



# City Hall Usage Review and Assessment

CONTACT:  
LILY BERRIOS, PRESIDENT  
404.605.0690 X103

PREPARED BY  
SIZEMORE GROUP, LLC  
342 MARIETTA STREET, NW, UNIT  
3  
ATLANTA, GA 30313  
FEBRUARY 25, 2022

RFQ# 22-003



CULTURAL PLACES • BEAUTIFUL SPACES



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March 01, 2021

City of Stonecrest  
Attn: Procurement Department, Stonecrest City Hall  
3120 Stonecrest Blvd, Stonecrest, GA 30038

RE: RFP# 2022-003: City of Stonecrest City Hall Usage Review and Assessment

Dear Members of the Selection Committee:

The Sizemore Group Team is honored to present our qualifications to provide a Usage Review and Assessment for the City Of Stonecrest City Hall. Specifically, to provide space assessment, programming and concept design for use of the existing structure located at 2994 Turner Hill Rd, Stonecrest, Ga and the opportunity in consideration of alternative locations. Key tasks are to provide a staff, function and space use assessment, and recommendations that address short-and long-term needs, while optimizing the use of the City's assets. In response, we bring you :

**Knowledge of Civic Entities** – For the past three decades Sizemore Group has provided counties, cities, state and federal institutions with professional planning and design services for their facilities. We understand their core functions (from administrative to judicial), key adjacencies, and flow needed to deliver public services. You will benefit from our knowledge of trends and how we mold them using strategies that supports your mission .

**Experience Re-Imagining use of "retail boxes"** - through our planning and design experience we have worked on commissions that re-imagined abandoned retail boxes and converted them into assets

**Approach** – Sizemore Group has over 30 years of nationally recognized experience doing pre-design, including programming, facility assessments, test fits and implementation plans. These commissions addressed multiple existing facilities for counties, cities, campuses and corporations. Our approach has been customized to meet your specific needs. Key components are:

- Consistent communication and point of contact between our team and City of Stonecrest.
- Clear way to organize the participants in order to facilitate decision making while enabling broader input.
- Time on site: reviewing conditions and participating in key sessions.
- Setting goals and the strategic direction at the beginning of the project.
- Focus on validating the proposed quantity and quality of space is justifiable.
- Testing a broad range of strategic options regarding the use of Sam's Club and alternative locations

**People** – A group of senior staff who are experts in their respective areas and have worked together successfully providing these services. They will be active participants throughout and guide the decision-making process. Key to success is doing a significant amount of work on site. This provides for interaction, transparency, buy-in and expedites the process, critical when multiple users are involved.

The following package provides additional information on the qualifications of our Team. We are very excited about this project and the opportunity to continue offering services to the City of Stonecrest

For the Team,

Sizemore Group, LLC

Lily del C. Berrios, AIA, LEED AP BD+C, President  
Principal-In-Charge



## 2. Qualifications and Experience

Description of Firm



Sizemore Group Lobby

### Section 1 - Description of Firm

Sizemore Group (SG) has been in business for over 45 years and has a strong record in delivering planning, design and construction services to municipalities. Sizemore Group will be responsible for coordinating work to ensure the services requested meet the City of Stonecrest satisfaction. Sizemore Group is known for developing feasibility and space needs assessments studies for municipalities that place a priority on the accessibility, cost-effectiveness, and long term sustainability that ultimately lead to implementation. In addition Sizemore Group has developed a specialty in adapting malls, retail, and institutional functions. Finally, we bring an extensive portfolio of planning that includes mixed use and assembly space.

Our approach to the services requested will allow for transparency and collaboration of both the strategic and tactical efforts of our team by encouraging collaboration and efficient communication. The following pages of this proposal provides evidence of our abilities to incorporate various options for funding that may be applied to this project experience.

#### Office Location:

Sizemore Group, LLC  
342 Marietta Street, NW, Unit 3  
Atlanta, GA 30313

#### Years in Business: 47

#### Main Contact:

Lily Berrios, AIA, LEED AP BD+C, President  
(404.605.0690 x103 | 404.281.9900 |  
lilyb@sizemoregroup.com)

#### Corporate Structure:

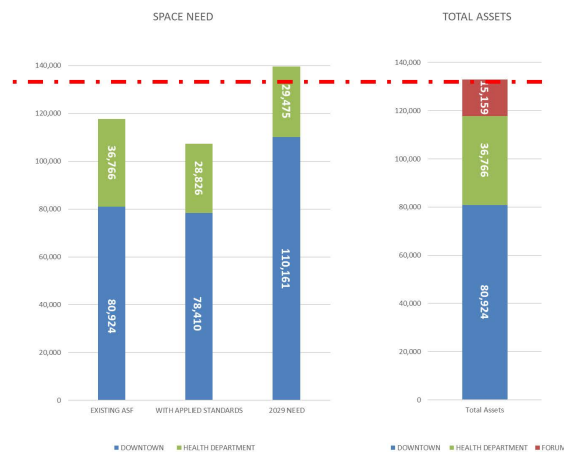
William de St. Aubin, AIA, LEED AP, CEO  
Angel Kauffmann, IIDA, LEED AP BD +C,  
Principal, Director of Interiors

#### Types of Services:

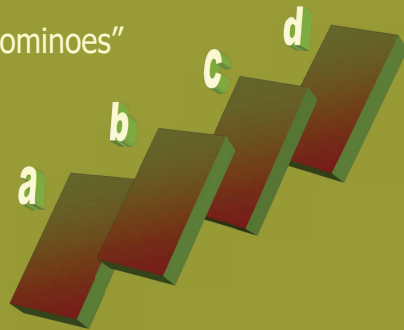
- Master Planning
- Programming
- Space Needs / Facilities Condition Assessments
- New Building Design
- Renovations / Additions / Adaptive Reuse
- Interior Design
- FF&E
- Project Management

## Sample Prodcuts

- Total Existing ASF = 117,690 ASF
  - Units located Downtown = 80,924 ASF
  - Health Department= 36,766 ASF
- 2019 Current to Standards = 107,236 ASF
  - Units located Downtown = 78,410 ASF
  - Health Department = 28,826 ASF
- 2029 Future Need = 139,636 ASF
  - Units located Downtown = 110,161 ASF
  - Health Department = 29,475 ASF



“dominoes”

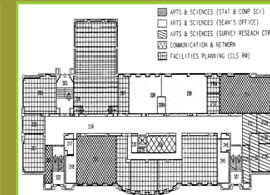


## Department Move Sequencing

## Proposed



## Existing



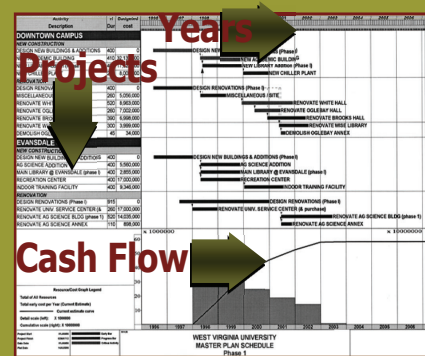
## Building

	604 SOURCE BLDG	603 SOURCE ANDR	Instructional Lab
GSP - ASP GSP Ratio	193.011	48.9%	58.8%
	95.613	42.110	2.0%
Difference between Existing (Guideline ASP & Realize Plan)			9.2
BOR Costing Data	S/ GSP	\$50.00	\$50.00
New Construction			\$190.00
New Construction			43,852.345
Interior Modifications	100%	\$9,650,550	100%
Systems Upgrade	\$1,724,194	\$1,724,194	\$657,844
Resident Engineer/ Inspector			
Architecture/ Engineering		\$682,484	\$246,756
Loose Equipment		\$1,137,473	\$411,259
Special Costs			
Move + Remove	\$141,520	\$61,840	\$190,412
Demolition		\$0	\$0
Contingency		\$1,333,622	\$483,256
Special Costs (Not Subject to Cont.)			\$5,105,913
Acquisition			\$7,250,000
Total Project Cost	\$14,669,841	\$5,315,803	\$63,415,045

## Project

Activity Description	sq ft	Budgeted cost
<b>DOWNTOWN CAMPUS</b>		
<b>NEAR CORNER TRAP ROOM</b>		
DESIGN NEW BUILDINGS & ADDITIONS	4000	0
CONSTRUCT CLASSIC BUILDING	4000	10,000
<b>SOUTH CAMPUS</b>		
<b>REPAIRS TO EXISTING BUILDINGS</b>		
REPAIRS TO EXISTING BUILDINGS	1000	10,000
REPAIRS TO EXISTING BUILDINGS	1000	10,000
<b>NORTH CAMPUS</b>		
<b>REPAIRS TO EXISTING BUILDINGS</b>		
REPAIRS TO EXISTING BUILDINGS	1000	10,000
REPAIRS TO EXISTING BUILDINGS	1000	10,000

**Projects**





## 2. ORGANIZATIONAL RESOURCES –

We have organized our Team as outlined in the chart presented below.

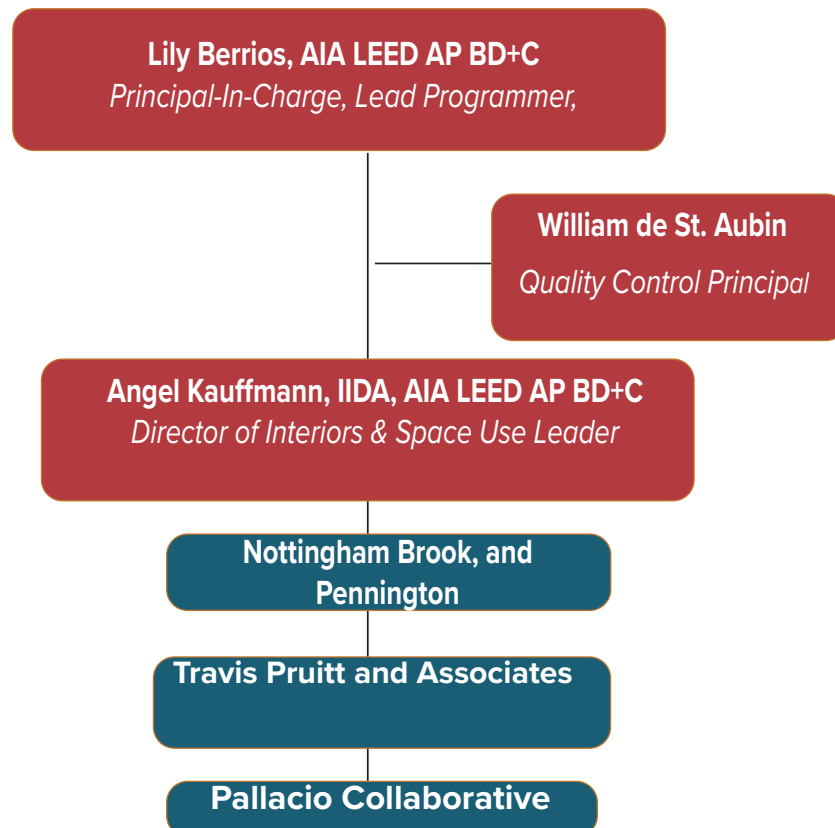
Sizemore Group (SG) is the Prime Firm, and as such will be responsible for overall management of this project.

Lily Berrios will be the Principal-In-Charge.

Angel Kauffmann, Project Manager and Director of Interiors, will be the day to day Point of Contact.

Bill de St. Aubin, Senior Architect and Sizemore Group's CEO, who will serve as the team's Quality Control Principal and expert on adapting retail.

We have a team of skilled sub consultants who have exemplary knowledge and leadership skills in their areas and have worked with the Sizemore Group on similar commissions. Following the chart are resumes of proposed staff .







**3. TEAM-** We bring a senior-level team of engineers and estimators who are hands on, have depth of knowledge of institutional facilities and have worked together with Sizemore Group on similar commissions for other public and private institutions. For this project, we anticipate their participation will be focused on:

- The assessment of the building and site – NBP and TPA
- Generating Rough Order of Magnitude (ROM) cost - PC

**Nottingham Brook and Pennington (NBP)** – will lead in mechanical / electrical / plumbing assessment of the Sam’s Club property. They bring knowledge of your facilities, people, operations and procedures. In addition, the firm has work experience with SG that dates back more than 25 years and includes similar feasibility studies.

**Travis Pruitt & Associates (TPA)** will provide civil assessment. They are skilled in preparing complete “concept to completion” packages for master planning institutional, mixed use,

and commercial projects. Their professionals can navigate a job through planning, zoning, site assessments and all the way through design. The results: better communications and considerable savings of time and expense. TPA has previous experience working with SG on similar commissions.

**Palacio Collaborative (PC)** will provide Cost Estimating Services. They provide comprehensive facility solutions through full service Construction Program, Cost, and Value Management. They are a certified MBE, have experience and a long history working with SG on advance planning and feasibility studies.



LILY BERRIOS

**AIA, LEED AP BD+C**

**PRINCIPAL-IN-CHARGE**

**SIZEMORE GROUP**

### EDUCATION

Bachelor of Architecture,  
Cornell University

### ASSOCIATIONS

AIA  
AFGA  
SCUP, Southern Regional  
Council  
Georgia Independent  
Colleges Association

### PRESENTATIONS

Over 20 Presentations  
and Workshops at  
Southern SCUP and  
SAIR  
2 Sessions and 5 Workshops  
to SCUP International  
1 Session at National AIA  
4 Sessions at NoName  
Conference

### AWARDS

Athens Clarke County  
Heritage Award – Interim  
Medical Partnership Building  
Renovation\*  
Athens Clarke County  
Stewardship Award –  
ACC Water Treatment Plant\*  
LEED Certification as  
LEED AP for 5 projects,  
ranging up to GOLD Level

**PRINCIPAL-IN-CHARGE** – Ms. Berrios, has 40 years of award-winning, architectural, planning and design experience. Her responsibilities include design leadership in the firm's largest and most prestigious projects. Lily has consistently exhibited her expertise for understanding the goals inherent in high quality programming, master planning and design. She has worked on programming and concept designs for multiple facilities and departments at one time, as noted below. She has also participated in Strategic Space Allocations for large public clients including Athens-Clarke County, Floyd County, Fulton County, CDC, Smyrna, & Georgia Building Authority. Many of these have led to renovations or new buildings. A leader in the industry, she frequently travels nationwide and presents on trends in space planning across multiple space types (educational & civic). By cross pollinating, she creates relevant strategies. She will apply that approach to this project. Relevant experience includes:

#### CIVIC:

- Athens-Clarke City / County Space Allocation (following merger)
- Athens-Clarke County Bobby M. Snipes Water Resources Center
- Centers for Disease Control Space Use, Facility Condition and Master Plan for all locations in Atlanta
- City of Smyrna
  - » Original Master Plan
  - » Space Needs and Design: Library, Community Center, City Hall
- City of Johns Creek Strategic Space and Site Assessment
- Floyd County Space Reallocation (ongoing)
- Fulton County Space Reallocation (ongoing)
- Fulton County Open End: Solicitor's Office Interior Design and FF&E
- Georgia State Attorney General Office and Law Department – Space & Concept
  - Georgia State Financing & Investment Commission Task Order Contract
    - » School for the Deaf, at Cave Spring and at Clarkston – Space Improvement/Repairs
    - » DFACS Space Program and Site Assessment
  - Georgia Department of Transportation: Labs and Office Prototypes
  - City of Griffin Space Needs Assessment

#### EDUCATION:

- ABAC Space Needs Assessment and Building Condition for 3 facilities
- Atlanta-Fulton Public Library System Space Use Master Plan
- Atlanta Public School System Space Use, Demographics and Master Plan
- Augusta State University Allgood Space Use and Facility Master Plan & Building Design
  - Clark Atlanta University Space Use and Facility Master Plan & 10 Renovations
    - Drake State Technical Community College Space Program
    - Georgia State University Campus Wide MP, Master Space Reallocation & Building Design
      - Kennesaw State University – Marietta Campus: Master Plan & Space Use Update; Facility Assessments (15); Campus Task Orders (5) & 3 Renovations
      - LaGrange College Space Allocation, Feasibility Studies, & Design
      - Middle Georgia State College – Space Needs Assessment and Building





ANGEL KAUFFMANN

**IIDA, LEED AP BD+C**

• **DIRECTOR OF INTERIORS** •

• **PROJECT MANAGER** •

SIZEMORE GROUP

### EDUCATION

Bachelor of Fine Arts

Interior Design, Lamar  
Dodd School of Art,  
2005

### MEMBERSHIPS

Principal IIDA,  
International Interior  
Design Association  
NCIDQ Certificate  
No. 024212 (National  
Council for Interior  
Design Qualification)

### AWARDS

Athens Clarke County  
Heritage Award –  
Interim  
Medical Partnership  
Building Renovation  
University of  
Georgia Intellicenter,  
Lawrenceville Campus,  
Best of the Best (BOB)  
Award, Honorable  
Mention

**DIRECTOR OF INTERIORS • PROJECT MANAGER** – Ms. Kauffmann is a Principal of the firm and brings over 15 years of award-winning experience with education, civic and religious facilities. Her experience includes space planning, conceptual and design development, construction documents, millwork detailing, finish and furniture selection. Angel believes that space programming, planning and design is a dialogue that should happen with all team members, and enjoys collaborating and working in teams to come up with innovative solutions that optimize the use of spaces. She brings over 400,000 gsf of portfolio in higher education experience, including renovations, as listed below. On this project, Angel will manage and also lead in space planning and interior design.

### RELEVANT EXPERIENCE

- Athens-Clarke County Bobby M. Snipes Water Resources Center (LEED Certified)
- Clark Atlanta University Space Use Assessment and Renovations for Multiple Buildings
- City of Griffin Space Needs Assessment
- DeKalb County Police South Precinct
- DeKalb County Recorder's Court
- East Point City Hall
- Floyd County Space Reallocation
- Forsyth County Voters Registration Building
- Fulton County Solicitors Office Renovations
- Fulton County Space Reallocation
- Fulton County Records Department Renovation
- Fulton County Senior Center Emergency Evaluation Plans
- Georgia Department of Transportation: Labs and Office Prototypes
- Gordon County Agricultural Services Center
- Hall County Juvenile Courthouse & Annex Space Allocation
- Hall County Spatial Needs Space Allocation & Interior Renovation
- Kennesaw State University Bagwell Classroom Building Space Use Assessment
- Medical College of Georgia/University of Georgia Medical Partnership Building Space Needs Assessment & Interior Renovation
- Stone Mountain City Hall
- Union City, City Hall Programming
- University of Georgia at the Intellicenter Space Use Assessment



**Bill De St. Aubin**

**AIA, LEED AP**

**• QUALITY CONTROL  
PRINCIPAL •**

**CEO**

**SIZEMORE GROUP**

### **Education**

Master of  
Architecture  
Georgia Institute of  
Technology/1985

Bachelor of  
Architecture  
Georgia Institute of  
Technology/1983

### **Associations**

American Institute of  
Architects

Congress for New  
Urbanism

**QUALITY CONTROL PRINCIPAL** • Bill. de St. Aubin brings many years of experience leading successful judicial projects involving complex environments. His process is to collaborate in an open manner with multi-disciplined teams to assure projects are completed within resources of the client. He directs each project to realize the highest aspirations of the user group and community. The results are environments which provide a sense of heritage, civic pride and stronger sense of community. Often these projects are catalysts for improved operations for the entire organizations or districts. A partial list of his experience follows. On this project, he will conduct periodic quality control reviews and provide added insight in Judicial spaces.

### **RELEVANT WORK**

- Athens-Clarke City / County Merge Space Allocation
- Athens-Clarke County Bobby M. Snipes Water Resources Center (LEED Certified).
- Athens-Clarke County Administrative and Justice 10-year Space Allocation Plan.
- Athens-Clarke County Department of Family and Children Services Building.
- Fulton County Government Center
- Gwinnett Justice and Administration Center Space Allocation
- Fulton County Judicial Center
- City of East Point City Hall Space Allocation to move in
- City of Stone Mountain City Hall. Principal-In-Charge
- Hall County Juvenile Courthouse & Annex Space Allocation and Renovation
- City of Marietta Municipal Complex Space Allocation and Master Plan
- Duluth New Town Center Design & Public Safety Space Allocation
- DeKalb Juvenile Courts Program and LEED Architect
- Hall County Administrative Building Space Allocation & Renovation
- Gwinnett County Open-End Contract
- DeKalb County Open-End Contract
- Fulton County Open and Contract
- West Park Govern,emt - Center Mall
- Cobb County Powder Springs Station (mall conversion)
- Center Family Resources ( mall conversion)



### COBB COUNTY - WEST PARK GOVERNMENT CENTER

Conversion of an existing 60,000 sf grocery store and retail center into government office space for Cobb County. The \$500,000 exterior enhancement included the construction of three entrance pavilions, wrapping the building in EIFS (synthetic stucco) with a masonry wainscot, and adding new windows and entrance doors.

**Project Location**

Marietta, Georgia

**Project Scope**

\$.5 million

60,000 SF

**Completion Date:**

2005







### COBB COUNTY - POWDER SPRINGS STATION

Programming and Adaptive Reuse of a 90,000 sf shopping center to house the Cobb County Building Management Department, the Community Services Department, Cobb Senior Services and a New Multipurpose Senior Center.

#### Services:

- Architecture
- Interior Design

#### Project Location

Marietta, Georgia

#### Project Scope

90,000 sf

\$2.6 million

#### Completion Date

2012





## FLOYD COUNTY SPACE NEEDS ASSESSMENT

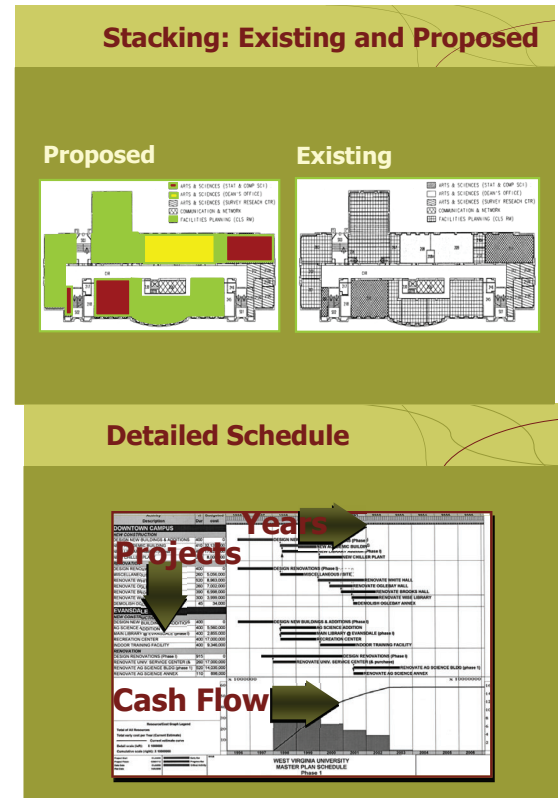
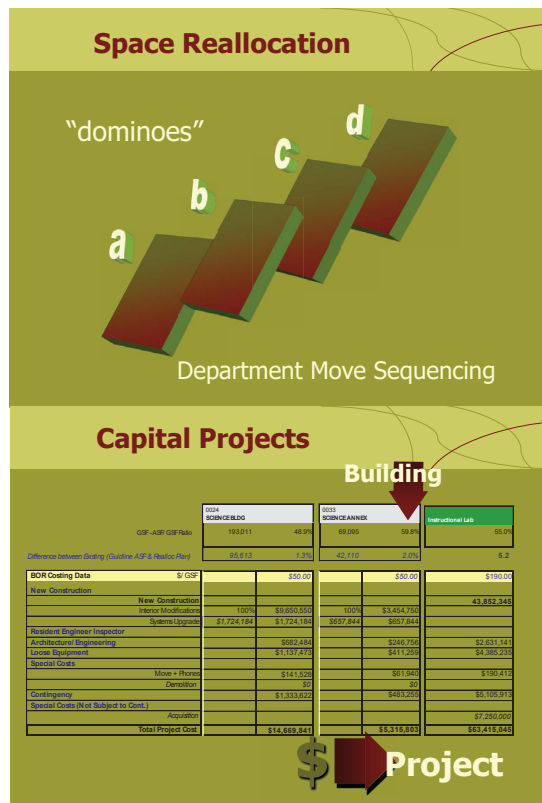
**DESCRIPTION:** Space Utilization Studies  
Floyd County to provide space assessments, programming and concept design for six facilities. Key tasks are to provide a staff, function and space use assessment, and recommendations that address short-and long-term needs, and optimize the use of County's assets.

The study includes assessing current and future space needs by establishing uniform space standards. The second phase will assess strategic options for how to meet the needs in the six core facilities, with three others potentially added.

The final phase will developed the selected option into allocation plans, cost and schedule to implement.

EMPLOYEE COUNT	BUILDINGS				
DEPARTMENT	Administration	Forum	Historic Courthouse	Judicial Center	Public
COOPERATIVE EXTENSION	5				
COUNTY CLERK OFFICE					5
COUNTY MGR OFFICE	3				
COURT REPORTER					8
DEED ROOM				6	
DISTRICT ATTORNEY					29
ELECTIONS	3				
ENGINEERING	4				
FACILITIES MANAGEMENT	3				
FINANCE	10				
FORUM		12			
HUMAN RESOURCES	7				
JUVENILE COURT					71
MAGISTRATE COURT					24
MAIL ROOM	1				
MIS	6				
OFFICE OF RECEIVER					6
PROBATE COURT					30
PUBLIC DEFENDER	17				
PUBLIC WORKS ENGINEERING					
PURCHASING	3				
SIGN SHOP					
SUPERIOR COURT					29
SUPERIOR COURT CLERK					26
TAX ASSESSOR				23	
TAX COMMISSIONER				18	
TIRE/MAINTENANCE SHOP					
VICTIM'S WITNESS					5
WAREHOUSE					
<b>Grand Total</b>	<b>61</b>	<b>12</b>		<b>47</b>	<b>148</b>





## Section 3: Methodology

### 1. Approach

Organization and Management – Sizemore Group will lead in the Management of the project. The firm will be responsible for coordinating work, and ensuring the services meet the City of Stonecrest's needs. Our approach to managing the services requested, keeping an efficient flow of information, and maintaining project commitments is based on communication and a team environment that openly brings forward sound recommendations. We accomplish this by:

1. Establishing meeting / engagement formats listed below:

- On-site Work Sessions that engage the client and expedite decisions. This includes walking through the building to familiarize the team with the condition and potential for re-use.
- Virtual calls for regular management and one on one interviews with members of the Extended Team or External Team
- Large meetings that engage a large group of stakeholders.

2. Setting Project Goals, Priorities, and Parameters at the beginning of the process.

3. Conducting Regular Team Meetings and /or Conference Calls to update the team on progress, potential issues, discuss options and move towards resolution.

4. Issuing regular Project Management Reports or Logs that summarize activities completed, in progress, to be initiated and open items or issues.

5. Establishing Levels of Participation and Input. We recommend these Teams:

- CORE TEAM** – Key participants who monitor the process, provide overall guidance and input, and set the direction for the project.
- EXTENDED TEAM** – City Managers and Directors who would potentially occupy the City Hall / Service Center. They provide valuable input in their





area of expertise. This also includes Stonecrest's Economic Development Director.

- **EXTERNAL TEAM** – These are stakeholders outside the functional units that you may wish to involve or offer information to at key points. It includes elected officials, Stonecrest officials and staff, landowners, developers, businesses and other entities in close proximity to the Sam's Club site.

## 2. PROJECT UNDERSTANDING –

*"The current Stonecrest City Hall is located in a portion of an existing building at 120 Stonecrest Blvd. The building is 2 stories with total area of 56,656 sf. Of this, the City leases approximately 12,500 sf which is comprised of offices, cubicles, conference rooms, Council Chambers, and storage areas. Stonecrest City Hall houses approximately 35 of the 40 staff members working for the City and has currently reached its capacity limit.*

*The City had previously purchased a local Sam's Club facility to potentially serve as the City's future City Hall facility. Sam's Club is located 2994 Turner Hill Road in Stonecrest. The building is approximately 133,840 sf in total floor area. Since its original purchase, City leaders have begun to question whether there is a better, more appropriate use for the Sam's Club building. This has led to the City's interest in having an evaluation performed on the best recommended uses for the building."*

Key tasks and objectives are:

- Facility Assessment - evaluate effectiveness of the current Sams Club facility to accommodate the needs of a City Hall / Service Center.
- Space Evaluation – staffing capacity and long term space needs to provide service. This may include added units as part of the City Service Center model.
- Other Scenarios for consideration include:
  - o Additional potential functions that could be accommodated in the Sam's Club facility.



o Possible alternative City Hall location, as compared to the Sam's Club facility.

Criteria to evaluate these includes but is not limited to costs, revenue sources, accommodation of maximum staff and services, etc.

- Provide efficient, sound and cost effective service to the citizens.
- Use of reliable data.
- Consider how to best optimize the return on City's investment.

#### **A. Initiation – Overall organization and Goal setting**

- Mobilization – Set up client Work Teams and finalize the Work Plan / Schedule.
- Request for Information – Issue request for data regarding mission, departments, personnel count, buildings, previous studies, standards and any other pertinent information.
- Conduct Goal Setting Session, with the CORE TEAM. During this session we will identify the project goals and objectives.

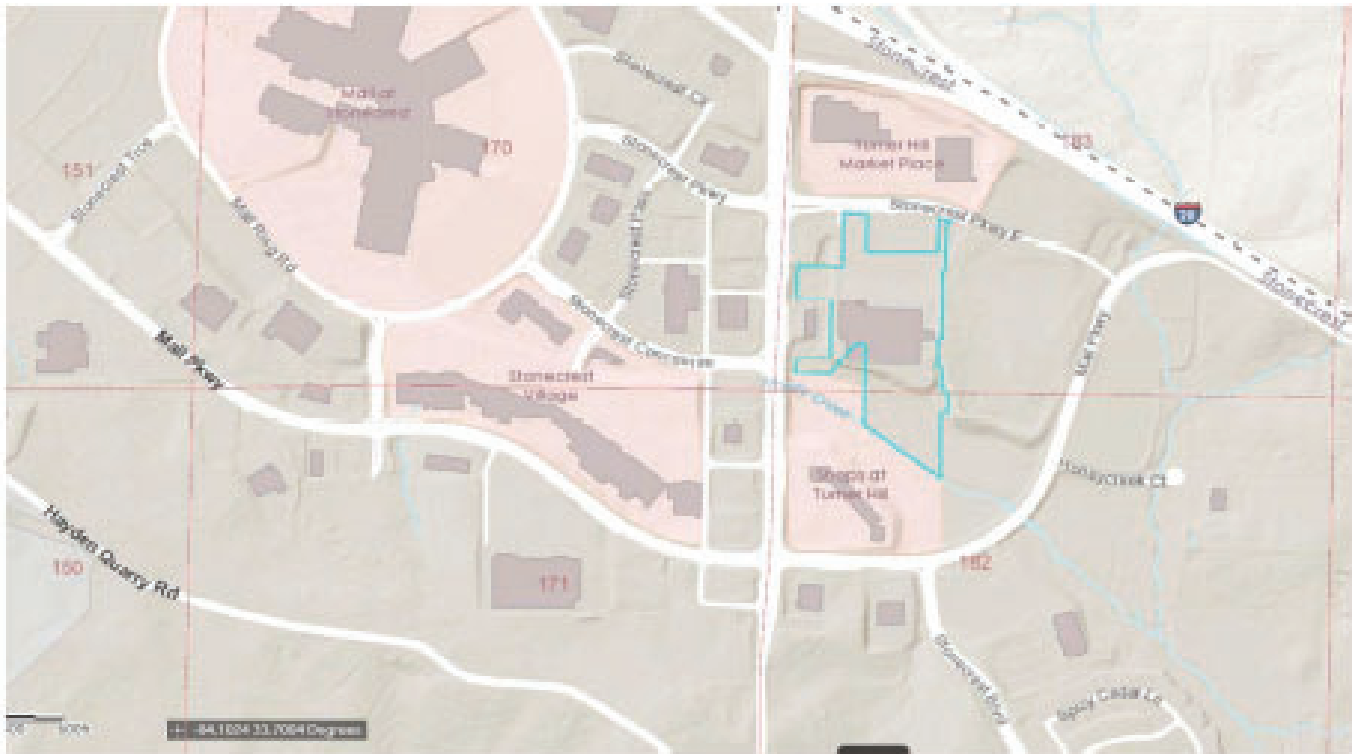
This will include:

- Any major re-organization of units, flow of work, distribution of functions.
- The quality and character of the city's future service delivery and work environment. This will include exploring ideas such as openness, collaboration, flexibility, common / shared spaces, and dedicated spaces.
- Overall growth in staff for 10, 20 and 30 years out.

**B. Analysis of Existing and Proposed\* Space Needs Assessment** – This phase has two parallel tracks: One to review Sam's Club facility (existing parking, building infrastructure and condition. The other is an Assessment of current and future service and staff needs. Future needs include future Public Works Department.

#### **Physical Assessment.**

- Format drawing files in order to identify, organize, and catalog what is available. Prepare a field verifications set (Assume one week.).
- Verify Field Conditions. Two day walk thru Sam's Club and other existing buildings to:
  - Sam's Club facility:



- o Review site information: parking, infrastructure access, and contextual data that may influence the location of interior functions.
- o Review condition of interior
- Other Buildings:
  - o Become familiar with current location of functions, staff and overall use of space.
- Field Findings Session – Review with CORE TEAM the findings related to the field conditions.

#### Space Needs Assessment

- Prepare for Space Needs Assessment – Based on the Projected Growth and Industry Standards, prepare questionnaires for each department. These guide interviews regarding current and future space needs.
- Interviews – Three days of meetings with departments to review future staffing, locational, and functional needs.
- Summarize Space Needs Assessment – Prepare synopsis of needs to present in the GAP Session.
- GAP Session – This session, with the CORE TEAM, is to review the preliminary future space needs, based on the standards and interviews.

The discussion will include:

- o The GAP (deficit or surplus) between need and existing.
- o Complimentary functions that may occupy or be near Sam's Club
- o Local examples of City Hall or County Centers representing lease of ownership strategies. Examples of malls or retail adaptations.
- o Strategic options for further study.
  - i. Use of Sam's Club for City Hall / Service Center
  - ii. Use of Sam's Club for alternative functions
  - iii. Use of alternative site (s) for location of City Hall / Service Center

**External Engagement** – Opportunities to engage various external stakeholders:

- Five (5) one on one sessions with elected officials
- Two (2) one on one sessions with DeKalb County officials and staff
- Three (3) one on one landowners, developers, businesses and other entities
- One (1) large group session with general public

**C. Options** – Based on the conclusions of the GAP Session, study up to four (4) Strategic



	TOTAL PROJECT COST
2019 Construction	\$38,866,878
escalation	\$3,109,350
<b>Construction</b>	<b>\$41,976,228</b>
FFE	\$3,663,547
Design Fee	\$3,103,964
Commissioning	\$629,643
Other Services	\$0
Contingency	\$3,755,093
<b>Soft Cost</b>	<b>\$8,512,810</b>
<b>Total Project Cost</b>	<b>\$50,489,038</b>
Target	<b>\$49,943,995</b>

## Scenario 1 - UPDATE

### SG Changes

- Admin Building – Move Facilities Management out. Potential location of Forum or Health Dept.
- Move Assessor/Commissioner to Health Department to avoid breaking budget of Ag Center. Adjust SF of units at Health Dept. Building to accommodate within existing SF cap
- Judicial Building – reduce Shared Space SF to accommodate within existing SF cap

- Coop Extension moves from Admin to AG Center
- Elections moves from Admin to Health Dept.
- Tax Commissioner/Assessor move out of Historic to Ag. Center –check fit
- Probate and Juvenile move to Historic Courthouse
- D. A. moves to Forum
- Public Defender moves to Judicial Center ???

3

Options for the use of current and proposed space. Tasks include:

- Develop Options – Prepare allocation concept for each Strategic Options (i. through iii.) as follows:

- The team will develop departmental space tables and loose stacking “zoning diagrams” indicating the overall zone occupied by each department on a floor by floor basis.

- Each will illustrate units, area accommodated, and interior organization of the building.

- Number of allocations per option:
  - i. Use of Sam’s Club for City Hall / Service Center – One (1) Allocation
  - ii. Use of Sam’s Club for alternative functions – Two (2) Allocations that represent variations of convention center, mixed use (retail and residential), entertainment, government compound.
  - iii. Use of alternative site (s) for location of City Hall / Service Center – One (1) Allocation

- Conduct Options Session – This will be a session to review the stacking options. A final

direction will be selected for Concept Design.

**D. Implementation** – Based on selected direction, from Options above, develop final concept layout, estimated design cost, estimated construction cost and other projected cost of the option selected. One Concept Design will be done for each existing facility / location and new.

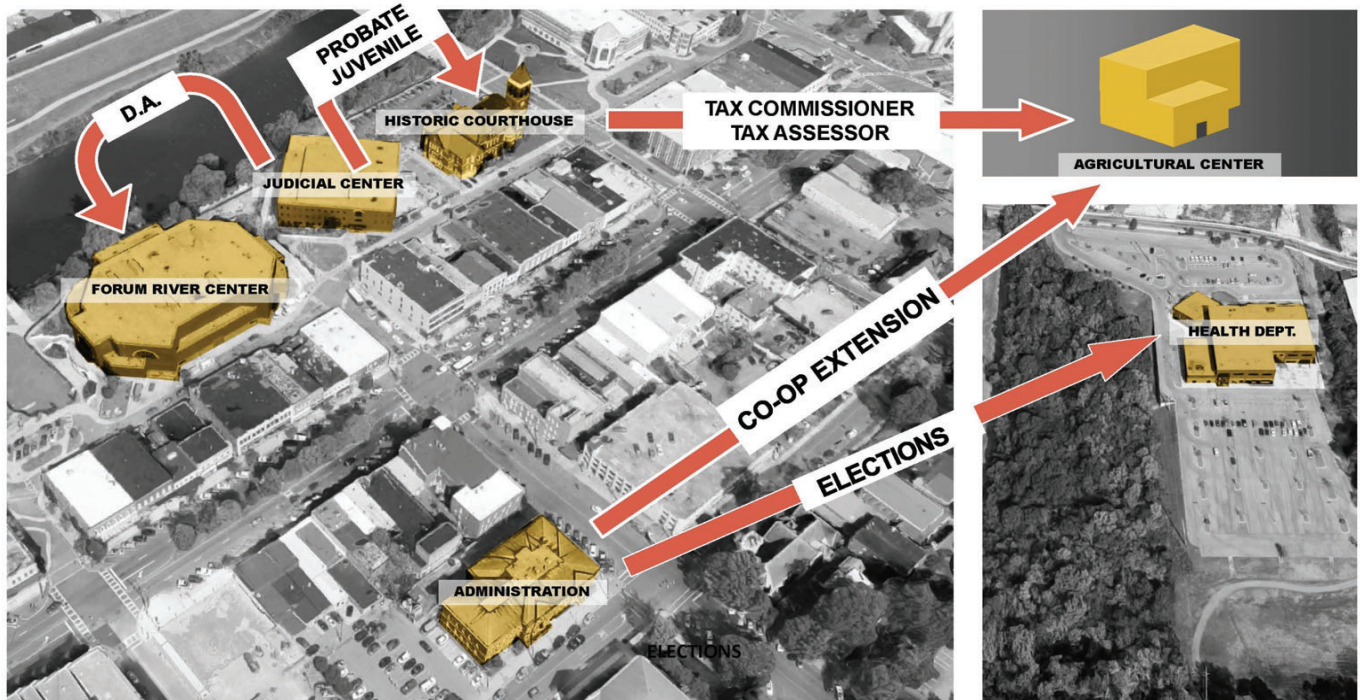
- Develop 50% Concept Design – Develop floor plan and site plan. Plan will illustrate zoning of floor plan delineating the unit (s) that will occupy it.

- 50% Concept Session – Present for approval the 50% set. This will serve as basis for cost and packages for funding.

- External Session – Hold one session with any key External Stakeholder that may be most involved in the development and implementation of the Option selected.

- Develop Cost and Phasing – Develop:
  - Preliminary cost estimate of construction and total project cost (fees, moves, contingency, etc.)
  - Schedule (broken into packages)

## Scenario 1.B - updated



2


- Conduct Implementation Session – Review the cost and phasing with selected members of the EXTENDED TEAM. Outcome will be final revisions to the cost and option.
- Finalize 100% Concept Design.
- Conduct Final Session – Review and approval, by CORE TEAM, of final Schematic to include cost and phasing.
- Draft Program Document – Following these sessions the team will finalize deliverable document which will contain, as a minimum:
  - Executive Summary
  - Goals
  - Existing Sam's Club - Site and Building (also electronic)
  - Space Needs Assessment (existing/future space lists)
  - Plan Options
  - Implementation
- Review and Final – Submit to County for Review and incorporate comments

### ADD SERVICES:

- Additional Strategic Options
- As-built Draft – Prepare set of As-builts

in electronic format.

- Space Standards for City – Establish space standards for the use of space and amount space that may be applied uniformly through the various departments.
- Additional Due Diligence – In-depth exploration of the conditions of systems or materials on site, surveys, etc.

City Hall Usage Review and Assessment Study - RFP No. 2022-03						
Cost Proposal Form -						
(Provide a cost for all the services referenced below.)						
Item No.	Service Description					
1	Project Management Services	\$ 72,156				
2	Additional Service	\$				
Company Name: Sizemore Group, LLC						
Authorized Company Official: (print name) Lily Berrios						
Authorized Company Official Signature: 						
Date: 03/01/2022						



## List of References

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