear many hats: communicator, comforter, explainer and problem-solver as I strive to serve our community. Each of you played an important role in making me and the City look great.

> Lynn Deutsch Mayor, City of Dunwoody October 2024

Javier, I am home and everything looks real good. Your whole team did a phenomenal job; the fence looks good, the pipe is in, grass looks good, with minimal disruption, all is good and thank you again. [I wish to] thank the City for the good job you and your team did for us.

> Phil Youngberg, Dunwoody Resident **April 2025**

Thank you again David for being so pro-active and willing to help all of the garden groups in Dunwoody.

Su Ellis, Dunwoody Resident January 2024

No mess! Thanks for always staying on top of it Brandon!

Jordon White, Technology Manager, City of Dunwoody June 2024

David [Alexander] has been friendly, consistently responsive and helpful to me and my fellow site leaders. David worked hard to help make today's work go smoothly—and the results are beautiful.

> Betty Dworschak, Co-President, Dunwoody Garden Club **July 2024**

Another BIG THANK YOU to our city for the surprise phone call from City of Deswoody's Todd Meadows who replaced 8 trees on our campus (without being asked) due to the cutting down of other trees to make room for widening the sidewalk in front of our campus.

Principal, Dunwoody High School November 2024

Thank you [David] for your prompt reply! I really believe [that Park has potential to bring our small neighborhood community together and beauty that neighborhood community together and hope that we can make a change for the better!

Glynna Pomerantz, D

Glynna Pomerantz, Dunwoody Resident April 2024

I have a constituent in Dunwoody Station [wwo] has brought problem after problem to me. Yesterday, he said his pothole was emblematic of all these problems. I told him to use SeeClickFix to notify the City. This neighbor must have called public works directly. It was fixed [the] SAME DAY! That went a long way towards repairing our credibility with this neighborhood.

Catherine Lautenbacher, City Council District 1 February 2024

We just wanted to drop \Re u a note to tell you how much we appreciate your excellent work on getting our curb repaired. And all the advice you gave us for our driveway! We really appreciate it!"

Mark and Marisa Yanta, Dunwoody Residents August 2024

Hey David, Thank you so much for working with us and the Dunwoody Garden Club on the DB Farm property workday! We had a successful day on Saturday. We were very happy with how the day went and would be willing to try this again maybe in the fall or next spring.

> Kristin Simons, Executive Director, Dunwoody Preservation Trust January 2024

Debbie, you were extremely helpful and I appreciate you listening to me."

Steven Nelson, Dunwoody Resident June 2024

Good Morning, Upmost appreciation for your speedy scheduling for the removal of a ROW hazardous tree and what could have been a complicated process due to the associated power line location. Several neighborhood residents as well as myself were totally mesmerized with the synchronized efficiency and attention to safety demonstrated with the Freeman Tree Company's process yesterday. Many commented on the fact that such consideration was given to maintaining the flow of traffic by placing large equipment off the roadway. I was amazed that no debris touched the ground, my landscape, as it was all accomplished in the air. Your choice of Freeman Tree Co. exemplifies your keen perception of your vendors. Your due diligence exemplifies a wise and dedicated friend to the environment, while addressing safety issues and respect for the budget. I suggest an RFC with scope to CLONE David. Up most respect and appreciation,

> Susan McAllister, Dunwoody Resident January 2024

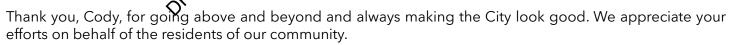
During the January 12th storms a large tree fell in my yard (1653 N Springs Drive) and across Kellogg Springs Drive. At approximately 4:40pm I called the City of Dunwoody (David Alexander) to request

removal of the tree from the road. Literally, with in minutes "AJ" arrived and began cutting/removing the tree. Within 30 minutes the road was completely clear. AJ advised me that the following morning he would return to remove the tree debris from the strewalk. As promised, the following morning AJ arrived, followed by a tree removal contractor who quickly completed the debris removal. SO, the purpose of this message is to commend the City of Dunwoody for prompt, professional, and very much appreciated great work! Thank you!!

Andy Pitman, Dunwoody Resident

January 2023

Andy Pitman, Dunwoody Resident January 2023



Lynn Deutsch, Mayor, City of Dunwoody March 2023

Javier, I want to compliment you on the work you managed that corrected a very complex stormwater project adjacent to our home. You were quick to reassure me that every possible effort would be made to preserve the integrity of our landscaping and preserve the trees and you were true to your word!

What impressed me most was that every time you were here to oversee the project, you made time to speak with me and reassure me of your intentions to keep your promises about maintaining the integrity of our lawn and landscaping. You also kept us informed as to the progress of the project, inform us of unforeseen setbacks and how they would be handled.



The final over sodding of the area was done beautifully and as with every phase of this project, your crews worked tirelessly for long hours to complete this project in a most timely manner. They were all very courteous and impressed me as a first lass crew! It's good to see the such efforts by the City of Dunwoody are employed for its citizens!

It was my pleasure to get to know you throughout this project. Your concern to keep us informed and reassured was above and beyond what I expected and confirmed my hope that the City of Dunwoody goes out of its way to hire the best possible people to manage difficult projects and that they and you have our concerns foremost when planning and completing necessary but sometimes invasive private property projects. It has been truly a pleasure to get to know you.

> **Bob Eberbaugh April 2023**

I wanted to just let you know how appreciative I am of Cody Dallas. She is one of the staff engineers for the city of Dunwoody. She was in my neighborhood on totally unrelated matter and she noticed some water near street. Turned out to be a leak I had in water line. Anyway, she took about 45166 nutes out of her afternoon to notify me of the leak and help identify the cause. It was very obvious to me from her actions and our conversations that she truly cares about the Dunwoody community. Wast felt like I needed to let you

Just a quick note to follow up on our conversation concerning the Tilly Mill shared use path project. I greatly appreciate your time and all the information concerning the project. I believe you and your team are headed in the right direction to make the area a much letter and useful place for the residents of Dunwoody. I also wanted to let you know that I believe you and your team do an excellent job and you should be commended for the fantastic work that you've done throughout the city over the course of several years. I don't think I could pinpoint another city around metro Atlanta that does a better job than the City of Dunwoody as far as the planning that and your team do. It's professionally done, it's done from a resident perspective, it's looked at for future use, and it takes into consideration all aspects of the project. Again, you and your team do a fantastic by year after year and making Dunwoody the best city it can possibly be. Thank you very much foreyour dedication and commitment to the city of Dunwoody!

Mike Yager, Dunwood

Mike Yager, Dunwoody Resident May 2022

[Regarding Parks Department, Women's History Month exhibit and video] Oh my goodness. The murals are fantastic and the video is so great. I am not sure who is responsible for the creation of the video, but great job.

> Lynn Deutsch, Mayor, City of Dunwoody March 2022

[Javier, Regarding a pipe that appeared collapsed behind 5385 Trentham Drive.] Many thanks to you and your team for looking at this expeditiously.

Joe Seconder, Council Member, City of Dunwoody August 2022

I wanted to take a moment to thank [Kate Borden] for collaborating with us this season. The DHS boys soccer program is proud to be a part of the athletic agreement with the City of Dunwoody.

> Allegra Johnson, President, Dunwoody High School Boys Soccer Booster Club May 2021

Hi Rachel,

My name is Betty Dworschak. Maria Richmond and I are co-presidents of the Dunwoody Garden Club. Su Ellis and I are co-site leaders for the DGC's Windwood Hollow Park project. I have been site leader for Windwood for a number of years and have worked with many different City of Dunwoody folks, including Brent Walker, Gabe Neps, and now David Alexander.

Since he has taken over, David has been friendly, consistently responsive and helpful to me and my fellow site leaders. Today, we had a workday to plant new perennials and annuals at Windwood Hollow Park.

David worked hard to help make today's work go smoothly—and the results are beautiful. While I do say so myself, I am also happy to report that neighbors compliment the park and its flower beds every time Su or I are there weeding or watering. I'm sending along some photos from today, but I hope you'll go see it for yourself.

First, David met me at Home Depot to select plants for Windwood. Then he made sure we had dirt delivered the day before to two different areas (which allowed me to drag my smi-reluctant husband Tom over to help me move the dirt to our various flower beds so we'd be ready when our crew showed up to plant today) and mulch delivered this morning (so it wouldn't get stolen overnight).

David stopped by this morning to check on things. While there, he kelped me dig out some grass I couldn't dig myself and he brought a hammer to put the pins in the new evening, too.

A month or two ago, I called David while working at the library to let him know the hose bib would not shut off. He had his guys out there within 10 minutes to shut of the water (they were great as well) and quickly had a plumber out to repair the broken hose bib and he made sure our site leaders had water keys—as well as new lighter hoses (we're not getting any younge) and storage boxes with locks to keep them safe.

I have wanted to write you to let you know how pleased all of us are with David's responsiveness, work, and attitude for a while. Today's exhausting but winderful workday seemed like the perfect day to pass along our thoughts and our thanks.

Dunwoody Garden Club would not be able to do the good work we do at Brookhaven Run Park, the Dunwoody Library and Windwood Hollow Park without the City's help. I know I speak for all the site leaders when I say David is wonderful to work with. If you have any questions or want to hear more good stories, I'd be happy to speak with you.

Thanks,
Betty Dworschak
Co-president of the Dunwoody Garden Club
July 2024





- 3. Utilization of back office staff perform routine inspections and other professional sources for scopes with fees less than \$30,000.
- 4. Adjusting the Construction Project Manager (David Ayers) from 40 hours per week to 34 hours per week (0.85 FTE).
- 5. Stormwater invertory / pole camera inventory of stormwater networks crossing roadways scheduled for re-surfacing. This is normally completed in the prior calendar year so any necessary repairs/rehabilitation/lining can be completed before the paving crews mobilize. (NOTE: This is usually a \$5K to \$7K effort).
- 6. Drone imagery and footage.

Appendix A Affidavit - REQUIRED IN SUBMITTAL 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 (check one) for Jon Drysdale, PE
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] 1)X I am a United States citizen OR 2)X Lam a legal permanent resident 18 years of according or older or Lam an otherwise
1) X I am a United States citizen OR
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, and erstand 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:
May 1, 2025
Printed Name: Jon Drysbale, PE
- anti-suppose
SUBSCRIBED AND SWORN SIMILAROL WILLIAM
BEFORE ME ON HIS THE * N/A STOCK STOTAR STOCK ST
DAY OF My, 2026 Alien Registrations number for non-citizens
Notary Public How Court Willy GEORGIA June 22, 2025 My Commission Expires: June 12, 2025
My Commission Expires: July 17,1025 PUBLIC P
*Note: O.C.G.A. § 50-36-1(e)(2) requires that alie to Lindon 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:

APPENDIX C- Proposal Form - REQUIRED IN SUBMITTAL City of Dunwoody, GA Municipal Government Services Procurement

Company Name: Lowe Engineers, LLC

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 of efficial 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 (RFF 20-04 properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 20-04 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 readvertise 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 Instructions to Bidder if the Bidder withdrew or attempted to withdraw its Proposal.

Company Name: Lowe Engineers, LLC

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

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

Addendum No. / Date

- 1. Addendum 1 / April 30, 2025
- 2. Addendum 2 / May 9, 2025
- 3.
- 4.
- 5.

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 poknowledged above.

Work, excluding transitional requirements, is tecommence on or about January 1, 2026.

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

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 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 Engine	eers, LLC
Federal Tax ID 582409024	
Address 990 Hammond Drive, Suit	re 900, Atlanta, GA 30328
	exts
	s a location within the City of Dun Cody? Yes No s procurement card for payments from the City? Yes No
Representative Signature	Jan Phar
Printed Name	Jon Drysdale, PE 250 404.312.1843245
Telephone Number	404.312.1843
,	erc'i
Email Address	
ONE	



990 Hammond Drive, Suite 900 Atlanta, Georgia 30328

www.loweengineers.com

PROJECT CONTACT

JON DRYSDALE jon.drysdale@loweengineers.com

MARKETING CONTACT

NICOLE RAMSEY nicole.ramsey@loweengineers.com



May 19, 2025

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

RE: RFP No. 2025-02 Municipal Government Services - Cost Proposal

Dear Mr. Gates and Selection Committee Members,

Lowe Engineers (Lowe) is extremely pleased to submit our cost proposal forms in response to the City of Dunwoody's (City) Request for Proposals (RFP) 25-02, Municipal Government Services. We are submitting on the Parks and Recreation and the Public Works service areas. Having performed as one of the City's service providers since 2008, Lowe highly values the relationship with the City and is confident that our knowledge and performance will continue to bring unparalleled white to the City.

I would appreciate an opportunity to explain my numbers and provide additional details as needed.

Thank you again for the opportunity to submit and we appreciate your detailed review of our response. I am the contact person for Lowe and my title, telephone tumber, and email address can be found below. I acknowledge that our proposal may not be withdrawn for a period of one hundred and eighty (180) days after the time and date of the proposal opening. Please contact me if you have any questions.

Sincerely

Jon Drysdale, PE Managing Partner

Lowe Engineers, LLC

990 Hammond Dr., Suite 900, Atlanta, GA 30328

Mobile: 404.312.1843

Jon.Drysdale@loweengineers.com

Attachments

APPENDIX B Cost Table – REQUIRED IN SUBMITTAL (Page 1 of 2)

Submitted by (FIRM) Lowe Engineers, LLC	

Bidders will submit a full annual cost for each position(s) listed below that they wish to be considered on. This form MUST be submitted separately and in a sealed envelope. Please include a PDF version on a thumb drive as a backup copy in the envelope also.

Alternatives to this structure may be included in an appendix, but this form must be complete for the bid to be considered.

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 mended to include additional staffing requirements when the scope changes.

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.

Submitted by (FIRM) Lowe Engineers, LLC
Representative Signature
DateMay 16, 2025
Printed Name and Title Jon Dryssale, PE Managing Partner
Telephone Number 404-312-1843
Email Address jon.dwsdale@loweengineers.com
OS.

(*)

Submitted by (FIRM) LOWE ENGINEERS, LLC (Page 2 of 2)

Firms shall provide service to the CIty of the period of four years, plus one additional year at the CIty's option. The inflationary factor each year will be based on the CPI-U for Atlanta as outlined in the RFP's Cost Proposal Section.

Area	Position	Anr	nual Cost 2026		Subtotal
Parks	Recreation Manager	\$	146,654.64		
Parks	Operations Manager	\$	161,654.64		
Parks	Recreation Coordinator (1 of 2)	\$	105,420.72		
Parks	Recreation Coordinator (2 of 2)	\$	105,420.72		
Parks	Grounds Coordinator	\$	104,743 08		
Parks	Facilities Coordinator	\$	104,728.88		
Parks	Facilities Associate	\$	<u></u>		
Parks	PT Recreation Leader (Based off 26 hours per week) (1 of 2)	\$	52,574.00		
Parks	PT Recreation Leader (Based off 26 hours per week) (2 of 2)	\$ 0	44,930.00	\$	930,714.00
Admin	Assistant Office Manager/Receptionist	W,			
Admin	Office Manager/Executive Assistant	NA		NA	
ComDev	Site Inspector	NA			
ComDev	Office Manager/Executive Assistant Site Inspector Arborist Building Inspector	NA			
ComDev	Building Inspector	NA			
ComDev	Permit Technician (1 o 2)	NA			
ComDev	Permit Technician (** of 2)	NA			
ComDev	Code Enforcement Manager	NA			
ComDev	Code Enforce ont Officer (1 of 2)	NA			
ComDev	Code Engreement Officer (2 of 2)	NA		NA	
PubWks	Ostormwater Manager	\$	191,007.84		
PubWks	Stormwater Compliance	\$	111,916.08		
PubWks	Stormwater Engineer (0.25 FTE)	\$	88,200.00		
PubWks	Traffic Engineer (0.50 FTE)	\$	135,704.88		
PubWks	Operations and Maintenance Supervisor	\$	156,117.60		
PubWks	Construction Manager (0.50 FTE)	\$	174,451.20		
PubWks	Construction Project Manager	\$	317,881.44		
PubWks	Construction Engineer	\$	135,500.64		
PubWks	Utility Coordinator (0.50 FTE)	\$	92,638.32		
PubWks	Stormwater Capital Projects Manager (0.5 FTE)	\$	95,810.16	\$	1,499,228.16
		\$	2,429,942.16	\$	2,429,942.16

^(*) During the bid interviews it was noted these two PT should both be budgeted at the \$52,574 level.

Place NA in the cost field, if the vendor is not proposing those positions.

MULTI-YEAR CONTRACT SERVICE PROVIDER CONTRACT RFP 25-02 MUNICIPAL SERVICE PROVIDER

This CONTRACT made and entered into this	by and between the City of Dunwoody
Georgia (Party of the First Part, hereinafter called the	"City"), and,
(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, 2026. The initial term of this Contract shall be through December 31, 2030. This Contract shall criminate 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 ontract 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, 2030.

 Contract will terminate on December 31, 2030.
 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 Kuring the Bid process (hereinafter collectively referred to as the "Bid") are attached hereto (Exhib(tA) and are specifically incorporated herein by reference. In the event of a conflict between the try's contract documents and the Bid, the City's contract documents shall control.

PERFORMANCE:

Service Provider agrees to this hall 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.

PRICE: 4.

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 6.14 of the RFP.

6. TERMINATION FOR CAUSE:

The City may terminate this agreement for cause as outlined in General Conditions Section 6.18 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 6.18 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 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 signed statement of completion to be submitted by the Service Provider, which shall termize 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, seed, color, sex, national origin, age, or disability which does not preclude the applicant or imployee from performing the essential functions of the position. The Service Provider will set, 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 6.20 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.

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

DRAFT NOVE CONTRACT FOR COMMUNITY DEVELOPMENT

CITY OF DUNWOODY, GEORGIA

	Ву:
	Lynn Deutsch, Mayor
	City of Dunwoody, Georgia
	ATTEST:
	Signature
	Print Name City Clerk/ City of Dinwoody
	City Clerk/ City of Dunwoody APPROVED AS TO FORM:
	Signature Signature Only of Dunwoody Staff Attorney
SERVICE PROVIDER:	APPROVED AS TO FORM: Signature Signature Only Signature Signature Only Signature Signature
ву:	
Signature	
Print Name	
Title	
ATTEST: OF ATT	
Signature	
Print Name	

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:
E-Verify * User Identification Number:
BY: Authorized Officer or Agent Date:(Contractor Signature)
Title of Authorized Officer or Agent of Contractor:
Printed Name of Authorized Office or Agent:
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
DAY OF
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)





Technical Proposal – Municipal Government Services (RFP) 25-02

City of Dunwoody, Georgia

Request for Municipal Government Services | RFP 2025-02

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DRAFT NOVE CONTRAC





Seamless Communication

Prompt Response

Meet or Exceed Scheduled Timeline

Meet Budget

Mitigate Risks

Successful Project Delivery

> Build Strong Relationships

May 19, 2025

City of Dunwoody

John Gates, Purchasing Manager Municipal Government Services RFP Dunwoody City Hall 4800 Ashford Dunwoody Road Dunwoody GA 30338

Re: Request for Municipal Government Services | RFP 2025-02

City of Dunwoody, Georgia

NOVA Proposal Number: 10102-4125045.000

Dear Mr. Gates:

NOVA Engineering and Environmental, LLC (NOVA) appreciates the opportunity to submit this Technical Proposal to provide Community Development services for the City of Dunwoody. We are extremely confident that NOVA is the right choice to provide these remested services for the following key reasons:

- Highly Qualified Team. NOVA offers one of the most qualified and experienced staffs of outsourced Municipal Services in Georgia. Our company's leader to has been instrumental in assisting the State of Georgia in write the State guidelines for the implementation of the International Building Code and we are often featured as speakers at industry conferences and symposiums. Our team, led by Ms. Susan Carpenter, is readily available and personally committed to service this contract with the utmost priority. Ms. Carpenter has over 26 years' experience with Code Inspections in the metropolitan Atlanta area, including the City of Dunwoody, and has managed each of NOVA's recent building code contracts in Georgia. This includes the current City of Dunwoody contract and the City of Duluth Plan Review and Building Inspection Contract.
- Quality, Experience and Protest Management Approach. NOVA has held over 125 outsourced permitting, code compliance and building inspection contracts with more than 30 municipalities, including other current local contracts with the City of Dunwoody, City of Atlanta, Clayton County, Fulton County, Spalding County, City of Duluth, Dekalb County, Fulton County Schools, Meriwether County, Upson County, as well as City of Doraville. Our deep experience in this market has allowed us to develop the best practices that result in a more efficient process, while maintaining the responsiveness and quality of services the City of Dunwoody expects.

For this contract NOVA is committed to ensuring that the City of Dunwoody's citizens and businesses are professionally served in a responsive manner. NOVA holds our proposal price contained herein valid for a minimum of one hundred and eighty (180) days after the time and date of proposal opening. Again, thank you for this opportunity. If you have any questions or if we can be of further service, place let us know. We are excited about serving in this important role for the City of Dunwoody.

Point of Contact: Susan Carpenter, MCP, CBO, MCEP, Contract Manager

678.543.4567 (mobile/direct)

Secondary Contact: Todd Tamasy, El, Senior Project Manager

678.756.9646 (mobile/direct)

Sincerely,

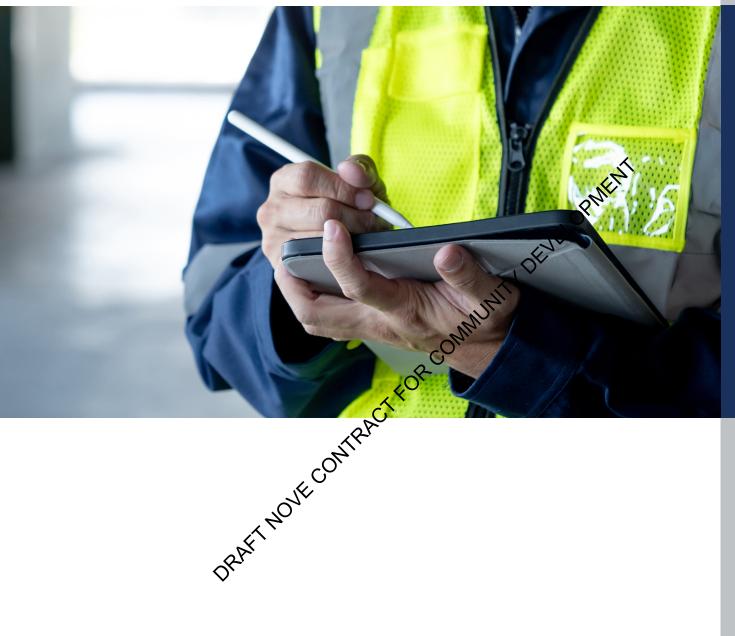
NOVA ENGINEERING AND ENVIRONMENTAL, LLC

Adam D. Marr, PE Vice President Susan Carpenter, MCP, CBO, MCEP

Contract/Project Manager

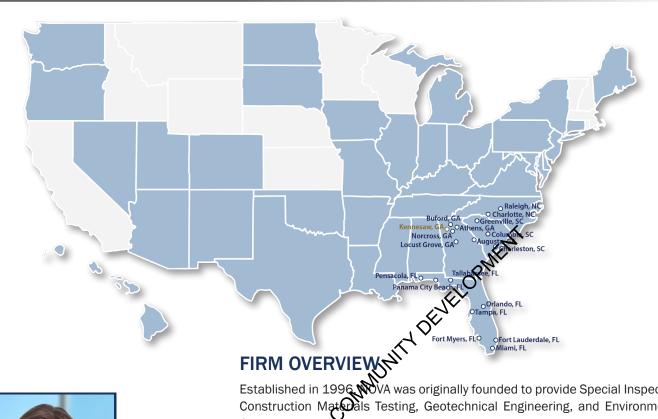
Todd Tamasy, El

Senior Project Manager





2 BACKGROUND OF FIRM





3900 Kennesaw 75 Parkway, Suite 100 Kennesaw, GA 30144

email: scarpenter@usanova.com mobile: 678-543-4567

Established in 1996 WVA was originally founded to provide Special Inspection, Construction Matoals Testing, Geotechnical Engineering, and Environmental PRIMARY CONTACT
Susan Carpenter, MCP, CBO, MCEP
Municipal Services Manager
Point of Contact

Social title las and Consulting to the design and construction community. Throughout the last

Currently, NOVA employs 600+ personnel in 19 offices serving clients throughout the southeastern United States and beyond. Since our founding over 28 years ago, NOVA has been a leader in solving complex issues and managing projects from inception to completion for clients in both the public and private sectors. Our clients include private industry; federal, state and local governmental entities; banks and lending institutions; school districts; commercial developers; retail companies; agricultural operations; and transportation agencies.

NOVA boasts one of the most qualified and experienced teams for outsourced Municipal Services in Georgia. Our leadership has played a pivotal role in helping the State of Georgia develop guidelines for implementing the International Building Code. Additionally, we are frequently invited to speak at industry conferences and symposiums. Our proposed team members are highly trained, licensed, and possess extensive local experience in Building Code Administration, Plan Review, Permitting, and Inspections.



Overall Page 11

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

NOVA's Annique Hall identified a previously uncharged permit fee. This discovery enabled the City of Dunwoody to incorporate the fee into their permitting system and begin charging it. She also trained multiple team members on the permitting process, and the City valued her expertise as they transitioned their data

to a new system.

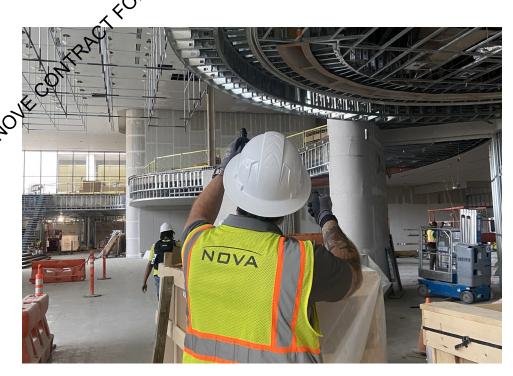
NOVA's staff and resources are more than sufficient to service major projects, but strategically located give personal attention to each project undertaken.

A LOCAL FIRM WITH EXTENSIVE LOCAL RESOURCES

NOVA Feature: Our principals and staff of professionals are the best in the business with long histories of success. Every team member is dedicated to providing high quality, cost-effective professional services that will lead to practical innovative solutions for the City in a prompt and responsible manner based on sound business and construction practices. Whether an individual project involves constructing a single family home or a large new public facility, ensuring that necessary permit and inspection services are completed accurately and in a timely manner is essential.

The City of Dunwoody's Benefit: NOVA offers a staff with decades of collective years of successful experience providing regulatory and code administration, inspection, enforcement, plan review and fire-related services. We have established an excellent reputation in metro Atlanta for having and maintaining an in-depth knowledge of the latest, regulations, codes and code developments. Our experience includes the successful completion or on-going service on more than 50 relevant municipal government contracts over this period. All of our professionals have the knowledge and experience gained by years of service to municipalities of all types and sizes.

We understand the City of Dunwoody reeds a firm with certified and experienced Plans Reviewers and Building Inspectors that can be responsive to the citizens and businesses of Dunwoody. NOVA's Code Enforcement and Arborist professionals and administrative staff have served in similar positions as municipal employees and as consultants to municipalities to they truly understand the needs from both vantage points. Our team members are familiar with current minimum codes adopted by the Georgia Department of Community Affairs, DeKalb County, and the City of Dunwoody.





NOVA offers one of the most qualified and experienced staffs of outsourced Municipal Services in Georgia. Our company's leadership has been instrumental in assisting the State of Georgia in writing the State guidelines for the implementation of the International Building Code and we are often featured as speakers at industry conferences and symposiums. Our proposed Team members are well trained, licensed and have local experience in the key roles for Building Code Administration, Plan Review, Permitting and Inspections.



NOVA began providing on-call municipal support services to the **City of Dunwoody's Planning and Development department** in 2021. Our **established team** is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.



5

b) State whether the bidder has any pending litigation, and state whether the firm has had any litigation in the last five years and the outcome of such litigation.

CLAIMS OR LITIGATION

The company has never had any alleged, significant prior or ongoing contract failures, licensing or permit violations, claims on bonds, criminal litigation or investigation pending (including wage theft complaints filed) involving the firm or in which the firm was judged guilty or liable.

NOVA has been named as a 3rd party defendant in various residential civil claims pertaining to construction defects alleged by Home Owner Associations, primarily in Florida in which the Developer was served for alleged construction defects. NOVA has not been exclusively singled out in these claims and to date has had no judgment against it regarding professional negligence or fault.

These claims do not and will not affect the performance or sustainability of the business or the ability of NOVA to fulfill its contract obligations for this project The following Table details the lawsuits NOVA has been named in over the last five (5) years and provides a summary regarding the status of each.

PROJECT/CLAIM NAME	LOCATION	STATUS
Heritage Commons	Circuit Court of The Eighteenth Judicial Circuit, Seminole Co., FL	Settled July 2020
Campus Gators	Circuit Court of The 8th Judicial Circuit, Alachua County, FL	Settled August 2020
Emerald Preserve	Circuit Court of The 4th Judicial Circuit in and for Duval County FL	Settled December 2020
Towns of Westyn Bay	Circuit Court Ninth Judicial Circuit, Orange Co., FL	Settled March 2021
Towns of Westyn Bay	Circuit Court Ninth Judicial Circuit, Orange Co., FL	Settled March 2021
Cypress Reserve	Circuit Court of The 9th Judicial Circuit, Osceola County, FL	Settled Max 9 2021.
Stonehaven	Circuit Court of The Seventh Judicial Circuit, St. Johns Co. FL	Sumples On Amended Complaint received February 2021. Tolling Agreement reached in the 2021 as NOVA's services do not appear to be implicated.
Private Residence-Star Island	Circuit Court of The 11th Judicial Circuit, Dade County, FL	Settled November 2021
Summer Key	Circuit Court, Fourth Judicial Circuit in and for Duval Co., FL	Settled January 2023
Magnolia Park	Circuit Court of The 13th Judicial Circuit, Hillsborough	Settled - 2022
One Paraiso	Circuit Court of The 11th Judicial Circuit, Dade Courty, FL	Notice receive February 2020. No developments in case since notice was received.
The Flora Ridge	Circuit Court of The Ninth Judicial Circuit, Osceda Co. FL	Settled - 2022
Koch Development	Panama City Beach	Settled - 2020
Panama Commons	Panama City Beach, FL	"Notice received 1-7-22, suit served 1- 25-22."
M.O.T.	Dade County, GA	Settled - 2022
Casa Bahia	Circuit Court of The 13th Instrial Circuit, Hillsborough Co., FL	Received FL Chapter 558 Notice in July 2018, but NOVA was never named in the claim. After no activity, the claim was closed by our carrier in March 2021.
Private Residence Venice, Florida	Sarasota County, F	NOVA has not been named in the claim. Lennar demand our GL Carrier provide defense and indemnity, but Colony denied such coverage in July 2021.
Private Residence Walton Co., Florida	Circuit Cource The First Judicial Circuit, Walton Co. FL	"Notice received November 2020. Currently assessing allegations, but NOVA's scope was limited to foundation installation monitoring which does not appear to be included in the alleged defects."
Former Employee vs. Lennar Corporation, ETC., EL AT.	Circuit Court of Osceola Co., FL - Civil Division	FL Chapter 558 Notice received July 2020. Colony Insurance has denied Lennar's demand for defense. AWAC has also denied coverage. Claim closed April 2021.
GWCC (Georgia World Congress Center)	Atlanta, GA	Settled - 2023
"Confidential Corporate Headquarters"	Atlanta, GA	No claims made at this time.
Treviso Bay	Naples, FL	Notice received October 2021. Currently assessing allegations, but NOVA's scope was limited to structural inspections which does not appear to be included in the alleged defects. NOVA has not been named in the claim. Lennar demanded our Carriers provide defense and indemnity, but Carriers denied such coverage.
Dale and Cynthia Barber v. Lennar (NOVA as 3rd Party Defendant)	Tampa, FL	Ongoing arbitration matter received in 2022. Plaintiffs allege construction defect issues, including concrete slab thickness. While added as a 3rd party by the homebuilder, NOVA's scope of work is not implicated by the allegations.
Panama City Port Authority	Panama City Beach. FL	Claim received 2022, NOVA did not perform design services and Design Build team met wind requirements; however, actual wind speeds were significantly higher than design code requirements.
Lloyd's of London as Subrogee of Gazzy Garcia	Miami-Dade County, FL	Suit received 2021. Subrogation action by homeowner's insurer alleging defective home construction. NOVA's scope of work not implicated by the allegations.



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



NOVA's "back office" resources are essential to the success of the whole NOVA team because they provide the foundation that allows the front office to operate smoothly and efficiently.

TEAM-CENTRIC PHILOSOPHY

It is imperative that all persons, including NOVA's and the City's personnel, understand that we are a single team, working to achieve the same results; "to provide high quality service and increased efficiencies of municipal operations". In addition, every NOVA employee must recognize and operate knowing that the City of Dunwoody is our Client, who will provide daily direction and supervision. Therefore, for NOVA and our staff to be considered successful we must constantly communicate clearly and concisely our past efforts, current undertakings and planned actions to all concerned City parties. By doing so, all parties will be up-to-date regarding the current status of each endeavor and will allow for collaboration to ensure that the end results are as anticipated.

Equally important is recognizing the citizens of Dunwoody are our customers. Our fundamental goal is to educate the citizens and builders in the City about the building, property maintenance, and development codes and help them efficiently navigate the process of obtaining proper site and construction drawings, permits, and approvals during construction. Our team members will firmly ensure the process is being followed correctly by everyone, and that solutions provided that meet the intent of all adopted codes, recognizing that more than provided solution may be suitable.

NOVA's philosophy is quite simple and based on our decades of experience in the marketplace: treat the customer with dignify, civility and respect, communicating and collaborating continually. This is a functionental truth which will almost certainly lead to favorable outcomes on a consistent basis. Our proposed Key Team members and our "back office" staff have worked diligently on a daily basis to accomplish this on our current municipal contracts.

Back office resources preside the foundation that allows the front office to operate smoothly and efficiently contributing significantly to the overall success of the team. Continuously evaluating processes to improve efficiency, reduce costs, and streamline workflows is a key function of NOVA's back office team. NOVA's experienced and qualified cam guarantees informed decision-making and adherence to Human Resources and Risk Mitigation compliance. They also excel in customer service support and process optimization.





d) 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.

ANNUAL REVENUE

NOVA's annual revenues for the past five years are provided in the following chart.

YEAR	ANNUAL REVENUE
2024	\$97.90 Million
2023	\$99.53 Million
2022	\$86.12 Million
2021	\$71.00 Million
2020	\$60.00 Million

This information clearly demonstrates our financial ability to execute professional consulting services for our core client base, as well as build relationships with new clients.

e) A listing of ongoing similar contracts to this RFP that were in effect on January 1, 2025 in the Atlanta area. The list should include the contracting entity, area of contractual services, purpose of the contract, and summary of its operations.



CLIENT	SERVICES AND PURPOSE OF THE CONTRACT, SOMMARY OF OPERATIONS	DATES OF SERVICE
City of Dunwoody	Building Official, Plan Review, Building and Erosion Control Inspections	Jan 2021 – Present
City of Atlanta	Communicial and Residential Buttoning Code Inspections, Code Coforcement, Plan Review	March 2020 - Present
City of Doraville	Building Department Management, Plan Review, and Building Inspection	June 2024 - Present
City of Dulater	Plan Review and Building Code Inspections	April 2019 - Present
City of Orest Park	Building Inspection Services	June 2024 - Present
Harl County	On-Call Building Permit Inspections and Plan Review	June 2024 - Present
Fulton County	Plan Review, Permitting, Building Code and Erosion Control Inspections	Jan 2016 – Present
Clayton County	Plan Review and Building Code Inspections	Jul 2018 - Present
Dekalb County	Building and Land Development Plan Review	April 2021 – Present April 2016 – Dec 2018
Fulton County Schools	Plan Review, Permitting, Building Code Inspections	2015 - Present
Meriwether County	Building Code Inspections, Plan Review	May 2023 - Present
Upson County	Building Code Inspections	Sep 2023 - Present



f) Describe your firm's approach to supporting the City's environmental sustainability goals.



NOVA wholly supports the City's environmental sustainability goals. NOVA purchased a hybrid vehicle to support the City's Sustainable Pillar - Transportation and thin Quality for Donnie Solivan, the City of Dunwoody Building Official, to use in the course of daily business.

CORPORATE SUSTAINABILITY INITIATIVE

At NOVA, sustainability is not an option; it's our commitment to making a positive impact in the communities we serve. NOVA employees, clients, and communities have become more environmentally conscious. As a result, adopting sustainability practices enhances our ability to attract new employees, service environmentallyminded clients, and foster community trust. Sustainable building practices often result in energy efficiency, water conservation, and reduced operational costs over the life of a structure. Clients recognize that investing in sustainable design and construction can lead to long-term economic benefits and operational savings. At NOVA, we strive to make this an internal practice.

Our company's Sustainability Committee is dedicated to fostering environmentally responsible practices within our organization. Comprising diverse members from various departments, the committee focuses on implementing sustainable initiatives, reducing our carbon footprint, and promoting eco-friendly policies. Through collaboration innovation, and volunteering at local events, we aim to create a greener, more sustainable future for our company and community.

SERVICE VEHICLES AND CARBON FOOTPRINT

Representing the largest carbon footprint across the company, NOVA has made a priority of reducing the environmental impact of our fleet of vehicles. Through a series of combined measures, we have reduced feet gasoline consumption and greenhouse gas emissions. In recent years, NOVA has focused on purchasing hybrid trucks, like the Ford Maverick, to implement our sastainability focus into our fleet.

We maintain fleet efficiency by Sing:

- GPS technology in all privice vehicles—which allows us to monitor and reduce miles driven
- An overall program of regular vehicle maintenance and replacement; vehicle-mix modification and continual fleet updating to stay current on safety and performance
- "Right-site" vehicles to actual need in order to help ensure a higher blend of smaller more efficient vehicles. Examples include utilizing more fuel-efficient vehicles to use rather than larger trucks.

RESOURCES, RECYCLING AND ENERGY CONSERVATION

Ecause we are a service-based business that depends on written communications, paper represents a significant portion of NOVA's materials consumption and waste generated. To mitigate this, we encourage employees to avoid unnecessary paper consumption by a "think before you print" mentality.

We are seeing clients move away from hard copy reports and documents, with an increase in electronic submissions and online file sharing. Our paper reduction is supported by communications to raise employee awareness about decreased costs and waste minimization, because good management of resources makes good business sense.

ENVIRONMENTAL STEWARDSHIP

Every Earth Day, NOVA's dedicated staff come together to make a positive impact in their community by participating in clean-up activities. Armed with gloves, trash bags, and a shared sense of purpose, they worked tirelessly to remove litter from local parks, streets, and waterways. Their efforts not only beautified the area but also raised awareness about the importance of environmental stewardship. The team's enthusiasm and commitment to sustainability were evident as they collaborated with local residents and organizations, fostering a sense of unity and collective responsibility for the planet. Through their actions, NOVA's staff demonstrated that small, communitydriven initiatives can lead to significant environmental improvements.





DRAFT NOVE CONTRA



3 RECRUITMENT, RETENTION, AND OVERSIGHT OF STAFF

a) Describe how the firm will recruit and retain quality staff for this project area. Show current successful methods used by your firm in both recruitment and retention.

Our successful methods
for recruitment and
retention are based on
our ability to forecast
availability, share work
across offices, maintain
productivity with a remote
workforce, provide a uniform
team of knowledgeable
professionals, ensure
consistent and high-caliber
deliverables, encourage
ongoing training, and
continuously recruit qualified
professionals.

STAFFING STRATEGY

NOVA's ability to forecast availability is based on a strategy of balancing a handful of significant projects that extend over a year's time as well as modest to medium sized endeavors. NOVA also has the ability to share work across all of our offices. This is evidenced by our growth during the global pandemic. Our ability to remain productive with a remote workforce demonstrates the ability of our team to communicate, achieve project goals, and maintain client satisfaction.

NOVA's ideology for a successful relationship is to provide a uniform team of professionals who are knowledgeable and plugged-in with both the client and their projects in a geographic area. Therefore, the project manager will have experienced employees available, even on short notice, to ensure consistent and high caliber deliverables are provided in a timely manner. We have the capability to successfully perform this contract given our current torkload. NOVA has both state and regional resources available if temporary (Mort-term) peak demands of this contract are ever needed.

To maintain staff with the necessary excellence, licensure, and certification over the duration of the agreement, we will encourage ongoing training to keep skills current, ensure timely renewals of licenses and certifications and continuously recruit qualified professionals as needed. This strategy ensures our team remains skilled and compliant throughout the agreement period.

Our Team is organized such that our Municipal Services Manager, Susan Carpenter, MCP, CBO, MCEP, is the Primary Contact for communication with Dunwoody. Susan will communicate with Dunwoody staff to review performance of current staff and anticipate future staffing needs or changes so that our team will be prepared to respond to the City's needs at a moment's request. Each individual assigned to the contract will report directly to Susan to ensure that we can continue to provide Dunwoody single seamless consistently performing team.





- b) Describe how the firm will have oversight of staff, ensuring that all services are provided in a superior manner.
 - c) Describe the firm's approach to maintaining appropriate and timely communication with the City Manager and City staff requests, especially concerning employee performance.



d) Describe the firm's methodology for addressing transition issues at bottone beginning and conclusion of this contract.

STAFFING OVERSIGHT

NOVA's local presence ensures effective, efficient, and timely oversight. Susan Carpenter, our Contract Manager, will be responsible for supervising all staff, including off-site personnel, to guarantee 100% contract compliance and high quality, timely, and efficient work. Both Susan Carpenter and Todd Tamasy, our Project Manager, will communicate daily with team members to ensure staff availability and task completion.

MAINTAINING APPROPRIATE AND TIMELY COMMUNICATION

We are committed to meeting or exceeding the City's promised service times. NOVA's team is accustomed to responding on short notice and is readily available via phone and email. Our local presence means that we can schedule meetings at the City's request to review findings or address any questions or concerns at the City office or on job sites as needed. Our staff and backup personnel are equipped with regularly maintained and serviced vehicles. In case of unforeseen delays, the requester will be notified, and a secondary backup inspector will be repatched.

Our goal is to meet or exceed your expectations and respond to all requests promptly. We will do whatever is necessary to provide our services within your scheduling constraints. This commitment is supported by our large staff of experienced professionals, modern in-house equipment, and employees' direct and real-time connectivity.

TRANSITION COMMUNICATION

As a consulting engineer firm, NOVA and our team partners are fundamentally based on a culture of client solvice and satisfaction. Our business simply would not sustain itself without providing superior responsiveness and problem-solving capabilities. For our municipal contracts, the "Client" equates to the municipality and its citizens. At NOVA, we obtain under the philosophy of "running to a problem", not away from it, so we are contactly focused on improvement to our processes.

Susan Carpenter and Todd Tamasy, our Contract Manager and Project Manager, with the available 24/7 to respond to issues that may arise. In the case of City staff equests, especially concerning employee performance, if we can rectify the situation immediately, then we do so. If not, we let the employee know why and when the problem can be resolved. If the issue cannot be resolved, additional NOVA Team staff may be consulted or brought in for a second opinion. Should the City representative deem it necessary, NOVA can provide another qualified person to work with the City for the remainder of the project.

As NOVA is the current provider of inspection and plan review services for Dunwoody, we anticipate no transition issues if awarded the contract for these services. NOVA will closely collaborate with the current service provider in code enforcement, site inspection, and arborist services to fully understand existing policies, procedures, and ongoing projects, ensuring a seamless transition.

Should NOVA not be selected to continue providing services at the contract's conclusion, we commit to working with the successor to ensure a smooth transition with minimal to no disruption for Dunwoody's staff and citizens.



- Provide and describe a e) list of any firm-supplied facilities, equipment, and supplies you anticipate using for this contract.
- Describe the approach f) taken to fill staff positions during times of vacancy such as vacation, sickness, FMLA or other leave of absence, or attrition.





4

DRAFT NOVE CONTRACTE



4 QUALIFICATION OF STAFF

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

NOVA is currently providing qualified and experienced staff to the City of Dunwoody and will continue to provided the quality of services the City has come to expect.

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

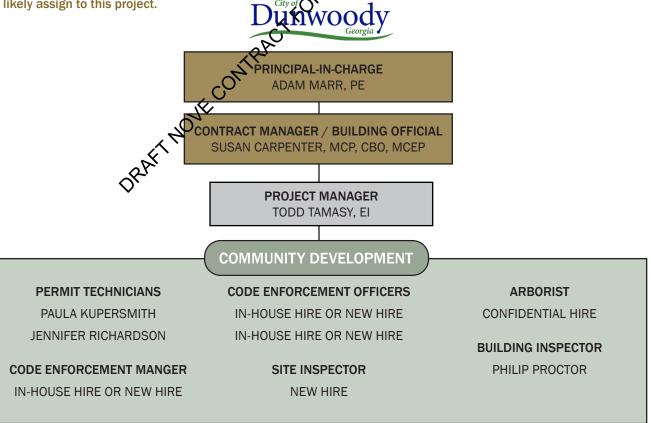
PROPOSED STAFF'S QUALIFICATIONS

NOVA has held over 125 outsourced permitting, code compliance and building inspection contracts with more than 30 municipalities in Georgia and Florida, including other current local contracts with the City of Atlanta, Clayton County, Fulton County, as well as a City of Dunwoody. Our deep experience in this market has allowed us to develop the best practices that result in a more efficient process, while maintaining the responsiveness and quality of services the City expects.

PROFESSIONAL PROFILES OF KEY PERSONNEL

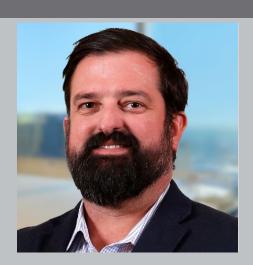
NOVA and our professional staff have completed thousands of projects for municipalities, educational (universities, technical colleges and K-12 facilities), healthcare, local government, transportation, low to high-rise office complexes, commercial developments, and manufacturing and industrial market sectors. Our firm thoroughly understands the procedures and requirements associated with wilding Code Inspections and we are familiar with the potential challenges that may emerge during construction of this project. With our extensive experience and understanding of local construction, code enforcement, building codes requirements and arborist services, there will not be a "learning curve" as a result of our involvement with these types of projects. We pride ourselves on our ability to deliver a quality product in a timely manner. It is our endeavor to be an asset to the design and construction team on each and every project we undertake.

The organizational chart be and resumes that follow delineates the key roles on this project and the team members.









EDUCATION

BACHELOR OF ENGINEERING, CIVIL ENGINEERING Vanderbilt University

CERTIFICATIONS

PROFESSIONAL ENGINEER Georgia #PE032239

ADAM D. MARR, PE

VICE PRESIDENT | GEORGIA REGIONAL MANAGER

PROFESSIONAL EXPERIENCE

Adam has over 25 years of experience (1999) in the industry. While working in the industry, Adam has gained experience in geotechnical and materials engineering consulting during construction of regional and international airports; retail, warehouses, and manufacturing facilities; water and wastewater treatment facilities; and solid waste landfills. He also has a background in civil engineering and design services pertaining to storm water and erosion sediment control; pavement evaluations; and development of Quality Assurance/Quality Control plans for large projects. Mr. Marr has demonstrated strong leadership and effective delegation while leading a team of 130+ engineers and technicians in 7 different geographic markets. He oversees daily operations, manages budgets, and sets performance objectives. Mr. Marr plans, evaluates, an primizes operations to be efficient and cost-effective. He ensures products and services comply with regulatory and quality standards. Adam is proficient in collaborating across departments and communicating effectively with statements and has a history of building highly functional teams and leading them through operational changes.

RELEVANT PROJECT

CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

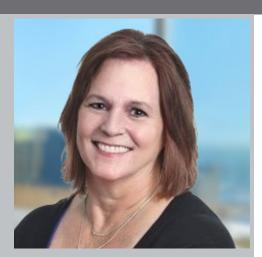
CITY OF ATLANTA SUPPLEMENTAL STAFFING CONTRACT | (2020 - PRESENT)

Parks and Re
ROLE: PRINCIPAL
CITY OF ** NOVA inspectors are performing commercial and residential inspections in all disciplines for low rise to high rise building projects throughout the City. They work closely with the City's Chief Inspector and the Director of the City Planning Department. NOVA inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, health care, education, and other ancillary construction.

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD







CERTIFICATIONS

GEORGIA ASSOCIATION OF CODE ENFORCEMENT:

Level I and Level II Code Enforcement Officer

AMERICAN ASSOCIATION OF CODE **ENFORCEMENT:**

Master Code Enforcement Professional

INTERNATIONAL CODE COUNCIL (ICC):

Master Code Professional ICC/AACE Code Enforcement Administrator

ICC/AACE Code Enforcement Officer Commercial Energy Plans Examiner Residential Plans Examiner Commercial Energy Inspector Commercial Combination Inspector Property Maintenance and Housing Inspector

Disaster Response Inspector **Building Inspector Combination Inspector** Residential Electrical Inspector Plumbing Inspector Commercial Building Inspector Residential Plumbing Inspector Commercial Mechanical Inspector **Building Plans Examiner** Certified Housing Code Official Residential Mechanical Inspector Commercial Plumbing Inspector Certified Building Official

NOVA

Electrical Inspector

SUSAN CARPENTER, MCP, CBO, MCEP

CONTRACT MANAGER/TECHNICAL LEAD I POINT OF CONTACT

PROFESSIONAL EXPERIENCE

Susan has over 26 years of experience in the industry. Throughout her career, she acquired a background as a code enforcement officer, chief building official, project manager, code compliance manager, and municipal services manager. She gained experience in commercial and residential building, zoning, plan reviews, and site inspections. Susan will be the Contract Manager for this contract.

RELEVANT PROJECT EXPERIENCE CITY OF DUNWOODY PLAN REVIEW & BYLLDING INSPECTION ANNUAL CONTRACT (2021 - PRESENT) (2021 - PRESENT)

NOVA began providing on-call municual support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zermig, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD

CITY OF DORAVILLE BUILDING DEPARTMENT MANAGEMENT, PLAN REVIEW, AND BUILDING INSPECTION SERVICES | (2024 - PRESENT)

NOVA degan providing municipal support services for the City of Doraville in 2024. Our earn is providing municipal services in the following service areas: 1) Building Department Management: Staff and manage the Building Department for the City of Doraville. A full range of services, with close coordination and cooperation with the City's Code Enforcement Officer's, Public Works and Police Departments, as well as DeKalb County's Fire Marshal's Office and other County departments as appropriate. 2) Building Inspections: Land disturbance permits, Commercial and residential building permits, Issuance of Certificates of Occupancy (COs), Erosion control inspections, Stormwater and other utility inspections, Life safety inspections for Occupation Tax Certificates (OTCs). 3) Plan Reviews: Land disturbance permits, Commercial and residential building permits, Tree protection plans, Tree removal permits, Stormwater and other erosion control plans

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD

CITY OF DULUTH PLAN REVIEW AND BUILDING INSPECTION ANNUAL CONTRACT (2019 - PRESENT)

NOVA began providing on-call municipal support services to the City of Duluth's Planning and Development department in April 2019. Based on the County's needs and workload, this support has included part-time commercial and residential plan reviews, and part-time commercial and residential building code inspections. Our personnel have been working under the direction of the City's Building Official. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and

Overall Page 25



SUSAN CARPENTER, CBO, MCP, MCEP

CONTRACT/PROJECT MANAGER/TECHNICAL LEAD | POINT OF CONTACT

INTERNATIONAL CODE COUNCIL (ICC) - CONTINUED:

Residential Energy Inspector/Plans Examiner

Zoning Inspector

Residential Combination Inspector

Residential Building Inspector

Mechanical Inspector

Fire Inspector I

Fire Inspector II

Accessibility Inspector/Plans Examiner

Fire Plans Examiner

Commercial Electrical Inspector

Fire Code Specialist

Certified Fire Code Official

Building Code Specialist

Housing and Zoning Code Specialist

BUILDING CODE SPECIALIST

HOUSING AND ZONING CODE SPECIALIST

GEORGIA SOIL AND WATER CONSERVATION COMMISSION (GSWCC):

Level 1B Soil and Erosion Inspector

BUILDING OFFICIALS ASSOCIATION OF GEORGIA 1ST VICE PRESIDENT

ICC REGION VIII - IMMEDIATE PAGE
PRESIDENT

STATE CODES ADVISORY COMMITTEE MEMBER

GEORGIA ASSOCIATION OF CODE ENFORCEMENT PAST BOARD MEMBER

RELEVANT PROJECT EXPERIENCE (CONTINUED)

structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multi-family, commercial, health care, and other ancillary construction.

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD

CLAYTON COUNTY PLAN REVIEW AND BUILDING CODE INSPECTIONS (2018 - PRESENT)

NOVA began providing municipal support services to Clayton County's Community Development department in 2018. Based on the County's needs and workload, this support has included 1full-time ICC Certified Plan Reviewer for commercial plan reviews, and up to three 3 full-time ICC-certified combination inspectors performing commercial and residential building to de inspections. Our personnel have worked in the Jonesboro office under the supervision of Clayton County CD department officials. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and structural drawings to hew construction and renovation projects. Projects have included office, retail industrial, multi-family, commercial, healthcare, education, cell tower, and other ancillary construction.

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD

CITY OF ATLANTA SUPPLEMENTAL STAFFING CONTRACT | (2020 - PRESENT)

NOVA inspectors are performing commercial and residential inspections in all displines for low rise to high rise building projects throughout the City. They work closely with the City's Chief Inspector and the Director of the City Planning Department. NOVA inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, health care, education, and other ancillary construction.

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD

UPSON COUNTY ON-CALL BUILDING CODE INSPECTIONS | (2023 - PRESENT)

NOVA was selected to provide supplemental building code inspection services to Upson County in 2023. The scope of services include building code services, including building, plumbing, mechanical, and electrical inspections on commercial, residential and accessory structures within Upson County under the direction of the County Manager, Community Development Director, Building Official or other designed County Official.

ROLE: CONTRACT/PROJECT MANAGER/TECHNICAL LEAD







EDUCATION

BS, CIVIL ENGINEERING Virginia Polytechnic Institute and State University, 2000

CERTIFICATIONS

ENGINEERING INTERN, VIRGINIA

TODD TAMASY, EI

PROJECT MANAGER

PROFESSIONAL EXPERIENCE

Todd currently serves as NOVA's Municipal Project Manager. He has over 20 years' experience in the construction industry, performing and managing Building Code Inspection, Special Inspection, Construction Materials Testing, and Geotechnical engineering projects. During his tenure at NOVA, he has managed several of NOVA's municipal services contracts, and worked on hundreds of construction projects where Special Inspections and Building Code inspections are performed by himself or other NOVA staff. He currently manages NOVA's Building Code inspection contracts in the City of Atlanta, Clayton County, City of Dulyto, Fulton County, and City of Dunwoody. He oversees nearly 25 building inspectors, plan reviewers, permitting technicians, and Building Officials who work or wese contracts.

RELEVANT PROJECT EXPERIENCE

CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT (2021 - PRESENT)

NOVA began providing on all municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Plannin and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

ROLE: PROJECT MANAGER

Doraville. A full range of common services in the following service areas: 1) Posterior Doraville. A full range of common services in the following service areas: 1) Posterior Doraville. A full range of common services in the following service areas: 1) Posterior Doraville. A full range of common services in the following service areas: 1) Posterior Doraville. A full range of common services in the following service areas: 1) Posterior Doraville. A full range of common services in the following service areas: 1) Posterior Doraville. City's Code Enforcement Officer's, Public Works and Police Departments, as well as DeKalb County's Fire Marshal's Office and other County departments as appropriate.

> 2) Building Inspections: Land disturbance permits, Commercial and residential building permits, Issuance of Certificates of Occupancy (COs), Erosion control inspections, Stormwater and other utility inspections, Life safety inspections for Occupation Tax Certificates (OTCs). 3) Plan Reviews: Land disturbance permits, Commercial and residential building permits, Tree protection plans, Tree removal permits, Stormwater and other erosion control plans.

CLAYTON COUNTY PLAN REVIEW AND BUILDING CODE INSPECTIONS (2018 - PRESENT)

NOVA began providing municipal support services to Clayton County's Community Development department in 2018. Based on the County's needs and workload, this support has included 1 full-time ICC Certified Plan Reviewer for commercial plan reviews, and up to 3 full-time ICC-certified combination inspectors performing commercial and residential building code inspections. Our personnel have worked



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TODD TAMASY, EI

PROJECT MANAGER

RELEVANT PROJECT EXPERIENCE (CONTINUED)

in the Jonesboro office under the supervision of Clayton County CD department officials. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multi-family, commercial, healthcare, education, cell tower, and other ancillary construction.

ROLE: PROJECT MANAGER

CITY OF ATLANTA SUPPLEMENTAL STAFFING CONTRACT | (2020 - PRESENT)

NOVA began providing municipal support serves to the City of Atlanta's Department of City Planning in January 2020. Our interfectors are performing commercial and residential inspections in all disciplines for low rise to high rise building projects throughout the City. We are working closely with the City's Chief Inspector and the Director of the City Planning Department. Our inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have midded office, retail, industrial, multi-family, single-family, commercial, health sere, education, and other ancillary construction.

FULTON COUNTY BUILDING CODE ADMINISTRATION CONTRACT

The area covered by this contract is a corridor several miles long roughly along the Fulton Industrial Boulevard alignment in the southern portion of the Court He oversees NOVA's staff of 2 full-time individual. residential and commercial projects along the corridor. He also responds to needs from our internal staff, project contractors, and the Fulton County Public Works Director when raised.

ROLE: PROJECT MANAGER

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EDUCATION

ASSOCIATE OF PHOTOGRAPHY Art Institute of Pittsburgh

PAULA KUPERSMITH

PERMIT AND ZONING TECHNICIAN

PROFESSIONAL EXPERIENCE

Paula has over 13 years of experience as a permit and zoning technician working in a municipal government setting. In addition, she serves as the Permitting Supervisor for NOVA, performing permitting technician duties while also supervising a staff of two other permit technicians. She excels in the role of service liaison to customers, the community, and field personnel by creating solid relationships and positive integrity-driven results. She develops excellent rapport with customers and the internal staff of plan reviewers, inspectors, and planning/zoning personnel. She is a team-oriented goal setter, with strong attertion to detail and a consistent cooperative approach to solving problems and recoiving customer complaints. She has demonstrated effectiveness in streamling improvements in the permitting process within very diverse municipalities with differing customer bases and departmental organization styles. Paula & a accurate interpreter of building plans, legal documents, building codes, murral all ordinances, and local/state laws. She is an exceptionally clear communicator with excellent written and verbal skills.

RELEVANT PROJECT

FULTON COUNTY BUILDING CODE ADMINISTRATION CONTRACT

DRAFT NOTE: PERMIT AND ZONING TECHNICIAN The area coyeed by this contract is a corridor several miles long roughly along the Fulton industrial Boulevard alignment in the southern portion of the County. NOVA has been performing residential and commercial Building Code inspections, Commercial Plan review, and is serving as the County's Permitting Department.









EDUCATION

BUSINESS OFFICE TECHNOLOGY Valdosta Technical College

JENNIFER RICHARDSON

PERMIT AND ZONING TECHNICIAN

PROFESSIONAL EXPERIENCE

Jennifer has nearly 10 years of experience as a permit technician. She is a dedicated professional with extensive expertise in construction permitting and building code inspection processes. She excels in maintaining effective customer service relationships with clients and customers, ensuring their building department needs are met with precision and care. Jennifer possesses a thorough working knowledge of construction permitting and building code inspection processes, which she leverages to guide projects from inception to completion. She is adept at maintaining strong customer service relationships, addressing client and customer needs efficiently and effectively. Jennifer has established and maintained systems to ensure that all files, letters, reference mappeds, field inspection reports, permit files, blueprints, drawings, and other data reganized and easily accessible. Collaborating with plans examiners and inspectors, Jennifer works to develop and ensure consistent processes across the company, enhancing operational efficiency and compliance.

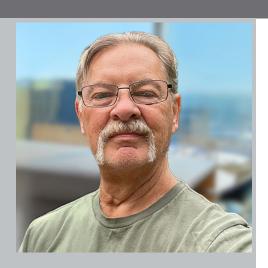
CITY OF DUNWOOD FLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal Parks and Recreation and Facilities No Performance Permit And Zoning Technician services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, Parks and Recreation and Facilities Management.









CERTIFICATIONS

INTERNATIONAL CODE COUNCIL (ICC):

Property Maintenance and Housing Inspector

Residential Plumbing Inspector **Commercial Plumbing Inspector** Residential Building Inspector Residential Mechanical Inspector Commercial Building Inspector Commercial Electrical Inspector Commercial Mechanical Inspector Plumbing Plans Examiner Residential Electrical Inspector Certified Building Official **Combination Inspector** Fire Inspector I Residential Plans Examiner **Electrical Inspector Building Inspector** Mechanical Inspector

Residential Combination Inspector Commercial Combination Inspector

PHILIP PROCTOR, CBO

BUILDING INSPECTOR

PROFESSIONAL EXPERIENCE

Philip has 25 years of experience as a Building Code Inspector and Code Enforcement Officer working for the City of Atlanta Building Department. In this role, he participated in development of drafting and rewriting various municipal codes. His Code Enforcement experience includes, writing and issuing citations and appearing in court weekly with cases. Additionally, Philip has 10 years of supervising 10-15 all-discipline inspectors and handling Building Department court cases. His experience includes several years as a Fire Sprinkler Inspector and Life Safety Inspector.

RELEVANT PROJECT EXPERIENCE

CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT (2021 - PRESENT)

NOVA began providing on-call municital support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services, Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.

ROLE: BUILDING OFFICIAL

CITY OF ATLANTA SUPPLEMENTAL STAFFING CONTRACT | (2020 - PRESENT)

NOVA began providing municipal support services to the City of Atlanta's Department of City Planning in January 2020. Our inspectors are performing commercial and residential inspections in all disciplines for low rise to high rise building projects throughout the City. We are working closely with the City's Chief Inspector and the Sirector of the City Planning Department. Our inspectors are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, health care, education, and other ancillary construction.

ROLE: BUILDING CODE INSPECTOR AND CODE ENFORCEMENT OFFICER



CONFIDENTIAL HIRE

ARBORIST

PROFESSIONAL SUMMARY

Mid-Level Civil Engineer with 7 years of experience in site plan review, construction inspections, and city engineering. Seeking a position to leverage technical problem solving skills and knowledge of design principles.

EXPERIENCE

County, Department of Water Resources: Engineer III

- Reviews sewer capacity certification requests submitted by design engineers to evaluate existing and future service demand impacts on County wastewater systems
- Prepares sewer capacity certification letters and makes recommendations to engineers and developers for wastewater infrastructure improvements where casacity may be limited Manages sanitary sewer capacity tracking data and creates vituals for data interpretation
- Creates and maintains documentation of workflow processes
- Provides QA/QC of sanitary sewer capacity certification, Nated documentation
- Assists with stormwater as-built review
- Assists in rezoning reviews of water and wastewaters

2020 - 2022

- Associates: Associate Engineer and Arkonst Conducted review of erosion control, stormwater, and site plans to ensure compliance with relevant codes
- Inspected erosion control measures and stormwater infrastructure to verify construction activity is consistent with approved plans and specifications
- Acted as City engineer providing continuous interpretation and technical assistance as needed
- Established and maintains effective working relationships with developers, engineers, contractors/subcontractors, the public, and City staff.

 Managed projects in the design phase coordinating plan reviews with appropriate agencies, tracking plan submittals and supplemental documentation through permit issuance
- Organized and maintain ecords of plans reviewed and inspections conducted

, Department of Public Utilities: Utilities Engineer I

2016 - 2019

- Reviewed water and wastewater systems on residential and commercial site plans and calculations for accuracy and conformance with local, state, and federal codes and standards
- Conducted over 300 construction site plan reviews, completing 78% one or more days before due
- Participated in the preparation of specifications, plans, and reports involved in the construction, maintenance, and operation of water and wastewater projects
- Analyzed data and compiled research relating to existing and proposed site developments
- Maintained current knowledge of industry best practices, methods, techniques, equipment, local ordinances, state regulations, etc.

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EDUCATION

University of Virginia, Double Major

2015

Bachelor of Science in Civil Engineering



Packet page:...

c) 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.

STAFF TRAINING

As a condition of employment, NOVA staff must obtain and maintain all relevant certifications for their positions throughout their tenure. NOVA, a Preferred Provider through the International Code Council, conducts numerous in-house training sessions annually. We encourage staff to actively participate in local and state organizations such as the Georgia Association of Code Enforcement, Permit Techs Across Georgia, and the Building Officials Association of Georgia to stay updated on current code changes and legislative updates. Additionally, NOVA supports and encourages our team to obtain additional certifications to enhance their knowledge and skills, benefiting our clients.



d) The City expects staffing levels within the service areas to remain flexible to allow additional back-office support when applicable. Therefore, the City acknowledges that Contractors may occasionally alter staff. To ensure high quality staff, the City will weigh in significantly on changes made by the Contractor.

STAFFING LEVELS

NOVA will work diligently to meet the City's staffing needs and maintain flexibility as required. As NOVA has demonstrated, it's crucial that candidates not only meet technical requirements but also align well with Dunwoody's culture. NOVA commits to collaborating closely with Dunwoody's staff to ensure the right team is in place to address all technical and customer service needs.









5 EXPERIENCE WITH SIMILAR PROJECTS

RELEVANT EXPERIENCE

NOVA has successfully managed over 125 outsourced permitting, code compliance, and building inspection contracts across more than 30 municipalities in Georgia and Florida. Our current local contracts include partnerships with the City of Atlanta, Clayton County, Fulton County, and the City of Dunwoody. This extensive experience has enabled us to refine best practices, ensuring a more efficient process while maintaining the high responsiveness and quality of services expected by the City.

Relevant current and local experience is highlighted below and on the following pages.

CITY OF DUNWOODY PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT

DUNWOODY, GEORGIA



DESCRIPTION:

NOVA began providing on-call municipal support services to the City of Dunwoody's Planning and Development department in 2021. Our team is providing municipal services in the following service areas: Public Works, Finance and Administrative Services Planning and Zoning, Information Technology, Permitting and Inspections, and Parks and Recreation and Facilities Management.



NOVA's **Donnie Sullivan**, the City of Dunwoody Building Official, was awarded **2024 Field Employee of the Year**. He oversees all city construction projects, ensuring they meet safety standards from start to finish. A notable project under his supervision is High Street, a \$2 billion mixed-use development. Along with his colleague Phil Proctor, Donnie conducts around 16 inspections daily, covering footings, framing, electrical, and plumbing. He takes pride in enhancing community safety and development through his diligent work.

CLIENT:

Richard McLeod, MPA
Director of Community Development richard.mcleod@dunwoodyga.gov
678.382.6802

SIZE:

13.0 square miles 51.6K population estimate (2023)

DATES OF SERVICE: 2021 - CURRENT

2021 - CURRENT

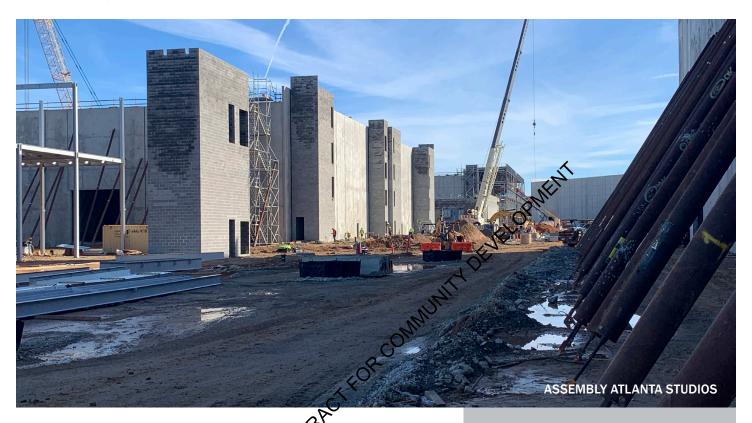
SERVICES PROVIDED:

Commercial Plan Review Commercial and Residential Building Code Inspections Permitting and Business License



CITY OF DORAVILLE BUILDING DEPARTMENT MANAGEMENT, PLAN REVIEW, AND BUILDING INSPECTION SERVICES

DORAVILLE, GEORGIA



DESCRIPTION:

NOVA began providing municipal support services for the City of Doraville in 2024. Our team is providing municipal services in the following service areas:

- Building Department Management: Staff and manage the Building Department for the City of Doraville. A full range of services, with close coordination and cooperation with the City's Code Enforcement Officer's, Public Works and Police Partments, as well as DeKalb County's Fire Marshal's Office and other County departments as appropriate.
- Building Inspections: Land disturbance permits, Commercial and residential building permits, Issuance of Certificates of Occupancy (COs), Erosion control inspections, Stormwater and other utility inspections, Life safety inspections for Occupation Tax Certificates (OTCs)
- Plan Reviews: Land disturbance permits, Commercial and residential building permits, Tree protection plans, Tree removal permits, Stormwater and other erosion control plans

CLIENT:

Austin Shelton

Director of Planning and Community Development austin.shelton@doravillega.us 470.622.9357

SIZE:

3.1 square miles 10.7K population estimate (2023)

DATES OF SERVICE:

2024 - CURRENT

SERVICES PROVIDED:

Building Department Management Plan Review **Building Inspection Services**



CLAYTON COUNTY PLAN REVIEW AND BUILDING **INSPECTION SERVICES**

CLAYTON COUNTY, GEORGIA



Community Development department in 2018. Based on the County's needs and workload, this support has included one 1 full-time ICC Certified Plan Reviewer for commercial plan reviews, and up to three 3 full-time ICCcertified combination inspectors performing commercial and residential building code inspections. Our personnel have worked in the Jonesboro office under the supervision of Clayton County Community Development department officials. Our reviewers are certified in building, mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to review the entire set of architectural and structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multifamily, commercial, healthcare, education, cell tower, and other ancillary construction.

CLIENT:

Patrick Ejike Community Development Director patrick.ejike@claytoncountyga.gov 770.477.3564

SIZE:

144 square miles 298.3K population estimate (2023)

DATES OF SERVICE:

2019 - CURRENT

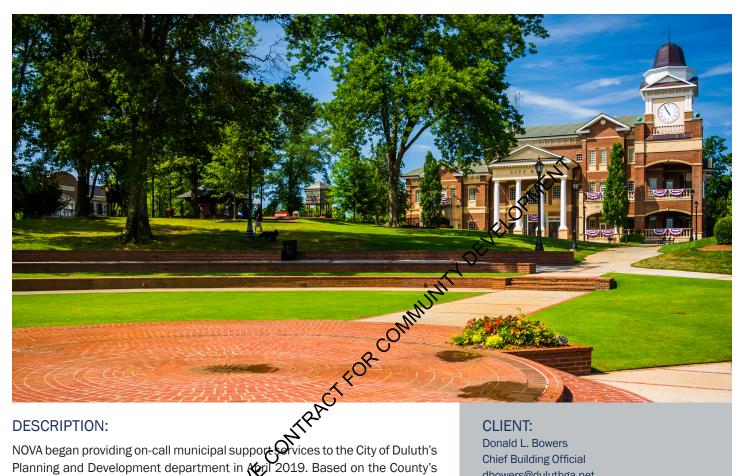
SERVICES PROVIDED:

Commercial and Residential Plan Review and **Building Code Inspections**



CITY OF DULUTH PLAN REVIEW & BUILDING INSPECTION ANNUAL CONTRACT

DULUTH, GEORGIA



Planning and Development department in Keril 2019. Based on the County's needs and workload, this support has bluded part-time commercial and residential plan reviews, and part-time commercial and residential building code inspections. Our personnel have been working under the direction of the City's Building Official. Our personnel have been working under the direction of the City's Building Official. electrical, plumbing, life safety fire and other disciplines necessary to review the entire set of architectural and structural drawings for new construction and renovation projects. Projects have included office, retail, industrial, multifamily, commercial, healthcare, and other ancillary construction.

CLIENT:

Donald L. Bowers **Chief Building Official** dbowers@duluthga.net 770.497.5320

SIZE:

10.4 square miles 87.6K population estimate (2023)

DATES OF SERVICE:

2019 - CURRENT

SERVICES PROVIDED:

Commercial and Residential Plan Review and **Building Code Inspections**



CITY OF ATLANTA SUPPLEMENTAL STAFFING FOR **BUILDING INSPECTION SERVICES**

ATLANTA, GEORGIA



DESCRIPTION:

NOVA began providing municipal support services to the City of Atlanta's Department of City Planning in January 2020, Our inspectors are performing commercial and residential inspections all disciplines for low rise to high rise building projects throughout the ty. We are working closely with the City's Chief Inspector and the Director of the City Planning Department. Our inspectors are certified in building mechanical, electrical, plumbing, life safety, fire and other disciplines necessary to efficiently provide inspection services in a very demanding and active construction area. Projects have included office, retail, industrial, multi-family, single-family, commercial, healthcare, education, and other ancillary construction.

CLIENT:

Mr. Gregory Pace - Director City of Atlanta Department of City Planning 404.330.6152 gpace@AtlantaGa.Gov

SIZE:

136 square miles 510.8K population estimate (2023)

DATES OF SERVICE:

2020 - CURRENT

SERVICES PROVIDED:

Building Official Commercial and Residential **Building Code Inspections**







6 REFERENCES



Director of Planning and Community Development austin.shelton@doravillega.us

Community Development Director patrick.ejike@claytoncountyga.gov 770.477.3564

City of Duluth

Donald L. Bowers Chief Building Official dbowers@duluthga.net 770.497.5320

CURRENT AND PROJECTED WORKLOAD INCLUDING REFERENCES

CLIENT	CONTACT	SERVICES PROVIDED	DATES OF SERVICE
City of Dunwoody	Richard McLeod, MPA Director of Community Development 678.382.6802 richard.mcleod@dunwoodyga.gov	Building Official, Plan Review, Building and Erosion Control Inspections	January 2021 – Present
City of Atlanta	Mr. Gregory L. Pace Director Dept of City Planning, Office of Buildings 404.330.6147 gpace@atlantaga.gov	Commercial and Residential Building Code Inspections, Code Enforcement, Plan Review	March 2020 – Present
City of Doraville	Austin Shelton Director of Planning and Community Development 470.622.9357 austin.shelton@doravillega.us	Building Department Management, Pkin Review, and Building Inspection	June 2024 - Present
City of Duluth	Donald L. Bowers Chief Building Official dbowers@duluthga.net 770.497.5320	Plan Review and Building Code Inspections	April 2019 - Present
City of Forest Park	A. Girard Geeter Procurement Manager 404.366.4720 ageeter@forestparkga.gov	Building Inspection Services	June 2024 - Present
Hall County	Procurement Manager 404.366.4720 ageeter@forestparkga.gov Robert Gutowski Chief Building Official 770.531.6809 rgutowski@hallcount@erg	On-Call Building Permit Services, Inspections, and Plan Review	2025 - Present
Fulton County	David E. Clark, PE Director of Public Works 404-612-2804 David Cark@fultoncountyga.gov	Plan Review, Permitting, Building Code and Erosion Control Inspections	January 2016 – Present
Clayton County	Mr. Patrick Ejike Community Development Department Director 770-477-35640 patrick.ejike@claytoncountyga.gov	Plan Review and Building Code Inspections	July 2018 - Present
Dekalb County	Judi Moore DeKalb Sunty Purchasing Department 404 32.6338 jmoore@dekalbcountyga.gov	Building and Land Development Plan Review	April 2021 - Present April 2016 - Dec 2018
Fulton County Schools	Chad Word Fulton County Schools 404.768.3600 wordc@fultonschools.org	Plan Review, Permitting, Building Code Inspections	2015 - Present
Meriwether County	Cassandra Sharpe Director, Meriwether County Planning, Zoning & Community Development 706-672-1283 c.sharpe@meriwethercountyga.gov	Building Code Inspections, Plan Review	May 2023 - Present
Upson County	Jason Tinsley County Manager, Upson County 706.647.7012 jtinsley@upsoncountyga.org	Building Code Inspections	September 2023 - Present





DRAFT NOVE CONTRA



8 REQUIRED FORMS

Appendix A Affidavit – REQUIRED IN SUBMITTAL 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 (check one) for NOVA ENGINEERING & ENVIRONMENTAL, LLC

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] 1) X I am a United States citizen OR					
1) X I am a United States citizen OR					
2) I am a legal permanent resident 18 years of see 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 Anderstand 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 Oode Section 16-10-20 of the Official Code of Georgia.					
Signature of Applicant: MAY 15, 2025					
Printed Name: ADAM MARR, PE					
SUBSCRIBED AND SWORN					
BEFORE ME ON THIS THE *					
15th DAY OF May , 2025 Alien Registration number for non-citizens					
Notary Public Mucia J. Well My Commission Expires: April 11, 2028					
*Note: O.C.G.A. § 50-36-1(e)(2) requires that 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:					



APPENDIX C- Proposal Form - REQUIRED IN SUBMITTAL City of Dunwoody, GA Municipal Government Services Procurement

Company Name: NOVA ENGINEERING & ENVIRONMENTAL, LLC

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 of 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 (RFF 20-04 properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 20-04 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 readvertise 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 Instructions to Bidder if the Bidder withdrew or attempted to withdraw its Proposal.



Company Name: NOVA ENGINEERING & ENVIRONMENTAL, LLC

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

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

Addendum No. / Date

- 1. APRIL 17, 2025
- 2. May 9, 2025
- 3.
- 4.
- 5.

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 admowledged above.

Work, excluding transitional requirements, is to commence on or about January 1, 2026.

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-responsible.

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 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 NOVA ENGINEERING & ENVIRONMENTAL, LLC

Federal Tax ID <u>26-0347209</u>

Address 3900 Kennesaw 75 Parkway, Suite 100, Kennesaw, Georgia 30144

Does your company currently have a location within the City of Dunwoutly? Yes No Will your company accept the City's procurement card for payments from the City? Yes No

Representative Signature

Printed Name Adam D. Marr, PE

Telephone Number <u>770.425.0777</u>

Email Address

amarr@us@nova.com

NOVA

DRAFT NOVE CONTRACT FOR COMMUNITY DEVEL OF MENT



3900 Kennesaw 75 Parkway, Suite 100 Kennesaw, Georgia 30144

t. 770.425.0777 f. 770.425.1113

usanova.com

Exhibit A #16.





Cost Proposal – Municipal Government Services (RFP) 25-02

City of Dunwoody, Georgia

7 COST PROPOSAL

APPENDIX B Cost Table – REQUIRED IN SUBMITTAL (Page 1 of 2)

Submitted by (FIRM) NOVA Engineering & Environmental, LLC

Bidders will submit a full annual cost for each position(s) listed below that they wish to be considered on. This form MUST be submitted separately and in a sealed envelope. Please include a PDF version on a thumb drive as a backup copy in the envelope also.

Alternatives to this structure may be included in an appendix, but this form must be complete for the bid to be considered.

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 new be amended to include additional staffing requirements when the scope changes.

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

Submitted by (FIRM) NOVA Engineering & Wironmental, LLC
Representative Signature
Date May 14, 2025
Printed Name and Title Adam D. Marr, PE Vice President
Telephone Number 270.425.0777
Email Address amarr@usanova.com



Submitted by (FIRM) NOVA Engineering & Environmental, LLC (Page 2 of 2)

Firms shall provide service to the City for the period of four years, plus one additional year at the City's option. The inflationary factor each year will be based on the CPI-U for Atlanta as outlined in the RFP's Cost Proposal Section.

Area	Position	Annual Cost 2026	Subtotal
Parks	Recreation Manager	\$ 1	N/A
Parks	Operations Manager	\$ 1	N/A
Parks	Recreation Coordinator (1 of 2)	\$ 1	N/A
Parks	Recreation Coordinator (2 of 2)	\$ 1	N/A
Parks	Grounds Coordinator	\$ 1	N/A
Parks	Facilities Coordinator	\$	N/A
Parks	Facilities Associate	\$ 1 \$ 1	N/A
Parks	PT Recreation Leader (Based off 26 hours per week) (1 of 2)	\$ 2 1	N/A
Parks	PT Recreation Leader (Based off 26 hours per week) (2 of 2)	\$, 1	N/A
Admin	Assistant Office Manager/Receptionist	\$ 1 \$ 1	N/A
Admin	Office Manager/Executive Assistant	1	N/A
ComDev	Site Inspector	\$ 1	138,700.00
ComDev	Office Manager/Executive Assistant Site Inspector Arborist Building Inspector Permit Technician (1 of 2)	\$ 1	175,600.00
ComDev	Building Inspector	\$ 1	155,400.00
ComDev	Permit Technician (1 of 2)	\$ 1	112,300.00
ComDev	Permit Technician (2 of 2)	\$ 1	112,300.00
ComDev	Code Enforcement Manage	\$ 1	175,600.00
ComDev	Code Enforcement Office (of 2)	\$ 1	128,500.00
ComDev	Code Enforcement Officer (2 of 2)	\$ 1	128,500.00
PubWks	Stormwater Kanager	\$ 1	N/A
PubWks	Stormwater Compliance	\$ 1	N/A
PubWks	Stormwater Ingineer (0.25 FTE)	\$ 1	N/A
PubWks	Trafficengineer (0.50 FTE)	\$ 1	N/A
PubWks	Operations and Maintenance Supervisor	\$ 1	N/A
PubWks	Construction Manager (0.50 FTE)	\$ 1	N/A
PubWks	Construction Project Manager	\$ 1	N/A
PubWks	Construction Engineer	\$ 1	N/A
PubWks	Utility Coordinator (0.50 FTE)	\$ 1	N/A
PubWks	Stormwater Capital Project Manager (0.50 FTE)	\$ 1	N/A
		\$	\$ 1,126,900.00
Place NA	Place NA in the cost field, if the vendor is not proposing those positions.		



DRAFT NOVE CONTRACT FOR COMMUNITY DEVEL OF MENT



3900 Kennesaw 75 Parkway, Suite 100 Kennesaw, Georgia 30144

t. 770.425.0777 f. 770.425.1113

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