



Where Community Connects

STOCKBRIDGE CITY COUNCIL

Mayor

Anthony Ford

Mayor Pro Tem Alphonso Thomas

Councilwoman LaKeisha Gantt

Councilman Elton Alexander

Councilwoman Yolanda Barber

Councilman John Blount

CITY MANAGER

Randy Knighton

CITY CLERK

Vanessa Holiday

DEPUTY CLERK

Randi Rainey

CITY ATTORNEY

Michael Williams

**Council Meeting
Agenda
August 25, 2020 6:00 PM**



Stockbridge City Hall

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.cityofstockbridge.com

Phone: 770-389-7900

Fax: 770-389-7912



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

TUESDAY, AUGUST 25, 2020 6:00 PM

Mayor & City Council

Mayor Anthony S. Ford
Mayor Pro Tem Alphonso Thomas

Councilwoman LaKeisha Gantt
Councilman Elton Alexander
Councilwoman Yolanda Barber
Councilman John Blount

Administration

Randy Knighton, City Manager
Camilla Moore, Asst. City
Mgr./Community Dev. Director
Vanessa Holiday, City Clerk
Michael Williams, City Attorney
Randi Rainey, Deputy City Clerk

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

ADOPTION OF THE MINUTES

- 1 Draft Minutes of 7/13/2020
- 2 Draft Minutes of 7/28/2020

PUBLIC COMMENTS

DISCUSSION

- 3 Council Consideration to approve a Resolution for City/Municipal and County Polling Locations

OLD BUSINESS

- 4 Council Consideration to approve the purchase of a 19,500 GVW Chassis w/Rugby Box Dump International (CV Dump Bed Truck) from Rush Truck Center of Georgia, Inc.- RFP No. 2019-007P- State Contract 99999-001-SPD00000155 in the amount of \$69,673.84
Funding Source: Water Department Budget - Presented by: Lindell Miller, Decius Aaron

NEW BUSINESS

- 5 Council Consideration to approve the Pine Grove Subdivision Phase II and Phase III streetlights petition with an annual cost of \$4,835.54
Funding Source: General Fund - Presented by: Decius Aaron
- 6 Council Consideration to approve a Resolution to Authorize the Execution of the Coronavirus Relief Fund (CRF) Terms and Conditions Agreement; to Authorize Acceptance of Grant Payments, Including all Understandings and Assurances Contained within such Agreement; to Direct and Authorize the Person Identified as the Official Representative of the City, or the Designee of the City to Act in Connection with the Grant Application; and to provide such additional Information as may be Required - Presented by:
- 7 Council Consideration to rescind Resolution R17-889- Information Policy with respect to Certain Economic Development Matters - Presented by: Michael Williams
- 8 Council Consideration to amend the City's Social Media Policy - Presented by: Michael Williams
- 9 Council Consideration to approve use to the Ted Strickland Community Center for Community Blood Drives - Presented by: Councilwoman Barber
- 10 Council Consideration to approve an increase of the contract for Geotechnical Engineering Services in the amount of \$74,380.00 for Unsuitable Soils for the Amphitheater Project
Funding Source: - Presented by: Randy Knighton, Camilla Moore, Carl Trevathan
- 11 Council Consideration to award a bid for RFQ No. 2020-0006- Unified Development Code to the Collaborative Firm in the amount of \$100,000.00
Funding Source: P&Z Budget - Presented by: Lindell Miller, Camilla Moore
- 12 Council Consideration to approve the Carter & Sloop Task Order No.23 for Annual Watershed Monitoring and Reporting (Years 2021-2023) in the amount of \$61,200.00
Funding Source: Sewer Budget - Presented by: Decius Aaron, Brad Holtsinger
- 13 Council Consideration to approve an Ordinance requiring the use of Masks or Face Coverings in Public during the COVID-19 Outbreak - Presented by: Michael Williams

MAYOR'S COMMENTS (Mayor Anthony Ford)

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

ADJOURNMENT



Where Community Connects
SUMMARY MINUTES
COUNCIL MEETING (VIA ZOOM)

MONDAY, JULY 13, 2020 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford
Mayor Pro Tem Alphonso Thomas
Mgr./Community Dev. Director
Councilman Elton Alexander
Councilwoman Yolanda Barber
Councilman John Blount
Councilwoman LaKeisha Gantt

Administration

Randy Knighton, City Manager
Camilla Moore Asst. City

Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney
John Wiggins, City Treasurer

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford.

Invocation by Councilman John Blount.

Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present for the roll call except Councilman Alexander who was attempting to log in via Zoom as confirmed by the City Manager citing technical difficulties.

Councilman Blount motioned to adopt the Agenda; second by Councilwoman Gantt. The motion passed 4-0.

Mayor Pro Tem Thomas motioned to approve the Minutes for the following meetings:
Second by Councilwoman Barber. The motion passed 4-0.

1. 5/11/2020 2. 5/26/2020

PUBLIC COMMENTS

All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session. There were no Public Comments submitted.

PUBLIC HEARING (Continued)

3. Council Consideration to approve the Service Delivery Strategy (SDS) Agreement between the City of Stockbridge and Henry County.

Presented by Randy Knighton, City Manager & SDS Attorney Jack Wilson

Mr. Knighton noted the Service Delivery Strategy (SDS) Agreement is an attempt to ensure the County and Cities provide equitable taxes for all their Citizens without duplication of services and double taxation, with tax equity. Mr. Knighton noted the County and City are working out how the roads would be allocated with expenses. Mr. Knighton stated there would be a supplement with Cities based on road lane mileage, with the City of Stockbridge having over 101 lane miles and would be connected to the County's road budget. Mayor Ford inquired about other Cities; Mr. Knighton noted their concerns also deals with roadways, Millage rate, police services and Ordinance enforcements. Councilman Alexander noted the City continues to operate with a dense population with a high crime rate with no protection. Mr. Knighton mentioned the County must determine police coverage and how the manpower is allocated. Councilman Blount noted the County wants the residents of the City to pay the same rates as the County with the County receiving all revenues. Councilman Alexander expressed he would like to move forward with establishing the City's own police services and inquired about having Town Hall meetings. Mr. Williams noted there was a discuss during the retreat to conduct Town Hall meetings, however due to COVID-19, it would not be advisable to conduct such meetings. Councilman Alexander expressed he would like to add a 60-day timetable of collecting data for establishing a Police Department. Councilman Blount expressed staff has already been tasked with the Police services.

Councilman Alexander motioned for the City to move the process forward with establishing a Police Department; second by Councilwoman Barber. There was discussion, no vote on the motion.

Councilman Alexander noted the technical difficulty logging in prevented him from amending the Agenda and made a motion to add a Resolution to require face coverings in the City; second by Councilwoman Barber. The motion failed 2-3 (Blount, Gantt and Thomas opposed).

Public Hearing Opened - No Speakers in Favor; No Speakers Opposed. Public Hearing Closed

No Action Taken.

PUBLIC HEARING

4. Council Consideration to approve the RZ-2020-01 – TPA Residential requests the rezoning of its property from C-2 (General Commercial District) to MUND (Mixed-Use Neighborhood Residential District) for the purpose of constructing a townhome development project. The property is identified by its Parcel ID, 032-01026000, and is located to the rear of 1580 & 1590 Hudson Bridge Road and to the west of 1490-1548 Hudson Bridge Road. The property consists of 20.367 acres within Land Lot 21 of District 6 in the City of Stockbridge. Presented by Camilla Moore, Asst. City Mgr./Community Development Director

Ms. Moore noted property was annexed into the City in 2002 with the Master Plan; however, the City did not require the roadways to be dedicated to the City. Ms. Moore noted the property site as a part of the Master Plan is described as “Tract 2.” Tracts 1 and 2 were annexed as C-2 (Commercial – Medium Density) and C-3 (Heavy Commercial). Tracts 1 and 2 were further subdivided on February 4, 2004, creating a “new” Tract 2 as a part of the Walmart Development. The original Tract 2 would become a “stand-alone” parcel for future development. Ms. Moore also noted the applicant proposes to develop approximately 147 Single-family fee simple townhomes on eighteen (18) acres of land. The gross density would be 7.2 dwelling units per acre, which excludes the right-of-way and detention/stream buffer areas. The proposed development would have a gross density of 7.2 dwelling units per acre, which would be within the allowable range of 6 to 8 units per acre. An Amenity Area with a clubhouse, pool, and 14 parking spaces would be provided in the southern area of the site, while a Play Lawn Area would be provided in the northern area of the site. Two WQA/Detention areas would also be provided on the site. The developer plans to comply with the MUND development standards for single-family attached. They require townhome buildings to be at least 20 feet wide and have at least 20 feet between buildings. The maximum building height is two (2) stories, and the minimum floor area is 1,000 square feet for one-bedroom units, 1,300 square feet for two-bedroom units, and 1,400 square feet for three-bedroom units. Each unit will have a two-car garage. A maximum of 6 units may be built in each building. The proposed units would be 20, 22, and 24 feet

wide, and 55 feet deep. Fourteen (14) on-street parking spaces would be provided on the site. The developer plans to comply with the MUND development standards for single-family attached. They require townhome buildings to be at least 20 feet wide and have at least 20 feet between buildings. The maximum building height is two (2) stories, and the minimum floor area is 1,000 square feet for one-bedroom units, 1,300 square feet for two-bedroom units, and 1,400 square feet for three-bedroom units. Each unit will have a two-car garage. A maximum of 6 units may be built in each building. The proposed units would be 20, 22, and 24 feet wide, and 55 feet deep. Fourteen (14) on-street parking spaces would be provided for the common area, pool, etc.

Development Regulations Relevant to Request:

- City of Stockbridge Unified Development Code.
- All other City Code sections regarding site development standards and requirements.
- Development of Regional Impact Analysis (where applies)

Ms. Moore noted Criteria #1 deals with consistency of the Comprehensive Plan; Criteria #2 deals with the relation that the proposed amendment bears to the purpose of the overall zoning scheme with due consideration given to whether or not the proposed change will help carry out the purposes of the City of Stockbridge Zoning Code; Criteria #3 deals with the potential effects of the amendment on the character of the proposed zoning districts, a particular piece of property, neighborhoods, a particular area or community; Criteria #4 deals with the physical conditions of the site relative to its capability to be developed as requested including topography, drainage, access, and size and shape of the property; Criteria #5 deals with the impact upon adjacent property owners should the request be granted; Criteria #6 deals with the potential impact of rezoning on City infrastructure including water and sewage systems; Criteria #7 deals with the potential impact of the proposed amendment on adjacent thoroughfares and pedestrians and vehicular circulation and traffic volume; Criteria #8 deals with the merits of the requested change in zoning relative to any other guidelines and policies for development, which the Planning Commission and City Council may use in furthering the objective of the Comprehensive Plan and Criteria #9 deals with the ability of the subject land to be developed as it presently zoned.

Ms. Moore noted the applicant first applied for a rezoning of this property on August 7, 2019, via RZ-2019-04. The Planning Commission heard that case on September 26, 2019, and recommended approval with conditions.

The case was heard by the Mayor and City Council on October 14, 2019. During the meeting, the applicant withdrew the application with no further action taken by the City Council.

Staff recommends approval of the rezoning application. Should the Planning Commission and Mayor/Council approve the Application, it should be subject to the owner's agreement to the following enumerated conditions. Where these conditions conflict with the stipulations and offerings contained in the Letter of Intent, these conditions shall supersede unless specifically stipulated by Mayor and Council.

1. To the owner's agreement to abide by the following:
To the "concept plan" received by the Department of Community Development on February 3, 2020. Said plan is conceptual only and must meet or exceed the requirements of the Zoning Resolution and these conditions prior to the approval of a Land Disturbance Permit. In the event the Recommended Conditions of Zoning cause the approved site plan to be substantially different, the applicant shall be required to complete the concept review procedure prior to application for a Land Disturbance Permit. Unless otherwise noted herein, compliance with all conditions shall be in place prior to the issuance of the first Certificate of Occupancy.
2. Construction of entry/exit gates, creating a "gated community".
3. Pay for a traffic study to identify traffic mitigation systems for the western side of the development, which will alleviate any possible traffic concerns because of the development, i.e. (turn lanes, stop signs, road widening, crosswalks, extra lanes, etc.)
4. A townhome association shall be established, or a property management company shall be secured, for the purpose of maintaining all common areas of the site. The association and the developer are to explore methods of restricting the number of long-term rental/lease agreements.
5. Leave a natural, undistributed buffer with the additional planting of evergreen trees along the property line adjacent to Oakwood Village Subdivision.
6. Construction of an interior fence adjacent to the Oakwood Village Subdivision.
7. Preserve wetlands and open space to include walking paths.

8. Compliance with the Development Regional Impact Analysis which speak to obtaining easement agreements (where applies), that allow all transportation improvements on a “private road”.

9. Comply with all easement agreements as submitted to the City.

10. Establishment of a “Bond” to be placed in escrow to address any further maintenance issues/concerns for the development.

11. All conditions are to be governed by the permitting process.

The Public Hearing Opened

- Applicant: Tyler Gaines spoke in favor.
- Parker Blanchard spoke in favor of the development.
- Bruce Smith spoke in opposition of the development.
- Tim Callahan spoke in opposition; and recommended Condition #6 should state – *On the development side.*

Attorney Williams noted if Council approves this item, the recommendation would be for Condition #3 to state the Developer would pay for and implement the traffic study.

The Public Hearing Closed.

Councilman Alexander motioned to approve with conditions as recommended by staff and the Planning Commission, and required 2-car garages, Minimum 8' sidewalks; developer implementing traffic study; and recommendation to Item #6; second by Councilwoman Barber. The motion failed 2-3 (Blount, Gantt, Thomas opposed).

NEW BUSINESS

5. Council Consideration to provide for an update to the Maximum Height Standards for Grass and Weeds.

Presented by Michael Williams, City Attorney

Attorney Williams noted the Ordinance would amend the current adoption of the International Property Maintenance Code to provide that grass and weeds not to exceed 6”; the current standard is 12”.

Mayor Pro Tem Thomas motioned to approve and Ordinance update to the Maximum Height Standards for Grass and Weeds; second by Councilwoman Gantt. The motion passed 5-0.

6. Council Consideration to approve the Master Engineering Services Agreement Between the City of Stockbridge and Carter & Sloope, Inc. Water Service Line Replacement Task Order No. 19 to rehabilitate the Mays Crossing Sewer Lift Station and Replace the Force Main n the amount of \$106,700.00 Funding Source: Water & Sewer Fund Balance
Presented by Decius Aaron, Public Works Director and Brad Holtsinger, Wastewater Superintendent

Mr. Aaron noted the system is over 30 years old and is designed to have two pumps but only has one. Mr. Holtsinger noted the Lift Station serves from Mays Crossing Shopping Center to the Krispy Kreme and a few houses.

Councilman Alexander motioned to approve the Master Engineering Services Agreement Between the City of Stockbridge and Carter & Sloope, Inc. Water Service Line Replacement Task Order No. 19 to rehabilitate the Mays Crossing Sewer Lift Station and Replace the Force Main n the amount of \$106,700.00; second by Councilwoman Gantt. The motion passed 5-0.

7. Council Consideration to approve the 2021 LMIG (Local Maintenance Improvement Grant) Resurfacing List
Presented by Decius Aaron, Public Works Director
Mr. Aaron noted this is the first list of a completed assessment from 2019 which keeps up with the City's standards of resurfacing 5 miles of road per year. Mr. Aaron noted this would complete 30 miles of resurfacing.

Councilwoman Gantt inquired asked if the funding source had been identified and allocated in the budget.

Mr. Aaron noted there is some funding with a grant from GDOT; however, this item is for the approval of the list only, and he will meet with the City Manager to later determine the funding source.

Councilwoman Barber motioned to approve the 2021 LMIG (Local Maintenance Improvement Grant) Resurfacing List; second by Councilman Alexander. The motion passed 5-0.

8. Council Consideration to approve the Main Street Program 2020-2021 (MOU) Memorandum of Understanding.
Presented by Kira Harris-Braggs, Main Street Program Mgr.

Mrs. Harris-Braggs noted the City's Main Street Program has met all standards required by both the State of Georgia and the National Main Street Center to be certified as a Classic Main Street Program; and are again an accredited program in the State of Georgia which requires a Memorandum of Understanding (MOU) with the Department of Community Affairs (DCA) and the City of Stockbridge to continue as a Main Street Program.

Councilman Alexander congratulated the Main Street staff and the Program for their award and recognition; and asked for an update on the downtown developments, specifically the Alleyway Project and the potential Fire Station Project which appears to have stalled.

Mrs. Harris-Braggs referenced the Alleyway Project noting staff had met with the City's Engineer, Falcon Design and is awaiting a cost estimate from the Public Utilities for having the utilities placed underground and likely causing the project to be phased due to the cost; and noted Mr. Knighton had also met with the City's Design Firm as well, and the project is moving right along.

Mrs. Harris Braggs also noted 2019 and 2020 have been very busy noting the Main Street Program received grants funding for the Arts Programing in the downtown and just learned of another grants award and was recognized by the State for a Vibrant Community Award through Georgia Council on the Arts where the grant will be used for the Downtown Mural Project as recommended from the RSVP project.

Mrs. Harris-Braggs noted the Old Fire Station project is not in the Main Street Program Control and is a Downtown Development Authority (DDA) Project and noted Councilwoman Gantt would be better suited to speak to this project.

Mayor Pro Tem Thomas noted his position as the liaison to the Main Street Advisory Board and commended the Main Street Program staff and the Main Street Advisory Board; thanked them for their hard work on moving things forward in the downtown and working hard in the trenches; noted the Advisory Board has full participation as a board and is looking for more great things coming from the Main Street Program in the near future.

Mrs. Harris-Braggs noted the Main Street Program recently concluded the Operation Hope Entrepreneur Workshop with twenty-one (21) graduates and is looking forward to assisting them in bringing their businesses Stockbridge, and hopefully the downtown area.

Councilman Alexander asked for an update on the Fire Station Project, noting the public must be informed on the progress.

Ms. Moore noted she plans to present step-by-step procedures to the DDA at their next board meeting.

Councilwoman Gantt (DDA Liaison) noted the board/committee updates are to be given at specific times and this item had not been placed on the Agenda; noted COVID has the deed for the Fire Station has not been signed over from the City to the DDA; commended the Main Street Program staff for their awards and hard work, noting the request was out of order, and wants the Fire Station project to move forward and have the downtown flourish.

Mayor Pro Tem Thomas motioned to approve the Main Street Program 2020-2021 (MOU) Memorandum of Understanding; second by Councilwoman Barber. The motion passed 5-0.

9. Council Consideration to approve (RFP) Request for Proposal No. 2020-00016P Gordian Building & Infrastructure Repair, Alterations and Restorations Services (EDT) Engineering, Design, Technology in the amount of \$83,820.12 Funding Source Government Buildings Division
Presented by Lindell Miller, Procurement Manager and Camilla Moore, Asst. City Mgr./Community Development Dir. & Tony Taylor – Construction Manager
Ms. Miller recommended approval to piggyback and award a contract to Guardian Group Incorporated, Engineering Design Technology (EDT) for Infrastructure Repairs Alterations and Restoration Services under the National Joint Powers Alliance (NJPA) for a total cost of \$ 83,820.12. Ms. Miller noted staff is requesting a scope of work for the interior modeling, renovation to the first floor Administrative offices of City Hall to include furnishings, electrical, exterior improvements, heating ventilating, air conditioning, painting, installation of drywalls to include five (5) additional office spaces including a bid room.

Councilman Alexander asked for the intended use and why the renovations were needed.

Mr. Knighton noted this to be an economical and efficient to there are a few issues with the spacing on the ground floor in the Finance Department, noting the IT Dept. had been operating out of cubicles and has been moved to an office space for security purposes and noted there will be a need for offices once the Economic Development Director and Procurement positions are

filled; and recognized that with the pandemic, closed office spaces may be more suitable along with a bid room for procurement.

Councilwoman Barber noted while she recognizes the Agenda item refers to the infrastructure of the City Hall facility, she wants to see improvements in the community as a priority and did not see the office spaces as a priority with staff rotating work schedules and teleworking was not favorable to a bid room, or additional procurement office, and is not willing to commit funding at this time, noting the City has not addressed the Master Trail Plan.

Ms. Moore stated there are ground floor personnel who have sensitive issues and need to be in an office, noting these staff members are susceptible to COVID-19 and questioned how they would be secured post-COVID until there is a vaccine; and stated two staff members were sharing cubicles with staff members questioning the compliance of 6'ft. distancing requirements.

Councilman Alexander stated elected officials can speak to any items as representatives of the constituents that have voted you in office; stated COVID can be used as an excuse for everything; noted nothing is happening downtown in regards to the Fire Station Project; yet office spaces are moving forward; noted it was prudent of the City Manager to shut down City Hall to prevent COVID outbreaks and should be commended; but does not want COVID to be the reason for delay as this is the new normal, and the City should continue to move forward, they can, and they will.

Councilwoman Gantt motioned to approve (RFP) Request for Proposal No. 2020-00016P Gordian Building & Infrastructure Repair, Alterations and Restorations Services (EDT) Engineering, Design, Technology in the amount of \$83,820.12 Funding Source Government Buildings Division: second by Councilman Blount. The motion passed 3-1-1 (Barber Opposed/Alexander Abstained).

COMMENTS FROM THE MAYOR

Mayor Ford congratulated Kelli Crews, former Youth Council member, on her Thirteenth District scholarship award in the amount of \$2,050 presented by Congressman David Scott; congratulated Michael Harris former Stockbridge High School baseball player for being drafted by the Atlanta Braves Farm League; noted the City of Stockbridge strongly encourages wearing masks and referenced the Department of Health phone number to call for testing 800-847-4262, stay safe with social distancing and washing your hands; asked everyone to keep the faith as the City continues to do what is in the best interest of the community.

UPCOMING MEETINGS

Meeting will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com, Facebook page or contact City Hall offices at 770-389-7900 for updates and detailed information.

- Main Street Advisory Board Meeting, Friday, July 10, 2020 at 9:00 a.m. via Zoom
- Downtown Development Authority Meeting, Tuesday, July 21, 2020 at 6:00 p.m. via Zoom
- Youth Council Advisory Committee Meeting, Tuesday, July 21, 2020 at 6:30 p.m. via Zoom
- Council Work Session Meeting Tuesday July 28, 2020 at 6:00 p.m. via Zoom
- Planning Commission Meeting, Thursday, July 23, 2020 at 6:30 p.m. via Zoom
- Council Meeting Monday, August 10, 2020 at 6:00 p.m. via Zoom

CITY EVENT(S) AND INITIATIVES HAVE BEEN POSTPONED

ADJOURN

Councilwoman Gantt motioned to adjourn: second by Mayor Pro Tem Thomas. The motion passed 5-0. 8:43 p.m.

Respectfully submitted by:

Vanessa Holiday, CMC City Clerk

Anthony S. Ford, Mayor





Where Community Connects

**SUMMARY MINUTES
WORK SESSION MEETING (VIA ZOOM)**

TUESDAY, JULY 28, 2020 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford
Mayor Pro Tem Alphonso Thomas
Councilman Elton Alexander
Councilwoman Yolanda Barber
Councilman John Blount
Councilwoman LaKeisha Gantt

Administration

Randy Knighton, City Manager
Camilla Moore Asst. City Mgr./
Community Dev. Director
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney
John Wiggins, Treasurer

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford.

Invocation by Mayor Pro Tem Thomas.

Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present.

Mayor Pro Tem Thomas motioned to amend the Agenda to Remove Item # 7 and Item #9 to be presented at the 8/10/2020 meeting; Add Item#10 to Reconsider RFP2020-00016P; Add Resolution Designating the Mayor & Council as URA Board Members: second by Councilman Alexander. The motion passed 5-0.

Review of the Minutes for the following meetings:

1. 6/8/2020 2. 6/23/2020 3. 6/29/2020 No Action taken.

PUBLIC COMMENTS

All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session. No Public Comments

NEW BUSINESS

4. Council Consideration to approve Change Order No. 2 -WWTP Glynn Addy Pump Station Rehabilitation Project in the amount of \$283,481.61. Funding Source: Wastewater Fund Balance Presented by Decius Aaron – Public Works Director and Brad Holtsinger – Wastewater Superintendent

Mr. Holtsinger noted there are six (6) 30-year old valves that need to be replaced to stop sewage back-ups.

Councilman Alexander inquired about the long-term plans. Mr. Aaron expressed the Wastewater Treatment Plant is over 30 years old and has replaced just about every piece of equipment; this would be the last of the equipment to replace and would last 30 more years.

Councilwoman Gantt motioned to approve Change Order No. 2 - WWTP Glynn Addy Pump Station Rehabilitation Project in the amount of \$283,481.61.; Second by Councilwoman Barber. The motion passed 5-0.

5. Council Consideration to approve Task Order No. 20 with Carter & Sloope – Burke Street Sewer Main Rehabilitation in the amount of \$80,580.00. Funding Source: Water & Sewer Fund Balance Presented by Decius Aaron – Public Works Director and Brad Holtsinger – Wastewater Superintendent
Mr. Aaron noted this would be an upgrade of the Collections System and would replace the manholes made of brick which has started to fall into the sewer lines.

Councilwoman Gantt motioned to approve Task Order No. 20 with Carter & Sloope – Burke Street Sewer Main Rehabilitation in the amount of \$80,580.00.; Second by Councilwoman Barber. The motion passed 5-0.

6. Council Consideration to approve Change Order No. 4 for Davis Road Sidewalk Phase 1 Project in the amount of \$31,724.92 Funding Source: Grant Funding
Presented by Decius Aaron – Public Works Director
Mr. Aaron noted the City received a Transportation Enhancement Grant from Georgia Department of Transportation (GDOT) in the amount of \$645,000. Mr. Aaron noted GDOT recommended some changes related to the retaining wall on Davis Road, which will bring the project up to a total cost of \$550,953.76.

Councilwoman Barber motioned to approve Change Order No. 4 for Davis Road Sidewalk Phase 1 Project in the amount of \$31,724.92: second by Councilman Alexander. The motion passed 5-0.

7. Council Consideration to approve the purchase of a 2021 Kenworth T470 Tandem Axle VacCon Truck under State Contract 99999-001-SPD00000155 from MHC Kenworth in the amount of \$406,922.00. Funding Source: Sewer Fund Balance \$183,114.90; Water Fund Balance \$142,422.70 and Stormwater Fund Balance \$81,384.40.

Presented by Lindell Miller – Procurement Manager and Decius Aaron – Public Works Director
Item removed from the Agenda.

8. Council Consideration to approve the purchase of a Caterpillar Model 306 Hydraulic Excavator under State Contract 99999-001-SPD-00000102 from Yancey Brothers, Inc. in the amount of \$78,652.00. Funding Source: Water Department Budget \$50,326.16 and Sewer Department Fund Balance \$28,325.84.

Presented by Lindell Miller - Procurement Manager and Decius Aaron Public Works Director
Ms. Miller noted the contract has been awarded to Yancey Brothers, Inc. in the amount of \$78,652.00.

Councilman Alexander inquired on the benefit of purchasing an Excavator.

Mr. Aaron noted the City currently does not have the proper equipment if a water main or sewer main broke during an emergency, the purchase would allow the City to have the proper equipment that would allow to dig down to 18-20 feet.

Councilman Alexander motioned to approve the purchase of a Caterpillar Model 306 Hydraulic Excavator under State Contract 99999-001-SPD-00000102 from Yancey Brothers, Inc. in the amount of \$78,652.00: second by Councilwoman Barber. The motion passed 5-0.

9. Council Consideration approve the purchase of a 2020 International CV Dump Bed Truck under State Contract 99999-SPD-SPD0000155-0001 from Rush Truck Centers of Ga, Inc. in the amount of \$69,673.84. Funding Source: Water Department Budget.

Presented by Lindell Miller - Procurement Manager and Decius Aaron – Public Works Director
Item removed from the Agenda.

Mayor Pro Tem Thomas motioned to reconsider RFP2020-000016P: Second by Councilwoman Barber. The motion passed 3-2 with Councilman Blount and Councilwoman Gantt opposed.

10. Council Consideration to Rescind R20-1185 for Infrastructure Repair, Alterations and Restoration Services.

Presented by Mayor Pro Tem Thomas

Mayor Pro Tem Thomas noted he would like Council to reconsider an item that was approved at the July 13th meeting dealing with the construction configuring at City Hall. Mayor Pro Tem Thomas expressed his concerns with financial obligations and would like to have a more in-depth discussion at the Budget Retreat and believes it is premature to approve an item without having a solid financial plan in place, and asked that the item be tabled with the understanding of a determining vote by the Council following the Retreat.

Mayor Ford inquired when the project was scheduled to begin.

Mr. Knighton noted it was his understanding the project was scheduled in the next week or so; and noted the Retreat would be early to mid-September.

Mr. Aaron advised he had been notified by the Facilities Maintenance Supervisor, Gary Smith the project was to start on Thursday, July 30th.

Ms. Miller noted a Purchase Order had been issued and the vendor has been mobilized.

Councilman Alexander spoke to city-wide projects being incomplete and the swiftness of this project being of acted upon.

Mr. Knighton reiterated the hard work of staff who makes every attempt to carry out the desires of the Council.

Councilman Blount referenced the empty space throughout City Hall that should be utilized, and noted staff is in a difficult situation, but was in favor with the motion to Table and be heard at the Retreat.

Councilwoman Barber noted she opposed the project due to the way it was presented and noted staff is expressing they are working in closed spaces and would like to have more space; but have been teleworking from home, further noting the timing is not feasible.

Mayor Ford inquired on how it would affect the timeline.

Ms. Miller and deferred to the City Attorney to offer a legal opinion.

Attorney Williams noted he would have to review the contract and speak with the contractors; the City may be obligated to pull back and may have to pay some type of cost.

Councilwoman Gantt inquired on what brought up the conversation of additional office spaces.

Mr. Knighton stated it was brought up a few months ago staff was looking to add additional spaces and noted one reason was due to the Information Technology Department being out in open space with items needing to be secured.

Mayor Pro Tem Thomas motioned to Table RFP2020-000016P with the understanding of a determining vote by the Council following the Budget Retreat; second by Councilman Alexander. The motion passed 4-0-1 (Gantt abstained).

11. Council Consideration to designate Mayor & Council as URA Board Members.

Presented by Michael Williams City Attorney
Eric Pitts and Carl Trevathan - Keck & Wood

Attorney Williams noted the Resolution would designate the City Council as the Board Members of the Urban Redevelopment Agency (URA), noting in 2016, the City designated the Downtown Development Authority (DDA) as the agency; there was an issue with the Amphitheater needing an easement from Georgia Power. Attorney Williams noted GA Power will need to provide power to the Amphitheater and buildings; however, a portion of the land the easement is on is in the URA's name and the City will need that

entity to execute the easement. Attorney Williams noted if the Resolution is approved, the City would have to designate a time and date to meet with the URA to discuss the easement.

Mr. Trevathan of Keck & Wood noted the importance of the easement is to provide an underground power loop to the Amphitheater and surrounding buildings.

Councilman Blount motioned to approve the Resolution and to authorize Mayor Ford as the URA Presiding Officer to sign the easement required for Georgia Power to be ratified at the next meeting; second by Mayor Pro Tem Thomas. The motion passed 5-0.

Councilman Alexander motioned to amend the Agenda to add a Resolution supporting GMA's Home Rule; second by Councilwoman Gantt. The motion passed 5-0.

12. Council Consideration to approve a Resolution supporting GMA who has filed a brief in the case of *Governor Kemp v. the Mayor and City Council of the city of Atlanta*. The GMA officers and leadership have made a decision to file this brief in opposition to the Governor's actions since his lawsuit goes beyond the case against Atlanta and includes provisions that affect **ALL** of Georgia's cities, including your city's right to have a policy for your buildings and your property. This brief is to protect **Home Rule** for all cities and to protect the right of approximately 100 cities who have already adopted a policy regarding the wearing of masks in their own public buildings in order to protect their own employees and local citizens.

Councilman Alexander motioned to approve a Resolution supporting GMA who has filed a brief in the case of *Governor Kemp v. the Mayor and City Council of the city of Atlanta*; second by Councilwoman Barber. The motion passed 5-0.

COMMENTS FROM THE MAYOR

Mayor Ford reminded everyone to complete the 2020 Census and referenced the City's website to receive more information; asked anyone with COVID-19 symptoms to visit the Heritage Senior Center on McGarity Rd. in McDonough, GA from 8am – 1pm to get tested and referenced a pop-up COVID-19 testing site to be held next Thursday, August 6 from 8 a.m. to noon at Coley Park in Hampton; call 800-847-4262 or visit <https://covid19.dph.ga.gov/> to pre-register; noted the City's 100-year centennial was also August 6th along with the signing of the initial Voting Rights Act in 1965 by President Lyndon B. Johnson, and also in attendance were

Dr. Martin Luther King Jr. and his heroes, John Lewis and Rosa Parks; noted Stockbridge was the ancestral home of the King family; noted anyone wanting to pay their respects to Congressman John Lewis could do so by visiting the Georgia State Capitol tomorrow from 3pm-7pm and 8pm-10pm. Mayor Ford read in its entirety the Civil Rights Legends Proclamation highlighting the accomplishments and activism of Rev. Joseph E. Lowery, Rev. C. T. Vivian and Congressman John Lewis.

UPCOMING MEETINGS

Meeting will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com, Facebook page or contact City Hall offices at 770-389-7900 for updates and detailed information.

- Council Meeting Monday August 10, 2020 at 6:00 p.m. Via Zoom
- Main Street Advisory Board Meeting, Friday, August 14, 2020 at 9:00 a.m. Zoom
- Downtown Development Authority Meeting, Tuesday, August 18, 2020 at 6:00 p.m. Zoom
- Youth Council Advisory Meeting, Tuesday, August 18, 2020 at 6:30 p.m. Zoom
- City Council Work Session, Tuesday, August 25, 2020 at 6:00 p.m. Zoom
- Planning Commission Meeting, Thursday, August 27, 2020 at 6:30 p.m. Zoom

CITY EVENTS HAVE BEEN TEMPORARILY POSTPONED

Councilwoman Gantt motioned to adjourn; second Councilwoman Barber. The motion passed 5-0.



Respectfully submitted by:

Vanessa Holiday, CMC City Clerk

Anthony S. Ford, Mayor

**STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE**

RESOLUTION NO. _____

A RESOLUTION TO ESTABLISH POLLING LOCATIONS WITHIN THE CITY;
TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING
RESOLUTIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER
PURPOSES.

WHEREAS, the governing authority of the City of Stockbridge is the Mayor and Council
thereof;

WHEREAS, the governing authority of the City of Stockbridge, Georgia desires to
establish certain polling locations throughout the City; and,

WHEREAS, the health, safety, and welfare of the citizens of Stockbridge, Georgia, will
be positively impacted by the adoption of this Resolution.

NOW THEREFORE, THE COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY
RESOLVES:

Section 1. In coordination with the Henry County Elections Office, the locations shown
on the attached Exhibit A, as presented to the Council on August 25, 2020, shall serve as polling
locations.

Section 2. The preamble of this Resolution shall be considered to be and is hereby
incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

Section 4. All resolutions and parts of resolutions in conflict herewith are hereby expressly repealed.

Section 5. The effective date of this Resolution shall be January 1, 2020.

RESOLVED this 25th day of August, 2020.

CITY OF STOCKBRIDGE, GEORGIA

Anthony S. Ford, Mayor

ATTEST:

Vanessa Holiday, City Clerk

APPROVED AS TO FORM:

Michael Williams, City Attorney

EXHIBIT A

LIST OF POLLING LOCATIONS

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE PURCHASE OF CV DUMP BED TRUCK

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City proposes to purchase a CV dump bed truck; and

WHEREAS, the staff has recommended purchasing the excavator from Rush Truck Center of Georgia, Inc. under a state contract for the amount of \$69,673.84;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval of Purchase. The purchase of the excavator from CV dump bed truck for the amount of \$69,673.84 as presented to the Council on August 25, 2020 is hereby approved by the City Council.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 25th day of August, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney



City of Stockbridge

Agenda Request Form

Meeting Date

August 25, 2020

☒

Action requested by City Council

☐

For informational purposes only

☐

Budget Amendment Required

☐

Attachment (s)

☐

Payment of Invoice/Task Order/Change Order

ACTION

☐

PUBLIC HEARING

☐

ORDINANCE

☐

RESOLUTION

☐

BID/SOLICITATION AWARD

☐

PRESENTATION

☐

DISCUSSION

☐

REPORT

☐

DISCUSSION

☒

CONTRACT APPROVAL -
RENEWAL

THE WATER DEPARTMENT BUDGET

AMOUNT \$69,673.84

BUDGET ADJUSTMENT/ N/A

FROM ACCOUNT: _____

TO ACCOUNT: _____

PRESENTER: Lindell Y. Miller/Decius Aaron

ITEM/PROJECT/EVENT: REQUEST FOR PROPOSAL (RFP) NUMBER 2019-0007P - 19,500 GVW CHASSIS W/RUGBY BOX DUMP INTERNATIONAL (CV DUMP BED TRUCK) - RUSH TRUCK CENTER OF GEORGIA, INC

BACKGROUND INFORMATION:

On July 17, 2018, the Georgia Department of Administrative Services, awarded the Statewide contract number 99999-001-SPD00000155 for Truck Chassis and Truck Bodies. The contract was awarded to seven vendors, including Rush Truck Center of Ga, Inc. The contract was effective August 8, 2018 and expired August 31, 2019. The contract was renewed September 1, 2019 and expires August 31, 2020.

Through a strategically sourced procurement, The State Purchasing Department of the Department of Administrative Services (DOAS) has established a Statewide Contract (SWC) for Truck Chassis and Truck Bodies with seven (7) vendors.

This contract provides a variety of Truck Chassis and Truck Bodies in the following Gross Vehicle Weight Rating (GVWR) categories: 12,500 GVWR, 15,000 GVWR, 19,500 GVWR, 19,500 GVWR DOT HERO, 26,000 GVWR, 36,000 GVWR, 52,000 GVWR, and 56,000 GVWR.

STAFF RECOMMENDATION:

The Procurement Division is requesting Council approval to piggyback and award a contract to Rush Truck Center of Ga, Inc., contract number 99999-001-SPD00000155 for Truck Chassis and Truck Bodies, City of Stockbridge Procurement Contract Number Request For Proposals (RFP) No. 2019-0007P, for the Public Works Department, for the purchase of an International CV Dump Bed Truck, in the estimated amount of \$69,673.84.

The purpose of this contract is to provide the City with an International CV Dump Bed Truck, necessary for the Water and Sewer Department to bring and remove debris from work sites. Due to the size of the CV Dump Bed Truck, a smaller area is impacted, and drivers are not required to possess a commercial driver license.

By utilizing the State of Georgia contract, the City is able to take advantage of lower costs available through competitive pricing. Upon contract approval, the Water and Sewer Department will prepare the requisition to Procurement for the purchase the International CV Dump Bed Truck.

The City of Stockbridge Ordinance, Section 3.30.080, (F) - Cooperative Purchase. The city may participate in a cooperative purchase for commodities, supplies and services when determined that it is in the best interest of the city. Cooperative purchases where the cost is greater than fifty thousand dollars (\$50,000.00) shall be approved by the city council.

Fiscal Impact: Funds will be provided from Water Department Budget 505-44200-542200

APPROVED BY:

LEGAL:	YES	NO	or N/A Sign _____
PROCUREMENT	YES	NO	or N/A Sign <u>Lindell Y. Miller</u>
FINANCE DEPT:	YES	NO	or N/A Sign _____
CITY MANAGER:	YES	NO	or N/A Sign _____



NOTICE OF AWARD

Solicitation Title/Event
Name:

Truck Chassis and Truck Bodies

Solicitation No/Event ID:

99999-001-SPD0000155

Solicitation Close/Event
End Date:

May 22, 2018

Notice of Award Posting
Date:

July 17, 2018

Issuing Officer:

Billy R. Gilbert

Issuing Officer Contact
Information:

404-657-4277 billy.gilbert@doas.ga.gov

The State has awarded a contract to the successful offeror(s). Although the State will provide the reason(s) an offeror was not successful in accordance with Georgia law, please note that the reasons listed below beside the names of the unsuccessful offeror(s) should not be interpreted as an exhaustive list. Please reference the Georgia Procurement Manual for the supplier protest process updated May 18, 2018: <http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies>

SUCCESSFUL OFFERORS

Gross Vehicle Weight Rating	Supplier	Vehicle Description	Vehicle Cost	Total Points
12,500	Akin Ford	Ram 3500	\$ 34,749.00	945
	Hardy Chevrolet	Chev Silverado	\$ 34,884.00	971
	Hardy Chevrolet	GMC Sierra	\$ 35,296.00	966
	Wade Ford	F-350	\$ 35,571.00	976
	Rush Truck Ctrs. Atlanta	Izuzu NPR Diesel 2020 Cherokee	\$ 42,607.00	835
15,000	Akin Ford	Ram 4500	\$ 42,133.00	927
	Hardy Family Ford	F-450	\$ 40,835.00	966
	Rush Truck Ctrs. Atlanta	NPR-XD 16000 GV 2019 ITE Izuzu	\$ 46,966.00	871
	Rush Truck Ctrs. Atlanta	155 2019 Hino	\$ 44,803.00	904
19,500	Akin Ford	Ram 5500	\$ 42,404.00	955
	Rush Truck Ctrs. Atlanta	NRR-Diesel 2019 Izuzu	\$ 50,901.00	854
	Rush Truck Ctrs. Atlanta	195 2019 Hino	\$ 51,510.00	848
	Wade Ford	F-550	\$ 42,587.00	966
19,500 Hero	Wade Ford	F-550	\$ 47,320.00	976



Georgia

NOTICE OF AWARD

SUCCESSFUL OFFERORS (CONTINUED)

GVWR	Supplier	Vehicle Description	Vehicle Cost	Total Points
26,000	MHC Kenworth	T-270	\$ 66,866.00	836
	Peach State Freightliner	M2-106	\$ 67,979.00	829
	Rush Truck Centers Atlanta	ITE MV607-SBA	\$ 62,891.00	873
	Rush Truck Centers Atlanta	Hino 338 2019	\$ 67,336.00	835
	Wade Ford	Ford F-750	\$ 56,980.00	966
36,000	Hardy Family Ford	Ford Ford F-750 F7D	\$ 61,998.00	984
	MHC Kenworth	T470T440	\$ 81,461.00	797
	Peach State Freightliner	M2-106	\$ 72,478.00	857
	Rush Truck Centers Atlanta	MV607 RTC ITE	\$ 65,913.00	911
52,000	MHC Kennworth	T-880	\$ 105,971.00	398
	Peach State Freightliner	M2-112	\$ 97,639.00	436
	Peach State Freightliner	4700SF	\$ 105,235.00	407
	Rush Truck Centers Atlanta	HV613-ITE	\$ 99,853.00	422
56,000	MHC Kenworth	T470T440	\$ 90,141.00	905
	Peach State Freightliner	114SD	\$ 90,310.00	911
	Peach State Freightliner	WS4700SF	\$ 92,683.00	897
	Rush Truck Centers Atlanta	HV607 2019 ITE	\$ 78,763.00	994

Line Item: 4	26,000 lbs. GVWR Cab and Chassis
Model Name:	INTERNATIONAL
Manufacturer:	INTERNATIONAL
Model No.:	2020 CV, 2020 CV, 2020 CV
Bidders Name:	RUSH TRUCK OF GEORGIA DBA RUCH TRUCK OF ATLANTA

Requested
Equal?
Yes

Truck Base Unit Price

\$62,891.00

Return to Pricing
Tab Index 'A'

Required Bodies

Line Item#	Item Description		Length (FT)	Price	
1	14 FT Flatbed Body all Metal Construction with Treadplate Floor		14'	\$ 3,900.00	
Regional Delivery Price - FOB Destination: (see Attachment F- Georgia Regional Map)					
Location	Square Miles	Price	Location	Square Miles	Price
Region 1	5,006.09	\$325.00	Region 7	5,026.43	\$375.00
Region 2	3,391.58	\$325.00	Region 8	5,220.56	\$375.00
Region 3	2,873.72	\$125.00	Region 9	6,138.77	\$475.00
Region 4	3,266.10	\$150.00	Region 10	5,895.67	\$475.00
Region 5	3,921.28	\$325.00	Region 11	7,815.27	\$475.00
Region 6	3,202.63	\$325.00	Region 12	5,667.44	\$475.00

Average Delivery Price: \$ 352.08

DOAS SPECIFIED Truck Options, Equipment & Accessories

Line Item#	Item Description	Length (FT)	Price
2	Stakes (approximately 42" to 48" in height)		\$1,450.00
3	6 speed manual transmission 520 lbs. ft. torque rating. 6 bolt PTO openings on the sides of the case. Eaton FS-5306 A or approved equal with 4.88 to 1 rear axle ratio in lieu of Allison automatic.		-\$4,973.00
4	5 speed automatic. 800 lbs. ft. torque capacity. Allison MD3000RDS (wide ratio). Equipped with a push button shift selector and a PTO gear. In lieu of Allison MD 3000RDS (close ratio) automatic.		INCLUDED IN BID
5	Full width bench seat with vinyl upholstery.		-\$290.00
6	Electromagnetic or air actuated fan clutch.		\$394.00
7	84" (+ or - 6"), Standard cab to axle		N/C
8	108" (+ or - 6"), Standard cab to axle		\$150.00
9	120" (+ or - 6"), Standard cab to axle		\$200.00
10	144" (+ or - 6"), Standard cab to axle		\$250.00
11	150" (+ or - 6"), Standard cab to axle		\$300.00
12	Five (5) year, 100,000 mile powertrain and engine electronics warranty.		\$2,050.00
13	PTO (Power Take Off).		\$2,350.00

SUPPLIER SPECIFIED Truck Options, Equipment & Accessories

List ALL ITEMS on your truck build sheet (other than truck bodies) including but not limited to all cab to axle chassis lengths, Extended Warranties, Gas Engines, etc.

Line Item#	Item Description	Price
14	TILT WHEEL	\$188
15	GUMMINS EXHAUST BRAKE	\$188
16	WINDSHIELD WIPERS FORCED TO SLOW DOWN	\$26
17	HALOGEN HEADLIGHTS	\$58
18	TEST EXTERIOR LIGHTS - PRE-TRIP	\$42
19	HEADLIGHTS ON WITH WIPERS	\$22
20	PARKING BRAKE HORN	\$42
21	AIR HORN	\$94
22	BLOCK HEATER	\$188
23	PTO SWITCH	\$116
24	TRANSMISSION TEMPERATURE GAGE	\$48
25	WHEEL SEALS FRONT AND REAR	\$113.00
26	5 YEAR ALLISON	\$468
27	6 PACK SWITCHES	\$690
28	12 PACK SWITCHES	\$1,380
29	4 CLOSED SWITCHES - DUMP TRUCK	\$275
30	FRONT SNOW PLOW LIGHT HARNESS	\$167

INCLUDED
INCLUDED

INCLUDED

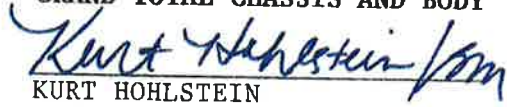
31	PRE-TRIP INSPECTION	\$45
32	COBRA CB MOUNTED WITH ANTENNAS	\$651
33	POWER WINDOWS AND DOOR LOCKS	\$307
34	HORN SOUND - PARKING BREAK IS LEFT OFF	\$45
35	TRAILER PARKING BRAKE AIR WITH HAND CONTROL VALVE	\$1,280
36	2 YELLOW SAFETY INTERIOR GRABHANDLE	\$33
37	RIGHT HAND CONVEX LOOKDOWN MIRROR	\$49
38	RIGHT HAND HOOD MIRROR	\$96
39	CUMMINS 260 HP 660 TORQUE	\$1,686
40	CUMMINS 300 HP 660 TORQUE	\$3,104
41	CUMMINS 325 HP 750 TORQUE	\$3,849
42	CREW CAB - 6 MAN	\$9,411
43	EXTENDED CAB	\$3,807
44	REAR SEAT FOR CREW CAB OR EXTENDED CAB	\$836
45	ALLISON TRANSMISSION - 5 YEAR WARRANTY	\$608
46	BODY: ITE	
47	CONSPICUITY RED/WHITE REFLECTIVE TAPE	\$ 83.00
48	14' FBD, 16 TON CAPACITY HOIST	\$ 10,750.00
49	LIFTMOORE MODEL 4000X CRANE - 4000# CAPACITY, BODY/SPRING REINFORCEMENT,	
50	MANUAL OUT/DOWN OUTRIGGERS - FITS UP TO 19500 GVW	\$ 18,930.00
51	LIFTMOORE MODEL 6036WX CRANE - 6000# CAPACITY, BODY/SPRING REINFORCEMENT	
52	MANUAL OUT/DOWN OUTRIGGERS - FITS UP TO 19500 GVW	\$ 22,290.00
53	WALTCO 2000 LB CAPACITY LIFTGATE	\$ 5,327.00
54	THIEMAN TUK-A-WAY 2,000 lb CAPACITY LIFTGATE	\$ 3,830.00
55	RECEIVER HITCH - INCLUDES CHAIN EYES & TRAILER PLUG	\$ 400.00
56	25 TON PINTLE HITCH - INCLUDES CHAIN EYES & TRAILER PLUG	\$ 850.00
SUPPLIER SPECIFIED Truck Bodies		
List ALL Additional Truck Bodies the Suppliers will make available for sale at Dealer Invoice "cost" plus DOAS Administrative Fee (1%)		
Line Item#	Item Description	
57	CUSTOM BUILT BODIES AND EQUIPMENT CONFIGURATIONS TO MEET USER REQUIREMENTS	
58	SIGN TRUCK	
59	CHIPPER BODY	
60	UTILITY BODY	
61	MECHANICS BODY WITH OR WITHOUT CRANES	
62	LINE BODIES FOR WATER & STREET DEPARTMENT	
63	COMPRESSORS/GENERATOR/WELDER/JUMP START COMBO	
64	CATCH BASIN	
65	AIR COMPRESSORS - 20CFM - 200CFM	
66	HOOK LIFTS	
67	NEW WAY REFUSE BODIES - TYMCO STREET SWEEPERS	
68	ALTEC AERIAL DEVICE/BODY - ALTEC D-SERIES DIGGER DERRICKS/BODY - ALTEC SERVICE BODIES	
69	VACTOR SEWER CLEANER - ELGIN STREET SWEEPER - PETERSON GRAPPLE/KNUCKLEBOOM	

INCLUDED

INCLUDED

INCLUDED

70	2020 INTERNATIONAL MODEL CV 19,500 GVW CHASSIS INCLUDES: AM/FM W/BLEETOOTH, JUMP START, 6.6 DIESEL, 350HP, 700# TORQUE, ALLISON 1750 RDS AUTOMATIC TRANSMISSION, DRIVER & 2-MAN PASSENGER W/AIR BAGS, LOCKING DIFFERENTIAL, 5 YEAR/100,000 MILE ENGINE WARRANTY	
	2020 INTERNATIONAL CV CHASSIS DEDUCT	- \$11,937.00
71	2020 RUGBY ELMINATOR 3/4 YD. 10' BOX DUMP WITH 10 TON HOIST, 1/4 CAB PROTECTOR, ELEC. TARP, (1) UNDERSLUNG BOX	\$17,905.00
	TOTAL 2020 INTERNATIONAL CV CHASSIS	\$50,954.00
	TOTAL 2020 RUGBY ELIMINATOR BOX DUMP	\$18,030.00
	1% DOAS FEE	689.84
	GRAND TOTAL CHASSIS AND BODY	\$69,673.84



KURT HOHLSTEIN



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

08/25/2020

FUNDING SOURCE

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required

FROM ACCOUNT: 100-42200-531223

TO ACCOUNT:

PRESENTER: Decius T. Aaron

ITEM/PROJECT/EVENT: Pine Grove Subdivision Phase II and III lights

- ☒ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

DESCRIPTION:

The Pine Grove Subdivision HOA has submitted the required streetlights petition and is requesting the City assume the cost of seven (7) streetlights in Phase II and sixteen (16) streetlights in Phase III. The City currently pays for thirty (30) streetlights in Phase I. The cost is **\$402.96** per month, **\$4,835.54** annually.

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER _____

AMOUNT

\$4,835.54 /Year

Governmental Regulated LED Roadway Lights Authorization



Customer Legal Name STOCKBRIDGE CITY OF DBA _____
Service Address 0 ROADWAY LIGHTING STOCKBRIDGE GA 30281 County _____
Mailing Address 4640 N HENRY BLVD STOCKBRIDGE GA 30281
Email _____ Tel # _____ Alt Tel # _____
Tax ID# 5620 Business Description LED RW

Existing Customer Yes ☒ No ☐ If Yes, the current Account Number? 42154-05024

Note: LED Roadway lights must be set up on a different account

Selected Components						
Action	Qty	Lumens	M/UM	Type	Description	Estimated Monthly Regulated Charge
INS	23	6000	Unmetered	LED	Roadway@\$17.52	\$402.96

Estimated Total	\$402.96
------------------------	----------

PINE GROVE SUBDIVISION - TAKEOVER HOA LIGHTS IN PHASE II (7 LIGHTS ALONG GALLOP DRIVE WEST END) & III (16 LIGHTS ALONG GALLOP DR EAST END); PHASE I (30 LIGHTS) IS ALREADY ON CITY OF STOCKBRIDGE ACCT.

The estimated monthly regulated charge is based on Georgia Public Service Commissions (PSC) approved tariffs in place at the signing of this document. Customer understands that actual usage and future PSC approved tariff changes could change the estimated total. Customer agrees billing is based upon the number of lights attached to the service point(s).

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Nitika Wilson
Print Title:	Print Title: Sales Engineer
Date:	Date:

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF STOCKBRIDGE, GEORGIA (CITY) TO AUTHORIZE THE EXECUTION OF THE CORONAVIRUS RELIEF FUND (CRF) TERMS AND CONDITIONS AGREEMENT; TO AUTHORIZE THE ACCEPTANCE OF GRANT PAYMENTS, INCLUDING ALL UNDERSTANDINGS AND ASSURANCES CONTAINED WITHIN SUCH AGREEMENT; TO DIRECT AND AUTHORIZE THE PERSON IDENTIFIED AS THE OFFICIAL REPRESENTATIVE OF THE CITY, OR THE DESIGNEE OF THE CITY TO ACT IN CONNECTION WITH THE GRANT APPLICATION; AND TO PROVIDE SUCH ADDITIONAL INFORMATION AS MAY BE REQUIRED.

WHEREAS, in an effort to mitigate the effects of COVID-19, the United States government has made available grant funding through the Coronavirus Relief Fund (CRF) to the State of Georgia, which was established within Section 601 of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act);

WHEREAS, Governor Brian P. Kemp has authorized the sharing of CRF allocations and disbursements in a phased, measure approach with local governments across the State of Georgia;

WHEREAS, Governor Kemp has acknowledged the critical need that such CRF funding be released to local governments experiencing immediate need as quickly as possible and has directed the Governor's Office of Planning and Budget (OPB) to coordinate with local governments to achieve allocation and disbursement of such CRF funding;

WHEREAS, OPB has created and will administer a grant management system, GeorgiaCARES, which local governments, including the City shall utilize in order to received allocations and disbursements of CRF funding; and

WHEREAS, the OPB and the State of Georgia, require formal, official action of the City governing authority to that the CRF funding may be disbursed to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA:

Section 1. Execution of Coronavirus Relief Fund (CRF) Terms and Conditions. The Mayor and Council hereby authorize the execution, delivery, and performance of the Coronavirus Relief Fund (CRF) Terms and Conditions (Agreement) in substantially the form attached hereto as a composite Exhibit A and the acceptance of payments, including all understandings and assurances contained herein.

Section 2. Other Actions Authorized. The City hereby directs and authorizes the Mayor or the designee of the Mayor to act in connection with the Grant application and to provide such additional information as may be required by OPB, federal, or state government.

Section 3. City Attorney. The City, by and through its governing authority, hereby acknowledges that it has had its legal counsel review the Agreement and that the members of the governing authority itself have reviewed the Agreement and further acknowledge that any rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of the Agreement.

Section 4. Repealer. All motions, orders, ordinances, bylaws, resolutions, and parts thereof inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any motion, order, ordinance, bylaw, resolution, or part thereof.

Section 5. Effective Date; Severability. This resolution shall become effective immediately, and should the Agreement have been executed by the Mayor or designee before the effective date of this resolution, then this resolution shall stand as an official act of the governing authority of the City approving of such execution of the Agreement. If any section, paragraph, clause, or provision hereof be held invalid or unenforceable, the invalidity or unenforceability thereof shall not affect the remaining provisions hereof.

PASSED, ADOPTED, SIGNED, APPROVED, and EFFECTIVE this 25th day of August, 2020.

Anthony S. Ford, Mayor

ATTEST:

Vanessa Holiday, City Clerk

(SEAL)

APPROVED AS TO FORM:

Michael Williams, City Attorney

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION TO REPEAL RESOLUTION NUMBER R17-889
PERTAINING TO CERTAIN DEVELOPMENT INFORMATION**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Repeal of Resolution. Resolution Number R17-889 is hereby repealed.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents, including the contract with such changes and modifications as recommended by the City Attorney, necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 25th day of August, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R17-889

**A RESOLUTION ESTABLISHING AN INFORMATION POLICY WITH
RESPECT TO CERTAIN ECONOMIC DEVELOPMENT MATTERS**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, the City Council desires to avoid the inadvertent release of information related to economic development projects;

WHEREAS, the City Council further desires to limit the potential for undue or inappropriate political involvement in economic development projects;

WHEREAS, the City Council specifically finds that the proposed policy promotes and protects the safety, health, peace, security, good order, comfort, convenience, and general welfare of the city and its inhabitants;

WHEREAS, the Mayor and Council believe that the proposed procedure is in the best interest of the City and its citizens;

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED as follows:

Section 1. **Establishment of Policy** – The Mayor and Council of the City of Stockbridge hereby direct the City Manager (or any person acting in such capacity) to adhere to the following:

The City staff is requested to not release any information to any council members pertaining to pending development applications or economic development inquiries unless a vote on such matters is required of the Mayor and Council. In such cases, all information shall be conveyed to the entire Mayor and Council concurrently.

Section 2. **Documents** – The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

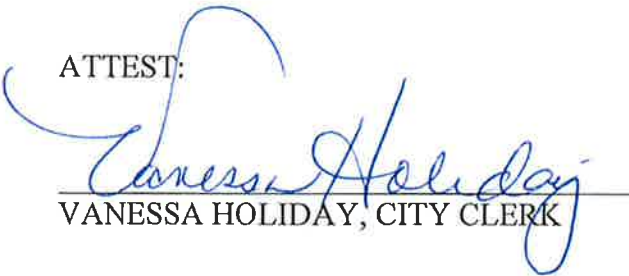
Section 5. **Effective Date** - This Resolution shall be effective immediately upon the date of its adoption by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the 19th day of December, 2017.

CITY OF STOCKBRIDGE, GEORGIA


JUDY NEAL, MAYOR

ATTEST:


VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:


MICHAEL WILLIAMS, CITY ATTORNEY

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION _____

A RESOLUTION AUTHORIZING ESTABLISHING A SOCIAL MEDIA USAGE POLICY FOR THE CITY; AUTHORIZING THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and

WHEREAS, the City finds it necessary to establish a social media usage policy for the City.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:

1. **Approval of Execution.** The City hereby approves the social media usage policy attached hereto as Exhibit A.
2. **Documents.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate the amendment, subject to approval as to form by the City Attorney.
3. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable or non-binding, that shall not affect the remaining portions of this Resolution.
4. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
5. **Effective Date.** This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO BE IT RESOLVED this 25th day of August, 2020.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

(SEAL)

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

SOCIAL MEDIA USAGE POLICY

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION R17-808

A RESOLUTION AUTHORIZING ESTABLISHING A SOCIAL MEDIA USAGE POLICY FOR THE CITY; AUTHORIZING THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

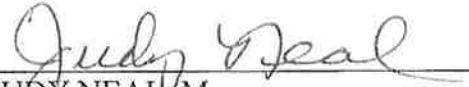
WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and

WHEREAS, the City finds it necessary to establish a social media usage policy for the City.

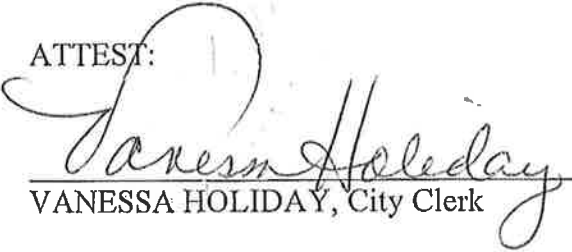
THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:

1. **Approval of Execution.** The City hereby approves the social media usage policy attached hereto as Exhibit A.
2. **Documents.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate the amendment, subject to approval as to form by the City Attorney.
3. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable or non-binding, that shall not affect the remaining portions of this Resolution.
4. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
5. **Effective Date.** This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO BE IT RESOLVED this 28th day of March, 2017.


JUDY NEAL, Mayor

ATTEST:


VANESSA HOLIDAY, City Clerk (SEAL)

APPROVED AS TO FORM:


MICHAEL WILLIAMS, City Attorney

EXHIBIT A
SOCIAL MEDIA USAGE POLICY

City of Stockbridge Social Media Policy

The social media adventure

The City of Stockbridge has embarked on the adventure that is today's social media. In an effort to build relationships; reach audiences that don't have access to or typically utilize the City's more traditional means of communication (e.g., newsletter); to share information, as needed, on a real-time basis; and retain its reputation as a progressive community, Stockbridge has begun to utilize social media outlets. We anticipate that our foray into social media will be an ongoing adventure that will require us to be flexible and open to opportunities.

Despite the fact that social media is still an emerging technology and that the way in which people use the technology will continue to evolve, the City of Stockbridge, through this policy, seeks to establish some basic guidelines for use of its social media outlets.

Our vision for social media usage

- While social media provides an effective forum for building relationships and for conveying small "bites" of information, they do not serve as the City's sole or even primary means of communication with residents, businesses, and others. The City of Stockbridge utilizes well-established means (e.g., public quarterly town hall meetings, website, and quarterly newsletter) to effectively share information with a variety of audiences.
- Social media forums provide an *interactive* means of sharing information that relates to the City of Stockbridge and of engaging in ongoing conversation. They provide an easy-to-use means of engaging citizens and others.
- Social media can be especially effective in communicating information in crisis situations when timeliness of the information is crucial.
- Social media is a particularly ineffective tool for communicating about complex issues and for addressing riled emotions. The City will use more appropriate means to communicate detailed information about complex issues and to discuss concerns with citizens and others who post potentially volatile comments.
- Practical and legal considerations may sometimes constrain, prevent, or prohibit discussion of certain topics, such as court cases, through this medium.
- We recognize that not everything posted will (or should be) flattering to the City. Posts that offer thoughtful criticism of the organization (not individuals) and City initiatives are welcome and shall not be removed or altered except as provided for in this policy.

Maintenance of City-owned accounts

- The City of Stockbridge will utilize one central account with desired social media networks (e.g., Facebook, Twitter, SeeClickFix and others). Individual departments and employees will utilize the central account to convey desired communication on behalf of the City.

- Management of social media accounts and initiatives shall lie primarily within the economic and community development department, and specifically (but not solely) with the public information officer (PIO).
- A limited number of staff members, including those in economic and community development, shall have access to social media accounts and passwords and permission to post as "City of Stockbridge." To ensure consistent application of, and compliance with this policy, as well as editorial review, postings shall be approved by the PIO prior to posting.
- Elected officials and other staff members are not to post, without advance approval, to the City of Stockbridge pages as representatives of the organization.
- Other City staff members may request that authorized staff post a message from the City of Stockbridge on their behalf.
- Responses on City pages/accounts from employees' personal accounts are not permitted.
- The City will strive to share information honestly and openly and to receive comments and feedback with an "open mind" in a spirit of collaboration.
- The City shall not post untruthful and purposefully inaccurate information. If an inadvertent inaccuracy is posted, a correction will be published as soon as possible.
- Designated City staff members such as the PIO and/or their back-up, or the City Manager may post comments/replies without advance review or permission of City management. However, if staff members have concerns or desire advance review, they may request such from the city manager, PIO, or appropriate department head.
- The City will not edit others' posts/responses.
- At all times, employees shall use good judgment when posting. Employees shall refrain from posts that may be interpreted as offensive, obscene, demeaning, or inflammatory. Confidential information shall not be posted.
- At times, employees may determine other means/tools are more appropriate ways to respond to citizen/fan posts or may determine that it is best not to respond to a post at all.
- In general, individual complaints, concerns, or service requests will not be addressed via social media.
- Staff members shall resist the temptation to engage in back-and-forth conversation regarding topics that are complex, controversial, heated, or otherwise sensitive nature.
- City employees, in consultation with the City Manager, will determine when an issue raised by others has reached a "critical mass" that requires a City response on the City's account.
- When employees do choose to reply to negative or heated comments, they need to do so in a manner that reflects positively upon the City.
- A standard reply may be used to direct users with concerns related to sensitive or complex issues. This standard reply shall read something like: The City of Stockbridge is very interested in insights, concerns expressed here. However, complex topics typically are not effectively discussed in forums such as this. Please contact the City's public information officer or City Manager at 770-389-7900 if you wish to voice your concerns further or obtain additional information.

- Employees who respond to posts on City accounts (as City of Stockbridge) shall strive to be sure that their posts pass the “grandma” test; that is, posts shall be of the sort that would not cause grandma disappointment, embarrassment, or to shake her finger and scold.

Guidelines and limitations for all users

- The conversation shall remain civil and respectful always.
- Inaccurate information posted by non-employees may be addressed and corrected, on a factual basis only.
- In an effort to keep the conversation open to all and to limit spam, posts from the same individual or organization shall be limited to no more than two (2) per day.
- Personal attacks, vulgar language, discriminatory or inflammatory posts by others are strongly discouraged. If a post is determined to be in violation of this policy, such posts may be removed.
- Elected officials may not post as “City of Stockbridge” or discuss campaigns, issues, and other political matters on City accounts.
- Elected officials are encouraged to establish their own social media accounts and to be solely responsible for its content.
- Campaigning – on behalf of political candidates or in support or opposition to issues – is prohibited on behalf of the City.
- Political candidates are encouraged to establish their own fan pages and social media accounts and are prohibited, even if incumbent City elected officials, from using City of Stockbridge accounts, pages, etc.
- Violating this policy may result in removal of access to the service, disciplinary action, or both.
- This Social Media Policy shall be revised as needed. Posts to the City of Stockbridge’s social media accounts shall constitute acceptance of this policy.
- City social media accounts strive to be fair and consistent and therefore they will not be used to promote individuals, businesses organizations, or non-profits since doing so could be considered unfair to other such entities and would require increased staffing. For this reason, only City events and Council initiatives, as approved by City Council, will be promoted. For Council initiatives, promotion will consist of pre-event advertising only. A community event or other initiative would require approval by the City Manager.

Policy created 03/03/2017

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE USE OF THE TED STRICKLAND
COMMUNITY CENTER FOR BLOOD DRIVES**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, Section 1.12(b)(41) of the City Charter, the City is vested with certain broad powers "to exercise and enjoy all other powers, functions, rights, privileges, and immunities necessary or desirable to promote or protect the safety, health, peace, security, good order, comfort, convenience, or general welfare of the city and its inhabitants;"

WHEREAS, Section 1.12(b) of the City Charter states that "the powers of this city shall be construed liberally in favor of the city. The specific mention or failure to mention particular powers shall not be construed as limiting in any way the powers of this city;"

WHEREAS, the City desires to allow the use of the Ted Strickland Community Center for blood drives for the benefit of the City's residents;

WHEREAS, the Mayor and Council believe that allowing such use is in the best interest of the City and its citizens;

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED as follows:

Section 1. **Authorization** – The Mayor and Council of the City of Stockbridge hereby authorizes the use of the Ted Strickland Community Center for blood drives as presented to the Council on August 25, 2020.

Section 2. **Documents** – The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 5. Effective Date - This Resolution shall be effective immediately upon the date of its adoption by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the 25th day of August, 2020.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

2020

Schedule for Blood Drives

<u>Event Date</u>	<u>Sponsor</u>
September 19, 2020	LifeSouth
October 2, 2020	Red Cross
November 7, 2020	LifeSouth
December 5, 2020	Red Cross



City of Stockbridge

Agenda Request Form For Community Development

Meeting Date

AUGUST 25, 2020

- ☒ **Action requested by City Council**
- ☐ **For informational purposes only**
- ☐ **Budget Amendment Required**
- ☐ **Attachment (s)**
- ☐ **Payment of Invoice/Task Order/Change Order**

AMOUNT

\$ 80,000.00 or N/A

Funding Source: 353-15650-541324

BUDGET ADJUSTMENT/ N/A

FROM ACCOUNT: _____

TO ACCOUNT: _____

ACTION

- ☐ PUBLIC HEARING
- ☐ ORDINANCE
- ☒ RESOLUTION
- ☐ BID/RFP AWARD
- ☐ PRESENTATION
- ☐ DISCUSSION
- ☐ REPORT

PRESENTER: City Manager, Carl Trevathan, Camilla Moore

ITEM/PROJECT/EVENT: GEOTECHNICAL ENGINEERING SERVICES FOR AMPHITHEATER – INCREASE IN PO AMOUNT

BACKGROUND INFORMATION:

The Amphitheater Project is a Phase I and Phase II Development Project. In compliance with federal, state, and local development standards, Council approved the services of Piedmont Geotechnical Consultants, LLC for the purpose of providing construction and material testing services, subsurface exploration, and Geotechnical Engineering Evaluation Services for the Amphitheater. This initial approved amount approved was \$25,620.00. However, due to "Unknown", i.e. "Unsuitable Soils" and other surfaces, sub-surface, and other typographical issues, the cost to cover these "unknowns" as well as site evaluations for Phase II of the Development Projects will require an increase in the Purchase Order (Contract Amount) of \$74,380.00 for a total PO Amount of \$100,000.00.

ATTACHMENTS:

- Attachment A – Contracts and Addendums
- Attachment B – Resolution
- Attachment C – Finance/Budget Accounting Information
- Attachment D – Geotech Reports

STAFF RECOMMENDATION: APPROVAL

Compliance with the development standard for construction projects requires these services. In an effort to ensure that the City remains in compliance and keep the project on schedule with the proposed completion date, the increase is necessary. Discovering that the existing site served previously as a “landfill”, these “unknowns” during the construction phase of the development have resulted in the increase in development costs.

APPROVED BY:

LEGAL:	YES	NO	or N/A	Sig. _____
FINANCE DEPT:	YES	NO	or N/A	Sig. _____
CITY MANAGER:	YES	NO		Sig. _____

Attachment A
PIEDMONT
GEOTECHNICAL CONSULTANTS, LLC
— AN ATLAS COMPANY —

110 Werz Industrial Drive Newnan, Georgia 30263 • (770) 252-9129 • Fax: (770) 252-9129

September 9, 2019

Subject: Proposal to Provide Construction Materials Testing

Stockbridge Amphitheater
East Atlanta & North Henry Blvd
Stockbridge, Georgia
PGC Proposal Number P19547

Dear Ms. Moore,

Piedmont Geotechnical Consultants, LLC (PGC) appreciates the opportunity to submit this proposal to provide construction and material testing services for the above referenced project. Our understanding of the project requirements is based on the review of the drawings, and our past experience with similar projects. The following will present our understanding of the project, a recommended scope of work for all phases of work and an estimate of costs for our services.

QUALIFICATIONS and EXPERIENCE

Piedmont Geotechnical Consultants, LLC (PGC) is a geotechnical engineering and construction of the materials testing firm established in 1992. Over the last five years, we have provided services on more than 2,000 projects that vary in size and complexity.

Piedmont Geotechnical Consultants provides an up-to-date laboratory for testing of soils, concrete, asphalt and other materials. Our laboratory is accredited by the American Association of State Highway and Transportation Officials (AASHTO) and The Corp of Engineers in the area of soils, aggregates, concrete and asphalt. In addition, we are actively involved in the AASHTO Materials Reference Laboratory (AMRL) and the Cement and Concrete Reference Laboratory (CCRL) proficiency reference-sampling program for soil, Portland cement concrete, aggregates and bituminous concrete materials.

Our field services are conducted by trained and experienced personnel. Our staff includes 12 registered engineers and geologists and 25 technicians. The technicians participate in ongoing in-house training and refresher seminars and are certified by American Concrete Institute (ACI), the International Code Council (ICC) and /or National Institute for Certified Engineering Technologies (NICET).

PROJECT INFORMATION

We understand that you are planning the construction of a new amphitheater complex in Stockbridge, Georgia. The new facility is planned to be constructed behind city hall at the corner of Hwy 42 and East Atlanta Road. The structure will have conventional shallow foundations with a slab on grade. Concrete will also be utilized for the seating area as well. A minimal amount of cuts and fills for the site will be necessary to achieve finish grade elevations. Other site improvements include out buildings and new underground utilities along with new retaining walls are also planned for the project.

SCOPE OF SERVICES

Based on our understanding of the project, we expect that our scope of work will include the following.

A. Earthwork and Utility Construction

1. Evaluate subgrade conditions prior to placement of structural fill materials. Recommend remedial subgrade measures as necessary.
2. Perform compaction testing on fill and backfill material, as required.
3. Laboratory testing to include proctor tests.

B. Foundation/Slab Construction

1. Evaluate foundation/slab subgrades and confirm the design bearing pressure is available and that slab subgrades are suitable for concrete placement.

C. Concrete Placement

1. Reinforcing steel inspections as required.
2. Perform necessary on-site slump, air and unit weight tests during concrete pours.
3. Monitor concrete temperature and mixing time.
4. Mold one set of four (4) cylinders for each 100 CY or fraction thereof of concrete placed in any one day.
5. Transport cylinders to the lab after 24 hours, store per ASTM requirements, then test 1 specimen at 7 days, 2 specimens at 28 days and 1 specimen at 56 days for compressive strength.

D. Masonry Construction

1. Periodic Observation and inspection of masonry construction.
2. Reinforcing steel inspections and grout sampling and testing.

E. Structural Steel Erection

1. Visual inspection of welded connections and bolted connections.
2. Nondestructive Testing of field welds as necessary.

ESTIMATE OF FEES

Our services will be provided on a unit rate basis in accordance with the attached Unit Rate Fee Schedule. The fees for our services will depend on the number of trips needed to perform the required testing and your proposed schedule. Our estimates fees for this project will be \$25,620.00.

INSURANCE

Piedmont Geotechnical Consultants, LLC insurance is provided by a highly rated, national insurance provider.

Policy Type	Insurer	Limit of Liability
Professional Liability	C.N.A. Schinnerer	\$3,000,000.00
General Liability Aggregate	Liberty Mutual	\$1,000,000.00 \$2,000,000.00
Workers' Compensation	Liberty Mutual	\$1,000,000.00
Non-Owned and Hired Auto Liability	Liberty Mutual	\$1,000,000.00
Company Owned Vehicles	Liberty Mutual	\$1,000,000.00
Umbrella Liability (excludes Professional Liability)	QBG Insurance Corporation	\$10,000,000.00

CLOSURE

If this proposal is acceptable, please execute and return one copy of the enclosed proposal, which will serve as our formal authorization to proceed. Thank you for considering Piedmont Geotechnical Consultants, LLC for your geotechnical and construction materials testing services. We appreciate the opportunity to work with you and look forward to assisting you on this project. Should you have any questions concerning this proposal, please do not hesitate to contact the undersigned.

Sincerely,
Piedmont Geotechnical Consultants, LLC



W. Michael Ballard, P.E.
President



Jon R. Howard
Newnan Branch



City of Stockbridge

Agenda Request Form

Meeting Date

August 25, 2020

ACTION

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required
- ☐ Attachment (s)
- ☐ Payment of Invoice/Task Order/Change Order

- ☐ PUBLIC HEARING
- ☐ ORDINANCE
- ☐ RESOLUTION
- ☐ BID/SOLICITATION AWARD
- ☐ PRESENTATION
- ☐ DISCUSSION
- ☐ REPORT
- ☐ DISCUSSION
- ☒ CONTRACT APPROVAL - RENEWAL

AMOUNT \$100,00.00

ACCOUNTING CODE: #100-74100-521200 (Planning & Zoning)

BUDGET ADJUSTMENT: N/A

FROM ACCOUNT:

PRESENTER: Camilla Moore/Randy Knighton

ITEM/PROJECT/EVENT: REQUEST FOR QUALIFICATIONS (RFQ) 2020-0006 – CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED DEVELOPMENT CODE - THE COLLABORATIVE FIRM, LLC

BACKGROUND INFORMATION:

Request For Qualifications (RFQ) Number 2020-0006, for the City of Stockbridge Consultant Services for the Preparation of Unified Development Code, was solicited and advertised on February 5, 2020 and closed on March 5th.

On March 11, 2020, Council adopted a Resolution to move forward on the posting of the RFQ after the RFQ had been posted, advertised, and closed. One firm submitted a proposal, The Collaborative Firm, LLC, in response to the Request For Qualifications (RFQ).

On July 14th a Selection Committee meeting was held. The Selection Committee recommended The

Collaborative Firm, LLC, (Exhibit 1). The vendor response list was posted on the website for the City's Procurement Division and the Georgia Procurement Registry.

On July 23rd, 2020, the City of Stockbridge negotiation team, which consists of Michael Williams, John Wiggins, and Camilla Moore, negotiated the contract with The Collaborative Firm, LLC. A copy of the draft contract is attached., (Exhibit 2).

STAFF RECOMMENDATION:

City staff is requesting City Council approval of the recommended vendor, The Collaborative Firm, LLC, for Request For Qualifications (RFQ) Number 2020-0006, City of Stockbridge Consultant Services for the Preparation of Unified Development Code and approved the agreement with The Collaborative Firm, LLC, for an amount not to exceed one hundred thousand dollars (\$100,000.00)

The City of Stockbridge Ordinance Section 3.30.110 - Competitive sealed proposals, (H). Award of Proposal. (2). Approval of Proposal. The City of Stockbridge City Council shall approve all awards where cost or revenue is greater than fifty thousand dollars (\$50,000.00).

ATTACHMENTS:

- A. RFQ
- B. Response List
- C. RFQ Response
- D. RFQ Resolution To Post
- E. DCA/ARC Covid-19 Variance Request
- F. Contract and Resolution

APPROVED BY:

LEGAL:	YES	NO	or N/A Sign _____
PROCUREMENT	YES	NO	or N/A Sign <u>Lindell Y. Miller</u>
FINANCE DEPT:	YES	NO	or N/A Sign _____
CITY MANAGER:	YES	NO	or N/A Sign _____

ATTACHMENT A



REQUEST FOR QUALIFICATIONS NO. 2020-0006

City of Stockbridge

Consultant Services for the Preparation of Unified Development Code



Issued Date: February 5, 2020

Lindell Y. Miller, CPPO, MBA, Procurement Division
City of Stockbridge, City Hall
4640 North Henry Boulevard Stockbridge, GA 30281

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FORM 9 PROPOSAL SUBMITTAL LETTER

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FORM 12 CERTIFICATE OF ACCEPTANCE

ATTACHMENT 1 ADDENDUM ACKNOWLEDGEMENT FORM



Where Community Connects

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

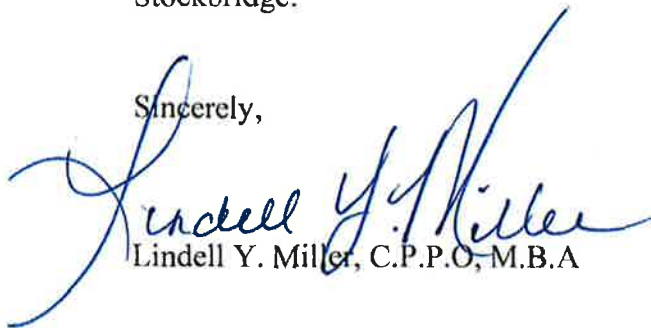
Dear Vendor:

I thank you for your interest in doing business with the City of Stockbridge. We look forward to a very successful procurement process. Please take notice of the response submittal requirements and the required certification checklist outlined in this solicitation. Please be sure to read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions may result in dismissal of your submittal. Any changes(s) to this solicitation will be conveyed through the written addenda process. In addition, notification of addenda are posted on the City's website, which is located at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. Please read carefully and follow all instructions provided in the addendum, as well as the instructions provided in the original solicitation. It is solely the vendor's responsibility to routinely check the City's website at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp for any changing information prior to their reply.

One of the objectives of the Procurement Division is to provide quality and efficient service. If you have any questions, please visit our website or contact the agent of concern. The staff of the City of Stockbridge strives to provide excellent service "while purchasing best for less with the highest level of transparency, efficiency and integrity".

Again, thank you in advance for your continued interest in doing business with the City of Stockbridge.

Sincerely,



Lindell Y. Miller, C.P.P.O., M.B.A



**REQUEST FOR QUALIFICATIONS No. 2020-0006
CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED
DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE**

Wednesday, February 5, 2020

PURPOSE

The City of Stockbridge, (hereafter referred to as “the City”), is issuing this Request For Qualifications (“RFQ”) for proposals from qualified consultants to provide professional services to develop an up-to-date zoning code and map, site plan ordinance, a subdivision code, and land development ordinance, through the creation of a Unified Development Code (UDC), guided by the recently completed implementable comprehensive plan, and planning principles on current land use trends and development. The UDC will be drafted in such a way as to help create the future vision of Stockbridge that is set forth by its Comprehensive Plan. The consultant to be hired will provide the full range of planning services necessary to undertake a complete rewrite of the current Ordinances.

The City desires new subdivision, zoning, and site plan ordinances that are easy for all parties to understand and are straightforward for City staff to administer.

If fewer than three interested proposers respond to this solicitation, the Procurement Manager may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

1.1 PROJECT OBJECTIVES

- A. The City desires a new subdivision code, zoning code and map, and site plan ordinance that implements the recommendations of the City’s newly adopted 2018 Comprehensive Plan. Through this project, the City desires to combine these City Code sections, with others where appropriate, to create a Unified Development Code.
- B. The City desires an updated zoning code that is the City’s newly adopted 2018 Comprehensive Plan, but incorporates form-based, design standards, or other zoning strategies for the downtown area.
- C. The City desires a new subdivision code, zoning code and map, and site plan ordinance that include drawings to illustrate regulations and make the document easier to understand.
- D. The City desires a zoning code that includes mixed-use zoning districts, overlay districts, and regulations for both built-up areas of the city as well as properties at the urban edge.

- E. The City desires a new subdivision code, zoning code and map, and site plan ordinance that consider the City's natural setting as an urban community. (**SEE EXHIBIT I DEATILED SCOPE OF SERVICES**)

1.2 DELIVERABLES

The consultant shall submit the following products to the City in accordance with the approved Project Completion Schedule:

- a) Twenty (20) bound copies of the final Ordinances.
- b) One (1) Complete Electronic Copy of the final Ordinances in Microsoft Word format.
- c) A GIS shapefile of a proposed updated Zoning Map.
- d) The consultant shall submit electronic copies of all materials, research, data, GIS shapefiles, etc. developed or collected over the course of the Ordinances' development to the City in editable formats for the City's future use.

1.3 COMMUNITY BACKGROUND

The City of Stockbridge, Georgia was founded May 15, 1821 and currently has an estimated population of 29,114. The City of Stockbridge is governed by a Mayor and a five-member Council and a City Manager and is the largest City in Henry City. The City has proximity to I-75 as well as I-675 and is conveniently located 20 miles south of Atlanta and 12 miles east of the Atlanta Hartsfield-Jackson International Airport.

Henry City is located on the northern end of Henry City, Georgia and has an area of approximately 331 square miles located in the Piedmont Section of northern Georgia. Henry City is surrounded by Butts, Clayton, Dekalb, Newton, Rockdale and Spalding Counties.

Remainder Left Blank Intentionally

SECTION 2.0

2.1 OBTAINING THE RFQ

This document and supporting documents can be downloaded at the City of Stockbridge Website, <http://www.cityofstockbridge.com/default.aspx> under "Bid Opportunities". State of Georgia website <https://ssl.doas.state.ga.us/PRSapp/PublicBidNotice?>.

2.2 PRE-BID CONFERENCE

The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to as "Schedule of Events" of this RFQ. Unless indicated otherwise, attendance is not mandatory, although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory; then a representative of the supplier must attend the conference in its entirety to be eligible for contract award.

2.3 PROPOSAL DUE DATE

All proposals are due in the Division of Purchasing of City of Stockbridge located in the **City of Stockbridge City Hall, 4640 North Henry Boulevard Stockbridge, GA 30281** on or before **Thursday, March 5, 2020 (12 Noon) EDT.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the City of Stockbridge Purchasing Division. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

Each envelope or package on the outside shall be clearly marked as follows:

REQUEST FOR QUALIFICATIONS No. 2020-0006
CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED
DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE
City of Stockbridge City Hall
4640 North Henry Boulevard Stockbridge, GA 30281
RFQ Due Date: Thursday, March 5, 2020 (12 noon) EDT

2.4 SUBMITTAL REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal/bid submittal delivered to the City of Stockbridge Procurement Division for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, FedEx, the proposer shall be responsible for its timely delivery to the Purchasing Division.

2.5 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFQ shall be submitted in writing to the Procurement Division contact person, Lindell Y. Miller, Purchasing Manager at LMiller@CityofStockbridge-ga.gov, 4640 North Henry Boulevard Stockbridge, GA 30281. Any response made by the City shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

2.6 REQUEST FOR QUALIFICATIONS “SCHEDULE OF EVENTS”

Below is the current Schedule of Events, in local time (EDT), that will take place in the procurement process. The City reserves the right to make changes to the schedule as the City determines is in its best interest. Unless otherwise notified in writing by the City, the dates indicated below for submission of items or for other actions on the part of a Provider shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Provider to be disqualified.

EVENT	DATE
Request For Qualifications –Issued to Public	February 5, 2020
Pre-Proposal Meeting City of Stockbridge City Hall 4640 North Henry Boulevard Stockbridge, GA 30281	Not Applicable
Last Day for Questions to be Submitted	February 19, 2020 (12 Noon, EDT)
RFQ Submittal Due Date	March 5, 2020 (12 Noon, EDT)
Community Development Project Manager – Assistant City Manager Camilla Moore	

2.7 NO CONTACT DURING THE PROCUREMENT PROCESS

It is a request of the City that the evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and City officials, elected officials and staff regarding pending awards of City contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City Manager's recommendation to the Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.8 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFQ and the Contract. Proposers must prepare such requests in writing for the City's consideration as set forth in this section of this RFQ. While the City has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the City will set restrictions on the frequency and number of requests permitted. The City will not respond to requests, oral or written, received after **February 19, 2020, (12 Noon) EDT.**, local prevailing time. City reserves the right to post an addendum at any time prior to the bid opening date and it is the responsibility of the proposer to view the City's website for any all addendum post for specified solicitation. Proposers are advised that this section places no obligation on the part of the City to respond to any or all requests for clarification nor interpretation, and that the City's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFQ.

Requests for clarification or interpretation regarding this RFQ shall only be Submitted in writing via letter or email to the designated Purchasing Representative:

Purchasing Manager: Lindell Y. Miller
Email: LMiller@CityofStockbridge-ga.gov

Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFQ and posted on the City website <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26>.

No oral interpretation, instruction, or information concerning this RFQ given by any employee or agent of the City shall be binding on the City. Proposers who submit a Proposal in reliance on any such oral information risk having their response to this RFQ deemed non-responsive by the City. Only written responses issued by addendum to this RFQ should be considered by the Proposers.

During the period provided for the preparation of Proposals, the City may issue addenda to this RFQ. These addenda will be numbered consecutively and will be posted on the City website, <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. These addenda will be issued by, or on behalf of, the City and will constitute a part of this RFQ.

Each Proposer is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFQ shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.9 PREPARATION OF PROPOSALS

- a. Negligence on the part of the proposer in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
- b. Unit price must be shown on the Proposal Cost Submittal Form in this document. All proposals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
- c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
- d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing.
- e. Full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the proposer is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied.

- f. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective proposers are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration.
- g. Final determination of equivalency will be determined by the City of Stockbridge.
- h. Proposers are required to examine the scope carefully and to make sure they have full understanding of outlined scope.
- i. The City of Stockbridge will not be responsible for proposer's errors or misjudgment, nor for any information or lack of information, on location conditions, and/or general laws and regulations.
- j. Failure of a proposer to be aware of any applicable federal, state, or local regulations shall not excuse compliance, regardless of whether specifically cited in the Contract Documents and Specifications or any related document.

2.10 REJECTION AND WITHDRAWAL OF PROPOSALS

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight-hour period.
- b. The City will make a recommendation of the proposal to the City Council within 60 days from date of the opening.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

2.11 PROPOSAL AND CONTRACT DOCUMENTS

- a. A proposal executed by an attorney or agent on behalf of the Bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder Corporation:

If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term - The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the proposals/bid submitted by the successful Proposer.

2.12 EXCEPTIONS AND OMISSIONS

Any exceptions to the specifications and/or terms and conditions must be addressed during the question/clarification and addendum phases.

2.13 ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

2.14 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFQ to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

2.15 CODES, PERMITS, FEES, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. State Law regarding Worker Verification requires that all who enter a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City Proposer agrees that in the event the Proposer employs or contracts with any subconsultant(s) in connection with the covered contract, the Proposer will secure from the subconsultant(s) such subconsultant(s) indication of the employee-number category applicable to the subconsultant, as well as attestation(s) from such subconsultant(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the Proposer and will become part of the contract.

2.16 SAFETY

All vendors and subconsultant performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and CITY Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Proposers and subconsultant shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

2.17 DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the industry Acceptable standards of engineering practices and/or professional services.

2.18 STATEMENT OF WARRANTY

A Statement of Warranty should include all applicable manufacturers' warranty and the Proposer's warranty regarding equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

2.19 NON-COLLUSION

By submitting a proposal in response to this solicitation, the proposer represents that in the preparation and submission of this proposal, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 -68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

2.20 NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Proposer, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

2.21 DRUG FREE WORKPLACE CERTIFICATION

By signing the Supply Service Contract form, the Proposer certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to The "Drugfree Workplace Act", have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Proposer's employees during performance of the contract; and
- b. Each Proposer who hires a subconsultant to work in a drug-free workplace shall secure from that subconsultant the following written certification: "As part of the subcontracting agreement with (Proposer's name), (Subconsultant's name) certifies to the Proposer that a drug-free workplace will be provided for the subconsultant's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3".
- c. The Proposer further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

- d. Proposer may be suspended, terminated, or debarred if it is determined that:
 - (1) The Proposer has made false certification hereinabove; or
 - (2) The Proposer has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 5 0-24-3.

2.22 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Proposer understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Proposer further agrees that such compliance shall be attested by the Proposer and any of his Subconsultants by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Proposer.

2.23 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

Since a contract has been deemed a "public benefit," the Proposer or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SA VE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The Proposer must execute a SA VE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the Proposer is not a U.S. citizen, then the local government must run that Proposer through the SAVE system. Only non-U.S. citizens can be processed through the SA VE program.

2.24 DELIVERY AND F.O.B. DESTINATION

- a. All prices shall include shipping and delivery cost to our destination, F.O.B., Stockbridge, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

2.25 LOCAL VENDOR PREFERENCE (NOT APPLICABLE)

In the event that a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one (1) or more responsive, responsible local businesses is within five percent (5%) of the price submitted by the non-local business (and the other terms and conditions of the two bids are substantially the same), then that local business shall have the opportunity to submit, within five (5) working days of the notice of intent to award, a final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The contract shall then be awarded to the responsive, responsible business submitting the lowest best and final bid. (See Section 3.30.100 - Competitive sealed bids)

2.26 AUTHORITY TO SIGN

- a. If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- b. The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

2.27 PROPOSAL SECURITY AND PERFORMANCE BONDS

No Bond is required.

2.28 RFQ SUBMITTALS

See all specifications, **Evaluation Criteria and Exhibit I, II, and III** for the RFQ, Submittal Checklist and requirements. The checklist will assist you to ensure that all submittals are included in your proposal. Ensuring that submittals are complete is solely the responsibility of the proposer/bidder. Failure to submit all submittals may deem your proposal non-responsive.

2.29 EVALUATION PROCESS

The Selection Committee (SC) will be responsible for ranking and recommending the most qualified individuals /firms(s) to the City Council for award. Matters relating to qualifications to meet the City's needs will receive highest priority in evaluation. After a Proposal is selected, the City expects to negotiate the details of the work to be performed based upon the proposal, the City's needs, and revenue sharing based on towing company rates per tow, and/or per month or a combination thereof. Proponents are solely responsible for ensuring prices consider any fluctuations in fuel prices or other variable costs. If negotiations fail for any reason, including price, the City may choose to negotiate with others to obtain an appropriate contract for needed Services.

The City of Stockbridge Purchasing Division delivers the RFQ submittals to agency staff for summarization for the Selection Committee members. The appropriate department will review the litigation history and the Finance Division will review the financial portion of the submittals. Staff will also identify any incomplete responses. The Purchasing Manager will review the information and will make a recommendation to the Selection Committee as to each firm's responsiveness to the requirements of the RFQ.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee.

All proposals will be evaluated using the Evaluation Criteria and the detailed scope of services in **Exhibit I**, and requirements throughout this RFQ.

2.30 PRESENTATIONS / DEMONSTRATIONS / INTERVIEWS (WHEN APPLICABLE)

The City reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the City reserves the right to negotiate with the second highest ranked Proposer. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

The SC may provide a list of subject matter for the discussion. The individuals / firms will have equal time to present but the question-and-answer time may vary. Proposers / Providers may be requested to demonstrate the nature of their offered solution to the SC. After receipt of submittals, all firms will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD or a combination of both) should be given to the Purchasing Agent at the meeting to retain in the Purchasing files.

2.31 CITY'S TAX EXEMPTION

The City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax regarding goods and services purchased directly by the City of Stockbridge. Exemption certificates furnished upon request.

2.32 AWARD OF CONTRACT

- a. The City intends to award the contract for one (1) year with an option to renew for four (4), one (1) year periods. The City of Stockbridge desires to complete the award process in a timely manner. The City of Stockbridge reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The City of Stockbridge may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), based upon the qualification requirements herein. The proposal specifications and results will be available on the City's web site: <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRsapp/PR_index.jsp

- b. City of Stockbridge reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on them proposal, an award may be made to the next low responsive and responsible proposer or highest scored proposer(s).
- c. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents.

Responsibility - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Relevant knowledge, experience and qualifications of firm and team members.
- Proposed methodology and work plan to be used in the process.
- Understanding of the project and overall completeness of submission.
- Experience on similar projects/References
- The ability, capacity and skill of the Bidder to perform and/or provide the Work required.
- The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award.
- Has adequate financial means to meet obligations incidental to the work; and
- Such other factors as the City deem to be pertinent to either the bid or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete proposal documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- d. The City is subject to making records available for disclosure after the City of Stockbridge approval of the recommendation. The award shall be made by the City Council of Stockbridge unless the lowest, qualified bid is less than the City Councils' approval limit. No claim shall be made by the selected Proposer for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

2.33 NEGOTIATION AND AWARD

It is the City's intent to conduct the first negotiation meeting no later than thirty (30) days after City Council approval of the final ranking by the Committee. At least one (1) of the representatives for the firm participating in negotiations with the City must be authorized to bind the firm. In the event that the negotiations are not successful within a reasonable

timeframe (notification will be provided to the firm) an impasse will be declared and negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm. This process shall continue until the City successfully negotiates a Contract.

2.34 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) proposal to the City as the primary Proposer or member of a joint venture for the same work by an individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

2.35 RESERVED RIGHTS

The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the City depending on available competition and timely needs of the City. There is no obligation on the part of the City to award the contract to the lowest proposer and the City reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the City. The City shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the City reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

Proposers failing to include all documents in the submittal package as required by the proposal requirements may cause the proposal to be declared as non-responsive and be rejected. The failure to follow instructions in completing any part of the proposal package may also cause the proposal to be declared non-responsive and be rejected.

2.36 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of the City shall apply. This solicitation is being conducted in accordance with all applicable provisions of the City of Stockbridge Code of Ordinances. By submitting a proposal/Bid in reference to this solicitation, a Proposer acknowledges that it is familiar with all laws applicable to this solicitation, including, but not limited to, the City's Code of Ordinances, which laws are incorporated into this solicitation by reference.

2.37 CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Stockbridge, Georgia. This Agreement shall be

governed by the applicable laws of the City of Stockbridge and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

2.38 PROPOSER AS INDEPENDENT PROPOSER

In conducting its business hereunder, Proposer acts as an independent Consultant and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Proposer's employees shall be the sole responsibility of Consultant.

2.40 ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful Proposer shall not be sold, not be assigned or transferred by Proposer by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Proposer, or with a business entity which is merged or consolidated with Proposer or which purchases a majority or controlling interest in the ownership or assets of Proposer without the prior written consent of the City of Stockbridge.

2.41 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Consultant's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Proposer shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Proposer accepts the relationship of trust and confidence established by the award of this proposal solicitation. The Proposer covenants with the City to utilize the Proposer's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

2.42 DEFAULT AND TERMINATION

a. Termination by Consultant

The agreement resulting from this proposal shall be subject to termination by Consultant in the event of any one or more of the following events:

The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Proposer to remedy the same.

b. Termination by City

The agreement resulting from this proposal shall be subject to termination by the City at any time in the opinion of the City; the Proposer fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Consultant in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Proposer to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Proposer fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Proposer and order the Proposer to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Consultant files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Proposer and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Consultants' failure to conduct services according to the approved proposal specifications.
- (4) Consultants' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Consultant's performance of the contract is unmeasurably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the City reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.
- (7) The Proposer agrees by its proposal submission that the City's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such ability with all reasonable dispatch.

d. Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

2.43 INVOICES

Invoices and/or statements should not be faxed but originals must be mailed directly to:

**City of Stockbridge, City Hall
Finance Department Accounts Payable
4640 N. Henry Boulevard
Stockbridge, GA 30281**

2.44 PAYMENT

Payment shall be tendered to the successful Proposer upon acceptance and approval by the City for satisfactory compliance with the general terms, conditions and specifications of the proposal; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted, and receipt of a valid invoice.

2.45 BID BOND AND INSURANCE RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Form G of this RFQ. Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance ("COI") with policy limits equal to or greater than the limits outlined in **EXHIBIT I – DETAILED SCOPE OF SERVICES**.

Proof of insurance must be provided to the City prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.

2.46 ACCURACY OF RFQ AND RELATED DOCUMENTS

The City assumes no responsibility that the specified technical and background information presented in this RFQ, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the City will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFQ.

Should a recipient of this RFQ find discrepancies in or omissions from this RFQ and related documents, the recipient of this RFQ shall immediately notify the Purchasing Contact Person identified in Section 2.5 in writing at the following address: City of Stockbridge Purchasing Division City Hall, 4640 North Henry Boulevard, Stockbridge, Georgia, 30281. A written addendum, if necessary, then will be made available to each recipient of this RFQ.

2.47 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded that they should only contact the person designated by the RFQ.

Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the contract. It is also expected that the Proposer will obtain information concerning the conditions at locations that may affect its work.

Except with respect to events or conditions, which are not discoverable, the Proposer shall make his/her own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions encountered or created, without extra cost to the City.

Each proposer is responsible for any inspections of sites if applicable and for reading and being thoroughly familiar with the contract documents and requirements. The failure or omission of any proposer to so familiarize him/herself shall in no way relieve the proposer from any obligation in respect to his/her proposal.

2.48 PUBLIC RECORDS DISCLOSURE:

All solicitations submitted to the City are subject to public disclosure pursuant to Georgia's Open Records Act.

2.49 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The City, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The City has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFQ, Proposers waive any challenge to the City's decisions in this regard. Marking all or substantially all a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFQ.

Notwithstanding the foregoing, Proposers recognize and agree that the City, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.50 CITY RIGHTS AND OPTIONS

- a. This RFQ constitutes an invitation to submit Proposals to the City. Without limitation or penalty, the City reserves and holds at its sole discretion, the following rights and options:
- b. This RFQ does not obligate the City to select, procure or contract for any services whatsoever.
- c. The City reserves the right to award a contract based on this RFQ and the proposal(s) received (in whole or in part) to one or several vendors.
- d. The City reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the City.
- e. All costs incurred by a Proposer in connection with responding to this RFQ, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the City will be borne by the Proposer.
- f. The City reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFQ from further consideration for this procurement, and to notify such Proposers of the City's determination.
- g. The City may cancel this RFQ without the substitution of another RFQ and terminate this procurement at any time without any liability whatsoever.
- h. The City reserves the right to waive any technicalities or irregularities in the Proposals.

- i. The City reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFQ.
- j. The City may request Proposers to send representatives to the City for interviews and presentations.
- k. To the extent deemed appropriate by the City, the City may select and enter discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.
- l. The City reserves the right to discontinue negotiations with any selected Proposer.
- m. The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ.
- n. All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the City and will not be returned, and the City reserves the right to utilize all such information contained in the Proposals without further cost to the City
- o. The City may add to or delete from the Project Scope of Service specifications set forth in this RFQ.
- p. Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.
- q. Neither the City, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFQ.
- r. The City, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.
- s. By responding to this RFQ, Proposers acknowledge and consent to the rights and conditions set forth in this RFQ.

2.51 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFQ, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer.

In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any

costs incurred by the Proposer in any subsequent negotiations entered in connection with developing the Proposal. There shall be no claims whatsoever against the City, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFQ or procurement process or in connection with the selection process or any negotiations.

2.52 TERMINATION OF NEGOTIATIONS

The City at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the City determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The City will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the City.

2.53 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the City will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the City of Stockbridge Purchasing Division, Respondent's maybe required to submit additional or supplemental information to determine whether the Respondent meets all the qualification requirements. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager.

2.54 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Finance Director or designated representative.

2.55 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request For Qualifications is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia).

A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the City cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of

this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act.

All bidders/proposers intending to do business with the City are responsible for independently apprising themselves and complying with the requirements of that law and its effect on City procurements and their participation in those procurements.

For additional information on the E-Verify program or to enroll in the program, go to: [HTTPS://e-verify.uscis.gov/enroll](https://e-verify.uscis.gov/enroll).

2.56 AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

2.57 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City's Authorized Representative of the work / services performed.

2.58 CERTIFICATE OF ACCEPTANCE

By responding to this RFQ, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

2.59 CERTIFICATION REGARDING DEBARMENT

By responding to this RFQ, Offeror certifies that neither it nor its subconsultant are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

2.60 GENERAL REQUIREMENTS

- a. Proposals may be withdrawn upon receipt of a written request prior to the Stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must

present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim.

- b. City of Stockbridge shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be considered in determining acceptability.
- c. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.
- d. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the City of such defect, damage or deficiency.
- e. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the City with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the City is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
- f. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
- g. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFQ or of any of its rights, title or interest therein without prior written consent of the Council.
- h. In case of default by the successful Offeror, City of Stockbridge may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
- i. All proposals and bids submitted to the City of Stockbridge subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18- 70 et seq.

2.61 MULTI-YEAR CONTRACT TERM

The period of this Agreement shall consist of a series of Terms as defined below. The City is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the City's then current fiscal year.

a. Commencement Term

The "Commencement Term" of this Agreement shall begin on the date of execution of the Agreement in the year January 1, 2020, the starting date, and shall end absolutely and without further obligation on the part of the City on the 31st day of December, 2020. The

Commencement Term shall be subject to events of termination and the City's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the City's obligation to make payments provided under this Agreement shall be subject to the City's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the City's governing body and such obligation shall not constitute a pledge of the City's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the City upon the approval of the City Council for four (4) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the City Manager or City Council for the calendar year of such Renewal Term. If approved by the City Board of Commissioners, the First Renewal Term shall begin on the 1st day of January 2021 and shall end no later than the 31st day of December 2021. If approved by the City Manager or City Council, the Second Renewal Term shall begin on the 1st day of January 2022 and shall end no later than the 31st day of December 2022. If the City chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

Remainder Left Blank Intentionally

2.62 SUBMISSION REQUIREMENTS

All Proposals, including all attachments, must be received by the City in a sealed package no later than **Thursday, March 5, 2020 (12:00 Noon) EDT** and must be addressed to:

**REQUEST FOR QUALIFICATIONS No. 2020-0006
CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED
DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE
City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd., Stockbridge GA 30281**

The Proposal shall consist of all documents listed on the Required Submittal Checklist (Exhibit III), Evaluation Criteria and the Scope of Services listed in Exhibit I. The Proposal shall include proposer information, technical information, business related information, and any Technical Proposal forms requested, sealed, marked and packaged.

The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR QUALIFICATIONS No. 2020-0006
CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED
DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE
CITY OF STOCKBRIDGE, CITY HALL
Proposer's Name and Address**

The Request For Qualifications (RFQ) requirements, responses shall **consist of one (1) signed, original that is marked "ORIGINAL" and five (5) bound photocopies that are identical to the original and marked "COPY" and one (1) flash drive containing a pdf format of the RFQ submittal.** Minimum font size of eleven (11) shall be used. All pages shall be single sided.

Failure to submit the RFQ response in the manner specified herein or failure to closed identical permanently bound copies of the original materials in each response copy submitted may result in the disqualification of the entire submittal.

2.63 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFQ. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFQ. In all cases, the City reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section.

Response packages do not have to be professionally produced nor professionally packaged. Regarding the Evaluation Criteria: each firm has a continuing obligation to provide the City with any material changes to the information requested. The City reserves the right to obtain additional information from interested individuals /firms. To assure consistency, proposals must conform to the format contained herein. Paper size: 8½" x 11". Larger charts and graphs may be provided if folded neatly to 8½" x 11" and the following items, in the order presented below, with tabs between the sections must be included:

Evaluation Criteria	Tab Number
The Proposal shall include the appropriate and requested information in enough detail to demonstrate the Proposer's knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer's responses to the criteria described below. Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable	
Section 1 – Letter of Transmittal a. The consulting firm's name, mailing address, telephone number and nearest office location. b. Identification of the contact person for the consulting firm, including all contact information. c. A statement that the proposal is in response to the Consultant for the City of Stockbridge RFP for a Unified Development Code.	Tab 1
Section 2 – Executive Summary a. Primary local contact person(s) and telephone number(s) b. Total number of company's local full-time employees c. Year company was established d. Description of the company's background and size.	Tab 2

e. Description of the company's corporate structure, including whether the company is under the control of any other corporation or organization. Include the legal status of the organization.	
Section 3 – Consultant firm's experience/Organizational Qualifications/ Personnel The City seeks a consultant that has demonstrated capabilities in developing a Uniform Development Codes, incorporating the goals of a comprehensive plan into the code/ordinance, and creative public outreach approaches for cities of similar size and setting to Stockbridge (approx. 30,000). a. Describe Responder's experience, capabilities and other qualifications expertise in land use and developing ordinances. b. How many years has proposer operated under current company name? c. Has proposer ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with a Federal, State, or local government agency? d. Statement of qualifications - including any experience with government agencies. e. Professional credentials and experience in providing the services enumerated in this Request For Qualifications, i.e. ordinance writing experience and knowledge of Federal, State, and local code and regulations, certifications, awards, etc. f. Description of the competitive advantage that your company possesses versus other potential providers. g. Staffing Plan, Including Resumes. Please provide details about key Personnel to be utilized on this project and their expertise in land use and developing ordinances for the City of Stockbridge. (Provide key personnel resumes as Appendix at the end of the proposal.) • Provide résumés or a summary of skills, abilities and experience for each person who will represent your company as related to this proposal including the owner, project manager(s), superintendent(s). • Key management personnel proposed shall not be changed without written City approval in advance of the change.	Tab 3

Section 4 – Past Performance Past Performance - Describe proposer's experience preparing zoning codes that have form-based or other zoning frameworks integrated with conventional land use-based provisions, on projects of comparable nature, scope, complexity and duration along with evidence of satisfactory completion, both on time and within budget, for the past five (5) years regarding the proposer. Include the following for each project: • Project name • Location e. Date of completion (month, year) • Company role and responsibility for the project. • List Proposer's key personnel involved on the project. • Provide references including contact name, title, organization, address, phone and email address for all cited projects completed and active. Provide names, email addresses and phone numbers of three government customers with comparable volumes and origination types, who have been contracting the services requested in this RFQ.	Tab 4
Section 5 – Project Approach/Timeline Plan Description of the Consultant's proposed overall approach to the project including strategy used to accomplish the City's project objectives and the scope of services. Description of the methods proposed to complete each task in the scope of services. Provide a proposed project timeline that indicates the approximate schedule for completing each task: a. The City desires a new Unified Development Code, that includes subdivision and zoning codes, maps, and site plan ordinances that implements the recommendations of the City's newly adopted 2018 Comprehensive Plan. Through this project, the City desires to combine existing City Code sections, with others where appropriate, to create a Unified Development Code. b. The City desires a Unified Development Code that incorporates form-based, design standards, or other zoning strategies for the downtown area and other areas of the city. c. The City desires a Unified Development Code, that includes drawings to illustrate regulations and make the document easier to understand. d. The City desires a Unified Development Code, that includes mixed-use zoning districts, overlay districts, and regulations for both built-up areas of the city as well as properties at the urban edge. e. The City desires a Unified Development Code, that consider the City's	Tab 5

natural setting as an urban community. Prepare a conceptual project schedule to show how this would be accomplished. Indicate your strategies for quality control, issue anticipation and resolution throughout the project, your methodology for coordination and issue tracking, as well as any other information you feel is pertinent. This section shall be signed by an authorized representative of the prospective Proposer	
Section 6 - Location Identify the office location responsible for this project. Supply legal firm name, headquarters address, local office addresses, satellite offices and warehouse addresses, if applicable. State of incorporation, and key firm contact names with their phone numbers and e-mail addresses.	Tab 6
Section 7 - Recent, Current, and Projected Workloads of the Firms – List all projects, including project number, during the past five (5) years, both completed and active with approximate percent complete.	Tab 7
Section 8 - Proposer Financial Information a. It is the practice of the City to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work. b. If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime Proposer. The following documentation is required in order for the City to evaluate financial responsibility: a. Provide your firm's most recent balance sheets. b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report. c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution. d. Provide a sworn statement that your firm has not filed petition(s) for Federal Bankruptcy or state insolvency. The statement must be notarized.	Tab 8

Section 9 – Litigation The City will consider a vendor's litigation history information in its review and determination of responsibility. All vendors are required to disclose to the City all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the vendor, any parent or subsidiary of the vendor, or any predecessor organization. If the vendor is a Joint Venture, the information provided should encompass the Joint Venture (if it is not newly formed for purposes of responding to the solicitation) and each of the entities forming the Joint Venture. Although the review of a vendor's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Evaluation Criteria may result in a recommendation of non-responsiveness by the Purchasing Manager.	Tab 9
Section 10 - Business Licenses, Licenses, and Insurance Evidence that your proposer and/or persons performing the work are licensed to do business in the State of Georgia. Proof of insurance as listed. Evidence of possession of required licenses or business permits. Wrecker service will have a current business license and be in compliance with the local jurisdictions zoning. Attach copies of all such licenses issued to the business entity. List any regulatory or license agency sanctions. If there are none, state none	Tab 10
Section 11 – References Proposer is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Proposer should use the appropriate reference form to distribute to its reference organization/firm to complete and return to the proposer's attention. Proposer should submit the completed Reference Verification Form with its response. The City will verify references provided as part of the review process. Provide a minimum of five (5) references that are comparable in scope, size, and clients within the last five (5) years. Governmental/Public entities are preferred. EXHIBIT II, REFERENCE VERIFICATION FORM	Tab 11
Section 12 – Documents and forms required by the City Please provide all other documents and forms not included in the above sections.	Tab 12

PROPOSAL EVALUATION – SELECTION CRITERIA

City's selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the City's staff. The Proposer's submittal must fully address the requirements listed in this solicitation and the Firm's degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the City's intention to select a firm which is the most qualified to meet the City's needs. The award shall be based on but not limited to the following factors:

RFQ Evaluation Criteria	Scoring Value Maximum Points
1. Method to complete Task: Degree to which Consultant's method to complete each task in the scope of service demonstrates the ability to work effectively on complex public projects with the participation of multiple stakeholders and broad-based public input, and to meet the expected project timeline/completion schedule, and to bring such projects to successful completion within the constraints of time and budget.	0-20
2. Experience Drafting Zoning Codes Experience of Consultant in drafting zoning <u>codes for communities of similar size</u> and setting to the City of Stockbridge (approx. 30,000). (0-25 points possible)	0-25
3. Experience Drafting Zoning Codes Experience of Consultant in preparing zoning <u>codes that have form-based or other zoning frameworks</u> integrated with conventional land use-based provisions. (0-20 points possible)	0-20
4. Staffing Plan Degree to which staffing plan facilitates clear communication between the Consultant and City staff, and relevant experience of key individuals who will be assigned to the project.	0-10
5. Project Approach/Plan Degree to which Consultant's overall project approach and strategy demonstrates an understanding of the project and potential project issues.	0- 25
MAXIMUM SCORING POINTS TOTAL	100

EXHIBIT I
REQUEST FOR QUALIFICATIONS No. 2020-0006
CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED
DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE

I. MINIMUM REQUIREMENTS

The Minimum Requirements for this solicitation are listed below.

- a. Providers shall exhibit considerable relevant experience with this type of work, and should demonstrate experience, capability to meet a required schedule, and the professional ability of the personnel who will perform the work.
- b. Has the appropriate and adequate technical experience required.
- c. Has adequate financial means to meet obligations incidental to the work.
- d. Such other factors as appear to be pertinent to either the proposal or the contract.
- e. Relevant knowledge, experience and qualifications of firm and team members.
- f. Proposed methodology and work plan to be used in the process.
- g. Understanding of the project and overall completeness of submission.
- h. Experience on similar projects/References
- i. The ability, capacity and skill of the Bidder to perform and/or provide the Work required.
- j. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award;
- k. Such other factors as the City deem to be pertinent to either the bid or the contract.

II. SCOPE OF WORK

PURPOSE AND INTENT

Through this Request for Proposal (RFP), The City of Stockbridge (hereinafter "City") seeks proposals from qualified consultants to provide professional services to develop an up-to-date zoning code and map, site plan ordinance, a subdivision code, and land development ordinance, through the creation of a Unified Development Code (UDC), guided by the recently completed implementable comprehensive plan, and planning principles on current land use trends and development. The UDC will be drafted in such a way as to help create the future vision of Stockbridge that is set forth by its Comprehensive Plan. The consultant to be hired will provided the full range of planning services necessary to undertake a complete rewrite of the current Ordinances.

The City desires new subdivision, zoning, and site plan ordinances that are easy for all parties to understand and are straightforward for City staff to administer.

III. PROJECT OBJECTIVES

- A. The City desires a new Unified Development Code, that includes subdivision and zoning codes, maps and site plan ordinances, overlay districts, and design standards, that implements the recommendations of the City's newly adopted 2018 Comprehensive Plan. Through this project, the City desires to combine existing City Code sections, with others where appropriate, to create a Unified Development Code.
- B. The City desires a Unified Development Code that incorporates form-based design standards, or other zoning strategies for the downtown area and other areas of the city.
- C. The City desires a Unified Development Code that includes drawings to illustrate regulations and make the document easier to understand.
- D. The City desires a Unified Development Code that includes mixed-use zoning districts, overlay districts, and regulations for both built-up areas of the city as well as properties at the urban edge.
- E. The City desires a Unified Development Code that considers the City's natural setting as an urban community.

IV. SCOPE OF SERVICES

A Public Participation Process

The Consultant shall propose a broad-based public participation process that specifies how and when the public will be engaged throughout the development code rewrite process.

B Project Coordination

Throughout the project, coordination will be maintained between the City and the consultant. The consultant's approach and method must include, at a minimum:

1. Initial meeting with the Planning Commission and city staff to review the project.
2. Regular meetings with the city staff and Planning Commission.
3. Obtain the input of the public through a variety of techniques to include but not necessarily limited to public workshops and public meetings.
4. At a minimum, monthly project review meetings/conference calls with key staff.
5. Prepare and present draft and final Code/Ordinance.
6. Present the final Code/Ordinance to the public, the Planning Commission, and the City of Stockbridge City Council and participate in a public hearing to formally present the plan for approval and adoption if necessary.

C. Project Orientation

At the beginning of the project, the Consultant shall meet with city staff and the Planning Commission for a project orientation meeting. The meeting will provide an understanding of project process, goals, and schedule.

D. Issue Identification

The Consultant shall describe its approach for gathering broad-based input about the existing subdivision code, zoning code and map, and site plan ordinance. Input shall be obtained from the City Council, City boards, commissions, and committees, city staff, the general public, stakeholders, and others.

E. Development Code Analysis

The Consultant shall complete a technical analysis of the existing subdivision code, zoning code, design standards, and site plan ordinance. The analysis shall be made in consideration of:

- Information obtained from the issue identification process,
- The Consultant's experience and/or knowledge of best practices in other communities, and
- The Consultant's knowledge of innovative zoning and land use practices.

F. Outline of Proposed Development Code Changes

The Consultant shall provide an outline of the proposed changes to the subdivision code, zoning code, and site plan ordinance. The outline shall include:

- An overview of the proposed structure and substance of the new codes,
- Different options for addressing issues,
- A recommended approach for each issue, and
- Commentary on the rationale for the recommended approach.

The Consultant shall present the outline to the Planning Commission and city staff for review prior to creation of the draft development code changes.

G. Draft Development Code Changes

The Consultant shall prepare a draft subdivision code, zoning code, design standards, and site plan ordinance based on the outline of proposed development code changes. At this stage, it is not expected that the Consultant will prepare a zoning map, but the Consultant shall provide working maps that show how the proposed changes would be applied. After initial review by City staff and the Planning Commission, the draft changes shall be widely distributed for review and comment.

The Consultant shall propose an approach for soliciting broad-based input about the draft changes from the City Council, City boards, commission and committees, the general public, stakeholders, and others.

The proposal shall include the projected number of meetings/presentations/workshops etc. the consultant will conduct in order to gather input. It is expected that the draft development code changes will have multiple rounds of drafting, circulation, and revisions.

H. Draft Zoning Map Changes

After a final draft of the development code changes is completed, the Consultant shall provide a draft citywide zoning map necessary to implement the proposed code changes. After initial review by City staff and the Planning Commission, the draft zoning map changes shall be widely distributed for review and comment.

I. Final Drafts of Development Code Changes and Zoning Map

The Consultant shall prepare a final draft of the proposed development code changes and zoning map changes for public hearing purposes. An executive summary shall be produced explaining the final drafts and rationale behind the proposed changes.

J. Attend Public Hearings and Revise Development Code Changes and Zoning Map

The consultant shall present the final drafts of the development code changes and zoning map to the Planning Commission, and City Council at public hearings. The consultant shall make changes to the final drafts based on input from the public hearings and the Planning Commission and City Council.

K. Development Code Adoption and Implementation

The consultant shall provide a final copy of the adopted development code changes and map in hard copy, modifiable electronic, and web-friendly formats. Final updates to the zoning map shall be compatible with the City of Stockbridge's Geographic Information System (GIS).

L. Deliverables

The consultant shall submit the following products to the City in accordance with the approved Project Completion Schedule:

- i. Twenty (20) bound copies of the final Ordinances.
- ii. One (1) Complete Electronic Copy of the final Ordinances in Microsoft Word format.
- iii. A GIS shapefile of a proposed updated Zoning Map.
- iv. The consultant shall submit electronic copies of all materials, research, data, GIS shapefiles, etc. developed or collected over the course of the Ordinances' development to the City in editable formats for the City's future use.

M. Role of City Staff

- 1) Technical resource for code amendments
- 2) Coordination of meetings (hearing notices, dissemination of press releases, scheduling meetings, etc.)
- 3) Production of copies of documents

Remainder Left Blank Intentionally

BID BOND AND INSURANCE AND RISK MANAGEMENT PROVISIONS

RFQ No. 2020-0006 Prequalification of General Proposers. – This RFQ does not require posting of a bid bond or other bid security. A copy of the Proposer's current evidence of insurance via a certificate of insurance **MUST** be provided with the response to this RFQ. A formal certificate shall be provided upon announcement that the selected Architect/Engineering firm has been awarded the work

It is The City of Stockbridge Government's practice to obtain Certificates of Insurance from our Proposers and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by The City of Stockbridge Government. Respondents shall submit with the Bid evidence of insurability satisfactory to The City of Stockbridge Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Proposer must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to The City of Stockbridge Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of The City of Stockbridge Government.

Accordingly, the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	By Accident	Each Accident	\$1,000,000
Employer's Liability Insurance	By Disease	Policy Limit	\$1,000,000
Employer's Liability Insurance	By Disease	Each Employee	\$1,000,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
(Other than Products/Completed Operations)	Aggregate	\$3,000,000

Products\Completed Operation	Aggregate	\$1,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damages to Premises Rented to You	Limits	\$ 300,000
Medical Payments for Participants	Limits	\$ 25,000

*CGL - No Exclusion for Abuse, Molestation, Harassment, Sexual Abuse/Conduct Allegations**

BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		

3. UMBRELLA LIABILITY

(In excess of the above noted coverages)	Each Occurrence	\$1,000,000
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Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to The City of Stockbridge Government. Policies and Certificates of Insurance are to list The City of Stockbridge Government as an Additional Insured (except for Workers' Compensation and Professional Liability) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Proposer agrees to name the Owner and all other parties required of the Proposer/Vendor shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Proposer. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If the City of Stockbridge Government shall so request, the Respondent, Proposer must furnish the City for its inspection and approval such policies of insurance with all endorsements or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the “Certificate Holder” as follows:

City of Stockbridge Government
Procurement Division
4640 N. Henry Boulevard
Stockbridge, Georgia 30281

Certificates **must** list Project Name (where applicable).

Important:

It is understood that **Insurance in no way Limits the Liability of the Proposer/Vendor.**

USE OF PREMISES

Proposer shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of The City of Stockbridge Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Proposer will adequately protect its own work from damage, will protect The City of Stockbridge Government’s property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Proposer shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Proposer shall always erect and properly maintain as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, The City of Stockbridge Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent of the Law, Proposer hereby agrees to release, indemnify, defend and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Proposers, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Proposer, its directors, officers, employees, Sub-Proposers, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Proposer further agrees to protect, defend, indemnify and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Proposers, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Proposer. These indemnities shall not be limited by reason of the listing of any insurance coverage.

PROPOSER ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE PROPOSER IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING PROPOSER.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

**EXHIBIT II
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFQ NO. 2020 - 0006

SOLICITATION TITLE: **CONSULTANT SERVICES FOR THE PREPARATION OF
UNIFIED DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE**

PROPOSING FIRM (List name exactly as provided in proposal):

Date of Verification:

Reference Organization:

Project Verified (Include the Project Name / Title and a brief description of the Project):

Person Contacted:

Title of Contact:

Telephone Number including extension:

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the scope of work and bid requirement?
3. did the firm provide deliverables as agreed upon?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Signature Date

EXHIBIT III
REQUIRED CERTIFICATIONS/ATTACHMENTS
CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED DEVELOPMENT CODE
FOR CITY OF STOCKBRIDGE
Checklist

To be deemed responsive to this solicitation, Proposers must provide the information requested and, where applicable, complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. As appropriate, Proposers shall reproduce each Bid Form and complete the appropriate portions of the forms provided in this section.

Proposer Requirements	Proposer Completed
1. One (1) hard copy of Proposal marked 'Original', and five (5) copies on CD/Thumb Drive	☐
2. Technical Proposal	☐
3. Acknowledgement of each Addendum	☐
4. Financial and Litigation Requirements	☐
5. Reference Verification Form	☐
6. Required Certifications and Attachments ☐ Form 1: Non-Collusion Bidding Certificate ☐ Form 2: Non-Collusion Affidavit of Sub-Proposer. ☐ Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions. ☐ Form 4: Ineligibility Certificate. ☐ Form 5: Certification of a Drug-Free Workplace. ☐ Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification. ☐ Form 7: Affidavit Verifying Status for City Public Benefit Application ☐ Form 8: Certification Regarding Lobbying. ☐ Form 9: Bid Submittal Letter. ☐ Form 10: Georgia Security and Immigration Proposer Affidavit/Agreement. ☐ Form 11: Georgia Security and Immigration Sub-Proposer Affidavit. ☐ Form 12: Certificate of Acceptance of a Solicitation Requirements ☐ Attachment 1: Addendum Acknowledgement Form	☐

FORM 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-PROPOSER

State of _____ City of _____, being first
duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or
agent) of _____, the sub-Proposer that has submitted the attached
solicitation;

(2) He is fully informed respecting the preparation and contents of the attached solicitation and of all
pertinent circumstances respecting such solicitation.

(3) Such solicitation is genuine and is not a collusive or sham solicitation.

(4) Neither the said sub-Proposer nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived
or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham
solicitation in connection with the Contract for which the attached solicitation has been submitted or
refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly,
sought by agreement or collusion or communication or conference with any other Vendor, firm or
person to fix the price or prices in the attached solicitation or of any other Vendor, or to fix any
overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or
to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against
City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached solicitation are fair and proper and are not tainted by
any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-Proposer or any
of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date)

FORM 3

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS**

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The Proposer, _____, certifies to the best of its knowledge and that it and its principals: _____ belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Bid.

The Proposer, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

Witness

FORM 4

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of

_____, and it is also whose address is

_____, certifies that the

Proposer, nor any of its Sub-Proposers to be used in performing this Contract, are listed on the list of Ineligible Proposers maintained by the Comptroller General of the United States.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and it is also whose address is _____, certifies that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each Sub-Proposer hired by the consultant shall be required to ensure that the Sub-Proposer's employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Proposer the following written certification: "As part of the Sub-Contracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the Sub-Proposer's employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and
4. It is certified that the undersigned will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 6

**CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST
CONTINGENT FEES CERTIFICATION**

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and, it is
also, whose address is _____, certifies that to the best
of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing
services for City of Stockbridge.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Name of Applicant

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: _____

Date: _____

Printed Name: _____

*Alien Registration number for non-citizens:

**PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.

Subscribed and Sworn Before Me on this the ____ Day of _____, 2018.

Notary Public: _____

My Commission Expires: _____

*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

FORM 8
CERTIFICATION REGARDING LOBBYING

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.
2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including Sub-Contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.]

The Proposer, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Proposer's Authorized Agent: _____

Name and Title of Proposer Authorized Agent: _____

Date: _____ Telephone No: _____

Firm or Company Name: _____

Address: _____

FORM 9

BID SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned, _____, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Bid submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Bid made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Proposer's Cost Bid, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this _____ day of _____, 2020 .

By

Title

Sworn to and subscribed before me the _____ day of _____, 2020.
Notary Public

My Commission Expires:

Date

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION PROPOSER AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Proposer verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with [insert name of prime Proposer] on behalf of The City of Stockbridge Government has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any Sub-Proposer(s) in connection with the physical performance of services to this contract with The City of Stockbridge Government, Proposer will secure from such Sub-Proposer(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Proposer Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Proposer further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Stockbridge Government at the time the Sub-Proposer(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Proposer Name)

Title of Authorized Officer or Agent of Proposer

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFQ, RFQ, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

**STATE OF GEORGIA
CITY OF STOCKBRIDGE**

FORM 11

GEORGIA SECURITY AND IMMIGRATION SUB-PROPOSER AFFIDAVIT

By executing this affidavit, the undersigned Sub-Proposer verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services³ under a contract with [insert name of prime Proposer] behalf of The City of Stockbridge Government has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Sub-Proposer Name)

Title of Authorized Officer or Agent of Sub-Proposer

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

3 O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFQ, RFQ, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

4*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

FORM 12

CERTIFICATE OF ACCEPTANCE OF A SOLICITATION REQUIREMENTS

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages # _____ to # _____ inclusive, including any addenda # _____ to # _____ exhibit(s) # _____ to # _____ , attachment(s) # _____ to # _____ , and/or appendices # _____ to # _____ , in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

This is also to certify that the offeror has reviewed the form Stockbridge City contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Stockbridge City's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: _____

Signature: _____

Name: _____

Title: Date: _____

(Affix Corporate Seal)

ATTACHMENT 1

ADDENDUM ACKNOWLEDGMENT FORM

NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR PROPOSAL. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

ADDENDA ACKNOWLEDGMENT: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____

ATTACHMENT 2
REQUEST FOR QUALIFICATIONS. NO. 2020-0006
CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED
DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE
GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Proposer's Name: _____

Performing work as: Prime Proposer _____ Sub-Proposer _____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct, and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

**SEALED RFQ LABEL
PLEASE ATTACH LABEL TO OUTSIDE OF RFQ PACKAGE**

SEALED RFQ ENCLOSED

DELIVER TO:

City of Stockbridge Purchasing Division
Attn: Purchasing Manager
4640 North Henry Boulevard
Stockbridge, Georgia 30281

REQUEST FOR QUALIFICATIONS. 2020-0006

DATE: February 5, 2020

RFQ MUST BE RECEIVED BEFORE Thursday, March 5, 2020 12:00 NOON

**DESCRIPTION:
CONSULTANT SERVICES FOR THE PREPARATION OF UNIFIED
DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE**

ATTACHMENT B

RFQ #:	2020-0006	
Title:	City of Stockbridge Consultant Services for the Preparation of Unified Development Code	 PROCUREMENT DIVISION
Agency:	Community Development Department	
Project Manager:	Camilla Moore	
Responder(s)		Address
The Collaborative Firm, LLC		1514 East Cleveland Avenue, Suite 82
COMMENTS:		

REQUEST FOR QUALIFICATIONS

NO. 2020-0006

City of Stockbridge

Consultant Services for the Preparation of
Unified Development Code



**THE
COLLABORATIVE
FIRM**

In Association with

POND



March 5, 2020

Mr. Lindell Y. Miller
Procurement Division City of Stockbridge
4640 North Henry Boulevard
Stockbridge, GA 30281

Dear Mr. Miller:

On behalf of The Collaborative Firm, LLC, (TCF) and our teaming partner Pond & Company, it is my pleasure to submit for your consideration this response to the Request for Qualifications for the City of Stockbridge Preparation of the Unified Code. Established in 2001, TCF is one of the largest minority owned planning firms in the southeastern United States. Our firm specializes in preparing hybrid and form-based zoning codes and development codes, updating development regulations, helping streamline development review processes and operations, advising on urban design best-practices and principles, and providing energized community engagement services. We help design a regulatory framework that directs the right development, to the right locations in a community, as guided by the City's comprehensive vision.

Our associates are highly qualified with extensive development experience in the public sector. Our professionals have led and participated in a number of significant planning initiatives in the region—from master planning for the BeltLine Subareas to rewriting the entire DeKalb County zoning ordinance.

We are very active throughout the Metropolitan Atlanta region as proud members of the Airport Area Chamber of Commerce, serving on the board of both the South Fulton Chamber of Commerce and Aerotropolis Atlanta Alliance. As a firm, we have established and maintained relationships with the Fulton Boulevard Community Improvement Districts (CIDs), South Fulton CIDs, and the Aerotropolis CIDs. Additionally, we have and continue to work with the Development Authority of Fulton County and other business associations.

The Collaborative Firm's strengths are in providing services in the areas of land use planning, zoning and development, and public involvement. Over the past several years, we have expanded our operations to include engineering, transportation planning and construction management. Our firm has been featured in *Georgia Trend*, *Atlanta Business Chronicle*, and *The Atlanta Journal and Constitution* among other publications. In 2006, The Collaborative Firm, LLC was named the "Business of the Year" by the East Point Business Association.

We are excited about this Request for Proposals, having provided the same types of services in the following jurisdictions:

- Town of Brooks Zoning Ordinance
- City of Clayton County Zoning Ordinance and Subdivision Regulations
- City of Stonecrest Zoning Ordinance

- City of College Park Zoning Ordinance
- City of Clayton County Highway 138 Design Guidelines

Additionally, our proposed Project Manager, Michelle M. Alexander has worked with engineering, landscape architect and arborist teams to successfully lead rewrites and updates for the following jurisdictions prior to joining TCF:

- City of Griffin Unified Development Code (the City's first UDC)
- City of Griffin Downtown TOD Historic Overlay
- Union City TMCU (mixed use) zoning district amendments
- DeKalb County Zoning Ordinance Rewrite
- DeKalb County Development Regulations Needs Assessment (streetscape, landscape and tree ordinance recommendations)
- Sandy Springs Stormwater Regulations
- Sandy Springs Engineering Standards Manual
- City of Chamblee Zoning Ordinance and Development Review Checklists
- Forsyth County Unified Development Code extensive amendments

Ms. Alexander is uniquely qualified to lead the Stockbridge UDC effort, with her experience integrating smart zoning practices with innovative landscape, water and road design. We team with Pond who takes a leadership role in setting national sustainability construction standards, applied to construction projects around the world. We will rely on their award-winning transportation and civil engineers to help modernize Stockbridge's subdivision and site plan standards and ensure ease of use for professionals designing to the code.

Again, we are pleased to submit this proposal for your consideration. We look forward to working with the City of Stockbridge

Sincerely,

Michael Hightower
Managing Partner

Headquarter Address:/Nearest Office Location
The Collaborative Firm, LLC
1514 East Cleveland Avenue, Suite 82
East Point, Georgia 30344
Phone: 404-684-7031



Owner: Michael Hightower

Org. Type: Limited Liability Company

Headquarter Address:

The Collaborative Firm, LLC
1514 East Cleveland Avenue, Suite 82
East Point, Georgia 30344

Year Established: 2001

Number of Employees: 20

Contact: Phone: (404) 684-7031

Fax: (404) 684-7033

Website: www.tcfatl.com

Planning and Zoning Services: With over 15 years of experience, our team recognizes the importance of active stakeholder participation in community planning, and integrates significant community outreach programming into corridor studies, zoning ordinances, master plans, comprehensive plans, capital improvement plans and preparation of design guidelines and overlay districts. Our planning staff has a strong educational and exceptional project experience background in the field. They are continually developing their expertise by participating in work-shops, seminars, and certification programs. Additionally, our planners are deeply rooted in the cities and counties in which our clients are located, and they recognize the importance of tailoring the approach to best serve the client and their community needs.

Program Management: We are pleased to provide complete program management solutions to ensure timely delivery of projects while exceeding expectations from a cost and quality perspective. The Firm specializes in providing its clients with services that span the entire life-cycle of a project, from planning and design to post-construction.

Economic Development: Our team provides expertise in analyzing and assessing local market conditions and trends to help communities identify and realize their full potential for economic growth and expansion. We have a multifaceted team that combines experience in economic development planning, marketing, public policy analysis, strategic planning, entrepreneurship, and small business development programs with our distinct resources to suit the specific needs and services of each client.

Community Outreach: Our community outreach professionals provide critical stakeholder outreach and communication services to support the wide range of projects performed and communities served by our Firm. We employ a variety of traditional and nontraditional media, including electronic media, community meetings, surveys, and stakeholder interviews to inform and receive input from stakeholders.





Firm Name

Pond

Address

HQ | 3500 Parkway Lane
Suite 500
Peachtree Corners, GA 30092

State of Incorporation

Georgia. Pond is a Corporation.
Form of Ownership: Private

Number of Years in Business

54

Firm Profile

Pond was originally founded in 1965 as Armour & Associates and continued to build a solid reputation as Armour, Cape & Pond. In 1998, the firm changed its name to Pond & Company. Today, Pond is co-owned by DC Capital Partners, an investment firm headquartered in Washington, DC.

Pond is an Atlanta-headquartered, full-service, engineering, architecture, and planning firm providing planning, design, and construction services to local, state, and federal clients.

Pond is a proud partner in the growth and continued success of communities throughout Georgia.

Pond's staff of more than more than 75 professional landscape architects, planners, engineers; 340 local professionals; and more than 550 professionals company-wide will provide a deep bench of experience and the capabilities to offer personalized solutions to help you manage your projects from concept to completion – and everything in between – with confidence and clarity.

As a full-service firm, Pond is able to bring together the mixture of skills that are necessary and unique to make each project successful. As a result, Pond has a history of producing award-winning, context-sensitive, and innovative projects to serve our client's needs. Full-service capabilities benefit our clients by delivering greater value in the following ways: teamwork, responsiveness, communication, quality control, and project coordination.

1965 - Pat Armour founded Armour & Associates (Structural Engineering)

1970 - Firm renamed Armour & Cape

1975 - Al Pond joined firm
(Added civil engineering services)

1980 - Added Mechanical/Electrical/Plumbing services
1985 - Firm renamed Armour Cape &

1992 - Added Architecture services

1998 - Firm renamed Pond & Company

1999 - Added Construction services

2017 - Pond's ENR Ranking from 311 to 133

2018 - #3 Atlanta's Top 25 Engineering Firms (Atlanta Business Chronicle) & Lorraine Green named President

Clayton County Zoning Ordinance Update



OWNER:

Clayton County

REFERENCE:

Patrick Ejike

Director of Community
Development

(770) 477-3569



DESCRIPTION

Located just south of Atlanta, Clayton County is home to a large portion of Hartsfield-Jackson Atlanta International Airport, bustling commercial corridors, residential subdivisions, as well as rural vistas. With a desire to improve development while simultaneously protecting some rural areas, the County selected The Collaborative Firm, LLC to lead the update to the Clayton County Zoning Ordinance.

SCOPE OF SERVICES-RESPONSIBILITIES

Through this engagement, Firm professionals produced a modern, user-friendly Zoning Ordinance, Tree Preservation Ordinance and Subdivision Regulations.

VALUE-ADDED ACCOMPLISHMENTS

The Firm launched an intense collaborative approach, which included an array of public open houses and workshops, as well as formal work sessions with County officials. The results of these meetings were used to compose the text of the updated ordinance, which eliminated unnecessary restrictions on development, while still preserving the County's rural areas.

Town of Brooks Zoning Ordinance Update



OWNER:

Town of Brooks

REFERENCE:

Maurice Ungaro

City Manager

(770) 719-7666

YEARS PERFORMED:



DESCRIPTION

The Town of Brooks is one of metro Atlanta's smallest incorporated communities. Located in Southern Fayette County, Brooks is a rural crossroad community centered on 85 Connector.

SCOPE OF SERVICES-RESPONSIBILITIES

The Collaborative Firm provided professional planning services regarding the update of the Zoning Ordinance in order to best support the Future Land Use portion of the Town of Brook's Comprehensive Plan

VALUE-ADDED ACCOMPLISHMENTS

The Collaborative Firm updated the Town of Brooks Zoning Ordinance. Firm professionals engaged with town stakeholders and officials to understand the concerns of their current zoning ordinance, and examined existing development and land use patterns to ensure the Town's rural and small town character would be preserved alongside future development.



Milton Unified Development Code

Milton, GA

Brief Summary of Work

In 2017, Pond was part of a team retained by the City of Milton Community Development Department to review its existing zoning and development regulations and combine them into a Unified Development Code (UDC). Pond's responsibilities included a review of existing regulations related to streets, sidewalks, and subdivisions and engineering details to ensure they are in line with state, national, and other regulations as well as best practices in the development field. Pond also reviewed existing environmental regulations for floodplain management, stormwater management, illicit discharge and illegal connections, stream buffer protection, and erosion, sedimentation, and pollution control for compliance with state model ordinances.

Following the initial review, and several meetings with City staff, Pond has incorporated its recommended changes into the final, formatted UDC. Adoption of the UDC is anticipated by Summer 2020.

Project Dates

2017 - Present (Anticipated completion Summer 2020)

Project Management

Lauren Blaszyk, Project Manager

Client Contact

Parag Agrawal

P: 678.242.2555

E: Parag.Agrawal@cityofmiltonga.us

Active - 90% Complete





Snellville Unified Development

Ordinance

Snellville, GA

Brief Summary of Work

Pond's Community Development staff is part of the overall consulting team charged with creating the City's Unified Development Ordinance (UDO). Pond's responsibilities included a review and analysis of existing ordinances related to post-development stormwater and floodplain management, stream buffers, illicit discharge and illegal connections, soil erosion and sedimentation control, water and sewer service, streets, and public improvements. Pond reviewed these ordinances for alignment with best industry practices, the Georgia Stormwater Management Manual, the Gwinnett County Stormwater Management Manual, and compliance with the Metropolitan North Georgia Water Planning District (MNGWPD) model ordinances, as applicable. Pond provided a detailed, written report of modifications needed, which were included in the Final Diagnostic Report provided to the City. After staff review and subsequent discussions Pond then updated the existing ordinances for inclusion in the new UDO, incorporating requested edits to tailor them to the City's needs while ensuring compliance with state and county regulations. The consultant team has incorporated final edits – resulting from policy direction from the Snellville City Council – into a new draft UDO document, which has been presented to the staff client for final comment prior to presentation to the public.

Size: City-wide | Cost: \$58,850 (Pond Services) | Role: Sub-Consultant/Professional Services

Project Dates

2016 – Present (anticipated completion Spring 2020)

Project Management

Lauren Blaszyk – Pond Project Manager

Client Contact

Jason Thompson

P: 770.985.3518

E: jthompson@snellville.org

Active - 90% Complete





DeKalb County Zoning Update and

Zoning Amendment On-Call

DeKalb County, GA

Brief Summary of Work

Pond's approach to the county-wide zoning update focused on sustainable practices, open space functions and standards, and requirements to achieve "lifelong community" policies while establishing best-practice standards for the Atlanta region. This ordinance revision combined a form-based approach in master planned areas of the county with an incentive-based, user-friendly zoning format. Extensive public involvement, developer round-tables, and field research informed this effort to meet the challenges facing this urban county of approximately 700,000 residents.

Pond worked with staff across several departments to ensure enforcement capacity of new regulations, coordination of county land development, economic and housing policy, and improvements to the application and review procedures. Additionally, Pond's planners created the land use and zoning Geographic Information System (GIS) database for the county, facilitating the accuracy and management of community-wide information.

Pond was subsequently retained by the County to incorporate zoning text amendments into the formatting of the documents on an as needed basis.

Client Contact

Marian Eisenberg

404.371.4922

meisenberg@dekalbcountyga.gov

On-Going, As Needed



Glynn County Code Update

Glynn County, GA

Brief Summary of Work

As part of a team retained by Glynn County Community Development, Pond has completed Phase I of this project. Pond staff conducted a cursory review of the recently updated Comprehensive Plan to familiarize itself with development issues facing unincorporated Glynn County. Pond then hosted one-on-one interviews via phone with the County Engineering Director and staff to discuss potential issues or concerns with the current County Code and with relevant standards. Detailed notes were taken to help guide the review of the Subdivision Chapter, Soil Erosion and Sedimentation Control, Flood Damage Prevention, Water Resources Protection, existing County engineering details, and/or relevant standards to assess their comprehensiveness and condition relevant to best industry practices. Scope: Review and update of Code sections relating to subdivisions, storm water management, water resources protection, and engineering details.

Services Provided

Review and assessment of environmental ordinances, subdivision regulations, County engineering details and/or relevant standards relevant to state model ordinances and industry best practices, detailed notes of deficiencies and issues to be addressed in Code update

Project Dates

February 2019 – Present

Client Contact

Pamela Thompson

912.554.7428

pkthompson@glynncounty-ga.gov

City/County Comprehensive Plans

1. City of College Park - City of College Park Comprehensive Plan
2. City of East Point - City of East Point Comprehensive Plan
3. City Fayetteville - City of Fayetteville Comprehensive Plan Update
4. City of Fairburn - City of Fairburn Comprehensive Plan Update
5. City of Palmetto - City of Palmetto Comprehensive Plan-
6. City of Riverdale - City of Riverdale Comprehensive Plan
7. Clayton County - Clayton County's Comprehensive Plan Update
8. Meriweather County - The Joint Meriwether County/Cities Comprehensive Plan (Gay, Greenville, Lone Oak, Luthersville, Manchester, Warm Springs, and Woodbury)
9. City of Stockbridge—City of Stockbridge Comprehensive Plan

Livable Centers Initiative (LCI) Planning Studies

1. City of Atlanta – Vine City/Washington Park LCI
2. City of College Park - City of College Park Activity Center LCI
3. Clayton County- Northwest Clayton LCI 5-Year Update
4. City of Hampton- Hampton LCI
5. City of Atlanta - Oakland City / Fort McPherson LCI
6. City of East Point - East Point LCI
7. City of Hapeville –Virginia Ave Corridor LCI
8. DeKalb County - Chandler Road/Flat Shoals LCI
9. DeKalb County- Wesley Chapel LCI

Local Government Planning Services

1. City of College Park- On-Call Planning and Zoning Services
2. City of Clarkston- On-Call Planning and Zoning Services
3. City of Fairburn – On-Call Planning and Zoning Services
4. City of Fayetteville-On-Call Planning and Zoning Services
5. City of Palmetto- On-Call Planning and Zoning Services
6. City of Union City - On-Call Planning and Zoning Services
7. Clayton County – Planning and Zoning Staff Extension/Outsourcing
8. Hancock County – Planning and Zoning Staff Extension

Local Government Overlay District

1. Butts County- Highway I-75 Overlay District
2. Clayton County - Highway 42 /54/138 Overlay District
3. Clayton County - Panhandle Overlay District
4. Clayton County - Tara Boulevard Overlay District
5. Clayton County - Cherry Hills Overlay District
6. DeKalb County- Scottdale Overlay District
7. Henry County – Fairview Overlay District
8. Newton County – Salem Overlay District

Design Guidelines

1. Butts County- Highway I-75 Design Guidelines
2. Clayton County – Cherry Hills Design Guidelines
3. Clayton County- Highway 138 Design Guidelines
4. Clayton County-Highway 42 Design Guidelines
5. Clayton County-Highway 54 Design Guidelines
6. Cobb County - Austell Road
7. Cobb County - Mableton Parkway Corridor
8. Cobb County - Veterans Memorial Highway
9. Cobb County - Downtown Vinnings

Local Government Ordinances

1. City of College Park Zoning Ordinance Update/Revision
2. Clayton County Zoning Ordinance Update/Revision
3. Town of Brooks Zoning Ordinance Update
4. City of Stonecrest Zoning Ordinance Update

Local Government Community Plans

1. DeKalb County- Moreland-Bouldercrest-Cedar Grove Plan

Transportation Services

1. Atlanta Beltline – Implementation Plan
2. Atlanta Beltline –Transportation Implementation Strategy Services
3. DeKalb County – Comprehensive Transportation Plan
4. Georgia Transportation Alliance – 2016 Fulton County SPLOST Referendum

Project Team Experience—Planning/Zoning Services

Clarkston Planning and Zoning Services

The Firm provided planning services on an on-call, task order basis. The Team provided a range of professional planning services to the City, including, among others: a variety of current planning and zoning services, annexation studies, Zoning Ordinance text amendments, and other planning and zoning activities as identified

Clayton County Planning and Zoning Services

The Firm has led every major planning initiative for the County, including the Zoning Ordinance update and the Partial Update to the Comprehensive Plan. The Firm has also established design guidelines for the HYW 138, HYW 42, HYW 54, and Tara Blvd.; prepared the NW Clayton LCI; produced a prioritization strategy

College Park Planning and Zoning Services

The Firm provides all planning services to the City, including evaluation of zoning requests, responding to zoning inquiries, review of business license and sign permit applications, site plan review, consulting on prospective new developments in the City, producing text amendments and plan amendments, leading long-range planning initiatives, coordinating with the Atlanta Regional Commission on the City's behalf, and advising Mayor and Council on

Fairburn Planning and Zoning Services

The Firm provides planning services on an on-call, task order basis. Under this engagement, the Firm reviews zoning applications, prepares text amendments, researches planning-related issues, evaluates business license applications for compliance with the Zoning Ordinance, and other needs requested under the direction

Fayetteville Planning and Zoning Services

Planning and technical services are provided in the area of land use and transportation, urban design, economic development and zoning. The Firm staffs two planners who augment the existing staff on site and provides remote assistance to the department as

Hancock County Planning and Zoning Services

This engagement provided policy guidance and recommendations to the Board of Commissioners regarding a rezoning request for municipal solid waste landfills. The Firm coordinated with the Board of Commissioners and various county officials to provide land use planning services for a thorough review of municipal solid



Project Team Experience—Planning/Zoning Services

Newton County Planning and Zoning Services

The Firm led planning initiatives, including the Salem Road Overlay District and the Planning and Development Department Assessment. This history made the Firm the ideal service provider as the County sought standby professional planning services in 2013. As the on-call provider of planning services, the Firm's professionals provided a range of professional planning services to the County.



Palmetto Planning and Zoning Services

The Firm provided a range of professional planning services to the City, including, among others: a variety of current planning and zoning services, annexation studies, Zoning Ordinance text amendments, and any other planning and zoning activities as



Union City Planning and Zoning Services

The Team provided planning services to the City, including evaluation of zoning requests, responding to zoning inquiries, review of business license and sign permit applications, site plan review, consulting on prospective new developments in the City, producing text amendments and plan amendments, leading long-range



Project Team Experience—Other

Development Authority of Fulton County ED Partnership

The Collaborative Firm has been contracted by the Development Authority of Fulton County (DAFC) to create an economic development (ED) partnership among South Fulton's seven jurisdictions, called "Connect South Fulton." This partnership represented a year-long effort to bring together the seven cities of South Fulton

College Park Activity Center Livable Centers Initiative (LCI)

In this capacity, The Collaborative Firm professionals conducted a thorough analysis of land use patterns and zoning requirements within the study area, as well as a review of Federal Aviation Administration noise contours and guidelines for development within these areas. The Firm also led public involvement efforts for the

College Park Comprehensive Plan

The Collaborative Firm led an extensive land use, planning, and public outreach effort. That engaged stakeholders throughout the community, including residents, business owners, community organizations, and local officials, to participate in a visioning process that led to the completion of the plan.

East Point Comprehensive Plan Update

The Collaborative Firm served as the prime consultant for the East Point 2026 Comprehensive Plan update. The Firm conducted a thorough review of existing conditions within the City, including an analysis of population trends, economic development patterns, housing trends, natural and cultural resources, community facili-

East Point Livable Centers Initiative (LCI)

This engagement examined opportunities to enhance the existing transportation infrastructure, while revitalizing the established urban areas. To accomplish these goals, a thorough examination of existing conditions was conducted, and extensive efforts were made to involve East Point residents and businesses in a visioning

Fairburn Comprehensive Plan

As part of its contract to provide on-going planning services, The Collaborative Firm drafted Fairburn's comprehensive plan, "Fairburn 2034." The Plan included an extensive public involvement component, which set the course for implementation of the Comprehensive Plan.



Project Team Experience—Other

Fairburn Economic Development Strategic Plan

The Collaborative Firm provided professional services toward the preparation of an economic development strategic plan (EDSP) that will serve as a guide and blueprint for implementing Fairburn's economic development goals and objectives, in line with the City's

Fulton County Transportation SPLOST

The Team managed campaign operations for the Fulton Co. ballot referendum for South Fulton County. The Firm developed and implemented the campaign strategy to educate and engage voters in all eight of the jurisdictions. The firm also organized community meetings and events to engage elected officials and community

Hapeville/Virginia Ave. Corridor Livable Centers Initiative

This Livable Centers Initiative (LCI) streetscaping project focused on a grassroots public involvement approach for design and implementation. The Firm designed a unique public involvement processes that echoed the Master Plan theme.

Oakland City/Fort McPherson Livable Centers Initiative

This project developed a program of transportation improvements to provide connections between redevelopment areas and surrounding neighborhoods; streetscape improvements and vibrant public spaces to enhance residential areas; created redevelopment concepts that are consistent with market realities; and re-

Palmetto Comprehensive Plan

The team analyzed historic trends, current conditions and future projections for prospective growth. Population and Housing projections were used to determine the type of growth to be anticipated over the next twenty years. In light of the City's unique circumstances, including large tracts of vacant land, a sewer moratorium

Vine City/Washington Park Livable Centers Initiative

Throughout the study, the Firm led public involvement efforts to ensure that stakeholders within the community were given ample opportunity to participate in the master planning process. Additionally, the Firm's planners took an extensive inventory of community facilities and infrastructure, as well as environmental condi-



With over 15 years of experience, our team of professionals have an extensive background working with city, county and state governmental entities at the policy and executive levels, as well as with private sector partners. This experience establishes our Firm as being uniquely qualified to provide effective solutions to its clients and partners. Our professionals have led numerous public projects, which include comprehensive plans, zoning ordinance updates, overlay district preparation, design guidelines, Livable Centers Initiative (LCI) studies, redevelopment plans, public involvement initiatives, and planning and zoning staff extension/outourcing.

Our Firm specializes in providing local governments with qualified staff members to meet their unique needs. In addition to project based planning work, we offer complete planning department outsourcing, staff augmentation, and on call expertise. We have provided planning services for a number of cities and counties, inclusive of Clayton County (13 years) and City of College Park (14 years).

The Collaborative Firm brings an understanding of the surrounding South Metro area that is unmatched. Our staff has a high level of familiarity with the geography and planning issues and opportunities facing South Metro, while relevant to the context of the greater Atlanta region, are unique. Through our professional engagements and contributions to community activities and organizations, we have demonstrated a commitment to the South Metro area and its diverse population.

The Collaborative Firm is a qualified professional firm that specializes in planning services. Our team offers several areas of added value, that extends beyond the requirements of the scope of work. With over 15 years of experience in the planning field, our firm has become deeply rooted in South Metro. Within those 15 years, our firm has staffed numerous city and county planning and zoning departments including, but not limited to:

- Clayton County
- City of College Park
- City of Fayetteville
- City of Palmetto
- City of Forest Park
- City of Union
- City of Fairburn
- City of Clarkston



The Collaborative Firm, LLC

The Collaborative Firm does not have an open dispute with the County or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years.

Pond

Pond has not been involved in any project litigation in the past 5 years in Georgia. Pond does not have any active or pending claims or litigation. The firm/ principals have never been issued any indictments.

Key Team Members

City of Stockbridge Consultant Services for the Preparation of Unified Development Code



Principal

Michael Hightower



Project Manager

Michelle Alexander



Lead Planner

James Shelby



Lead Engagement

Torri Hill



Planner

Lauren Blaszyk



Engineer

Bob Williams



GIS

Lauren Linnane



MICHAEL HIGHTOWER

Managing Principal, Founder

Representative Experience



Michael Hightower is the Founder and Managing Partner of The Collaborative Firm, LLC. Michael has over thirty years of experience in the public, private, and educational arenas. Michael provides a wealth of experience in public policy, with an emphasis on planning, economic development and local governance issues.

EDUCATION

Post-Graduate Studies,
Georgia State University
Atlanta, Georgia

Bachelor of Arts
Clark College
Atlanta, Georgia

Prior to establishing The Collaborative Firm in 2001, Michael served over seven years on the College Park City Council, and more than fourteen years as a Fulton County Commissioner. During much of his tenure on the Board of Commissioners, Michael served as Vice-Chairman, and was a member of several boards and committees. He also served as President of the National Association of Counties (NACo), focusing on welfare reform, affordable housing, and sustainable communities.

BOARDS AND MEMBERSHIPS

Founder, South Metro Development
Outlook

Chairman, African American Golf
Foundation

Member, Airport Area, Clayton County,
Douglas County and South Fulton
Chambers of Commerce

Urban Land Institute

Past President, National Association of
Counties (NACo)

Georgia Transportation Alliance, Fulton County, GA: The Collaborative Firm lead efforts for the South Fulton T-SPLOST education outreach for the November 2016, Fulton County referendum. Michael's responsibilities included developing and implementing campaign strategy to educate voters in all nine of the South Fulton jurisdictions, organizing community engagement meetings, engaging elected officials in the education outreach process, and communicating key messaging for the T-SPLOST

Georgia Transportation Alliance, Fulton County, GA: The Collaborative Firm lead efforts for the South Fulton T-SPLOST education outreach for the November 2016, Fulton County referendum. Michael's responsibilities included developing and implementing campaign strategy to educate voters in all nine of the South Fulton jurisdictions, organizing community engagement meetings, engaging elected officials in the education outreach process, and communicating key messaging for the T-SPLOST.



DeKalb Comprehensive Transportation Plan (CTP), DeKalb County, GA: As Managing Partner of the Firm, Michael oversaw public involvement initiatives for the Comprehensive Transportation Plan which included identifying transportation needs, providing documentation and distribution of public comments for needs assessment and recommendations, and strategic assistance in identifying outreach methods for underserved populations.

Clayton County Transportation Plan, Clayton County, GA: Michael provided support for the Clayton County Transportation Plan. In this role, Michael collaborated efforts of the Board of Commissioners, County Staff, and citizens to facilitate a complete update of the Transportation Plan for the county.



MICHELLE ALEXANDER

Project Manager

Representative Experience

Michelle Alexander has over 20 years of local government, planning, and policy experience. She has a proven track record of institutional and organizational development assisting various levels of government with strategic planning, systems assessment and operations improvement. She has worked in both international development and state, regional and local government. She speaks fluent Spanish and excels at energized, community outreach and drafting data-driven policy and regulations. She has prepared a variety of comprehensive land use, transportation, and strategic plans at both the municipal and county level, as well as revitalization and housing studies throughout the Metro Atlanta Region. While serving in organization leadership roles, she managed budgeting, staffing and operations planning. In project management roles, she led multi-discipline teams of engineers, architects, landscape architects and real estate analysts. She brings lessons-learned from private sector staffing of municipal services for innovative practices for improving efficiencies while promoting the benefits that come with traditional, direct-hire staffing.

RELEVANT EXPERIENCE:

Planning Manager, DeKalb County Planning and Sustainability, DeKalb County, Georgia

Director, City of Sandy Springs Department of Community Development, Sandy Springs, Georgia

Senior Planner . Forsyth County Planning and Community Development, Forsyth County, Georgia

Senior Staff/Project Manager, Institute of Public Administration (IPA)



Education

Development Studies,
Cornell University. ABD, Ph.D

Community & Regional Development;
City & Regional Planning MS

Development Studies,
Cornell University.

UW-Madison and Friedrich Wilhelm
Universität, Bonn, Germany. BA

PROFESSIONAL AFFILIATIONS

Regional Task Force on Housing,
Atlanta, 2017

Georgia Chapter American Planning
Association

Women in Transportation Congress
for New Urbanism
Urban Land Institute



RELEVANT PROJECTS:

- Fiscal and Economic Impact Model and Development Incentives Strategy, Clayton County
- Upper Marietta-Westside Park Sub Area 9 Plan, Atlanta BeltLine, Inc., Atlanta
- Consolidated Housing Plan, City of Griffin
- East Point TOD and Revitalization Master Plan
- Downtown Master Plan Update, City of Woodstock
- City of Avondale Estates LCI Master Plan Update
- Historic Downtown Norcross LCI Master Plan
- West Griffin LCI and Revitalization (TAD) Plan, Downtown Griffin LCI & Comprehensive Plan Partial Update
- N. Druid Hills LCI, DeKalb County
- Gwinnett Place Multi-Modal ("ACTivate Gwinnett Place") Master Plan, GP CID
- Unified Development Code, City of McDonough
- Zoning Ordinance Rewrite & GIS Parcel Database, DeKalb County
- GIS Zoning and Planning Services, City of Brookhaven
- Unified Development Code and Historic TOD Overlay District, City of Griffin
- Zoning Ordinance, City of Clarkston
- Zoning Ordinance Rewrite, Clayton County
- Unified Development Code Update, Forsyth County
- Bicycle and Pedestrian Master Plan, City of Brookhaven



- West Alley Master Plan, City of Roswell
- Gainesville-Hall Metropolitan Area 2040 Transportation Plan, Gainesville Hall MPO
- City of Gainesville Transportation Master Plan, Gainesville
- Holcomb Bridge Road at SR 400 Corridor Interchange Study, Roswell
- Transportation Planning Services, City of Riverdale
- Forsyth County Bicycle Transportation & Pedestrian Walkways Plan Update
- North Fulton Comprehensive Transportation Plan, North Fulton Municipalities and ARC (sub)
- Unified Plan Update, Gwinnett County
- Economic Development Strategy, City of Lawrenceville (sub)
- Comprehensive Plan, City of Peachtree Corners
- Comprehensive Plan, City of East Point
- Comprehensive Plan 2030, City of Roswell
- Comprehensive Plan, City of Dunwoody
- Comprehensive Plan, City of Johns Creek
- Comprehensive Plan, Major Amendment, City of Chamblee





JAMES SHELBY

Principal Planner

Representative Experience

James is a highly experienced executive with more than 25 years of experience in city and regional planning involving technical work in planning and operations. James has worked closely with staff and elected officials in cities and counties throughout Metro Atlanta with extensive knowledge of land use, urban design, and federal, state and local governments programs. His area of expertise's include; Organizational Skills, Housing Development, Zoning and Subdivision Ordinances, Transportation, Building Plan Review and Inspections, Budget, Development, Staff Development and Code Enforcement.

Prior to joining the Collaborative Firm, James served as the Commissioner of Planning and Community Development for the City of Atlanta.

REPRESENTATIVE EXPERIENCE

City of Stonecrest Comprehensive Plan - The Collaborative Firm was selected to create the first Comprehensive Plan for the newly formed City of Stonecrest, GA. James attended community meetings as well as Steering Committee meetings, helping to facilitate discussion about the future of the City of Stonecrest among its citizens.

Cobb County Development of Specific Area Guidelines -James served as the Project Manager for the formulation of Design Guidelines implemented Austell Road, Veterans Memorial Highway, Mableton Parkway and the Vinings area in Cobb County, Georgia for the purpose of guiding the form and quality of growth for each distinct corridor within the county.

City of College Park Zoning Ordinance - James oversaw the full rewrite of the City of College Park Zoning Ordinance. The goal of the plan was to bring the ordinance up to date with the city's comprehensive plan and remove antiquated language and regulations since the plan was created over fifty years ago.

EDUCATION

M.S., City and Regional Planning
Illinois Institute of Technology
Chicago, IL

B.S., City and Regional Planning
Illinois Institute of Technology
Chicago, IL

Executive education—Attended numerous seminars and workshops with topics including county zoning, affordable housing, land use law, zoning admin, and management and supervision

MEMBERSHIPS

Board of Director and Fund-raiser
Chairperson for Natchez Association
for the Preservation of Afro American
Cultural Museum (NAPAC)



Tab 3

Clayton County Community and Development Department - Zoning Administrator The Collaborative outreach process, and communicating key messaging for the T-SPLOST.

DeKalb Comprehensive Transportation Plan (CTP), DeKalb County, GA: As Managing Partner of the Firm, Michael oversaw public involvement initiatives for the Comprehensive Transportation Plan which included identifying transportation needs, providing documentation and distribution of public comments for needs assessment and recommendations, and strategic assistance in identifying outreach methods for underserved populations.

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NICOLETTE WASHINGTON

Senior Planner

REPRESENTATIVE EXPERIENCE

Nicolette Washington assists in the operations and planning efforts of The Collaborative Firm, specializing in business development, current planning, comprehensive planning, redevelopment plans, and historic preservation. Nicolette assists the Firm's governmental clients with achieving their planning and revitalization goals.

EDUCATION

The University of Georgia – Department of Public Administration and Policy,

Master of Public Administration,
Higher Education Administration

The University of Georgia – College of
Public Health

Bachelor of Science in Environmental
Health -

Nicolette has worked closely with staff and elected officials in county government prior to working with The Collaborative Firm providing planning and public policy expertise on various planning initiatives.

REPRESENTATIVE PROJECT EXPERIENCE

City of College Park Planning & Zoning Services: In 2012, The Collaborative Firm was selected to provide Urban Planning services for the City of College Park. Through this engagement Maurice provides services to the City, including evaluation of zoning requests, responding to zoning inquiries, review of business license and sign permit applications, site plan review, consulting on prospective new developments in the City, producing text amendments and plan amendments and long-range planning initiatives.

Rockdale County - Sigman Road Corridor Study: The Collaborative Firm is lead consultant for the Rockdale County, Sigman Road Corridor Study. During this project, Nicolette conducted land use, development and infrastructure planning for a seven-mile segment of a major corridor in Rockdale County). Also, during this engagement, Nicolette coordinated across Rockdale County's planning, economic development and transportation departments.

DeKalb County Planning & Sustainability – Planner: In this role, Nicolette conducted plan reviews and coordinated with engineering and environmental services. Also, Nicolette staffed the Historic Preservation Commission and managed applications and made recommendations. Ms. Washington also provided planning and zoning services to the citizens of DeKalb County and managed customer emails and phone calls to ensure efficient and accurate responses





TORRI HILL

Director, Marketing & Communications

REPRESENTATIVE EXPERIENCE

EDUCATION

Bachelor of Arts Communications - Journalism California State University Dominguez Hills Carson, California, 1987
Public Affairs Program CORO Foundation of Southern California Los Angeles, California, 1990

MEMBERSHIPS

- League of Women Voters of Atlanta, Fulton County
- PRSA (Public Relations Society of America)
- WTS – Atlanta (Women's Transportation Seminar)
- NAFE (National Association of Female Executives)
- Urban Land Institute

Torri D. Hill has over 25 years of experience in the areas of community relations, public relations, public sector management and rail transit construction projects. From 2006 through 2016 she worked in Los Angeles providing community outreach and public information for the project management teams for both the Phase 1 and Phase 2 design-build contractors on the Exposition Light Rail Transit Projects. Prior to the Expo Line Projects, she worked with the Los Angeles County Metropolitan Transportation Authority (Metro), where she served as a Senior Public Affairs Manager for multiple rail transit construction projects. She managed the team for the Metro Red Line Phase 2 subway, as well as worked along side the teams for the Metro Blue and Green Line light rail projects.

Torri's extensive experience in community and public relations for transit projects has required the interpretation and implementation of state and local policies related to public transportation, public involvement program development, staff management and working closely with local jurisdictions, neighborhoods, businesses and the general public to develop and implement community construction mitigation strategies. Further experience has included working 10 years in County Government in Atlanta, Georgia where she served as a Chief of Staff for the Fulton County Board of Commissioners District 7 office and as an Office Administrator for the Fulton County District Attorney.

REPRESENTATIVE PROJECT EXPERIENCE

MARTA Station Renaming Project: - Torri developed and implemented the outreach strategy on behalf of MARTA to engage the community in discussions regarding renaming specific MARTA Transit Stations. The outreach strategy included identifying key stakeholders and organizations, coordinating and facilitating public meetings, developing collateral materials such as flyers, surveys, and handouts, developing and presenting presentations to educate and citizens and all content development for multiple social media platforms.



MARTA Summerhill Bus Rapid Transit (BRT) Planning, Environmental, and Design Services: Torri is the Public Involvement Manager for the MARTA Summerhill BRT Project responsible for the developing and implementing the project Public Involvement Plan that would address all phases of public outreach. She is also responsible for coordinating with the Project Team to identify key stakeholders, businesses and organizations to respond to potential design and environmental concerns.

Clayton County SPLOST Public Involvement and Communications: Torri is the Public Involvement Manager responsible for the management and implementation of the communications and public involvement plan for Clayton County Special Purpose Local Option Sales Tax (SPLOST) program.

Responsibilities include, coordinating with county management to identify and implement community engagement opportunities that inform the public about the SPLOST program progress, supporting the community advisory committee, developing content for county related publications, websites and social media platforms.





GEILIA TAYLOR

Senior Manager of Marketing & Communications

REPRESENTATIVE EXPERIENCE

Geilia has more than 15 years of progressive experience in management, marketing, and public relations in various roles that require establishing and/or strengthening effective communications with community leaders, decision makers and key stakeholders

REPRESENTATIVE PROJEXPERIENCE

ECT DeKalb County SPLOST

The Collaborative Firm leads public involvement, communication, and marketing initiatives for the County's first Special Purpose Local Option Sales Tax (SPLOST). Geilia's efforts support the brand and vision of DeKalb County CEO's office to design and implement strategic tactics to educate and involve citizens and stakeholders while growing the audience surrounding the program's successes.

Georgia Department of Transportation – I- 285 Westside Express Lanes

Geila is supporting public involvement efforts on the Georgia Department of Transportation (GDOT) I-285 Westside Express Lanes by providing stakeholder outreach and community planning services. This project requires the use a variety of traditional and nontraditional media, including print, broadcast, social media, and digital marketing to effectively communicate to specialized and traditionally underserved populations. Other duties include but are not limited to exploring public opinion and soliciting input from stakeholders via community meetings and stakeholder interviews.

Education

Post-Graduate Studies,
Mississippi College School of
Law Jackson, MS 1998

Bachelor of Science
Business Administration
Jackson State University





KATRINA HIGHSMITH

Manager, Marketing and Communications

REPRESENTATIVE EXPERIENCE

With over ten years of experience in all aspects of corporate

communications and expertise in the public/private sector, technology, public affairs, lifestyle, fashion and sports industry, Katrina Highsmith has a proven history of driving conversions, increasing company sales, generating customer and community engagement, designing successful digital, grassroots marketing and social media campaigns. Earlier in her career, Katrina worked for the Philadelphia 76ers, where she assisted in developing marketing plans; advancing their marketing objectives and planned/implemented company events.

Katrina served as the Public Relations Director of LIGATT Security International and SPOOFEM.COM. Her expertise with managing client accounts, budgets, and developing Marketing campaigns has led her to independently consult for public relations firms, emerging brands, upcoming events, new projects.

Katrina holds a Bachelor of Arts degree from Delaware State University, serves on the board of the National Association of Black Female Executives in Media and Entertainment and has been included in the 17th Edition of Who's Who in Black Atlanta.

REPRESENTATIVE PROJECT EXPERIENCE

DeKalb SPLOST: Katrina assist with the communications and public involvement for DeKalb County Special Purpose Local Option Sales Tax (SPLOST) projects. Responsibilities include, but are not limited to, identifying key stakeholders, supporting the community advisory committee, coordinating community engagement meetings and communicating key messaging of SPLOST projects via collateral materials, presentations and social media outlets.

Stonecrest Transportation Master Plan: Katrina assists with the communications and public involvement for the Stonecrest Transportation Master Plan. Her responsibilities include identifying key stakeholders, supporting the community advisory committee, coordinating community engagement events and communicating key messaging of Stonecrest TMP projects through social media platforms

G-DOT Westside Express Lanes: Katrina assists with the communications initiatives for one of G-DOT'S Major Mobility Improvement Projects, I-285 Westside Express Lanes. Her key responsibilities include content curation for social media and digital communications, event coordination, and on-site event

EDUCATION

Bachelor of Arts

Communications/Journalism

Delaware State University

Dover, Delaware, 2009



Lauren Blaszyk, AICP

Planner | Pond

**Education**

Bachelor of City Planning, University of Virginia, 1997

Registration

American Institute of Certified Planners (AICP) #027542

Professional Affiliations

American Planning Association, Georgia Chapter District 3

Representative, GPA Board of Directors

**Years of Experience**

16

Lauren has 16 years' experience in planning, including land use, transportation, economic development, the National Trust for Historic Preservation's Main Street Program, policy, and public involvement. She has spent her career in both the public and private sectors, which gives her a unique perspective on planning projects and issues. Lauren has assisted with, and managed, a broad range of plans and studies, including comprehensive plans, corridor studies, economic development strategies, wayfinding signage plans, comprehensive transportation plans, design guidelines and overlay districts, zoning text amendments, and zoning ordinance updates. As a consultant, Lauren has worked with municipal governments, county governments, development authorities, and state agencies.

Experience**Snellville Unified Development Ordinance**

Snellville, GA

Pond Project Manager

Milton Unified Development Code

Milton, GA

Pond Project Manager

Glynn County Code Update

Glynn County, GA

Pond Project Manager

McDuffie County Ordinance Updates

McDuffie, GA

Project Manager

Winder Code Update

Winder, GA

Pond Project Manager

DeKalb County Zoning Amendment On-Call

DeKalb County, GA

Cobb County Area Specific Design

Guidelines

Cobb County, GA

Project Manager

College Park Planning Services

College Park, GA

City Planner

Stockbridge 2038 Comprehensive Plan

Stockbridge, GA

Planner

Gwinnett 2040 Unified Plan

Gwinnett County, GA

Deputy Project Manager

Pickens County Comprehensive Plan

Pickens County, SC

Lead Planner

College Park 2036 Comprehensive Plan Update

College Park, GA

Project Manager

Fairburn 2034 Comprehensive Plan

Fairburn, GA

Planner



Bob Williams, PE, LEED AP
QA/QC | Pond

Education

BS, Civil Engineering, New Jersey
Institute of Technology, 1989

Registration

Professional Engineer, GA #PE35328
GSWCC – Level II Certified Design Professional #0000051631
USGBC LEED Accredited Professional

Professional Affiliations

National Association of Industrial and Office Properties
(NAIOP)

Years of Experience

30

Bob has more than 30 years of consulting experience in civil, environmental, and structural engineering, planning and construction. He is accomplished in municipal, commercial, industrial, and residential site development design and review. Bob also has extensive development experience, having been responsible for land acquisition and entitlements for a national builder, and serving as land transfer agent for the Department of Homeland Security. Bob is experienced in all phases of project development, from proposal preparation through design/ permitting and construction to project close-out and dedication. As Senior Vice President, Bob provides his teams with engineering and development analysis, as well as quality control / feasibility oversight.

Project Experience

Decatur Unified Development Ordinance
Decatur, GA
Project Manager

Snellville Unified Development Ordinance
Snellville, GA
Principal-in-Charge

Glynn County Code Update
Glynn County, GA
Principal-in-Charge

Milton Unified Development Code



Jason Bach, PE
Civil Engineer | Pond

Education

BS, Civil - Environmental Engineering, Georgia Institute
of Technology, 2006

Registration

Professional Engineer, GA #35727

Years of Experience

10

Jason has over ten years of experience as a Professional Engineer. During this time, he has worked on multiple aspects of site design and project management for a wide variety of projects including commercial, industrial, banking, residential, federal (research), healthcare, and higher education. Jason brings a wide range of skills and knowledge to the table with his experience, including project management, permit coordination, site and utility design and engineering, hydrology design, and client relations and communications.

Project Experience

City of Snellville Unified Development Ordinance
Snellville, GA
Civil Engineer

Glynn County Code Update
Glynn County, GA
Civil Engineer

City of Duluth Plan Reviews
Duluth, GA
Civil Engineer

City of Acworth Plan Reviews
Acworth, GA
Civil Engineer

Terrasol Conservation Subdivision
Gwinnett County, GA
Project Manager

Sun City Peachtree Master Planned



Heike Slinin, PE, LEED AP
Civil Engineer | Pond

Education

BS, Civil Engineering, Clemson University,
1997

Registration

Professional Engineer, GA #029236

GSWCC – Level II Certified Design

Professional #00000030021

Years Experience

17

Heike has over 17 years of experience providing a wide range of civil engineering and site services from municipal and commercial project to heavy industrial and military projects. She has extensive experience in performing plan reviews, conducting site visits, and meeting with clients to provide project solutions. Cities she has served include the Cities of Acworth, Flowery Branch, Sugar Hill, Clarkston, and Chamblee, among others.

Project Experience

Snellville Unified Development Ordinance

Snellville, GA Civil
Engineer

Development Code Update, Environmental Standards

Chamblee, GA Civil Engineer

Milton Unified Development Code

Milton, GA Civil Engineer

Decatur Unified Development Ordinance

Decatur, GA Civil
Engineer

Glynn County Code Update

Glynn County, GA Civil
Engineer



Lauren Linnane,
ASLA
Communication &
Graphics | Pond

Education

BLA, Landscape
Architecture, University
of Georgia, 2017

Registration

Professional Engineer, GA #35727

Professional Affiliations American Society of Landscape
Architects

Years Experience

3

Lauren is skilled in public work that ranges from public parks and a variety of hardscape and landscape designs. She has a passion for design and it shows; she is skilled in memorial art, trails, community development and planning, multi-purpose planting designs, and overall design enhancements. Lauren is able to clearly explain her designs verbally and through the use of computer graphics, 3-D renderings, construction documentation, illustrative plans, site analysis, and graphic design work. She is highly skilled in the development of plans and graphics that allow our clients to truly see and understand the proposed concepts in 3 dimensions. She is also skilled in Arc GIS

Project Experience

Gwinnett 2040 Unified Plan
Gwinnett County, GA
Plan Development & Graphics

Memorial Drive Revitalization Corridor Plan DeKalb
County, GA
Plan Development & Graphics

Webb Bridge Road
Alpharetta, GA
Landscape Designer

City of Milton TSPLOST Batch 1 Design Services Milton,
GA



Sydney Thompson, PLA

Landscape Architect

Education

BLA, Landscape
Architecture, University
of Georgia, 2013



Registration

Professional Landscape Architect, GA
#LA001801

GSWCC – Level

II Certified Design

Sydney's experience includes high-end residential, parks and public spaces, and facilities planning. With a background in residential design, she is able to understand how the smallest details of a design make the biggest impacts on how people experience a space. By implementing the ideas and practices she learned in residential design, she is able to bring larger sites down to the human scale. Sydney is skilled in Arc GIS and in creating graphics and renderings in a variety of ways to convey and illustrate designs ideas.

Project Experience

Atlanta BeltLine Enota Park

Atlanta, GA

Landscape Architect

Findley Plaza Revitalization

Atlanta, GA

Landscape Architect

AlphaLoop

Alpharetta, GA

Landscape Architect

Blue Heron Nature Preserve

Atlanta, GA

Landscape Architect

Project Approach and Timeline Plan.

The TCF team's overarching approach views zoning and development codes as the framework that enables the best possible built environment, through the clearest, easiest process. We start with policy mandates adopted by the local officials and guide our work by always asking, "What does this regulation need to accomplish or remedy?" We test the result by asking "Does this rule achieve its objective? Who will enforce it, at what time in the process?" and we work with the City's legal team to check that the results are legally defensible.

Our team recognizes the complexity of development – our team has served as local government staff at the Director-level and as land planners and engineers for the private sector. We have hands-on success of taking lessons learned nationally with pragmatic experience in the field.

That's why we build in mission-critical administrative tools such as a Project Management Plan and a "Roll-Out Management Plan" for implementation post-adoption.

Task A: Public Participation Process

The Public Process needs to achieve several **objectives**: it gathers data and insight regarding **all users' needs**; it needs to **create awareness** about the process and the potential outcomes of a new regulatory framework; it needs to **inform** the public and specific users of the code about the City's adopted vision and land development policy. It should **build consensus**, support and ownership over the draft code that results from the project.

Public Involvement Plan: The TCF team tailors each plan to meet the particular needs of a given community, with varied strategies for different stakeholders and users. By users, we mean the staff, officials who hear petitions, applicants and the residents impacted by new development.

A public involvement plan will engage the general community and targeted users. The TCF team employs a variety of communication techniques – webpage and social media content, email blasts, signs, newspaper advertisements, flyer/FAQ distribution at strategic locations, public service announcements, and press releases.

TCF will meet with the Governing Body, the Planning Commission and City Staff for an orientation meeting in order to provide understanding of project goals, schedules, issues, policies, and challenges. Ideally, this could be conducted as a joint event so Commission members and elected officials can hear each other's concerns and preferences.

Technical and Ad-hoc Advisory Committees: TCF recommends establishing a Technical Committee and an Advisory Committee. We anticipate key zoning, engineering, business license and code enforcement staff to comprise – or occasionally attend - the **Technical Committee** that will guide the code development. We



anticipate meeting bi-monthly, with several staff overlapping in attendance at the Advisory Committee meetings.

The **Advisory Committee** ideally includes members from the following groups: the Planning Commission and Zoning Board; quality developers that represent residential, mixed-use and non-residential markets; residential and non-residential builders and home ownership association leaders. The Committee will provide TCF with key, ongoing input throughout the process of updating the zoning ordinance regarding what the community would like to see and what the market can deliver. This committee will also act as a “check and balance”, to ensure input heard from the public and stakeholders are accurately translated into the update.

Events: Meetings, Roundtables and Summit. We take advantage of existing **networks** in the development community and recommend roundtables for developers, builders (e.g., Greater Atlanta Homebuilders Association), homeowner associations and businesses such as the Main Street members and Chamber of Commerce. Roundtable events will be especially useful for “testing” code recommendations on real projects

If Staff anticipates HOA concerns, TCF recommends a “**Home Owners Summit**” early in the process to engage residents and dedicate a listening session to concerns. From this summit a targeted email list can be generated to keep concerned citizens regularly posted throughout the process.

A general public meeting shall be held to present the draft ordinance to the public prior to finalizing the ordinance and presenting the final deliverables. The primary purpose of the meeting will be a review of the draft zoning codes and to gather feedback for any later modifications to ensure a good fit within the community.

Summary events and Interviews: Depending on Stockbridge Staff preference, we anticipate:

1 Orientation meeting – Mayor and Council

4-5 Planning Commission Meetings

3 Advisory Committee meetings

6-8 Technical Committee meetings

6-8 Interviews with code users and development community

2-4 Roundtables

1 Summit

1 General public meeting

Up to 5 Speakers Bureau events (where a TCF member attends an association or organization’s meeting to present draft code and solicit feedback)

3 Public Hearings for adoption process (see Task J-L)



Tasks B & C: Project Coordination and Orientation

The TCF team will prepare a **Project Management Plan** and a detailed Milestone Schedule that supplements the general project schedule. The plan establishes communications protocols, transmittal and review time periods, reporting, billing and the items indicated in Section IV. B 1-6 of the RFQ. The proposed plan is discussed at the Project Orientation/Kick-Off meeting with the City's project manager, revised as determined through mutual agreement and finalized. It also establishes GIS data transfer, tracking, standardization and protocol for packaging.

Tasks D & E: Issue identification and Development Code Analysis

Part of the TCF team values stems from our role in preparing the recent update of the Comprehensive Plan. We can immediately generate evaluation tools from that work based upon the adopted vision and goals for land management and urban design. We are familiar with areas of transition and the special needs associated with large mixed-used projects like the Jodeco Road proposal.

Issue Identification. We use a matrix to capture the issues identified from the initial public involvement efforts and interviews. TCF also uses a "rapid assessment" tool that relies on stakeholder identification of actual recent developments as examples of "Desired" or "Problematic", and analyzes what aspects of the code enabled the desired elements and what gaps in the code allowed problematic results. We photo-document field evidence to more easily communicate recommendations later in the process.

The TCF team will review site development regulations to identify areas requiring **modernization** – both as a matter of best-practices and **as required by state regulations**. For example, the Metropolitan North Georgia Water District updated its Model Stormwater Ordinance (2019) as well the Stormwater Manual (2016). These documents both promote specific technologies for Low Impact Development (LID) and create higher standards. Local governments around the country are looking at ways to build resiliency to more extreme and more frequent weather events without creating barriers to investment. Our team brings these best practices to the development process. We also compare zoning sections with related development codes to standardize and improve urban design standards such as streetscape treatments, buffer plantings and basic quality architectural materials.

The TCF team will:

- Prepare a consolidated matrix of "Issues and Needs"
- Prepare a matrix evaluating how existing zoning and development do or do not meet adopted policy goals and objectives ("Policy Gap Analysis")
- Conduct a mis-match analysis of all definitions used throughout the existing subdivision,
- Review and consideration of past planning efforts
- Review of existing land uses and zoning codes and applicable state and federal laws
- Identify opportunities for change that are consistent with planning documents and input from community charrettes



- Consolidate these results and prepare an analysis of the subdivision code, design standards, zoning and site plan ordinance with reference to urban-design principles, best-practice and adopted policy

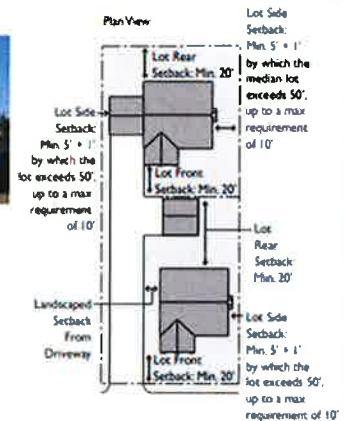
Tasks F & G: Develop New Code Outline, Preliminary Draft and Draft

Outline of proposed changes. The outline document will present the elements delineated in the RFQ (p.37) regarding a recommended structure, format, options considered and the rationale for the preferred set of recommendations. The proposed changes will aim to foster predictable built results and a high-quality public realm by using physical form as the organizing principle for the code. The presentation will of this deliverable will allow for systematic review and comment. The Outline will benefit from Planning Commission, staff, and Technical Committee member feedback.

Sample Formatting

TABLE 2.2-1: SINGLE-FAMILY SUBDIVISION STANDARDS

Standard ^a	R-3	R-8	R-10	R-20	R-40	Additional Standards
DEVELOPMENT INTENSITY AND NEIGHBORHOOD COMPATIBILITY						
Minimum Building Site and Lot Size (sq. ft.)	5,000	8,000	10,000	20,000	40,000	In addition, Castro Valley and Fairview require consistency with existing development in the area. See Chapter 1: Lot Size Consistency.
Minimum Lot Width (ft.)	50	80	100	150	150	
Minimum Lot Width, Corner Lot (ft.)	80					
Maximum Lot Coverage (%)	40	40	40	40	40	
One-Story Building (%)	45	45	45	45	45	
BUILDING HEIGHT AND FORM						
Maximum Height (ft.)	25	25	25	25	25	The building height limitation does not apply to chimneys, church spires, flag poles, or to mechanical appurtenances necessary and incidental to the permitted use of a building.
Height Exception (ft.)	Up to 30	Up to 30	Up to 30	Up to 30	Up to 30	Provided that the roof is pitched and the portion of the roof over 25 feet in height is at least 15 feet away from building site property lines. See Figure 2.2.2.
Maximum Stories	2	2	2	2	2	
Maximum Second Story Floor Area (sq. ft.) (Percentage of First Story Building Footprint)	80	80	80	80	80	The second story cannot exceed 80 percent of the first story building footprint area.
BUILDING RELATIONSHIP TO STREET						
Maximum Front Yard Setback (ft.)	50	50	50	50	50	See Figure 2.2.3.
Street Facing Facade Design	Required. Street facing facades must be designed to orient towards the public street, or private street if lot does not abut public street. Windows, entry door, and other elements must be incorporated to create an attractive street appearance that enhances the surrounding neighborhood.					
Building Entrances on Streets	Required. The principal entry shall be located in a visible location from the public street, or private street if lot does not abut public street.					
Covered Front Porch or Covered Recessed Entry	Required.					
Minimum Depth (ft.)	5	5	5	5	5	Alternative designs that create a welcoming entry feature visible from the street, such as a trellis or landscaped courtyard entry may be approved by Staff. See Figure 2.2.4.
Minimum Area of Porch and/or Recessed Entrance (sq. ft.)	5 percent of the first story building footprint area, up to a maximum of 100 square feet.					



Preliminary Draft and Draft. The TCF team will consolidate the feedback and review with Staff for a revised Outline, prior to proceeding with the Draft and guiding documents for each chapter. The Team will engage officials, staff, developer stakeholders and residents via methods identified in the Public Involvement Plan. The team anticipates 2-3 Committee meetings, 2 roundtables, 2 briefings with Planning Commission, and a general public meeting. At least one roundtable will focus on builders and developers to conduct a “dry run” test of the code on an actual project. Finally, the team will conduct up to five “Speakers Bureau” events at

this stage to obtain feedback. Meetings (minimum two) with the City Attorney will orient the City Attorney to the draft and allow the consultant team and Staff to receive legal review feedback.

The results of these efforts shall be consolidated and assessed for review with City staff and technical committee for determinations about the Final Draft.

Task H & I: Prepare Zoning Map Changes and Final Drafts of Development Code

Based on stakeholder input, field visits and the analysis of the Future Land Use map in relation to existing zoning districts, the TCF team will generate recommended changes to the **Zoning Map**. Communicating these recommended changes will involve targeted property owner outreach and a dedicated method for soliciting input regarding the proposed change and the expected outcomes desired for new development. Feedback will be consolidated for consideration with the Planning Commission for the preparation of a final drafts of the zoning map.

The TCF team will present a final copy of the Zoning Code and Map for adoption, along with a User Guide and a **“FAQ”** sheet summarizing key elements of the new code.

The team will also prepare a **“Roll-Out Management Plan”** with anticipated dates needed for successful administration of the new code, including: a checklist for codification (Municode) dates; applicant instruction, submittal checklists and forms; reviewer “cheat sheets”; orderly process to receive public feedback on code and mapping issues with a targeted time frame to evaluate the code’s performance within 18 months of effective date; staff training plan for all reviewers (engineering, transportation, arborist, fire marshall, zoning, etc.) and web posting of user guides.

Tasks J, K & L: Prepare Adopted Code and Project Deliverables

The TCF Team anticipates 1 Planning Commission and 1 – 2 Council Public Hearings to consider the zoning code and Final Draft. The TCF will provide the presentation materials prior to the scheduled meeting for review and approval. The team will consolidate comments heard, with responses prepared for City staff to consider and make changes accordingly using an “errata” sheet for easy posting on web page, along with a cover memo clearly communicating the rationale for final changes.

Deliverables will be packaged in accordance with section III. L of the RFQ (p. 38), including the GIS shapefile of the proposed Zoning Map updates.



Project Schedule: City of Stockbridge Unified Development Code

<u>Action Item</u>	<u>Date of Action</u>
Kick-Off Zoom Meeting with City of Stockbridge Staff	October 2020
Begin Needs Assessment and Analysis	October 2020
Prepare Virtual Public Participation Plan	October 2020
Planning Commission Briefing via Zoom	November 2020
Reviewing of existing City of Stockbridge's ordinances, codes and related documents	November 2020 - December 2020
Council Appoints Steering Committee	December 2020
Zoom Interviews with Mayor and Councilmembers	December 2020 - January 2021
Webpage and Facebook Project Status Update and Community Meeting Ads	Early January 2021
Project Briefing with Mayor and Council	January 2021
Distribute Steering Committee Packets with Needs Assessment and Analysis	January 2021
1 st Steering Committee Meetings	January 2021
Virtual Community Meeting – Stockbridge Area 1	February 2021
Virtual Community Meeting - Stockbridge Area 2	February 2021
Virtual Community Meeting - Stockbridge Area 3	February 2021
Virtual Community Meeting - Stockbridge Area 4	February 2021
Virtual Community Meeting - Stockbridge Area 5	February 2021
Review and Analysis of data from Community Meetings	February 2021
2 nd Steering Committee Meetings	March 2021
Virtual Community Meeting – Stockbridge Area 1	March 2021
Virtual Community Meeting - Stockbridge Area 2	March 2021
Virtual Community Meeting - Stockbridge Area 3	March 2021
Virtual Community Meeting - Stockbridge Area 4	March 2021
Virtual Community Meeting - Stockbridge Area 5	March 2021
Review and Analysis of data from Community Meetings	March 2021
3 rd Steering Committee Meetings	April 2021
Virtual Community Meeting – Stockbridge Area 1	April 2021

Virtual Community Meeting - Stockbridge Area 2	April 2021
Virtual Community Meeting - Stockbridge Area 3	April 2021
Virtual Community Meeting - Stockbridge Area 4	April 2021
Virtual Community Meeting - Stockbridge Area 5	April 2021
Review and Analysis of data from Community Meetings	April 2021
4 th Steering Committee Meeting	May 2021
Community Meetings (Areas 1 – 5)	TBD
Development of Draft Recommendations	June 2021
Distribute Steering Committee Packets with Recommendations Report to Steering Committee	July 2021
Modifications to Recommendations	July 2021
Informational Update Meeting with Mayor	August 2021
Submit 90% Draft to City Staff for review & comment	September 2021
Work Session with Mayor & Council to review the document	September 2021
Submit Draft to City for website	October 2021
Planning Commission	October 2021
Mayor & Council – First Reading	November 2021
Mayor & Council – Adoption	November 2021



Headquarters/Local Office

The Collaborative Firm, LLC
1514 E. Cleveland Avenue
Suite 82
Atlanta, GA 30344

Key Firm Contacts

Michael Hightower
mhightower@tcfatl.com
404-684-7031

Michelle Alexander
malexander@tcfatl.com
404-684-7031

State of Incorporation
Georgia



The Collaborative Firm Projects

Recent

- **Fort McPherson Feasibility Study**
- **City of Fairburn Comprehensive Plan**
- **City of Stockbridge Comprehensive Plan**
- **City of Stonecrest Comprehensive Plan**

Current

- **City of College Park—On-Going Planning Services**
- **Clayton County —On-Going Planning Services**
- **City of Palmetto—On-Going Planning Services**
- **City of Forest Park—On-Going Planning Services**
- **City of Union City - On-Going Planning Services**
- **Town of Brooks—On-Going Planning Services**
- **South Fulton Parks Master Plan**
- **Sigman Road—Rockdale County Feasibility Study**
- **City of Stonecrest Zoning Ordinance**
- **DeKalb SPLOST—Program Management Team**
- **Clayton SPLOST—Program Management Team**



Section 10—Business License, Licenses and Insurance

EAST POINT
GEORGIA

Department of Planning and Community Development
City Hall * 2757 East Point Street * East Point * GA 30344

404.270.7185 (Phone) 404.765.2784 (fax) www.eastpointcity.org

**BUSINESS OCCUPATIONAL TAX
CERTIFICATE**

2020

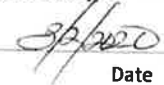
Certificate No.: **20-12112**
Classification: **MANAGEMENT CONSULTANTS**
Control No.: **13447**

Name of Business: **THE COLLABORATIVE FIRM LLC**
Location Address: **1514 CLEVELAND AVENUE STE 82**
Phone Number: **(404) 684-7031**
Comments:

Issue Date: **March 02, 2020**
Expiration Date: **December 31, 2020**

This certificate expires when the business changes ownership or moves to a new location.


Business License Representative


Date

POST IN A CONSPICUOUS PLACE ON THE PREMISES



**THE
COLLABORATIVE
FIRM**

EXHIBIT II REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFQ NO. 2020 - 0006
SOLICITATION TITLE: **CONSULTANT SERVICES FOR THE PREPARATION OF
UNIFIED DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE**

PROPOSING FIRM (List name exactly as provided in proposal):

City of College Park

Date of Verification:

February 24, 2020

Reference Organization:

City of College Park

Project Verified (Include the Project Name / Title and a brief description of the Project):

City Planner and Comprehensive Plan Services

Person Contacted:

Terrence R. Moore, ICMA-CM

Title of Contact:

City Manager

Telephone Number including extension:

404-669-3756

Email Address:

tmoore@collegeparkga.com

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance? Yes!
2. Did the firm adhere to the scope of work and bid requirement? Yes!
3. did the firm provide deliverables as agreed upon? Yes!
4. Would you engage this firm again? Yes

Additional comments provided by Proposer's contact:

A long standing productive relationship
with the City of College Park.

Signature Date

**EXHIBIT II
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFQ NO. 2020 - 0006

SOLICITATION TITLE: **CONSULTANT SERVICES FOR THE PREPARATION OF
UNIFIED DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE**

PROPOSING FIRM (List name exactly as provided in proposal):

The Collaborative Firm

Date of Verification:

February 25, 2020

Reference Organization:

City of Fairburn

Project Verified (Include the Project Name / Title and a brief description of the Project):

City of Fairburn Zoning Audit and Rewrite

Person Contacted:

Tarika Peeks

Title of Contact:

Director of Planning and Zoning

Telephone Number including extension:

770-964-2244 ext. 120

Email Address:

tpeeks@fairburn.com

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance? Yes
2. Did the firm adhere to the scope of work and bid requirement? Yes
3. did the firm provide deliverables as agreed upon? Yes
4. Would you engage this firm again? Yes

Additional comments provided by Proposer's contact:

Tarika Peeks 2/25/20

Signature Date



**EXHIBIT II
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFQ NO. 2020 - 0006
SOLICITATION TITLE: **CONSULTANT SERVICES FOR THE PREPARATION OF
UNIFIED DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE**

PROPOSING FIRM (List name exactly as provided in proposal):

THE COLLABORATIVE FIRM

Date of Verification:

3/4/2020

Reference Organization:

CITY OF STONECREST

Project Verified (Include the Project Name / Title and a brief description of the Project):

CITY OF STONECREST COMPREHENSIVE PLAN 2038/FUTURE LAND USE

Person Contacted:

JASON LARY

Title of Contact:

MAYOR

Telephone Number including extension:

770-224-0200 EXT. 171

Email Address:

j.lary@stonecrestga.gov

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the scope of work and bid requirement?
3. did the firm provide deliverables as agreed upon?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Super work!!! Very professional!!

Signature Date

[Signature] 03-04-2020

**EXHIBIT II
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFQ NO. 2020 - 0006
SOLICITATION TITLE: **CONSULTANT SERVICES FOR THE PREPARATION OF
UNIFIED DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE**

PROPOSING FIRM (List name exactly as provided in proposal):

The Collaborative Firm

Date of Verification: March 3, 2020

Reference Organization: The City of Palmetto

Project Verified (Include the Project Name / Title and a brief description of the Project):

Consulting services for zoning and acting as City Planner

Person Contacted: Cindy Hanson

Title of Contact: City Clerk/Zoning Administrator

Telephone Number including extension:

770-463-3377

Email Address:

hanson@citypalmetto.com

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance? *Yes*
2. Did the firm adhere to the scope of work and bid requirement? *Yes*
3. did the firm provide deliverables as agreed upon? *Yes*
4. Would you engage this firm again? *Yes*

Additional comments provided by Proposer's contact:

The City of Palmetto has used The Collaborative Firm as a consultant and City Planner for several

years. Their team has always been responsive to our requests and efficient.

Cindy Hanson 3/3/2020
Signature Date

**EXHIBIT II
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFQ NO. 2020 - 0006
SOLICITATION TITLE: **CONSULTANT SERVICES FOR THE PREPARATION OF
UNIFIED DEVELOPMENT CODE FOR CITY OF STOCKBRIDGE**

PROPOSING FIRM (List name exactly as provided in proposal): The Collaborative Firm, LLC

Date of Verification: March 4, 2020

Reference Organization: City of East Point

Project Verified (Include the Project Name / Title and a brief description of the Project):

1. East Point 2006 Comprehensive Plan Update 2. 2010 Capital Improvement Program Management Team 3. 2020 Conceptual Design and Uses for 1981 W. Woodberry

Person Contacted:

Geneasa L. Elias, AICP

Title of Contact:

Special Projects Coordinator

Telephone Number including extension:

(404) 270-7026

Email Address:

gelias@eastpointcity.org

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance? Yes
2. Did the firm adhere to the scope of work and bid requirement? Yes
3. did the firm provide deliverables as agreed upon? Yes
4. Would you engage this firm again? Yes

Additional comments provided by Proposer's contact:

The staff for The Collaborative Firm, LLC is very knowledgeable in the matters of planning, community engagement and

program management. The firm's members consist of staff with a diverse background which provides for a comprehensive

work product that is easy to understand and implement.



03/04/2020

Signature Date

WHEREAS, The Commissioner of Community Affairs has and exercises the power and authority to, among other things, make, promulgate, enforce, or otherwise require compliance with any and all rules, regulations, procedures, or directives necessary to perform any local government services, to carry into effect the minimum standards and procedures for coordinated and comprehensive planning, and the power and authority to certify municipalities and counties as qualified local governments [O.C.G.A. § 50-8-5]; and,

WHEREAS, On March 25, 2020, the Commissioner of Community Affairs ordered the provision of local comprehensive planning deadline variances for communities with June 30, 2020 deadlines.

NOW THEREFORE, PURSUANT TO THE AUTHORITY VESTED IN ME AS COMMISSIONER OF COMMUNITY AFFAIRS, IT IS HEREBY

ORDERED, Any chief elected official or city/county manager of any Georgia county or city, the local planning deadline for which falls on October 31, 2020, which has not already been rescheduled from June 30, 2020, may provide DCA with a written request for a variance of said deadline. Such request shall include a statement describing the manner in which local planning processes were disrupted or interrupted by the COVID-19 response and/or its associated effects. **IT IS FURTHER**

ORDERED, That, upon receipt of such a request, DCA's Office of Planning & Research shall apply a variance to the requesting local government's comprehensive planning deadline extending that local government's Qualified Local Government status through February 28, 2021 and resetting the government's local planning deadline to fall on that date. **IT IS FURTHER**

ORDERED, That DCA's Office of Planning & Environmental Management will honor any requests made pursuant to this order that are received by DCA on or before October 1, 2020. **IT IS FURTHER**

ORDERED, That, if any county-level government requests a local comprehensive planning deadline variance pursuant to this order, when such a comprehensive planning deadline is also a trigger for a concurrent update of the countywide Service Delivery Strategy pursuant to O.C.G.A. § 36-70-28(b)(1), the variance to the comprehensive planning deadline will also effect an extension in the deadline for updating the countywide Service Delivery Strategy.

This 9th day of April, 2020



Commissioner of Community Affairs

ATTACHMENT D

RESOLUTION NO. R19-1046

RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR RE-WRITE OF THE CITY'S ZONING ORDINANCE AND UNIFIED DEVELOPMENT CODE; PROVIDING FOR SEVERABILITY, REPEALING INCONSISTENT RESOLUTIONS, PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, Section 1.12(b)(3) of the City Charter provides that the City may make appropriations for the support of the government of the City; authorize the expenditure of money for any purposes authorized by the Charter and for any purpose for which a municipality is authorized by the laws of the State of Georgia; and provide for the payment of expenses of the City;

WHEREAS, Section 1.12(b)(7) of the City Charter provides that the City may enter into contracts and agreements with other governments and entities and with private persons, firms, and corporations;

WHEREAS, the City Council finds that a resolution authorizing the initiation of a Request for Proposals for the re-write of the City's Zoning Ordinance and Unified Development Code is necessary and beneficial to its citizens and to the proper use of City funds.

NOW THEREFORE, THE COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES AS FOLLOWS;

Section 1. **Authorization of Request for Proposals.** – The City Staff is hereby authorized to issue a Request for Proposals for the re-write of the City's Zoning Ordinance and Unified Development Code in accordance with the City's established policies and procedures.

Section 2. **Approval of Execution** - The Mayor is hereby authorized to sign all documents and to perform all other acts necessary to effectuate this Resolution on behalf of the City of Stockbridge. The City Clerk is authorized to execute, attest to, and seal any document which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 5. **Effective Date** - This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

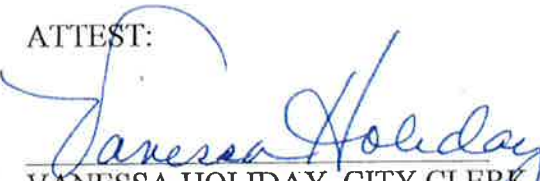
SO RESOLVED, this the 11th day of March, 2019.

CITY OF STOCKBRIDGE, GEORGIA



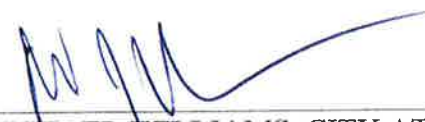
ANTHONY S. FORD, MAYOR

ATTEST:



VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:



MICHAEL WILLIAMS, CITY ATTORNEY

ATTACHMENTS E



EXPANDING THE OPPORTUNITY FOR VARIANCES IN LOCAL COMPREHENSIVE PLANNING DEADLINES AND EXTENSION OF QUALIFIED LOCAL GOVERNMENT STATUS FOR COMMUNITIES IMPACTED BY COVID-19 RESPONSE

WHEREAS, The Georgia Department of Community Affairs (DCA) is charged with setting minimum standards and procedures for local comprehensive planning [O.C.G.A. § 50-8-7.1(b)(1)]; and,

WHEREAS, A local government's inability to complete the process of updating its comprehensive plan according to DCA's minimum standards and within DCA's deadlines results in the local government's disqualification from accessing a large set of state-administered grants, loans, and other programs associated with Qualified Local Government "QLG" status [O.C.G.A. § 50-8-2(a)(18(A))]; and,

WHEREAS, Due to the particular nature of local comprehensive planning processes which necessitate a highly structured program of public meetings and hearings, community engagement, document production and revision, submittal, state and regional review, and local adoption; and,

WHEREAS, Unexpected interruption or disruption of local comprehensive planning processes can prevent the timely execution of those processes resulting in loss of "QLG" status; and,

WHEREAS, The Rules of the Georgia Department of Community Affairs, "Minimum Standards and Procedures for Local Comprehensive Planning" [Chapter 110-12-1-.04(3)(b)] permit DCA to grant requests for variances to planning deadlines, "If events beyond the local government's control have occurred (e.g. a natural disaster that affects the local government's jurisdiction...) and the local government is under extraordinary stress in coping with this compelling situation..."; and,

WHEREAS, Governor Kemp has issued an Executive Order declaring a Public Health State of Emergency across Georgia; and,

WHEREAS, The Governor's order instructs all resources of the State of Georgia be made available to assist in activities designed to address this emergency, control the spread of COVID-19, and aid in recovery efforts; and,

WHEREAS, Necessary local, regional, and state-level responses to the COVID-19 pandemic are creating will continue to create such extraordinary stress resulting in interruptions and disruptions in local planning processes as to prevent some local governments from satisfying DCA-set planning deadlines as they originally intended; and,

WHEREAS, The Commissioner of Community Affairs has and exercises the power and authority to, among other things, make, promulgate, enforce, or otherwise require compliance with any and all rules, regulations, procedures, or directives necessary to perform any local government services, to carry into effect the minimum standards and procedures for coordinated and comprehensive planning, and the power and authority to certify municipalities and counties as qualified local governments [O.C.G.A. § 50-8-5]; and,

WHEREAS, On March 25, 2020, the Commissioner of Community Affairs ordered the provision of local comprehensive planning deadline variances for communities with June 30, 2020 deadlines.

NOW THEREFORE, PURSUANT TO THE AUTHORITY VESTED IN ME AS COMMISSIONER OF COMMUNITY AFFAIRS, IT IS HEREBY

ORDERED, Any chief elected official or city/county manager of any Georgia county or city, the local planning deadline for which falls on October 31, 2020, which has not already been rescheduled from June 30, 2020, may provide DCA with a written request for a variance of said deadline. Such request shall include a statement describing the manner in which local planning processes were disrupted or interrupted by the COVID-19 response and/or its associated effects. **IT IS FURTHER**

ORDERED, That, upon receipt of such a request, DCA's Office of Planning & Research shall apply a variance to the requesting local government's comprehensive planning deadline extending that local government's Qualified Local Government status through February 28, 2021 and resetting the government's local planning deadline to fall on that date. **IT IS FURTHER**

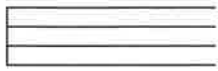
ORDERED, That DCA's Office of Planning & Environmental Management will honor any requests made pursuant to this order that are received by DCA on or before October 1, 2020. **IT IS FURTHER**

ORDERED, That, if any county-level government requests a local comprehensive planning deadline variance pursuant to this order, when such a comprehensive planning deadline is also a trigger for a concurrent update of the countywide Service Delivery Strategy pursuant to O.C.G.A. § 36-70-28(b)(1), the variance to the comprehensive planning deadline will also effect an extension in the deadline for updating the countywide Service Delivery Strategy.

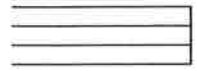
This 9th day of April, 2020

A handwritten signature in black ink, appearing to read "J. C. [unclear]", is written over a horizontal line.

Commissioner of Community Affairs



City of Stockbridge



4640 North Henry Blvd. ♦ Stockbridge, GA 30281
City Hall: (770) 389-7900 ♦ Fax: (770) 389-7912

March 17, 2020

Mr. Jon West, Senior Planner
Georgia Department of Community Affairs
60 Executive Park, South, NE
Atlanta, GA 30329

RE: Deadline Variance Request / Zoning-Unified Development Code Update

Dear Mr. West:

The City of Stockbridge has a pending Zoning/Unified Development Code Update which has been solicited for consultant services in 2020, as a part of the process of updating its Comprehensive Plan / Service Delivery Strategy (SDS). In compliance with the Governor's Executive Order relating to social distancing requirements for public meetings and hearings, the City requests a variance to extend that deadline of adoption through December 28, 2021, as recommended by DCA and provided in the Rules of the Georgia Department of Community Affairs 110-12-1-.04(3)(b).

As a result of the ongoing COVID-19 pandemic, an event beyond our local government's control, we currently find ourselves under extraordinary stress in coping with this compelling situation. The necessary response to the virus has interrupted and disrupted our intended process, as follows:

- To allow for meaningful community involvement, additional opportunities for public input should be delayed

We recognize the importance of completing these important planning processes; however, for the time being, our community's resources are best utilized in responding to our citizens' more emergent needs. The City is committed to completing the required updates as soon as practicable possible.

Sincerely,

Camilla J. Moore, Assistant City Manager
Development Services

cc: Andrew Smith, Principal Planner, Atlanta Regional Commission



City of Stockbridge

4640 North Henry Blvd. ♦ Stockbridge, GA 30281
City Hall: (770) 389-7900 ♦ Fax: (770) 389-7912

March 17, 2020

Office of Planning & Research
Georgia Department of Community Affairs
60 Executive Park South NE
Atlanta, GA 30329

**RE: Deadline Variance Request / Capital Improvement Element (CIE) and
Short Term Work Program**

Commissioner Nunn:

The City of Stockbridge has a pending deadline of October 31, 2020, to complete the process of updating its Capital Improvement Element (CIE) / Comprehensive Plan / Service Delivery Strategy (SDS). I request a variance to extend that deadline through February 28, 2021, as provided in the Rules of the Georgia Department of Community Affairs 110-12-1-.04(3)(b).

As a result of the ongoing COVID-19 pandemic, an event beyond our local government's control, we currently find ourselves under extraordinary stress in coping with this compelling situation. The necessary response to the virus has interrupted and disrupted our intended process, as follows:

- To allow for meaningful community involvement, additional opportunities for public input should be delayed

We recognize the importance of completing these important planning processes; however, for the time being, our community's resources are best utilized in responding to our citizens' more emergent needs. I commit to completing the required updates as soon as practicable in advance of the new February 28, 2021 deadline.

Sincerely,

Anthony F. Ford, Mayor

cc: Andrew Smith, Principal Planner, Atlanta Regional Commission
Randy Knighton, City Manager
Camilla J. Moore, Asst. City Manager/Development Services



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

08/25/2020

FUNDING SOURCE

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required

FROM ACCOUNT: 505-43300-542517

TO ACCOUNT:

PRESENTER: Decius T. Aaron

ITEM/PROJECT/EVENT: Watershed Monitoring and Reporting.

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☒ DEPT. BUDGET

DESCRIPTION: Carter & Sloope, Inc. Task Order No. 22 for Watershed Monitoring and Reporting (2021-2023 Monitoring years). The City's NPDES Permit requires the City to conduct annual Watershed Monitoring to determine the City's wastewater discharge impact on the receiving stream's water quality and fish and macroinvertebrate population.

Funding Source: Sewer Budget

Account No. 505-43300-542517

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER _____

AMOUNT

\$61,200.00

Task Release

THIS ___ day of _____, 2020 the undersigned Owner offers and the undersigned Engineer agrees to provide and perform services as identified herein (the "Work") on a project identified herein (the "Project") under the terms and conditions set forth herein and in a certain extension of **Master Agreement** for engineering services, dated January 31, 2017, between the Owner and the Engineer (the "Master Agreement") which is incorporated herein by reference and made a part hereof as if fully restated herein.

1. The Project:

- 1.1 This Task Release is for a Project described as:
Watershed Monitoring and Reporting (2021-2023 Monitoring years)

2. The Work:

- 2.1 Engineer shall provide the following Work on the Project as defined herein and as follows:

A. Water Quality Monitoring

Water quality monitoring will be conducted at four (4) study locations. Sampling will be performed for three dry events and one wet event. A dry event is one with no rainfall for 72 hours prior to sampling. A wet event will be defined as > 0.2 inches of rainfall over previous 24 hours with dry conditions (no rainfall) for 72 hours prior. Rainfall information will be tracked (real-time) using the USGS website (<http://water.usgs.gov/realtime.html>) for nearby sites. Stream flow will be measured directly during the sampling events at each site, whenever possible. Single, discreet grab samples will be collected for the dry events. The wet sample will be collected across the hydrograph.

Samples from all study sites will be analyzed in the laboratory (GEPD-approved) for the following parameters: COD, BOD₅, TSS, hardness, alkalinity, total and ortho phosphorus, TKN, ammonia, nitrate-nitrite. The wet sample also will include analyses for total recoverable metals (Pb, Cu, Zn, and Cd).

In addition to laboratory analyses, the following *in situ* parameters will be measured during sample collection: air and water temperature, dissolved oxygen (DO), pH, turbidity, conductivity, and specific conductance. "Clean metals" sampling, which requires a 2-person crew, will be used during the metals sampling.

In addition to the aforementioned parameters, bacteriological monitoring (fecal coliform and *E. coli*) also will be monitored during two periods (May –

Prepare the entire document, submit to the City of Stockbridge for review and signature, and submit to the EPD by the due date. The City will provide the previously collected water quality and biological data for the Long-Term Monitoring Trends analyses and with any BMP information.

3. Contract Time:

Upon execution of this Contract and commitment by Owner of funds to complete the Project, Engineer will commence performance of its services hereunder, and will complete same within a time period mutually established between Owner and Engineer to meet Project schedules.

4. Fee Summary:

Fee Basis

We propose to complete our work for Basic Services described herein for the lump sum amount as scheduled below. No fee amount may be exceeded without prior written approval from the Owner.

<u>Task No.</u>	<u>Description</u>	<u>Fee Basis</u>
1	Three Years (2021 – 2023) of Watershed Monitoring and Reporting (LUMP SUM)	\$61,200

Hourly rates for Basic and Additional Services are provided in the Master Agreement.

- 4.1 The Owner agrees to pay the Engineer for the Work described the amounts up to the not-to-exceed pricing provided herein for the agreed upon scope described herein.
- 4.2 **Reimbursable Expenses:** There are no fees for reimbursable expenses from Carter & Sloope, Inc. for the Basic Services of the Engineer. All costs associated with normal travel, meals, printing/reproduction, etc. are included in our lump sum fee.
- 4.3 **Additional Services:** Services not included within the Basic Scope of Services above, which are considered Additional Services, are specifically excluded from the Scope of the Engineer's services, but can be provided on an hourly basis in accordance with Exhibit A in the Master Agreement executed between the Owner and the Engineer. Additional Services include, but are not limited to, the following:
 - a. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted reports, Drawings or Specifications, or other project related

5. The Primary Contacts:

- 5.1 The Engineer designates the following individual as its primary contact for day-to-day communications with the Owner under this Task Release:

Martin C. Boyd, P.E. (706) 769-4119
Name Phone

mboyd@cartersloope.com
Email

- 5.2 The Owner designates the following individual as its primary contact for day-to-day communications with the Engineer under this Task Release:

Name Phone

Email

WITNESS the signatures of the Owner's and the Engineer's authorized representatives placed on duplicate copies of this Task Release on the day and year first above written.

Carter & Sloope, Inc. ("Engineer")	City of Stockbridge ("Owner")
 _____ Signature By: <u>Martin C. Boyd, PE.</u> Title: <u>President / Senior Engineer</u> Date: <u>August 12</u> , 2020	_____ Signature By: <u>Randy Knighton</u> Title: <u>City Manager</u> Date: _____, 2020

**STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE**

ORDINANCE _____

**AN ORDINANCE BY THE MAYOR AND COUNCIL REQUIRING THE
USE OF MASKS OR FACE COVERINGS IN PUBLIC DURING THE
COVID-19 OUTBREAK**

WHEREAS, the World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020;

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency in response to the outbreak of COVID-19;

WHEREAS, on March 14, 2020, Governor Brian Kemp declared that a public health emergency exists in the State of Georgia due to the spread of COVID-19 within Georgia;

WHEREAS, a significant number of Georgia residents are at risk of serious health complications, including death, from COVID-19;

WHEREAS, a large number of persons with serious infections can compromise the ability of the healthcare system to deliver necessary care to the public;

WHEREAS, individuals diagnosed with COVID-19 have been known to experience long-term health effects following recovery from acute COVID-19 symptoms;

WHEREAS, COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus and persons infected with COVID-19 may become symptomatic two to fourteen days after exposure;

WHEREAS, asymptomatic (including presymptomatic) infected persons are known to be infectious and, without mitigation many infections occur from individuals without symptoms;

WHEREAS, respiratory droplets, including aerosols, from infected persons are a major mode of COVID-19 transmission. This understanding is the basis of the recommendations for physical distancing, and of the personal protective equipment guidance for healthcare workers. Droplets do not only come from coughing or sneezing; droplets are also generated via talking and breathing;

WHEREAS, evidence indicates that the use of face coverings reduces the transmissibility per contact by reducing transmission of infected droplets in both laboratory and clinical contexts. Public face covering wearing is most effective at stopping the spread of the virus when compliance is high. This evidence supports the conclusion that the adoption of more widespread face covering requirements can help to control the COVID-19 epidemic by reducing the shedding of droplets into the environment from asymptomatic and symptomatic individuals;

WHEREAS, evidence from the South Carolina Department of Health and Environmental Control announced on August 12, 2020, that parts of the State of South Carolina under public mask-wearing mandates registered a 46.3% drop in coronavirus cases in the four weeks after they were introduced as compared to areas of the state which did not impose such mandates;

WHEREAS, evidence from data from the State of Alabama shows a 11% drop in COVID-19 cases in the four weeks since that state's mask mandate went into effect;

WHEREAS, according to a Vanderbilt University study, hospitals in the State of Tennessee where at least 75% of patients came from mask-mandate counties reported hospitalizations rising by only 30% since July 1, 2020, as compared to a rise of 200% in the same time period when 75% or more of patients came from counties without mask mandates in the State of Tennessee;

WHEREAS, the Governor also has repeatedly and strenuously urged Georgians to adopt a practice that is simple but highly effective at preventing the spread of COVID-19: wearing a face covering or mask when in public;

WHEREAS, specifically, Governor Kemp, through Executive Order 05.12.20.02 and subsequent Executive Orders, has recommended that individuals wear facial coverings over the nose and mouth to mitigate the spread of COVID-19 when they are in public places where they cannot practice social distancing (i.e., staying at least six feet away from other individuals who do not share the same household);

WHEREAS, in early July, Governor Kemp embarked on a statewide "Wear a Mask Tour" flying to numerous Georgia cities to publicly emphasize the need for Georgians to wear masks;

WHEREAS, on July 6, 2020, Governor Kemp introduced the "Georgia Safety Promise," a safety campaign to remind Georgia businesses and the public of following COVID-19 safety guidelines, including wearing face coverings;

WHEREAS, guidelines published by the U.S. Centers for Disease Control (CDC) recommend that all people wear cloth face coverings in public settings where other physical distancing measures may be difficult to maintain. The CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others;

WHEREAS, the White House Coronavirus Task Force has repeatedly called for the wearing of masks to be mandatory in the State of Georgia;

WHEREAS, decreased transmissibility due to face covering use could substantially reduce the number of illnesses, hospitalization, and deaths and reduce the negative economic impact of the COVID-19 pandemic and the cost of the intervention of mandating the wearing of masks is extremely low;

WHEREAS, O.C.G.A. § 38-3-28(a) grants political subdivisions the power to supplement the Governor's Executive Orders so long as such actions are consistent with the Governor's Orders;

WHEREAS, this Ordinance is intended to be entered with due regard to the widely accepted, scientifically proven uniform principle that masks or facial coverings will slow the spread of COVID-19;

WHEREAS, pursuant to O.C.G.A. § 38-3-51, the Governor's declared public health emergency authorizes the City Commission to use emergency powers in O.C.G.A. §§ 38-3-1 through 38-3-64;

WHEREAS, pursuant to O.C.G.A. § 38-3-6, during an emergency, O.C.G.A. §§ 38-3-1 through 38-3-64 are supposed to be liberally construed to effectuate their purposes;

WHEREAS, on August 15, 2020, Governor Kemp issued Executive Order 08.15.20.01 which specifically offers guidelines for local government mask mandates;

WHEREAS, the United States Supreme Court has previously held that "[u]pon the principle of self-defense, of paramount necessity, a community has the right to protect itself against an epidemic of disease which threatens the safety of its members;"

WHEREAS, the following actions related to requiring facial coverings in public are necessary and appropriate to balance the public's interest in not being unduly burdened with the compelling public interest of providing for the health, safety and welfare of the residents of the City;

WHEREAS, the goal of this Ordinance is to increase the usage of facial coverings and masks and not revenue generation; and

NOW, THEREFORE, BE IT ORDAINED that for the protection of members of the public, facial coverings or masks shall be required within the City to slow the spread of COVID-19 as follows:

SECTION 1.

- (a) The provisions of this Ordinance shall only be enforced in the portions of the city that are located in a county in which the prevalence of confirmed cases of COVID-19 over the previous fourteen (14) days is equal to or greater than one hundred (100) cases per one hundred thousand (100,000) people according to the Georgia Department of Public Health.
- (b) For purposes of this Ordinance, the following terms are hereby defined as follows:
 - (1) *Entity* means any private business, establishment, corporation, non-profit corporation, or organization, including the curtilage thereof.
 - (2) *Facial covering or mask* means a device to cover the nose and mouth of a person and impedes the spread of saliva, respiratory droplets, or other fluids during speaking, coughing, sneezing or other intentional or involuntary action. Medical grade masks are not required; coverings may be fashioned as advised by the CDC and from other suitable fabrics. The mask must cover the mouth and nose of the wearer.
 - (3) *Polling place* means the room provided in each precinct for voting at a primary or election.

- (4) *Public place* means any place other than a personal vehicle, residential property, or an entity including the curtilage thereof.
- (c) Except as otherwise provided in this Ordinance all persons in an entity or a public place shall wear a facial covering or mask over the mouth and nose at all times where other physical distancing measure may be difficult to maintain from non-cohabitating persons.
- (d) Facial coverings or masks are not required in the following circumstances:
 - (1) In personal vehicles or upon residential property;
 - (2) When a person is alone in enclosed spaces or only with other household members;
 - (3) When the individual has a bona fide religious objection to wearing a facial covering or mask;
 - (4) While drinking or eating;
 - (5) When a licensed healthcare provider has determined that wearing a facial covering or mask causes or aggravates a health condition for the individual or when such person has a bona fide medical reason for not wearing a facial covering or mask;
 - (6) When wearing a facial covering or mask would prevent the receipt of personal services or performing work in the course of employment;
 - (7) When complying with the directions of a law enforcement officer or for the purposes of verifying a person's identity, such as when purchasing alcohol, tobacco, or prescription drugs or when engaging in a financial transaction;
 - (8) Children under the age of ten (10) years;
 - (9) When the individual is having difficulty donning or removing a face mask or face covering without assistance;
 - (10) At any polling place and no individual shall be denied ingress or egress to or from a polling place for failure to wear a facial covering or mask; and
 - (11) When outdoors and maintaining social distancing from anyone other than individuals with whom they cohabitate.
- (e)
 - (1) Every entity subject to this Ordinance which does not consent to enforcement of this Ordinance upon its property shall post a clearly legible sign in one inch Arial font at all public entrances of such entity stating the following: "This location does not consent to enforcement of any local face covering requirement upon this property."

- (2) If an entity does not post the signage described in subparagraph (1) of this paragraph it shall be conclusively presumed to have consented to enforcement of this Ordinance on its property and failures by individuals to wear facial coverings or masks as required by this ordinance shall be determined to be violations and enforced as contemplated in paragraph (f).
- (f) Violations of this Section 1 may be enforced by a notice of ordinance violation issued by any police officer, code enforcement officer, or other authorized law enforcement official, as provided below:
 - (1) A person who fails to comply with paragraph (c) of Section 1 of this Ordinance shall be first given a warning and an opportunity to put on a facial covering or mask, leave the entity, or comply with one of the exceptions in paragraph (d) of Section 1.
 - (2) If the person violating this Ordinance refuses or fails to comply with this Ordinance after being given a warning pursuant to subparagraph (1) of this paragraph then such person may be subject to a civil penalty of not more than \$25.00 on the first offense and not more than \$50.00 on the second and any subsequent offenses.
 - (3) A notice of violation may be served by delivery into the hands of the suspected violator or by other reasonable process for serving notice of ordinance violations used by the City.
 - (4) Violations of this ordinance shall not be enforced against any entity and shall not be taken against any owner, director, officer, or agent of an entity for the failure of their customers to comply with this ordinance.
 - (5) Notwithstanding the foregoing, every effort shall be made to bring an individual into voluntary compliance with the terms of this Ordinance prior to issuance of any notice of violation, including providing complimentary masks, explaining the importance of wearing facial coverings during this pandemic, and issuing verbal and written warnings.
- (g) In all locations where facial coverings or masks are not required to be worn pursuant to this Ordinance, they are strongly encouraged to be worn.

SECTION 2.

This Ordinance shall be effective immediately and shall remain in effect until revised or repealed by further action of the Board of Mayor and Commissioners.

SECTION 3.

Should any provision, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court of competent jurisdiction, the remaining provisions, paragraphs, sentences, or words of this Ordinance shall remain in full force and effect.

SECTION 4.

Should any ordinance or part thereof be found to conflict with this ordinance or the provisions thereof, then those sections contained herein shall be deemed controlling.

SO ORDAINED, this _____ day of _____, 2020.

MAYOR AND COUNCIL

CITY OF _____, GEORGIA

Anthony S. Ford, Mayor

ATTEST:

Vanessa Holiday, City Clerk

Approved as to Form:

Michael Williams, City Attorney