

II. PROJECT DESCRIPTION

A. Project Overview

The City of McDonough intends to renovate the existing facility located at **235 Keys Ferry Court, McDonough, Georgia**, into its future City Hall through a phased Design-Build delivery approach. Upon completion, the renovated facility will serve as the City's primary administrative headquarters and provide modern, efficient, and accessible workspace for municipal departments, elected officials, employees, and the public.

The project includes architectural, engineering, interior renovation, building systems modernization, technology, security, audio-visual, accessibility, and related improvements necessary to achieve the City's operational objectives.

The City anticipates implementing the renovation in multiple phases based upon funding availability, operational priorities, and recommendations developed during programming and design. Although individual phases may be authorized separately, proposers shall approach the project as a single, integrated facility with coordinated building systems, architectural finishes, technology infrastructure, security systems, and operational functionality.

The Design-Build Team shall recognize that portions of the building may remain occupied during construction and shall incorporate construction sequencing, temporary relocations, life safety considerations, and operational continuity into its planning and implementation strategy.

B. Building-Wide Master Plan

Prior to commencement of phased construction activities, the selected Design-Build Team shall prepare a comprehensive Building-Wide Master Plan that establishes the long-term vision for renovation of the entire facility.

The Building Wide Master Plan shall serve as the planning document for all future renovation phases and shall include at a minimum:

- Overall building organization and departmental relationships
- Space planning and functional adjacencies
- Existing conditions assessment
- Architectural design concepts
- Structural, mechanical, electrical, plumbing, and fire protection improvements
- Technology infrastructure
- Cybersecurity and network accommodations
- Security and access control systems
- Audio-visual infrastructure
- Furniture planning and future flexibility

- Interior finish standards
- Wayfinding and signage
- Accessibility improvements
- Energy efficiency opportunities
- Long-term maintenance considerations
- Future expansion opportunities
- Construction sequencing and phasing
- Preliminary project budgets by phase
- Occupancy planning and departmental transitions

The Master Plan shall establish a coordinated vision that ensures consistency throughout all phases of the project and minimizes the need for redesign as future phases are implemented.

C. Phase I – Second Floor Renovation

Phase I represents the City's highest priority and is expected to be the first construction phase authorized under this solicitation.

The renovated second floor is expected to accommodate executive leadership, administrative operations, and employee support services, including but not limited to:

- Mayor's Office
- City Administrator
- Deputy City Administrator
- Executive Assistant to Council (temporary location)
- Human Resources Department
- City Clerk and supporting staff
- Public Safety Director
- Communications Department
- Administrative support staff
- Existing reception area
- Employee wellness/Zen room
- Employee shower facilities (if feasible)
- Dedicated Green Room / Communications Production Room

Improvements shall include:

- Interior demolition as required
- Wall and door modifications
- Space reconfiguration
- Flooring replacement
- Painting and interior finishes
- Ceiling improvements
- Lighting upgrades
- Mechanical and electrical improvements

- Plumbing modifications
- Technology infrastructure
- Security and access control systems
- Audio-visual infrastructure
- Furniture coordination
- ADA improvements
- Life safety improvements

The Design-Build Team shall evaluate the proposed layout and recommend improvements that enhance operational efficiency, collaboration, privacy, visitor experience, security, flexibility, and long-term functionality. Final space assignments and layouts will be validated during programming and may be modified with the City's approval.

D. Green Room / Communications Production Room

The City intends to incorporate a dedicated Communications Production Room to support the Communications Department's expanding public information and media responsibilities.

The space shall be designed to accommodate:

- Video production
- Public information messaging
- Social media content creation
- Interviews
- Press briefings
- Internal communications
- Photography
- Podcast recording
- Livestream preparation

The Communications Production Room is intended to support professional municipal communications activities and is not intended to function as a commercial television broadcast studio.

The Design-Build Team shall evaluate and recommend appropriate:

- Acoustic treatments
- Lighting systems
- Electrical capacity
- Power distribution
- Data connectivity
- Network infrastructure
- Camera placement
- Background systems

- Storage
- Flexible furniture arrangements
- Future technology scalability

Recommendations shall emphasize flexibility, adaptability, and future technology expansion while remaining cost-effective.

E. Phase II – Third Floor Renovation

Phase II is anticipated to provide centralized financial, training, and collaborative workspace supporting City operations.

The renovated third floor is expected to include:

- Finance Department
- Executive Conference Room
- Multiple training rooms
- Flexible meeting spaces
- Employee collaboration areas
- Reception area (if determined appropriate during design)

The Design-Build Team shall maximize flexibility by designing spaces capable of supporting multiple functions, including staff meetings, employee training, public workshops, committee meetings, emergency operations, and departmental collaboration. Training spaces should be designed to support changing technologies and accommodate varying occupancy levels through flexible layouts and movable furnishings where appropriate.

Special consideration should be given to:

- Adaptable room configurations
- Technology integration
- Audio-visual capabilities
- Hybrid meeting technology
- Acoustics
- Natural lighting
- Employee wellness
- Future departmental expansion

F. Phase III – First Floor – Mayor & Council Chambers

Phase III is anticipated to establish the first floor as the City's primary public-facing governmental space. As the primary public-facing level of the facility, the first floor should emphasize accessibility, intuitive circulation, customer service, security, and a welcoming civic environment.

Major program elements include:

- Mayor and Council Chambers
- Executive Assistant to Council (permanent location)
- Public reception area
- Shared Council offices
- Executive Session Room
- Public waiting areas
- Public circulation space
- ADA-compliant public accommodations

Council Chambers shall be designed to support:

- Regular Council Meetings
- Work Sessions
- Public Hearings
- Board and Commission Meetings
- Community Meetings
- Livestreaming
- Meeting recording
- Public broadcasting
- Assistive listening systems
- Future technology upgrades

The Design-Build Team shall evaluate room configuration, public circulation, security, accessibility, technology integration, visitor experience, and operational functionality to develop a Council Chambers environment that serves the City's current needs while accommodating future growth and evolving public engagement requirements.

The City recognizes that no preliminary concept plan currently exists for the first floor and encourages proposers to develop innovative design solutions that align with the City's operational objectives, public service mission, and long-term vision for municipal governance.

G. Phased Project Delivery

The City intends to implement the Project through a phased approach based on operational priorities, funding availability, and organizational needs. While the City anticipates completing the renovation of the entire facility, the execution of individual phases will be subject to future authorization by the City.

The selected Design-Build Team shall develop the Project as a coordinated, building-wide program while recognizing that construction activities may proceed in separate phases over time.

The City reserves the right to:

- Authorize individual phases independently;
- Modify, defer, accelerate, combine, or eliminate project phases;
- Adjust the sequencing of work based on operational needs or available funding;
- Suspend work between phases, if necessary; and
- Proceed with future phases only upon written authorization.

Selection under this solicitation does not guarantee authorization or funding of all project phases. The Design-Build Team shall maintain continuity in planning, design, documentation, and building systems throughout all authorized phases to ensure the completed facility functions as an integrated municipal building.

H. Existing Conditions and Concept Documents

The City has developed preliminary concept sketches and space planning documents to communicate its anticipated operational needs, departmental relationships, and overall vision for the Future City Hall Renovation. These documents are included with this solicitation as Exhibit B – Building Concept Sketches and are intended to assist proposers in understanding the City's objectives.

The concept sketches are preliminary planning documents and are not construction documents. They are not intended to represent final architectural, engineering, structural, mechanical, electrical, plumbing, technology, security, or code-compliant design solutions. Dimensions, layouts, room configurations, building systems, and other information depicted in the concept sketches may be modified during programming and design to better achieve the City's operational objectives.

The selected Design-Build Team shall independently verify all existing conditions, field dimensions, building systems, utility locations, code requirements, accessibility requirements, and other site conditions necessary to complete the Project. The Design-Build Team shall not rely solely upon the concept sketches or any existing drawings provided by the City without performing its own investigation and verification.

The City encourages proposers to evaluate the concept sketches and recommend modifications that improve functionality, operational efficiency, constructability, accessibility, maintainability, sustainability, security, technology integration, or long-term value. Recommendations shall be consistent with the City's overall operational goals and project objectives.

The Building Concept Sketches are provided for informational and planning purposes only and shall not relieve the selected Design-Build Team of its responsibility to develop complete, coordinated, and code-compliant design and construction documents.

III. SCOPE OF SERVICES

A. General Design-Build Responsibilities

The selected Design-Build Team shall provide all professional services, labor, materials, equipment, supervision, coordination, and management necessary to successfully plan, design, permit, construct, and deliver the Future City Hall Renovation Project.

The Design-Build Team shall serve as the City's single point of responsibility for the project and shall coordinate all architectural, engineering, permitting, construction, commissioning, occupancy transition, and closeout activities required to complete the work.

Services shall include, at a minimum:

- Project management and coordination
- Existing conditions verification
- Programming and space planning
- Architectural and engineering design
- Cost estimating and budget development
- Permitting and regulatory approvals
- Construction services
- Construction administration
- Construction phasing
- Quality management
- Commissioning coordination
- Occupancy transition planning
- Project closeout
- Warranty support

The Design-Build Team shall perform all services in accordance with applicable federal, state, and local laws, codes, regulations, and accepted industry standards.

B. Existing Conditions Assessment

Prior to initiating design activities, the Design-Build Team shall perform a comprehensive assessment of the existing facility.

The assessment shall include verification of:

- Existing architectural conditions
- Structural systems
- Mechanical systems
- Electrical systems
- Plumbing systems
- Fire protection systems

- Accessibility compliance
- Building envelope
- Existing utilities
- Site conditions
- Existing technology infrastructure
- Existing security systems
- Existing audio-visual systems

The Design-Build Team shall verify all field measurements and existing conditions and shall not rely solely upon conceptual layouts, previous drawings, or existing documentation furnished by the City.

Any discrepancies or deficiencies identified during the assessment shall be documented and communicated to the City with recommended corrective actions.

C. Programming and Space Planning

The Design-Build Team shall collaborate with the City to validate operational requirements and develop a comprehensive space program that supports current and future municipal operations.

Programming services shall include:

- Departmental interviews and stakeholder meetings
- Operational workflow analysis
- Space utilization studies
- Functional adjacency planning
- Public circulation planning
- Employee circulation planning
- Stakeholder validation workshops
- Security zoning
- Future growth considerations
- Furniture planning concepts
- Flexibility and adaptability recommendations

Programming recommendations shall prioritize operational efficiency, collaboration, security, accessibility, and long-term flexibility.

D. Architectural and Engineering Design

The Design-Build Team shall provide complete architectural and engineering services necessary to deliver the project from conceptual planning through construction completion.

Professional services shall include, but not be limited to:

- Architectural design
- Interior design
- Structural engineering
- Mechanical engineering
- Electrical engineering
- Plumbing engineering
- Fire protection engineering
- Civil engineering (if required)
- Technology systems design
- Security systems design
- Audio-visual systems design
- Accessibility compliance
- Building code analysis

Design documents shall be developed sufficiently to support permitting, construction, procurement, and project implementation.

The Design-Build Team shall coordinate all disciplines to ensure compatibility among architectural, structural, mechanical, electrical, technology, and security systems.

E. Cost Estimating and Budget Development

Throughout the design process, the Design-Build Team shall prepare and maintain detailed project cost estimates to support informed decision-making and budget management.

Services shall include:

- Preliminary opinion of probable construction cost
- Phase-specific budget estimates
- Cost estimating at major design milestones
- Cost reconciliation
- Design-to-Budget Management
- Budget monitoring
- Identification of cost escalation risks
- Value engineering recommendations
- Life-cycle cost considerations

The Design-Build Team shall promptly notify the City whenever estimated project costs exceed available funding and shall recommend practical alternatives to maintain project objectives within budget.

F. Permitting and Regulatory Coordination

The Design-Build Team shall prepare and coordinate all documents necessary to obtain required permits, approvals, and regulatory authorizations.

Responsibilities shall include coordination with all applicable agencies having jurisdiction, including building officials, fire officials, utility providers, and other regulatory authorities.

The Design-Build Team shall ensure the project complies with all applicable:

- Building codes
- Fire codes
- Accessibility requirements
- Energy codes
- Life safety requirements
- Environmental regulations
- Local development requirements
- Utility coordination
- Required agency approvals
- Certificate of Occupancy

G. Construction Services

The Design-Build Team shall furnish all labor, supervision, materials, equipment, subcontractors, and construction management necessary to complete the work.

Construction services shall include:

- Demolition
- Building renovations
- Mechanical improvements
- Electrical improvements
- Plumbing improvements
- Interior finishes
- Technology installation
- Security installation
- Audio-visual installation
- Site restoration
- Punch list completion

All work shall be performed in accordance with the approved construction documents, applicable codes, manufacturer recommendations, and accepted construction practices.

H. Construction Administration

The Design-Build Team shall provide continuous management and administration of all construction activities.

Responsibilities shall include:

- Construction management and coordination
- Project scheduling
- Submittal and document management
- Requests for Information (RFI) management
- Change management
- Quality management
- Progress reporting
- Coordination of inspections
- Coordination of testing
- Monthly progress meetings

The Design-Build Team shall maintain regular communication with the City's Project Manager and provide written progress reports throughout construction.

I. Construction Phasing and Operational Continuity

Because portions of the facility may remain occupied during renovation, the Design-Build Team shall develop a comprehensive phasing strategy that minimizes disruption to City operations.

The phasing plan shall address:

- Construction sequencing
- Temporary departmental relocations
- Occupant safety
- Public access
- Employee access
- Noise mitigation
- Dust control
- Utility interruptions
- Temporary barriers
- Emergency egress
- Security during construction
- Coordination with City staff

The Design-Build Team shall coordinate all work to maintain continuity of municipal services to the greatest extent practicable.

The City reserves the right to modify, defer, combine, or eliminate project phases based on operational priorities, funding availability, or changing municipal needs.

J. Commissioning and Occupancy Transition

The Design-Build Team shall coordinate all activities necessary to prepare the facility for occupancy.

Services shall include:

- Systems testing
- Equipment startup
- Functional performance verification
- Coordination of owner training
- Operations and maintenance manuals
- Technology testing
- Security system testing
- Audio-visual testing
- Final inspections
- Occupancy planning
- Departmental move coordination
- Punch list management

The Design-Build Team shall assist the City in achieving a smooth transition into renovated spaces while minimizing operational disruptions.

K. Project Closeout

Upon completion of construction, the Design-Build Team shall provide comprehensive project closeout services.

Closeout activities shall include:

- Final inspections
- Correction of punch list items
- Submission of as-built drawings
- Record documents
- Warranty documentation
- Equipment manuals
- Operations and maintenance manuals
- Training documentation
- Final lien waivers
- Certificate of Occupancy (if applicable)
- Final project report

The Design-Build Team shall remain available throughout the warranty period to address deficiencies attributable to design, materials, workmanship, or construction.

L. Value Engineering

The City encourages innovative design solutions and expects the Design-Build Team to actively identify opportunities to improve project value throughout the planning, design, and construction process. Value engineering shall be viewed as an ongoing collaborative

effort to maximize the City's investment while maintaining the project's functional objectives, quality standards, long-term performance, and operational requirements.

The Design-Build Team shall continuously evaluate design concepts, construction methods, materials, equipment, systems, and sequencing to identify practical alternatives that improve efficiency, reduce lifecycle costs, enhance maintainability, simplify construction, and minimize future operating expenses without compromising safety, functionality, durability, or architectural quality.

At a minimum, value engineering efforts shall consider:

- Alternative design concepts that improve operational efficiency.
- Construction methods that reduce project duration or minimize disruption to City operations.
- Material substitutions that provide equal or greater quality while reducing initial or lifecycle costs.
- Opportunities to reduce long-term maintenance requirements.
- Building systems that improve energy efficiency and operational performance.
- Flexible space planning solutions that accommodate future organizational growth and changing operational needs.
- Technology solutions that improve functionality, interoperability, and future scalability.
- Opportunities to standardize finishes, fixtures, furnishings, and equipment where appropriate.
- Recommendations that improve constructability and reduce construction risk.
- Strategies that enhance sustainability, resiliency, and overall building performance.

The Design-Build Team shall present value engineering recommendations throughout the design process and shall include sufficient information for the City to evaluate each recommendation. Each recommendation shall identify:

- A description of the proposed modification.
- The anticipated impact on project scope.
- Estimated construction cost savings or cost implications.
- Estimated lifecycle cost impacts, where applicable.
- Potential schedule impacts.
- Operational benefits or considerations.
- Any associated risks or tradeoffs.

The City reserves the sole right to accept or reject any value engineering recommendation. No value engineering proposal shall be implemented without the City's prior written approval.

Value engineering recommendations shall support the City's long-term operational objectives and shall not reduce required functionality, accessibility, code compliance, durability, public safety, security, or the overall quality of the completed facility.

The City encourages proposers to leverage industry best practices, emerging technologies, and innovative design-build methodologies that improve project delivery, enhance collaboration, reduce risk, and maximize the long-term value of the City's investment. The City values creative solutions that balance cost, quality, schedule, maintainability, and operational performance while supporting the overall vision for the Future City Hall.

IV. DESIGN AND TECHNICAL REQUIREMENTS

A. Technology Infrastructure

The Future City Hall shall incorporate a modern, scalable, and secure technology infrastructure capable of supporting current municipal operations and future technological advancements. The City's objective is to establish a reliable technology environment that enhances operational efficiency, employee collaboration, customer service, and long-term adaptability.

The Design-Build Team shall evaluate the existing technology infrastructure and develop recommendations that support a coordinated, building-wide technology strategy.

Technology infrastructure considerations shall include, at a minimum:

- Structured cabling systems
- Fiber optic backbone infrastructure
- Wireless network coverage
- Data communications rooms
- Server and equipment room accommodations
- Power and backup power requirements
- Conduit pathways and cable management
- Future technology expansion capacity
- Digital signage infrastructure
- Public Wi-Fi accommodations
- Conference room technology connectivity
- Network redundancy considerations
- Integration with existing municipal technology systems, where applicable

Technology systems shall be designed to support flexibility, future scalability, and evolving municipal operational needs.

B. Security and Access Control

Security shall be integrated throughout the facility to provide a safe environment for elected officials, employees, visitors, and public assets while maintaining appropriate public accessibility.

The Design-Build Team shall evaluate and recommend building-wide security strategies that appropriately balance accessibility, operational functionality, and risk management.

Security considerations shall include:

- Electronic access control systems
- Badge access
- Visitor management
- Public and employee circulation
- Controlled access zones
- Executive office security
- Finance Department security
- Council Chambers security
- Video surveillance accommodations
- Intrusion detection systems
- Emergency lockdown capabilities
- Security monitoring infrastructure
- Coordination with fire and life safety systems

The security design shall allow for future expansion and integration with emerging technologies as the City's operational needs evolve.

C. Audio-Visual Systems

The facility shall incorporate integrated audio-visual infrastructure that supports daily operations, public engagement, employee collaboration, training, and governmental transparency.

The Design-Build Team shall develop recommendations for audio-visual systems that provide consistency throughout the facility while allowing flexibility for future technology upgrades.

Audio-visual considerations shall include:

- Council Chambers presentation systems
- Public meeting technology
- Video conferencing capabilities
- Hybrid meeting support
- Meeting recording systems
- Livestreaming capabilities
- Digital presentation displays
- Conference room display systems
- Training room technology
- Public address systems
- Assistive listening systems
- Communications Production Room infrastructure
- Building-wide AV connectivity
- Future system scalability

Special consideration shall be given to the technological requirements of the Mayor and Council Chambers to ensure the space supports legislative meetings, public hearings, work sessions, and community engagement activities.

D. Sustainability and Energy Efficiency

The City encourages sustainable design practices that improve long-term operational efficiency, reduce maintenance costs, and enhance occupant comfort while remaining fiscally responsible.

Although formal certification under programs such as LEED is not required unless otherwise directed by the City, proposers are encouraged to incorporate practical and cost-effective sustainable design solutions where appropriate.

The Design-Build Team shall evaluate opportunities for:

- Energy-efficient lighting systems
- Occupancy-based lighting controls
- High-efficiency HVAC systems
- Water-efficient plumbing fixtures
- Durable, low-maintenance building materials
- Improved indoor environmental quality
- Enhanced natural lighting
- Improved building insulation
- Energy management systems
- Environmentally responsible material selections
- Waste reduction during construction
- Long-life building components
- Reduced lifecycle operating costs

Recommendations should prioritize measurable operational benefits and long-term value rather than simply reducing initial construction costs.

E. Owner Performance Requirements

The Future City Hall shall be designed and constructed to provide a functional, efficient, secure, and adaptable municipal facility that supports the City's current operations while accommodating future organizational growth. The completed facility shall emphasize operational efficiency, customer service, accessibility, sustainability, durability, and long-term maintainability.

At a minimum, the completed facility shall:

- Support efficient workflow and collaboration among City departments.
- Provide a welcoming and accessible environment for residents, elected officials, employees, and visitors.

- Incorporate durable, low-maintenance materials and building systems appropriate for long-term municipal use.
- Provide flexible spaces capable of adapting to future operational needs.
- Integrate technology, security, and audio-visual systems that support current operations and future expansion.
- Maximize energy efficiency and operational performance where practical and cost-effective.
- Minimize lifecycle maintenance and replacement costs.
- Support phased implementation while maintaining continuity of City operations.
- Comply with all applicable federal, state, and local codes, regulations, and accessibility requirements.
- Be designed to facilitate efficient operations, ease of maintenance, and long-term stewardship of public resources.

The Design-Build Team is encouraged to propose innovative design solutions, construction methodologies, material selections, and operational improvements that enhance the overall performance of the facility while remaining consistent with the City's project objectives, budget, and schedule.

F. Accessibility, Code Compliance, and Universal Design

The Future City Hall shall be designed to provide a safe, accessible, inclusive, and welcoming environment for elected officials, employees, residents, visitors, contractors, vendors, and all members of the public. The City expects the Design-Build Team to incorporate accessibility and universal design principles throughout the project while ensuring compliance with all applicable federal, state, and local laws, regulations, and building codes.

The Design-Build Team shall evaluate existing conditions and incorporate design solutions that improve accessibility, remove barriers where feasible, and promote equitable access to municipal services and public spaces.

At a minimum, the Design-Build Team shall design the facility in accordance with all applicable requirements, including, but not limited to:

- Americans with Disabilities Act (ADA)
- 2010 ADA Standards for Accessible Design
- Georgia Accessibility Code
- Applicable International Building Code (IBC) requirements adopted by the State of Georgia
- International Fire Code (IFC)
- National Fire Protection Association (NFPA) standards, as applicable

- Applicable local building, life safety, and fire prevention requirements

The Design-Build Team shall coordinate with the City's representatives and the Authority Having Jurisdiction (AHJ) to ensure that all applicable code requirements are addressed throughout design, permitting, construction, and project closeout.

Universal Design

The City encourages the incorporation of Universal Design principles that improve usability, accessibility, and comfort for individuals of all ages and abilities, regardless of whether such features are specifically required by code.

Design considerations should include, but are not be limited to:

- Barrier-free public entrances
- Accessible parking and pedestrian routes
- Intuitive wayfinding and building navigation
- Accessible service counters and reception areas
- Accessible public meeting rooms
- Accessible Mayor and Council Chambers
- Accessible employee workstations and shared workspaces
- Accessible conference and training rooms
- Accessible restroom facilities
- Accessible break rooms and employee wellness areas
- Accessible elevators and vertical circulation
- Accessible emergency egress
- Appropriate lighting and visual contrast
- Door hardware and controls designed for ease of use
- Acoustical considerations supporting individuals with hearing impairments

Public-Facing Government Spaces

Because the facility will serve as the City's primary governmental office, particular attention shall be given to the accessibility and functionality of public-facing areas, including:

- Reception and customer service areas
- Public waiting areas
- Council Chambers
- Public meeting rooms
- Public circulation corridors
- Public restrooms
- Public information displays
- Customer transaction counters

These spaces shall be designed to promote dignity, independence, and ease of access while providing a positive customer experience for all visitors.

Code Compliance

The Design-Build Team shall be responsible for identifying applicable code requirements, coordinating with regulatory agencies, incorporating required code modifications into the design, and obtaining all required approvals necessary for project completion.

Where existing building conditions require upgrades to satisfy applicable codes or life safety requirements, the Design-Build Team shall identify those deficiencies and provide recommendations for corrective action.

Accessibility Review

The Design-Build Team shall perform ongoing accessibility and code compliance reviews throughout the design process and shall promptly notify the City of any existing conditions or proposed design elements that may affect accessibility, regulatory compliance, project cost, or schedule.

Recommendations that exceed minimum code requirements and improve long-term accessibility, public usability, operational efficiency, or customer service are encouraged and should be clearly identified as part of the design process.

V. PROPOSAL REQUIREMENTS

To facilitate a fair and consistent evaluation, proposers shall organize their proposals in the order presented below. Proposals should be clear, concise, and demonstrate the proposer's understanding of the project and ability to successfully perform the required services.

Unless otherwise noted, the Technical Proposal shall not exceed **twenty-five (25) single-sided pages**, excluding the cover letter, table of contents, resumes, project schedule, cost proposal, dividers, and required forms.

The City reserves the right to reject proposals that fail to include the information requested in this section.

A. Technical Proposal Requirements

The Technical Proposal shall clearly demonstrate the proposer's understanding of the City's objectives, the proposed technical approach, and the ability to successfully deliver the project.

At a minimum, the Technical Proposal shall include:

1. Cover Letter

Provide a cover letter signed by an individual authorized to bind the firm contractually.

The cover letter shall include:

- Legal name of the proposing entity
- Business address
- Primary contact person
- Telephone number
- Email address
- Statement acknowledging receipt of all addenda
- Statement committing the firm to the proposed services
- Signature of an authorized representative

2. Executive Summary

Provide a brief overview of the proposal that demonstrates the firm's understanding of the project and highlights the qualifications of the proposed Design-Build Team.

3. Project Understanding

Describe your understanding of the City's goals, operational needs, project challenges, and overall vision for the Future City Hall Renovation.

Discuss key project considerations, anticipated challenges, and your proposed strategies for addressing them.

4. Technical Approach

The Technical Proposal shall demonstrate the proposer's understanding of the Project and describe the methodology that will be used to successfully perform the required services including:

- Design methodology
- Project management approach
- Collaboration with City staff
- Quality management
- Cost management
- Schedule management
- Risk management
- Communication strategy

5. Design Approach

Describe your proposed design approach for this Project, including:

- Municipal facility design
- Space utilization
- Public accessibility
- Employee collaboration

- Long-term flexibility
- Technology integration
- Sustainable design
- Operational efficiency

6. Phasing Strategy

Describe your proposed approach for:

- Phased construction
- Temporary relocations
- Occupied building renovations
- Operational continuity
- Public safety
- Construction sequencing

7. Innovation and Value Engineering

Describe how your team identifies opportunities to:

- Improve functionality
- Reduce lifecycle costs
- Increase efficiency
- Improve constructability
- Minimize operational disruption
- Enhance long-term value

B. Project Team Qualifications

Identify the Design-Build Team proposed for this project.

Include:

1. Organizational Structure

Provide an organizational chart identifying:

- Prime Design-Build Firm
- Architect
- Engineers
- Major consultants
- Major subcontractors

2. Key Personnel

Identify key personnel including:

- Project Executive
- Project Manager
- Lead Architect
- Lead Engineer
- Construction Manager
- Superintendent
- Interior Designer
- Technology Consultant

- Security Consultant
- Audio-Visual Consultant

Provide:

- Years of experience
- Years with current firm
- Relevant experience
- Role on this project
- Professional licenses and certifications

3. Availability

Describe the availability of key personnel throughout design and construction.

4. Design-Build Experience

Describe the team's experience working together on previous Design-Build projects.

C. Relevant Experience

Demonstrate experience performing projects of similar size, scope, complexity, and delivery method.

Provide **no more than five (5)** relevant projects completed within the past ten (10) years.

For each project include:

- Project name
- Owner
- Location
- Delivery method
- Construction cost
- Project size
- Completion date
- Description of services
- Relevance to this project
- Owner contact information

Preference will be given to projects involving:

- Municipal facilities
- Government buildings
- Occupied renovations
- Phased construction
- Design-Build delivery
- Council Chambers
- Administrative offices

D. Space Planning Narrative

MCD-CED-RFP-FY27-001 – Design Build Services for Future City Hall Renovation

Provide a narrative describing your proposed approach to organizing the Future City Hall.

The narrative shall address:

- Departmental relationships
- Public circulation
- Employee circulation
- Security zones
- Customer service
- Collaboration opportunities
- Future flexibility
- Workplace efficiency
- Accessibility
- Visitor experience

Proposers are encouraged to recommend modifications to the City's preliminary concept plans where improvements in functionality, efficiency, safety, or operational effectiveness can be achieved.

Illustrative diagrams, conceptual sketches, adjacency diagrams, or planning concepts may be included to support the narrative.

E. Preliminary Project Schedule

Provide a preliminary project schedule illustrating the anticipated sequence of activities from Notice to Proceed through Final Completion.

At a minimum, identify:

Notice to Proceed

- Project kickoff
- Programming
- Existing conditions assessment
- Schematic design
- Design development
- Construction documents
- Permitting
- Construction
- Inspections
- Commissioning
- Occupancy
- Substantial Completion
- Final completion

The schedule shall identify anticipated milestones, durations, dependencies, and the proposed sequencing of project phases.

F. Cost Proposal Requirements