



Request for Qualifications No. 22-117

**Construction Manager At-Risk Services for
City Hall and Parking Deck**

Date: September 22, 2022

**Mandatory Pre-bid Conference
Tuesday, October 4, 2022, at 2:00 p.m. EST.
City of Brookhaven City Hall
4362 Peachtree Road, Brookhaven, GA 30319**

**STATEMENT OF QUALIFICATIONS DUE DATE:
Tuesday, October 25, 2022, at 4:00 p.m. EST.**

**Bids shall only be accepted online through the Bonfire Portal at:
<https://brookhavenga.bonfirehub.com/projects/view/75672>**

Any bid submitted in any other format (email, paper, fax, mail, etc.) will not be accepted.

Instructions to Offerors:

1. All communications regarding this solicitation must be with the Purchasing Manager, Shakera Hall, shakera.hall@brookhavenga.gov.
2. All questions or requests for clarification must be sent via Bonfire under Message - Opportunity Q&A: <https://brookhavenga.bonfirehub.com/projects/view/75672>. Questions are due no later than **Friday, October 7, 2022, at 2:00 p.m. EST**. Questions received after this date and time may not be answered.
3. Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes, and other important information regarding the solicitation related to this solicitation will be posted on Bonfire website at and it is the Offeror's responsibility to <https://brookhavenga.bonfirehub.com/projects/view/75672> check the Bonfire portal for any addendum or other communications related to this solicitation.
4. The City of Brookhaven reserves the right to reject all bids and to waive technicalities and informalities, and to make award in the best interests of the City of Brookhaven.
5. The City of Brookhaven is not responsible for any technical difficulties. It is highly recommended that all potential contractors submit their quotes prior to the due date of this solicitation.

PROPOSAL LETTER
Construction Manager At-Risk Services for
City Hall and Parking Deck

We propose to furnish and deliver all the deliverables and services named in the attached Request for Qualifications (RFQ).

We further agree to strictly abide by all the terms and conditions contained in the City of Brookhaven Vendor Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this Statement of Qualifications constitutes an offer, which when accepted in writing by Purchasing Office, City of Brookhaven, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Brookhaven.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFQ and that this statement is made in accordance with the provisions of such specifications. By our written signature on this Qualifications Letter, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Brookhaven reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this Statement of Qualifications shall be valid and held open for a period of ninety (90) days from opening date.

QUALIFICATIONS SIGNATURE AND CERTIFICATION
(Respondent to sign and return)

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Statement of Qualifications for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Statement of Qualifications and certify that I am authorized to sign this Qualifications Letter for the respondent. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

Email: _____

REQUEST FOR QUALIFICATIONS INTRODUCTION

GENERAL INFORMATION

Background

The City of Brookhaven Public Works Department is requesting Statements of Qualifications to provide **Construction Manager At-Risk services** for the City Hall and Parking Deck Project.

Since its incorporation in 2012, the City of Brookhaven has provided services to its citizens and businesses through partnership with private firms. Brookhaven has a population of over 65,000 people and covers a geographic area of over 13 square miles. The City functions under the governance of a City Council and the management of a City Manager.

Purpose of Procurement

The City of Brookhaven (“Owner”) is soliciting Statements of Qualifications from experienced Firms to provide Construction Manager At-Risk (CM At-Risk) Services for the construction of a new City Hall and Parking Deck.

The new City Hall and Parking Deck will include two levels of underground parking for City Staff and the public. The City Hall will include offices, shared and multi-purpose space, a Council Chamber with seating up to 100 people, space for the Brookhaven Chamber of Commerce, and contemplates inclusion of a rooftop terrace. The anticipated square footage of the City Hall is up to 50,000 SF, including shelled space for future expansion. The design of the City Hall and Parking Deck will also include a future tunnel connecting to the MARTA Station. The project will require close coordination with MARTA and Norfolk Southern. The construction budget for the project is anticipated to be \$45,000,000. Reference the Planning Documents for the new City Hall and Parking Deck, attached as Exhibit G, for further details on the project.

An award will be made to the responsible and responsive Firm who is determined to be the most advantageous to the City of Brookhaven, taking into consideration the evaluation factors set forth in this Request for Qualifications (RFQ). The Owner reserves the right to reject any and all Statements of Qualifications, to waive any informality, to reject portions of the Statements of Qualifications, to waive technicalities and to award Contracts in a manner consistent with the interest of the City of Brookhaven and the laws of the State of Georgia. The Owner reserves the right to scale down the project to meet budgetary requirements as determined solely in the discretion of the Owner.

The Owner has hired a Program Manager, Comprehensive Program Services, Inc. (CPS), to facilitate the design and construction of the Project. The Owner has also hired an Architect, Sizemore Group, to provide design and construction administration services for the Project. The Program Manager, Architect and Construction Manager will each contract separately with the Owner, and these parties will be the nucleus of the Project Team. Design and construction will be happening simultaneously, so teamwork will be the fundamental ingredient in the relationships between the parties.

REQUEST FOR QUALIFICATIONS INTRODUCTION

During pre-construction, the CM At-Risk will be responsible for pricing and value management, logistics planning, supply chain advisement, as well as input regarding maintainability and constructability issues. The Project Team will develop a planning schedule that identifies early release construction packages to allow the site development and other elements of construction to take place as early as possible. This will also allow early procurement of long-lead materials and systems, such as steel, precast panels, etc. Upon 70% completion of the Construction Documents, the CM At-Risk, with the support and assistance of the Owner's Representative and the Architect, will present a Guaranteed Maximum Price (GMP) for all construction and site development. Construction will commence with the release of distinct work packages while the total design documents are being finalized. No work will commence until a GMP has been submitted by the CM At-Risk and approved by the Brookhaven City Council. The schedule provides for Certificate of Occupancy be obtained by Q2 2025 for the City Hall and Parking Deck. The Firm should demonstrate within their Statement of Qualifications their experience in dealing with this type of Project under this schedule requirement including the specific tasks with dates as requested within this RFQ. This also should take into account the role of the Owner, Program Manager, and Architect.

The CM At-Risk will not self-perform any work, unless specifically authorized by the Owner, and will competitively bid all Trade Contracts and other work appropriate for competitive bidding. All Bid Package results will be reviewed by the entire team with a recommendation for award to be presented to the Owner by the Program Manager for approval. Upon approval, a Contract or Purchase Order will be issued between the CM At-Risk and each Trade Contractor.

General Scope of Work

It is anticipated that the Agreement between the Owner and the selected Firm (CM At-Risk) will contain the following scope of work. The full scope of services will be defined within the contract executed with the Owner.

I. Design and Pre-construction Phase

- a. Develop a Critical Path Method (CPM) master schedule to include all pre-construction and construction-related activities required of the team for the CM At-Risk to meet the Project goals, as well as methods and sequencing of construction, with consideration of supply chain.
- b. Provide an initial cost model for the Project based on the program.
- c. Develop requirements for safety, quality assurance, and schedule adherence.
- d. Perform a constructability review of the construction documents.
- e. Perform maintainability review of the construction documents.
- f. Provide detailed construction cost estimates at each design milestone.
- g. Provide analysis of different construction methods in each major trade group for potential quality, cost, and schedule enhancements.
- h. Develop value engineering/management options.
- i. CM At-Risk may be required to manage Design Assist Contractors and/or Design-Build Services, as applicable.

REQUEST FOR QUALIFICATIONS INTRODUCTION

II. Bidding and Award Phase

- a. Arrange bid packages.
- b. Bid out early construction packages, as required.
- c. Provide (with team recommendations) bid packages for Owner review and approval. Develop a scope checklist to ensure clarity of scope included in each package.
- d. Develop requirements to ensure time, cost and quality control during construction.
- e. Provide a provisional CPM schedule for issuance with bid packages.
- f. Determine bidders with input from Owner, Program Manager, and Architect. The Owner does not desire to have the CM At-Risk self-perform work.
- g. Schedule and conduct pre-bid conferences in conjunction with the Program Manager and Architect.
- h. Advertise and distribute bidding documents.
- i. Monitor bidder activity.
- j. Review and analyze bids. Conduct scoping meetings with bidders.
- k. Issue Contracts and/or Purchase Orders with Trade Contractors, Integrators, and Suppliers with respect to the approved bid packages.
- l. Submit early construction package(s) and Guaranteed Maximum Price (GMP) with full scope checklists and bid information.
- m. Develop a comprehensive Submittal Register, outlining required Submittals and planned schedule to ensure fabrication and delivery of materials and systems can be accomplished within the Project Schedule.

III. Construction Phase

- a. Maintain on-site staff for construction management.
- b. Establish and maintain coordination and communication procedures.
- c. Develop and maintain a detailed CPM schedule including lead times, delivery, approvals, inspections, testing, construction, and occupancy.
- d. Host Owner-Architect-Contractor meetings.
- e. Prepare and submit change order documentation for review by the Program Manager and approval by the Architect and the Owner.
- f. Maintain a system for review and approval of shop drawings.
- g. Maintain records and submit weekly project reports and formal monthly reports to the Owner, Program Manager, and Architect.
- h. Maintain quality control and ensure conformity to plans. Construct mockups, as required, including technology and hardware systems, to ensure quality standards prior to work commencement.
- i. Provide cost control through progress payment review and verifications according to the approved schedule and Contract amounts.
- j. Coordinate any owner-furnished, contractor-installed materials or systems, as required by the Contract Documents.
- k. Develop as-built drawings and deliver to Architect for inclusion into a CADD disk to be submitted to the Owner for maintenance and operations use.
- l. Coordinate project closeout activities, including the assembly of warranties/guarantees, operation & maintenance manuals, other closeout

REQUEST FOR QUALIFICATIONS INTRODUCTION

documents, transfer of keys and attic stock, training, and the Owner's final acceptance.

- m. Develop an initial Punchlist prior to Substantial Completion. Participate in the Punchlist process with the Owner, Program Manager, and Architect.

IV. Warranty Phase

- a. Coordinate and monitor the resolution of remaining Punchlist items.
- b. Coordinate, monitor and resolve all warranty issues to the satisfaction of the Owner during the one-year general warranty period and as extended.
- c. All warranties, warranty bonds and maintenance bonds must be assignable to the Owner.

All Local, County, State, and Federal codes and regulations must be followed, with particular emphasis on Building Codes, Life Safety Codes, and the Americans with Disabilities Act.

Once a Contract is executed between the Owner and the successful respondent, the successful respondent will be required to deliver the services required by this RFQ by the members of the proposed Project team. Any change in or substitution of Project team members, including any consultant, must be proposed in writing and is subject to prior review and approval by the Owner.

End of Request for Qualifications Introduction.

REQUEST FOR QUALIFICATIONS

I. REQUEST FOR QUALIFICATION PROCESS

The Statement of Qualifications (SOQ) must be on 8 ½” x 11” sized pages and are limited to using a minimum of an 11-point font. Responses shall not exceed 60 pages. SOQs that include information of more than one Firm should not exceed the page limit. Emphasis should be on completeness, relevance, and clarity of content.

Respondents must include a title on each page of the SOQ and number pages to ensure proper identification.

To expedite the review of SOQ, it is essential that respondents follow the format and instructions outlined herein. The content of all SOQs must be categorized and numbered as outlined below and must address in a responsible and responsive manner all requested information.

The City, at its discretion, may award the Contract to the most responsible and responsive respondents submitting SOQs which are deemed to be the most advantageous to the City. The following is the content the City will consider in determining which SOQ is most advantageous to the City:

The Statement of Qualification (SOQ) must contain information outlined below.

1. Cover Letter
2. Executive Summary
3. Staffing Management
4. Experience
5. References
6. Services
7. Financial Information

1. Cover/Transmittal Letter

The SOQ must have a one-page Cover Letter briefly summarizing the qualifications and experience relevant to the scope. The Cover Letter counts toward the 60-page limit. Include in the letter the following:

- i. Company's information including name of company (include any dba names); headquarters and parent company locations; and brief history of the company. If the project is a Joint Venture, include information about each company participating in the joint venture.
- ii. Company's mailing address, company website address (if applicable), contact person, telephone number for primary contact person, and email address.
- iii. A principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

2. Executive Summary

- i. Briefly describe the history and growth of your Firm. Provide general information about the Firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices. Indicate the office

REQUEST FOR QUALIFICATIONS

- from which projects will be managed and its proximity to the project site.
- ii. List the Firm's annual revenue, for the parent office and the local office separately, if applicable, for the past 5 years and supply main financial and banking references.
 - iii. Has the Firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Architects. List any active or pending litigation and explain. List any claims against your Firm or against Owners where your Firm is named.
 - iv. Has the Firm, or a member thereof, ever been removed from a Contract or failed to complete a Contract as assigned? If yes, provide explanation.
 - v. Provide a statement of Firm's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.
 - vi. Provide a letter of commitment from Surety or Sureties regarding bonding capacity and availability to bond this Project for \$45,000,000.
 - vii. Provide your current insurance certificate.

3. Staffing Management

Provide a proposed Organizational Chart which identifies individual names and areas of responsibility.

Designate the specific individuals to fill the following key roles on your team, inclusive of resumes, listing relevant project experience and percent of time commitment to this Project:

- a) Project Director/Executive
- b) Project Manager(s)
- c) Superintendent(s)
- d) Preconstruction Manager
- e) Cost Estimator(s)
- f) Other (please describe, if applicable)

As part of this section, identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your Firm and the Owner, Program Manager, Architect, and other consultants. This individual's competence, leadership, and ability to achieve customer satisfaction will be heavily considered in the selection of the CM At-Risk.

4. Experience

Provide examples of similar projects completed within the last ten years, with photographs – describe no less than three and no more than five projects, in order of most relevant to least relevant. Include, for each project:

- Brief description of project (to include project delivery method, square footage, number of stories, whether there were early release construction packages, etc.).
- Construction budget and final construction cost / description and cost of construction change orders.
- Schedule Information, including number of months to construct project; summarize the actual schedule performance relative to the initial project schedule.
- Key personnel from your Firm that provided services.
- Any early release construction packages that were required on the project, and whether the GMP was able to be presented within the existing construction budget.

REQUEST FOR QUALIFICATIONS

- Special features (energy conservation, awards received, etc.).
- Owner's current contact information.
- Program Manager's current contact information, if applicable.
- Architect's current contact information.

The City reserves the right to contact any organizations or individuals listed.

5. References

A minimum of five references shall be submitted with each SOQ, including three from projects of a similar scope and type, and the two most recent projects your Firm has completed. Firms shall provide a contact name, phone number, and email address for each reference, and may also include a reference letter. References do not have to be (but may be) for the projects included in the above-mentioned list. It is the Firm's responsibility to ensure that the listed contact and phone number are current.

Naming of a reference is considered permission to contact the reference. The City may contact outside individuals, whether offered as references or not. The City retains the right to use such information in its decision.

6. Services

- i. Provide a statement of your definition of your Firm's overall role in the Project. Describe your proposed methods and plans of communication, including your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Owner, Program Manager, Architect, and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments.
- ii. Describe your approach to pre-construction services, including constructability and maintainability input, cost estimating and value engineering/management, and logistics planning.
- iii. This project has a fixed budget that cannot be exceeded. Describe your approach to ensuring the City receives the greatest value and full program for the budget dollars allocated. Describe your experience utilizing the lean principal Target-Value-Design (TVD).
- iv. Explain your experience mitigating the recent escalation trends and supply chain issues seen in the construction industry. Provide specific examples.
- v. Describe your process to successfully manage early release construction packages. Specifically, describe how you will work with and lead the Project Team to minimize risk to the Owner once early construction packages are released by ensuring the GMP will be delivered within the construction budget.
- vi. Describe your approach to contingency management. How is the contingency value determined, how are the funds managed, and what is the expected approval process prior to allocation of funds?

REQUEST FOR QUALIFICATIONS

- vii. Outline your schedule management plan for this project during construction. Describe systems and procedures your Firm uses to manage the project schedule. Describe your experience utilizing the lean principle pull-planning.
- viii. Outline your Trade Contractor management plan, including Contract Document compliance procedures, project accounting procedures, and issue resolution. Describe your process to protect the Owner from Trade Contractor or supplier bankruptcy during the course of a project.
- ix. Describe your approach to management of Design Assist Trade Contractors, especially as it relates to specialty detention trades as well as technology systems.
- x. It is the City of Brookhaven's goal to have 20% of the total dollar value of the Contract from Disadvantaged Business Enterprises (DBEs), including amendments, modifications, options, and change orders. Credit towards the DBE goal for a Contractor will be limited to participation of Firms performing within the designated NAICS code(s) for which the Firms have been certified as a DBE. It is also the City of Brookhaven's goal to encourage local participation for City of Brookhaven and DeKalb County businesses. Describe how your Firm would assist the Owner in assuring participation by DBE and local Trade Contractors. Include examples of other projects where you have been successful in meeting similar goals.
- xi. Indicate whether you plan to use a Contractor Controlled Insurance Program (CCIP) and Subcontractor Default Insurance (SDI); if so, provide your Firm's experience with using these programs and explain in detail how they would benefit the Owner from both a liability and cost standpoint.
- xii. At your option, you may provide any additional supporting documentation or information which would be helpful in evaluating your Firm's qualifications and commitment, such as Building Information Modeling experience, other lean construction methodologies not mentioned above and your plan to implement them on this project, or experience working close to and coordinating with transit authorities/entities, such as MARTA and Norfolk Southern.

7. Financial Information

In a separate document from your SOQ, provide the most recent completed year's financial statements (Income Statement and Balance Sheet) for the Firm. These statements will not be considered a part of the 60-page limit.

II. SUBMISSION OF RFQ

The packages shall be in sealed envelopes and identified as follows:

“RFQ Number: 22-103, Construction Manager At-Risk Services for City Hall and Parking Deck”

REQUEST FOR QUALIFICATIONS

Key Dates:

Pre-bid Conference: Tuesday, October 4, 2022, at 2:00 p.m. EST

Questions Due: Friday, October 7, 2022, at 2:00 p.m. EST

SOQ Due Date: Tuesday, October 25, 2022, at 4:00 p.m. EST

SOQs shall only be accepted online through the Bonfire Portal
<https://brookhavenga.bonfirehub.com/projects/75672/details>

All submissions are due at the location specified no later than the date and time specified herein. The SOQ package must include detailed information relative to Request for Qualification Process and Selection Criteria, as required. The Statement of Qualification Letter included as page two (2) of this RFQ, and Exhibits A-E must be attached and must be signed by a person authorized to legally bind the company. These documents don't apply to the page limit.

III. EVALUATION CRITERIA AND PROCESS

EVALUATION CRITERIA

Statements of Qualifications submitted in response to this RFQ will be evaluated and scored, in accordance with the criteria outlined below, by an evaluation committee established by the City.

Criteria	Points
1. Staffing and Availability	30
2. Firm Experience/Performance	30
3. Approach	25
4. Financial Stability	15
Highest Possible Score	100

Below is a description of the criteria.

1. Staffing and Availability – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications and overall experience on projects of similar nature and complexity to the proposed project. Evaluation of the workload of the Respondent and the staffing to be assigned to the proposed project; time schedule of the Respondent in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the Owner.

2. Experience/Performance – Review of past performance on projects of similar nature and complexity as the proposed Project; evaluation of client references whether included in the SOQ response or not; overall responsiveness to Owner's needs.

REQUEST FOR QUALIFICATIONS

3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy, and responsiveness to the required information of the RFQ. This should include a preliminary Project schedule by task and milestones that will be used to procure the Project. Provide in detail the services your Firm will be providing.

4. Financial Stability – Evaluation of the overall financial position of the Respondent as determined from financial information required by the RFQ or other independent sources.

EVALUATION PROCESS

All SOQs received will be reviewed by the Purchasing Manager to ensure that all administrative requirements of the RFQ package have been met by the Offerors. Each SOQ will be reviewed to ensure that the Firm submitted all information required in the RFQ and that all documents requiring a signature have been signed. Failure to meet these requirements may be cause for rejection. All SOQs that meet the administrative requirements will then be turned over to the evaluation committee for further evaluation.

The Evaluation Committee will review the SOQs and provide a score for each based on the Selection Criteria above. The Evaluation Committee will convene and summarize the points earned by each Firm, then establish a list of Firms found to have submitted SOQs reasonably susceptible of being selected for award. The Evaluation Committee shall select Firms to be invited to participate in an interview and provide notification to the shortlisted Firms no later than October 28, 2022.

Discussions may be conducted by the City of Brookhaven with responsible Offerors who submit SOQs determined to be reasonably susceptible of being selected for award for clarification to assure full understanding of and responsiveness to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of statements; and such revisions may be permitted after submissions and prior to award. In conducting any such discussions, there shall be no disclosure of any information derived from SOQs submitted by competing Offerors. Cost will not be a factor in this RFQ.

The City of Brookhaven reserves the right to addend the RFQ prior to the date of SOQ submission. Addenda will be posted to the Brookhaven website at www.brookhavenga.gov.

INTERVIEWS

The primary intent of the formal interview process is to provide the Evaluation Committee with in-depth and clarifying information about the Firm; information provided should assist the Evaluation Committee in making an informed decision as to the Firm best suited for the work. The time allotted to each Firm for the interview will not exceed 65 minutes to include: 10 minutes for setup, 30 minutes for Firm's presentation, 20 minutes for Evaluation Committee questions, and 5 minutes for knockdown.

The date for interviews is November 9, 2022. Interview times will be provided to the shortlisted Firms.

REQUEST FOR QUALIFICATIONS

Shortlisted Firms should focus their presentations on:

- The detailed plan for involvement in preconstruction.
- Managing the construction, cost, schedule, and quality on the project.
- Why is your team the best choice for the City of Brookhaven to manage this City Hall and Parking Deck Project, particularly from a schedule and cost standpoint?

Firms are discouraged from reviewing general company history and past experience previously submitted in the SOQ unless this information is particularly relevant to the presentation.

Overhead monitors will be available for use with options to connect via HDMI or flash drive; presenter should be prepared for alternative setup in case of any unforeseen technical difficulties. Although a screen and computer will be available in the interview room, presenter must be prepared with own projector and laptop for quick setup within the allotted 10 minutes in case of any unforeseen technical difficulties. Other portions of the presentation may involve flip charts or boards along with oral presentation.

Location:

Brookhaven City Hall
4362 Peachtree Road
Brookhaven, Georgia 30319
Room: City Council Chamber

Awards of contract shall be made to the responsible Offeror who has successfully submitted a SOQ and interviewed and been ranked by the Evaluation Committee considering all the evaluation factors set forth in this RFQ. No other factors or criteria shall be used in the evaluation.

FEE PROPOSAL

Shortlisted Firms must upload their Fee proposal to the Bonfire Portal as a password protected file electronically no later than November 7, 2022, at 4:00 p.m. EST. Proposals must be received electronically in the Bonfire Portal prior to the deadline above.

Following the interviews, the highest ranked firm will be contacted to provide the password to their fee proposal.

Firms must use the Fee Proposal form provided in Exhibit F, including the 'Backup Pages' tab utilized for itemization of Costs. The Fee Proposal must contain the Firm's following costs for this Project:

- Preconstruction Costs and Pre-Construction Fee.
- General Conditions Labor Costs for all personnel that will work on this Project. These costs should be detailed by the specific personnel proposed for this project (i.e. Project Executive) and by the position (i.e. Field Engineer). Provide staffing wage rates and burden information. At no time will the CM At-Risk personnel

REQUEST FOR QUALIFICATIONS

costs be included within the General Requirements or Trade Contractor cost of the work.

- General Conditions Non-Labor Costs, as indicated on the attached Fee Proposal Form. Include Payment and Performance Bond; General Liability Insurance with limits of no less than \$1 million per occurrence and \$2 million aggregate, and a general liability umbrella policy with a limit of no less than \$5 million aggregate; Worker's Compensation coverage as provided by Georgia law; Temporary Facilities and Equipment, and Builder's Risk Insurance. All bonds and insurance policies shall be written by surety companies with an overall A.M. Best rating of A- (Excellent) or better, listed in the U.S. Treasury Circular 570, and licensed to do business in the State of Georgia. Said policies shall provide for jurisdiction and venue in DeKalb County, Georgia, for resolution of any disputes.
- Contractor's Fee for Construction.

Please understand that this Fee Proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

NOTE: The Firm selected shall provide full policy documentation, as well as updated continuation certificates for all bonds, certificates of liability naming the Owner as the obligee and copies of all bond and policies on an annual basis through maturity of the project. Said documentation shall be delivered to and maintained by the Owner with assistance of the Program Manager.

FINAL EVALUATION & SELECTION

Following the interview, the Evaluation Committee will establish the ranking of the Firms based on their interview at which time the ranking list will be submitted for the Brookhaven City Council's approval. After approval of the list, the Evaluation Committee will immediately enter negotiations with the top-ranked Firm on the list. In the event a satisfactory fee agreement cannot be reached with the highest-ranked Firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest-ranked Firm and so on until a mutual agreement is established and the Owner awards a Contract for CM At-Risk Services. If negotiations are unsuccessful with the Firms on the list, then the RFQ effort may be terminated and a new procurement process may be initiated. During the negotiation process, Fee Proposals received will be opened in a manner so as to avoid disclosure of contents to competing Firms and during any process of discussion, negotiation, and revision, the Owner will not disclose the contents of SOQs to competing Firms.

IV. OTHER CONSIDERATIONS

- a. Vendors responding to this RFQ need to become a registered Vendor to sell products or services to the City of Brookhaven. Please note that the vendor file is a good source for vendor information but not the only source. Registration does not guarantee that your firm will be solicited for any or all requirements. The vendor file will also be used to support financial transactions with vendors including invoice payments. A Vendor Application is available at www.brookhavenga.gov.

REQUEST FOR QUALIFICATIONS

If you have any question or concerns, please feel free to email:
City of Brookhaven
Purchasing Office
purchasing@brookhavenga.gov

- b. Prior to the due date, a submitted SOQ may be withdrawn by the Offeror by submitting a written request to the Buyer named herein. A person authorized to sign for the Offeror must sign all such requests.

The City reserves the right to add provisions to the contract to be consistent with the successful Offeror's offer and to negotiate with the successful Offeror other additions to, deletions from, and/or changes in the language in the Contract, provided that no such addition, deletion or change in Contract language would, in the sole discretion of the City affect the evaluation criteria set forth herein, or give the successful Offeror a competitive advantage.

Any exceptions to the agreement must be clearly identified, accompany the Offeror's SOQ and be attached to the agreement. Offerors are cautioned that any exception submitted that will give the Offeror a competitive advantage over another Offeror or that will cause a failure to meet a mandatory requirement of the RFQ will not be accepted. Prior to award, the apparent winning Offeror(s) may be required to enter discussions with the City to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification, if not, this could lead to rejection of the Offeror's Statement of Qualifications. Offeror will not retype the enclosed contract.

- c. The successful firm will be required to enter into a Contract using the AIA Documents A133-2019 and A201-2017 as modified by the Owner. A specimen Contract will be provided to all shortlisted Respondents, allowing Respondents an opportunity to become familiar with the Contract terms and conditions. The Architect will be using AIA Document B133-2019 as modified by the Owner.
- d. All Corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the proposal.
- e. The City is concerned about respondent's financial capability to perform. Therefore, please provide enough data to lead evaluators to the conclusion that your firm has the financial capability to perform. As detailed financial data is generally proprietary, and respondents do not wish such information to be part of the public record under the Georgia Open Records Act (G.O.R.A.), the City reserves the right to perform additional due diligence in this area, at the sole discretion of the City, prior to award of any contract.
- f. Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time. The City

REQUEST FOR QUALIFICATIONS

reserves the right, at its sole discretion, to waive immaterial irregularities contained in the solicitation. The City reserves the right to reject any and all Statements of Qualifications at any time, without penalty. The City reserves the right to request "best and final" offers; and to issue a new RFQ. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

g. **SMALL AND MINORITY BUSINESSES CLAUSE:**

The City of Brookhaven in maintaining its status as a Welcoming City and City of Ethics commissioned a study of its Social Justice, Race, and Equity practices in the past year. As a result of the study, recommendations have been made to the Brookhaven City Council to enhance and improve upon its efforts in providing opportunities to small and minority businesses in procuring goods and services.

With respect to openness and transparency, the City of Brookhaven encourages all businesses regardless of size and status to engage in the City’s procurement process. The City gives equal attention to all submissions and will work with individual firms to ensure that their questions are answered in a timely basis.

V. CERTIFICATION

By my signature below, it is certified that my firm can meet all terms of the Statement of Qualifications and will perform the services specified; and for the privilege of doing so on the City of Brookhaven premises. I understand that, upon proper acceptance of this offer by the City of Brookhaven, a contract will thereby be created.

Given under my hand this _____ day of _____, 20__.

Name of Firm

Signature

Title

Business Address

Email address

Sworn to and subscribed before me

this _____ day of _____, 20__.

Notary Public

My commission expires on the above date.

END OF REQUEST FOR QUALIFICATIONS

EXHIBIT A

**RFQ NO. 22-117 CONSTRUCTION MANAGER AT-RISK SERVICES FOR CITY HALL AND
PARKING DECK
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Contractor(s) Name: _____

Address: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Brookhaven within five (5) business days after any subcontractor(s) is/are retained to perform such service.

E Verify™ Company Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Name of Person or Entity)

Date

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

*** or any subsequent replacement** 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. 99-60

EXHIBIT A

RFQ NO. 22-117 CONSTRUCTION MANAGER AT-RISK SERVICES FOR CITY HALL AND PARKING DECK

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

End of Exhibit A.

EXHIBIT B
BOND DOCUMENTS

******Not Applicable at this time******

Please refer to page 8, section 2. vi

End of Exhibit B.

EXHIBIT C

**RFQ NO. 22-117 CONSTRUCTION MANAGER AT-RISK SERVICES FOR CITY HALL AND
PARKING DECK
DRUG-FREE WORKPLACE**

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Service Provider’s employees during the performance of the Contract; and

- (2) Each Service Provider who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:
“As part of the subcontracting agreement with _____ (Service Provider),
_____ (subcontractor) certifies to the Service Provider that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to paragraph (7) of the subsection (b) of Code Section 50-24-03.”

Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Company Name

BY: Authorized Officer or Agent Date
(Service Provider Signature)

Title of Authorized Officer or Agent of Service Provider

Printed Name of Authorized Officer or Agent

End of Exhibit C.

EXHIBIT D
**RFQ NO. 22-117 CONSTRUCTION MANAGER AT-RISK SERVICES FOR CITY HALL AND
PARKING DECK
PURCHASING POLICY ADDENDUM**

I, _____, hereby certify that I have received a copy of the City of Brookhaven, GA, Financial Management Policies Purchasing Policy which can be found at <http://brookhavenga.gov/city-departments/purchasing> and agree to comply with all requirements of the City of Brookhaven, GA Financial Management Policies Purchasing Policy to the extent the policy is applicable to the undersigned.

BY: Authorized Officer or Agent Date
(Service Provider Signature)

Title of Authorized Officer or Agent of Service Provider

Printed Name of Authorized Officer or Agent Date

End of Exhibit D.

EXHIBIT E
RFQ NO. 22-117 CONSTRUCTION MANAGER AT-RISK SERVICES FOR CITY HALL AND PARKING DECK

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Brookhaven, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a City of Brookhaven license/permit and /or contract for

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

1. _____ I am a United States citizen

OR

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

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

Signature of Applicant: _____ Date: _____

Printed Name: _____

* Alien Registration number for non-citizens: _____

**** PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, PASSPORT WITH A COPY OF YOUR DRIVER LICENSE, OR OTHER DOCUMENTATION AS ALLOWED UNDER THE LAW IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

Subscribed and Sworn Before Me, this the ____ day of _____, 20__

Notary Public: _____

My Commission Expires: _____

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

End of Exhibit E.

EXHIBIT F

CM AT-RISK'S GENERAL CONDITIONS AND FEE PROPOSAL

CM AT-RISK'S PRE-CONSTRUCTION SUM		
LABOR	\$	-
OVERHEAD COSTS AND EXPENSES	\$	-
FEE (IF Any)	\$	-
PRE-CONSTRUCTION SUM	\$	-
CM AT-RISK'S CONSTRUCTION PHASE GENERAL CONDITIONS COSTS		
LABOR	\$	-
OVERHEAD COSTS AND EXPENSES	\$	-
TOTAL	\$	-
CM AT-RISK'S FEE		
CONSTRUCTION PHASE FEE PERCENTAGE		
CONSTRUCTION PHASE FEE AMOUNT		
<small>The Construction Phase Fee Amount is calculated by multiplying the Construction Phase Fee Percentage by the result obtained when the Preconstruction Sum is subtracted from the Construction Cost Limitation and the result is divided by the sum of 1 plus the Construction Phase Fee Percentage. $CPFee = CPFee\% \times [(CCL - PreCon\ Sum)/(1 + CPFee\%)]$</small>		
TOTALS		
CONSTRUCTION COST LIMITATION		
TOTAL PRE-CONSTRUCTION PHASE SUM, CONSTRUCTION PHASE GENERAL CONDITIONS COSTS, AND CM/GC's FEE	\$	-
PERCENTAGE OF PROJECT		

Proposers must attach a detailed itemization of the proposed General Conditions Costs in the format attached hereto.

Project Name:

Proposer (Company):
 Name:

Date:

EXHIBIT G

**RFQ NO. 22-117
CONSTRUCTION MANAGER AT-RISK SERVICES
FOR CITY HALL AND PARKING DECK
PLANS**

PROPOSED SITE

BROOKHAVEN DR

DRESDEN DR

MARTA
STATION

PEACHTREE RD

APPLE VALLEY RD





Brookhaven City Hall

Space Needs Assessment & Programming Report

August 2022



TABLE OF CONTENTS

- I. EXECUTIVE SUMMARY 1**
 - Methodology 2
 - Team..... 3
- II. GOALS..... 4**
 - Function 5
 - Form 5
 - Economy..... 5
 - Time..... 5
 - Planning Guidelines..... 5
 - Questionnaire Results 6
- III. FACTS 11**
 - Physical Setting..... 12
 - Existing City Hall Floor Plan Diagrams 13
 - Total Program Area 16
 - Total Project Cost..... 16
 - Schedule Summary..... 18
 - Planning Parameters..... 19
- IV. NEEDS.....26**
 - Summary 27
 - Detailed Space List 28
 - Concept Design-Planning Parameters 33
 - Adjacency Diagrams 36
- V. Appendix.....40**

I. EXECUTIVE SUMMARY

- Scope** This document is a Space Needs Program for the New Brookhaven City Hall. It contains the goals, planning assumptions, and requirements needed to develop the design concept for this new facility.
- Purpose** The purpose of this document is to convey an understanding of the scope: size, level of quality, costs and schedule required to design this facility. The programming process sets the stage for the next two phases of work: the design of the facility and its construction. This document outlines the methodology used, summarizes the findings and provides detailed information in narrative, chart and graphic form. It is issued for review and approval.
- Resources** The information presented was originally gathered from representatives of the administrative and operating departments as well as the Mayor and City Council Members of the City of Brookhaven and then confirmed through questionnaires, meetings and work sessions.
- Content** This document contains the following sections:
- Goals** describe the client’s aspirations for this project.
 - Facts** cover pertinent data and assumptions that are accepted as given for this project.
 - Needs** describe area requirements, budget, schedule and systems descriptions.
 - Appendix** contains issues to be resolved during design and additional information that formed the basis for discussions during the work sessions.

Methodology

Advanced planning is best described as a series of successive approximations. Starting by establishing a clear understanding of the “whole” as it exists, each step of the process better defines the issues, challenges and options available to meet the intended goals. Within each step, recurring topics or themes are addressed. Throughout the process, the assumptions and options are better defined and narrowed, thus leading to a final solution.

The process of developing this Program Document included four steps. The first step was to establish the work plan, participants and outline the working assumptions and goals. The second step was to review the initial program data and request input from the users to discern funding requirements. The third step was to conduct work sessions in order to develop the program requirements for spaces and systems in the building. This included establishing a general understanding of the building as a whole and what is needed for each room type, and understanding of the site parameters. The final phase focused on documenting the findings.

The Team Sizemore Group worked with the City Manager to identify the department heads and City Officials to be included in this process. Participants were given the opportunity to answer a questionnaire and elaborate on their responses interviews. City department heads include the following:

City of Brookhaven

John Ernst	Mayor
Linley Jones	City Council, District 1
John Park	City Council, District 2
Madeleine Simmons	City Council, District 3
John Funny	City Council District 4
Christian Sigman	City Manager
Steve Chapman	CFO
Patrice Ruffin	Assistant City Manager
Shirlynn Fortson	Director of Economic Development
Chris Balch	City Attorney
Susan Hiott	City Clerk
Burke Brennen	Communications
Robert Mullis	Information Technologies
Patty Hansen	Strategic Partnerships

Sizemore Group

William de St. Aubin	Principal-In-Charge
Kathryn Scott	Project Manager
Kim Bahn	Intern Architect
Wyatt Proudfoot	Intern Architect

*Public Safety and Community Development will be relocated to another facility.

II. GOALS

The following are goals that emerged through review of data and during work sessions. These Goals describe the client's aspirations for this project and establish a direction for the program. Project goals are specific to this facility.

- **Function Goals** concern activities, relationships of space, and people- their number and characteristics.
- **Form Goals** relate to the site, the physical environment and the quality of the space and construction.
- **Economy Goals** concern the initial budget and quality of construction, as well as the operating and life cycle costs.
- **Time Goals** deal with the influences of history, the critical benchmarks for delivery and the inevitability of changes from the present as well as projections into the future.
- **Planning Guidelines** provide overall working assumptions and parameters for developing the requirements.

PROJECT GOALS

- Function**
- To provide for gathering spaces that will serve the community at large.
 - To accommodate current and future needs of city departments.
 - To provide appropriate security to the facility.
 - To provide a setting for informal conversations where the public feels welcome.
 - To create a facility that meets Well Building standards.
 - To showcase the art and creativity of the Community.
 - To provide regional meeting spaces to serve the community at large.

- Form**
- To provide a stately entrance and Public Hall.
 - To provide an anchor in the city center of Brookhaven.
 - To illustrate the city's goals of sustainability and inclusion.
 - Provide green spaces and gathering spaces for the community.
 - To provide a roof top green space that captures the unique views.

- Building Character**
- An iconic form in the Brookhaven city center to be the catalyst for growth and development in the community.
 - To respect the character and materials seen throughout Brookhaven.
 - To provide a formal setting for official functions while being welcoming.
 - To create the feeling the this is "the people's house".

- Economy**
- The project must meet the stated budget as approved by council

- Time**
- The project must be constructed within the time frame as approved by council.

- Planning Guidelines**
- The design of the exterior, Grand Entrance Hall and Meeting spaces will be given priority in the design process.
 - All staff offices will be designed to meet a building standard.
 - Underground parking will be divided into public and private. It is to be aesthetically pleasing and well lit. It is to be designed so it can be converted for future office space and alternative uses as needed.

Questionnaire Results

The next step in the programming process was to issue a questionnaire to all department heads. These questions allowed staff to provide input and express their opinions. Items listed below are gathered from the results of the survey.

Do you use public transportation to get to work?

● Yes	1
● If no, please explain below	19
● Other	16



Would you like to Use public transportation to get to work?

● Yes	11
● No	6
● Maybe	7



What collaboration spaces do you require?

● Huddle space	8
● Meeting room	21
● Layout space	9
● Other	5



Do you plan to assign a dedicated seat to each employee working on-site?

● Yes	20
● No	2
● Sometimes	1



How often are employees required to come into the office for meetings, training, etc.?

● Monthly	1
● Weekly	11
● Other	7



How do you plan to conduct meetings with employees and other departments?

● Onsite	5
● Virtually	0
● Both	16
● Other	0



How often do you see visitors in the office?

● Everyday	7
● Two - Three times a week	5
● Once a week	6
● One - Two times a month	4
● Never	2



What is the average time duration for a meeting?

● 2 Hrs	0
● 1 Hr	19
● Other	5



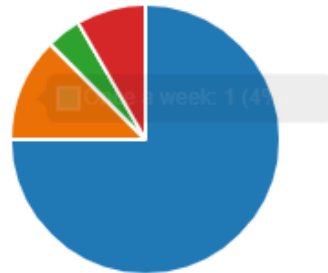
Where would you like your meeting place to be in the building?

● Centrally Located within the building	8
● In a location, used by other groups	6
● Not shared, located within our unit	6
● Other	4



How often do visitors require parking?

Everyday	18
Two - Three times a week	3
Once a week	1
One - Two times a month	2
Never	0



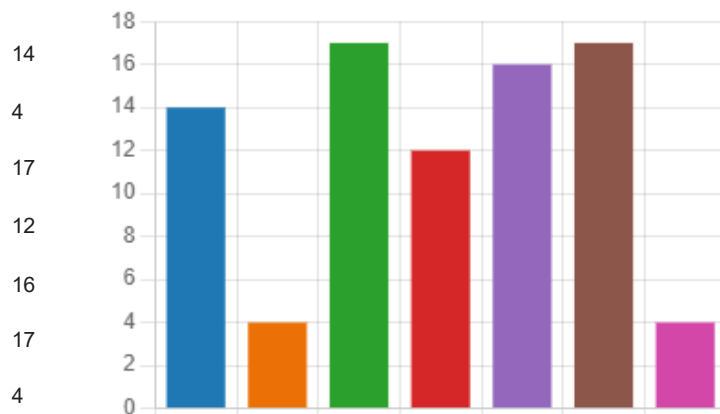
Do you require support staff adjacent to your work area?

Yes	12
No	9
Maybe	2

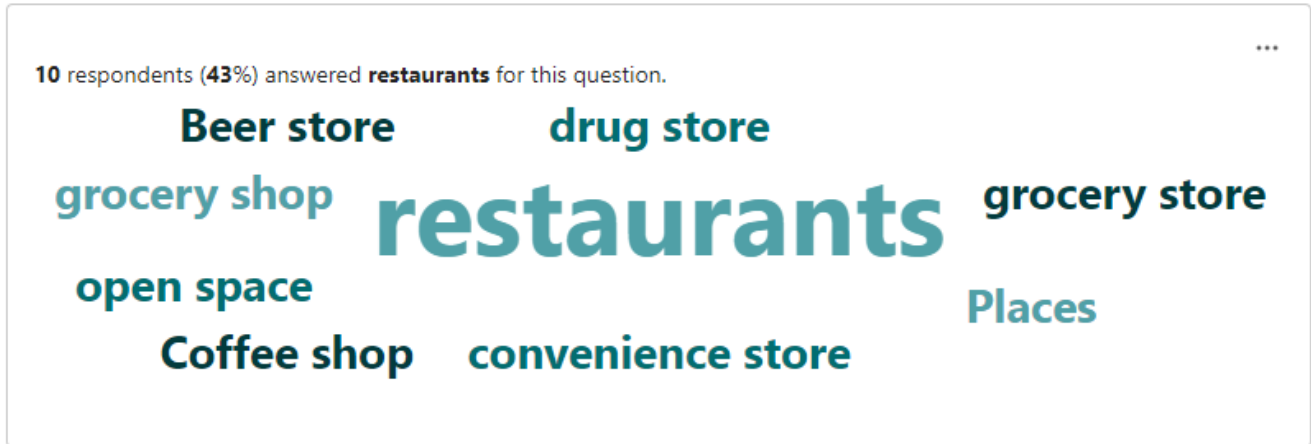


What kind of security measures would you like to see in the future?

Electronic locking and access control	14
Metal detectors	4
Security Cameras	17
Secured Perimeters	12
Secured Reception Check-in	16
Separate Employee and Visitor Entrances	17
Other	4



What amenities would you like to see within walking distance of your workplace?



Are there any outdoor spaces you like to see within walking distance of your workplace?



III. FACTS

The facts documented in this section describe important data and assumptions that are accepted as "givens" for this project. This section is divided into the following topics:

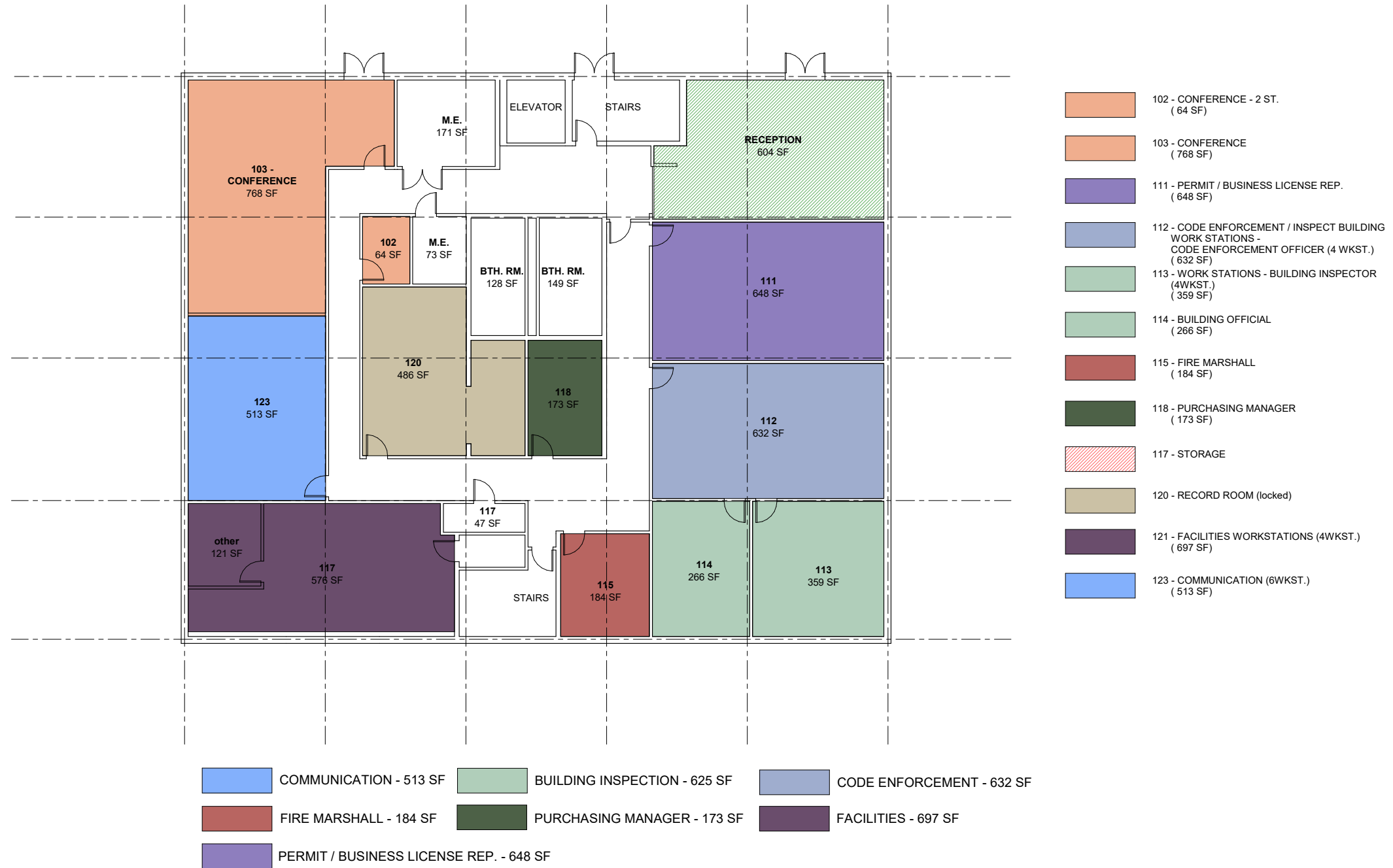
- **Physical Setting**
- **Program Area**
- **Project Cost & Key Terms**
- **Schedule Summary**
- **City Hall Floor Plan Diagrams**
- **Planning Parameters**

Physical Setting

Site selection and investigation was performed in a separate exercise between Sizemore Group, the City of Brookhaven and MARTA. The site for the new facility will be adjacent to the Brookhaven MARTA Station along Peachtree Road. The new site is within a mile of the existing facility. Negotiations with MARTA has been ongoing and a lease agreement between the city and MARTA has been reached. See attachment A: Site Exploration and MARTA documents in the Appendix.

The following floor plans represent areas dedicated to each department in the existing facility.

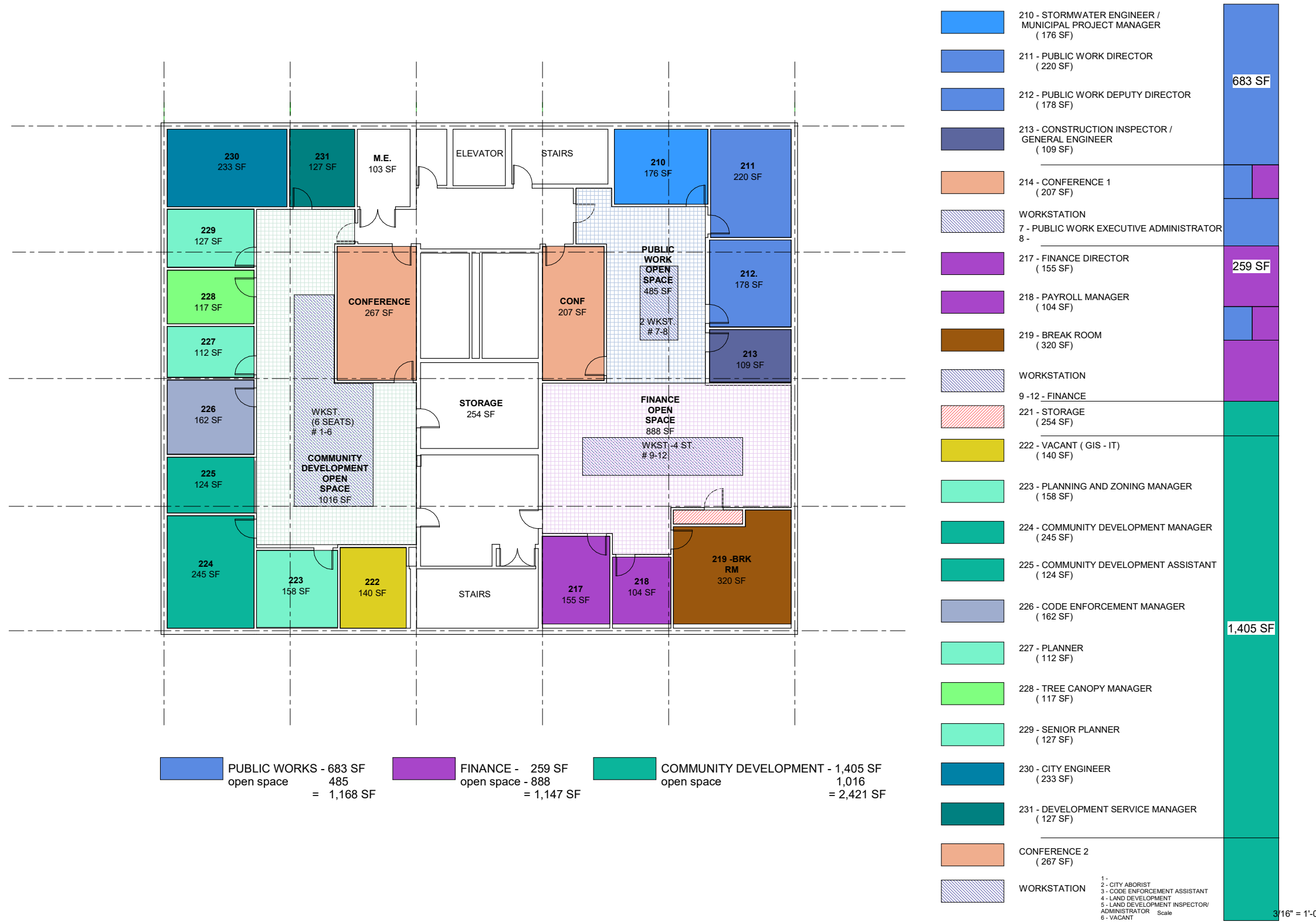
Existing City Hall Floor Plan Diagrams



① GROUND FLOOR
3/16" = 1'-0"

City Hall Ground Floor Plan

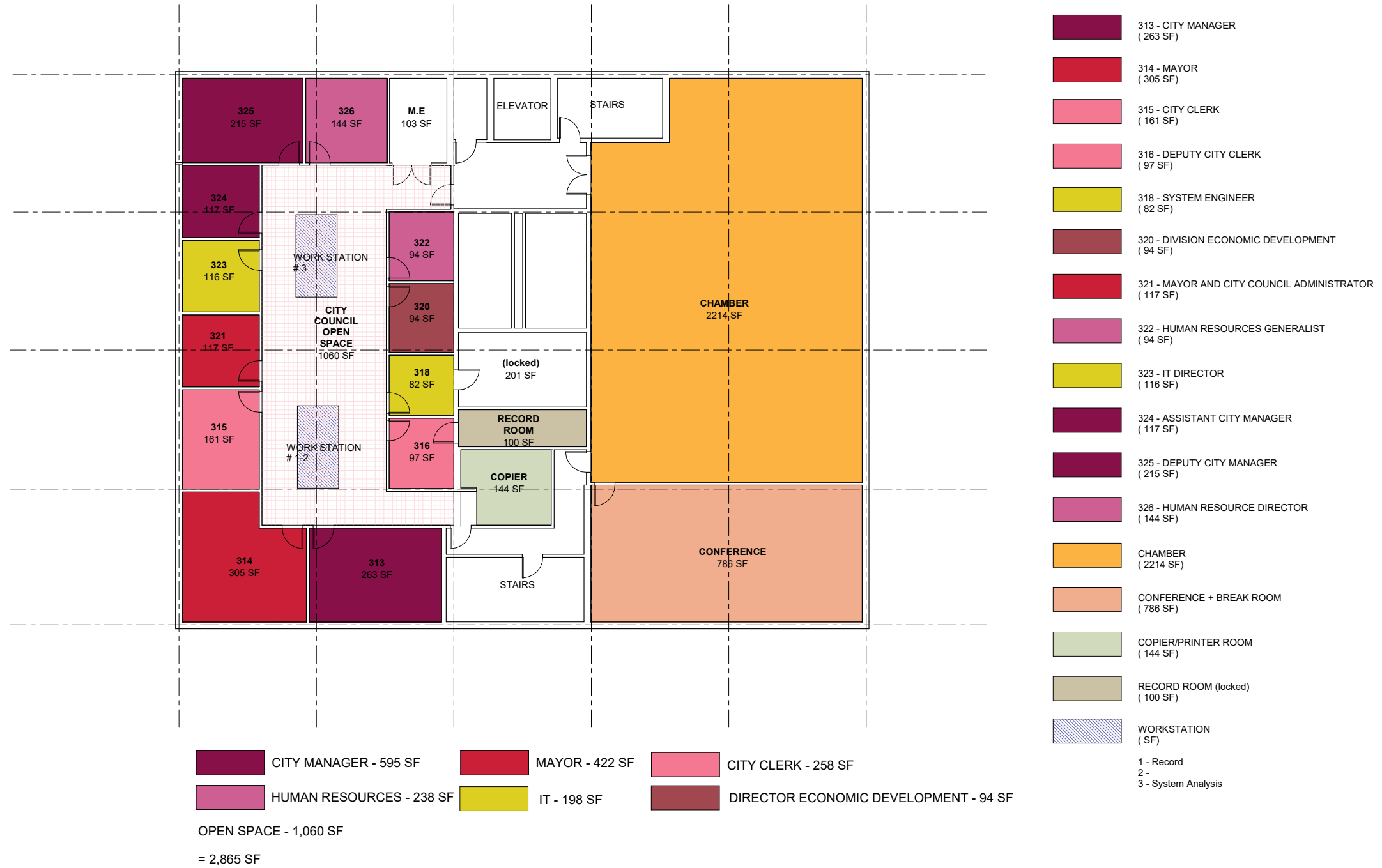
Existing City Hall Floor Plan Diagrams



3/16" = 1'-0" City Hall Second Floor Plan



Existing City Hall Floor Plan Diagrams



City Hall Third Floor Plan

Assigned Square Footage (ASF) is area on all floors assigned to an occupant for a specific use. Gross Square Footage (GSF) is area on all floors included within the outside faces of its exterior walls.

Total Existing Assigned Area	Department	Area (SF)
	Communications	513 SF
	Building Inspection	625 SF
	Code Enforcement	632 SF
	Fire Marshall	184 SF
	Purchasing Manager	173 SF
	Facilities	697 SF
	Permit/Business License Rep.	648 SF
	Public Works	683 SF
	Finance	259 SF
	Community Development	1,405 SF
	City Manager	595 SF
	Mayor	422 SF
	City Clerk	258 SF
	Human Resources	238 SF
	Information Technology	198 SF
	Director Economic Development	94 SF
	Support	
	Conference Space	2,092 SF
	Chamber Space	2,214 SF
	Storage Space	445 SF
	Mechanical	450 SF
	Record Room	586 SF
	Bathrooms	831 SF
Total Project Cost	Total	14,242 ASF
	Total	23,960 GSF

- A. Stated Cost Limitation**
- B. Professional Services**
- C. Loose Equipment and AV**
- D. Special Cost**
- E. Contingency**

Definitions of key budgeting terms are listed below:

Building Construction Cost (BCC)

Includes the cost of the building and the costs for fixed equipment. Costs for technology infrastructure and main technology equipment are also included. See definitions below:

- **Building Cost** - Includes cost for the building structure, the building envelope and interior finishes. It also includes the cost of all building systems (HVAC, plumbing, fire protection and electrical). All site work within 5 feet of the building is included in the building cost.
- **Fixed Equipment** - Includes items that are installed within the building such as casework, lockers, fixed seating, interior signage, etc.
- **Technology Infrastructure**

Associated Project Costs (APC)

Includes the cost of site development and other projects costs, including allowances for land acquisition, environmental issues, historic property issues, pedestrian and vehicular access, parking, utility/infrastructure requirements, swing space and/or temporary facilities, and special phasing or early site development costs.

Reserve for Subsurface Conditions (SC)

Includes an allowance for rock and other unforeseen subsurface conditions.

Stated Cost Limitation (SCL = BCC+APC+SC)

This is the cost that the Design Professional must design the project to. It is calculated by adding the Building Construction Cost (BCC), the Associated Project Costs (APC) and the Reserve for Subsurface Conditions (SC).

Other Cost Considerations Outside of SCL

Includes all loose equipment, AV equipment, computer workstations, printers, scanners and other items provided by the Institution. Also the fees and other “soft costs” needed to develop a project.

Other items that may effect the project cost may include:

- Design and construction of Green and Well Building element.
- Furniture Fixtures and Equipment.
- Specialty consultants such as Building Envelope, Arts Installation and Community Engagement.
- Concert Level Audio Visual.
- Other specialty consultants as required by the city.

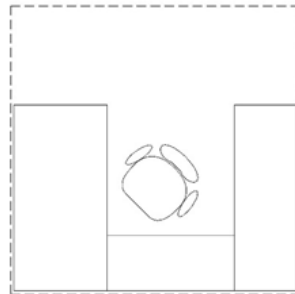
Schedule Summary **Proposed schedule for delivering Construction Documents for this project by April 2024**

Approve Design Contract	Aug. 2022
Schematic Design	Sept. 2022 - Dec. 2022
Design Development	Jan. 2023 - Apr. 2023
Construction Documents	May 2023 - Aug. 2023
Construction	
Ground Breaking	Sept. 2023
Move-in	Early 2025

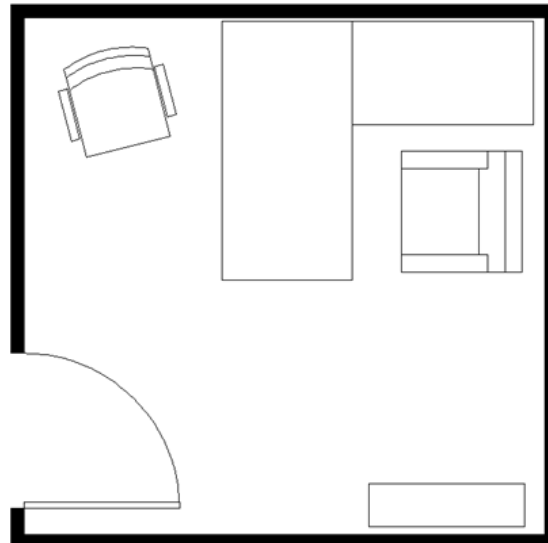
Planning Parameters

The following information indicates space allocations which were used for the programming of the facility and are meant as a guideline to the designer of the actual building. These standards are included in the Space List. Space allocation based on industry standards and decades of research by Sizemore Group.

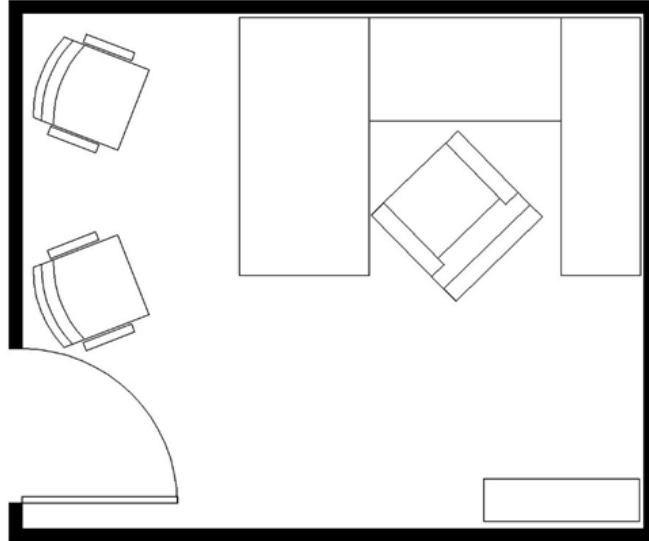
Workstation - 64 SF



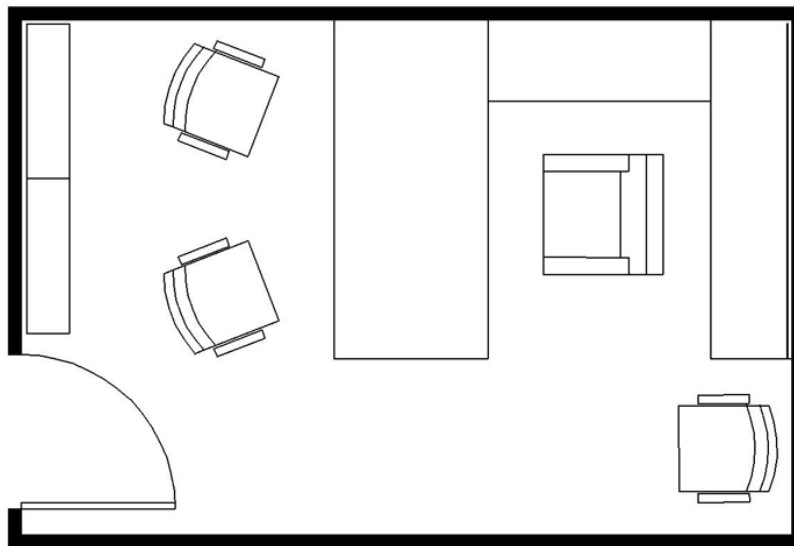
Office - 100 SF



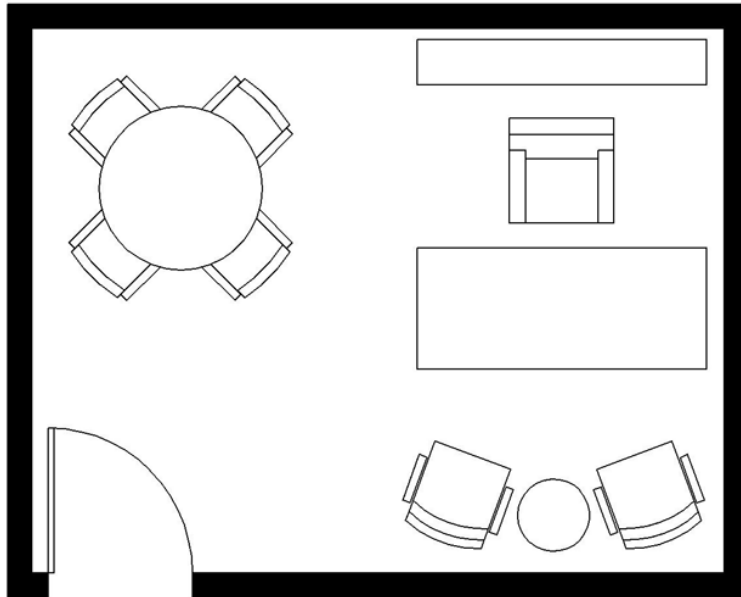
Private Office - 120 SF



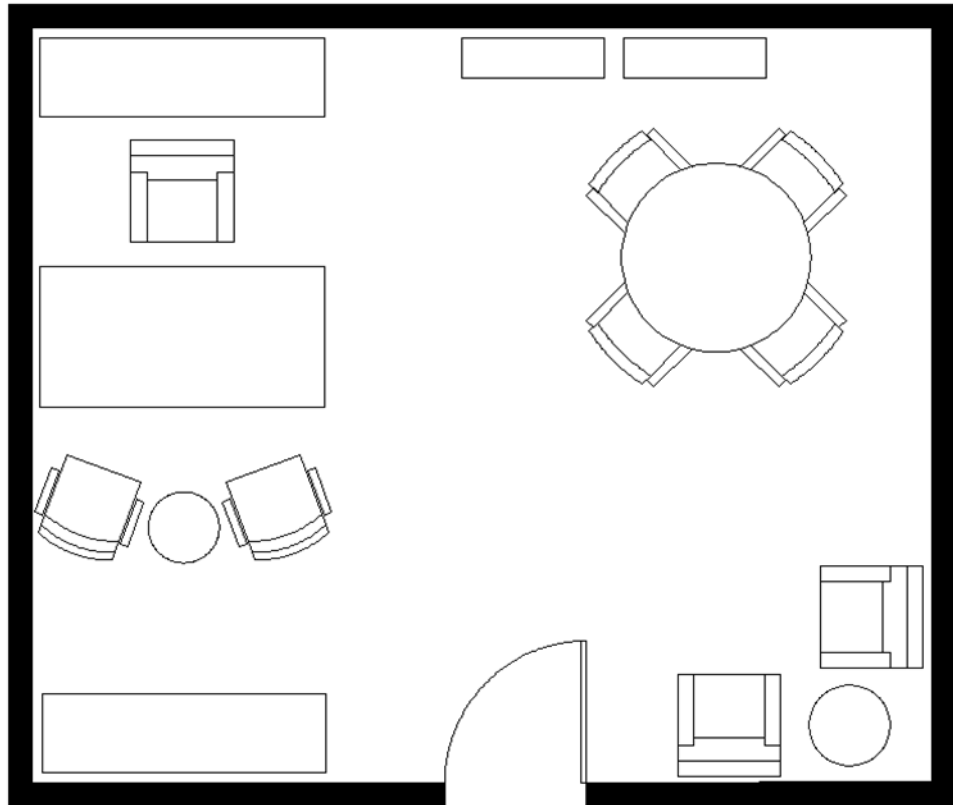
Private Office - 150 SF



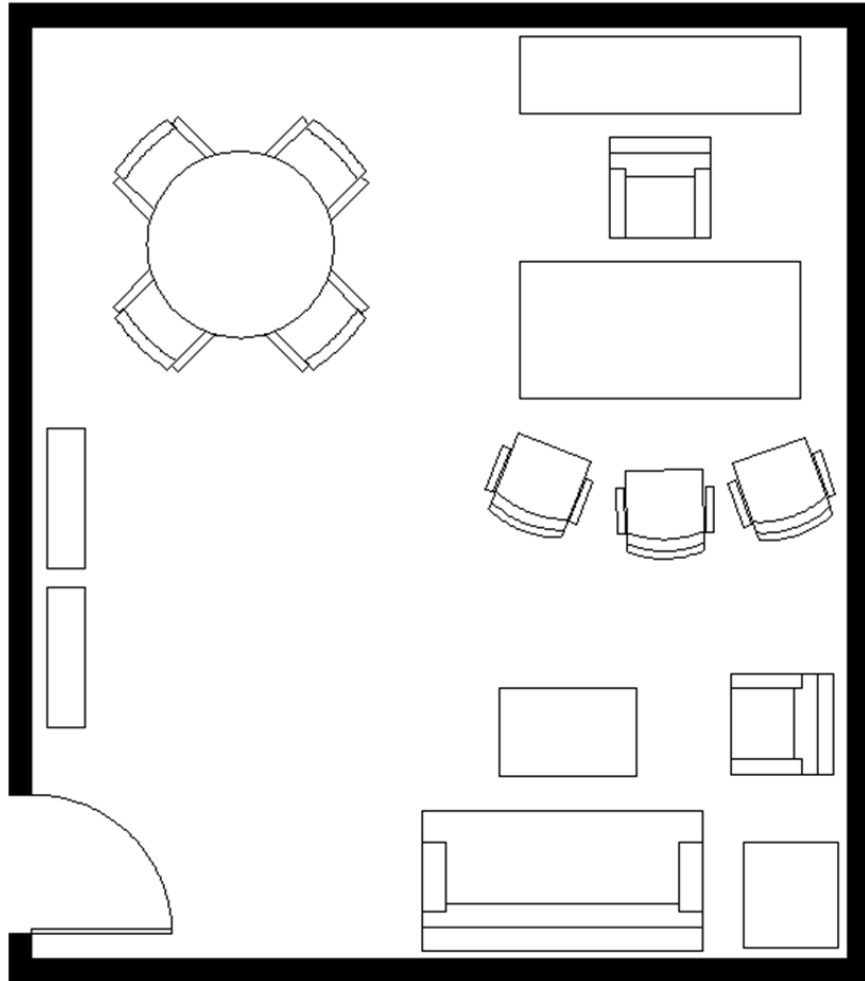
Private Office - 180 SF



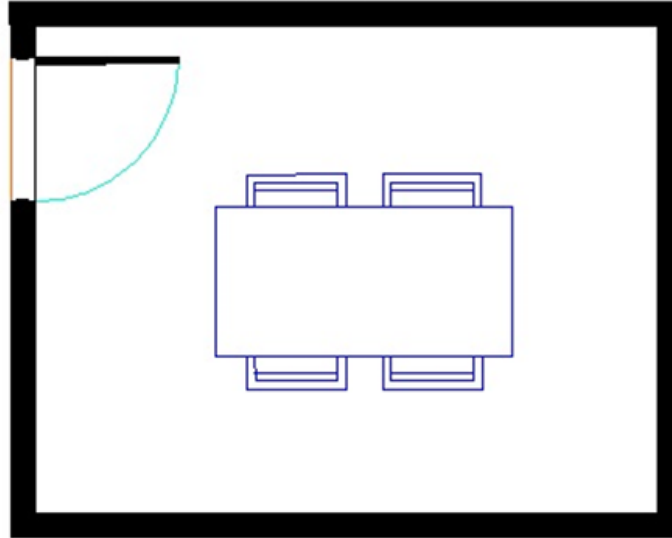
Private Office - 300 SF



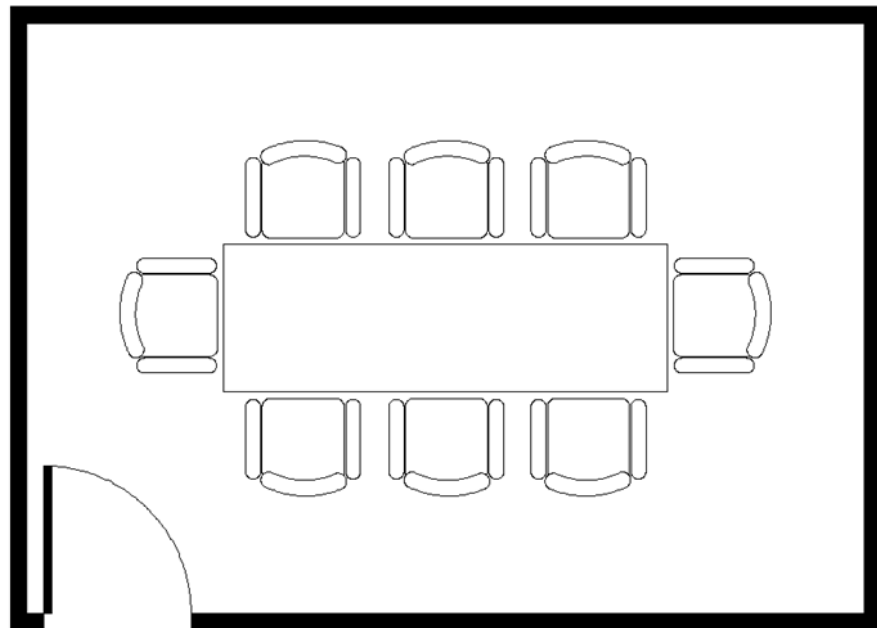
Private Office - 350 SF



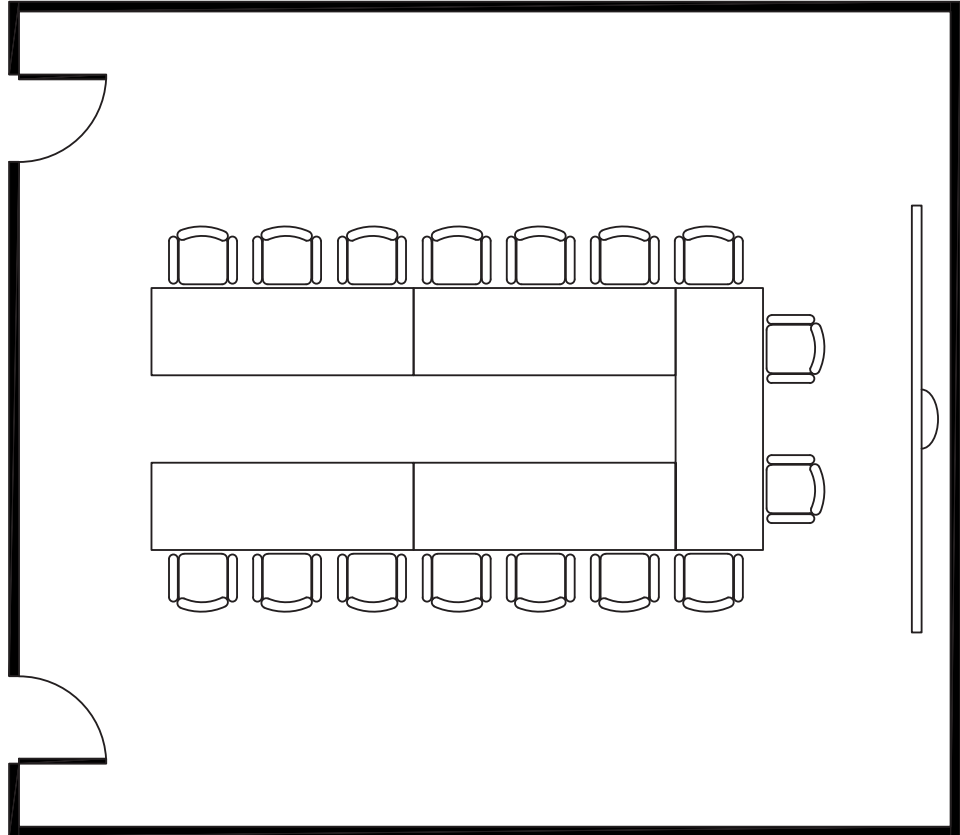
Small Conference/Huddle Room - 130 SF



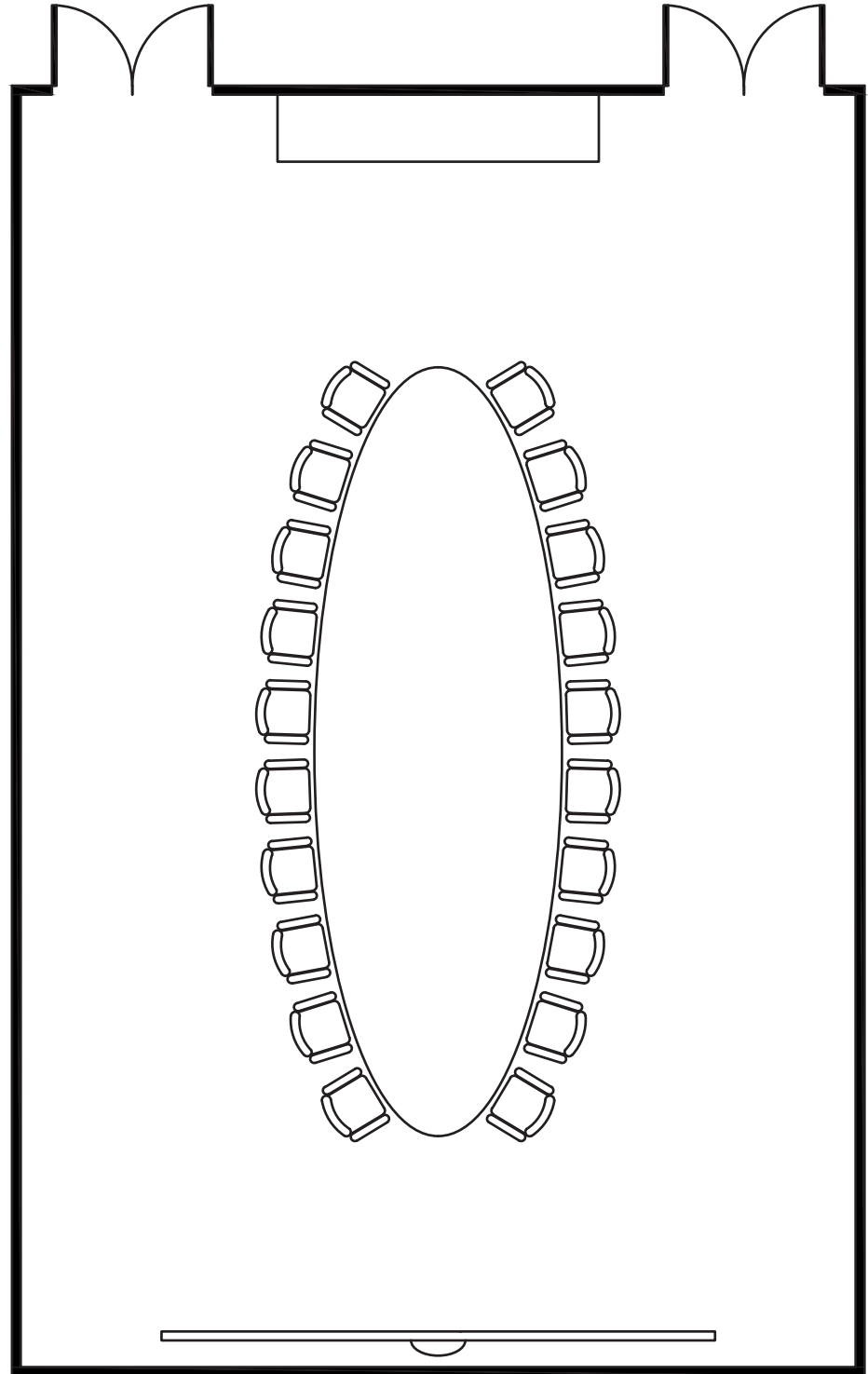
Conference Room - 225 SF



Training Conference - 900 SF



Executive Conference - 1,500 SF



IV. NEEDS

Needs quantify the project requirements that have been identified in the preceding sections. These requirements outline and test the feasibility of the project in terms of space (area), quality and cost. The requirements are also outlined in a time or sequence. This section is organized as follows:

- **Summary**
- **Detailed Space List**
- **Concept Design-Planning Parameters**
- **Adjacency Diagrams**

Summary

The City of Brookhaven will require more space than they have in their existing building. The detailed space list provides requirements for current needs and projections for 2027. The adjacency diagrams also provide area for future expansion. Parking is being planned, 2 levels beneath the building and the site. This area might also become future occupiable space should the need arise. The City of Brookhaven does not have enough meeting/gathering space for the community. Space in this building will be provided to meet that need.

The following chart is a summary of the space requested for offices, reception, conference, workspace, council chamber and multi-purpose and community rooms. It is broken down according to Department, Building Support and Multi-purpose Spaces.

Assigned Square Footage (ASF) is area on all floors assigned to an occupant for a specific use. Gross Square Footage (GSF) is area on all floors included within the outside faces of its exterior walls.

City Hall offices	2023	2027
	TOTAL	SQFT.
SF Net Subtotal	9104	10838
Grossing Factor 0.65	14006	16674
Shared Spaces	2023	2027
	TOTAL	SQFT.
SF Net Subtotal	12286	12414
Grossing Factor 0.65	18,902	19,098
Multi Purpose Space	2023	2027
	TOTAL	SQFT.
SF Net Subtotal	5600	5600
Grossing Factor 0.65	8,615	8,615
Total	2023	2027
	TOTAL	SQFT.
SF Net Subtotal	26990	28852
Expansion Space	5600	5600
Grossing Factor 0.65	47,123	49,988

Detailed Space List

City Attorney Space List

CITY ATTORNEY	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive Office	180		1	180	1	180
Office	150		1	150	1	150
Layout	200		1	200	1	200
Files	100		1	100	1	100
SF Net Subtotal				630		630
Grossing Factor 0.65				969		969
Parking				3		3

City Council Mayor Space List

CITY COUNCIL MAYOR	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive Office	350		1	350	1	350
Reception area	200		1	200	1	200
Antichamber to screen entrants	100		1	100	1	100
SF Net Subtotal				650		650
Grossing Factor 0.65				1000		1000
Parking				2		2

City Council Space List

CITY COUNCIL	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive Office	200		1	200	4	800
Constituent office	200		1	200	1	200
Staff Office	150		1	150	1	150
SF Net Subtotal				550		1150
Grossing Factor 0.65				846		1769
Parking				7		8

City Clerk Space List

CITY CLERK	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Staff Office	180		2	360	3	540
Work Station	64		1	64	1	64
Permanent File Storage	150		1	150	1	
Records room	200		1	200	1	200
SF Net Subtotal				774		804
Grossing Factor 0.65				1191		1237
Parking				4		5

Communications Space List

COMMUNICATIONS	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Staff Office	180		4	720	4	720
Layout	400		1	400	1	400
File Storage	50		1	50	1	
Supply Storage	100		1	100	1	100
Studio	500		1	500	1	500
SF Net Subtotal				1770		1720
Grossing Factor 0.65				2723		2646
Parking			6		7	

Information Technologies Space List

INFORMATION TECHNOLOG	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Staff Office	150		3	450	5	750
Conference						
Break Room						
Building Systems				0		0
Sound Booth						
Storage						
SF Net Subtotal				450		750
Grossing Factor 0.65				692		1154
Parking			3		5	

Human Resources Space List

HUMAN RESOURCES	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Reception	100		1	100	1	100
Staff Office	180		3	540	3	540
Workstation	64		4	64	4	256
Conference	20	20/st	8	160	8	160
SF Net Subtotal				964		1056
Grossing Factor 0.65				1483		1625

Strategic Partnerships Space List

Strategic Partnership (Part of City Manager)	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		1	180	1	180
Staff Office	120		1	120	2	240
SF Net Subtotal				300		420
Grossing Factor 0.65				462		646
Parking			2		3	

City Manager Space List

City Manager	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	300		1	300	1	300
Staff Office	180		2	360	2	360
Work Stations	64		3	64	3	192
SF Net Subtotal				724		852
Grossing Factor 0.65				1114		1311
Parking			5		6	

Finance Space List

Finance	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		1	180	1	180
Staff Office	150		5	750	5	750
Work Stations	64		2	64	2	128
File Cabinets	100		1	64	1	64
SF Net Subtotal				994		1058
Grossing Factor 0.65				1529		1628
Parking			8		8	

Economic Development Space List

Economic Development	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		1	180	1	180
Staff Office	150			150	2	300
Work Stations	64			64	1	64
SF Net Subtotal				394		544
Grossing Factor 0.65				606		837
Parking			1		5	

Explore Brookhaven Space List

Explore Brookhaven	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		1	180	1	180
Staff Office	150		2	300	2	600
Work Stations	64		1	64	1	64
Lobby	600		1	600	1	600
SF Net Subtotal				544		844
Grossing Factor 0.65				837		1298
Parking			1		5	

Chamber of Commerce Space List

Brookhaven Chamber of Commerce	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		2	360	2	360
SF Net Subtotal				360		360
Grossing Factor 0.65				554		554
Parking			5		5	

Multi-Purpose Space List

Event Space	SF	QUANTITY	TOTAL
Multi Purpose Space	4000	3-400	4000
Lobby	600	1	600
Prep Kitchen	500	1	500
Pantry - Locked Storage	250	1	250
Furniture Storage	250	1	250
Outdoor Terrace	3000	1	3000
TOTAL Net		SQFT.	5600
TOTAL Gross		SQFT.	8,615

Shared Space List

Reception	180	1	180	180	1	180
Security office and security station	180	1	180	180	1	180
Facility Manager	180	1	180	180	1	180
Executive Conference	1700	1	1700	1700	1	1700
Conference Rooms	450	3	1350	450	3	1350
Huddle Room	150	5	750	150	5	750
Main Break room	450	1	450	450	1	450
Small Break Room	150	3	450	150	3	450
General Hotelling Work stations	64	4	256	64	6	384
General File Storage	200	1	200	200	1	200
General Supply Storage	120	1	120	120	1	120
Changing Room	100	2	200	100	2	200
Medical / Wellness	200	1	200	200	1	200
Meditation / Quiet Room	75	2	150	75	2	150
Lacation Room	120	1	120	120	1	120
Training Conference Room	800	1	800	800	1	800
Council Chamber	3400	1	3400	3400	1	3400
			0			
Cry/Family Room/ Nursery	400	1	400	400	1	400
General Lobby and Art/History Display	1200	1	1200	1200	1	1200
SF Net Subtotal			12286			12414
Grossing Factor 0.65			18902			19098

Concept Design - Planning Parameters

- Executive conference room to be adequate for 20 people around a conference table plus perimeter support staff.
- Provide Wellness and Religious Observance Spaces.
- Provide Greenspace at Plaza Level and Rooftop observation Patio.
- Provide Security Station adjacent to the Main Entrance.
- Provide Grand Hall at the public areas.
- Office Areas to be secured from the public and designed to meet city standards.
- Council Chamber to include seating for up to 100, raised dias, sound booth, and monitors throughout.

The project budget will be established by the City Council. The following are the key terms that will be used to establish Total Project Cost.

Building Construction Cost (BCC)

Includes the cost of the building and the costs for fixed equipment. Costs for technology infrastructure and main technology equipment are also included. See definitions below:

- **Building Cost** - Includes cost for the building structure, the building envelope and interior finishes. It also includes the cost of all building systems (HVAC, plumbing, fire protection and electrical). All site work within 5 feet of the building is included in the building cost.
- **Fixed Equipment** - Includes items that are installed within the building such as casework, lockers, fixed seating, interior signage, etc.
- **Technology Infrastructure**

Associated Project Costs (APC)

Includes the cost of site development and other projects costs, including allowances for land acquisition, environmental issues, historic property issues, pedestrian and vehicular access, parking, utility/infrastructure requirements, swing space and/or temporary facilities, and special phasing or early site development costs.

Reserve for Subsurface Conditions (SC)

Includes an allowance for rock and other unforeseen subsurface conditions.

Stated Cost Limitation (SCL = BCC+APC+SC)

This is the cost that the Design Professional must design the project to. It is calculated by adding the Building Construction Cost (BCC), the Associated Project Costs (APC) and the Reserve for Subsurface Conditions (SC).

Other Cost Considerations Outside of SCL

Includes all loose equipment, AV equipment, computer workstations, printers, scanners and other items provided by the Institution. Also the fees and other "soft costs" needed to develop a project. These items are usually managed separately by the Institution and the Board of Regents. Total Project Cost is the Stated Cost Limitation plus the Other Cost Considerations Outside of SCL.

Total Project Cost

A. Stated Cost Limitation

B. Professional Services

C. Loose Equipment and AV

D. Special Cost

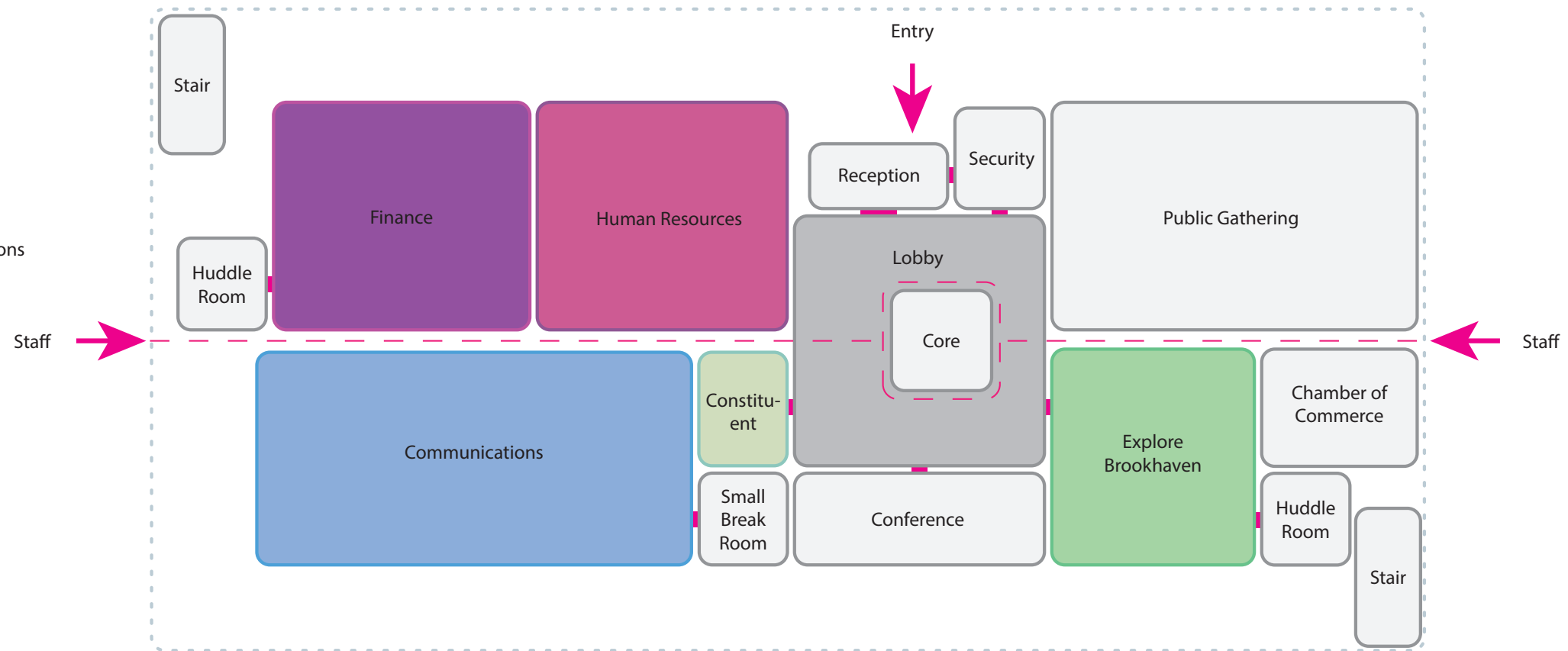
E. Contingency

Additional services not included in this list might be requested by Council members at the time of contract award.

Building Organization Diagrams

LEGEND | 1/16" = 1'

- City Attorney
- Explore Brookhaven
- City Council Mayor
- City Council
- City Clerk
- Human Resources
- Communications
- Information Technology
- Strategic Partnership
- City Manager
- Finance
- Economic Development
- Shared
- Event Space



Public Facing Administration Adjacency Diagram

- - Circulation

➤ Entry

Building Organization Diagrams

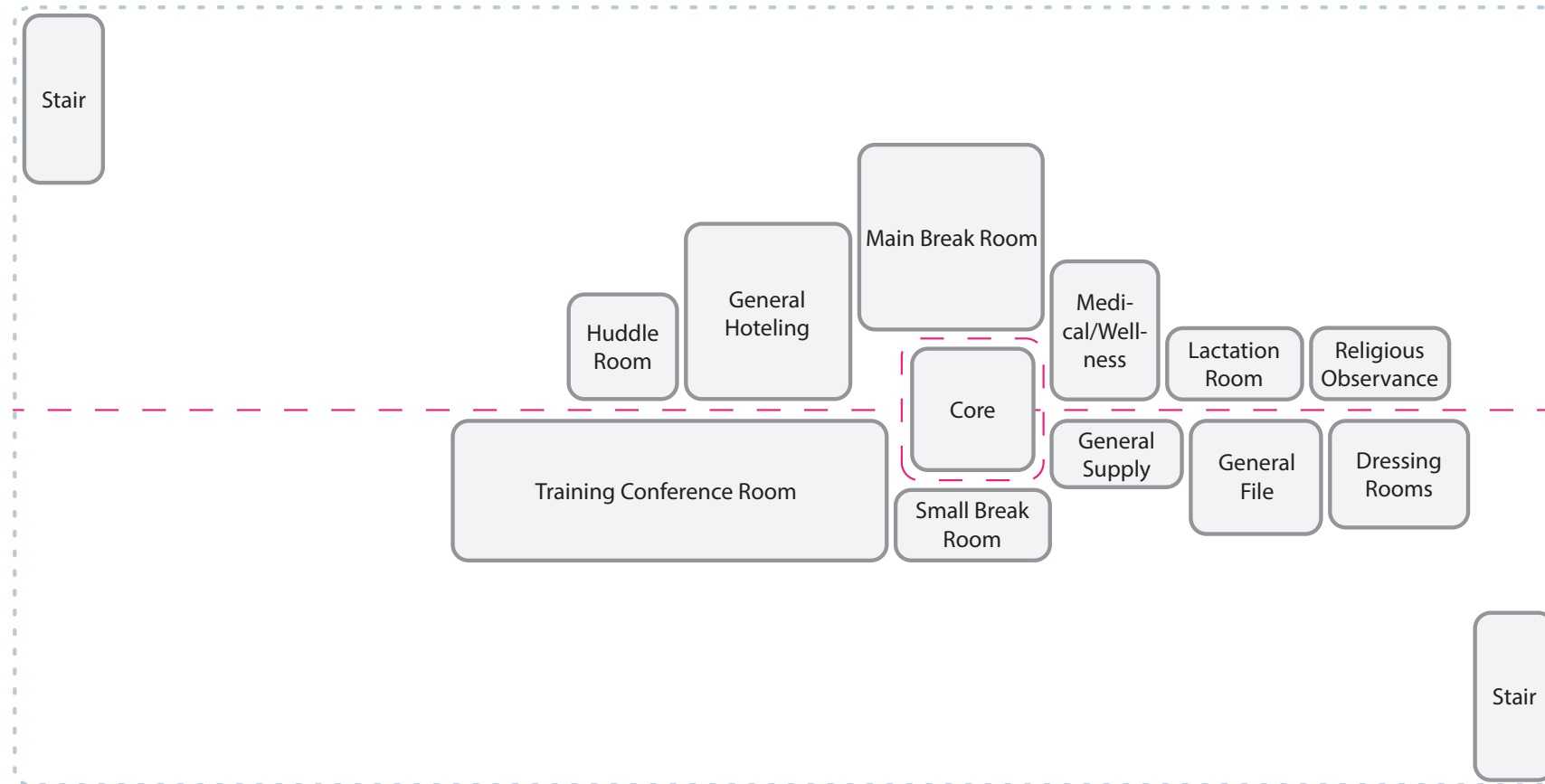
LEGEND | 1/16" = 1'

- City Attorney
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- City Council
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- Human Resources
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--- Circulation



Entry

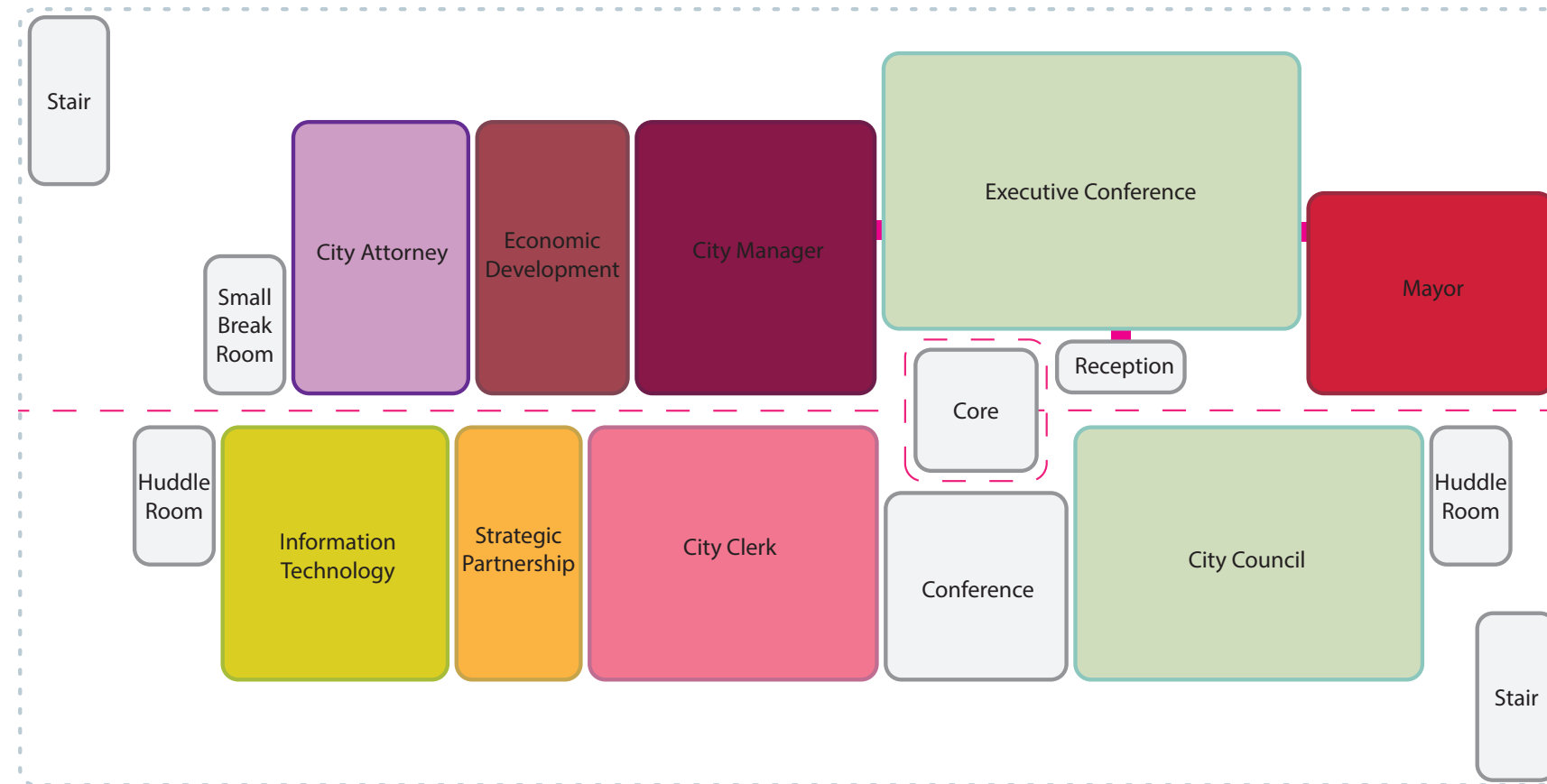


Shared Spaces Adjacency Diagram

Building Organization Diagrams

LEGEND | 1/16"=1'

- City Attorney
- Explore Brookhaven
- City Council Mayor
- City Council
- City Clerk
- Human Resources
- Communications
- Information Technology
- Strategic Partnership
- City Manager
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Executive Level Adjacency Diagram

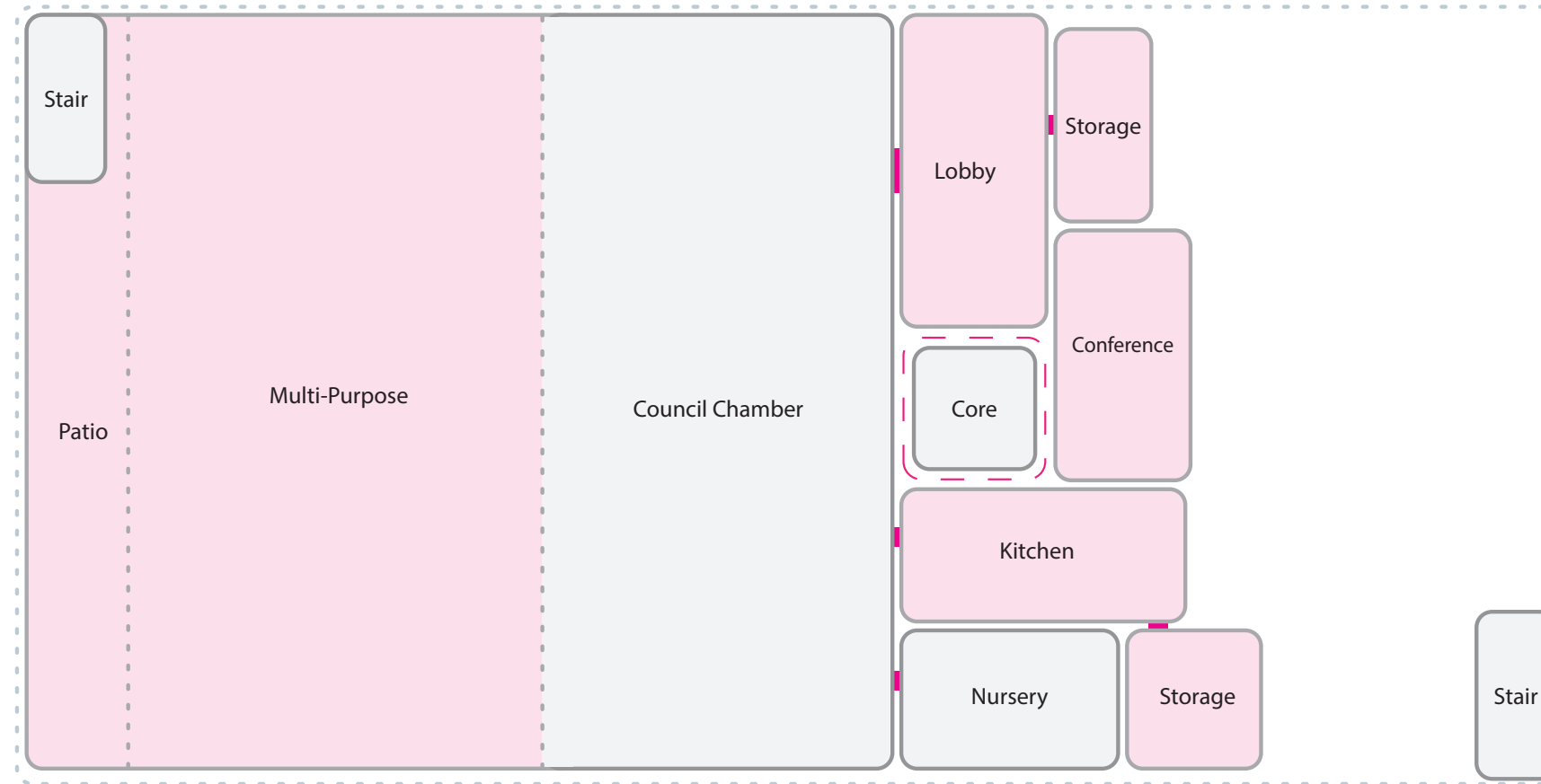
--- Circulation

▶ Entry

Building Organization Diagrams

LEGEND | 1/16" = 1'

- City Attorney
- Explore Brookhaven
- City Council Mayor
- City Council
- City Clerk
- Human Resources
- Communications
- Information Technology
- Strategic Partnership
- City Manager
- Finance
- Economic Development
- Shared
- Event Space



Multi-Purpose Adjacency Diagram

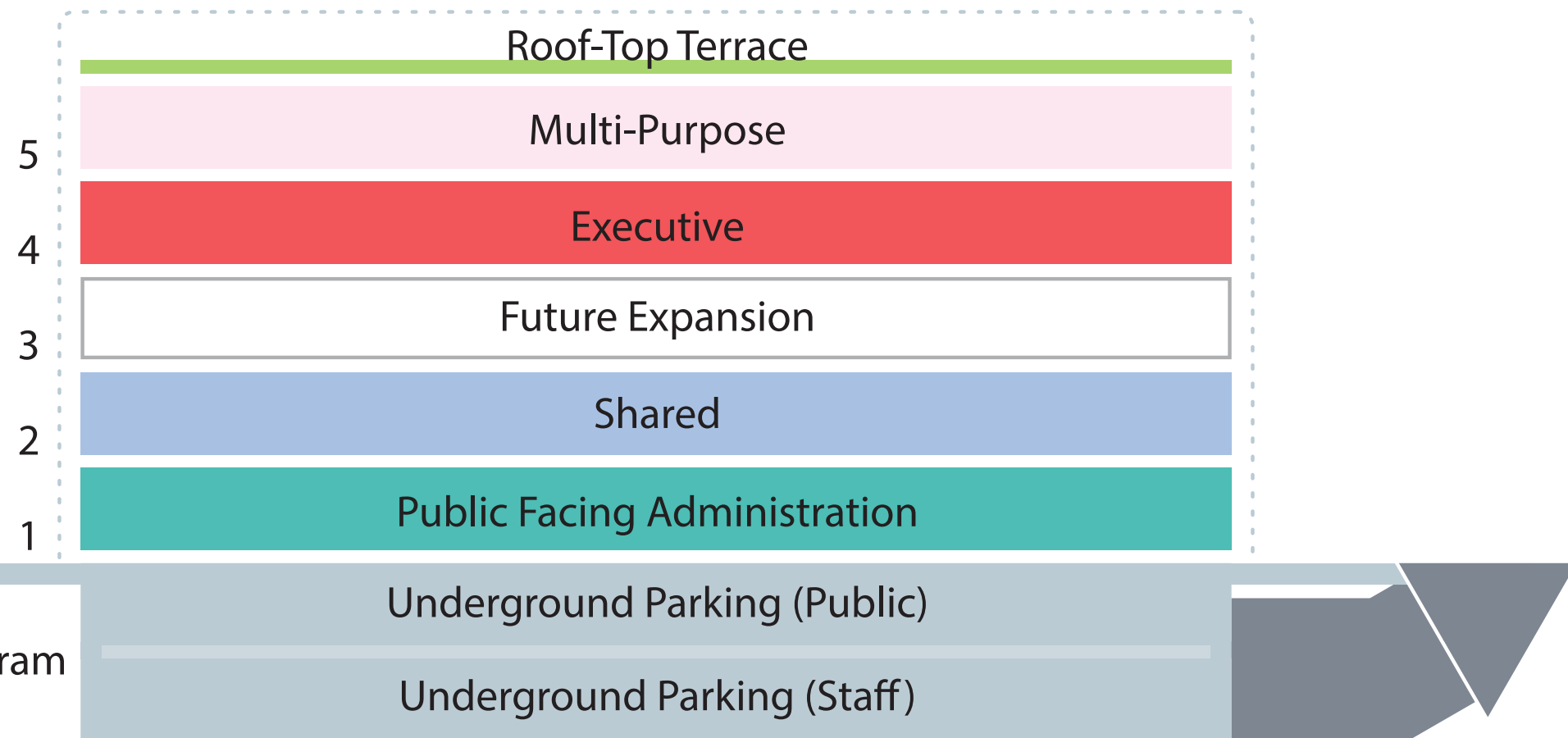
- - Circulation
- Entry

Building Organization Diagrams

LEGEND | 1/16" = 1'

- City Attorney
- Explore Brookhaven
- City Council Mayor
- City Council
- City Clerk
- Human Resources
- Communications
- Information Technology
- Strategic Partnership
- City Manager
- Finance
- Economic Development
- Shared
- Event Space
- Circulation
- Entry

Stacking Diagram



PROPOSED AREA

Public Facing Admin. - 7,698 ASF	Shared - 2,924 ASF	Executive - 5,978 ASF	Multi-Purpose - 9,400 ASF
Explore Brookhaven - 844 SF	Shared - 2,924 SF	City Attorney - 630 SF	Multi-Purpose - 5,600 SF
Communications - 1,720 SF	Medical/Wellness	Mayor - 650 SF	Multi-Purpose Space
Finance - 1,058 SF	Main Break Room	City Clerk - 954 SF	Lobby
Human Resources - 1,056 SF	Small Break Room	City Council - 950 SF	Kitchen
City Council - 200 SF	General File & Supply	Strategic Partnership - 420 SF	Pantry
Chamber of Commerce - 360 SF	General Hoteling	Economic Development - 544 SF	Furniture Storage
Shared - 2,460 SF	Huddle Room	Information Technology - 750 SF	Conference Room
Reception	Training Conference Room	Shared - 1,080 SF	Patio
Security	Religious Observance	Reception	Shared - 3,800 SF
Small Break Room	Lactation Room	Conference Room	Council Chamber
Huddle Room x2	Changing Rooms	Small Break Room	Nursery
Conference Room		Huddle Room x2	
Lobby			

Total - 28,852 SF + 5,600 SF (Expansion Space) = 34,452 ASF = 49,988 GSF

V. Appendix

The documents in this section are provided as supplementary resources to support the planning and development of the project. This section includes the following documents:

- **Previous Studies**

- Attachment A: MARTA Deliverable Comment and Response Form
- Attachment B: Sizemore Group 2020 City Hall Site Plans and Massing Investigations