

TRANSMITTAL LETTER

Please overview the project request including (or attaching) evidence of the support of the governing authority of the organization/group. You are welcome to use your own letterhead.

March 7, 2014

City of Dunwoody
Facilities Improvement Partnership Program
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dear Selection Committee,

Following, please find the Nature Center's application for 2014, which is a re-submittal of our council approved 2013 FIPP grant for an ADA accessible entranceway to the Nature Center. Please note that the Nature Center voluntarily pulled this project from our 2013 award in good faith when estimated costs based on architectural drawings exceeded our proposed grant budget.

This proposal is a more accurate estimate of the total project costs as best determined from city approved firm Georgia Development Partners (currently engaged in Project Renaissance and in the Nature Center's classroom addition and public restroom projects) based on drawings from architect Chris Kacena that the city has already paid for as part of its 2013 FIPP agreement with the architect. What's more, this ADA accessible entranceway project received the highest cumulative score among all of the FIPP projects submitted in 2013. The Nature Center and its board feel that this project is vital for the continued growth of the center and for increasing the overall benefit of the center for the citizens of Dunwoody; while bringing the Nature Center up to federally mandated ADA compliance standards.

Please refer to both the attached drawings from Chris Kacena (Appendix A) for the already approved scope of work, as well as the budget from Georgia Development Partners on the Project Budget page.

During the meeting of the Board of Directors on March 21, 2013 (See attached Appendix C - Meeting Minutes), the board unanimously approved this project proposal.

We look forward to continuing our public/private partnership with the City as we enhance the user experience at Dunwoody Park. Our collaborative successes with the 2012 NFWF grant, 2013 FIPP and the Nature Center/Engage Dunwoody sponsors of Doosan and Oldcastle have renovated our meadow, added classroom space and public restroom facilities, and will soon add a flagstone terraced staging area in front of the old fireplace. The Nature Center is looking forward to bringing this ADA accessible entranceway project back before the city council for approval again.

Sincerely,
Alan Mothner
Executive Director, Dunwoody Nature Center

APPLICANT AND PROJECT BASICS

Applicant Information

Organization/Group:	<u>Dunwoody Nature Center</u>
Contact Name and Title:	<u>Alan Mothner</u>
Phone:	<u>7703943322</u> Cell: <u>4047861327</u> Email: <u>alan@dunwoodynature.org</u>


Project Information

Project Name/Title:	<u>ADA Accessible Entranceway</u>
Project Category (check one):	<input type="checkbox"/> Interior Structural <input type="checkbox"/> Exterior Structural <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input checked="" type="checkbox"/> Landscaping/Grounds <input type="checkbox"/> Signage <input type="checkbox"/> Other: Click here to enter text.
Brief Project Description (<i>please limit your brief description to the space provided</i>)	The front entrance area of the Nature Center faces three major issues: unsafe, uneven and out of compliance steps leading from the parking lot to the building, broken and improperly sloped concrete that causes flooding during rain events, and general aesthetic concerns that lead visitors to an unfavorable "first impression" of the facility and park. A complete renovation and overhaul of this area will address all of these issues by providing ADA access to the building, removing the hazard and liability of the front steps, and providing a welcome entrance that is in keeping with the environmental theme of our non-profit. This is a singular opportunity for the city to show the public how an outdated facility can be brought up to date in an environmentally responsible, sustainable, and experientially pleasing manner.

Project Timeframe and Integration

Estimated number of months to accomplish project:	<u>2 months</u>
Do you believe it is reasonable that the project could be completed by December 31, 2014:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Signature

<i>I hereby agree and understand the City of Dunwoody reserves the right to determine the award of the grant funds in its sole discretion. The availability of funds is subject to annual budgetary decision made by the City Council. The City cannot guarantee the availability of future funds nor obligate future City Councils to provide funds for future projects.</i>	
<i>The City will directly administer all awarded project funds but will work directly with selected Park and Recreation Partner(s) for the implementation of the project(s).</i>	
Name and Title of Authorized Official:	<u>Alan Mothner, Executive Director</u>
Signature of Authorized Official:	 Click here to enter text.
Name and Title of Project Contact:	<u>Alan Mothner, Executive Director</u>

SITE/LOCATION PLAN

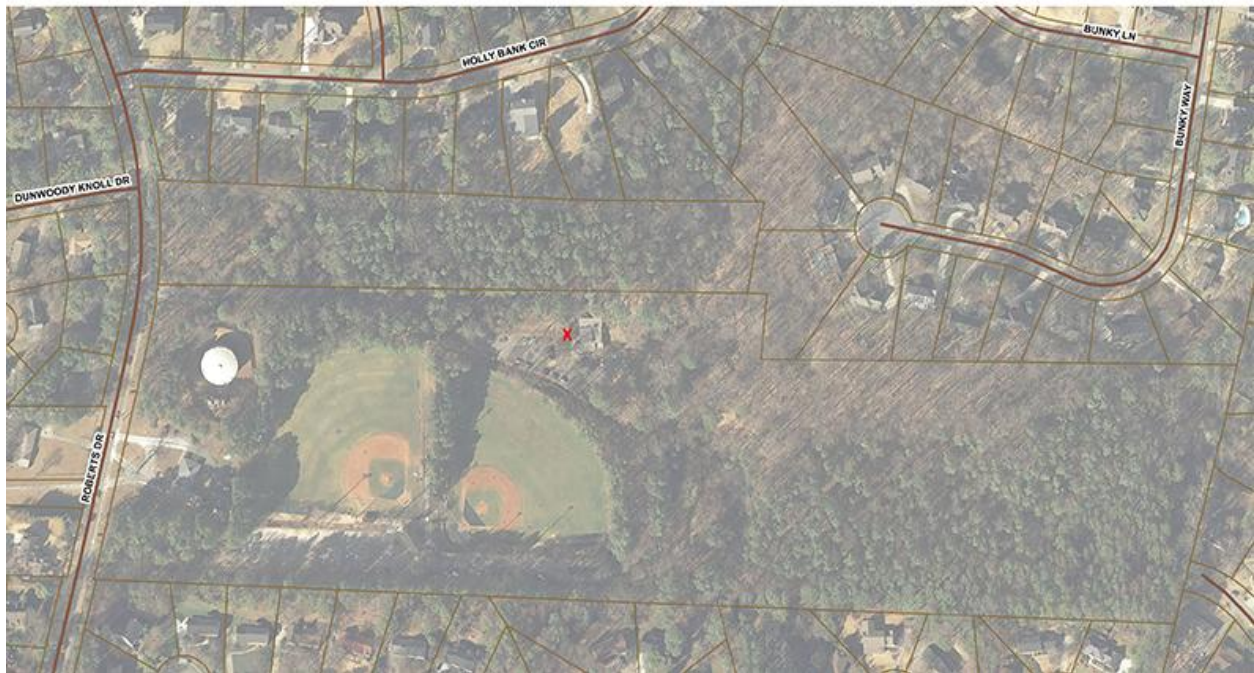
Please indicate the project location in relationship to existing facilities. Although you are welcome to attach any existing site/location map or create a new one, the City has uploaded aerial images of the facilities which you may use as a starting point. The images can be downloaded using the following secure link:

<https://dunwoodyga.sharefile.com/d/s62968f8d00547c7b>



Dunwoody
Nature Center

ADA Accessible Entranceway Grant Proposal



NARRATIVE DESCRIPTION

Please describe how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.

Upon coming to the Dunwoody Nature Center, the over 25,000 visitors to the park face several obstacles before entering the building. The biggest of these challenges is from the original, out of code, non-ADA compliant stairs that are worn, irregular in height and slippery when wet. Each year there are several falls down these stairs, so far with only minor injuries, but the liability on the Nature Center and the City as property owners is large. What's more, there is currently no ADA access from this point to the building. Beyond these stairs, visitors face deteriorating concrete that is improperly sloped and causes flooding of the main building during a rain event. Finally, visitors must determine whether they want to enter an outdated building with limited promise of innovation or cutting edge space inside. Often, visitors will circumvent the building entirely, depriving them and us of the opportunity to fulfill our mission of teaching environmental education. This grant proposal seeks to remedy all of these physical and physiological barriers to entry to create a more welcoming center that can be accessed and enjoyed by the entire Dunwoody community and beyond.

Our proposal calls for the complete removal of the steps and instead envisions an ADA accessible ramp (with a small footbridge over the existing storm water trough) that leads visitors through the current front entry garden and outdoor classroom. The repurposed entryway will have a maintenance free, small, yet attractive pond feature and trellised entryway, as well as properly graded concrete to lead storm water away from the building and towards the storm drain. A retaining wall will be built in place of the steps and deteriorating railroad ties that are currently holding up the embankment. A pollinator garden will be added to the entranceway as a point of interest and education, using private funding and volunteer labor. A passive water feature will serve as a visual accent to the "plaza" concept as a gathering point area and will emphasize environmental education that the Nature Center engenders. A pergola feature with additional planting will draw visitors into the Nature Center building as an entryway. (See attached Appendix A – Architectural Drawings).

According to the team of architects and builders (See attached Appendix B – Meet the team) that have recommended these changes in their analysis of the Nature Center facility, the redesigned front entry will bring the building up to ADA and other compliance codes, create a new gathering space in front of the education building, and help with the outside/inside transition to the building.

This dramatic makeover to the Nature Center will provide visitors with a much more favorable first impression of Dunwoody Park and the Nature Center organization, and is more indicative of the quality programs and services that our group offers to the community. As specified in the City's Master plan, it also provides an added community meeting space, access for all individuals regardless of age or physical ability, and eliminates the City's liability risk.

PROJECT BUDGET

Total Project Cost:	<u>\$123,509.50</u>
Total City Funds Requested:	<u>\$110,005.50</u>

Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project. You may attach additional pages if needed.



Job Name Dunwoody Nature Center Front Entrance Budget Pricing
Job Location Dunwoody, GA
Date 3.4.13

<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>O/H and Profit</u> <u>Unit Price</u>	<u>Total for Item</u>
Demolition/Grading	LS	1.00	\$ 20,735.50	\$ 20,735.50
Utility Coordination/Storm Drainage	LS	1.00	\$ 1,695.00	\$ 1,695.00
Boardwalk	LS	1.00	\$ 20,340.00	\$ 20,340.00
Plaza Concrete and Pavers	LS	1.00	\$ 29,097.50	\$ 29,097.50
Retaining Wall/Stone Columns/Pond Walls	LS	1.00	\$ 26,837.50	\$ 26,837.50
Pergola	LS	1.00	\$ 6,215.00	\$ 6,215.00
Doors/Windows	LS	1.00	\$ 5,085.00	\$ 5,085.00
TOTAL				\$ 110,005.50

Proposed budget is based on approved drawings rendered by architect Chris Kacena and does not include permitting, survey, geotechnical testing or other general conditions as required by the city before construction. Value engineer aspects of the original drawing have already been formulated into the current proposed budget (for example, the proposed "Turtle Back" bridge has been eliminated from the project as originally approved as a cost savings measure).

Additional expenditures (as estimated by Georgia Development Partners) that will be paid for through private grants secured by the Nature Center and volunteer projects include:

Clearing and grubbing	\$ 509.00
Touch up/painting	\$ 1,695.00
Landscaping Allowance	\$ 11,300.00

PROJECT JUSTIFICATION

Please explain how the proposed project meets the three selection criteria listed. You may attach additional pages if needed or use separate pages to answer these questions.

Master Plan Alignment

1. Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Please reference the section(s) of the plan that identify the needs.

Current access to the main building via the front steps is hazardous at best. Steps are not code compliant and a liability risk as there are several occurrences of falls each year. The building at the Nature Center was identified as a weakness of the overall park system by multiple focus groups (Section 3.6) as were the conditions of the existing facilities.

Section 6.2; Section 6.15 - Complete major renovations throughout the park system to improve safety, ADA compliance

Section 6.27 – "The nature center site was largely developed with volunteer effort, and as such, is not totally code compliant. The facilities in this park...are in very poor condition and in need of total replacement."

Section 6.28 – "ADA access to the building is separate from the main entrance, and is not fully code compliant."

Section 6.2 - "Develop a variety of small water play features throughout the city. Irrigate parks with reclaimed water or captured rain water where feasible."

Appendix A.62 - Improve the level of maintenance at current parks and recreation facilities- 84.3% High or Medium priority. Only 1% should not be implemented.

Section 3.24 – "They [residents] asked for the renovations of existing facilities and they would like greater variety of programs and facilities."

Section 3.3 – "Most facilities are old and in need of major repair or replacement. Dunwoody Nature Center has great programs, but needs a new building."

Relationship to Existing Programs and Users

2. Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.

In 2013 there were over 25,000 visitors to the Dunwoody Nature Center, with 13,000 of those participating in programs through our non-profit (classes, camps, field trips, and other activities – many of them at no cost to the community) and the remainder as "passive" park visitors who utilize the park for hiking, dog walking, family outings and other activities. These visitors access the Nature Center's education building to learn more about the features of the park and the natural world around them. Access to and perception of the main education building is of paramount importance to a visitor's appreciation of the programs of the Nature Center and the overall quality of the facility and the city's park system as a whole.

This proposal will increase access to the Nature Center for the entire community and specifically addressed concerns raised by several groups:

- The City of Dunwoody Parks, Recreation, and Open Space Master Plan calls for improved programming for senior citizens, many of whom will not currently come to the Nature Center because of the difficulty in getting into the building.
- Small children have a difficult time entering the building because of the uneven steps.
- Those with ADA requirements have no way to enter the facilities with the current set up of the front steps.
- The current front entry is prone to flooding due to improper grading leading towards the building and inadequate drainage surrounding the front entryway. Further, front entry cement is cracked and broken in several areas posing an additional liability issue beyond the front entry steps. In the days following a rain event, visitors cannot access the front entry of the Nature Center due to water pooling.

An all-inclusive park needs to have equal access for all and the addition of this amenity, along with the two previous FIPP projects, opens the park and building up to all groups throughout the community so that they have access at any time, and at no charge for admission.

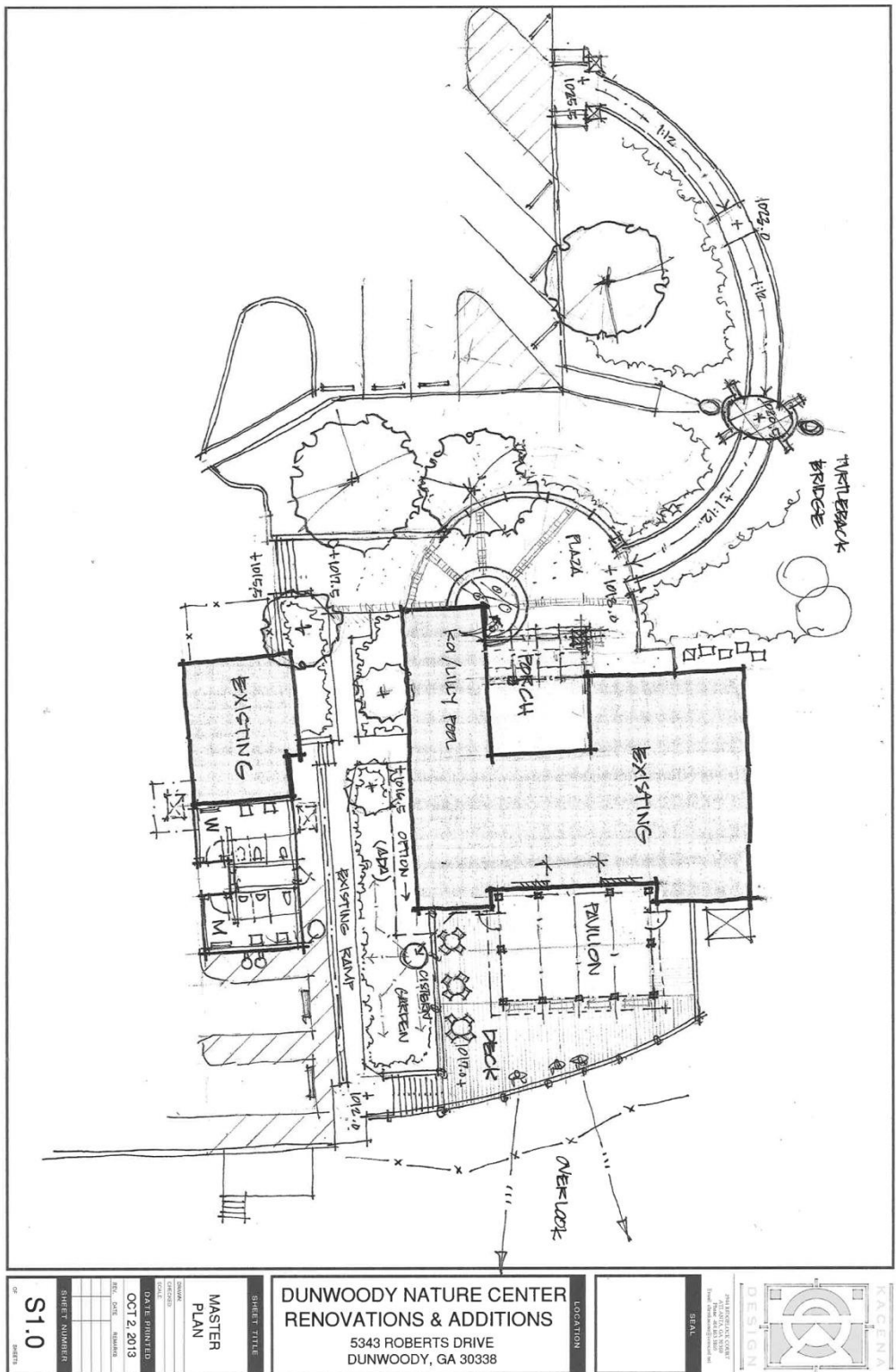
Leveraging of Other Funds

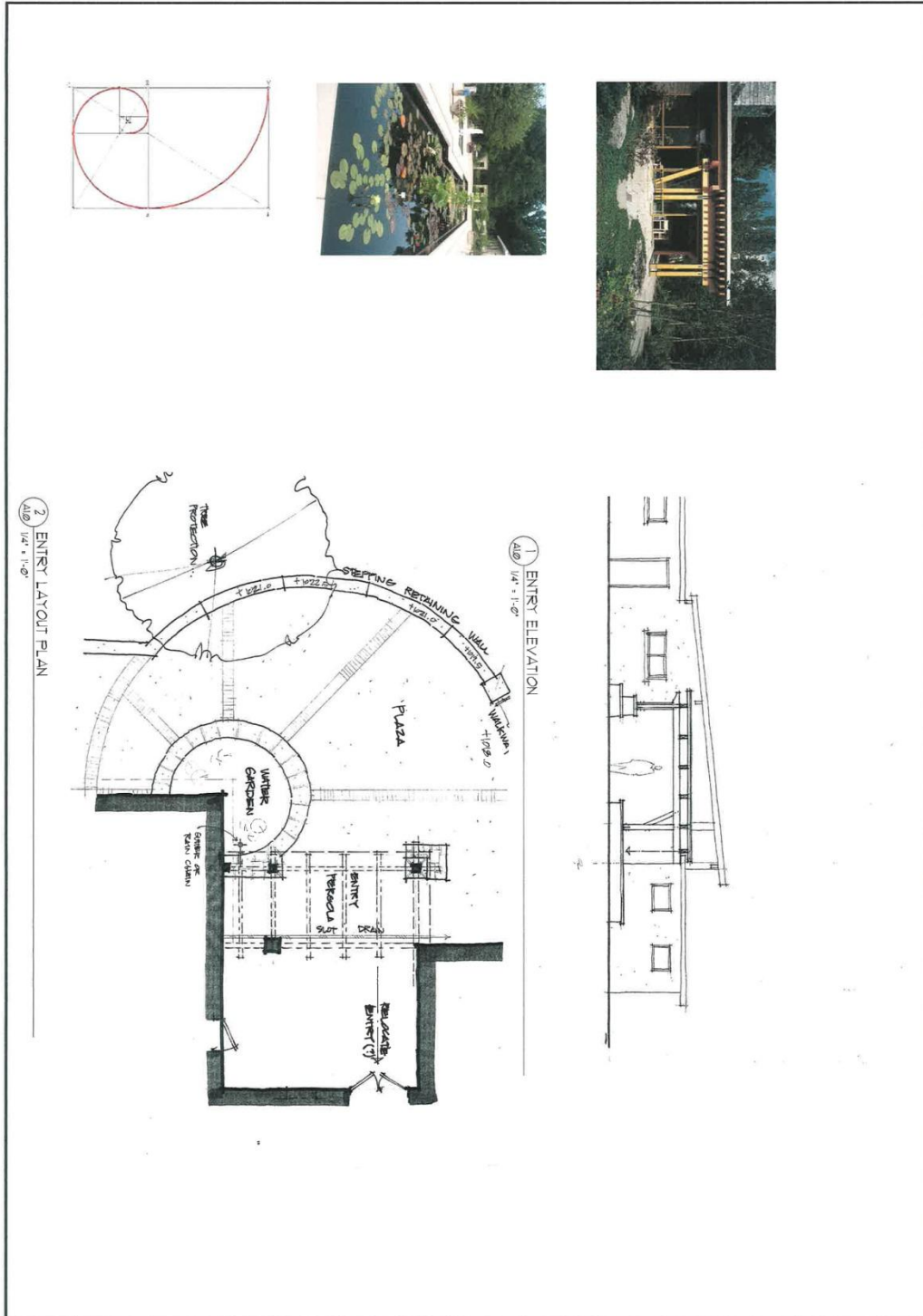
3. Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.

The Nature Center has a strong history of partnerships throughout our community and in engaging individual donors as well as corporate and civic volunteer groups. In 2013, the Nature Center partnered more than 1,300 individual volunteers who contributed more than 11,000 man hours towards the betterment of our grounds, programs, and facilities. Park projects completed include invasive plant species removal, creation of a rain garden to mitigate erosion and storm water runoff, painting both the outside and interior of the building, and adding structural enhancements to the park such as the teepee, chair swings, garden beds and other visitor amenities.

Towards this end, the Nature Center has already received promise of funding to landscape the disturbed area of the project and re-establish a "pollinator" garden at the front entrance. The Nature Center's Master Gardener Volunteers will plan and plant the gardens at the front entryway using funding from the Spalding Garden Club. Volunteers will also be used to clear and grub the work site and, upon completion of construction, paint and touch up the construction area. The total estimate cost of these items, according to the budget provided by Georgia Development Partners, totals \$13,504.00 (10.9% of the total project cost).

Appendix A – Architectural Drawings





	SHEET TITLE DUNWOODY NATURE CENTER RENOVATIONS & ADDITIONS 5343 ROBERTS DRIVE DUNWOODY, GA 30338	LOCATION 5343 ROBERTS DRIVE DUNWOODY, GA 30338	SCALE AS SHOWN
	ENTRY PLAN	DATE PRINTED OCT 2, 2013	DESIGNER KACENA DESIGN
	SHEET NUMBER A1.0	DATE OCT 2, 2013	REVISIONS

Appendix B – Meet the Team

Dunwoody Nature Center Re-Visioning Project Meet the Team



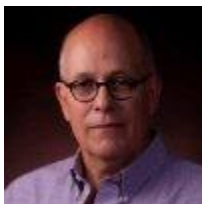
Beth Gabbett, Project Manager
A Dunwoody resident, Beth Gabbett has spent her entire career in the construction industry, first in the field as a carpenter and later in Operations and Marketing. Blessed with many talented and generous industry contacts for this project, Beth assembled the team members and coordinated the conceptual design effort.



Eric Clementi, Architect
The first member recruited for the Dunwoody Nature Center Re-Visioning Project, Eric Clemente is Principal of Schneider Wright Architects, an architectural, interior design and space planning firm serving the commercial market. With extensive experience in the renovation of cultural public facilities, including theaters, cultural centers and YMCA's, Eric brings over 20 years of architectural experience to the Dunwoody Nature Center. Eric spearheaded the re-visioning of the Dunwoody Nature Center, initiated collaboration with the Landscape Architecture team and developed all the interior and exterior conceptual plans. www.schneiderwright.com

Landscape Architecture Team

The Landscape Architecture team provided expertise in the redesign of the front entry access and enhancement of existing landscape assets. They were responsible for recommending the addition of an educational element within the landscape itself and provided all the conceptual landscape designs.



Kevin Burke, Landscape Architect
The former President of the Georgia Division of the Association of Landscape Architects, Kevin participated in this Dunwoody Nature Center's visioning project as part of the ALA's effort to give back to the community. As Senior Landscape Architect for the Atlanta Beltline Project and former owner of Collaborative Designs, Inc. Kevin Burke brings over thirty years of landscape design experience to the Dunwoody Nature Center project. Kevin is an expert in the design of landscapes for urban projects which marry naturalist education and community connectivity. www.beltline.org

Appendix B – Meet the Team



Meghan Injaychock, Environmental Design

A Fellow at the Atlanta Beltline, Inc. project and graduate student at the University of Georgia, Meghan has spent the last four years working with environmentally conscious organizations, articulating the intersection of design, environment and community. Her past experience includes research work with the Jekyll Island Authority and and Associate with the Southface Energy Institute. www.beltline.org



Jonathan Young, Landscape Architect

Jonathan's participation in the Dunwoody Nature Center came by way of his membership on the communication committee of the Georgia branch of the Association of Landscape Architects. A Landscape Architect with 15 years of industry experience, Jonathan is owner of the Landscape design firm Quercus, LLC which provides landscape architecture and master planning services to commercial and residential clients in the U.S. and abroad.

Interior Design



Pat Harris, Interior Design

Pat Harris brings over thirty years of design experience to the Dunwoody Nature Center Visioning project. Owner and Principal of Harris Interior Design, Pat has worked on more than 500 civic project including interior designs for schools, universities, libraries and children's museums. Pat Harris provided a conceptual color scheme for the exterior and interior of the building. If the Nature Center Board accepts her proposal, Pat will create an implementation plan which can be carried out by volunteer labor. www.harrisinteriordesign.com



Channing Mason, Budgeting Services

One of Channing's duties as Director of Operations for Benning Construction Company, is overseeing the firm's legacy of giving back to the community. For over 50 years Benning Construction Company has built commercial projects around the Southeast, and for all of those years they have provided pro-bono expertise to non-profits exploring facility upgrades and expansions. Benning Construction Company provided conceptual budget numbers for all the recommendations created by the projects designers. www.benningnet.com

Appendix C – Meeting Minutes

DUNWOODY NATURE CENTER
Board of Directors Meeting March 21, 2013

MINUTES

The meeting was called to order at 7:00 by Su Ellis. The following members attended the meeting: Pat Adams, Sally Love Connally, Bo Cooper, David Dalrymple, Marilyn Dalrymple, Su Ellis, Chris Gleason, Raj Joshi, Amy McMorrow, Tom Reilly, Sandra Salem, Eve Schneps, Debbie Smith, Anne West, Robert Wittenstein, and Les Woodsides.

Minutes from the February 2013 Board of Directors meeting were presented by Amy McMorrow. Tom Reilly moved to adopt the minutes as presented, the motion was seconded by David Dalrymple, and adopted by a unanimous vote of the Board members in attendance.

The first matter of business addressed was a Governance Committee update presented by Amy McMorrow to describe forthcoming changes to DNC bylaws and Articles of Incorporation, as well as related Board resolutions. Amy explained that, after a few last items are resolved, four documents will be circulated to the Board for review in advance of a vote by the Board, which is likely to take place at the April Board meeting. The documents are: (1) Amended and Restated Articles of Incorporation, (2) Amended and Restated Bylaws, (3) a Board Resolution Regarding Committees, and (4) a Board Resolution Regarding Membership in the Corporation. Highlights of each were discussed as follows:

(1) Amended and Restated Articles of Incorporation:

- Update mission/purpose of the organization to delete specific purposes not currently pursued and to maintain broad purpose
- Edit to clarify that DNC shall not be a membership organization, but instead shall be directed by a self-propagating Board of Directors
- Update mailing addresses, board members identified, etc.
- Add limitation of liability paragraph allowing limitation on director and officer liability to the extent allowed under the GA Nonprofit Corporate Code

(2) Amended and Restated Bylaws:

- Update mission
- Delete Article regarding membership (as in “membership in the organization”) and related provisions
- Modify Article regarding committees –
 - incorporate language that applies to all committees regarding chairpersons, other committee members, vacancies, etc.
 - maintain descriptions of only three standing committees – Executive, Governance, and Finance
 - incorporate language to allow and govern creation of ad hoc committees by the Board
 - incorporate duties of the pre-existing Nominating Committee into role/obligation of the Governance Committee (note: the Board is free to establish a Nominating Committee ad hoc at any time)

- Standardize election of Board members to coincide with DNC's fiscal year; Board members who join during the fiscal year may begin service at any time but their terms will officially begin the following Jan 1
 - Establish concept of Annual Meeting, for election of officers and directors who will begin terms of service on January 1
 - Modify language regarding terms of Officers of the Board – 2 yrs for president; 1 yr for other officers; eligible for re-election at the expiration of term; Board member serving as 1st vice president shall be considered for election to role of president; treasurer's term shall not coincide with president's term where possible
- (3) Board Resolution Regarding Committees:
- Describes other, current committees of the Board, their roles and responsibilities
- (4) Board Resolution Regarding Membership in the Corporation:
- Necessary in order to modify DNC's Articles of Incorporation and Bylaws to remove language regarding membership in the corporation.

Discussion ensued regarding the four documents discussed above. David Dalrymple suggested that we insert language in the amended Bylaws establishing that it is DNC's objective to stagger terms of Board service, to assist with succession planning.

The Treasurer's Report was provided by Les Woodsides.

- Discussed the YTD budget
- Les will develop a 1-pg executive summary for use at future Board meetings
- Discussed the Financial Summary circulated as of 12/31/12, and Notes to Financial Summary – these documents were provided by our CPA hired to close out DNC's books for 2012
- Les observed that at this point we show a positive trajectory for the remainder of the year. There is no reason to think we won't meet our 2013 budget of \$309k.

The Executive Director's Report was provided by Alan Mothner.

- Membership is down for the first month in a while; currently at 564 so still over pace for meeting our 2013 objective of a total membership of 500.
- Camp participation is at 375 today (compared to 237 at the end of March 2012). We are hoping to maintain this pace of registration.
- Programming updates include the new Leadership in Training Program. Sixteen spots are offered, through an application process for rising 9th-12th graders. The program is a week-long course at Brook Run in leadership training and environmental stewardship using Camp-to-Grow curriculum, and is a Rotary-supported program. We have received press in the Dunwoody Crier and forthcoming DeKalb Neighbor.
- Melanie Rohrbach started as our unpaid Volunteer Coordinator for DNC. So far, she has revamped our webpage for volunteers, and started work toward coordinating volunteer activities, keeping database of projects, groups, etc.
- Received sponsorship from Mother Earth Brewery and Moon Dog for our summer concert series - \$1k total. Moon Dog may provide % of profit to DNC. The concert series this year will be more geared to adults/older kids; will incorporate one kids concert for a Sunday during summer.
- SunPatch upcoming
- Plant sale ongoing
- City revised grant proposal
 - Needs board resolution to request financial support for projects.

- Robert Wittenstein had suggested that we use this opportunity to start discussing the concept of a new building in the next year or two;
- Will submit separate grant applications for each of 3 projects – front entry, back deck and bathrooms.
- Discussion ensued
- Su Ellis moved to adopt a board resolution to provide added classroom/lecture space, renovate front entrance to make it ADA-compliant, and provide renovations to include bathrooms. Sally Love Connally seconded the motion, and the motion was adopted by a unanimous vote of the Board members in attendance.
- Earth Day – DNC is exploring a paint recycling program, as a joint venture with the City. “Atlanta Paint Recycles” would participate, and the City has \$3k budgeted through the Sustainability Commission. Discussion ensued regarding a nominal charge of \$1 per can. Alan has sent a proposal to UPS, Newell Rubbermaid, and PCID. We will likely have vendor staffed corporate locations, while DNC volunteers will staff public drop-off locations.
- Staff Wish List (see attached Staff follow up notes from January Strategic Planning session – March 21, 2013). Highlights were discussed as follows:
 - Primary restriction is the facility
 - Offers six areas of development to be analyzed
 - Facilities
 - High quality and better capacity building
 - Space to store supplies and materials
 - Bathrooms are as much of an issue at Brook Run as they are here
 - Staff
 - If we continue this growth, may be close to the point where we need to add another Programs Director
 - Saturday programming and/or at least open doors to allow access to passive education displays
 - Finances
 - Programming is 44% of revenues; can only increase revenues with additional access, ability to accommodate more people
 - Supplies/Materials/Exhibits
 - Needed upgrades with all
 - Office supplies, craft supplies
 - Displays
 - Natural Resources
 - Brook Run is more commercial than our space at Dunwoody Park which has 4 distinct habitats that we teach to
 - No rain contingency at Brook Run currently
 - Amenities
 - Storage space
 - Increased access to bathroom facilities
 - Discussion regarding other entities that feel they have a stake in a presence at Brook Run park; need to be able to be the umbrella, stewardship arm of that Park and other organizations involved
 - City may provide structure and facilities and we would provide programming; if the \$7M from DeKalb frees up we should be in a position to focus on it
 - Discussion ensued regarding buildings at Brook Run (old dormitory) and possible interest in it and the numerous upgrades that would be required.

- A suggestion was offered to convert to spreadsheet with cost analysis and prioritization.

A Development Report was provided by Su Ellis and Sandra Salem.

- Su provided an update and reminders regarding the ongoing Corporate Campaign.
- Sandra provided an update on matters related to Monarchs and Margaritas. Discussion ensued regarding the raffles planned for the auction, and the need to avoid charging for participation. Instead, participation in all raffles will be available through a suggested donation.

Adjourned at 8:30 pm.

Respectfully submitted,

Amy McMorrow

Attachments: Dunwoody Nature Center, Inc. Financial Summary As of December 31, 2012
Dunwoody Nature Center, Inc. Notes to Financial Summary, December 31, 2012
Staff follow up notes from January Strategic Planning session, March 21, 2013