

Kalid Truitt Marketing Portfolio

INTRODUCTION
PROCESS
WORK EXAMPLES
SF330 & SDA



Introduction

Introduction

Who I am

I am Kalid Truitt, a 27-year-old Marketing Coordinator from Memphis, TN. I have over 5 years of marketing experience and three years of marketing experience in the AEC industry. I am a dynamic team player who values transparency, clear communication, and hard work to meet my clients / employer's needs. I am looking for a role where my talents will shine as well as offer me an opportunity for growth.

Role

My current Role is a Marketing Assistant. My primary duties included:

- Worked with cross-functional proposal team members to identify opportunities and help respond to, Request for Proposals (RFPs), Request for Quotations (RFQs), Requests for Information (RFIs) and manage the proposal development process to ensure on-time delivery of compelling, compliant, and well-written proposals.
- Direct liaison between RFP team and leadership. Held kickoff meetings for proposals to discuss details including schedule, templates, compliance, content planning, and production.
- Provided conceptual leadership for document design, while ensuring RFP instructions and internal brand guidelines pertaining to format, fonts, etc. are being followed.
- Write and edit tailored resumes and past performance sections for proposals. Provides or obtains grammatical and technical editing to ensure quality.
- Maintain, augment and improve library of reusable components, templates, and processes to reduce response time and improve quality on future bids.
- Supports special projects assigned by management such as Surveys, SF-330, Award Submissions, End of Year, presentation, and SDA documents (MA Gov).
- Management of internal marketing database (brand documents, client contact list, resumes, social accounts, project photos, articles & bylines).
- Helped manage firm's website and social media presence.

Programs

Programs used for this role include: MS Suite, Adobe Suite (IND, Acrobat, PS, CC, LR), Agorapulse, Deltek, Vantagepoint, Miro, Hubspot, and WordPress.

Process

RFP/ RFQ Process

Process

Here are the steps I follow when going through the bid process:

- Request Project number and create Project folder.
- Save important documents to project folder. Read RFP to get a general understanding of what is needed.
- Set up calendar with kickoff meeting date, RFP due date, RFI due date, and any other relevant dates (interviews, walkthroughs, ect.)
- Make an outline of what we should add as a team (resumes, projects, specified documents listed in RFP).
- Facilitate kickoff meeting. This is the time when the team should gather any relevant questions for the client for RFIs. Most times a template will have been made in advanced.
- Reach out to any consultants, sub contractors, or relevant personnel for information pertaining to the RFP. I usually give consultants a three-four day turnaround on deliverables depending on our own deadlines.
- After most of the relevant information is collected, I spend time on production. I have experience with deadlines ranging from one week to a couple of months. I have also worked on multiple submissions at once. After communications with leadership and / or the project team, I produce drafts of the RFP.
- After reading over all drafts to make sure I copied all the red lines from the PIC, I send to the team for one final read through and spellcheck. I prefer to do this over a call so we can live edit if needed.
- With final approval, a submission email is drafted and the document is reduced in size via Adobe Acrobat to be sent (anything over a certain size might get flagged by the client company's firewall, which could delay submission).
- After submission, I make sure the client has received the document.
- Any changes made to marketing materials during the production process will be made to the master marketing files. This can range from resume edits to brand edits.

Work Examples

(Project Sheets, Resume, Misc Sheets)



Maggie Mitchell IIDA, RID
Senior Interior Designer
Associate

Maggie joined Dyer Brown in 2013 focusing primarily on higher education, on call building services, and building repositioning projects. After relocating to her home state of Georgia, she is now leading Dyer Brown's Atlanta office.

Maggie's approach to design is client driven. Listening to the people involved, identifying their needs, and understanding existing work patterns are all important in determining the unique requirements for every project. Her highly personalized level of service acknowledges this uniqueness in every project and incorporates design solutions that not only respond to client functional needs, but also provides them with innovative and inspiring spaces.

EXPERIENCE

Renew Financial¹

Atlanta GA \ \ 27,000 SF renovation of full floor for one of the nation's leading home improvement financing companies

Cresset Capital²

Atlanta GA \ \ New 11,000 SF office for financial services client, including client facing meeting rooms, open workstations, collaboration areas, and a cafeteria space to hold company-wide functions

Skyland Trail³

Atlanta GA \ \ Ongoing interior design services for nonprofit mental health organization across six campuses, including: finish upgrades and furniture improvements, dining facilities, gymnasium + fitness center, group therapy rooms, a greenhouse, workspaces, and gathering areas

Emory University⁴

Atlanta GA \ \ Interior renovation of 12,600 SF across three buildings, encompassing a thorough programming and visioning process and 3-phase construction. Renovated buildings include spaces for open and private offices, collaboration, conference + meeting spaces, as well as a faculty café

1280 West Condominiums

Atlanta GA \ \ Interior Renovation of existing condo building in Midtown Atlanta, this project includes a complete upgrade of the building amenities as well as brand refresh in order to elevate the property's identity

NU CEE Snell Engineering Innovation Studio

Boston MA \ \ 5,000 SF space for students and faculty. Includes a large space geared for developing and building innovative devices, materials, components, and systems for civil and environmental engineering applications. Features a start-of-the-art Experiential Learning Laboratory, two new Infrastructure Engineering research laboratories, and a new fabrication facility.

PROFESSIONAL EXPERIENCE

Dyer Brown & Associates, Inc.

2016–Present \ \ Atlanta GA

Dyer Brown & Associates, Inc.

2013–2016 \ \ Boston MA

Smith Dalia Architects

2009–2013 \ \ Atlanta GA

International Design, Inc.

2007–2008 \ \ Alexandria VA

EDUCATION

Bachelor of Arts, Interior Design

2008 \ \ Marymount University

Bachelor of Science, Psychology

2005 \ \ University of Mary Washington

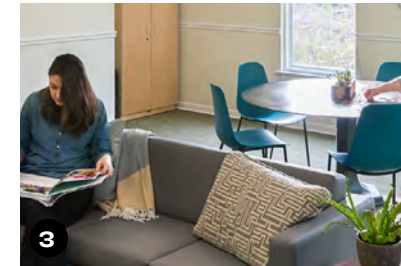
SELECT AFFILIATIONS

Registered Interior Designer(State of Georgia)

National Council Interior Design Qualification (NCIDQ)

International Interior Design Association (IIDA)

CoreNet Global(Atlanta Chapter)



Maggie's commitment to transparent communication, a holistic workplace strategy planning approach, and exceptional service were exactly what our decision making committee needed to keep us on task and always coming back to our business drivers throughout the completion of our project. I am pleased to say that our new office space now accurately reflects our firm's identity

David Fisher, Executive Managing Director,
Family Office Services | Cresset Capital



Sharon Reis
Assistant Project Manager

Sharon graduated with a Bachelor’s degree in Architecture from Woodbury University in San Diego, CA. Her early experience encompasses high-end luxury custom homes, multi-family residential, and retail design. Her latter experience includes specialization in workplace design, commercial retail, and tenant improvement. Her collaborative approach ensures that each project is tailored to meet client needs and vision. Sharon’s proficiency extends beyond architecture, with interests in graphic design and photography. She frequently volunteers her skills to local organizations, enhancing her creative portfolio and giving back to the community.

EXPERIENCE

Confidential Banking Client ¹
Lincoln RI \ \ 148,000 SF Renovation and restack of a contact center including code verification, test fits, and reconfiguring of conference, huddle, and wellness rooms, work cafes, mailroom, and cafeteria

Fallon Health N Dartmouth
Dartmouth MA \ \ 20,000 SF
Single story, new construction PACE center that includes reception and waiting area, exam rooms, physical therapy, kitchen and day room dining, activity areas for patients and conference and office space for employees

Fallon Health Framingham
Framingham MA \ \ 2,286 SF
Renovation for a new PACE center. This center will include reception and waiting area, exam rooms, physical therapy, and conference and office space for employees

Confidential Client: Workplace/Tenant Improvement*
San Diego CA \ \ 20,000 SF
Reconfiguration of office space

Confidential Client: Workplace/Tenant Improvement*
La Jolla CA \ \ 20,000 SF
Reconfiguration of office space

Confidential Client: Workplace/Tenant Improvement*
Del Mar CA \ \ 20,000 SF
Reconfiguration of office space

*Work completed with different employer.
Project information withheld at client’s request.

PROFESSIONAL EXPERIENCE

Dyer Brown & Associates, Inc.
2023–Present \ \ Boston MA

Gensler
2021–2022 \ \ San Diego CA & Charlotte NC

The Brown Studio
2021–2022 \ \ Encinitas CA

NCDS
2020–2022 \ \ San Diego CA

Studio E Architects
2019–2019 \ \ San Diego CA

EDUCATION

Bachelor of Architecture
2019 \ \ Woodbury University





The finish and color palettes are inspired by the coexistence of organic and manmade patterns found around the campus's green spaces: the linear order of the buildings, the formation of the sidewalks, and the shapes of surrounding plants.

Further influencing the design are the experiences people have in those green spaces. Whether acting as meetup locations, or while one is walking to their destination, there are moments for relaxation and serendipity. The green spaces can become unconventional places for breakthroughs, chance encounters, and innovations.



New Finish Palette

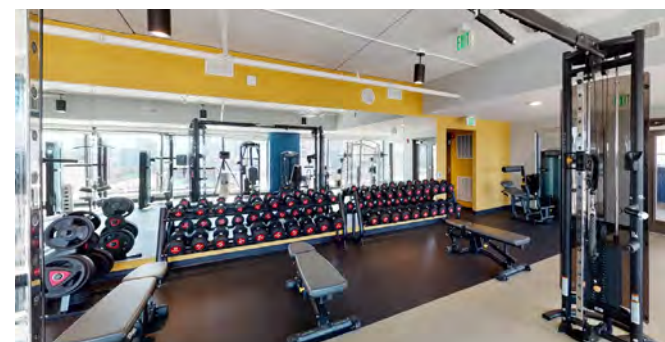
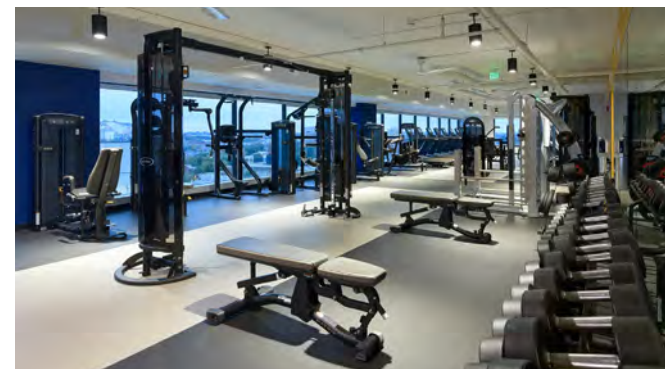


EMORY UNIVERSITY - LANEY GRADUATE SCHOOL

ATLANTA GA
SIZE: 5,800 SF

Through the careful orchestration of visioning sessions and change management, Dyer Brown was able to successfully meet the program needs of multiple departments of the Laney Graduate School as they moved from the Administration Building into the 2nd floor of the North Decatur Road building.

Academic Operations; Student Affairs; Business & Finance; Diversity, Equity & Inclusion; Professional Development; Communications; Human Resources, and the Dean's Office will all make their new home in Suite 200: a move requiring careful consensus building and planning to design a space suitable for each department's needs. Extensive surveys were performed with administrators and staff to establish likes, dislikes, and daily usage needs, and regular meetings were held to solicit feedback from users on the design progress, and establish trust between decision makers and the design team.

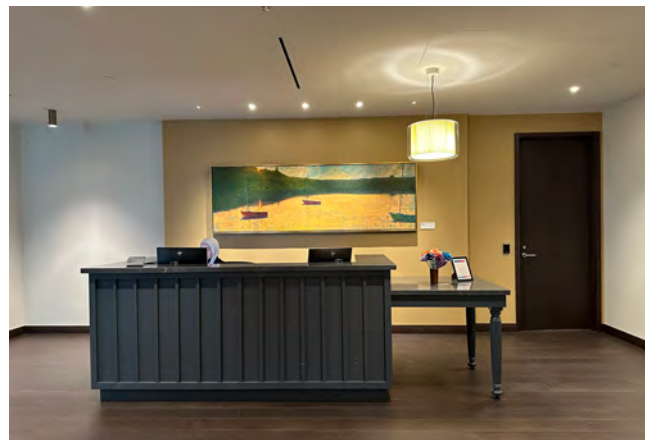
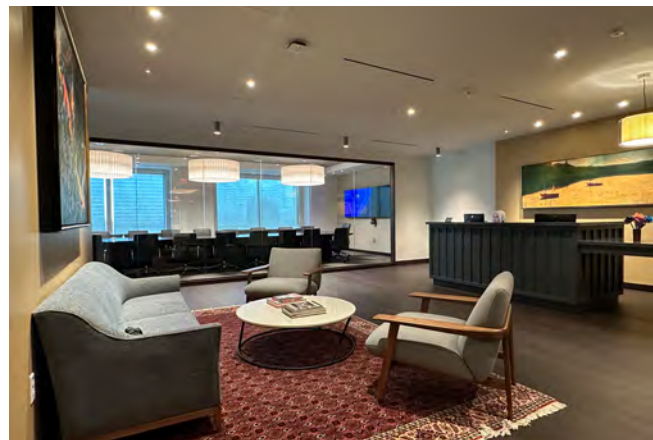


THE STANDARD ATLANTA *

ATLANTA GA
SIZE: 21,567 SF

New Construction high rise off campus student housing with private bedroom units. Amenities include student social lounges, a computer lounge, fitness center, rooftop sundeck with pool, and a sky terrace & lounge.

*project completed by Ymani Mackey while with previous employer



SHERIN AND LODGEN

BOSTON MA
SIZE: 20,111 SF

This project, located in One Lincoln Street, comprised almost 50 offices, an associated open office, and numerous support spaces, including a mail center, coffee bars, copy/print areas, and a wellness room. The front of house features a high-end entry and reception area with numerous conference rooms and a café & catering room. Dyer Brown worked with the Sherin and Lodgen team to finesse a floor plan, select finishes, and finalize a cohesive design.

Fee Clarifications

Example of being able to format clarifications or other sensitive information for submission.

1. Our proposal is based on the information received on November 22 and December 05, 2024, from Redgate.
2. All fees are based on a project area of approximately 100,000 across (3) floors, assuming that Nutter can consolidate and remove (1) floor from their current stack. If it is determined that Nutter cannot remove (1) floor and the total project is closer to 130,000 SF, all fees would increase by approximately 20%.
3. The provided schedule starts following (5) mobilization days after receipt of signed proposal.
4. This proposal outlines overall scope and fees, should our firm be chosen for this project, we would submit an agreed upon proposal with finalized scope, consultants, and fees to act as the executed contract between Dyer Brown and Redgate.
5. If AIA Contracts and/or Client specific Contracts are requested to be implemented as a portion of the project documentation, Dyer Brown will administer and coordinate the execution of these documents on an hourly basis.
6. This proposal is valid for 30 days.
7. Our preferred form of contract is a word document proposal governed by the terms & conditions included with this proposal.
8. Phased move plans are excluded.
9. Swing space plans are excluded.
10. Architectural additional Services: Dyer Brown can provide the services as noted below for an additional fee.
 - a) Change Management
 - b) Sustainability Consulting
 - c) 3D Renderings & Visualization
 - d) Experiential Graphic Design & Branding
 - e) Permitting Phase Services
 - f) Preconstruction Phase Services
 - g) Signage
 - h) Art Consulting
 - i) Value Engineering Services
 - l) LEED / WELL Buildings
11. Per Q&A, final selection of consultant team is to be mutually discussed and agreed upon with Redgate & Nutter.
12. Per the Q&A, estimated specialty consultant fees have been provided for Lighting, Acoustics etc. Firm selections and scope will be discussed with Redgate and finalized upon architectural award.
13. Phased construction services are excluded.
14. Our fee includes (1) punch list walkthrough per construction phase. Additional visits, including requests for back punch walkthroughs, will be billed hourly.
15. We assume that budget checks will be happening at regular intervals during the design process. Our base fees include typical design revisions which would be anticipated as part of an industry standard process. Any value engineering efforts during documentation that substantially affect the layout will be considered an additional service and may be billed against the VE contingency shown in the fee matrix.

Project Approach and Understanding

SCHEDULE - KEY MILESTONES & DELIVERABLES

SEPT 2022	SEPT 2022 - OCT 2022	OCT 2023 - NOV 2022	NOV 2022 - DEC 2022	DEC 2022 - FEB 2023	FEB 2023 - JUL 2024
PROGRAMMING 2 WEEKS 9/7/22 - 9/21/22	TEST FITS 2 WEEKS 9/22/22 - 10/6/22	SCHEMATIC DESIGN 5 WEEKS 10/7/22 - 11/11/22	DESIGN DEVELOPMENT 5 WEEKS 11/14/22 - 12/19/22	CONSTRUCTION DOCUMENTS 8 WEEKS 12/20/22 - 2/14/23	BIDDING & PERMITTING 4 WEEKS CONSTRUCTION ADMINISTRATION 16 WEEKS 2/15/23 - 7/8/23

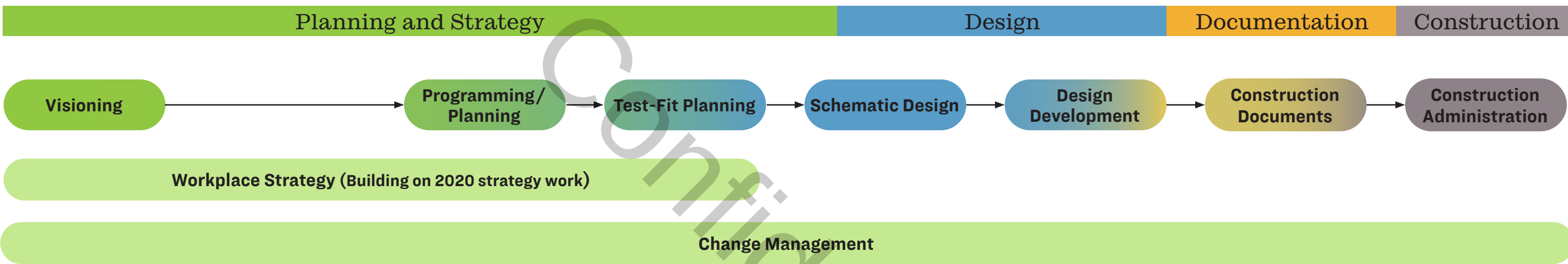
Schedule Notes

- Based on our recent experience with procurement of equipment for similar facilities, we assume that the schedule will extend into the summer of 2023, depending on procurement timelines
- If an accelerated schedule is desired, we would suggest completing early release packages or adopting other schedule strategies, which can be provided by our team as an additional service(s) once the scope is determined

Org Chart



Project Process



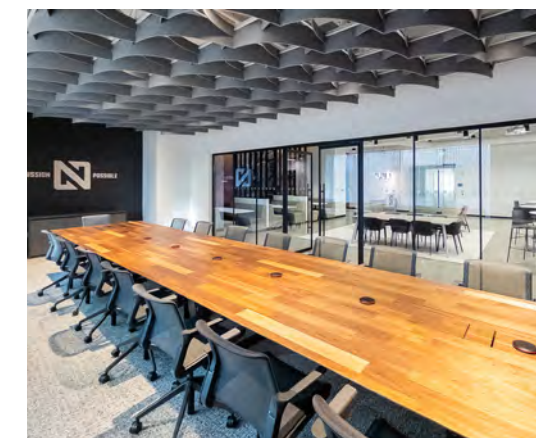
THE ANNEX
(FORMERLY CENTER FOR EFFECTIVE ALTRUISM)



EASTERN BANK



NIMBUS THERAPEUTICS



NOBLE LOGISTICS

Nitsch Civil Engineering

Example of working with consultant documents.

Sometimes you have to format their information to fit the submission format.

Jared Gentilucci, PE, CPESC, LEED AP BD+C Deputy Director of Civil Engineering



Jared has over 20 years of experience as a Civil Engineer, all at Nitsch Engineering. He has worked on and managed various site development and building projects throughout Massachusetts. His areas of expertise include design of stormwater management systems, site utility systems, site layout and grading, erosion and sediment control, construction administration services, and permitting through various local, State, and Federal agencies. He is also an experienced user of AutoCAD Civil 3D, HydroCAD, Storm and Sanitary Analysis, Bluebeam, and Microsoft Office software.

Relevant Projects

Winthrop Center Boston, MA

Project Manager for civil engineering services for the construction of a 690-foot mixed-use tower in downtown Boston. Winthrop Center will include approximately 460 condos and apartments, 750,000 square feet of office space, and approximately 89,000 square feet of retail, restaurant, and function space. Designed the site utilities (water, sewer, and drainage), and provided roadway layout and grading design. Coordinated with Boston Water and Sewer Commission to identify potential conflicts during construction. Worked with the plumbing engineer to permit a rainwater reuse system. Provided permitting assistance for the Boston Planning and Development Agency process, including preparing the utility section of the Project Notification Form, Draft Environmental Impact Report, and Draft Project Impact Report for Article 80 Large Project Review. We also provided permitting assistance for the BWSC.

White Street Fire Station Springfield, MA

Project Engineer for civil engineering services for a new fire station. Services included site layout, grading, materials, planting, and utility design; stormwater management design; work associated with site LEED credits; preparation of a draft Stormwater Pollution Prevention Plan; permitting through the Springfield Water and Sewer Commission and Springfield Department of Public Works; and construction administration tasks. This project achieved LEED Gold certification.

Springfield Data Center Springfield, MA

Project Engineer for civil engineering services for a new data center in Springfield. Services include layout and grading of site roadways, stormwater management system design, utility design, preparation of 3D models for proposed site grading and utilities, and construction administration tasks. The data center achieved LEED Gold certification, with high levels of energy efficiency and sustainability metrics. The project utilized DCAMM'S CM-at-Risk Method.

John F. Kennedy Library and Museum Boston, MA

Project Engineer for civil engineering services for an addition to the John F. Kennedy Library and Museum and miscellaneous site improvement work. Services include site layout and utility design, stormwater management design, permitting through the

Years of Experience

- 20 in industry
- 20 at Nitsch Engineering

Registration

- Massachusetts: Professional Engineer (Civil) #48079, 2009
- Massachusetts: Soil Evaluator #13143, 2009
- Certified Professional Soil Erosion & Sediment Control Specialist, 2018
- LEED Accredited Professional BD+C, 2008
- OSHA (10-hour) Certified

Education

- BS, Civil Engineering, University of Massachusetts Lowell, 2004

Professional Affiliations

- Rutland Conservation Commission, Chair, 2019
- Secretary, 2023
- Environmental Business Council of New England
- US Green Building Council (USGBC) MA Chapter
- Co-Chair, Central Massachusetts Committee

Social Posts

Examples of posts I have worked on for LinkedIn.

By Kalid Truitt • 7/29/2024



Dyer Brown & Associates

2,999 followers

5mo • 

For the third summer in a row, Dyer Brown was pleased to host a group of rising freshman from the [Apprentice Learning](#) City Summer Internship. The program is a five week career exploration in STEAM and other careers where women are often underrepresented.

To illustrate that design solutions revolve around inquiry, listening and iterating, the DBA team led the group through a basic design charrette. Each pair were asked to design a wallet for their partner without having interviewed them. They then shared their concept, asking their partner what features they would need or want in their wallet, altered their design accordingly, and had the chance to begin constructing the wallet from the materials provided. Students practiced public speaking skills by presenting their final designs to the large group.

Thanks to [Apprentice Learning](#) for providing us with the opportunity to be inspired by the energy of this group!



Get up to 180,000 more impressions by boosting this post. 

Boost

By Kyla Astley • 3/22/2024



Dyer Brown & Associates

2,999 followers

10mo • 

This year's SCUP North Atlantic Regional Conference is in Boston, and we couldn't be happier! Our Higher Education experts, Rachel Woodhouse and Maggie Mitchell, will be in attendance, so if you see them, say hello! We hope to see you ...more



Rachel Woodhouse

NCIDQ, CID

Principal | Director of Operations



Maggie Mitchell

IIDA, RID

Senior Interior Designer | Associate

Say Hi If You See Us!



   30

3 comments



Like

Comment

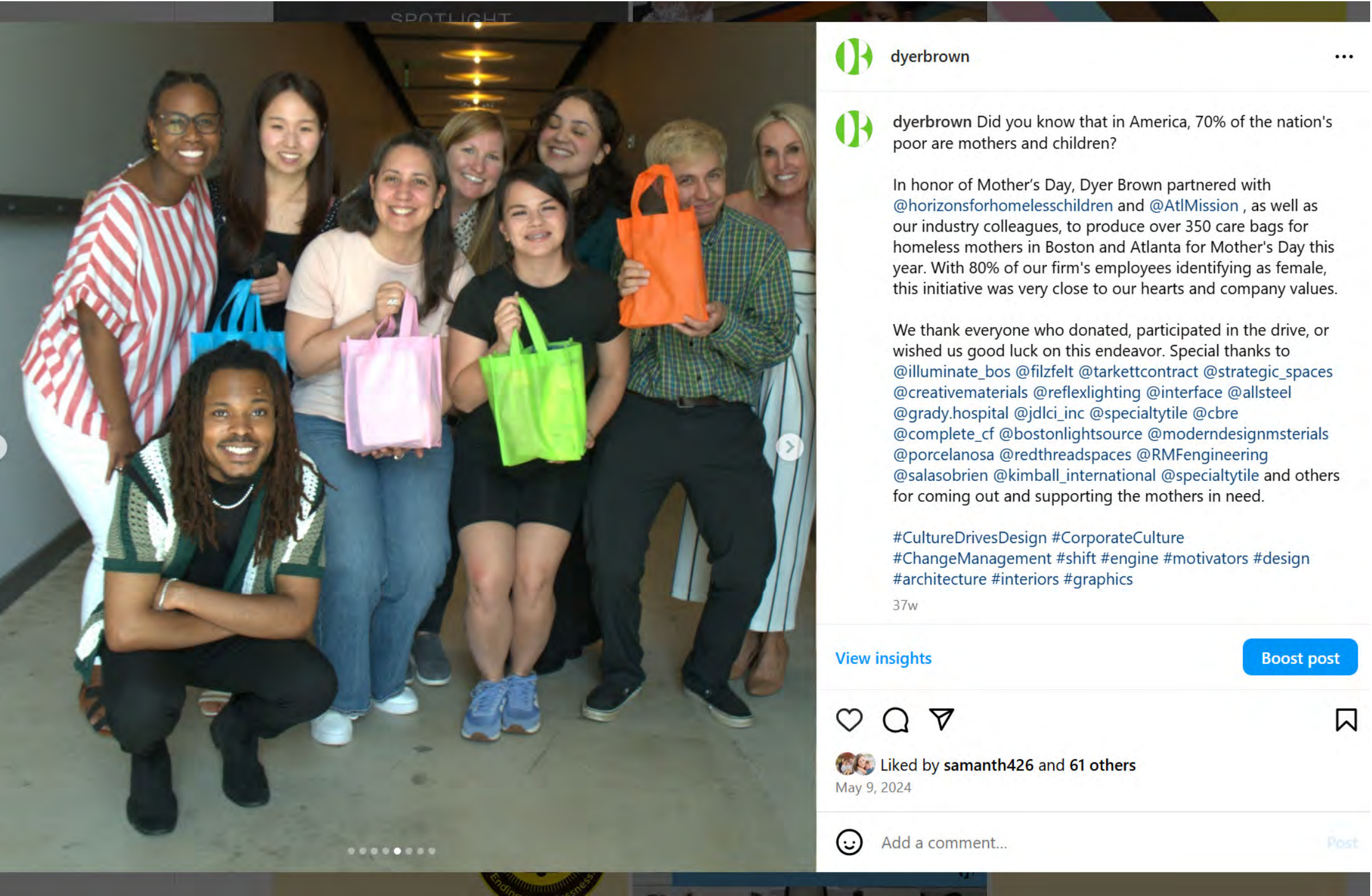
Repost

Comment as Dyer Brown & Associates

Social Posts

Example of a post I worked on for our Instagram. Tagging clients and sponsors is important for brand visibility and partnerships.



WordPress

Example of work in WordPress.

WordPress

Interior Design Boston

0

New

View Project

Smart Slider

Howdy, Kalid Truitt

Layouts

Services

Project Types

Employees

Media

Pages

HubSpot

Templates

Rank Math SEO

JetEngine

Profile

Dashboard

Posts

Settings

Client Name *

Gray Television

Name of client company (if not confidential)

Location *

Atlanta, GA

Project location: [City, ST]

Square Feet

Enter the square footage of project as readers would understand it. Use SF as abbreviation, not s.f.

Year Completed

Year that substantial construction was or is scheduled to be complete (only enter a year number, even if it's estimated in the future)

Short Description *

In conjunction with Smith Dalia Architects, Dyer Brown will complete a full interior design package for eight studios, at five stories each, totaling 476,000 SF, and for their two-story warehouse and two-story Administrative Building D totaling 122,000

Enter the short excerpt project description (1 sentence)

Full Description *

In conjunction with Smith Dalia Architects, Dyer Brown will complete a full interior design package for eight studios, at five stories each, totaling 476,000 SF, and for their two-story warehouse and two-story Administrative Building D totaling 122,000

Enter the complete project description here (strict 650 character limit including spaces!) Aim for 3 sentences, each focusing on one unique aspect of the

☐ Academic

☐ Experiential Graphics

☐ Healthcare and Wellness

☐ Hospitality

☐ Retail

+ Add New Category

Featured image

Set featured image

Layouts

LayoutsMost Used

☒ Simple

☐ Case Study

☐ Quote

+ Add New Category

employees

Add New Employee

Employee Type

Employment Status

Media

Pages

HubSpot

Templates

Rank Math SEO

JetEngine

Profile

Dashboard

Bulk actions

Apply

All dates

Employment Status

Employee Type

Rank Math

Filter

43 items

<<

<

1

>

>>

of 3

☐	Full Name	Title	Email	Direct Phone	LinkedIn URL	Title	Date	SEO Details
☐	Kyla Astley	Director of Marketing	kastley@dyerbrown.com	857 972 3083	https://www.linkedin.com/in/kyla-astley-84b0179/	Auto Draft	Published 2023/07/05 at 11:46 am	N/A Keyword: Not Set Schema: Off Links: 0 0 0
☐	Emily Locke	Designer	elocke@dyerbrown.com	617 918 7051	https://www.linkedin.com/in/emily-locke-869b51182/	Auto Draft — Elementor	Published 2022/11/20 at 6:07 pm	N/A Keyword: Not Set Schema: Off Links: 0 0 0

55

YEARS IN BUSINESS

20+

FORTUNE 100 & 500 CLIENTS
IN THE LAST 10 YEARS

75%

WORK FROM ONGOING CLIENT RELATIONSHIPS

24 + Washington D.C.

STATES WITH ARCHITECTURAL REGISTRATION

84%

DYER BROWN EMPLOYEES WHO
IDENTIFY AS FEMALE

3/4

FEMALE PRINCIPALS

4/6

FEMALE SENIOR STAFF

13th

RANKING IN BOSTON BUSINESS JOURNALS LBGT-OWNED
MASSACHUSETTS BUSINESSES

19th

INTERIOR DESIGN MAGAZINE'S RISING GIANTS FOR 2023
CERTIFIED BUSINESS ENTERPRISE

31+

MILLION SQUARE FEET FIRM HISTORY CLIENT / TENANT SPACE

Certified LGBT Business
Enterprise™



Silver

ECOVADIS SUSTAINABILITY RATING



DYER BROWN

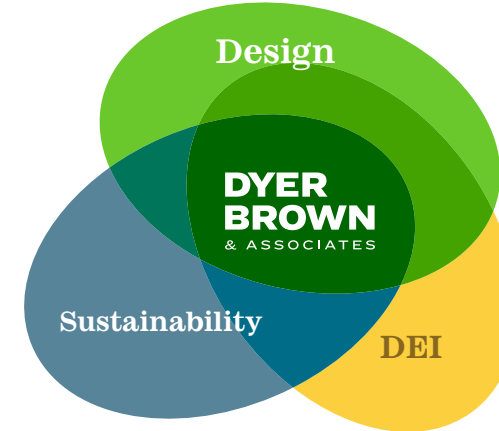
We are a passionate and innovative team dedicated to delivering the highest level of service and design to

AREAS OF FOCUS

- Workplace
- Hospitality
- Retail
- Higher Education
- Life Sciences
- Asset Design + Support
- Building Repositioning
- Institutional
- Healthcare

CORE SERVICES

- Architecture + Interior Design
- Workplace Strategy
- Furniture Selection/Specification
- Change Management
- BOMA Area Calculations



Our Practice Values

We view our professional practice through three primary lenses: Design, Sustainability, and DEI. In seeking excellence in these three often overlapping categories we bring an elevated level of expertise, quality and responsibility tailored to the project objectives.

Design

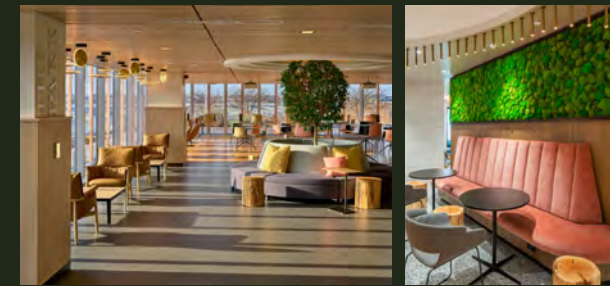
- Our design process is geared toward establishing and maintaining careful teamwork with clients throughout all phases of the project.
- We listen to the people involved, identify their needs and understand existing environments to determine the unique requirements of each project.
- This uniqueness is pursued and incorporated into a strong design solution that not only responds to the client's functional needs, but also provides them with an innovative and inspiring space.

Sustainability

- We bring best-practices of sustainable interior design to 100% of our work.
- We incorporate circular design principles and material reuse to deliver exceptional spaces with a smaller footprint.

Diversity, Equity, and Inclusion (DEI)

- As a team we recognize the powerful impact that Dyer Brown can have on diversifying the pipeline of future design professionals. As such we play an active role in our communities through internships and volunteerism with the goal of creating pathways to the AEC industry for an increasingly diverse group of young people.
- Dyer Brown itself is a minority owned business certified by the NGLCC (National Gay and Lesbian Chamber of Commerce)



CONFIDENTIAL PROFESSIONAL SERVICES CLI-



MANULIFE / JOHN HANCOCK



LANGHAM BOSTON HOTEL



VALO HEALTH

CANDLEFISH



VERACODE

SAPPI

SF-330 & SDA

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME Maggie Mitchell, IIDA, RID	13. ROLE IN THIS CONTRACT Account Manager, Senior Interior Designer	14. YEARS EXPERIENCE a. TOTAL 15 b. WITH CURRENT FIRM 11	
15. FIRM NAME AND LOCATION <i>(City and State)</i> Dyer Brown & Associates Boston, MA + Atlanta, GA			
16. EDUCATION <i>(Degree and Specialization)</i> 2008, Bachelor of Arts, Interior Design, Marymount University 2005, Bachelor of Science, Psychology, University of Mary Washington		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> NCIDQ certified; Registered Interior Designer – State of Georgia	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> National Council Interior Design Qualification (NCIDQ); International Interior Design Association (IIDA); Society for College and University Planning (SCUP)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i> Emory University – Campus Services Atlanta, GA	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2017 – 2018 CONSTRUCTION <i>(If applicable)</i> 2018	
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> ☒ Check if project performed with current firm Project Manager for interior renovation of 12,600 SF across three buildings on the main campus.		
(1) TITLE AND LOCATION <i>(City and State)</i> Emory University Laney Graduate School Atlanta, GA	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION <i>(If applicable)</i> 2024	
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> ☒ Check if project performed with current firm 5,626 SF, This project is the interior renovation of an existing office space on the second floor suite of a six story building. The suite contains private offices, conference / huddle rooms, a copy/ print room, storage, and pantry. The renovation includes new acoustic ceiling tile and light fixtures		
(1) TITLE AND LOCATION <i>(City and State)</i> Georgia Institute of Technology – Stephen C. Hall Building Atlanta, GA	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2011-2013 CONSTRUCTION <i>(If applicable)</i> 2013	
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> ☐ Check if project performed with current firm Interior Designer- Renovation of historic 12,000 SF building to house offices for faculty of the Literature Department.		
(1) TITLE AND LOCATION <i>(City and State)</i> Skyland Trail – Ongoing Services Atlanta, GA	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2017 + Ongoing CONSTRUCTION <i>(If applicable)</i> 2017 + Ongoing	
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> ☒ Check if project performed with current firm Project Manager- Ongoing interior design services for several campuses. Recent projects included renovations to conference rooms, clinical staff areas, dining facilities, art, music, fitness and therapy spaces.		
(1) TITLE AND LOCATION <i>(City and State)</i> Northeastern University -Snell and Dana Restroom Renovations Boston, MA	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2013 CONSTRUCTION <i>(If applicable)</i> 2013	
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.) AND SPECIFIC ROLE</i> ☒ Check if project performed with current firm Interior Designer- Renovation of 13 existing restrooms to bring spaces into code compliance while incorporating design elements specific to the College of Engineering		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2				
21. TITLE AND LOCATION (City and State) Skyland Trail - Ongoing Work Atlanta, GA	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(If applicable)</i></td> </tr> <tr> <td>Ongoing</td> <td>Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>	Ongoing	Ongoing
PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>					
Ongoing	Ongoing					

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Skyland Trail	b. POINT OF CONTACT NAME Cynthia Odom	c. POINT OF CONTACT TELEPHONE NUMBER (678) 686-5925
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Dyer Brown provides ongoing interior design services for Skyland Trail, a nationally recognized nonprofit mental health treatment organization with several campuses throughout Atlanta.

Maggie Mitchell lead the Dyer Brown team's scope in providing comprehensive furniture and accessory specifications for a 30,000 building which includes spaces for conferencing, clinical staff areas, dining, art, music, fitness, and therapy. Additionally, the new 2-story residential building features individual living units shared communal spaces, and lounge areas.

Additional work includes:

South Campus:

- Day Room Renovation + Furniture Services
- Dining Room Renovation + Furniture Services
- Exterior Building Upgrades

Dottie Campus:

- Conference Center Flooring Upgrades
- Admissions Area DIRRT System Reconfiguration, Pre-Design + Planning

North Campus:

- Exterior Deck Upgrades
- Lighting Upgrades

Fuqua Campus:

- Furniture Services
- Trash Enclosure Millwork Design

West Campus:

- Gymnasium + Weight Room Renovation
- Group Therapy Room Upgrades
- Garden and Greenhouse
- Renovations + Furniture Services

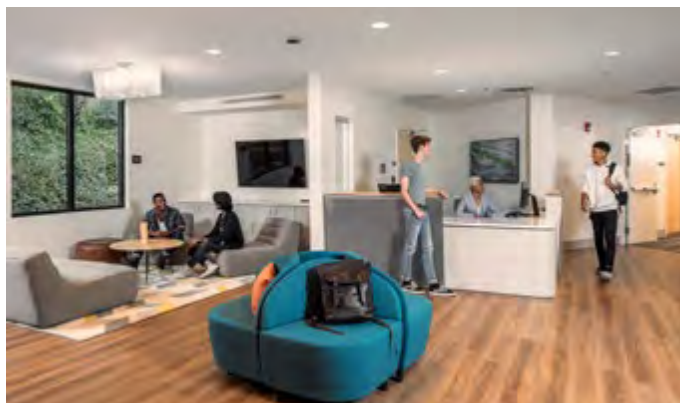
Size: Various

Construction Cost: Various

Point of Contact + Reference:

Cynthia Odom
 Senior VP
 Marketing & Facilities
 1961 North Druid Hills Road

Atlanta, GA 30329
 COdom@skylandtrail.org
 678.686.5925



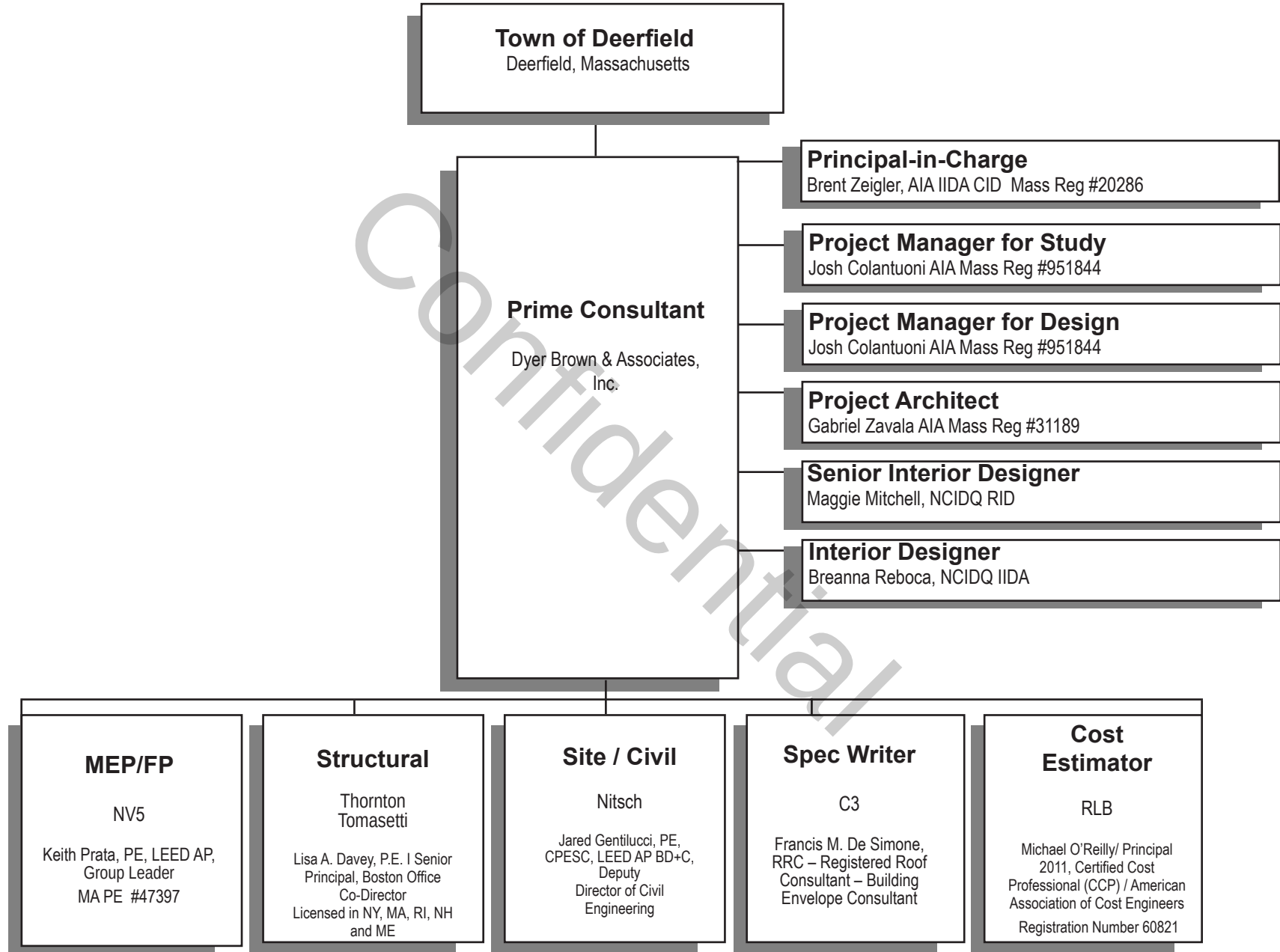
"I have enjoyed working with Maggie Mitchell at Dyer Brown. From the beginning Maggie has been professional, personable and responsive to our needs. She has always been mindful of our budget and so creative with all of our projects. We have enjoyed her honesty and straight forward approach in guiding us in the right direction. We trust her decisions and have recommended her to others as we have such confidence in her and all her competencies she brings to our table."

— Cynthia Odom, Skyland Trail

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Dyer Brown & Associates	Boston, MA / Atlanta, GA	Interior Designer
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.		

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm: Brent Zeigler, AIA IIDA CID President and Principal	a. Name and Title Within Firm: Josh Colantuoni, AIA Project Manager
b. Project Assignment: Principal-in-Charge	b. Project Assignment: Project Manager
c. Name and Address Of Office In Which Individual Identified in 7a Resides: Dyer Brown & Associates, Inc. One Winthrop Square, Suite 100 Boston, MA 02110 MBE ☐ WBE ☐ SDVOBE ☐ VBE ☐	c. Name and Address Of Office In Which Individual Identified in 7a Resides: Dyer Brown & Associates, Inc. One Winthrop Square, Suite 100 Boston, MA 02110 MBE ☐ WBE ☐ SDVOBE ☐ VBE ☐
d. Years Experience: With This Firm: 13 With Other Firms: 15	d. Years Experience: With This Firm: 10 With Other Firms: 0
e. Education: Degree(s) /Year/Specialization Bachelor of Architecture / 1997 / Architecture / University of Cincinnati	e. Education: Degree(s) /Year/Specialization Master of Architecture / 2013 / Wentworth Institute of Technology Bachelor of Science, Architecture / 2012 / Wentworth Institute of Technology
f. Active Registration: Year First Registered/Discipline/Mass Registration Number 2005 / Architecture / #20286	f. Active Registration: Year First Registered/Discipline/Mass Registration Number 2018 / Architecture / MA #951844
g. Current Work Assignments and Availability For This Project: Brent guides a number of individual projects of varying sizes, across sectors, in his role as President & Principal-in-Charge. These projects all have individual project teams and assigned points of contact working under Brent. He is available to work on this project.	g. Current Work Assignments and Availability For This Project: Josh's project availability is 50%
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Middleborough Gas and Electric Department Customer Service and Electric Operations Buildings Needs Assessment // Middleborough MA - Evaluation of existing building and site conditions, as well as needs assessment for future building, including programming, workplace strategy, and conceptual site planning. The Langham Hotel - Boston, MA 168,000 SF renovation of a 1922 Beaux-Arts style building into a luxury 5-star hotel, including exterior restoration of original granite and limestone, new exterior canopy and lighting, 312 guestrooms, 2 restaurants and several function spaces/public areas. Scope included presentations to and hearings with the Boston Landmarks Commission, as well as sustainable strategies, like rainwater capture. D Department of Public Utilities new office space, South Station - Boston, MA 35,000 SF, two-phased construction project, including the planning and design for DPU's new office space on the third floor at South Station. DCAMM House Doctor Boston MA On-call design services for the Interior Planning, Design and Management (IPDM) department for the House Doctor program C onfidential Building ADA Code Study Medford MA Existing conditions analysis and ADA code study on three-story municipal office and warehouse building.	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): The Langham Hotel - Boston, MA 168,000 SF renovation of a 1922 Beaux-Arts style building into a luxury 5-star hotel, including exterior restoration of original granite and limestone, new exterior canopy and lighting, 312 guestrooms, 2 restaurants and several function spaces/public areas. Scope included presentations to and hearings with the Boston Landmarks Commission, as well as sustainable strategies, like rainwater capture. Josh managed a complex project team of 20+ consultants across multiple time zones in his role as Project Manager. Department of Housing & Community Development House Doctor - Lynn, MA Working with the Lynn Housing Authority, Dyer Brown replaced the existing communal and individual kitchens at a facility with independent living units and dependent care units. The Kitchens received new energy efficient appliances and durable finishes. Accessibility improvements were made to the existing communal kitchen.

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Com- pleted)	Fee for Work for Which Firm Was Responsible
(1) The Langham Hotel Boston, MA Principal-in-Charge: Brent Zeigler, AIA IIDA CID		Client Name: The Langham, Boston Address: 250 Franklin Street Boston, MA 02110 Phone Number: Eddie Tai 415-266-9842	2022(A)	\$176,000,000(A)	\$4,000,000

As architect and designer of the exterior hotel improvements and architect of record for the interiors, Dyer Brown completed the top-to-bottom renovation of The Langham Hotel, a 9-story historic landmark in Boston's Financial District. Working with the Boston Landmarks Commission, Dyer Brown made exterior improvements to the façade, including new awnings, ramps, canopies, signage, and exterior lighting. The design of the main entrance canopy complimented the building's historic Beaux Arts-style, drawing inspiration from original interior design elements in the building. The new lighting design highlights the façade's grand architectural details, strengthening the building's presence at night. With the help of C3 Engineering's envelope team, the original granite and limestone masonry was restored through re-pointing deteriorating mortar, resealing windows, repairing the stone cornice, and cleaning the masonry. Through working with AKF, Jensen Hughes, and 21 additional consultants, Dyer Brown made accessibility, MEP equipment, and infrastructure upgrades throughout the building, including a rooftop cooling tower and generator



Services:

- Interior Design

Team Members From DBA:

- Brent Zeigler, AIA IIDA CID
- Gabriel Zavala, AIA
- Josh Colantuoni, AIA

Reference to Relevant Experience:

- ADA Compliance Upgrades
- Stone cornice repair and minor re-pointing
- Cleaning/restoring the limestone and granite façade upgrade
- New cooling towers, dunnage, and roof modifications
- MEP Infrastructure upgrades
- Stormwater retention system
- Sustainable strategies including rainwater capture
- Complex location with multiple site constraints including utilities, roads and neighboring structures.

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	C. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Com- pleted)	Fee for Work for Which Firm Was Responsible
(2) Emory University Humanities Hall Atlanta Principal-in-Charge: Rachel Woodhouse NCIDQ CID		Client Name: Emory University Address: 201 Dowman Dr, Atlanta, GA 30322 Phone Number: Robin Lackey 470.421.9969	2020(A)	N/A	\$117,000

Dyer Brown led the interior design scope of renovating Emory's Oxford College Humanities Hall. In collaboration with Smith Dalia, the two firms worked together to provide a comprehensive renovation that celebrated the building's history and set up Oxford College to better accommodate its students and faculty.

In April 2022, this building won the Preservation Award for Excellence in Stewardship awarded by The Georgia Trust for Historic Preservation.

Services:

- Interior Design
- Furniture, Fixtures and Equipment

Team Members From DBA:

- Maggie Mitchell IIDA, RID

Reference to Relevant Experience:

- Public Project
- Interior Design
- Historic Preservation
- Furniture, Fixtures and Equipment
- Modifications to existing space

