



CITY COUNCIL WORK SESSION

Beverly Burks –Mayor

Jamie Carroll

Awet Eyasu

Debra Johnson

Ahmed Hassan

Laura Hopkins

Mark W. Perkins

Shawanna Qawiy- Interim City Manager

AGENDA

Tuesday, September 28th 2021 7:00PM
Hybrid: In Person & ZOOM

A. ROLL CALL

B. WORK SESSION- RESIDENT COMMENT POLICY

Any member of the public may address questions or comments to the Council referencing only agenda items after the Mayor and Council have had the opportunity to discuss the agenda item. Each Attendee will be allowed 3 minutes for comments.

C. PRESENTATION / ADMINISTRATIVE BUSINESS NEW BUSINESS

D. OLD BUSINESS

E. NEW BUSINESS

(E1) Alcohol Application- Food Mart d/b/a Gurkha Mart, LLC.

(E2) Discuss the Veterans and Community Outreach Foundation (VCOF).

(E3) Discuss approving the short-listed firms recommended for Phase II of the evaluation process for the architectural design services for Forty Oaks Nature Preserve Farmhouse.

(E4) Discuss the *Draft* Diagnostic Report for the Clarkston Zoning Ordinance Rewrite.

(E5) Discuss approving the change orders for SPLOST 04 B & C – Rowland Street Road Diet-Market Street to Norman Road.

(E6) Discuss approval of a Driveway Reimbursement Agreement with 906 Rowland Street and the City of Clarkston.

(E7) Discuss the sale of surplus police vehicles.

F. ADJOURNMENT

CITY OF CLARKSTON

ITEM NO: E1

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: SEPTEMBER 28TH 2021

SUBJECT: Discuss an alcohol application submitted by Food Mark D/B/A Gurkha Mart LLC.

DEPARTMENT: ALCOHOL REVIEW COMMITTEE

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: INTERIM CITY MANAGER
PHONE NUMBER: 404-296-6489

PURPOSE:

The Alcohol Review Committee (ARC) has received and reviewed an ownership change application for a convenience store to sale Beer/Wine/Malt Beverages. The location to be considered for this alcohol beverage license is Food Mart located at 1051 Montreal Road, Suite A.

NEED/ IMPACT:

The new owner of the Food Mart D/B/A/ Gurkha Mart, LLC at 1051 Montreal Road, Suite A has made application for an alcohol beverage, license for Beer/Wine/Malt beverages for retail package sales. All required inspections have been performed and the required background check has been passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The ARC has performed a thorough review of the various components to this application.

RECOMMENDATIONS:

Staff (ARC) recommends APPROVAL.

Under Clarkston Code Sec. 3-53, the City Council is vested with the final authority to grant an alcohol license.

New Alcohol Beverage License Application

2021

Instructions: This application must be typed or printed legibly and executed under oath. Each question must be fully answered. If space provided is not sufficient to answer the question please use a separate sheet of paper. Holding an alcohol beverage license with the City of Clarkston is a privilege.

Date: 11/18/20 New Amendment Change of Ownership

Contact Name: Dil Kumar Rai Phone: 404-314-0619

Business/Trade Name: Burkha Mart, LLC

D/B/A: Food Mart

Business Address: 1051 Montreal Rd, Suite A, Clarkston, GA 30021

Emergency Contact Name: Dil Kumar Rai Phone: 404-314-0619

TYPE OF BUSINESS

- Convenience Store
- Grocery Store
- Package Store
- Manufacturer
- Specialty Beverage Store
- Restaurant
- Wholesale
- Other: _____

TYPE OF LICENSE AND FEES

Retail Dealers On-Premise Consumption/Retail Dealers Package

- Beer/Malt Beverages \$750
- Wine \$750
- Beer/Wine/Malt Beverages \$1,000
- Distilled Spirits \$2,500
- Wholesale Wine or Beer/Malt \$350
- Wholesale Beer/Wine/Malt \$450
- Wholesale Distilled Spirits (City) \$5,000, No location in City \$450
- Administrative (Investigative Application) Fee (applicable to all Licenses) \$200.00
- Employee Work Permit Initial/Renewal \$50.00 (per employee) Must apply Clarkston Municipal Courts Office (404-292-9465)

\$1,000
200

\$1,200.00

FOR OFFICE USE ONLY

Department	Date	Approve/Deny	Comments
City Clerk			
Planning & Development			
Police Department			
Quality of Life Officer			
City Manager			

APPLICANT INFORMATION

Please submit a passport photograph of owner(s) with completed application.

Full Name: Dil Kumar Rai Date of Birth: _____
 Current Address: 2940 Brandon Walk LN, Lawrenceville, GA 30044

Name of Agent or Representative (if different from Applicant): Bijay Rai
 Phone: 470-378-7004
 Address: 4389 Bramwell DR STONE MTN, GA 30083-2478

Address of Applicant (if different for the past 5 years):
2940 Brandon Walk LN Lawrenceville, GA 30044 6/12/19 - Present
3850 Southgate Dr SW Lilburn, GA 30047 4/21/18 - 6/11/19
1000 Montreal Rd, Clarkston, GA 30021 10/30/10 - 4/20/14

Have you ever been arrested? Yes No (If yes, explain) None

BUSINESS INFORMATION

Type of business entity: Sole Proprietorship Partnership Corporation Other *Cannot reach city but license Applied For.*

Has an Occupational Tax Certificate been obtained and paid for at said business? Yes No (If not issued by the City of Clarkston please include a copy with application.) *attached.*

Federal Tax ID Number: 85-3581232 State Tax ID Number: 20391451424

Do you own the property? Yes No (If no, please provide name, address, and contact number for the landlord. A copy of the Lease must be attached to this application.) Dipasha, LLC
Aiaz Ali, AAli Investment Co, LLC 678-777-0080
1833 Lawrenceville, Decatur, GA 30033

Name each person(s) having a financial interest in the Establishment.

Full Name	Position	Social Security Number	Address	% of Interest
<u>Dil Kumar Rai</u>	<u>President</u>	<u>[REDACTED]</u>	<u>2940 Brandon Walk LN Lawrenceville, GA 30044</u>	<u>100%</u>

Have you or anyone with interest in the establishment ever or do you currently hold an alcohol beverage license with any other municipality, county, or state? Yes No

W/A If so, have you or anyone holding interest in the establishment ever been placed on probation or had your license revoked? Yes No (If yes, please explain on separate sheet of paper and attach hereto.)

Provide name, address, Social Security Number, and phone number for each Manager if different from owner. A passport photograph, Personnel Statement, and Background Check must be submitted for each manager.

Full Name	Position	Social Security Number	Address	% of Interest
Same as applicant				

1/A Change of ownership
 If new application for Retail Sale, attach a surveyor's plat and state the straight line distance from property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.

2/W Church: + 182 yards. School: + 110 yards.

Library: NOT found with in 300 FT. Public Recreation: Nilam park 2100 FT.
 This store has survey on file and has not closed. Sells alcohol now.

VERIFICATION OF APPLICATION

I hereby make application for an Alcohol Beverage License for the City of Clarkston. I understand that holding this license is a privilege. I do hereby affirm and swear that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fee and further that it is my/our responsibility to conform with said ordinances in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

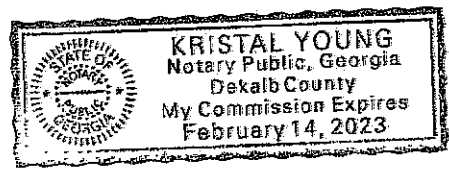
[Signature]
 Signature of Applicant or Agent

Dil Kumar Rai
 Print or Type Name

I certify that Dil Kumar Rai (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 18 day of NOV., 2020.

Kristal Young
 Notary Public



My commission expires on: 02-14-2023

A. CHURCH C-1
 STAINT GABRIEL, 1121 MONTREAL RD.
 +/- 600 FEET

B. PRIVATE RESIDENCE R-5
 NOT FOUND WITHIN 500 FEET OF SUBJECT PROPERTY
 APARTMENTS; CLARKSTON STATION
 +/- 460 FEET

C. PUBLIC LIBRARY;
 NOT FOUND WITHIN 300 FEET OF SUBJECT PROPERTY

D. HOSPITAL/ALCOHOL TREATMENT FACILITY;
 NOT FOUND WITHIN 600 FEET OF SUBJECT PROPERTY
 NORTHLAKE SURGICAL CENTER
 +/- 8,740 FEET

E. SCHOOL OR COLLEGE;
 GA PIEDMONT TECHNICAL COLLEGE
 1085 MONTREAL ROAD
 +/- 360 FEET

F. PARK;
 WILLIAM PARK, NORMAN ROAD
 2,100 FEET

G. CITGO;
 CLARKSTON INDUSTRIAL BLVD.
 +/- 500 FEET

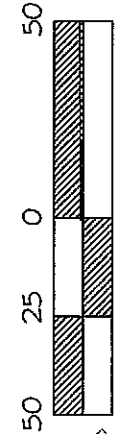
DISTANCES ARE AS SHOWN UNLESS OTHERWISE NOTED

ADEG

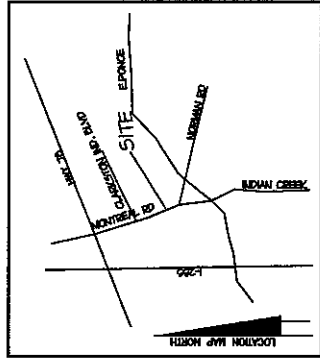
MONTREAL ROAD (50' R/W)
 85 MPH SPEED LIMIT

SITE AREA
 43,680 SF, 1.05 AC.

OWNER/24HR CONTACT
 FOOD MART
 1051 MONTREAL ROAD
 TUCKER, GA 30084
 PH: 678-777-0880



SCALE IN FEET



LOCATION MAP (N.T.S.)



NOT OR FORMERLY
 CLARKSTON STATION

NOT OR FORMERLY
 SALEM PIEDMONT TECHNICAL
 COLLEGE

NOT OR FORMERLY
 CLARKSTON STATION

BC
 DANSON ENGINEERING CONSULTANTS, LLC
 1569 CREEPY HILL ROAD
 CONNERS, GEORGIA 30094
 678-455-9610 FAX 678-720-5795

DATE	REVISION



SCALE	DATE
AS SHOWN	2-2-17

BEVERAGE SURVEY
 FOR
 FOOD MART
 LOCATED AT
 1115 10TH STREET
 CITY OF CLARKSTON, GA
 DEKALB COUNTY

BEVERAGE SURVEY
 SHEET 1

ALCOHOLIC BEVERAGE PERSONNEL STATEMENT
OWNERS/MANAGERS/ASSISTANT MANAGERS

For Official Use Only

Type of License: _____

Business: Food Mart

Address: 1051 Montreal Rd. Suite A

Telephone: 404-314-0619

Instructions: This personnel statement must be executed under oath or affirmation by every person having any ownership or profit sharing interest in, or managing any place of business applying for license from the City of Clarkston, Georgia to sell or deal in alcoholic beverages or distilled spirits. Please type or print clearly in ink. If not legible, Statement will not be accepted. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. A personnel statement, including two (2) passport-size photographs and two (2) fingerprint cards are required by Questions 31 and 32, for all owners/managers/assistant managers and must be submitted with every license application.

1. Dil Kumar Rai
Full Name of Applicant and Address

2. Social Security Number: _____

3. Driver's License Number: _____

4. Date of Birth: _____ Place of Birth: Bhutan

5. U.S. Citizen A copy of verifiable identification must be provided at the time of application. Copy of driver's license or State photo ID card.
a. () by birth
b. () Naturalized

Date: 06/22/18 Place: Atlanta, GA Court: US Immigrations

Petition Number: _____ Certificate Number: _____

Derived Parent Certificate Number(s) N/A

Alien Registration Number: N/A

Native Country: Bhutan Date of Port Entry: _____ NY

6. How long have you been a legal resident of Georgia? 11 Years 0 Months

7. Marital Status () Single () Married () Widowed () Divorced () Separated

8. If married, give spouse's full name Phol Maya Brurong

9. Physical Description of Applicant _____ ft

10. Education and training specific to restaurant/alcohol field. After finishing Druid Hills HS I began working, and have worked at convenience stores that sell beer & wine.

11. Have you ever used or been known by any other name () yes () No

12. List maiden name, names by former marriages, former names changed legally or otherwise, aliases or nicknames. For each, list the period which you were known by this name. None

13. Are you registered to vote in the state of Georgia () yes () No
County Registered Bwinnett

Number of years registered In Bwinnett - 3 yrs

14. For the last calendar year, did you file and pay any County property tax Yes () No

15. For the last calendar year, did you file and pay any City property tax Yes () No
Name of City _____

16. Employment record for the past ten (10) years (Give most recent experience first, is self-employed give details)

	From	To	Employer	Occupational Duties	Reason for Leaving
a.	8/20/17	- Present	Timsina, LLC	Store clerk	I'm going to buy store.
b.	7/26/16	- 8/15/17	Jocelyn USA, Inc.	"	Better job.
c.	5/1/13	- 7/25/16	Marshall's Distribution	Retail	Better job.
d.	(No jobs prior to above.)				Shipping
e.	_____				
f.	_____				
g.	_____				
h.	_____				

17. List, with your most recent place of residence first, all of your residences for the past ten (10) years

	Date From/To	Street	City	State
a.	6/12/19 - Present	2940 Brandenwalk LN,	Lawrenceville,	GA 30044
b.	4/21/14 - 6/11/19	3850 Southgate Dr, SW,	Litburn,	GA 30047
c.	10/30/10 - 4/20/14	1000 Montreal Rd,	Clarkston,	GA 30021
d.	_____			
e.	_____			

18. Military Service () Yes No List Serial Number _____ Branch of Service _____
Period of Service _____ Date of Discharge _____ Type of Discharge _____

19. Have you ever been convicted of a felony relating to violence, illegal substances, gambling, theft or alcohol use, or of a crime opposed to decency and morality, or who has been convicted of a crime involving violation of the ordinances of the city or any other city or county relating to the use, sale, taxability, or possession of malt beverages, wine or liquor, or violations of the laws of the state and federal government pertaining to the manufacture, possession, transportation or sale of malt beverages, wine or intoxicating liquors, or the taxability thereof within ten (10) years preceding this application? _____ Yes No

20. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.
None

21. Position of applicant in dealer's business. Not a dealer.

22. Does applicant have any ownership/profit sharing interest in the business? Yes () No 100% owner

State annual salary of applicant or the estimated annual profit or compensation derived from this business.
Will depend on my store profits. Hopefully at least \$50k.

23. Do you have any financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the business premises? () Yes (X) No if yes, explain

24. Do you have any financial or are you employed in any wholesale or retail liquor business other than the business submitting the license application of which this personnel statement is a part? () Yes (X) No if yes, give names and locations and amount of interest in each.

25. Do you have any financial interest or are you employed in any business engaged in distilling, bottling, rectifying or selling (wholesale, retail or manufacturing) alcoholic beverages in this state or outside this state which has not otherwise been disclosed in the statement. () Yes (X) No If yes, explain

26. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit? () Yes (X) No if yes, explain None

27. Has any alcoholic beverage business in which you hold or have held any financial interest or have been employed, ever been cited for any violation for the rules and regulations of the State Revenue Commission relating to the sale or distribution of distilled spirits? () Yes (X) No If yes, explain Not to my knowledge.

28. Have you ever been denied a bond by a commercial surety company? () Yes (X) No if yes, explain

29. Are you related by blood, marriage or adoption to any persons engaged in any business handling alcoholic beverages, whiskeys or liquors in the State of Georgia. () Yes (X) No

30. Personal References. Give three (3) personal references, not relatives (i.e., former employees, fellow employees or school teachers who are responsible adults, business or professional men or women) who have known you well during the past five (5) years.

Name Tula Maachhan
Residence 1033 Forest View LN SW, Lilburn, GA 30047
Business Address None
Telephone Number 678-891-8457 Number of years known 5

Name Bikesh Lohar
Residence 1547 Harbor Oaks Rd., Tucker, GA 30084
Business Address None
Telephone Number 470-343-8135 Number of years known 6

Name Jit Rai (Not related)
Residence 5152 Clearwater Dr, Stone Mountain, GA 30087
Business Address None
Telephone Number 404-951-8277 Number of years known 5

31. Attach two (2) passport-size photographs (front view). Write name on back of photographs and also the name of dealer submitting a license application. Initial here if such photographs are attached. DKR

32. There must be submitted with this personal statement the fingerprints of applicant on two (2) fingerprint cards, which will be furnished to the City of Clarkston. Initial here that such fingerprint cards are attached. DKR

Verification

I, Dil Kumar Rai, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false or fraudulent statements or answer is made therein to procure the granting of such license. I hereby submit for an Alcoholic Beverage Privilege License Personnel Statement for the City of Clarkston. I do hereby swear or affirm that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this statement and any related application. I certify that neither I, nor any of the other owners of the retail or wholesale establishment, nor the manager of such establishment has been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinance in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

[Signature]
Applicant's Signature (full name in ink)

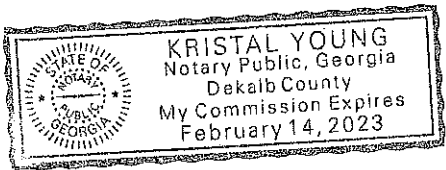
Dil Kumar Rai
Applicant's Name (Print or Type)

I certify that Dil Kumar Rai (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 18 day of NOV, 2020.

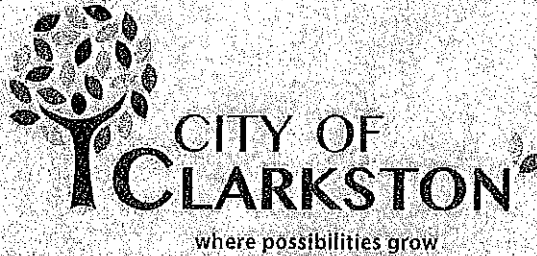
[Signature]
Notary Public

Seal:



SIC CODE 5411
CLASS 1

No. 2021-NONPS-235
DATE ISSUED:
08/07/2021



This Must Be Displayed in a Conspicuous Place

2021 BUSINESS REGISTRATION / OCCUPATIONAL TAX CERTIFICATE

City of Clarkston Georgia
1055 Rowland Street
Clarkston, GA 30021

EXPIRATION DATE: 12/31/2021

NOTIFY THIS OFFICE OF ANY CHANGE IN LOCATION OR OWNERSHIP

FOOD MART

Type of Business


Authorized Signature

GURKHA MART LLC dba FOOD MART

Mailing Address
1051 MONTREAL RD, STE A
CLARKSTON, GA 30021

Business Address
1051 MONTREAL RD, STE A
CLARKSTON, GA 30021

THE ABOVE NAMED CONCERN IS AUTHORIZED TO DO BUSINESS IN THE CITY OF CLARKSTON SUBJECT TO PROVISIONS OF ALL CITY ORDINANCES.

CITY OF CLARKSTON

ITEM NO: E2

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: SEPTEMBER 28TH 2021

SUBJECT: Discuss a proposal from the Veterans and Community Outreach Foundation (VCOF).

DEPARTMENT: MAYOR

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: Mayor Beverly Burks
PHONE NUMBER: 404-296-6489

PURPOSE:

To review and discuss a proposal from the Veterans and Community Outreach Foundation (VCOF).

NEED/ IMPACT:

The Veterans and Community Outreach Foundation (VCOF) helps all veterans from any branch of service with critical resources that provide guidance on applying for military benefits, referrals for housing assistance, supportive resources, food pantry, care packages, information on medical benefits and other resources. The VCOF is requesting \$65,000 in funding assistance for the implementation of the service programs.

RECOMMENDATIONS:

N/A



**VETERANS
COMMUNITY
OUTREACH
FOUNDATION**

*P. O. Box 3115
Gainesville, GA 30501*

*4650 E. Ponce De Leon Ave.
Clarkston, Georgia 30021*

*770-256-6450
vcofqa@gmail.com
www.vcof.org*

*Rev. Victor Lamar
Johnson,
VCOF Executive Director
and Founder*

*A Registered 501c3
Non-Profit Foundation*

*A Registered
Georgia Corporation*

Date: 9/28/2021

City of Clarkston
Clarkston City Hall Annex
1055 Rowland Street
Clarkston, GA 30021

Dear Mayor Beverly Burks and City Council Members,

The Veterans and Community Outreach Foundation (VCOF) is humbled before you and request that you consider our grant proposal. We believe by engaging your city residents with our programs, together we can promote whole health, residential pride, and veteran support.

Attached is our proposal for your consideration.

Sincerely,

Reverend Victor Lamar Johnson,
VCOF Executive Director and Founder

A GRANT PROPOSAL
VETERANS COMMUNITY OUTREACH FOUNDATION
A “C. C. CLOUD” Legacy
For
CITY OF CLARKSTON OUTREACH PROPOSAL
CLARKSTON, GEORGIA

SEPTEMBER 20, 2021

Submitted By

VETERANS COMMUNITY OUTREACH FOUNDATION

4650 E. Ponce De Leon Ave.

Sage Point Apartments

Clarkston, Georgia 30021

770-256-6450

Submitted to

Mayor of Clarkston and City Council

Clarkston, GA. 30021

DATE: September 20, 2021

PROJECT NAME: VCOF Clarkston Outreach

ORGANIZATION: Veterans & Community Outreach Foundation (VCOF)

PROPOSAL AUTHOR: Executive Director, Victor Lamar Johnson

PHONE NUMBER (770) 256-6450

CONTACT: Victor Lamar Johnson

E-MAIL ADDRESS: vcofga@gmail.com

MAILING ADDRESS: 4650 E. Ponce De Leon Ave., Clarkston, Ga.30021

AMOUNT REQUESTED: \$65,000.00

VCOF EXECUTIVE SUMMARY

HISTORY:

Returning to his hometown of Gainesville, Georgia after serving as a Vietnam Veteran and 13 years in the Army as a Drill Sergeant, Reverend Victor Lamar Johnson joined forces with five other veterans who shared common needs. They built a support system to transport veterans to the VA Hospital and to help each other whenever needed. Through this association, Reverend Johnson founded the Antioch Veterans Outreach Program, based out of the Gainesville Antioch Baptist Church in 1985. This group of veterans understood all too well how social alienation, substance abuse, and traumatic experiences could negatively impact both individual lives and families. Since 1985, the Antioch Veterans Outreach Program has changed and developed into several programs and is now VCOF - a Coalition of Veteran and Community organizations who share common goals.

MISSION:

Our mission is to encourage and engage veterans and communities to build relationships and work together for the benefit of all.

OVERVIEW OF THE VCOF CLARKSTON OUTREACH and PROPOSED BUDGETS:

Clarkston Men’s Think Tank Safety and Security: **BUDGET: \$ 11,500.00**

Leaders: Jimmy Hendricks, Will Curry, Victor Johnson

VCOF will foster safety and security for civic engagements through projects and dialogues on topics that impact the lives of the underserved Clarkston residents and community businesses and organizations.

Clarkston Women’s Think Tank **BUDGET: \$ 8,800.00**

Leaders: Dawn Thomas, Merita Dennard

VCOF will foster and engage with women of Clarkston to specifically focus on the underserved in this community.

Clarkston DMZ Tower Garden **BUDGET: \$ 23,965.00**

Leaders: Carol and Joe LaBranche

VCOF and About Face-USA® have partnered to offer Project GROW (Gardening, Rehabilitation, Outreach and Wellness). Through this Horticulture Therapy of growing vegetables and plants for the benefit of the community, participants will develop relationships while relaxing and learning about aeroponic gardening. Veterans, community leaders, and residents of Clarkston are invited to participate and reap what grows.

Clarkston Vietnam Memorial Park **BUDGET: \$ TBD**

Leaders: Joe LaBranche, Elson McGee, Victor Johnson

VCOF, The Sons of Atlanta- Atlanta Native Vietnam Veterans, and AboutFace-USA® have partnered to assist Clarkston develop a Memorial Park. This park will build appreciation of Clarkston residents for the sacrifices made by military service members and their families by memorializing all veterans of all wars. *All gave some and some gave all.*

Clarkston Veteran’s Day 2021 Weekend Events (Nov. 5-7) **BUDGET: \$ 13,750.00**

Leaders: Dawn Thomas, Pat Harkness, Torrey Thompson

VCOF will establish events for the 2021 Veterans Day weekend on November 5th through the 7th. Friday will be a Hometown Heroes Banquet for Clarkston veterans and their guests. Saturday we will hold VA benefit seminars and educational programs. And Sunday we will hold a “Health for All” event that will include free health screening and Covid vaccines for veterans.

VCOF Clarkston Outreach Administrative, Marketing, and Communications: \$ 6,985.00

TOTAL BUDGET REQUESTED: \$65,000

CITY OF CLARKSTON

ITEM NO: E3

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Work Session

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

MEETING DATE: SEPTEMBER 28TH 2021

SUBJECT: To discuss the short-listed firms recommended for Phase II of the evaluation process for the architectural design services for Forty Oaks Nature Preserve Farmhouse.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy ,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE:

Discuss the short-listed firms of Kraemer Design Group- Detroit Michigan and Tarchitects -Atlanta, Georgia, recommended for Phase II of the evaluation process for the architectural design services for Forty Oaks Nature Preserve Farmhouse.

NEED/ IMPACT:

The City of Clarkston solicited Statements of Qualifications and Proposals from architectural design firms with a strong record in historical preservation architecture and adaptive reuse of historic structures for modern uses. The city received two (2) qualified firms. Phase I in the request for qualifications (RFQ) process required teams with the relevant experience and qualifications to submit a Statement of Qualifications for services only to present to the mayor and city council for review.

Phase II involves the city council and mayor approving a final list of short-listed firms. These short-listed firms will receive requirements for submission of technical and fee proposals. Submission requirements will be issued only to the short-listed firms. The City Evaluation Team will assess the short-listed firm proposals followed by negotiations of scope, fee, and contract terms with the most qualified architectural design team.

In addition to the city's technical requirements for Phase II, the city will prepare a narrative on the City's approach for the physical renovation and rehabilitation of the Forty Oaks Nature Preserve Farmhouse.

RECOMMENDATION:

City staff recommends approving the short-listed firms of Karemer Design Group and Tarchitects to move to phase II of the evaluation process for the architectural design services for the Forty Oaks Nature Preserve Farmhouse.



Forty Oaks Nature Preserve Farm House

Prepared by Kraemer Design Group

RFQ Response for Architectural & Engineering Services // 08/11/21



3	A TRANSMITTAL LETTER
4	B FIRM INTRODUCTION
7	C PROJECT APPROACH
13	D PROPOSAL TEAM AND QUALIFICATIONS
32	E STAFF AVAILABILITY TO PERFORM WORK
35	F FEE SCHEDULE

out·o·va·tion

/.out-ə-'vā-shən/

The act of creation; balancing cutting edge ideas and functional design strategy, resulting in custom everyday masterpieces.



August 11, 2021

Dan Defnall
City of Clarkston
1055 Rowland Street; City Annex
Clarkston, GA 30021

RE: KDG Qualifications
Forty Oaks Nature Preserve Farmhouse – Clarkston, GA

Dear Mr.Defnall:

Kraemer Design Group, LLC (KDG) is pleased to present our response to the Request for Qualifications (RFQ) to provide Professional Architectural Design Services for the Forty Oaks Nature Preserve Farmhouse.

Kraemer Design Group is headquartered at 1420 Broadway in Detroit, Michigan. With 25 full time employees including one full-time architectural historian and six full-time Historic Architects, Kraemer Design Group is well equipped to lead the project. Kraemer Design Group has been in business for 23 years and holds licenses in multiple states including Georgia, and Michigan where the work will be performed.

Kraemer Design Group has engaged a multi-disciplined group of superior consultants and has put together a uniquely qualified team for the project. The team shall be led by Kraemer Design Group, the Mechanical and Electrical consulting engineering firm of Salas O'Brien, and the Structural firm of Shear Structural. The overall principal-in-charge for this project will be Robert (Bob) Kraemer whose contact information is provided here:

Principal-in-Charge:
Robert Kraemer, RA, NCARB, IIDA
Principal
(313)-965-3399 x210

If selected, all work will be performed in accordance with the requirements outlined in the RFP. Please note that we are willing to modify the proposal in any way needed to best meet the goals of this project.

We thank you for the opportunity to present our Professional Qualifications and look forward to working with you.

Sincerely,
Kraemer Design Group, LLC



Robert John Kraemer, RA, NCARB, IIDA
Principal





Firm Introduction



Firm Profile

Kraemer Design Group, LLC (KDG) is a leading architecture, interior design, and consulting firm. A creative firm with over 25 years of experience in both adaptive-reuse and new construction projects with an emphasis on hospitality, multi-family, and commercial markets, KDG maintains a comprehensive historic consulting team and a technical resources team to support KDG's clients, while also providing expertise to other architectural firms.

Led by Michigan natives and principals Maureen Kraemer, Robert Kraemer, and Brian Rebain, KDG continues to build its success and reputation in Detroit, where our hearts and mailing address are. Our passion for creating and reviving buildings in our city gives KDG national exposure and opportunities spanning from Detroit's famous Woodward Avenue to Route 66. With projects from coast to coast, KDG maintains active licensure in dozens of states and has the credentials to receive licensure in all 50 states.

Our portfolio includes the completion of more historic renovation projects in Detroit's urban core than any other firm, with a local expertise in adaptive reuse unrivaled in the industry. Not only do we take the time to fully understand and research a building's complete story, we have dedicated historians on staff to guide us through every step the process, thoughtfully and with great care for the history we are preserving for future generations. Our guidance and insight is vital in making projects come to life, while overseeing the application and approval process for critical historic tax credits. We know the National Park Service requirements like the back of our hands.

Our award-winning team is composed of a diverse group of architects and interior designers with unique backgrounds, skillsets and talents who represent the industry's best. The professionalism and flexibility of our staff empowers us to operate in a variety of project delivery and reporting structures. KDG understands that the goal of this project is to rehabilitate the Forty Oaks Farmhouse for a future office use as well as construct a small shed nearby, as well as potentially seeking out grants or historic tax credits for the project. Our talented team of designers are excited and able to meet the scope and demands of this project.

We have a knack for always being one step ahead. Whether it is a design trend or a point of view, our nuanced understanding of the real estate and business realities of today and our diverse portfolio speaks for itself. KDG holds the power to transform any project into an iconic landmark for decades to come. We look forward to a bright future and are ready to apply our expertise to the next series of projects in our constantly growing portfolio of iconic buildings.

LOCATION

1420 Broadway
Detroit, Michigan 48226

OWNERSHIP TYPE

Limited Liability Company
State of Michigan Registration

ESTABLISHED

1996

EMPLOYEES

Principals – 3
Directors – 2
Project Architects – 8
Architectural Designers – 3
Interior Designers – 6
Historic Preservationist – 1
Administrative – 2
Graphic Designer – 1

SERVICES

Architecture
Interior Design
Consulting
Graphic Design
Procurement

MARKETS SERVED

Commercial
Hospitality
Residential
Historic Renovation

TAX ID NUMBER

38-3275805

LICENSURE

State of Michigan (No. 1301040246)
State of Georgia (No. RA012675)
State of Texas (No. 27028)
State of Louisiana (No. 7473)
State of Alabama (No. 7226)
State of Rhode Island (No. 4890)
State of Arizona (No. 64469)
State of Ohio (No. 1516347)
State of Minnesota (No. 52616)
State of Indiana (No. AR11500028)
State of Wisconsin (No. 11985-5)

CONTACT

Robert Kraemer: bob@thekraemeredge.com
Maureen Kraemer: mo@thekraemeredge.com
Brian Rebain: barebain@thekraemeredge.com

WEB SITE

www.thekraemeredge.com

PRINCIPALS

Robert John Kraemer: RA, NCARB, IIDA
Maureen McGovern Kraemer, IIDA, NEWP, ISHP
Brian Rebain: RA, NCARB

DUNS NUMBER

83-258-3517

INSURANCE

General Liability, Auto, Umbrella, Property
CNA/Continental Casualty
Policy Number 4024496368
Policy Number 4024496385
General Aggregate of \$2,000,000

PROFESSIONAL LIABILITY

CNA/Continental Casualty
Policy Number AEH114018374
Aggregate Limit of \$2,000,000

WORKERS COMP

ADP TotalSource

PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)
International Interior Design Association (IIDA)
Construction Specification Institute (CSI)
Construction Association of Michigan (CAM)
United States Green Building Council (USGBC)
Network of Executive Women in Hospitality (NEWH)
International Society of Hospitality Purchasers (ISHP)



Corporate References

We are proud of each one of our professional relationships, which we view not through the lens of client and contractor, but through that of a single team committed to a common goal. We encourage you to call upon any of the distinguished professional references below, as each will speak to our organized business structure, delivery and company personality.

CLIENTS

John Olszewski | Vice President Const.
Bedrock Detroit
1092 Woodward Ave.
Detroit, MI 484226
313.373.8717

Lawrence Kestin | Principal
Glenmont Capital Management, LLC
1345 Avenue of the Americas, 42nd Fl
New York, NY 10105
212.582.2500

Lee Hurwitz | Vice President
Broder & Sachse
1528 Woodward Avenue, Ste. 300
Birmingham, MI 48009
248.554.6851

Kevin Prater | President
Prater Development
401 South Washington Sq., Ste. 102
Lansing, MI 48933
517.708.3002

Zarah Broglin | Vice President Const.
Olympia Development of Michigan
2211 Woodward Avenue
Detroit, MI 48201
313.725.3745

Matt Sosin | President
Northern Equities Group
39000 Country Club Drive
Farmington Hills, MI 48331
248.848.6400

CONSTRUCTION MANAGERS

Todd Sachse | President
Sachse Construction
3663 Woodward Ave., Suite 500
Detroit, MI 48201
248.647.4200

David Kelly | Business Manager
Turner Construction Company
535 Griswold Street, Suite 1525
Detroit, MI 48226
313.596.0517

Steve Lorenzo | Vice President
Barton Malow Builders
1274 Library Street, Suite 500
Detroit, MI 48226
586.405.4973

CONSULTANTS

Paul Dannels | Principal
Structural Design Incorporated
275 East Liberty
Ann Arbor, MI 48104
734.213.6091 x103

John Abraam | Principal
Strategic Energy Solutions
4000 W. 11 Mile Rd.
Berkley, MI 48072
248.399.1900 x205

Marc Steinhobel
Resurget Engineering, PLC
4219 Woodward Avenue, Suite 306
Detroit, MI 48201
248.420.4447

In addition to our corporate client references listed above, KDG maintains excellent relationship with our vendors and supplies. Upon request, KDG will gladly furnish a list of our regular suppliers and major vendors.



Project Approach



Design Approach

Historic projects are unlike any other type of design or construction. When a renovation project is well designed and coordinated, the results can be magical. Having restored and renovated more historic properties in downtown Detroit than any other firm, KDG has extensive experience Connecting Past + Present. At the center of our design approach is the idea that all buildings are imbued with their past in tangible ways. The hands and minds that designed and crafted the building at its inception leave a physical mark that remains today. The toils of time then shape this building in unpredictable ways. Now, perhaps 100 years later, as we look to reshape the Forty Oaks Farmhouse, KDG looks towards the past as a means of connecting to the present.

Every rehabilitation begins with a story. This story is an amalgam of local and building history, notable historical figures, architects, craftsmen, design evolution of the building over time, and most importantly, its occupants. KDG begins every project by establishing a story and developing it over the course of the project into a cohesive design statement covering all aspects of the building renovation from programming and planning, to finishes, and even through the construction process. The story evolves as we contemplate the physical form of the building, how it has changed over time, and how we plan to change it again for its new purpose.

This story does not have a sole author. In addition to the voices of the past, all project team members, from Ownership to Contractor, play a role in writing the story. The most important consideration on a project, a core pillar of the Outovation spirit, is that no project exists in a design vacuum, and the most successful ones are those that consider all voices on the project team for financial feasibility, market value, constructability and design ingenuity. It is KDG's job to listen as much as to create, and in all cases, to discern the best ideas at the conference table to tell our project's story for future generations.

As with all architectural projects, the "plan of attack" will vary as we involve the Owner and interested parties to fulfill the common goal. One consistent aspect is the comprehensive knowledge and longevity of our team. KDG's design team is built of a group of industry leading expert consultants that bring a confident knowledge to the table to support the project and advise both Owner and Contractor. Together the team provides the following services to fulfill the objectives of the client. The following is a general summary of those phases, tailored to the specifics of the proposed adaptive reuse of the Forty Oaks Farmhouse.

Conceptual Design

Programming: Programming services consist of consultation to establish and document the following detailed requirements for the Project:

- Design objectives, limitations and criteria
- Condition of existing buildings
- Development of initial approximate gross facility areas and space requirements
- Space relations
- Flexibility and expandability
- Special equipment and systems
- Site requirements



- Development of a preliminary budget for the Work based on programming and scheduling studies
- Operating procedures
- Basic security criteria
- Communications relationships
- Project schedule
- Historic Tax Credits or grants

Owner Supplied Data Coordination: Owner Supplied Data Coordination includes the review and coordination of data furnished for the Project as a responsibility of the Owner, assistance in establishing criteria, and assistance in obtaining data, including, where applicable, documentation of existing conditions.

Environmental Assessments: KDG's engineering consultants will determine if any additional assessments beyond the Asbestos and Lead tests that have already been conducted are necessary based on visual assessment of the property and the existing data supplied by Ownership. Additional assessments could include a Phase I Environmental Site Assessment among others.

Historic Tax Credits or Grants: KDG has two full-time architectural historians on staff dedicated to suggesting eligible funding strategies such as Federal Historic Tax Credits or local or state based historic grants. KDG has years of experience working with local Historic Commissions, State Historic Preservation Offices, and the National Park Service to successfully apply for eligible grants and funding for historic rehabilitations. From the onset of the project KDG staff will work hand in hand with Ownership to strategize what, if any, funding strategies will be most effective for the project and begin the application processes.

Existing Facilities Surveys: Existing Facilities Surveys consist of researching, assembling, reviewing and supplementing information for the Project involving alterations or determining new space usage in conjunction with a new building program. Services include photography, field measurements, review of existing design data, analysis of existing mechanical capabilities, analysis of existing electrical capabilities, review of existing drawings for critical inaccuracies, and the development of required measured drawings.

Historic Buildings and Rehabilitation Code Review: KDG shall review the life safety evolution of the building, the association with the building's history, and how those elements can be incorporated into the new building program. At this early phase, KDG uses proprietary rehabilitation code summary spreadsheets to help inform the conceptual design phase to ensure the building is safe and code compliant, and can identify any major life safety or accessibility deficiencies that need to be upgraded while also defining which historic building elements can be "grandfathered" into code compliant conditions through rehab code allowances.

Fundamental Systems Matrix: KDG uses a proprietary tool called the Fundamental Systems Matrix to survey all building components during conceptual design in order to set budget and design expectations at an early stage in the project so the project team is fully coordinated once design begins in earnest. This tool also allows a CM to quickly understand project parameters and assemble a relatively accurate construction budget early in the project development.



Basis of Design Document: KDG utilizes this tool to set a quality level expectation for finishes and fixtures on the project. Like the Fundamental Systems Matrix, this tool allows the project team to discuss some very detailed aspects of the project up front to get a sense of quality and aesthetics, while also providing a Construction Manager with some high level assumptions for budget estimates moving forward on the project.

Scope Documents: KDG assembles all the preceding information into a package of drawings, renderings, narratives, and design expectations that the Owner can give to a construction estimator to create an accurate conceptual budget for the project. This budget can then be used in coordination with design presentations completed during this phase to support a proforma for the project, market to investors, early coordination with city and state agencies, tax credit applications, financing, and general marketing purposes as required.

Design and Construction

Schematic Design: Working with the mutually agreed upon program, schedule and budget from the Conceptual Design phase, KDG begins our architectural design services in earnest. While the Scope Document package from the Conceptual Phase is very close to a Schematic Design set of drawings, KDG uses this phase to resolve any budget conflicts from the Conceptual Phase, make any desired design changes to the project, and tie up loose ends into a comprehensive Schematic Design package.

KDG leads the project development at this time through weekly design meetings and owner & consultant coordination, from which we maintain comprehensive meeting agendas and minutes. Services include the preparation of drawings and other documents establishing the schematic design illustrating the general scope, scale and relationship of the components of the project. Basic structural modifications, life safety, accessibility and high level MEP systems decision are identified at this time.

Design Development: Design Development services shall provide Design Development Documents based on the approved schematic design and updated budget for the Cost of the Work. During this phase, the high-level concepts presented during the Conceptual Design and Schematic Design phases are turned into something “real” as we refine all aspects of design into a code compliant project. This is the time where KDG tests out the various aspects of a project to know how feasible the concepts are. Moreover, all design elements are developed and refined into a cohesive development project.

This work includes the preparation of design drawings and other documents to illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections, elevations, typical construction details, and equipment layouts. Included in this Phase is the selection and specification of major materials and general architectural finishes, including flooring, ceiling materials, paint and stain colors, plastic laminate colors, etc. Typical details throughout the project are developed during this phase as well.

KDG continues as the project lead through weekly OAC meetings, often now including a Construction Manager, and shall coordinate all aspects of the project with the Owner, consultants and CM. Design Development deliverables include Architectural, Civil, Structural, and MEP drawings outlining all aspects of the project. All life safety and accessibility code compliance measures are finalized during this phase. Written specifications are outlined.



Specialty Design Consulting: During Design Development, it is customary to contract with specialty design consultants such as door hardware, IT/AV/Security, etc. And while it is common practice to contract with specialty architectural consultants for disciplines such as code compliance, building enclosure design, and acoustic engineering, the practical realities of designing within historic buildings, allowances provided by the provisions for existing buildings in the Georgia State Building Code, and best practices for legacy building design often make established new build practices in these disciplines ill-fitted to the task. Because of this, KDG has developed in-house expertise in these areas, and are able to provide appropriate and code compliant design guidance for these items as part of our Professional Architectural Services during this phase of design.

Construction Documentation: Based on the approved Design Development drawings, project schedule and budget, KDG shall proceed with Construction Documentation. During this phase, KDG remains the project lead, managing weekly OAC meetings, agendas, and minutes as well as comprehensive coordination between all team members. Concepts formed into plans during the DD phase are now developed into a comprehensive package of details, schedules, and written specifications - a comprehensive construction project that can be bid and built. At all phases, the Owner is intimately involved in all project decisions alongside KDG, our consultants, and the Construction Manager.

Deliverables consist of comprehensive drawings, specifications, and other documents setting forth, in detail, the requirements for construction.

Cost Control: Kraemer Design Group and its team believe that cost control comes in three main areas of a project. In these phases it reinforces techniques such as program and budget analysis, value engineering, life-cycle cost analysis and quantity-based estimating, while thoroughly implementing strategic design. The systems developed have helped KDG become a well-respected design firm within the construction industry and enables us to continuously develop trusted client relationships.

The first is during the initial design and planning phases. From our collective experience in working in depressed urban markets, we believe in presenting options and explain the "pros and cons" of architectural, mechanical, and electrical systems early in the process. This very different from our competitors who typically provide Value Engineering ideas after design and bids are received.

Secondly, KDG typically establishes a series of design "alternates" to be used during the bidding process. This process establishes design solutions that can be accurately and competitively bid. These alternates can then be reviewed and incorporated into the final project based on the overall results of the project costs.

Finally, KDG strongly believes a successful project requires strong Architect and Engineering involvement during the Construction Phase. Unlike many of our competitors, we are actively involved during the construction phase of almost every project. KDG has gained a reputation with the contracting community of cooperativeness, not one of hostility. We believe that the lead project architect be involved in a project from beginning to the end. The intimate knowledge of the construction documents always leads to a better response to questions and, if needed, modifications in the field.



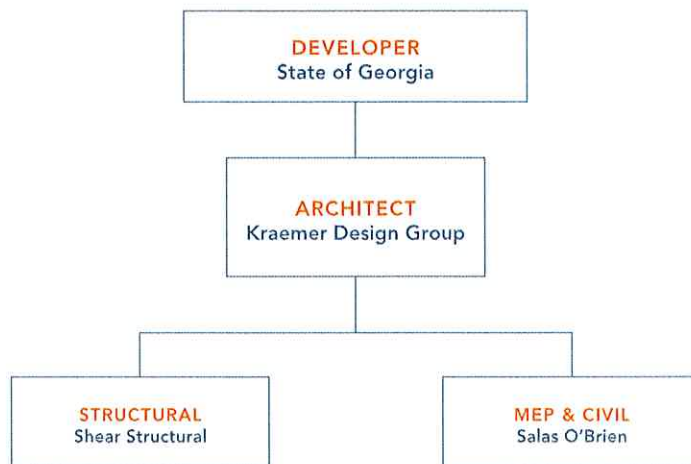
Construction Procurement Services (Bidding / Negotiation) and Construction Administration

Construction Procurement Services (Bidding / Negotiation) and Contract Administration services shall provide services for the administration of the construction contract as set forth in the General Conditions of the Construction for Construction. KDG prides itself on our high level of investment and coordination during the construction phase of the project. We work closely with contractors as the project develops and evolves, especially as the unique character of historic buildings emerge during the construction process. Throughout this time, we are careful to coordinate with our consultants the Owner, and Inspectors on all decisions in the field. Our team is willing and able to travel as necessary for construction site visits and is also adept at meeting, communicating, and problem solving virtually.

Our CA services are comprehensive, and in general include the following:

- Answering Requests for Information during bidding and construction;
- Reviewing contractor provided bid substitutions and VE ideas;
- Coordination and interpretation of the architectural and engineering documentation;
- Processing of shop drawings and other submittals;
- Visits to the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of work and its accordance with the contract documents;
- Processing change orders and pay requests, if needed;
- Monitoring the project schedule; and project closeout services.

Construction projects of any kind are a marathon, and the journey is long with many twists and turns. We at KDG cherish the relationships formed along the way, and rely on those to help make the decision making process as smooth as possible. Our ultimate goal, which we trust you share, is to rejuvenate this building and give it a life and meaning once more as well as to become an integral part of the "Story" that has developed in this place over the years.





Proposal Team and Qualifications



PRINCIPAL | ROBERT J. KRAEMER

Since co-founding Kraemer Design Group in 1996, Bob's focus has been to provide high-end architectural services. Bob is an architect, interior designer, and a listener. He is known to constantly create fresh approaches to solve our clients' needs. From exquisitely simple to simply exquisite, he likes to stretch the envelope of conventional design while fulfilling our clients' desires. Bob continuously brings together outside-the-box thinking and inside-the industry knowledge.

In his role as Principal, Bob oversees the daily operations for the firm's creative team. His current role with Kraemer Design Group takes him through predevelopment, programming, and design phases of all projects. Bob's expertise has been instrumental in creating award-winning and innovative projects. However, he is most proud of the firm being named to the list of "Cool Places to Work" in Michigan in a first-of-its-kind competition jointly held by Crain's Detroit Business and the Grand Rapids Business Journal. Along with being named on the list of "Cool Places to Work" in Michigan, the firm also was named in the 2005 "Great Places to Work" competition held by Interior & Sources, a national industry trade publication. In addition to leading the firm's design team, Bob directs the company's business development initiatives including leading the sales and marketing efforts.

Bob had done many things in his architectural career – teaching at University of Michigan (where he was Maureen's instructor), working at Albert Kahn Associates, studying in Europe. In 1996, Kraemer Design Group moved up from the Kraemer basement to Detroit and grew from there. As a "go-to-guy" in the City for renovation work and outside the box thinking for everything from tenant improvements to loft/retail projects and consulting services, Bob has become an expert in the field for both developers and clients alike. His award-winning design style has been at the leading edge in the architectural community in Detroit and continues to surprise and delight clients every day.

In 2000, Bob, along with his partner Maureen Kraemer, formed Intramode, LLC, a hospitality and contract procurement firm. As an offshoot of Kraemer Design Group, Bob maintains the strong working relationship between the two firms to offer greater value to shared clients.



CONTACT INFORMATION

bob@thekraemeredge.com
p 313 965 3399 x210

REGISTRATIONS | MEMBERSHIPS

Registered Architect, State of Michigan #1301057260
Texas #20400
Georgia#RA012675
Missouri #2009027286
New Jersey #21A101917400
Louisiana #7473
Florida #AR95868
Alabama #7226

National Council of Architectural Registration Boards (NCARB)

State of Michigan - 36CFRPart 61 Qualified Historic Architects and Technical Preservation Consultant

PROFESSIONAL EXPERIENCE

Kraemer Design Group, PLC
Principal
1996 - Present
Detroit MI

Intramode LLC
Principal
2000 - Present
Detroit MI

Design Studio Adjust Professor
University of Detroit Mercy
Detroit MI

Albert Kahn Associates, Inc.
Principal Designer | Architect
1991 – 1996
Detroit MI

The Albert Kahn COLLABORATIVE Inc.
Principal Designer | Architect
1994 – 1996
Detroit MI

EDUCATION

Master of Architecture 1992
University of Michigan
Ann Arbor MI

Bachelor of Science 1990
University of Michigan
Ann Arbor MI

EXPERIENCE

Southfield MI | First Mercury Financial Corporation

Detroit MI | The David Whitney

Detroit MI | The Devon

Detroit MI | The Auburn

Flint MI | The Durant Adaptive Reuse

Detroit MI | Market Lofts

Detroit MI | Eastern Market Shed 4

Novi MI | The Baronette Renaissance Hotel

Atlanta GA | Atlanta Perimeter, Inc. Holiday Inn

Atlanta GA | Atlanta Airport, Inc. Holiday Inn

Livonia MI | Shaw Electric Renovation

Tallahassee FL | Tallahassee Sheraton Conversion

Walker MI | Holiday Inn Express & Suites

Roseville MI | Holiday Inn Express

Detroit MI | Detroit Athletic Club Renovation

Traverse City MI | Grand Traverse Resort and Spa Renovation

Detroit MI | Fuse Communication Space Planning

Detroit MI | The Griswold ~ Capitol Park Condominiums

Detroit MI | The Watermark Detroit Condominiums



PROJECT ARCHITECT & ARCHITECTURAL HISTORIAN | LILLIAN CANDELA

Lillian discovered her interest in historic architecture during her undergraduate degree in Architecture at the University of Michigan in Ann Arbor. To further integrate her interest in preservation and architecture, she pursued a dual master's in Architecture and Historic Preservation from the University of Pennsylvania. While in graduate school, Lillian acted as the Student Council President for PennDesign, was a graduate teaching assistant for multiple courses in both the Architecture and Historic Preservation departments and interned at multiple firms specializing in preservation architecture – including KDG in the summer of 2018.

As a Michigan native, Lillian is excited to contribute to the revitalization of Detroit. Lillian looks forward to applying her cross-disciplinary skillset to the projects at KDG as both an Architect and as an Architectural Historian. She is a registered architect and is looking forward to being involved in preserving Detroit's history.



CONTACT INFORMATION

lillian.candela@thekraemeredge.com
p 313 965 3399 x220

PROJECT EXPERIENCE

- Detroit MI | Project Architect | **Eddystone Hotel**
- Detroit MI | Project Architect + Historian | **Cass Henry Historic District**
- Detroit MI | Project Architect + Historian | **Ossian Sweet House**
- Detroit MI | Architectural Historian | **640 Temple**
- Detroit MI | Project Architect + Historian | **Park Avenue Building**
- Toledo OH | Architectural Designer | **Fort Industry Square**
- Detroit MI | Architectural Intern | **Detroit Free Press Building**
- Flint MI | Architectural Intern | **352 S. Saginaw Hotel**
- New York NY | Architectural Intern | **St Luke in the Fields**
- Paterson NJ | Architectural Intern | **The Art Factory**
- Rye NY | Architectural Intern | **Bird Homestead**
- East Lansing MI | Architectural Intern | **The Rocks at MSU Apartments**

REGISTRATIONS | MEMBERSHIPS

- Registered Architect, State of Michigan #1301071220
- State of Michigan - 36CFRPart 61 Qualified Architectural Historian & Historic Architect
- National Council of Architectural Registration Boards (NCARB)

PROFESSIONAL EXPERIENCE

Kraemer Design Group, LLC
Project Architect & Architectural Historian, June 2019 - Present
Detroit MI

Kraemer Design Group, LLC
Architectural Intern, May 2018 – August 2018
Detroit MI

WSA Modern Ruins
Architectural Intern, May 2017 – August 2017
Irvington NY

Aphrodisias Archaeological Site
Field Architect, June 2016 – August 2016
Aphrodisias, Aydin Province, Turkey

Bergmann Associates
Architectural Intern, May 2015 – August 2015
Architectural Intern, May 2014 – August 2014
Lansing MI

EDUCATION

Master of Architecture, 2019
Master of Science in Historic Preservation, 2019
University of Pennsylvania
Philadelphia PA

Bachelor of Science in Architecture, 2015
University of Michigan
Ann Arbor MI

PRESENTATIONS | AWARDS | HONORS

Michigan Historic Preservation Network Annual Conference, 2020
"Tactical Preservation: An Innovative Preservation Tool for the Frontlines"
Held Virtually

PennDesign Samuel K Schneidman Fellowship, 2017
University of Pennsylvania
Philadelphia PA

PennDesign Warren Powers Laird Award, 2016
University of Pennsylvania
Philadelphia PA

ArchDaily Best Student Design-Build Projects Worldwide, 2016
'OverCast' Pavilion, University of Pennsylvania
Philadelphia PA

PUBLICATIONS

Hacking Suburbia: An Architect's Reconsideration of the Home
Master's Thesis, University of Pennsylvania, 2019

Pressing Matters 7 & 8
Graduate Studio Work featured, University of Pennsylvania, 2017 and 2018



SENIOR PROJECT ARCHITECT | SARAH M. RABE

Sarah joined Kraemer Design Group in the spring of 2011, directly after completing her Master of Architecture degree at the Taubman College of Architecture and Urban Planning at the University of Michigan, and after years in research, archaeology, architectural design and project management. She graduated with a Bachelor of Science in Architecture at the University of Michigan in 2006, and spent time abroad as a field architect in a remote archaeology dig in Israel, recording thousand-year-old remnants of structures and exploring her appreciation of historic architecture. After several years in Nevada working on multifamily housing as a designer and project manager, she returned to her home state of Michigan and joined in the completion of the exhibit wing of the Kelsey Museum of Archaeology at the University of Michigan in Ann Arbor before beginning her graduate studies.



Sarah is a registered Architect in Michigan, has her NCARB certificate, and is a 36CFR Part 61 Qualified Historic Architect and Technical Preservation Consultant. She has been the project lead on several award winning historic adaptive re-use projects both in Detroit and neighboring regions and has extensive experience consulting on dozens of historic buildings. Her detail-oriented focus and enthusiasm in adaptive reuse and sustainable design as part of the revitalization of Detroit makes her excited to be part of Kraemer Design Group.

CONTACT INFORMATION

Sarah.Rabe@thekraemeredge.com
p 313 965 3399 x219

REGISTRATIONS | MEMBERSHIPS

Registered Architect
State of Michigan - #1301067147

National Council of Architectural Registration
Boards (NCARB)

State of Michigan - 36CFR Part 61 Qualified Historic
Architect and Technical Preservation Consultant

Construction Specifications Institute (CSI)
Great Lakes Region, Metropolitan Detroit Chapter

PROFESSIONAL EXPERIENCE

Kraemer Design Group, LLC
Senior Project Architect | 2019 - Present
Project Architect | 2018 - 2019
Architectural Designer | 2011 - 2018
Detroit MI

Kelsey Museum of Archaeology
Conservation Lab & Installation Assistant
2009 – 2010
Ann Arbor MI

Perlman Design Group
Architectural Designer III/Project Manager
2006 – 2008
Henderson NV

Kelsey Museum of Archaeology
Field Architect
2006
Ramot Naftali, Israel

TMP Associates
Architectural Intern
2005
Bloomfield Hills MI

DEM Architects & Associates
Intern
2002
Gaylord MI

EDUCATION

Master of Architecture 2011
Bachelor of Science in Architecture 2006
University of Michigan
Ann Arbor MI

PROJECT EXPERIENCE

- Detroit MI | Specifications | **The Eddystone**
- Detroit MI | Historic Consultant, Code Consultant | **Book Tower & Building**
- Detroit MI | Historic Consultant, Project Manager | **Leland House**
- Detroit MI | Historic Consultant | **Olympia Development Michigan – Detroit Life Building**
- Detroit MI | Project Lead | **Olympia Development Michigan – 66 Columbia St**
- Detroit MI | Historic Consultant | **Bedrock Real Estate - One Woodward**
- Toledo OH | Project Lead, Historic Consultant | **Berdan Building**
- Detroit MI | Historic Consultant | **Bedrock Real Estate - 611 Woodward**
- Detroit MI | Historic Consultant | **Bedrock Real Estate – 1274 Library**
- Detroit MI | Project Lead, Historic Consultant | **The Elliott**
- Southfield MI | Façade Remodel | **Shaw Electric**
- Detroit MI | Historic Consultant | **Detroit News Building**
- Detroit MI | Historic Consultant | **620/630 Woodward**
- Detroit MI | Historic Consultant | **The Vinton**
- South Bend IN | Architectural Designer | **The Tower at Washington**
- Detroit MI | Historic Consultant | **Bedrock Real Estate - 1505 Woodward**
- Detroit MI | Historic Consultant | **Princeton Enterprises – The Ashley**
- Detroit MI | Project Lead, Historic Consultant | **David Whitney Building**
- Lansing MI | Architectural Designer | **230 N. Washington TI**
- Detroit MI | Existing Condition Survey, BOMA Calculations | **Cary Building**
- Detroit MI | Historic Consultant | **Alden Park Manor**
- Milan MI | Historic Consultant, Architectural Designer | **East Main Redevelopment**
- Mt. Pleasant MI | Historic Consultant, Conceptual Design | **The Broadway**
- Detroit MI | Architectural Designer | **Eastern Market – Shed 5**
- Detroit MI | Historic Consultant, Existing Condition Survey | **1145 Griswold**
- Detroit MI | Historic Consultant, Existing Condition Survey | **1212 Griswold**
- Detroit MI | Historic Consultant, Existing Condition Survey | **The Farwell**
- Detroit MI | Historic Consultant | **Bedrock Real Estate - 1500 Woodward**
- Detroit MI | Historic Consultant, Designer | **Bedrock Real Estate - 1520 Woodward**
- Detroit MI | Historic Consultant, Designer | **Bedrock Real Estate – 1528 Woodward**
- Detroit MI | Historic Consultant | **1413 Woodward**



JUNIOR INTERIOR DESIGNER | MORGAN MCCOY

Morgan moved from Kalamazoo to Detroit to follow her passions of historic restoration and interior design at Kraemer Design Group. Throughout her education and experience in facilities management on Western Michigan University's campus, she grew interest in historic buildings and architecture. She also studied abroad in Greece to learn more about the history and principals of architecture. Morgan has participated in many organizations related to design including IIDA and other campus affiliated groups. She joined Kraemer Design Group after gaining professional experience at a commercial design firm shortly after obtaining her Bachelor of Science in Interior Design at Western Michigan University.

Morgan has always preferred the old over the new. She strives to learn new ways of creating environments while also keeping in mind the principals of the past. Her passions have led her to pursue a career in Detroit, MI as her aspirations are to be a part of the revitalization of the city through adaptive reuse and creating impactful environments in design.



CONTACT INFORMATION

morgan.mccoy@thekraemeredge.com
p 313 965 3399 x234

PROFESSIONAL EXPERIENCE

Kraemer Design Group
Junior Interior Designer, February 2020 –
Detroit, MI

SKP Design
Interior Designer, May 2019 – February 2020
Kalamazoo, MI

SKP Design
Interior Design Assistant / Library Coordinator,
January 2019 – May 2019
Kalamazoo, MI

Western Michigan University – Architecture &
Design Division
Interior Design Intern, September 2017 – February
2018
Kalamazoo, MI

Western Michigan University – Facilities
Management
Annual Building Audit Intern, June 2017 –
September 2018
Kalamazoo, MI

EDUCATION

Bachelor of Science in Interior Design, 2019
Western Michigan University
Kalamazoo, MI

PROJECT EXPERIENCE

Cleveland, OH | Junior Interior Designer | **Hotel Indigo**
Ann Arbor, MI | Junior Interior Designer | **Parkland Plaza**
Detroit, MI | Junior Interior Designer | **1331 Holden Street**
Detroit, MI | Junior Interior Designer | **Hotel Park Avenue**
Detroit, MI | Junior Interior Designer | **Midtown Square**
Windsor, ON | Junior Interior Designer | **Walkerville**

AWARDS | HONORS

Magna Cum Laude Honors
Western Michigan University
Kalamazoo, MI



Shear Structural is Atlanta's only 100% women-owned and women-managed structural engineering firm.

Founded in 2017, Shear Structural is solely focused on providing dedicated structural engineering services to architects, contractors, institutions, developers, and communities throughout the Southeast.

Our diverse team offers new perspectives on solving complex and challenging problems in creative ways. We pride ourselves on our high level of energy and passion for how we directly impact the built environment and influence resilient communities. Technology is at the crux of our design approach, helping us increase efficiency, improve coordination, and reduce waste.

LICENSURE

- Alabama
- Arkansas
- Florida
- Georgia
- Louisiana
- Maryland
- North Carolina
- South Carolina
- Tennessee
- Texas
- Virginia

CERTIFICATIONS

- Certified Female Business Enterprise (FBE), Fulton County
- Certified Female Business Enterprise (FBE), City of Atlanta (#2017-22-146)
- Certified Small Business Enterprise (SBE), City of Atlanta (#2017-22-201)
- Certified SLBE & W/MBE, Clayton County (1908-2296)
- Women Business Enterprise (WBE), WBENC (1801540)
- Women-Owned Small Business (WOSB), SBA

TECHNOLOGIES



ADOBE SUITE



AUTOCAD



BLUE BEAM



ENERCALC



RAM SUITE



REVIT



RISA

AWARDS & AFFILIATIONS



MARKET SECTORS

ADAPTIVE REUSE

CORRECTIONAL

CORPORATE

FAITH-BASED

HEALTHCARE

INDUSTRIAL

K-12 EDUCATION

MIXED USE

HIGHER EDUCATION

HOSPITALITY

MULTI-FAMILY

MUNICIPAL

PARKS & REC

RETAIL

SHEAR STRUCTURAL

3411 Pierce Drive

Suite 100

Chamblee, GA 30341

(678) 664-8051

info@shearstructural.com

COMMERCIAL/MIXED USE



950 WEST MARIETTA STREET ADAPTIVE REUSE

Atlanta, GA

The primary focus of this 275,000gsf adaptive-reuse project is to convert a 1940s warehouse into creative office space and retail space. With new construction elements creating a multi-level mix of new and old construction, the project will interweave a contemporary aesthetic and functionality with the large open spaces while providing skyline views of the city in a fast-growing and transforming area.



RADIO.1611 - 1116 ELLSWORTH INDUSTRIAL ADAPTIVE REUSE

Atlanta, GA

This redevelopment project seeks to transform an existing warehouse, at 1611 Ellsworth Industrial Blvd into a center with 180,000 square feet of “retail-tainment” and office space. Design features include an electric bright-yellow metal building façade, open-air corridors, open and covered outdoor amenity spaces dedicated for the office users, a central commons with bamboo gardens and art installations, and a staircase which leads to an elevated terrace and treetop canopy walkway.



SUMMERHILL MIXED USE

Atlanta, GA

This new construction, mixed use development in the Summerhill neighborhood in Atlanta features a 47,800 gsf single-story grocery store, a 11,600 gsf single-story retail building, and a 25,400 gsf double-story building with retail on ground floor, and office on second-story. The complex also features a 285 detached, parking deck with two levels (lower and upper level). This development is part of the master development by Carter to revitalize the area around the GSU stadium.



THE GOAT FARM HOTEL, OFFICE & EVENT SPACE

Atlanta, GA

This project aims to transform the existing historic heavy timber & masonry Mill Building to a 125 key boutique hotel, along with the addition of a new office and event space. Incorporating existing structures with new construction, the five-story, 60,000gsf office building will feature remnant walls of the historic structure. The existing 6,500gsf event space requires remediation and restoration for future use.



400 BISHOP STREET

Atlanta, GA

This new, six-story, \$50 million mixed-use development features ground-level retail and a green-covered rooftop. The development will create 600 full-time jobs and feature 120,000 square feet of office space above 10,000 square feet of retail. The Bishop Street commercial complex is slated to link to Atlantic Station by way of a pedestrian bridge.

..... MULTI-FAMILY / MIXED USE



THRIVE SWEET AUBURN

Atlanta, GA

Thrive Sweet Auburn will be a new construction, four-story, 117-unit, transit-oriented development with housing affordable to incomes between 30-80% of the area median income. Located just east downtown, the development will include a community room, wellness center, exterior gathering area, community garden and podium parking deck. The total development costs for the 85,000gsf mid-rise podium over parking deck is approximately \$21.2 million.



MCAULEY PARK - MERCY CARE MIXED USE

Atlanta, GA

The first phase of McAuley Park will include a 180-unit multifamily development and 367-space parking deck that will serve both the multifamily and the Mercy Care medical clinic. Once complete, the \$50 million master development will include a renovated and expanded Mercy Care clinic and office, 100 units of affordable senior housing, 180 units of mixed-income housing and a 367-space parking deck to accommodate both the medical building and housing.



CUMMING CITY CENTER

Cumming, GA

This new 60-acre, \$15.8 million dollar City Center development for the City of Cumming will feature shops, restaurants, offices, theater and festival space over 15 buildings and a 5-level 580 space parking deck. Design also includes greenspace, an amphitheater and public park with an environmentally restored stream. Significant site topography naturally delineates distinct districts of the site.



KROG REDEVELOPMENT COMPLEX

Atlanta, GA

This multi-phase, multi-site development sits next to Krog Street Market (KSM) and adjacent to the Atlanta Beltline. The redevelopment includes a new 43,000 gsf office & retail building on the Beltline, a four-story, 33,000gsf adaptive reuse office & retail building adjacent to KSM with a 196 space parking deck, and the renovation/augmentation of the Stoveworks Complex including facade enhancements, storefront systems, and a connecting breezeway to the Beltline.



THE ROYCROFT

Atlanta, GA

This \$13.5 million Virginia-Highland project features 42 units across one-, two-, and three-bedroom condos, with top floor penthouses and rooftop terraces. The 74,000 gsf development features seven stories, including five levels of residential podium structure over two levels of parking.



HOLLY JEFFREYS has over 20 years of experience in structural engineering. Her expertise lies in structural design, preparation of structural specifications, and construction administration for public and government buildings, higher education facilities, office buildings, recreation facilities, and commercial buildings. Holly has experience working with all types of structural systems including concrete, steel, wood, and masonry and is proficient in AutoCAD, Revit (BIM), and RAM software.

LICENSES + CERTIFICATIONS

- Licensed Florida Professional Engineer #82758
- Licensed Georgia Professional Engineer #026260
- Licensed Georgia Structural Engineer #SE000174
- Licensed Tennessee Professional Engineer #119718
- Louisiana Professional Engineer #42033
- Virginia Professional Engineer #0402058283

EDUCATION

- Georgia Institute of Technology
Bachelor of Civil Engineering

AFFILIATIONS + ORGANIZATIONS

- American Institute of Steel Construction (AISC), Member
- American Concrete Institute, Member
- Structural Engineers Association of Georgia, Member
- American Council of Engineering Companies (ACEC), Member
- CANSTRUCTION - Atlanta, Volunteer Judge
- City of Chamblee - Architectural Review Board Member
- Named one of "50 Women in the Know" by Engineering Georgia Magazine, 2020

HIGHLIGHTED EXPERIENCE

950 WEST MARIETTA ADAPTIVE REUSE - OFFICE & RETAIL - 250,000GSF
Atlanta, GA
Structural Engineer

AV HOLLOWELL HOUSING - 100,000 GSF, 6 STORIES
Atlanta, GA
Structural Engineer

ALOFT SUMMERHILL HOTEL + MIXED USE RETAIL - 7 STORIES, 95,000GSF
Atlanta, GA
Structural Engineer

GENERAL TIME ADAPTIVE REUSE - 400,000GSF
Athens, GA
Structural Engineer

PERSHING POINT - OFFICE INTERIOR RENOVATION + LOBBY ADDITION
Atlanta, GA
Structural Engineer

1611 ELLSWORTH INDUSTRIAL APAPTIVE REUSE - 200,000GSF
Atlanta, GA
Structural Engineer

BACCHANALIA WESTSIDE - NEW RESTAURANT AND MARKET
Atlanta, GA
Structural Engineer

SUMMERHILL MIXED USE, GROCERY, OFFICE & RETAIL - 85,000GSF
Atlanta, GA
Structural QA/QC

THRIVE SWEET AUBURN MULTI-FAMILY - 100,000GSF
Atlanta, GA
Structural Engineer

PLACES SERVICES, INC - CORPORATE HEADQUARTERS - 3 STORIES, 60,000GSF
Cherokee County, GA
Structural Engineer

EMORY WOODS 60 UNIT TOWN HOME COMPLEX
Decatur, GA
Structural Engineer

PONCE CITY MARKET - VARIOUS TENANT IMPROVEMENTS & ROOFTOP DECK
Atlanta, GA
Structural Engineer

AVB APPLY VALLEY BROOKHAVEN LOFT OFFICE 70,000GSF
Brookhaven, GA
Structural Engineer

SHEAR STRUCTURAL

3411 Pierce Drive, Suite 100
Chamblee, GA 30341
(678) 664-8051 (o)
shearstructural.com



KAREN JENKINS has over 30 years of experience in structural engineering and design. Her background in both architecture and structural engineering gives her a unique perspective for solving problems and understanding client needs. Karen's unique project experience includes a wide variety of adaptive reuse and restoration projects, design of corporate headquarters, laboratory facilities, municipal complexes, and education buildings for both k-12 and higher education projects.

LICENSES + CERTIFICATIONS

- Licensed Alabama Professional Engineer #33851-E
- Licensed Georgia Professional Architect #9012
- Licensed Georgia Professional Engineer #26699
- Licensed Georgia Structural Engineer #SE000175
- Licensed Maryland Professional Engineer #43241
- Licensed North Carolina Professional Engineer #042305
- Licensed South Carolina Professional Engineer #30978
- Licensed Texas Professional Engineer #113573
- LEED Accredited Professional (LEED AP)

EDUCATION

- Georgia Institute of Technology
Master of Science - Engineering
Master of Architecture
- University of Florida
Bachelor of Design

AFFILIATIONS + ORGANIZATIONS

- American Institute of Architects
2011-17 Board of Directors
2015-21 Executive Board
2021 Past President
- American Council of Engineering Companies (ACEC),
Georgia Structural Forum Member
- American Institute of Steel Construction (AISC), Member
- Structural Engineering Association of Georgia, Member
- GAPP: Leadership in Educational Facilities, Member
- Georgia Tech College of Civil Engineering
2020 - 2023 Board of External Advisors
- Named One of "100 Influential Women To Know" by
Engineering Georgia Magazine, 2018, 2019, and 2020

HIGHLIGHTED EXPERIENCE

400 BISHOP STREET - 130,000GSF
MIXED USE WITH PARKING DECK
Atlanta, GA
Structural Engineer

CUMMING CITY CENTER - 60
ACRES, 9 BUILDINGS MIXED-USE
DEVELOPMENT
Cumming, GA
Structural Engineer

CRABAPPLE MARKET EXPANSION
- 12 BUILDINGS + PARKING DECK
55,000 GSF
Milton, GA
Structural Engineer

MODERA - THE GULTCH
400,000GSF MIXED-USE
Nashville, TN
Structural Peer Reviewer

THE ROYCROFT (675 DREWERY
STREET) - 74,000GSF MULTI-FAMILY
ABOVE PODIUM PARKING DECK
Atlanta, GA
Structural Engineer

THRIVE SWEET AUBURN MULTI-
FAMILY - 100,000GSF
Atlanta, GA
Structural Engineer

MERCY CARE & MERCY HOUSING
397,000GSF MULTI-FAMILY
RESIDENTIAL, OFFICE, HEALTHCARE
Atlanta, GA
Structural Engineer

1061 MEMORIAL - DOMOS COLIVING
90,000GSF MULTI-FAMILY WITH
INDEPENDENT PARKING DECK
Atlanta, GA
Structural Engineer

SUMMERHILL MIXED USE, GROCERY,
OFFICE & RETAIL - 85,000GSF
Atlanta, GA
Structural Engineer

KROG STREET MARKET
REDEVELOPMENT - GRAVEL LOT
Atlanta, GA
Structural Engineer

KROG STREET MARKET
REDEVELOPMENT - BUTLER STREET
Atlanta, GA
Structural Engineer

SHEAR STRUCTURAL
3411 Pierce Drive, Suite 100
Chamblee, GA 30341
(678) 664-8051 (o)
shearstructural.com



David Whitney Building

Relevant Historic Experience





David Stott Building

Historic Experience

"No two historic projects are alike. Historic preservation demands informed vision, innovative design, and meticulous process."

KDG's approach to historic projects is to uncover and enhance the unique story of each property. Our full-time team of historians conduct in-depth research on the history of the building so we can better understand its significant historic character and fully embrace its unique history. No two historic projects are alike. Historic preservation demands informed vision, innovative design, and meticulous process. While we offer **comprehensive** services, including architectural and interior design services, because of KDG's renowned expertise in the historic market, we have also worked with project architects as historic consultants to ensure their design meets the standards set by the National Park Service (NPS). As the architects on a historic project, our services include programming, space planning, schematic design, design development, construction documents, and full construction administration. This allows us to see a project through from beginning to end, ensuring the complete vision is delivered at the conclusion of the project.

Once that vision is set, the design process begins on the rehabilitation work. This includes surveying the building, creating measured drawings, describing the remaining pieces of historic character that should be maintained, and detailing our plan for the future of the building. In every example of our historic rehabilitation projects, KDG works closely with representatives from the historic regulatory bodies, including the State Historic Preservation Office (SHPO), National Park Service, and Historic District Commission to determine the best possible



design solutions that preserve the property's significant **historic character** while allowing our clients' needs to be met. In particular, our long-time and productive working relationship with SHPO allows for a smooth approval process throughout design, and critically, when questions arise during construction. All of this work is in preparation for the ultimate goal of every project, a successful completion!

Our team is highly skilled and trained in all aspects of historic work, including preparing and presenting at design review boards, historic district commission meetings, variance appeal requests related to alterations to historic buildings, historic tax credit applications, façade improvements, wall maintenance reports, design proposals, and full scale renovations. KDG currently has ten staff members (roughly one-third of our entire staff) listed as State of Michigan 36

CFR Part 61 **Certified Historic Architects and Technical Preservation Consultants**. KDG's staff also has a team of Architectural Historians, whose specialties include archival and literature research, Section 106 Review recordation and reports, Historic Preservation Certification Applications, National Register nominations, and local historic district nominations. In addition, one of our Principals, Brian Rebaun, served as chair of the MI State Historic Preservation Review Board from 2016-2020.





David Whitney Building



1215 Griswold



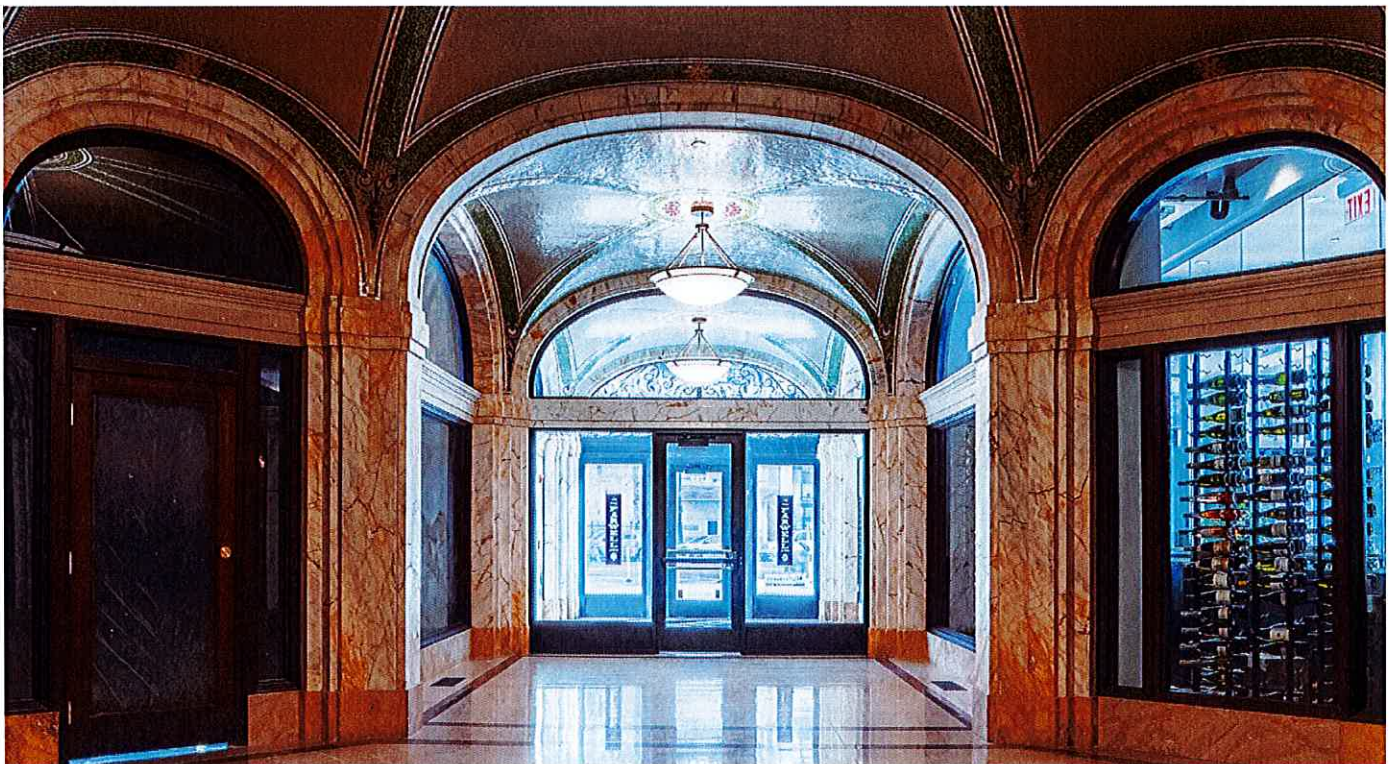
1413 Woodward



Shinola Hotel



The Farwell Building, Before



The Farwell Building, After





Vinton Building

KDG's staff has been proactive in the development and application of the Michigan Rehabilitation Code for Existing Buildings. At its onset, KDG attended the City of Detroit's rollout of the Michigan Rehabilitation Code and was the **first firm in the city** to successfully apply for a building permit utilizing the Code. Many historic buildings are unable to comply with current code requirements for the health, safety, and welfare of its occupants. Modifications would be cost prohibitive and would prevent the rehabilitation of older buildings. The Rehab Code provides for a more realistic approach to building rehabilitation by allowing less stringent requirements for those categories that are not economically feasible and allowing additional points for safety measures that prove more affordable.

Our team tackles every commercial project with a passion for **Outovation**, resulting in numerous awards from Michigan Historic Preservation Network (MHPN), the Governor's award for historic preservation, Commercial Real Estate Women (CREW), Construction Association of Michigan (CAM), and the Ohio Historic Preservation Office (OHPO). By engaging KDG as a partner on your historic project, you can be assured that the best possible solution for the programmatic need at hand is applied with style and precision.

Please find in the following pages detailed information about projects of relevance. KDG can furnish additional information and/or tours of the projects upon your request.



BIRCH LODGE TROUT LAKE

PROJECT SIZE: 10,000 SF | LOCATED: Trout Lake, MI | COMPLETED: 2019



Located in Trout Lake in Michigan's Upper Peninsula Birch Lodge was constructed in 1911 on the northern shore of Trout Lake. Originally called the "Birch Lodge Hospital and Summer Resort Sanitarium," Birch Lodge is one of the last remaining health sanitariums in the state. At approximately 10,000 square feet the Lodge has a large main entry room, dining room, and a fanciful birch bark-clad bar—called, appropriately, The Birch Bar—on the first floor. When the current owners took possession of the property in 2018, the interior and exterior were only partially rehabilitated and thus they embarked on a large scale renovation project. The exterior was finished while major work items on the interior included mechanical, electrical, and plumbing upgrades, repairs to the basement foundation walls, plaster repairs, and refinishing the hardwood floors throughout the building. New, historically appropriate light fixtures were added throughout the building to complement the historic character while updating the overall aesthetic. All of the whimsy and kitsch of the Birch Bar was retained while the birch bark wainscot and canopy were carefully patched and repaired with replacement bark found on the property. The hotel rooms themselves were rehabilitated and the Lodge now features twelve ensuite rooms in total with a mix of queen, double queen, and king suite rooms. All the rooms had the original hardwood floors refinished, plaster patched and repaired, new paint, new furnishings, and new bathrooms were designed for each suite. All the finishes were designed to be complementary to the historic character of the building.

SERVICES

- Architectural Services
- Programming
- Space Planning
- Project Coordination
- Existing Facility Survey
- Interior Design
- Historic Consulting
- FF&E Specification
- Contract Administration
- Structural Services
- FF&E Procurement
- FF&E Installation
- Graphic Design
- Branding
- Master Planning
- Conceptual Design
- Code Consulting
- Cost Estimating

CLIENT REFERENCE

Robert Kraemer
1420 Broadway St
Detroit, MI 48226
(313) 965-3399

AWARDS

2020 Michigan Historic Preservation
Network: Building Award



OSSIAN SWEET HOUSE

LOCATED: Detroit, MI | TO BE COMPLETED: 2021

HC

Kraemer Design Group is currently conducting a Historic Structures Report and finishing an update to the National Register Nomination for the historic Ossian Sweet House located in Detroit, Michigan. This project was partially funded by the National Park Service's African American Civil Rights Grant and is being administered by the City of Detroit. KDG staff conducted a comprehensive survey of the house and, based upon the results of this survey, is nearing completion on the Historic Structures Report which describes the historic features, provides architectural drawings and work specifications, and outlines a recommended treatment plan for the maintenance and restoration of the house. Further, KDG staff conducted archival research and is currently in the process of updating the existing National Register Nomination to better reflect the site's national significance in the history of civil rights.

SERVICES

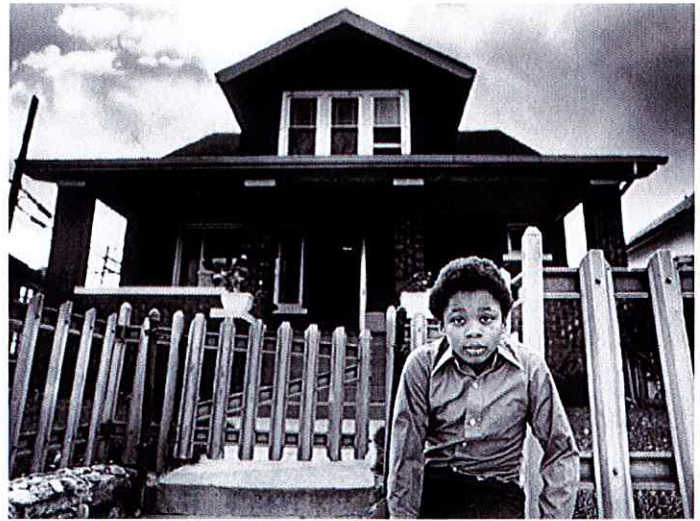
National Register Nomination
Historic Consulting
Historic Structures Report

TEAM MEMBERS

Lillian Candela
Cassandra Talley
Brian Rebain

CLIENT REFERENCE

Jason Friedmann
City of Detroit
Housing & Revitalization
Department
2 Woodward Avenue, Suite 908
Detroit, MI 48226
(313) 205-6707



DAVIS & KUHNKE, PC

PROJECT SIZE: 1,800 SF | LOCATED: Ann Arbor, MI | COMPLETED: 1999



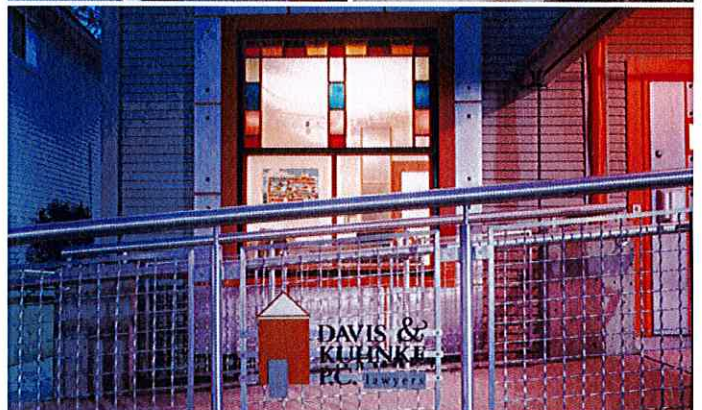
This project was a progressive 1,800 sf adaptive reuse of an existing 120 year old house into a high profile attorney's office in the historic downtown business district of the City of Ann Arbor. It entailed the addition of ramps, stairs, and canopies on the building exterior in order to render the space fully accessible. These modern interventions recall the forms and materiality of traditional farmhouse vernacular while making a bold statement. The interior of the building was completely redesigned with extensive custom millwork and furnishings, unique finishes, and spectacular lighting to provide an exciting and comfortable work environment.

SERVICES

- Programming
- Schematic Design
- Design Development
- Construction Documentation
- Bidding/Negotiation Services
- FF&E Specification
- FF&E Procurement
- FF&E Installation
- Contract Administration

CLIENT REFERENCE

Carol Kuhnke
Davis & Kuhnke, P.C.
405 North Main Street
Ann Arbor, MI 48104



Staff Availability to Perform Work



Firm Workload			
Project Name	Design Completion Date	Construction Completion Date	Current Project Phase
110 Sproat	Oct-19	Aug-21	CA
1331 Holden	Aug 1 2020	Dec 1 2021	CA
Edison Historic Survey	N/A	N/A	N/A
Ossian Sweet	Jun-1 2021	21-Dec	CA
Central City Health	May-21	Jan-22	CD
411 Piquette	Aug-21	Nov-22	SD
110 Sproat Restaurant	May-21	Dec-21	DD
Charleston Sports Complex			
2NB Saginaw	TBD	TBD	
93 Seward	March 1 2021	Dec 1 2021	CA
Fort Industry Square	Aug 1 2019	12/1/2022	CA

Staff Workload				
Team Member	Project	Design Completion Date	Construction Completion Date	Current Project Phase
Lillian Candela	Edison Historic Survey	N/A	N/A	N/A
Lillian Candela	Ossian Sweet	jun-1-2021	12/21/2021	CA
Lillian Candela	110 Sproat	10/1/2019	8/1/2021	CA
Morgan McCoy	1331 Holden	Aug 1 2020	Dec 1 2021	CA

Team Availability / Flexibility to Commence

KDG and it’s consultants are willing and able to commence work within 30 days of notice to proceed. Should the project timeline change, we are flexible and can accommodate any schedule changes.



Firm Workload			
Project Name	Design Completion Date	Construction Completion Date	Current Project Phase
Grace Baptist Campus	August 2021	January 2023	Construction
AV Hollowell Senior Housing	HOLD	TBD	Design Development
City of Fayetteville Historic Home Restoration	TBD	TBD	Structural Assessment
UWG Humanities Building	October 2021	January 2023	Design Development
360 Atlanta	July 2022	December 2023	Schematic Design
Historic Front Porch	November 2021	March 2023	Design Development
Georgia Tech Ramblin Wreck Garage	October 2021	January 2022	Construction Documents
Diamond College Park	September 2021	September 2022	Construction Documents
Cumming City Center	January 2021	November 2021	Construction
East Valley High School	November 2021	July 2023	Construction Documents

Team Availability / Flexibility to Commence

SHEAR and it’s consultants are willing and able to commence work within 30 days of notice to proceed. Should the project timeline change, we are flexible and can accommodate any schedule changes.



Fee Schedule



KraemerDesignGroup

General Conditions:

Hourly Rate Schedule and compensation for Additional Services: For additional services and hourly services, compensation shall be computed following the preparation of an Additional Services Request (ASR). Compensation shall be computed at the following rates:

Kraemer Design Group, LLC	
Principal-in-charge	\$180/hour
Director	\$155/hour
Senior Project Architect	\$145/hour
Senior Interior Designer	\$145/hour
Specifications Lead	\$145/hour
Senior Architectural Historian	\$145/hour
Senior Project Coordinator	\$135/hour
Team Lead	\$135/hour
Project Architect & Interior Designer	\$125/hour
Project Coordinator	\$115/hour
Architectural Designer & Junior Interior Designer	\$95/hour
Architectural Historian	\$95/hour
Graphic Designer	\$95/hour
Senior Clerical Support	\$90/hour
Intern Architect & Intern Interior Designer	\$65/hour
Clerical Support Staff	\$55/hour

Professional Liability: The liability of the Architect and any of the Architect’s consultants to the Owner, for any actions, damages, claims, demands, judgments, losses, costs, and expenses arising out of or resulting from the negligent acts, errors, or omissions of the Architect or its consultants is limited to KDG’s total fee for the services rendered on the project.

Terms (Definitions): Terms in this Agreement shall have the same meaning as that in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

Termination of Contract: The Owner may terminate this Agreement with seven days prior written notice to KDG for convenience or cause. KDG may terminate this Agreement for cause with seven days prior written notice to the Owner. Failure of the Owner to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until KDG has been paid in full all amounts due for services, expenses and other related charges. In the event of a suspension of services, KDG shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.

In-House Reimbursable Expenses: KDG shall invoice the Owner for in-house reimbursable expenses at the following rates:

- Black and White Plots (24" x 36"): \$1.20 / sheet
- Black and White Plots (30" x 42"): \$1.80 / sheet
- Color Plots (24" x 36"): (bond) \$5.00 / sheet
- Color Plots (24" x 36"): (premium photo paper) \$24.00 / sheet
- Color Plots (30" x 42"): (bond) \$7.00 / sheet
- Color Plots (30" x 42"): (premium photo paper) \$36.00 / sheet
- Color Prints (8 ½" x 11) \$0.40 / page
- Color Prints (11" x 17") \$0.80 / page
- Premium Photo Paper Prints (8 ½ x 11) \$1.00 / page
- Volume Photocopies \$0.10 / page
- Custom Binding \$5.00 / unit





2021 Hourly Rate Schedule

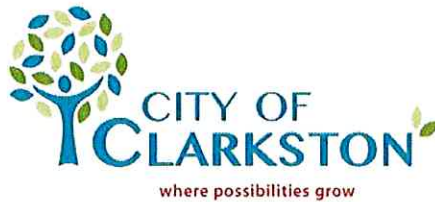
Partner	\$ 170/hour
Senior Project Engineer, P.E.	\$ 145/hour
Project Engineer, P.E.	\$ 130/hour
Engineering Production	\$ 110/hour
CAD Drafting	\$ 95/hour
Administrative	\$ 75/hour





Addendum Response to Questions





Addendum No. 1

Date of Addendum Issuance: July 20th, 2021

Project: RFQ & Proposals – Architectural Design Services for Forty Oaks Nature Preserve Farmhouse

This addendum addresses the age of the Forty Oaks Farmhouse. Based on newspaper articles presented to the City, it appears that the farmhouse was built approximately 1902.

This addendum corrects the statement in the RFQ that identified the age of the farmhouse as the early 1950's.

Refer to the following articles.



CLARKSTON AREA

10 Acres Donated To DeKalb Park

By **BILL MacNABB**

Milam Park, located in the Clarkston area of DeKalb County, was renamed Forty Oaks Park and at the same time doubled in size Thursday through a land donation by a private citizen.

Miss Hazel Sutton turned

10.5 acres on Market Street adjoining the park over to Commission Chairman Clark Harrison under an agreement approved by the commission Dec. 12.

The elderly Miss Sutton, who lives with her 80-year-old brother and 75-year-old sister on the property, donated half the acreage with the county paying \$6,000 an acre for the remainder.

The county agreed that the three residents could live on the property for the remainder of their lives with utilities, taxes, insurance and maintenance paid by the county. In addition, the county agreed to make an estimated \$3,200 in improvements on Miss Sutton's 70-year-old home.

The county's actual cost in purchasing half the land and meeting the agreements has been reduced by a \$27,250 grant from the federal Bureau of Outdoor Recreation (BOR).

The BOR agreed to pay half the total appraised value of the entire tract earlier when the property was appraised at \$54,500. Before the agreement was settled this month, however, the appraisal went up to \$63,000 or \$6,000 an acre.

Another part of Miss Sutton's agreement was that the park would be renamed Forty Oaks, the name of the family's original, larger estate at the location.

Savannah Waste Drop Plan Mulled

By **FREDERICK ALLEN**

The American Cyanamid Co. announced Thursday it is considering two proposals for waste management that would avoid a controversial plan to dump sulfuric acid by-products from its Savannah plant into the ocean.

The company had aroused the opposition of ecology groups earlier this year when it outlined a proposal to use barges to dump some 7.5 million gallons of waste per month 83 miles out of the Atlantic.

The proposal had been suggested by the company as a means of meeting pollution-



“FORTY OAKS POULTRY FARM”

There are few places in Georgia that are naturally better adapted to or make more beautiful places for raising chickens than the “Forty Oaks Farm,” the country home of Ed. L. Sutton, the well-known Atlanta printer. A representative of *The Georgian* visited this place and found it ideal for a home for chickens, as well as the home of an enthusiastic and intelligent chicken craze and member of the Georgia Poultry association.

“Forty Oaks Farm” is at Clarkston, on the Georgia road, eleven miles from Atlanta, in the very heart of DeKalb county. Convenient to Atlanta, the best market for poultry in the South, Clarkston is another place that may well be considered by the man seeking a place to locate a poultry plant. There are already several “chicken farms” in and near Clarkston, all of them in a healthy and active condition. The Morris Farm, the Jolly Farm, the farm of Mrs. Alderman, Mr. Lankford, Dr. Holbeck, Dr. Henry and several others, are engaged in breeding thoroughbred stock of the very best sorts, and there is scarcely a yard of farm anywhere near Clarkston that has not felt the influence, and now shows specimens of the thoroughbred form.

“Forty Oaks Farm” is one of the largest and one of the most attractive. The proprietor, Ed. L. Sutton, has a “chicken crank” practically all his life. When not more than twenty years old, an aunt gave him the first pair of white-face black Spanish chickens ever seen in that part of Walker county. When that hen laid her first big white egg, it could have been hard to say which cackled the most, the hen or her owner. Certain it is that the hen got over the fever first, for the hen has been a chicken crank ever since, and for nearly 40 years Mr. Sutton has been a breeder and buyer of thoroughbred fowls. During this time he has had some experience with almost all the standard breeds, but his last and best love are the Leghorns and the Orpingtons.

Almost the first glimpse one catches of this plant is the preponderating color of the numerous White Leghorns. There is a very nice stock of breeding hens and yearling pullets. To build up the strain, the proprietor has bought the best that he could find in the country. After visiting several of the large egg farms of the East, among them the Lakewood farm, the “Aurora” plant of Ellis, the Brookline egg work, the Long Island duck farm, where ducks are not the only birds raised, the Hancock “Million Egg Farm,” and by means, at least, the great Lakewood farm of New Jersey, the foundation of the “Forty Oaks” strain was laid in the Lakewood Leghorns and the Baltimore strain. To these were added some very fine cock birds from other breeders, perhaps the best individual birds coming from the best individual farms. This year there is being added a fine of the celebrated Chicksadee strain, from Tennessee, for Mr. Sutton says that unquestionably as good birds are being raised in the South as can be found in the United States. The records of many shows have demonstrated this, and also that there is no better stock to be found than that of Mr. Chicksadee. With the best blood from the best of the strains the “Forty Oaks” farm is striving to have next season as good show birds and utility stock as may be found in the whole South.

Buff Orpingtons are also bred on the “Forty Oaks” farm, and there are some very nice specimens to be seen. The strain is of the celebrated “Black” variety, and while the owner does not claim them to be in the prize-winning class, they are nevertheless very fine utility stock. There are some very nice young chicks coming on in this breed from the Owen farm and other breeders. The Buff Orpingtons may not be continued during next year, however, as the preference is for the Black Orpingtons. If there is anything to be had in the aristocracy line of Black Orpingtons, Mr. Sutton thinks he has them in his young chicks from the Owen farm. After a personal inspection and investigation, it was decided that by better Black Orpingtons could be had, and a nice little bunch of money was put into them. Doubtless these handsome birds will supersede all other kinds at the Forty Oaks farm, except the White Leghorns, and special attention is given to these two breeds of chickens.

There are now some 500 young chicks on the range at this place, and in the day time they are turned loose to take in the place, which they do with the greatest pleasure. As there is about twenty acres for them to range over, 40 great big oak trees to furnish plenty of shade, water in abundance and a Bermuda and to furnish them a carpeted playground, they spend the day hunting for bugs and chasing their mistress whenever she appears in the yard for anything that may come in the way of extra.

All of which sounds very nice for the chickens, but don't get the idea that there is not work and lots of it to keep things in order on Forty Oaks farm. And the credit for this part of it, while after all, consists of all the business except the bragging, is given after by Mr. Sutton, while the head of the range is away to Atlanta helping to run that town. With whatever help may be had from time to time, Mrs. Sutton has devoted her time to the hedges for the last two years almost constantly, and it certainly is a picture to see her out un-



Photo by Mathewson. BROODER AND BROODER COOPS ON THE FORTY OAKS FARM.

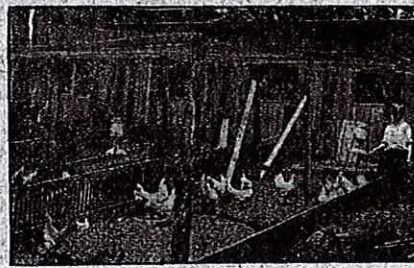


Photo by Mathewson. BREEDING HOUSE AN RUNS ON FORTY OAKS FARM.

der the shade of the great oaks with several hundred biddies all trying at once to get in her lap, on her shoulders, and even on top of her head. And her love for her little feathered friends is something to be considered, for she comes very near knowing them all personally, even tho they may not be named.

But if there is any partiality shown on this farm to the little fellows that inhabit the various coops, brooders and colony houses it is shown to the White Holland turkeys. There are only a few of them and the hens are now about all playing the part of incubators, hence their absence from the accompanying pictures. But almost every turkey on the place has a blue ribbon to its credit, and the tom is one of the finest birds of his class to be found anywhere, weighing about 40 pounds, which is some weight for a White Holland. The Whites are very gentle and domestic and as hardy as any bunch of turkeys. There is a nice little bunch of young turkeys on the hill, and if there is a limited allowance of buttermilk or corn meal or any other delicacy on the place these young turks get theirs, even if other folks have to go without. It would be far amies to let this ar-

de wind up without making mention of the Buff Cochins Bantams belonging to the daughter of the household, Miss Edna Bunk. She is the very proud owner of a trio of very fine birds of good color and unusually diminutive size. There are several young biddies under your feet every time you fall to look down, and they are so small you have to look twice to be sure you see them. Their very confident young owner is sure she is going to make a pot of money supplying the youth of Georgia with fine Bantam stock the coming season.

There are to be some very considerable improvements made on the Forty Oaks farm this coming fall for next year's business. A brooder house of modern type is to be built this summer, with an incubator cellar, and the present incubator capacity of 400 eggs per month will be increased to perhaps 2,000, and the demand that was often encountered this past season for day-old chicks will be in some measure supplied. It is also contemplated to materially increase the number of White Holland turkey hens next season, for Mr. Sutton says that he had at all times during the season more orders for turkey eggs than the entire season's yield, and while he sold all the

eggs he could possibly spare, there was much more money sent back to the people who wanted eggs than was retained. It was regretted that would-be customers should be disappointed and dissatisfied, but there was no help for it, for the demand was far greater than the supply.

Mr. Sutton was the first mover in the organization of the DeKalb County Poultry association, an organization that within 60 days after the preliminary meeting pulled off one of the cock little shows of the state. The show was pulled off at Stone Mountain the week after the big show in Atlanta, and was a real, genuine sure enough show, that made the folks sit up and remember that Mr. Hester had been first in the back yard, but had not been given the attention he deserved. Several bad cases of chicken fever developed, and the DeKalb county show came thru with all awards promptly made, all obligations paid and quite a nice sum left over to the bank after paying for the exhibition coops. A similar record was perhaps never before made in the state by a county show.

Mr. Sutton had eight entries in the DeKalb show, and was eight ribbons and two special prizes. When the next DeKalb county show is pulled off next January, the Forty Oaks farm expects to have several birds on exhibition that have just been decorated with the blue ribbon of honor by the judges of the Georgia Poultry association.

SEX OF THE EGG.

Referring to the theory that eggs wrinkled at the narrow end produce cockerels, an English writer says, to the student of embryology this fallacy is at once apparent. For the first few days the chicken is sexual, from then to about the seventh day it is distinctly hermaphrodite, and contains within itself the elements of both sexes. After this stage it diverges in one direction, one set of organs developing and the other diminishing, according to whether the germ is going to produce a male or female. So that if the germ had a living consciousness it would not know at the sixth day which sex it would ultimately be.

Overall is a poor market condition. Poultry should be fed fattening food two weeks before marketing. Fat poultry, if dry picked, will cook better. Plump and neat carcasses advertise themselves. Short-legged fowls generally make the best table poultry. Never pack poultry for shipment until they have been thoroughly chilled. Never market alling chickens. Never ship the latter part of the week, except by special order.

Good Eggs for Hatching

SINGLE-COMB BROWN LEGHORNS.
The Everlasting Layers.
15 Eggs, 50 Eggs, 100 Eggs, 1,000 Eggs.
\$1.50, \$5.00, \$10.00, \$50.00

BLUE ANDALUSIANS.
Big White Eggs.
15 Eggs, 50 Eggs, 100 Eggs.
\$1.50, \$5.00, \$10.00

WHITE HOLLAND TURKEYS.
Pure White—Extra Large.
10 Eggs, \$2.50.

I guarantee eggs from pure-bred stock. Strictly fresh and first class. Early delivery and full count. Runs on free range in the most healthful section of Virginia. Book orders now for sets to hatched and ready to hatch. Good money by express or postage order.

CAL. HUSSELMAN,
Lanata, Goodland County, Va.
Express office and money order office, Elk Hill, Va.

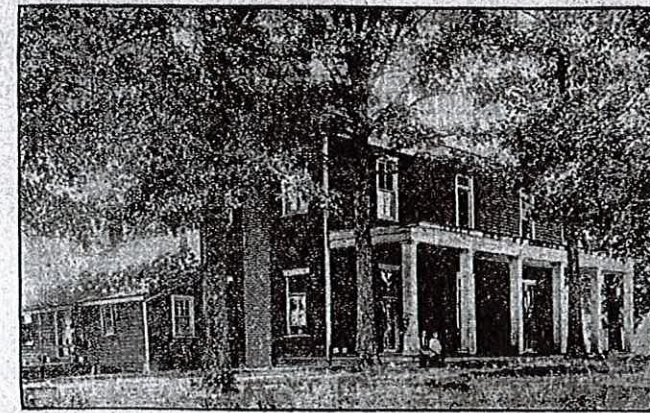


Photo by Mathewson. RESIDENCE OF ED. L. SUTTON, CLARKSTON, GA., PROPRIETOR FORTY OAKS POULTRY FARM.

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CITY OF CLARKSTON

RFQ FOR ARCHITECTURAL DESIGN SERVICES

FORTY OAKS NATURE PRESERVE FARM HOUSE

RFQ PROPOSAL SUBMITTAL DEADLINE: August 11th, 201 – 3:00 PM

RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,
Clarkston, GA 30021

ATTN: Dan Defnall; Finance Director

A. Transmittal Letter	3
B. Introduction:	4
Background	4
History	4
Project Objectives Scope and Requirements	5
SUBCONSULTANTS:	6
C. Project Approach	7
Design Methodology	7
Project Management:	8
D: Proposal Team and Qualifications	14
E. Staff Availability to Perform Work	19
F. Fee Schedule	23
G. DBE Requirements	25
Addendum	25
Exhibits	
Resumes	
Capability Statement for Tarchitects	
Capability Statement and Resumes for Skyline	

A. Transmittal Letter



Dear Mr. Defnall,

Tarchitects in partnership with SKYLINE Engineering & Construction (Civil), is responding to this request for proposal for Architectural and Professional Design Services for the historic renovation of the city-owned farmhouse located with the Forty Oaks Nature Preserve at 3790 Market Street. Tarchitects is able and willing to perform the services proposed. We have experience in historical renovations. Also Mr. Abdullah has performed over 100_+ home inspections under his real estate inspection company.

The primary contact is:

Tariq Abdullah, AIA
770-634-0970
tabdullah@tarchitects.org
352 University Ave. SW., Suite S-128
Atlanta GA 30310
Licensed in Georgia

Sincerely,

A handwritten signature in blue ink that reads "Tiffany Green-Abdullah".

Tiffany Green-Abdullah, M.Ed, PMP
Chief Operations Officer
Tarchitects

B. Introduction:

Background

Tarchitects principal architect has over 20 years in construction and home inspections in addition to historic preservation from an architectural perspective. As an architect-led Design+Build architecture firm, Tarchitects is uniquely positioned to deliver this project with a detailed level of expertise which are directly related to the project's objectives. The dilapidated state of the building and its historic architectural components will take a particularly keen eye trained in historic preservation, while also equipped with residential building restoration from a very analytical point of view.

The principal's background in construction allows for a deeper understanding of the project's objectives from a constructability perspective. Having personally inspected over 250 similar residential structure, the principal has an unmatched background that will elevate Tarchitects understanding of the existing conditions from a expert perspective. The firm's experience and expertise in historic preservation and the associated regulatory guidelines serves as a baseline for the objectives for this project while the aforementioned additional background makes Tarchitects particularly suited to deliver the success that the project objectives calls for.

History

Tariq Abdullah, AIA attended the University of Detroit Mercy and completed a 5 year Masters of Architecture program in 4 years. Tarchitects started in 2008 as Tariq Abdullah's response to the economic recession in the United States. He had recently moved to Atlanta from Detroit but most firms were laying off people due to the recession. He grew up working in construction in Detroit and was determined to not let his education go to waste. His first office was in the storage closet of his apartment. He then moved to Risala in Stone Mountain for 1 year, then his home office in Stone Mountain for six years, the Flatiron Building in downtown Atlanta for 5 years and in July 2021, the office relocated to the Pittsburgh Yards in Atlanta. Tariq has invested time and training for the firm over the last 8 years to be able to offer Mechanical, Electrical and Plumbing design in-house.

Tarchitects Mission is:

- To be a global firm, a diverse firm, and a high performing firm
- To operate with integrity and achieve our mission with high standards
- To improve the communities we work in
- To grow and maintain our team with a focus on longevity

- To grow into a multi-generational conglomerate

Tarchitects vision is to increase pluralism in the architecture industry through our Tarchitects Foundation for Architecture and Design (TFAD). TFAD is a 501c3 and our two main programs are the Design Fellowship program and The Community Academy for Architecture and Design (TCAAD.org). There have been 12 fellows since the firm began. Most of the fellows stay on for a few years at Tarchitects. The fellows are exposed to the entire life cycle of a project and get hands-on experience designing and coordinating a project. TCAAD is a 501c3 K12 architecture and design preparatory program which was pivoted from a charter school to a private virtual academy due to Covid 19.

Project Objectives Scope and Requirements

Tarchitects is an African-American-owned and operated high-impact architecture and design-build firm that delivers results. We provide **architectural design** services, along with **mechanical, electrical, plumbing, and landscape architecture** design services, all in-house. We also provide ***inspections, assessments & master planning*** for properties and community development.

Following the Tarchitects team's attendance of the Pre-Bid meeting and the site walk-through we gained valuable insight and understanding on the overall objectives of the proposed project. The walk-through was particularly informative as it relates to the dichotomy between the historic features and the non-historic features of the home's structure. The primary objective of this project as we see it thus far are identified in the list below:

1. Assess the existing structure and outline a mandatory repair/replace list with the purpose of; I. Securing the building's envelope and preventing any further water infiltration to prevent further damage to the structure. II. Identify any and all structurally compromised conditions. Such as the existing roof assembly whereas the original roof rafters are structurally compromised and the members are undersized).
2. Meet with stakeholders and owners to fully ascertain the scope and vision of the project, While listing intensely for opportunities to add value in a later proposed program.
3. Develop a program that meets the needs of the community stakeholders and present this program at the beginning of the design process in an open participatory manner within the process that is outlined in the design process section herein.

SUBCONSULTANTS:

SKYLINE Engineering & Construction, LLC:

About SKYLINE Engineering & Construction, LLC SKYLINE Engineering & Construction, LLC (SKYLINE) is a professional technical services firm based in metro Atlanta providing services for both public and private sector clients. Established in 2006, SKYLINE is a certified LSBE. SLBE, AABE, DBE, MBE and SBE firm, and has been providing civil engineering and construction phase services for clients throughout the southeast.

SKYLINE's Firm Overview: SKYLINE has extensive experience in site/land development, infrastructure utilities, water resources, and construction phase services and inspections. SKYLINE is led by a team of qualified professionals skilled in providing technical expertise for projects of all sizes.

Engineering and Construction Services Capabilities include:

- Environmental and Assessment: Management of environmental issues addressing compliance, assessment, hazard identification, and sampling.
- Site/Land Development: Site planning, due diligence, subdivision design, grading and drainage design, utility design, stormwater management, Land Development Permit (LDP), Georgia Department of Transportation (GDOT) certified in erosion and sedimentation control, and NPDES Permitting.
- Utilities – Infrastructure: Lift/pump station design, sanitary sewer extension, domestic water system analysis, Combined Sewer Overflow (CSO) separation, flood mitigation analysis (storm system), and streetscape renovation.
- Water Resources: Culvert & channel design, stream bank restoration, floodplain modeling and mapping, hydrologic and hydraulic analysis, watershed analysis, storm water management, and bridge hydraulic design.
- Construction Management and Inspections: Cost management, project management, task coordination, project value assessment, owner representation, construction, schedule management, quality control, permit procurement, Construction Engineering Inspections (CEI), financial “draw” inspections, pre-construction reviews, phase inspections, invoice and change order verification, and safety inspections.

C. Project Approach

Design Methodology

The methods we utilize to embark upon our design process are of a participatory nature. That is to say that throughout our design process. We produce an environment that the stakeholder/client remains comfortable participating in with the architect and design team. Maintaining seamless communication with the client and providing a schedule of benchmarks to share information and design options are key to every project.

The dialogue and cross-pollination of ideas happen within the design studio/office and continues within the context of the conversations with the stakeholder/s, end-user, community, neighbors etc. at orchestrated benchmarks unique to each project. The idea that the “architect” has the solutions is outdated and superficial. It is only the informed architect that holds the keys to the successful architectural solution. The information rests within the end user and stakeholder/s. Equipped with a process that unveils this best possible outcome for the solution is the real value.

This is the perspective we start from with every project. With our particular technological expertise, the use of BIM, Full immersive Virtual Reality and presentation skills, and our MEP know-how, We are poised to elevate and enhance the outcome of any problem we are presented with by our client. However, it starts with fully understanding the design problem and maintaining seamless communication with our client throughout the entire design process. This is what truly drives our success.

Architects team’s attendance of the Pre-Bid meeting and the site walk-through gained valuable insight and understanding on the overall objectives of the proposed project. The walk-through was particularly informative as it relates to the dichotomy between the historic features and the non-historic features of the home’s structure. The primary objective of this project as we see it thus far are identified in the list below:

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2. Meet with stakeholders and owners to fully ascertain the scope and vision of the project, While listing intensely for opportunities to add value in a later proposed program.
3. Develop a program that meets the needs of the community stakeholders and present this program at the beginning of the design process in an open participatory manner within the process that is outlined in the design process section herein.

Project Management:

1. Tarchitects practices designing, describing, and managing the design and engineering solutions in relation to specific business problem described by the our clients.
2. OUR PROCESS: Tarchitects begins every client engagement with a thorough review of the Design Process so the client understands the importance of communication with Tarchitects about their goals and programming needs before we start any designing. We give the client 2-3 meetings to visualize the preliminary design against their vision and goals before we start the MEP finalization.

1. PRE-DESIGN SERVICES

We will conduct a design consultation to ascertain the scope of the project and its complete program. We will also survey and measure the existing facilities (if any) and site for existing architectural architectural and structural conditions, and existing Mechanical, Electrical and Plumbing conditions. We will then translate the captured information into computer-generated drawings and BIM models that will be used as the base for the design.

2. SCHEMATIC DESIGN

During this phase of the project, Tarchitects will present the overall design intent captured through the design consultation, and the program provided by the client with 1-2 meetings and correspondence. These concepts will be communicated via drawings, computer animations, and/or Virtual Reality presentations (per the project requirements).

3. DESIGN DEVELOPMENT

At the end of schematic design, a benchmark will be set to finalize the overall design strategy. At this point, Design Development will begin and Tarchitects will start to finalize structural components and systems and establish material

selections as well as other aspects that will formalize the final design. An internal code review will also be conducted in this phase of design. During this phase, another benchmark will be set for a design presentation by Tarchitects with the client.

4. CONSTRUCTION DOCUMENTS

After Design Development is complete, we will begin the Construction Documents phase. This is the phase that will produce the final documents for construction. How the building is built structurally, and exactly how the building responds to the elements of weather are good examples of what is finalized in detailed drawings within this phase of the design process. These same "Construction Documents" will be submitted to the municipality along with an application for a building permit by the client.

Total Quality Management.

- A. Tarchitects' strategic objective is Quality with client communication, our design effectiveness, design process, project management and operational efficiencies so we complete quarterly SWOT analysis for the firm with our team. We hold monthly update meetings to report back on operational improvements and needs based on internal, client and subcontractor feedback.
 - a. We have a feedback loop to report back to the suggested team member on the service improvement that was implemented.

- B. We also integrate Total Quality Management values to create a culture and climate of innovation and technological advancement.
 - 1. Tarchitects in committed to training and education of our team.
 - a. Beginning in 2010, we began periodically hiring Engineers to train our team on M.E.P. which has allowed Tarchitects to do MEP in house (except in states where not allowed such as Alabama).
 - 2. We utilize state of the art technology such as virtual reality using Lumion to allow our clients to step into the designs.
 - 3. We also use Revit 2021 for modeling all our projects. This software allows for collaboration across the team and with our clients.

4. We use Pasconcept as our project planning tool. Pasconcept allows us to track projects from opportunity through construction. It also provides data to the firm on the efficiency of our projects.

In our design process outlined above, we take the existing conditions documents and programming information shared from the client into our schematic design. Our architectural designers draft the drawings first. The Project Architect will redline the drawings looking for quality, code requirements, and alignment to the project programming requirements. The drawings are edited and redlined again before submission to the client for Design Development. After the Design Development meeting, any additional changes are added, redlined, and edited.

Architects periodic meetings with the client and request for feedback will continue to improve our level of service.

Plan, track, and maintain both the project's design and construction administration schedules.

Our COO is PMP certified so she ensures we have an efficient project management process that is not overbearing but produces with forms, meetings and processes.

We follow the PMI process of Initiating, planning, executing, monitoring and controlling and closing.

In Initiating:

1. Each Project is assigned to a Project Manager who coordinates the day-to-day communication and deliverables for the project.
2. Before we start the project, we gather process, procedures and historical information.
3. We host a project kick-off meeting to go through the goals, needs, risks, policies, protocols, communication preferences, and overall scope with the client.
4. We develop a stakeholder management strategy after the kick-off meeting

In Planning:

1. We finalize all the requirements and scope statements.
2. We determine all roles and responsibilities for the design.

3. We develop the schedule.
4. We develop quality standards and processes.
5. We estimate resource requirements and begin assigning staff to the project.
6. We perform risk identification, qualitative and quantitative risk analysis as needed, and risk response planning.

In Executing:

1. We have a check-in with the clients throughout the design process to seek quality assurance, evaluate the project performance, handle any issues and conflict resolution.

In Monitoring and Controlling:

1. We manage any change orders
2. Get approval for deliverables from the client.
3. Report on project performance.

In Closing:

1. Confirm all work is complete and meets all coding requirements (this occurs after the Design Development phase).
2. Gain formal acceptance of the construction documents and release the drawings.
3. Hold lessons learned internally
4. Hold lessons learned with the client.

We use Pasconcept as our project planning tool. Pasconcept allows us to track projects from opportunity through construction. It also provides data to the firm on the efficiency of our projects including billable time, project quality and an overall multiplier for the firm financial management.

Within each project, the project is set up with the initial project scope with the schedule for each phase of project (Pre-Design, Schematic Design, Design Development, Construction Documents).

x. All risks and issues are tracked as well as corresponding communication and activities associated with the project.

xi. Within each phase, the project is assigned tasks and services with assigned hours of work to specific team members, with start and planned end date. We can also track the progress percentage and status.

Number	Project	Assigned Hours	Executed Hours	Planned Start	Planned End	Start Date	Est. End Date	Progress %	Status
21-0118	061121_SpaldingCompound_SCP	0	0		10/8/2021			0	Not yet started
Code	Phase	Assigned Hours	Executed Hours	Planned Start	Planned End	Start Date	Est. End Date	Progress %	Status
PHD	Design Process	0	0	8/1/2021	10/29/2021			0	Not yet started
PD	Pre-Design	0	0	8/2/2021	8/16/2021			0	Not yet started
SD	Schematic Design	0	0	8/17/2021	9/6/2021			0	Not yet started
DD	Design Development	0	0	9/7/2021	9/28/2021			0	Not yet started
CD	Construction Documents	0	0	9/30/2021	10/28/2021			0	Not yet started
Code	Task & Service(s)	Assigned Hours	Executed Hours	Planned Start	Planned End	Start Date	Est. End Date	Progress %	Status
AD00	PHS AD00 Administrative Operations	0	0					0	Not yet started
PD00	PD PD00 Create Project Files	0	0					0	Not yet started

i. During construction management, Tarchitects will add additional sets of milestones and deliverables for construction administration during the construction phase in partnership with the general contractor team or construction management firm.

a. A stakeholder management plan and communication plan will be developed for this phase.

b. Techniques, Assessment and Procedures

- I. Tarchitects reports on progress during our schematic design, design development and final construction documents meetings.
- II. In between those milestones, Tarchitects holds weekly team meetings to review all projects each Monday morning. A weekly/biweekly standup with the client will be set to review the status of the project.
- III. The Client will also have access to the drawings via cloud link so any changes and updates, the client will have access to the most current set.

- IV. Tarchitects manage our projects with Pasconcept software. All correspondence, notes, activities, billable time on the project, and document links are reported in the software. PasConcept allows for progress reporting including, critical path design schedule with defined milestones, meeting minutes, with assigned action items, telephone log of significant calls, transmittal and submittal logs, job site inspection reports, field directives, and punch list.
- V. Resources
 - A. Tarchitects will need our inhouse team of designers to accomplish the project as in addition to the services of civil engineering partners.
 - B. Tarchitects has the team in house to accomplish architectural, mechanical, electrical and plumbing. We presently have 5 architectural designers and 1.5 project managers on staff and part-time graphic designer and landscape architect.

D: Proposal Team and Qualifications

Project Photos are in the addendum

Project Name: Historic Preservation 680 Auburn Ave.

Name	Type	Size (SF)	Scope	PMgr	PDesigner	Subs	Budget	Completion Date
Historic Preservation 680 Auburn Ave.	Commercial	6300 SF	Arch Design + MEP Design, Construction	Tariq Abdullah	Tariq Abdullah	Brad Construction II	\$210,000	October, 2016

Overview:

The client brought this project after having secured a grant from Invest Atlanta. The scope of the project was to review the historic preservation requirements in the Martin Luther King Jr. Historic District in Atlanta, Georgia and to renovate the building's exterior while preserving the historic character of the historic district. The design and construction services were done all under Tarchitects with a JV partner executing the construction.

Relevancy:

This is relevant to following project types:

Partial Building Renovations - Lobbies, Small Office Renovations and Revised Layouts

Project Name: Atlanta Urgent Care

Name	Type	Size (SF)	Scope	PMgr	PDesigner	Subs	Budget	Completion Date
Atlanta Urgent Care	Commercial New Building	3305 SF	Arch Design + MEP Design	Tariq Abdullah	Tariq Abdullah	N/A	\$634,000	December 2017

Overview:

The client approached the firm with an overall understanding of what they wanted to accomplish with the design. The Site had been selected and the funds were available for the construction of the project. However the client did not have a comprehensive program in place and needed assistance with programming from an architectural perspective and help with the development of technical drawings for obtaining a building permit. Architects provided leadership The project is built and in operation today.

Relevancy:

This is relevant to following project types:

Master Planning, Building Access Modifications

Project Name: Greater Atlanta Pediatrics

Name	Type	Size (SF)	Scope	PMgr	PDesigner	Subs	Budget	Completion Date
PRJ-081618-GAP-Greater Atlanta Pediatrics	Commercial	4716 SF	Arch Design + MEP Design, Construction Administration	Tariq Abdullah	Tariq Abdullah	N/A	\$350,000	January 2019

Overview:

The client was the General Contractor on this project. The building owner and end-user wanted a single design firm to be responsible for the Mechanical, Electrical and Plumbing design as well as the architectural design process. Having worked with the General Contractor on other projects he was familiar with the full design services that Tarchitects produces which includes Architectural and MEP design services. Tarchitects produced the full set of Construction Documents including MEP. The project is open and serving DeKalb families today.

Relevancy:

This is relevant to following project types:

Office Building Renovations, Partial Building Renovations - Lobbies, Small Office Renovations and Revised Layouts

Project Name: Rising Star Home Care Facility

Name	Type	Size (SF)	Scope	PMgr	PDesigner	Subs	Budget	Completion Date
Rising Star Home Care Facility	Senior Center	10104 SF	Arch Design + MEP Design,	Tariq Abdullah	Tariq Abdullah	MOSA Design Studio	\$975,000	July 2014

Overview: The client had recently purchased a building and planned for a complete interior and exterior renovation while adding to the original footprint of the building. The site development was also within the scope of services needed. Architects collaborated with MOSA design studio as architect of record while producing all required drawings in-house. Architects managed the client, conducted site visits, produced all drawings and managed the project.

Relevancy:

This is relevant to following project types:

Senior Center, Partial Building Renovations - Lobbies, Small Office Renovations and Revised Layouts

REFERENCES:

2016-2020:

Hands on Physical Therapy

Mikhail Muhammad

(313) 671-6226

Mikhailpt@hands-onpt.com

Design of 3 Physical Therapy Centers in Michigan

Hands-On Physical Therapy & Athletic Rehabilitation Center

30180 Orchard Lake Road

Farmington Hills, MI 48334

Architect and Contractor

Bonded - No

2018:

Russell Clebert

917-279-9478

rusclebert@gmail.com

Design of Restaurant - Coconut Grill

4181 Steve Reynolds Blvd Norcross, GA 30093

Architect and Construction Administrator

Bonded - No

2017:

Historic Preservation of 306 Auburn

Althea DeBarr-Johnson

(404) 584-5555

adjpc@comcast.net

Ave, Atlanta GA 30303

Design-Build

Bonded - No

****Resumes in the Addendum****

E. Staff Availability to Perform Work

Workload Capacity in Addendum

Staff is 60% occupied until November 2021

Staff is 50% available after November 2021

Job	Square Feet	Job Type	Phase	Planned End Date	
T&T Daiquiri Spot	1600	Design	Construction Documents	8/6/21	
Herrington Academy	8736	Design	Construction Documents	8/6/21	
Black Fox Club	12362	Design	Construction Documents	8/10/21	
GBR Historic Home Renovation	6390	Design-Build	Construction Documents	8/15/21	
University Student Union & Student Housing Design Concepts	300000	Design	Design Development	9/1/21	
Tarchitects Fabrication Center	7000	Design-Build	Not in Progress	11/1/21	
Spalding Compound	12000	Design	Not in Progress	12/15/21	
Kokovi Hair Braiding	1500	Design-Build	Not in Progress	12/30/21	
Guac restaurant	1841	Design-Build	Construction Documents	2/1/22	
Suleman Convenience	8000	Design	Pending		
Soul Food Market	24000	Design	Master Planning		

Gwam residence	2100	Design	Pending		
Heritage Place Detroit	45000	Design-Build	Pending		
Congress Hotel Redevelopment	30000	Design	Pending		

Architectural Team				
Name	Role	Responsibilities	Education	Registration
Tariq Abdullah, AIA	CEO/Principal Architect	PROJECT ARCHITECT + Mechanical, Electrical & Plumbing Design. Redlining all designs, Signs off on designs	Masters in Architecture - U. of Detroit Mercy	NCARB Licensed Architect (GA, AL, MI, MN, IN)
Tiffany Green-Abdullah, M.Ed, PMP	Chief Operations Officer	Responsible for administration of projects, financial administration. Oversees project management	Masters in Education and Technology - Vanderbilt U.	Project Management Professional
Kwesi Degraft-Hanson	Landscape Architect	Responsible for landscape designs and selections	Masters in Landscape Architecture - U. of Georgia	Licensed in GA
Abdur-Rahim Muhammad	Project Manager	PROJECT MANAGER Responsible for client	Bachelor of Architecture - Tuskegee	

		communication and project success, existing condition drawings and inspections	U.	
Wajiha Mahmood	Architectural Designer	Develops project renderings in Lumion	Bachelor in Architecture	
Sina Bilici	Architectural Design and Construction Coordinator	PROJECT DESIGNER Oversees project designs and schedule	Bachelor in Architecture - GA Institute of Technology	
Mehmet Ozelgul	Architectural Drafter	PROJECT DESIGNER Responsible for drafting designs in Revit 2021. Also develops virtual reality models	Bachelor in Architecture (May 2022) - Kennesaw State U.	
Nouar Nour	Architectural Designer	PROJECT DESIGNER Responsible for drafting designs in Revit 2021	Bachelor in Architecture - U. of San Francisco	
Kwame Thomas	Computer Animator/Graphic Designer	Develops virtual reality models and graphics as needed.	Bachelor of Fine Arts in Animation - Savannah College of Art and Design	
B. Engineering Team - SKYLINE Engineering and Construction				

<p>Mark D. Cooke, P.E.</p>	<p>Civil Engineer</p>	<p>site/land development, infrastructure utilities, water resources, and construction phase services and inspections</p>	<p>B.S., Civil Engineering - B.S., Architectural Engineering - Drexel University, 1996</p>	<p>Georgia, Alabama, Maryland, Tennessee, North Carolina</p>
<p>Dwayne E. Cheatom</p>	<p>Project Manager</p>	<p>construction and land development services, leadership, direction, fiscal responsibility</p>	<p>construction and land development services, leadership, direction, fiscal responsibility Architectural/Engineering Executive Management, 2004, PSMJ. - Executive Business Management, 2003, GAEA. - M.S., Management, 1995, Southern Polytechnic State University,</p>	

			Marietta, GA.	
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II. Key Staff

Chief Executive Officer/Principal Architect	1
Chief Operations Officer/Project Manager	1
Architectural Designers	3
Architectural Drafter	1
Project Manager	1.5
Landscape Architect	1
Graphic Designer	1
Design coordinators	2

F. Fee Schedule

Compensation Schedule for Architectural/Engineering staff

Fees shall be based on hourly rates for staff positions per the fee schedule below:

Position	Hourly Rate
Principal	214.00

Project Architect/Engineer	155.00
Construction Administrator	147.00
Architectural Designer	120.00
Architectural Drafter	95.00
Project Manager	150.00
Clerical/Support Staff	74.00

Hourly rates are subject to the following conditions:

- 1.Rates are based on staff members being based in their own office, not housed in OWNER facilities.
- 2.Rates do not include mileage, which will be compensated at the rate currently allowed by the Federal government.
- 3.Rates do not include reimbursable expenses that will be compensated at cost.
- 4.Note: For projects of unique size or requirements, OWNER reserves the right to negotiate an appropriate fee structure.

Fees shall be based on the size [Stated Cost Limitation (SCL) and category of project as indicated in the standard fee schedule indicated below:

ADDITION AND RENOVATION PROJECTS

COST LIMITATION

\$0 - to - \$100,000

\$100,001 - to - \$500,000

portion of the SCL above \$100,000

\$500,001 - to - \$750,000

portion of the SCL above \$500, 000

\$750,001 - to - \$1,000,000

portion of the SCL above \$750,000

\$1,000,001 - to - \$1,250,000

portion of the SCL above \$1,000,000

\$1,250,001- to - \$1,500,000

portion of the SCL above S 1,250.000

\$1,500,001 - to - \$2,000,000

portion of the SCL above S 1,500,000

FEE FORMULA

Fee equals \$1,500 plus 7.5% times the SCL

Fee equals \$15,000 plus 7.5% times that

Fee equals \$50,000 plus 7.25% times that

Fee equals \$68,000 plus 7.00% times that

Fee equals \$85,000 plus 6.75% times that

Fee equals \$100,000 plus 6.50% times that

Fee equals \$115,000 plus 6.25% times that

G. DBE Requirements

Skyline Engineering in DBE Certified

Addendum

Exhibit E-K

EXHIBIT E
ACKNOWLEDGEMENT FORM
ADDENDUM

Addendum Nos.	Date of Addendum Issuance	Title of Addendum
1	July 20, 2021	Age of the Forty Oaks Farmhouse

RESPONSE TO QUESTIONS

Response to Questions Nos.	Date of Response to Questions	Title of Response to Questions

Lead Architectural Design Firm acknowledges receipt of the above Addenda and Response to Questions:

Signed, sealed, and dated this 11 day of August, 2021

Firm Mailing Address:
352 University Ave. SW.
Suite S-128
Atlanta GA 30310

Firm Tarchitects

Company Name Tarchitects

Signature: _____

Print Name: Tiffany Green-Abdullah

Title: Chief Operations Officer



EXHIBIT F

CONFLICT OF INTEREST CERTIFICATION FORM

I, Tiffany Green-Abdullah, as the legal representative of TARCHITECTS, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that TARCHITECTS has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that TARCHITECTS has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal fee schedule, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that TARCHITECTS has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, TARCHITECTS shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, TARCHITECTS will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, TARCHITECTS shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or consultant under contract with the city to provide Project Engineering Services on this project from TARCHITECTS as a corporate entity or employee of TARCHITECTS.

Name: Tiffany Green-Abdullah

Title: Chief Operations Officer

Date: 8/11/2021

EXHIBIT H

City of Clarkston, Georgia

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

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 contracting with the City of Clarkston 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 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

133052

EEV/ Basic Pilot Program* User Identification Number
SKYLINE Engineering & Construction, LLC

Authorization
Date 7/11/2008

BY: Authorized Officer or Agent COMPANY

(Subcontractor Name)

Mark D. Cooke

Mark D. Cooke, P.E., Partner

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

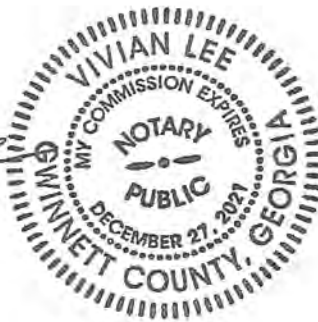
10 DAY OF 08 2021

Vivian Lee

Notary Public

My Commission Expires:

12/27/2021



*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" 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)

EXHIBIT I

ACCEPTANCE FORM

Sealed RFQ proposals, plainly marked as follows:

CITY OF CLARKSTON
RFQ FOR ARCHITECTURAL DESIGN SERVICES
FORTY OAKS NATURE PRESERVE FARM HOUSE

RFQ PROPOSAL SUBMITTAL DEADLINE: August 11th, 201 – 3:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,
Clarkston, GA 30021
ATTN: Dan Defnall; Finance Director

that are received after the submittal deadline will not be accepted and will not be returned to the proposer. The selection of short-listed firms will occur with an Evaluation Committee. The Committee will forward the short-listed firms to City Council for a final decision. City Council will provide a final decision on the short-listed firms and proceed to direct the City Manager and City Engineer to commence with soliciting work scope and fee proposals from the short-listed firms. The process for identifying the most qualified Architectural Consulting Team will be primarily based on Qualification-Based Selection (QBS).

The number of short-listed firms has not pre-determined. That decision will occur with the Evaluation Committee.

In compliance with this Request for Qualifications (RFQ) document and all Exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFQ.

Cited above and submit this signed RFQ proposal which includes this completed and signed page and other data as required by the RFQ. It is understood that this proposal and the scope of services in the final technical proposal submittal, may be modified, as agreed to by both parties, in subsequent negotiations with the selected short-listed Consulting Team.

NAME AND ADDRESS OF FIRM:

TARCHITECTS

352 University Ave. SW.

S-128

Atlanta GA 30310

EIN #: 26-3756752

DATE: 8/11/2021

By:

(signature)

Tiffany Green-Abdullah

(print)

Title: Chief Operations Officer

Phone: 678-542-5064

EXHIBIT G

City of Clarkston, Georgia

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 Clarkston 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 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 the City of Clarkston, contractor will secure from such contractor(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 Clarkston at the time the subcontractor(s) is retained to provide the service.

1192164

EEV/ Basic Pilot Program* User Identification Number

<u>Tiffany Green-Abdullah</u>	<u>TARCHITECTS</u>	<u>8/11/2021</u>
BY: Authorized Officer or Agent	COMPANY	Date
Chief Operations Officer		

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

11 DAY OF Aug 20 21

Notary Public *[Signature]*
My Commission Expires:
11-14-2024



*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C. No. Ext): (888) 202-3007 FAX (A/C. No):	
	E-MAIL ADDRESS: contact@hiscox.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hiscox Insurance Company Inc		10200
INSURED Tarchitects 352 University Ave SW Suite128 Atlanta GA 30310	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			UDC-4602165-CGL-21	09/15/2021	09/15/2022	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000	
	OTHER:						GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMP/OP AGG	\$ S/T Gen. Agg.	
								\$	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$	
								\$	
	UMBRELLA LIAB						EACH OCCURRENCE	\$	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N					E.L. EACH ACCIDENT	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N / A					E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)


CERTIFICATE HOLDER**CANCELLATION**


SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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 352 University Avenue SW |
Atlanta, GA 30310

 607 Shelby Street, Suite 745
Detroit, MI, 48226

844.409.0044

tabdullah@tarchitects.org

 www.tarchitects.co

 www.linkedin.com/in/tariqabdullah

PROFESSIONAL REGISTRATION

Licensed Architect: Georgia,
Alabama, Indiana, Michigan, &
Minnesota
NCARB Certification

VOLUNTEER WORK

Co-Founder & Board Chair
The Community Academy for
Architecture and Design, 2010

AWARDS RECEIVED

Presidential Citation
The American Institute of Architects,
Atlanta, 2018

Rising Star Award
National Organization of Minority
Architects - Atlanta
2016

LANGUAGES SPOKEN

Arabic and Wooloff

NAICS CODES

- 541310 architectural services
- 541350 building inspection services
- 541320 landscape architecture
- 337212 custom Architectural
Woodwork and Millwork
Manufacturing
- 236220 commercial and Institutional
Building Construction
- 236115 new Single-Family Housing
Construction (except For-Sale
Builders)

Tarchitects.

TARIQ ABDULLAH, M. ARCH, AIA NOMA, NCARB, NFPA

CEO, PRINCIPAL ARCHITECT

As the principal architect for Tarchitects, Mr. Abdullah's responsibilities include the management of the office and general guidance of projects. He is responsible for the firm's strategic plans and goals. He determines which projects are suitable for the firm to pursue and what project teams are suitable for each project. He directs the business development and marketing efforts to attain firm success. He authored the Tarchitects Manual of Design-Build and takes charge of its continual review. This plan is designed to provide staff with a method and a level of confidence in which we assure our clients of the highest degree of integrity and excellence in our design and construction processes.

Mr. Abdullah sets the financial goals of Tarchitects, reviews the financial reports and monthly accounts payable and receivables with the Chief Operations Officer.

Mr. Abdullah is a Master Inspector and has completed over 150 real estate inspections with an emphasis on MEP and Structural Integrity.

Mr. Abdullah negotiates reviews contracts, initiates the design process, then supports his qualified team leads by way of a responsibly executed QA-QC process at the end of each design and construction phase of a project. Mr. Abdullah maintains an active role in projects so that he may respond as an effective fiduciary to clients.

PROFESSIONAL EXPERIENCE

- Tarchitects: CEO, Principal Architect, 2007 to Present
- McAfee3 Architects: BIM Consultant, 2014 to 2014
- Woolpert Design: Architectural Designer, 2012 to 2013
- Elite Real Estate Inspectors: CEO, 2012 to 2017
- Hamilton Anderson Associates: Architectural Designer & Production Lead, 2007 to 2008
- Detroit Collaborative Design Center: Architectural Designer & Project Manager, 2003 to 2006
- Contractors F+M: Construction Admin, 2002 to 2008

PROFESSIONAL ACTIVITIES

- Member - American Institute of Architects (AIA)
- Certificate holder - National Council of Architectural Registration Boards (NCARB)
- Member - National Organization of Minority Architects (NOMA)
- Member - National Fire Protection Agency (NFPA)

EDUCATION

University of Detroit Mercy, Master of Architecture, 2008
Harvard Graduate School of Design, Library Design Program



SELECTED PROJECT EXPERIENCE + DESIGN WORK

GOVERNMENT FACILITIES

- Major Barracks Renovations at Fort Benning, DOD, Columbus, GA

COMMERCIAL/INDUSTRIAL FACILITIES

- Mandarin Hotel, City Center Development, Las Vegas, NV
- Corporate Storage, Tucker, GA
- Chef Lowell's Kitchen (Commercial Kitchen and office), East Point, GA
- T and S Beauty, (Franchisor's Architect) Snellville, GA
- Plant Based Pizzeria, Atlanta, GA
- Planet Smoothie, Newnan, GA
- Supreme Fish Delight, (Franchisor's Architect) Dubai, UAE
- Supreme Fish, Burger, Chicken Delight, (Franchisor's Architect) Lagos, Nigeria
- My Lifestyle Smoothie, (Franchisor's Architect) Snellville, GA
- Just for Kids Salon and Spa, Marietta, GA
- Lakewood Gas Station, Atlanta, GA
- The Cincy Group (Mixed Use), Pinson, AL

MEDICAL/ASSISTED LIVING/HOME CARE FACILITIES


- Rising Star Home Care Facility, Stone Mountain, GA
- Atlanta Assisted Living, Atlanta, GA
- Patron's Place, Home Care Facility, Stone Mountain, GA
- Rebuilding Youth of Georgia, Conyers, GA
- Young People Matter, Tucker, GA
- Hands-On Physical Therapy, Southfield MI
- 411 Therapy, Southfield MI
- Faebris Medical & Community Education, Atlanta, GA
- Georgia Medical Response (ambulance dispatch center), East Point, GA

EDUCATIONAL FACILITIES

- Georgia Institute of Technology, Indoor Tennis Facility, Atlanta, GA
- South Fulton Public Library, Atlanta, GA
- Hajjah's House Montessori School, Atlanta, GA
- The Community Academy for Architecture and Design, K-8 Public Charter School, DeKalb, GA
- Bright Future for Kids, Conyers, GA
- Public Library Design Study, Harvard University Executive Education Course on Design of 21st Century Libraries



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Atlanta GA 30310

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Detroit, MI, 48226

844.409.0044

tgreenabdullah@tarchitects.org

 www.tarchitects.co

 www.linkedin.com/in/tiffanygreen

PROFESSIONAL CERTIFICATION

 Project Management Professional

VOLUNTEER WORK

Co-Founder & Executive Director
The Community Academy for
Architecture and Design, 2010

Co-Chair, erofwoman.com, 2020

NAICS CODES

541611 Administrative Management and
General Management Consulting
Services

611430 Professional and Management
Development Training

611420 Computer Digital Literacy
Training

923110 Administration of Education
Programs

611710 Educational Support Services

611430 Professional and Management
Development Training



TIFFANY GREEN-ABDULLAH, M.ED, PMP

CHIEF OPERATIONS OFFICER

Multi-talented professional with deep expertise in learning theories derived from education and technology research and practical experience designing and developing highly-rated learning solutions and transformative development programs. Expertise lies in technology acumen, community development, and culturally relevant program development and evaluation. An inspirational leader that excels in leading a diverse workforce with integrity, excellence, and enthusiasm. Dynamic communication and content creation. Skillful partnership building and trusted advisor to a network spanning all levels of organizations.

PROFESSIONAL EXPERIENCE

CHIEF OPERATIONS OFFICER

Tarchitects LLC | February 2020 - Present

Tarchitects is a high impact small size architecture firm that delivers results. We provide architectural design services, along with the mechanical, electrical, and plumbing design services that you need to get your project done, all in-house. This firm was started 11 years ago by my husband and I joined him as a partner to bring my business acumen and operational innovations to ensure our success as we increase our market share from 99% commercial architecture to 50% design-build and adding 25% residential clients. Since coming onboard, I have moved the firm to automated payroll, ensured better utilization of our project management system, added an affordable accounting provider, monthly bookkeeping, easy online invoicing and contracts by phone for clients as well as a payment gateway and added a marketing associate.

CHIEF LEARNING OFFICER

TGC - Tiffany Green Consultants | Oct 2009 - Present

TGC is an Atlanta-based Learning and Development firm. Tiffany guides the planning and designing of cutting-edge learning environments and experiences, community engagement, fundraising, business and leadership development for companies, organizations, and learning environments which have improved retention, increased revenue and enhanced learning and leadership skills of business owners, organizations, and individuals through innovative and culturally enriching experiences and programs.

EDUCATION



MASTERS OF EDUCATION, EDUCATION & TECHNOLOGY

Peabody College of Education, Vanderbilt University



BACHELORS OF SCIENCE, ECONOMICS

Vanderbilt University



SELECTED PROJECT EXPERIENCE + DESIGN WORK

ASSISTANT DIRECTOR, LEARNING COMMUNITY DEVELOPMENT (LCD) DIRECTOR, DIGITAL LEARNERS TO LEADERS (SEPTEMBER 2017 - FEBRUARY 2020)

Georgia State University, Center for Excellence in Teaching and Learning |
April 2015 - February 2020

- The mission of the Learning Community Development team is to strengthen the outcomes of CETL and create new programs for students and faculty; develop interdisciplinary relationships across the university and the Atlanta region; and develop new partnerships out of those relationships
- LCD successfully led a Digital Literacy Initiative 2013-2015 with the GSU Honors College
- Producer of Teaching for Social Justice and Democracy Speaker's Series (cetl.gsu.edu/sjd) since 2015 with an annual award for faculty
- Founding Adviser to PantherHackers since 2015. 2019 GSU Royal Flame - Advisor of the Year
- 2016, Presented PantherHackers as an innovation in learning at the ELI National Conference
- 2016, Panelist at ASU-GSV National Conference
- 2016: Awarded \$50,000 Grant from APLU to study Student Success and Social Justice
- 2017, A3C Hip-Hop Conference, Program Board for the Action Summit for Social Justice & Moderator of the Panel on the Future of Hip-Hop in Higher Education
- 2018, Awarded \$300,000 Grant from Silicon Valley Community Foundation funded through Cisco Social Responsibility to develop Digital Learners to Leaders program which brings together cross-disciplinary teams with leading technology experts to create solutions to real problems and prepare students for digital professions (innovation.gsu.edu/DLL). Director of the Program.

PROJECT MANAGER (2011-13), SENIOR PROJECT MANAGER (2013-2015)

Georgia State University, Office of Program Management

- University Senior Project Manager leading medium to large internal and client projects that improve the information technology infrastructure of the campus for 50,000+ students, faculty and staff.
- Indirect Management and Coaching of IT Staff resources. Trained IS&T managers on resource allocation. Responsible for Management of Project Managers and Student Assistants.
- Successfully applied project management methodology from project initiation to close-out.
- Projects include application, networking, infrastructure, security engineering and client projects outside of IST including Honors College Digital Literacy program development, OII Global Gateway Project, & RCB Robinson Country Intelligence Index, etc.
- Elected as IST Staff Council representative by the department.

EDUCATIONAL PLANNING CONSULTANT (2007-2008)

Fielding Nair International


- Architects and Change Agents for Education. With consultations in 26 countries on 5 continents, FNI is the global leader for innovative school architecture.
- Coordinated a global team of consultants and lead community engagement in diverse communities.

AWARDS & CERTIFICATIONS

- 2020, Georgia State University, Carl Patton Presidential Award for Social Justice and Community Service - Outstanding Staff Person
- 2019, Tech for All Alliance, Higher Education Award
- 2019, Campus Technology, Education Futurist Impact Award for Digital Learners to Leaders
- 2019, Georgia State University Royal Flame Award, Advisor of the Year
- 2018, Community Service Award, Atlanta Masjid of Al-Islam
- 2018, Outstanding Commitment to Social Justice Award, GSU Multicultural Center
- 2018, PantherHackers recognized as Organization of the Year (Advisor), GSU Multicultural Center
- 2016, Rising Star Award for The Community Academy for Architecture and Design, National Organization of Minority Architects - Atlanta Chapter
- City of Minneapolis, Community Service Award, 2007
- Kappa Delta Pi, Education Honors Society
- Georgia State University, Managers Certificate, 2015
- Certified Project Management Professional, 2013-2021



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 www.linkedin.com/in/abdur-rahim-muhammad-assoc-aia-40b86066

LANGUAGES

English, Arabic (elementary)

SKILLS

- Leadership
- Project Management
- AutoCAD
- Animation
- Motion Graphics
- Proficient in Maya
- Adobe Photoshop
- After Effects
- Illustrator
- Visual communication proficiency
- Eye for detail
- Excellent communication and leadership skills

CERTIFICATIONS

OSHA 30-hour

EDUCATION

BACHELOR OF ARCHITECTURE

Tuskegee University, June 2014

Tarchitects.

ABDUR-RAHIM MUHAMMAD

I am currently pursuing licensure in architecture while developing a niche in property/facility management.

PROFESSIONAL EXPERIENCE

PROJECT MANAGER

Tarchitects, Atlanta GA | March 2020 - Present

- Design, draft and manage the delivery of complete construction documents for new and existing, residential and commercial structures
- Point of contact for clients

ZONING BOARD MEMBER OF APPEALS

City of College Park Georgia | Feb 2020 - Present

- Hear appeals of decisions rendered by zoning administrators
- Interpret unclear provisions in the zoning ordinance
- Decide on applications by landowners to permit buildings or land uses which vary from the zoning regulations

FOUNDER

Taylor Made DDC, LLC, College Park, GA | Jan 2020 - Present

- Serves as a consultant evaluating compliance with minimum GA state building codes and the industry's best practices
- Provides highly technical and professional architectural assistance by conducting critical reviews of architectural plans and specifications, onsite surveys, and reviews of buildings and sites
- Provides detailed advice and guidance to clients, design professionals, building officials within their respected municipalities, and other state and local governments entities
- Provide and coordinate 3rd party inspections

SENIOR PLANS REVIEW SPECIALIST

City of Atlanta, Atlanta, GA | Sept 2016 - Feb 2020

- Performs work under general supervision with review and advice from managers and/or a senior-level professional.
- Conduct research, data gathering, and drafts conceptual suggestions/reports regarding a stated problem
- Review residential and commercial projects for the City of Atlanta's ExpressLane. (Same Day Permitting)
- Review architectural, mechanical, electrical, and plumbing plans for residential and commercial projects.
- Verify zoning conditions for building submittals for land use and overlay districts.
- Review architectural plans, engineering documents, and other pertinent information in order to verify compliance with current building codes, state laws, state amendments, federal laws, and local ordinance

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<https://www.linkedin.com/in/sinathearchitect/>

LANGUAGES

Turkish, English, Arabic

VOLUNTEER ACTIVITIES

ALPHA RHO CHI FRATERNITY

- Jan. 2018- Present; Professional Fraternity for Architecture Students
- Elected Athletics Chair for 2019-2020

SPRING EDUCATION SERVICES

- Sep. 2017- Present; Mentoring High School students and college application counseling

ADVOCATES OF SILENCED TURKEY

- Oct. 2018- Present; Regional Youth Leader for campaigns embracing Human Rights and Freedom.
- Projects: Photo Exhibitions, Awareness Conferences

SKILLS

Graphics

- Adobe Premiere Pro
- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- Autodesk Autocad
- Maxwell Renderer
- Lumion
- Microsoft Office

3D Modeling

- Revit
- Rhinoceros
- Sketchup
- Twinmotion w/VR

Technical

- Python
- On Screen Take-off

Tarchitects.

SINA BILICI

A recent graduate from Georgia Institute of Technology skilled in architectural design and construction coordination.

PROFESSIONAL EXPERIENCE

ARCHITECTURAL DESIGN AND CONSTRUCTION COORDINATOR

Tarchitects | May 2021 - Present

Collaborates with team members and colleagues in other Tarchitects disciplines including consultants and subcontractors to promote a multi-discipline approach and philosophy for the execution of our professional architectural services.

- Coordinates Design-build projects
- Utilize Revit to take existing condition sketches and create a project model.
- Receive redlined drawings and make corrections in Revit.
- Offer design solutions for projects as needed.

ASSISTANT PROJECT MANAGER

Noss Construction | May 2019 - May 2020

- Developed preliminary designs for review by senior drafters
- Responsible for bidding, scheduling, estimating, superintending on job site and point of contact for architects and subcontractors.
- Project: Tolbert School of Dance (Alpharetta, GA)
- Project: HalalGuys Restaurant (Duluth, GA)

SUBSTITUTE TEACHER/FUTURE CITY PROJECT MANAGER

Fulton Science Academy | October 2017 - April 2019

- Substitute teacher for History, Math, Turkish, and Club Activity classes

ASSISTANT SUPERINTENDENT

Mosaic & Eksen Construction | May - August 2017 & 2018

- Responsible for material purchasing
- Point of contact for subcontractors and daily scheduling.
- Project:3 - Single House Renovations

EDUCATION

BACHELOR OF SCIENCE, ARCHITECTURE

Georgia Institute of Technology, Atlanta GA, May 2021

- Dean's List and Faculty Honors
- GPA: 4.0

Kennesaw State University, Mariette GA, August 2017 - May 2019

- President's List & Dean's List
- Presidential Tuition Waiver
- GPA 4.0



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(404) 606-6307

Kwame@kwamination.com

www.tarchitects.co

<https://www.linkedin.com/in/kwame-thomas-18751a5/>

SKILLS

- Animation
- Motion Graphics
- Proficient in Maya
- Adobe Photoshop
- After Effects
- Illustrator
- Visual communication proficiency
- Eye for detail
- Excellent communication and leadership skills

Tarchitects.

KWAME THOMAS

Experienced Computer Animator/Motion Graphics Artist with a demonstrated history of working in the animation industry. Skilled in Modeling, Animation, Lighting, Rendering, and Motion Graphics. Strong business development professional.

PROFESSIONAL EXPERIENCE

SITE AND MOTION GRAPHICS DESIGN CONSULTANT

Tarchitects, Atlanta GA | October 2019 - Present

- Develop site sketches into construction documents
- Create 3D rendered visualizations for various projects

FOUNDER

Kwamination, Atlanta, GA | Jan 2014 - Present

- 3d and Motion Graphics Animator | Graphics Designer
- Provide Animation and Graphics Design services for clients

3D AND MOTION GRAPHICS ANIMATOR

Turner Studios and Turner Sports, Atlanta, GA | Jan 2007 - April 2020

- Maintained consistent use of graphic imagery in design packages such as March Madness, ELeague, and NBA Branding

MOTION GRAPHICS DESIGNER

Atlanta Hawks, Atlanta, GA | Sept 2018 - Oct 2019

- Develop creative content consistent with the Hawks brand that enhanced the fan experience

EDUCATION

BACHELOR OF FINE ARTS IN ANIMATION

Savannah College of Art and Design, Savannah GA, June 2006

- GPA 3.7/4.0



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architect/

PROJECTS

EmTech Library Service Center
Atlanta, Georgia

Clark-Atlanta University, Student
Center Complex
Atlanta, Georgia

Centennial Olympic Cycling &
Archery Venue
Stone Mountain, Georgia

REFERENCES

Eddie Williams
Sustainable Outdoor Creations
M: 770-595-0484

Violet Arogundade
M: 404-277-0017



KWESI DEGRAFT-HANSON

Kwesi DeGraft-Hanson serves as the Landscape Architect for Tarchitects. He is an educator in the fields of landscape architecture, urban design, cultural/historical landscape studies, and environmental planning. Mr. DeGraft-Hanson holds an undergraduate degree in Geography from the University of Ghana. His Master of Landscape Architecture degree is from the University of Georgia and he holds a Doctorate in Interdisciplinary Studies from Emory University. Mr. DeGraft-Hanson is very dedicated to creating thoughtful landscapes, as well as beautiful botanical solution that creates teaching opportunities within, on, and around buildings whenever possible.

PROFESSIONAL EXPERIENCE

LANDSCAPE ARCHITECT

Tarchitects | April 2017 - Present

Provide full landscape architectural consulting and conceptualization for Tarchitects. Projects include Central Library RFP, Historic Homes, Farm Community in Florida, etc.



Rooftop Garden Concept

In the midst of the concrete jungle, we chose to celebrate the existing exterior conditions as well as incorporate new innovative features. We chose to create not only a functional light-filled interior but also a dynamic exterior. The exterior has been programmed to function as a space for lounging and learning. The contemporary design provides the perfect space to enjoy your lunch break. We also used this opportunity to provide a teachable moment on the exterior through the culmination of various ecosystems and plant life.

EDUCATION


BACHELORS, GEOGRAPHY - UNIVERSITY OF GHANA

MASTERS LANDSCAPE ARCHITECTURE - UNIVERSITY OF GEORGIA

PH.D MULTIDISCIPLINARY STUDIES - EMORY UNIVERSITY



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 <https://www.linkedin.com/in/mehmet-arif-ozelgul>

LANGUAGES

Turkish, English, Portuguese, Spanish

VOLUNTEER ACTIVITIES

- Spring Educational Services: mentoring high school students, January 2017 - present.
- Advocates of Silenced Turkey: short movie and poster design, photo exhibitions, awareness conferences, October 2018 - present.

SKILLS

Graphics

- Adobe photoshop
- Adobe Illustrator
- Adobe Indesign
- Autodesk Autocad
- Maxwell Renderer
- Lumion
- Microsoft Office

3D Modeling

- Revit
- Rhinoceros
- Sketchup

Tarchitects.

MEHMET OZELGUL

Fifth-year architecture student who is enthusiastic about growing within Tarchitects. Proficient in architectural programs. Possessing strong professional and social skills due to various participations in different organizations. Skilled in adobe architectural software.

PROFESSIONAL EXPERIENCE

DESIGN FELLOW - ARCHITECTURAL DESIGNER

Tarchitects | May 2021 - Present

Collaborates with team members and colleagues in other Tarchitects disciplines including consultants and subcontractors to promote a multi-discipline approach and philosophy for the execution of our professional architectural services.

- Utilize Revit to take existing condition sketches and create a project model.
- Receive redlined drawings and make corrections in Revit.
- Offer design solutions for projects as needed.

EXCEL CONSTRUCTION - INTERIM DRAFTER

Atlanta, GA | October 2020 - December 2020

- Developed preliminary designs for review by senior drafters

EDUCATION

BACHELOR OF SCIENCE, ARCHITECTURE

Kennesaw State University, Anticipated Graduation May 2022

- Dean's List, 2017-2019
- President's List, 2020
- Presidential Tuition Waiver
- GPA 3.70

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<https://www.linkedin.com/in/nouar-nour-392054108>

LANGUAGES
English and Arabic

ACCOMPLISHMENTS

- The Community Academy for Architecture and Design, Design Coach, Architectural Fundamentals, Spring 2021
- Emerging Professional Volunteer for AIASF
- Cal Poly Design Build Competition Award Recipient

SKILLS

- Revit, Autocad, Photoshop, Illustrator, Indesign, Rhino, Vray, Sketchup, Excel, Word
- Hand and digital drafting
- Strong administrative skills
- Fluent in Arabic
- Strong leadership skills
- Good communicator
- Fast learner
- Project Coordination
- Skilled researcher
- Customer relationship management

Tarchitects.

NOUAR NOUR

Dedicated Architecture professional, competent in working independently or as part of a team. A natural leader and effective delegator capable of taking on added responsibility whenever necessary. Great communicator with keen attention to detail

PROFESSIONAL EXPERIENCE

DESIGN FELLOW - ARCHITECTURAL DESIGNER

Tarchitects | May 2021 - Present

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- Receive redlined drawings and make corrections in Revit.
- Offer design solutions for projects as needed.

INSTRUCTIONAL DESIGN ASSISTANT

University of San Francisco | August 2019 - May 2021

- Developed and improved curricula, course formats, and lesson presentations for diverse topics.
- Conducted in-depth research to write, edit and produce a professional manual covering several safety and production requirements.
- Evaluated course performance to determine areas in need of improvement.
- Created graphic design templates for school website using Photoshop and Illustrator.

AMERICAN INSTITUTE OF ARCHITECTS - TEAM LEADER

San Francisco, CA | July 2019 - May 2021

- Volunteered giving home tours of San Francisco's most innovative and contemporary modern residences, gained vital information about pressing issues concerning environmental impacts on architecture and design, enhanced people skills, and learned how to keep potential clients engaged
- Communicated and coordinated with multiple departments to achieve top results
- Delegated daily tasks to team members to optimize team productivity
- Promoted to a leadership position in recognition of strong work ethic and demonstrated ability to provide exceptional customer service
- Developed open and professional relationships with team members, enabling more effective issue resolution

EDUCATION




BACHELOR OF ARTS, ARCHITECTURE


University of San Francisco, May 2021

ARCHITECT

WAJIHA MAHMOOD


INFORMATION


 Name
WAJIHA MAHMOOD


 Cell
+923353225809

 Phone
022-3868286


EDUCATION

 Graduation
B.Arch (CEAD, MUET, Jamshoro, Pakistan)

 HSC (Higher education)
Excellence Girls Collage (Hyderabad, Pakistan)

 SSC (Secondary education)
O.P.F Public School (Quetta, Pakistan)

PERSONAL PROFILE


 Date of Birth
22. Dec. 1992


 Gender
Female

 Religion
Islam

 Nationality
Pakistan

LINKS

 LinkedIn
<https://www.linkedin.com/in/wajiha-mahmood-115671141/>

 E-mail
wajihamahmood92@gmail.com

OBJECTIVE

To excel in work place and become asset for the client by maintaining exemplary work attitude and creative outlook.

PROFILE

I am Professionally qualified with 4 years of combined experience, as an Architect of different Architectural firms, also some personal projects are designed through freelancing.

EXPERIENCES

▶ 15.08.2017 to 15.06.2018 **DeeJays Consultant**

Junior Architect.

Completed 10 months of experience as an junior Architect. The work which is done are Working Drawings, Architectural Drawings and 3D modeling.

▶ 05.08.2018 to 01.10.2019 **Pak Consultant**

Architect.

Completed 14 months of experience as an Architect. The work which is done are Working Drawings, Presentation Drawings, Detail Drawings, Architectural Drawings and 3D modeling.

▶ 01.01.2020-01.04.2021 **M.R Associates**

Senior Architect.

Completed 16 months of experience as an Senior Architect. The work which is done are Working Drawings, Architectural Drawings, Presentation Drawings, 3D animation, 3D modeling, Detail Drawings, and Submission Drawings.

ACADEMIC ACTIVITIES

- ▶ Participated in DESIGN CHARIT of IPEX Karachi at Expo in 2014.
- ▶ Participated in SKETCH COMPITATION of IPEX Karachi at Habbit IBL Building in 2015.
- ▶ Attended INTERIOR DESIGN workshop "COLOURS FOR DESIGNERS" at Nelson Paint Studio in 2017.

EXPERTISE

 Autocad

 3D Max

 Sketch-Up

 Lumion


 Photoshop

 Illustrator

 Ae

 Coral Draw

 Ms Word

 Ms Powerpoint

 Ms Excel

 Sketching

 Model Making

 Revit 42

Tarchitects.

Capability Statement

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tgreenabdullah@tarchitects.org

office +1 844-409-0044
Mr. Abdullah +1 770-634-0970
Mrs. Green- Abdullah +1 678-542-5064

352 University Avenue SW,
S-128, | Atlanta, GA 30310
Cage Code: 5RRV8

Core Competencies

Tarchitects is an African-American-owned and operated high-impact architecture and design-build firm that delivers results. We provide **architectural design** services, along with **mechanical, electrical, plumbing, and landscape architecture** design services, all in-house. We also provide **inspections, assessments & master planning** for properties and community development.

Past Performance

Government Facilities

- Major Barracks Renovations at Fort Benning, DOD, Columbus, GA

Commercial/Industrial Facilities

- Mandarin Hotel, City Center Development, Las Vegas, NV
- Corporate Storage, Tucker, GA
- Supreme Fish Delight, (Franchisor's Architect) Dubai, UAE
- Supreme Fish, Burger, Chicken Delight, (Franchisor's Architect) Lagos, Nigeria

MEDICAL/Assisted Living/Home Care Facilities

- Rising Star Home Care Facility, Stone Mountain, GA
- Atlanta Assisted Living, Atlanta, GA
- Faebri Medical & Community Education, Atlanta, GA
- Georgia Medical Response (ambulance dispatch center), East Point, GA

Educational Facilities

- Georgia Institute of Technology, Indoor Tennis Facility, Atlanta, GA
- South Fulton Public Library, Atlanta, GA
- The Community Academy for Architecture and Design, K-8 Public Charter School, DeKalb, GA
- Public Library Design Study, Harvard University Executive Education Course on Design of 21st Century Libraries

NAICS Codes

541310 architectural services
541350 building inspection services
541320 landscape architecture
337212 custom Architectural Woodwork and Millwork Manufacturing
236220 commercial and Institutional Building Construction
236115 new Single-Family Housing Construction (except For-Sale Builders)
541611 Administrative Management and General Management Consulting Services
611430 Professional and Management Development Training
611420 Computer Digital Literacy Training
923110 Administration of Education Programs
611710 Educational Support Services
611430 Professional and Management Development Training

Company Data

Tarchitects was established in November 2008 as an architecture firm. In 2015, we added design-build services. Mr. Abdullah has performed over 150 real estate inspections with special attention to MEP and Structural integrity.

Licenses and Certifications

- Tariq Abdullah, AIA is an NCARB Licensed Architect presently in 5 USA States and has reciprocity capabilities in all 55 U.S. jurisdictions, Canada, Mexico, Australia, and New Zealand.
- Tiffany Green-Abdullah is a certified Project Manager
PMI ID: 1954572
- African-American owned and operated

Mission

- To be a global firm, a diverse firm, and a high performing firm
- To operate with integrity and achieve our mission with high standards
- To improve the communities we work in
- To grow and maintain our team with a focus on longevity
- To grow into a multi-generational conglomerate

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TARCHITECTS.CO

ENHANCING COMMUNITIES

Tariq Abdullah, AIA - CEO, Principal Architect
Tiffany Green-Abdullah, M.Ed, PMP - COO

A blue geometric pattern consisting of overlapping, slightly offset rectangular shapes that create a 3D effect of depth and perspective. The pattern is composed of various shades of blue, from a deep navy to a lighter, almost white blue, creating a complex, crystalline structure.

PRESENTATION OUTLINE

KEY TOPICS AND INFORMATION

About the Company
Innovative Work
Key Projects
How We Innovate
Design Process
Our Team
Contact Us

ABOUT THE COMPANY

Tarchitects is a high-impact architecture firm that delivers results. We provide architectural design services, along with the mechanical, electrical, plumbing, and landscape architecture design services that you need to get your project done, all in-house.

We make entrepreneurs' dreams come true and deliver turn-key projects that change our clients' lives.

Our Philosophy

Traditionally architects see themselves at the top of the triangle, the consultants in the middle, and the client at the bottom. At Tarchitects, we have inverted these traditional roles.

We understand that to provide the best of services and end-product, the architect must fully engage the client to understand the parameters of the project from the client and stakeholders' perspective.



WHAT YOU CAN EXPECT FROM
TARCHITECTS

“INTEGRITY,
RESPONSIVENESS, AND
ACCURATE SOLUTIONS
FROM
KNOWLEDGEABLE
PROFESSIONALS.”

DESIGN PROCESS



PRE-DESIGN SERVICES

We will conduct a design consultation to ascertain the scope of the project and its complete program. We will also survey the facilities and site for measurements and existing MEP conditions. We will then translate the captured measurements into computer-generated drawings and models that will be used as the base for the design.

SCHEMATIC DESIGN

During his phase of the project, Tarchitects will present the overall design intent captured through the design consultation, and the program provided by the client. These concepts will be communicated via drawings, computer animations, and/or physical models.

DESIGN DEVELOPMENT

At the end of the schematic design, a benchmark will be set to finalize the overall design strategy. At this point, Design Development will begin and Tarchitects will start to finalize structural components and systems, and establish material selections as well as other aspects that will formalize the final design. An internal code review will also be conducted in this phase of design. During this phase, another benchmark will be set for a design presentation by Tarchitects with the client.

CONSTRUCTION DOCUMENTS

After Design Development is complete, we will begin the Construction Documents phase. This is the phase that will produce the final documents for construction. How the building is built structurally, and exactly how the building responds to the elements of weather are good examples of what is finalized in detailed drawings within this phase of the design process. These same "Construction Documents" will be submitted to the municipality along with an application for a building permit by the client.

KEY PROJECTS

MAKING DREAMS COME TRUE

The client approached with a white box location with the need to design and build a high-end luxury med spa. The client did not have a set program or design aesthetic in mind. Developed the program. Ultimately, we provided design development, developed program, interior design, full construction and full architectural, structural, mechanical, electrical and plumbing that was needed for the technical drawings for the issuance of a building permit.

PROJECT INFORMATION

Name: CASS Clinical Med Spa

Type: Commercial

Size (SF): 3306 SF

Scope: Arch Design + MEP Design + Construction

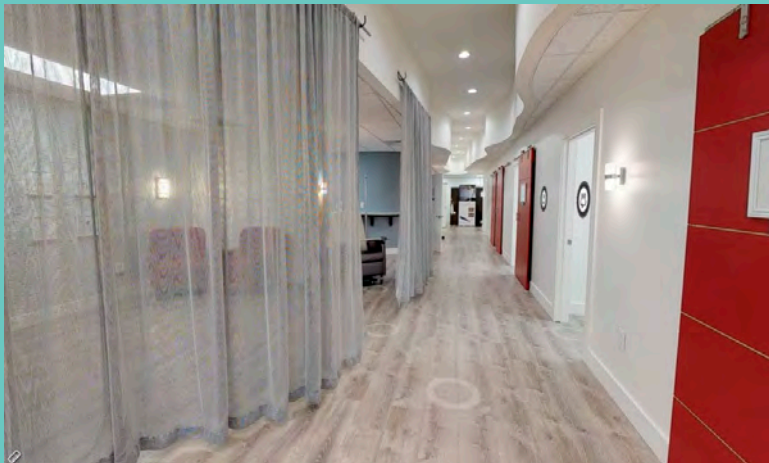
Project Manager: Tariq Abdullah

Project Designer: Tariq Abdullah

Subs: N/A

Budget: \$440,000

Completion Date: December 2017



KEY PROJECTS

MAKING DREAMS COME TRUE

This project came by way of general contractor of record. The GC and the client had an overall understanding of the program and what was needed was the technical documents for receiving a building permit. Ultimately, inside the design development phase, Tarchitects proposed additional design patterns which added value and increased the clients ROI. Tarchitects partnered with MOSA design studio as the architect of record. We provided full architectural, structural, mechanical, electrical and plumbing that was needed for the technical drawings for the issuance of a building permit. The facility is in continued operation today and serves as a valued resource for the surrounding community.

PROJECT INFORMATION

Name: Rising Star
Type: Assisted Living Facility
Size (SF): 10000 SF
Scope: Arch Design + MEP Design
Project Manager: Tariq Abdullah
Project Designer: Tariq Abdullah
Subs: N/A
Budget: \$900,000
Completion Date: October 2017



KEY PROJECTS

MAKING DREAMS COME TRUE

The client approached the firm with an overall understanding of what they wanted to accomplish with the design. The Site had been selected and the funds were available for the construction of the project. However, the client did not have a comprehensive program in place and needed assistance with programming from an architectural perspective and help with the development of technical drawings for obtaining a building permit. Tarchitects provided leadership The project is built and in operation today.

PROJECT INFORMATION

Name: Atlanta Urgent Care
Type: Commercial New Building
Size (SF): 3305 SF
Scope: Arch Design + MEP Design
Project Manager: Tariq Abdullah
Project Designer: Tariq Abdullah
Subs: N/A
Budget: \$634,000
Completion Date: December 2017



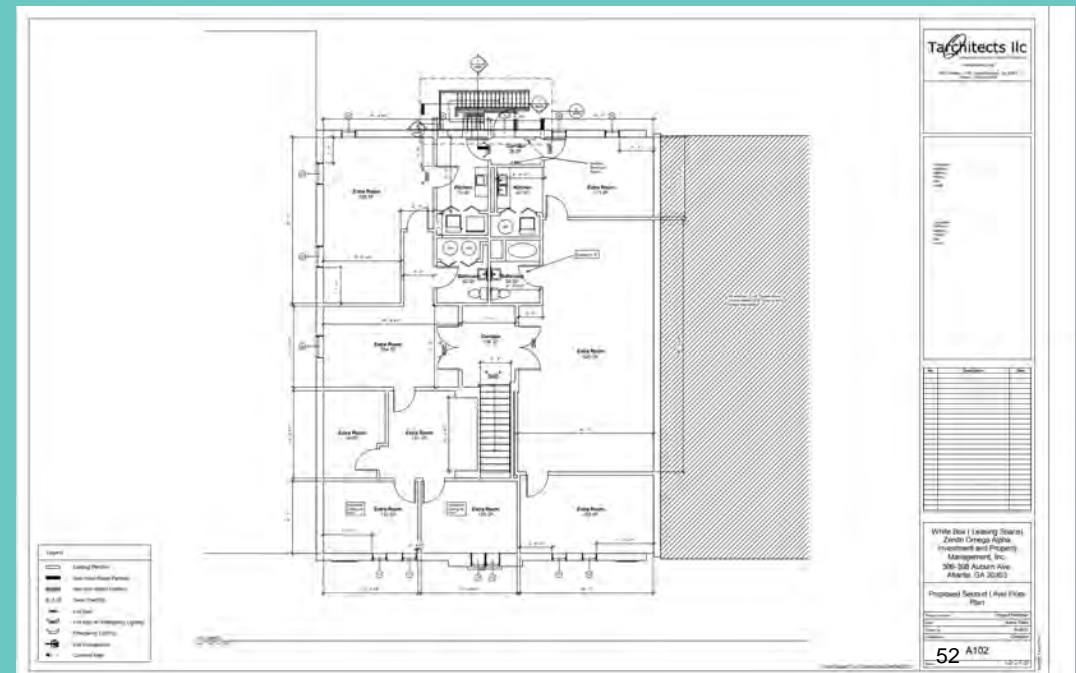
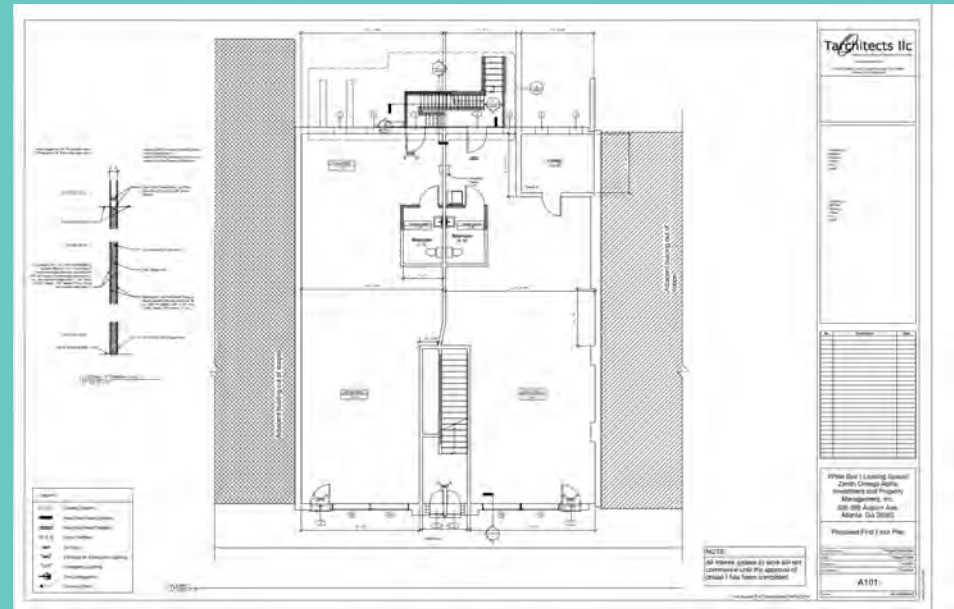
KEY PROJECTS

MAKING DREAMS COME TRUE

The client brought this project after having secured a grant from Invest Atlanta. The scope of the project was to review the historic preservation requirements in the Martin Luther King Jr. Historic District in Atlanta, Georgia and to renovate the building's exterior while preserving the historic character of the historic district. The design and construction services were done all under Tarchitects with a JV partner executing the construction.

PROJECT INFORMATION

Name: Historic Preservation 680 Auburn Ave.
 Type: Commercial
 Size (SF): 6300 SF
 Scope: Arch Design + MEP Design + Construction
 Project Manager: Tariq Abdullah
 Project Designer: Tariq Abdullah
 Subs: Brad Construction II
 Budget: \$210,000
 Completion Date: October 2016



COMMUNITY SERVICE



The Community Academy
for Architecture and Design

We created the Tarchitects Foundation for Architecture and Design (TFAD) to increase pluralism in the fields of architecture, engineering and construction.

Our largest project is TCAAD, the first elementary school for architecture and design in the USA. As of 2021, we offer virtual supplemental education programming through an after-school program and a summer camp. Learn more at tcaad.org

We committed substantial time and resources to design the facility. We have worked with over 500 children in the Atlanta Metro Area.



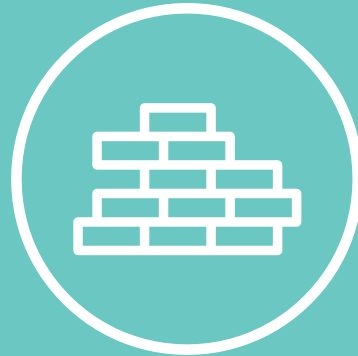
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How We Innovate

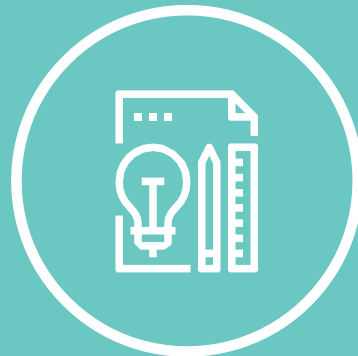
WHY WE STAND OUT



HIGH
TECHNOLOGY
STANDARDS



ETHICAL
BUSINESS
PRACTICES



STREAMLINED
PROCESSES

Our Leadership Team



TARIQ
ABDULLAH, AIA

CEO, Principal Architect

Tariq Abdullah is the Principal Architect, and CEO of TARCHITECTS, the architectural design firm he developed to provide architectural solutions that seek to maintain and enhance the urban environment, particularly as it relates to education. Serving as the bridge between the architectural and social fabrics of communities is part of Mr. Abdullah's life work. Mr. Abdullah is a philanthropist. He seeks to be a benefactor within every community he is a part of.

M.Arch, AIA, NOMA, NFPA



TIFFANY
GREEN-ABDULLAH,
M.ED, PMP

Chief Operating Officer

Tiffany Green-Abdullah, has been a certified Project Management Professional since 2010. She is an award-winning S.T.E.A.M. expert, career coach, and strategist to innovate companies and organizations. Tiffany is a philanthropist and the Co-Founder of The Community Academy for Architecture and Design aka TCAAD & an author (thebeanpie.com).

Tarchitects.

CONTACT US

MAILING ADDRESS

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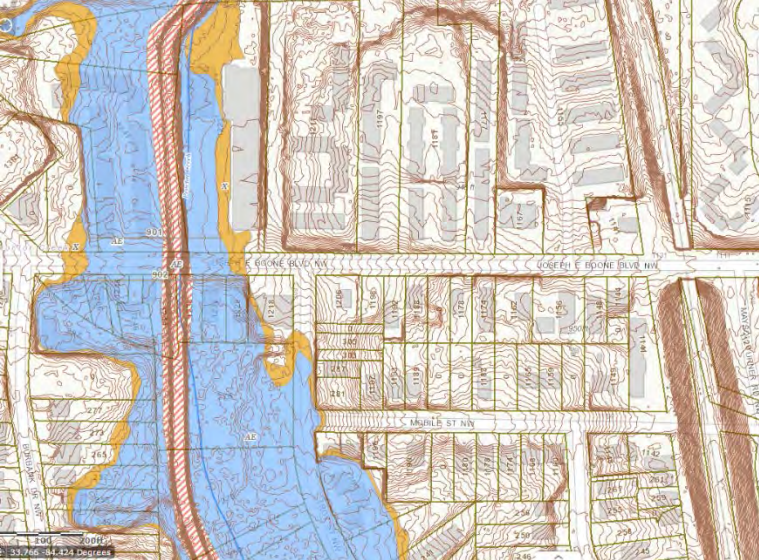
CEO, tabdullah@tarchitects.org

COO, tgreenabdullah@tarchitects.org

PHONE NUMBER

844.409.0044

Statement of Qualifications



Professional Civil
Engineering
and
Construction Phase
Services



July 22, 2021

About SKYLINE Engineering & Construction, LLC

SKYLINE Engineering & Construction, LLC (SKYLINE) is a professional technical services firm based in metro Atlanta providing services for both public and private sector clients. Established in 2006, SKYLINE is a certified LSBE, SLBE, AABE, DBE, MBE and SBE firm, and has been providing civil engineering and construction phase services for clients throughout the southeast.

Contact Information:

SKYLINE Engineering & Construction, LLC

6755 Peachtree Industrial Blvd., Suite 250, Atlanta, Georgia 30360

Web: www.skyline-ec.com / P: 888.706.0661

Mr. Mark D. Cooke, P.E. – Principal and Director of Engineering Division

E: mcooke@skyline-ec.com

Mr. Dwayne E. Cheatom – Partner and Director of Construction and Environmental Divisions

E: dcheatom@skyline-ec.com

SKYLINE's Firm Overview:

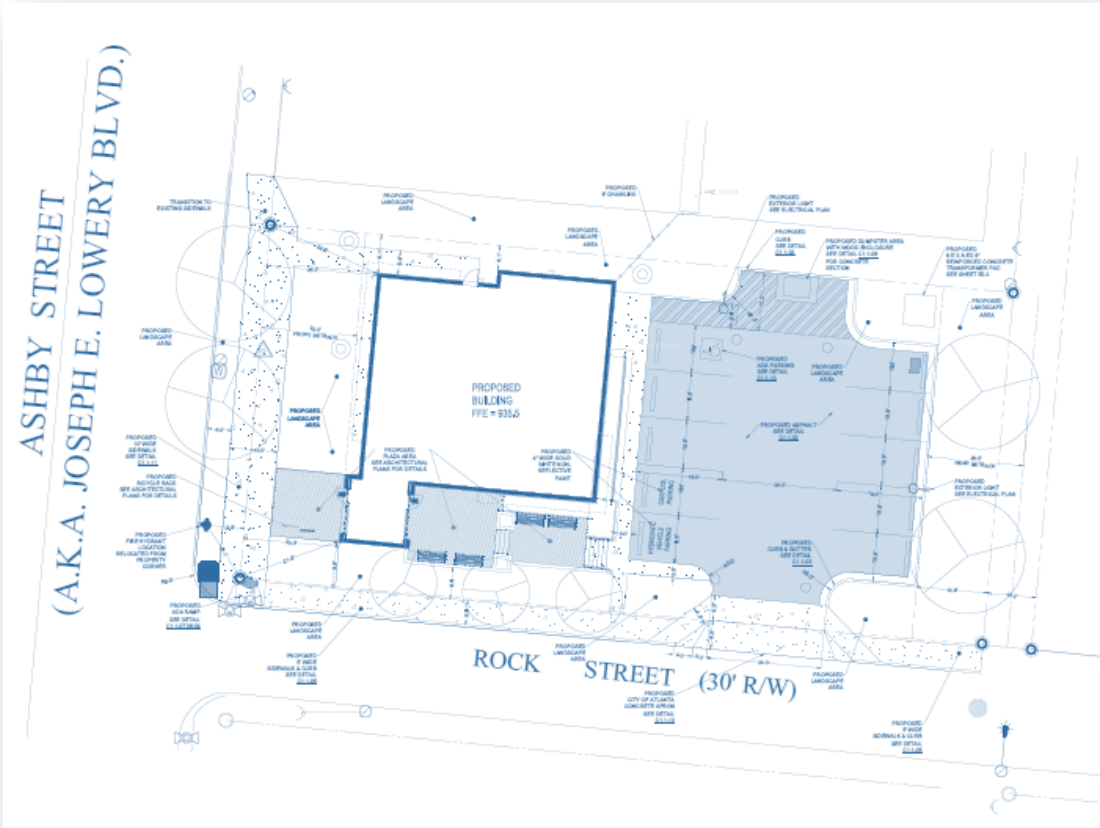
SKYLINE has extensive experience in site/land development, infrastructure utilities, water resources, and construction phase services and inspections. SKYLINE is led by a team of qualified professionals skilled in providing technical expertise for projects of all sizes.

Engineering and Construction Services Capabilities include:

- **Environmental and Assessment:** Management of environmental issues addressing compliance, assessment, hazard identification, and sampling.
- **Site/Land Development:** Site planning, due diligence, subdivision design, grading and drainage design, utility design, stormwater management, Land Development Permit (LDP), Georgia Department of Transportation (GDOT) certified in erosion and sedimentation control, and NPDES Permitting.
- **Utilities – Infrastructure:** Lift/pump station design, sanitary sewer extension, domestic water system analysis, Combined Sewer Overflow (CSO) separation, flood mitigation analysis (storm system), and streetscape renovation.
- **Water Resources:** Culvert & channel design, stream bank restoration, floodplain modeling and mapping, hydrologic and hydraulic analysis, watershed analysis, storm water management, and bridge hydraulic design.
- **Construction Management and Inspections:** Cost management, project management, task coordination, project value assessment, owner representation, construction, schedule management, quality control, permit procurement, Construction Engineering Inspections (CEI), financial “draw” inspections, pre-construction reviews, phase inspections, invoice and change order verification, and safety inspections.

Relevant Project Experience

Civil Engineering Services



MS4 Permit Compliance Hydrologic & Hydraulic Analysis DeKalb County, GA

Civil Engineering / H&H Analysis / Inspections

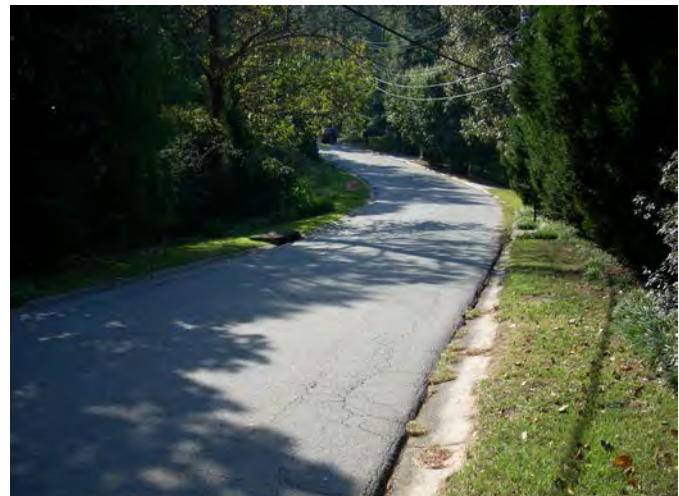
SKYLINE performed civil engineering and inspections to achieve MS-4 permit compliance for the Roads and Drainage Department in DeKalb County, Georgia. The subject area consisted of 100+ land lots and was analyzed for storm system connectivity, watershed flow patterns, and regional flooding areas.



SKYLINE was responsible for inspecting and analyzing continual flooding areas to determine possible cost-effective drainage solutions. Hydrologic Reports were created to evaluate the existing ponding limits and provide a comparison to the recommended solutions. Tasks included field verification of existing culvert locations, reporting of condition, size (dia.), length, material, and determining the affected adjacent property owners.

Challenges of this project included interfacing with disgruntled property owners to discuss flooding problems and compiling/translating the immense amount of project data into ArcGIS software. USGS maps were used to prepare reports and planning documents for submission to DeKalb County staff.

Upon completion of this initial analysis, SKYLINE made recommendations for drainage solutions of each flooding area. This information was used to determine project priorities and construction budgets.



Client: DeKalb County, GA

Contact: Mike Walker (Retired)

Project Area: 100+ Lots

Project Cost: \$1.2 Million

Fee: \$70,000

Year Completed: 2007

Architectural, Engineering and Design Services for Clayton County N.E. Senior Center

Ellenwood, GA

Civil Engineering/Site Design

Clayton County N.E. Senior Center, as part of the SPLOST development program, will be a one-story building approximately 17,800 gross square feet on a 5.78-acre site located in the southeastern portion of 3199 Anvil Block Road in Ellenwood, GA. The facility is one of three facilities on the site including the Animal Control Building and the NE Police Precinct. The Senior Center's entry drive will connect to a roundabout located at the end of a shared drive.



SKYLINE is part of the AECOM design team providing civil design and site design services. These services include parking, grading, sidewalks, sewer connections, utility coordination, county permitting coordination, storm water collection/retention analysis, erosion and sedimentation control design.

Upon start of construction, SKYLINE will also assist in performing construction administration for the client. We will document construction progress and erosion and sedimentation control compliance.

SKYLINE's specific tasks included:

- Erosion, sediment, and pollution control;
- Inspection of erosion and sedimentation control best management practices;
- Design services of civil engineering;
- Construction administration; and,
- Analyzing existing drainage patterns and identifying problem areas (erosion, etc.).



Client: AECOM/Clayton County Central Services **Contact:** Kung Ven
Project Area: 5.78 Acres **Project Cost:** \$6,000,000 **Completion:** Ongoing



Design-Build Services for Houston Mill Aerial Crossing Water Main Fast Track/Emergency Repair DeKalb County, GA

Design / Construction Management / Inspection

As part of the Sol Construction design-build team, SKYLINE provided design and construction administration (CA) services for DeKalb County's Department of Watershed Management (DWM) Houston Mill Aerial Crossing Emergency Repair project.



The DWM owns and operates the 16" steel water main that runs along Houston Mill Road from LaVista Road to Clifton Road. The main was constructed in 1953. It is one of the two 16" mains that feed the Emory Campus, including the CDC and Emory University Hospital.

Houston Mill Road crosses the South Fork Peachtree Creek. The water main crosses the creek next to the bridge in Houston Mill Road, on its own columns, independent from the bridge structure. The length of the aerial crossing is approximately 120 LF. The water main is supported on a total of five (5) piers, or columns. The piers are up to approximately 8 LF high above the creek bed.



SKYLINE was responsible for preparing drawings, specifications, and supporting documentation in obtaining permits and required approvals for construction. SKYLINE performed design services that include preliminary, 60% and 100% engineering design concurrently with constructability review and value engineering activities. Design activities included concept and site planning, grading & drainage, erosion & sedimentation control, and utility design. This phase concluded with the incorporation comments and review and approval of final design by County staff.

SKYLINE, also performed CA services to include a 7-day inspection of the perimeter Erosion and Sedimentation Control Best Management Practices (BMP). Other construction administration (CA) services included site visits, field observation, and CA report preparation.

Client: Engineered Systems & Services, LLC **Contact:** Jonathan Rucker

Project Area: 120 L.F. **Project Cost:** \$200,000

Year Completed: 2016

Design-Build Services for Columbia Drive Lift Station Gravity Sewer Improvements DeKalb County, GA

Design / Construction Management / Inspection

SKYLINE provided design and construction administration (CA) services for DeKalb County's Department of Watershed Management Columbia Drive Lift Station and ancillary facilities and appurtenances.



One of the oldest lift stations in the County, the project involved abandoning the existing Columbia Drive Lift Station adjacent to Old Rainbow Drive in Decatur, GA and installing approximately 870 LF of new 8" diameter gravity sewer. Due to the deadline of EPA Consent Decree, all proposed work had substantial completion by December 31, 2016.



As part of the Sol Construction design-build team, SKYLINE was responsible for preparing design drawings, specifications, and supporting documentation in obtaining permits and required approvals for construction.

SKYLINE performed design services that include preliminary, 60% and 100% engineering design concurrently with constructability review and value engineering activities. Design activities included concept and site planning, grading & drainage, erosion & sedimentation control, and utility design. This phase concluded with the incorporation comments and review and approval of final design by County staff.

SKYLINE, also performed CA services to include a 7-day inspection of the perimeter Erosion and Sedimentation Control Best Management Practices (BMP). Other construction administration (CA) services included site visits, field observation, and CA report preparation.



Client: Sol Construction / DeKalb County

Contact(s): Jose Villegas, Sol Construction & Lauren Hart, DeKalb County

Project Area: 874 L.F. **Project Cost:** \$1.3 Million

Year Completed: 2016

Design, Permitting and Construction Administration

SKYLINE and a team of subconsultants performed complete design, permitting, and construction administration for this high-profile park project in the City of Dunwoody. The site is located on an 8-acre Peachtree Charter Middle School property located at North Peachtree Road and Barclay Drive.



The SKYLINE Team was responsible for providing preliminary concept design to final design, construction documents, bid preparation, permitting and construction administration of the site and baseball facilities. We provided added value during the design process by:



- Maximized field sizes within the limited project area by providing multiple site plan alternatives.
- Assisted with coordination of varying priorities from multiple stake holders.
- Assisted with meeting budget and schedule priorities through value engineering and suggesting a design-build project delivery method.
- Provided value engineering savings greater than \$2M.
- Provided “on-demand” project revisions to meet client/stakeholder requests and presentations.

The SKYLINE Team provided 100% construction documents that included: demolition, site plan, grading and drainage, planting layout, utility routing, lighting, final architectural, landscaped area, mechanical, electrical and plumbing, a structural wall, location of signage, parking, and erosion/sediment/pollution control plans.

SKYLINE provided construction administration by working with the City of Dunwoody to provide final construction cost estimates, reviewing and recommending possible contractors, assisting with the pre-bid and bidding process, site meetings, contractor’s submittals, and more.



Client: City of Dunwoody **Contact:** Steve Adams, 912.675.7602

Project Area: 8 Acres **Project Cost:** \$172,000.00

Completion: 2018



Design/Build for Rockbridge Road Asbestos Cement (AC) Water Main Replacement DeKalb County, Georgia

Design Support and Design/Construction Administration

SKYLINE is assisting in the design/build services for Rockbridge Road Water Main Replacement for both Phase One and Two for DeKalb County Department of Watershed Management.



Rockbridge Road is a single-lane heavily traveled corridor. The project consists of two contracts - Contract A: From Memorial Drive to North Stone Mountain Lithonia Road; and Contract B: North Stone Mountain Lithonia Road to North Deshon Road. Replacement of the water main involves engineering and design, permitting, paving, installation of approximately eight miles of pipe, traffic control, milling and resurfacing, traffic and erosion control, landscaping, and rock excavation.



SKYLINE is providing assistance in water main design, construction administration and inspection services for the project. The site drawings identify the water main route, including fire hydrants, valves, meters, piping, and other appurtenances. SKYLINE is providing design for water main, erosion, sedimentation and pollution controls, permitting, inspections, project coordination, project management.



SKYLINE will also be providing construction administration services including site visits and meetings, field observation, cost estimates, and CA report preparation.

Client: Reeves Young	Contact: Matt McCormack
Project Area: 8 miles of pipes	Project Cost: \$21 Million
Completion: Ongoing	

Architecture and Engineering Services for Seven (7) Prefabricated Park Restrooms

Civil Engineering / Site Development

SKYLINE is performing civil and landscape design services for the DeKalb County Recreation, Parks & Cultural Affairs Department to design new prefabricated park restrooms for a number of parks.

Improvements include ADA compliant sidewalks, potable water, sanitary sewer and erosion control plans for the project area in order to obtain the DeKalb County LDP. The restrooms will be in close proximity to the pavilions at the specified locations on each DeKalb County map. The



the parks include:

- Bouldercrest Park
- DeKalb Memorial Park
- Gresham Park
- Kittredge Park
- Lithonia Park
- NH Scott Park
- Shoal Creek



SKYLINE performed conceptual design and detailed civil engineering to include utilities (sewer, water, electricity lines) around the sites that are needed for the various park facilities. Since we have some trees around the sites, SKYLINE conducted tree protection and replacement to meet the DeKalb code. SKYLINE, also, conducted land development and building permits effort on these new facilities.

SKYLINE will provide Construction Administration services for each of the seven parks.

Owner: DeKalb County Recreation, Parks & Cultural Affairs, Vineet Nagarkar, 404-687-3709

vsnagarka@dekalbcountyga.gov

Design Completion: Ongoing **Project Design Cost:** \$78,960.00

City of Atlanta Renovation & Conversion of existing Fire Station #7 with new Emergency Dispatch and Community Center Atlanta, GA

CIVIL ENGINEERING DESIGN SERVICES

The City of Atlanta, Fire Station # 7 building was built in 1910. The structural integrity of the building came into question with the support columns deteriorated, and widespread interior, water damage as a result of exposure to moisture. The mechanical, electrical, and plumbing systems were no longer in operation with the building vacant for several years. Due to the age of the building, it was also likely to contain lead-based paint and asbestos containing materials (ACM).



The City of Atlanta made plans to renovate the building and convert the building to an Emergency Dispatch and Community Center. The scope of services includes: project management and coordination; architectural design; electrical engineering design; mechanical, plumbing and fire protection design; structural design; preliminary survey of lead-based paint, asbestos, mold,



and the removal of the above ground storage tank; civil engineering design; survey of the building envelope; and construction documentation and administration services. This existing 104-year-old Fire Station #7 is seeking LEED (Leadership in Energy & Environmental Design) certification.



SKYLINE is providing civil engineering design services including provisions for parking, erosion and sedimentation control, pollution control, and storm water drainage. Boundary and topographic surveys were performed to facilitate civil engineering design. SKYLINE responsibilities also included GDOT coordination and construction administration.

Client: Atlanta Service Group

Contact: Stanley Jennings, AIA

Project Area: 1.03 Acres

Project Cost: \$3,000,000 +/-

Year Completed: 2016

Metropolitan Atlanta Rapid Transit Authority (MARTA) Construction & Renovation of Hamilton Bus Maintenance Facility Atlanta, GA

Design - Engineering

New construction and renovation services are being provided at the Hamilton Bus Maintenance Facility for Metropolitan Atlanta Rapid Transit Authority (MARTA). Renovation work includes the renovation of the interior and exterior of the existing Administration/Maintenance and HVAC Buildings. The work includes known or suspect environmental impacts to specific subsurface areas, with the potential environmental impacts to unknown areas of the facilities where specific waste handling methods are required. Construction, also includes the addition of one new canopy for the non-revenue fueling station.



New construction at the maintenance facility consists of six new buildings that include:

- ❖ Fuel Service Building
- ❖ Fare Retrieval Building
- ❖ Bus Wash & Tire Building
- ❖ Bus Clean Building
- ❖ CNG Compressor Station
- ❖ Industrial Wastewater Treatment Plan

SKYLINE performed subsurface utility design and coordination for 10" diam. domestic water, 8" diam. industrial waste, and 8" diam. sanitary sewer lines. Industrial Wastewater Treatment Plant (IWTP) Building design services includes a concrete foundation, a retaining wall, a pre-fabricated metal building, metal stairs and handrails, storage tanks, and equipment for treating industrial waste water. Services provided are part of a five-year contract for MARTA.



Client: AECOM

Contact: Michael Lynch, MARTA

Project Cost: \$15 Million

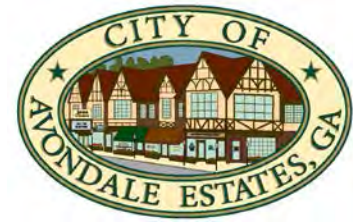
Year Completed: On-Going

Clarendon Avenue / Berkeley Road Drainage Analysis

City of Avondale Estates, Georgia

DRAINAGE AND HYDROLOGIC ANALYSIS

SKYLINE performed preliminary hydrologic analysis in the boundaries of North Avondale Road, Berkeley Road, Clarendon Avenue, Kingstone Road, and Dartmouth Avenue for the City of Avondale Estates, GA consisting of established residential single family housing where persistent flooding exists in both the City's right-of-way and on private properties. The average lot size for the neighborhood consists of 12,000 square feet. There are two drainage basins: Basin 1 (approximately 8.7 acres) discharges into Shoal Creek East Fork Middle Branch and Basin 2 (approximately 32 acres) discharges in existing pipe located north of Avondale Swim and Tennis Club and Shoal Creek East Fork Middle Branch, and stormwater runoff in low point along



Dartmouth Avenue.

SKYLINE provided a Drainage & Hydrologic Analysis Report that included: project boundaries, due diligence, investigating existing conditions of two drainage basins, recommendations, methodology, preliminary cost estimate, hydraulic and hydrologic technical support information, and map exhibits.

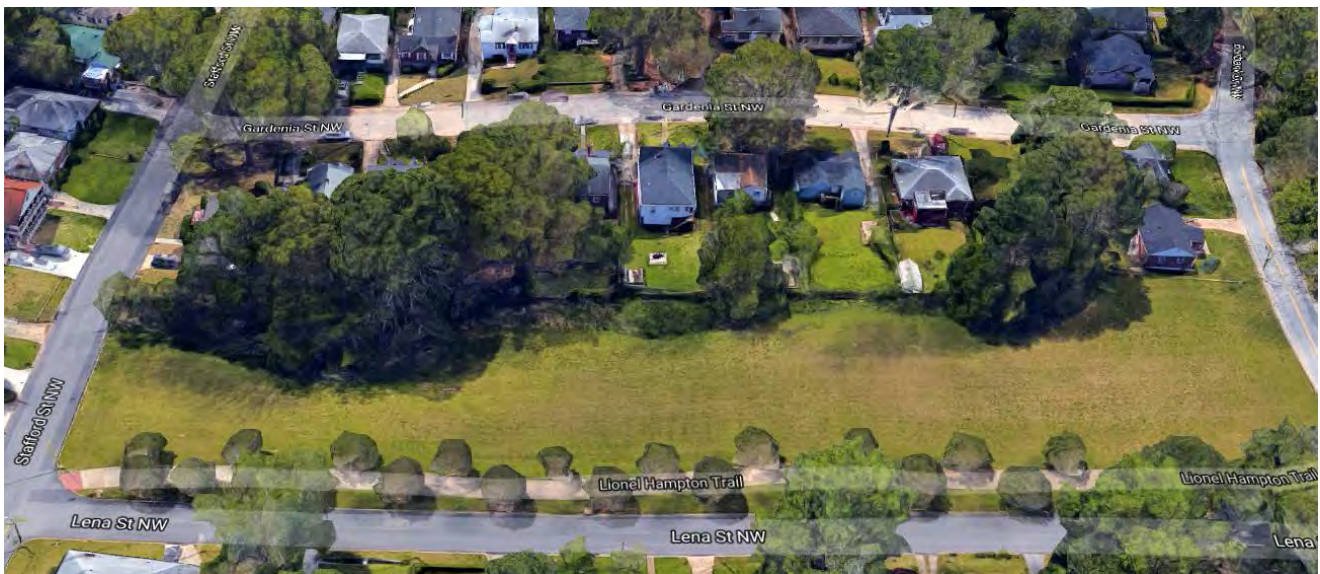


SKYLINE included in its report a preliminary line item cost estimate for Phase I and II Basin improvements based on the proposed pipe network and a conceptual table depicting typical infrastructure elements for major work division of roadway, concrete, reinforced concrete pipe (RCP), grassing and appurtenances. City of Avondale Estates mapping provided limited location information for storm sewers, catch basins, inlets and ditches. Site visits, studying and walking drainage areas and patterns, interviews with residents, photographs taken of both City and private residential locations, and verification from both DeKalb County and the City's mapping information. In addition, an as-built survey of the existing storm sewer systems including rim elevations, invert elevations, pipe material, pipe size, etc. was provided for the hydraulic model.

Design-Build Civil Engineer / Site Development

SKYLINE performed as civil engineer on this design-build team with general contractor Kissberg/Parker Fry JV to design and construct a 6' wide concrete decorative walkway along a linear greenspace in the City of Atlanta.

Atlanta native Ella Mae Wade Brayboy, the Godmother of voter registration, was one of Georgia's first black deputy registrars. In honor of her work to register over 10,000 black voters during the 1960's and lifelong dedication to activism, the Atlanta City Council granted funds to develop the park in her honor. Using city-owned property in the Washington Park Neighborhood and input from various stakeholder groups, the design-build team along with the City of Atlanta Office of Park Design worked to create a space that would honor Brayboy and provide enjoyable community space for residents.



SKYLINE performed conceptual design and detailed civil engineering to design an ADA compliant accessible pathway through the park, which consisted of slopes ranging from 7 to 18%. In addition to the challenging grading effort, the park property is located directly above a MARTA rail line, with vertical clearances as low as 4 feet below existing grade. The SKYLINE team designed a 30' diameter pervious concrete decorative plaza with granite seat wall, and a variety of landscaping elements to beautify the memorial park. To address storm water quality requirements, SKYLINE designed a rain garden and filter strip to ensure adequate removal of contaminants prior to release from the site.

Client: Office of Park Design, City of Atlanta **Contact:** Karyl Clayton, 404-546-7763

Design Completion: 2017; **Construction:** In-Progress

Project Area: 1.85 Acres

Relevant Project Experience

Environmental Services



Fort Benning Oil Water Separator and UST Replacement Fort Benning, GA

Construction Project Management

SKYLINE provided project management for the demolition and disposal of a 10,000-gallon underground storage tank (UST) and a 20,000-gallon oil water separator (OWS) and appurtenances. The project also involved the installation of new equipment for a 10,000-gallon double-walled UST, 20,000-gallon OWS, three pumps, a concrete vault, a blowdown tank, manholes (4 quantity), sumps, and system controls.

SKYLINE assembled the project plan and associated elements such as the construction team, clarified scope, schedule, and the project budget. Specifically, SKYLINE prepared the master construction plan utilizing project management software to successfully track:



- Periodic meetings and client updates
- Project milestones
- Resource assignments
- Construction economics
- Financial cash flow and cost control
- Contracts and contract administration
- Time extension management
- Change order management
- Materials management
- Site health and safety
- Environmental management (inspection of BMPs and outfall areas)
- Quality control
- Deliverables
- Close-out

Overall, SKYLINE was responsible for ensuring contract compliance from subconsultants. SKYLINE was responsible for all manifests and documents, deliveries and major departures of tanks, waste equipment and materials.

SKYLINE was responsible for the coordination of milestone inspections, technical/production tasks, milestones, change order management, and QA/QC.



Client: BAT Associates **Contact:** Keith Kaylor, P.E., 770.242.3906

Project Area: Ft. Benning Fuel Depot, Bldg. 2390 **Project Cost:** \$700,000.00

Completion: September 2017

Phase I – Environmental Site Assessment for 305 Elbert Street, Elberton, Georgia

Phase I – Environmental Site Assessment

Enterprise Leasing Company of Georgia, LLC planned to open a car rental office at 305 Elbert Street in Elberton, Georgia. Enterprise requested the services of SKYLINE Engineering & Construction, LLC to conduct a Phase I Environmental Site Assessment of a former gas station located at 305 Elbert Street, Elberton, Georgia.



Built in 1965, the facility is a small brick and metal structure with metal awning located on a 0.76-acre parcel of land. The goal of the Phase I ESA was to identify recognized environmental conditions on the property. “recognized environmental condition” includes hazardous substances or petroleum products, even when present under conditions in compliance with laws.



SKYLINE provided services that included: Records Review, Site Reconnaissance, Interviews, and a 80-page Phase I ESA Report. The report was prepared in compliance with ASTM E 1527-13 – Standards and Practices to fulfil one aspect of Enterprise’s due diligence assessment. The assessment, along with testing, was conducted in four (4) weeks.



Elements of due diligence performed included: site and vicinity description, physical environmental setting, topography and soils, surface waters and wetlands, hydrogeology, historical aerial photographs and maps, regulatory agency and environmental enforcement records, and contact information.

Client: Enterprise Leasing Company of Georgia, LLC **Contact:** Josh Strickland
Project Area: 0.76 Acres **Project Cost:** \$2,500.00 **Completion:** 2019

Tuskegee University – Proposed James Henderson Hall Biotech Laboratory Tuskegee, AL

NEPA ENVIRONMENTAL ASSESSMENT

The James H. M. Henderson Hall houses the College of Agriculture, Environmental, and Natural Sciences (CAENS) instructional programs. The proposed rehabilitation will consist of construction of a Plant Biotechnology Laboratory in the basement shell space of Henderson Hall for the school of CAENS. Construction is approximately 4,712 SF of new laboratory with three major bio-tech labs equipped with work stations, biofume hoods, and in addition two smaller labs for transformation and tissue culture research, a multi-purpose storage room, and restrooms.

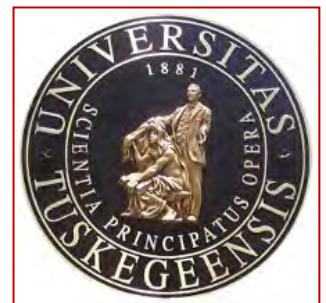


SKYLINE performed an NEPA environmental site assessment for the renovation of James H. M. Henderson Hall Plant Biotechnology Laboratory for Tuskegee University. The assessment was in accordance with the National Environmental Policy Act (NEPA). The environmental assessment process involved the evaluation analysis of natural areas, historic sites, flood plain, wetlands, FCC and FAA sites, recognized environmental conditions, and alternatives.

SKYLINE provided a NEPA Environmental Assessment Checklist of Land Development, Noise Levels, Socioeconomic, Community Facilities and Service, Natural Features, and other factors.

SKYLINE provided regulatory database review involving federal, state and local agencies, field investigation, site assessment/area reconnaissance, socioeconomic findings including demographics, major employers, area businesses, and natural areas.

There were no findings of significant impact regarding natural areas, historic sites, flood plains, wetlands, FCC/FAA sites, recognized environmental conditions, and socioeconomics for the project.



MARTA Environmental Engineering Technical Support Services for Maintenance Facilities

Atlanta, GA

Environmental Programs

SKYLINE provided environmental services for these MARTA Maintenance Facilities:

- ❖ Armour Yard Rail Maintenance Facility
- ❖ Avondale Yard Rail Maintenance Facility
- ❖ Brady Avenue Bus Facility
- ❖ Browns Mill Bus Facility
- ❖ Hamilton Facility
- ❖ Laredo Bus Facility
- ❖ Perry Blvd. Bus Facility
- ❖ South Yard Rail Maintenance Facility



Services include:

Air Compliance Program Services:

- Drafting Standard Operating Procedures (SOP)
- Performing inspections and assessments at multiple facilities for data compilation and compliance

Hazardous Waste Compliance Program Services:

- Weekly, monthly inspections of multiple facilities and compliance tracking
- Surplus chemical waste management support
- Reducing regulatory statuses from that of a large quantity generator to that of a small quantity generator
- Tier II (EPCR) Inventories

Pollution Prevention Program Services:

- Participated on the design team of a new Industrial Waste Treatment System (Dual Phase Extraction System)
- Provided training regarding stormwater management at multiple industrial locations in Atlanta
- Assisted Team with stormwater monitoring sample collection and laboratory analysis, SPCC permitting and plan updates

UST Management Program Services:

- Provided project oversight & closure assistance for the safe removal & installation of USTs and OWS

Multi-facility Assessment/Remediation:

- Assisted the project team with groundwater remediation systems, O&M, system design, installation, and start-up
- Provided DPE system discharge sampling and release reporting
- Assisted with well abandonment and remediation system decommissioning upon achieving acceptable clean-up levels, and NFA.

SKYLINE is performing site visits and assessments, and environmental monitoring for these regulated hazardous waste sites. SKYLINE is providing a site-specific health and safety plan for a number of MARTA bus and rail maintenance facilities. Responsibilities include site visits, environmental monitoring, O&M, and, erosion controls, striping and signage design. A health and safety risk analysis for each task implementing hazard controls, monitoring, prevention, and protection is being implanted for each site.

Client: URS/AECOM **Contact:** Michael Lynch - MARTA

Project Area: Multiple Maintenance Facilities **Project Cost:** \$10,000,000 **Completion:** On-going

Hartsfield Jackson International Airport 5th Runway Construction Atlanta, GA

ENVIRONMENTAL ENGINEERING – CONSTRUCTION INSPECTIONS

SKYLINE personnel led efforts to manage the environmental, geotechnical, and construction material testing for construction of the Hartsfield Jackson International Airport 5th Runway Construction. Initial work activities, of the approximately 600-acre site, addressed technical feasibility of the project. We participated in various tasks that made up the environmental impact statement (EIS) and the FAA environmental due diligence assessments (EDDAs).



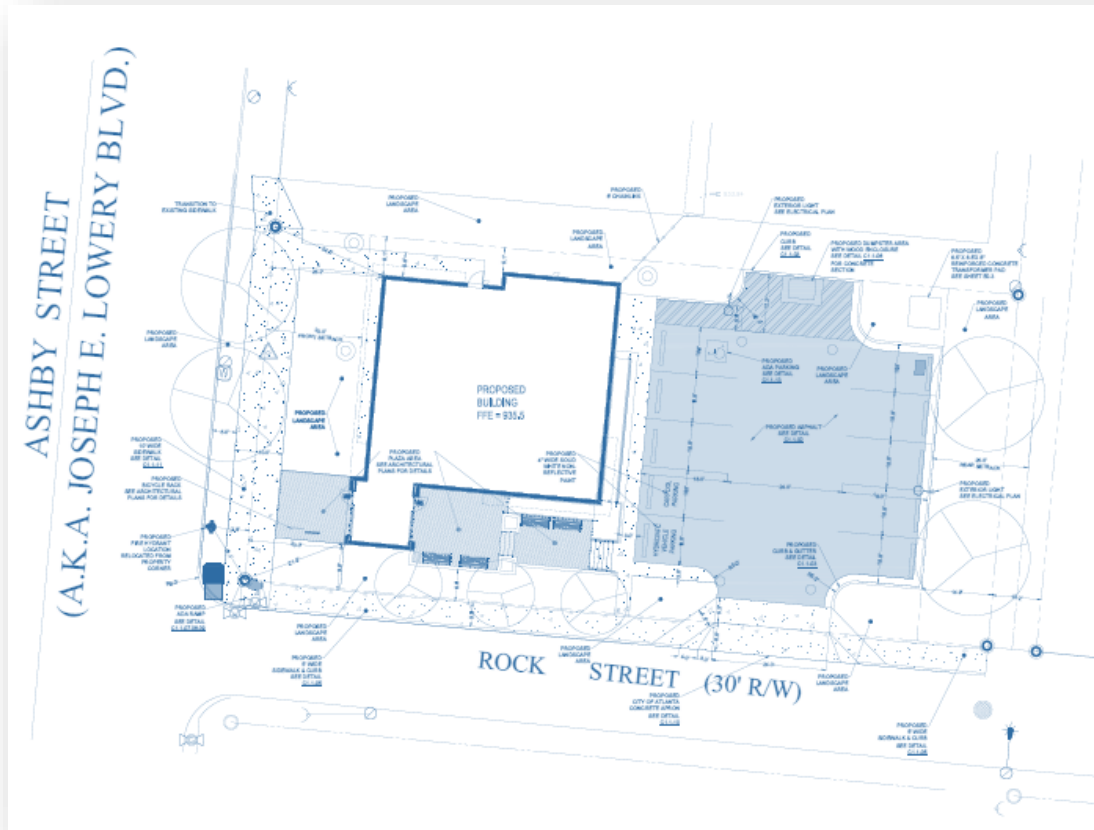
Challenges to the development of this site included extensive real estate acquisition, permitting, floodplain and wetlands management, environmental contamination, air quality control, spill prevention and counter measure controls, storm water detention, and utility coordination. Prior to and during construction, extensive geotechnical subsurface investigations and materials testing had to be implemented.

Due to the scale of the project, 24 hour specialized testing and sampling had to be performed by the engineers. As members of the 5R Team, we oversaw construction, testing, and inspections of construction entry areas, plunge pools, detention facilities, thousands of feet of silt fence, 6 miles of runway embankment, MSE walls, culverts, tunnels, bridges, and roadways.



Relevant Project Experience

Construction Management and CE&I Services



Construction Management Services (On-Call) for DeKalb County – Department of Watershed Management

Construction Management and Construction Inspection Services

As part of the DeKalb County Capital Improvement Plan (CIP) program, the CERM/Gresham Smith Team is providing Construction Management and Construction Inspections for the Department of Watershed Management (DWM). SKYLINE Engineering & Construction, LLC (SKYLINE) as a part of the team, is instrumental in the construction of numerous DWM projects consisting of water line repairs, modification of transmission lines, replacement of mains, chlorinating and flushing of lines, meters, valves, and fire hydrant replacements.



The contract also includes: sewer line repairs and replacement, manhole lining improvements, upgrading of lateral lines to ductile iron pipe, and full-depth street reclamation and repairs. Our team coordinated the construction of greater than twenty-five street upgrades, more than 1,000 feet of 8” ductile iron pipe main, 100’ of 32” transmission line, numerous meters, valves, and fire hydrants, approximately 2,000’ of curb/gutter replacement/improvement, and hundreds of feet of storm drain and sidewalk repairs. SKYLINE is providing:

- Attendance at project planning meetings as the Owner’s representative,
- Service as a point-of-contact, in the field, for the Owner, community constituents, site visitors, regulators, permitting agency inspectors, special inspectors, and utility crews,
- Observation and inspection of the Contractor’s work for Contract Compliance,
- Documentation of the Contractor’s work activities,
- Timely preparation of Daily Reports,
- Clarification of field-related questions or concerns,
- Coordination of technical inspections or testing (i.e., soils, asphalt, concrete, pressure, mandrel, chlorination),
- In-put and interpretation of shop drawings, samples, submittals, schedules, and pay applications,
- Maintenance of the approved drawings, specifications, addenda, written communications, and minutes,
- Collection of the project warranties and guarantee documents from the Contractor,
- Updated (redline) drawings of field changes,
- Recorded and cataloged project progress photographs,
- Observation of site survey layout, grades, and elevations,
- Coordination of Construction Safety orientations and personal protective equipment usage (i.e., badges, hard hats, and safety vests),
- Verification of Contractor’s permits, bonds, and insurance and,
- Appropriate Close-out Documentation.



Client: DeKalb County / CERM/Gresham Smith **Contact:** Rodney Givens, CERM

Contract Area: Countywide **Contract Cost:** >\$3 Million **Completion:** 2016 - Ongoing

Emory Village Revitalization Round-About Construction DeKalb County, GA

CONSTRUCTION ENGINEERING/INSPECTIONS

SKYLINE has an extensive background in design, permitting, construction engineering/inspections, and construction management. SKYLINE provided professional construction engineering/inspections services during execution of the village improvements.



Emory Village CID, the Alliance to Improve Emory Village, had been planning and designing the revitalization of Emory Village since 2000. Earlier phases entailed buying old power and water lines, and other utilities along North Decatur Road in preparation for a traffic calming round-about. As a precursor to the round-about work, Emory University completed a new front entry. Work consisted of new sidewalks, benches, bollards, bike security racks, storm water infrastructure, decorative brick pavers, signage and marking.

Challenges to the development of this site included stream buffer compliance, storm water detention, and extensive traffic coordination and phasing.

SKYLINE successfully provided Construction Engineering/Inspection Services for roadway improvements consisting of a round-about, including but not limited to: daily, weekly, monthly, and quarterly reporting, photographic documentation, material verification, quantity calculations, pay requests and schedule of value processing, Davis-Bacon compliance reporting, employee interviews, storm water management and erosion controls, MUTCD and OSHA safety.



North/South Hairston Road and Signals Improvements DeKalb County, GA

Construction Engineering/Inspection Services

SKYLINE performed construction management services for the DeKalb County (Federal Aid) project. SKYLINE provided construction engineering/inspection services for intersection improvements consisting of system installation of multiple intersections (7) traffic signal installation, fiber optic cable installation, and video detection system installation.



DeKalb County
G E O R G I A

SKYLINE also provided periodic, weekly, monthly, and quarterly reporting, and photographic documentation, quantity calculations, pay request and schedule of values processing, provided Davis-Bacon compliance assistance and employee interviews, storm water management and erosion control, employee safety per MUTCD and OSHA, schedule coordination, utility and construction staking coordination, oversight of installation of luminaries and poles, sub-grade preparation and inspection, sidewalk construction inspection (540 sy).

Major challenges consisted of keeping the contractor on schedule to complete field work, utility coordination, and quality finishes to above grade structures.



Client: DeKalb County **Contact:** Mr. Mike Walker (retired)

Project Area: 2 Miles

Project Costs: \$783,000

Year Completed: 2011

Kensington Road Improvements (Camp and Porter Intersection) and Kensington Road and Sidewalks Projects GDOT & DeKalb County, GA

CONSTRUCTION ENGINEERING/INSPECTIONS

SKYLINE provided construction engineering and inspection services for the construction of roadway widening improvements for Kensington Road at Camp and Porter Intersection.

In addition, SKYLINE provided construction engineering/inspection services for the construction of approximately 2,500 (lf) of roadway improvements.



Kensington Road (Camp and Porter Intersection) and Kensington Road and Sidewalks:

For both projects, SKYLINE provided services that included but were not limited to: contractor coordination, QA/QC, daily, weekly, monthly, quarterly reporting, and photographic documentation, quantity calculations, pay request and schedule of values processing, storm water management and erosion control, employee safety per MUTCD and OSHA, schedule coordination, utility coordination, intersection signalization upgrade inspection, sub-grade preparation and inspection, storm water line inspection, concrete culvert inspection, water line inspection, pressure testing and chlorination, sanitary sewer systems inspection and pressure testing, curb/gutter inspection, side walk construction inspection, asphalt and stripping inspections, and as-built drawing updates.

Atlanta BeltLine Southwest Corridor Trail Fulton County, Georgia

CONSTRUCTION ENGINEERING/INSPECTION

SKYLINE has been performing the ongoing project for the Atlanta BeltLine Construction Engineering/Inspection (CEI) by assisting in permitting the Southwest Corridor of the BeltLine, a 2-mile walking trail and light rail transit corridor designed to surround the City of Atlanta.



SKYLINE's specific tasks included identifying and quantifying construction materials from erosion control elements, granular aggregate based, surfacing materials, ramps, bridges, landscaping, benches conduit, and lighting.



In addition, provided quality control review of design elements such as erosion control, drainage, and signage and marking plans. Just recently, SKYLINE performed a 7-day inspection of the perimeter Erosion and Sedimentation Control (ESC) best management practices (BMP's) for the Atlanta Beltline Southwest Trail – White Street to Martin Luther King, Jr. Drive. Perimeter BMP's have been installed and are successfully protecting downstream areas. Submittals include site observation reports. SKYLINE observed discrepancies between the design plans and field conditions.



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Staff Qualifications





Mark D. Cooke, P.E., Partner

Mr. Cooke is a Partner with SKYLINE Engineering & Construction, LLC and shares the responsibility of all business operations with his partner Dwayne E. Cheatom. Mark is also responsible for the “Engineering” Division where he manages and leads an experienced team of professionals toward successfully meeting the client’s needs.

FIELDS OF EXPERTISE AND RELEVANT EXPERIENCE

Throughout his career, Mr. Cooke has been responsible for managing groups and teams toward the successful completion of various civil engineering projects. He has served as civil engineering group leader and southeastern regional engineer for local and national companies. His background in both civil and architectural engineering has allowed him to participate in all phases of construction and design. Completed tasks include, but are not limited to:

Education:

- B.S., Civil Engineering
- B.S., Architectural Engineering
- Drexel University, 1996

Professional Registration/Certifications/Licenses:

- Professional Engineer: Georgia, Alabama, Maryland, Tennessee, North Carolina
- GSWCC Level II Certification #0000029484 (NPDES)

Professional Memberships and Associations

- American Society of Civil Engineers (ASCE)
- National Council of Examiners for Engineering and Surveying (NCEES)

- Feasibility studies
- Water and sewer system design
- Site development/design
- Transportation design
- Grading and storm system design
- Hydrologic analysis and reports
- Water quality design
- Erosion and sediment control design including best management practices (BMP)
- Value Engineering
- Plan/Peer review
- Construction plan preparation

Mr. Cooke focuses on managing the client’s needs and concerns while emphasizing project coordination and quality of work. Completed project types include:

- Municipal roadways/highways and drainage projects
- Streetscapes/Medians
- Telecommunications Projects (over 100 Sprint, AT&T, and Bellsouth sites)
- Regional watershed drainage and detention projects (+250 acre)
- Multi-unit commercial (McDonald’s, Longhorn, Kohl’s, etc)
- Multi-use developments (ranging from ¼-acre city block to +100-acre developments)
- Schools & Higher Education
- Subdivisions



Dwayne E. Cheatom, Partner

Mr. Cheatom provides profitable construction and land development services, leadership, direction, fiscal responsibility, and business development assistance to land development, construction, and engineering organizations. Mr. Cheatom has experience in a broad array of projects such as public works, roadway, sewer, water, and storm water.

PROFESSIONAL REGISTRATION/CERTIFICATIONS/LICENSES

GDOT Site Supervision, Certification No. 591459
GDOT Plan Development Process (PDP, 2016)
GDOT Local Administered Projects (LAP, 2016)
GDOT Right of Way Acquisition (ROW, 2016)
GDOT Title VI Certification (TVI, 2016)
GSWCC Level IA Certified Personnel, Certification No. 57806
Environmental Professional – ASTM
OSHA HAZWOPER – 40 Hr., Certification No. (1129-1), 2014
Registered Environmental Manager # 5245 (Expired)
First Aid/CPR AED, 2014
Transit Safety Training, MARTA Wayside, 2018
Security Clearance – Federal TWIC, 2015
Planning & Scheduling – P6 (2019)
Trenchless Sewer Repair (2019)
Sewer Lateral Rehabilitation (2019)
OSHA Construction Safety 10 & 30 Hr.

Education:

- Architectural/Engineering Executive Management, 2004, PSMJ.
- Executive Business Management, 2003, GAEA.
- M.S., Management, 1995, Southern Polytechnic State University, Marietta, GA.
- B.S., Pre Medicine 1984, Dillard University, New Orleans, LA.

Professional Memberships and Associations:

- American Society of Civil Engineers (Construction Committee)
- Construction Management Association of America

FIELDS OF EXPERTISE AND RELEVANT EXPERIENCE

- Construction Contract Management and Administration
- Scheduling
- QA/QC
- Manages Projects from the Notice-to-Proceed (NTP) through project closeout
- Prepares project plans, reviews the scope, assembles comprehensive and milestone schedules, drafts Summary of Quantities, prepares budget estimates, assists in contractor vetting
- Bid evaluation
- Provides Constructability Analysis for infrastructure projects
- Provides technical assistance and inspections to support design and construction
- Assist with EPD permitting, surveys, and other regulator efforts
- Review in-progress construction
- Evaluate condition of existing infrastructure facilities (i.e roadways, water lines, sewer lines, detention ponds, sidewalks, signalization, and lighting)
- Oversee quality control, reporting, daily observation, final inspection and testing of water and sewer systems
- MS4 Stormwater Management, planning, reporting, and assessment



REQUEST FOR QUALIFICATIONS (RFQ) AND PROPOSALS

**ARCHITECTURAL DESIGN SERVICES
FOR
FORTY OAKS NATURE PRESERVE FARM HOUSE
3790 MARKET STREET**



Issue Date: July 6th, 2021

Submission Deadline: August 11th, 2021; 3:00 P.M.

SECTION 1. GENERAL INFORMATION

A. Introduction and Background

The City of Clarkston, Georgia (“City”) is soliciting Statements of Qualifications and Proposals from architectural design firms with a strong record in historical preservation architecture and adaptive reuse of historic structures for modern uses.

The City intends to contract for Architectural and Professional Design Services for the historic renovation and rehabilitation of a city-owned farmhouse located within the Forty Oaks Nature Preserve; 3790 Market Street.

Phase I of this project is for Architectural Design Teams with relevant experience and qualifications to submit a Statement of Qualifications from the lead architectural firm and all associated sub-consultants. The City’s Evaluation Committee; consisting of the City Historic Preservation Commission, City Manager and City Engineer, will identify and recommend to City Council and Mayor a list of short-listed teams (s). This RFQ proposal is for PH I services only.

Funding for Phase I will come exclusively from the City of Clarkston.

Phase II will involve City Council and Mayor approving a final list of short-listed firms. These short-listed firms will receive requirements for submission of technical and fee proposals. Submission requirements will be issued only to the short-listed firm (s). The City Evaluation Team will assess the short-listed firm proposals followed by negotiations of scope, fee and contract terms with most qualified Architectural Design Team. The qualifications-based selection process will be generally applied in identifying the highest and ranked and most qualified firm.

In addition to the city’s technical requirements for Phase II, the city will prepare a narrative on the City’s approach for the physical renovation and rehabilitation of the Forty Oaks Nature Preserve Farmhouse. Although not completely defined at this juncture, the City anticipates that the renovations to the farm house will either a hard bid with a general contractor (GC) utilizing the 100% construction drawings prepared by the Architectural Design Team, or, alternately, the GC pricing proposals will be based at the 50% stage of Architectural design/development plans with the city selected GC working with the architect through final construction drawings and the GC’s final price based on these 100% drawings.

B. Project Details

The structure, located at 3790 Market Street (formerly McClendon Ave), is a two-story stick-built residential home built in the early 1950’s by Mr. & Mrs. Sutton. The farm

house is on 10.88 acres of forested land currently known as the Forty Oaks Nature Preserve. DeKalb County purchased the property and structure from Hazel Sutton in 1972. The structure was repurposed by the County as a recreation department field office and subsequently utilized by Global Growers, a non-profit agency. The land and structure was quit-claimed to the City of Clarkston in May of 2018. The structure has been unoccupied since May 2018.

The structure's approximate exterior dimensions are as follows:

- Building Footprint: 48 ft. x 34 ft.
- Front Porch: 10 ft. x 44 ft.-6 inches
- Side Porch: 4 ft-7 inches x 6 ft.-10 inches

Refer to Exhibit A for exterior photographs of the farm house.

The City is not aware of any prior exterior or interior renovation work although there appears to be a relatively recent upgrade to the HVAC system.

The City has made available the following contracted work to assist the architectural consulting teams in developing a response to the RFQ and ultimately a work scope and fee for the services identified herein for the short-listed firms. The documentation available is as follows:

- Limited topographic survey of the grounds surrounding the structure; refer to Exhibit B
- Asbestos and lead survey of the structure; refer to Exhibit C

Future plans for the structure have yet to be determined. One possible renovation scenario would include office space for public and private uses, including a conference room. No overnight living spaces are anticipated. Kitchen will remain but without a stove.

Although likely not to impact the structure renovation tasks, proposers shall note that the city is currently in the planning phase for the installation of a non-potable irrigation well to the rear of the property.

The City also intends to have an outdoor storage building constructed for use by the city Public Works staff. The approximate footprint of the structure will be 300 SF. The selected firm will include this structure in its work scope and fee and will provide guidance on the location of this storage facility, its location and design. The design shall reflect the main structures historical architectural character.

The existing specimen trees that are located within the perimeter of the structure shall remain intact and protected during construction. A landscape plan for plantings adjacent to the structure will be included in the city's technical submission requirements.

The Committee will also require the Architectural Consulting Team to perform any additional environmental testing and assessment as necessary to ensure the safe occupancy of the renovated structure.

Limited civil site services are anticipated within the scope of work. No parking or access changes are anticipated with this scope of work.

Septic system currently services the structure. Sanitary sewer connection is not anticipated with this project scope.

Regardless of the uses, the historic character of the structure shall remain intact upon completion of the renovation/rehabilitation work tasks.

The City is researching the availability of historic preservation funding for the construction phase of the project. The city anticipates requesting the short-listed firms to include a list of potential grants to fund the construction tasks.

City research of the structure found documentation from DeKalb History Center Archives that reflects this structure as “historic”. Refer to Exhibit D.

C. Schedule for Short-List Firm Selection

The projected schedule for selection of short-listed firm(s) for this project is as follows:

ACTION	DATE
Issue RFQ	July 6 th , 2021
Non-Mandatory Pre-Bid Conference & Site Walkthrough	July 16 th , 2021; 10:00 AM
Deadline for Proposers to Submit Questions	July 26 th , 2021; 5:00 PM
City Deadline to Post Responses to Consulting Team’s Questions	August 2 nd , 2021; 5:00 PM
RFQ Submittal Deadline	August 11 th , 2021; 3:00 PM
Review of RFQ’s by Architectural Review Committee....	August 12 th – 18 th , 2021
Submit Short-Listed firm Recommendation to City Council Work Session	August 31 st , 2021
City Council/Mayor Identifies Short-Listed Firms....	September 7 th , 2021
Short-Listed Firms Notified.....	September 8 th , 2021
City Staff Provides Submission Requirements to Short-Listed Firm(s)	September 9 th , 2021
Short-Listed Firm(s) Interviews with Evaluation Committee	September 20 th – 22 nd , 2021
Committee Recommendation to City Council Work Session of Most Qualified Architectural Consulting Team	September 28 th , 2021
City Council/Mayor Selects Firm to Begin Contract Negotiations	October 6 th , 2021
City Staff Begins Fee and Scope Negotiations with the Most Qualified Architectural Consulting Team.....	October 7 th , 2021
Selected Firm Issued a NTP.....	October 15 th , 2021

D. Submittal Requirements

The City will receive RFQ's until 3:00 P.M., August 11th, 2021 at City of Clarkston Annex, 1055 Rowland Street, Clarkston, GA 30021; ATTN: Dan Defnall, Finance Director. RFQ proposals will not be publically opened. A non-mandatory walk-through of the house will be held on-site July 16th, 2021 at 10:00 AM. All potential firms interested in submitting a RFQ and Proposal are strongly encouraged to attend.

The RFQ package is available on the City of Clarkston web site; www.clarkstonga.gov. All questions regarding the Request for Qualifications shall be made via email to the City Project Engineer; Larry Kaiser, PE, Project Manager at kaiser@co-infra-services.com. The deadline to submit questions is no later than 5:00 PM; July 26th, 2021. The City will post all "Response to Questions and/or Addenda", if applicable, on the city web site; www.clarkstonga.gov by no later than 5:00 PM, August 2nd, 2021. It is incumbent that those submitting questions follow-up with the Project Engineer to ensure that questions were received.

Verbal communications between the City Project Engineer and any member of the Architectural Consulting Team shall be considered unofficial and the City nor the Architectural Review Committee shall have no responsibility to verify any information that is not contained in the RFQ Proposal document or future addenda.

Communication (verbal or electronic) with any member of City Council, Mayor or Architectural Review Committee may result in the Teams disqualification from submitting qualification proposals.

All RFQ proposals must be presented in a sealed opaque package with the following language clearly marked on the outside of the package:

***CITY OF CLARKSTON
RFQ FOR ARCHITECTURAL DESIGN SERVICES
FORTY OAKS NATURE PRESERVE FARM HOUSE
RFQ PROPOSAL SUBMITTAL DEADLINE: August 11th, 201 – 3:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,
Clarkston, GA 30021
ATTN: Dan Defnall; Finance Director***

One (1) original RFQ proposal, five (5) hard copies and one digital copy in PDF format saved to a USB flash drive to be included in the submittal package.

Electronic and facsimile submittals will not be accepted.

SECTION 2. PROPOSAL REQUIREMENTS

The short-listed firm (s) must be a responsible historic preservation consultant or team of consultants with the necessary breadth, experience, and resources to undertake and successfully complete this project. The architectural consultant or consultant team should have expertise in providing various methodologies and analysis to provide renovation designs that retain the historical character of the structure while enabling the structure to meet its intended purpose. Structural, MEP and/or Civil/Environmental engineering consultants may be needed to provide assessments, recommendations and cost estimates depending on future city uses.

In order for the Evaluation Committee to adequately compare and evaluate qualifications and approach, all documentation must be submitted in accordance with the format detailed below. The total number of pages (one-sided) shall be no greater than 100 pages with a minimum font size of 12. RFQ proposals shall be PDF's of 8.5" x 11" documents. The Committee will allow a limited number of foldable 11" x 14" documents if necessary. All pages shall be numbered.

OTHER THAN THE FEE SCHEDULE OF ALL PARTIES/STAFF PROPOSED TO BE ASSIGNED TO THE PROJECT, NO DETAILED PRICING TO BE INCLUDED IN THIS RFQ PHASE.

A. Transmittal Letter

The letter shall be a maximum of one page and one-sided. The following shall be included in the letter; lead firm and all proposed subconsultants, primary (lead) contact person and contact person's phone number (cell) and email, primary business address of where the work will be performed, the state in which the lead firm's professional license is located and the signature of at least one authorized company officer. The letter shall also include a statement of the firm's willingness and commitment to provide the proposed services if selected.

Table of Contents required. One page maximum. Table of Contents should follow the RFQ format below.

B. Introduction

Provide a synopsis of the lead firm's background, history and services to be provided if selected (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements. The background and history of the sub-consultants may be included if the lead firm deems it of value for RFQ presentation purposes.

C. Project Approach

Given the information provided in this RFQ package, briefly describe the teams proposed methodology, techniques, assessment and procedures that will be presented in the Technical Submission deliverable if short-listed. The Evaluation Committee does not expect a detailed analysis in this RFQ proposal phase. The Committee does expect that sufficient information is provided to clearly understand the Consulting Teams understanding and approach.

D. Proposal Team and Qualifications

List up to three (3) projects which demonstrate the skills and experience with historical preservation/rehabilitation on publically owned historic projects; preferably stick-built houses. Provide project name, location, owner, nature of firm's responsibility, the contract amount and project duration (design schematics to construction completion).

Provide resumes, references (minimum of 3 from the lead firm) and contact information (emails and phone numbers) and organizational chart of the consulting team.

E. Staff Availability to Perform Work

Provide schedule and manpower details of current projects and projects anticipated to be online within 12 months of the entire Consulting Team. Discuss the Consulting Team's ability and/or flexibility, if selected, to commence with work within 30 days of being issued the Notice-to-Proceed.

F. Fee Schedule

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are to be provided for informational purposes only. **No detailed pricing proposals are to be submitted.**

G. DBE Requirements

If short-listed, the City will require documentation that a minimum of 14% of the total contract amount be assigned to State of Georgia recognized Qualified Disadvantaged Business Enterprise (DBE) and/or Woman Business Enterprise (WBE) firms.

H. Addendum-Response to Questions

All Addendum and/or “Response to Questions” must be acknowledged by each firm when the Technical Proposal is submitted. This acknowledgment shall be in the form of submitting the actual city’s responses and/or addendum. Refer to Exhibit D.

SECTION 3. BASIS FOR SHORT-LIST SELECTION

A. Evaluation Committee

The Evaluation Committee, which consists of the City’s Historic Preservation Commission, Collaborative Infrastructure Services (City Engineer) and City Manager, will review and evaluate the submitted RFQ proposal based on the following criteria:

1. Adherence to Required Proposal Format
2. Inclusion of all Forms and Documents Requiring Signature/Acceptance
3. Understanding of the Project Goals
4. Project Approach
5. Experience and Knowledge of the Consulting Team Members including publically owned structures as identified in Section 2. D. above.
6. Current Workload and teams ability/flexibility to commence with work in October
7. Intangibles (at the discretion of the committee)

The Evaluation Committee will prepare recommended short-listed firm (s) to City Council and Mayor based upon the above criteria.

The City Council and Mayor will render a final decision on the list of short-listed firm (s) to receive technical submission requirements for purposes of soliciting technical and fee proposals.

The Selection Committee nor City Council has a pre-determined number of firms to be short-listed.

B. The Consulting Architectural Team proposing needs to demonstrate, at a minimum, knowledge and experience in:

1. Historic Architecture (specifically related to the structure type at Forty Oaks)
2. Experience with Publically Accessible Structures
3. Professional Restoration Standards
4. Experience with similar size and scope for publically owned structures

C. Fee Schedule

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are provided for informational purposes only.

SECTION 4: NON-MANDATORY PRE-BID MEETING & WALKTHROUGH

The City will host a non-mandatory pre-submittal meeting and walkthrough for interested firms at 10:00 AM on July 16th, 2021. The pre-bid meeting will be held at the City of Clarkston Annex Building; 1055 Rowland Street, Clarkston, GA 30021. Following the meeting, a site walkthrough will be held at the farm house; 3790 Market Street. (Forty Oaks Nature Preserve).

The City strongly encourages attendance at the pre-bid conference and walkthrough to visually assess the building structure and condition and understand the project scope.

Please contact the Project Engineer for access to the farm house before or after the pre-bid and site walkthrough event on July 16th, 2021.

SECTION 5 – PROJECT DOCUMENTATION EXHIBITS

Refer to the Following Exhibits A thru D

EXHIBIT A

EXTERIOR PHOTOGRAPHS

















King Man
770-922-9456

King Man
770-922-9456



King Kan
770 922 9456

NO
TRESPASSING

Charleston International Airport
A Division of Charleston County
1000 Charleston International Airport Blvd
Charleston, SC 29412
803.733.1234
www.charlestonairport.com



Clarkston International Garden
A project of Global Growers Network, a nonprofit organization based in Detroit, Canada.

What We Do:
Global Growers Network is a nonprofit organization based in Detroit, Canada. We are dedicated to providing fresh, healthy food to the community. Our mission is to create a sustainable food system that benefits everyone.

How We Do It:
We grow fresh, healthy food in our community gardens. We provide training and support to our gardeners. We also offer a variety of fresh produce to our community members.

Get Involved:
1. Join our team
2. Donate
3. Volunteer
4. Support our mission

Global Growers Network
@globalgrowers



King Man
770 632 9456

EXHIBIT B
TOPOGRAPHIC SURVEY

EXHIBIT C

ENVIRONMENTAL TEST RESULTS

- * Report of Lead-Based Paint Assessment**
- * Asbestos Survey**

(refer to city RFQ posting to download reports)

EXHIBIT D

Subject Files : Architecture

Scroll the list to see what we have available in the archives on historic homes and properties in DeKalb. We don't have information on every home in DeKalb or Decatur. We have plat maps for districts 15, 16, and 18 from various eras that MAY show your house. Email us to get more information. In the meantime, check out these websites and flyers to get information on YOUR property:

[City of Decatur](#)

[DeKalb County Tax Commissioner](#)

[House History research](#)

[Researching Your House](#)



General

[Georgia Historic Landscape Initiative](#)

[Historic Preservation](#)

[Log Cabins](#)

[Miscellaneous](#)

[Ranch houses](#)

[Single Family Residential Development in DeKalb County, 1945-1970](#)

[1960s suburban architecture – DeKalb](#)

Firms

[Ivey and Crook](#)

[Logan and Williams](#)

[Mastin and Associates](#)

[Robert and Company](#)

[Walker and Chase](#)



Blair – Rutland Building

Briarcliff – Normandy Apartments

Brownings Courthouse

Callaway Grocery

Cora Beck Hampton Schoolhouse

Decatur City Hall

Decatur Depot

Decatur Waterworks

DeKalb Building

DeKalb County Jail Houses

Emory Woods Apartments

Galloway Livery Stable

Hotel Candler

Houston Chapel

New Courthouse- 556 N McDonough St, Decatur

Old Courthouse, now DeKalb History Center – Images (see also [Photographs](#), Box 13)

Old Courthouse renovation 1820s – 1965

Old Courthouse renovation 1966-1988

Old Courthouse 1989

Old Courthouse – History

Old Courthouse – Lawn, Trees, Objects

Post offices

Pythagoras Lodge No. 41, Masonic Temples

R.F. Sams Farm

Ridley Howard House-Clairemont and Scott Blvd.

United States Post Office, Decatur GA

Historic Districts (see also [Communities and Neighborhoods](#))

Arabia Mountain





Glenwood Road Historic Corridor

Kirkwood

Longview-Huntley Hills (Chamblee) ([Oversized Map](#))

M.A.K. (McDonough, Adams, Kings)

Old Decatur

Ponce de Leon Court

University Park-Emory Highlands- Emory Estates

Historic Homes

129 Church Street

152 Superior Avenue, Decatur: "Tucked-In" historic garden

226 East Lake Drive (see also our [YouTube channel](#), "*Tudor Revival and East Lake*")

311, 313, 314 S Fourth Ave

417 East College Ave

422/424 West Ponce de Leon- The Marlay House since 2008; previously Ya-Ya's and The Angel

604 Clairemont Ave

619, 623, 627 Sycamore St

636, 703 Sycamore St

724 East Lake Dr

822 Lullwater Road, "Driving Miss Daisy" home

1115 Lullwater Road

1192 McLendon Ave., Maj. Moreland house

1260 McLendon Ave., Kuhn estate

1848 N. Decatur Road

Adair house- 1341 S Ponce de Leon Ave, Atlanta

Alston house, or Meadow Nook- 2420 Alston Dr

Ansley, William Smith house- 349 S Candler St, Decatur

Argo-Tilson-Bixler home

Atlanta's White House- Briarcliff Rd



Biffle Cabin (1 of 2)

Biffle Cabin (2 of 2)

Billups, Lanier Cabin

Bond family house- 1226 Rock Chapel Rd., Lithonia

Boxwood, also Rainwater Estate, or Dogwood Terrace- 794 Springdale Rd

"Briarcliff" – Asa Candler home

Burdine House- 627 Sycamore St

Callan Castle- Inman Park

Callanwolde Mansion- 850 Briarcliff Rd

Candler, Bishop Warren A. home

Candler-McKinney-Clarke home- 146 South Candler Street or 146 Candler Rd

Candler's Kirk Road farm

Cheek-Spruill house- Chamblee-Dunwoody Road

Davidson Cottage- Lithonia

Death House- Sycamore Street, Decatur

Donaldson-Bannister house and cemetery- 4831 Chamblee- Dunwoody Rd

Edwards-Malone home- 6886 Main Street, Lithonia

Evans-Williams home- Hairston Way, Stone Mountain

Everhart – 6 Clairmont Avenue

Farmer, Neville and Helen (Lustron house)- 513 Drexel Avenue

Fischer-Hurt house- 4146 Chamblee-Dunwoody

"Forty Oaks"- McClendon St, Clarkston



Gentry, William T. house- East Lake

Glenwoods- 1632 Ponce de Leon Ave, Atlanta

Going, Mr and Mrs Commodore- Johnson Ferry and Peachtree-Dunwoody

Goodwin, Solomon house- 3931 Peachtree Road

"Great Oaks" - Lithonia

Halliburton Hall- Clarkston

Harwell cabin- 326 Hill St, Decatur

Hester house- 4130 E Ponce de Leon Avenue, Clarkston





Houston home- 418 Church St, Decatur

Houston Mill house- Atlanta

Houston Mill house – Atlanta; From the Carr Collection

Housworth homeplace- Lithonia

Jackson (Tom) house- Candler Road

Johnson home- Howard Ave, Decatur

Kemp-Castle house

Lindig cabin- Lithonia

Loyd homeplace

Lullwater farm, estate- 1483 Clifton Road

Lumpkin-Compton-Broome house- Decatur

Lyon Farm

Lyon House

Mann, J.W. house- 1918 Dresden Drive, Chamblee

Marble house- 119 North McDonough Street, Decatur

Marble Palace- 1428 Ponce de Leon Ave, Atlanta

Mary Gay House (1 of 2)

Mary Gay House (2 of 2)

McPherson cabin

Mebane house- Spalding Dr, Dunwoody

Milledge house- Decatur

Moore's Plantation- South DeKalb

Morris house- Clarkston

Morris house- East Lake Road

Murphey Candler house- 158 S Candler Street

"Paradiso", 1695 Ponce de Leon Ave

Pearce house- 125 Madison Ave., Decatur

Perrin house- Clarkston

"Pinebloom"- 1585 S Ponce de Leon Ave, Atlanta

Pines, Russel and Nellie (Lustron house)- 2081 Sylvania Drive



Ragsdale house- Arabia Mountain

"Rainbow Terrace"- 1610 Ponce de Leon

Red Cross house- Sycamore, Decatur

Rest Haven- 940 Springdale Rd

Sage house

Sams, Sr., Hansford home- Candler Rd, Decatur

Scott-Cooper house- Sycamore, Decatur

Seminary- 6886 Main Street, Lithonia

Sheppard home

Smith-Benning house- 520 Oakdale Road

Spivey log cabin- 4069 Norman Rd, Stone Mountain

Steele-Cobb house- 2632 Fox Hills Dr, Decatur

Steward-Rowland-DeJarnatt house- Barry St, Decatur

Stillwood Plantation- Briarcliff Road

Stonehaven- Stone Mountain

Stonehenge- 1410 Ponce de Leon

Sutherland house

Swanton House (1 of 3)

Swanton House (2 of 3)

Swanton House (3 of 3)

Swanton House, gifts

Thomas-Barber cabin

Thompson cabin

Thornton house- Stone Mountain

Towers-Fowler-Thompson house- Stone Mountain

T.R.R. Cobb house

Tullie Smith house

Villa MiraFlores- 1214 Villa Drive, Atlanta

Williams House- Clarkston

"Wistaria Hall"



SECTION 6 – CITY REQUIRED FORMS

Refer to the Following Exhibits E thru K

EXHIBIT E
ACKNOWLEDGEMENT FORM
ADDENDUM

Addendum Nos.	Date of Addendum Issuance	Title of Addendum

RESPONSE TO QUESTIONS

Response to Questions Nos.	Date of Response to Questions	Title of Response to Questions

Lead Architectural Design Firm acknowledges receipt of the above Addenda and Response to Questions:

Signed, sealed, and dated this _____ day of _____, 20_____

Firm _____
 _____ (Seal)

Firm Mailing Address:

Company Name

Signature: _____

Print Name: _____

Title: _____

EXHIBIT F

CONFLICT OF INTEREST CERTIFICATION FORM

I, _____, as the legal representative of _____, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that _____ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that _____ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal fee schedule, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that _____ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, _____ shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, _____ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, _____ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or consultant under contract with the city to provide Project Engineering Services on this project from _____ as a corporate entity or employee of _____.

Name: _____

Title: _____

Date: _____

EXHIBIT G

City of Clarkston, Georgia

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 Clarkston 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 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 the City of Clarkston, contractor will secure from such contractor(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 Clarkston at the time the subcontractor(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

COMPANY

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20_____

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 the "EEV/Basic Rule Pilot Program" 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

EXHIBIT H

City of Clarkston, Georgia

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

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 contracting with the City of Clarkston 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 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

EEV/ Basic Pilot Program* User Identification Number

Date _____

BY: Authorized Officer or Agent COMPANY
 (Subcontractor Name)

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20__

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 the "EEV/Basic Rule Pilot Program" 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)

EXHIBIT I

ACCEPTANCE FORM

Sealed RFQ proposals, plainly marked as follows:

***CITY OF CLARKSTON
RFQ FOR ARCHITECTURAL DESIGN SERVICES
FORTY OAKS NATURE PRESERVE FARM HOUSE***

***RFQ PROPOSAL SUBMITTAL DEADLINE: August 11th, 201 – 3:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,
Clarkston, GA 30021
ATTN: Dan Defnall; Finance Director***

that are received after the submittal deadline will not be accepted and will not be returned to the proposer. The selection of short-listed firms will occur with an Evaluation Committee. The Committee will forward the short-listed firms to City Council for a final decision. City Council will provide a final decision on the short-listed firms and proceed to direct the City Manager and City Engineer to commence with soliciting work scope and fee proposals from the short-listed firms. The process for identifying the most qualified Architectural Consulting Team will be primarily based on Qualification-Based Selection (QBS).

The number of short-listed firms has not pre-determined. That decision will occur with the Evaluation Committee.

In compliance with this Request for Qualifications (RFQ) document and all Exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFQ.

Cited above and submit this signed RFQ proposal which includes this completed and signed page and other data as required by the RFQ. It is understood that this proposal and the scope of services in the final technical proposal submittal, may be modified, as agreed to by both parties, in subsequent negotiations with the selected short-listed Consulting Team.

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(signature)

(print)

Title: _____

Phone: _____

EIN # : _____

EXHIBIT J

DISCLOSURE FORM

This form is for disclosure of campaign contributions and family member relations with City of Clarkston officials/employees or Owner's City Engineer (Collaborative Infrastructure Service employees).

Please complete this form and return as part of your bid package when it is

submitted. Name of Bidder _____

Name and the official position of the City of Clarkston Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

List the dollar amount/value and description of each campaign contribution made over the past three (3) years by the Applicant to the named City of Clarkston Official.

Amount/Value

Description

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Clarkston and your relation:

EXHIBIT K
INSURANCE CERTIFICATES

Provide copies of the Lead Architectural Firm's E&O and General Liability Insurance Certificates

CLARKSTON CITY COUNCIL MEETING

BUSINESS AGENDA / MINUTES

HEARING TYPE:
Council Work Session

MEETING DATE: SEPTEMBER 28TH 2021

ACTION TYPE:
Discussion

SUBJECT: To discuss the *draft* Diagnostic Report for the Clarkston Zoning Ordinance Rewrite

DEPARTMENT: Planning/Economic & Development

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy ,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE:

Discuss steps 1 and 2 of the zoning rewrite/update process, that produced the *draft* diagnostic report for the Clarkston Zoning Ordinance Rewrite project.

NEED/ IMPACT:

The City of Clarkston is consulting with POND and Company to perform it zoning ordinance rewrite/update. This Zoning Ordinance rewrite/update will provide the mechanism needed for Clarkston to implement the land use and development recommendations from the 2040 Comprehensive Plan. The rewrite/update will allow the city to develop form-based elements while maintaining traditional zoning.

The planning team Pond and Company, facilitated a streamlined approach for the zoning rewrite, summarized by the following four steps:

1. **Analysis & Discovery.** This stage focused on creating the foundation that the rest of the project process was built upon, including community engagement efforts, with the assistance of Sycamore Consulting.
2. **Framework.** This stage is encapsulated by the Diagnostic Report that will inform zoning updates.
3. **Code Creation.** Informed by the Diagnostic Report, a series of comment and revision cycles of the draft Zoning Ordinance will begin.
4. **Zoning Adoption.** The finalized Zoning Ordinance and Zoning Map will be ready for adoption and implementation by the city.

Included in steps 1 and 2 the planning team conducted introductory tasks. The consultants began by reviewing current documents including the 2040 Comprehensive Plan, 2015 LCI Update, and the current Zoning Ordinance. The concurrent 2045 Comprehensive Plan update process has allowed for simultaneous research and discovery to inform the zoning rewrite process. To ensure all voices were represented in the zoning rewrite process, a variety of community engagement methods were used to capture those voices. Also, the planning team paired the community’s input with best practices to formulate a set of recommendations for the City of Clarkston to consider.

Accepted recommendations of the four (4) steps will translate to a fully updated Zoning Ordinance.

RECOMMENDATION:

N/A



CLARKSTON

ZONING ORDINANCE REWRITE

PROJECT UPDATE

CITY COUNCIL WORK SESSION

TUESDAY, SEPTEMBER 28, 2021 | 7:00 PM

AGENDA

1

PROJECT TEAM

2

PUBLIC
ENGAGEMENT
OVERVIEW

3

DIAGNOSTIC
REPORT RESULTS

4

NEXT STEPS

5

WEBSITE

6

Q&A

PROJECT TEAM



POND

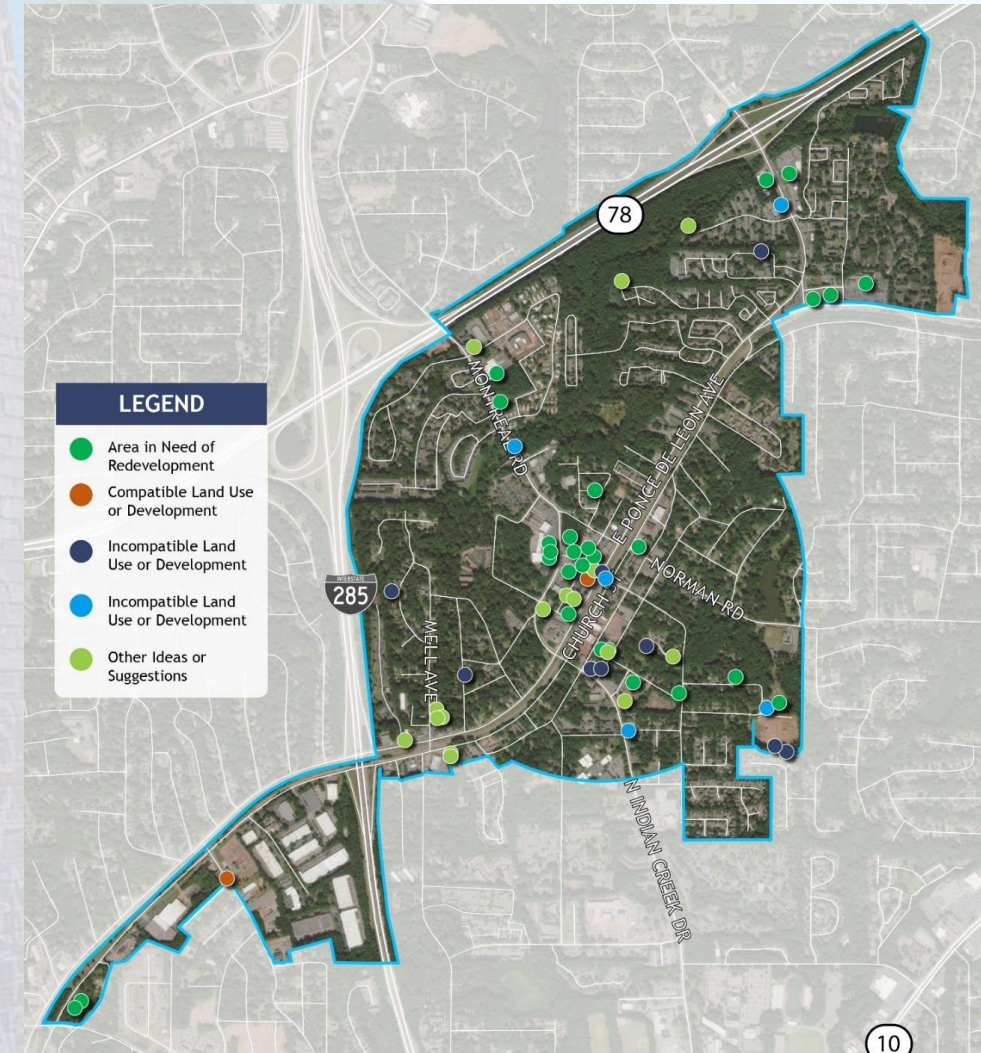


A photograph of a brick wall with a mural and a sign, overlaid with a green semi-transparent rectangle containing the text 'PUBLIC ENGAGEMENT'. The mural features a landscape with a river, trees, and a boat. The sign is a wooden board with the words 'ADAM GENTLE' written on it. A banner above the sign reads 'LOVING KINDNESS'. The green rectangle is positioned in the center of the image, partially obscuring the mural and sign.

PUBLIC ENGAGEMENT

ENGAGEMENT OPPORTUNITIES

- Community Meeting
May 19, 2021
- Community Open House
July 13 & 14, 2021
- Technical Advisory Committee
August 17, 2021
- Online Interactive Map Activity
Ongoing opportunity on project website



What We Heard: Top 3 Issues

- Implement Clarkston's vision from the Comprehensive Plan Update
- Encourage multi-modal mobility & connectivity
- Incorporate tables, graphics, and illustrations to make document more user-friendly

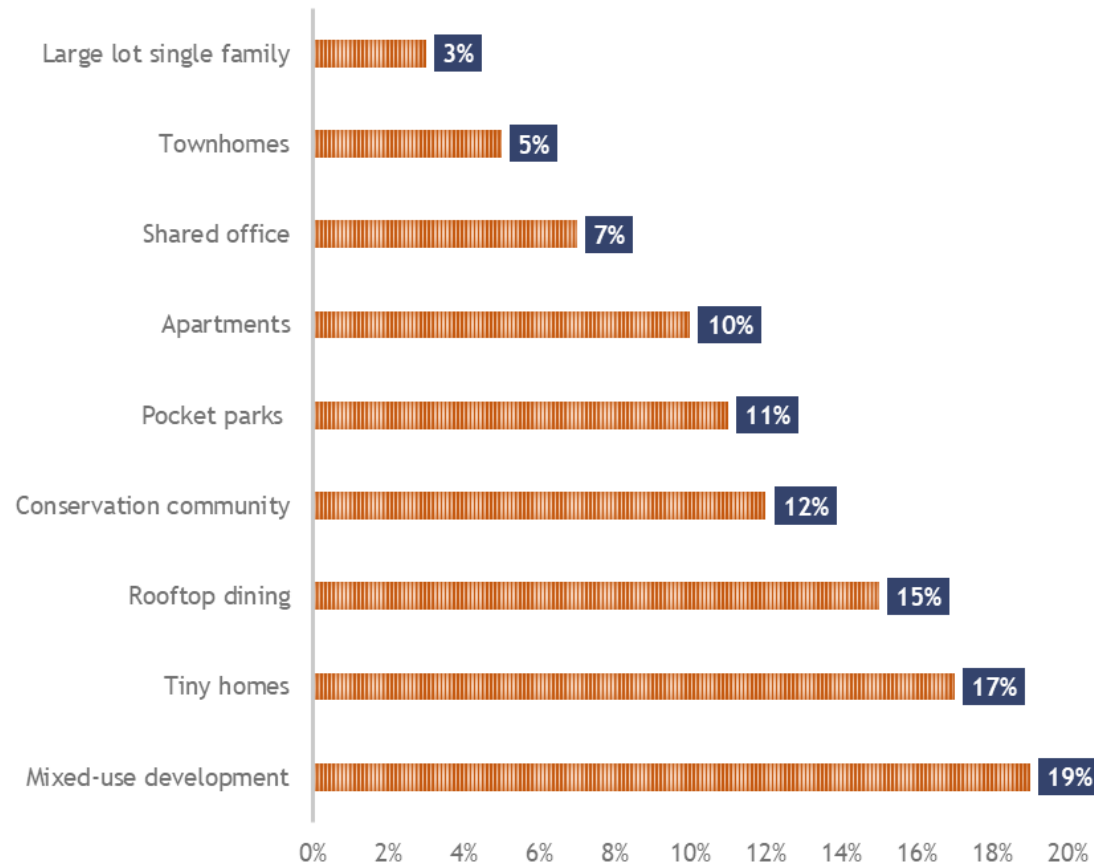
What We Heard: Top Concerns

- Protect established/historic neighborhoods
- Allow a variety of housing for all incomes
- Encourage downtown revitalization
- Citywide walkability and pedestrian safety
- Allow for higher intensity development



What We Heard: Development Types

QUESTION 3: WHICH DEVELOPMENT
TYPOLOGIES WOULD YOU LIKE TO SEE IN
CLARKSTON?





Diagnostic Report

Policy Recommendations

Diagnostic Report: Policy Recommendations

Recommendations to improve administration of the Zoning Ordinance:

- Comprehensive Plan

Align future development map with vision of the city, correct references to future development map in Zoning Ordinance, make STWP projects specific

- Design & Character

Consider materials and forms acceptable in the city, revise accessory dwelling units (ADUs) and Planned Unit Development standards, evaluate feasibility of a public art ordinance

Diagnostic Report: Policy Recommendations

- **Transportation & Mobility**

Create a sidewalk fund, require bike facilities on all new roads and ensure bike parking is located at all existing and new public facilities, allow density bonuses for transit-oriented development (TOD), and other desirable project features

- **Administrative Procedures**

Review both codified and uncodified procedures to ensure consistency and comprehensiveness, allow administrative approvals for certain zoning standards



Diagnostic Report

Technical Recommendations

Diagnostic Report: Technical Recommendations

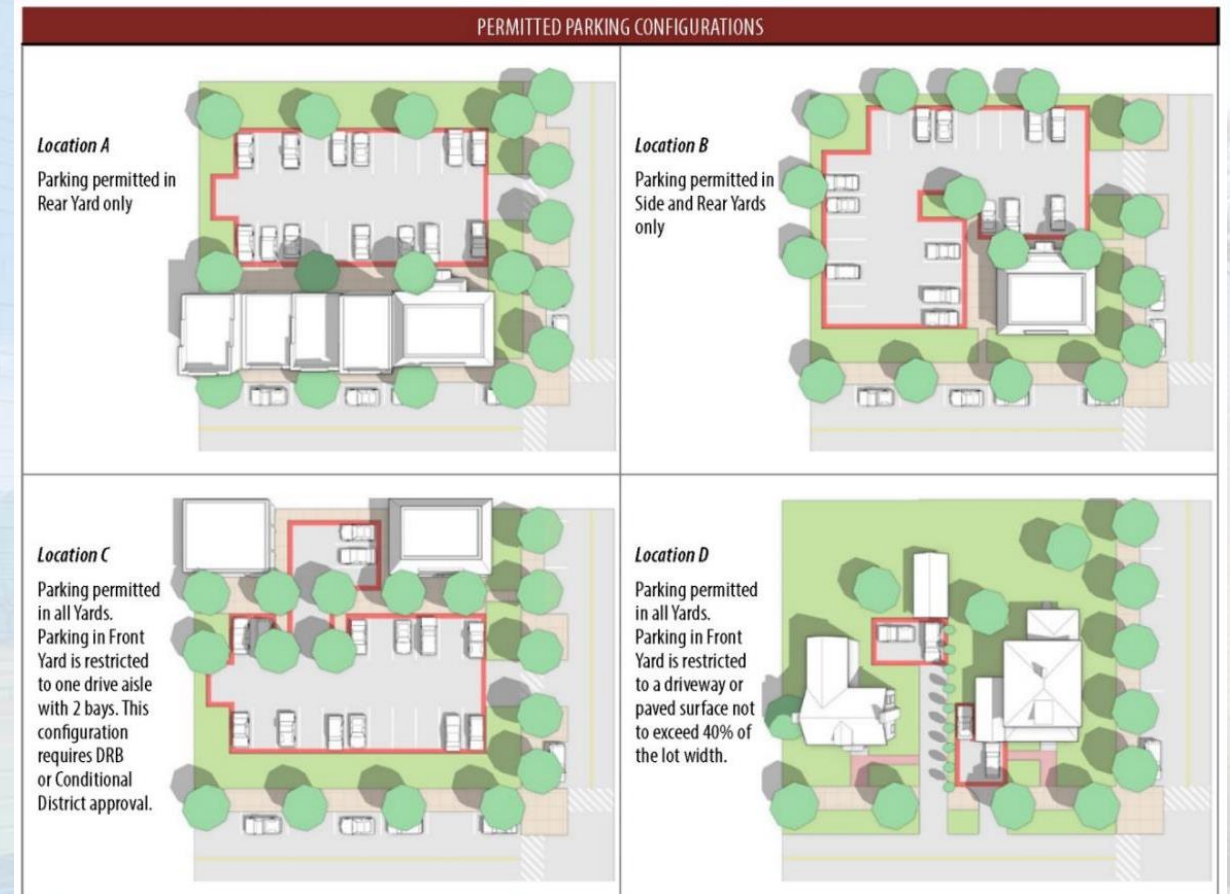
Specific recommendations for each article of the current zoning ordinance include four categories:

1. Organization and Usability
2. Administration and Procedures
3. Use and Development Standards
4. Inconsistencies

Diagnostic Report: Technical Recommendations

Organization & Usability

- Add graphics, tables, and charts throughout the Zoning Ordinance
- Reconfigure the Zoning Ordinance and create divisions within each article
- Group use definitions with the use provisions section, move all other definitions to the end of the ordinance



Diagnostic Report: Technical Recommendations

Administration & Procedures

- Create specific parameters for when traffic, environmental, and/or economic impact studies are required for land use cases
- Revise administrative variance procedures
- Ensure referenced documents are easy to find on City website
- Add section for all nonconforming conditions
- Have mandatory pre-application meetings with staff
- Streamline processes for Planned Unit Development (PUD) decisions

Diagnostic Report: Technical Recommendations

Inconsistencies

- Correct references within the Zoning Ordinance
- Combine repeating sections and standards

Next Steps

- Technical Advisory Committee (TAC) review of draft Diagnostic Report
- Finalize report by end of October
- Implement zoning updates in draft form
- Three review and comment cycles with staff and TAC beginning in mid-December
- Draft Zoning Ordinance ready for public review in mid-March
- Adoption of new Zoning Ordinance and map in May 2022

PROJECT WEBSITE

<http://bit.ly/ClarkstonZoning>



Visit our website to provide your input and keep up to date!

A photograph of a brick building with a mural and a sign, overlaid with a green semi-transparent rectangle containing the text "Questions?". The mural on the brick wall depicts a landscape with a river, trees, and a boat. The sign on the left reads "LOVING KINDNESS" and "ADAM GENTLE". The green rectangle is positioned in the center of the image, and the text "Questions?" is written in white, bold, sans-serif font within it.

Questions?



Clarkston Zoning Ordinance Rewrite

DIAGNOSTIC REPORT

SEPTEMBER 2021 DRAFT

PREPARED BY

POND

TABLE OF CONTENTS

Introduction 2

- Background & Methodology..... 2
- Existing Plans & Regulations Review 3
- Public Engagement 5

Policy Recommendations 11

- Overview 11
- Comprehensive Plan 11
- Design & Character 11
- Transportation & Mobility 12
- Administrative Procedures..... 13

Technical Recommendations 15

- Overview 15
- Article I: Title, Applicability and Purpose 15
- Article III: Administration 15
- Article IV: Definitions 16
- Article V: Provision for Official Zoning Map and the Establishment of Districts 17
- Article VI: General Provisions 17
- Article VII: Zoning District Standards 18
- Article VIII: Nonconforming Uses 19
- Article IX: Planned Developments 19
- Article X: Civic Design 20
- Article XI: Parking and Loading Requirements 21
- Article XII: Buffer, Screening, and Landscape Requirements 22
- Article XIII: Non-Commercial Poultry 22
- Article XIV: Legal Status Provisions 22
- Article Reconfiguration 22

Introduction

Background & Methodology

For over a decade, metro Atlanta communities have worked toward creating more walkable and pedestrian-friendly environments to improve the health and well-being of their residents while reaping the economic development benefits of more mobile and connected communities. The City of Clarkston has made similar strides in recent years as the community has grown. This Zoning Ordinance Update will provide the mechanism needed for Clarkston to implement the land use and development recommendations from the 2040 Comprehensive Plan. The Ordinance Update will also allow the City to develop form-based elements while maintaining traditional Euclidian zoning.

The planning team, led by consultants at Pond and Company, led a streamlined approach for the zoning rewrite, summarized by the following four steps:

1. **Analysis & Discovery.** This stage focused on creating the foundation that the rest of the project process was built upon, including community engagement efforts, with the assistance of Sycamore Consulting.
2. **Framework.** This stage is encapsulated by this Diagnostic Report that will inform zoning updates.
3. **Code Creation.** Informed by the Diagnostic Report, a series of comment and revision cycles of the draft Zoning Ordinance will begin.
4. **Zoning Adoption.** The finalized Zoning Ordinance and Zoning Map will be ready for adoption and implementation by the City.

Prior to proceeding with Steps 3 and 4, the planning team conducted introductory tasks to justify forthcoming changes to the City's Zoning Ordinance. Consultants began by reviewing current documents including the 2040 Comprehensive Plan, 2015 LCI Update, and the current Zoning Ordinance. The concurrent 2045 Comprehensive Plan update has allowed for simultaneous research and discovery to inform the zoning rewrite process.

Clarkston's residents represent a rich diversity, especially through its designation as a refugee settlement community. To ensure all voices were represented in the zoning rewrite process, a variety of community engagement methods were used to capture those voices.

The planning team paired the community's input with best practices to formulate a set of recommendations for the City of Clarkston to consider. Accepted recommendations will translate to a fully updated Zoning Ordinance.

Existing Plans & Regulations Review

The consultants reviewed the Clarkston 2040 Comprehensive Plan, LCI Update, and the existing ordinance to make preliminary observations about policies and regulations currently in place. The city is also undertaking the 2045 Comprehensive Plan update that is informing portions of the draft Zoning Ordinance rewrite.

2040 Comprehensive Plan

Comprehensive plans satisfy minimum requirements by the Georgia Department of Community Affairs (DCA) for Qualified Local Government status, making the City eligible for state funding. Clarkston's Comprehensive Plan outlines priorities and strategies for identified needs and opportunities.

The Comprehensive Plan thus becomes a vision policy document that guides elected officials on zoning decisions. Therefore, consistency between the Comprehensive Plan and the Zoning Ordinance is crucial to implementing development consistent with the City's vision. The 2040 Comprehensive Plan proposes policies for seven topics: Population, Economic Development, Historic Preservation & Community Resources, Housing, Open Space & Natural Resources, Transportation, and Land Use.

While many of these core policies are driven by programs and regulations in place, the following policies may have a more direct correlation with new zoning considerations as a part of this zoning rewrite:

- **Population**
 - Encourage development that allows for Aging-in-Place. As the baby boomer population ages, Clarkston has an opportunity to develop a walkable, transit accessible and service accessible community.
 - Develop shared or collaborative office or workspaces. Clarkston desires more people to live and work in the city and having a flexible office space could provide that opportunity.
- **Economic Development**
 - Encourage more professional services and low or no pollution industry.

- Promote more restaurants downtown.
- Promote location of education institution in the downtown.
- **Historic Preservation & Community Resources**
 - Encourage preservation and reuse of existing historic structures.
- **Housing**
 - Enhance the existing housing stock, specifically the aging multi-family properties.
 - Provide incentives for private sector development.
- **Open Space & Natural Resources**
 - Develop a robust network or green necklace of parks connected by sidewalks, trails and bike facilities - specifically that follows the South Fork of Peachtree Creek not located in the national wetlands, as only passive recreation is allowed within them.
- **Transportation**
 - Encourage development within and between local nodes to be more transit supportive.
 - Focus on pedestrian and cyclist safety throughout the city.
 - Limit the number of curb cuts and incorporate access management techniques.
- **Land Use**
 - Encourage mixed-use developments in the downtown core and annexed outer nodes.
 - Develop civic space that includes a Town Green, amphitheater and water feature within the downtown core.

This zoning rewrite process will evaluate how the Zoning Ordinance can better address these items from a regulation standpoint.

Ongoing 2045 Comprehensive Planning Process

The Atlanta Regional Commission is in the process of assisting the City of Clarkston with their five-year Comprehensive Plan Update. This update will refine the goals and policies from the previous update as well as inform future development map changes needed to communicate the desired vision for the future.

Pond co-hosted a virtual public meeting with ARC to concurrently gather input on both the Comprehensive Plan and the Zoning Ordinance.

Existing Zoning Ordinance

The existing Zoning Ordinance was written in 2012 and contains 11 Articles, all of which have received amendments since the City adopted the ordinance. Without proper maintenance,

Zoning Ordinance amendments and addendums can allow portions of the code to become inconsistent and contradictory. It is important to identify where these issues occur to make the necessary corrections to the ordinance. This report will identify specific inconsistencies in each Article.

This rewrite also provides an opportunity to create a more user-friendly document. Strategies to achieve easy navigation of the Zoning Ordinance will be indicated for each individual Article.

Public Engagement

Conducting a robust Public Engagement process has allowed the consultants to effectively detect the key issues within the Zoning Ordinance. The Zoning Ordinance codifies the vision set forth by the Comprehensive Plan, therefore zoning decisions become visible in the community. Fulfilling the City's development goals and physical character are made possible through effective zoning, and the community's input is valuable in ensuring policy aligns with the community's vision.

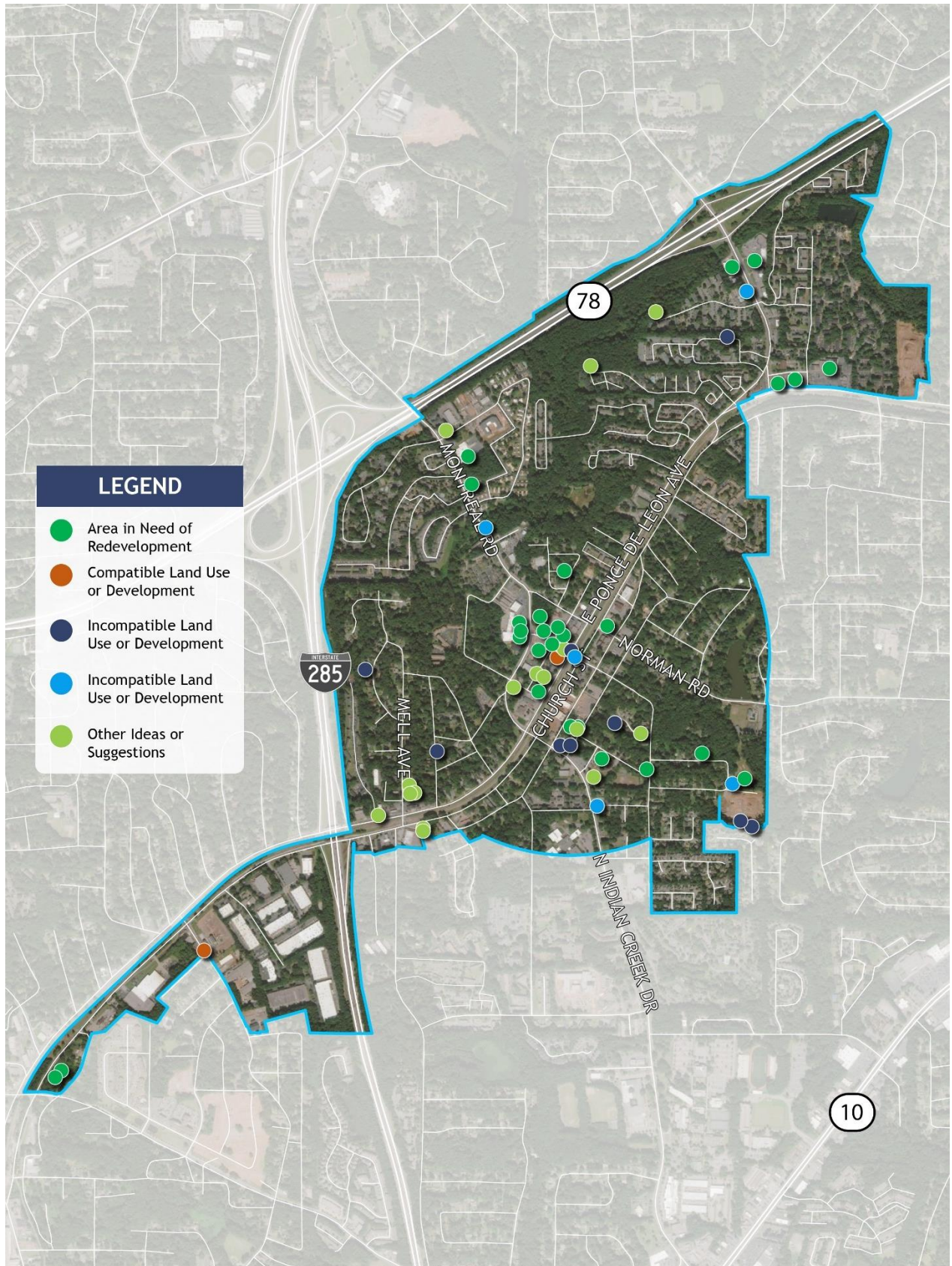
To this end, the consultant team made a concerted effort to conduct an inclusive engagement process by providing opportunities for people of various cultures in Clarkston to participate. The City and consultants worked together to accommodate participants needing materials in other languages throughout the process.

Online Interactive Map Activity

The public had the opportunity to provide geographically specific input on an interactive map incorporated into the dedicated project website created by the consultant team. Participants could drop pins for the following topics:

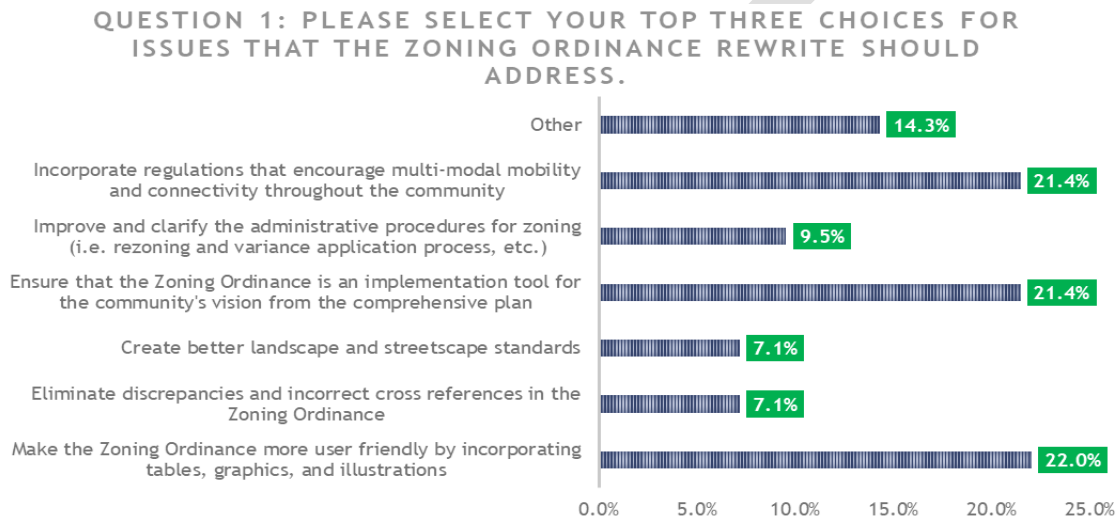
- Compatible and incompatible land uses and developments
- Areas in need of redevelopment
- Streetscape and landscape opportunities

The site also allowed community members to provide other ideas and suggestions for consideration. Participants could 'like' and 'dislike' existing comments which allowed the consultant team to collect a representative set of input for this engagement activity. The map received 60 comments, 223 'likes' and 75 'dislikes.' See the responses below:



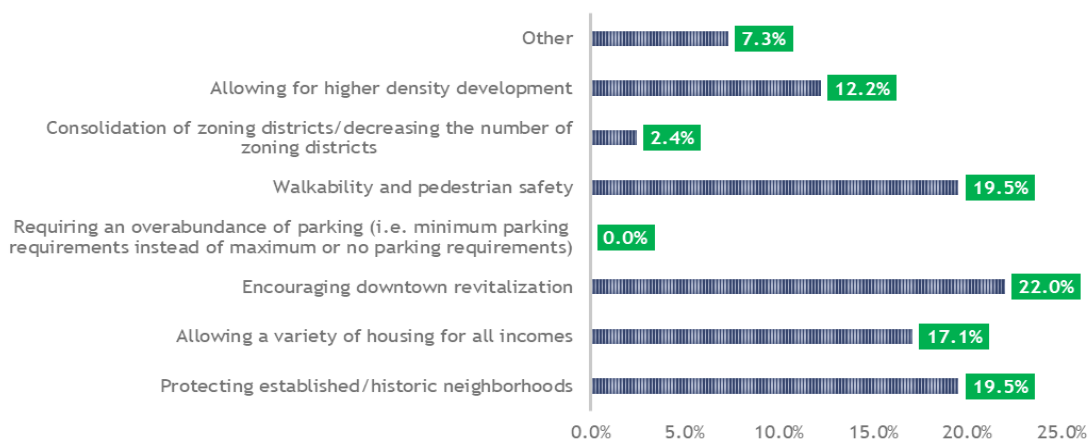
Community Meeting #1

The City hosted the first Zoning Update Community Meeting jointly with the Comprehensive Plan Update team on May 19, 2021. Community members participated virtually and answered polling questions via Pigeonhole Live on various matters concerning the Comprehensive Plan which will ultimately inform various changes to the Zoning Ordinance. The consultant team also polled attendees on priority issues and opportunities to begin gathering an understanding of the community’s outlook on zoning. Live polling results are as follows:



Residents at the first community meeting indicated that they desire the zoning rewrite to result in a more user-friendly document, encourage connectivity, and align the ordinance with the comprehensive plan. Additionally, protecting their existing neighborhoods while encouraging development of the downtown area are top development issues of concern. Enhancing the city with homes at a variety of price-points and increased pedestrian safety ranked as top concerns as well.

QUESTION 2: WHAT ARE THE TOP FOUR SPECIFIC ZONING AND DEVELOPMENT ISSUES THAT YOU ARE YOU CONCERNED ABOUT?

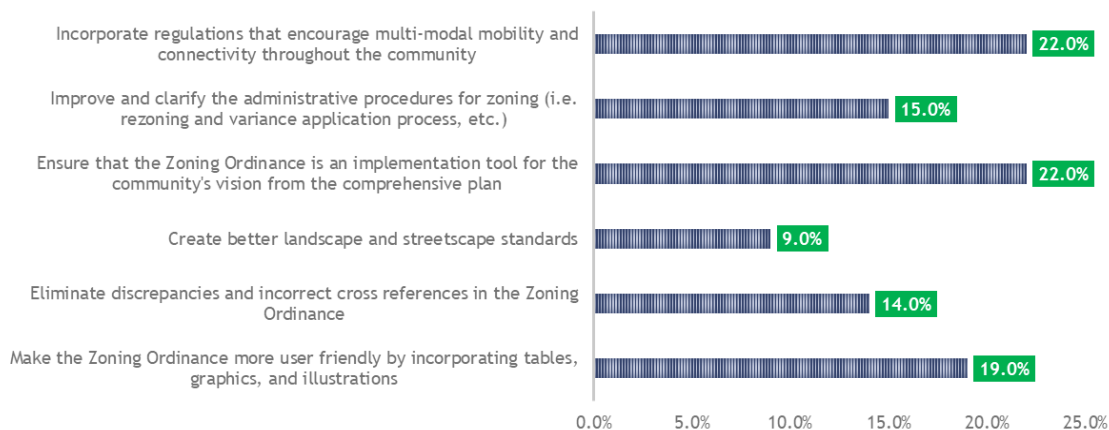


Community Open House

The project team hosted a Community Open House at the Clarkston Woman’s Club from July 13th to July 14th. The team set up nine boards to educate the public on zoning strategies and to gather input on priority issues and opportunities.

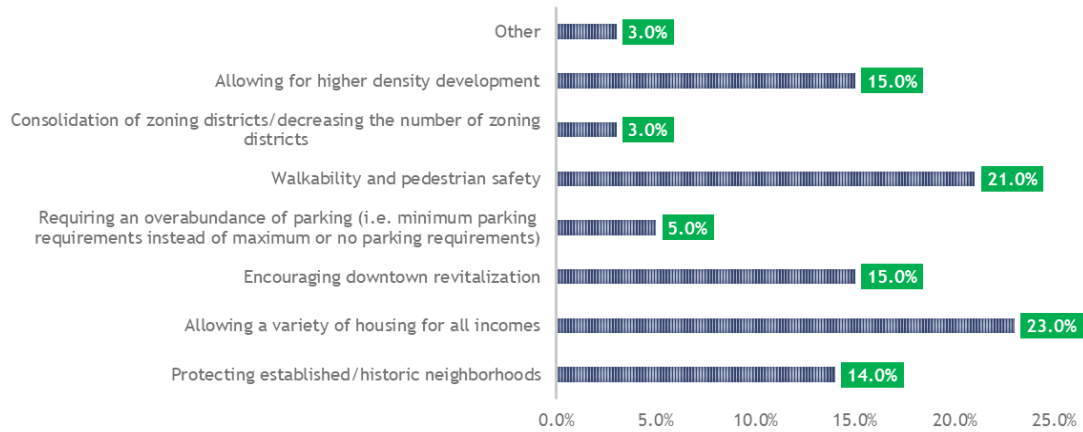
The results of the survey taken at the event are as follows:

QUESTION 1: PLEASE SELECT YOUR TOP THREE CHOICES FOR ISSUES THAT THE ZONING ORDINANCE REWRITE SHOULD ADDRESS.



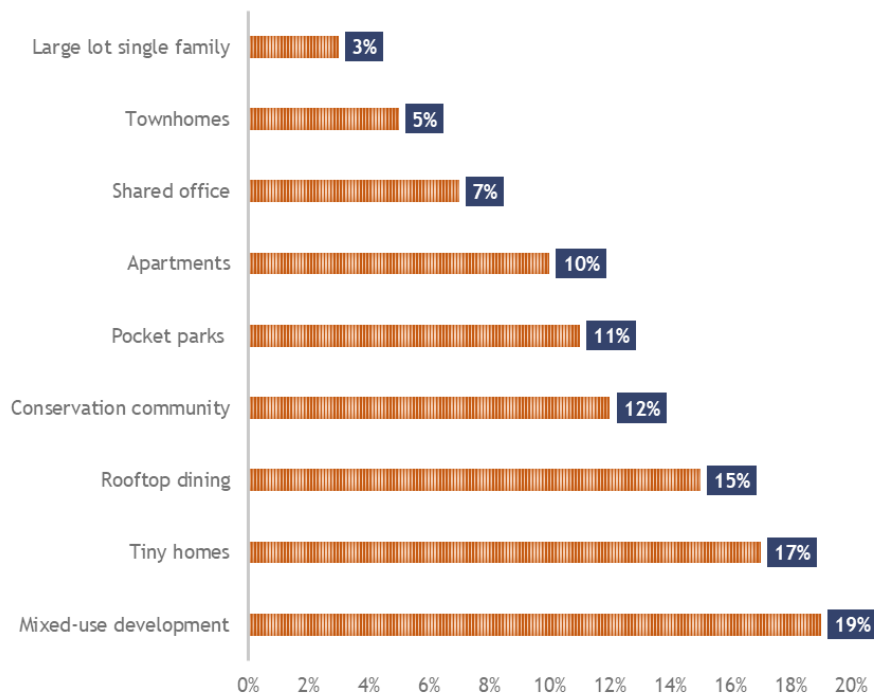
The Open House survey results for Question 1 echo those of the first meeting, revealing a strong need for the rewrite to produce a user-friendly document that addresses mobility and can be an implementation tool for the comprehensive plan. The top four concerns are the same between both groups for Question 2 except that this group identified ‘allowing higher density development’ as a major issue where the first group had that ranked as 5th.

QUESTION 2: WHAT ARE THE TOP FOUR SPECIFIC ZONING AND DEVELOPMENT ISSUES THAT YOU ARE YOU CONCERNED ABOUT?



Question 3 reveals that while the community members are concerned about higher density development and encroachment into existing/historic neighborhoods, that mixed-use development is the most desired type of development within the city. This emphasizes the importance of responsible planning and regulation.

QUESTION 3: WHICH DEVELOPMENT TYPOLOGIES WOULD YOU LIKE TO SEE IN CLARKSTON?



Technical Advisory Committee

The Technical Advisory Committee (TAC) plays an important role as the project's sounding board. TAC Members reviewed all draft material before being released for public consumption.

Public Review

After the issuance of this report and the development of various zoning ordinance amendments, a draft Zoning Ordinance update will be available for public review prior to the final community meeting. This will also allow time for City staff, developers, real estate professionals and others to familiarize themselves with potential changes prior to official adoption and enactment of the new Zoning Ordinance.

DRAFT

POLICY RECOMMENDATIONS

Overview

Aligning various policies involving future development, capital improvements, design and character, transportation and mobility, and general administration are all crucial to successfully enforcing the Zoning Ordinance. Comprehensive plan amendments and procedural changes will be key to streamlining approval processes as they relate to zoning and development. The following are recommendations that will create the synergy needed for effective decision-making.

Comprehensive Plan

The 2045 Comprehensive Plan update is another opportunity for Clarkston to discuss the vision for the future of the community and to ensure the short-term work program (STWP) is updated to reflect that vision. This update will allow the City to apply for government funding for projects listed in the STWP, while the Zoning Ordinance serves as an implementation tool for the policies and land use goals of the comprehensive plan.

The City should ensure that any transportation projects in the STWP, especially those related to sidewalks and roadway expansions, are detailed enough so that it can request government funding for the highest priority projects while policies outlined later in this document, like a sidewalk fund and requiring bike lanes, can help the ongoing effort to create a connected city.

Because the Zoning Ordinance is an implementation tool for the Comprehensive Plan, it is vital that the future development map is an accurate depiction of what the city hopes to see in the city and that the Zoning Ordinance references the correct future development designations. Currently the Zoning Ordinance references incorrect character areas and does not incentivize mixed use development - a major future development area in the comprehensive plan - or have dimensional standards that are developer-friendly.

Design & Character

Several City documents, including the 2025 and 2040 Comprehensive Plans, and the 2015 LCI Plan, describe the public's desire for a higher standard of design guidelines for new construction and for the existing character of the city to be enhanced. Policies that could be adopted and included in the Zoning Ordinance rewrite to reach these goals include updating building

standards city-wide, allowing a wider variety of accessory dwelling units, and reviewing the feasibility of a public art ordinance.

Clarkston should consider what physical forms should be acceptable in new developments throughout the city. This is an opportunity to adopt more form-based standards, creating consistency across new construction in the city regardless of use or zoning district. The current code, for example, has a list of materials that *cannot* be used when the façade faces the right-of-way, but does not state what the City would *prefer* to see on the building.

Allowing responsible density in Clarkston is important to address with this rewrite and future policies. Adopting guidelines for accessory dwelling units (ADUs) so that the units can be taller, closer to property lines, and inside the principal structure may allow an increase in density while also maintaining the character of the existing neighborhoods, providing affordable living options for residents, and giving aging adults more options. The City should also allow planned unit developments (PUDs) to have several types of homes in the same development to gently increase density where desired. Permitting, for example, attached single-family townhomes and cottage homes in the same PUD would allow the City to work with developers to tailor site plans to achieve each party's goals.

Last, Clarkston should evaluate the feasibility of a percent for the arts program or a public art ordinance. Public art can greatly enhance a city's sense of place while allowing developers the opportunity to give back to the community. Public art policies have been adopted in many small and large cities across the country and can be designed to meet the City's goals. Often, the goal is to get developers to place a piece of public art on the property they are developing, to donate a piece of public art for an off-site location of the city's choosing, or to contribute funds to the city's public art fund. A public art policy in Clarkston could require the developer to meet with the Public Art Advisory Committee to discuss which option would be best, what type of art should be included in the development, or other necessary details that would result in the placement of more public art around the city and an overall heightened design of the city. This policy could be incorporated into the code of ordinances, or the city could introduce this as an encouraged, instead of mandatory, program led by the Public Art Advisory Committee.

Transportation & Mobility

Throughout the 2040 Comprehensive Plan, a major theme for potential improvement is transportation and mobility. Through the implementation of sidewalk and bike policies and

offering density bonuses, the City of Clarkston can increase connectivity, not only within city limits, but also to neighboring jurisdictions and the wider metro Atlanta area.

The City should create a policy for payment in lieu of sidewalk construction, or a *sidewalk fund*. Typically placed in the land development code, the policy would allow, under set circumstances, developers or builders to make a payment to the City instead of constructing a new sidewalk. The parameters and fee are set by the City, and it would allow Clarkston to use the fund to maintain existing sidewalks or construct new ones in another part of the city. Often, this fund is paid into when there is severe topography, or on residential infill lots where there are no sidewalks on surrounding parcels. Another sidewalk policy that could be implemented is that where there are nonconforming sidewalks any new construction would be required to bring those sidewalks up to the current code. This would help create uniform sidewalks throughout the city.

Existing bike lanes throughout the city are concentrated along a few major roads and provide minimal connections to city parks and other public facilities. These bike facilities should be expanded through the requirement that new roads, and those undergoing major improvements, incorporate bike lanes as part of a complete streets policy. Additionally, bike parking requirements should be expanded to include all new developments except single family homes. Last, Clarkston should ensure that all existing and new public facilities have bike parking.

Density bonuses can be used to encourage developers to include certain features in their project or to develop specific parts of the city in exchange for an increase of the permitted density. Clarkston should utilize density bonuses to promote development along the MARTA bus routes in the Town Center zoning designation allowing residents to have easy access to bus stops along E. Ponce De Leon, Montreal Road, and N. Indian Creek Drive. An additional incentive for developments along bus routes could be a reduction in parking requirements. A density bonus program can also be used to encourage more open space, affordable housing units, or other preferred standards in the city.

Administrative Procedures

During the community engagement meetings, participants identified improving administrative processes and making the Zoning Ordinance more user-friendly as goals of this rewrite. In the existing Zoning Ordinance, there are several items that require approval from staff, the Planning and Zoning board, and/or Mayor and City Council including rezoning requests, conditional use permits (CUPs), future development map amendments, PUDs, administrative

variances, and more. It is important that procedures for these applications are detailed and methodical to avoid confusing staff, applicants, or the public about how a final decision on a zoning matter is made.

The City should ensure that every time an approval is required by the code, there is a correct reference to the procedures that type of application must follow or that the process unique to that type of application is stated. This will make it easier for applicants to know exactly what the expectations are, and staff will be able to easily reference the code if there are any questions. The technical recommendations section of this document identifies several instances where this improvement could be made.

The existing code has instances where the list of required documents is vague or at the discretion of staff. For example, the city planner can require a traffic study, environmental study, and/or an economic study *if they determine it is necessary*. To ensure consistency and to ease the burden of staff, Clarkston should also review what documents are required for each type of application and update the requirements to be more detailed.

Another step in the process that could be improved is the pre-application meeting. The existing code has an optional pre-application meeting for PUDs. This meeting should be mandatory for all land use cases and PUD applications so that staff can do a cursory review for any major deficiencies prior to the application being filed. This could reduce staff time used during the completeness check step and would help ensure thoughtful applications are submitted for review.

Giving the Planning & Zoning Director the ability to grant administrative approval for specific items would allow staff to conduct a detailed review of an item against the code and determine if it meets the technical requirements and intent of the code, then granting approval or working with the applicant to get the documents up to standards within the code. Specifically, this could be done for design reviews in the Town Center district, and subdivision plats after Mayor and City Council has approved a PUD. Other instances where this change could be made are identified in the technical recommendations section of this document.

TECHNICAL RECOMMENDATIONS

Overview

The following recommendations are broad strategies for how each Article of the Zoning Ordinance could be improve, all of which will address the overarching goal of creating a user-friendly, effective code.

Article I: Title, Applicability and Purpose

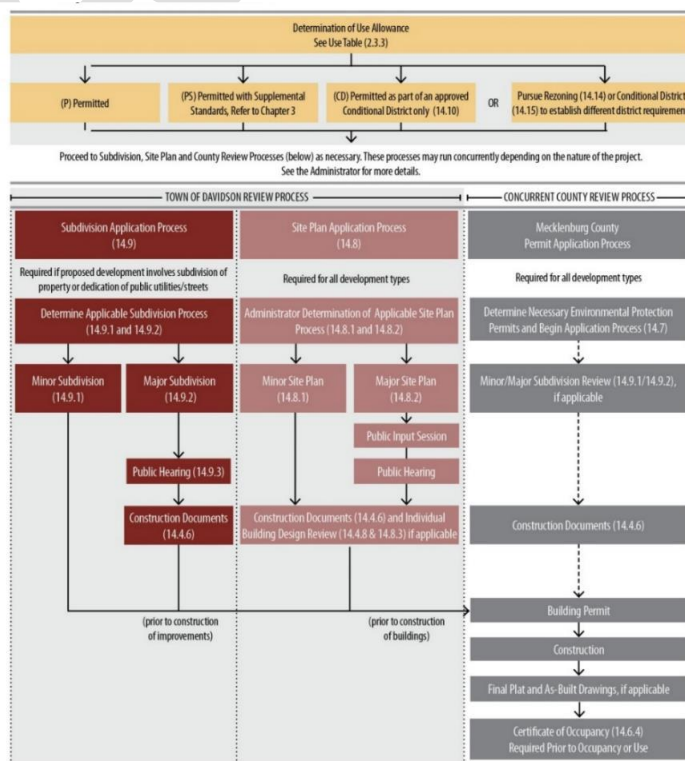
The first article of the Zoning Ordinance introduces the purpose of a zoning ordinance for the City of Clarkston and an explanation of when the Zoning Ordinance is to be referenced. The following identifies an inconsistency found between Article 1 and Article III.

- Inconsistency between Sec. 103 and Sec 312 regarding uses not expressly permitted in the Zoning Ordinance. Section 103 states any use not expressly permitted shall be prohibited. Section 312 states that any use that may be compatible with existing gland uses and consistent with the use and intent of the zoning district but is not expressly permitted or prohibited shall require a conditional use permit.

Article III: Administration

The Administration article outlines the requirements and procedures for land use applications, variance requests, conditional use permits, and temporary use permits. The following items offer insight into how these processes can be improved and better explained.

- Add a visual to explain review and approval processes for variances, rezoning requests, annexations, conditional use permits, future development map amendments, and PUD plans.



Sample Procedural Diagram

- Update language that references city staff from his/him to his/her or gender-neutral terms.
- Update language referencing city planner to refer to the Department or Director.
- Create specific parameters for when traffic, environmental, and/or economic impact studies are required for land use cases (Sec. 302.d).
- Review requirements for Community Open House meeting applicability to remove vague terms (Sec. 304.a.iii).
- Revise zoning proposal review standards so that the Comprehensive Plan is referenced generally instead of specific plans and principles that are not expressly stated in the comprehensive plan text (Sec.305.7).
- Revise procedures for administrative variances. Sec. 309 references back to Sec. 307, which requires a public hearing, but an administrative decision would not require a public hearing. That reference should be removed. Application should be submitted to the Director, a sign should be posted and anyone with standing should be given an opportunity to appeal the decision.
- Evaluate expanding the allowance for temporary use permits to include other zoning districts, specifically NR-CD and RC (Sec. 313).
- Revise zoning conversion table in Sec. 320.b. Make each DeKalb district line have a corresponding Clarkston district to make it easier to understand.
- Align the procedures for future development map amendments with those of other land use applications. Application should be filed with the Director, and procedures referenced for this type of application (304.a & 304.b) do not expressly state the future development map amendment request goes to the Planning & Zoning Board or Mayor and City Council.
- Add a section on Nonconformities to capture all nonconforming conditions; this would include the existing Article VIII: Nonconforming Uses.

Article IV: Definitions

The purpose of Article IV is to provide definitions for terms found throughout the Zoning Ordinance so that users can have a greater understanding of specific uses and technical terms that the code refers to. The items below are terms that should be added or updated in this article.

- Add definitions for uses and terms found in other articles of the Zoning Ordinance including accessory dwelling unit (ADU), assisted living, day care nurseries, kindergartens, nursing home, convalescent home, rest home, and personal care home.
- Revise definition of customary home occupation to align with regulations in Article VI.
- Move the definitions related to permitted or prohibited uses to the Use Provisions article, move all other definitions in this article to the end of the Zoning Ordinance.

Article V: Provision for Official Zoning Map and the Establishment of Districts

Article V establishes the zoning districts within the City of Clarkston and provides information about how previous zoning districts were converted to the new districts. The following items would help maintain consistency with the City's 2040 Comprehensive Plan.

- Create acronym for Railroad Open Space District.
- Remove reference to Comprehensive Plan. These character areas are not listed or described in the Comprehensive Plan (Sec. 508).

Article VI: General Provisions

The General Provisions article of the Zoning Ordinance outlines the regulations for specific uses, buildings, lots, and acts within the city. Below is a list of recommendations that will create better usability of the code and will allow a wider variety of housing types through modifying accessory dwelling unit regulations.

- Reorganize Article VI into divisions so it is easier to locate related information.
- Remove redundancies in Sec. 603.l.3 and 603.l.4 regarding protective fences around pools.
- Removing pitch provision in Sec. 603.n.6 to allow for a wider variety of accessory dwelling units.
- Remove requirement that all accessory dwelling units be ADA compliant (Sec. 603.n.8).
- Create standards to allow accessory dwelling units within the principal building; for example, a finished basement that has a separate entrance.
- Evaluate open space standards to ensure consistency with the comprehensive plan.
- Consider hardship requirement for those who want to take advantage of the relocation of open space option (Sec. 623).

Article VII: Zoning District Standards

Article VII summarizes the use and dimensional standards for each zoning district in the city. The following recommendations aim to align the comprehensive plan more closely with the Zoning Ordinance and to provide more clarity to users of the code.

- Create a Use Table to make it easy for users to know exactly what uses are permitted, prohibited, or need a conditional use permit.
- Create a dimensional standards table that includes all zoning districts.
- Include graphics illustrating setbacks, building coverage, open space, etc.
- Create standards for accessory dwelling units that are separate from those for other types of accessory structures. This could be done in each district's section, or in Article VI. Reduce setback requirements and allow accessory dwelling units to be a specific height or the height of the home, whichever is less. A height that allows a two-story structure would allow more units (example: garage with living space above).
- Evaluate which zoning districts should allow live/work units and their regulations.
- Reduce rear setback requirements for accessory uses/structures in NR-1, NR-2, NR-3 districts (Secs. 701, 702, 703, 704).
- Increase permitted density in NR-3 district by providing dimensional standards specifically for condo and multi-family uses; reduce front and rear setbacks (Sec. 703).
- Remove *Other similar and customary uses* from the permitted use list for NC-1 and TC districts so that the list remains specific (Secs. 706, 707).
- Evaluate differences between NC-1 and NC-2 zoning districts to determine what standards can be modified to differentiate the two designations.
- Clarify hookah/vape lounges use regulations. TC district prohibits *hookah bars and/or vape lounges within five hundred (500) feet of school, place of worship, public park or*

The image displays a 'Sample Use Table' which is a grid-based table. The columns represent various zoning districts, including RE, RLG, R-100, R-205, R-400, RSH, NR-1, NR-2, NR-1,2,3, RHP, RHC, OT, NE, C-1, C-2, OD, M, IM-1, IM-2, IM-3, IM-4,5, and B-1. The rows list numerous uses, categorized into Agricultural & Forestry, Residential, Institutional/Public, and Commercial/Professional. A key at the top explains the symbols: 'P' for Permitted Use, 'P+' for Permitted as an Accessory Use, 'SA' for Special Administrative Permit from Director of Planning, and 'SP' for Special Land Use Permit from BOC (SLUP). The table shows which uses are permitted in which districts, with some cells containing checkmarks or specific permit types.

Sample Use Table

other hookah or vape establishment, but it is unclear if they are permitted otherwise (Sec. 708).

- Create procedures for design review by the Planning & Zoning Board and add to Article III. TC District requires design review and approval from the Planning & Zoning Board, but the code does not state what is required to apply or what the process is. Complete application and plans should be filed with Director, city staff advertises and writes a technical report, and board votes to approve or deny.
- Add purpose and intent section for Railroad Open Space District (Sec. 710).

Article VIII: Nonconforming Uses

Article VIII describes what constitutes a nonconforming use in the City of Clarkston and what provisions apply to those uses. The following is a discrepancy that was found during the Zoning Ordinance review.

- Article V does not regulate nonconforming lots of record as stated in Sec. 803.
- Relocate this Article to become a subsection the Administration section.

Article IX: Planned Developments

The purpose of Article IX is to describe the types of planned unit developments (PUDs) allowed within the city and the process an applicant goes through to request approval. The following items describe how the planned development approval process can be improved and how the design standards can be modified to allow a greater range of housing types.

- PUDs should be part of the permitted uses list for each zoning district where they are allowed, not just listed in Sec. 903.
- Section 901 outlines the purpose of planned unit developments as (in part), *the city gains the advantages of variety in building types*, though it is unclear if this article allows several housing types/uses in one development. The PUD provisions should allow several housing types, on the same plan to promote innovative development that can be tailored to the City's needs.
- If the intent is for only one housing type to be in each PUD, standards for each type of planned unit development should be created. Article IX only has standards for cottage home developments
- Make the pre-application meeting mandatory. This will give staff an opportunity to identify any deficiencies prior to the application being submitted (Sec. 906).

- The application should be submitted to the city planner, planning & zoning director (or their designee) not the city clerk (Sec. 904).
- Instead of requiring *other applicable information regarding the relation of the proposed development to surrounding development and roads, as well as common open space proposed on the site*, staff should require a letter of intent that describes how the proposed development meets the intent of the PUD standards and the comprehensive plan (Sec. 906.b.1.b).
- The completeness check should be completed by the city planner, or the planning & zoning director (or their designee) (Sec. 906.b.2).
- Section 906.c should include a reference to the general standards in Section 906.e when describing the procedures for the Planning & Zoning Board.
- Sec. 906.f requires another round of approvals from the planning and zoning board and mayor and city council for the preliminary plat after the PUD has been approved. These steps could be combined so the process is more friendly for staff and applicants.
- Planned Unit Developments should become a zoning district (PUD) that allows for several uses and types of homes within the same development.

Article X: Civic Design

Article X outlines design standards for all zoning districts within the city. The following recommendations will simplify and clarify these standards.

- The referenced city bike and pedestrian plan is not quickly accessible on the city website. If that is a current reference, it needs to be easily found (Sec. 1003).
- Sec. 1003 states *only as approved by the planning and zoning board* several times but gives no information about the process. The items that require approval from planning and zoning board - lighting plan, additional pavement in landscape zone - could be administratively approved by the Director.
- Building façade height (minimum ft.) should be removed from the Street Type Dimensions Table in Sec. 1003.
- The open space reference in Sec. 1005 is incorrect. The correct reference is Sec. 623.
- Sec. 1006 should list building materials that are permitted or recommended for all building types throughout the city.
- Dumpster screening standards outlined in Sec. 1009.d are already partially listed in Sec 613. These should be combined to eliminate confusion.

- Add typical street sections illustrations.
- Add requirement for bike lanes on new streets.

Article XI: Parking and Loading Requirements

This article of the Zoning Ordinance describes the off-street parking requirements for specific uses and specific types of vehicles within the city. Below are inconsistencies and opportunities for simplification that would make this article easier to understand.

- NR-CD, RC districts should be required to have bike parking (Sec. 1102.c.1)
- Reference to the planning and development commission in Sec. 1103 should be changed to the Planning & Zoning Board.
- Administrative approval for common or joint driveways (Sec. 1103.g) and reduction of parking requirements (Sec.1108.a) should be permitted instead of applicant requesting approval from Planning & Zoning Board and Mayor and City Council, respectively.
- Sections 1111 and 1112 should be moved to a section with supplemental regulations for those specific uses.
- Consolidate parking standards for major recreational equipment into one section.
- The opportunity to reduce the required front setback when all parking is in the rear yard of a parcel should be expanded to all other non-residential zoning districts (Sec. 1117).
- Sections 1108 and 1118 should be combined as both reference reductions in required parking.
- Pervious parking bonus should be expanded to include other non-residential zoning districts including NC-1 and TC.
- Include graphics to illustrate rear parking requirement, parking space dimensions, residential parking standards like where a recreational vehicle can be stored, and other regulations.



Sample Parking Graphic

Article XII: Buffer, Screening, and Landscape Requirements

Article XII outlines when buffers and screening are required and how they are implemented. Requirements for landscape strips and parking areas are also described. These recommendations will provide clarity and improve usability of this Article.

- Create a table that summarizes the buffer requirements for each district.
- The referenced Clarkston Tree Protection Plan is not quickly accessible on the city website. If that is a current reference, it needs to be easily found (Sec. 1201).
- Section 1201 states that the purpose and intent of the section is *to provide minimum landscape, buffer and screening standards for commercial developments in the city*, but residential requirements are also provided.
- Allow a reduction in the buffer requirements if an opaque fence or wall is constructed.
- Sec 1212 states that the *minimum landscape strip dimensions for front yards and street side corner yards along the street frontage for each lot in any zoning district shall be ten (10) linear feet*. This contradicts Sec. 1004 where landscape zones are 3', 5', or 7' depending on the road classification.
- Include graphics for parking lot landscape requirements, corner visibility, where fences can be placed on residential property, and how the height of fences and hedges are measured (Sec. 1209).

Article XIII: Non-Commercial Poultry

- This article should be relocated to Article VI or to a new supplemental standards section.

Article XIV: Legal Status Provisions

- The language in this article should be relocated to Article I.

Article Reconfiguration

The usability and effectiveness of Clarkston's Zoning Ordinance could be greatly improved with a reconfiguration of the document. During the review there were several instances in which one topic was found in several parts of the code. One example of this is dumpster screening, which is found in Article VI and Article X. In the rewrite, these sections could be consolidated and relocated to just one article so that a user does not have to look in multiple locations for regulations on one use. Additionally, there are entire articles that could be placed within another. For example, Article XIII *Non-Commercial Poultry* could be incorporated into another article that outlines supplemental regulations for all uses.

A reorganization of the Zoning Ordinance along with the addition of several graphics and diagrams in each new article would allow the City to have a final document that is user-friendly for staff, applicants, and residents. Below is an example of how the ordinance could be organized utilizing articles and divisions so that topics are grouped together, and the document flows more naturally.

Potential Reconfiguration:

Article 1: Title, Applicability, and Purpose

Division 1: Legal Status

Article 2: Administration

Article 3: District Regulations

Division 1: Establishing Zoning Districts

Division 2: Dimensional Standards

Article 4: Use Regulations

Division 1: Use Table

Division 2: Supplemental Regulations

Article: 5: Site Design Standards

Division 1: Building Form

Division 2: Buffers, Screening, Landscaping

Article 6: Parking

Article 7: Definitions

CITY OF CLARKSTON

ITEM NO: E5

CLARKSTON CITY COUNCIL MEETING

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Discussion

HEARING TYPE:
Council Work Session

MEETING DATE: SEPTEMBER 28TH 2021

SUBJECT: To discuss a change order for the SPLOST 04 B & C- Rowland Street Road Diet project.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy ,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE:

To discuss a change order per the request of the city council by modifying the Rowland Street Road Diet plans for the section of Rowland Street from Market Street to Norman Road to provide full vehicle access.

NEED/ IMPACT:

The Rowland Street Road diet was included in the Streetscapes Project which required the installation of sidewalks in accordance with the Federal Highway Administration (FHWA) approved concept report. The sidewalk requirement was removed from the streetscape projects three (3) years ago when the “pedestrian access only” design was developed for the Rowland Street section of the project. The “pedestrian access only section of Rowland Street was to substitute for the sidewalk construction. Currently, submitted as a change order, sidewalks are now included in the scope of work for the project and has produced deletions and additions to the existing project scope of work.

Existing Cost for project	Work Items deleted from the scope of work	Work Items added to scope of work	Current Cost w/change order items added
	<i>4 concrete islands</i>	<i>Sidewalk – 465 feet</i>	
	<i>Existing concrete driveway into insurance office (Market @ Rowland St) will remain open</i>	<i>Retaining wall</i>	
	<i>No inter-parcel access between the insurance office and Dr. Harrison’s access road</i>	<i>1 traffic calming easabouts</i>	
	<i>Remove 4 bollards</i>	<i>Speed Limit signs (2 – 15 MPH)</i>	
		<i>Traffic Calming Ahead signs</i>	
\$74, 720			\$89,830

RECOMMENDATION:

City staff recommends approving the change order request to increase the cost of the SPLOST 04 B & C Rowland Street Road Diet project for the section of Rowland Street from Market Street to Norman Road to **\$89, 830** to include the additions listed.

ROWLAND STREET EASABOUTS - MARKET STREET TO NORMAN ROAD

150-1000	TRAFFIC CONTROL	1	LS	\$7,158.00	\$7,158
210-0100	GRADING COMPLETE ¹	1	LS	\$35,942.00	\$35,942
402-3130	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	25	TN	\$125.00	\$3,125
441-0104	CONC. SIDEWALK, 4 IN	263	SY	\$27.50	\$7,245
500-3201	GDOT RETAINING WALL CLASS B	30	CY	\$560.00	\$16,800
500-9999	CLASS B CONC, BASE OR PVMT WIDENING - GRANITE CURB BASE	20	CY	\$208.00	\$4,160
611-5280	RESET GRANITE CURB ²	200	LF	\$19.50	\$3,900
700-9300	SOD ³	90	SY	\$8.00	\$720
NA	LANDSCAPING FOR EASABOUTS	1	LS	\$2,500.00	\$2,500
NA	TRAFFIC CALMING (EASABOUT)	1	EA	\$8,280.00	8,280
				TOTAL	\$89,830

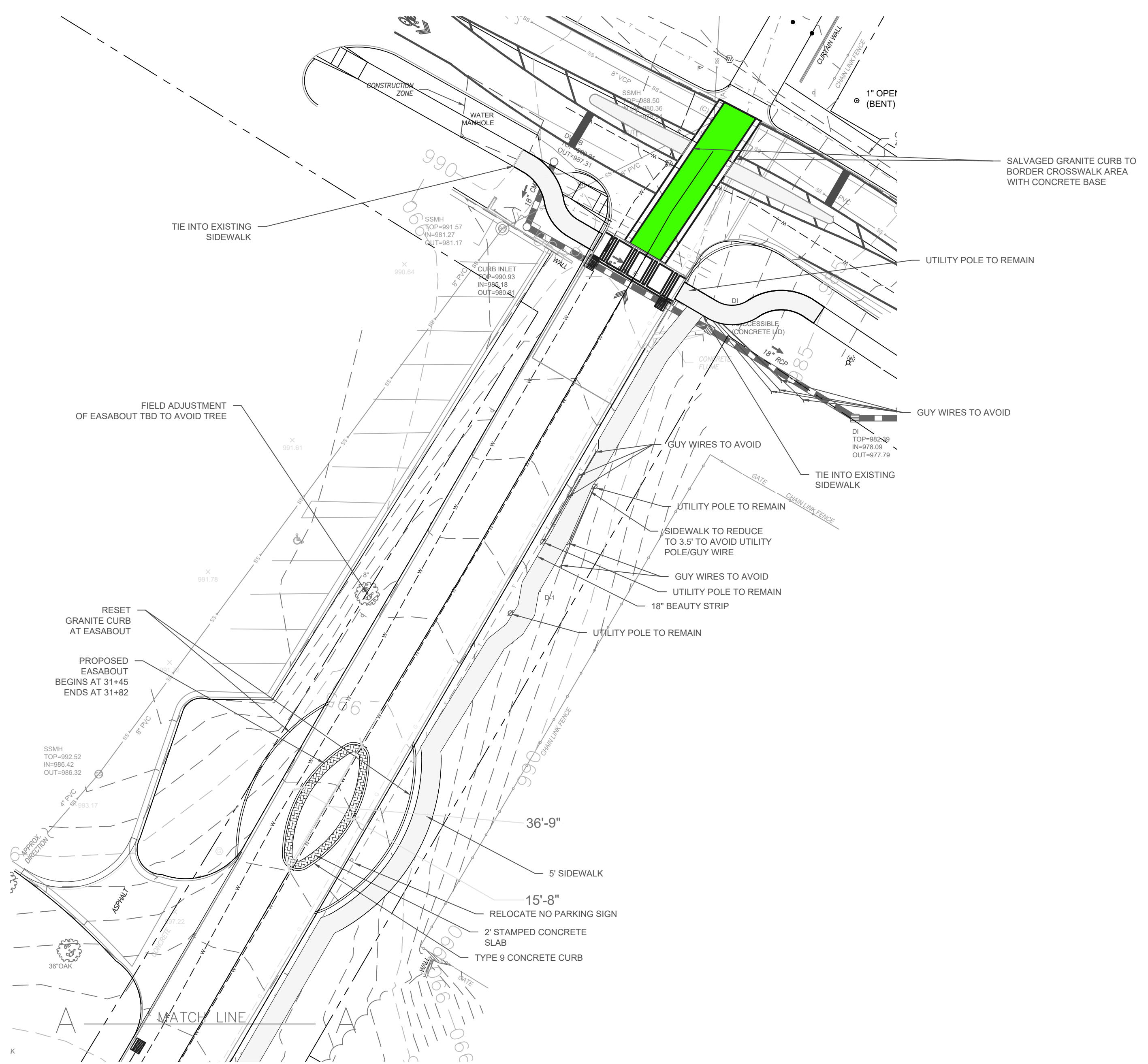
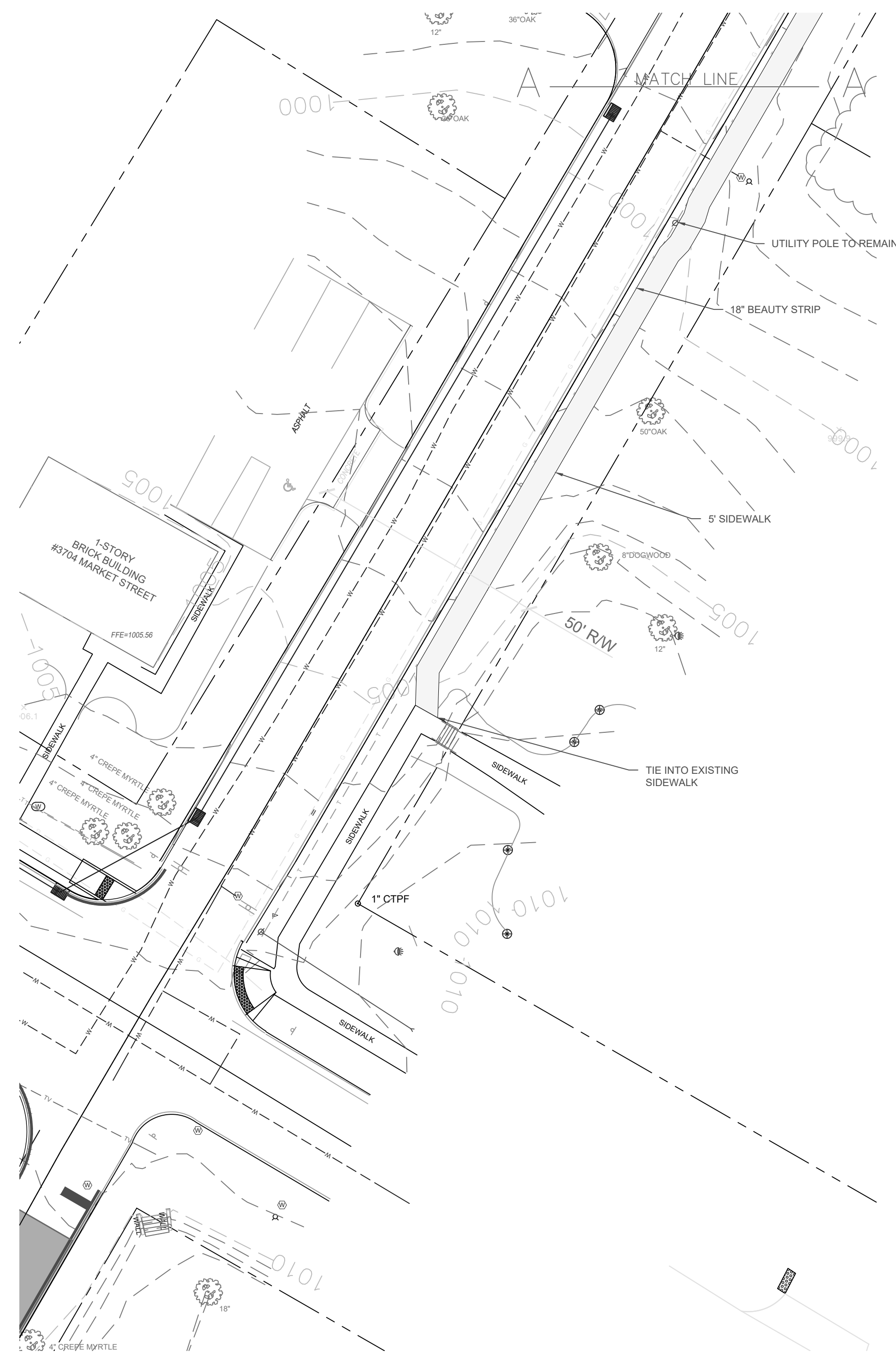
NOTE: 1. Grading Complete includes all demolition work, clearing , permanent grassing

and haul-off of unsuitables

2. Includes resetting existing granite & supplement required additional curb by
using existing salvaged granite curb from the Rowland St Project (NIC to Market)

3. Bernuda sod for beauty strip

SPLOST 04-B+C
ROWLAND STREET EASABOUTS
MARKET ST TO NORMAN RD



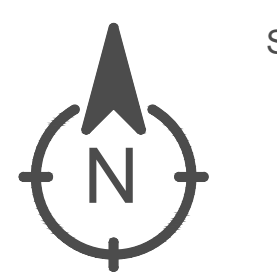
DRAWING DATE:
05/21/2021

REVISIONS:

1	09/16/2021



SCALE: 1" = 20'



C1

CITY OF CLARKSTON

ITEM NO: E6

CLARKSTON CITY COUNCIL MEETING

BUSINESS AGENDA / MINUTES

HEARING TYPE:
Council Work Session

ACTION TYPE:
Discussion

MEETING DATE: SEPTEMBER 28TH 2021

SUBJECT: Discuss approving a Driveway Reimbursement Agreement with 906 Rowland Street and the City of Clarkston.

DEPARTMENT: City Manager

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE:

To approve a Driveway Reimbursement Agreement with the property owner(s) of 906 Rowland Street and the City of Clarkston.

NEED/ IMPACT:

Soil and sediment from the unpaved driveway of 906 Rowland Street has transported unsuitable materials onto the city street and will result in unsafe conditions for pedestrians, bicyclist, and vehicles. The continued erosion of these materials will cause damage to the future infrastructure on Rowland Street.

The city has offered to pave the driveway on private property utilizing the city’s contractor on the Rowland Street Road Diet project provided the owner reimburse the city for the work performed. The estimated cost for construction to the owner is \$3,210. The estimated cost of \$3,210 will be divided into 12 monthly payments of \$260 until paid in full.

The work is scheduled to be completed in January 2022.

RECOMMENDATIONS:

Staff recommends approving the Driveway Reimbursement agreement with the City of Clarkston and the property owner(s) of 906 Rowland Street. The property owner shall pay in monthly installments to the City of Clarkston of \$260 per month until the estimated cost of \$3,210 is paid in full.

**DRIVEWAY PAVING REIMBURSEMENT
AGREEMENT
CITY OF CLARKSTON**

This agreement made and entered into on October _____, 2021
between _____ (Property
Owners) and the City of Clarkston, Georgia (City).

Whereas, the City is paving, constructing sidewalks and other
improvements on Rowland Street; and

Whereas, soil and sediment from the unpaved driveway at 906 Rowland
Street, Clarkston, GA 30021, has in the past and will continue to transport these
unsuitable materials onto the City Street in the future which will result in unsafe
conditions for pedestrians, bicyclist and vehicles; and

Whereas, the continued erosion of these materials will cause damage to
the future upgraded City infrastructure on Rowland Street; and

Whereas, the City has directed the Owner to correct this condition through
driveway paving or other means; and,

Whereas, the City has offered to pave the driveway on private property
utilizing the City's contractor on the Rowland Street Road Diet Project provided
the Owner reimburse the City for this work; and

Whereas, based on the City contractor's unit price for paving Rowland
Street, including grading of the driveway to support the paving operation, the
estimated cost for construction to the Owner is \$3,120.

Whereas, the Owner agrees to monthly payments to the City and these
payments are calculated to be the total cost of the construction divided by 12
months, which equates to \$260 per month; and

Whereas, the cost to perform the work is an estimation only based on the
anticipated quantities to perform the work and as such, quantities may increase
or decrease slightly, which will result in the cost of the work to be less or more
than the estimated provided herein; whereby the City will only invoice the Owner
for the actual quantities utilized on this driveway paving project; and

Whereas, in order to perform the referenced work to the Property Owner
(s) driveway, the Property Owner (s) will sign a temporary construction easement
to the City and accompanying easement plat, attached as Exhibits A and B; and,

Whereas, the City will provide the appropriate inspection services to
ensure the driveway is properly constructed; and

Whereas, the construction materials and details associated with the driveway paving includes; grading within the footprint of the driveway to provide a stable base to pave, add additional stone as necessary and place and compact two (2) inches of 12.5 mm asphalt as the riding surface; and

Whereas; the City will warrant the paving work for defects in materials and workmanship for a period of six (6) months commencing from the date that the work is 100% complete; and

Whereas; the city has no legal obligation to perform any additional work off of City Right-of-Way upon completion of the paving work; and

Whereas, if the Owner chooses to perform this work with their own contractor, the work must be completed by January 1st, 2022; and

Whereas, if the work is not completed by January 1st, 2022, city will issue the appropriate violations of erosion and sediment control until which time the driveway conditions are corrected by the Owner; and

Whereas, the Owner will immediately begin make monthly payments to the City upon receiving the invoice from the City for work completed as described herein; and

.

Agreed to by:

City Manager – City of Clarkston

Property Owner

Property Owner

Address of Property Owner

Date of Agreement

CITY OF CLARKSTON

ITEM NO: E7

CLARKSTON CITY COUNCIL MEETING

BUSINESS AGENDA / MINUTES

HEARING TYPE:
Council Work Session

ACTION TYPE:
Discussion

MEETING DATE: SEPTEMBER 28TH 2021

SUBJECT: To discuss approving the sale of surplus police vehicles to be sold at auction.

DEPARTMENT: Clarkston Police

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: Chris Hudson
Chief of Police
PHONE NUMBER: 404-292-9465

PURPOSE:

To discuss approving old and obsolete police vehicles as surplus property to be sold and disposed of in compliance with O.G.G.A. 36-37-6(a).

NEED/ IMPACT:

The City of Clarkston's Police Department has requested the following vehicles be declared as surplus property to be auctioned for sale.

2010 Ford Crown Vic	VIN: 2FABP7BV6AX111425	Unit 617
2014 Dodge Charger	VIN: 2C3DXAT8EH346551	Unit 614
2003 Ford Super Duty	VIN: FDxF46P83ED27810	Prisoner Transport
2014 Dodge Charger	VIN: 2C3CDXAT6EH348461	Unit 613
2014 Dodge Charger	VIN: 2C3CDXAT0EH348343	Unit 616

RECOMMENDATIONS:

NA