

ORIGINAL

# ROCKDALE COUNTY

PROPOSAL FOR  
ARCHITECTURAL  
DESIGN SERVICES  
RFQ 20-13

09 17 2020

ROCKDALE COUNTY COURTHOUSE

NELSON

**Meagan Porch**

958 Milstead Avenue  
Conyers, GA 30012  
meagan.porch@rockdalecountyga.gov

RE: Architectural Design Services

**DEAR MS. PORCH AND SELECTION COMMITTEE,**

Nelco Architecture Inc. (NELSON) is pleased to submit our qualifications to provide design professional services for the Rockdale County's Indefinite Delivery Contract for various County building projects. Our qualifications as they relate to the project include:

**Experience and Qualifications** – Our team members have spent their careers designing public sector projects; including courthouses, senior centers, pools and gymnasiums, historic renovations, interior office renovations and fit-ups.

**Rockdale County Experience** – The proposed team leaders consist of the same people you have been working with over the past few years on the Johnson Park Gym Addition, Costley Mill Park, and the Courthouse Security Study. Our team enjoys working with you!

**Proven Approach** – Since its inception in 1980, our firm has demonstrated both leadership consistency and financial stability, reflecting a firm of strong business practices, design capabilities, and technical depth. We have a strong track record for completing projects on time, within budget, and with design solutions that achieve our client's goals, which has led to a high percentage of repeat clients. Our team has a great desire to continue our relationship with Rockdale County. We want the chance to continue to earn your trust, and we have the resources to provide the best combination of skills for a smooth and productive design process and a successful project.

**Suitability** – Our team is an excellent choice for your project because we bring specialized expertise in all types of County Facility projects, and multiple delivery methods. We understand that task order contracts often require expedited delivery - We are large enough to have the staff to deliver yet organized so that you keep the same Team of key people throughout the life of the Contract.

In summary, we believe that our team not only has the credentials but also has proven innovative expertise to apply to this project. Our approach will allow us to quickly assess the needs and objectives of each project and develop a complete and cost-effective solution that maximizes your budget most effectively. We like to say that we make recommendations as if we were spending our money.

We value our relationship with Rockdale County and hope to continue to work with you for many years to come.

[WWW.NELSONWORLDWIDE.COM](http://WWW.NELSONWORLDWIDE.COM)

**NELSON**

Alpharetta  
5200 Avalon Boulevard  
Alpharetta, Georgia 30009  
770 209 9393

**Karen Sicner, AIA**  
Justice Studio Director

**Steven Defelippi, AIA, LEED AP**  
Senior Project Manager

**Brian Sudduth, AIA, LEED AP**  
National Practice Leader,  
Public Sector and Institutional

*NELSON will be contracting  
as Nelco Architecture Inc.*

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listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

  
Signature

9/1/20

Date

National Practice Leader, Public Sector and Institutional  
Title

Sworn to and subscribed before me

This 1st day of September

  
Signature

Notary Public

My Commission Expires: 10/23/2023



## > Section C – Exhibit to Comments

### 1 STAFFING AND AVAILABILITY

#### WHY THE NELSON TEAM?

In addition to having the range of necessary skills and experience available for the project, the way in which these are applied is critical. For this assignment, we will operate as a “Core Team” with the principal staff of interest (Project Manager, Architectural and Interior Designer) working as a single integrated team in contact with one another. *Each of us has experience working with Rockdale County on our past projects.* With highly experienced individuals in each of these roles, they can contribute their assigned perspectives to the overall benefit of the project, particularly in terms of occupying key seats at the table in the overall integrated planning approach we would utilize for the project. They will work internally and as part that overall group to identify issues, ideas, and concepts for consideration for the duration of the project. Following are resumes for the principal project staff.

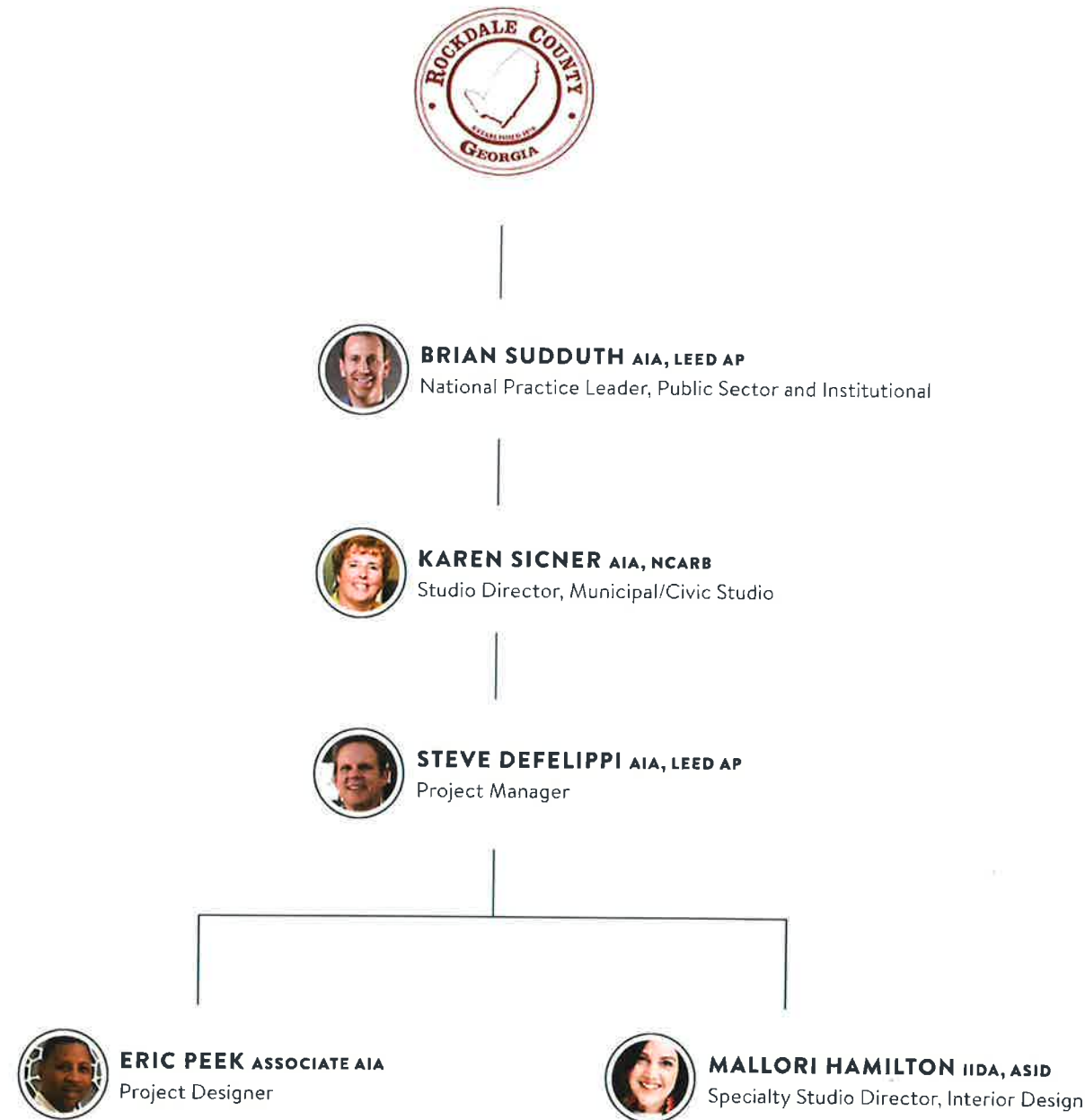
NELSON is adequately staffed to provide the attention Rockdale County will require and we welcome the opportunity to provide services. NELSON’s personnel will be able to continue to allocate 25%-100% of their time to the project.

***We appreciate the trust Rockdale County has placed in us on our current and past projects and would love the opportunity to continue working with you.***

**Alpharetta:** Our firm has 24 Registered Architects, 1 Professional Engineers and 45 Teammates who hold one or a combination of the following licenses and/or certifications: AIA, ASID, ASLA, CBCP, CCP, CDT, CEM, CID, CMC, CPTED Specialist, CSI, EDAC, FIIDA, IIDA, IDSA, LC, LEED AP, LEED AP ID+C, LEEP BD+C, LEED Green Associate, NCARB, NCIDQ, NEBB CP, MCR, PE, PMP, PSP, RA, RCDD, RID , RLA, STS.

NELSON currently has 766 Teammates across 21 locations. Our firm has 122 Registered Architects, 13 Professional Engineers and 273 Teammates who hold one or a combination of the following licenses and/or certifications: AIA, ASID, ASLA, CBCP, CCP, CDT, CEM, CID, CMC, CPTED Specialist, CSI, EDAC, FIIDA, IIDA, IDSA, LC, LEED AP, LEED AP ID+C, LEEP BD+C, LEED Green Associate, NCARB, NCIDQ, NEBB CP, MCR, PE, PMP, PSP, RA, RCDD, RID , RLA, STS.

# Organization Chart



## NELSON SUPPORT TEAM

- SANDRA ISKANDER  
Technical Designer
- KAREN ALTMAN  
Technical Designer
- STEVEN WEEKS  
Technical Designer
- CHRISTINE BAXTER  
Project Manager, Interiors



### BRIAN SUDDUTH

**AIA, NCARB, LEED AP**  
National Practice Leader, Public Sector and Institutional  
13 Years of Experience  
2 Years with the Firm

I oversee the firm's work for public-sector and not-for-profit agencies. I get excited when we partner with organizations and each party can leverage our gifts and talents to see immediate change. I have a Master of Architecture and a Bachelor of Science from Georgia Institute of Technology.

#### WHAT I DO HERE

- > Leads a group of talented individuals with a drive and passion for communities and the people that inhabit them.
- > Casts vision and create design opportunities to provide activated and inclusive environments.
- > Provides creative solutions for purposes of increasing value and long term impact within the built environment.

#### HOW I DO IT

- > Foster creativity and growth through research and a constant pursuit of betterment.
- > Seeks first the impact on the end user then how that allows flexibility in the way solutions are determined.

#### WHAT'S UNIQUELY ME

- > 5th generation Atlantan with ties to the original land provided during England's colonization of America.
- > Spent 2 years as a children's pastor with a new church plant.
- > Prefers audiobooks over paper books and "reads" at least one book a month.

#### RELEVANT INDUSTRY WORK

- Balance Braselton Senior Living  
Braselton, GA
- Vineyard Henderson\*  
Henderson, NV
- Community of Hospitality  
Atlanta, GA
- Celebration Village  
Snellville, GA
- OPI OutPatient Imaging\*  
Atlanta, GA

#### ADDITIONAL INDUSTRY WORK

- The Viceroy  
Gainesville, FL
- The Heights at College Park  
Gainesville, FL
- Renovations to Arnold Palmer's Bay Hill Club and Lodge  
Bay Hill, FL
- Passion City Church Cumberland  
Atlanta, GA
- Epoch Clemson Learning Community\*  
Clemson, SC
- Haven South\*  
Waco, TX
- Union Auburn\*  
Auburn, AL
- 18Nineteen\*  
Lubbock, TX
- The Bloc\*  
Lubbock, TX
- Flats at Carrs Hill\*  
Athens, GA

\*Experience prior to joining NELSON



## KAREN M. SICNER

**AIA, NCARB**  
Studio Director, Municipal/  
Civic Studio  
36 Years of Experience  
6 Years with the Firm

I have a keen appreciation for design and I know "good" design successfully combines public Georgia Institute of Technology and a Bachelor of Architecture from the University of Illinois.

### WHAT I DO HERE

- > Blending the security, design, and treatment requirements in efficient and psychologically-sensitive spaces while thoroughly understanding the architectural, engineering, operational, and security components of a public building.

### HOW I DO IT

- > Listening carefully to the client's objectives.
- > Proactively manage the project to enhance the client's operational philosophy in a cost-effective manner.

### WHAT'S UNIQUELY ME

- > Managed over \$500 million in municipal projects.

### RELEVANT INDUSTRY WORK

**Johnson Park Gymnasium**  
Conyers, GA

**Rockdale County Courthouse**  
Conyers, GA

**Jonesboro City Hall**  
Jonesboro, GA

**Flowery Branch City Hall**  
Flowery Branch, GA

**Dawson County Senior Center**  
Dawsonville, GA

**Dawson County Park Pavillion**  
Dawsonville, Georgia

**Southwest Intergenerational Center**  
Jonesboro, GA

**Macon-Bibb County Courthouse**  
Macon, GA



## STEVE DEFELIPPI

**AIA, LEED AP**  
Project Manager  
30+ Years of Experience  
3 Years with the Firm

I have extensive experience in detention and correctional projects. I really love seeing the high-quality finished product at the end of a job and knowing that we delivered the best solution for the client. I have a bachelor of Architecture from The Ohio State University.

### WHAT I DO HERE

- > Manage projects from concept to construction.
- > Collaborate with designers and project managers.
- > Coordinate with clients, user groups and consulting engineers to manage and organize design and production teams.

### HOW I DO IT

- > Maintain open communication with internal and external team members.
- > I enjoy mentoring and sharing my experience with our staff.

### WHAT'S UNIQUELY ME

- > I enjoy the technical detailing of a project.
- > I enjoy doing projects around the house like installing a ceramic tile backsplash.

### RELEVANT INDUSTRY WORK

**Johnson Park Gymnasium**  
Conyers, GA

**College Park Public Safety Complex\***  
College Park, GA

**Bartow County Public Safety Training Center\***  
Cartersville, GA

**Cherokee County Fire Training Center\***  
Holly Springs, GA

**Savannah Fire Station No. 5\***  
Savannah, GA

**Joint Fire & Police Headquarters Master Plan**  
Cartersville, GA

**Charleston Air Base and Fire Rescue Station\***  
Charleston, SC

### ADDITIONAL INDUSTRY WORK

**Bartow County Jail Expansion\***  
Cartersville, GA

**Metro Reentry Facility**  
Atlanta, GA

**South Carolina Treatment Facility**  
Columbia, SC

**Paulding County Adult Detention and Law Enforcement Center**  
Dallas, GA

**Terrell Regional Youth Detention Center**  
Dawson, GA

**Harris County Jail Expansion\***  
Hamilton, GA

**Forsyth County Courthouse & Jail**  
Cumming, GA

**Pickens County Jail\***  
Jasper, GA

**Talladega County Jail Expansion Alabama\***  
Talladega, AL

**IDIQ Contracts: FBOP, UNICOR, GAARNG, and ARNG\***

**Monroe Correctional Complex, Special Offender Unit Expansion\***  
Monroe, WA

**Travis County Correctional Complex Capital Improvements Phase 1A\***  
DelValle, TX

**Southern Correctional Center for Women\***  
Las Vegas, NV

**Rikers Island Infirmary and Central Kitchen\***  
New York, NY

**Montgomery County Jail Expansion\***  
Montgomery, AL

\*Experience prior to joining NELSON

\*Experience prior to joining NELSON



## ERIC PEEK

### ASSOCIATE AIA

Project Designer  
31 Years of Experience  
2 Years with the Firm

I effectively apply my knowledge to create secure but unique spaces for the user, while keeping a watchful eye on the budget. I have a bachelor of Architecture and a Master of Architecture from Georgia Institute of Technology.

#### WHAT I DO HERE

- > Listen closely to clients to develop a design solution unique to them.
- > Collaborate with clients and project design team.

#### HOW I DO IT

- > Maintain open communication.
- > Use visual design tools to communicate so clients can share the vision.

#### WHAT'S UNIQUELY ME

- > I have a passion for drawing and sketching.
- > I design custom graphics and artwork as a hobby.

#### RELEVANT INDUSTRY WORK

Jonesboro City Hall and Police  
Jonesboro, GA

Clayton County Southwest Intergenerational Center  
Jonesboro, GA

Dawson County Senior Services Center  
Dawsonville, GA

Macon Bibb County Courthouse  
Macon, GA

Paulding County Adult Detention and Law Enforcement Center  
Dallas, GA

Asheville Civic Center Feasibility Study\*  
Asheville, NC

Broward County Courthouse\*  
Lauderdale, FL

\*Experience prior to joining HIELSON



## MALLORI HAMILTON

### IIDA, ASID

Specialty Studio Director  
17 Years of Experience  
8.5 Years with the Firm

I have a background in hospitality design, high-end corporate, religious facilities, adaptive reuse, high-end residential multi-family (for sale and for rent) event centers, and anything specialty. I received a Master of Science in Design & Merchandising, Interior Design from Colorado State University.

#### WHAT I DO HERE

- > I am the Director of the Alpharetta specialty studio.
- > I manage a team of eight designers.
- > I work with our business development team on marketing initiatives.

#### HOW I DO IT

- > I use clear mentorship with the designers in my studio.
- > I am client-focused and collaborative.

#### WHAT'S UNIQUELY ME

- > I take on high-level design projects that require special attention to detail.

#### RELEVANT INDUSTRY WORK

Camperdown  
Greenville, SC

Halcyon  
Forsyth County, GA

THE HUB  
Frisco, TX

Cheeley Law Firm  
Alpharetta, GA

City of Refuge/Incubator Office  
Atlanta, GA

Fabrik  
Atlanta, GA

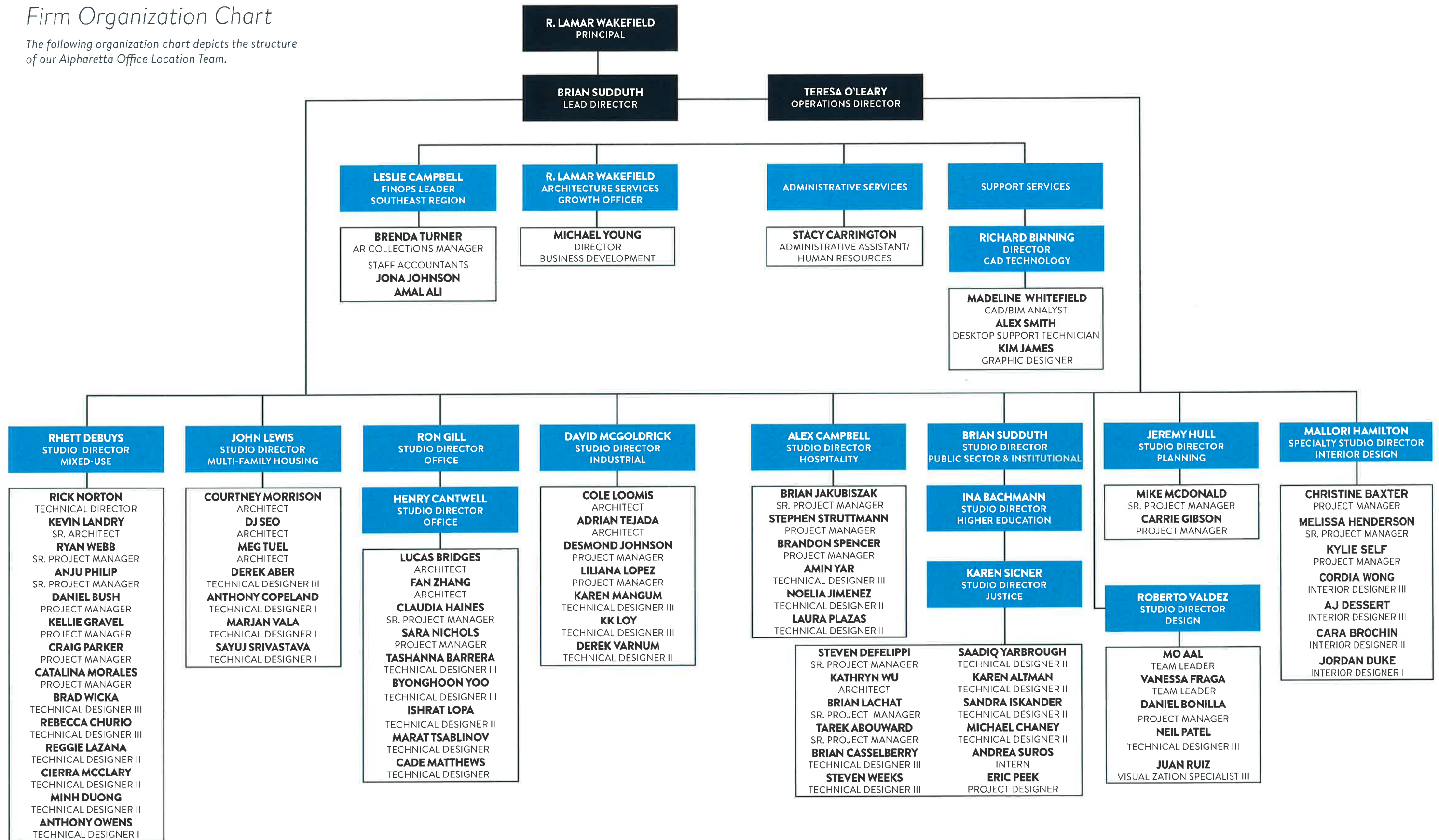
Tribute Hotel  
Atlanta, GA

Aloft Hotel  
Atlanta, GA

\*Experience prior to joining HIELSON

# Firm Organization Chart

The following organization chart depicts the structure of our Alpharetta Office Location Team.



# Workload

The following chart depicts the workload of our Alpharetta Office Location and Team.

Project	Phase	Estimated Completion
Dawson County Senior Center	Construction	OCT 2020
Metro Transition Center	Construction	DEC 2020
Johnson Park Gymnasium	Construction	DEC 2020
PGA Tour Headquarters	Construction	DEC 2020
Clayton County Southwest Intergenerational Center	Construction	SEP 2020
KSU Bursar's Office Relocations	Construction	NOV 2020
GWCC Pedestrian Mall Phase I	Design Development	NOV 2021
Jonesboro City Center	Construction Documents	FEB 2022
West Georgia Technical College New Carroll County Campus	Construction Documents	FEB 2022
BCG Office	Design Development	SEP 2021
Anthem Customer Experience Center	Construction Documents	FEB 2021
Anthem Tower 2	Completing Design Docs/Moving to CDs	SEP 2021
ATLRO	Visioning / Schematic Design	MAR 2021
Smith Transition Center	Bidding	MAY 2021

While we do not generally disclose the details of all projects in progress due to client confidentiality, our proposed team is operating at a workload of approximately 75 - 80% of their full capacity. We are confident in guaranteeing their availability and attention to Rockdale County's project to meet all of the tasks and deadlines to successfully deliver results.

## 2 EXPERIENCE/PERFORMANCE



**FLOWERY BRANCH POLICE HEADQUARTERS & CITY HALL**  
FLOWERY BRANCH, GA

**A. Project Name, Scope & Size**  
The City of Flowery Branch has created a master plan to revitalize the center of the town. As part of this process, NELSON was hired to design and engineer a new city hall to consolidate all major municipal facilities into one complex while providing desirable retail and community spaces in the main city block. With a fixed budget and limited space, the firm was tasked with designing distinct spaces for all city functions as well as parking and plaza space. NELSON proposed a design solution that would work with the challenging site topography to maximize facility space in a non-traditional industrial warehouse

aesthetic with a demonstrable civic presence.

The resulting facility will centralize the administrative, court and police functions in a unique complex evocative of the small town character of Flowery Branch.

Size: 22,547 SF

**B. Owner's Contact Information**

Bill Andrew  
City Manager  
City of Flowery Branch  
770.967.6371  
bill@flowerybranchga.org

**C. Completion Date & Total Cost**

Completion Date: October 2016  
Total Cost: \$5.25M







**CENTRAL REGIONAL YOUTH DETENTION CENTER  
CADWELL, GA**

**A. Project Name, Scope & Size**

The project is the replacement of a first generation, aging 1978 Regional Youth Detention Center (RYDC) as outlined in the DJJ Strategic Plan and the Facility Master Plan, developed by NELSON. This project utilizes, by conversion, an existing vacant Georgia Department of Corrections facility (Central PDC). The work includes the renovation of the existing PDC (26,978 sf including new medical areas, administration, classrooms and vocational training), construction of two (2) new housing units and a new gymnasium building (8,400 sf). Construction of a vocational education building (4,500 sf), renovation/ construction of medical offices (3,500 sf),

construction of outdoor recreation areas, and installation of perimeter security fencing. The site includes sufficient space to construct the new structures and required support and programming space.

Size: 26,978 SF - Renovation, 29,250 SF - Addition, 66,000 SF - Total

**B. Owner's Contact Information**

Joan Quinn-Cannon  
Director of Engineering and Construction  
GA Department of Juvenile Justice  
404.508.7231  
joanquinn-cannon@djj.state.ga.us

**C. Completion Date & Total Cost**

Completion Date: March 2019  
Total Cost: \$25M



**FORSYTH COUNTY SHERIFF'S OFFICE, COURTHOUSE & JAIL  
CUMMING, GA**

**A. Project Name, Scope & Size**

The NELSON/HOK team was selected by the Forsyth County Board of Commissioners to provide design services for the new Courthouse and Jail addition project. This is a new 608-bed jail facility and courthouse. The courthouse features space for State Court, Superior Court, Clerk of Court, District Attorney, and Solicitor Offices.

The Courthouse Annex Renovation includes spaces for the Probate Administration and Court, Magistrate Administration and Court, Accountability Courts Administration, Indigent Defense, and Pre-Trial Services. Need Assessments were made for each department, as well as

reviewing the existing layouts in order to create spaces that are efficient and functional to the new needs. The renovation included reworking the building systems and security aspects for the new layouts.

Size: 160,000 SF Courthouse, 175,000 SF Jail, 700-Car Deck, 15,900 SF Annex Renovation

**B. Owner's Contact Information**

Sheriff Ron Freeman  
Forsyth County  
770.781.3087  
rffreeman@forsythco.com

**C. Completion Date & Total Cost**

Completion Date: September 2015  
Total Cost: \$89,731,000





**HENRY COUNTY WATER AUTHORITY HEADQUARTERS**  
MCDONOUGH, GA

**A. Project Name, Scope & Size**

Henry County Water Authority chose NELSON to redesign areas of the Administration Building and evaluate the HVAC system for improvement. Security and overall efficiency is of high priority for this project. Extensive staging has been required to maintain day to day operations during construction. The Administration Building was originally constructed in 2000 and partially reconfigured in 2007. Extensive evaluations of the existing conditions of the facility were conducted with a detailed report compiled as well as conceptual drawings. From this NELSON worked with HCWA to develop an efficient redesign of the facility.

Size: 27,133 SF

**B. Owner's Contact Information**

Patrick Kelley  
Project Manager  
Henry County Water Authority  
678.583.3827  
patrick.kelley@hcwa.com

**C. Completion Date & Total Cost**

Completion Date: November 2017  
Total Cost: \$951,000



**DAWSONVILLE SENIOR CENTER PAVILION**  
DAWSONVILLE, GA

**A. Project Name, Scope & Size**

Dawsonville Senior Center Pavilion consisted of the architectural and MEP design of a new 6,600 sf outdoor pavilion with integrated bathroom and mechanical room. NELSON provided a new pavilion design to replace and existing one that was demolished for the new Senior Center. Griffith Engineering designed the domestic hot and cold water, waste and vent, and heating and ventilation to these areas. This project also included the design of outdoor lighting around the pavilion.

Size: 6,700 SF

**B. Owner's Contact Information**

Melissa Hawk, Purchasing Manager  
Dawson County  
706.344.3501  
mhawk@dawsoncounty.org

**C. Completion Date & Total Cost**

Completion Date: September 2020  
Total Cost: \$2.6M



### 3 APPROACH

Nelson views our role as being ultimately responsible for the project's success. We are aware that the scope of each project within the task order varies and that the entire process described below may not be required for all projects. However, the overall philosophy remains consistent.

1. We believe in an integrated design team, regardless of the contractual arrangements. We will lead a talented and experienced team while striving to meet the goals of the user group. We will work closely with our engineering consultants, contractors, the County staff, and the County's engineering consultants if hired under a separate contract.
2. The Nelson team approach is based on the belief that successful architectural solutions must grow out of the dialogue between the design team and the client. We have come to realize, from many years' experience, that the most successful and productive interaction between the client and the architect depends upon the design team's ability to clearly present the design in a way that the client can have a thorough understanding. Our team uses a mix of communication mediums throughout the process, including drawings, models, reports, renderings, and diagrams, to allow the entire team of project stakeholders to understand the key design issues. This proven, user-focused approach invariably results in a design that is both functional and inspired. Below is a general description of our project approach.
3. No project is too small to deserve our full attention. Our team will be consistent throughout the life of the contract.
4. We are thorough and will not short-cut the process.
5. Speed and responsiveness is critical on task order contracts. We have the resources available to back up our core team. AS COVID has shown us, we have the ability to work from remote locations without losing the ability to communicate and solve problems efficiently.

#### PROCESS / COMMUNICATIONS

In our project approach, the planning and design activities must be open to creative solutions, yet managed within the set of parameters of project scope, schedule, cost management, and budget definition. Implementation of effective management controls will be a critical factor in the success of this project.

#### SCOPE, SCHEDULE AND BUDGET

The implementation process supporting our work process has several goals. First, we establish a framework of communication and trust through a committed partnering attitude. From the beginning, our firm provides clear leadership from a single source of responsibility, encourages the highest level of quality and design excellence through support from all team members, and implements a highly efficient process with proven procedures.

The following are some of the methods that support our proposed process.

#### INFORMATION SESSIONS

Multiple review sessions will be scheduled with the County and user group and pertinent specialty consultants to address scope and direction as appropriate through the process workshops.

Workshops are a critical working tool in our process and may be conducted by Zoom or in person, depending on the subject matter and the client's comfort level with group meetings.

The workshops will be used to gain a fluent and collaborative discussion basis for advancing the project. The workshops are typically meant to have multiple topics (i.e.: specialty structures, building systems, I.T. communication infrastructure) and last 2-3 hours in duration.

#### PRESENTATIONS/REVIEWS

Major milestone presentations and reviews will be scheduled to present progress, typically scheduled at the end of each contract phase.

Less formal presentations are also held to review ongoing progress in the work between major milestone presentations.

#### SOLVING COMPLEX ISSUES

The Nelson team will solve complex issues using the following steps:

- Gather necessary information / data
- Utilize all Experts available
- Involve Stakeholders/Owners
- Incorporate Codes/Regulations/Contract Requirements
- Confirm Budget/Schedule Impacts

Once these methods have been applied, we will provide multiple alternatives for consideration. Decisions are then documented and distributed to the team.

#### DETAILED PROJECT APPROACH

Understanding that not all services will be required on all projects, the Nelson Team has divided the work effort into the following nine parts:

1. Data Gathering & Analysis
2. Space Needs Assessment/Programming
3. Site Master Planning
4. Preliminary Design - 30% Complete Documents
5. Budget Reconciliation
6. Final Design - 100% Documents
7. Project Permitting & Procurement
8. Construction
9. Warranty.

#### 1. DATA GATHERING & ANALYSIS

Tasks:

- Kick-Off Meeting
- Confirm Scope of Services and associated Fees
- Establish Protect team, assignments, and communication
- Establish regular meeting dates and times
- Gather Information on site and any existing facilities that may be impacted
- Review survey and prepare information for obtaining soil analysis
- Review Information and Analyze Data
- Establish schedule

#### 2. SPACE NEEDS ASSESSMENT/PROGRAMMING

##### *Kickoff Meeting/Staff Interviews*

The programming phase begins by gaining a detailed understanding of the operational and technical needs of the user as it relates to each of the anticipated components of the proposed project. Tools used in the programming process include questionnaires, on-site work sessions, and tours of existing similar local facilities, if required. When combined, these tools provide a thorough understanding of the unique requirements of the proposed program. In the context of the work sessions, stakeholders are highly engaged, questions are discussed, alternatives considered, and resolutions reached.

Collectively, we will explore ways to create opportunities out of site challenges, such as topography, utilities, condition and configurations of existing buildings, and road access, while minimizing the impact on potential wetlands where present and neighboring properties.

##### *Work session: Space Needs Findings/Building Block and Site Diagrams*

Detailed program spreadsheets and diagrammatic sketches are then created using the information gathered in the programming process to quantify and illustrate the operational flow, size, and functional relationships required. The deliverable for this phase is a Space Needs Assessment and Programming Report, including a project budget based on historical data of similar, recently-

completed projects. Priorities of each component will be established for use in the next work session.

### 3. SITE MASTER PLANNING/PHASING

#### *Work session: Concept Plan Options/Phasing and Cost Models*

This phase utilizes site utility, topography, storm water management, and geotechnical information and uses the Space Needs information to prepare drawings of the buildings on the site or interior space plans of existing buildings in the form of initial “test fit” diagrams. Our team will generate alternative layouts to be presented to the user groups to determine and select a preferred Concept/s. The optimized Concept Plan will illustrate how the buildings and site layout can be configured to provide the most operationally effective solution. Construction phasing will also be preliminarily established at this time. As part of our QC review, costs and constructability of each alternative will be considered and will inform the decision of which alternative provides the most efficient configuration and best value for the County. The deliverables for this phase are an updated Space Needs Assessment and Programming Report, a Concept Plan showing all desired components, and a proposed construction budget broken out into appropriate phases for implementation. Once a preferred solution is approved by the County, the Nelson team will proceed to the following phases to complete full design and construction documents.

### 4. PRELIMINARY DESIGN

#### *Work sessions and Design Reviews*

During the design phase, the preferred buildings and/or site concept option is further developed into detailed floor plans, site plan, building elevations, sections, schedules, and typical details. These scaled drawings will reflect the space needs, functional relationships, and operational flow determined in the preceding phases.

During this phase, work will be completed to study, and prepare drawings to illustrate, aesthetic expression alternatives. The County stakeholders will select a preferred and appropriate aesthetic expression considered to be most suitable for a public facility and also in compliance with any local ordinances.

Once again, on-site or video work sessions are held. The number of sessions is based on the complexity of the project. A simple design impacting one department may only require one video work session to resolve and present the design solution, while a complex renovation such as the courthouse project may call for multiple meetings with multiple departments. These sessions are conducted in a manner that encourages active dialog between the design team and the users group representatives. This process effectively streamlines the design phase by minimizing the lag time often experienced in a more traditional iterative process. During these workshops, various alternatives are explored, resulting in designs that implement the goals of operational effectiveness, safety, security, and technology integration.

#### *Work session: Preliminary Design Review*

Drawings will be prepared that convey the design intent and provide the detail necessary for accurate cost estimating. The considerations of permitting requirements, scheduling, site utilities, and sub-surface testing are addressed in this phase. A construction budget and QC review will be provided at this point as well.

### 5. BUDGET RECONCILIATION

#### *Work session: Budget Review*

We believe a successful project budget begins with a comprehensive budget model. Working with the County, we will further define what we believe to be the four key budget factors required to establish an accurate, ‘all costs considered’ project budget. These key factors include: Building construction cost, Site construction cost, Soft costs (including FF&E, Professional fees, Contingency, etc.), and other costs (such as remediation, move-in, utility start-up, etc.)

Our attention to the budget begins at the Space Needs creation and is developed into a detailed line item cost estimate during the schematic design phase. We will present cost considerations as one of several critical success factors when analyzing building concept design and site planning alternatives. We will work within the framework of a comprehensive budget model.

This approach to budget management will allow the design team and client to be well-informed of the budget impact

of critical decisions made during the design process. At this point in the process, we will “pause” and obtain a formal cost estimate. When the design is verified to be within budget limits and approved by key decision makers, design documents will be completed.

### 6. FINAL DESIGN

#### *Work sessions: Design Progress Reviews*

During the final design phase, the project is developed in further detail. Documents are developed suitable for project procurement and permit that reflect the County’s direction.

Once again, on-site work sessions are held. These sessions are conducted in a manner that encourages active dialog between the design team and the user’s group representatives. This process effectively streamlines the design phase by minimizing the lag time often experienced in a more traditional iterative process. During these workshops, various details are reviewed, specification and maintenance of items is discussed, as well as life expectancy, security, accessibility, and numerous other small details.

We will obtain one last construction estimate and perform an additional QC review to confirm that the project has remained in budget, is constructible and cleanly detailed. After drawings are complete, they will be available for permit and procurement of construction.

### 7. PERMITTING & PROJECT PROCUREMENT

During this phase the project is submitted for permit and bidding. The design team will answer questions and attend a pre-bid conference, and will assist in bid evaluation.

### 8. CONSTRUCTION

Nelson’s approach to construction is proactive and collaborative. We work closely with the County and the Contractor to quickly resolve issues as they arise. If found early enough, no problem is insurmountable. Nelson is committed to ensure that the contractor delivers the County the quality of project that the County has paid for. We propose the following:

- Attend preconstruction meeting, review schedule, and establish communication process and approvals.
- Attend bi-weekly OAC meetings and perform site observation.
- Review specified material or system mock-ups (as appropriate).
- Attend specified pre-construction conferences for various trades.
- Answer RFIs
- Review submittals and shop drawings
- Review pay applications
- Monitor schedule and document progress of work
- Monitor and document quality of work

### 9. WARRANTY

After occupancy of your new facility the warranty period begins. During this period of typically one year Nelson will be available to assist the County with any issues that arise with the physical facility. We also routinely participate in an eleven month walk through to help document any outstanding issues to be corrected by the contractor

We believe the time tested ‘planning and design process’ described above will result in an operationally effective, flexible, and purpose-designed facility that will bring lasting value to the citizens of Rockdale County.