



CITY OF DUNWOODY

41 Perimeter Center East

Dunwoody, GA 30346

Phone: 678.382.6700 • Fax: 678.382.6701

www.dunwoodyga.gov

MEMORANDUM

To: Mayor and City Council

From: Sustainability Commission

Date: April 26, 2010

Subject: **LED Traffic Signal Policy**

ITEM DESCRIPTION

The Sustainability Commission recommends the City of Dunwoody adopt a LED Traffic Signal Policy.

BACKGROUND

As part of their pursuit of the Atlanta Regional Commission's Green Communities certification, the Sustainability Commission has been researching LED, or light emitting diode, traffic signal policies. The Sustainability Commission and staff have reviewed and researched LED traffic policies. Cobb County provided a procedural example, however most jurisdictions function on a less formal basis.

The attached policy has been drafted to meet the requirements of the ARC Green Communities Measure 10: Government LED Traffic Lights.

In summary, the policy would establish guidelines to eliminate the use of incandescent halogen bulbs in traffic signals and to primarily utilize LED lamps. LED signal light bulbs typically consume between 15 or 20 watts of power compared to over 100 watts for an incandescent halogen light bulbs. Studies by other agencies have demonstrated an 80 to 90 percent reduction in power consumption when using LED light bulbs. Although initial costs for LED bulbs are significantly higher, the overall lifecycle costs are reduced significantly through lower energy costs and due to a service life that is 4 to 5 times longer than incandescent bulbs.

This policy would affect all future maintenance and construction activities in relation to traffic signals. As this does not amend any current ordinance, but functions as an operating policy, this policy would be read and voted on by Mayor and Council.

RECOMMENDATION

The Sustainability Commission recommends adopting the attached LED Traffic Signal Policy for the City of Dunwoody.

**A RESOLUTION TO ADOPT THE CITY OF DUNWOODY LED TRAFFIC SIGNALS
POLICY**

WHEREAS, LED signal light bulbs typically consume between 15 or 20 watts of power compared to over 100 watts for an incandescent halogen light bulbs; and

WHEREAS, LED light bulbs result in a dramatic reduction, up to 90 percent, in energy consumption as compared to incandescent halogen light bulbs; and

WHEREAS, although initial costs for LED bulbs are significantly higher, the overall lifecycle costs are reduced significantly through lower energy costs and due to a service life that is four to five times longer than incandescent bulbs; and

WHEREAS, by eliminating the use of incandescent halogen light bulbs in traffic signals and transitioning to primarily LED lamps or equivalent energy efficient technology the City of Dunwoody will further its commitment to the efficient use of resources; now

THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Dunwoody, and it is hereby resolved by the authority of the City Council, that the City of Dunwoody LED Traffic Signals Policy as attached hereto and incorporated herein, is hereby adopted.

SO RESOVLED AND EFFECTIVE this 26th day of April, 2010.

Approved:

Ken Wright, Mayor

Attest:

Sharon Lowery, City Clerk

Seal



CITY OF DUNWOODY

LED TRAFFIC SIGNALS

Article

Version 2010.03.31



TABLE OF CONTENTS

Article

I. PURPOSE	2
II. DEFINITIONS	2
III. SCOPE	2
IV. RESPONSIBILITY	3
A. Public Works Director	



LED TRAFFIC SIGNALS

I. Purpose

The purpose of this policy is to establish guidelines to eliminate the use of incandescent halogen light bulbs in traffic signals and to primarily use LED lamps or equivalent energy efficient technology. This document will clarify our policy to reduce power consumption and maintenance expenses associated with traffic signals.

LED signal light bulbs typically consume between 15 or 20 watts of power compared to over 100 watts for an incandescent halogen light bulbs. Previous studies by other agencies have demonstrated an 80 to 90 percent reduction in power consumption when using LED light bulbs. Although initial costs for LED bulbs are significantly higher, the overall lifecycle costs are reduced significantly through lower energy costs due to a service life that is 4 to 5 times longer than incandescent bulbs.

II. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

A. CITY DIRECTOR OF SUSTAINABILITY means the Director of Sustainability or other employee or agent as designated in writing by the City Manager.

B. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time, or contractual third-party basis. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.

C. LED means a light emitting diode light bulb.

D. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

III. Scope

All new City-owned traffic signals will be installed in compliance with this LED Traffic Signals Policy. However, there are many traffic signals throughout the City that were installed prior to



Article

the development of this LED Traffic Signals Policy. In order to bring older traffic signals into compliance with this LED Traffic Signals Policy, the Public Works Department will develop a Traffic Signals Transition Plan that will include an inventory of known traffic signals and a schedule for achieving compliance with this policy within four years of the adoption date. Conversion of existing incandescent signals to LED signals will be prioritized in the Traffic Signals Transition Plan to coincide with other related capital projects. When major intersection improvements or traffic signal modifications are conducted, the traffic signals will be brought into compliance with this LED Traffic Signals Policy.

IV. Responsibility

A. Public Works Director

DUTIES: The Public Works Director shall have the following duties and powers in regards to the LED Traffic Signals Policy:

1. Create a Traffic Signals Transition Plan
2. Budget to replace and install LED lamps in all existing traffic signals within four years of the adoption date of the LED Traffic Signals Policy.
3. Work with the Director of Sustainability to make certain that employees are aware and educated about this LED Traffic Signals Policy.
4. Work with all Public Works Department employees to make certain that this practice, installing LED lamps in new traffic signals and replacing LED lamps in existing traffic signals, is monitored.



Bicycle Parking Policy

Bicycle Parking Policy

BICYCLE PARKING POLICY

I. Purpose

- A. The purpose of this policy is to promote bicycling as a safe, practical, and environmentally friendly mode of transportation and to facilitate the appropriate provision of secure, well designed, and effective on-site bicycle parking at City facilities, intended for public access.
- B. The City recognizes that bicycling is a means of transportation that saves money, reduces traffic, reduces emissions of greenhouse gases, and promotes a healthy lifestyle.
- C. This policy has been developed in order to support and encourage bicycling as a viable and convenient means of transport and access to and within the City.
- D. The policy has been developed to operate in support of the City's "Complete Streets Policy" and "Comprehensive Transportation Plan".

II. Scope

- A. Bicycle racks for a minimum of four bicycles shall be located at or near all City of Dunwoody parks and community facilities owned or operated by the City. Said bicycle racks shall be provided in a location that is visible, well lit, and accessible from the street and buildings located on the site (if any). Racks shall be sited to be in proximity of existing lighting and walkways when possible. The addition of lighting should be considered if not already present.
- B. Bicycle facilities shall be installed in accordance with the Association of Pedestrian and Bicycle Professionals (APBP) *Bicycle Parking Guidelines, 2nd edition*, www.apbp.org, or other appropriate guidelines.
- C. The City shall provide additional bicycle racks at existing facilities, as appropriate, to fulfill the requirements of this policy.
- D. In the event a private property owner or their agent desires to place a bicycle rack on public property, City staff shall assess the appropriateness of the proposed placement and installation prior to approval. If no placement or installation guidelines are proposed by the owner/agent, City staff shall coordinate with the owner/agent to determine if appropriate guidelines can be met in the subject location.
- E. If community facilities are not owned or operated by the City (i.e. schools, libraries), staff shall work with the controlling government entity to attempt to meet the intent of this policy.
- F. An effort should be made to provide bike racks at all parking areas within a single property.
- G. Bicycle racks are to be maintained in a safe and usable condition.

III. Exceptions

Bicycle Parking Policy

- A. If multiple City facilities are located in proximity to each other, then a centrally located bicycle rack may meet the requirement for multiple sites.
- B. The community bicycle facility policy may not apply to:
 - 1. Public works facilities;
 - 2. Parks without dedicated vehicle parking lots such as Vernon Oaks Park; and
 - 3. Undeveloped City-owned property.

IV. Responsibility

A. City Parks and Recreation Director

- 1. The City Parks and Recreation Director is responsible for the enforcement and execution of the requirements of this policy.
- 2. The City Parks and Recreation Director shall have the following duties and powers in regards to the Bicycle Parking Policy:
 - a. Monitoring and ensuring the success of the Bicycle Parking Policy, and when appropriate, working with administration to assess technical feasibility and/or cost effectiveness.
 - b. Work with the Director of Sustainability to make certain that employees and contractors hired by the City are aware and educated about this Bicycle Parking Policy.
 - c. Coordinate the review and approval of privately placed bicycle racks on City-owned property (other than rights-of-way) related to this policy.

B. Bicycle Rack in Right-of-Way

- 1. The Public Works Director, Community Development Director, and the Parks and Recreation Director are empowered to review and approve of privately placed bicycle racks in City rights-of-way related to this policy.



CITY OF DUNWOODY

Complete Streets Policy



TABLE OF CONTENTS

I. PURPOSE	2
II. REQUIREMENTS	2
III. EXEMPTIONS	3
IV. DEFINITIONS	3
V. RESPONSIBILITY	3



COMPLETE STREETS POLICY

I. Purpose

The City's Comprehensive Transportation Plan identifies the implementation of a Complete Streets policy as one strategy for improving transportation options and relieving congestion in Dunwoody. The purpose of this policy is to establish guidelines for considering the safety and convenience of all users of the public right of way when planning and constructing transportation projects. Users include motorists, pedestrians, cyclists, transit riders, freight providers, people with disabilities, emergency responders and adjacent land users. The Complete Streets policy is intended to reflect the following principles:

- In seeking to balance the needs of various users, all modes may not be perfectly accommodated on every street. Some streets may emphasize certain modes over others but as a whole the City's transportation system should consist of a network of streets and paths that provides connectivity for all users.
- Complete Streets design solutions should be flexible so that the transportation need can be met within the context of the surrounding community. Providing alternatives to vehicular travel supports the City's commitment to sustainability.

II. Requirements

The following establishes requirements for roadway construction and developments under the City of Dunwoody's jurisdiction:

- A. Roadway projects should provide appropriate accommodations for all users of the transportation system, including pedestrians, bicyclists, mass transit riders, people with disabilities, senior citizens, motorists, freight providers, emergency responders, and adjacent land owners;
- B. Roadway projects should make use of the latest and best design standards, policies, and guidelines;
- C. Solutions should be developed to fit within the context(s) of the community and those solutions should be flexible so that the needs of the corridor can be met;
- D. Where necessary, the City shall work with other agencies that maintain rights-of-way within the City limits to request the Complete Streets Policy is considered and practiced;
- E. For resurfacing projects on streets designated in the Comprehensive Transportation Plan as bike facilities or bike routes, the City will consider retrofitting bike lanes provided



that the additional cost is not excessively disproportionate to the cost of resurfacing alone.

III. Exemptions

The Complete Streets Policy shall not apply to:

- A. Street resurfacing except as noted in section II.E above and other ordinary maintenance activities designed to keep assets in serviceable condition (e.g.: mowing, cleaning, sweeping, spot repair, and regular/seasonal maintenance);
- B. Roadways that bicyclists and pedestrians are prohibited by law from using;
- C. Incidences that have extreme topographic or natural resource constraints;
- D. Cases where a reasonable and equivalent alternative already exists for certain users;
- E. A documented absence of current or future need exists.

IV. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

- A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Dunwoody and represent their interests.
- B. CITY DIRECTOR OF PUBLIC WORKS means the Director of Public Works or other employee or agent as designated in writing by the City Manager.
- C. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.
- D. GOVERNING AUTHORITY means the City entity responsible for the contract.
- F. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity, including those persons contracted by the City to serve in said official capacity.



V. **Responsibility**

A. The Director of Public Works shall:

1. Work with all department heads to make certain that employees are aware and educated about the Complete Streets Policy.
2. Work with all department heads to make certain that this Complete Streets Policy is implemented through the City's capital and maintenance programs and projects.



No Net Loss of Trees Policy

TABLE OF CONTENTS

I.	PURPOSE	2
II.	DEFINITIONS	3
III.	SCOPE	5
IV.	EXCEPTIONS	7
V.	RESPONSIBILITY	8
	A. City Arborist	

NO NET LOSS OF TREES POLICY

I. Purpose

The purpose of this policy is to ensure that there will be no net loss of trees on city-owned property as a result of discretionary construction and development activities. Trees are a vital component of the infrastructure for the City of Dunwoody, providing environmental and economic benefits, and contributing to a clean and healthy environment. As they grow, trees take in carbon dioxide from the air and produce life-giving oxygen. Trees provide food and shelter for wildlife, cut down on noise pollution by acting as sound barriers, and improve water quality, protect streams and protect marshes by slowing and filtering rain water. Trees in Dunwoody reduce the heat island effect associated with pavement and buildings by providing shade and cooling, which lessens energy demands and pollution. Properly placed trees can increase property values and add to the aesthetic vistas within the city.

Dunwoody's trees face many hazards and hardships including insects, disease, construction, drought, and air pollution. Protecting the trees along our roads and in our parks is in the best interest of the City of Dunwoody. Whenever safe, prudent, and practical, the city strives to maintain Dunwoody's trees in a healthy and thriving condition through professionally accepted arboricultural practices.

The City of Dunwoody seeks to curtail any loss of canopy coverage as described in City of Dunwoody's Code of Ordinances, Chapter 16 Land Development. This policy furthers the "Tree Protection" provisions by establishing standards of no net loss in canopy coverage on city-owned property.

II. Definitions

The terms and provisions of this policy shall apply to all public property owned by the City of Dunwoody and subject to city regulations.

A. Permitting for Tree Removal

No person shall directly or indirectly remove or destroy any tree located on public property without obtaining approval pursuant to §25-31, or as provided in this section, whichever is appropriate. Destruction of a tree includes pruning and shaping practices not in line with ANSI A300 (Part 1) Standards for Tree Care Operations—Pruning.

1. Permits to remove or destroy trees for discretionary construction, renovation, or demolition on public property shall be obtained by making application to the City Arborist on a form prescribed by the city.
 - a. Applications must be accompanied by a landscape plan, prepared by a registered landscape architect, certified arborist or registered forester, showing tree replacements.
 - b. The replacement trees need not be located on the same parcel as the tree that was removed, destroyed or injured. The City Arborist shall consider all public property located within the entire corporate limits of Dunwoody for the purposes of eligible areas of replanting.
 - c. The City Arborist shall make suggestions related to appropriate tree species, size, season for installation and appropriate location for replacement trees.
 - d. Replacement tree plantings shall be completed within one calendar year.
 - e. Replacement tree plantings shall be inspected by the City Arborist and verified by the dated signature of the City Arborist on the approved plan.
 - f. In the event that there are not enough suitable locations for replacement trees on City property or right of way, the City may elect to satisfy the tree replacement requirement by providing trees at a publically advertised event for citizens—distributed in exchange for agreement that planting will be within the City of Dunwoody. Eligibility to receive trees will be determined by proof of residency.
2. Permits to remove or destroy trees for safety, landscaping, silviculture, infrastructure maintenance, or other purposes on public property shall be

obtained by making application to the City Arborist on a form prescribed by the city.

- a. The City Arborist shall make suggestions related to appropriate tree species, size, season for installation and appropriate location for replacement trees.
- b. The replacement trees need not be located on the same parcel as the tree that was removed, destroyed or injured. The City Arborist shall consider all public property located within the entire corporate limits of Dunwoody for the purposes of eligible areas of replanting.
- c. Replacement tree plantings shall be completed within one calendar year.
- d. Replacement tree plantings on public property shall be inspected by the City Arborist.
- e. In the event that there are not enough suitable locations for replacement trees on City property or right of way, the City may elect to satisfy the tree replacement requirement by providing trees at a publically advertised event—distributed in exchange for agreement that planting will be within the City of Dunwoody. Eligibility to receive trees will be determined by proof of residency.

III. Scope

The terms and provisions of this policy shall apply to all public property owned by the City of Dunwoody and subject to city regulations.

B. Permitting for Tree Removal

No person shall directly or indirectly remove or destroy any tree located on public property without obtaining approval pursuant to §25-31, or as provided in this section, whichever is appropriate. Destruction of a tree includes pruning and shaping practices not in line with ANSI A300 (Part 1) Standards for Tree Care Operations—Pruning.

3. Permits to remove or destroy trees for discretionary construction, renovation, or demolition on public property shall be obtained by making application to the City Arborist on a form prescribed by the city.

a. Applications must be accompanied by a landscape plan, prepared by a registered landscape architect, certified arborist or registered forester, showing tree replacements.

b. The replacement trees need not be located on the same parcel as the tree that was removed, destroyed or injured. The City Arborist shall consider all public property located within the entire corporate limits of Dunwoody for the purposes of eligible areas of replanting.

c. The City Arborist shall make suggestions related to appropriate tree species, size, season for installation and appropriate location for replacement trees.

d. Replacement tree plantings shall be completed within one calendar year.

e. Replacement tree plantings shall be inspected by the City Arborist and verified by the dated signature of the City Arborist on the approved plan.

f. In the event that there are not enough suitable locations for replacement trees on City property or right of way, the City may elect to satisfy the tree replacement requirement by providing trees at a publically advertised event for citizens—distributed in exchange for agreement that planting will be within the City of Dunwoody. Eligibility to receive trees will be determined by proof of residency.

4. Permits to remove or destroy trees for safety, landscaping, silviculture, infrastructure maintenance, or other purposes on public property shall be obtained by making application to the City Arborist on a form prescribed by the city.

a. The City Arborist shall make suggestions related to appropriate tree species, size, season for installation and appropriate location for replacement trees.

b. The replacement trees need not be located on the same parcel as the tree that was removed, destroyed or injured. The City Arborist shall consider all public property located within the entire corporate limits of Dunwoody for the purposes of eligible areas of replanting.

c. Replacement tree plantings shall be completed within one calendar year.

d. Replacement tree plantings on public property shall be inspected by the City Arborist.

-
- e. In the event that there are not enough suitable locations for replacement trees on City property or right of way, the City may elect to satisfy the tree replacement requirement by providing trees at a publically advertised event—distributed in exchange for an agreement that planting will be within the City of Dunwoody, in a location suitable for the tree to grow and thrive, not on any public property or duly recorded easement. Eligibility to receive trees will be determined by proof of residency, and distributed on a first come, first served basis.

IV. Exceptions

The City of Dunwoody's policy to ensure there will be no net loss of trees on city property is not always practicable. The following situations are exceptions to the No Net Loss of Trees Policy.

- A. If a tree is dead or presents a hazard or danger to health, safety, or welfare of the public, such tree may be removed immediately by the City or the City's agent. Within five working days of said removal, the City or the City's agent must provide a tree removal application to the City Arborist. Re-vegetation shall follow based on the City Arborist's suggestions as to an appropriate tree species and appropriate location for replacement trees. 1. Trees, alive or dead, that pose a hazard to the health, safety and welfare of the population at large; and 2. Trees, alive or dead, that pose a specific threat to persons and/or real property; and 3. Trees, alive or dead, that negatively impact the best management practices of the orderly operation of motor vehicle, bicycle and pedestrian traffic through Dunwoody, may be removed without the need for compensatory re-vegetation.
- B. If a tree is diseased or insect-infected such tree may be removed after consultation with the City Arborist. Within five business days of said removal, the City of Dunwoody or the City's agent must provide the tree removal application to the City Arborist. Re-vegetation shall may then follow, based on the City Arborist's suggestions as to an appropriate tree species, size, season for installation and appropriate location for replacement trees.
- C. During a period of any emergency, such as a tornado, ice storm, flood, or any other act of nature, the requirements of this policy may be waived or modified as required by the City Manager, Public Works Director, Parks Director, City Arborist, or those individuals' designee.
- D. Trees that are located on, inside, or immediately adjacent to a utility easement, that are removed as a function of emergency and/or imperative repair or maintenance work, do not require compensatory re-vegetation.
- E. Trees that are located on, inside, or immediately adjacent to any utility easement, whether the trees are alive or dead, and are, in the opinion of the city arborist or his/her designee, in conflict with utility lines in that easement, or will grow into a conflict with utility lines in that easement, be they above ground or underground utilities, may be removed by the city or by the city's duly authorized third-parties, to mitigate or eliminate such conflict without the need for compensatory re-vegetation.

V. Responsibility

A. City Arborist

The City Arborist has primary enforcement responsibilities for this policy and is charged with the responsibility for approval of all tree removal and tree replacement plans for public property in the City of Dunwoody required pursuant to this policy.

DUTIES: The City Arborist shall have the following duties and powers in regards to the No Net Loss of Trees Policy:

1. Communicating with the City Department Heads when a tree could potentially be removed or damaged due to performing essential work duties.
2. Reviewing all plans for tree removal and tree replacement on public property in the City of Dunwoody as required pursuant to this policy.
3. Monitoring and ensuring the success of the No Net Loss of Trees Policy, and when appropriate, working with Administration to assess technical feasibility and/or cost effectiveness.
4. Work with the Director of Sustainability to make certain that employees are aware and educated about this No Net Loss of Trees Policy.



CITY OF DUNWOODY

GREEN BUILDINGS

Article

Version 2010.03.08



TABLE OF CONTENTS

Article

I. PURPOSE	2
II. DEFINITIONS	2
III. SCOPE	3
IV. EXCEPTIONS	4
V. RESPONSIBILITY	4
A. Director of Sustainability	



GREEN BUILDINGS POLICY

I. Purpose

The purpose of this policy is to establish guidelines for the City of Dunwoody to plan, design, construct, manage, renovate, and maintain its facilities and buildings in a sustainable manner. Green buildings are designed to reduce the overall impact of the built environment on human health and the natural environment. Green buildings accomplish these goals in three main areas, first, by efficiently using energy, water, and other resources; second, by protecting occupant health and improving employee productivity; and third, by reducing waste, pollution and environment degradation.

Several different certification programs and benchmarks exist to rate the sustainability of a building. One such standard is the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system. Additionally the Environmental Protection Agency and United States Department of Energy's EnergyStar and EarthCraft Light Commercial programs include guidelines for buildings that are not LEED certified.

The intent of this policy is to ensure that all new buildings constructed by the City of Dunwoody shall be designed and measured using these programs. The LEED, EnergyStar, and EarthCraft programs will be used to determine what constitutes sustainable building under this policy.

II. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

- A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Dunwoody and represent their interests.
- B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Sustainability or other employee or agent as designated in writing by the City Manager.
- C. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time, or contractual third-party basis. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.
- D. ENERGY STAR means a joint program of the United States Environmental Protection Agency and the United States Department of Energy which aims to protect the



Article

environment through energy efficient products and practices. ENERGY STAR is also an energy performance rating system. The EPA also recognizes top performing buildings with the ENERGY STAR designation.

- E. GOVERNING AUTHORITY means the City entity responsible for the contract.
- F. LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) means a regulatory system for construction that establishes several levels of environmental achievement from a Certified rating to a Platinum rating.
- G. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.
- H. UNITED STATES GREEN BUILDING COUNCIL (USGBC) means an entity that promulgates the LEED Rating System

III. Scope

This policy applies to both new construction and renovations.

A. New Construction

1. The Leadership in Energy and Environmental Design (LEED) rating system, developed by the U.S. Green Building Council shall be used as guidance for a design and a measuring tool to ensure that new construction and renovations are designed sustainably and according to national standards.
2. Facilities and buildings over 5,000 gross square feet of occupied space or one million dollars total project cost shall be certified under the Leadership in Energy and Environmental Design for New Construction (LEED-NC) certification standards. The specified certification can be one of four certification levels: Certified, Silver, Gold, or Platinum. Ideally, new construction should achieve the LEED-NC Silver rating or higher, when feasible.
3. Facilities and buildings under 5,000 gross square feet of occupied space or less than one million dollars total project cost are encouraged to be designated LEED-NC Certified. However, if LEED-NC certification is not feasible, per the exceptions in



Article

Section IV, smaller buildings must be certified using Energy Star or EarthCraft Light Commercial standards.

B. Renovations

1. Renovations are defined as a project that includes construction activity that make substantial changes to at least one entire room in the building and requires the isolation of the work site from the regular building occupants for the duration of the work. Renovations can affect no more than 50% of the total building floor area, or affect over 50% of the regular building occupants. Work that exceeds these limits must be considered new construction. Renovations that affect less than 5% of the floor area are considered minor and are exempt from this policy.

2. All renovations must follow the LEED Guidelines for Existing Buildings. If LEED Existing Building certification is not feasible, per the exceptions in Section IV, renovations must be certified using Energy Star or EarthCraft Light Commercial standards.

IV. Exceptions

The City of Dunwoody's practice to incorporate green building techniques, methods, and materials is not always practicable. The following project situations are exceptions to the Green Building Policy.

- A. Historically designated buildings with design considerations which limit the inclusion of green materials or building techniques.
- B. Projects for which achieving LEED certification would increase costs by 20% or more such that the project is no longer financially feasible. Some projects may be burdened with other extraordinary upfront costs that act as a financial barrier to development, for example, development on Brownfield sites, development on sites without infrastructure, or historic preservation projects.
- C. No practical green alternative exists for the proposed improvement.

V. Responsibility

- A. Director of Sustainability

The City Council may appoint the City Manager, or said agent appointed by the City Manager, to serve as the Director of Sustainability for the City, or the Council may contract with an



Article

independent third party to serve as the Director of Sustainability (per City Charter, Section 3.02).

DUTIES: The Director of Sustainability shall have the following duties and powers in regards to the Green Buildings Policy:

1. Work with all department heads to make certain that employees are aware and educated about this Green Buildings Policy.
2. Work with Chief Building Official to ensure that the Green Buildings Policy is practiced in all City building projects.
3. Work with all department heads to make certain that this practice is monitored.



Financial Management Policies
Purchasing Policy

TABLE OF CONTENTS

I.	PURPOSE	2
II.	SCOPE	3
III.	DEFINITIONS	4
IV.	ETHICS IN PROCUREMENT	10
V.	RESPONSIBILITY	13
	A. Purchasing Agent	
	B. Using Department/Division	
VI.	ENVIRONMENTALLY PREFERABLE GOODS AND SERVICES	16
VII.	COMPETITIVE PROCUREMENTS	17
	A. Request for Quotations	
	B. Invitations to Bid	
	C. Request for Proposals	
	D. Request for Qualifications	
	E. Invitations to Negotiate	
	F. Multi-step Solicitations	
	G. Online Reverse Auction	
	H. Performance Guarantee	
	I. Approval of Awards and Recommendations	
	J. Forms	
VIII.	NON-COMPETITIVE PROCUREMENTS	24
	A. Sole Source Procurement	
	B. Single Source Procurement	
	C. Direct Negotiation	
	D. Emergency Procurement	
	E. Costs Under the Competitive Threshold	
	F. Direct Negotiation	
	G. Real Estate Acquisition	
	H. Performance Guarantee	
	I. Approval of Awards and Recommendations	
	J. Forms	
IX.	GENERAL PROCEDURES AND APPROVAL AUTHORIZATIONS	27
X.	PROPERTY DISPOSAL	31
XI.	Architect and Engineer Grant Funding	33

PURCHASING POLICY

I. Purpose

The purpose of this policy is to state the City's position regarding the purchasing responsibility and authority of non-construction Goods and Services. This document will clarify purchasing functions and outline purchasing policies, as well as describe departmental relationships, responsibilities and participation in the procurement cycle. This policy will provide control functions, assure proper record keeping and confirm purchases in writing to allow the City to meet the following goals:

- A. Maintain at all times and under all conditions a continuous supply of Goods and Services necessary for the operation of the City;
- B. Encourage and promote fair and equal opportunity for all persons doing, or seeking to do, business with the City;
- C. Safeguard the quality and integrity of the City's procurement process;
- D. Ensure compliance with laws and regulations pertaining to the procurement of Goods and Services;
- E. Manage procurement and inventories of purchased Goods to meet the use requirements of City departments at the most advantageous cost to the City;
- F. Administer procurement contracts and contract amendments;
- G. Properly dispose of all material and equipment declared to be surplus or obsolete; and
- H. Ensure the City provides quality service to our citizens and support the largest economic engine in the Southeast by planning in a careful and thoughtful manner.

In addition, this policy is to set a standard of environmentally preferable procurement and demonstrate the City's commitment to environmental, economic, and social stewardship. The City of Dunwoody has a unique opportunity to further expand its leadership in the area of environmentally preferable purchasing, and through its actions, elicit changes in the marketplace. By further incorporating environmental considerations into public purchasing, the City of Dunwoody will positively impact human health and the environment, remove unnecessary hazards from its operations, reduce costs and liabilities, and improve the environmental quality of the region. This policy will guide the City's efforts in procuring environmentally preferable Goods and Services.

The philosophy behind this policy is one of separating the need for Goods and Services from the function of negotiation and executing the necessary contractual purchase agreement.

The Purchasing Policy outlined herein shall be used in conjunction with the Procurement Card Procedure Manual.

II. Scope

The scope of this purchasing policy covers the procurement of most Goods and Services for non-construction purposes without regard to the past method by which the material or service has been or is customarily procured. The policy covers all contractual and purchase agreements between the City of Dunwoody and another Person. The procurement function includes the initial agreement/purchase, changes and/or re-negotiations. This policy establishes the specific responsibility and authority of the procurement of materials and services.

As part of the audit process, the internal controls and accounting processes outsourced municipal services Vendors will be evaluated and a measure of assurance given as a requirement of completion of the City's annual audit. The staff of outsourced municipal services Vendors assigned to work at City of Dunwoody City offices and perform purchasing activities on behalf of the City of Dunwoody is not exempt from the City's adopted Purchasing Policy. Furthermore, unless due to the lack of competitive options, the City will not typically procure Goods and Services from outsourced municipal services Vendors not expressly stated in their contract to provide municipal services or do not have a direct impact on the Vendor's ability to provide those contracted services.

The provisions of this policy do not apply to procurements for the following:

- A. Public works construction contracts to the extent governed by O.C.G.A. §36-91-1 et seq.
- B. Services and construction whose procurement falls under a conflicting federal or Georgia statute;
- C. Land, artistic work, or other good whose inherent nature is unique and cannot be competitively compared to other goods within its class, except as provided in section VIII. Real Estate Acquisition;
- D. Employee Benefits and health related services procured through a quotation and negotiating process conducted by an expert in the field, or to maintain continuity of employee-health records;
- E. Travel, entertainment, conferences, training, speakers, instructors, facilitators, and meeting expenses, or other expenditures covered by another City policy;
- F. Insurance procured through a negotiating process;
- G. Items or services procured for resale or to generate a revenue;
- H. Advertising;
- I. Subscriptions and dues established during the budget process;
- J. Utilities; and
- K. Seized Property included in a court order authorizing disposal.

III. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

- A. ADDENDUM means a change, clarification or correction in the Solicitation Documents, prior to the award of a Contract.
- B. AMENDMENT means an agreed upon addition to, deletion from, correction or modification of a Contract.
- C. ANNUAL CONTRACT means an agreement or Contract, typically for a specified duration, between a supplier and the City, to furnish Goods or Services usually of an indefinite quantity and delivery schedule, at unit prices provided for under the terms of the Contract. Also known as a term contract, annual agreement or requirements contract.
- D. AGENT means an Official, Employee, contracted or subcontracted Person who is authorized to act on behalf of the City of Dunwoody and represent their interests.
- E. APPEAL means a specific written objection by an interested Person to a Request for Qualifications, a Request for Quotations, an Invitation for Bid, an Invitation to Negotiate, a Request for proposal, or an award or proposed award of a Contract, with the intention of receiving a remedial result.
- F. AVAILABLE LOCALLY means that one or more Persons within the City or immediate surrounding areas are able to provide Goods and Services in a timely manner, and in sufficient quantity and quality to meet a specific need.
- G. BID / PROPOSAL BOND means a form of bid security executed by the Bidder (or Proposer) as principal and by a Surety, to guarantee that the Bidder (or Proposer) will enter into a Contract within the time specified in the Invitation for Bid or Request for proposals, and will furnish the necessary bonds and insurance, and meet any other requirements of those documents.
- H. BIDDER means a person or entity submitting a bid or quote to the City for the supply of Goods or Services.
- I. BUYING COOPERATIVE OR ALLIANCE means a group of public entity purchasers organized for the purpose of creating contracts or pricing agreements in order to take advantage of group or quantity buying discounts or special pricing from which members of the group can benefit.
- J. CAPITAL EXPENDITURE ITEM is defined, established and modified from time to time within the Capital Assets Policies. Capital Expenditure Items generally have a normal life expectancy of three years or more, are a complete entity within themselves are distinguished from components, and require approvals as discussed in the Capital Asset Policies.

-
- K. CITY means the City of Dunwoody and, as the context warrants, those persons or bodies authorized to act on its behalf, including but not limited to the Council, Committees, and staff.
 - L. CITY FINANCE DIRECTOR means the City Accountant as described in the City Charter, his agent, or the department head of the City Finance Department, if such a department is in existence.
 - M. COMPETITIVE AWARD means a procurement based upon the outcome of one of the competitive processes set forth in this Policy, where award is made based on the lowest quotation or Bid submitted by a responsible and responsive Bidder or to the most qualified or advantageous Proposer based on the qualitative and/or quantitative factors identified for the procurement. A Competitive Award can be made even if only a single bid or proposal has been received from a Bidder or Proposer who is determined to be responsible and responsive.
 - N. CONSTRUCTION means the process of building, altering, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property. The term "Construction" does not include the routine operation, repair and/or maintenance of existing structures, buildings or real property.
 - O. CONTRACT means all types of City agreements for the purchase or disposal of Goods, Services, or Professional Services regardless of what they may be called, including contracts for a fixed price, cost plus a fixed fee, incentive contracts, and contracts providing for the issuance of job or task orders, leases, letter contracts and purchase orders. Contracts also include amendments, modifications and supplemental agreements with respect to any of the foregoing. Every Contract must be duly authorized and approved prior to execution.
 - P. CONTINUING PURCHASE CONTRACT means a Contract procured under this policy with one or more Vendors based on general specifications and/or scope of work, for which award of specific scopes of work is intended periodically during the Contract term as the need arises. Pricing and/or rates may be defined in the original Contract or by Amendment at the time that specific scopes of work are awarded.
 - Q. CONTRACT EXTENSION means an Amendment to a Contract that includes an increase in the term of a Contract, for which no options to renew the Contract beyond the current expiration date exist.
 - R. CONTRACT RENEWAL means an exercise of an approved, existing option to increase the term of a Contract. Options to renew a Contract are often done in annual increments.
 - S. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time or part-time basis. The term shall encompass all members of the Council without regard to whether or not such individuals are compensated. A contracted third party shall be considered as an "employee" for the purposes of this Policy only.
 - T. EMERGENCY PROCUREMENT means any procurement of Goods or Services in the context of an Emergency.

-
- U. EMERGENCY means a situation that occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the health, safety or welfare of the public or City Employees and affects the continuation of services to the citizens, and/or serious loss or injury to the City. Emergency shall also mean a condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements.
 - V. ENVIRONMENTALLY PERFERABLE GOODS AND SERVICES means Goods and Services that have a lesser or reduced negative effect on human health and the environment when compared with competitive Goods and Services that serve the same purpose.
 - W. GIFTS or FAVORS means anything of any service of value. Value shall be considered anything in excess of \$100.
 - X. GOODS or COMMODITIES means supplies, apparatus, materials, equipment and other forms of tangible personal property used by a City department in the accomplishment of its responsibilities.
 - Y. GOVERNING AUTHORITY means the City entity responsible for the Contract.
 - Z. INFORMAL WRITTEN QUOTES (IWQ) means all documents utilized for soliciting quotations for Goods, Services, or Professional Services, in which award is made based on the lowest responsive and responsible quotation and in which the type or cost of the procurement does not require a more formal Bid or proposal process.
 - AA. INVITATION TO BID (ITB) means all documents utilized for soliciting bids, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. Bids are requested when requirements are clearly defined, price is the major determining factor for award, and a formal sealed submittal is required.
 - BB. INVITATION TO NEGOTIATE (ITN) means documents used for soliciting competitive proposals in which negotiation of price and other factors is to commence after receipt of proposals and prior to recommendation of award. This process may be used when the scope of work is complex or difficult to define, if strict comparison of Services or Goods required may be difficult because components are likely to vary among Proposers or in any situation when it is in the City's best interest to negotiate prior to recommendation of award to obtain the Services or Goods that best meet the City's needs, price and other factors being considered.
 - CC. LATE BID/PROPOSAL means a Bid or proposal received after the time or date such bid or proposal was due, as stated in the Solicitation Documents.
 - DD. LIFE CYCLE COST ASSESSMENT means the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service and disposal costs.
 - EE. MULTIPLE AWARD SCHEDULE CONTRACT means a Contract based upon one solicitation awarded to two or more Vendors to supply Goods or Services.

-
- FF. NEGOTIATED AWARD means a procurement made as the result of negotiations between the City and a Supplier, such as a Sole Source Procurement or Single Source Procurement or another instance, including competitive Invitation to Negotiate, where a Contract award based on direct negotiations with a Supplier of Goods or Services is appropriate.
 - GG. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.
 - HH. ONLINE REVERSE AUCTION means a purchasing method wherein Bidders enter prices for items electronically, and their prices are displayed for other bidders to see with all Bidders given the opportunity to continually bid a lower price until the time period of the bid expires.
 - II. ORDINANCE means related Administration Ordinance in Chapter 2, Article 7 of the City's Municipal Code.
 - JJ. PAYMENT TERMS means the established due date for payments by the City to pay an invoice. Absent any agreement otherwise stated, the City's payment term will be Net 30.
 - KK. PERFORMANCE BOND means a bond provided by a contractor/supplier in which a surety guarantees to the City that the Goods are delivered or the Services are performed in accordance with the Contract documents. A letter of credit issued by a financial institution that meets the City's requirements may, at the discretion of the City, be substituted for the performance bond.
 - LL. PERSON means any business, entity, company, firm, individual, union, committee, club or other organization or group of individuals.
 - MM. PRACTICABLE means satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.
 - NN. PRE-QUALIFICATION means the part of a competitive procurement process in which the City determines, based on standards developed for a specified product or service, which interested Vendors meet those standards and are eligible for further consideration in the purchasing process.
 - OO. PRODUCT EVALUATION means the evaluation of a product to help determine its usefulness in meeting the City requirement or specification.
 - PP. PROFESSIONAL SERVICES means services rendered by an independent contracting individual or firm having expertise in a particular industry or subject matter due to specialized education, training, licensure or skill, and consisting primarily of advice reports, conclusions, recommendations or other outputs resulting from the time and effort of the service provider, as opposed to the acquisition of specific commodities, or of services not requiring any specialized education, licensing, training or skill (e.g. janitorial services). Professional Services include but are not limited to evaluations, consultations, management systems, management consulting, compiling statistical data, support of planning and operating activities, appraisal services, and research and development studies or reports.

-
- QQ. PROPOSER means a Person submitting a proposal or qualifications to the City for the supply of Goods, Services, or Professional Services.
 - RR. PURCHASE ORDER means a document approved and issued by the Purchasing Agent or designee and accepted by the Vendor to obtain Goods, Commodities and Services.
 - SS. PURCHASING is the process of securing materials, services, repairs, leases and rentals necessary for the operation and support of the City. The renewal, renegotiations and changes to Contracts, leases and agreements are functions of purchasing.
 - TT. PURCHASING AGENT means the principal purchasing official of the City of Dunwoody pursuant to Chapter 2, Article 7 of the City's Municipal Code who is authorized and appointed to purchase a range of Goods, Services, or Professional Services on a routine basis.
 - UU. REQUEST FOR PROPOSALS (RFP) means all documents utilized for soliciting proposals for Goods, Services, or Professional Services, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. This method is used when factors in addition to price are considered for award.
 - VV. REQUEST FOR QUALIFICATIONS (RFQ) means all documents utilized for soliciting qualifications for Goods, Services, or Professional Services.
 - WW. REQUISITION means an internal document, provided by a department to the Purchasing Agent that contains the fund source, approvals, descriptions, quantities and other information about the Goods, Services, or Professional Services in order to proceed with the procurement. The Requisition becomes valid when properly completed and approved.
 - XX. RESPONSIBLE BIDDER OR PROPOSER means a Person, who, in the exclusive judgment of the City, (a) has the capability in all respects to fully perform the Contract requirements; and (b) the integrity, experience, qualification, and reliability which assures good faith performance.
 - YY. RESPONSIVE BIDDER OR PROPOSER means a Person, who, in the exclusive judgment of the City, has submitted a bid or proposal that conforms in all material respects to the Solicitation Documents.
 - ZZ. SERVICES mean any performance of effort or labor, for which the City has contracted other than Professional Services or services classified as construction. Services include, but are not limited to, janitorial, landscaping, and street striping.
 - AAA. SHORTLISTING means the part of a competitive procurement process in which the City determines, based on criteria developed for a specified Good, Service, or Professional Service which of the interested Vendors are the best qualified to be eligible for further consideration in the purchasing process.

-
- BBB. SINGLE-SOURCE PROCUREMENT means identifying and using, without first completing a competitive process, one source for Goods or Services among others in a competitive marketplace, which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling a given Purchasing need of the City.
 - CCC. SOLE-SOURCE PROCUREMENT means identifying and using, without first completing a competitive process, one source for Goods or Services, when that source is the only one available that can fulfill a given Purchasing need of the City.
 - DDD. SOLICITATION DOCUMENTS means an Invitation for Bids, Request for proposals, Request for Qualifications, Request for Quotations, or an Invitation to Negotiate including all of the associated forms and documents of each solicitation, or any other types of documents used by the City to procure Goods, Services, or Professional Services.
 - EEE. SPECIFICATION OR SCOPE OF WORK means any description of the physical or functional characteristics, or of the nature of Goods, Services, or Professional Services. Specifications or Scope of Work may include any function and other criteria that will be required to perform the work and a description of any requirement for inspection, testing, or delivery.
 - FFF. SUPPLIER, MERCHANT OR VENDOR means a Person currently supplying or in the business of supplying Goods, Services, or Professional Services.
 - GGG. SURETY means an organization who, for a consideration, promises in writing to make good the debt or default of another organization. The Surety must be satisfactory to the City and licensed to do business in Georgia.
 - HHH. THE USING DEPARTMENT/DIVISION (User) is defined as the department which has the authority and responsibility for determining the need for an item or service, its related specifications, and need date. The User is responsible for funding the need and advising Purchasing of the approved funding and the specific budget account number. The User is responsible for authorizing the purchases of all materials, services, repairs, leases and rentals in which the negotiated price exceeds the approved funding.

IV. Ethics in Procurement

Each person involved in the procurement process must adhere to a high standard of ethics. Each will be bound by the ethics provision in the Code of Conduct as adopted by the city of Dunwoody.

A. Employee Conflict of Interest

It shall be unethical for any City of Dunwoody Employee, Official or Agent to transact any business or participate directly or indirectly in a procurement Contract when the Employee or Official knows that:

1. The Employee, Official or Agent or any member of the Employee, Official or Agent's immediate family has a substantial interest or financial interest pertaining to the procurement Contract, except that the purchase of Goods and Services from businesses which a member of the City Council or other City of Dunwoody Employee has a financial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement Contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.
2. Any other person, business or organization with whom the Employee, Official, Agent or any member of an Employee, Official or Agent's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement Contract.
3. An Employee, Official, Agent or any member of an Employee, Official or Agent's immediate family who holds a substantial interest or financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest or financial interest.

All Vendors may be asked to sign a disclosure document indicating any connection to or with a City of Dunwoody Employee or Elected Official.

B. Gratuities, Rebates or Kickbacks

1. **Gratuities.** It shall be unethical for any person to offer, give, or agree to give any City of Dunwoody Employee, Official or Agent, or for any City of Dunwoody Employee, Official or Agent to solicit, demand, accept, or agree to accept from another person, a gratuity, rebate or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or subcontract, or to any solicitation or proposal therefore in any manner inconsistent with the State of Georgia's Department of Administrative Services Gratuity Policy. Rebates normally or routinely offered to all customers for the purchase of their Goods and Services are acceptable and are the property of the City of Dunwoody.

Nothing in this section shall preclude an Official, Employee or Agent of the City from attending seminars, courses, lectures, briefings, or similar functions at any Vendor's facility or at any other place if any such seminar, course, lecture, briefing, or similar function is for the purpose of furnishing the Official, Employee, or Agent with knowledge and information relative to the Vendor's products or services and is one which the City Manager determines would be of benefit to the City.

In connection with any such seminar, course, lecture, briefing, or similar function, nothing shall preclude the Official, Employee, or Agent from receiving meals from a Vendor. Nothing in this section shall preclude the Official, Employee, or Agent from receiving educational materials and business related items of not more than nominal value from a Vendor.

Nothing contained in this section shall permit the Official, Employee, or Agent to accept free travel from the Vendor outside the state of Georgia or free lodging in or out of the state of Georgia.

2. Kickbacks and Rebates. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a Contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract or order.
3. Contract Clause. The prohibition against gratuities, rebates and kickbacks prescribed in this Section shall be conspicuously set forth in every Contract and Solicitation Documents therefore.
4. Courtesies. Employees may accept for themselves and members of their families common courtesies usually associated with customary business practices so long as a strict standard is enforced with respect to gifts, services, discounts, entertainment or consideration of any kind from suppliers of merchandise, services, supplies, etc. to the City of Dunwoody. An example of a common courtesy is free pens or notepads with the Vendor's name on them.
5. Cash. It is never permissible for a City of Dunwoody Official, Employee or Agent to accept a gift in cash, cash equivalents, stocks or other forms of marketable securities of any amount.

C. Prohibition Against Contingent Fees

It shall be unethical for a person to be retained, or to retain a person, to solicit or secure a City of Dunwoody Contract upon any agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

D. Use of Confidential Information

It shall be unethical for any City of Dunwoody Employee, Official or Agent knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

E. Unauthorized Purchases

No purchases of Goods and Services shall be made in the name of the City of Dunwoody or one of its departments, except such as is required for official use by the City of Dunwoody or one of its departments. Purchases in the name of the City of Dunwoody or a department for personal use by an individual or for other than official use are prohibited, and no City of Dunwoody funds will be expended or advanced therefore.

F. Penalties and Sanctions

1. Legal or disciplinary action by City Council. The City Council may take appropriate legal and/or disciplinary actions pursuant to the City's Ethics Ordinance against any City of Dunwoody Official or Person in violation of these ethical standards for any Employee under their direct supervision and control subject to the appropriate appeals process of the City of Dunwoody.
2. Legal or disciplinary action by City of Dunwoody City Manager. The City of Dunwoody City Manager may take authorized and appropriate legal and/or disciplinary actions, including dismissal, against any City of Dunwoody Employee.
3. Administrative penalties for Employees. The City of Dunwoody City Manager may impose any one or more of the following penalties or sanctions on a City of Dunwoody Employee for violations of the ethical standards in this Section as appropriate to the situation, subject to the Personnel Manual or other appropriate appeals procedures:
 - a) Oral or written warnings or reprimands.
 - b) Suspensions with or without pay for specified periods of time.
 - c) Termination of employment.
4. Administrative penalties for outside contractors/Vendors. The City of Dunwoody may impose any one or more of the following penalties or sanctions on a Vendor or other Person or organization for violations of these ethical standards:
 - a) Written warnings or reprimands.
 - b) Termination of Contracts.
 - c) Debarment or suspension.

G. Disclaimer of Responsibility for Improper Purchasing

The City may disclaim responsibility and liability for any purchase, expenditure, or agreement for expenditure arising from a procurement made in its name, or in the name of any governmental body under its authority, by an unauthorized person or any person acting outside this Policy or the authorization or delegation as provided in

this Policy. The expense of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

H. Vendor Contact During Open Solicitations

Persons seeking an award of a City of Dunwoody contract may not initiate or continue any verbal or written communications regarding a solicitation with any Official, Employee or other City representative other than the Purchasing Agent named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award. The City Manager or designee will review violations. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.

V. **Responsibility**

A. Purchasing Agent

The City Council may appoint the City Manager, or said Agent appointed by the City Manager, to serve as the Purchasing Agent for the City, or the Council may contract with an independent third party to serve as the Purchasing Agent (per City Code Chapter 2, Article 7, Section 2).

DUTIES: The Purchasing Agent shall have the following duties and powers:

1. Arrange and negotiate the purchase or Contract for all equipment, supplies and contractual services for the City or any using agency; arrange and negotiate for the sale or otherwise dispose of all surplus equipment and supplies or real estate of the City or any using agency.
2. Maintain a perpetual or periodic inventory record of all materials, supplies, software, or equipment stored in city storerooms, warehouses, and elsewhere, including monthly reports to the Finance Director that include:
 - a) Titles of all formal solicitations and the method of source selections to be used.
 - b) Contracts authorized by the City Council, the method of source selection used and the total dollar amount.
 - c) Emergency Contracts awarded pursuant to Municipal Code Chapter 2, Article 7.
 - d) Change orders or Contract modifications authorized by the Council and the dollar amount and reason.
 - e) Change orders or Contract modifications authorized by the Purchasing Agent and the dollar amount and reason.

-
- f) Explanation of any changes, and the costs involved, in the scope of services made between the time a Contract is awarded and the time that the Contract is authorized by the City Council.
 - g) Documentation of the types, quantities, and dollar amounts of environmentally preferable Goods (including the percentage of post-consumer and total recovered material content) and Services purchased. The report shall also include dollar amounts of non-environmental or conventional Goods and Services, identify and discuss instances where this policy is waived or its requirements found impracticable, and highlight barriers to the procurement of environmentally preferable Goods and Services, if applicable.
3. Manage and supervise purchasing staff.
 4. Control and supervise all City storerooms and warehouses.
 5. Develop and maintain a purchasing policy and procedures manual which will be updated by City Manager (or their designee) periodically.
 6. Establish guidelines, within the purchasing policy and procedures manual, governing the review and approval of specifications for procurement of Goods and Services based on recyclability, energy and water conservation, life cycle cost, and other environmental considerations.
 7. Direct efforts to procure Goods and Services through advertisements of bids in the local legal organ as required by the City's Municipal Code and by State law.
 8. Require bonds, insurance and other forms of protection for the City on the process of procuring Goods and Services for the City.
 9. Terminate solicitations for bids for any Good(s) or Service(s) when, in the opinion of the Purchasing Agent, it is in the City's best interest to do so.
 10. Reject any and all bids, when in the opinion of the Purchasing Agent it is in the City's best interest to do so.
 11. Consult with the City Attorney if a contracting party breaches or is reasonably anticipated to breach its Contract with the City.
 12. Assist in negotiating City Contracts, as directed. The City Council shall approve final Contracts and Amendments valued at \$50,000 and above and execute and bind the City to such agreements. (For example, if a \$40,000 contract was previously approved and a subsequent amendment of \$15,000 is proposed, such amendment would require Council approval.) Contracts and amendments (in the aggregate) valued at less than \$50,000 shall be approved and signed by the City Manager or designee.
 13. Advise the Finance Director and City Manager on the status of negotiations, as well as Contract provisions and their impacts on the City.

-
14. Make recommendations on Contract approval, rejection, amendment, renewal and cancellation.
 15. Provide Contract administration and supervision of Contracts, as directed by the City Manager. Such tasks shall include, but not be limited to, monitoring Contract Amendments, obtaining applicable insurance certificates and monitoring applicable progress.
 16. Plan and implement processes for the ongoing protection of the City's interests.
 17. Recommend and implement policies and procedures to provide for compliance with laws related to bidding, Contracting and Purchasing as set forth in the State of Georgia Code and Regulations, by examining the applicable laws and developing procedures for bidding, Contracting and procurement processes.
 18. Ensure all Contracts are reviewed by the City Attorney as required by Section 3.08 of the City Charter.
 19. Ensure Council is notified as soon as reasonably possible of all upcoming and active competitive procurements.
 20. Ensure all procurements over \$50,000 have Council approval.

B. Using Department/Division (User)

1. Determine Need: The User is responsible for determining the need for a material or service and providing appropriate documentation & justification, including a purchase requisition.
2. Determine Funding: The User is responsible for providing proper funding. Specific budget account numbers must be on the purchase requisition.
3. Determine Specifications: The User is responsible for determining the quantity, quality, dimensions, duration and all other necessary specifications essential to the determination of what is to be procured. The specifications must, where applicable, conform to the approved City standards for identity and continuity.
4. Purchase Requisition: It is imperative that the User transmits its need to the Purchasing Agent. The Purchasing Agent can only purchase supplies and services on the basis of an approved and completed Requisition. A properly approved Requisition contains, as a minimum, the following information:
 - a) Complete description and specifications.
 - b) Quantity.
 - c) Need date (lead time of at least one week, must be allowed).
 - d) Estimated cost.

-
- e) Freight.
 - f) Complete budget account number.
 - g) Previous purchase information or quotation (if known).
 - h) Known or suggested Vendor(s).
 - i) Authorized approval of department head and division head.
 - j) Authorized approval from the Budget/Finance Department.
5. Acceptance of Procured Item or Service: The User is responsible for advising the Purchasing Office within 24 hours after receipt or within 48 hours if the items or services are found to be unsatisfactory. This is to be done in writing on a Receiving Report.

VI. Environmentally Preferable Goods and Services

In determining which Goods and Services to purchase, the City shall procure Goods and Services which contain, whenever practicable, the highest percentage of post-consumer recovered material, the highest percentage of total recovered material available in the marketplace, and reduce waste in the manufacture and use of products and packaging purchased by the City.

In determining which Goods and Services to purchase, the City shall integrate environmental factors into the City's procurement decisions, when practicable. At a minimum, the City shall:

1. Purchase copy, computer, and fax paper with at least 30 percent post consumer recycled content;
2. Purchase non-emergency fleet vehicles that provide the best available net reduction in vehicle fleet emissions, including but not limited to the purchase of alternative fueled and hybrid vehicles;
3. Consider purchasing lower emission emergency fleet vehicles with comparable specifications for performance, safety, and fuel availability during emergencies as conventionally-powered emergency fleet vehicles;
4. Purchase at least Energy Star rated equipment and appliances for use in local government facilities when practicable based upon considerations of Life Cycle Costs;
5. Purchase water-saving products, including WaterSense labeled, whenever practicable, including but not limited to, high performance fixtures such as toilets (1.28 gallons per flush or less), urinals (0.5 gallons per flush or less), low-flow faucets (1.5 gallons per minute or less), aerators, and upgraded high-efficiency irrigation systems;
6. Replace disposable with re-usable, recyclable, or compostable Goods;

7. Consider Life Cycle Cost Assessment; and
8. Evaluate, as appropriate, the environmental performance of Vendors in providing Goods and Services.

This analysis to determine environmentally preferable Goods and Services may include raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal of products, or service delivery.

Specifically, factors that should be considered when determining that Goods or Service have environmentally preferable attributes include, but are not limited to:

1. Minimization of virgin material used in Goods or Service life cycle;
2. Maximization of recycled materials used in Goods or Service life cycle;
3. Life cycle economics of Goods and Services;
4. Reuse of existing Goods or materials in Goods or Service life cycle;
5. Recyclability, biodegradability and compostability of Goods;
6. Minimization of packaging;
7. Reduction of energy and fuel consumption;
8. Reduction of water consumption;
9. Toxicity reduction or elimination;
10. Durability and maintenance requirements; and
11. Ultimate disposal of the Goods.

VII. Competitive Procurements

A. Request for Informal Written Quotes (IWQ)

Requests for Informal Written Quotes (IWQ) are prepared and issued with the goal of obtaining competitive responses.

Public notice is posted on the Purchasing Agent's Internet Web Page for all Requests for Quotations in which the value is expected to exceed \$50,000. Additional public notice may be provided for solicitations that, in the sole discretion of the City, are of the size, type, or dollar value that make additional public notice appropriate.

Quotations are opened by the Purchasing Agent at the location indicated and on or after the due date indicated in the Request for Quotations. A split or partial quotation may be awarded, if a Request for Quotations is for multiple Goods or Services, more than one Vendor provides a quotation that meets the specifications for the items, and a price comparison can be made between the items quoted. The award may be split between more than one Vendor by awarding to the lowest cost

provider of each item or reasonable grouping of items if acquisition, delivery, and other requirements can be reasonably administered. A Split or Partial Quotation Award shall not be used under the following conditions:

- a) When the solicitation is for an integrated system and the split of the award between components or parts of that system would jeopardize performance; or
- b) If the item is part of a system and the performance of that system would be jeopardized if another brand was substituted.

Tie quotations are handled in the same way as tie bids.

B. Invitation to Bids

Invitation to Bids (IFB) are prepared and issued to prospective Bidders, with the goal of obtaining competitive responses.

Public notice (such as publication in a newspaper of general circulation or posting on the Purchasing Agent's Internet Web page) of the IFB must be given a minimum of fourteen (14) calendar days prior to the date set for bid opening, unless it can be demonstrated that an urgent requirement for Goods or Services exists, in which instance, the requirement for public notice may be reduced by the Purchasing Agent.

Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. All relevant information, including each Bid amount and Bidder's name, will be recorded on a summary sheet.

Split or partial bid awards may be awarded with the same guidelines and restrictions as those provided for split or partial quotation awards.

Tie Bids: In the event two or more identical bids are received, the following procedure will be used when the basis of award is low bid:

- a) To the extent permitted by law, a tie Bidder from a Person within the city limits of Dunwoody would be recommended to the appropriate approving authority for an award over one without an office in the City. A Person within the state of Georgia would be recommended to the appropriate approving authority for an award over one without an office in Georgia.
- b) If the procedures in (a) above does not result in an award, then, the tie Bidders will be contacted and advised of the tie and asked if they wish to reduce their bid in writing submitted in a sealed envelope to be opened at the time and place stated by City staff. If one or more of the tied Bidders agrees to participate, award will be made to the new low bid. If none of the tied Bidders agree to participate or if the new bids are tied, then City staff shall break the tie by following the procedures described below, as necessary.
- c) If the procedures in (a) and (b) above do not result in an award, then, to the extent permitted by law, a tie Bidder deemed in the City's sole discretion to provide the most environmentally preferable Goods would be

recommended to the appropriate approving authority for an award over one deemed environmentally inferior.

- d) If the procedures above do not result in an award, then, the Purchasing Agent in the presence of two or more witnesses will flip a coin. Award will be recommended to the appropriate approving authority.

Correction or withdrawal of inadvertently erroneous bids is permitted in accordance to the terms indicated within the ITB; however, minor irregularities may be waived by the City. No bid may be withdrawn for a period of ninety (90) days after the time scheduled for bid opening, or as otherwise stated in the Invitation for Bids.

Late bids will be rejected and returned unopened.

Bids will be evaluated based on the evaluation factors set forth in the Invitation for Bid, which may include criteria to determine acceptability of Goods (for example, inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose). Criteria for the acceptability of Goods shall be used to determine whether particular Goods are responsive to the Invitation for Bids, and not to determine the relative desirability between acceptable Goods. The City reserves the right to waive any informalities or irregularities of bids, to request clarification of information submitted in any bid, to further negotiate with the Responsive and Responsible Bidder selected for Contract award, or to reject any or all bids for any reason whatsoever.

If no Responsive and Responsible Bids are received or all bids are rejected, the City may procure such Goods and Services by direct negotiation as indicated below in Non-Competitive Procurement of Goods and Services.

The Bid will be awarded, if an award is made, to the Responsible and Responsive Bidder offering the lowest price whose bid meets the requirements and criteria set forth in the Invitation for Bid. The Bid may require a Contract.

C. Request for Proposals (RFP)

When the Purchasing Agent determines the use of an Invitation for Bids is not practical or not advantageous because of existing market conditions or the type of items required, the City may procure Goods, Services, or Professional Services through receipt of competitive sealed proposals. Competitive sealed proposals are solicited through the use of an RFP, with the goal of obtaining competitive responses.

Public notice of the RFP shall be given in the same manner as the procurement described in section VII, sub-section A of this policy.

Proposals shall be opened publicly by the Purchasing Agent, in the presence of one or more witnesses at the time and place designated in the RFP. A register of proposals is prepared that lists each Proposer's name. Interested persons shall have access to information regarding procurement transactions of the City of Dunwoody in accordance with City policy and the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq.

All meetings of the City's Council are duly noticed public meetings and all documents submitted to the City as a part of or in connection with a Proposal may constitute public records under Georgia law regardless of any person's claim that proprietary or trade secret information is contained therein. By submission to the City, Proposers waive any declaration the entire response any solicitation to be proprietary information. The Proposer shall designate in the smallest increments possible, that part of the qualifications which is deemed to be proprietary. Proposals and all related correspondence are governed by the Georgia Open Records Act and shall be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in vendor proposals unless provided for under the open records law and clearly marked as proprietary by the proposer. In the event the Proposer deems certain information to be exempt from the disclosure requirements, the Proposal must specify what content is considered exempt and cite the applicable provision of the law to support that assessment. In the event such information is requested under the open records law, the Proposer's assessment will be examined by the City Attorney who will make a determination. The decision to withhold or release the information will be at the City's sole discretion.

Correction or withdrawal of proposals is permitted in accordance with instructions contained within the RFP. No proposal may be withdrawn for a period of ninety (90) days after the time scheduled for proposal opening, or as otherwise stated in the RFP.

Late proposals will be rejected and returned unopened.

The RFP will identify the criteria to be considered and evaluated as the basis of award.

Proposals submitted by Responsible and Responsive Proposers are evaluated by City staff based upon the criteria applicable to the RFP. All proposals (or the most acceptable proposals in the discretion of the committee evaluating proposals) will be ranked in order of their acceptability to the City, giving consideration to the criteria. The City has no obligation to award the Contract to the Proposer who proposes the lowest price.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification of information submitted in any proposal, to further negotiate with a Responsive and Responsible Proposer who has been selected for Contract award, or to reject any or all proposals for any reason whatsoever.

The Contract award will be awarded, if award is made, by the City to the Responsive and Responsible Proposer whose proposal is determined, in the City's exclusive discretion, to be the most advantageous to the City, taking into consideration price, qualifications, and other factors as indicated in the RFP. The RFP will contain the basis on which the award is to be made.

If no Responsive and Responsible proposals are received or all proposals are rejected, the City may procure such Goods, Services, and Professional Services by direct negotiation as indicated below in Non-Competitive Procurement of Goods and Services.

D. Request for Qualifications

Requests for Qualifications (RQ) may be used when it is determined to be in the City's best interest to evaluate the experience and qualifications of a Service provider, without regard to price or prior to considering price.

The procedure for soliciting, opening and evaluating statements of qualifications shall be the same as described herein for competitive sealed proposals. Service providers whose qualifications meet the criteria established in the Request for Qualifications, at the sole discretion of the City, may be considered for Contract award by participation in the completion price negotiation. The City shall attempt to negotiate a fee with the highest ranked firm. If no agreement is reached, the City shall begin negotiations with the next highest ranked firm. Negotiations will proceed in this manner until an agreement is reached. Alternatively, the City may, by Direct Negotiation, finalize terms with service providers who are selected for award based on qualifications. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

E. Invitation to Negotiate

An Invitation to Negotiate (ITN) may be used when the City determines it is in its best interest to commence negotiation of price and other factors prior to recommendation of award, and it is approved by the City Manager. An ITN may be used for Goods or Services when the scope of work is complex or difficult to define, if strict comparison of Services or Goods required may be difficult because components are likely to vary among Proposers, or in any situation in which it is in the City's best interest to negotiate prior to recommendation of award to obtain the product that best meets the City's needs, price and other factors being considered.

The procedure for soliciting and opening initial responses to an Invitation to Negotiate (ITN) shall be the same as described herein for competitive, sealed proposals.

The ITN will identify the criteria to be considered during the evaluation of proposals. All Responsive and Responsible proposals submitted are evaluated based upon the criteria applicable to the ITN. Clarification of information submitted in the proposal may be requested. The City reserves the right to waive any informalities or irregularities of proposals, to request additional information from any Proposer, or to reject any or all responses for any reason whatsoever.

The City may, at its sole discretion, shortlist firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the ITN, including price. The City may, at its sole discretion, ask for formal presentations from all of the Responsive and Responsible Proposers, or only from those firms that are Short-listed, if Short-listing is determined to be in the best interest of the City. Negotiations will be conducted and may take place in person or via telephonic with all of the Proposers or, if Short-listing occurs, with all of the Short-listed Proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers.

The Contract Award will be awarded, if an award is made, by the City to the Responsive and Responsible Proposer whose proposal is determined to be the most

advantageous to the City, taking into consideration price and other factors as indicated in the ITN. The City has no obligation to award the Contract to the Proposer that submits the lowest price; though justification should be documented.

F. Multi-step Solicitation

The City may initiate one of the multi-step solicitation processes described below when: (a) in the City's discretion, it is impractical to prepare an adequate or complete description of the Goods or Services desired (due to insufficient data, uncertain requirements, unfamiliar market options, etc.), (b) the City desires to identify a field of qualified Bidders, Proposers, Goods or Services, out of a broader field of Bidders, Proposers, Goods or Services, or (c) the City believes a multi-step process would best serve its purposes.

1. Consecutive Multi-Step Process:

- a) The City may request unpriced proposals or statements of qualifications to be evaluated based on the criteria in the RFP or the RFQ for purposes of identifying one or more desirable or acceptable Goods, Services, or Professional Services or for purposes of identifying a field of at least three (if possible and available) qualified or most qualified Bidders or Proposers. The City may request demonstrations, samples, or may conduct interviews with Proposers to aid in the identification of desirable or acceptable Goods, Services, or Professional Services or in the identification of qualified or most qualified Bidders or Proposers. In the event the City requests demonstrations or samples, the City is not required to seek or permit demonstrations or samples of Goods or Services deemed by the City to be less desirable or acceptable than other Goods or Services for which proposals or statements of qualifications were received. In the event the City conducts interviews with Proposers, the City is not required to interview any Proposer deemed by the City to be unqualified or less qualified than other Proposers.
- b) After identifying a field of most qualified Bidders or Proposers with the capability of providing the desirable or acceptable Goods, Services, or Professional Services, the City may either follow a Competitive Award solicitation process among the field of Vendors identified as having the capability to meet the City's requirements for the procurement or by direct negotiation as indicated below in Non-Competitive Procurement of Goods and Services.

2. Simultaneous Multi-Step Process:

- a) The City may request that priced proposals be submitted in two separate envelopes, with pricing information contained in one envelope and all other requested information contained in the other envelope. In such case, proposals will be evaluated in accordance with the requirements set forth in the RFP, initially without regard to price and without opening the envelope containing pricing information. Based on such evaluation, the City will establish a field of at least three (if possible and available) qualified or most qualified Proposers. The City may conduct interviews with Proposers to aid in the identification of qualified or most qualified

Proposers. In the event the City conducts interviews with Proposers, the City is not required to interview any Proposers deemed by the City to be unqualified or less qualified than other Proposers.

- b) After establishing a field of qualified or most qualified Proposers, the City will open the pricing envelopes of only the qualified or most qualified Proposers, and evaluate such pricing information in the manner described in the RFP for purposes of recommending/making an award (e.g. most advantageous proposal, price and other factors considered or low price submitted by qualified Proposers). In the absence of specific instructions to the contrary in the RFP, pricing information will be evaluated together with all other information required by the RFP for purposes of selecting among the qualified field of Proposers the most advantageous proposal, price and other factors considered.

3. Multi-Step Process to Award Continuing Purchasing Contracts

- a) When it is in the best interest of the City to have pre-qualified, Continuing Purchasing Contracts because of the need to Provide quick-response, repetitive Services or a range of Services or Professional Services within a specific field of expertise, the City may use either a Consecutive or a Simultaneous Multi-Step Procurement Process to identify one or more Continuing Contractors. The purpose is to identify one or more Continuing Contractors that demonstrate the ability to perform a particular type of Service during a specified Contract period.
- b) Contract award - The multi-step solicitation shall specify the general types of Services required, the selection process to be used, and the selection criteria for award of the Continuing Contract(s).
- c) Award of a specific scope of work to a Continuing Contractor - During the term of the Continuing Contract(s), specific scopes of work may be developed and awarded to Continuing Contractor(s), by Amendment to such Continuing Contract(s), provided that the specific scope of work is consistent with the general types of Services upon which award of the Continuing Contract(s) was made.
- d) When there is more than one Continuing Contractor available to perform the specific scope of work defined, the process for award of the work is set forth below:
 - i. Work may be rotated during the Contract period between the Continuing Contractor(s) that were selected to perform the general type of Services required; or,
 - ii. Award may be made to the Continuing Contractor that is deemed, based on its original proposal, to be most advantageous to the City for the specific scope of work required, price and other factors being considered and without regard to rotation among selected contractors; or,

- iii. Quotations, Bids or proposals may be requested from the pre-qualified Continuing Contractor(s) that were selected to perform the general type of Services or Professional Services required. The City may select the Continuing Contractor whose quotation, bid, or proposal is deemed to be most advantageous to the City to perform the specific scope of work required.

G. Online Reverse Auction

The City reserves the right to utilize this procurement method when advantageous. The process will be specified in the Solicitation Documents.

H. Performance Guarantee

A performance guarantee, such as a Performance Bond or Letter of Credit, may be required for any solicitation that includes Services to be performed after consultation with the City Manager, and others, as necessary.

I. Approval of Awards and Recommendations

Prior to the consummation of the purchase by the City of Goods, Services, or Professional Services, such purchase shall be approved by a person having approval authority over such purchase.

J. Forms

The Purchasing Agent shall provide and update all forms to procure Goods, Services, and Professional Services, as needed.

VIII. Non-Competitive Procurements

The provisions of this policy section shall apply to the procurement of Goods and Services, when competitive procurement is not practical, feasible, possible or desirable. Notwithstanding any other provision, any Contract or subcontract entered into by the City with any Person for the construction, reconstruction, or maintenance of all or part of a public road in the City, including but not limited to a Contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, shall be entered into in accordance with O.C.G.A. § 32-4-114.

A. Sole Source Procurement

The City may acquire Goods, Services, or Professional Services pursuant to a Sole Source Procurement. Sole Source Procurement is available when Goods, Services, or Professional Services are limited to one source, or when they must be obtained from a specific manufacturers' dealer and valid competition among dealers does not exist. The User must provide the justification for the Sole Source Procurement to the Purchasing Agent after approved by the City Manager or Council.

B. Single Source Procurement

The City may acquire Goods and Services pursuant to a Single Source Procurement. A Single Source Procurement is a procurement made from one Person among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need. The User must provide the justification for the Single Source Procurement to the Purchasing Agent after approved by the City Manager or Council. The Purchasing Agent may elect to purchase particular brand name Goods or Services when the Goods or Services comprise a major brand system, program or service previously selected by the City and due to operational effectiveness, future enhancements or additions, or maintenance or storage of spare parts precludes the mixing of brands, manufacture, etc.

C. Direct Negotiation

Following the completion of a Competitive Award solicitation process above that fails to produce a responsible or responsive Bidder or Proposer, fails to produce a qualified respondent, or for which all submissions were rejected for any reason, the City may procure the Goods, Services, or Professional Services that were the subject of such failed solicitation by Direct Negotiation with any provider of such Goods or Services when issuing a revised solicitation is not recommended by the City Manager with concurrence from legal counsel.

Direct Negotiation will be completed by the Purchasing Agent, assisted as needed by the User and legal counsel.

D. Emergency Procurement

The City may acquire Goods, Services or Professional Services by directly negotiating award pursuant to an Emergency Procurement. Emergency purchasing situations occur when there exists an emergency constituting a threat to public health, safety or welfare or to the soundness and integrity of public property or to the delivery of essential services and where the diverse effects of such emergency may worsen materially with the passage of time.

It is understood that, from time to time, occasions arise at departments, which dictate immediate action to purchase items in order to prevent disruption of operations. Notwithstanding any other section of this policy, when the City Manager determines that an Emergency Situation exists, the Purchasing Agent may make or authorize others to make emergency procurements for Goods, Services, construction items, or Professional Services. The City Manager shall make such determination when there exists a threat to public health, welfare or safety under Emergency Situations. Such emergency procurements shall be made with as much competition as is practicable under the circumstances.

A written determination of the basis for the Emergency Situation and for the selection of the particular Person shall be included in the Contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the Contract, a listing of the item procured under the Contract, and the identification number of the contract file.

If an Emergency Situation should arise after office hours which requires immediate action on the part of the agency involved for the protection of the best interest of the

City or if a like situation arises on a weekend or holiday and when it is not possible or convenient to reach the Purchasing Agent, any purchase necessary shall be made by the official in charge of such agency, and such purchase reported to the Purchasing Agent within 24 hours.

E. Costs Under the Competitive Threshold

The Purchasing Agent may acquire Goods, Services and Professional Services by Direct Negotiation or by some other non-competitive method, when the dollar value of the purchase does not exceed \$50,000 and a properly executed and authorized Requisition is received. Under this non-competitive method, the Purchasing Agent shall attempt to obtain the Goods, Services or Professional Services most advantageous to the City, price and other factors considered. For Goods, Services, and Professional Services under the competitive threshold but over \$10,000, the Purchasing Agent or User shall obtain, where possible, at least three quotes using the IWQ method as outlined in Section VII (A).

The User may acquire Goods, Services, and Professional Services by Direct Negotiation or by some other non-competitive method, when the dollar value of the purchase does not exceed \$10,000. Under this non-competitive method, the User shall attempt to obtain the Goods, Services or Professional Services most advantageous to the City, price and other factors considered.

F. Direct Negotiation and Other Public Entities and Co-ops

The City may acquire Goods, Services, and Professional Services by Direct Negotiation or other method involving limited or no competition from a Supplier having a requirements Contract/Annual Agreement with any public entity (e.g., federal, state, county, city, authority, school board, Buying Cooperative, etc.) for Goods, Services, or Professional Services described in such contract and at prices or discounts no less favorable than any set forth in such Contracts. Use of State/Co-Op Contracts: The Purchasing Agent may, independent of the requirements of bid process of this article, procure supplies, services or construction items through the Contract established through competitive means by the purchasing division of the State of Georgia, national Co-Ops (i.e.-U.S. Communities), and collaborative purchasing agreements with other local governments when deemed to be in the best interest of the City.

G. Real Estate Acquisition

1. Compliance with Applicable Regulations

All real estate acquisition activities shall conform to applicable federal, state (e.g. O.C.G.A § 36-80-18) and local laws and regulations and shall be subject to the provisions of the City Code of Ethics.

2. Confidentiality

The City Council and City staff shall maintain the confidentiality of potential and on-going real estate acquisitions and related information.

3. Formal Approval

All real estate transactions shall be formally approved by the City Council in a public meeting prior to the City entering a sales contract.

4. Appraisals

For any piece of real estate, for which a sales contract has been signed, the City will conduct at least one appraisal by an independent third-party who holds the MAI membership designation with the Appraisal Institute.

- a. One appraisal for real estate under contract for less than or equal to \$500,000.00
- b. Two appraisals for real estate under contract for more than \$500,000.00.
- c. Should the two appraisal vary by more than 20% and provided that at least one appraisal is less than the contract price, a third appraisal will be completed to help establish market value.

5. Land Acquisition Procurement Process

- a. City staff will investigate and identify properties for purchase that generally meet an approved plan or strategy (e.g. "Parks Bond Land Acquisition Strategy"). Furthermore, land purchased with a specific funding source (e.g. Parks Bond Funds) will only be used for such purposes anticipated and/or authorized. If the City determines that the land cannot be used for its intended purpose, the City may dispose of the property in a manner consistent with Georgia law and funds raised through the sale of the property will be used for future land purchases consistent with the purposes authorized.
- b. City staff will work with a Real Estate broker to gather information and make site visits related to properties under consideration for acquisition.
- c. City staff will regularly brief the City Council in Executive Session on properties the city is considering purchasing to receive direction on "terms and price" from the City Council.
- d. City staff will negotiate for "Letters of Intent" with land owners on properties the City Council has provided direction staff with direction on "terms and price".
- e. City staff will make the "Letter of Intent" public on the city website and through a press release within 48 hours of the city receiving a fully executed copy of the "Letter of Intent".
- f. City staff will present the "Letter of Intent" at a public meeting, and at that time request a Resolution from the City Council authorizing the City Manager to execute a sales contract to purchase the property using the Letter of Intent as the guidelines for a contract. (PUBLIC HEARING REQUIRED)

-
- g. City staff will publish the executed sales contract on the city website.
 - h. City staff will conduct due diligence on the property including at a minimum but not limited to:
 - i. Environmental testing (Phase I required, Phase II and specialized testing if warranted)
 - ii. Production of an ALTA survey of the property
 - iii. Production of a MAI appraisal of the property
 - iv. Complete title work on the property
 - v. Other reasonable due diligence activities as warranted
 - i. City staff will present the findings of the due diligence on the property at a public meeting and request a Resolution from the City Council authorizing the City Manager to execute any and all closing documents to complete the purchase of the property. (PUBLIC HEARING REQUIRED)

H. Performance Guarantee

A performance guarantee, such as a Performance Bond or Letter of Credit, may be required for any solicitation that includes Services to be performed after consultation with the City Manager, and others, as necessary.

I. Approval of Awards and Recommendations

Prior to the consummation of the purchase by the City of Goods, Services, or Professional Services, such purchase shall be approved by a person having approval authority over such purchase.

J. Forms

The Purchasing Agent shall provide and update all forms to procure Goods, Services, and Professional Services, as needed.

IX. **General Procedures and Approval Authorizations**

- A. The City reserves the right to reject any or all bids if it determines such rejection to be in the best interest of the City.
- B. All awards for amounts of \$50,000 or greater shall be approved or rejected by the City Council. Similar purchases and projects shall be combined for purposes of determining the value of the Contract. For example, an estimated contract value of \$60,000 may not be split into two \$30,000 contracts in order to avoid the threshold. Similar purchases shall be defined by their commonality as well as the time of acquisition. When it is anticipated similar or identical items will be needed in the near future, every attempt should be made to combine the purchases in the contract. If a similar Contract(s) is required within 180 days of a previously approved Contract that was under \$50,000, but the combined value of the Contract(s) now exceed \$50,000, the Contracts shall go to Council for approval.

- C. The City Manager, or designee, is authorized to approve budgeted capital purchases or Contracts up to \$50,000 without obtaining further City Council approval (except for initial budget approval from City Council). The User is responsible for making the recommendation for the award following the procedures as identified above.
- D. City Council must approve the purchase of any budgeted capital purchase or Contract over \$50,000. The User is responsible for submitting the recommendation for this award to the City Council.
- E. RFP's will generally be solicited on a project-by-project basis. The User will submit the Scope of Services to Purchasing, who will then determine which of the processes to use.
- F. Periodically, the City may be given private/public grants and donations from sources such as the State and Federal Government and private corporations. These types of solicitations are more restrictive and may dictate the procurement process and methodology that the City is to follow for an award. Both federal and state procurement policy supersedes City of Dunwoody's purchasing requirements when buying goods and services using federal or state grant monies. Departments should refer to the Federal Acquisition Regulation for guidance on specific federal procurement policies.
- G. The final determination of the price and terms of any Goods, materials or services shall rest with the Purchasing Agent.
- H. It shall be the responsibility of the Purchasing Agent to document all Contracts, purchases, agreements for services and leases and to maintain said documents consistent with the records retention policy of the City. All agreements or Contracts binding the City must be in writing. There will be no exceptions.
- I. All negotiations of agreements for Goods and Services shall be conducted by the Purchasing Agent. It is recognized that special situations may exist where there is a special need for the User to be involved in the negotiation process. This must be in conjunction with the Purchasing Agent at all times. The Purchasing Office will make final recommendation for agreements.
- J. It is the responsibility of the Purchasing Agent to secure all necessary approvals of the City Manager or their designee, or legal authority, in writing, when necessary to protect the City and its legal liability prior to execution of a Contract or purchase agreement.
- K. The Purchasing Agent may make any authorized purchase for which payment will be made in a current, routine manner following receipt of the Goods or services. Procurement by leasing, long-term financing, advance payments or deposits or any other special non-routine method must be approved in advance by the City Manager or their designee.
- L. The Purchasing Agent will not normally provide purchase orders after procurement has been initiated. Purchases must be documented by the User with appropriate requisition and specific budget account number prior to the issuance of the purchase order number.

- M. In the case of Contracts (other than routine purchase orders), leases or service agreements (either new or renewals), the approval process is necessary. All such documents will be forwarded to the Purchasing Agent. The Purchasing Office will acquire the necessary approvals prior to execution of any agreement, Contract or lease through the City Attorney's office. When said Contracts, leases or service agreements are up for renewal or expiration the Purchasing Agent will notify the User for approval to either maintain the Contract or bid a new Contract. The Purchasing Agent will be responsible for maintaining a file of all current Contracts, leases or service agreements.
- N. The Purchasing Agent will review the Contract for form, completeness, insurance considerations, legal implications, and any other items dictated by each situation. The Contract will then be sent to the User and approved by the Department Director and returned to Purchasing. The Purchasing Agent will be responsible for having the Contract signed by the City Manager or their designee after it is signed by the Vendor.
- O. Once the Contract is officially executed, the original of the Contract will be filed in the City Clerk's office.
- P. Once a Contract is awarded by the City, the Contract may be amended, without the necessity of rebidding such Contract, provided the original Contract amount and the scope of the Contract is not substantially altered. The Purchasing Agent will review all change orders and adjust encumbrances as applicable. Change orders will be processed to correct the account distribution, quantity, addition/deletion of line items, change in description and unit price. If a quoted price of the change order is up to \$50,000, the requisition will be sent to the Finance Director and City Manager for approval. Any requisitions with a change order over \$50,000 require City Council approval. The department cannot use the change order process to circumvent the Purchasing Policy. Change orders cannot substantially change the scope of the Contract.
- Q. The Purchasing Agent and the User share the responsibility to ensure the quality, delivery and payment of required Goods and Services.
- R. Final adjudication of any dispute between the Vendor and User shall be made by the Purchasing Agent with appropriate input from the User.
- S. In most cases, contact with Vendors regarding the Contract will be by the Purchasing Agent and in conjunction with the User as necessary. All Vendors must coordinate with the Purchasing Agent before visiting any other department regarding the Contract. All visits regarding the Contract must be made with the knowledge of the Purchasing Agent and the Purchasing Agent has the option of accompanying the visitor. It is recognized that this restriction on visitation will not necessarily apply to those Vendors with ongoing relationships such as computer and copy machine service technicians.
- T. All return of Goods must be initiated by the User through the Purchasing Agent. Additionally, all cancellations of, or modifications to, any agreements must be made by the Purchasing Agent.

U. It shall be the responsibility of the User to ensure that purchased Goods are received, inspected and verified as to condition. Since the department head signed the purchase requisition, that person cannot be the receiver of the Goods and must appoint an individual within the department to be the receiver of the Goods and Services.

V. Protests

- a) Right to protest. Any Person who is aggrieved in connection with the solicitation or award of a Contract may protest to the City of Dunwoody. Protestors shall seek resolution of their complaints initially with the City Manager. All protests must be submitted in writing to the City Manager. The complaint shall specify the alleged act or omission by the City that provides the basis for the complaint.
- b) Upon the filing of a written complaint, the City Manager, within three (3) business days, shall request a response from the Purchasing Agent. The Purchasing Agent's response will be returned to the City Manager within seven (7) calendar days. Failure by the Purchasing Agent to file a response may be considered as evidence by the City Manager. If requested by either party, the City Manager, or designee shall have a hearing on the complaint within fourteen (14) calendar days of filing the complaint to decide the merits of the claim. The City Manager is empowered to decide to uphold, dismiss or amend the decision of the Purchasing Agent. The City Council shall approve or reject the City Manager's decision. If the party bringing the complaint disagrees with the conclusions of the City Manager and City Council, the decision may be appealed by filing a writ of certiorari to the Superior Court of DeKalb County within thirty (30) days of the decision of the City Council.
- c) Protests concerning invitations. A protest with respect to an IFB, RFQ, RFQ, or RFP shall be submitted in writing prior to the opening of bids or the closing date of proposals. If not done by that time, the complaint or protest is invalid.
- d) Stay of procurement during protests. In the event of a timely protest under subsection (b) of this Section, the Purchasing Agent shall not proceed further with the solicitation or award of the Contract until all administrative remedies have been exhausted or until the City Manager or City Attorney makes a determination that the award of the Contract without delay is necessary to protect the interests of City of Dunwoody.

W. Credit Cards shall only be issued upon approval of the department head and the City Manager. The Credit limit for each card shall be established by the Director of Finance. All individuals assigned a Credit Card on behalf of the City of Dunwoody shall be personally responsible for the use and any fraudulent use. The City Manager shall maintain a Procurement Card Procedure Manual. This manual shall be on file with the City Clerk and made available for all users.

X. Property Disposal

A. Excess, Surplus, and Obsolete Materials

It shall be the duty of the User to report all excess, surplus or obsolete materials to the Purchasing Agent. At this point, the Purchasing Agent will examine alternatives as to the most advantageous disposition of the items. Items could be refurbished or reconditioned, transferred, traded in on new equipment or sold by auction or sealed bid, or destroyed. For property over \$5,000 in aggregate or \$1,000 individually, Council shall approve the request to have the property declared surplus. For other property, the Purchasing Agent shall present a list to the City Manager for approval.

1. **Transfer or Re-use:** The most gainful method for handling an item no longer needed by a department is to transfer it to another department that has a use for the item.
2. **Trade-In:** In replacing obsolete equipment, it may be financially advantageous to trade-in the old equipment. The invitation for bids on the replacement item should call for bid prices with or without trade-in and provide that award may be made either way.
3. **Sale:** Excess, surplus and obsolete items not transferred or traded-in may be consolidated and offered for sale by auction or by sealed bid method. Auctions can be traditional or contemporary including online auctions such as www.Govdeals.com or similar websites. The consolidated list will be submitted to City Council for approval before an auction or sealed bid is organized. The property offered for sale will be on an "AS IS/WHERE IS" basis. The sale will be given public notice. Sealed bids will be opened at the time and place announced with the City, retaining the right to reject any and all.

B. Sale to Employees

To avoid any appearance of impropriety in the disposition program, it will be the City's policy to prohibit the direct sale of surplus property to any City Employee, Official or Agent. This policy does not prohibit any City Employee, Official or Agent from extending an offer at a public auction or in the form of a sealed bid.

C. Allocation of Proceeds

Proceeds from the sale of excess or surplus property will go into the City's Fund that held the asset.

XI. Architect and Engineer Program Funding for Competitive Negotiation Qualifications-based Selection for Projects Using Federal Aid Highway Program (FAHP) Funding

Except as provided in (2) and (3) below, the City of Dunwoody shall use the competitive negotiation method for the procurement of engineering and design related services when FAHP funds are involved in the contract (as specified in 23 U.S.C. 112(b)(2)(A)). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101–1104, commonly referred to as the Brooks Act.

In accordance with the requirements of the Brooks Act, the following procedures shall apply to the competitive negotiation procurement method:

(I.) Solicitation.

The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through a prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under an RFQ, a RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

(II.) Request for Proposal (RFP).

The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

- (A) Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;

-
- (B) Identify the requirements for any discussions that may be conducted with three (3) or more of the most highly qualified consultants following submission and evaluation of proposals;
 - (C) Identify evaluation factors including their relative weight of importance in accordance with subparagraph (a)(1)(iii) of this section;
 - (D) Specify the contract type and method(s) of payment to be utilized in accordance with § 172.9;
 - (E) Identify any special provisions or contract requirements associated with the solicited services;
 - (F) Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and
 - (G) Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.

(III.) Evaluation Factors.

- (A) Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
- (B) Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.
- (C) In-State or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.

(D) The following non-qualifications based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:

(1) A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

(2) The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26 and the City of Dunwoody's FHWA-approved DBE program.

(IV.) Evaluation, Ranking, and Selection.

(A) Consultant proposals shall be evaluated by the City of Dunwoody based on the criteria established and published within the public solicitation.

(B) While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.

(C) Following submission and evaluation of proposals, the City of Dunwoody shall conduct interviews or other types of discussions to determine three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussion requirements shall be specified within the RFP and should be based on the size and complexity of the project as defined in City of Dunwoody written policies and procedures (as specified in § 172.5(c)). Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.

(D) From the proposal evaluation and any subsequent discussions which have been conducted, the City of Dunwoody shall rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published criteria.

(E) Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.

(F) The City of Dunwoody shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant accordance with the provisions of 49 CFR 18.42.

(V.) Negotiation.

(A) Independent estimate. Prior to receipt or review of the most highly qualified consultant's cost proposal, the City of Dunwoody shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.

(B) Elements of contract costs (e.g., indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs) shall be established separately in accordance with § 172.11.

(C) If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 112(b)(2)(E)).

(D) The City of Dunwoody shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR 18.42. This documentation shall include the consultant cost certification and documentation supporting the acceptance of the indirect cost rate to be applied to the contract (as specified in § 172.11(c)).

(2) Small Purchases.

The small purchase method involves procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold. The City of Dunwoody may use the State's small purchase procedures which reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not

exceed the Federal simplified acquisition threshold (as specified in 48 CFR 2.101). When a lower threshold for use of small purchase procedures is established in State law, regulation, or policy, the lower threshold shall apply to the use of FAHP funds. The following additional requirements shall apply to the small purchase procurement method:

- (I.) The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.
- (II.) A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed.
- (III.) Contract costs may be negotiated in accordance with State small purchase procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.
- (IV.) The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold would be ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.

(3) Noncompetitive.

The noncompetitive method involves procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. The following requirements shall apply to the noncompetitive procurement method:

- (I.) The City of Dunwoody may use their own noncompetitive procedures which reflect applicable State and local laws and regulations and conform to applicable Federal requirements.
- (II.) The City of Dunwoody shall establish a process to determine when noncompetitive procedures will be used and shall submit justification to, and receive approval from, the FHWA before using this form of contracting or the State.
- (III.) Circumstances under which a contract may be awarded by noncompetitive procedures are limited to the following:
 - (A) The service is available only from a single source;
 - (B) There is an emergency which will not permit the time necessary to conduct competitive negotiations; or

(C) After solicitation of a number of sources, competition is determined to be inadequate.

(IV.) Contract costs may be negotiated in accordance with the City of Dunwoody noncompetitive procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.

Additional Procurement Requirements.

(1) Common Grant Rule.

(I.) The City of Dunwoody must comply with procurement requirements established in State and local laws, regulations, policies, and procedures which are not addressed by or in conflict with applicable Federal laws and regulations (as specified in 49 CFR 18.36).

(II.) When State and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, the City of Dunwoody must comply with Federal requirements to be eligible for Federal-aid reimbursement of the associated costs of the services incurred following FHWA authorization (as specified in 49 CFR 18.4).

(2) Disadvantaged Business Enterprise (DBE) program.

(I.) The City of Dunwoody shall give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b)(2) in accordance with 49 CFR part 26. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related services contracts may be achieved in accordance with the City of Dunwoody's FHWA approved DBE program through either:

(A) Use of an evaluation criterion in the qualifications-based selection of consultants (as specified in § 172.7(a)(1)(iii)(D)); or

(B) Establishment of a contract participation goal.

(II.) The use of quotas or exclusive set-asides for DBE consultants is prohibited (as specified in 49 CFR 26.43).

(3) Suspension and Debarment.

The City of Dunwoody must verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract in accordance with 49 CFR 18.35 and 2 CFR part 180.



CITY OF DUNWOODY

Landscaping Policy



TABLE OF CONTENTS

Article

I. PURPOSE	2
II. SCOPE	2
III. DEFINITIONS	2
IV. RESPONSIBILITY	3
A. Director of Sustainability	



ORGANIC AND DROUGHT TOLERANT LANDSCAPING POLICY

I. Purpose

The purpose of this policy is to establish guidelines for maintaining landscapes on City property, keeping environmentally sensitive practices in mind as part of an ongoing effort to reduce the effects of landscaping maintenance through responsible irrigation and product selection. This document will clarify our policy to use environmentally responsible irrigation practices, drought tolerant plant selection, and chemical fertilizers and pesticides.

Irrigating with potable water causes unnecessary stresses on the water system, public infrastructure, and ecosystems. Fresh water is a scarce resource, so it is important to find ways to mitigate consumption. The use of native and drought-tolerant plants facilitates less water consumption. Additionally, water from potable irrigation systems alters the natural state of resources on the site by introducing elements that were not previously present in the ecosystem.

All City departments and agencies, namely Public Works and Parks and Recreation, shall implement the following Landscaping Policy for all City property:

II. Scope

The scope of this Landscaping Policy covers all City-owned property, including parks, right-of-ways, and other landscaped areas. The policy specifies maintenance guidelines, installation practices, and design standards to establish procedures so that the City may become and remain a responsible steward of public property.

III. Maintenance Guidelines and Installation Practices

The following establishes maintenance guidelines and installation practices to be performed by all City employees, officials, or their agents that identify appropriate procedures in accordance with sustainable and environmentally sensitive standards:

- A. Use integrated pest management to minimize adverse environmental impact
- B. Minimize the use of pesticides by planting native plant species that are more resistant to pests. Regional plants also are more sustainable because they are adapted to the average rainfall and are less likely to require irrigated water;



Article

- C. Group plants with similar water needs, and position them in appropriate habitat conditions, paying attention to sun exposure, soil conditions, size of planting area, and slope of the ground;
- D. Sustain a mulch covering of at least two inches in planted beds and tree saucers in order to protect soil;
- E. Strive to produce and install mulch and compost from plant debris located on-site;
- F. Limit the disturbance of existing vegetation and topography when installing new landscaping because those plants have root systems that are more sustainable and require less maintenance;
- G. Select regionally adapted turf species to minimize irrigation requirements, maintain at a clear distance from trees to prevent weed-eater damage to the tree, and attempt to minimize turf area to reduce watering requirements;
- H. Develop an irrigation plan that distributes the appropriate amount of water to each established zone, and inspect the system annually to confirm efficiency;
- I. Hire landscaping companies that are experienced in environmentally sustainable landscaping practices and trained in the execution and administration of Integrated Pest Management.

IV. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

- A. AGENT means an official, employee, and contracted or subcontracted person who is authorized to act on behalf of the City of Dunwoody and represent the City's interests.
- B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Sustainability or other employee or agent as designated in writing by the City Manager.
- C. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.
- D. GOVERNING AUTHORITY means the City entity responsible for the contract.



Article

E. INTEGRATED PEST MANAGEMENT means the sustainable process for pest control that involves setting action thresholds, monitoring and identifying pests, utilizing prevention methods, and using pesticides judiciously.

F. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

IV. Responsibility

A. Director of Sustainability

The City Council may appoint the City Manager, or said agent appointed by the City Manager, to serve as the Director of Sustainability for the City, or the Council may contract with an independent third party to serve as the Director of Sustainability (per City Charter, Section 3.02).

DUTIES: The Director of Sustainability shall have the following duties and powers in regards to the Landscaping Policy:

1. Work with all department heads to make certain that employees are aware and educated about the Landscaping Policy.
2. Work with all department heads to make certain that this document is monitored.



CITY OF DUNWOODY
COMMUNITY DEVELOPMENT
DEPARTMENT

LIGHTS OUT / POWER DOWN POLICY

Article

Version 2009.05.04



TABLE OF CONTENTS

Article

I. PURPOSE	2
II. SCOPE	2
III. DEFINITIONS	2
IV. RESPONSIBILITY	3
A. Director of Sustainability	



LIGHTS OFF / POWER DOWN POLICY

I. Purpose

The purpose of this policy is to state the City's position regarding the use of electricity in our offices and City facilities. This document will clarify our policy to reduce energy consumption by ensuring that non-emergency lights and office equipment are turned off or powered down when not in use, as well as describe departmental relationships, responsibilities and participation in the Lights Out/Power Down Policy.

Simple behavioral changes, such as turning off and powering down lights and equipment when not in use, have been shown to have a dramatic impact on electricity usage. All City departments and agencies shall implement the following Lights Out/Power Down Policy for all City facilities:

Furthermore, this policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Dunwoody will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

II. Scope

The scope of this Lights Out/Power Down Policy covers City Hall and City Facilities without regard to the past method by which electricity has been or is customarily used.

The City Hall staff and all City Facilities staff are subject to the provisions of this policy.

III. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Dunwoody and represent their interests.



Article

B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Sustainability or other employee or agent as designated in writing by the City Manager.

C. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.

D. FREQUENTLY USED OFFICE EQUIPMENT means energy consuming office equipment that is used on a daily basis. By way of example, this includes personal computers, printers, monitors, and copiers.

E. GOVERNING AUTHORITY means the City entity responsible for the contract.

F. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.

G. SELDOM USED OFFICE EQUIPMENT means office equipment that is not used on a daily basis. By way of example, this includes paper shredders, pencil sharpeners, electric staplers, punch machines, and televisions.

IV. Responsibility

A. Director of Sustainability

The City Council may appoint the City Manager, or said agent appointed by the City Manager, to serve as the Director of Sustainability for the City, or the Council may contract with an independent third party to serve as the Director of Sustainability (per City Charter, Section 3.02).

DUTIES: The Director of Sustainability shall have the following duties and powers in regards to the Lights Out / Power Down Policy:

1. Work with all department heads to make certain that lights are turned off in any space—office, conference room, workroom, ect.—when the space is not being used. In particular, ensure that all office and work area lights are turned off at night, weekends, and holidays.
2. Work with all department heads to make certain that this practice, of turning off lights, is monitored and that staff is directed to turn off lights at the end of the work day.



Article

3. Work with all department heads to make certain that power is shut down on personal computers, printers, monitors, copiers, and miscellaneous office equipment at the end of each work day.
4. Work with all department heads to make certain that this practice, of shutting down frequently used office equipment, is monitored at that equipment is turned off on the weekends and holidays.
5. Work with all department heads to make certain that seldom used equipment items such as paper shredders, pencil sharpeners, electric staplers, punch machines, and televisions, are not plugged in except when ready to use.
6. Work with all department heads to use switch controlled power strips for seldom used equipment, left in the off position until ready to use, as an alternative to leaving seldom used equipment unplugged.
7. Work with all department heads to discontinue operations of all interior decorative building lighting and discontinue use of any exterior lighting of buildings not needed for identification, safety or security purposes. This excludes flag poles and monuments/memorials.
8. Work with all department heads to encourage the utilization of natural light if work areas are located on the perimeter of a building with windows.



CITY OF DUNWOODY

NO IDLING

Article

Version 2009.10.19



TABLE OF CONTENTS

Article

I. PURPOSE	2
II. DEFINITIONS	2
III. SCOPE	3
IV. EXCEPTIONS	3
V. RESPONSIBILITY	4
A. Director of Sustainability	



NO IDLING POLICY

I. Purpose

The purpose of this policy is to establish guidelines to eliminate the unnecessary idling of City vehicles and other rolling stock as part of an ongoing effort to reduce fuel consumption and reduce the City's environmental footprint. This document will clarify our policy to reduce fuel consumption and describe departmental relationships, responsibilities and participation in the No Idling Policy.

An idling vehicle gets 0 miles per gallon. Idling vehicles produce unnecessary pollution that contributes to climate change, smog and health problems, causes premature engine wear and wastes fuel which increases our costs to our taxpayers.

When a vehicle will be stopped for more than 30 seconds turning off the engine can have a dramatic impact on fuel consumption and the environment. All City departments and agencies shall implement the following No Idling Policy for all City vehicles:

II. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Dunwoody and represent their interests.

B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Sustainability or other employee or agent as designated in writing by the City Manager.

C. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time, or contractual third-party basis. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.

D. GOVERNING AUTHORITY means the City entity responsible for the contract.

E. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.



Article

G. VEHICLE means mechanical means of conveyance, a carriage or transport. This includes both automobiles and other rolling stock powered by gasoline or other fuel alternatives.

III. Scope

The scope of this No Idling Policy covers all City owned vehicles or other rolling stock as well all vehicles operated by employees of the City while doing the work of the City, except as outlined in Article III.

Appropriate use of City vehicles includes the following:

- A. City vehicles will not be parked with the engine operating for more than 30 seconds unless it is essential to the performance of work.
- B. Initial “warm up” idling should be minimized. If a vehicle’s windows are clear, driving should be started after no more than 30 seconds of idling.
- C. Initial “warm up” for diesel vehicles should be limited to 3-5 minutes, or as otherwise recommended by vehicle’s manufacturer.
- D. If a vehicle is going to be stopped for more than 30 seconds, except as required while operating the vehicle in routine traffic, the engine should be turned off as idling for more than ten seconds uses more fuel than it takes to restart the vehicle.

IV. Exceptions

Due to the diverse nature of the City’s vehicle fleet, exceptions are needed to this No Idling Policy. Subsequently the provisions of the policy do not apply to:

- A. Emergency vehicles, such as public safety vehicles, while engaged in operational activities;
- B. Vehicles that are required to idle in order to power ancillary equipment mounted on the vehicle without risking damage to the battery;
- C. Public safety vehicles performing emergency operations, but only when the vehicle must be operating for the warning devices or emergency systems to function;
- D. Vehicles equipped with temperature sensitive equipment;
- E. Public safety vehicles transporting prisoners, victims, or witnesses, or when performing traffic control;
- F. The primary propulsion engine of a motor vehicle providing a power source necessary for mechanical operation of equipment required for job performance;
- G. A motor vehicle forced to remain motionless because of traffic conditions over which the operator has no control;



Article

- H. The primary engine of a motor vehicle being operated for maintenance or diagnostic purposes;
- I. The primary engine of a motor vehicle when necessary to operate defrosters, heaters, air conditioners or other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver or passengers.

V. **Responsibility**

A. Director of Sustainability

The City Council may appoint the City Manager, or said agent appointed by the City Manager, to serve as the Director of Sustainability for the City, or the Council may contract with an independent third party to serve as the Director of Sustainability (per City Charter, Section 3.02).

DUTIES: The Director of Sustainability shall have the following duties and powers in regards to the No Idling Policy:

1. Work with all department heads to make certain that employees are aware and educated about this No Idling Policy.
2. Work with all department heads to make certain that this practice, not idling vehicles, is monitored.



CITY OF DUNWOODY

COMMUNITY INCENTIVES FOR GREEN BUILDING

Article

Version 2010.04.13



TABLE OF CONTENTS

Article

I. PURPOSE	2
II. DEFINITIONS	2
III. SCOPE	4
IV. EXCEPTIONS	5
V. RESPONSIBILITY	5
A. Director of Sustainability	



COMMUNITY INCENTIVES FOR GREEN BUILDING POLICY

I. Purpose

The purpose of this policy is to establish incentives for the community to incorporate green building practices in projects within the City of Dunwoody. This policy recognizes four different areas in which sustainable concepts can be incorporated into Dunwoody building projects – green building certifications, incorporation of solar energy, reduction and efficiency of water use through the WaterSense certification, and integration of pervious paving materials.

Green buildings are designed to reduce the overall impact of the built environment on human health and the natural environment. Several different certification programs exist to rate the sustainability of a building. One such standard is the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system. Additionally the Environmental Protection Agency and United States Department of Energy's EnergyStar and EarthCraft programs include guidelines for buildings that are not LEED certified.

Multiple uses for solar energy can be incorporated into buildings. One of the most common uses of solar energy is photovoltaic, or solar panels, which use solar power technology through an array of photovoltaic cells to convert light from the sun directly into electricity. Solar cells produce direct current (DC) electricity from light, which can be used to power DC equipment or to recharge a battery. An inverter is required to convert the DC electricity to alternating current (AC) electricity to power almost all uses of electricity in the home. The basic photovoltaic cell typically produces only a small amount of power. To produce more power, cells can be interconnected to form modules, which can in turn be connected into arrays to produce yet more power. A second method of using solar energy is solar water heaters. Solar water heating systems include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which do not have circulating pumps.

WaterSense is a program developed by the United States Environmental Protection Agency and the new home certification is available as of December 2009. WaterSense labeled new homes are designed to reduce residential water use indoors, as well as outdoors, compared to typical new homes. WaterSense labeled homes have been independently verified to use 20 percent less water than typical new homes.

Pervious paving materials permit water to enter the ground by virtue of their porous nature or by large spaces in the material. Water-pervious materials such as gravel, crushed stone, open paving blocks, porous asphalt, concrete pavement, or pervious paving blocks for driveways, parking areas, walkways, and patios minimize runoff from those areas, as well as increase infiltration. Some pervious paving options can retain turf and carry autos and trucks evenly without creating tracks or other heavy traffic wear signs.



Article

The intent of this policy is to incentivize the participation in these green building practices by offering expedited plan review for both new construction and renovations.

II. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

- A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of Dunwoody and represent their interests.
- B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Sustainability or other employee or agent as designated in writing by the City Manager.
- C. EARTHCRAFT HOUSE means a certification program created in 1999, a residential green building program of the Greater Atlanta Home Builders Association in partnership with Southface. This program serves as a blueprint for energy and resource efficient homes. Information can be found at the EARTHCRAFT HOUSE website <http://www.earthcrafthouse.com/>.
- D. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time, part-time, or contractual third-party basis. The term shall encompass all members of the Governing Authority without regard to whether or not such individual is compensated.
- E. ENERGY STAR means a joint program of the United States Environmental Protection Agency and the United States Department of Energy which aims to protect the environment through energy efficient products and practices. ENERGY STAR is also an energy performance rating system. The EPA also recognizes top performing buildings with the ENERGY STAR designation. Information can be found at the ENERGY STAR website <http://www.energystar.gov/>.
- F. EXPEDITED PLAN REVIEW means in all cases in which building plans include green building practices, as defined by this policy, the City of Dunwoody will to speed up the progress of plan review once an application. In all cases where practicable, the City of Dunwoody will complete its plan review in no more than ten business days.



Article

- G. LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) means a regulatory system for construction that establishes several levels of environmental achievement from a Certified rating to a Platinum rating. Information can be found at the United States Green Building Council's website <http://www.usgbc.org/LEED/>.
- H. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.
- I. PERVIOUS PAVING MATERIALS means materials that permit water to enter the ground by virtue of their porous nature or by large spaces in the material. By way of example, water-pervious materials include gravel, crushed stone, open paving blocks porous asphalt, concrete pavement, or pervious paving blocks.
- J. PHOTOVOLTAIC means a solar power technology that uses arrays of photovoltaic cells to convert light from the sun directly into electricity.
- K. SOLAR WATER HEATER means water heating systems include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which do not have circulating pumps.
- L. UNITED STATES GREEN BUILDING COUNCIL (USGBC) means an entity that promulgates the LEED Rating System. Information can be found at the United States Green Building Council's website <http://www.usgbc.org/>.
- M. WATERSENSE is a program developed by the United States Environmental Protection Agency and the new home certification is available as of December 2009. Information can be found at the Environmental Protection Agency's website <http://www.epa.gov/WaterSense/>.

III. Scope

This policy recognizes four different areas in which sustainable concepts can be incorporated into building projects – green building certifications, incorporation of photovoltaic, reduction and efficiency of water use through the WaterSense certification, and integration of pervious paving materials.

A. Green Building



Article

1. Builders seeking green building certification(s) including LEED, EarthCraft, and ENERGY STAR must submit proof of LEED, EarthCraft House or ENERGY STAR registration and the corresponding program's checklist indicating all of the credits they plan to pursue. Additionally, intentions must be shown on building plans and indicated on their Building Permit Application in order to be granted expedited plan review.

B. Solar Energy

1. Builders incorporating solar energy elements, such as photovoltaic or solar water heaters, as shown on building plans and indicated on their Building Permit Application shall be granted expedited plan review.

C. WaterSense

1. Builders seeking WaterSense new home certification must submit a checklist of EPA WaterSense measures with intentions for meeting certification measures shown on building plans. Additionally, intentions must be indicated on their Building Permit Application shall be granted expedited plan review.

D. Pervious Paving

1. Building projects incorporating pervious paving materials, such as open paving blocks, porous asphalt, concrete pavement, or pervious paving blocks for driveways, parking areas, walkways, and patios, as shown on building plans and indicated on their Building Permit Application shall be granted expedited plan review.

IV. Exceptions

The City of Dunwoody's practice to expedite building plan review is not always practicable. The following situation is an exception to the Community Incentives for Green Building Policy.

- A. For all projects requiring reviews by other agencies, such as commercial buildings that must first be reviewed by the Fire Marshal's office for life safety, the City of Dunwoody cannot control the length of time needed by other agencies; however, the City of Dunwoody will make every effort to expedite its review of building plans.

V. Responsibility



Article

A. Director of Sustainability

The City Council may appoint the City Manager, or said agent appointed by the City Manager, to serve as the Director of Sustainability for the City, or the Council may contract with an independent third party to serve as the Director of Sustainability.

DUTIES: The Director of Sustainability shall have the following duties and powers in regards to the Community Incentives for Green Building Policy:

1. Work with all Department Heads to make certain that employees are aware and educated about this Community Incentives for Green Building Policy.
2. Work with the Chief Building Official to ensure that the Community Incentives for Green Building Policy of expedited review is practiced in all appropriate projects.
3. Work with the Community Development Director to make ensure this practice is monitored.

PROJECT RENAISSANCE A NEW GEORGETOWN

AWAKEN REVITALIZE RENEW TRANSFORM CATALYZE



IT STARTED WITH THE COMMUNITY'S PLAN...

On March 8, 2012, the city unveiled a new redevelopment initiative: Project Renaissance – A New Georgetown. This new initiative is a revitalization effort to implement the community-developed Georgetown / North Shallowford Master Plan (adopted in 2011) and promote a catalytic redevelopment opportunity for the Georgetown area. Project Renaissance activates 35 acres of land purchased by the city off of North Shallowford Road – a 16 acre parcel to the west and a 19 acre property to the west.



Proposed Land Use Scenarios from Adopted Georgetown Master Plan



Proposed Land Use Scenario from John Wieland Homes and Neighborhoods

Artist Rendering Courtesy of John Wieland Homes and Neighborhoods

A PUBLIC/PRIVATE REVITALIZATION PARTNERSHIP

Issuing an Invitation for Proposals (IFP) in March 2012, the city set out to enter into a strategic public/private revitalization partnership for redevelopment of the 35 acres. After reviewing submitted proposals, the Project Renaissance Selection Committee unanimously recommended partnership with **John Wieland Homes and Neighborhoods** to begin a 35 acre catalytic redevelopment in the Georgetown area. The proposal from John Wieland dovetails with the proposed land use scenarios and ideas presented in the Georgetown Master Plan with traditional neighborhood urban design elements.

REDEVELOPMENT HIGHLIGHTS

16 Acre Site - Residential Elements

John Wieland Homes and Neighborhoods's site plan for the 16 acre site features traditional urban design elements that create a village feel. The 68 homes include a variety of residential products at multiple price points and sizes, attracting a variety of home buyers. Homes are will range from 2100 sq ft to more than 3000 sq ft. Construction began in late 2013 and the handful already framed homes demonstrate how eye-catching elevations will create a unique streetscape.



Photos Courtesy of John Wieland Homes and Neighborhoods

16 Acre Site - City Elements

Breaking ground in 2013, the city is preparing for a May 17, 2014 grand opening of a multi-use trail across the entire 16 acre site and the two facets of Georgetown Park - an approximately 1.4 acre central square and an approximately 1.9 acre park with signature playground. The city has also reserved approximately 3 acres on the North Shallowford side of the site for a future neighborhood commercial node adjacent to the central square portion of Georgetown Park.



Artist Rendering of 16 Acre Site's Georgetown Park Playground

19 Acre Site - Residential Elements

John Wieland Homes and Neighborhood's proposed redevelopment of the 19 acre site will create a vibrant center of activity in Georgetown. The residential development will be a quiet enclave of homes, tucked away from the liveliness of the park and open spaces, but still very much connected and an essential part of the success of the overall redevelopment. Homesites on this property will appeal to a variety of buyers but will be geared especially towards the empty nester, featuring easy to maintain lots and homes designed with master bedrooms on the main level.



Artist Rendering Courtesy of John Wieland Homes and Neighborhoods

19 Acre Site - City Elements

The city will continue the multi-use trail/linear park from the 16 acre site across North Shallowford and across the 19 acre site as well as developing two more park areas on the 19 acre property. Construction documents are currently being developed for the multi-use trail and the approximately 5 acre Pernoshal Park on the North Shallowford side of the site. The approximately 3 acre passive wooded nature area with soft-surface walking trails along the Nancy Creek side of the site will follow as part of the second phase. Additionally, the city has secured the property and necessary easements to connect the trail 1/4 mile north to the 102-acre Brook Run Park.



Layout for 19 Acre Site's 5 Acre Pernoshal Park



(678) 382-6700 www.dunwoodyga.gov



Visiting Activity from Georgetown Master Planning Process

FROM PLAN TO PARTNERSHIP

Immediately following incorporation, the City of Dunwoody began planning for the future. The community first worked to establish an overall vision for the City and specific character areas, like Georgetown, through a Comprehensive Land Use Plan. Next the community embarked on a specific planning process focusing on the Georgetown area. In March 2011, the City Council unanimously adopted the Georgetown Master Plan.

The Georgetown Master Plan details optimum scenarios for the 16 acre and 19 acre properties that make up Project Renaissance. Land uses identified for these parcels include new city parks, low-density residential, neighborhood commercial, and civic facilities. After signing a Development Agreement with John Wieland Homes and Neighborhoods, the city created the Urban Redevelopment Agency to oversee the development of the property.



April 2013 - Ground breaking ceremony

CONSTRUCTION

Following the ground breaking in April 2013, the construction has been steady at Project Renaissance's 16 acre site. Residential construction has been quick on the heels of Georgetown Park construction.



(park areas outlined in yellow)



Artist Rendering - Fully Developed Area Surrounding the Central Square

NEXT STEP - GRAND OPENING: GEORGETOWN PARK FEST

With construction complete on the multi-use trail and Georgetown Park, the city is preparing to celebrate on Saturday, May 17, 2014 from 11 a.m. - 3 p.m. All are invited to the family-friendly Georgetown Park Fest.