



Where Community Connects

**STOCKBRIDGE
CITY COUNCIL**

Mayor

Anthony Ford

Mayor Pro Tem Alphonso Thomas

Councilman Elton Alexander

Councilwoman Yolanda Barber

Councilman John Blount

Councilwoman LaKeisha Gantt

CITY MANAGER

Frederick Gardiner

CITY CLERK

Vanessa Holiday

CITY TREASURER

John Wiggins

CITY ATTORNEY

Quinton G. Washington

Jeremy Berry

**Work Session Meeting
Agenda
October 25, 2022 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 WORK SESSION MEETING CITY OF STOCKBRIDGE

TUESDAY, OCTOBER 25, 2022 6:00 PM

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

REVIEW OF THE MINUTES

- 1 Draft Minutes September 12, 2022
- 2 Draft Minutes September 27, 2022

PUBLIC COMMENTS - All public comments must be submitted to the Clerk no later than one hour prior to the meeting. The Public Comment Form can be found on the City's webpage on the City Clerk's page at: <https://stockbridge.seamlessdocs.com/f/20pkdz4mo7xb> and the form must include your name, phone, and email contact information. Comments are limited to (3) three minutes and will be read by the Clerk during the meeting, respecting all members of the elected body, officials, and staff. Comments including defamation, unruliness and/or swearing will not be accepted.

PRESENTATION

- 3 Presentation on new online tool, Citizens Connect, which allows citizens of the City Stockbridge to search crimes and incidents in the community. - Presented by: Frank Trammer, Richard Godfrey

PUBLIC HEARING

- 4 Council consideration to adopt the 2023-2027 Short Term Work Program & Capital Improvements Element

- Presented by: Brecca Carter

OLD BUSINESS

- 5 Council Consideration to amend the Amphitheater Policy to create a non-compete clause for private events and concerts, and to provide for revenue sharing on for-profit events.
Presented by: Frederick Gardiner
- 6 Council consideration to approve the award of Request For Proposal RFP) Number 2022-0006, On Call General Engineering Services for the City of Stockbridge to Carter & Sloope Consulting Engineers.
Presented by: Decius Aaron

NEW BUSINESS

- 7 Council consideration to approve the City of Stockbridge Wayfinding Schematic Designs - Presented by: Kira Harris- Braggs, Tiffany Chen, Principal, Sky Design
- 8 Council consideration to approve benefits renewal for calendar year 2023. United Healthcare for medical, dental and vision coverage effective Jan. 1, 2023. - Presented by: Frederick Gardiner, Renee Wheeler
- 9 Council consideration to approve the First progress briefing of City Council summarizing the benefits of establishing a Tax Allocation District and schedule through adoption. - Presented by: Frederick Gardiner
- 10 Council Consideration to approve the Stockbridge Police Department Citizen-Police Advisory Council Policy - Presented by: Frank Trammer

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

UPCOMING MEETINGS & ANNOUNCEMENTS: Council meetings will be held in the City Council Chamber. Meeting dates, locations and times are subject to change. Please visit the city's website www.cityofstockbridge.com for the meeting invitation link, Facebook page or contact City Hall offices at 770-389-7900 for updates.

- **Main Street Advisory Board Meeting, second Friday of each month at 9:00 a.m. City Hall Levi Meeting Room (Nov 11)**
- **Downtown Development Authority Meeting, 6:00 p.m. Via Zoom - 3rd Tuesday of each month Via Zoom (Nov 15)**
- **Youth Council Advisory Committee Meeting, 6:30 p.m. - third Tuesday of each month Levi Meeting Room - City Hall (Nov 15)**
- **City Council Work Session Meeting, last Tuesday of each month at 6:00 p.m. – City Hall Council Chamber (Nov 29)**
- **Planning Commission Meeting, fourth Thursday at 6:30 p.m. City Hall Council Chamber – As needed**
- **City Council Meeting, second Monday of each month – City Hall Council Chamber (Nov 14)**

- Youth Council Meeting, 6:30 p.m. - second Monday of each month City Hall Levi Meeting Room - City Hall (Nov 14)

UPCOMING CITY EVENTS/INITIATIVES

- *A Continuous Salute to Veterans*: Please forward pictures of Veterans including name, branch, rank, and years of service as Mayor Pro Tem Thomas presents a special tribute to our local veterans. Pictures should be submitted to: Rosalynd Rawls at rrawls@cityofstockbridge-ga.gov Thank you for your service!
- Please join Councilwoman Barber for FREE Zumba on every Saturday morning at Clark Community Park at 8:00 a.m. Come out for fitness in the park!
- The City of Stockbridge will host an in-person Annexation Town Hall Meeting on Tuesday, November 1st at 6:30 p.m. Virtual Town Hall, please visit the website or Facebook page for login information; and Saturday, November 5th at 6:30 p.m. at Bridge City Church 3910 N. Henry Blvd. Come out to learn the facts about the Annexation Referendum, Neighborhoods in the proposed area, benefits of Stockbridge Annexation and proposed council districts.
- Please join Councilman Alexander for a Town Hall at the Stockbridge Amphitheater, Thursday, October 27th at 7:00 p.m. to discuss Economic Development, Business Opportunities and Public Safety. FREE EVENT
- Please join Councilwoman Gantt for her Annual Fall Festival taking place Saturday, October 29th from noon to 4:00 p.m. at Clark Park. FREE EVENT

UPCOMING CONCERTS

- Keith Sweat, Saturday, October 29th
- Rick Springfield and Tommy Tutone, Sunday, October 30th

Congratulations to the Henry County Chamber of Commerce for being named Chamber of the Year!

MAYOR'S COMMENTS (Mayor Anthony Ford)

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ADJOURNMENT



**COUNCIL MEETING
SUMMARY MINUTES**

MONDAY, SEPTEMBER 12, 2022 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

Frederick Gardiner, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Quinton Washington, City Attorney
Jeremy T. Berry, City Attorney

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 Mr. Charles Marshall.

Pledge of Allegiance was recited by all in attendance.

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

Mayor Pro Tem Thomas motioned to amend the Agenda - To remove Item #13 for Administrative Approval, and move Item #6, Item #7, and Item #8 to the October 10, 2022 Agenda pending a response from Henry County: Second by Councilwoman Gantt. The motion passed 5-0.

Mayor Pro Tem Thomas motioned to adopt the Agenda: Second by Councilwoman Gantt. The motion passed 5-0.

Councilman Blount motioned for the adoption of the Minutes: Second by Councilwoman Gantt. The motion passed 5-0.

1. Council Meeting Draft Minutes - July 11, 2022
2. Work Session Draft Minutes - July 26, 2022

3. PUBLIC COMMENTS - All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting noting your name, address, and phone number. You will be allotted three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated.

Mr. Robert Payne referenced the increased number of Comprehensive Plan Amendments presented to the city and asked the Council to consider the Land Use Plan and per capita income.

CEREMONIAL

4. Mayor Ford presented proclamations for Hispanic Heritage Month, National Assisted Living Week, National, Walk to End Alzheimer's.

Ms. Sylvia Dennis received the proclamation asked everyone to wear purple on October 2nd for World Alzheimer's Day and to join the Team for the Annual Walk on Saturday, October 8th at Alexander Park in McDonough, GA.

5. Mayor Ford issued the Oath of Officer for the Swearing-In Ceremony to members of the Citywide Development Authority Members- Cathy Hill, Mark Glenn, Samantha Samuels, Kalesh Patidar

PUBLIC HEARING

6. ANNEXATION CASE #AX-2022-01 -- The City of Stockbridge Planning Commission and the City of Stockbridge Mayor and City Council will hear an Annexation Request by S3 Capital Investments, LLC, the Applicant, represented by Battle Law, P.C., the Agent, to annex a parcel, as described below, into the Stockbridge City Limits from unincorporated Henry County in order to allow the parcel to be combined with an adjacent parcel for an age-restricted residential development.

Parcel #071-01034012 – Subject property is in unincorporated Henry County, with frontage on Highway 42 North, across from Summit View Drive. Currently zoned 'MU' (Mixed-Use), with a land use designation of 'MIX' (Mixed-Use). Contains 20.00 +/- acres. Located in Land Lot 31 of District 7.

NOTE: This item will be deferred pending a response from Henry County.

Presented by: Ryan Anderson

Item was moved to the October 10, 2022 Meeting

7. COMPREHENSIVE PLAN AMENDMENT CASE #CP-2022-02 -- Consideration of a Comprehensive Plan Amendment Request by S3 Capital Investments, LLC, the Applicant, represented by Battle Law, P.C., the Agent, to change the future land use designations of certain parcels, as are described below, from 'Light Industrial' and 'Mixed-Use' to 'High-Density Residential' in order to allow for an age-restricted residential development.

Parcel #071-01034014—Located within the Stockbridge City Limits, with frontage on Highway 42 North and situated at the end of Technology Parkway. Applicant proposes to change the current land use designation from 'Light Industrial' to 'High-Density Residential.' Contains 22.01 +/- acres. Located in Land Lot 31 of District 7.

Parcel #071-01034012 – Subject property is in unincorporated Henry County, with frontage on Highway 42 North, across from Summit View Drive. Applicant proposes to change the current County land use designation of 'Mixed-Use' to the city land use designation of 'High-Density Residential' after the parcel is annexed into the Stockbridge City Limits. Contains 20.00 +/- acres. Located in Land Lot 31 of District 7.

NOTE: This item will be deferred pending a response from Henry County.

Presented by: Ryan Anderson

Item moved the October 10, 2022 Meeting

8. REZONING CASE #RZ-2022-02 -- Consideration of a Rezoning Request by S3 Capital Investments, LLC, the Applicant, represented by Battle Law, P.C., the Agent, to rezone certain property from 'OI' (Office-Institutional) and 'LI' (Light Industrial) in the Stockbridge City Limits and 'MU' (Mixed-Use) in unincorporated Henry County to 'PUD' (Planned Unit Development) to allow for an age-restricted residential development. The property contains two parcels, as are listed below, with 42.01 +/- total acres.

Parcel #071-01034014—Located within the Stockbridge City Limits, with frontage on Highway 42 North and situated at the end of Technology Parkway. Currently zoned 'OI' (Office-Institutional) and 'LI' (Light Industrial). Property also lies within the Parkway Mixed-Use Overlay District. Contains 22.01 +/- acres. Located in Land Lot 31 of District 7.

Parcel #071-01034012 – Subject property is in unincorporated Henry County, with frontage on Highway 42 North, across from Summit View Drive. Currently zoned 'MU' (Mixed-Use). Contains 20.00 +/- acres. Located in Land Lot 31 of District 7.

NOTE: This item will be deferred pending a response from Henry County.

Presented by: Ryan Anderson

Item moved the October 10, 2022 Meeting

9. REZONING CASE #RZ-2022-03 -- Consideration of a request for a change in zoning from RR (Rural Residential District) to OI (Office-Institutional District) for 0.964 acres at 3884 Walt Stephens Road in Land Lot 25 of Section 12, comprising Parcel #031-02012000. Application by CKC Commercial Properties, LLC, c/o Battle Law, P.C.

Presented by: Ryan Anderson

Mr. Anderson gave an overview of the development noting this is a request to rezone property from RR (Rural Residential District) to O-I (Office-Institutional District) to allow for a children's speech therapy facility and the future land use designation of the subject property is Public/Institutional; noted the property was annexed into the city in 2016 and is currently is vacant; the current zoning located north of the property is MFR (Multiple Family Residential District), south of the property is PUD (Planned Unit Development District), east of the property is RR (Rural Residential District) and West of the property is RR (Rural Residential District); C-1 (Neighborhood Commercial District); noted the total square footage of the existing building is 2,475 ft. and the total number of proposed parking spaces would be 10; noted the request to rezone the subject property to O-I is consistent with the current Comprehensive Plan; The possible impact upon the adjacent property owners, should the property be rezoned, is a small increase in vehicular traffic; Rezoning the subject property will not affect the character of Walt Stephens Road. The location of the proposed speech therapy facility will benefit Red Oak Elementary School since it will help students who have difficulties with speech therapy; noted the site appears to be suitable for the proposed rezoning with approved variances. Issues regarding buffering, topography, drainage, access, size, and shape of the property will be addressed; noted the variance requests will be heard concurrently with the rezoning.

Mr. Anderson noted the applicant will be seeking approval for the following variances:

1. A variance to reduce the minimum lot width from 125 to 96.37 feet; 2. A variance to reduce the eastern section of the property from 50 feet to 0 feet; and 3. A pending variance to reduce the western section of the property from 50 feet to 0 feet. Staff recommends approval with conditions for the proposed rezoning from RR (Rural Residential District) to O-I (Office-Institutional District) with the following conditions:

- Variance approval to reduce the minimum lot width from 125 to 96.37 feet.
- Variance approval to reduce the eastern section of the property from 50 feet to 0 feet.
- Variance approval to reduce the western section of the property from 50 feet to 0 feet.

Questions addressed by Attorney Michele Battle, representative for the applicant.

Ms. Battle noted if approved, the landscaping requirements would be included to allow the owner of the land to be responsible for making sure the landscaping is maintained.

Public Hearing Opened
No Speakers in Favor
No Speakers Opposed
Public Hearing Closed

Councilwoman Gantt motioned to approve as recommended by staff with added Landscaping Conditions: Second by Councilman Alexander. The motion passed 5-0.

10. VARIANCE CASE #VR-2022-02 -- Consideration of a request for (1) a variance to reduce the required minimum lot width of 125 feet to 96.37 feet; (2) a variance to reduce the buffer on the eastern side from 50 feet to 0 feet; and (3) a variance to reduce the buffer on the western side of the property from 50 feet to 0 feet for 0.964 acres at 3884 Walt Stephens Road in Land Lot 25 of District 12, comprising Parcel #031-02012000. Application by CKC Commercial Properties, LLC, c/o Battle Law, P.C. Presented by: Ryan Anderson

Mr. Anderson gave an overview of the variance requests; noted the property's front section is 100 ft. in the rear and is very narrow which does not meet the minimum live requirements of the Unified Development Code (UDC); noted the reduction of the buffer would allow any necessary development of the property and seeing the building is not 125 ft. which is required by development standards of the OI Zone (Office-Institutional), the applicant cannot use it for institutional purposes; however, by reducing the minimal lot width from 125 ft to 96.37 ft. the applicant can utilize the existing building for institutional purposes; noted granting the variance requested will not confer upon the property owner and special privileges that are denied to other owners of property in the same zoning district, the requested variances will be consistent with the purposes and intent of the UDC and will be compatible with uses on neighboring properties; and by approving the requested variances, the subject property will be used to assist children who need speech therapy assistance; noted the variance request is not a request to permit a use of land, building or structures that is prohibited in the same zoning district and staff recommends approval of the three variances.

Questions addressed by Attorney Michele Battle, representative for the applicant.

Public Hearing Opened
No Speakers in Favor No Speakers Opposed
Public Hearing Closed

Councilman Blount motioned to approve as recommended by staff: Second by Councilman Alexander. The motion passed 5-0.

11. COMPREHENSIVE PLAN AMENDMENT CASE #CP-2022-03 -- Consideration of a request for an amendment to the City of Stockbridge Comprehensive Future Land Use Plan from Low-Density Vertical Mixed-Use to High Density Residential to allow for a mixed-use residential development. Application by Highway 138/Spivey Road Land Assemblage, LLC, represented by Randy Stamey, the Agent. The property contains 26.5 +/- total acres within twelve (12) parcels in Land Lot 42 of District 12, as are listed below, within the Stockbridge City Limits.

Parcel #012-02013001—Located on the south side of Highway 138 West / Lake Spivey Parkway, across from Glen Devon Road. Contains 14.01 +/- acres. Zoned 'RR' (Rural Residential).

Parcel #012-02009051—Located on Spivey Road, south of Tributary Parkway. Contains 7.40 +/- acres. Zoned 'SR' (Suburban Residential).

Parcel #012D01001000—Located at 1225 Highway 138 West, west of Tributary Parkway. Contains 1.444 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01012000—Located at the southeast corner of Tributary Parkway and Berkeley Drive. Contains 0.501 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01004000—Located at 1300 Berkeley Drive, between Tributary Parkway and Star Creek Drive. Contains 0.475 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01005000—Located at the southwest corner of Berkeley Drive and Star Creek Drive. Contains 0.375 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01006000—Located at 1660 Starr Circle. Contains 1.018 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01007000-- Located at 1600 Starr Circle. Contains 0.731 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01008000—Located at 1650 Starr Circle. Contains 0.968 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01009000—Located at 1700 Starr Circle. Contains 1.21 acres. Zoned 'C-2' (General Commercial).

Parcel #012D01010000-- Located at the northwest corner of Berkeley Drive and Spivey Road. Contains 0.737 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01011000—Located at the southeast corner of Berkeley Drive and Starr Circle. Contains 0.799 +/- acres. Zoned 'C-2' (General Commercial).

Presented by: Ryan Anderson

Mr. Anderson gave an overview of the development; noted the proposed mixed-residential development would include 318 apartments and 50 townhomes with a proposed density rate of 13.8 units/acre which falls in the high-density residential land use designation; noted the high-density residential land use category has a range of 6 to 16 units/acre and the current property includes 12 parcels; noted north of the property is Glen Devon Subdivision, south is Spivey Ridge Subdivision, west is vacant land and east is Baileys Estates Subdivision; noted the property is currently not consistent with the comprehensive land use designation of low-density vertical mixed use and the existing designation calls for low rise buildings with commercial use on the ground floor and residential on the upper floors; noted the applicant wants to develop a residential development with apartments and townhomes and has requested a comprehensive plan amendment to change the property land use designation to high density with the applicant wishing to not to develop the types of uses which low density vertical mixed use future land use designation calls for; noted the proposed 'High-Density Residential' land use designation for the subject property is reasonable due to the property's frontage on Highway 138 West, which is a state highway, where higher densities are

appropriate; and noted due to the subject property's frontage on Highway 138 West, which is a state highway, it is unlikely that the property would be developed with the types of uses which are called for by the existing Low-Density Vertical Mixed-Use designation. Mr. Anderson noted staff recommends approval.

Councilman Alexander inquired if it was staff's desire to match the city's high density with the surrounding jurisdictions and the price to develop.

Mr. Anderson confirmed and noted due to the changing conditions of the expanding population in the city, the high-density category is more for suburban areas.

Mr. Murray noted the development is estimated at close to \$100 million project.

Presentation of the development and questions addressed by Zack Murray and Jonathon Schrader of Tellus Partners, and founders and owners Jamie and Jilea Hemmings of Nourish +Bloom.

Councilwoman Gantt inquired on the type of commercial businesses that would be opening.

Mr. Murray noted currently there will be a smoothie bar, cabana bar and grill, sports bar, brunch restaurant and currently have other leases that have been signed.

Councilwoman Baber inquired on the access for both residential and commercial.

Mr. Murray noted the main access point would be Tributary Pkwy. with another egress on the opposite side of the plaza and two on Spivey Rd.

Public Hearing Opened

Speakers in Favor

Mr. Charles Marshall, McDonough GA Henry County

Ms. Mindy Mayers, McDonough, GA Henry County

Ms. Grace C. Stockbridge, GA Henry County

Dr. Michele G. Roberts, Stockbridge, GA, Henry County (submitted a letter of support).

Speakers Opposed

Mr. Charles Williams Jonesboro, GA., Henry County

Ms. Marion D. Calhoun, Jonesboro, GA, Henry County

Mr. Robert Payne, Stockbridge, GA, Listed Clayton & Henry County

Ms. Sherry Bivins, Jonesboro, GA, Clayton County

Ms. Melissa Calandro, Jonesboro, GA, Clayton County

Mr. Shaun Fulks, Jonesboro, GA, Clayton County

Mr. Tim Koby, Jonesboro, GA, Clayton County

Mr. Robert Delk, Jonesboro, GA, Henry County

Ms. Jane Lee, Jonesboro, GA, Clayton County

Mr. Bruce Smith, Sr. McDonough, GA, Henry County

Public Hearing Closed

Councilman Alexander motioned to approve as recommended by staff: Second by Councilwoman Barber. The motion passed 4-0-1 (Blount Abstained; noting questions remained unanswered).

12. REZONING CASE #RZ-2022-04 -- Consideration of a request for a change in zoning for 26.5 +/-total acres from 'RR' (Rural Residential), 'SR' (Suburban Residential), and 'C-2' (General Commercial) to 'PUD' (Planned Unit Development) to allow for a mixed-use residential development. Application by Highway 138/Spivey Road Land Assemblage, LLC, represented by Randy Stamey, the Agent. The property contains twelve (12) parcels in Land Lot 42 of District 12, as are listed below, within the Stockbridge City Limits.

Parcel #012-02013001—Located on the south side of Highway 138 West / Lake Spivey Parkway, across from Glen Devon Road. Contains 14.01 +/- acres. Zoned 'RR' (Rural Residential).

Parcel #012-02009051—Located on Spivey Road, south of Tributary Parkway. Contains 7.40 +/- acres. Zoned 'SR' (Suburban Residential).

Parcel #012D01001000—Located at 1225 Highway 138 West, west of Tributary Parkway. Contains 1.444 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01012000—Located at the southeast corner of Tributary Parkway and Berkeley Drive. Contains 0.501 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01004000—Located at 1300 Berkeley Drive, between Tributary Parkway and Star Creek Drive. Contains 0.475 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01005000—Located at the southwest corner of Berkeley Drive and Star Creek Drive. Contains 0.375 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01006000—Located at 1660 Starr Circle. Contains 1.018 +/- acres.

Zoned 'C-2' (General Commercial). Parcel #012D01007000-- Located at 1600 Starr Circle. Contains 0.731 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01008000—Located at 1650 Starr Circle. Contains 0.968 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01009000—Located at 1700 Starr Circle. Contains 1.21 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01010000-- Located at the northwest corner of Berkeley Drive and Spivey Road. Contains 0.737 +/- acres. Zoned 'C-2' (General Commercial).

Parcel #012D01011000—Located at the southeast corner of Berkeley Drive and Starr Circle. Contains 0.799 +/- acres. Zoned 'C-2' (General Commercial). - Presented by: Ryan Anderson

Presented by: Ryan Anderson

Mr. Anderson gave an overview of the development presented; noted the proposed project meets one of the main goals of the purpose and intent of the city's unified development code and can serve as a catalyst for future commercial development; noted the proposed project is a mixed-residential apartments with townhomes; however, it does not meet the threshold of a regional development review.; noted seeing the proposed project will be located along a state roadway, Georgia DOT and Herty County DOT will be required to be consulted in the design of the transportation network of the development including ingress and egress; noted the proposed development would meet purposes of the Parkway Mixed-Use Overlay District and would feature a balanced mixture of residential densities and proposed commercial uses; noted the

properties as currently zoned are less likely to be developed than a high-density mixed-use development due to the property's location on a State highway, Reeves Creek Tributary, and other challenges and only a high-density development would be feasible; and noted the rezoning of the property to PUD would allow for flexibility in design and greater usage of the total site area; staff recommends approval with conditions:

1. The project will be developed on conformance with the City of Stockbridge Unified Development Code and all other City Codes sections regarding site development standards and requirements
2. The approval of Case #CP-2022-02 to change the property's future land use designation from Low-Density Vertical to High-Density Residential shall occur simultaneously with the approval of Case #RZ-2022-04 for the rezoning of the property
3. The rezoning shall not be finalized until the applicant receives approval from Mayor/Council for Recombination Plat Case #RC2022-01 and this shall not be finalized until a new plat is officially recorded by the Henry County Superior Court
4. Regarding the Issuance of Land Disturbance and Building Permits- No land disturbance or building permit shall be issued for the subject property until the applicant has had the new recombination plat officially recorded and has submitted a copy of the recorded plat to the Community Development Department.

Questions addressed by Zack Murray and Jonathon Schrader of Tellus Partners.

Public Hearing Opened

No Speakers in Favor

Speakers Opposed:

Mr. Robert Payne, Stockbridge, GA, Henry County

Public Hearing Closed

Councilman Alexander motioned to approve as recommended by staff and development shall be constructed as presented in the renderings presented during the Council meeting of September 12, 2022: Second by Councilwoman Barber. The motion passed 5-0.

13. RECOMBINATION PLAT CASE #RC-2022-01 -- Consideration of a request for combination plat approval for 26.5 +/- total acres in Land Lot 42 of District 12 within the Stockbridge City Limits. Application by Highway 138/Spivey Road Land Assemblage, LLC, represented by Randy Stamey, the Agent, to assemble twelve (12) parcels of land that are listed below to form a development site for a mixed-use residential development.

Parcel #012-02013001—Located on the south side of Highway 138 West / Lake Spivey Parkway, across from Glen Devon Road. Contains 14.01 +/- acres. Zoned 'RR' (Rural Residential).

Parcel #012-02009051—Located on Spivey Road, south of Tributary Parkway. Contains 7.40 +/- acres. Zoned 'SR' (Suburban Residential).

Parcel #012D01001000—Located at 1225 Highway 138 West, west of Tributary Parkway. Contains 1.444 +/- acres. Zoned 'C-2' (General Commercial).
Parcel #012D01012000—Located at the southeast corner of Tributary Parkway and Berkeley Drive. Contains 0.501 +/- acres. Zoned 'C-2' (General Commercial).
Parcel #012D01004000—Located at 1300 Berkeley Drive, between Tributary Parkway and Star Creek Drive. Contains 0.475 +/- acres. Zoned 'C-2' (General Commercial).
Parcel #012D01005000—Located at the southwest corner of Berkeley Drive and Star Creek Drive. Contains 0.375 +/- acres. Zoned 'C-2' (General Commercial).
Parcel #012D01006000—Located at 1660 Starr Circle. Contains 1.018 +/- acres. Zoned 'C-2' (General Commercial).
Parcel #012D01007000--Located at 1600 Starr Circle. Contains 0.731 +/- acres. Zoned 'C-2' (General Commercial).
Parcel #012D01008000—Located at 1650 Starr Circle. Contains 0.968 +/- acres. Zoned 'C-2' (General Commercial).
Parcel #012D01009000—Located at 1700 Starr Circle. Contains 1.21 acres. Zoned 'C-2' (General Commercial).
Parcel #012D01010000-- Located at the northwest corner of Berkeley Drive and Spivey Road. Contains 0.737 +/- acres. Zoned 'C-2' (General Commercial).
Parcel #012D01011000—Located at the southeast corner of Berkeley Drive and Starr Circle. Contains 0.799 +/- acres. Zoned 'C-2' (General Commercial).
Presented by: Ryan Anderson
Item Removed from the Agenda for Administrative Approval.

NEW BUSINESS

14. Council consideration to appoint a member to the Citywide Development Authority.
Presented by: Quinton Washington, City Attorney
Attorney Washington noted the Development Authority has a vacancy to fill and brought forward the application of Mr. Gadson Woodall.

Mayor Ford inquired about discussing during Executive Session.

It was a consensus of the Council to move forward with the appointment.

Councilman Alexander motioned to appoint Gadson Woodall: Second by Councilwoman Barber. The motion passed 3-0-2 (Blount/Gantt Abstained).

15. Council Consideration to approve the renewal of the landscape maintenance services contract with Yellowstone Landscape in the amount of \$326,916.00. Funding source: Government Buildings Department, Amphitheater and Police Department budgeted funds.

Presented by: Decius Aaron, Public Works Director

Mr. Aaron noted this is a request to renew the landscaping maintenance contract with Yellowstone, and this would be the first renewal under the contract.

Councilman Alexander asked who would maintain the property off East Atlanta during the East Atlanta widening project.

Mr. Aaron noted Yellowstone does not maintain that area and it would be maintained by Public Works.

Councilman Blount thanked Public Works and expressed his concerns about the old fountain and who would maintain it and overgrown crepe myrtles off East Atlanta Rd.

Mr. Aaron noted the landscaping crew is following the recommendations made by the Arborist and only cuts the crepe myrtles in the fall and not during the growing seasons.

Mayor Pro Tem Thomas asked that Mr. Aaron confirm that tree trimming by Yellowstone only includes those trees within the scope of work in their contract and not any areas in the city. Mr. Aaron confirmed.

Councilwoman Barber asked if there was a contract to maintain the Amphitheater.

Councilwoman Gantt motioned to approve the renewal of the landscape maintenance services contract with Yellowstone Landscape in the amount of \$326,916.00: Second by Councilman Blount. The motion failed 2-0-2 (Barber/Thomas Abstained). Councilman Alexander was not present for the vote.

Councilwoman Gantt withdrew her motion.

Councilwoman Barber referenced the policy approved by the City Council to bring forward all contracts 120 days prior to the contract expiring and leaves the Council no choice but to approve this contract to avoid a lapse in service.

Attorney Washington noted legal is taking full responsibility for this contract being delayed and coming before the Council due to the Anti-litem noticed and had reservation going forward and would like to discuss during Executive Session.

COMMENTS FROM THE MAYOR

Mayor Ford noted we are still in a pandemic; noted vaccinations are available at the Henry County Health Department from 9am – 11:30 am and 1pm – 2:30 pm at 135 Henry Parkway or call their office at 470-664-0005 for more information; noted COVID Testing is available throughout the county and also taking place at Red Hawk Field on Henry Parkway Mon., Wed., and Fri. from 9am – 3pm; noted the CDC recommends everyone who is eligible to get their 2nd booster and noted the CDC is treating the COVID booster like an annual flu shot; noted you can also contact the Department of Health regarding the Monkey Pox testing and vaccination; Mayor Ford reflected on the city's 9/11 remembrance ceremony noting he was unable to attend and thanked the city officials Councilwoman Barber and Chief Trammer who were present and thanked Representative El Mahdi Holly, Sheriff Scandrett, and Bishop Irvine Bryer for participating along with Stockbridge High School Cadets.

UPCOMING MEETINGS & ANNOUNCEMENTS: Council meetings will be held in the City Council Chamber. Meeting dates, locations and times are subject to change. Please visit the city's website www.cityofstockbridge.com for the meeting invitation link, Facebook page or contact City Hall offices at 770-389-7900 for updates.

- Youth Council Meeting, 5:30 p.m. - 2nd Wednesday of each month City Hall Levi Meeting Room - City Hall (Sep 14)

- Downtown Development Authority Meeting, 6:00 p.m. Via Zoom - 3rd Tuesday of each month Via Zoom (Sep 20)
- Youth Council Advisory Committee Meeting, 6:30 p.m. - 3rd Tuesday of each month Levi Meeting Room - City Hall (Sep 20)
- Planning Commission Meeting, 4th Thursday at 6:30 p.m. City Hall Council Chamber – (Sep 22)
- City Council Work Session Meeting, Tuesday at 6:00 p.m. – City Hall Council Chamber (Sep 27)
- City Council Meeting, Second Monday of each month – City Hall Council Chamber (Oct 10)
- Main Street Advisory Board Meeting, 2nd Friday of each month 9:00 a.m. City Hall Levi Meeting Room (Oct 14)

UPCOMING CITY EVENTS/INITIATIVES

- *A Continuous Salute to Veterans*: Please forward pictures of Veterans including name, branch, rank, and years of service as Mayor Pro Tem Thomas presents a special tribute to our local veterans. Pictures should be submitted to: [Rosalynd Rawls at rrawls@cityofstockbridge-ga.gov](mailto:RosalyndRawls@cityofstockbridge-ga.gov) Thank you for your service!
- Please join Councilwoman Barber for FREE Zumba on every Saturday morning at Clark Community Park at 8:00 a.m. Come out for fitness in the park!
- Main Street will host the movie on the City Hall Lawn featuring (Spiderman), Saturday, October 7th. The fun starts at 7:00 p.m. Bring your lawn chairs and blankets!
- BridgeFest is Back! Are you ready for a day filled with family fun and a great festive atmosphere, delicious food trucks, and entertainment featuring the Parliament Funkadelic. Join us Saturday, September 24th at the Stockbridge Amphitheater with activities beginning at 2:00 p.m. Contact our Events staff for vendor information at 770-389-5982.
- Here is your opportunity to *Meet the Mayor*, and voice your questions and/or concerns Monday, September 27th from 10 a.m. to noon (In-Person). Please contact Rosalynd Rawls to schedule an appointment. 770-389-7900 ext. 248.
- The City of Stockbridge will host an in-person Annexation Town Hall Meeting Thursday, September 29th at 6:30 p.m. at the Monarch Village Clubhouse 240 Monarch Village Way, Stockbridge. Come out to learn the facts about the Annexation Referendum, Neighborhoods in the proposed area, benefits of Stockbridge Annexation and proposed council districts.

UPCOMING CONCERTS

- T.I., Waka Flock, and Dem Franchise Boyz, Friday, September 16th.
- SC State University – Variety of Performers, Saturday, September 17th
- HispaniFest, Saturday October 1st
- Charlie Wilson, Friday, October 14th
- Keith Sweat, Saturday, October 29th
- Rick Springfield and Tommy Tutone, Saturday, October 30th

EXECUTIVE SESSION

Councilman Blount motioned to convene Executive Session for Personnel, Real Estate and Litigation: Second by Mayor Pro Tem Thomas. The motion passed 5-0.

Councilman Blount motioned to adjourn Executive Session: Second by Councilwoman Gantt. The motion passed 3-0. (Alexander and Barber were not present for the vote).

Councilwoman Gantt motioned to reconvene the meeting: Second by Councilman Blount. The motion passed 3-0. (Alexander and Barber were not present for the vote).

Councilwoman Gantt motioned to Reconsider Item #15: Second by Councilman Blount. The motion passed 3-0. (Alexander and Barber were not present for the vote).

Councilwoman Gantt motioned to approve Item #15: Second by Councilman Blount. The motion passed 3-0. (Alexander and Barber were not present for the vote).

ADJOURN

Councilwoman Gantt motioned to adjourn: Second by Councilman Blount. The motion passed 3-0. (Alexander and Barber were not present for the vote).

Respectfully submitted by:

Vanessa Holiday, City Clerk MMC

Anthony S. Ford, Mayor



WORK SESSION MEETING SUMMARY MINUTES

TUESDAY, SEPTEMBER 27, 2022 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

Frederick Gardiner, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Quinton Washington, City Attorney
Jeremy T. Berry, City Attorney

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 Pro Tem Thomas.

Invocation by Mayor Pro Tem Thomas.

Pledge of Allegiance was recited by all in attendance.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were in attendance except Mayor Ford.

Councilwoman Gantt motioned to amend the Agenda to Remove #9, and to hear Item #12 following Executive Session: Second by Mayor Pro Tem Thomas. The motion passed 5-0.

Councilwoman Gantt motioned to amend the Agenda to allow for a Recess from 7:00 pm to 7:20 to Greet the Emerging Business Leaders group at the Amphitheater: Second by Councilwoman Barber. The motion passed 5-0.

Councilwoman Gantt motioned to adopt the Agenda as amended: Second by Mayor Pro Tem Thomas. The motion passed 5-0.

REVIEW OF THE MINUTES – No Action

- 1 Draft Minutes Council Meeting August 8, 2022
- 2 Draft Special Called Meeting Minutes August 15, 2022
- 3 Draft Work Session Meeting Minutes August 30, 2022

PUBLIC COMMENTS - All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting noting your name, address, and phone number. You will be allotted three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated. None

PRESENTATION

4. Parks Master Plan Update

Presented by: Decius Aaron, Public Works Director and TSW Staff, Beverly Bell, and Bryan Bays

Ms. Bell noted the goals with the conceptual design phase are high level ideas for each park and the goals for existing parks will provide the framework that will lay the groundwork for the schematic designs; noted Clark Park is the most popular park and citizens utilize the walking trail, playgrounds and pavilions with citizens wanting to see walking trails within the park, public art, sports courts, community gardens, aquatic center or splash pad, and better dog parks.

Mr. Bay proposed options for Memorial Park entrance which would be a two-way traffic connection off Wilson St.; acquire the two end houses off Jennings Way to add more parking and secondary trail head to Reeves Creek Trail and to make Jennings Way a one-way street heading North to South into the park with an exit off Wilson Street; noted the three options for Memorial Park would be to: Option 1 - expand parking up to 100 parking spaces, create the main park entrance off of MLK Senior Heritage Trail, upgrade the two existing playgrounds, add public art along the trail, upgrade the basketball courts with shaded seating, improve the rest; Option 2- Jennings Way being the main entrance, rotate the parking lot to add 140 spaces, new restrooms, splash pad would be optional and smaller pavilions, two full basketball courts near parking; Option 3- expanding into the waste transfer site by including land already owned by city which would create secondary entrance with own parking lot, new restrooms, area for splash pad, new pavilions, maintaining existing basketball court with an additional added with seated shade area, opportunities to add community garden.

Councilwoman Gantt proposed looking into the new trend of incorporating art sculptures with the playground equipment.

Mr. Bay referenced two concepts for Clark Park which are Active and Passive; noted the active park would include restored stream bank, create a tunnel connection to Gardner Park, add new restrooms near activity areas, relocate dog park to behind the Merle Manders Conference Center, add way find signs; noted the passive park would include the same designs as the active but would include reconfigure parking lot at Burke/Davis Rd to accommodate six pickleball courts and expand parking lot at Creek/Davis Rd.; noted one concept for Garner Park which would be to acquire land for sell to expand the park to the south and add additional parking spaces, provide ADA access to pavilions, tennis courts and playgrounds, stream restoration, add connections to Clark Park and walking trail, add way find signs and shade to play areas.

Councilwoman Gantt suggested the addition of tennis courts that could be converted to pickleball courts with lines specifically drawn.

Mayor Pro Tem Thomas inquired on the timeline to implement the Master Parks Plan.

Ms. Bell noted the next steering committee meeting will be held in October followed by other meetings until January; schematic design phase would be next which would last until March of 2023.

5. Presentation on Citizen Police Advisory Council

Presented by: Frank Trammer, Chief of Police

Chief Trammer noted the mission of the Stockbridge Citizen-Police Advisory Council is to develop and maintain a partnership with the Police Department for the purpose of engaging in a collaborative problem-solving process that supports both the community and the Police Department's desire to enhance public safety; noted the purpose is to promote an atmosphere of trust between the community and the Police Department, to increase transparency, to create sustainable partnerships throughout the community, to provides an opportunity to engage and empower residents to be more informed and involved in providing recommendations related to law enforcement policies, procedures, practices, and programs; noted the roles and functions would be to serve as a liaison between the police department and the community, recommend programs, ideas, and methods to improve the relationship between the police and the community, serve as a problem-solving partner to help address public safety related concerns; conduct research, generate new ideas or solutions, or provide informed recommendations on public safety policies, practices, and programs, hold public meetings to discuss issues surrounding police matters and perform other duties as prescribed by the Council; noted the requirements that each member must be a city resident, business owner, or clergy member residing in or operating a business, or place of worship within the City of Stockbridge, verifiable direct law enforcement experience or, complete the Stockbridge Police Department Citizens Police Academy and complete a minimum 4-hour class provided by City of Stockbridge Police Department on use-of-force procedures, force-on-force training and laws, and complete a minimum of two ride-a-longs with a patrol officer, pass a limited background check with no felony convictions or convictions for a crime of moral turpitude, have no misdemeanor convictions within one year of application; noted the composition will be composed of twelve members with one member appointed by the Mayor, one member appointed by each council member, one member selected from each of the four patrol zones, one member selected from the business community, and one member selected from the faith-based community; noted Chief of Police or his designee shall serve as Director of the Stockbridge Police Department Citizen-Police Advisory Council; noted selected members will be nominated by the Chief of Police for their professionalism, integrity, and commitment to the community; noted half of the members will serve a one-year term, and half will be selected to serve a two-year term; with the determination of terms by lottery; noted members shall serve no more than two years total, except those selected to serve a one-year term, and if a member resigns, moves or is otherwise removed during their term, the Council and/or the Chief of Police may appoint a new member to serve the remainder of that term and noted terms will expire on December 31 of each year. Council advised they will review the proposal and follow up with questions and/or comments prior to approval.

NEW BUSINESS

6. Council Consideration to Amend the Stockbridge Code of Ordinances, Chapter 11.26, Section 11.26.040- Noise Nuisances- Specific prohibitions.

Presented by: Frank Trammer, Chief of Police

Chief Trammer presented the noise ordinance noting areas in the code that would mirror Henry County and restrict early morning lawn equipment use.

There was a consensus of the Council to mirror Henry County as it relates to the decibels, and to allow for use of lawn equipment on Sunday and amend the start time to 6:30 a.m.

Councilman Alexander motioned to approve the amendment of the Stockbridge Code of Ordinances, Chapter 11.26, Section 11.26.040- Noise Nuisances- Specific prohibitions with the following modifications: Mirror the Henry County Code as it relates to the decibels and consistency; adopt the Henry County threshold; remove lawn equipment restrictions for Sunday; and amend the start time to 6:30 a.m. seven days per week for lawn equipment: Second by Councilwoman Barber. The motion passed 5-0.

7. Council Consideration to award the Request for Proposal (RFP) No. 2022-0012 of an Atlanta Regional Commission Grant to Keck & Wood Collaboration & Design firm to develop a feasibility study and concept plan for Downtown Stockbridge Pedestrian & Bicycle Connectivity facilities. Total grant amount is \$125,000.00. City of Stockbridge match is \$25,000.00. Keck & Wood will be awarded \$98,000.00 as submitted in the bid. Presented by: Ryan Anderson, Chief Planner

Mr. Anderson noted staff is requesting approval to award a new contract to Keck & Wood Collaboration & Design firm to develop a feasibility study and concept plan for Downtown Stockbridge Pedestrian & Bicycle Connectivity facilities; noted the total grant amount is \$125,000, 80% of which will be reimbursed to the city and the Local Matching Grant amount is 20% or \$25,000.00; noted the purpose of the contract is to provide a full scope of work outlined with the subgrant agreement to conduct a feasibility with a timeline for a date of completion by September 30, 2023; and noted the study will cover an area of .8 miles and will include US 23, Burke Street, Love Street, Jim Clark Drive, MLK Senior Heritage Trail, and Lovejoy Street.

Councilman Alexander inquired on a timeframe and if there were infrastructure monies to use. Mr. Robert with Keck & Wood Collaboration & Design noted the drop-dead date on the sub grant with the Atlanta Regional Commission is September 23, 2023, and a couple of years before seeing improvements implemented. Mr. Gardiner noted some monies have been set aside for trail implementation with the goal of trying to leverage funds with outside funds the city can get. Mr. Gardiner also noted staff received a federal notification of grants for \$250 million, up to \$2 million per project and one eligible for the grants are sidewalks and trail improvements.

Councilwoman Gantt asked for the difference between the Master Trail Plan versus the Bicycle Connecting Train Plan.

Mr. Robert with Keck & Wood noted there will be more detailed construction cost estimates, environmental team will look at identify environmental resources and get a good concept on paper with the ARC (Atlanta Regional Commission).

Mr. Ryan gave an overview of the plan and scope of work for the Feasibility Study and Concept Plan for the Downtown Stockbridge Pedestrian & Bicycle Connectivity Facilities, noting the amount submitted to Keck & Wood would equal \$98,000 as was presented in their bid for services.

Councilman Alexander motioned to approve to award the Request for Proposal (RFP) No. 2022-0012 of an Atlanta Regional Commission Grant to Keck & Wood Collaboration & Design firm to develop a feasibility study and concept plan for Downtown Stockbridge Pedestrian & Bicycle Connectivity facilities. Total grant amount is \$125,000.00. City of Stockbridge match is \$25,000.00. Keck & Wood will be awarded \$98,000.00 as submitted in the bid: Second by Councilwoman Gantt. The motion passed 5-0.

8. Council consideration to approve change order from Summit Construction for Amphitheater parking lot improvements on North Lee Street and landscape and sidewalk improvements from the Amphitheater to Bryant Street in the amount of \$801,554.00. Funding source is from SPLOST IV.

Presented by: Decius Aaron, Public Works Director and Skip Layton and Adam Price of Falcon Design Consultants

Mr. Aaron noted this is an item that came out of one of the retreats in March of 2021 with conversations about the parking spaces on Lee Street which was a part of the original plans, but they were removed, mayor and council tasked falcon is designed to come back with the plan adding those parking spaces on Lee Street along with some beautification projects.

Mr. Price of Falcon Design Consultants noted there where three options: do a change order with the current contractor for the East Atlanta Lee Street project, put it out to bid or to table it all together now; and noted the project would add a 10' foot trail on the north side of the amphitheater entrance with retaining walls, 91 additional parking spaces, stormwater improvements, and two more detention ponds would need to be placed to meet code.

Mayor Pro Tem Thomas inquired on the funding source.

Mr. Aaron noted it would come out of SPLOST IV funds.

Councilwoman Barber inquired on the SPLOST balance and if funding was budgeted.

Mr. Wiggins noted he does not recall if it was budgeted, however, the original plan was part of the \$3 million that was allotted for Lee Street.

Councilman Blount motioned to approve change order from Summit Construction for Amphitheater parking lot improvements on North Lee Street and landscape and sidewalk improvements from the Amphitheater to Bryant Street in the amount of \$801,554.00: Second by Councilman Alexander. (Blount rescinded his motion).

Mr. Price referenced the quote submitted by Summit and asked the Council to allow him to go back and negotiate with the vendor as he sees areas that should be reduced or have the vendor explain the quoted price; and stated he would have the information to present back to the City Council at the next meeting on October 10, 2022.

Councilwoman Barber motioned to Table to the October 10, 2022 meeting following negotiations with Falcon and the Summit Construction: Second by Councilwoman Gantt. The motion passed 4-0-1 (Alexander Abstained from the vote).

9. Council Consideration to approve a request for funding source to renovate the Public Works Maintenance Shop and build a city storage facility in the amount of \$3,500,000.00.
Presented by: Decius Aaron, Public Works Director
Item removed from the Agenda

10. Council consideration to approve Georgia Power Utility Relocation Agreement for the East Atlanta Road and Lee Street Road Widening Project in the amount of \$205,608.00. Funding Source: SPLOST IV
Presented by: Decius Aaron, Public Works Director
Mr. Aaron noted the city must pay a portion of the franchise agreement for the relocation on South Lee Street and East Atlanta Road and noted the City has signed the Make Ready Agreement with Georgia Power which has put them on notice to start would take approximately 3 – 4 weeks for the relocation of the lighting infrastructure.

Councilman Blount motioned to approve Georgia Power Utility Relocation Agreement for the East Atlanta Road and Lee Street Road Widening Project in the amount of \$205,608.00:
Second by Councilwoman Gantt. The motion passed 5-0.

11. Presentation to Council regarding the agreement with Georgia Power and Stanton Electric to provide electric charging stations at City Hall and the Amphitheater. Installation cost of \$62,915.00 is provided by Georgia Power via the Public Service Commission.

Presented by: Decius Aaron, Public Works Director

Mr. Aaron noted during the construction of the Amphitheater, one main item was the installation of electric charging stations in which the city will have a total of five (5) electric charging stations installed; and noted the cost to install the stations were not formalized during the stages of constructing the Amphitheater.

Mr. Gardiner noted the \$62,000 cost is coming from Georgia Power and the Public Safety Commission was allotted five billion dollars and has started disbursement of funds with no cost to the city but the maintenance and operation not to exceed \$14,000 annually.

No Action Required

12. Council consideration adding three positions to create an in-house Information Technology Department. One position is recommended in the 2022 budget and the other positions are to be considered in the 2023 budget year.

Presented by: Frederick Gardiner, City Manager

Item to be presented following Executive Session

MAYOR'S COMMENTS (Mayor Anthony Ford)

None

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

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- City Council Meeting, 2nd Monday of each month – City Hall Council Chamber (Oct 10)
- Youth Council Meeting, 6:30 p.m. - 2nd Monday of each month City Hall Levi Meeting Room - City Hall (Oct 10)
- Main Street Advisory Board Meeting, 2nd Friday of each month 9:00 a.m. City Hall Levi Meeting Room (Oct 14)
- Downtown Development Authority Meeting, 6:00 p.m. Via Zoom - 3rd Tuesday of each month Via Zoom (Oct 18)
- Youth Council Advisory Committee Meeting, 6:30 p.m. - 3rd Tuesday of each month Levi Meeting Room - City Hall (Oct 18)
- City Council Work Session Meeting, Tuesday at 6:00 p.m. – City Hall Council Chamber (Oct 25)
- Planning Commission Meeting, 4th Thursday at 6:30 p.m. City Hall Council Chamber – (Oct 27)

UPCOMING CITY EVENTS/INITIATIVES

- *A Continuous Salute to Veterans*: Please forward pictures of Veterans including name, branch, rank, and years of service as Mayor Pro Tem Thomas presents a special tribute to our local veterans. Pictures should be submitted to: Rosalynd Rawls at rrawls@cityofstockbridge-ga.gov Thank you for your service!
- Please join Councilwoman Barber for FREE Zumba on every Saturday morning at Clark Community Park at 8:00 a.m. Come out for fitness in the park!
- Please join Councilwoman Barber as she kicks healthcare inequities to the curb with her First Annual Charity Kickball Tournament benefiting the Hands of Hope Clinic on Saturday, POSTPONED to October 8, 2022 at 9 am at Cochran Park. FREE EVENT
- Main Street will host the movie on the City Hall Lawn featuring (Spiderman), Saturday, October 7th. The fun starts at 7:00 p.m. Bring your lawn chairs and blankets! FREE EVENT
- The City of Stockbridge will host an in-person Annexation Town Hall Meeting on Thursday, September 29th at 6:30 p.m. at the Monarch Village Clubhouse 240 Monarch Village Way, Stockbridge; an in-person Annexation Town Hall Meeting Thursday, October 6th at City Hall 4640 N Henry Blvd / Thursday, October 13th at 6:30 p.m. at New Faith Christian Church 396 Eagles Landing Pkwy., Thursday, October 20th at 6:30 p.m. at the Merle Manders Conference Center 111 Davis Rd., Tuesday, October 24th at 6:30 p.m. at Liberty Baptist Church 1410 Valley Hill Rd.; Friday, October 28th Virtual Town Hall at 6:30 p.m.; and Saturday, November 5th at 10:00 a.m. at Bridge City Church 3910 N. Henry Blvd. Come out to learn the facts about the Annexation Referendum, neighborhoods in the proposed area, benefits of the Stockbridge Annexation and proposed council districts.
- Please join Councilman Alexander for a Town Hall at the Stockbridge Amphitheater, Thursday, October 27th at 7:00 p.m. to discuss Economic Development, Business Opportunities and Public Safety. FREE EVENT
- Please join Councilwoman Gantt for her Annual Fall Festival taking place Saturday, October 29th from Noon to 4:00 p.m. at Clark Park. FREE EVENT

UPCOMING CONCERTS

- HispaniFest, Saturday October 1st - Postponed
- Charlie Wilson, Friday, October 14th
- Keith Sweat, Saturday, October 29th
- Rick Springfield and Tommy Tutone, Sunday, October 30th

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

Councilwoman Gantt motioned to convene Executive Session for Personnel, Litigation and Real Estate: Second by Councilman Blount. The motion passed 5-0.
Gantt/Blount Passed 5-0.

Councilwoman Gantt motioned to adjourn Executive Session: Second by Councilman Alexander. The motion passed 5-0.

Councilwoman Gantt motioned to reconvene the meeting: Second by Councilman Alexander. The motion passed 5-0.

Councilwoman Gantt motioned to approve the City to join Henry County municipalities to enter into potential litigation regarding LOST (Local Option Sales Tax) negotiations: Second by Councilman Alexander. The motion passed 5-0.

Councilwoman Gantt motioned to approve Item #12 to establish an IT Department with a Director in FY2022 and a Budget Amendment in the amount of \$17,000.00. Funding Source: Fund Balance and to approve two positions in the FY2023 Budget: Second by Councilman Alexander. The motion passed 3-0-2 (Barber/Thomas Abstained from the vote).

ADJOURN

Councilwoman Gantt motioned to adjourn the meeting at 11:00 p.m.: Second by Councilman Alexander. The motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk MMC

Anthony S. Ford, Mayor



City of Stockbridge

AGENDA ITEM

MEETING DATE

October 25, 2022

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☒ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND/POLICE DEPT.
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ TSPLOST
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: FRANK TRAMMER

DEPARTMENT: POLICE DEPARTMENT

ITEM/PROJECT/EVENT: Socrata Citizen Connect

Presentation on a new online tool, Citizen Connect, which allows citizens of the City of Stockbridge to search crimes and incidents in the community.

BACKGROUND INFORMATION:

The Stockbridge Police Department is dedicated to operating with transparency. It is our goal to keep your community updated and aware of crime occurring in the city. We are implementing a new online tool, Citizen Connect, which allows citizens of the City of Stockbridge to search crimes and incidents in the community. This presentation will provide an overview of this platform.

APPROVALS: CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

CHIEF OF POLICE _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

ATTACHMENTS: ☐

1. *Introduction*
 2. *Methodology*
 3. *Results*
 4. *Discussion*
 5. *Conclusion*
 6. *References*
 7. *Appendix*
 8. *Index*
 9. *Glossary*
 10. *Notes*
 11. *Footnotes*
 12. *Endnotes*
 13. *Tables*
 14. *Figures*
 15. *Equations*
 16. *Formulas*
 17. *Diagrams*
 18. *Charts*
 19. *Graphs*
 20. *Tables*
 21. *Figures*
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City of Stockbridge

AGENDA ITEM

MEETING DATE

October 25, 2022

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☒ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

FUNDING SOURCE

- ☒ GENERAL FUND
- ☐ FUND BALANCE
- ☒ SPLOST IV
- ☒ TSPLOST
- ☒ CDBG
- ☒ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☒ BONDING

ACCOUNT TRANSFER FROM: N/A

ACCOUNT TRANSFER TO: N/A

PRESENTER: Brecca R. Carter, Director

DEPARTMENT: Community Development

ITEM/PROJECT/EVENT:

Council Consideration to adopt the City of Stockbridge 2023-2027 Short-Term Work Program/Capital Improvements Element (STWP/CIE).

BACKGROUND INFORMATION:

This is a state mandated annual update to be heard as a Public Hearing for transmission to the GA Department of Community Affairs and the Atlanta Regional Commission. Both have reviewed and provided minor comments which have been updated in the document. The Community Development Department requests City Council adoption of the 2023-2027 Short-Term Work Program Capital Improvement Element (STWP/CIE) to remain in compliance with state minimum standards.

SIGNATURES:

CITY ATTORNEY

CITY TREASURER

CITY MANAGER

FINANCIAL IMPACT: N/A

AMOUNT: N/A

ATTACHMENTS: Yes



Short-Term Work Program & CIE Update 2023-2027 CITY OF STOCKBRIDGE, GEORGIA

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Community Facilities						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Splash Pad/Park Design - Construction	2015-2026	Community Development	\$1,300,000	General Fund	In Progress
2	Stockbridge Electric Vehicle Station @ Amphitheater	2022-2024	Community Development	\$75,000	GA Power General Fund	In Progress
3	Monument Sign (City Hall Fountain)	2018-2026	Community Development	\$152,000	General Fund	Concept Plan Process
4	Multi-Purpose Facility (Youth/Senior)	2018-2026	Community Development	\$8,000,000	General Fund/Bond Financing	Concept Plan Process
5	Cultural Arts Center	2018-2026	Community Development	\$18,000,000	Bond Financing/SPLOST V	Concept & Development Plan Process
6	Water supply source development	2015-2025	Public Works	\$102,900	SPLOST III, IV	2 wells drilled, did not supply sufficient water, and were abandoned.
7	GIS – Infrastructure inventory and detailed mapping	2016-2025	Public Works	\$50,000	SPLOST IV	In Progress
8	Sewer – infiltration and inflow study	2016-2026	Public Works	\$1,500,000	SPLOST IV	In Progress
Subtotal				\$29,179,900		

Economic Development						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Create a Citywide Marketing Plan (Rebranding)	2016-2026	Economic Development	\$75,000	Hotel/ Motel	On-going
2	Establish Stockbridge Assoc. of Businesses	2017-2026	Economic Development	\$20,000	General Fund	In Progress
3	Create Economic Development Marketing Plan	2017-2026	Economic Development	\$100,000	Hotel/ Motel	In Progress
4	Opportunity Zone Designation Study	2017-2026	Economic Development	\$25,000	General Fund	In Progress
Subtotal				\$220,000		

Land Use						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Trail Study Implementation	2016-2025	Community Development	\$1,000,000	Bond Financing/ SPLOST V	In Progress
2	Comprehensive Plan 5-Year Update	2022-2025	Community Development	\$100,000	General Fund	In Progress
3	Overlay District Designation	2018-2025	Community Development	\$75,000	General Fund	Complete
4	LCI Implementation & Update – Supplemental Study	2018-2025	Community Development	\$150,000	General Fund	Scope Development
5	Park Plan Development (passive, active, pocket) city-wide (south, west, east, north)	2018-2025	Community Development	\$100,000	SPLOST V	Scope Development
6	Update of Sign Ordinance	2019-2025	Community Development	\$100,000	General Fund	Complete
Subtotal				\$ 1,525,000		

Transportation						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Roadway Construction Projects/Engineering and ROW Acquisition	2016-2026	Public Works	\$3,000,000	SPLOST IV	In Progress
2	Sidewalk – repair and reconstruction	2015-2026	Public Works	\$500,000	SPLOST IV	On-going
3	Road Improvements for City Project and streets	2018-2026	Public Works	\$5,000,000	SPLOST V	Concept Plan Process
4	Infrastructure Improvements for city projects	2018-2026	Public Works	\$7,000,000	SPLOST V	Concept Plan Process
6	Downtown Pedestrian & Bicycle Connectivity Concept Study	2022-2027	Community Development	\$125,000	ARC Grant & General Funds	RFP process underway
Subtotal				\$15,625,000		

Completed Projects						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Update City Unified Development Codes	2018-2025	Community Development	\$100,000	General Fund	Complete
2	Update of Sign Ordinance	2019-2025	Community Development	\$100,000	General Fund	Complete
3	Public Works Facility	2018-2026	Public Works	\$3,000,000	SPLOST IV	Complete
4	Amphitheater	2018-2026	Community Development	\$23,085,254	Fund Balance/Bond Financing/SPLOST IV	Complete
5	Overlay District Designation	2018-2025	Community Development	\$75,000	General Fund	Complete
6	Wastewater Heads Work, Phase 2	2018-2025	Public Works	\$3,232,367.00	SPLOST III/Sewer Fund/ Impact Fees	Complete
7	SCADA Replacement	2018-2025	Public Works	\$721,977.00	SPLOST III	Complete
8	Waste Water Treatment Plant Upgrade	2018-2025	Public Works	\$1,414,000	SPLOST IV	Complete
9	Wastewater Treatment Plant Upgrade Plans/Engineering	2015-2025	Public Works	\$5,858,344	SPLOST III, IV	Complete
10	Sewer reconstruction & Pump Station replacement	2015-2025	Public Works	\$1,350,000	SPLOST IV	Complete
11	Water main and service line replacement	2016-2024	Public Works	\$276,000	Water Fund/ Impact Fees/ SPLOST IV	Complete
12	Wastewater Treatment Plant Upgrade Plans/Engineering	2015-2025	Public Works	\$5,858,344	SPLOST III, IV	Complete
13	Davis Road from Shields Road to Highway 42 (Sidewalks and Streetscape)	2015-2024	Public Works	\$605,725	SPLOST, TE General Fund	Complete
Subtotal				\$45,677,011		



**CITY OF STOCKBRIDGE, GA
CAPITAL IMPROVEMENTS ELEMENT
UPDATE 2023-2027**

**PUBLIC FACILITY: CITY OF STOCKBRIDGE
SERVICE AREA: CITY OF STOCKBRIDGE**

<u>CIP EXPENDITURES SUMMARY BY PROJECT</u>										
FUND - 353										
	Estimated Project Cost	Amount Anticipated To Be Used In	Balance To Be Carried Over To						Projected Five Year	
	FY2022	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026	FY2027	Total	Funding Source
<u>Projects:</u>										
Amphitheater	\$ 500,000	\$ 200,000	\$ 300,000	\$ 300,000					\$ 300,000	Fund Balance/SPLOST IV/Bonds
Cultural Art Center	\$ 34,000,000	\$ 112,000	\$ 33,888,000	\$ 6,777,600	\$ 6,777,600	\$ 6,777,600	\$ 6,777,600	\$ 6,777,600	\$ 33,888,000	Bonds/SPLOST
Multi-Purpose Facility/Senior and Youth	\$ 10,000,000	\$ -	\$ 10,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000	Bonds/SPLOST
Alleyway Project	\$ 350,000	\$ -	\$ 350,000	\$ 350,000					\$ 350,000	Fund Balance/SPLOST V
Splash Pad Park	\$ 1,300,000	\$ -	\$ 1,300,000	\$ 1,300,000					\$ 1,300,000	Fund Balance/SPLOST V
TSCC Renovation Project	\$ 444,000	\$ 229,000	\$ 215,000	\$ 215,000					\$ 215,000	Fund Balance/SPLOST IV
Master Trail Project	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000		\$ 2,000,000	SPLOST V
Wayfinding Project	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 333,333	\$ 333,333	\$ 333,333			\$ 1,000,000	
Road Improvement	\$ 5,000,000	\$ 500,000	\$ 4,500,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,500,000	SPLOST IV/SPLOST V
Infrastructure Improvement	\$ 4,000,000	\$ 500,000	\$ 3,500,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,500,000	SPLOST V
Total Proposed Expenditures	\$ 58,594,000	\$ 1,541,000	\$ 57,053,000	\$ 13,375,933	\$ 11,210,933	\$ 11,210,933	\$ 10,877,600	\$ 10,377,600	\$ 57,053,000	
	Final Adopted	Amount Anticipated To Be Used In	Balance To Be Carried Over To						Projected Five Year	
Funding Type	FY2022	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026	FY2027	Total	
General Fund	\$ 3,470,511	\$ 150,000	\$ 3,320,511	\$ 1,320,511	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 3,320,511	
CIP Bond	\$ 30,929,523	\$ 300,000	\$ 30,629,523	\$ 6,125,905	\$ 6,125,905	\$ 6,125,905	\$ 6,125,905	\$ 6,125,905	\$ 30,629,523	
Future SPLOST (V)	\$ 20,525,912	\$ 91,000	\$ 20,434,912	\$ 2,996,391	\$ 2,585,029	\$ 3,085,029	\$ 3,751,695	\$ 3,251,695	\$ 15,669,839	
SPLOST IV (Suntrust Cash)	\$ 3,668,054	\$ 1,000,000	\$ 2,668,054	\$ 2,433,127	\$ 500,000	\$ -	\$ -		\$ 2,933,127	
Grants	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,500,000	
Sale of Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Proposed Funding Sources	\$ 58,594,000	\$ 1,541,000	\$ 57,053,000	\$ 13,375,934	\$ 11,210,934	\$ 11,210,934	\$ 10,877,600	\$ 10,377,600	\$ 57,053,000	



ANNUAL FINANCIAL REPORT FOR 2022
City of Stockbridge

(1) Public Facility Type	Water Supply	Wastewater	TOTAL
(2) Service Area	City-Wide	City-Wide	City-Wide
(3) Beginning Impact Fee Fund Balance	\$205,491	\$275,396	\$480,887
(4) Impact Fees Collected	\$6,000	\$8,000	\$14,000
(5) Accrued Interest	\$0	\$0	\$0
(6) Project Expenditures	0	0	\$0
(7) Administrative Costs	0	0	\$0
(8) Impact Fee Refunds	0	0	\$0
(9) Ending Impact Fee Fund Balance	\$211,491	\$283,396	\$494,887
(10) Impact Fees Encumbered	\$211,491	\$283,396	\$494,887



City of Stockbridge

AGENDA ITEM

MEETING DATE

October 25, 2022

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☒ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST IV
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM: N/A

ACCOUNT TRANSFER TO: N/A

PRESENTER: Brecca R. Carter, Director

DEPARTMENT: Community Development

ITEM/PROJECT/EVENT:

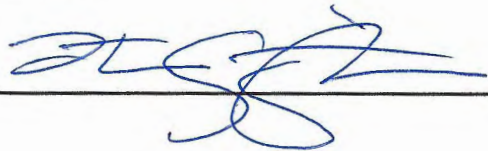
Council Consideration to adopt the City of Stockbridge 2023-2027 Short-Term Work Program/Capital Improvements Element (STWP/CIE).

BACKGROUND INFORMATION:

This is a state mandated annual update to be heard as a Public Hearing for transmission to the GA Department of Community Affairs and the Atlanta Regional Commission. Both have reviewed and provide minor comments which have been updated in the document. The Community Development Department request City Council adoption of the 2023-2027 Short-Term Work Program Capital Improvement Element (STWP/CIE) to remain in compliance with state minimum standards.

SIGNATURES:

CITY ATTORNEY



CITY TREASURER

CITY MANAGER

FINANCIAL IMPACT: N/A

AMOUNT: N/A

ATTACHMENTS: Yes

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION TO APPROVE THE SHORT TERM WORK PROGRAM
AND CAPITAL IMPROVEMENTS ELEMENT**

WHEREAS, the City of Stockbridge ("City") has prepared an annual update to its Short-Term Work Program and Capital Improvements Element.

WHEREAS, the annual update to the Short-Term Work Program and Capital Improvements Element was prepared in accordance with the Development Impact Fee Compliance Requirements and the Minimum Planning Standards and Procedures for Local Comprehensive Planning established by the Georgia Planning Act of 1989, as amended; and a Public Hearing was held on October 25, 2022;

WHEREAS, the Stockbridge City Council has previously authorized the City Staff to transmit the annual update of the Short-Term Work Program and Capital Improvements Element covering the five-year period between 2021-2026 by a August 31, 2021 authorizing resolution of the City Council to the Atlanta Regional Commission and Georgia Department of Community Affairs as required by the Georgia Planning Act; and

WHEREAS, the Atlanta Regional Commission and Georgia Department of Community Affairs have recommended final approval of the Short-Term Work Program and Capital Improvements Element and the extension of the program.

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

SECTION 1. Approval. The City of Stockbridge does hereby approve the City of Stockbridge 2023-2027 Short-Term Work Program and Capital Improvements Element to the Department of Community Affairs & Atlanta Regional Commision. A copy of the public notice is attached as Exhibit A.

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.

SO RESOLVED this _____ of _____, 2022.

ANTHONY S. FORD, Mayor

ATTEST:

(SEAL)
VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:



QUINTON WASHINGTON, ESQ. , City Attorney

Stockbridge Amphitheater

Stockbridge, Georgia



Amphitheater Location:

4650 North Henry Blvd
Stockbridge, Georgia 30281

Administrative Offices:

4640 North Henry Blvd
Stockbridge, GA 30281
kjordan@cityofstockbridge-ga.gov

Stockbridge Amphitheater

Stockbridge, Georgia

Thank you for your interest in the Stockbridge Amphitheater located at City Hall in beautiful downtown Stockbridge, Georgia!

Constructed in 2021, the Stockbridge Amphitheater space consists of 2.7 of the park's 3.5 total acres. Terraced, stadium style, lawn seating areas, with sufficient slope, provides proper sight lines to the band stand for events.

The Amphitheater may be reserved and used for special events and performances with an expected attendance of 3,500 guests or less. Rental includes permanent restrooms, plaza, stage, dressing room, green room, loading area and terraced lawn seating areas.



Hours and Days of Availability

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Hours and Days of Availability

1. Availability Schedule

- a. The Amphitheater is available for rental during the following hours:

Sunday	9:00 am – 9:00 pm
Monday through Thursday	7:00 am – 10:00 pm
Friday and Saturday	7:00 am – 11:00 pm

- b. There will be no concerts or other special events scheduled on City of Stockbridge holidays.

New Year's Day	Martin Luther King's Day
Good Friday	Independence Day
Memorial Day	Thanksgiving Day
Juneteenth	Day after Thanksgiving
Labor Day	Christmas Eve
	Christmas Day

- c. Non-City of Stockbridge Sponsored Events will be limited to **one (1) event per month**.

Reservation Procedures

2. Rental Application

- a. Reservations are accepted on a first come, first served, first pay basis. The full facility may be reserved up to 6 months in advance upon receipt of a signed Rental Agreement and all fees. All prospective Applicants must complete and submit a Rental Application and pay the application review fee of \$ 50.00 to the City of Stockbridge. The application must contain all required attachments, including an event proposal and proposed event site plan.
- b. The City of Stockbridge has the exclusive right to determine whether to allow an individual or organization to use the facility. The decision to approve or deny facility use is based on whether or not the planned event is in the best interest of the City of Stockbridge. All facility reservation requests will be evaluated on the following factors:
- Availability on the requested date(s)
 - Nature and character of the proposed event
 - Financial condition of the Applicant to undertake the event
(The City reserves the right to request financial statements and references)
 - Ability of the Applicant to properly manage the event
 - Ability of the facility to safely accommodate the event without damage to the facility
 - Applicant's prior rental history at the Amphitheater or other venues
 - Ability of the City of Stockbridge to adequately support the event
 - Safety concerns
 - Financial return to the City of Stockbridge
 - Impact on the surrounding community
 - Other events previously scheduled by the City or its entities.

- c. No oral agreements for use of the Amphitheater are valid. Reservations are valid when confirmed in writing with the approval of the Rental Application and Rental Agreement. If the request is rejected, the Applicant will be notified in writing from when the application is submitted.
- d. Rental Fee must be paid in full at the signing of the Rental Agreement. With few exceptions, all other fees are due at the signing of the Rental Agreement.
- e. Reservations are tentative and not final or binding in any manner until a Rental Agreement is signed by the Applicant, executed by the City of Stockbridge, and all appropriate fees are paid. The agreement must contain all required attachments, including an event proposal, proposed event site plan, licenses, and insurance documentation.
- f. The City of Stockbridge's Events Manager will work with each Applicant to provide the coordination necessary to hold events at the Amphitheater. All communications between the Applicant and the City of Stockbridge shall be through the Events Manager.

3. Rental Agreement

- a. Once the Rental Application is approved, the Amphitheater Office will prepare a Rental Agreement. An Applicant, or any other person, firm, or corporation may not advertise an event, sell tickets or use any space or facilities at the Amphitheater without a properly executed Rental Agreement. The Rental Agreement will provide the terms and conditions of the rental, fee information, insurance requirements, event dates, facility use restrictions, ticket sales information, and any other special conditions associated with the rental. Rental Agreements do not cover any space or accommodations other than those listed in the document.
- b. The Rental Agreement is solely between the Applicant and the City of Stockbridge; therefore, no other party/parties are allowed to represent the contracted parties. All persons signing the agreement must be at least 21 years of age, and shall be legally and financially liable and responsible for any damages and injuries that occur during the rental period.
- c. Applicants cannot sublease or assign its reservation to another individual, group, or organization without the prior written approval of Events Manager.
- d. Any misrepresentation as to the nature of the event, expected number of attendees, contact, or payment information, or any other falsification of permit documents will result in immediate cancellation of the event and forfeiture of all fees paid, and may also result in denial of future permit requests and/or legal action.
- e. **Equal Opportunity:** No person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in connection with an event held at the Amphitheater based on the grounds of race, religion, color, creed, national origin, sex, marital status, age or the presence of any sensory, mental or physical disability.

4. Applicant Responsibilities

- a. Applicants are solely responsible for organizing, financing, advertising, and conducting the event and activities stated on the Rental Application. Neither the City of Stockbridge nor the Amphitheater shall be a sponsor or supporter of an event unless agreed to in writing.

- b. Applicant shall pay for talent, sound and lights, stagehands, publicity, advertisements, backstage catering, event security, medical services, ASCAP/BMI, transportation, trash removal, equipment (to include a bucket lift, portable lighting, fencing and barricades etc.), telephones, event maintenance, crowd sanitation, runners, personnel and services necessary for the efficient and safe presentation of events at the Amphitheater.
- c. Rentals may require the provision of additional portable toilets at the sole cost of the Applicant depending on the scope and nature of the proposed event. Final determination of the number of portable toilets is at the discretion of the Events Manager.
- d. Applicant shall obtain or shall require its agents and contractors to obtain all necessary permits, licenses, and liability insurance. Applicant shall abide by all applicable laws and ordinances and these rules and regulations.
- e. Applicant shall provide the Events Manager with a list of event staff and their designated areas of responsibilities. The staff list should include a clear indication of those staff members authorized to access the facility. Applicant shall identify an authorized representative to obligate Applicant for charges for services, personnel, and equipment.
- f. Applicant is responsible for obtaining an efficient form of communication for its event staff.
- g. Upon approval from Mayor and Council; each member of the Council can have use of the Amphitheater.

Amphitheater Use Fees and Policies

5. Payment of Fees and Deposits

- a. All fees payable to the City of Stockbridge in connection with renting the Amphitheater shall be paid with a corporate check, money order, cashier's check or credit card (MasterCard, Discover or VISA). The full Rental Fee is due upon the signing of the Rental Agreement. If full payment is not received by this time, The City of Stockbridge will cancel the reservation and will retain all deposits paid by Applicant. Failure to pay all fees may also result in denial of future permit requests.
- b. For events booked within 30 days of the event date, payment will be due in full immediately, and will only be accepted in the form of money order, cashier's check or major credit card.

6. Security/Damage Deposits

- a. The minimum security/damage deposit (Dollar value equal to 1/2 of the Rental Fee) is required at the signing of the Rental Agreement. Depending upon the scope and nature of the proposed event, the City may use its discretion to increase the amount of the security/damage deposit.
- b. Deposits shall be used to repair, replace, or pay for any property damage that occurs during the rental either by the Applicant or any participant at the event produced by the Applicant. The unused portion of the deposit may be refunded to the Applicant after the event. However, the deposit may be held at the City's discretion for any period of time necessary to determine the full extent of damages and to make all repairs and/or secure replacements. The deposit shall be returned upon the following conditions:
 - 1. All terms of the contract have been met.
 - 2. All facilities are left in good and clean condition.

3. Cancellation procedures have been followed.

- c. An advance security/damage deposit does not relieve the Applicant of the obligation to provide a Certificate of Insurance as outlined in the Rental Agreement and these policies, nor does it limit the City's right to charge the Applicant for the full amount of damages incurred.
- d. If no damage is found, or if the deposit posted exceeds the damage claim, the excess security/damage deposit will be applied to any outstanding charges for rental, equipment, or services. Any remaining deposit will be refunded by City of Stockbridge check or credited to the original credit card.

7. Returned Check Policy

Any returned checks on a security/damage deposit or rental fee will result in a \$35 service fee. Upon receipt of a returned check, any and all reservations will be immediately cancelled.

8. Facility Rental and Deposit Rates

- a. All fees for the Amphitheater are established by the City of Stockbridge City Council and are subject to change.
- b. Rental charges refer to the rental of the facility and do not include the cost of any labor or other costs not explicitly stated otherwise. User costs vary depending on the nature of the event.

9. Rate Categories and Fees

Civic and Educational Events

\$2,500

(Per 6 Hour Minimum)

- Events that are held by a public, civic, educational, religious or charitable organization.
- A private, non-profit group must be registered with the Georgia Secretary of State and have a 501 (c) (3) status.
- No admission, entry, or any other fees, donation or revenue producing activities may be utilized or charged.
- Any costs for services provided by and incurred by the City of Stockbridge for the operation of the event must be paid.
- Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$200 per hour.

Non-Profit Benefit Events

\$2,500

(Per 6 Hour Minimum)

- Events that are held by a public, civic, educational, religious or charitable organization.
- A private, non-profit group must be registered with the Georgia Secretary of State and have a 501 (c) (3) status.
- Event is Open to the Public.
- Admission or entry fees may be charged
- The Primary focus of the event is to raise funds for a charitable purpose.
- Political action groups, political parties, and political candidates do not meet the qualifications for the non-profit or civic group rate.
- Any costs for services provided by and incurred by the City of Stockbridge for the operation of the event must be paid.
- Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$200 per hour.

Private Events

\$7,500

(Per 6 Hour Minimum)

- Closed to the public with no admission or entry fees charged
- Non-revenue producing event
- Any costs for services provided by and incurred by the City of Stockbridge for the operation of the event must be paid.
- Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$500 per hour.

Commercial / For Profit Events

\$10,000

(Per 6 Hour Minimum)

- Open to the public where the primary objective is making a profit; **however no commercial/for profit event or concerts shall be allowed in the amphitheater.**
- Admission or entry fees are charged
- Any costs for services provided by and incurred by the City of Stockbridge for the operation of the event must be paid.
- **City of Stockbridge shall share in twenty percent (20%) of the box fees**
- Sponsor signage
- Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$500 per hour.
- Commercial / For Profit Events require payment in full at the time of reservation.

10. Coordination of Services (Exclusive Services)

To best serve its guests and to maintain the integrity of the Amphitheater facilities, it is the policy of the City of Stockbridge that certain services shall be provided by the City or its authorized agent(s) with the Applicant reimbursing the City for all costs associated with the provision of such services. These services MAY include and are not limited to:

- Concessions
- Janitorial
- Building/grounds trash collection
- Parking management
- Emergency medical
- Law enforcement
- Fire protection
- Event Monitoring

11. Detail Pay

Fire Personnel:	\$ 55.00/hour per employee
Police Personnel (Security):	\$ 55.00/hour per employee
Police Personnel (Traffic):	\$ 55.00/hour per employee
Police Car Fee	\$ 10.00/car per hour
Electrician (Contractor):	\$ 45.00/hour per employee
Event Staff (Public Works):	\$ 40.00/hour per employee

12. Ticket Sales/Admission Fees

Tickets (if sold for the event) may not be sold prior to approval of the Rental Agreement. Applicant may charge an admission fee to guests in the form of ticket sales. Ticket sales shall not exceed the capacity of the Amphitheater and shall be limited to 3,500. Admission fees collected are subject to a \$2 per ticket facility fee to support maintenance, repairs, and improvements to the facility. All for profit renters must provide Events Manager with a valid settlement sheet from their ticket sales company after the box office has closed day of show.

13. Payment for Emergency Medical and Police Personnel

- a. Applicant shall employ, at its sole expense, police, fire and emergency medical personnel as required by the City of Stockbridge to assure the safety and security of the event, guests, and staff. The work is considered outside voluntary employment which is scheduled by the City of Stockbridge and is not considered overtime.
- b. When City of Stockbridge extra/off-duty public safety personnel are to be provided, the Stockbridge Police Department will make a determination to the number and cost of extra/off duty personnel.
- c. All City of Stockbridge personnel fees are to be paid at the signing of the Rental Agreement. Any personnel hour overages will be invoiced to the Applicant after the event with all charges due within 14 days of receipt of invoice.

Cancellations and Refunds

14. Cancellations and Refunds

- a. Applicants, their guests, and contractors are bound by these Policies and Procedures. The City reserves the right to terminate any approved use of the facilities should these policies not be followed. The failure by the City to terminate use of the facility or to exercise any right, power, or authority shall not constitute a waiver of the terms or conditions of the Rental Agreement and shall not affect the rights of the City to enforce against any other or subsequent breach by the applicant.
- b. Refunds of fees and deposits require written notice of cancellation 90 days or more prior to rental date. Cancellation notices of less than 90 days of scheduled date will result in a complete forfeiture of security deposit and rental fees. City personnel fees will be refunded in full up until 14 days prior to event. Cancellation of event within 14 days of scheduled date will result in a complete forfeiture of personnel fees.
- c. In the event that the Amphitheater is unable to deliver possession of the facilities, it will refund all deposits and rental payments to the Applicant in their entirety.

15. Force Majeure

The City of Stockbridge is not responsible for any event that is prevented, rendered impossible or infeasible by any act or regulation of any public authority, civil tumult, strike, epidemic, interruption in or delay of transportation services, war conditions, emergencies, or other cause beyond the control of the City of Stockbridge. The City will not make any refunds for, or reschedule any events cancelled as a result of a force majeure.

16. Inclement Weather

- a. The Amphitheater is an outdoor venue subject to changing and inclement weather conditions. **No refund will be made due to weather.** Events are not postponed unless the National Weather Service issues a severe thunderstorm watch or warning for the time of the event. If an event is postponed due to inclement weather, the City will attempt to reschedule the event. In the case of rain on the day of the event, it is the Applicant's responsibility to contact Events Manager to receive information about whether the facility conditions are conducive to holding the event, or to reschedule. The decision of Events Manager is final. The Amphitheater does not reserve dates for inclement weather back-up.
- b. The intent of this policy is to ensure the safety of City of Stockbridge residents, employees, and visitors and ensure efficient operation of the Stockbridge Amphitheater or parks during severe/hazardous weather. Inclement weather may be described as stormy, severe, tempestuous, harsh, or merciless.
- c. Whenever it is determined that weather conditions may endanger, or place at risk, the health or safety of our residents, employees or visitors, or that conditions or events prevent performance of regular operations, services or responsibilities assigned to a scheduled event, closure of the park and/or amphitheater may be deemed necessary.
- d. The Events Manager shall make decisions regarding the conditions affecting the closure of all parks and facilities in the Events Department. This may include the cancellation of activities or events scheduled at any of the locations including the Amphitheater.

Insurance and Indemnification

17. Indemnification

- a. The City of Stockbridge assumes no responsibility for any property placed on or in its facility or grounds. The Rental Agreement shall indemnify, save and hold harmless the City, its officers, agents, and employees from any and all claims for losses, injuries, damages, and liabilities to persons or property, caused wholly or in part by the acts or omission of users, its agents, officers, employees, guests, or any person or persons admitted to the premises by the Applicant.
- b. The Applicant assumes full responsibility for character, acts, and conduct of all persons admitted to the premises by the consent of the Applicant, its officers, employees, or agents.
- c. The Applicant shall indemnify and save harmless the City from all suits brought against the City on account of any injuries or damages received or sustained by any party or parties by and from the Applicant, its officers, agents, employees, members, or any person admitted to the premises by the Applicant in the exercise or right and privileges granted here or on account of any admission of the Applicant.

18. Hold Harmless

- a. Applicant agrees to hold the City of Stockbridge, its officers, officials, employees and agents harmless from any and all claims, demands or liability for injuries to person or damage to property, including claims by employees of Applicant or claims by any contractor or sub-contractor which damages or injuries are occasioned by or in any way arising out of use or occupancy of the premises by the Applicant, its agents, invitees, officers and employees.
- b. Applicant further agrees to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Stockbridge and its employees from and against all claims, damages, losses, and expenses, direct or indirect, or consequential damages, including, but not limited to, attorney's fees arising out of, or resulting from, the use or occupancy of the premises.

19. Insurance Requirements

- a. A certificate of insurance is required from Applicants evidencing insurance with policy limits equal to or greater than the limits described below. Insurance must be written by a licensed agent in a company authorized to do business in the state of Georgia. Certificates must name the City of Stockbridge as additional insured, in an amount specified by the City of Stockbridge and must be in effect for the duration of Applicant's occupancy of the facility, including move-in, move-out, and rehearsal dates.
- b. Applicant shall obtain and maintain at their expense, insurance with policy limits equal to or greater than the limits described below for the duration of the event. Proof of insurance must be received by the City of Stockbridge within 30 days of the signing of the Rental Agreement.

c. Accordingly, the Applicant and/or User shall provide a certificate evidencing the following:

1. Workers Compensation / Employers Liability Insurance – Statutory

- a. Employers Liability Insurance by Accident, Each Accident: \$1,000,000
- b. Employers Liability Insurance by Disease, Policy Limit: \$1,000,000
- c. Employers Liability Insurance by Disease, Each Employee: \$1,000,000
- d. Must comply with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted
- e. Must cover all Applicant's personnel performing work in connection with the rental

2. Commercial General Liability Insurance (Including Contractual Liability Insurance)

- a. Bodily Injury and Personal Property Damage Liability, Each Occurrence: \$1,000,000
- b. Products Completed Operation Aggregate Limit: \$2,000,000
- c. Personal and Advertising Injury Limits: \$1,000,000
- d. Fire Damage Limits: \$300,000
- e. Commercial General Liability Insurance covering all operations (including product / completed operations and personal injury), and Fire Legal Liability of property damage and bodily injury (including death).

3. Business Automobile Liability Insurance

- a. Combined Single Limits Each Occurrence \$1,000,000
- b. Including operation of non-owned, owned and hired automobiles
- c. The policy shall cover loss due to bodily injury or death and any person, or property damage arising out of the ownership, maintenance, operation or use of any motor vehicle whether owned, non-owned, hired or leased

4. Liquor Law Liability

- a. Each Occurrence: \$1,000,000
- b. Required if authorized to sell or serve alcoholic beverages

d. It is understood that insurance in no way limits the liability of the Applicant and/or User of the Amphitheater facility.

e. Certificates of Insurance are to list the City of Stockbridge, its officers, officials and employees as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (Including coverage of the indemnification and hold harmless agreement) contained within the Rental Agreement.

- 1) This insurance for the additional insured 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 Insured.
- 2) Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.
- 3) Such certificates shall be provided to the Events Manager and must identify the "Certificate Holder" as follows:

The City of Stockbridge, Georgia
4640 North Henty Blvd
Stockbridge, GA 30281

- f. The City of Stockbridge must approve all insurance certificates, endorsements and/or policies prior to the start of any activities or events.
- g. The City of Stockbridge reserves the right to cancel any event upon failure of the Applicant and/or User to provide such proof of insurance within the specified time period.

Event Safety and Security

20. Occupancy Limits

No Applicant shall schedule an event, which will have an attendance larger than the posted maximum occupancy of 3,500 guests for the Amphitheater. All capacity limits will be enforced. The City of Stockbridge reserves the right to monitor the attendance and to limit admission - should the Amphitheater reach capacity.

21. Access by Facility/City of Stockbridge Personnel

- a. In performance of their duties, Rental Facility/City of Stockbridge personnel shall have the right to enter the areas contracted by the Applicant. Any working staff person representing the Facility/The City of Stockbridge may have access to the premises as deemed necessary to address facility issues. At all times, Applicant will honor the official identification credentials worn by Facility/City of Stockbridge personnel.
- b. Nothing contained in the Rental Agreement shall be construed to prohibit the City of Stockbridge, its Police Department, Henry County Fire Department, Health Department, Henry County or any other State agency, its agents or its employees from entering the rented premises for the purpose of discharging their lawful duties.

22. Courtesy Credentials

Applicant shall provide courtesy credentials in order for Events Manager and City of Stockbridge personnel to attend and monitor the event. Applicant will also insure that all staff, contractors and guests working with the Applicant have visible identification credentials and provide a list of those contractors for staff and security.

23. Fire, First Aid and Emergency Medical Services

- a. On-site emergency medical support is the responsibility of the Applicant and may be required for all public events. The following guideline will ensure appropriate medical coverage:

1 – 1,000 Guests	At discretion of Fire Department based on type of event.
1,000 +	At least Two (2) EMS Personnel also based on type of event and total number of participants.
2,500 – 3,500	One (1) Basic First Aid Site Three (3) EMS Personnel

- b. Off-duty and/or on-duty Henry County Fire Department Personnel or its contracted ambulance service provider personnel shall provide first aid and emergency medical services during the public hours of the event. Application and payment due with approved Rental Agreement.
- c. The Henry Fire Department reserves the right to increase or decrease the level of emergency medical coverage for events, depending on the nature of the event and its associated risks.
- d. Personal injuries must be reported to Events Manager immediately. Neither the City of Stockbridge, its officials, officers, employees nor agents shall be liable for any personal or property damage or injury occurring at the Amphitheater. Nothing herein shall be construed as a waiver of any immunity or defenses available to the aforementioned parties.

24. Fire Safety, Pyrotechnics and Use of Lasers

- a. All events must comply with the City of Stockbridge Fire Code and are subject to inspection by the Stockbridge Fire Marshall Department. Events Manager may, at its sole discretion, require the presence of the City of Stockbridge Fire Marshal and/or Fire Department during certain events. Personnel are scheduled at the Applicant's expense.
- b. Open flames, welding, candles and fireworks, or smoke emitting material as part of a performance or display or incorporating a large amount of combustible materials must be individually reviewed by the City of Stockbridge Fire Marshal and are prohibited in the Amphitheater without specific approval by Events Manager.
- c. Laser shows and spotlights are permissible, though each situation must be individually pre-approved in writing by Events Manager and the Fire Marshal. If approved, the use of lasers or spotlights will be strictly controlled and continuously monitored by the Fire Marshal.
- d. All drapes, curtains, or any materials used during events or performances must be flame retardant.
- e. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device must not be hidden, obstructed or otherwise disturbed.
- f. Crates, packing material, wooden boxes and other highly combustible materials may not be stored in any building.

25. Security and Law Enforcement

- a. Applicant is responsible for providing the necessary number of uniformed security personnel as determined by the City of Stockbridge Police Department and bears all costs of event security. The Stockbridge Police Department will determine required security based on the type of the event and projected attendance. The Stockbridge Police Extra/Off Duty Employment policy is attached.
- b. The City of Stockbridge, through its Police Department, may also require Applicant to employ, at Applicant's expense, uniformed law enforcement officer(s) from at least one hour prior to the beginning of the event until one hour after the event. The City reserves the right to, and shall have the authority to, require a reasonable number of law enforcement officers which it deems necessary for a

particular event to ensure the safety of the public and premises at all times during which the facility is used and occupied by Applicant, or by persons authorized by Applicant.

- c. Applicant is required to contract with the Stockbridge Police Department for services provided on an hourly basis. Service will be provided with a two-hour minimum fee. Application and payment due with approved Rental Agreement. Application will be included with the Rental Agreement.
- d. Additional security personnel may be utilized by or with approval of the Events Manager and the Stockbridge Police Department and are made available through City of Stockbridge contracted vendors.
- e. A security plan shall be prepared by the Applicant in consultation with the City of Stockbridge Police Department. The plan shall specify the number of off-duty officers and/or private security personnel, if applicable, to be provided by the Applicant at Applicant's expense. At the option of the Applicant, the entire security requirement may be comprised of off-duty police personnel.
- f. Security / Law Enforcement Officer Staffing Guidelines

Low Impact Events

With attendance less than 500 guests
No alcoholic beverages sold or consumed
No on-site cash
Private event without public participation

Two (2) Security Officer

Gate/Pit

Moderate Impact Events

Attendance of 501 – 1,000 guests
No alcoholic beverages sold or consumed
On-site cash collection

Four (4) Law Enforcement Officers

Gate/Platform/(2) Pit

High Impact Events

Attendance of greater than 1,000 guests

Alcoholic beverages sold or consumed
On-site cash collection
Evening events

Nine (9) Law Enforcement Officers

Per 1,000 Guests

Gate(3)/Platform(3)/Pit(3)

26. Crisis Communications

The Events Manager and the Fire Chief shall be notified immediately if a major incident occurs during the event that threatens the safety or welfare of guests, employees, or equipment including incidents that require assistance from an emergency agency such as fire rescue or police. Once notified and if deemed necessary, the City of Stockbridge will take the lead in handling all media inquiries regarding the incident. Events Manager will work with Applicant to develop communications materials and manage the media effectively and in a timely manner.

27. General Safety Requirements

- a. Sidewalks, passageways, halls, stairways, seating areas or exits may not be obstructed by any object or person.
- b. No person will be allowed to bring in or keep anything that may create a fire hazard or be detrimental to the fire protection of the facility. All decorative material must be flame proof and only use of water-

based, non-flammable paint is allowed in set preparation. Open flames of any type, i.e. candles, grills, flash pots, etc. are not allowed.

- c. No gasoline, explosives, oils or artificial lights are permitted in the buildings or on the grounds without the consent of Events Manager.
- d. The number, amperage and wattage of lights, fixtures or equipment for any event may be limited, subject to availability.
- e. The loading areas are to be kept clear of debris. Parking in this area shall be limited to the time necessary for loading and unloading. Loading zone regulations will be strictly enforced.
- f. Fire lanes must remain open at all times.

Amphitheater Use and Maintenance Policies

28. Use of Space

- a. Applicant shall only have use of the space for which a Rental Agreement was granted. Unauthorized use of any facilities on the amphitheater grounds for which authorization was not specified may result in immediate suspension of the use of the facility.
- b. All portable restrooms, dumpsters, fencing, generators, trailers, etc., must be removed by the next business day following the event.

29. Common Areas

Common areas of the Amphitheater including paths, sidewalks, and parking lots are to remain open to the public unless prior approval has been given by the City of Stockbridge.

30. “Back of House” Amenities and Hospitality

Applicant is solely responsible for any amenities and hospitality for dressing rooms, green room and general “back of house” areas. This includes supplying any food, drinks, towels, or other items. Applicant is responsible for all damage.

31. Clean Up and Custodial Services

- a. The Applicant will receive the facility in a “broom clean” condition prior to the move-in period. During the event, the Applicant will provide the necessary janitorial and grounds staff to maintain all guest areas in a clean and presentable condition. This includes removal of trash, cleaning and maintenance of all public areas, public restrooms, maintaining event aisles, emptying and relining trash cans, mopping up spills, clearing and cleaning of patron seating areas.
- b. Applicant is responsible for the cost of removal of trash, crates, pallets, packaging material, staging material, and lumber, prior to the event opening and during move-out. In order to secure the deposit, the facility should be left as it was found.

32. Waste Removal

- a. The Applicant is responsible for the costs of providing sufficient trash dumpsters of adequate size based on the anticipated number of event attendees. Applicant is responsible for the costs of each dumpster as well as the costs of all trash hauls. Applicant must use the City's Commercial Waste Franchisee.
- b. Applicant is responsible for proper and regulated disposal of any and all toxic biohazard goods, material and substances, and must comply with all applicable laws.

33. Storage

- a. Limited storage is available at the Amphitheater.
- b. All materials (other than backdrops) and equipment must be removed immediately after each event.
- c. The City of Stockbridge is not responsible for damage to any materials or equipment. Any costs incurred by the City for disposal of materials left on the premises will be subtracted from the deposit.

34. Amphitheater Property

Property belonging to the Amphitheater may not be removed or repositioned from stage, dressing rooms, green room, warm-up room, plazas or offices. Furniture, benches, planters or other features may not be moved from their locations. If re-arrangement of features or furniture is necessary, such re-arrangement must be approved by Events Manager prior to the event and will be performed by Amphitheater personnel.

35. Applicant's Property

The City of Stockbridge shall assume no responsibility for any property placed on its facilities or grounds. Further, the City of Stockbridge, its officers, agents and employees, are released and discharged from any and all liability for the loss, injury or damage to persons or property that may be sustained by the use or occupancy of the facility and its environs.

36. Lost, Found or Abandoned Property

The Amphitheater is not responsible for the theft, loss, or damage to any items left in the Amphitheater. The Lost and Found is located at the Stockbridge Events Department Administration Offices located at the Amphitheater. The City of Stockbridge assumes no responsibility for items left by users or lost and found items. The City reserves the right to remove from the building all property remaining in the building after the contracted time has lapsed or to charge the Applicant a storage fee of \$100.00 for the first day and \$25.00 each additional day up to 30 days. All abandoned, lost, or unclaimed property will be disposed of at the discretion of Events Manager.

37. Property Loss or Damage

Applicant is responsible for any loss, damage or theft of personal property that is incurred by the Applicant. Applicant is also responsible for restoring damaged premises to pre-event conditions.

38. Facility Alterations

Temporary or permanent alterations of the facility in any way, including adjustments to electrical power or modifications to the stage area, dressing room, green room or other areas, is prohibited. Drilling or hammering stakes into concrete or paved surfaces is not permitted.

39. Damage or Defacement of Facility, Equipment and Property

- a. The Applicant accepts the Amphitheater in good order and agrees to return it to the City of Stockbridge in the same condition, normal wear and tear excepted. The Applicant is responsible for any damages to permanent fixtures, trees, plants, furniture, fixtures, equipment or any Amphitheater structure or property. In the event that damages are sustained or policies are not followed, the event may be terminated and future requests for use of the facilities may be denied.
- b. The Amphitheater will not furnish any tools or materials.
 - a. Nails, tacks, staples, brads, etc. may not be driven into or used on any portion of the Amphitheater; and, no changes, repairs, painting, staining or alterations that will change the finish, appearance or contours of the buildings will be permitted.
 - b. Use of tape on City equipment or building structures is prohibited unless prior authorization by Events Manager and only gaffer, spike or glow tape may be used. No exhibit may be displayed around the Amphitheater or suspended from permanent fixtures or beams without the permission of Events Manager.
 - c. Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls or fire sprinklers.
 - d. All decorative materials must be flameproof in accordance with fire regulations.
 - e. Adhesive backed decals, event signs, flyers, postcards and stickers may not be distributed anywhere on the premises.
 - f. The construction of sets is limited to designated areas. The work area must be kept clean and be cleared upon completion of construction.

40. Inspections

- a. A facility rental inspection must be conducted by the Events Manager prior to and following each reservation and must be signed by the Applicant.
- b. The Applicant is required to notify the Events Manager when they have completed use of the reserved area in order to commence the Check-In/Check-out procedure. Failure to checkout with Events Manager will result in forfeiture of the damage deposit.
- c. The Applicant or his/her representative must remain at the Amphitheater until the event is over and all participants, audience, equipment and/or property have been removed. Events Manager must pre-approve any exceptions to this policy, in writing.

41. Compliance with All Applicable Laws

The Applicant, guests and other persons connected with this event, shall observe and comply with all laws, statutes, ordinances, rules and regulations of the Government of the United States, State of Georgia, and the City of Stockbridge including but not limited to the Americans with Disabilities Act. Applicant shall indemnify, defend (at the City's option) and hold harmless the State of Georgia, the City of Stockbridge, its officials, officers, employees and agents from all damages, costs and expenses in law or equity arising out of the Applicant's failure to comply with applicable laws, statutes, ordinances, rules, regulations or acts. The cost of such compliance is the responsibility of each Applicant, exhibitor or patron.

42. Accommodations for Guests with Disabilities

- a. The Amphitheater provides three accessible seating areas for guests with disabilities. Each of these areas has a limited number of wheelchair accessible seats and one companion seat for each. These seats are available on a first come, first served basis.
- b. Service animals are permitted and must remain in close proximity to the guest with a disability at all times and may not block accessible paths of travel.
- c. All flyers and written promotional materials for the event should be made accessible to people with disabilities, including those with hearing and visual impairments. It is recommended that the following statement be included on promotional materials: "If you require a reasonable accommodation due to a disability, including information about this event in an alternative format due to a communication-related disability, please contact [your number followed by word "voice"] for the Georgia Relay Service for the hearing impaired at".

43. Licenses and Permits

Applicant shall ensure that all contractors and vendors obtain the necessary permits and licenses required by any City ordinance or state law. The Applicant and all vendors shall be required to comply with and acquire any and all applicable federal, state and county permits or licenses for doing business within the State of Georgia, Henry County and the City of Stockbridge.

44. Business Licenses

Any individual or entity intending on selling tickets, concessions, or merchandise, or performing any services, before, during, or after the event must be properly licensed to operate in the State of Georgia.

45. Taxes

Applicant is responsible for collecting all applicable taxes, including federal, state, county and City of Stockbridge taxes where applicable.

46. Move-in/Move-out (Load-In/Load-Out)

- a. The Applicant is responsible for all activities related to setting up for, and cleaning up after, an event. The Amphitheater must be returned to the condition prior to setting up an event.

- b. Move-in or move-out activities are not permitted during event hours or while guests are in the facility. Move-in/out time must be completed within the hours provided for in the Agreement. Additional time must be approved by Events Manager and will be charged at the appropriate rate.
- c. City of Stockbridge personnel are not available to assist with loading or unloading event equipment or materials.

47. Deliveries

Applicant is to have an approved agent available to receive and ship all freight within contracted hours of use. Freight will not be accepted prior to contracted dates and Events Manager will not be responsible for any freight shipped to or from the Amphitheater. Similarly, all event materials must be removed during move-out.

48. Building and Electrical Permits

The City's Building Department must issue a building permit for all events involving temporary construction or the use of temporary electrical power. Examples of temporary construction include, but are not limited to, freestanding tents, stages, fences, bleachers and electrical connections.

49. Contractors

- a. Applicants must provide a list of contractors upon the signing of the Rental Agreement. Contractor staff shall conduct themselves in a professional manner at all times, which includes following all policies and procedures governing the Amphitheater.
- b. All contractors must be properly licensed to do business in the state of Georgia.
- c. Events Manager reserves the right to review any contracts between Applicants and other parties involved in the event.

50. Sound and Lighting

No on-site lighting and sound equipment is available at the Amphitheater. Therefore, the Applicant is responsible for providing all light and sound equipment necessary for their event including a lift to gain access to rig the lights and speakers. Applicant may only contract and use qualified, licensed, and insured professional sound and lighting companies. The Applicant is responsible for all costs associated with the sound and lighting company.

51. Electrical Use

- a. Adequate electrical capacity to meet the demands of the event is the sole responsibility of the Applicant. The cost of additional electrical supply beyond the permanent service in the Amphitheater is the sole responsibility of the Applicant.
- b. The Applicant will take all necessary precautions to protect the existing electrical service from overload and damage.
- c. All electrical work shall be performed by licensed personnel only. A City of Stockbridge electrician or a State of Georgia-licensed electrician is responsible for and required for all electrical hook-up and on-call duty. Electrical panels may not be modified by any outside electrician. Modifying the City's

electrical panel will result in a fine of \$1,000 plus any and all necessary repairs to the electrical panels as a result of Applicant's modification.

- d. All electrical equipment used for lighting, sound, or other effects must meet applicable National Electrical Code and facility requirements. Electrical fixtures and fittings must be UL listed and so marked. Events Manager reserves the right to withhold electrical power until the City of Stockbridge electrical inspector approves the connection. The City of Stockbridge reserves the right to inspect and approve or reject all electrical installations.

52. Rigging

- a. A licensed and insured professional rigging company must provide all rigging. The Applicant is responsible for all costs associated with the rigging company. Applicant may only contract and use rigging companies from the Amphitheater's list of qualified, licensed, insured, and approved professional rigging companies.
- b. All rigging in the Amphitheater shall be in accordance with all national, state, and local safety codes, including, but not limited to OSHA and City of Stockbridge policies.
- c. All attachments to any portion of the permanent structure of the Facility shall meet accepted engineering and safety standards. All attachments shall have sufficient strength to support weight placed on them and be secured in such a way to prevent items from falling or causing damage.
- d. Events Manager reserves the right to demand clarification of welds and safe working loads, deny installation, demand removal of questionable attachments and/or require appropriately qualified personnel to install or remove such attachments.
- e. No rigging is allowed in The Green Room or Dressing Rooms.

53. Amplified Sound and Noise

- a. The Applicant shall be subject to the general prohibitions of the City's Noise Ordinance. All outdoor concerts must end no later than 10:00 pm Monday through Thursday; 11:00 pm on Friday and Saturday and not later than 9:00 pm on Sundays.
- b. Monitoring of sound levels will be taken periodically throughout the event as well as during set-up and sound check. If sound levels exceed the established level, Events Manager will request that the volume is turned down. Failure to comply with such a request shall constitute a violation of the Stockbridge City Code and be cause for fines, immediate termination of the event, and forfeiture of deposit and rental fees.
- c. No loud, excessive or unusual noise is allowed between the hours of midnight and 7 a.m. during set-up or teardown of the event.
- d. No profane, lewd, indecent or slanderous speech or music shall be audible at the property line.

54. Curfew and Time Limitations of Performances and Sound Checks/Rehearsals

- a. All events must conclude by the designated ending time. Applicant shall be responsible for vacating the spectator, concession and parking areas not later than 11:00 p.m. on the date of the rental, or 10:00 p.m. on Sundays.

- b. Sound checks and rehearsals must conclude one hour prior to doors opening for the event.
- c. Individual exceptions for use of the facilities beyond normal hours of operation must be approved by Events Manager. Any additional costs associated with the extension are the Applicant's responsibility.
- d. During ticketed events, the gates open two hours prior to show time.

55. Smoking and Tobacco Products

Smoking or the use of tobacco products is not permitted anywhere on the Amphitheater property, Applicant must comply with all state and county laws, rules and regulations relating to no-smoking on public properties or within facilities.

56. Confetti, Glitter and Streamers

Confetti cannons, fireworks, pyrotechnics and streamers are prohibited from use in a performance unless specifically permitted by Events Manager. If approved by Events Manager, any confetti, streamers or glitter used must be biodegradable and additional cleaning fees in the amount of \$5,000 will be required.

57. Tents

- a. All tents must be secured using alternative means such as water barrels, weights or sandbags. Any tent placed on sidewalks, concrete or asphalt surfaces must have rubber tips under the footings.
- b. Tents must be erected by a company licensed to do business in the state of Georgia, must furnish proof of general liability insurance, and all applicable fire/tent inspections and temporary structure permits obtained, if necessary.
- c. If event requires the use of tents, a tent permit application must be submitted for each tent that exceeds 120 square feet. Any tent that exceeds 120 square feet must be permitted and inspected by the Building and Fire Departments prior to the start of the event.

58. Animals

- a. Animals and pets are not permitted on the Amphitheater property except in conjunction with an authorized performance or event, or as aids to persons with disabilities.
- b. Where an animal is used in an authorized event or performance, all federal, state and local laws and regulations must be followed in order to insure the safety of the animals, guests, and any other persons.
- c. Animals must be confined to a specific area by means of a properly enclosed pen, cage, stall, collar or harness when not performing.
- d. Animals must be attended to and held in such a manner that they do not present a danger to the public or themselves. The animal handler must remain with the animal at all times.
- e. Adequate food and water must be provided to all animals.

- f. Provisions must be made for sanitary disposal of animal waste. Applicant is responsible for the removal of animal waste from the facility daily.

Advertising and Sponsorship

59. Advertising

- a. Advertising and/or ticket sales for an event are not permitted until a signed Rental Agreement and all applicable fees have been received and executed by the City of Stockbridge.
- b. All advertising and promotion materials, including press releases, flyers, radio and/or television spots, and website content shall be reviewed and approved by the City of Stockbridge Events Manager and Public Information Officer (PIO) prior to production.
- c. The venue shall be referred to as the “Stockbridge Amphitheater” in all marketing and promotional materials.
- d. Use of the City of Stockbridge, Stockbridge Amphitheater, Stockbridge Events Department, or its names or logos is prohibited except as a description of location, or unless approved in writing by the Events Manager or designee.

60. Event Sponsorship

Event sponsorship is permissible for events at the Amphitheater. Any signage or event sponsorship is restricted to areas designated by Management. Generally, event signage and displays are permitted around the stage area. Events Manager must approve of additional locations. The City of Stockbridge retains all venue advertising and sponsorship rights.

61. Banners and Signs

- a. Sponsorship banners and signage are allowed within the designated Amphitheater perimeter only and may be displayed only during the event with prior approval from Events Manager. All signs and banners that require tape must use banner tape to avoid damage to the property. Signs and banners must be immediately removed from the site following the event.
- b. The placement of any signs, banners, posters or placards associated with an event must be approved by Events Manager prior to installation. All banners and signs must be professionally executed and comply with any applicable ordinances, rules or regulations of the City of Stockbridge. The Amphitheater will remove – at the Applicant’s expense – any unauthorized signs.
- c. Small directional and event promotional signs may be placed in the interior entrances subject to approval in advance by the Events Manager. Any signs placed outside of the amphitheater will require a temporary sign permit.

62. Artist/Performer Contracts

Applicant shall provide, upon request by Events Manager, a copy of a fully-executed contract -with artist(s)/performer(s) scheduled to perform during its event. If a performer does not appear or perform, as advertised,

the promoter will explain to ticket holders (if applicable) why there was no performance and will make refunds, as required.

63. Copyrights and Royalties

Applicants may not violate or infringe upon any copyright, patent, right of privacy or other statutory or common law right of any person, firm or corporation. Further, Applicant shall ensure that all programs, performances, concerts, etc. to be performed involving works protected by statutory or common law copyrights or other proprietary law have been duly licensed or otherwise authorized by the owners of such works or legal representative thereof. Applicant further agrees to indemnify and hold harmless the City of Stockbridge, its agents and employees, from any and all claims, fees, expenses or costs including legal fees asserted or incurred with regard to such warranty.

64. Filming

The name "the City of Stockbridge, Georgia" must appear in the credits of any event filmed on site and must comply with City of Stockbridge Policies and Procedures.

Concessions – Food, Beverages and Merchandise

65. Alcoholic Beverages

- a. The City of Stockbridge reserves the right to restrict service of alcoholic beverages to any person or event when the City of Stockbridge determines it is in the best interest of the public and the facility. A Special Event Permit is required and must be approved by City Council a minimum of **60 days prior** to the event date.
- b. If approved, all alcoholic beverages must remain within the Amphitheater perimeter, and all sales of alcoholic beverages shall cease one hour prior to the end of the event.
- c. Alcoholic beverages sold by the Amphitheater's concessionaire must be dispensed in paper or plastic containers.
- d. The City of Stockbridge must be listed as "Additional Insured" on insurance policies when alcoholic beverages are consumed or sold at the Amphitheater.

66. Concessions/Merchandise Sales

- a. The Amphitheater shall designate concession space(s) to the Applicant for the sale of merchandise.
- b. The sale of any merchandise or products other than concession items must be disclosed on the application.

67. Food and Beverage

- a. The Amphitheater reserves all concession rights, including but not limited to food and beverages. No food or other edibles or drinks may be served or given away in buildings or on grounds by the Applicant unless authorized by Events Manager.
- b. Amphitheater guests may bring their own food and beverages into the Amphitheater. The Amphitheater Concessions will not be open unless authorized by Events Manager.

- c. The Applicant may bring in food trucks and food and beverage vendors. The food truck must have grease mats to avoid spillage onto the Amphitheater concrete or grounds.
- d. Food Vendors using grease or oil must have at their site a Class K fire extinguisher. They must also use grease mats to avoid spillage onto concrete.
- e. Food Vendors with any heating device must have a Class ABC fire extinguisher at their site.
- f. If grease is dumped down storm/sewer drains, Applicant will be responsible for cleanup costs and fines.

Traffic Control and Parking

68. Parking and Traffic Control

- a. If it is anticipated that traffic control is needed on public roadways as a result of Applicant's event, all costs associated with traffic control will be borne by the Applicant.
- b. Parking is limited at the Amphitheater. There are multiple parking areas in downtown Stockbridge. However, the Applicant may be required to utilize shuttle buses to and from parking outside of the downtown area. Designated city owned lots are available for overflow parking; Tag Office, Library, Merle Manders Conference Center lots as long as each respective location does not have their own event ongoing at the same time.
- c. Parking shall be in designated areas only. Cars may not park on turf, grassy areas or sidewalks. Service vehicles or other heavy equipment shall be allowed only in areas authorized by the City.
- d. Backstage parking is limited to Tour Bus or Production related vehicles only and must display a proper parking pass. Applicant is responsible for official identification of these vehicles.
- e. Event-related personnel must park in the designated parking area(s). Vehicles and/or trailers left on the grounds overnight will be required to purchase a \$25 overnight parking permit and are also restricted to designated parking areas. This service is not available more than 24 hours prior to move-in.
- f. During the move-in, event and move-out periods, the Amphitheater MAY need to provide the necessary parking and traffic staff to maintain all traffic and parking direction accessing on and off Amphitheater property. This includes the placement of traffic cones and directional signage on and surrounding the property and providing direction at loading/parking areas.
- g. These labor expenses are provided in the signed Rental Agreement. Any additional Amphitheater labor expenses related to these services shall be itemized and deducted from the Refundable Deposit following the event.
- h. Vehicles parked in an area not permitted or not having a valid permit shall be at risk of being towed at the owner's expense.

Guests Rules and Regulations

69. Allowable Items or Activities

- Coolers 28 quarts and smaller are permitted
- Cloth bags, soft packs 12"x17"x12" and smaller are allowed
- Food and beverages are permitted
- Camping Chairs / Bag Chairs / Blankets with no plastic backing
- Alcoholic beverages are permitted but must be kept in a cup. No glass containers allowed in the venue.
- All coolers, bags and picnic baskets are subject to search.
- Service Animals

70. Prohibited Items or Activities

- No glass bottles or containers,
- Coolers larger than 28 quarts not permitted
- No saving large areas with ropes, caution tape, tarps, blankets, etc. Individual chairs only.
- PLASTIC or TARPS on the ground.
- Stakes in the ground.
- Tents
- Tall tables over 2 feet in height.
- Sitting or standing in/on aisle ways, stairs, and walls.
- Helium filled balloons.
- Large shade/patio umbrellas or handheld umbrellas during the show.
- Smoking, vaping or use of tobacco products, illegal drugs.
- Laser pointers or recording devices, bullhorns, or noisemakers.
- Fireworks, confetti, flying objects such as, but not limited to, projectiles, beach balls, Frisbees.
- No Pets, Service Animals Only.
- Skateboards, bikes, or inline skates.
- Personal property that is a potential hazard to others.
- Fires, open flames, charcoal/gas barbecue grills, fuel powered lanterns, camping and "tailgating".
- Littering, Gambling, Loitering, Picketing or Soliciting.
- Anything that detracts from the entertainment value of the event to other participants.
- Pamphlets, inserts, advertising matter, political handbills or the like.

71. Violations of Guest Rules and Regulations

- a. Failure to abide by or violations of rules and policies may result in termination/cancellation of event or rental contract, eviction from the premises and loss of future rental privileges.
- b. The City of Stockbridge reserves the right to refuse any group the privilege of using the Amphitheater due to abuse of the policies of the facility. In addition, any group charged with an occurrence of abuse may be barred from making any further reservations and any future reservations may be cancelled in the sole discretion of the City.
- c. Failure to cooperate with Amphitheater staff, who are enforcing the policies of the City of Stockbridge and acting in the performance of their duties, could cause the event to be cancelled and the right to use the facility forfeited without refund.
- d. Anyone found abusing, destroying or removing City property could be barred from the premises.
- e. These rules and regulations are enforced by the Stockbridge Police Department and Fire Marshal within their respective discretion.

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

RESOLUTION _____

A RESOLUTION AUTHORIZING AMENDING THE AMPHITHEATER RENTAL POLICY FOR THE CITY OF STOCKBRIDGE AMPHITHEATER; 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 and desirable to amend its current amphitheater policy to better serve its citizens,

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

- 1. Approval of Execution.** The City hereby amends the rental agreement to include the following under Commercial and For Profit Events. The language shall read as follows: The City of Stockbridge shall receive 20% of the box office fees. Also there shall be no commercial or private events unless the event is approved by the City Council. Denials of rentals can be appealed to the City Council and voted on at a regularly scheduled city council meeting. The Mayor or Mayor Pro Tem are hereby authorized to execute said contract with such changes as are recommended by the City Attorney.
- 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 10th day of October 2022.

ANTHONY S. FORD, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

(SEAL)

APPROVED AS TO FORM:



QUINTON G. WASHINGTON, City Attorney

EXHIBIT A



City of Stockbridge

AGENDA ITEM

MEETING DATE

October 10, 2022

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☒ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ SEWER DEPT FUND BALANCE
- ☐ SPLOST
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☒ DEPARTMENT BUDGET
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Water, Sewer, Stormwater, Government Buildings, Parks, and General Maintenance.

ITEM/PROJECT/EVENT:

REQUEST FOR PROPOSAL (RFP) NUMBER 2022-0006 ON - CALL GENERAL ENGINEERING SERVICES

BACKGROUND INFORMATION:

The Procurement Division is requesting Council approval for the award of Request For Proposal (RFP) Number 2022-0006, On-Call General Engineering Services, to Falcon Design Consultants, LLC and Carter & Sloope Consulting Engineers to provide On-Call General Municipal Engineering Services, on a per task order basis, related to but not limited to: general consulting; civil engineering; surveying; management of Capital Improvement Projects (CIPs); project design (water, sewer, stormwater, and roadway infrastructure); construction support and other civil engineering and/or community development projects deemed necessary by the City.

SIGNATURES:

CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT Per Task Order

ATTACHMENTS:

STAFF RECOMMENDATION:

The Procurement Division is requesting Council approval for the award of Request For Proposal (RFP) Number 2022-0006, On-Call General Engineering Services, to Falcon Design Consultants, LLC and Carter & Sloope Consulting Engineers to provide On-Call General Municipal Engineering Services, on a per task order basis, related to but not limited to: general consulting; civil engineering; surveying; management of Capital Improvement Projects (CIPs); project design (water, sewer, stormwater, and roadway infrastructure); construction support and other civil engineering and/or community development projects deemed necessary by the City.

Request For Proposal (RFP) Number 2022-0006, On-Call General Engineering Services, was solicited in accordance with the City Ordinance.: The Public Works Department is seeking comprehensive engineering services to perform planning, design, construction services, and related tasks for new designs and renovation of existing facilities. Typical project assignments may include engineering services related to the design and construction of new facilities, modifications to existing facilities or general planning efforts including, but not limited to:

- Design
- Site design
- Design and construction documents
- Commissioning in accordance with current standards
- Construction phase services
- Engineers may be required to perform various tasks
- Interested teams are required to have the ability to provide services in certain disciplines
- Additional services may be required to a part of Engineers' core team

On March 30, 2022, RFP No. 2022-0006, for the City of Stockbridge On Call General Engineering Services was solicited.

On July 7, 2022, the solicitation opened; Four (4) firms submitted proposals in response to the RFP, Keck & Wood, Inc., Falcon Design Consultants, LLC, Prime Engineering Incorporated, and Carter & Sloope Consulting Engineers.

On August 17, 2022, an Evaluation Committee Meeting was held. After evaluation and scoring, the Evaluation Committee named Falcon Design, as the first ranked firm and Carter & Sloope Consulting Engineers as the second ranked firm. (Exhibit 1).

On August 30, 2022, City Staff met with Falcon Design and second Carter & Sloope Consulting Engineers for negotiations of cost and terms for the On Call General Engineering Services contract.

The Public Works Department requesting Council approval for the award of Request For Proposal (RFP) Number 2022-0006, On Call General Engineering Services, for the City of Stockbridge to Falcon Design Consultants, LLC. and Carter & Sloope Consulting Engineers.

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).

Fiscal Impact: Funds will be provided from accounts 505-44200-521230, 505-43300-521230, 510-42500-521230, 100-42200-521230, 100-15650-521230, and 100-62200-521230.



Procurement Division

Summary Score Sheet Evaluation Committee Meeting
RPF No. 2022-0006 City Of Stockbridge On-Call Engineering Services
August 17, 2022

Proposer – Organization Name	Renee Wheeler	Kira Harris-Braggs	Brad Holtsinger	Total Points	Ranking
Carter & Sloope Consulting Engineers	65	100	100	265	2
Falcon Design, Inc	70	100	100	270	1
Keck & Wood, Inc	70	100	60	230	4
Prime Engineering, Inc	80	100	60	240	3

Procurement Division

4640 North Henry Boulevard, Stockbridge, Georgia 30218 | (770) 389-7900 | www.cityofstockbridge.com

RFP No:	2022-0006		Date Advertised:		03/30/2022
Title:	City of Stockbridge -On Call General Engineering Services		Date Opened:		05/26/2022
Agency:	Public Works Department		Number of Responses Received:		4
Project Manager:	Decius Aaron				
RESPONDERS		ADDRESS	CITY	STATE	ZIP CODE
Keck & Wood, Inc.		445 Jeff Davis Drive, N., Suite B	Fayetteville	Georgia	30214
Falcon Design		40 Greenway Court, Suite A	Newnan	Georgia	30265
Prime Engineering Incorporated		3715 Northside Parkway, NW Building 300, Suite 200	Atlanta	Georgia	30327
Carter & Sloope Consulting Engineers		1031 Stonebridge Parkway	Watkinsville	Georgia	30677
COMMENTS:			Date Created:		7/15/2022
			Date Updated:		



City of Stockbridge Procurement Division

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

Responder: Please complete the attached Cost Proposal Form and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 2022-0006 City of Stockbridge On-Call General Municipal Engineering Services" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with the City of Stockbridge according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: Carter & Sloope, Inc.

Address: 1031 Stonebridge Parkway Watkinsville, GA 30677

Contact Person Submitting Proposal: Martin C. Boyd, P.E.

Title of Contact Person: President

Telephone Number: (706) 769-4119

Fax Number: (706) 769-4546

E-mail Address: mboyd@cartersloope.com

Signature of Contact Person

PRESIDENT

Title of Contact Person

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

CLASSIFICATION	2022 Hourly Billing Rate	2023 Hourly Billing Rate	2024 Hourly Billing Rate	2025 Hourly Billing Rate
Principal Engineer	\$ 230 /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Senior Manager	\$ 165 /Per hour	\$ 170 /Per hour	\$ 175 /Per hour	\$ 180 /Per hour
Project Manager	\$ 130 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour	\$ 145 /Per hour
Senior Designer	\$ 180 /Per hour	\$ 185 /Per hour	\$ 190 /Per hour	\$ 195 /Per hour
Project Engineer	\$ 105 /Per hour	\$ 110 /Per hour	\$ 115 /Per hour	\$ 120 /Per hour
Appraiser	\$ 125 /Per hour	\$ 130 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour
CAD Technician	\$ 80 /Per hour	\$ 85 /Per hour	\$ 90 /Per hour	\$ 95 /Per hour
Mapping Technician	\$ 80 /Per hour	\$ 85 /Per hour	\$ 90 /Per hour	\$ 95 /Per hour
Licensed Surveyor	\$ 105 /Per hour	\$ 110 /Per hour	\$ 115 /Per hour	\$ 120 /Per hour
2- Person Survey Team	\$ 165 /Per hour	\$ 170 /Per hour	\$ 175 /Per hour	\$ 180 /Per hour
3- Person Survey Team	\$ 200 /Per hour	\$ 205 /Per hour	\$ 210 /Per hour	\$ 215 /Per hour
Senior Inspector	\$ 135 /Per hour	\$ 140 /Per hour	\$ 145 /Per hour	\$ 150 /Per hour
Inspector	\$ 95 /Per hour	\$ 100 /Per hour	\$ 105 /Per hour	\$ 110 /Per hour
Cost Estimator	\$ 125 /Per hour	\$ 130 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour
CAD Drafter	\$ 60 /Per hour	\$ 65 /Per hour	\$ 70 /Per hour	\$ 75 /Per hour
Information System Professional	\$ 150 /Per hour	\$ 155 /Per hour	\$ 160 /Per hour	\$ 165 /Per hour
Clerical	\$ 60 /Per hour	\$ 65 /Per hour	\$ 70 /Per hour	\$ 75 /Per hour

The cost proposal shall be based on the labor categories and qualifications. The Consultant shall identify hourly rates by labor category. Rates shall be fully burdened billing rates to include all overhead and profit, at the prime and sub-consultant levels. Hourly rates shall be provided for each of the four (4) years (one year contract with the option to renew for four (4) additional one year period Agreement. Labor rates to be included in the Services Agreement will be negotiated with the selected Consultant based on its Proposal and the City's analysis of the labor rate proposals submitted by all Consultants.

Carter & Sloope, Inc.
2022 BILLING RATE TABLE

Staff Level	Activity	Description	Rate
30	03	Principal III	230.00
30	02	Principal II	205.00
30	01	Principal I	200.00
30	00	Principal	190.00
31	05	Senior Professional Engineer V	230.00
31	04	Senior Professional Engineer IV	215.00
31	03	Senior Professional Engineer III	195.00
31	02	Senior Professional Engineer II	180.00
31	01	Senior Professional Engineer I	165.00
32	06	Project Engineer VI	155.00
32	05	Project Engineer V	145.00
32	04	Project Engineer IV	135.00
32	03	Project Engineer III	125.00
32	02	Project Engineer II	115.00
32	01	Project Engineer I	105.00
32	00	Staff Engineer	95.00
33	09	Project Manager IX	210.00
33	08	Project Manager VIII	200.00
33	07	Project Manager VII	190.00
33	06	Project Manager VI	180.00
33	05	Project Manager V	170.00
33	04	Project Manager IV	160.00
33	03	Project Manager III	150.00
33	02	Project Manager II	140.00
33	01	Project Manager I	130.00
34	05	Design Technician V	120.00
34	04	Design Technician IV	110.00
34	03	Design Technician III	100.00
34	02	Design Technician II	90.00
34	01	Design Technician I	80.00
35	00	CADD Drafter	60.00
36	07	Construction Observer VII	145.00
36	06	Construction Observer VI	135.00
36	05	Construction Observer V	125.00
36	04	Construction Observer IV	115.00
36	03	Construction Observer III	105.00
36	02	Construction Observer II	95.00
36	01	Construction Observer I	75.00
37	05	Administrative Support Staff V	100.00
37	04	Administrative Support Staff IV	90.00

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

CLASSIFICATION	2022 Hourly Billing Rate	2023 Hourly Billing Rate	2024 Hourly Billing Rate	2025 Hourly Billing Rate
Principal Engineer	\$ 175 /Per hour	\$ 175 /Per hour	\$ 185 /Per hour	\$ 185 /Per hour
Senior Manager	\$ 150 /Per hour	\$ 150 /Per hour	\$ 155 /Per hour	\$ 155 /Per hour
Project Manager	\$ 135 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour	\$ 140 /Per hour
Senior Designer	\$ 120 /Per hour	\$ 120 /Per hour	\$ 125 /Per hour	\$ 125 /Per hour
Project Engineer	\$ 140 /Per hour	\$ 140 /Per hour	\$ 145 /Per hour	\$ 145 /Per hour
Appraiser	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
CAD Technician	\$ 105 /Per hour	\$ 105 /Per hour	\$ 110 /Per hour	\$ 110 /Per hour
Mapping Technician	\$ 115 /Per hour	\$ 115 /Per hour	\$ 120 /Per hour	\$ 120 /Per hour
Licensed Surveyor	\$ 120 /Per hour	\$ 120 /Per hour	\$ 125 /Per hour	\$ 125 /Per hour
2- Person Survey Team	\$ 150 /Per hour	\$ 150 /Per hour	\$ 155 /Per hour	\$ 155 /Per hour
3- Person Survey Team	\$ 185 /Per hour	\$ 185 /Per hour	\$ 195 /Per hour	\$ 195 /Per hour
Senior Inspector	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Inspector	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Cost Estimator	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
CAD Drafter	\$ 90 /Per hour	\$ 90 /Per hour	\$ 95 /Per hour	\$ 95 /Per hour
Information System Professional	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Clerical	\$ 60 /Per hour	\$ 60 /Per hour	\$ 65 /Per hour	\$ 65 /Per hour

The cost proposal shall be based on the labor categories and qualifications. The Consultant shall identify hourly rates by labor category. Rates shall be fully burdened billing rates to include all overhead and profit, at the prime and sub-consultant levels. Hourly rates shall be provided for each of the four (4) years (one year contract with the option to renew for four (4) additional one year period Agreement. Labor rates to be included in the Services Agreement will be negotiated with the selected Consultant based on its Proposal and the City's analysis of the labor rate proposals submitted by all Consultants.

STATEMENT OF QUALIFICATIONS & PROPOSAL
FOR
ON-CALL GENERAL ENGINEERING SERVICES
RFP #2022-0006



CITY OF STOCKBRIDGE



Carter & Sloope
CONSULTING ENGINEERS

ATHENS ♦ CANTON ♦ MACON ♦ MOULTRIE

July 7, 2022

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July 7, 2022

City of Stockbridge, Procurement Division
Attn: Lindell Miller, Purchasing Manager
4640 N. Henry Blvd
Stockbridge, GA 30281

SUBJECT: City of Stockbridge, Georgia
2022 Qualifications for On-Call General Engineering Services
RFP #2022-0006

Dear City of Stockbridge:

Carter & Sloope, Inc. greatly appreciates the opportunity to present this Statement of Qualifications (SOQ). We are sincerely interested in providing on-call engineering services for the projects outlined in the City's Request for Proposals (RFP) dated March 30, 2022. After having reviewed the RFP, Addendum 1, Addendum 2, and the requested scope of work, we are confident in our ability to meet the requirements of the City and are committed to entering into a contract to perform work assigned as a result of this RFP. Carter & Sloope has provided civil and environmental engineering design services since 1990 to cities and counties throughout Georgia. Utilizing our expertise and extensive experience with on-call general municipal engineering services, we have developed a project team approach to address your needs for the service categories listed and below:

1. Environmental Engineering
2. Civil Engineering, Transportation Engineering, and Site Design
3. Master Planning and Feasibility Studies
4. Permitting and Reporting
5. Landscape Architecture
6. Construction Observation and Administration
7. Funding Assistance and Cost Estimating
8. O&M and Commissioning
9. Surveying

Our relevant project experience is extensive and many of our key engineering staff that executed the projects listed in this submittal will lead efforts on any project the City of Stockbridge may need. If selected, the principal in-charge for these assignments will be Martin C. Boyd, P.E. Mr. Boyd serves as the president of Carter & Sloope and the branch manger of our Watkinsville office, which is approximately 55 miles from Henry County. Mr. Chad Peden, P.E., will serve as the Project Manager responsible for managing and overseeing all projects. He is also based out of the Watkinsville office, but he lives approximately 20 minutes

from the City of Stockbridge. A complete list of all project team members and key personnel is included in Section 3.

Our approach to providing on-call engineering services to the City is a proven strategy that has worked successfully for the past 10 years for both Stockbridge and Carter & Sloope. Typically, City staff identifies a problem or a project and works with Carter & Sloope to develop a scope of work and estimate of project costs, including fees from Carter & Sloope for professional services. Carter & Sloope provides a written scope of work and associated fee, which is reviewed and approved by the City prior to beginning any work. This approach has proven successful for all parties as we are able to tailor both the scope of work and fee to fit the City's budget.

It is our team's goal to provide quality, professional services in the completion of all proposed projects. We feel confident in our ability to reach this goal and look forward to working with the City of Stockbridge. Please feel free to contact us if you have any questions concerning this submittal or its contents. Additional information can be provided upon request. Mr. Boyd may be reached by phone or email using the contact information provided below.

Sincerely,



Martin C. Boyd, P.E.

President

mboyd@cartersloope.com

(706) 769-4119

Section 2 – Executive Summary

Carter & Sloope, Inc. has provided beneficial civil and environmental engineering and planning solutions to more than 100 municipalities, counties, authorities, industries and private companies in Georgia. Our firm has earned repeat business and has worked with many of our core clients for over two decades.

These solid relationships with our clients are a result of striving to fully understand our client's needs, providing innovative and economical solutions, assisting them with a variety of funding alternatives, and delivering quality service ahead of schedule and budget.

The principals and staff at Carter & Sloope, Inc. are committed to working with our clients to reach engineered solutions to complex engineering problems.

Understanding Scope of Work

The City of Stockbridge is seeking a qualified firm(s) to provide on-call general municipal engineering services related to but not limited to: general consulting; civil engineering; surveying; management of Capital Improvement Projects (CIPs); project design (water, sewer, stormwater, and roadway infrastructure); construction support and other civil engineering and/or community development projects deemed necessary by the City.

The City of Stockbridge will assign tasks to the selected Consultants on an on-call or as-needed basis, and the Consultant will be expected to adequately staff the project and provide high-quality deliverables at the deadlines established for each project. **Our project approach for providing on-call engineering services to the City of Stockbridge is detailed in Section 5 – Project Approach.**

Contact Persons: Martin C. Boyd, P.E., President & Senior Design Engineer, (706) 769-4119
J. Chad Peden, P.E., Project Engineer IV & Project Manager, (706) 769-4119

Firm Background

Carter & Sloope, Inc. (C&S) was founded in Macon, Georgia in 1990 and has been in business for over 32 years offering a full range of civil and environmental engineering and planning services with concentrations in water and wastewater systems and civil site design. The firm continues to diversify and also offers expertise in master planning, loan/grant funding assistance, landscape architecture, construction contract administration and permitting assistance.

Since its inception and throughout its growth, C&S has maintained a clear vision of its mission of providing superior, innovative and personal consulting engineering services. The principals and staff at C&S are committed to working with our clients to reach engineered solutions to complex engineering problems. Our emphasis is on developing strong, long-term relationships with our clients. In order to do that, we recognize that we must continually provide great service, dependable and economical design solutions, and be responsive to the needs of our clients. It is this philosophy which has been the basis of our success and how we continue to earn repeat business from our core clients.

C&S currently maintains a staff of over 60 employees comprised of professional engineers, project engineers, funding specialists, landscape architects, technicians, construction observers



and clerical employees. Our staff is experienced in and dedicated to providing complete planning, engineering design and construction contract administration services to public and private clients. Listed below is a breakdown of staff positions:

Professional Engineers – 17

Project Engineers and Managers – 16

Technicians / CADD Operators – 9

Administrative / Clerical – 10

Funding Specialist - 3

Landscape Architects – 2

Construction Observers – 7



Principals

C&S is managed by five principals, which are registered professional engineers in Georgia and provide professional engineering services to clients throughout Georgia on a daily basis.

Tom H. Sloope, P.E. serves as Vice-President and is a founding partner of C&S. He works from the corporate office in Macon with cities, counties and utility authorities throughout Georgia on a variety of water, sewer, street and storm drainage improvements. Mr. Sloope is a 1982 graduate of Southern Polytechnic State University.

Mark C. Gatlin, P.E. is a former Partner and Vice-President of C&S, but now serves on our Board of Directors and as a Senior Design Engineer. Along with Mr. Sloope, Mr. Gatlin works from the corporate office in Macon. His primary areas of concentration and expertise include water and wastewater treatment. He is a 1980 graduate of Auburn University and received a Master's degree from Auburn in 1982.

Matthew D. Smith, P.E. also serves as a Vice-President for C&S and manages the Canton branch office. His expertise is with projects involving general civil and environmental issues. Mr. Smith is a 1998 graduate of the University of Georgia.

William C. Sipe P.E. also serves as a Vice-President at C&S. Mr. Sipe co-manages the Canton branch office of C&S along with Mr. Smith. His expertise is with projects involving groundwater wells and water distribution systems. Mr. Sipe is a 2001 graduate of the University of Georgia.

Martin C. Boyd, P.E. serves as President for C&S and also manages the Watkinsville office. His areas of service are focused on water treatment and distribution, and sewerage collection and wastewater treatment. Mr. Boyd is a 1994 graduate of Georgia Institute of Technology and received a Master's degree from Georgia Tech in 1997.

Mr. Sloope and Mr. Gatlin have known each other since 1982 when they worked together at another engineering firm. Together with a third partner, Don Carter, they opened the doors of C&S in April 1990. Mr. Smith and Mr. Sipe joined C&S upon graduation from college in 1998 and 2001 respectively and Mr. Boyd joined the firm in 2003 after several years working for other Georgia-based engineering firms. Mr. Smith and Mr. Boyd joined Mr. Sloope and Mr. Gatlin as principals of C&S in January of 2018 and Mr. Sipe joined as a principal in January 2019. These four principals bring over 100 years of combined engineering experience to form a strong, diverse team committed to working with their clients to reach engineered solutions to complex engineering problems.

C&S Principals

Martin C. Boyd, P.E. – President

Tom H. Sloope, P.E. – Vice-President

Matthew D. Smith, P.E. – Vice-President

William C. Sipe, P.E. – Vice-President



Licensed Professionals & Engineering Resources

C&S has licensed professional engineers and, if the project requires, landscape architects who may assist in providing professional services for the City of Stockbridge. Below is a listing of all licensed professionals employed by our firm and their respective license numbers in Georgia:

Civil Engineers

Tom H. Sloope, P.E. – 18809
Mark C. Gatlin, P.E. – 15682
Martin C. Boyd, P.E. – 25423
Matt D. Smith, P.E. – 28763
William C. Sipe, P.E. – 31298
Alex S. Wiseman, P.E. – 31780
Chase M. West, P.E. – 38078
J. Chad Peden, P.E. – 42771
Kurt T. McCord, P.E. – 35089
Thomas Roos, P.E. – 14713

Jared J. Wozny, P.E. – 42829
Charles F. Tucker, P.E. – 38574
Spencer Senerman, P.E. – 42054
R. Tom Clark, P.E. – 23872
Jennifer Rich, P.E. – 45427
Kenny Miller, P.E. – 048212
Brian Caffrey, P.E. – 048265

Landscape Architect

John L. Stover, L.A. – 1267
Stephen Rakestraw – 1205

In addition to our licensed professionals, C&S Staff is comprised of surveyors, project managers, engineers, design technicians, CADD drafters, licensed water and wastewater operators, construction observers, funding specialists, and administrative assistants. Please see our corporate organization chart at the end of this section for more information on our staff and engineering resources.

C&S holds a Certificate of Authorization to provide engineering services in the States of Alabama, Florida, Georgia, Mississippi, North Carolina, and South Carolina, while engineers in the firm are registered to practice in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee and Texas.

Based on the firm's extensive knowledge and experience from successfully completing the types of projects listed herein, we are able to better recognize and provide innovative and economical solutions while delivering superior service to each and every client. C&S signifies excellence in capabilities, services, and results by improving the quality of life in the communities in which we work.

Corporate Organization Chart

A Corporate Organization Chart can be found on the next page. This chart indicates the overall organizational structure of our firm and employee location assignments. Carter & Sloope operates as a single entity and is not under the control of any other corporation or organization. The legal status of Carter & Sloope is classified as a Domestic Profit "S" Corporation.



Corporate Organization Chart



CARTER & SLOOPE, INC. BOARD OF DIRECTORS

Martin C. Boyd, P.E. – President/Principal III
 Tom H. Sloope, P.E. – Vice-President/ Principal III
 Matthew D. Smith, P.E. – Vice-President/ Principal III
 W. Chad Sipe, P.E. – Vice-President/ Principal III
 Mark C. Gatlin, P.E. – Board Member

CARTER & SLOOPE, INC. (MACON) - CORPORATE

Susan Meyers – Administrative Support Staff V
 Connie Persall –Administrative Support Staff IV
 Gabriel Morris – Funding Specialist IV
 Thomas Roos. P.E. – Project Engineer V / Construction Observer V
 April TeSelle – Administrative Support Staff I

CARTER & SLOOPE, INC. (MACON)

Tom H. Sloope, P.E. – Principal III
 John L. Stover, Jr., R.L.A. – Project Manager IX
 Jared J. Wozny, P.E. – Project Engineer IV
 Cameron R. Brown, PLS – Project Engineer III
 N. Gray Widstrom E.I.T. – Project Engineer II
 William Jackson E.I.T – Project Engineer I
 Bill Myers – Construction Observer IV
 Jamie Reddick – Design Technician II
 Jennifer L. Horne – Design Technician II
 Shannon McGehee – Admin Support Staff II

CARTER & SLOOPE, INC. (ATHENS)

Martin C. Boyd, P.E. – Principal III
 Alex S. Wiseman, P.E. – Senior Professional Engineer III
 Chase M. West, P.E. – Senior Professional Engineer II
 Kenny Miller, P.E. – Project Engineer IV
 Brian Caffrey, P.E. – Project Engineer III
 Gregory E. Duff, P.M.P. – Project Manager V
 J. Chad Peden P.E. – Project Engineer VI
 Jeremy Pirkle – Project Manager IV
 Dr. Lindsey Bryant, E.I.T. – Project Engineer III
 Isaac St.Clair, E.I.T – Project Engineer I
 Brianne Wiseman – Design Technician V
 Christian Greene – Design Technician II
 Salomon Raas – Design Technician I
 David Thieme – Construction Observer V
 Pete Taylor – Construction Observer IV
 Eric Van Deventer – Design Technician II
 John Bailey – Construction Observer I
 Amy Chinouth – Administrative Support Staff IV
 Morgan Arnold – Funding Specialist I

CARTER & SLOOPE, INC. (CANTON)

Matthew D. Smith, P.E. – Principal III
 W. Chad Sipe, P.E. – Principal III
 Kurt T. McCord, P.E. – Senior Professional Engineer I
 Spencer L. Senerman, P.E. – Project Engineer VI
 Jennifer Rich, P.E. – Project Engineer III
 Mark Hain, E.I.T. – Project Engineer III
 Skylar Waddell, E.I.T. – Project Engineer I
 Jim Lewis – Construction Observer IV
 Shane Lawson – Construction Observer III
 D. Keith Green – Design Technician V
 David Pittard – Design Technician III
 Chrissy Garrison – Administrative Support Staff III
 Brittany Tataryn – Administrative Support Staff I

CARTER & SLOOPE, INC. (MOULTRIE)

Charles F. Tucker, P.E. – Senior Professional Engineer I
 G. Arin Howell E.I.T. – Project Engineer I
 Stephen Rakestraw – Project Manager VI
 R. Glen Langston – Design Technician V
 Jonah Rowan – Design Technician I
 Mike Alderman – Construction Observer VII
 Scott Alderman – Construction Observer V
 Caitlin Wilkerson – Administrative Support Staff I
 Regan Young – Funding Specialist I



Geographic Proximity

Carter & Sloope, Inc. operates four offices in Georgia. Our corporate office is located in Macon and our other offices are located in Watkinsville, Canton and Moultrie. **All work for the City of Stockbridge will be based out of our Athens area office located in Watkinsville.** Since we have ongoing projects in the area and our project manager, Mr. Chad Peden, P.E., lives approximately 20 minutes from Stockbridge, our response time for meetings and site visits would be relatively short. For a detailed listing of each office and the name and contact information of the managing engineer, please see **Section 7 – Location.**

Technical Resources

C&S is fully equipped with state-of-the art computerized drafting, design and surveying equipment. All drawings, maps and plans are prepared using AutoCAD® Civil 3D 2020. Full- size color plots are produced in-house on an HP color plotter and reduced prints are produced on a Canon color laser printer. Reproduction jobs are done in-house using our large format HP scanner/printer. Some larger reproduction jobs may be outsourced to local reproduction facilities. Our data is shared across all offices through a virtual private network secured with unified threat management firewalls at each office location. Data from each remote office is synced daily across multiple servers for fail-over operation and efficient data recovery. Our CADD operators are fully trained in the latest versions of AutoCAD® Civil 3D. The firm also utilizes ArcGIS 10.7 for GIS applications and mapping plus InfoWater, InfoSewer and InfoSwmm by Innovyze for water and sewer and stormwater system hydraulic modeling. C&S also maintains ten (10) pressure data loggers and three (3) fire hydrant testing equipment (pilot tubes with diffusers) that are available to conduct pressure studies and hydraulic transient studies.



With multiple licensed Unmanned Aircraft Systems (UAS) pilots, C&S can offer a full-range of surveying and mapping services. Equipped with the latest Carlson software and the use of Leica and GeoMax total station and GPS equipment, C&S surveyors have the tools they need to get the job done. Also, with the addition of a Phantom 4Pro UAV (Unmanned Aerial Vehicle) and Metashape data processing software, C&S can perform aerial mapping and photo observations for any number of projects.

Section 3 – Project Team Qualifications

Carter & Sloope's team of highly qualified individuals have a wide range of skills and experiences to provide the required expertise for all of the City of Stockbridge's engineering needs. Projects will be assigned based on scope and type to suit team members strengths with each project under the oversight of a Senior Level Engineer, ensuring projects are completed in accordance with our internal Quality Assurance/Quality Control program. Not only is the right technical expertise present, but a solid foundation of leadership and management skills exist in this Project Team as well. This effective combination will produce the quality results the City of Stockbridge is seeking and deserves.

Included in this section is our Project Organization Chart, which is unique, like us. We do not use a traditional linear organization chart, but instead use a circular one because it is a better visual representation of the various team leaders the City of Stockbridge will see during different types and phases of projects. The following key individuals presented in the Project Organization Chart were selected and organized on our project team based on their depth of experience with on-call engineering services in the following areas: environmental engineering, transportation and civil/site engineering, master planning and feasibility studies, permitting and reporting, funding assistance, construction phase services, landscape architecture, and O&M and commissioning.

At the center of our project organization chart is the City of Stockbridge with the Principal In-Charge as Mr. Marty Boyd, P.E., surrounding the City. Mr. Boyd serves as the president of Carter & Sloope, Inc. and will oversee and be responsible for the overall quality assurance/quality control throughout the various phases of each assigned project. Surrounding both the City of Stockbridge and Mr. Boyd is our Project Manager, Mr. Chad Peden, P.E. Mr. Peden will oversee and manage all projects assigned to our firm. Team leaders have been assigned to each project category based on their extensive experience and qualifications. Team leaders will oversee each team member listed under the respective categories to ensure both timeliness and effectiveness of project completion. Our team leaders and team members are currently active in a number of different projects for other municipalities but are available to begin work immediately on any project assignment from the City of Stockbridge.

In addition to our Project Organization Chart, this section includes the resumes of the principal in-charge, project manager and each team leader. Resumes for all other team members can be made available upon request.



Project Organization Chart



Team Directory:

Name	Office Location & Contact Information	Certification & License Number
Mr. Marty Boyd, P.E. President & Principal In-Charge	Carter & Sloope, Inc. 1031 Stonebridge Parkway Watkinsville, GA 30677 (706) 769-4119 mboyd@cartersloope.com	Professional Engineer GA PE #25423
Mr. Chad Peden, P.E. Project Manager Team Leader – <i>Transportation & Civil/Site Engineering Team</i>	Carter & Sloope, Inc. 1031 Stonebridge Parkway Watkinsville, GA 30677 (706) 769-4119 cpeden@cartersloope.com	Professional Engineer GA PE #42771
Mr. Chase West, P.E. Team Leader – <i>Master Planning & Feasibility Studies Team</i>	Carter & Sloope, Inc. 1031 Stonebridge Parkway Watkinsville, GA 30677 (706) 769-4119 cwest@cartersloope.com	Professional Engineer GA PE #38078
Dr. Lindsey Bryant, E.I.T, PhD Team Leader – <i>Permitting & Reports Team</i>	Carter & Sloope, Inc. 1031 Stonebridge Parkway Watkinsville, GA 30677 (706) 769-4119 lbryant@cartersloope.com	Engineer in Training GA EIT #27890
Mr. Tom Roos, P.E. Team Leader – <i>Funding Team</i>	Carter & Sloope, Inc. 6310 Peake Road Macon, GA 31210 (478) 477-3923 troos@cartersloope.com	Professional Engineer GA PE #14713
Mr. Kenny Miller, P.E. Team Leader – <i>Construction Phase Services Team</i>	Carter & Sloope, Inc. 1031 Stonebridge Parkway Watkinsville, GA 30677 (706) 769-4119 kmiller@cartersloope.com	Professional Engineer GA PE #048212
Mr. John Stover, L.A. Team Leader – <i>Landscape Architecture Team</i>	Carter & Sloope, Inc. 6310 Peake Road Macon, GA 31210 (478) 477-3923 jstover@cartersloope.com	Landscape Architect GA LA #1267
Mr. Jeremy Pirkle Team Leader – <i>O&M and Commissioning Team</i>	Carter & Sloope, Inc. 1031 Stonebridge Parkway Watkinsville, GA 30677 (706) 769-4119 jpirkle@cartersloope.com	Class 1 Water Treatment Plant Operator – GA #W1-014530 Class 3 Wastewater Treatment Plant Operator – GA #W3-016041



LIST OF PROJECT TEAM SERVICES

Below is a list of services that fall under each category listed on the Project Organization Chart:

➤ **Environmental Engineering**

Water Treatment

Surface Water Treatment Plants
Groundwater Treatment Plants
Process Design
Hydraulic Evaluations
Operating/Assistance/Troubleshooting

Wastewater Treatment

Process Design
Advanced Reuse Treatment
Constructed Wetlands
Land Application Systems
Biosolids Management
O&M Manuals
Operating Assistance/Troubleshooting
Onsite Treatment Systems

➤ **Civil Engineering/Site Design & Transportation Engineering**

Water Distribution & Sewer Collection
Storm Drainage Management
Utility Mapping & Utility Relocation
Site Layout and Development
Soil Erosion and Sediment Control
Roadway Design, Streetscape and Pedestrian Facilities
Railroad Systems
Hydraulic Modeling Analysis of Water & Sewerage Systems
Hydrology Studies
Raw Water Reservoirs
Traffic Studies

➤ **Planning**

Land Use Plans
Recreation Plans
Utilities Planning
Rate Studies
Feasibility Studies
Wellhead Protection
Master Planning
Watershed Assessments
Infrastructure Condition Assessments
Minimum Development Standards
Geographic Information Systems (GIS)

➤ **Permitting & Reports**

Departments of Transportation
Georgia Environmental Protection Division

Army Corps of Engineers
National Environmental Policy Act
State Environmental Review Process

➤ **Construction Services**

Construction Contract Administration
Onsite Construction Observation

➤ **Landscape Architecture**

➤ **Funding Assistance**

Cost Estimating
USDA – Rural Development (RD)
USCD – Economic Development Admin. (EDA)
Ga. Department of Community Affairs

- ❖ Community Development Block Grant (CDBG)
- ❖ Employment Incentive Program (EIP)
- ❖ Redevelopment Fund

Ga. Department of Transportation

- ❖ Traffic Enhancement Activity (TEA)
- ❖ State Aid High Priority Project (HPP)

Georgia Environmental Facilities Authority (GEFA)

- ❖ Clean Water State Revolving Fund (CWSRF)
- ❖ Drinking Water State Revolving Fund (DWSRF)
- ❖ Georgia Fund

OneGeorgia
US Environmental Protection Agency (EPA)

- ❖ Special Appropriations Projects (SPAP)

Special Purpose Local Option Sales Tax (SPLOST)
Water/Sewer Revenue Bonds
Appalachian Regional Commission

➤ **O&M and Commissioning**

➤ **Surveying**

Topographic Surveying
Linear Surveying
GIS Surveying and Mapping



PROJECT TEAM RESUMES

Enclosed in this section are resumes for the proposed Principal In-Charge, Project Manager and Project Team Leaders. These resumes indicate past engineering experience and educational background.





Carter & Sloope

CONSULTING ENGINEERS

Education

Georgia Institute of Technology
Atlanta, Georgia
Masters of Science of
Civil Engineering, 1997

Georgia Institute of Technology
Atlanta, Georgia
Bachelor of
Civil Engineering, 1994

Experience

Carter & Sloope, Inc.
May 2003 - Present

G. Ben Turnipseed Engineers, Inc.
May 1998 - May 2003
March 1990 - Sept. 1994
(co-op student)

Welker & Assoc., Inc.
July 1995 - May 1998

Licensed Engineer

Alabama PE #30617
Georgia PE # 25423
Florida PE # 72630
Mississippi PE # 21404
North Carolina PE #35544
South Carolina PE #21108
Texas PE #11199

Certifications & Training

GSWCC Level II Certified

Design Professional #3581

*Atlanta Regional Commission
2010 Regional Leadership
Institute Graduate*

*Leadership Newton County 2012
Graduate*

MARTIN C. BOYD, P.E.

PRESIDENT/PRINCIPAL ENGINEER III



Mr. Boyd has been involved in a wide-range of civil and environmental engineering projects across the southeast for both the public and private sector. He is currently the President of Carter & Sloope and the Branch Manager of our office in Watkinsville, GA. As Branch Manager, he manages the day-to-day operations of this office, which is responsible for designing and administering the construction of ±\$100 million in utility infrastructure projects annually. As a Senior Design Engineer, Mr. Boyd leads a team of engineers, technicians and support staff that specialize in master planning, surveying, designing, permitting and bidding assistance and construction administration and observation for a variety of water resource and public utility projects like groundwater supply and surface water reservoir projects, water treatment plants and water distribution systems, wastewater treatment plants and collection systems, advanced reuse water reclamation facilities, land application systems, stormwater management and treatment facilities, transportation and streetscape projects, site development projects and recreational amenities like multi-use trails, parks, ball fields, tennis and basketball courts, skate parks and kayak/canoe launches. He has been involved in all phases of project planning including financial analysis of alternatives, writing funding and grant applications, and grant administration. Recognizing that stakeholder involvement is a key component of a successful project, Mr. Boyd integrates owners, operators, regulatory personnel, funding agencies and contractors into the design, construction and start-up/commissioning phases of his projects. Several water and wastewater treatment plant improvement projects that he has been directly involved in while working at Carter & Sloope or other firms (denoted by "**") include:

*Banks Co. Racetrack LAS**
Barrow Co. Barber Creek WRF
*Columbia Co.'s Reed Creek WPCP**
Comer WPCP Improvements
Cornelia WPCP Improvements
*Dahlonega WPCP Improvements**
*Etowah W&SA LAS**
Eatonton Eastside/Westside WPCP
*Harlem WPCP Improvements**
Harrison Poultry LAS
*Locust Grove Skyland WPCP**
Monticello WPCP Improvements
Newton Co. Cornish Creek WTP
*R.L. Sutton WRF**
*Soperton WPCP Improvements**
Statham WPCP Improvements

Thomson WPCP Improvements
Trion WPCP Improvements
*Waco LAS**
Washington WPCP Improvements
*Zebulon LAS**
Atlanta's Chattahoochee WTP (60 MGD)
Blue Ridge WTP Improvements
Cornelia WTP Improvements
Eatonton WTP Improvements
Monticello WTP Improvements
*Reinhardt College LAS**
Sanderson Farms Kinston, NC LAS
Sinclair Water Authority WTP
*Summerville WTP Improvements**
Thomson WTP Improvements
Toccoa WTP Improvements

Professional Associations

American Society of Civil Engineers (ASCE)
American Water Works Assoc. (AWWA)
Nat'l Society of Prof. Engineers (NPSE)
Water Environment Federation (WEF)

American Concrete Institute (ACI)
GA Assoc. of Water Prof. (GAWP)
GA Rural Water Assoc. (GRWA)
GA Society of Prof. Engineers (GSPE)

In addition to being actively involved in professional associations, Mr. Boyd is involved in several civic organizations serving as a Board Member on the Yellow River Water Trail and on the Kimberly Chance Atkins Foundation, which promotes breast cancer awareness and provides free mammograms to those in need in Rockdale, Newton and Walton Counties. He also serves in leadership positions at his church, Crossroads UMC. He has mentored students interested in careers in engineering through the ACE Mentoring and Future Cities programs.



Carter & Sloop

CONSULTING ENGINEERS
Education

University of Georgia
Athens, Georgia
Bachelor of Science in
Biological Engineering
(Environmental Emphasis),
Certificate in Water Resources,
May 2009

Experience

Carter & Sloop, Inc.
Project Engineer
May 2009-Present

Carter & Sloop, Inc.
Intern
May 2006-April 2009

P.C. Simonton & Assoc.
Field Technician
May 2005-August 2005

Joined Firm

May 2006 – Intern

*May 2009 – Full-Time
Engineer*

Licensed Engineer

State of Georgia
Professional Engineer
(PE # 038078)

Certifications & Training

GSWCC Level II Design
Professional #69261

Leadership Oconee County 2016
Graduate

*American Council of Engineering
Companies Future Leaders
Program 2019 Graduate*

CHASE M. WEST, P.E.

SENIOR PROFESSIONAL ENGINEER II



Mr. West has experience with a variety of civil and environmental projects primarily with municipal clients in Georgia and South Carolina. His project experience has primarily been in the areas of water distribution and storage, sewerage collection, site layout and development, roadway and drainage improvements, and water resources including storm water management. Other experience includes water and wastewater treatment, water supply, and raw water reservoirs. Mr. West has been responsible for the planning, funding assistance, surveying, design, permitting assistance, bid administration, construction observation, construction administration, and project management for projects that have included, water mains, groundwater wells, booster pump stations, ground storage tanks, water tank cleaning and rehabilitation, reservoir dredging, utility relocations, sewer mains, lift stations, roadways, and storm drainage. He has a field perspective from performing construction observations during his time as an E.I.T. and understands that owner, regulatory personnel, contractor, and other stakeholder input is vital to project success.

Mr. West is very proficient at water and sewerage system modeling using ArcGIS based InfoWater and InfoSewer with eight (8) different municipal systems modeled to date. Reports Mr. West has written from these models include capacity analysis, capital improvement plans, fire flow analysis, hydraulic restriction analysis, closed valve identification, inflow and infiltration studies, and life cycle evaluations.

Mr. West also has survey experience and has surveyed for raw water reservoirs, water lines, sewer lines, water and wastewater treatment plants, residential and commercial site developments including line surveys, utility locations, topographic surveying, and construction staking.

Capabilities Summary

- ❖ Water Distribution Systems
- ❖ Wastewater Collection Systems
- ❖ Storm Drainage Systems
- ❖ Road Design
- ❖ Project/Construction Management
- ❖ Onsite Construction Observation/Field Engineer
- ❖ Water Distribution System Modeling
- ❖ Sewerage Collection System Modeling
- ❖ Storm Drainage System Modeling
- ❖ Hydrology
- ❖ Funding Assistance (CDBG, EIP, OneGeorgia, GEFA, GDOT, ARC, Storm Water Utility)
- ❖ Surveying
- ❖ GIS
- ❖ Sewerage Monitoring



Carter & Sloope

CONSULTING ENGINEERS

Education

University of Mississippi
Oxford, Mississippi
Bachelor of Science in Civil
Engineering (Water
Resources Emphasis), May
2013

Experience

Carter & Sloope, Inc.
Project Engineer
June 2019-Present

*Newton County Water &
Sewerage Authority*
Assistant Engineer
August 2013-June 2019

*Mississippi Department of
Transportation*
Engineering Intern
May 2012-August 2012

Joined Firm

*June 2019 – Full-Time
Engineer*

Licensed Engineer

State of Georgia
Professional Engineer
(PE # 042771)

Certifications & Training

*GSWCC Level II Plan
Reviewer Professional
#72528*

*Leadership Newton County
2015 Graduate*

*Georgia Association of
Water Professionals
Leadership Academy Level
I & II 2016*

CHAD PEDEN, P.E.

PROJECT ENGINEER VI

Mr. Peden has experience in a wide range of civil and environmental projects as well as experience in the operation and management of water distribution, wastewater collection and wastewater treatment systems. His project experience includes preliminary planning, permitting assistance, design, bid administration, construction observation and construction administration for a variety of projects that include land application expansions, wastewater plant upgrades, lift station rehabilitation and upgrades, booster pump stations, distribution and collection system replacements and extensions, large diameter meter replacement and various utility relocations.



In addition to design and project management knowledge, his experience at a public utility gives him a unique perspective of the needs and preferences of municipal clients. He has experience developing and implementing Capital Improvement Programs and understands the importance of stakeholder input in the success of projects, specifically from community leaders, utility leaders, operators and employees and the public. Mr. Peden understands the challenges that utilities face regarding customer billing, operation and maintenance of systems, satisfying regulatory requirements, ensuring public health and safety and the importance of customer service and keeps these challenges in mind from preliminary planning through project closeout. He also has experience with private development plan review and working with developers on residential, commercial and industrial projects and understands what is needed to ensure a mutually satisfactory project that provides benefit to the community.

Mr. Peden also has experience drafting and designing water distribution systems, wastewater collection systems and site design and drainage system. He has also used ArcGIS for collection, analysis and asset management of water and sewerage systems.

Capabilities Summary

- ❖ Water Distribution Systems
- ❖ Wastewater Collection Systems
- ❖ Storm Drainage Systems
- ❖ Road Design
- ❖ Project/Construction Management
- ❖ Onsite Construction Observation/Field Engineer
- ❖ Surveying
- ❖ GIS
- ❖ Sewerage Monitoring



Carter & Sloop

CONSULTING ENGINEERS

Education

University of Georgia
Athens, Georgia
Bachelor of Science in
Environmental
Engineering
May 2017

Experience

Carter & Sloop, Inc.
Project Engineer
May 2017 – Present

Joined Firm

*May 2017 – Full Time
Engineer*

Licensed Engineer

State of Georgia
Professional Engineer
(PE# 048212)

KENNY MILLER, P.E.

PROJECT ENGINEER IV



Mr. Miller's experience includes preliminary planning, surveying, design, permitting assistance, bid administration, construction observation and construction administration for a variety of civil and environmental projects. His project experience has been primarily in the areas of water supply and distribution systems, sewerage collection systems, and roadway and drainage projects. Other experience includes project management, lift stations design, and planning. Construction experience includes shop drawing review, field engineering, and construction observation.

Along with being a civil and environmental engineering consultant, Mr. Miller is also a CAD specialist and has experience in drafting and designing water distribution systems, sewerage & stormwater collection systems, and site design and drainage systems, and water and wastewater treatment plants. He also has surveyed for city parks, water lines, and sewer lines. Using ArcGIS, InfoWater and InfoSewer, Mr. Miller has collected data and analyzed existing water & sewerage systems for capacity analysis and for future planning.

Capabilities Summary

- ❖ Water Distribution Systems
- ❖ Wastewater Collection Systems
- ❖ Storm Drainage Systems
- ❖ Road Design
- ❖ Construction Management
- ❖ Onsite Construction Observation/Field Engineer
- ❖ Funding Assistance
- ❖ Surveying
- ❖ GIS



Carter & Sloop

CONSULTING ENGINEERS

Education

University of Georgia
Athens, Georgia
Masters of Science of
Engineering, 2018

*University of Rhode
Island*
Narragansett, Rhode
Island
Doctor of Philosophy of
Oceanography, 2013

Boston University
Boston, Massachusetts
Bachelors of Arts of
Biology, 2008

Employment Experience

Carter & Sloop, Inc.
June 2017 - Present

University of Georgia
College of Engineering
July 2016 – May 2018

Joined Firm

June 2017 –Engineer

*May 2018 – Full-time
Engineer*

Licensed Engineer

State of Georgia
Engineer-In-Training

LINDSEY BRYANT, Ph.D., E.I.T.

PROJECT ENGINEER II



Dr. Bryant's experience includes preliminary planning, design, permitting assistance, and data analysis for a variety of environmental and civil projects. Her project experience is primarily in the areas of water and wastewater treatment. She has participated in the design and process design of multiple water and wastewater plant improvement projects. Other experience includes raw water intakes and sludge dredging and dewatering projects.

She has performed technical analyses of Industrial Pre-Treatment Programs and Surcharge Rates, and written plant assessment reports, population and water use projections, Emergency Action Plans for dam breaches, O&M Manuals for raw water reservoirs, and assessments of pilot study results.

Capabilities Summary

- ❖ Permitting Assistance
- ❖ Industrial Pre-treatment Program Technical Evaluations & Surcharge Analyses
- ❖ Water & Wastewater Treatment Plant Design
- ❖ Process Design
- ❖ Hydraulic Design
- ❖ Pump Station Design
- ❖ Funding Assistance
- ❖ O&M Manual
- ❖ Water Conservation Plans
- ❖ Emergency Action Plans

Along with being a civil and environmental engineering consultant, Dr. Bryant has served as a college instructor for undergraduate engineering programs. She recently published a book chapter on Water and Wastewater Infrastructure as part of Springer's Women in Engineering and Science Book Series (Women in Infrastructure, 2022). Dr. Bryant has nearly 10 years of experience in environmental science and has published several research articles in areas related to wastewater treatment biology. She has served as a mentor to numerous college students and is actively involved in the community in her role as Coordinator and Instructor of the SAFE Women's Self Defense Program based in Athens.



Carter & Sloope

CONSULTING ENGINEERS

Education

Georgia Institute of Technology
Atlanta, Georgia
Bachelor of Civil Engineering,
1979

Experience

Georgia Environmental Protection Division
July 1979 - February 2014

Georgia Environmental Finance Authority
March 2014 - October 2016

Joined Firm

March 2017 - Present

Licensed Engineer

State of Georgia
Professional Engineer
(PE # 14713)

THOMAS M ROOS, P.E.

CONSTRUCTION OBSERVER V



Mr. Roos began his professional career with the Georgia Environmental Protection Division (EPD) in 1979. Mr. Roos spent three years of his career in the Engineering & Technical Support Unit reviewing plans & specifications and engineering reports for municipal wastewater systems, two years in the Safe Dams Program classifying and inventorying dams, and 30 years in the Construction Management Unit providing construction management/administration services for projects funded by the EPA Municipal Grants Program, Georgia Fund, State Revolving Fund, and Appalachian Regional Commission. Mr. Roos developed/co-developed numerous funding-related procedures, guidance, and instructional documents. Mr. Roos also supervised engineering, technical, and administrative staff for eight years during his service at EPD. The Construction Management Unit was transferred to the Georgia Environmental Finance Authority in 2014 where Mr. Roos worked until his retirement in 2016. Mr. Roos joined Carter & Sloope, Inc. in 2017 and is involved in project management, construction management, plans & specification review, and client support.

Capabilities Summary

- ❖ Construction Management
- ❖ Loan & Grant Administration
- ❖ DBE
- ❖ Water Distribution Systems
- ❖ Wastewater Collection Systems
- ❖ Land Application Systems
- ❖ Wastewater Treatment
- ❖ Water & Wastewater Pumping Systems
- ❖ Storm Water Systems
- ❖ Solid Waste Facilities
- ❖ Dams
- ❖ Supervision of Engineering Staff



Carter & Sloop

CONSULTING ENGINEERS

Education

Truett-McConnell

Bachelor of Science in Business Administration, 2017

North Georgia Tech College

Associates Degree in Environmental Technology, Specializing in Water / Wastewater Treatment Technology, 2010

Experience

Environmental Management Services, Inc.

Operations Director
2018 – 2019

Tallulah Falls School

Director of Plant Services
2017 – 2018

City of Roswell

Water Operations Manager 2015-2017

City of Clarkesville

Water/Wastewater Director
2012 – 2015

Town of Breckenridge, CO.

Water Systems Operator A
2008 – 2012

City of Cornelia

Water Treatment Plant Operator/Laboratory Analyst
2004 – 2007

Joined Firm

June 2019 –

Certifications & Training

Class 1 Water Treatment Plant Operator's License

State of GA # W1-014530

Class 3 Water Treatment Plant Operator's License

State of GA # W3-016041

JEREMY PIRKLE

PROJECT MANAGER III



- ❖ Successful grant writing for water related projects
- ❖ Organization and record keeping of regulatory compliance documents
- ❖ Management of \$3 million annual budget
- ❖ Management and maintenance of a \$15 million dollar drinking water treatment plant and all water plant assets including elevated finished water storage tanks
- ❖ Advise and coach 20 full-time staff including licensed water/wastewater plant operators
- ❖ Meet with and present to the public, state and local officials to discuss various topics related to water quality
- ❖ Prepare Monthly Operation Report for regulatory reporting to the Drinking Water Division of the Environmental Protection Division
- ❖ Planning, scheduling and directing a team to accomplish goals before deadlines
- ❖ Coauthor of the City of Roswell Water Utility Strategic Plan
- ❖ Performing employee evaluations
- ❖ Payroll, Purchasing, Budget development
- ❖ Training employees and successfully preparing them for State exams
- ❖ Giving presentations to City Council and making recommendations for capital expenditures
- ❖ Oral presentation of Roswell's new water plant at the Georgia Association of Water Professionals
- ❖ Presenting at Professional Conferences
- ❖ Directing new construction of a \$14 Natatorium and maintaining 500 acres to include athletic facilities and fields, utilities, roads, fleet, 750,000 square feet of buildings including all mechanical, electrical, plumbing.
- ❖ Consulting for water and wastewater treatment systems to include: business plan preparation, emergency management plans, sample site plans, corrective action plans, permit renewal/transfer applications

Jeremy Pirkle grew up in Gainesville, GA and graduated from North Georgia Technical College with an Associate's of Applied Science in Environmental Technology in 2010 and Truett-McConnell University with a Bachelor of Science in Business Administration in 2017. He has worked as the Water/Wastewater Director for the City of Clarkesville, Water Operations Manager for the City of Roswell, Director of Plant Services for the Tallulah Falls School and the Operations Director for Environmental Management Services before joining Carter & Sloop in June.

He currently lives in Cornelia with his wife Laura and 3 children Lily, Bear and Elly. He is an active member of Concord Baptist Church in Demorest. In his free time, he enjoys whitewater kayaking, mountain biking, hiking and anything outdoors with his family.



Carter & Sloop

CONSULTING ENGINEERS

Education

University of Georgia
Athens, Georgia
Bachelor of Landscape
Architecture, 1998

Experience

Carter & Sloop, Inc.
Project Manager
January 2007-Present

*Paragon Consulting Group,
Inc.*
Project Manager
April 2003 – January 2007

*Integrated Science &
Engineering, Inc.*
Landscape Architect
September 1998 – March 2003

Professional Registration

State of Georgia
Registered Landscape
Architect
(LA #1267)

Certifications

Level II Certified
Design Professional
(Cert. #10474)

JOHN L. STOVER, JR., R.L.A. PROJECT MANAGER



Mr. Stover has 18 years of experience in the design and management of a wide range of engineering projects in Georgia, Alabama, and South Carolina for both the public and private sector. His experience has primarily focused in the fields of site development, industrial development, railway design, roadway and drainage improvements, storm water management, streetscapes, water system modeling, water supply and distribution, ground water wells and treatment, wastewater collection, and funding assistance. He has been involved in all phases of these types of projects from preliminary planning and evaluation of funding options to designing and managing construction projects. He has experience in public infrastructure construction projects through the traditional Design-Bid-Build model as well as private development projects.

Experience Summary

- ❖ Water Supply and Treatment
- ❖ Water Distribution Systems
- ❖ Elevated Water Tanks
- ❖ Wastewater Collection Systems
- ❖ Water Distribution System Modeling
- ❖ Storm Water Systems
- ❖ Road Design
- ❖ Rail Spur Design
- ❖ Industrial Development Projects
- ❖ Streetscape and Transportation Enhancement
- ❖ Permitting
- ❖ Funding Assistance (GEFA, EDA, EIP, OneGeorgia, USDA, GDOT, CDBG, SBA, EPA, FEMA, GEMA)

Section 4 – Past Performance

Over the past five (5) years, Carter & Sloope, Inc. has been involved in the following projects for the City of Stockbridge:

City of Stockbridge – Carter & Sloope, Inc. Project List		
Project Name:	Completion Date:	Company Role & Key Personnel:
Modifications to Wastewater Treatment Plant S9100.013	February 2020	Lead Design Engineer Martin Boyd, P.E. Chad Peden, P.E.
HVAC Evaluation S9100.018	August 2020	Lead Design Engineer Martin Boyd, P.E.
Central Line Water Main Replacement S9100.021	January 2019	Lead Design Engineer Chad Peden, P.E.
Watershed Monitoring S9100.022	December 2020	Lead Design Engineer Chad Peden, P.E.
Ammonia Study S9100.023	June 2019	Lead Design Engineer Chad Peden, P.E.
Annual Biosolids Report S9100.024	Submitted annually	Lead Design Engineer Dr. Lindsey Bryant, E.I.T
Annual Water Audit S9100.025	Submitted annually	Lead Design Engineer Dr. Lindsey Bryant, E.I.T.
Standards and Specifications for Water and Sewer S9100.026	November 2019	Lead Design Engineer Chad Peden, P.E.
Pavement Evaluation S9100.027	September 2019	Lead Design Engineer Martin Boyd, P.E.
Groundwater Withdrawal Permit S9100.028	November 2019	Lead Design Engineer Chad Peden, P.E.
Rate Study S9100.030	ONGOING	Lead Design Engineer Chad Peden, P.E.
Consumer Confidence Report Preparation S9100.032	Submitted annually	Lead Design Engineer Chad Peden, P.E.
Delegated Plan Review S9100.033	ONGOING	Lead Design Engineer Chad Peden, P.E.
May's Crossing Lift Station and Force Main Rehab S9100.034	ONGOING	Lead Design Engineer Chad Peden, P.E.
Burke Street Sanitary Sewer Line Rehab S9100.035	ONGOING; working on punch list.	Lead Design Engineer Chad Peden, P.E.
Utility Relocation for SR 138 & SR 42 S9100.036	ONGOING	Lead Design Engineer Chad Peden, P.E.
Watershed Monitoring and Reporting S9100.037	ONGOING	Lead Design Engineer Chad Peden, P.E.
Tax Reimbursement for WWTP Improvements S9100.038	January 2022	Lead Design Engineer Chad Peden, P.E.
Water System Modeling and Hydraulic Improvements S9100.039	ONGOING	Lead Design Engineer Chad Peden, P.E.



Pole Barn at WWTP S9100.042	ONGOING	Lead Design Engineer Chad Peden, P.E.
Water Service Line Replacements S9100.043	ONGOING	Lead Design Engineer Chad Peden, P.E.
Water System Improvements S9100.044	ONGOING	Lead Design Engineer Chad Peden, P.E.
GIS Mapping Program S9100.045,.056,.057	ONGOING	Lead Design Engineer Chad Peden, P.E.
Walter Way Lift Station Rehab S9100.046	ONGOING	Lead Design Engineer Chad Peden, P.E.
Northbridge Sanitary Sewer Rehab S9100.048	ONGOING	Lead Design Engineer Chad Peden, P.E.
Sludge Management Plan Update S9100.050	ONGOING	Lead Design Engineer Dr. Lindsey Bryant, E.I.T.
Permitting Manhole Rehab Frames S9100.051	ONGOING	Lead Design Engineer Chad Peden, P.E.
Wastewater Treatment Plant Improvements S9100.052	ONGOING	Lead Design Engineer Chad Peden, P.E.
WWTP Capacity Review S9100.053	ONGOING	Lead Design Engineer Chad Peden, P.E.
Clay Pipe Replacement Program S9100.055	ONGOING	Lead Design Engineer Chad Peden, P.E.

City of Cornelia – Carter & Sloope, Inc. Project List		
Project Name:	Completion Date:	Company Role & Key Personnel:
Camp Creek 4.0 MGD WTP	December 2020	Lead Design Engineer Martin Boyd, P.E.
Modification to Existing Embankment Dam	Ongoing	Lead Design Engineer Martin Boyd, P.E.
Groundwater Well Exploration	Ongoing	Lead Design Engineer Chase West, P.E.
WWTP Expansion to 4.5 MGD	Ongoing	Lead Design Engineer Martin Boyd, P.E.
NPDES Permit Modifications	Ongoing	Lead Design Engineer Martin Boyd, P.E.
Hampton Inn Lift Station Upgrade	April 2022	Lead Design Engineer Chase West, P.E.
FY 2021 CDBG	Ongoing	Lead Design Engineer Chase West, P.E.
FY 2021 Infrastructure Improvements	September 2022	Lead Design Engineer Chase West, P.E.
2022 Paving Project	June 2022	Lead Design Engineer Chase West, P.E.
Market Corners Paving	Ongoing	Lead Design Engineer Kenny Miller, P.E.
Chenocetah Retaining Wall	July 2022	Lead Design Engineer Chase West, P.E.
Front Street & Main Street Sidewalk	Ongoing	Lead Design Engineer Kenny Miller, P.E.



City of Covington – Carter & Sloope, Inc. Project List		
Project Name:	Completion Date:	Company Role & Key Personnel:
Water and Sewer Rate Study	Ongoing	Lead Design Engineer Chad Peden, P.E.
WRF Evaluation & Implementation	Ongoing	Lead Design Engineer Martin Boyd, P.E.
Eastside Sewer Capacity Analysis	Ongoing	Lead Design Engineer Chase West, P.E.
Service Delivery Area Swap	Ongoing	Lead Design Engineer Chad Peden, P.E.

Newton County Water & Sewerage Authority – Carter & Sloope, Inc. Project List		
Project Name:	Completion Date:	Company Role & Key Personnel:
Paine's Crossing Transmission Main	Ongoing	Lead Design Engineer Chad Peden, P.E.
Hub Junction Regional PS & FM	Ongoing	Lead Design Engineer Chad Peden, P.E.
Utility Relocation	Ongoing	Lead Design Engineer Chad Peden, P.E.
Risk & Resiliency Evaluation	December 2020	Lead Design Engineer Martin Boyd, P.E.
Yellow River Outfall Rehabilitation	July 2021	Lead Design Engineer Chad Peden, P.E.
Hwy 36 Tank Rehab	January 2020	Lead Design Engineer Chase West, P.E.

City of Thomson – Carter & Sloope, Inc. Project List		
Project Name:	Completion Date:	Company Role & Key Personnel:
Water Meter Replacement	Ongoing	Lead Design Engineer Dr. Lindsey Bryant, E.I.T.
WWTP Improvements – Phase III	Ongoing	Lead Design Engineer Martin Boyd, P.E.
Emergency Bypass Pump for Lift Stations	Ongoing	Lead Design Engineer Dr. Lindsey Bryant, E.I.T.
Betsy Branch/Westwood PS Basin I/I Study	Ongoing	Lead Design Engineer Dr. Lindsey Bryant, E.I.T.

City of Winder – Carter & Sloope, Inc. Project List		
Project Name:	Completion Date:	Company Role & Key Personnel:
Quarry Water Supply Project	Ongoing	Lead Design Engineer Chase West, P.E.
Quarry Raw Water Storage Pond	Ongoing	Lead Design Engineer Martin Boyd, P.E.
SR 53 Water System Improvements	Ongoing	Lead Design Engineer Chase West, P.E.
Midland Ave Water System Improvements	Ongoing	Lead Design Engineer Chase West, P.E.



Additionally, the Watkinsville Branch of Cater & Sloope, Inc. currently provides on-call engineering services to the following clients:

Newton County Water Resources:

Mr. James Brown, Water Resources Manager
11905 Alcovy Road
Covington, GA 30014
Phone: (770) 784-2125
Email: jabrown@co.newton.ga.us

Newton County Water & Sewerage Authority:

Mr. Mike Hopkins, Executive Director
11325 Brown Bridge Road
Covington, GA 30016
Phone: (770) 385-3915
Email: mah@ncwsa.us

City of Thomson:

Mr. John Waller, City Manager
210 Railroad Street
Thomson, GA 30824
Phone: (706) 595-1781
Email: mike.stewart@thomson-mcduffie.net

City of Winder:

Mr. Roger Wilhelm, Assistant City Manager
138 Sweetwater Trail
Winder, GA 30680
Phone: (770) 867-7978
Email: roger.wilhelm@cityofwinder.com

City of Cornelia:

Mr. Donald Anderson, Jr., City Manager
181 Larkin St.
Cornelia, GA 30531
Phone: (706) 778-8585
Email: dee@corneliageorgia.org

City of Covington:

Mr. Kevin Sorrow, Public Works Director
2194 Emory Street
Covington, GA 30015
Phone: (678) 758-4105
Email: ksorrow@cityofcovington.org



Section 5 – Project Approach

Authorized Signature: Martin C Boyd
Martin C. Boyd, P.E., President

Approach to Providing Scope of Work

Carter & Sloope, Inc. currently serves as the On-Call Engineer for multiple clients including the City of Cornelia, the City of Commerce, the City of Covington, the City of Thomson, the City of Toccoa, the City of Stockbridge, the City of Winder, and the Newton County Water & Sewerage Authority. We have an established core group of Project Engineers/Managers that serve these clients to ensure that each receives the level of service deserved and are treated as high priority. Because of our experience working in these communities, we understand how to balance workload and schedules to meet the needs of our clients and their projects.

Carter & Sloope understands that communication is key to project success and establishing a solid foundation for each project is only achieved through clear communication with the Owner, their staff and operators regarding goals for a project; therefore, C&S will meet with the City of Stockbridge to clearly communicate the objectives and expectations by focusing on these important elements for every project: scope, schedule, budget, funding, innovative designs, and community impact. Below, we will explain why these elements matter. Once C&S has an understanding of the concept of the specific project and needs of the Client, we complete an internal project evaluation to assemble a team of professionals best suited for the schedule and scope of the project; ensuring success of the project.



Scope Matters – We work closely with our clients from the beginning to define the scope and boundaries of each project and communicate this information in writing for everyone to understand and agree to. Developing a clearly defined scope will ensure that we understand what we are tasked to do so we can develop an honest and fair fee for the work required. It will also ensure that we are delivering the desires of the City of Stockbridge and will help prevent scope creep that can negatively impact the project budget and schedule.

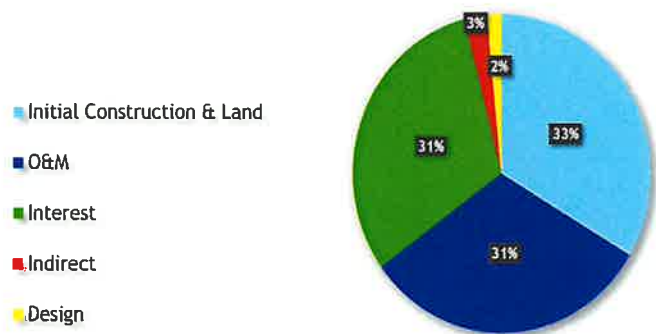
Schedule Matters – We understand the importance of developing project schedules that are realistic and achievable, so we work closely with our owners in understanding their needs and deadlines. We identify the critical tasks to achieving such deadlines and then systematically work towards completing those tasks. Scheduling matters because you cannot manage project costs without managing time.

Budget Matters – We are keenly aware of the value of making innovative and cost-effective recommendations and design decisions that maximize your community's dollars. Ultimately, our recommendations must be in the best, long-term interest of rate payers, so we consider not only capital costs, but also long-term operations and maintenance costs when evaluating alternatives. In some cases, it may mean spending slightly more on capital so that the City receives a better, more durable and efficient solution that has lower costs to operate.

Funding Matters – Over our 30-year history, C&S has successfully obtained loan and grant funding for our clients throughout Georgia. We work with all agencies that fund municipal infrastructure projects, including the Georgia Environmental Finance Authority (GEFA), Georgia Department of Community Affairs (DCA), USDA-Rural Development, and US Department of Commerce-Economic Development Administration (EDA) to name a few. Local Option Sales Tax and the private bond market have also been utilized by C&S clients to fund projects. Because many of our clients have had limited budgets and relied on State and Federal funding to complete their projects, we have learned the value of developing innovative and economical solutions, and the importance of getting the most value out of our clients' dollars.

Design Experience/Innovation Matters -

Typically, about 2% of a project's total cost is spent on engineering design, but our team's decisions effect 95% of the project's life cycle costs (see chart). Whomever the City chooses to provide on-call engineering services must have the necessary experience to develop innovative, cost-effective solutions that have the lowest long-term project costs. We have demonstrated our corporate culture of making design decisions and recommendations that are in the best interest of the community even when those recommendations mean less engineering work and lower fees for us. Just ask our existing clients how we spend their dollars – wisely is what you will hear.



Community Impact Matters – Every project must be approached with the idea that what we do must positively impact the community and protect the health, safety and welfare of the rate payers who live there. To accomplish this, we develop a wholistic approach to engage all the stakeholders of each project, which extends beyond just the Owner and the Engineer, and may include funding agencies, regulatory agencies like EPD or the Army Corps of Engineers, City of Stockbridge operators, the public and contractors.

Regulations Matters – Local, State and Federal regulations can not only impact the project scope and timeline, but they can also significantly impact project costs. Although we are licensed to practice engineering in other states, we work exclusively in Georgia with few exceptions. Our local knowledge and relationships with regulatory agencies are vital to the success of our projects. We can anticipate regulatory obstacles and design solutions to mitigate regulatory impacts. All projects for the City of Stockbridge will be assigned teams that are knowledgeable and experienced with applicable Local, State and Federal Standards, Codes and Regulations to make certain all projects are designed and administered to meet those requirements. Additionally, a Senior Level Engineer will provide guidance to the team and perform QA/QC on all projects.

Project Management

Carter & Sloope, Inc. employs several internal methods for controlling project time and costs throughout preliminary planning, design and construction phases on all of our projects. We are committed to completing our projects on time and within budget so that we can meet or exceed our clients' expectations and requirements. We believe that for us to do this successfully, we must work closely in partnership with our clients through all phases of a project and effectively communicate the project goals, constraints, schedule, funding, scope and expectations to all team members

including the client. To that end, we have developed the following elements to our project management approach:

- Project Estimate & Status Report (PE&SR)
- Communication
- Quality Assurance / Quality Control (QA/QC)
- Cost Control
- Progress Control

1. Project Estimate & Status Report

Our Project Estimate & Status Report (PE&SR) is an easy, quick reference guide that we prepare for our internal use on each project once a contract is executed with a client. The PE&SR provides each team member with the critical project requirements including an overview of the scope of work, project tasks, permitting requirements, status of permits, organization of project staff including sub-consultants, schedules, budget and project close-out procedures. After a contract has been executed, we complete a project initiation form and assign each project a unique project number that is used to identify and manage the project. Next, a brief description of the project and its scope and objectives are written. Then the project is broken down into specific phases or tasks which are assigned a unique task code with a detailed description of what work is included within the scope of basic services. This information is used to create the PE&SR. Prior to beginning work on a project, each employee assigned to a specific project is instructed on the job number and any relevant task codes and job descriptions which are used to identify time spent on a project.

2. Communication

Each team member and sub-consultant assigned to a project is provided a copy of the PE&SR along with their assignment and responsibilities. We typically communicate internally through project meetings, phone, and email. Our project manager, Mr. J. Chad Peden, P.E., will be the main client contact person to communicate with the Owner and any permitting authority or other agency on this project. We have clear vertical lines of communication from Mr. Peden to our other project team members including engineering staff, technicians, administrative staff and sub-consultants. Mr. Peden will assign Mr. Kenny Miller, P.E., to also stay in the loop on all communications in the event that he is unavailable for an unforeseen reason.

All project files will be maintained at our Watkinsville office location. Our computer network is set-up, however, so that we can share electronic information and data files remotely with our other offices, sub-consultants and owners, if needed. We can utilize email or our internal File Transfer Protocol (FTP) site. Depending on the size and scope of individual projects, we may also utilize web-based project management software to disseminate information to all project team members.

We can also provide monthly written and oral reports and attend meetings on an as-needed basis to provide current project status updates. These reports typically include activities and milestones accomplished, tasks remaining to be completed, problems or obstacles to overcome and recommendations.

3. Quality Assurance / Quality Control

Repeat business is the core principal behind our business model. Our core clients have continued to use us for consulting engineering services for well over a decade because of our strong, long-term relationships which have been built on quality and trust. Therefore, quality control is just as important to us as it is to the Owner because we understand the value and importance in name recognition and doing good, quality engineering design. Although we do provide an internal Quality Assurance/Quality Control (QA/QC) step in the design process, QC really begins with the individual employee. That is why we strive to hire good, talented engineers, technicians and other staff members who are conscientious, honest and self-motivated. We create a culture of accountability within our staff and project managers and try to instill the importance of doing quality work while staying within budgetary constraints.

All project deliverables undergo a formal review process prior to submittal to the client, regulatory authorities, contractors, etc. Our QA/QC reviewers are typically our most seasoned senior level engineers and principals of our firm having the most experience with design and construction of these types of projects. The formal review process consists of a peer review of the project requirements, design documentation, plans, specifications, and other project deliverables. Recommendations and corrections are made prior to release. All project deliverables are noted with release dates and descriptions so that we can better manage them (i.e. released for QA/QC, released for regulatory review, released for bid, released for construction, etc.). We have also teamed on some projects with general contractors to assist us with project cost estimates and constructability issues.

4. Cost Control

Our internal engineering cost control procedures were introduced above when we discussed the PE&SR. Controlling engineering project costs and time go hand-in-hand so managing and controlling both is critical. Trying to manage one without managing the other is an exercise in futility. That is why we emphasize project meetings and communication with our project team members using and updating the PE&SR regularly. We incorporate project schedules and milestones including any critical paths that affect the overall project timeliness in the PE&SR and update them monthly along with staff budget man-hours and resource planning. We have bi-monthly meetings with our engineers and project managers to discuss project status, weekly assignments and answer questions relative to assignments and coordination with design team members. Time billed to individual project numbers and their task codes is updated daily by all personnel and is submitted on a weekly basis to our in-house accounting/bookkeeping staff, which is located at our corporate office in Macon, using an Internet based timekeeper program. Sub-consultants are required to submit the same information to us on a monthly basis. Our project managers review each individual's time weekly and detailed billing reports are sent to each project manager on a monthly basis or more frequently if needed. These standard accounting procedures and detailed billing reports allow the project managers to monitor job progress versus hours budgeted and invoiced.

Both man-hours estimates and labor expenses are established for each project and included in the PE&SR. Project budgets are then distributed by the project manager to key team members so that they can efficiently design the project and manage the technicians and other staff members. Labor hours and project costs are reviewed on a regular basis by the project manager. If the project manager identifies inefficiencies in execution of the scope of work or scope creep with the project, then they will determine the cause and correct the problem immediately. If the client requests a change in the scope of work, then we will



provide the client with a written description of the change along with any impact to the engineering fee, schedule and overall project costs. We will not begin any out-of-scope work without receiving prior written authorization from the client.

5. Progress Control

Carter & Sloope, Inc. works hard to maintain project schedules and work within budgets. We have done this successfully over the years through proper planning during the initial phases of each project and by maintaining and improving efficiency. Providing adequate training and continuing education opportunities for our employees helps us stay up-to-date with the latest tools and technologies, but more importantly, it helps our organization function more effectively and more efficiently.

Although our team members are actively working on other projects, our current workload would allow us to begin immediately to work on this project. Once we receive authorization to proceed, we will complete a project schedule and identify the critical paths and distribute this information to the project team members via the PE&SR. The schedule will identify each task required and the allotted time to complete it. Depending on the size and complexity of the project, we may employ the use of scheduling software or web based project management tools that assist us in identifying critical paths and communicating the status of each task to project team members regardless of their physical location. We typically review the project schedule monthly and communicate our progress monthly to our clients. If any problems are identified with meeting our project milestones, we can pull additional labor from our other offices or use extended hours of our existing labor force.

To improve efficiency both in design and project management, C&S has actively embraced new, proven technologies. We consistently upgrade our AutoCAD drafting and design software, GIS software and water, sewer and storm sewer modeling software through our annual licensing agreements, which keeps us on the cutting edge of design tools and efficiencies. Our internal project management approach has shifted from relying on traditional paper to electronic media that can be distributed across multiple platforms regardless of location. For example, we primarily review and approve shop drawings electronically, which reduces our review time, reduced costs for printing, reproduction and postage, but more importantly, it allows us to push approvals and comments to equipment contractors, vendors, owners and field personnel quicker. We are also investing resourced into utilizing drone technology into our surveying practices to reduce survey time and obtain aerial pictures. These are just a few examples of the tools that help improve our ability to serve our clients.



Subcontractor Information

In the event that the scope of work or needs of a project fall outside our area of expertise, Carter & Sloope will utilize the following subcontractors:

- Electrical/Mechanical Engineering: EDEC, Inc.
- Geotechnical Engineering: Geosystems Engineering, Inc.
- GIS and Mapping Services: GeoSpatial Technology Solutions
- Watershed Sampling: Vanasse Hangen Brustlin, Inc.
- Structural Engineering: Nadolsky Engineering
- Traffic Engineering: Lumin8 Transportation Technologies
- Transportation Engineering: American Consulting Professionals, LLC
- Environmental Consulting: Nutter & Associates



Section 6 – Cost Proposal

Included in a separately sealed envelope is the Cost Proposal & Evaluation Criteria form required by the City plus Carter & Sloope, Inc.'s standard 2022 billing rate table that includes employee categories not listed in the City's Cost Proposal & Evaluation Criteria form.



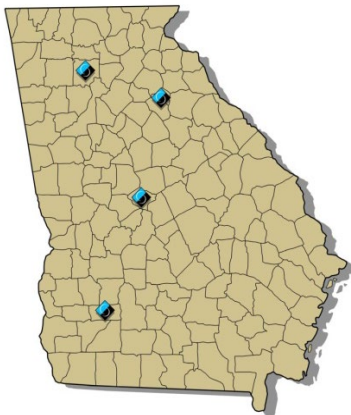
Section 7 – Location

Legal Name of Firm: Carter & Sloope, Inc.

State of Incorporation: Georgia

Geographic Proximity

Carter & Sloope, Inc. operates four offices in Georgia. Our corporate office is located in Macon and our other offices are located in Watkinsville, Canton and Moultrie. **All work for the City of Stockbridge will be based out of our Athens area office located in Watkinsville.** Below is a listing of each of our offices and the name and contact information of the managing engineer in each office.



Watkinsville

Marty Boyd, P.E.
1031 Stonebridge Pkwy
Watkinsville, GA 30677
P: (706) 769-4119
mboyd@cartersloope.com

Macon (Corporate Office)

Tom Sloope, P.E.
6310 Peake Road
Macon, GA 31210
P: (478) 477-3923
tsloope@cartersloope.com

Canton

Matt Smith, P.E.
115 Woodland Way, Ste. 120
Canton, GA 30114
P: (770) 479-8782
msmith@cartersloope.com

Moultrie

Charlie Tucker, P.E.
415 S. Main Street
Moultrie, GA 31768
P: (229) 668-0663
ctucker@cartersloope.com



Section 8 – Recent, Current, and Projected Workload

Attached is a complete list of all clients and projects over the past five (5) years:



Client Name	Project Name	% Complete
Boqart	Boqart Streetscapes Construction Phase	100%
Boqart	Storm System Master Plan	75%
Boqart	Fowler Mill Decel Lane	25%
Briarwood Academy	Wastewater Treatment Pond Improvements	5%
City of Clayton	FY 2021 CDBG	70%
City of Clayton	Derrick Street Water Improvements	70%
City of Clayton	Scott Creek Sewer Rehabilitation	50%
Cornelia	Camp Creek 4.0 MGD WTP	100%
Cornelia	Modif. to Existing Embankment Dam	100%
Cornelia	Groundwater Well Exploration & Dev.	100%
Cornelia	WWTP Expansion to 4.5 MGD	25%
Cornelia	NPDES Permit Modifications	100%
Cornelia	Hampton Inn Lift Station Upgrade	95%
Cornelia	FY 2021 CDBG	50%
Cornelia	FY 2021 Infrastructure Improvements	70%
Cornelia	BC Grant Townhomes	95%
Cornelia	2022 Paving Project	95%
Cornelia	Market Corners Paving	30%
Cornelia	Chenocetah Retaining Wall	80%
Cornelia	Front Street & Main Street Sidewalk	50%
Cornelia	FY 2022 CDBG-Grant Administration	5%
Cornelia	FY 2022 CDBG - Engineering	5%
Cornelia	Coosa North GA Regional Council	25%
Covington	Water and Sewer Rate Study	95%
Covington	WRF Evaluation & Implementation	65%
Covington	Eastside Sewer Capacity Analysis	70%
Hartwell	WWTP Improvements	70%
Hartwell	NPDES Permitting	30%
Hartwell	WWTP Flow EQ Basin	70%
Henry County	NW Fairview Sanitary Sewer Extension Imp	100%
Henry County	Towaliqa WTP Building Renovation	90%
Madison	GA Conservation Safari Park Pump Station	75%
Madison	I-20 & Hwy 83 Sewer System Improvements	75%
Monticello	GP Booster P.S. Hydraulic Improvements	40%
Monticello	WWTP Disinfection System Improvements	20%
Monticello	WTP and WWTP Permit Renewals	100%
Newton County Board of Commissioners	Water Treatment Plant Permit Renewals	100%
Newton County W&SA	Paine's Crossing Transmission Main	100%
Newton County W&SA	Hub Junction Regional PS & FM	35%
Oxford	2019 CDBG	60%
Piedmont Water Company	Raw Water Intake Improvements	5%
Poterdale	Plan Review	No completion date - ongoing
Porterdale	Operations Consulting	No completion date - ongoing
Porterdale	Water Meter and Service Line Replacement	70%
Rayle	FY 2020 CDBG Water System Improvements	80%
Rooker	Bana Industrial Sewer and Pump Station	100%
Rutledge	Old Train Depot Parking Lot	95%
Southeastern Gas Engineering	SR 172 DOT Permit	100%
Southeastern Gas Engineering	SR 51 DOT Permit	100%
Stockbridge	Consumer Confidence Report Preparation	Annual
Stockbridge	May's Crossing Lift Sta./F.M. Rehab	78%
Stockbridge	Burke Street Sanitary Sewer Line Rehab.	95%
Stockbridge	Watershed Monitoring/Reporting (2021-23)	Ongoing
Stockbridge	Pole Barn at WWTP (Task Order 35)	60%
Stockbridge	Water Service Line Replacements	70%
Stockbridge	Water System Improvements	50%
Stockbridge	Walter Way Lift Station Rehabilitation	65%
Stockbridge	Northbridge Sanitary Sewer Rehab.	40%
Stockbridge	WWTP Capacity Review	30%
Thomson	Water Meter Replacement	65%
Thomson	WWTP Improvements - Phase III	55%
Thomson	Emergency Bypass Pump for Lift Stations	75%
Thomson	Betsy Branch/Westwood PS Basin I/I Study	90%
Tignall	Utility Relocation for SR 17	100%
Toccoa	Eastanollee Creek WPCP Impr. - PH I	85%
Toccoa	Eastanollee Creek WPCP Impr. - PH II	45%
Toccoa	WPP Monitoring	Ongoing
Toccoa	WTP Dechlorination System	73%
Toccoa	Alum Storage Tank	40%
Toccoa	Lead and Copper	5%
Toccoa	UCMR5	5%

Toccoa	WTP Building & Structure Repairs	33%
Trion	WWTF Improvements - Phase 1	100%
Universal Planning & Development	Alcovy Road Sewer	100%
Villa Rica	Cowan's Lake Pump Station	40%
Villa Rica	Indirect Potable Reuse	70%
Villa Rica	WTP Control Valve	70%
Washington	Water and Sewerage System Improvements	Ongoing
Washington	FY 2019 Water System Improvements	100%
Washington	FY 2022 CDBG Project	5%
Washington	WTP Dechlorination System	38%
Waycross	Wastewater Treatment Plant Evaluation	100%
Winder	Quarry Water Supply Project	25%
Winder	Quarry Raw Water Storage Pond	25%
Winder	SR 53 Water System Improvements	30%
Winder	Midland Ave Water System Improvements	40%
Winder	Federal Grant Application	100%

Section 9 – Proposer Financial Information

Carter & Sloope, Inc. has been in business for over 30 years and, in that time, has maintained sufficient capital resources to meet expenses without securing loans through any financial institutions. Carter & Sloope, Inc. is a private corporation and not subject to public audits and public disclosures. The requested information is confidential and cannot be disclosed in documents that may be subject to open records requests. For further information on Carter & Sloope's financial strengths and credit worthiness, you may contact our accountant Howard Holleman at McNair, McLemore and Middlebrooks in Macon, GA at (478) 746-6277.

Carter & Sloope's Dun & Bradstreet DUNS number is 78-689-6365.





Carter & Sloope
CONSULTING ENGINEERS

To Whom It May Concern:

I, Susan O'D. Meyers, in my capacity as the Corporate Business Manager for Carter & Sloope, Inc. do solemnly swear that Carter & Sloope, Inc. has never filed any petition(s) for Federal Bankruptcy or State insolvency.

Carter & Sloope, Inc.

Name of Contractor

City of Stockbridge

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing statement is true and correct.

Executed on June 9th in Macon, GA.

Susan O'D. Meyers

Signature of Authorized Officer or Agent

Susan O'D. Meyers

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 9th DAY OF JUNE 2022,

Shannon McGehee
NOTARY PUBLIC

My Commission Expires: July 23, 2022



Section 10 – Litigation

Litigation Summary

During the past five (5) years, Carter & Sloope, Inc. has been named a defendant in two (2) legal proceedings. The first case involved multi-party defendants who were sued because of a fatality on a Georgia Department of Transportation roadway improvement project in the City of Gray, Georgia in Jones County on SR 18 & 129. Carter & Sloope was not involved in the roadway design project but had designed the City's utilities that were being relocated as a result of the road widening. Carter & Sloope, Inc. was not negligent in this case and was eventually dismissed/removed from this legal proceeding.

In 2019 we received notification of Indemnity Obligation in connection with a lawsuit filed in the U.S. District Court for the Northern District of Georgia, Linda McLean v. White County and Charles Black Construction, Inc. regarding the Yonah Preserve Park Improvements – Phase I. Carter & Sloope, Inc. planned, designed, and assisted with obtaining permits for a recreational ballfield project for the White County Board of Commissioners. A property owner adjacent to a portion of the project filed suit against the General Contractor and White County (Owner) for alleged sediment runoff from that portion of the project. The suit contended that the Contractor and Owner failed to properly install and maintain erosion control best management practices to prevent erosion and sediment runoff onto their property. The adjacent property owner and their attorney did not file suit against Carter & Sloope, Inc., but the attorney for the White County Board of Commissioners advised them to add Carter & Sloope as a Third-Party Defendant to reduce their exposure. The plaintiff and defendants met for third party mediation and subsequently signed a settlement agreement in April 2021, attributing the issue to an erosion control retrofit failure during construction, not a professional design issue. The court issued a consent decree to the settlement and the matter is now closed.



Section 11 – Business Licenses and Insurance

Carter & Sloope, Inc.'s business license and proof of insurance are included in this section. There are no regulatory or license agency sanctions.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Doherty Duggan Hart & Tiernan Insurors P.O. Box 71628 Albany GA 31708-1628		CONTACT NAME: PHONE (A/C, No, Ext): 229-888-2040 FAX (A/C, No): 229-435-3036 E-MAIL ADDRESS: ServiceCenter@ddhtins.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Utica National Insurance Grp	25976
INSURED Carter & Sloope, Inc. 6310 Peake Rd Macon GA 31210-3960		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES**CERTIFICATE NUMBER:** 668549615**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			5410378	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			5410379	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			5422823	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	5410409	1/1/2022	1/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

FOR INFORMATION PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RSC Insurance Brokerage, Inc. 1745 N. Brown Road Suite 250 Lawrenceville GA 30043	CONTACT NAME: Ambrosia Patton PHONE (A/C, No, Ext): (678) 690-5995 E-MAIL ADDRESS: apatton@risk-strategies.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 37885
INSURED Carter & Sloope, Inc. 6310 Peake Road Macon GA 31210		

COVERAGES**CERTIFICATE NUMBER:** CL2181929034**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			DPR9982699	08/26/2021	08/26/2022	Each Claim \$1,000,000 Annual Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of insurance only.

CERTIFICATE HOLDER**CANCELLATION**Specimen
Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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STATE OF GEORGIA
BRAD RAFFENSPERGER, Secretary of State
State Board of Registration for Professional Engineers and
Land Surveyors

LICENSE NO. PEF001004

Carter & Sloope Inc

6310 Peake Road
Macon GA 31210

Engineer Firm

EXP DATE - 06/30/2024 Status: Active
Issue Date: 07/01/1992

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – www.sos.ga.gov/plb.

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing
237 Coliseum Drive
Macon GA 31217
Phone: (404) 424-9966
www.sos.ga.gov/plb

Carter & Sloope Inc
6310 Peake Road
Macon GA 31210



STATE OF GEORGIA
BRAD RAFFENSPERGER, Secretary of State
Georgia State Board of Registration for Professional Engineers and
Land Surveyors

License No. PEF001004

Carter & Sloope Inc

6310 Peake Road
Macon GA 31210

Engineer Firm

EXP DATE - 06/30/2024 Status: Active
Issue Date: 07/01/1992

Section 12 - References

Professional References

Below are professional references that have direct knowledge of our experience and capabilities on designing, construction administration, and funding administration for various municipal infrastructure projects. The required Reference Verification Forms are included in this section.

Mr. Donald Anderson, Jr., City Manager
City of Cornelia,
Phone: (706) 778-8585
Email: dee@corneliageorgia.org

Mr. Harry Scott, Utilities Director
City of Toccoa
Phone: (706) 282-3305
Email: hscott@cityoftoccoa.com

Mr. James Wascher, City Manager
City of Commerce
Phone: (706) 335-3277
Email: jamesw@commercega.org

Ms. Rebecca Harkins, Utility Director
City of Blue Ridge
Phone: (706) 632-2091
Email: rharkins@cityofblueridgega.gov

Mr. Don Powers, Former City Administrator/Current
Economic Development Director
City of Thomson
Thomson/McDuffie County Government Complex
Phone: (706) 699-0395
Email: don.powers@thomson-mcduffie.net

Mr. Greg Fanning, WWTP Superintendent
City of Washington
Phone: (706) 401-0328
Email: greg-fanning68@yahoo.com

Mr. Roger Wilhelm
City of Winder
Phone: (770) 867-7978
Email: roger.wilhelm@cityofwinder.com

Mr. Jerry deBin, City Manager
City of Washington
Phone: (706) 678-3277
Email: Jdebin@washingtonwilkes.org

Ms. Sherri Bailey, Former City Manager
City of Washington
Phone: (706) 401-2329
Email: sbailey@gacities.com

Mr. Tres Thomas, III, P.E., City Engineer/ Planning &
Development Director
City of Covington
Phone: (770) 385-2180
Email: TresThomas@cityofcovington.org

Mr. Kevin Simpson, Operator/Plant Manager
City of Madison
Phone: (706) 343-1273
Email: ksimpson@madisonga.com

Mr. Lamar Fain, WWTP Superintendent
City of Thomson
Phone: (706) 595-5572
Email: Harry.Fain@thomson-mcduffie.net

Mr. Brad Holtsinger, WWTP Superintendent
City of Stockbridge
Phone: (770) 474-1232
Email: BHoltsinger@cityofstockbridge-ga.gov

Mr. Andy Pilgrim, WPCP Supervisor
City of Cornelia
Phone: (706) 778-6464
Email: APilgrim@corneliageorgia.org





REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2022-0006

SOLICITATION TITLE: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

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

Carter & Sloope, Inc.

Date of Verification:

June 13, 2022

Reference Organization:

City of Covington

Project Verified (Include the Project Name / Title and a brief description of the Project): See Section 4.

Person Contacted: Kevin Sorrow

Title of Contact: Water Resources Director

Telephone Number including extension: (678) 758-4105

Email Address: ksorrow@cityofcovington.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/services as specified in the solicitation and/or agreement? 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:

Signature Kevin Sorrow

Date 6-13-2022



REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2022-0006

SOLICITATION TITLE: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

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

Carter & Sloope, Inc.

Date of Verification: 06.09.2022

Reference Organization:

Newton County Water & Sewerage Authority

Project Verified (Include the Project Name / Title and a brief description of the Project): See Section 4.

Person Contacted: Mike Hopkins

Title of Contact: Executive Director

Telephone Number including extension: 770-385-3915

Email Address: mah@ncwsa.us

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/services as specified in the solicitation and/or agreement? 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: See below

Signature Mike Hopkins

Date 06.09.2022

We have enjoyed our working relationship with Carter/Sloope. They have been trusted engineers, advisers, and long-term partners. NCWSA is blessed to have them work alongside us as we grow our water systems and our communities.



REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2022-0006

SOLICITATION TITLE: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

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

Carter & Sloope, Inc.

Date of Verification:

6-6-22

Reference Organization:

City of Windsor

Project Verified (Include the Project Name / Title and a brief description of the Project): See Section 4.

Person Contacted: Roger Wilhelm

Title of Contact: Assistant City Administrator

Telephone Number including extension: (770) 867-7978 ext: 6860

Email Address: roger.wilhelm@cityofwinder.com

Questions Yes No

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

Additional comments provided by Proposer's contact:

Signature

Date

6-6-22



REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2022-0006

SOLICITATION TITLE: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

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

Carter & Sloope, Inc.

Date of Verification: June 6, 2022

Reference Organization: City of Cornelia

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

See below
comments and
Section 4 of this
proposal.

Person Contacted: Donald Anderson

Title of Contact: City Manager

Telephone Number including extension: 706-894-3060

Email Address: danderson@corneliageorgia.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/services as specified in the solicitation and/or agreement? **Yes**
3. Did the firm provide deliverables as agreed upon? **Yes**
4. Would you engage this firm again? **Yes**

Carter & Sloope has been the city's engineering firm since 2008. During that time they have design and overseen dozens of projects. Their work has always been exemplary!

Additional comments provided by Proposer's contact:

Signature 

Date June 6, 2022



REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2022-0006

SOLICITATION TITLE: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

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

Carter & Sloope, Inc.

Date of Verification: June 6, 2022

Reference Organization:

City of Thomson

Project Verified (Include the Project Name / Title and a brief description of the Project): See below comment and Section 4.

Person Contacted: John Waller

Title of Contact: City Administrator

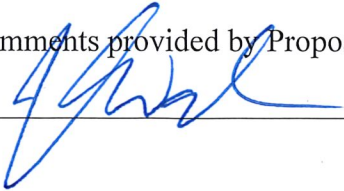
Telephone Number including extension: (706) 597-7378

Email Address: john.waller@thomson-mcduffie.gov

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/services as specified in the solicitation and/or agreement? YES
3. Did the firm provide deliverables as agreed upon? YES
4. Would you engage this firm again? YES. Carter and Sloope is Thomson's 'contract engineering firm' and will remain so based on the quality of their work, responsiveness and customer service. Highly recommended.

Additional comments provided by Proposer's contact:

Signature 

Date June 6, 2022

Section 13 – Required Documents and Forms

All required documents and forms are included in this section.



EXHIBIT III
REQUIRED CERTIFICATIONS/ATTACHMENTS
REQUEST FOR PROPOSALS. 2022-0006
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-Contractor. ☐ 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 Contractor Affidavit/Agreement. ☐ Form 11: Georgia Security and Immigration Sub-Contractor Affidavit. ☐ Form 12: Certificate of Acceptance of a Solicitation Requirements ☐ Attachment 1: Addendum Acknowledgement Form	☐



City of Stockbridge Purchasing Division

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

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as principal in the within bond; that _____, who Signed the said bond of said corporation: that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for on behalf of said Corporation by authority of its governing body.

SECRETARY

(CORPORATE SEAL)

SURETY

(SEAL)

BY _____

This form is N/A. Carter & Sloope, Inc. is not submitting a bond.

FORM 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid may 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.

Martin C Boyd
Signature of Authorized Agent

Martin C. Boyd, P.E., President
Name/Title of Authorized Agent

07/07/2022
Date

N/A. This form will be completed if a subcontractor is used at a later date.

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

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-contractor 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-contractor 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-contractor 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 may be deemed Non-responsive.

The Proposer, CARTER & SLOOPE, INC., certifies to the best of its knowledge and that it and its principals: MARTIN C. BOYD belief,

- TOM H. SLOOPE MATTHEW D. SMITH WILLIAM C. SIPE
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.

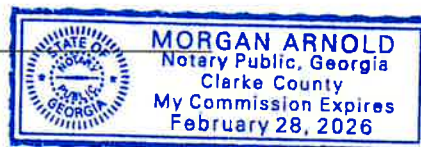
Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Bid.

The Contractor, CARTER & SLOOPE, INC., 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.

M C Boyd
Signature of Authorized Agent

Martin C. Boyd, P.E., President
Name/Title of Authorized Agent

7/7/2022
Date
Morgan Arnold
Witness





City of Stockbridge Purchasing Division

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

FORM 4

INELIGIBILITY CERTIFICATE

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

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

Carter & Sloope, Inc., and it is also whose address is

1031 Stonebridge Parkway, Watkinsville, GA 30677, certifies that the

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


Signature of Authorized Agent

Martin C. Boyd, P.E., President
Name/Title of Authorized Agent

7/7/2022
Date

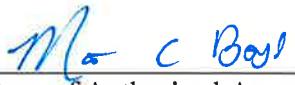
FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

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

I hereby certify that I am a principal and duly authorized agent of Carter & Sloope, Inc., and it is also whose address is 1031 Stonebridge Parkway, Watkinsville, GA 30677, 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-Contractor hired by the consultant shall be required to ensure that the Sub-Contractor's employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Contractor 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-Contractor'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

Martin C. Boyd, P.E., President

Name/Title of Authorized Agent

7/7/2022

Date



City of Stockbridge Purchasing Division

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

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 may be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of Carter & Sloope, Inc., and it is also, whose address is 1031 Stonebridge Parkway, Watkinsville, GA 30677, 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

Martin C. Boyd, P.E., President
Name/Title of Authorized Agent

7/7/2020

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:

Carter & Sloope, Inc.

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:

Martin C. Boyd

Date: 7/7/2022

Printed Name: Martin C. Boyd, P.E., President

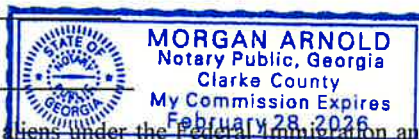
*Alien Registration number for non-citizens:

****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 7 Day of July, 2022

Notary Public: *MS Arnold*

My Commission Expires: 2/28/26



*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that ~~clients under the Federal Immigration and Nationality Act~~ 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:



City of Stockbridge Purchasing Division

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

**FORM 8
CERTIFICATION REGARDING LOBBYING**

This Form Must Be Signed and Return with Bid or Bid may 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 into 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 Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: Martin C. Boyd

Name and Title of Contractor Authorized Agent: Martin C. Boyd, P.E., President

Date: 7/7/2022 Telephone No: (706) 769-4119

Firm or Company Name: Carter & Sloope, Inc.

Address: 1031 Stonebridge Parkway, Watkinsville, GA 30677

FORM 9

BID SUBMITTAL LETTER

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

The undersigned, CARTER & SCOPE, INC., 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 Contractor's Cost Bid, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this 7 day of JULY, ~~2018~~ 2022

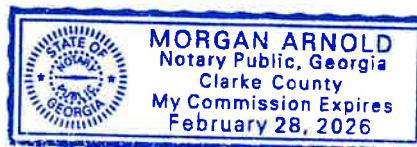
Martin C. Boyd
By MARTIN C. BOYD, P.E.

PRESIDENT
Title

Sworn to and subscribed before me the 7 day of JULY, ~~2018~~ 2020.
Notary Public

2/28/26
My Commission Expires:

2/28/26
Date



**STATE OF GEORGIA
CITY OF STOCKBRIDGE**

FORM 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor 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 contractor] 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-Contractor(s) in connection with the physical performance of services to this contract with The City of Stockbridge Government, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor 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-Contractor(s) is retained to perform such service.

226918

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

President

Title of Authorized Officer or Agent of Contractor
Martin C. Boyd, P.E.

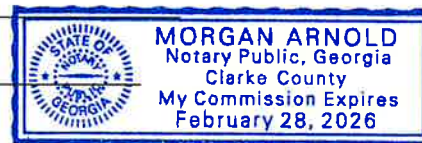
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 7 day of July, 2022

Notary Public: Morgan Arnold

City: Watkinsville, GA

Commission Expires: 2/28/26



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, RFP, RFP, 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].



City of Stockbridge Purchasing Division

This form is N/A. If a subcontractor is used, the form will be completed.

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

STATE OF GEORGIA
CITY OF STOCKBRIDGE

FORM 11

GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-Contractor 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 contractor]

_____ 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-Contractor Name)

Title of Authorized Officer or Agent of Sub-Contractor

Printed Name of Authorized Officer or Agent

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

Notary Public: _____

City: _____

Commission Expires: _____

³O.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, RFP, RFP, 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 # 1 to # 93 inclusive, including any addenda # 1 to # 2 exhibit(s) # I to # III, attachment(s) # 1 to # 12, 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: Carter & Sloope, Inc.

Signature: 

Name: Martin C. Boyd, P.E.

Title: President

(Affix Corporate Seal)

**ATTACHMENT 1
ADDENDUM ACKNOWLEDGMENT FORM**

**NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHOULD
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 #: 1 Dated: May 17, 2022

Addendum #: 2 Dated: June 7, 2022

Addendum #: _____ Dated: _____

Addendum #: _____ Dated: _____

Addendum #: _____ Dated: _____

Respondent (Company): Carter & Sloope, Inc.

Signature (in ink): 

Name (Typed/printed): Martin C. Boyd, P.E.

Title: President Date: July 7, 2022

ATTACHMENT 2
REQUEST FOR PROPOSAL (RFP) NO. 2022-0006

GEORGIA PROFESSIONAL LICENSE CERTIFICATION

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

Contractor's Name: Carter & Sloope, Inc.

Performing work as: Prime Contractor x Sub-Contractor

Professional License Type: Professional Engineers and Land Surveyors

Professional License Number: PEF001004

Expiration Date of License: 6/30/2024

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: 7/7/2022

(ATTACH COPY OF LICENSE)



A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – www.sos.ga.gov/plb.

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing
237 Coliseum Drive
Macon GA 31217
Phone: (404) 424-9966
www.sos.ga.gov/plb

Carter & Sloop Inc
6310 Peake Road
Macon GA 31210



ADDENDUM NO. 1

Solicitation No.: REQUEST FOR PROPOSAL (RFP) NO. 2022-0006

Solicitation Title: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

ATTENTION ALL POTENTIAL BIDDERS:

☐

MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.

☒

Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.

☐

Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~striketrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. RFP Due Date has changed. The RFP Due Date is 3:00 p.m. EDT on Thursday, ~~May 26th~~ **June 16th**, 2022.
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CLARIFICATIONS

1. **Please see the attached Reference Verification Form.**



City of Stockbridge Purchasing Division

City of Stockbridge City Hall
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CARTER & SCOPE, INC

Name of Company / Firm / Organization

MARTIN C. BOYD, P.E. / PRESIDENT

Printed Name of Authorized Rep. / Title

M/C Boyd

Signature of Authorized Representative / Date



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ADDENDUM NO. 2

Solicitation No.: REQUEST FOR PROPOSAL (RFP) NO. 2022-0006

Solicitation Title: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

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☐

MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.

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Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.

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Project Approach Proposer shall describe their approach in the On-Call Engineering Services for the City as identified in the Scope of Work (Exhibit I). ~~and must identify all major tasks; and approach to the maintenance associated with each major task, at a minimum, and any other information that will assist in planning for the On-Call Engineering Services.~~

Technical Approach/Services:

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3. Section 11 - Business Licenses, Licenses, and Insurance has been revised.

~~Wrecker service~~ **On-Call General Engineers for this service** will have a current business license and be in compliance with the local jurisdictions zoning

4. Please see the revised Indemnification and Hold Harmless Agreement section. Please disregard the hold harmless section on page 75.

To the fullest extent of the law, Contractor shall indemnify, release, and hold harmless the City, its elected officials, employees, Sub-Contractors, successors, assigns and agents from and against any and all liability or claims for damages, costs, expenses (including reasonable attorney's fees and expenses incurred by the City or any of its elected officials, employees, Sub-Contractors, successors, assigns and agents), to the extent caused by, resulting from, grounded in or based on, wholly or partially, the alleged or actual negligence, recklessness, or intentionally wrongful conduct, including, but not limited to, employment discrimination or any other type of discrimination, harassment or retaliation, of the Contractor or other persons employed or utilized by Contractor in the performance of this Contract.

If Contractor's services are delayed by reason of ordinary negligence or the breach of any provision of this Contract on the part of the Contractor, Contractor shall indemnify the City against all reasonable costs, expenses, liabilities, or damages resulting from such delay. In addition, Contractor shall provide accelerated services at its own expense to make up time lost because of such delay.

Contractor further agrees to indemnify, release, and hold harmless the City, its elected officials, employees, Sub-Contractors, successors, assigns and agents from and against any and all liability or claims 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 Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

This indemnification obligation extends to the successors and assigns of the Contractor and survives the termination of the Contract and the dissolution or, to the extent allowed by law, the bankruptcy of the Contractor. Notwithstanding any provision in this Contract to the contrary, in no event shall the indemnification obligations of Contractor prescribed by this Contract exceed that which is authorized pursuant to Code Section 13-8-2 of the Official Code of Georgia Annotated.

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6. Please disregard Section 2.15 a. and 3.8 a. Codes, Permits, Fees, Licenses and Law
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City of Stockbridge Purchasing Division

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7. Page 39 - Financial Information has been revised, please see below:

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8. Page 40 - Section 11 - Business Licenses, Licenses, and Insurance has been revised.
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~~Wrecker service will have a current business license and be in compliance with the local jurisdictions zoning~~

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City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd., Stockbridge GA 30281

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CARTER & SCOPE, INC.

Name of Company / Firm / Organization

MARTIN C. BOYD, P.E. / PRESIDENT

Printed Name of Authorized Rep. / Title

M/C Boyd

Signature of Authorized Representative / Date

FALCON DESIGN

CIVIL ENGINEERING ♦ LAND PLANNING ♦ SURVEYING
CONSTRUCTION MANAGEMENT ♦ LANDSCAPE ARCHITECTURE
WWW.FDC-LLC.COM

TRANSPORTATION &
CIVIL DESIGN



SURVEYING &
GIS MAPPING



WATER/WASTEWATER &
STORMWATER MANAGEMENT



MUNICIPAL PLANNING &
LANDSCAPE ARCHITECTURE



CONSTRUCTION ADMIN. &
PROGRAM MANAGEMENT



City of Stockbridge, GA



RFP No. 2022-0006
On-Call General Engineering Services

July 7, 2022



City of Stockbridge Purchasing Division

City of Stockbridge City Hall
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Stockbridge, Ga 30281

ADDENDUM NO. 1

Solicitation No.: REQUEST FOR PROPOSAL (RFP) NO. 2022-0006

Solicitation Title: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

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Falcon Design Consultants, LLC

Name of Company / Firm / Organization

John Palmer, President

Printed Name of Authorized Rep. / Title

 7/7/22
Signature of Authorized Representative / Date

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Stockbridge, Ga 30281

The City of Stockbridge website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at <https://www.cityofstockbridge.com/default.aspx> and Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. All other terms, conditions, and specifications of the solicitation remain unchanged.

Falcon Design Consultants, LLC

Name of Company / Firm / Organization

John Palmer, President

Printed Name of Authorized Rep. / Title

Signature of Authorized Representative / Date

7/7/22

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

CLASSIFICATION	2022 Hourly Billing Rate	2023 Hourly Billing Rate	2024 Hourly Billing Rate	2025 Hourly Billing Rate
Principal Engineer	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Senior Manager	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Project Manager	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Senior Designer	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Project Engineer	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Appraiser	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
CAD Technician	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Mapping Technician	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Licensed Surveyor	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
2- Person Survey Team	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
3- Person Survey Team	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Senior Inspector	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Inspector	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Cost Estimator	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
CAD Drafter	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Information System Professional	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Clerical	\$ /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour

The cost proposal shall be based on the labor categories and qualifications. The Consultant shall identify hourly rates by labor category. Rates shall be fully burdened billing rates to include all overhead and profit, at the prime and sub-consultant levels. Hourly rates shall be provided for each of the four (4) years (one year contract with the option to renew for four (4) additional one year period Agreement. Labor rates to be included in the Services Agreement will be negotiated with the selected Consultant based on its Proposal and the City's analysis of the labor rate proposals submitted by all Consultants.

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

The rates are to remain set at these levels for 1- year, the initial term

1. All cost shall be included in the Billing Rates you provide. No separate payment will be allowed for office space, supplies, transportation, etc.
2. There shall be no Billing Rate escalation for the life of the Contract.

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

Weight/Points	Item
30	Firms Qualifications and Experience , and Reference - Professional Capabilities - Engineer must not be subject to a material adverse condition, such as pending litigation. - Please provide a narrative describing your firm's experience in providing relevant on-call engineering services. - Proposers are advised that it is a proposer's obligation to determine whether any conflicts of interest exist for their team members and the extent to which those conflicts need to be resolved or disclosed prior to engaging in business with the City
40	Technical Approach/Project Management Proposer shall describe their approach to the City as identified in the Scope of Work (Exhibit I) and A reasonable timeline based on general conditions and project objectives. - Overall project management approach and methodology. - Schedule, quality, and cost control procedures. - Project tracking and performance monitoring procedures. - Project progress reporting procedures.
30	Project Organization, Personnel and Staffing - Principal in Charge - Project Manager - Key technical personnel; and - Staffing level/Organizational chart 1) Include names, titles, fields of expertise, and relevant experience for all proposed personnel and staff. Resumes can list licenses and certificates. 2) Services proposed to be provided. 3) Percent availability to work on this contract. 4) Sub-consultants required to perform proposed services. 5) Team organization, including project role/function chart. 6) Total relevant human resource availability throughout agreement term (anticipated to be at least three years), particularly for the project manager and key personnel.

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

~~Total points awarded for price will be determined by applying the following formula:~~

$$\text{(Lowest Overall Cost / Proposer's Price)} \times 50 = \text{Price Score}$$

~~Please note that prices may be negotiated in the best interest of the City after the scoring is completed~~

Cost Proposal – Proposal Fee Schedule (above). Cost Proposal will become part of the Services Agreement, following negotiations, if a Services Agreement is awarded pursuant to this procurement. The intent of Cost proposal is to set forth the negotiated agreement between the successful Proponent, if any, and the City concerning the base employee classifications required to provide Services under the Services Agreement and the fully burdened hourly billing rates applicable to actual Services provided by such employees.

The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for "RFP No. 2022-0006, City of Stockbridge ON-CALL ENGINEERING SERVICES on the outside of the envelope. Responders are required to submit their costs on Cost Proposal Forms Responder shall not alter the cost proposal form.



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Section 12	References
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Section 1:

Letter of Transmittal



July 7, 2022

City of Stockbridge City Hall
Procurement Division
4640 N. Henry Blvd.
Stockbridge, GA 30281

Re: RFQ #2022-0006 – On-Call General Engineering Services

Falcon Design Consultants, LLC (FDC) is pleased to submit this proposal in response to RFQ# 2022-0006, *On-Call General Engineering Services for the City of Stockbridge*. We look forward to the opportunity to once again working with the City of Stockbridge by being selected as an on-call engineer. FDC understands the scope, size, and complexity of the range of project types that the City of Stockbridge has for the foreseeable future. FDC has a qualified professional staff that can assist with providing general consulting services including, but not limited to; civil engineering, surveying, management of Capital Improvement Projects (CIPs), project design (water, sewer, stormwater, and roadway infrastructure), construction support, and other civil engineering and/or community development projects deemed necessary by the City. FDC is an experienced team that can deliver these services in a professional and comprehensive manner.

Range of Skills: FDC utilizes the latest technologies throughout our services in order to provide the most accurate and reliable data collection, analysis, and design for our clients.

Experience: FDC understands the realities of engineering design and the importance of formulating realistic and achievable goals. Our team is known for its unique design approach, client responsiveness, detailed in-house review, value engineering, and the ability to manage projects from beginning to end.

Local Vendor: FDC qualifies for the Local Performance Bonus as we qualify to be considered local to the City of Stockbridge. Our company's headquarters is located in Stockbridge, GA, which will allow our team close proximity to the subject project(s). FDC also holds the most recent on-call contract for general engineering services for the City of Stockbridge.

The designated point of contact for this project will be Adam L. Price, PE, Managing Partner. He is based out of our Stockbridge office and can be contacted via email at aprice@fdc-llc.com, or by phone at 770.389.8666. Any correspondence and/or communications regarding this project should be directed to him. We understand and value the level of trust and confidence that will be placed with FDC upon selection, and we promise a relationship with the City of Stockbridge that is supportive, inclusive, and protective. We hope you will enjoy reviewing the information that follows, as we present our qualifications, project experience, professional support, capabilities, and leadership team in more detail. We look forward to assisting the City of Stockbridge with this *On-Call General Engineering Services* opportunity. If you have any questions or would like to discuss any aspect of our proposal, please do not hesitate to contact our office at 770.389.8666.

Sincerely,

Falcon Design Consultants, LLC

Adam L. Price, P.E.
Managing Partner

John Palmer
President

Section 2:

Executive Summary



City of Stockbridge, GA
RFQ #2022-0006 - On-Call General Engineering Services
July 7, 2022

Executive Summary

Company Name:

Falcon Design Consultants, LLC

Company Address:

Stockbridge Office (Parent Company)
235 Corporate Center Drive, Suite 200
Stockbridge, GA 30281
tel. 770-389-8666, Fax. 770-389-8656
www.fdc-llc.com

Newnan Office
40 Greenway Court, Suite A
Newnan, GA 30265
tel. 770-755-7978

Cumming Office
500 Pirkle Ferry Road, Suite C
Cumming, GA 30040
tel. 678-807-7100

Primary Contact:

Adam L. Price, PE, Managing Partner
tel. 770-389-8666, email: aprice@fdc-llc.com

Full-Time Employees:

65 Employees

Company's Approach and Corporate Structure:

Falcon Design Consultants, LLC, (FDC), was founded in 2006 as a Limited Liability Corporation with Georgia as its State of Residency. FDC provides full-service civil engineering, surveying, planning, landscape architecture, and construction management services. Falcon Design Consultants is headquartered in Stockbridge, Georgia, with two satellite offices located in the City of Cumming, and City of Newnan, Georgia. Established in 2006, (16 years in business), the firm is identified by the State of Georgia as an LLC, and is led by Adam L. Price, PE. The *RFP No. 2022-0006, On-Call General Engineering Services for the City of Stockbridge* will be performed and projects will be managed from the parent office located in Stockbridge, Georgia, with a close proximity to the proposed projects. Recognized as one of the largest full-service civil engineering firms south of the I-20 corridor, we can manage all of your projects from beginning to end. Our consulting services include; civil engineering, transportation engineering, surveying, GIS, construction administration, planning, and landscape architecture. Our project coordination and design abilities have provided many Cities and Counties substantial cost savings throughout their projects. We are committed to providing excellent service and ensuring compliance with all state and federal jurisdictional requirements.

Section 3:

Project Team Qualifications

Key Personnel



City of Stockbridge, GA
RFQ #2022-0006 - On-Call General Engineering Services
May 26, 2022

Project Team Qualifications/Key Personnel

G.A. “Skip” Layton, Jr.
Director of Municipal Services

EXPERTISE

Construction Management
Bid Documents & Specifications
Procurement
Contract Management

EDUCATION

Macon College
Associates Degree - Engineering

PROFESSIONAL EXPERIENCE

35+ Years Experience

PROFESSIONAL LICENSURE

HAZWOPER Supervisor
(O.S.H.A.)
Level 1A GSWCC Cert. No.
0000075901

Skip is the Director of Municipal Services for Falcon Design Consultants, with more than 35 years of experience in construction management, bid documents, design specifications, construction oversight, and project design.

Project Experience

City of Stockbridge, GA, South Berry Street Pedestrian Improvements Phase I & II
FDC provided construction administration and oversight for a sidewalk along South Berry Street. Coordinated design support services to eliminate location conflicts. Identified site constraints including topography, existing driveway cuts, utilities, lighting, and drainage systems. Coordinated with all design entities and support services to keep project on schedule. Assisted owner in pre-bid meeting to ensure that requests for information, clarification, or substitutions were responded to in a timely manner. Issued bid proposal and specifications, received and certified all bid responses, reviewed and evaluated bids with design professionals, and provided recommendations to the City. Reviewed all pay requests to ensure compliance with GDOT policies and procedures for LMIG program and City’s procurement department.

City of Stockbridge, GA, LMIG13, LMIG14, LMIG15 & LMIG16 Transportation Improvement Projects

Transportation projects that encompass the milling and resurfacing of local roads within the City of Stockbridge. Established and managed a written schedule for each project including milestones achieved, existing status, and potential delays. Coordinated all design entities to keep project moving forward. Managed required material testing and contractor QA/QC measures. Oversight of pavement evaluation and boring recommendations, bridge lift remediation for base failures, construction material estimating, traffic control plans, bid documents, bid letting, QA/QC and construction observation.

City of Stockbridge, GA, Smith Barnes Sanitary Sewer Rehabilitation

The City of Stockbridge proposed to rehabilitate the sanitary sewer collection system within the Smith - Barnes sanitary sewer basin. The sanitary sewer collection system is comprised of approximately 5.4 miles of 8-inch gravity sewer collection mains that were constructed out of varying materials. There were approximately 103 sanitary sewer man-holes installed at the junctions of these 8” collection mains. All of the sewers flow to an existing duplex pumping station. All sewage from the basin is then pumped approximately 0.9 miles north in a force main that terminates on the north side of North Henry Boulevard. The first phase of the project was to identify problems within the system by use of high-pressure line cleaning and CCTV (Closed Circuit Television). Phase II of the project included development of the project maps to identify areas that required cleaning and access modifications, creation of contract bid documents for the City’s CDBG, construction management, and final report.

City of Cochran, GA, Recreation Department 48” Stormwater Repair

Conducted miscellaneous meetings for City Council, City Staff and general administrative duties. Developed a comprehensive set of engineered plans and specifications that included base maps, plan sheet development, notes and details. FDC provided bidding assistance including advertisement, issuance of plans and specifications to contractors, recommendation of award to City Council, on site project review, photo log, progress meetings as needed and construction observation services.

Project Team Qualifications/Key Personnel

Adam L. Price, PE

Managing Partner/ Project Manager

EXPERTISE

General Engineering Design
Financial Management
Scheduling

EDUCATION

Georgia Institute of Technology
B.S. in Civil Engineering

PROFESSIONAL EXPERIENCE

20 Years Experience

PROFESSIONAL LICENSURE

GA Engineer #030440
NC Engineer #031398
AL Engineer #27368
SC Engineer #24855
MO Engineer #2007034082
UT Engineer
#6827393-2202
Level II GSWCC Design
Professional #9371

PROFESSIONAL AFFILIATIONS

Henry County Chamber of
Commerce
GA Society of Professional
Engineers
American Society of Professional
Engineers

Adam has over 20 years of experience working within the engineering and construction management industry. Adam has designed and managed various municipal construction projects including; educational facilities, fire stations, public safety buildings, CDBG projects, TE projects, water/wastewater improvements, drainage, parks and transportation projects. Adam will serve as the Project Manager for this project and will be responsible for all aspects of the successful implementation and management of the On-Call Engineering Services.

Project Experience

Hillcrest Road Improvements, City of Lilburn, GA

Engineer of record and responsible for overseeing vertical and horizontal design per latest AASHTO & GDOT standards for a 700 linear foot pedestrian pathway located in Lilburn, Georgia. The project design necessitated the acquisition and preparation of survey right-of-way and easement plats. FDC also performed field run topographic and as-built survey information for the design of the project. The project was a CDBG funded pathway for the City of Lilburn.

Strong Rock Christian School Master Plan, City of Locust Grove, GA

FDC has taken this project from concept to implementation beginning with the construction of the Strong Rock Christian School Campus. FDC performed everything from survey staking to FF&E design, layout, and installation on behalf of the owner/developer. FDC provided contract documents and technical specifications, project bidding, review of bidders qualifications and references, made recommendation of award, coordinated executed contracts, preconstruction meetings and construction oversight, as well as, reviewed and approved the field modifications, change orders, pay applications and assisted owner with all facets of the project through closeout.

City Hall Turnaround and Parking, City of Stockbridge, GA

Construction manager responsible for design support for various tasks including; demolition, paving, landscaping, masonry barriers and handicap access, development of contract documents and technical specifications, project bidding, bidder qualifications and references, recommendation of award, and coordination of executed contracts. Coordinated a preconstruction conference with all applicable participants to ensure compliance with approved design plan. Reviewed project schedules and milestones with the contractor, documented and managed all records, reports, and facilitated information in accordance with schedule and funding requirements. Reviewed change orders, requests, and made recommendations for acceptance, mediation, or refusal.

Monument Park, City of Stockbridge, GA

Responsible for design support for construction of multi-story structural steel and masonry structure and public park with amenities. Coordination of multi-disciplinary professionals with development of contract documents and technical specifications to ensure compliance with approved plans. Project bid, qualification of bids, and award recommendation of project.

Project Team Qualifications/Key Personnel

Sean P. Hayes, PE

Cumming Office Director / Engineering Manager

EXPERTISE

General Engineering Design
Environmental Permitting
Municipal Coordination

EDUCATION

Southern Polytechnic State University
B.S. in Civil Engineering

PROFESSIONAL EXPERIENCE

20 Years Experience

PROFESSIONAL LICENSURE

GA Engineer #033637
NC Engineer #036054
Level II GSWCC Design Professional

PROFESSIONAL AFFILIATIONS

GA Society of Professional Engineers
American Society of Professional Engineers
National Society of Professional Engineers

Sean has over 20 years of experience managing and directing numerous multi-disciplinary construction projects for municipal clients throughout Georgia. His extensive experience in project management includes transportation, infrastructure, and vertical construction projects. He is proficient with the requirements associated with local, state, and federal permitting and managing projects with prescribed schedules, deadlines, and budgets.

Project Experience

City of Fairburn Downtown Plaza, City of Fairburn, GA

Design engineer responsible for site design and project coordination for an outdoor amphitheater project consisting of stage, pervious paver parking, landscaping and restroom facilities. Project included coordination with the City, local business owners, and local theatre group.

Manor on Broad Street, City of Fairburn, GA

Design engineer responsible for design and project coordination for an EarthCraft Communities certified 88-bed senior living facility situated behind the City of Fairburn Police and Fire Department buildings. Project included design and coordination with GDOT, local utility companies, City Police Department, City Fire Department, as well as the City of Fairburn. Project included public outreach to facilitate design charrette with the City and stakeholders. Reviewed and reported public input, questions, and decisions reached at design charrette.

North Hill Street Corridor & City of Griffin LCI Project, City of Griffin, GA

Sean provided oversight, design, and project coordination in implementing the results and recommendations of the Livable Centers Initiative (LCI) grant through this high priority project in Griffin's Historic Downtown District, listed on the National Register of Historic Places. During the concept development phase of the project, FDC coordinated objections on the City's behalf that successfully mitigated GDOT policies and standards in order to preserve and maintain the existing historic urban corridor within its commercial district. Responsibilities included implementing complete streets/context sensitive design techniques such as shared lanes for bicycles and automobiles, traffic calming measures, access management, intersection bump-outs, bicycle parking racks, street furniture, improved pavement markings and wayfinding signage.

Shoal Creek Manor, City of Locust Grove, GA

Shoal Creek Manor is a corridor-loaded, three and four split level building. This project was built under the requirements of the EarthCraft Multi-Family and Communities Programs. Responsible for design, utility coordination, sanitary sewer extension plans, and construction administration. Reviewed project workmanship, compiled punch list for deficiencies and assisted with field changes and project modifications. Coordinated with contractor and design professionals for as-built record documents. Prepared written reports and coordinated deliveries in hardcopy and electronic formats.

Downtown Pedestrian Improvements, City of Stockbridge, GA

Responsible for client liaison, contract management, construction management and CDBG program management related to the renovation portion of Stockbridge's historic downtown pedestrian corridor.

Project Team Qualifications/Key Personnel

Tyler Price, PE
Engineering Manager

EXPERTISE

Transportation Engineering Design
Utilities Coordination

EDUCATION

Georgia Institute of Technology
B.S. in Civil Engineering

PROFESSIONAL EXPERIENCE

13 Years Experience

PROFESSIONAL LICENSURE

GA Engineer #037614
Level II GSWCC Design
Professional #69300

PROFESSIONAL AFFILIATIONS

GA Society of Professional
Engineers

Tyler is an Engineering Project Manager for Falcon Design with more than 13 years of experience in civil engineering, transportation design, utility coordination and hydro studies. Tyler was employed by Henry County Department of Transportation for 7 years prior to employment with Falcon Design, where he provided utility oversight, paving coordination, scheduling and inspections.

Project Experience

Civil Engineer, Henry County Department of Transportation

As an engineer with the Henry County DOT, Tyler served as both utility and paving coordinator during his tenure. He oversaw the design and construction of over 100 culverts throughout the county. These ranged in sizes from 18" pipes to 10' x 10' box culverts. As utility coordinator, he was responsible for permitting new utilities and utility construction oversight. Performed paving and coordinator duties and was responsible for scheduling inspections and LMIG applications and budgets.

Henry County DOT Culvert Experience *

91 Panola Road: Multiple barrel culvert replacement project for 1.16 square mile drainage basin of perennial stream just west of SR 155.

1117 Stagecoach Road: Multiple barrel culvert replacement project for a 90-acre drainage basin of perennial stream on Stagecoach Road just east of the Clayton County line.

Cross Creek Way: Multiple perennial stream crossings on Cross Creek near the top of Birch Creek.

John Wesley Way at Lake Dow Road

Stormwater improvement project to improve flooding conditions at the intersection of John Wesley Way and Lake Dow Road. Work consisted of adding a cross drain under John Wesley Way and tying into the Bridleridge subdivision drainage system via a new drainage system.

SR 155 Bypass, Sandersville, GA, GDOT TIA Project, PI #245090 *

Designed culverts and closed storm systems per GDOT Drainage Manual for an approximate 4.6-mile proposed 4-lane bypass with concrete and grass medians at various segments of the project from SR 242 to SR 15. Prepared erosion control plans in accordance with the Manual for Erosion and Sediment Control in Georgia.

SR 324 Interchange, Gwinnett County, GA, GDOT Project PI #0012698*

Project Description: GDOT project adding four new ramps to create a new location, full access diamond interchange with the existing overpass of SR 324 over I-85. Responsible for quality control review for drainage plans and GDOT MS4 report. Provided ditch lining design for erosion control plans.

(* denotes career experience prior to employment with FDC)

Project Team Qualifications/Key Personnel

Todd Cosby, PE

Senior Engineer Project Manager

EXPERTISE

Stormwater Infrastructure Design
Land Development Permitting
General Engineering Design

EDUCATION

Rose-Hulman Institute of
Technology
B.S. Civil Engineering
Georgia Institute of Technology
M.S. Civil Engineering

PROFESSIONAL EXPERIENCE

17 Years Experience

PROFESSIONAL LICENSURE

GA Engineer #032682
Level II GSWCC Design
Professional #0000058948

PROFESSIONAL AFFILIATIONS

Ocmulgee Basin Advisory Council
Southeastern Stormwater
Association (SESWA)
GA Association of Water
Professionals (GAWP)

Todd Cosby is a senior engineering project manager at Falcon Design Consultants with more than 17 years of experience. He is skilled in stormwater infrastructure design, land development permitting, program management, and conflict resolution. Todd joined the Falcon Design team with a wealth of experience, skills, and abilities. Working in the Stormwater Department in Rockdale County for over 10 years provided Todd with the experience FDC was looking for to improve our host of professional abilities. Todd has extensive experience with the County and municipal understanding specific to stormwater.

Project Experience

Falcon Design Consultants, Stockbridge, GA, Senior Engineering Project Manager

- AutoCAD, HY-8, Hydraulic Toolbox, HEC-RAS, HEC-HMS, HydroCAD
- Hydra flow Hydrographs and Storm Sewers, Hydrology Studio Suite, ESRI
- ArcReader, Adobe Acrobat, Adobe Photoshop, Microsoft Office

Rockdale County Government, Principal Engineer, Department of Stormwater Management *

Director of Stormwater Management, General Engineering Manager for the Stormwater Division, Stormwater Engineer II.

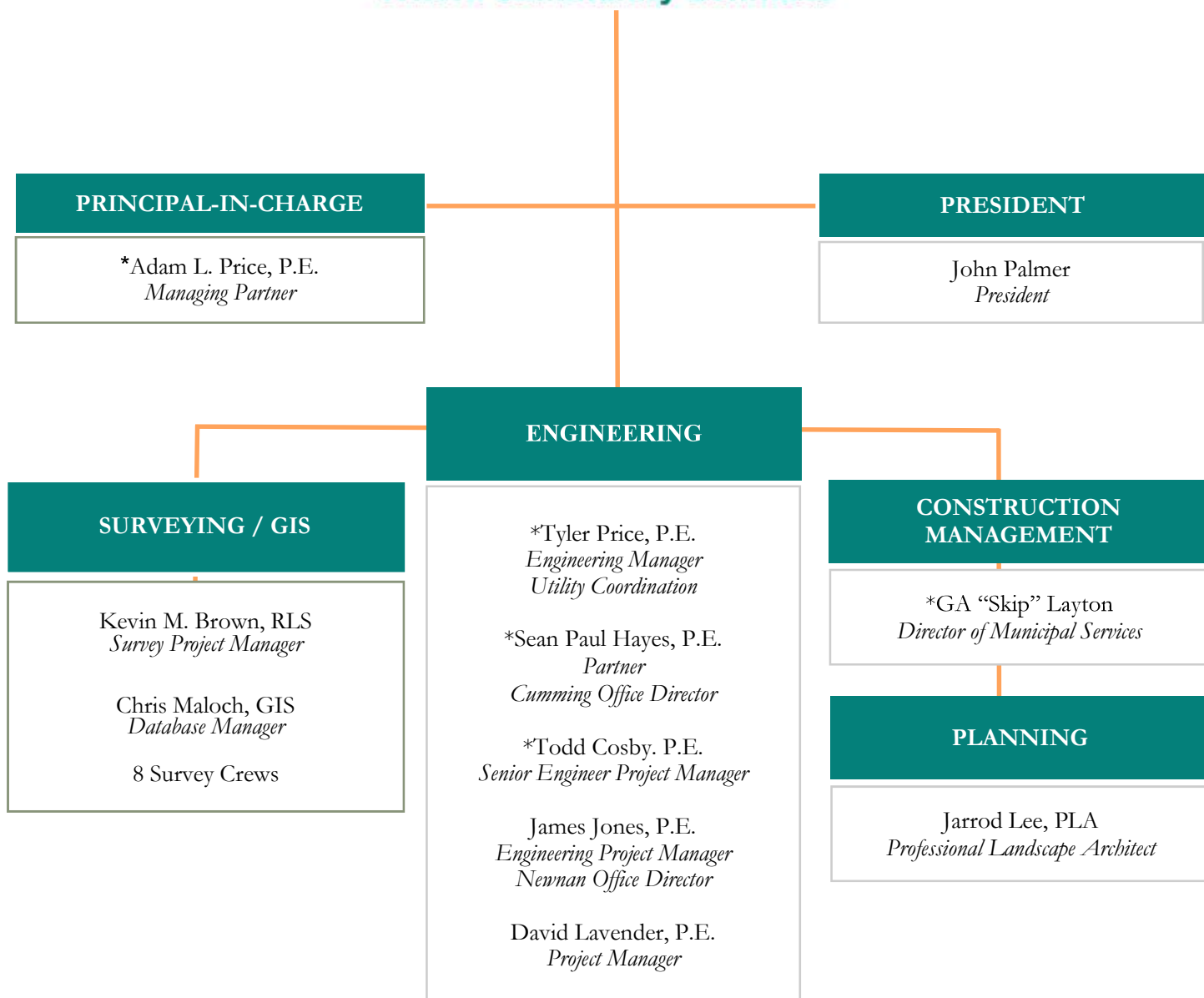
- Performed and managed design, plan review, permitting, procurement, and construction activities.
- Authorized engineering reports, bid documents, contracts, ordinances, policies, forms, brochures, etc.
- Led and facilitated regulatory compliance, master planning, funding, staffing, and public relations.
- Completed the Milstead II and Lakefield Dam projects, both of which had been delayed for decades.
- Recognized as the 2015 Rockdale County Employee of the Year

Civil Engineer, D.W. Smith Design Group, McDonough, GA*

- Provided design, plan preparation, and permitting for a broad range of land development projects.
- Prepared stormwater management plans, NPDES documents, hydrology reports, and flood studies.
- Reviewed plans and hydrology reports for the Henry County Stormwater Management Department.

(* denotes career experience prior to employment with FDC)

Organizational Chart



*denotes Key Team Leaders

Availability of Key Personnel

Key Team Leader	PI/Project # for GDOT Projects/ Name of Customer for Non-GDOT Projects	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours
G.A. "Skip" Layton, Jr.	City of Stockbridge East Atlanta/Lee Street Roadway Improvements	Construction Manager and Project Oversight	Road Widening, New Roadway Alignment, and New Traffic Control Signals	Under Construction	30%	20 Hours
	City of Stockbridge Smith-Barnes Sewer Basin Rehabilitation	Construction Manager and Project Oversight	Construction of New Sanitary Sewer Force Main and Mitigation of Basin Inflow & Infiltration	Under Construction	50%	20 Hours
Key Team Leader	PI/Project # for GDOT Projects/ Name of Customer for Non-GDOT Projects	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours
Adam L. Price, PE	City of Fayetteville, SR 92 Streetscape Improvements	Project Manager	Streetscape Improvements	Final Design	90%	8 Hours
	Butts County, River Park Parkway	Project Manager, Designer	6 Lane Industrial Development	Design	80%	8 Hours
Key Team Leader	PI/Project # for GDOT Projects/ Name of Customer for Non-GDOT Projects	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours
Tyler Price, PE	LGS Industrial, LLC	Project Manager	SR 16 & I-75 Ramp Widening & Improvements	Initial Design	20%	20 Hours
	City of Locust Grove, Safety & Operation Improvements	Project Manager	Bill Gardner & I-75 Ramp Widening & Improvements	Initial Design	50%	20 Hours

Section 4:

Past Performance

Past Performance

PROJECT RESUME

Title and Location (City & State)	Year Started/Completed	
Tanger Park (Chase Maddox Park) Locust Grove, GA	2020	
PROJECT OWNER'S INFORMATION		
Project Owner	Point of Contact	Telephone Number & Email
City of Locust Grove, GA	Tim Young, City Manager 3644 Hwy 42, Locust Grove, GA 30248	770-957-5043 tyoung@locustgrovega.gov

Chase Maddox Park is the City of Locust Grove's newest and largest park. Chase Maddox Park features paved parking, two enclosed dog areas, a rubber walking track, a pavilion with public restrooms, and a grassy field for open play. Chase Maddox Park is named after Officer Chase Maddox, who was tragically killed in the line of duty in February of 2018. Falcon Design provided bidding assistance and construction management for this project. Services included; preparing contract documents and technical specifications, conducted pre-bid meeting, oversaw questions and answers, assisted City with bid opening, coordinated all design intent issues regarding contract drawings and specifications, conducted reviews of construction activity as needed for compliance with specifications, quality, current schedule, and equipment testing and training, maintained photographic records for construction activities observed during on-site visits, developed monthly project progress reports for submission to the City, developed a project RFI log and a project submittal log and assisted as needed with submittal distribution, reviewed and approved all pay applications, provided Value Engineering Analysis on an as-needed basis for project components related to cost and time savings.



Past Performance

PROJECT RESUME

Title and Location (City & State)	Year Started/Completed
Police Precinct, McDonough, GA	2019
PROJECT OWNER'S INFORMATION	

Project Owner	Point of Contact	Telephone Number & Email
City of McDonough, GA	Keith Dickerson, former City Manager at the City of McDonough	706-754-4216 kdickerson@clarkesvillega.com

Falcon Design Consultants provided civil engineering, staking, and construction administration services for the Edward “Boots” Welch Police Precinct, located in the City of McDonough. Services included interacting with the contractor as the City’s Authorized Representative to assist in maintaining the project schedule and budget, conducted project meetings as required during the construction period, provided periodic construction observations, processed pay requests, processed required change orders, responded to RFP’s, maintained project photographs and related administrative duties, assisted with the development of closeout documents in accordance with the project’s Contract Drawings and Technical Specifications.

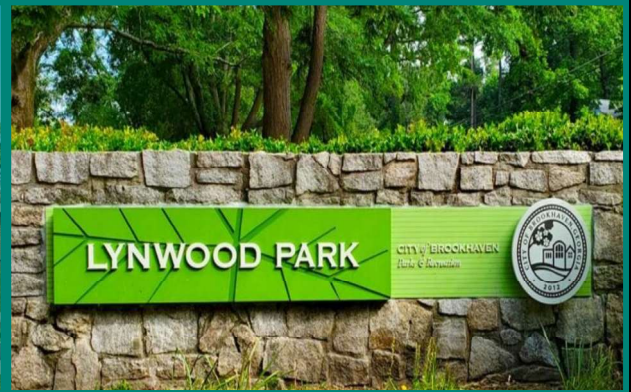


Past Performance

PROJECT RESUME

Title and Location (City & State)	Year Started/Completed	
Lynwood Recreation Center ADA Bathroom Upgrade, Brookhaven, GA	2020	
PROJECT OWNER'S INFORMATION		
Project Owner	Point of Contact	Telephone Number & Email
City of Brookhaven, GA	Brian Borden, Director of Parks & Recreation 4362 Peachtree Road, Brookhaven, GA 30319	404-637-0500 Brian.borden@brookhavenga.gov

Falcon Design was contracted by the City of Brookhaven to provide ADA regulated upgrades to the recreation center's bathrooms. FDC provided bidding assistance and construction management, developed a comprehensive set of contract documents and technical specifications, served as the clearinghouse for bidding of this project on behalf of the City of Brookhaven, maintained a "Plan Holders List," and distributed plans, addenda, and any project modifications required by the City. Conducted a preconstruction conference, addressed all written RFI's from the contractor, reviewed all product submittals from the contractor in collaboration with the approved design team to assure compliance with the contract documents, conducted necessary project meetings between the contractor, the City of Brookhaven, DeKalb County, CDBG, the approved design team and FDC to assure that the project was being constructed in accordance with the contract documents and approved contract schedule, as well as the Americans with Disabilities Act guidelines. Reviewed all periodic pay requests from the contractor and provided the City of Brookhaven with a written recommendation for payment. Developed necessary change orders and provided periodic on-site construction observations as required, submitted project updates at the end of each month to the City of Brookhaven and assisted the contractor with the development and submission of all closeout documents.



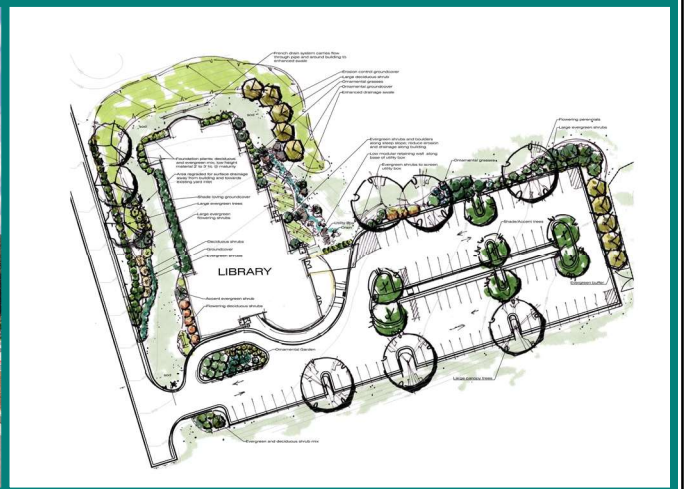
Past Performance

PROJECT RESUME

Title and Location (City & State)	Year Started/Completed
Villa Rica Public Library, Villa Rica, GA	2017
PROJECT OWNER'S INFORMATION	

Project Owner	Point of Contact	Telephone Number & Email
City of Villa Rica, GA	Tom Barber, City Manager 571 W. Bankhead Hwy., Villa Rica, GA 30180	678-840-1211 tbarber@villarica.org

Falcon Design was retained by the City of Villa Rica to provide a grading and drainage analysis report for the newly constructed library which was experiencing erosion and sediment issues. As part of the permanent mitigation plan, FDC prepared two (2) landscape concepts which were presented to the library board, City officials, and parks and recreation staff for consideration. A concept was agreed upon and the design progressed into landscape and hardscape design drawings. The overall design plan introduced drought tolerant plant material and native species in organic forms around the building. The planting plan provided multi-seasonal interest through texture, leaf color and size, varying bloom time, and use of edibles. Additionally, the landscape provided niches for small animal habitat and food sources for butterflies and hummingbirds. The design provided access for all and is designed within the provisions of the Americans with Disabilities Act (ADA).

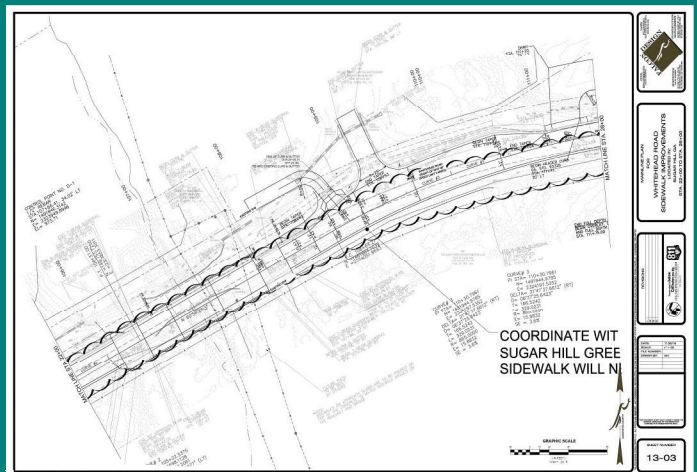


Past Performance

PROJECT RESUME

Title and Location (City & State)		Year Started/Completed
Suwanee Dam Road & Whitehead Road Sidewalk Improvements, Sugar Hill, GA		2017
PROJECT OWNER'S INFORMATION		
Project Owner	Point of Contact	Telephone Number & Email
City of Sugar Hill, GA	Troy Bessesche, Assistant City Manager 5039 West Broad Street, Sugar Hill, GA 30518	770-945-6716 tbessesche@cityofsugarhill.com

The work consists of surveying, engineering design, contract and bid services, construction management, and related services required for a complete project in accordance with the Contract Documents. This project includes but is not limited to the required erosion and sediment control, traffic control, grading and drainage, $\pm 10,600$ LF of 30" concrete curbs, $\pm 29,300$ LF of 5' wide concrete sidewalks, retaining and barrier walls, guardrail installation and replacement, stormwater structures, and related appurtenances along the project limits. The project design conforms to the regulatory guidelines of the Americans with Disabilities Act (ADA), AASHTO, GDOT, Gwinnett County DOT, and MUTCD. Project was completed on time and within budget.



Section 5:

Project Approach

Project Approach

Methodology and Approach

Falcon Design Consultants, LLC will serve the City of Stockbridge as a consulting engineer and advise and design projects related to *RFP No. 2022-0006, On-Call General Engineering Services*. All design and bidding will be performed as described in the RFP. These requests can be provided on a formal or informal basis determined by the circumstances and the wishes of the City of Stockbridge. We can provide review of existing system data and provide advice related to operations, planning, expansion, repair or other matters that may concern the City. FDC can serve on behalf of the City to provide support and recommendations for projects as it relates to planning, scope of work development, project oversight, budget/financial review and scheduling. FDC is available on short notice and will provide professional feedback and discuss ideas about current or future ideas. We are responsive, reliable, and professional. FDC is able to serve as the City's agent for Capital Improvement Projects (CIPs), provide pre-design site evaluation, master planning studies, engineering evaluations, cost estimates, schematic designs, design development, contract documents, bidding/awards, construction administration, resident project representation (RPR), and commissioning specifically requested by the City.

Project Management and Planning

For Falcon Design Consultants, quality project management and planning are deemed imperative to the successful execution and completion of any project. This is especially true for programs that rely on set funding mechanisms, budgets, timelines, schedules, manual logs, and public reviews and/or resolutions. FDC has established project management protocols that are specifically suited for on-call engineering service contracts. Our staff provides oversight at every level, ensuring each task is performed to the highest level of accuracy and accountability. With multiple licensed professionals, FDC is well-qualified to provide in-house project management and planning services.

Feasibility Studies and Technical Reports

Falcon Design Consultants is well-versed in preparing feasibility studies and preparing many types of technical reports. On behalf of the City, we have the ability to produce:

- MS4 reports for local public entities which allows them to own and operate a stormwater system which plays a key role in preventing or reducing the negative impacts of stormwater runoff into valuable water resources.
- LMIG reports which determine allocations based on the total centerline road miles for each local road system and the total population of each county or city as compared with the total statewide centerline road miles and total statewide population. The LMIG program allows local governments greater flexibility and quicker project delivery while allowing GDOT to effectively administer the program.
- Pavement evaluation, this evaluation determines pavement performance which is a function of its ability to serve traffic over a period of time. This evaluation can be used to aid in making decisions such as establish maintenance priorities, determine maintenance, rehabilitation strategies and predict pavement performance.
- Sewer/water system capacity, conditions, and evaluations to manage water/wastewater facilities.
- General engineering including feasibility studies, alternative design evaluations and construction cost estimates.
- GIS inventory/mapping to set up and help manage all of the City's essential utilities.

Local Perspective

With a staff of over 60 local professionals that live, work, and play in the area, Falcon Design Consultants is a local civil engineering firm that brings a wealth of design and construction knowledge that will help create savings to enhance the character areas and aesthetics of projects. Our team is keenly aware that we are tasked with providing designs that are cost effective during construction, as well as cost effective to maintain. With a low overhead and a strong work ethic, our business model allows us to provide quality services with costs that will benefit each project we have an opportunity to bid. FDC is functioning as the largest full-service civil engineering firm south of the I-20 corridor. At FDC, our professional team focuses on developing close relationships with our clients. We thrive on person-to-person interaction and value the ability to respond to challenges immediately. Our responsiveness is often what our clients appreciate most, in addition to our capable, veteran professional staff.

Project Approach

Project Turnaround Times

Location. Location. Location. Being located in Henry County within 5 miles of the City of Stockbridge will allow FDC the opportunity to produce designs and make decisions quicker and more accurately, while producing shorter turnaround times in project production. FDC has the ability to meet on-site or upon the call of those responsible for the projects, quickly, creating a true “on-call” experience. This presents itself as a valuable commodity with the services being rendered. FDC understands that all project sites remain under control of the City of Stockbridge. FDC will provide strict project coordination, and can provide supervision to review installation procedures, installation progress and handle any problems during construction through project completion.

Cost Savings

Project cost savings is one of Falcon Design’s most valuable characteristics. FDC has proven this ability by recently being placed on the Henry County Stormwater Consultants bid list. FDC has proved our worth to Henry County by providing bids, design and plans all within the time schedule provided, and at the best cost presented on the majority of the bid requests. FDC could boast of our cost-effectiveness, but the savings is really recognized by the Henry County tax payer with lower design costs and the highest of value engineering.

Listen and Develop Objectives and Goals

Kick-off and subsequent meetings are necessary to ensure that FDC understands the objectives and goals of the City on every project. Project scope, schedule/task milestones, and budget will be established and adhered to throughout concept and development.

Conceptual Design

FDC will use the survey database along with environmental studies to prepare a conceptual design that meets the objectives of the project. The conceptual design will include items such as the proposed layout, centerline alignments, proposed edge of pavement, proposed profile grade, major drainage structures, along with pertinent survey information such as property lines, property owners, and existing and proposed edge right-of-way.

Database Preparation

FDC will use the survey database along the environmental studies to prepare a conceptual design that meets the objectives of the project.

Section 6: Cost Proposal



City of Stockbridge, GA
RFQ #2022-0006 - On-Call General Engineering Services
July 7, 2022

Cost Proposal

Cost Proposal
Under Separate Cover

Section 7: Location



City of Stockbridge, GA
RFQ #2022-0006 - On-Call General Engineering Services
July 7, 2022

Location

Office Location:

The office location responsible for the *On-Call General Engineering Services* project will be our Stockbridge office, located at 235 Corporate Center Drive, Suite 200, Stockbridge, GA 30281. The legal firm name is Falcon Design Consultants, LLC, and the state of incorporation for our firm is Georgia. We have two satellite offices located in the City of Newnan, Georgia, as well as the City of Cumming, Georgia, with our headquarters being our Stockbridge office.

Key Firm Contacts:

Adam L. Price, PE, Managing Partner, aprice@fdc-llc.com, 770.389.8666

John Palmer, President, jpalmer@fdc-llc.com, 770.389.8666

Mike Crawford, Business Development Manager, mcrawford@fdc-llc.com, 770.389.8666



Section 8:
Recent, Current & Projected
Workloads of Firm

Recent, Current, & Projected Workload of Firm

Falcon Design Consultants provides similar design services for the following government entities:

- ◆ Clayton County On-Call Land Boundary and Topographical Surveys
- ◆ City of Stockbridge On-Call Engineering Services
- ◆ City of Sugar Hill On-Call Engineering Services
- ◆ City of Lilburn On-Call Engineering Services
- ◆ City of Fort Oglethorpe On-Call Engineering Services
- ◆ City of Fayetteville On-Call Engineering Services
- ◆ City of Hampton On-Call Engineering Services
- ◆ City of Forest Park On-Call Engineering Services
- ◆ City of Griffin North Hill Street Corridor & Historic Downtown LCI Project Concept Report, Design, and Surveying
- ◆ City of Cochran CDBG Sidewalk Project, CDBG Sanitary Sewer Extension, Construction Management, and Design
- ◆ City of Cochran GIS Database and Mapping of Existing Stormwater Infrastructure
- ◆ City of Cochran Construction Administration and Programming
- ◆ City of Cochran Concept Park Planning
- ◆ City of Cochran Surveying
- ◆ Clayton County IT Building
- ◆ City of Lilburn Hillcrest Road Pedestrian Extension Design, Milling/Overlay and Surveying
- ◆ City of Stockbridge North Berry Street Sidewalk Improvements Phase I & II Design and Construction Management
- ◆ City of Stockbridge North Davis Road and South Berry Street Pedestrian Improvements Design & Construction Management
- ◆ City of Stockbridge Reeves Creek Multi-Use Trail & Parking Facility Design
- ◆ Henry County Frog Road Design Project
- ◆ Henry County New Hope Road Design Project
- ◆ City of Thomasville South Pinetree Blvd. and Roundabout Design Project
- ◆ City of Fairburn Manor on Broad Street
- ◆ City of Fairburn Downtown Plaza Amphitheater Construction Management and Surveying
- ◆ City of McDonough Alexander Park Stormwater Facility Design, Surveying
- ◆ Clayton County Regional Burn/EVOC Facility
- ◆ City of Newnan Design Improvements for Lower Fayetteville Road Concept Report
- ◆ City of Locust Grove Historic Train Depot Porous Parking Facility Design and Sidewalk Improvements
- ◆ City of Locust Grove Tanger Park Design
- ◆ City of McDonough Hampton Street "Green Parking Lot" Design and Construction Management
- ◆ City of McDonough "Boots" Welch Police Precinct Design and Construction Management

Proposer's Financial Information



The following is the Dun & Bradstreet D-U-N-S® Number for **FALCON**

DESIGN CONSULTANTS LLC

D-U-N-S number: **014644155**

Proposer's Financial Information



May 18, 2022

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

To whom it may concern:

I, Timothy Thompson, confirm that Falcon Design Consultants, LLC has not filed a petition(s) for Federal Bankruptcy nor State Insolvency.

Sincerely,

Timothy Thompson
Accountant for Falcon Design Consultants, LLC

Subscribed and sworn before me this 18th day of May, 2022.
Notary Public: Peggy D Johnson
My Commission Expires: May 17, 2023



Section 10: Litigation



City of Stockbridge, GA
RFQ #2022-0006 - On-Call General Engineering Services
July 7, 2022

Litigation

Litigation:

Falcon Design Consultants, LLC has not been involved in any litigation in the past three years, with or within other clients. Falcon Design Consultants, LLC has no active or pending litigations. Falcon Design Consultants, LLC does not have any “material” cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date. Furthermore, neither the firm or a principal have been issued any indictments.

Section 11:
Business License, Licenses
and Insurance

Business Licenses, Licenses, and Insurance



City of Stockbridge

4640 North Henry Boulevard Stockbridge, GA 30281
(770) 389 7900

OCCUPATIONAL TAX CERTIFICATE

Business Name: FALCON DESIGN CONSULTANTS
DBA: FALCON DESIGN CONSULTANTS

Business Type(s): 54133F ENGINEERING SVC-FLAT RATE

Business Location: 235 CORPORATE CENTER DR
STOCKBRIDGE, 30281

Mailing Address: 235 CORPORATE CENTER DR
STOCKBRIDGE, GA 30281

Owner: LARRY D. ADAMS

License Number: 2146-2018

License Type: Occupational Tax Certificate

Issued Date: 1/1/2022

Classification: Commercial

Expiration Date: 12/31/2022

Fees Paid: \$2,070.00

Uneeda Smith-Selles

Occupational Tax Department

If the business moves from the location listed then the occupational tax certificate is null and void

TO BE POSTED IN A CONSPICUOUS PLACE



STATE OF GEORGIA

BRAD RAFFENSPERGER, Secretary of State

State Board of Registration for Professional Engineers and
Land Surveyors

LICENSE NO. PE030440

Adam Leonard Price

313 Archway Lane
Peachtree City GA 30269

Professional Engineer

EXP DATE - 12/31/2022 Status: Active

Issue Date: 06/06/2005



PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER

CORPORATIONS • ELECTIONS • LICENSING • CHARITIES

Menu

Renew Your Current License

Apply for a New License

Apply to Reinstate Your License

Request a Pocket Card or Wall Certificate

Change Your Business Mailing/Personal Address

Change Your Mailing Address

Logout

Georgia Online Licensing

<<< Please select an option from the menu on the left <<<

NOTE: If you have started, but not completed your license application or renewal process, click the **Continue** link in the **Your Licenses** section below.

Name: Todd Allen Cosby
Address: 43 Mt. Bethel Road
McDonough, GA 30252

Your Licenses

Professional Engineer [Print License](#)

Profession: Engineer / Land Surveyor

License Number: PE032682

License Status: Active

Issued: 12/19/2007

Expires: 12/31/2022



STATE OF GEORGIA
BRAD RAFFENSPERGER, Secretary of State
State Board of Registration for Professional Engineers and
Land Surveyors

LICENSE NO. PE033637

Sean Paul Hayes

143 Riverview Dr.
Dawsonville GA 30534

Professional Engineer

EXP DATE - 12/31/2022 Status: Active

Issue Date: 12/30/2008



STATE OF GEORGIA
BRAD RAFFENSPERGER, Secretary of State
State Board of Registration for Professional Engineers and
Land Surveyors

LICENSE NO. PE037614

Tyler Lamar Price
25 Hillock Ct
Covington GA 30016

Professional Engineer

EXP DATE - 12/31/2022 Status: Active
Issue Date: 12/13/2012

Sanctions:

Falcon Design Consultants, LLC does not have any regulatory or license agency sanctions.

Business Licenses, Licenses, and Insurance



HAVEHOL-01

GINGER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Waites & Foshee Insurance P.O. Box 4803 Macon, GA 31208	CONTACT NAME: PHONE (A/C, No, Ext): (478) 743-0588 FAX (A/C, No): (478) 743-0589 E-MAIL ADDRESS:
INSURED Falcon Design Consultants, LLC 235 Corporate Center Dr Ste100 Stockbridge, GA 30281	INSURER(S) AFFORDING COVERAGE INSURER A : Selective Insurance Company Of South Carolina INSURER B : Hartford Insurance Co of SE INSURER C : Travelers Casualty and Surety Company INSURER D : INSURER E : INSURER F :

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC ☐ OTHER:			S 2453019	1/6/2022	1/6/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 EPL \$ 250,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			S 2453019	1/6/2022	1/6/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			S 2453019	1/6/2022	1/6/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	20WECAE7L18	1/6/2022	1/6/2023	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			107238545	3/19/2022	3/19/2023	2,000,000
A	Property			S 2453019	1/6/2022	1/6/2023	200,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							

CERTIFICATE HOLDER	CANCELLATION
City of Stockbridge Procurement Division 4640 N. Henry Boulevard Stockbridge, GA 30281	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

Section 12: References



REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2022-0006

SOLICITATION TITLE: CITY OF STOCKBRIDGE ON-CALL GENERAL ENGINEERING SERVICES

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

Falcon Design Consultants, LLC

Date of Verification:

6-8-22

Reference Organization:

City of Fayetteville, GA

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

Fayetteville Stormwater Improvements/Stormwater Improvements Across the City (Stonewall Ave. parking lot)

Person Contacted: Ray Gibson

Title of Contact: City Manager

Telephone Number including extension: 770-461-6029

Email Address: rgibson@fayetteville-ga.gov

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/services as specified in the solicitation and/or agreement? 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:

Signature

Date

6-7-2022

Section 13:
Documents and Forms
Required by the City



City of Stockbridge Purchasing Division

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

FORM 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid may 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

John Palmer, President

Name/Title of Authorized Agent

7/7/22

Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

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

(1) He/She is President (owner, partner officer, representative, or agent) of Falcon Design Consultants, LLC, the sub-contractor 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-contractor 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-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) _____

President

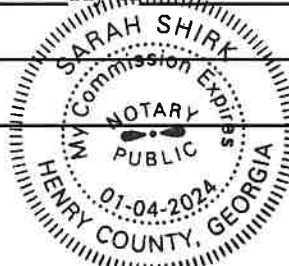
(Title) _____

Subscribed and Sworn to before me this 7th day of July, 2022.

Name Sarah Shirk

Title Sarah Shirk

My commission expires (Date) 1/4/2024



FORM 3

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

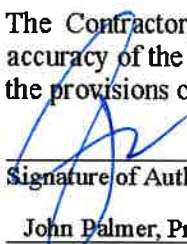
This Form Must Be Signed and Return with Bid or Bid may be deemed Non-responsive.

The Proposer, Falcon Design Consultants, LLC, 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 Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Bid.

The Contractor, Falcon Design Consultants, LLC, 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

John Palmer, President

Name/Title of Authorized Agent

7/7/22

Date



Witness



City of Stockbridge Purchasing Division

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

FORM 4

INELIGIBILITY CERTIFICATE

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

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

Falcon Design Consultants, LLC, and it is also whose address is

235 Corporate Center Drive, Suite 200, Stockbridge, GA 30281, certifies that the

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



Signature of Authorized Agent

John Palmer, President

Name/Title of Authorized Agent

7/7/22

Date

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

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

I hereby certify that I am a principal and duly authorized agent of Falcon Design Consultants, LLC, and it is also whose address is 235 Corporate Center Drive, Suite 200, Stockbridge, GA 30281, 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-Contractor hired by the consultant shall be required to ensure that the Sub-Contractor's employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Contractor 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-Contractor'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

John Palmer, President

Name/Title of Authorized Agent

7/7/22

Date



City of Stockbridge Purchasing Division

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

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 may be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of Falcon Design Consultants, LLC, and it is also, whose address is 235 Corporate Center Drive, Suite 200, Stockbridge, GA 30281, 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

John Palmer, President

Name/Title of Authorized Agent

7/7/22

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:

Falcon Design Consultants, LLC
Name of Applicant

1) X 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: 7/7/22

Printed Name: John Palmer, President

*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 7th Day of July

Notary Public: _____

My Commission Expires: 1/4/2024



*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:



City of Stockbridge Purchasing Division

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

**FORM 8
CERTIFICATION REGARDING LOBBYING**

This Form Must Be Signed and Return with Bid or Bid may 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 into 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 Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: _____

Name and Title of Contractor Authorized Agent: John Palmer, President

Date: 7/7/22 Telephone No: 770-389-8666

Firm or Company Name: Falcon Design Consultants, LLC

Address: 235 Corporate Center Drive, Suite 200, Stockbridge, GA 30281



City of Stockbridge Purchasing Division

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

FORM 9

BID SUBMITTAL LETTER

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

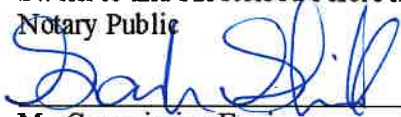
The undersigned, Falcon Design Consultants, LLC, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

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 Contractor's Cost Bid, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this 7th day of July, 2022

John Palmer
By 
President
Title

Sworn to and subscribed before me the 7th day of July, 2022

Notary Public

My Commission Expires:

1/4/2024
Date



**STATE OF GEORGIA
CITY OF STOCKBRIDGE**

**FORM 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND
AGREEMENT**

By executing this affidavit, the undersigned contractor 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 contractor] on behalf of The City of Stockbridge Government has registered with and is participating in a federal work authorization program², 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-Contractor(s) in connection with the physical performance of services to this contract with The City of Stockbridge Government, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor 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-Contractor(s) is retained to perform such service.

3284555

EEV/Basic Pilot Program* User Identification Number

Falcon Design Consultants, LLC

BY: Authorized Officer of Agent
(Insert Contractor Name)

President

Title of Authorized Officer or Agent of Contractor
John Palmer

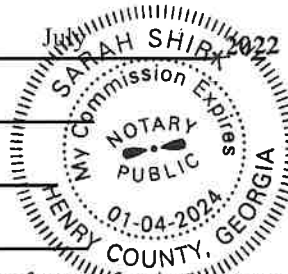
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 7th day of July

Notary Public: Sarah Shirk

City: Stockbridge

Commission Expires: 1/4/2024



1.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, RFP, RFP, 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. *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].



City of Stockbridge Purchasing Division

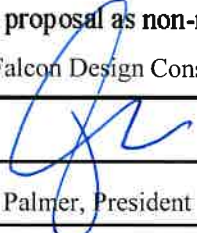
City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

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 # 1 to # 93 inclusive, including any addenda # 1 to # 2 exhibit(s) # 1 to # 3, attachment(s) # 1 to # 12, 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: Falcon Design Consultants, LLC

Signature: 

Name: John Palmer, President

Title: Date: July 7, 2022

(Affix Corporate Seal)



City of Stockbridge Purchasing Division

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

ATTACHMENT 1

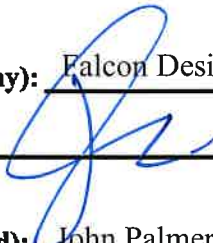
ADDENDUM ACKNOWLEDGMENT FORM

NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHOULD 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 #: 1 Dated: 5-6-22
Addendum #: 2 Dated: 5-6-22
Addendum #: _____ Dated: _____
Addendum #: _____ Dated: _____
Addendum #: _____ Dated: _____

Respondent (Company): Falcon Design Consultants, LLC

Signature (in ink): 

Name (Typed/printed): John Palmer

Title: President Date: 7/7/22

ATTACHMENT 2
REQUEST FOR PROPOSAL (RFP) NO. 2022-0006

GEORGIA PROFESSIONAL LICENSE CERTIFICATION

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

Contractor's Name: Falcon Design Consultants, LLC

Performing work as: Prime Contractor X Sub-Contractor

Professional License Type: Professional Engineers and Land Surveyors

Professional License Number: PEF004790

Expiration Date of License: 6/30/2022

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: 7-7-2022

(ATTACH COPY OF LICENSE)



SERVICE AGREEMENT

**BY AND BETWEEN
FALCON DESIGN GROUP, LLC
AND
THE CITY OF STOCKBRIDGE, GEORGIA**

This Agreement ("Agreement") is made and entered into this _____ day of September, 2022, by and between Falcon Design Group, LLC. (hereinafter, "CONTRACTOR"), and the City of Stockbridge, Georgia (hereinafter, "City") (CONTRACTOR and City sometimes referred to herein as "Parties").

WHEREAS, City desires to engage the services of CONTRACTOR to perform for City services regarding annual on-call engineering services, as stated in City RFP No. 2022-0006 (the "Project"); and

NOW, THEREFORE, in consideration of the promises and mutual agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Termination. This Agreement shall expire after one (1) year, though the Agreement can be renewed for up to four (4), one (1) year periods. The provisions of Section 2(c) below shall specifically survive the termination or expiration of this Agreement. The City may terminate this Agreement at any time for any reason with thirty (30) days advance written notice.

2. Services.

(a) Subject to the terms and conditions set forth in this Agreement, City hereby retains CONTRACTOR to provide the services set forth on Exhibit A entitled "Scope of Work" and all responses to the RFP all attached hereto and incorporated herein by reference. The RFP No. 2022-0006 and all terms therein shall be incorporated completely herein by reference.

(b) The standard of care applicable to CONTRACTOR's services will be the degree of skill and diligence normally employed by professional contractors performing the same or similar services at the time said services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation. CONTRACTOR warrants that any services it conducts will be adequate and sufficient to accomplish the purposes for which they are performed, and no review or approval thereof by the City shall be deemed to diminish this warranty in any way.

(c) CONTRACTOR shall indemnify and hold harmless the City and its agents and employees (i) from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Project, provided that any such claim, damage, loss, expense or attorney's fees is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by any negligent act or omission of the

CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not the negligent act is caused in part by a party indemnified hereunder and (ii) from the inadequacy of the Services performed by CONTRACTOR or anyone for whom CONTRACTOR is responsible. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Clause. In any and all claims against the City or any of its agents or employees, by any employee of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation set forth in this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any Subcontractor under workers' or workman's compensation acts, disability benefit acts or other employee benefit acts.

3. Compensation. CONTRACTOR shall receive compensation from the City as set forth in the cost proposal attached hereto as Exhibit B.

4. Miscellaneous.

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

(b) CONTRACTOR may not assign this Agreement, in whole or in part, without the prior written consent of City. City may assign this Agreement, in whole or in part, without the prior consent of CONTRACTOR; however, City shall provide CONTRACTOR with prior written notice of any such assignment.

(c) This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

(d) The headings contained herein are for the convenience of the parties only and shall not be interpreted to limit or affect in any way the meaning of the language contained in this Agreement.

(e) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement. Any signature page of any such counterpart, or any electronic facsimile thereof, may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement, and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such party.

(f) If any provision of this Agreement shall be held void, voidable, invalid or inoperative, no other provision of this Agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein. If any of the provisions of this Agreement shall be declared unenforceable as to certain parties, then the

performance of said provision shall be excused by the parties hereto and the remaining provisions of this Agreement shall remain in full force and effect.

(g) This Agreement, including all exhibits hereto (which are incorporated herein by this reference), contains the entire agreement and understanding concerning the subject matter hereof between the parties hereto. No waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party hereto unless confirmed in writing. This Agreement may not be modified or amended, except by a writing executed by both parties hereto. No waiver by either party hereto of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(h) CONTRACTOR shall at all times maintain sufficient liability insurance and payment and performance bonds to cover their services under this Agreement.

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this Agreement as of the date first above written.

By:_____

CITY OF STOCKBRIDGE, GEORGIA

By:_____

Falcon Design Group, LLC

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Exhibit A – Scope of Services

Exhibit B – Pricing/Cost Proposal



City of Stockbridge

AGENDA ITEM

MEETING DATE

October 10, 2022

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☒ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ SEWER DEPT FUND BALANCE
- ☐ SPLOST
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☒ DEPARTMENT BUDGET
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Water, Sewer, Stormwater, Government Buildings, Parks, and General Maintenance.

ITEM/PROJECT/EVENT:

REQUEST FOR PROPOSAL (RFP) NUMBER 2022-0006 ON – CALL GENERAL ENGINEERING SERVICES

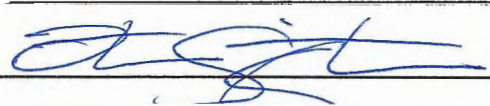
BACKGROUND INFORMATION:

The Procurement Division is requesting Council approval for the award of Request For Proposal (RFP) Number 2022-0006, On-Call General Engineering Services, to Falcon Design Consultants, LLC and Carter & Sloope Consulting Engineers to provide On-Call General Municipal Engineering Services, on a per task order basis, related to but not limited to: general consulting; civil engineering; surveying; management of Capital Improvement Projects (CIPs); project design (water, sewer, stormwater, and roadway infrastructure); construction support and other civil engineering and/or community development projects deemed necessary by the City.

SIGNATURES:

CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY  _____

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT Per Task Order

ATTACHMENTS: 

STAFF RECOMMENDATION:

The Procurement Division is requesting Council approval for the award of Request For Proposal (RFP) Number 2022-0006, On-Call General Engineering Services, to Falcon Design Consultants, LLC and Carter & Sloope Consulting Engineers to provide On-Call General Municipal Engineering Services, on a per task order basis, related to but not limited to: general consulting; civil engineering; surveying; management of Capital Improvement Projects (CIPs); project design (water, sewer, stormwater, and roadway infrastructure); construction support and other civil engineering and/or community development projects deemed necessary by the City.

Request For Proposal (RFP) Number 2022-0006, On-Call General Engineering Services, was solicited in accordance with the City Ordinance.: The Public Works Department is seeking comprehensive engineering services to perform planning, design, construction services, and related tasks for new designs and renovation of existing facilities. Typical project assignments may include engineering services related to the design and construction of new facilities, modifications to existing facilities or general planning efforts including, but not limited to:

- Design
- Site design
- Design and construction documents
- Commissioning in accordance with current standards
- Construction phase services
- Engineers may be required to perform various tasks
- Interested teams are required to have the ability to provide services in certain disciplines
- Additional services may be required to a part of Engineers' core team

On March 30, 2022, RFP No. 2022-0006, for the City of Stockbridge On Call General Engineering Services was solicited.

On July 7, 2022, the solicitation opened; Four (4) firms submitted proposals in response to the RFP, Keck & Wood, Inc., Falcon Design Consultants, LLC, Prime Engineering Incorporated, and Carter & Sloope Consulting Engineers.

On August 17, 2022, an Evaluation Committee Meeting was held. After evaluation and scoring, the Evaluation Committee named Falcon Design, as the first ranked firm and Carter & Sloope Consulting Engineers as the second ranked firm. (Exhibit 1).

On August 30, 2022, City Staff met with Falcon Design and second Carter & Sloope Consulting Engineers for negotiations of cost and terms for the On Call General Engineering Services contract.

The Public Works Department requesting Council approval for the award of Request For Proposal (RFP) Number 2022-0006, On Call General Engineering Services, for the City of Stockbridge to Falcon Design Consultants, LLC. and Carter & Sloope Consulting Engineers.

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).

Fiscal Impact: Funds will be provided from accounts 505-44200-521230, 505-43300-521230, 510-42500-521230, 100-42200-521230, 100-15650-521230, and 100-62200-521230.

STATE OF GEORGIA

HENRY COUNTY

CITY OF STOCKBRIDGE

RESOLUTION R22-_____

A RESOLUTION ACCEPTING A REQUEST FOR PROPOSAL 2022-0006; 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 TO ACCEPT THE RFP ON CALL ENGINEERING SERVICES FOR FALCON DESIGN CONSULTANTS .

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 wishes to authorize the award of Request For Proposal (RFP) Number 2022-0006, On-Call General Engineering Services, to Falcon Design Consultants, LLC to provide On-Call General Municipal Engineering Services, on a per task order basis, related to but not limited to: general consulting; civil engineering; surveying; management of Capital Improvement Projects (CIPs); project design (water, sewer, stormwater, and roadway infrastructure); construction support and other civil engineering and/or community development projects deemed necessary by the City.

WHEREAS, the City and the contractor shall begin work on these matters immediately under the direction of Public Works,

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

1. **Approval of Execution.** The City Council hereby approves the award of Request For Proposal (RFP) Number 2022-0006, On-Call General Engineering Services, to Falcon Design Consultants, LLC to provide On-Call General Municipal Engineering Services, on a per task order basis, related to but not limited to: general consulting; civil engineering; surveying; management of Capital Improvement Projects (CIPs); project design (water, sewer, stormwater, and roadway infrastructure); construction support and other civil engineering and/or community development projects deemed necessary by the City. The award is more fully explained and incorporated as Exhibit A. This contract does not have an end date.

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 October, 2022.

CITY OF STOCKBRIDGE, GEORGIA

Anthony S. Ford, Mayor

ATTEST:

Vanessa Holiday, City Clerk

APPROVED AS TO FORM:



Quinton G. Washington, City Attorney



**City of Stockbridge - Signage + Wayfinding
Schematic Design**
09.26.2022
Project #31664.00

skydesign
55 Ivan Allen Jr. Boulevard, Suite 100
Atlanta, GA 30308
404.688.4702

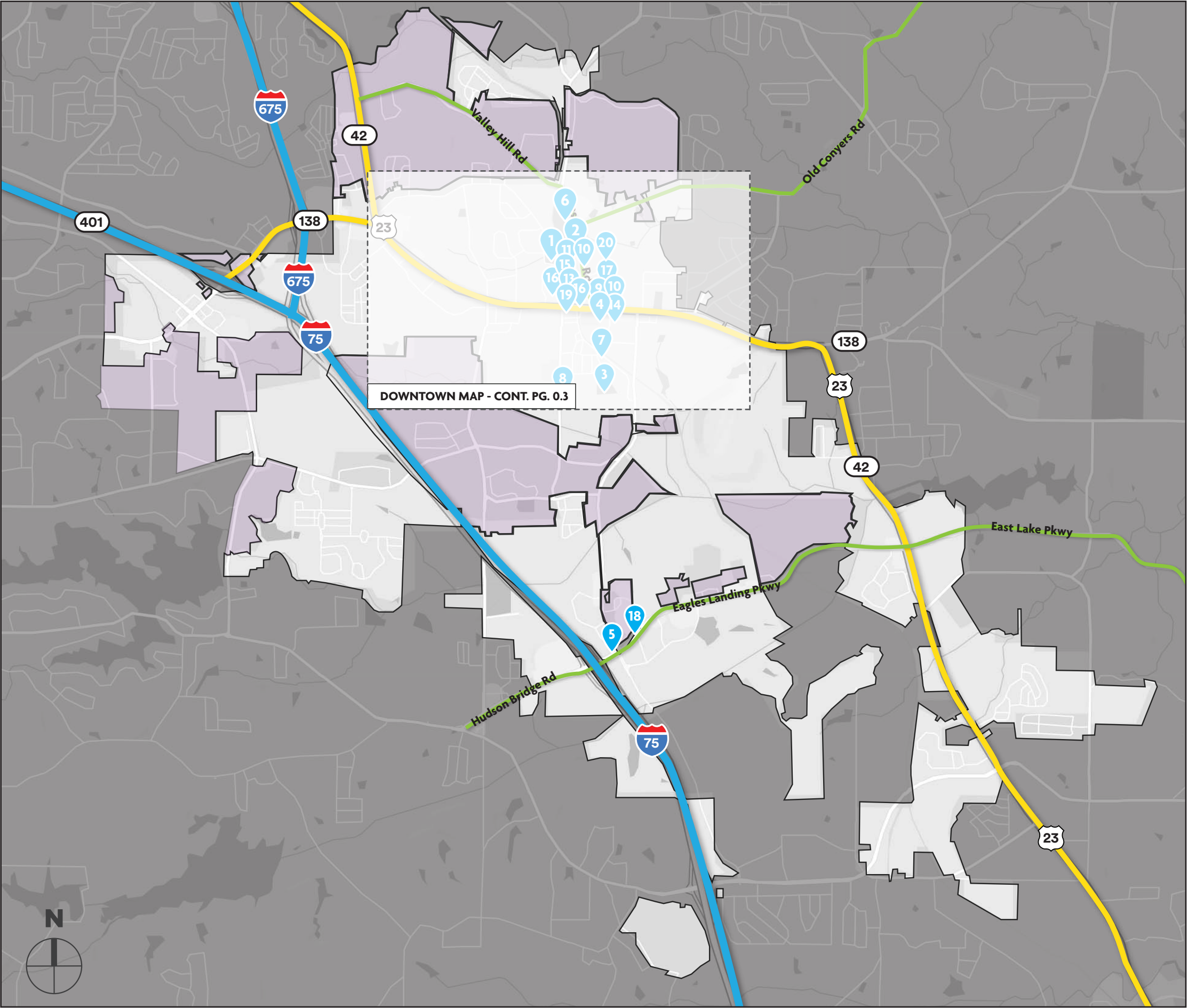
This master plan will **unify the identity of the City**, and it will **act as a vehicle to carry forth the newly updated City rebranding**.

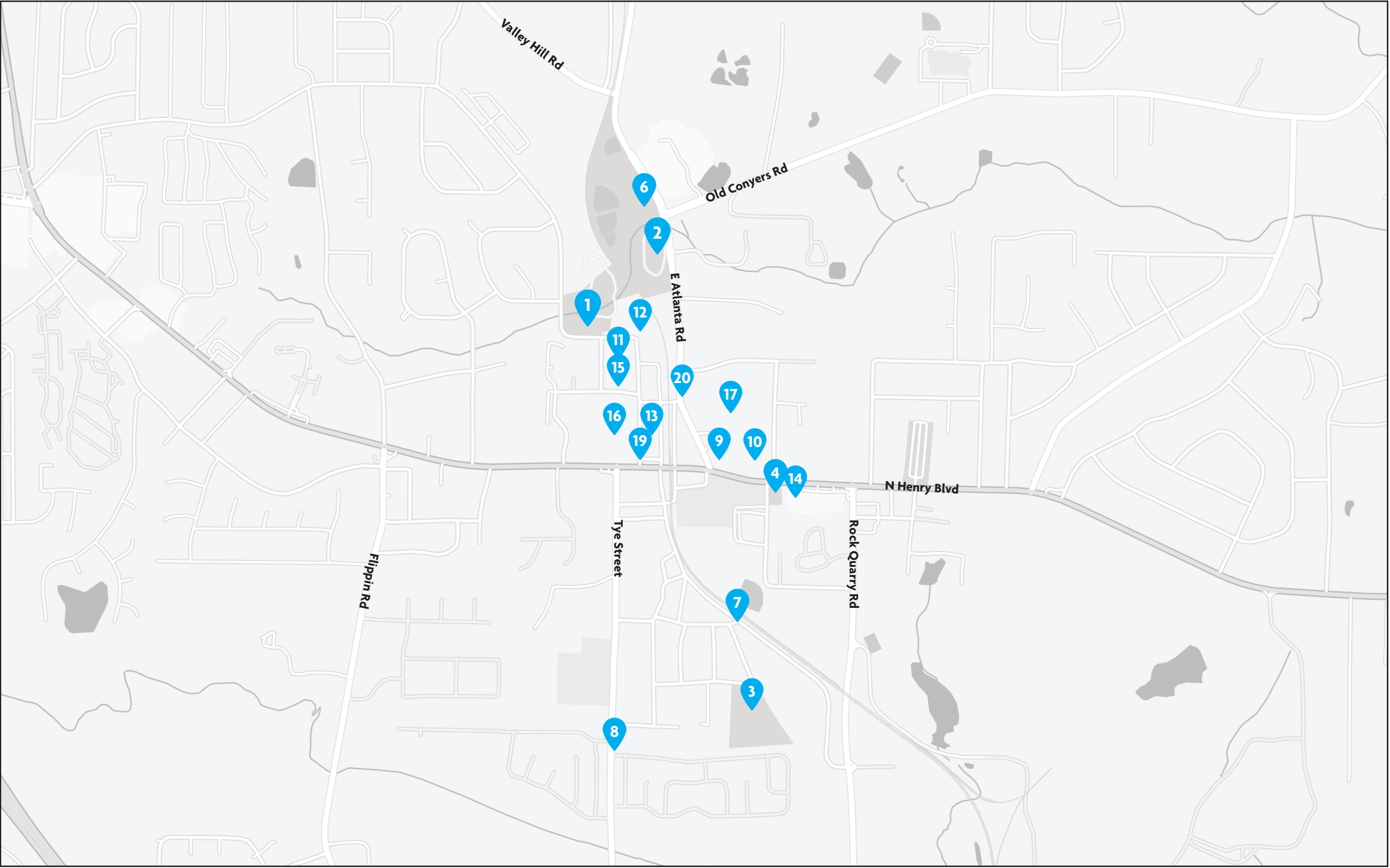
The primary goal of this project is to **direct guests from major access points to downtown**. The wayfinding system should clearly distinguish downtown Stockbridge as a primary destination.

PROGRAMMING

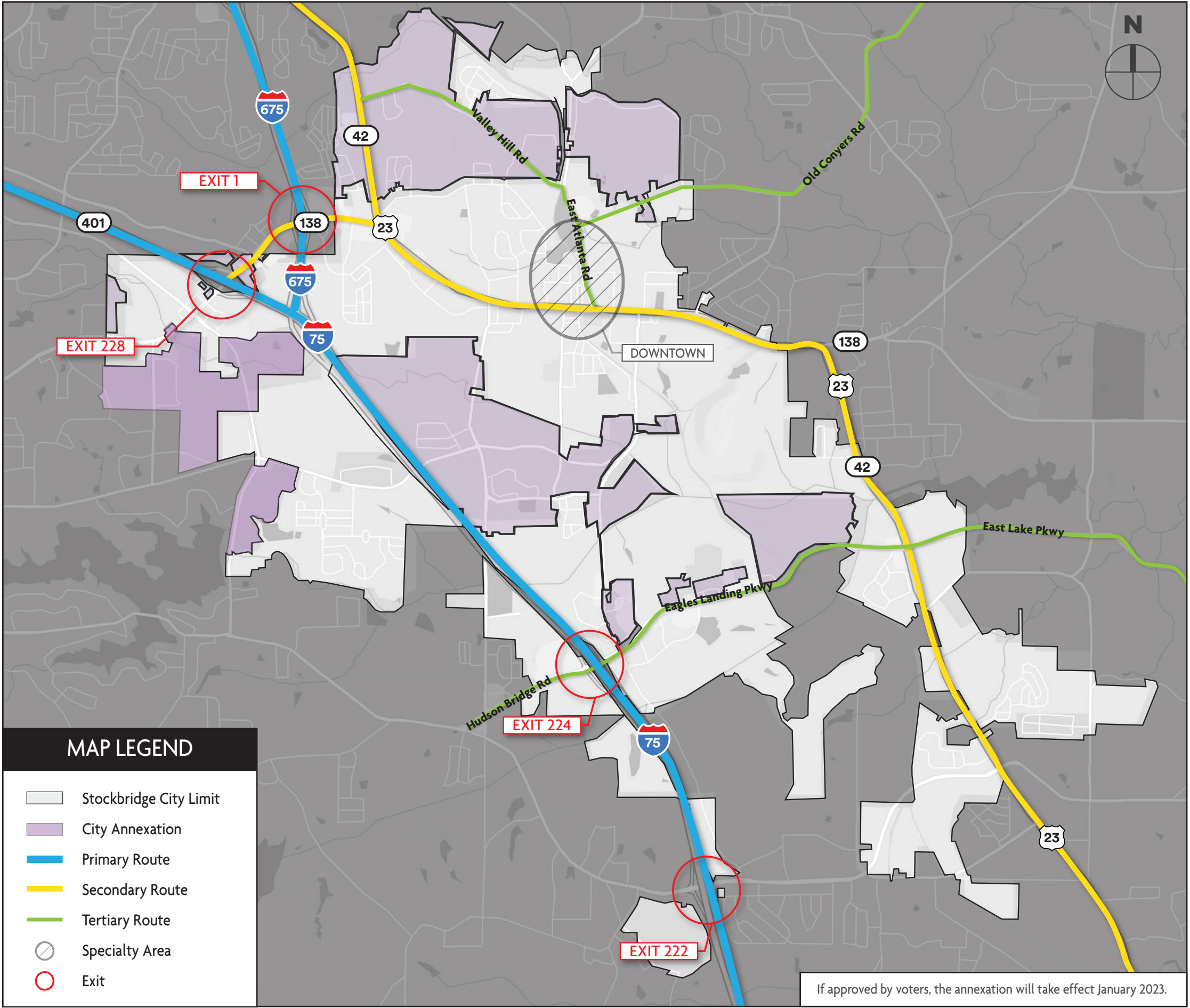
DESTINATIONS

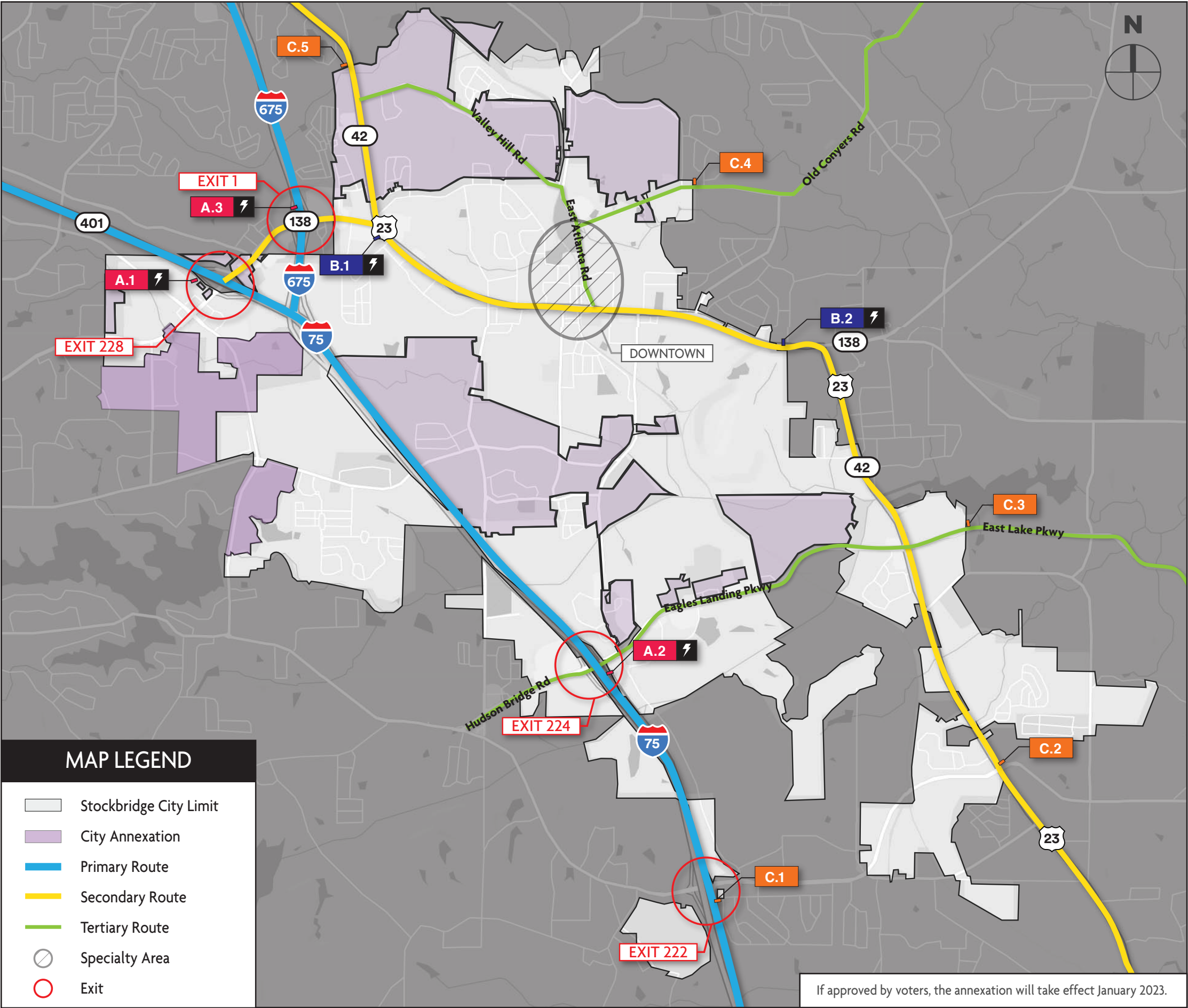
- 1 CLARK COMMUNITY PARK
- 2 GARDNER PARK
- 3 MEMORIAL PARK
- 4 MUNICIPAL PARK
- 5 UNITY MONUMENT PARK
- 6 COCHRAN PARK
- 7 HERITAGE TRAIL
- 8 REEVES CREEK TRAIL
- 9 STOCKBRIDGE CITY HALL
- 10 MUNICIPAL COURT OF STOCKBRIDGE
- 11 COCHRAN PUBLIC LIBRARY
- 12 MERLE MANDERS CONFERENCE CENTER
- 13 WELCOME CENTER
- 14 STOCKBRIDGE POLICE DEPARTMENT
- 15 HENRY COUNTY TAG & TITLE OFFICE
- 16 STOCKBRIDGE COMMUNITY ARTS CENTER
- 17 STOCKBRIDGE COMMUNITY AMPHITHEATER
- 18 PIEDMONT HENRY HOSPITAL
- 19 MAIN STREET SHOPPING & DINING
- 20 DOWNTOWN

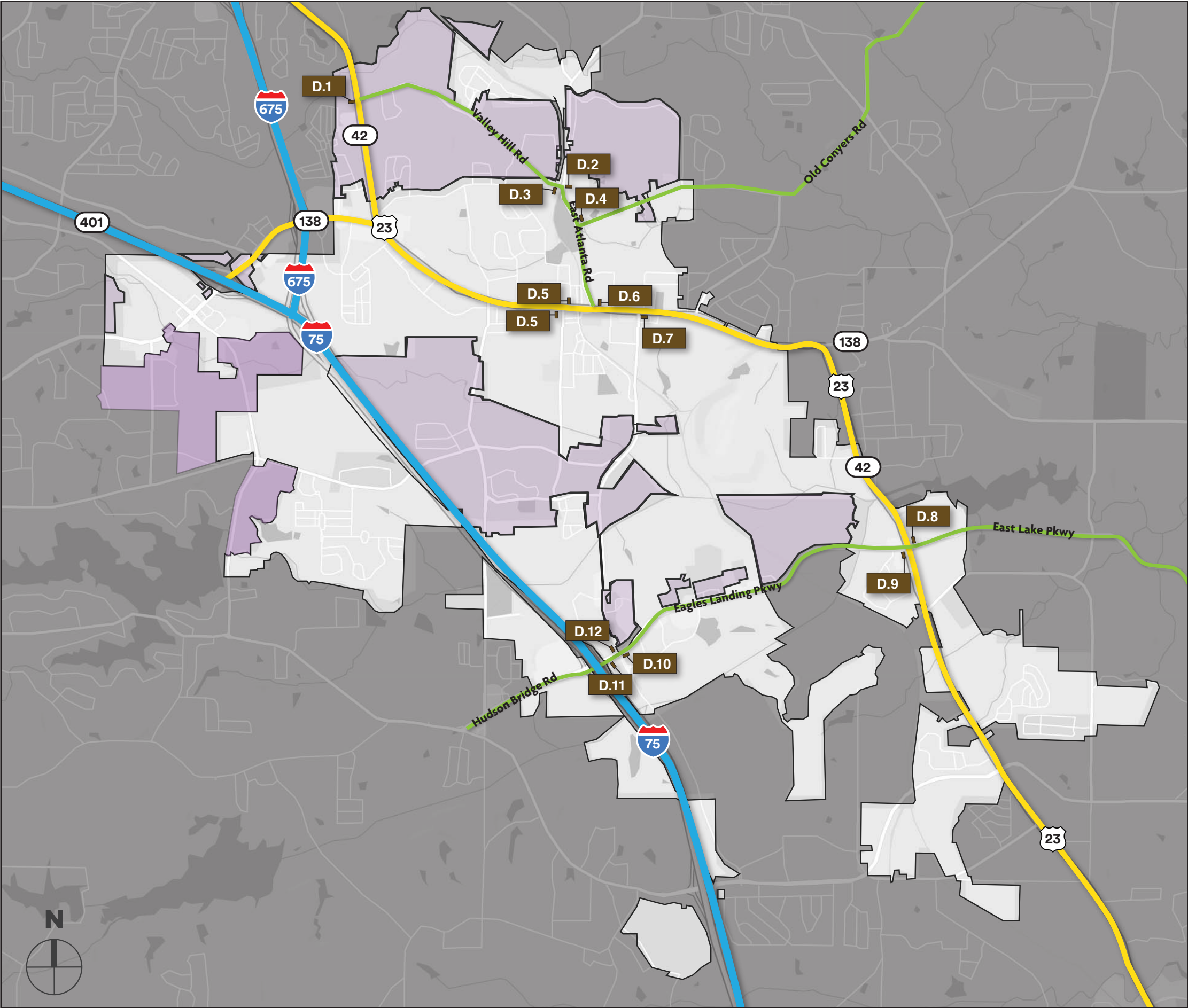




- 1 CLARK COMMUNITY PARK
- 2 GARDNER PARK
- 3 MEMORIAL PARK
- 4 MUNICIPAL PARK
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- 12 MERLE MANDERS CONFERENCE CENTER
- 13 WELCOME CENTER
- 14 STOCKBRIDGE POLICE DEPARTMENT
- 15 HENRY COUNTY TAG & TITLE OFFICE
- 16 STOCKBRIDGE COMMUNITY ARTS CENTER
- 17 STOCKBRIDGE COMMUNITY AMPHITHEATER
- 18 PIEDMONT HENRY HOSPITAL
- 19 MAIN STREET SHOPPING & DINING
- 20 DOWNTOWN







LEGEND

CITY OF STOCKBRIDGE

A

Primary Gateway

B

Secondary Gateway

C

Tertiary Gateway

D

Vehicular Directional

E

Building ID

F

Park ID

G

Pedestrian Info Kiosk

H

Public Parking ID

I

Street ID (Existing)

Sign types are not indicated in scale (for general reference only).

Sign types colored in legend are relevant to SLP shown.

All locations will require additional review during contract administration phase to determine exact orientation, verbiage and placement.

Sign requires electrical.

LOCATION KEY

L.#

SIGN TYPE

SIGN #

sky design

CITY OF STOCKBRIDGE

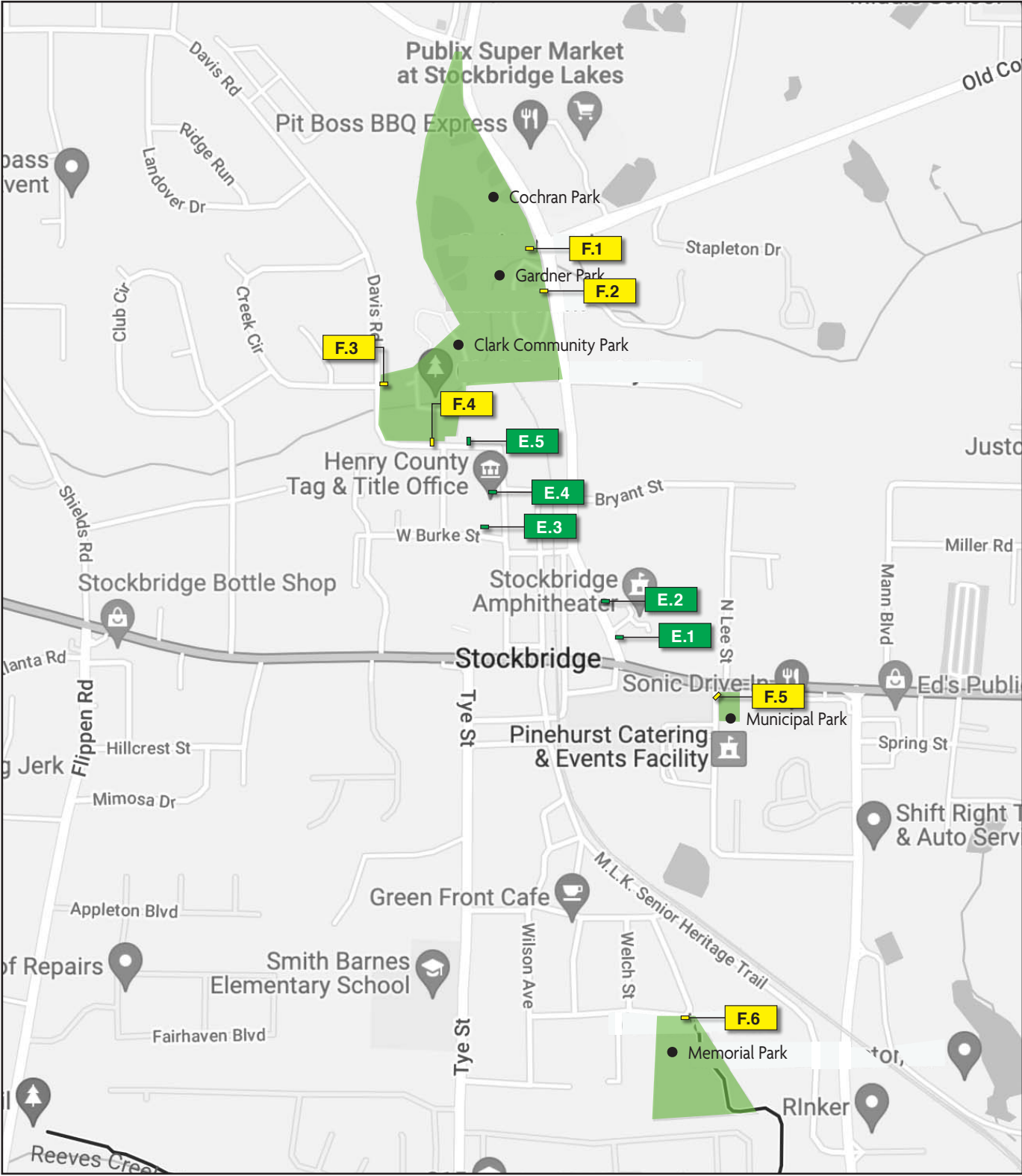
SIGNAGE + WAYFINDING

PROJECT # 31664.00

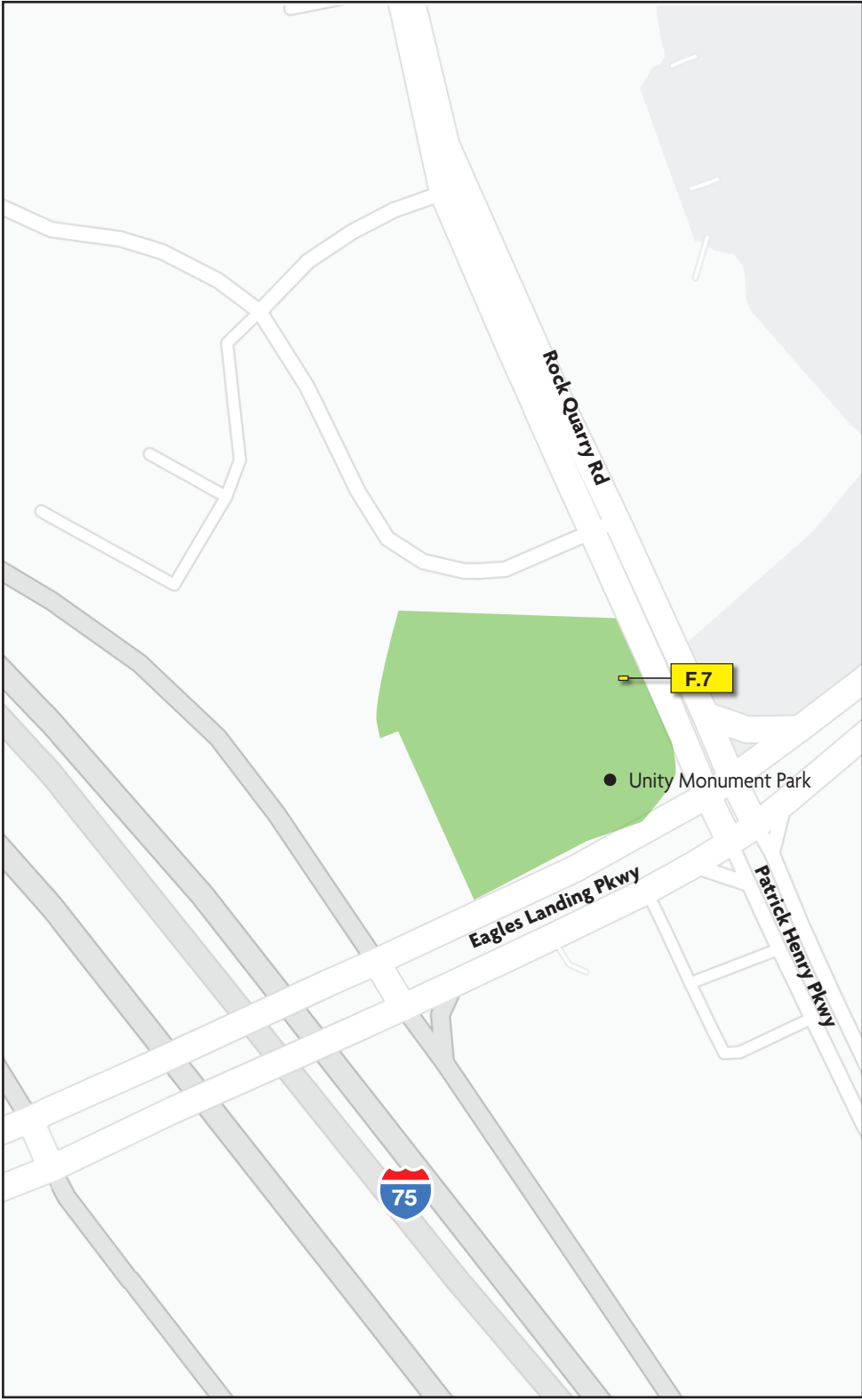
09.26.2022

SCHEMATIC DESIGN

0.5



1 Site Map - City of Stockbridge, GA
SCALE: NTS



2 Site Map - City of Stockbridge, GA
SCALE: NTS

LEGEND

CITY OF STOCKBRIDGE

A

Primary Gateway

B

Secondary Gateway

C

Tertiary Gateway

D

Vehicular Directional

E

Building ID

F

Park ID

G

Pedestrian Info Kiosk

H

Public Parking ID

I

Street ID (Existing)

Sign types are not indicated in scale (for general reference only).

Sign types colored in legend are relevant to SLP shown.

All locations will require additional review during contract administration phase to determine exact orientation, verbiage and placement.

⚡

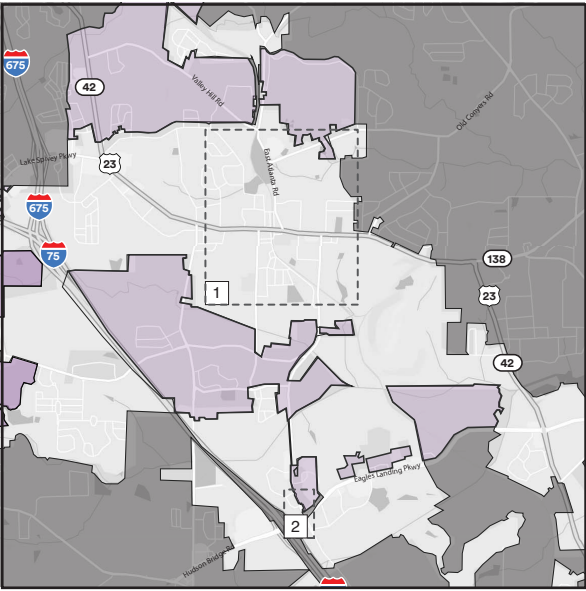
Sign requires electrical.

LOCATION KEY

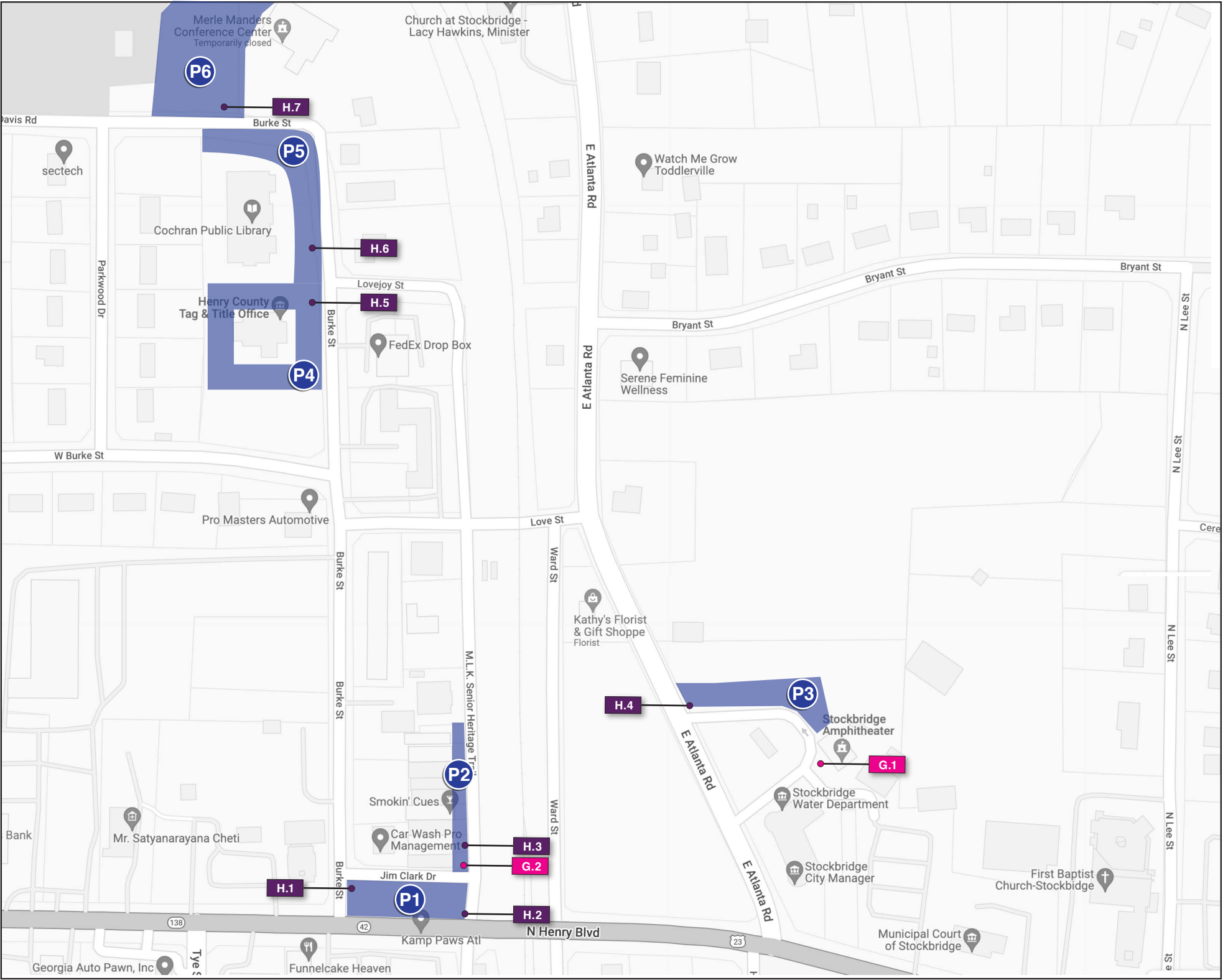
L.#

SIGN TYPE

SIGN #



2 Site Map - Location Key
SCALE: NTS



1 Site Map - City of Stockbridge, GA
SCALE: NTS

LEGEND

CITY OF STOCKBRIDGE

A

Primary Gateway

B

Secondary Gateway

C

Tertiary Gateway

D

Vehicular Directional

E

Building ID

F

Park ID

G

Pedestrian Info Kiosk

H

Public Parking ID

I

Street ID (Existing)

Sign types are not indicated in scale (for general reference only).

Sign types colored in legend are relevant to SLP shown.

All locations will require additional review during contract administration phase to determine exact orientation, verbiage and placement.

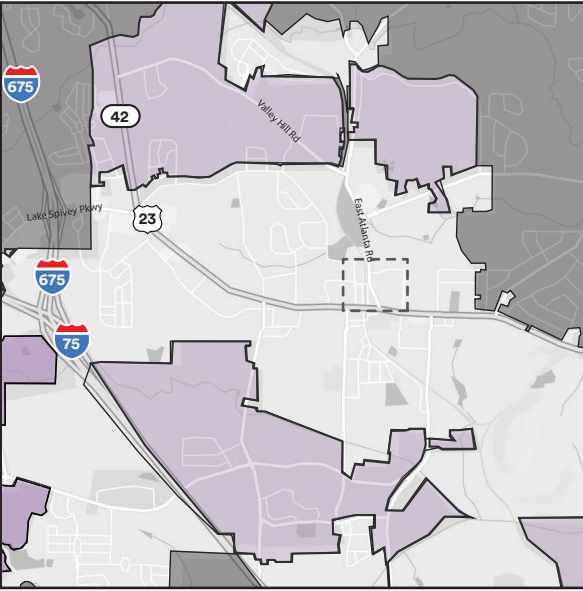
Sign requires electrical.

LOCATION KEY

L.#

SIGN TYPE

SIGN #



2 Site Map - Location Key
SCALE: NTS

VISIONING RECAP



PROGRESSIVE. FAMILY ORIENTED. COMMUNITY FIRST. HOSPITALITY.



WHERE COMMUNITY **CONNECTS**.



Stockbridge
Where Community Connects



LIVE. WORK. PLAY.



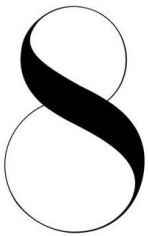
TIMELESS. OUTDOORSY.



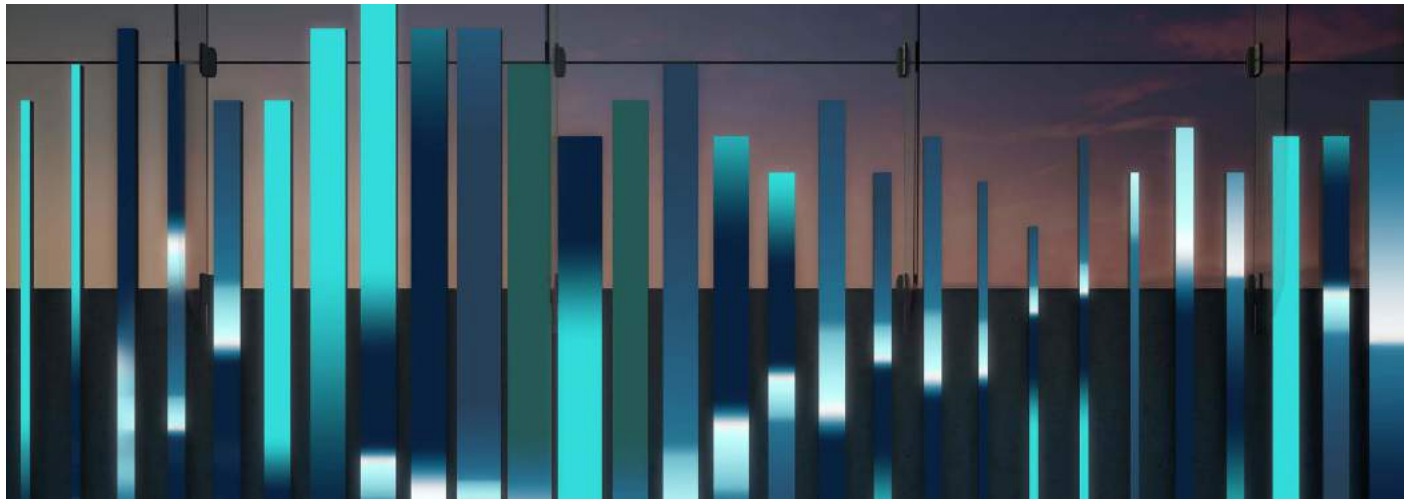
EARTHY. NATURAL. RUSTIC. WARM.



CONTEMPORARY. URBAN. CONTRAST.



SCULPTURAL. GEOMETRIC. VIBRANT.



COLORFUL. BRIGHT. ARTSY.



TRADITIONAL



MODERN



BRANDING



1 Primary Logo

ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789

TYPEFACE 1 - Freight Display Pro

ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789

TYPEFACE 2 - Gibson

ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789

TYPEFACE 2 - Open Sans

4 Typefaces

Primary Palette



Pantone 3282 C



Pantone 174 C



Pantone 7625 C

Secondary Palette



Pantone
Cool Gray 11 C



Pantone - 50%
Cool Gray 11 C



Pantone - 15%
Cool Gray 11 C



Pantone - 5%
Cool Gray 11 C

2 Brand Use Guidelines

- *Do not use any unofficial colors or combination of colors different than the official logo.*
- *Do not delete, add or adjust any element of the logo.*
- *Do not rotate or flip the logo & do not screen the logo or use behind text.*

3 Brand Use Guidelines

- *Aesthetically, the signage system should be reflective of the architectural character and quality of the City. Leveraging the existing design aesthetic, coupled with elements of the City's new brand identity, we will create a signage and wayfinding system that is authentic to and appropriate for the City of Stockbridge.*

- *Additionally, the goal of the signage system will be to provide clear navigation and promote economic development through a purposeful, fiscally conscious, code-compliant and thoughtful design.*

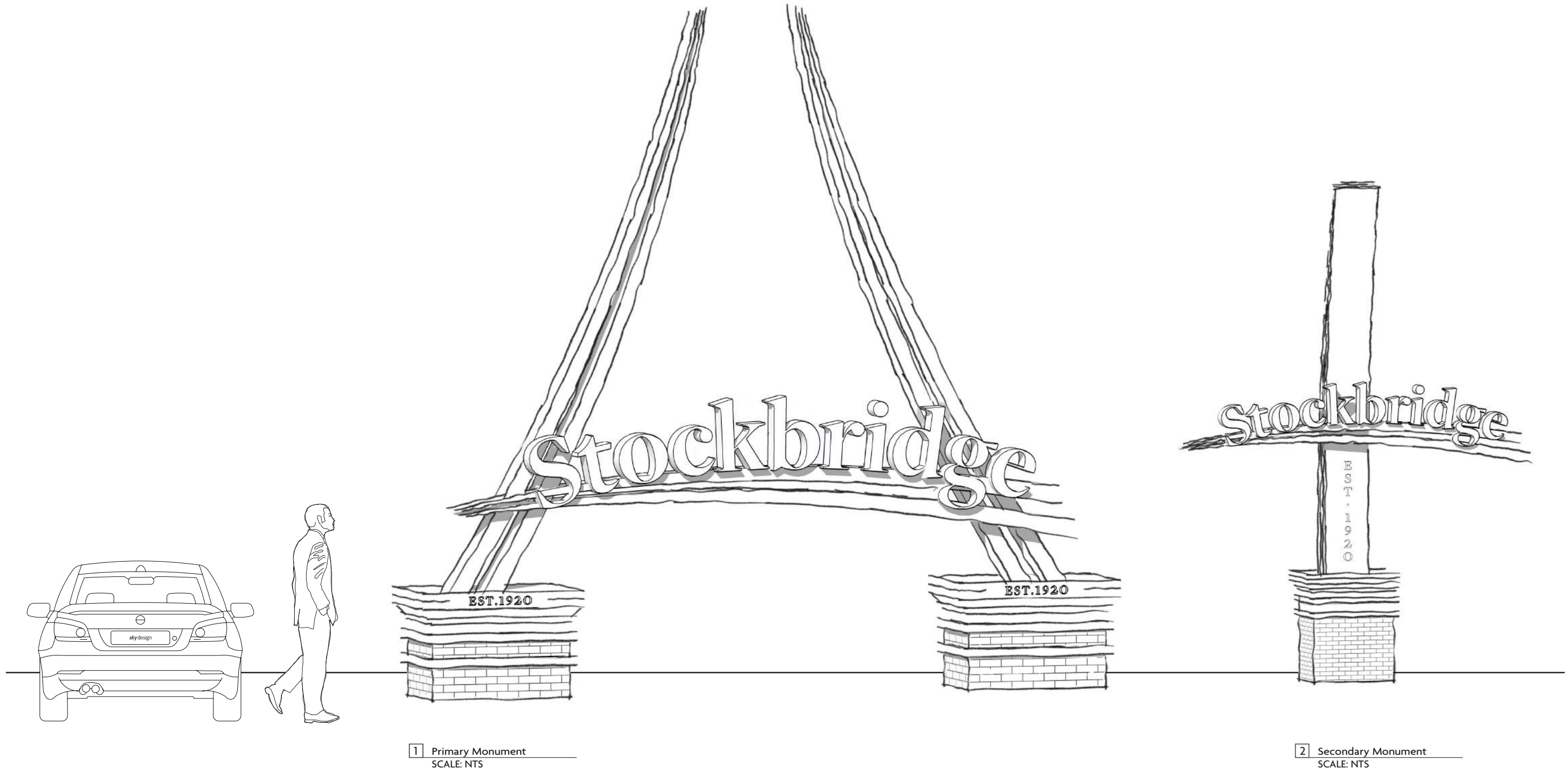
5 Project Tasks

S C H E M A T I C D E S I G N

CONCEPT 1

PRIMARY & SECONDARY MONUMENT

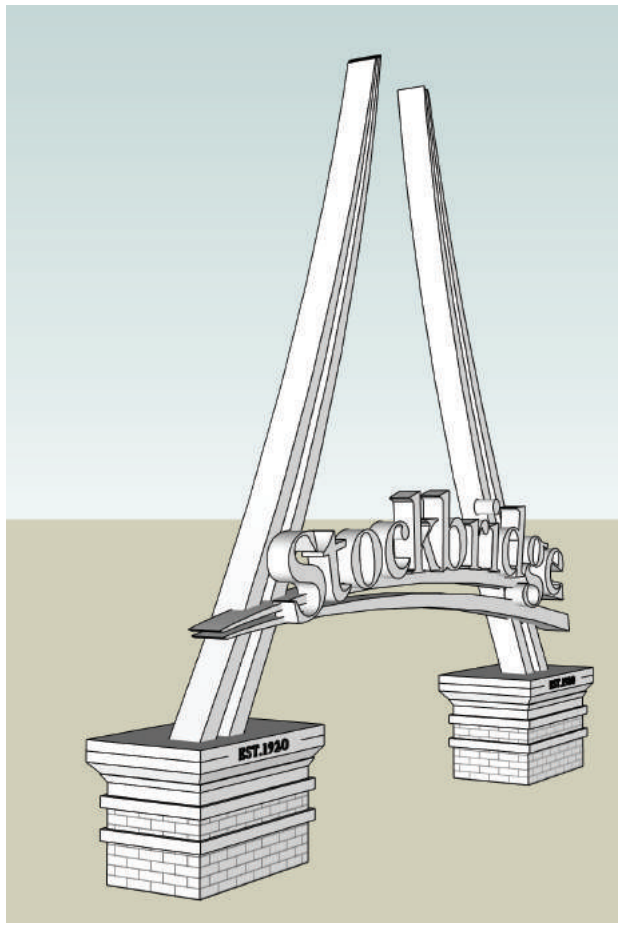
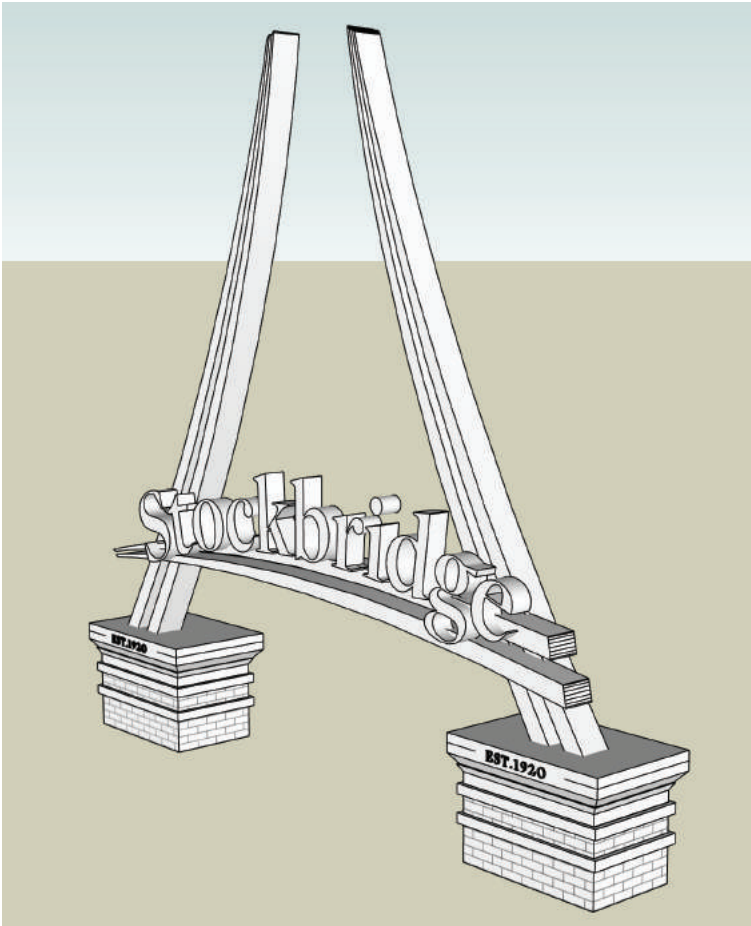
* Signs are in schematic design phase
and are open to change.



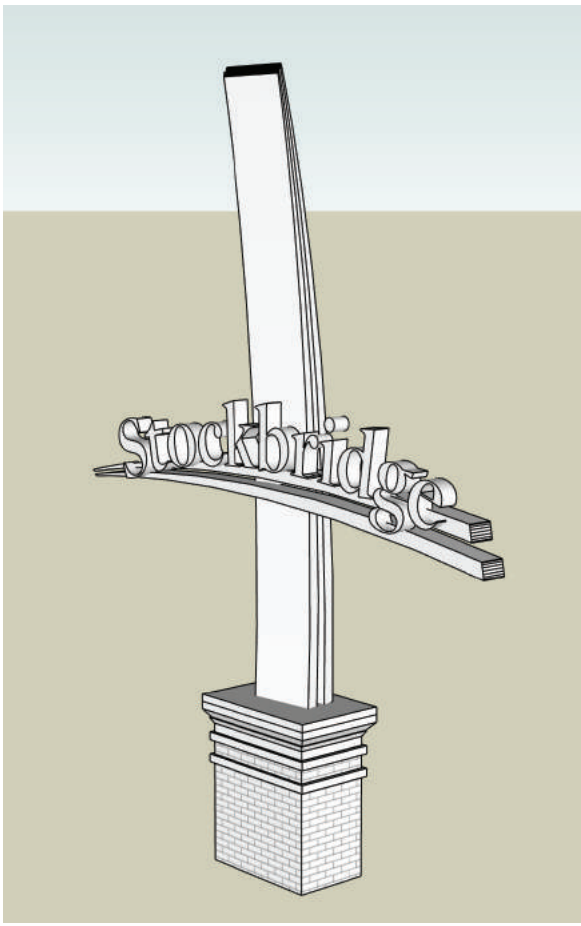
PRIMARY & SECONDARY MONUMENT

* Signs are in schematic design phase
and are open to change.

PRIMARY MONUMENT



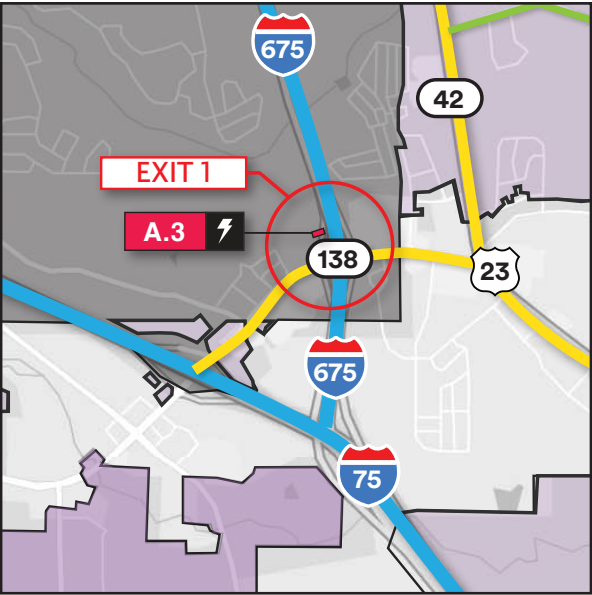
SECONDARY MONUMENT



PRIMARY MONUMENT RENDERING



1 Primary Monument
SCALE: NTS

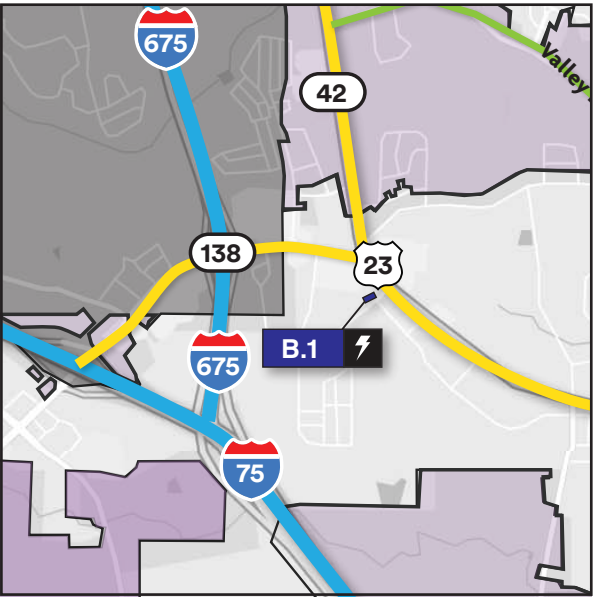


2 Site Map - Location Key
SCALE: NTS

SECONDARY MONUMENT RENDERING



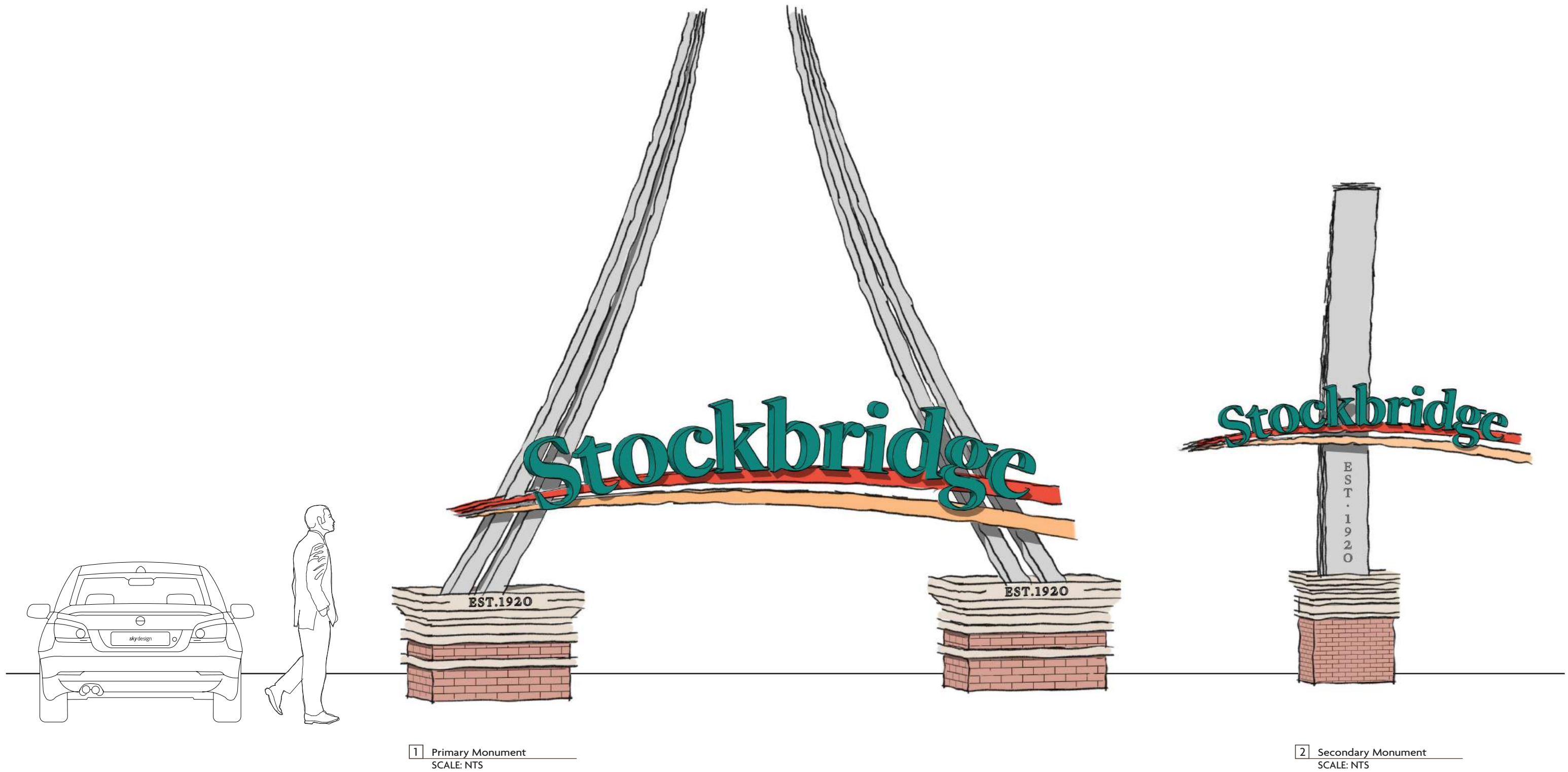
1 Secondary Monument
SCALE: NTS



2 Site Map - Location Key
SCALE: NTS

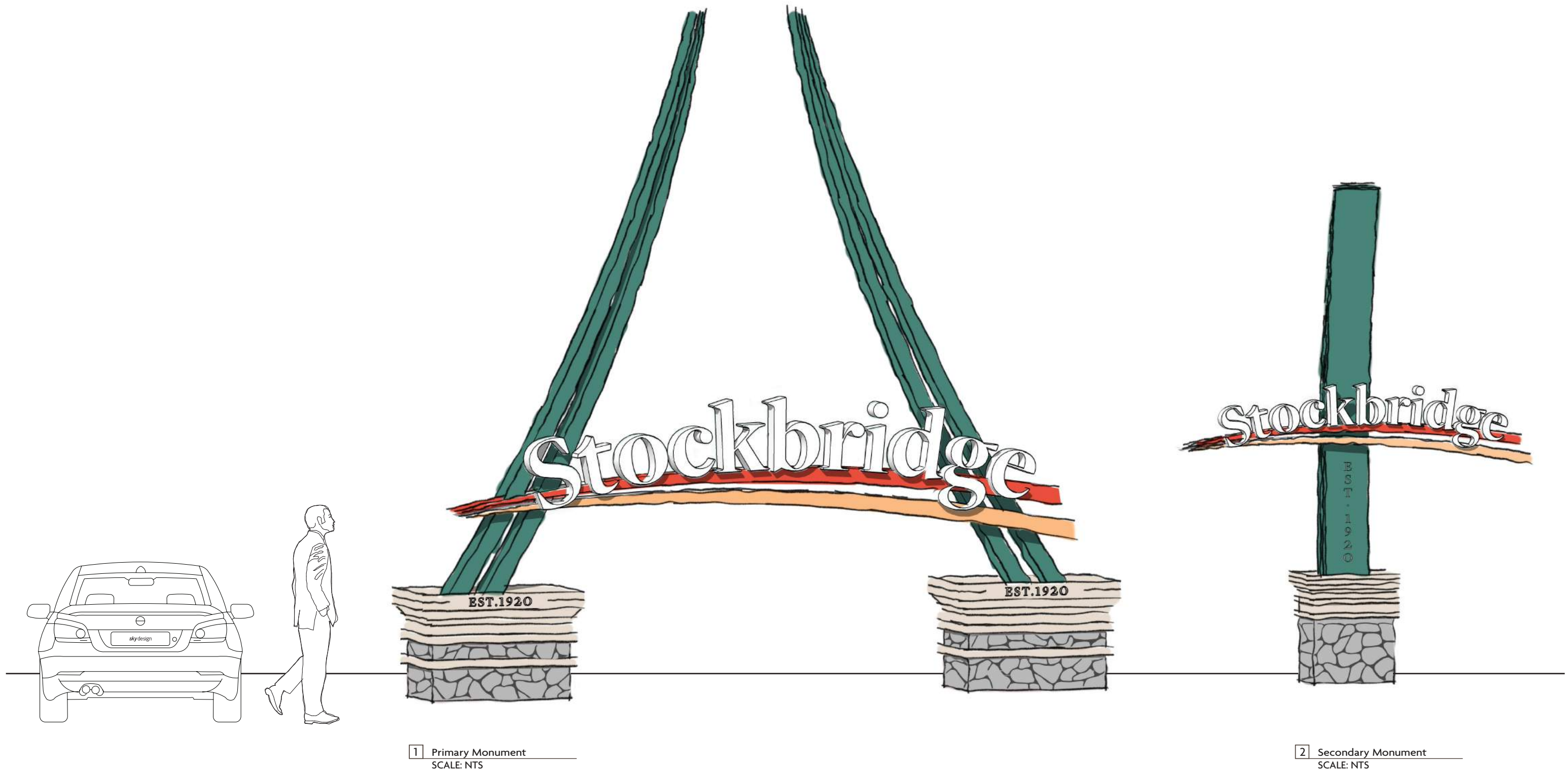
COLOR STUDY

* Signs are in schematic design phase
and are open to change.



COLOR STUDY

* Signs are in schematic design phase
and are open to change.



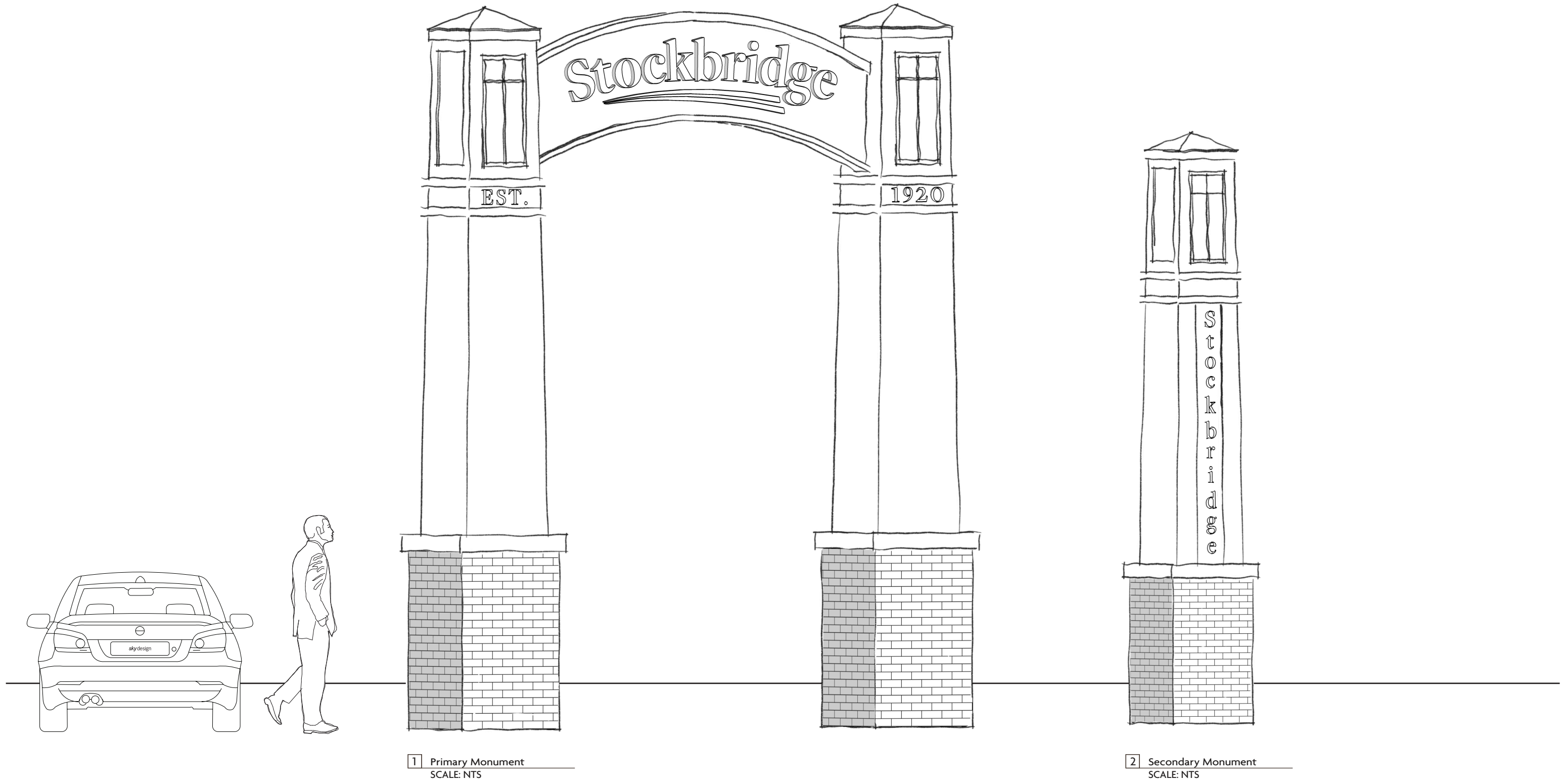
1 Primary Monument
SCALE: NTS

2 Secondary Monument
SCALE: NTS

CONCEPT 2

PRIMARY & SECONDARY MONUMENT

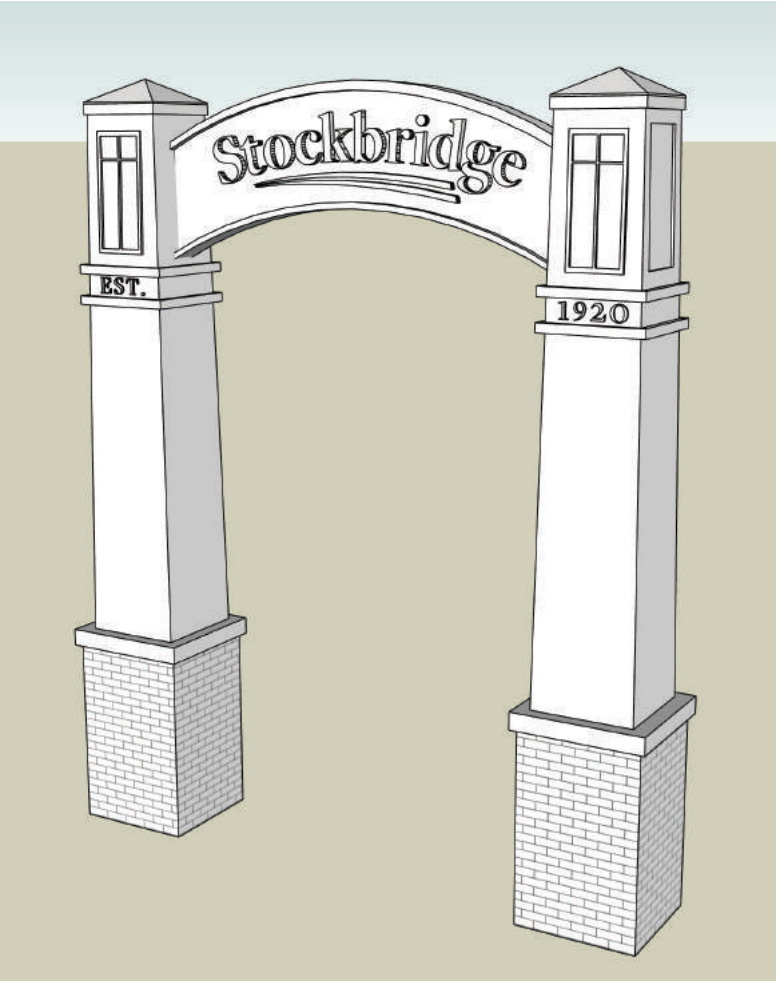
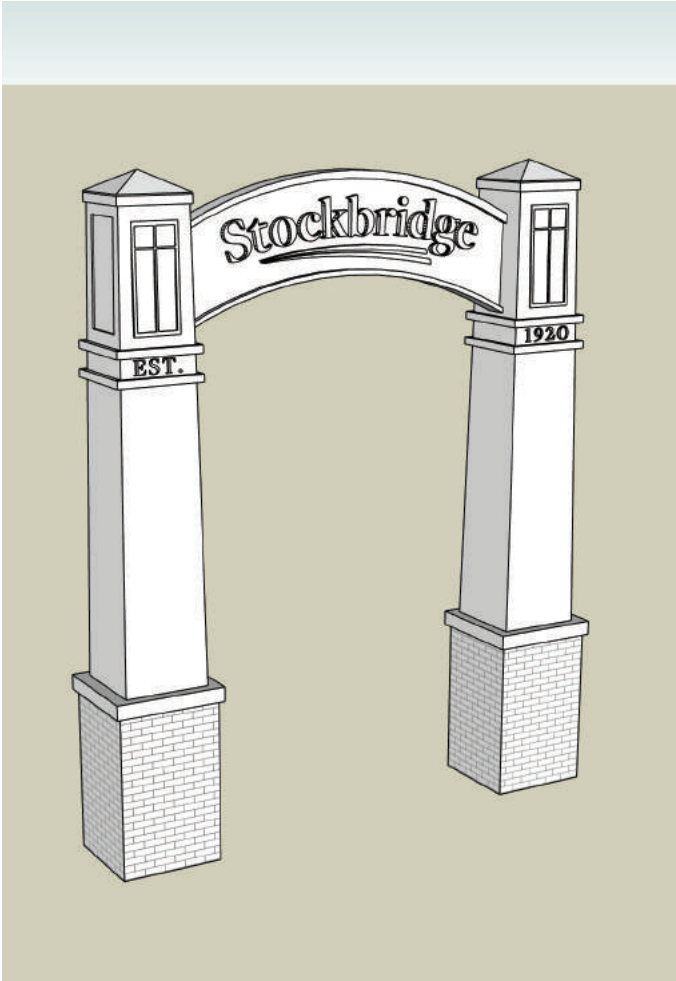
* Signs are in schematic design phase
and are open to change.



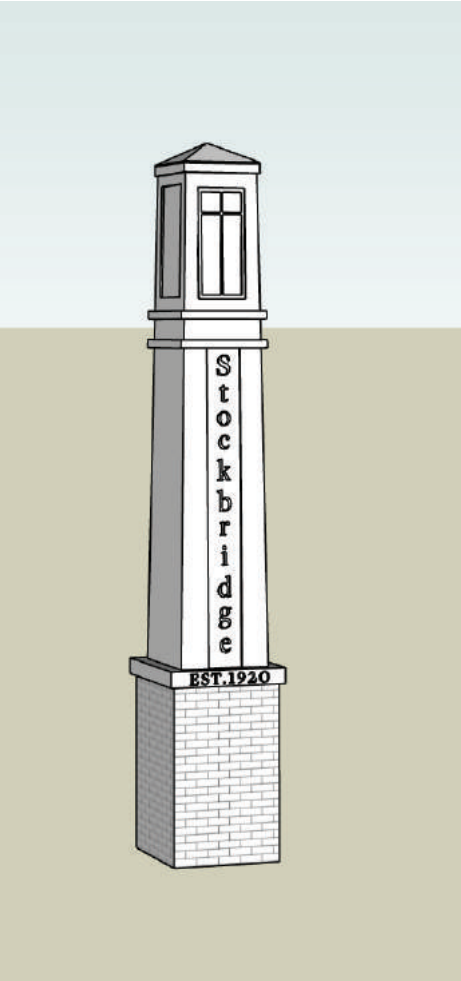
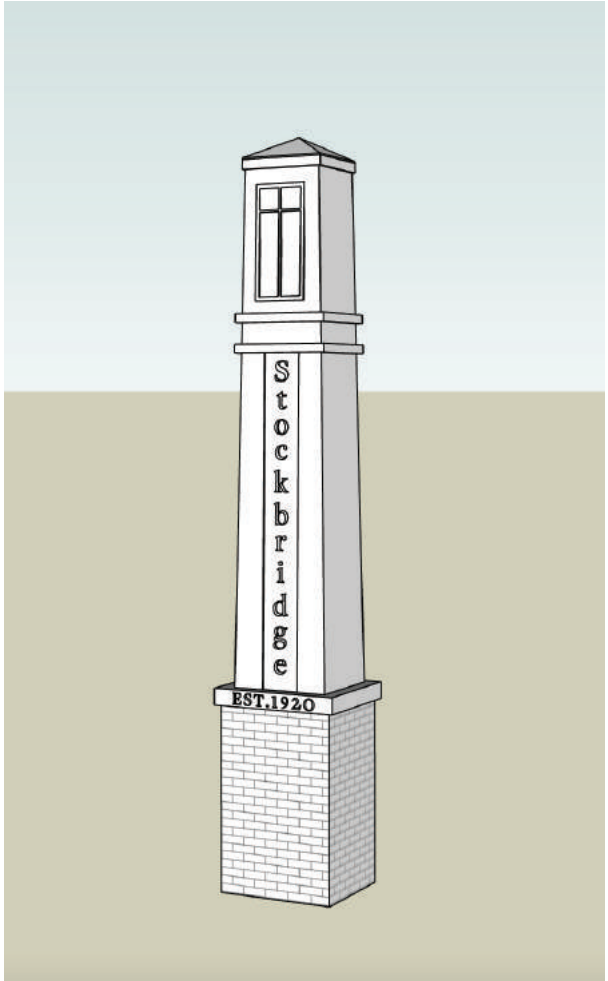
PRIMARY & SECONDARY MONUMENT

* Signs are in schematic design phase
and are open to change.

PRIMARY MONUMENT



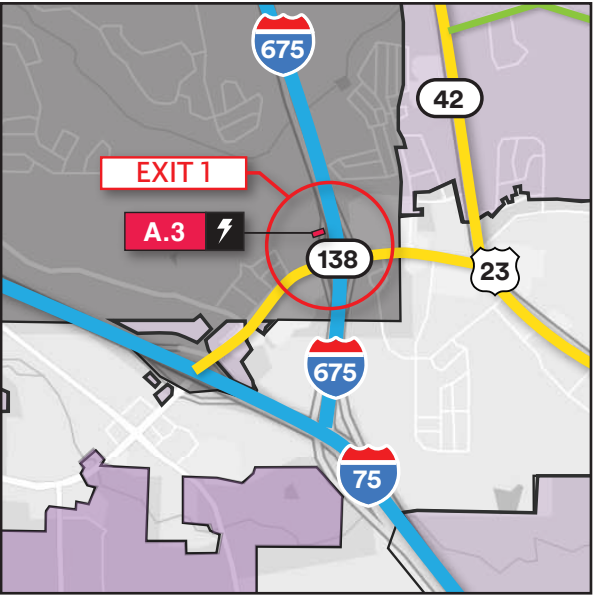
SECONDARY MONUMENT



PRIMARY MONUMENT RENDERING



1 Primary Monument
SCALE: NTS

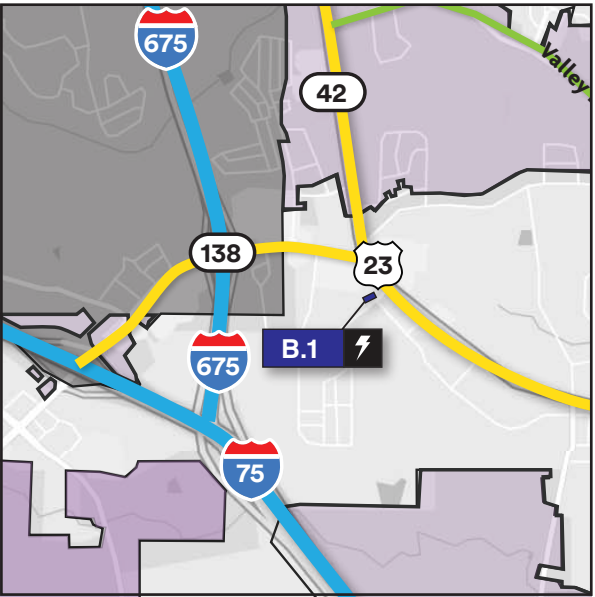


2 Site Map - Location Key
SCALE: NTS

SECONDARY MONUMENT RENDERING



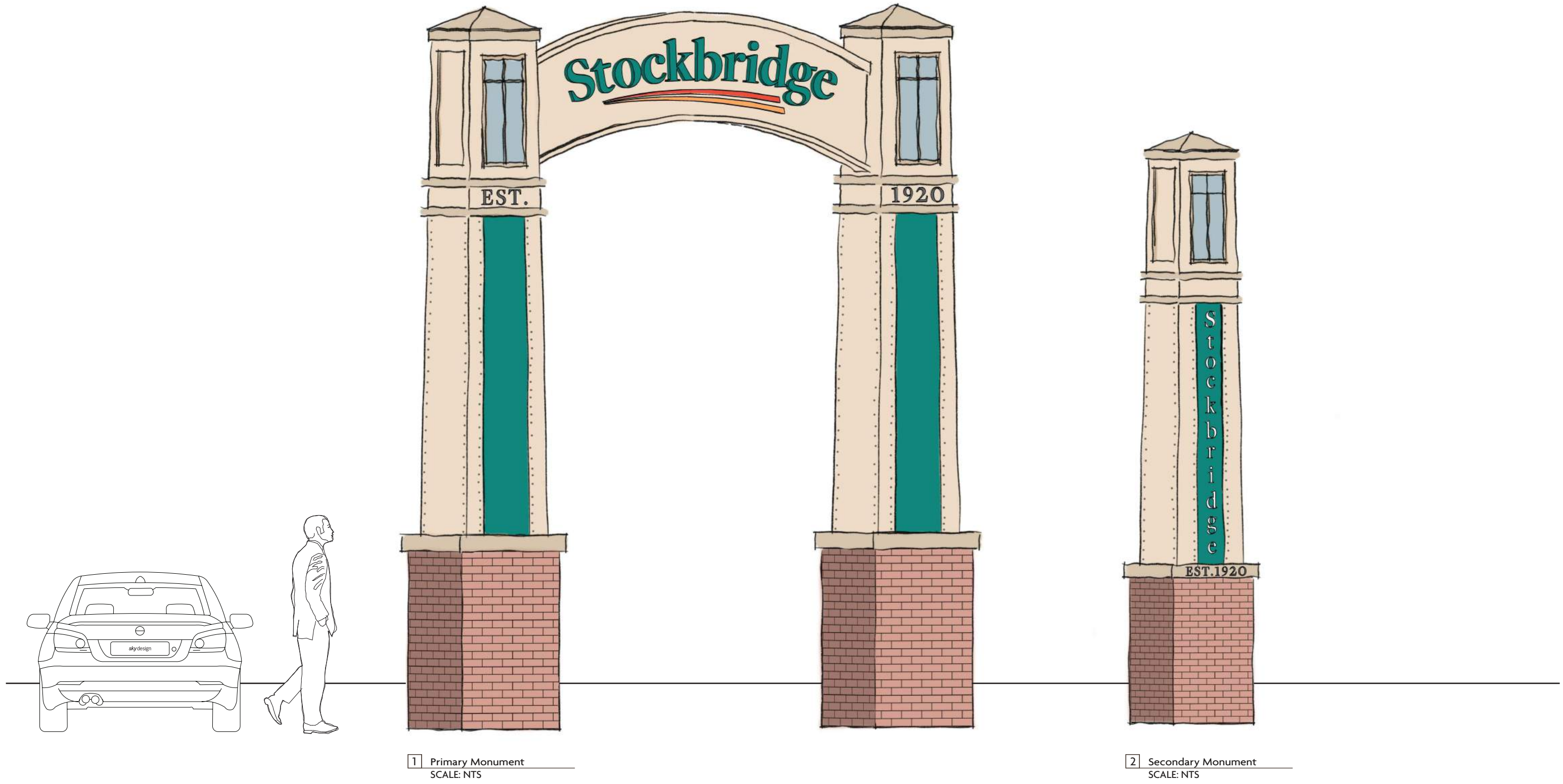
1 Secondary Monument
SCALE: NTS



2 Site Map - Location Key
SCALE: NTS

COLOR STUDY

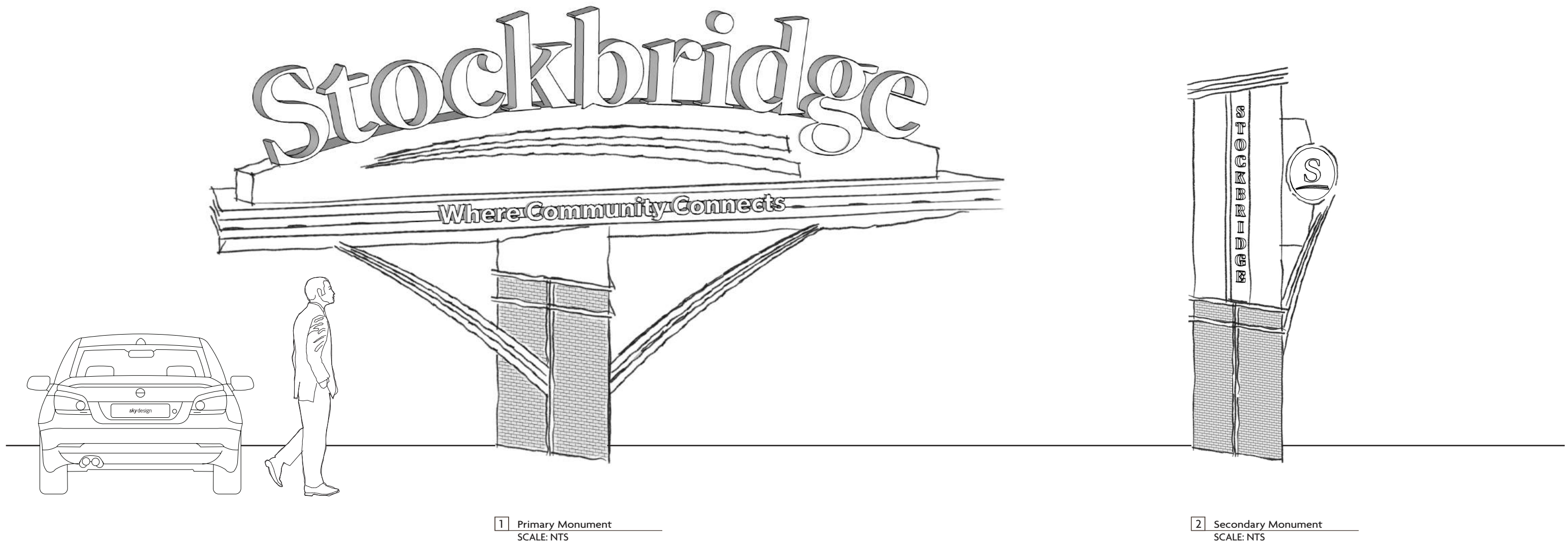
* Signs are in schematic design phase
and are open to change.



CONCEPT 3

PRIMARY & SECONDARY MONUMENT

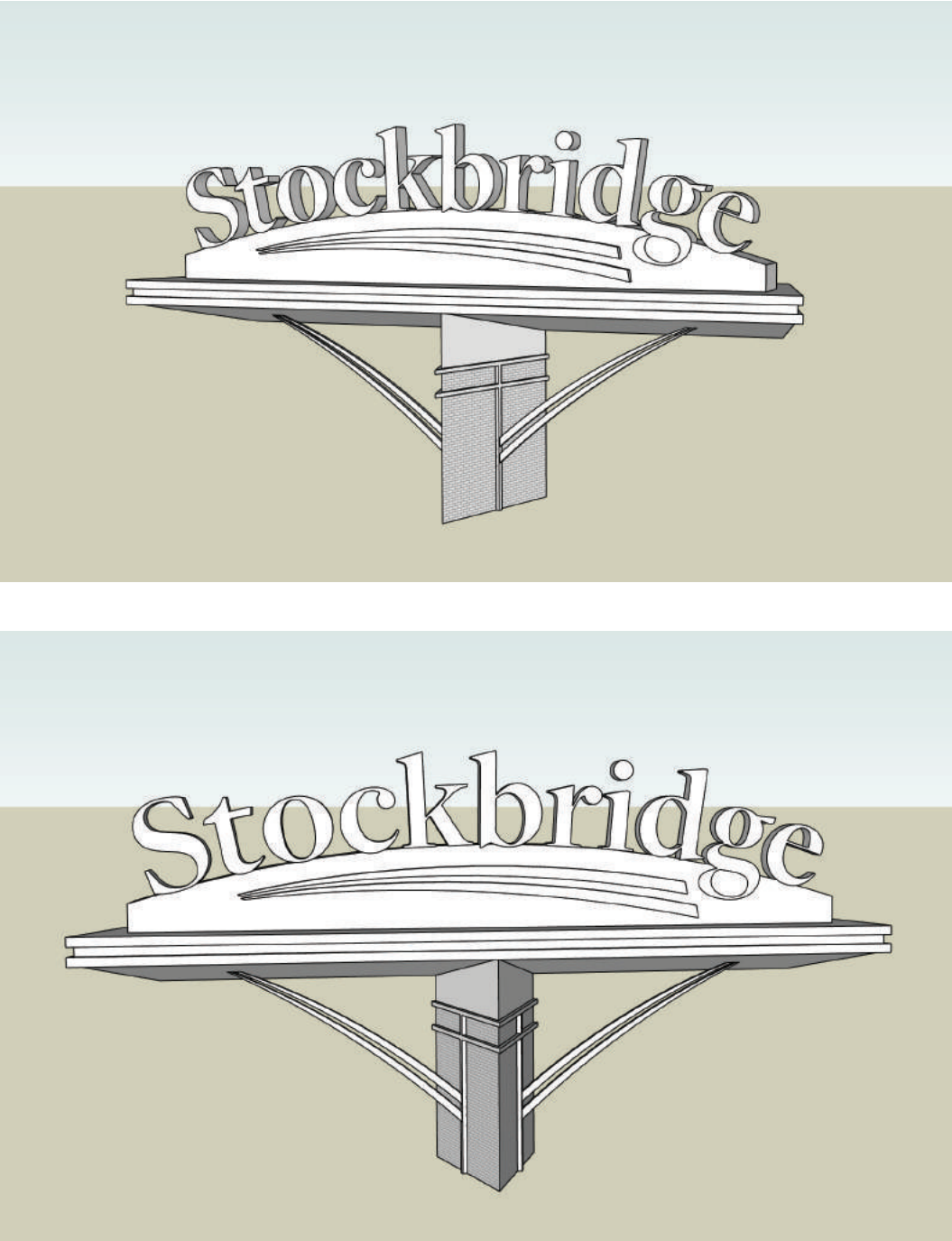
* Signs are in schematic design phase
and are open to change.



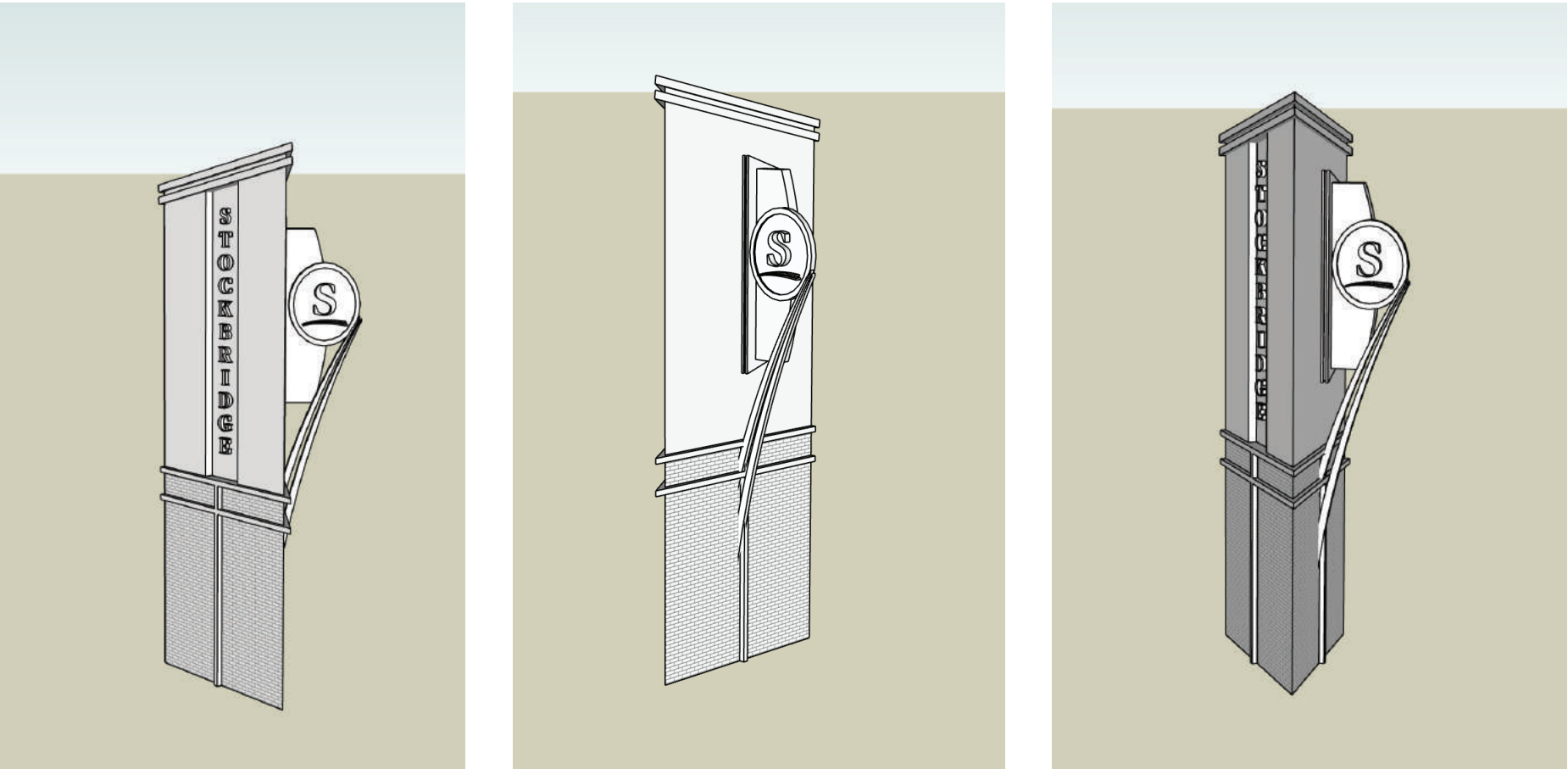
PRIMARY & SECONDARY MONUMENT

* Signs are in schematic design phase and are open to change.

PRIMARY MONUMENT



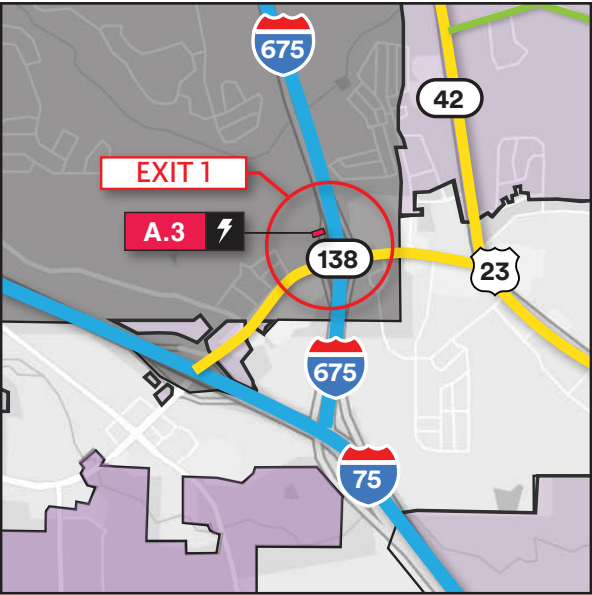
SECONDARY MONUMENT



PRIMARY MONUMENT RENDERING



1 Primary Monument
SCALE: NTS

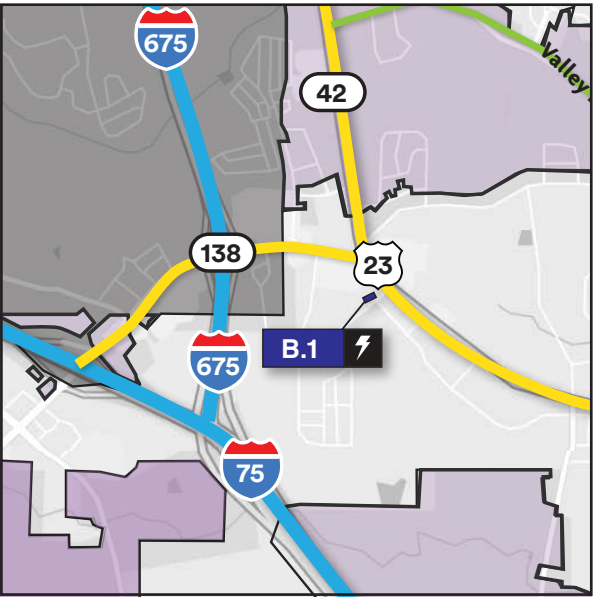


2 Site Map - Location Key
SCALE: NTS

SECONDARY MONUMENT RENDERING



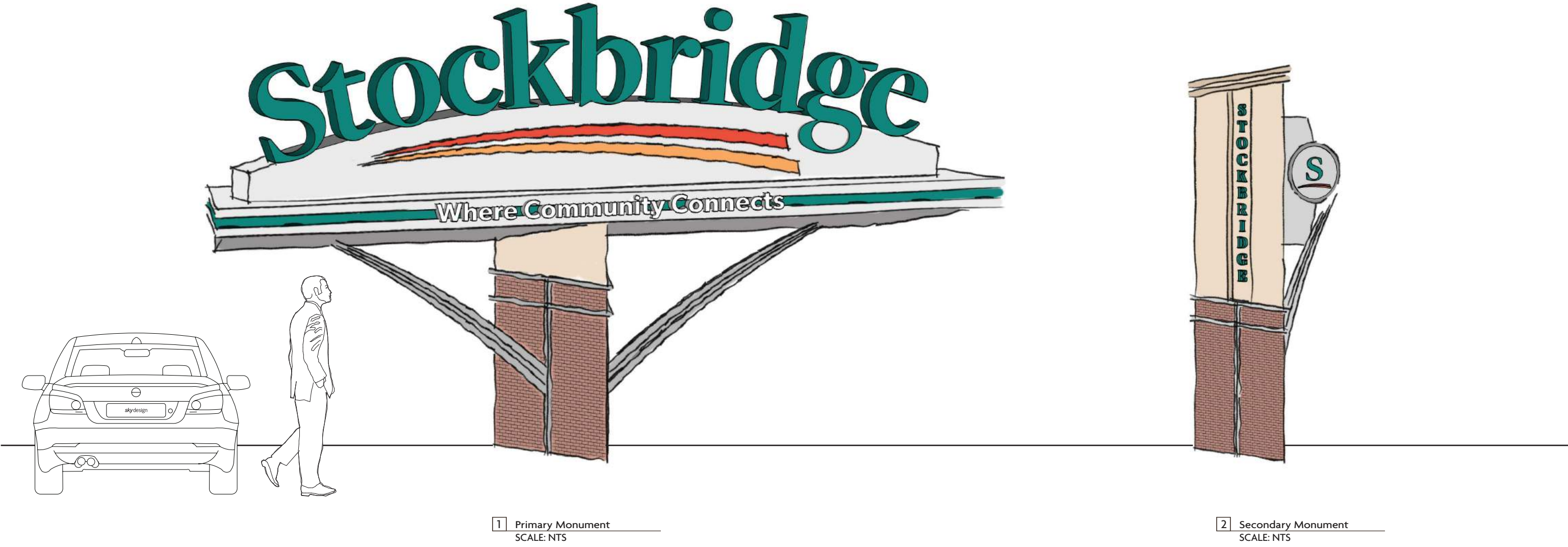
1 Secondary Monument
SCALE: NTS

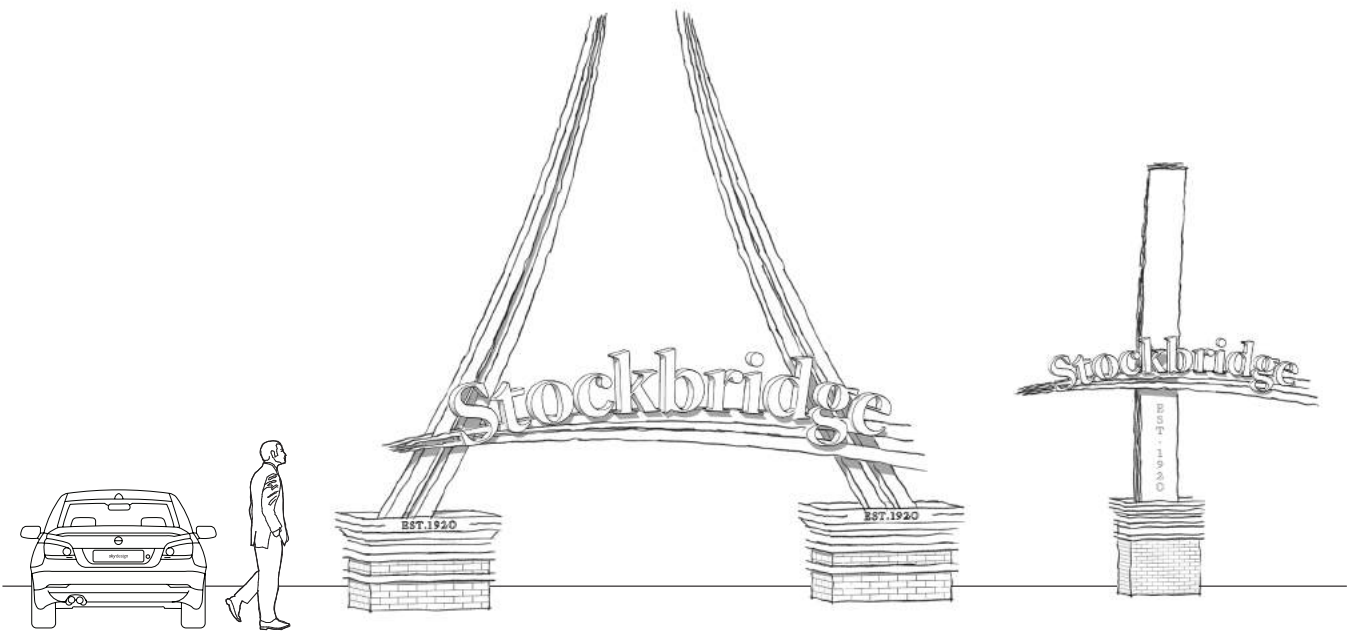


2 Site Map - Location Key
SCALE: NTS

COLOR STUDY

* Signs are in schematic design phase
and are open to change.

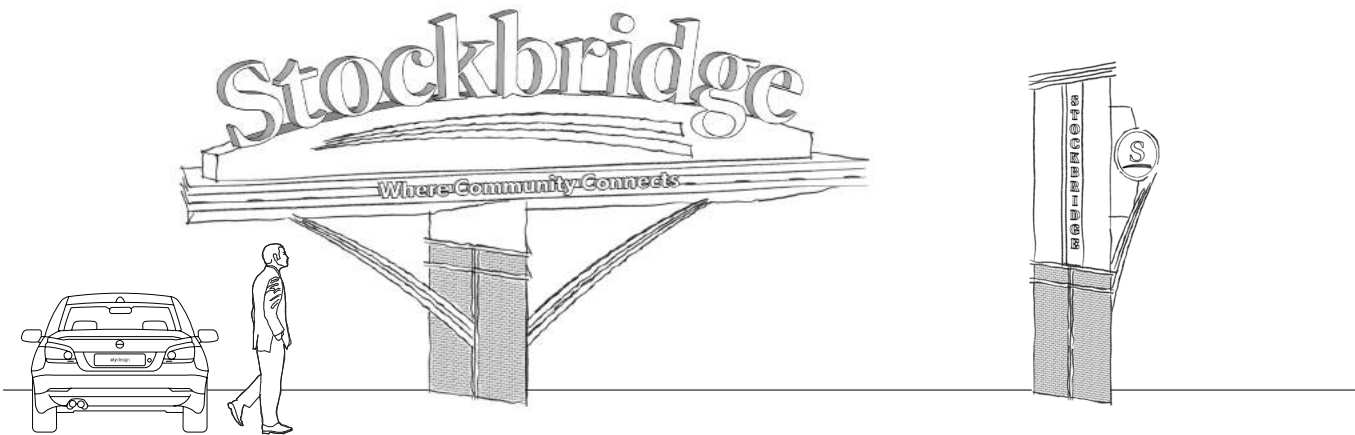




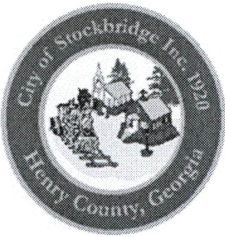
1 Concept 1
SCALE: NTS



2 Concept 2
SCALE: NTS



3 Concept 3
SCALE: NTS



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

10/25/2022

FUNDING SOURCE

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

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

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Fred Gardiner/John Leggett

ITEM/PROJECT/EVENT: Employee Medical Benefits Renewal

DESCRIPTION: Medical Benefits Proposal/Renewal for calendar year 2023.

APPROVED BY:

FINANCE DEPT.

John Wiggins

CITY MANAGER

[Signature]

AMOUNT

Stockbridge

Where Community Connects

2023 Benefits Renewal

Presentation By:
MSI Benefits Group, Inc.
October 25, 2022



2022 Renewal Review

- Medical loss ratio for renewal period ran at 108%
- Cigna medical renewal workup called for a +23% increase. Marketed the plan and six carrier came back with proposals. United (-10.58%), SBR (-8.56%), Anthem (0.43%), Aetna (1.25%), Humana (8.28%) and Kaiser PPO (-2.97%)
- Non-marketing offer from Cigna of +10%
- If the city accepted the non-marketing renewal and continued with no changes to the plan design (\$186K net increase)
- There would be no change to employee deductions
- Staff recommendation to move to United Healthcare with a -12.10% decrease to the plan design
- Staff recommendation to move Dental/Vision with United Healthcare with a 0.00% increase.

Cigna Medical Renewal and Options

							Self-Insured Option  Strategic Benefit Resources
		Open Access Plus			CAZ2 MOD(22 Balanced) Rx:529Y	Aetna PPO with Allied Advocate	
		Current	Renewal	Revised Renewal	Proposal	Proposal	
Employee	68	1,219.87	1,400.13	1,159.33	1,090.80	1,080.34	
Employee + Spouse	13	2,561.99	2,940.51	2,434.78	2,290.92	2,295.32	
Employee + Child(ren)	27	2,317.94	2,660.39	2,202.84	2,072.68	1,828.02	
Employee + Family	31	3,659.98	4,200.67	3,478.21	3,272.73	3,697.22	
Monthly Total	139	\$292,301	\$335,487	\$277,788	\$261,374	\$267,273	
Annual Total	139	\$3,507,609	\$4,025,841	\$3,333,453	\$3,136,483	\$3,207,272	
			14.77%	-4.97%	-10.58%	-8.56%	
In-Network		OAP		OAP	Choice + Insurance *	Aetna PPO	
Deductible (Individual / Family)		\$2,500 / \$5,000		\$2,500 / \$5,000	\$2,500 / \$5,000	\$2,500 / \$5,000	
Coinsurance		100%		100%	100%	100%	
PCP Copay		\$30		\$30	\$30	\$30	
Preventive Care		100%		100%	100%	100%	
Specialist Copay		\$60		\$60	\$60	\$60	
Telehealth		\$30		\$30	\$30	\$30	
ER Copay		\$250		\$250	\$250	\$250	
Urgent Copay		\$100		\$100	\$100	\$100	
Outpatient Surgery		Deductible		Deductible	Deductible	Deductible	
Inpatient Surgery		Deductible		Deductible	Deductible	Deductible	
Out-of-pocket (Individual / Family)		\$5,000 / \$10,000		\$5,000 / \$10,000	\$5,000 / \$10,000	\$5,000 / \$10,000	
Prescription					AdvSMCS PDL, Natl	PBM MaxorPlus	
Tier 1		\$10		\$10	\$10	\$10	
Tier 2		\$35		\$35	\$35	\$35	
Tier 3		\$60		\$75	\$75	\$60	
Tier 4		\$60		\$150	\$150	\$60	
Out-of-Network							
Deductible (Individual / Family)		\$4,000 / \$8,000		\$4,000 / \$8,000	\$4,000 / \$8,000	\$4,000 / \$8,000	
Coinsurance		80%		80%	80%	80%	
Out-of-pocket (Individual / Family)		\$8,000 / \$16,000		\$8,000 / \$16,000	\$8,000 / \$16,000	\$8,000 / \$16,000	
		MONTHLY DEDUCTIONS			MONTHLY DEDUCTIONS	MONTHLY DEDUCTIONS	
Employee	68	0.00	0.00	0.00	0.00	0.00	
Employee + Spouse	13	70.94	81.42	67.41	70.94	70.94	
Employee + Child(ren)	27	58.07	66.64	55.18	58.07	58.07	
Employee + Family	31	129.00	148.06	122.59	129.00	129.00	
Monthly Total	139	\$292,301	\$335,487	\$277,788	\$261,374	\$267,273	
Annual Total		\$3,507,609	\$4,025,841	\$3,333,453	\$3,136,483	\$3,207,272	
Monthly Net Cost		\$285,812	\$328,039	\$271,621	\$254,885	\$260,784	
Annual Net Cost		\$3,429,741	\$3,680,900	\$3,259,453	\$3,058,614	\$3,129,403	
Annual Net Increase			\$251,159	-\$170,288	-\$371,126	-\$300,338	
Net Annual Cost Per Employee		\$24,674.39	\$26,481.29	\$23,449.30	\$22,004.42	\$22,513.69	

Cigna Dental Renewal and Options

					
		Current	Renewal	Proposal	Proposal
Employee Only	66	35.99	37.72	32.03	35.99
Employee + Spouse	17	81.02	84.92	72.11	81.02
Employee + Child(ren)	26	77.58	81.32	69.05	77.58
Employee + Family	33	125.12	131.16	111.36	125.12
142					
Deductible		\$50 Indiv. (\$150 Family)		\$50 Indiv. (\$150 Family)	\$50 Indiv. (\$150 Family)
Preventive		100%		100%	100%
Basic		80%		80%	80%
Major		50%		50%	50%
Annual Maximum Benefit		\$1,500		\$1,500	\$1,500
Fillings		80%		80%	80%
Simple Extractions		80%		80%	80%
Oral Surgery		80%		80%	80%
Periodontics		80%		80%	80%
Endodontics (Root Canals)		80%		80%	80%
Crowns		50%		50%	50%
Dentures / Bridges		50%		50%	50%
Orthodontia Coverage		\$1,000 Lifetime Max		\$1,000 Lifetime Max	\$1,000 Lifetime Max
MONTHLY DEDUCTIONS					
Employee		0.00	0.00	0.00	0.00
Employee + Spouse		22.52	23.60	20.04	22.52
Employee + Child(ren)		20.80	21.80	18.51	20.80
Employee + Family		44.57	46.72	39.67	44.57
Monthly Total		\$9,899	\$10,376	\$8,810	\$9,899
Annual Total		\$118,785	\$124,509	\$105,720	\$118,785
Monthly Net Cost		\$7,505	\$7,866	\$6,679	\$7,505
Annual Net Cost		\$90,056	\$94,392	\$80,150	\$90,056
Percentage of Change			4.82%	-11.00%	0.00%

Cigna Vision Renewal and Options

					
		Current	Renewal	Proposal	Proposal
Employee Only	61	6.02	6.02	5.79	6.02
Employee + Spouse	16	10.86	10.86	11.01	10.86
Employee + Child(ren)	23	10.97	10.97	11.59	10.97
Employee + Family	32	16.79	16.79	17.03	16.79
Total Annual Cost:	132	1,330.57	1,330.57	1,340.88	1,330.57
			0.00%	0.77%	0.00%
IN-NETWORK					
Routine Eye Exam		\$10 copay (1 per year)		\$10 copay (1 per year)	\$10 copay (1 per year)
Eyeglass Frames		\$130 allowance plus 20% off remaining balance (Every 24 months)		\$130 allowance plus 20% off remaining balance (Every 24 months)	\$130 allowance plus 30% off remaining balance (Every 24 months)
Eyeglass Lenses		Every 12 months		Every 12 months	Every 12 months
Standard Plastic Single		\$25 copay		\$25 copay	\$25 copay
Standard Plastic Bifocal		\$25 copay		\$25 copay	\$25 copay
Standard Plastic Trifocal		\$25 copay		\$25 copay	\$25 copay
Contact Lenses		Every 12 months		Every 12 months	Every 12 months
Non-Elective Contact Lenses		Covered in full		Covered in full	Covered in full
Elective Conventional Lenses		\$120 allowance then 15% off		\$130 allowance then 15% off	\$120 allowance or up to 4 boxes
Elective Disposable Lenses		\$120 allowance		\$130 allowance	\$120 allowance or up to 4 boxes
Contribution (EE/Family)		0.00%	0.00%	0.00%	0.00%
WEEKLY DEDUCTIONS					
Employee		1.39	1.39	1.34	1.39
Employee + Spouse		2.51	2.51	2.54	2.51
Employee + Child(ren)		2.53	2.53	2.67	2.53
Employee + Family		3.87	3.87	3.93	3.87
BI-WEEKLY DEDUCTIONS					
Employee		2.78	2.78	2.67	2.78
Employee + Spouse		5.01	5.01	5.08	5.01
Employee + Child(ren)		5.06	5.06	5.35	5.06
Employee + Family		7.75	7.75	7.86	7.75

Group Accident Insurance

	
Accident Insurance	24 Hour Coverage
Hospital Admission	\$1,250 (Once per accident)
Hospital Confinement	\$300/Day (365 lifetime)
Hospital Intensive Care	\$400/Day (30 Day max)
Accidental Death	\$50,000
Accidental Common Carrier Death	\$100,000
Wellness	\$25 - \$75 / Calendar Year
Specific Injury Benefits:	Closed Reduction
<u>Complete Fractures:</u>	
Hip/Thigh	\$4,000
Pelvis	\$3,200
Skull	\$3,000
Leg	\$2,400
Hand/Foot/Ankle/Knee Cap	\$2,000
Shoulder Blade/Collar Bone	\$1,600
Lower Jaw	\$1,600
Facial Bones	\$1,200
Rib/Finger/Toe	\$320
<u>Complete Dislocation:</u>	
Hip	\$3,000
Knee	\$1,950
Shoulder	\$1,500
Foot/Ankle	\$1,200
Hand	\$1,050
Wrist	\$750
Finger/Toe	\$240
Monthly Deductions (12)	
Employee Only	\$23.92
Employee + Spouse	\$37.17
Employee + Child(ren)	\$47.78
Employee + Family	\$61.03

Group Critical Illness Insurance

	
Critical Illness	
Employee Coverage Levels:	Up to \$50,000
Spouse Coverage Levels:	50% of employee
Child(ren) Coverage Levels:	50% of Employee at no additional cost (0 -25)
Reduction Schedule:	None
Wellness	\$50 / Calendar Year
Covered Illnesses <u>(% Paid of Face Amount)</u>	
Heart Attack	100%
Stroke	100%
Major Organ Transplant	100%
Renal Failure (End Stage)	100%
Internal Cancer	100%
Non-Invasive Cancer	25%
Type I Diabetes	100%
Coronary Artery Bypass	100%
Skin Cancer	\$1,000 per calendar year
Portable	Yes
Monthly Deductions (12)	
Employee Monthly Cost:	<i>Uni-Tobacco Rates</i>
Age 18 - 29 / \$10,000	\$5.36
Age 30 - 39 / \$10,000	\$10.31
Age 40 - 49 / \$10,000	\$19.71
Age 50 - 59 / \$10,000	\$34.09
Age 60 - 64 / \$10,000	\$60.17

Group Hospital Indemnity Insurance

	
<i>Hospital Indemnity</i>	
<u>Hospital stay:</u>	
Admission	\$1,000
Confinement	\$150
Intensive Care	\$150
<u>Surgery and Anesthesia:</u>	
Inpatient (per day)	\$500
Outpatient (per day)	\$250
Doctor's Office (per day)	\$50
Facilities Fee for Outpatient Surgery (per day)	\$75
Health Screening Benefit	\$50 / Calendar Year
Benefit Reduction	None
Portable	Yes
Monthly Deductions (12)	
Employee	\$33.72
Employee and Spouse	\$65.38
Employee and Children	\$50.64
Family	\$82.30

Benefits Cost Summary

	<u>Annual Premium/ Expected Cost</u>	<u>Employee Cost</u>	<u>% Increase</u>	<u>Net Annual Cost</u>	<u>% Change</u>	<u>Annual Budget Difference</u>
Medical						
Current - Cigna	\$3,507,609	\$77,869		\$3,429,741		
Renewal - Cigna	\$3,333,453	\$74,000	-4.97%	\$3,259,453	-4.97%	-\$170,288
UHC	\$3,136,483	\$77,869	0.00%	\$3,058,614	-10.82%	-\$371,126
SBR - Self-insured	\$3,207,272	\$77,869	0.00%	\$3,129,403	-8.76%	-\$300,338
Dental						
Current - Cigna	\$118,785	\$28,729		\$90,056		
Renewal - Cigna	\$124,509	\$30,117	4.83%	\$94,392	4.82%	\$4,336
Aetna	\$105,720	\$25,571	-10.99%	\$80,150	-11.00%	-\$9,906
UHC	\$118,785	\$28,729	0.00%	\$90,056	0.00%	\$0
Vision						
Current - Cigna	\$1,331	\$1,331		\$0		
Renewal - Cigna	\$1,331	\$1,331	0.00%	\$0	0.00%	\$0
Aetna	\$1,341	\$1,341	0.77%	\$0	0.00%	\$0
UHC	\$1,331	\$1,331	0.00%	\$0	0.00%	\$0
Totals						
Current - Cigna	\$3,627,725	\$107,928		\$3,519,796		
Renewal - Cigna	\$3,459,293	\$105,448	-2.30%	\$3,353,845	-4.71%	-\$165,951
UHC	\$3,256,599	\$107,928	0.00%	\$3,148,670	-10.54%	-\$371,126
SBR/Aetna	\$3,314,333	\$104,780	-2.92%	\$3,209,552	-8.81%	-\$310,244

- Cigna numbers do not reflect anticipated refund (this would hit in April as a premium credit on the invoice)

Preliminary Observations

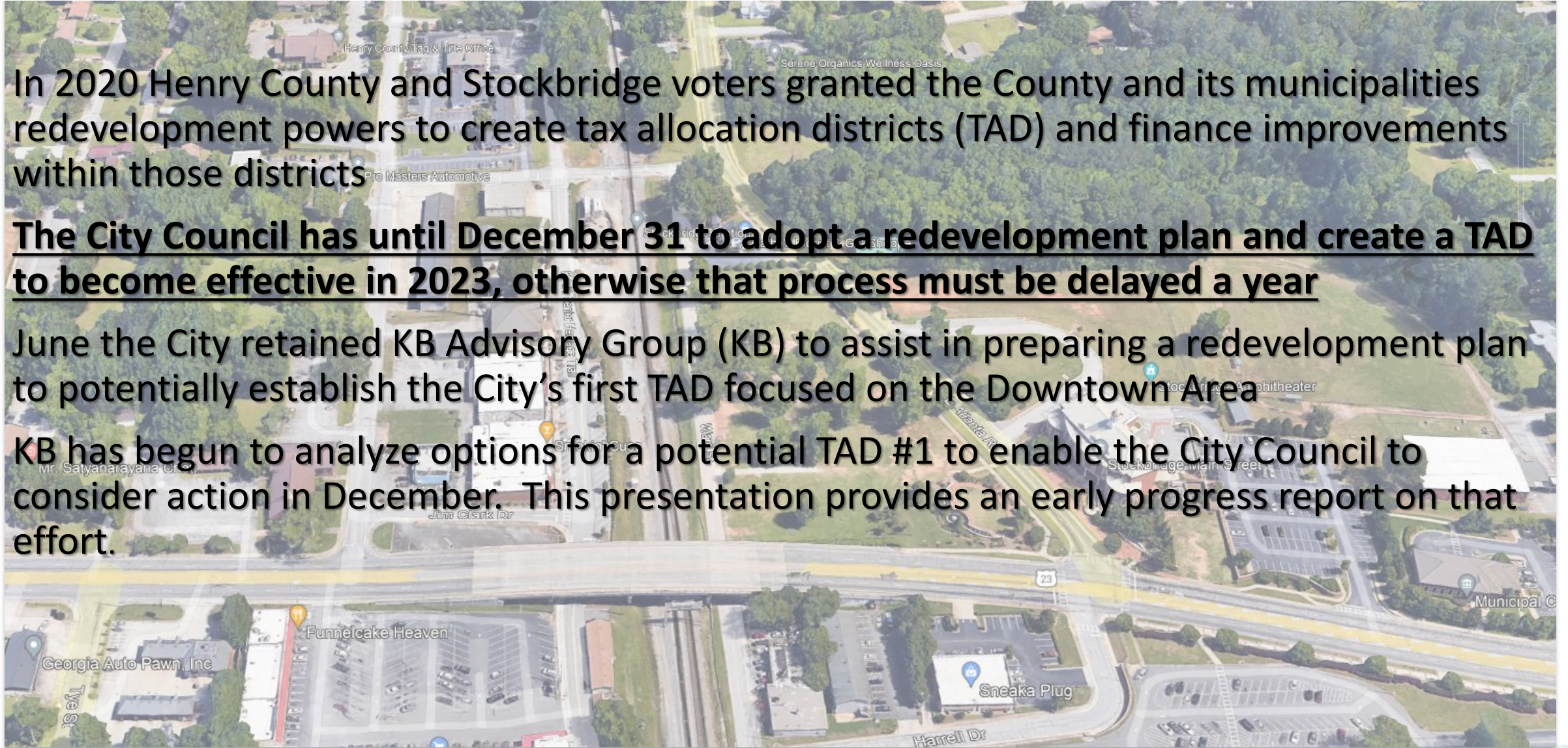
for a Potential Tax Allocation District
in Stockbridge GA

Presentation to the Stockbridge Georgia City Council
October 25, 2022



Background

- In 2020 Henry County and Stockbridge voters granted the County and its municipalities redevelopment powers to create tax allocation districts (TAD) and finance improvements within those districts
- **The City Council has until December 31 to adopt a redevelopment plan and create a TAD to become effective in 2023, otherwise that process must be delayed a year**
- June the City retained KB Advisory Group (KB) to assist in preparing a redevelopment plan to potentially establish the City's first TAD focused on the Downtown Area
- KB has begun to analyze options for a potential TAD #1 to enable the City Council to consider action in December. This presentation provides an early progress report on that effort.



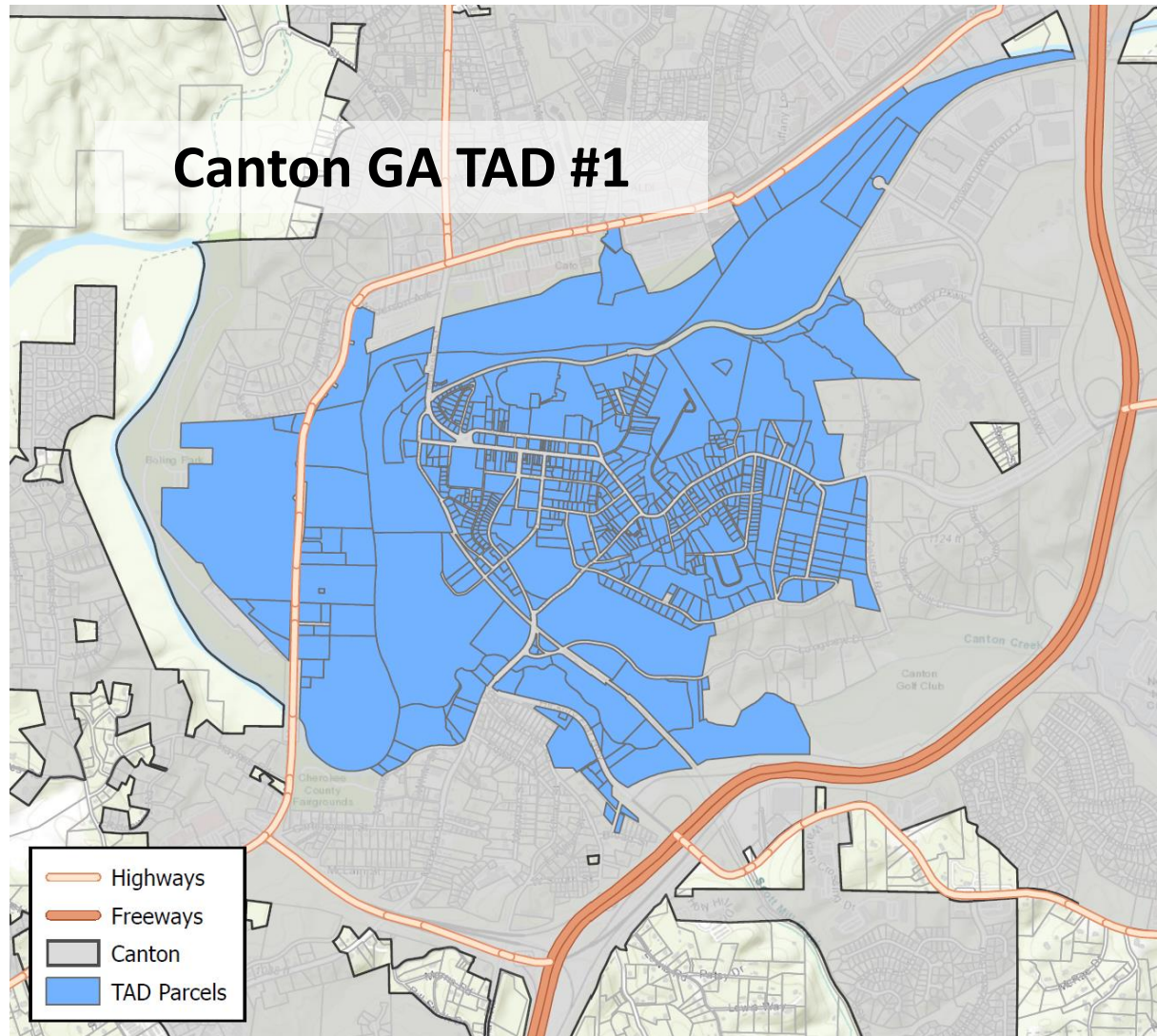
What is the Georgia Redevelopment Powers Law?

- The Redevelopment Powers Law is Georgia's version of tax increment financing (TIF) —an economic development tool used in 49 states and D.C.
 - Not to be confused with tax credits or abatements
- Voters in roughly 80 Georgia cities and counties have authorized local governments to use redevelopment powers since 2003.

• Duluth	• Clayton County (3)	• Norcross
• Gwinnett County (6)	• East Point (2)	• Albany
• Lawrenceville	• College Park (2)	• Holly Springs
• Woodstock	• Forest Park	• Bulloch County
• Atlanta (10)	• Marietta (2)	• Bartow County
• Savannah	• LaGrange (3)	• Cartersville
• Gainesville (2)	• Rome (2)	• Columbus (5)
• Augusta	• Flowery Branch	• Lilburn
• Athens	• Lawrenceville	• St. Marys
• Smyrna	• Kingsland	• Union City
• Fayetteville	• Dalton (3)	• Villa Rica
• Acworth	• Canton	• Varnell
• Douglas County		
• Douglasville		

- A partial list of local governments with redevelopment powers who are using tax increment financing is shown here.
- These communities are in various stages of planning and project implementation

What is a Tax Allocation District (TAD)?



- A Tax Allocation District or TAD, is a geographic area consisting of specific identified tax parcels within a Redevelopment Area where cities and counties may use the Georgia Redevelopment Powers Law to stimulate private investment in under-developed properties
 - A TAD can only be established within a Redevelopment Area created by local adoption of an approved Redevelopment Plan
 - A TAD can contain few or many individual Tax parcels
 - A TAD can encompass all or a portion of the Redevelopment Area – A Redevelopment Area can also contain more than 1 TAD
 - A TAD must be “certified” by the Georgia Department of Revenue to establish a base year for financing purposes
 - TADs usually have a finite life (typically 25 to 30 years) and can be dissolved by the local government provided no debt obligations are outstanding

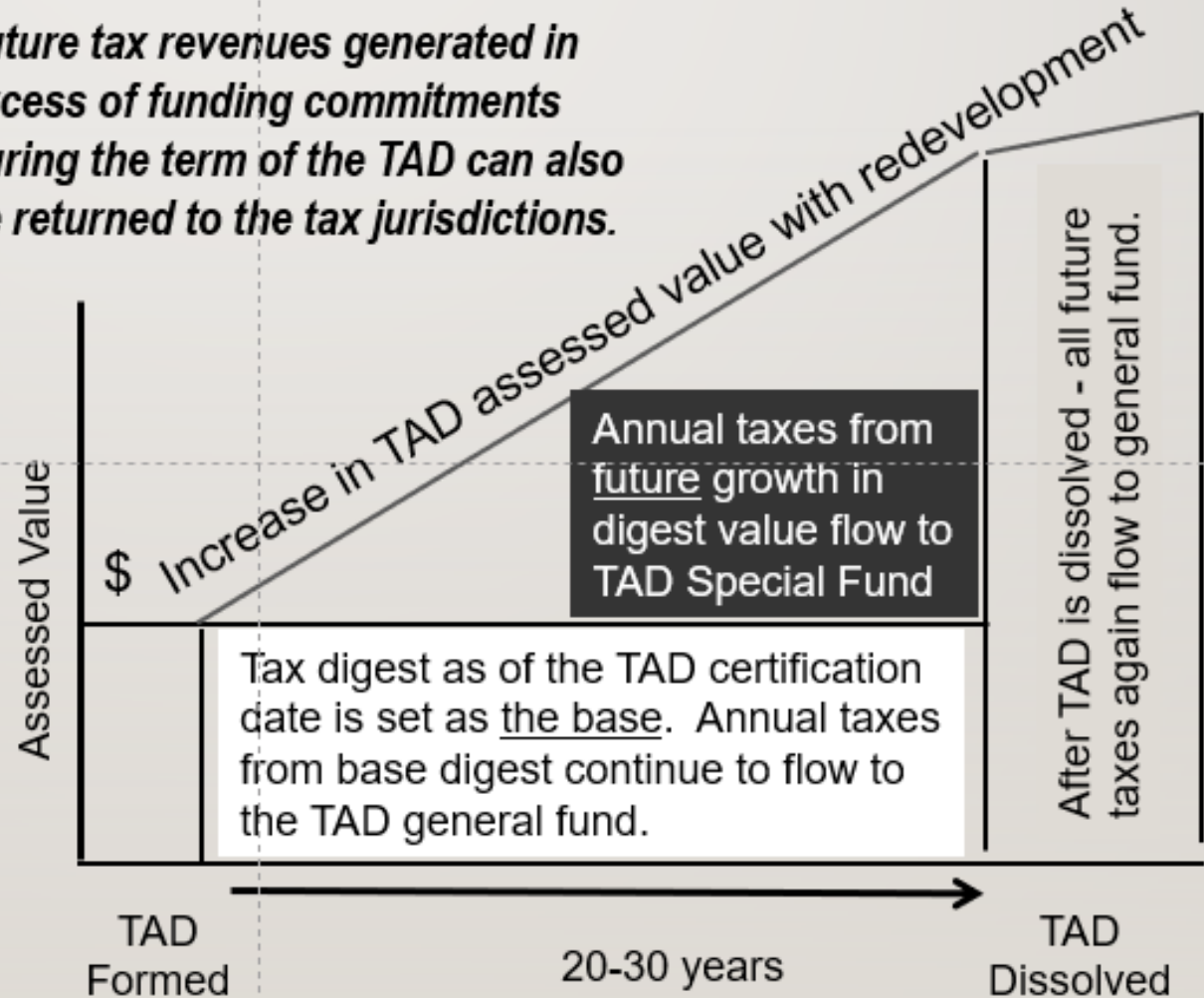
How do TAD's Work?

Future ad valorem taxes from new development and future growth are used to pay off TAD commitments.

Real estate, personal property and sales taxes can be pledged for up to 50 years. Typically only real estate taxes are pledged – usually for no more than 30 years.



Future tax revenues generated in excess of funding commitments during the term of the TAD can also be returned to the tax jurisdictions.



TAD examples: Downtown Duluth

Duluth has used TAD plus other incentives to attract \$350 million in ongoing investment within its Downtown Area, including the redevelopment of a vacant shopping center on Buford Highway and the re-use of the former City Hall into a multi – tenanted restaurant district known as Parson's Alley.



TAD examples: Downtown Gainesville



PROJECT

The project consists of 214 market rate apartments in three buildings with surface parking. The buildings are planned as four to five stories in height with contemporary urban styling. The project will be well amenitized with pool, fitness center and landscaped grounds which incorporate the adjacent multi-use path.



Gainesville has negotiated more than 10 reimbursement agreements that have incentivized a minimum of \$150 million in total investment in the Downtown Gainesville – most of which is completed or under construction

TAD examples: Downtown douglasville



Douglasville intends to use TAD increment from a proposed mixed-use development to partially fund debt service on a new park and amphitheater being developed on the site of the former Douglas County Jail.



What is a Redevelopment Area & Plan?

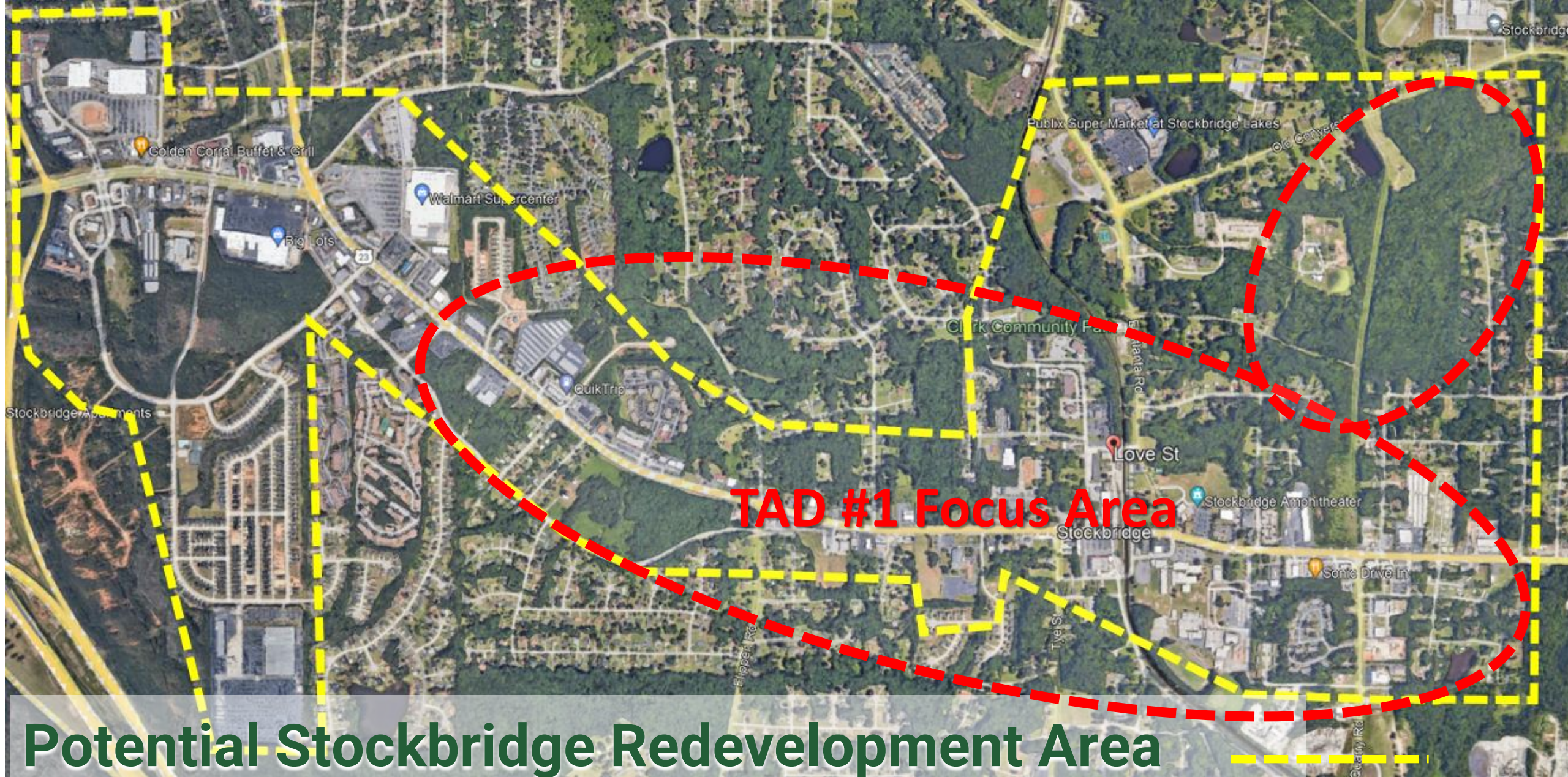
- Georgia's Redevelopment Powers Law enables local governments (whose voters have approved the use of redevelopment powers) to designate "Redevelopment Areas" within which Tax Allocation District(s) can be created, and tax increment financing can be used to incentivize desired private investment
- Redevelopment Areas must meet minimum definitional requirements to qualify, which are specified in the statute
- Redevelopment Areas can only be created by local adoption of an approved Redevelopment Plan created under guidelines specified in State law
- A TAD can encompass all or a portion of the Redevelopment Area – A Redevelopment Area can also contain more than 1 TAD
- A redevelopment plan can be amended in the future to create additional TADs within the same redevelopment area, provided the original TAD(s) is/are not impacted

What Qualifies a Redevelopment Area?

- Minimum requirements to qualify a redevelopment area include such factors as comparatively slow growth, below average (housing and commercial) property values, higher residential and commercial vacancy rates, “pervasive poverty” and/or above average unemployment than the community or region as a whole
 - “Slums and blight” is not part of this definition – and are addressed in a different part of state law
- The local government has an obligation to demonstrate that private investment within the proposed Area is generally not feasible “but for” the use of redevelopment powers due to such factors as:
 - High development costs
 - Property assembly issues
 - High market risk & competition from greenfield areas or
 - Inadequate public infrastructure
- A “catch-all” provision in the definition of a redevelopment area - **“the existence of conditions through any combination of the foregoing that substantially impair the sound growth of the community and retard the provision of housing accommodations or employment”** gives local governments discretion to use redevelopment powers in areas which are not growing in the manner desired by the community, as evidenced by the adopted comprehensive plan or in prior studies (like the Stockbridge LCI Plan)

What information is required in a Redevelopment Plan?

- The law specifies the required contents of a Redevelopment Plan. (These plans have been written by consultants, law firms and by “in house” city/county staff.)
 - Plan goals and objectives
 - Rationale for qualification as a Redevelopment Area
 - Proposed redevelopment strategy, land uses and projects
 - Contractual relationships (implementing responsibility)
 - Redevelopment costs and proposed method of financing
 - Designation of the proposed TAD boundaries, parcels, current assessed value and property tax revenues
 - Projected future tax increments, how those revenues will be used and anticipated use of financing (if applicable)
 - TAD creation/termination dates, relocation issues (households or businesses), historic properties, impacts on school districts
 - Cap of 10% of a jurisdiction’s digest can be within TADs

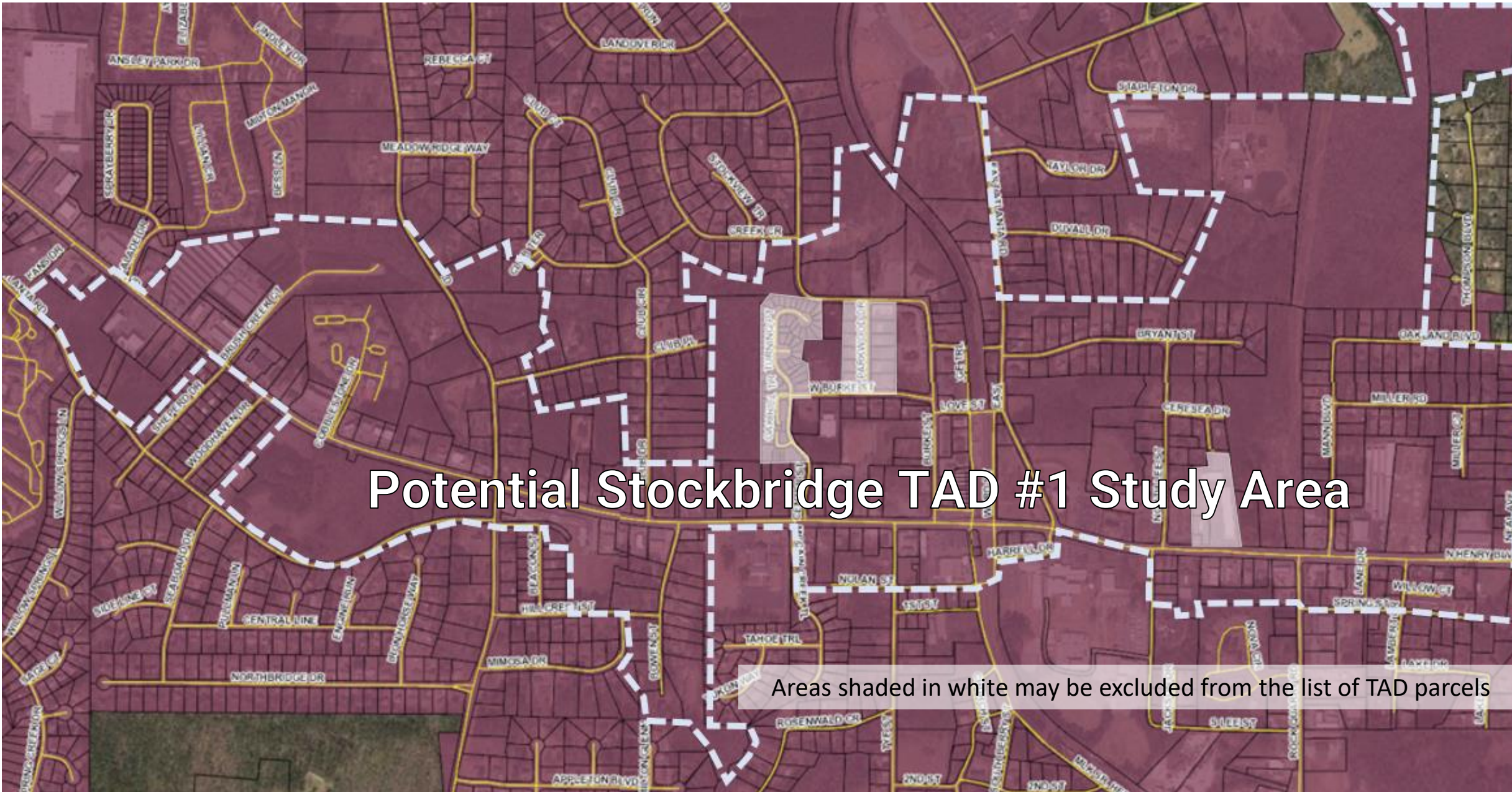


Rationale for the proposed Redevelopment Area

- The proposed redevelopment area (the Area) focuses on the corridor between I-75 and Downtown Stockbridge, including North Henry Blvd as the main commercial gateway to downtown
- The Area accommodates all parcels which are likely to be included within a potential TAD #1
- The Area qualifies as a redevelopment area based on such factors as
 - Demographic and income characteristics
 - Age and comparatively low value of the existing housing stock
 - Comparatively slow growth in housing and commercial development compared to the rest of the City and County
 - The City has focused substantial planning and public investment in this area over a long period of time – with the goal of creating an active civic, cultural, entertainment and commercial City center. Existing conditions “impair the sound growth of the community” by making desired private sector investment more difficult, absent of the financial tools that a TAD provides
- The Area includes most publicly owned parcels and larger undeveloped sites surrounding downtown, that could support future development and creates opportunities to amend the redevelopment plan to add one or more TADs in the future if opportunities/needs arise

“Right-Sizing” a Tax Allocation District

- Once the TAD digest is certified to a “base” year, if the boundaries of the TAD are changed later, the base digest must also be “reset” to that new base year. **In most circumstances, once a TAD is created its boundaries should remain fixed** – so it is best to get the map right the first time
- Factors to consider when setting TAD boundaries
 - The geography chosen should reflect the overall strategy articulated in the Redevelopment Plan
 - The TAD should include areas where future projects are planned to create tax increment as well as areas where the community expects to spend future TAD revenues if/when available
 - (“Generator” and “receiver” areas for TAD funding are not always the same)
 - The TAD should include parcels surrounding planned projects, which are most likely to increase in value if those projects are successfully implemented
 - Preserve flexibility (particularly in a first TAD) by staying well below the “10% cap” on the percentage of a jurisdiction’s tax digest that can be included within TAD’s
 - To the extent possible, exclude high-valued parcels that are already developed to their highest and best use and are not likely to change in value in the future
 - Anticipate and avoid potential obstacles to securing County and School District consent



Potential Stockbridge TAD #1 Study Area

Areas shaded in white may be excluded from the list of TAD parcels

Early Action Items

- Establish eligibility and set boundaries of a Redevelopment Area that qualifies the City to use tax increment financing to achieve desired redevelopment
- Evaluate the boundaries and specific parcels that could become part of a Tax Allocation District (TAD) where tax increment financing can be used
- Evaluate potential projects and project sites within the proposed TAD where private investment and future digest growth could occur
- Forecast resulting increased property taxes and TAD revenues from future redevelopment
- Identify City priorities / “eligible redevelopment costs” / uses for those potential TAD revenues

Next Steps

- **November 14**: Second presentation to the City Council containing more specific findings for the proposed TAD and contents of the required redevelopment plan to create TAD #1
 - Required Action: Authorize the required TAD public hearing(s)
- **November 21**: Deliver a draft copy of the redevelopment plan to the City Council
- **November 29**: Hold the required TAD Public Hearing
- **December 12**: City Council votes on a resolution to adopt the redevelopment plan and establish TAD #1 - the vote may be preceded by an (optional) second public hearing
- **December**: Request certification of the TAD values by the County Board of Assessors and submit to the Georgia Department of Revenue
- **First quarter of 2023**: Request consent to TAD #1 from the Henry County Commission (first) and Board of Education, and negotiate agreements with each party

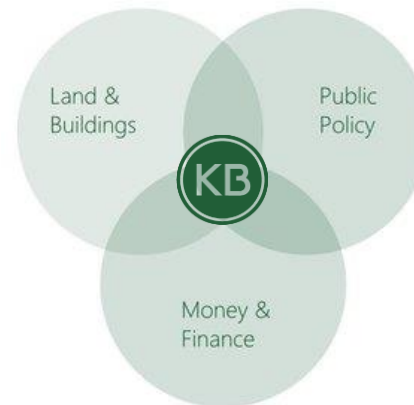


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Informed, Insightful, Innovative

Our goal is to help clients maximize the benefits of their economic development and real estate activities within five core capability areas:

- 1. Real Estate Markets**
- 2. Development Economics**
- 3. Public Financing/Tax Increment Financing**
- 4. Economic Impacts**
- 5. Development Strategies**



Ken Bleakly, Founder

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www.kbagroup.com

Grounded in real-world conditions, backed up by insightful research and analysis.





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TERMS and LIMITING CONDITIONS

- **Accuracy of Report:** Every reasonable effort has been made to ensure that the data developed in this assignment reflect the most accurate and timely information possible and is believed to be reliable. This consulting assignment was based on estimates, assumptions, and other information developed by KB Advisory Group (“KBA”) from its independent research efforts, general industry knowledge, and consultations with the client for this assignment and its representatives. No responsibility is assumed for inaccuracies in reporting by the client, its agents or representatives, or any other data source used in preparing or presenting this study. The research and reports are based on information that is current as of the date of the report. KBA assumes no responsibility to update the information after the date of the report. The research may contain prospective financial information, estimates, or opinions that represent our view of reasonable expectations at a particular point in time, but such information, estimates, or opinions are not offered as predictions or assurances that a particular outcome will occur. Actual results achieved during the period covered by our prospective analysis may vary from those described in our research and report, and variations may be material. Therefore, nor warranty or representation is made by BKA that any of the projected values or results contained in the work product from this assignment will actually be achieved.
- **Usage of Report:** The research product may not be used, in whole or in part, in any public or private offering of securities or other similar purposes by the client without first obtaining the prior written consent of KBA.

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City of Stockbridge

AGENDA ITEM

MEETING DATE

October 25, 2022

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND/POLICE DEPT.
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ TSPLOST
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: FRANK TRAMMER

DEPARTMENT: POLICE DEPARTMENT

ITEM/PROJECT/EVENT: Stockbridge Police Department Citizen-Police Advisory Council Policy

Council consideration to approve the Stockbridge Police Department Citizen-Police Advisory Council Policy.

BACKGROUND INFORMATION:

The Stockbridge Police Department is seeking to implement a Citizen Police Advisory Council to act as an advisory group to the Chief of Police and to establish, conduct, and maintain a mechanism for the timely identification of concerns and/or issues within the community; as well as to assist in the identification and development of appropriate responses to areas of concerns and/or issues.

APPROVALS: CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

CHIEF OF POLICE

Frank Trammer

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$

ATTACHMENTS:



1. *Introduction*
 2. *Methodology*
 3. *Results*
 4. *Discussion*
 5. *Conclusion*
 6. *References*
 7. *Appendix*
 8. *Index*
 9. *Glossary*
 10. *Notes*
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City of Stockbridge Police Department Citizen-Police Advisory

Council Overview

The following guidelines and procedures are intended to provide a framework for the functions of the City of Stockbridge Police Department's Citizen-Police Advisory Council (C-PAC). The ultimate objective of the Citizen-Police Advisory Council is to enhance the level of trust and understanding between the community and the Police Department.

The Citizen-Police Advisory Council is established under the direction of the City of Stockbridge Police Department. The mission of the Citizen-Police Advisory Council is to act as a resource for the Chief of Police in the formation of strategies, development of policing concepts, and increasing public awareness regarding policy issues.

Purpose

The purpose of the Citizen-Police Advisory Council is:

- To establish, conduct, and maintain a mechanism for the timely identification of concerns and/or issues within the community; as well as to assist in the identification and development of appropriate responses to areas of concerns and/or issues.
- To act as an advisory group to the City of Stockbridge Police Department.
- To act as a conduit of information between the community and the Police Department.
- To promote community awareness, understanding, and involvement in police programs and services.

Membership Selection, Terms, Conditions, and Expectations

The Citizen-Police Advisory Council shall consist of twelve (12) members. Members must be a resident, business owner, or clergy member residing in or operating a business, non-profit, or place of worship within the City of Stockbridge. Members will be appointed or selected as follows:

- The Mayor shall appoint one (1) member
- Each Council member shall appoint one (1) member
- The Chief of Police shall select one (1) member from each of the City's four patrol zones to be confirmed by the City Council.
- The Chief of Police shall select one (1) member from the business community to be confirmed by the City Council.
- The Chief of Police shall select one (1) member from the faith-based community to be confirmed by the City Council.

Members will be selected by the Chief of Police for their professionalism, integrity, and commitment to the community. The Chief of Police reserves the right to make the final determination regarding membership selection.

Half the initial members selected to serve on the Citizen-Police Advisory Council shall be appointed to serve a one-year term, and half will be selected to serve a two-year term. Determination of initial panel terms will be made by lottery in the first Citizen-Police Advisory Council meeting. All subsequent members appointed to serve on the Citizen-Police Advisory Council shall be appointed for two-year terms. Members shall serve no more than two years

total on the Citizen-Police Advisory Council, except those initial members originally selected to serve a one-year term. Such members may serve the initial one-year term and an additional two-year term.

Term limits have been established to allow greater participation for all interested. If a member resigns or is otherwise removed from the Advisory Council during his or her term, then the appointing Council Member or Chief of Police may select a new member to serve the remainder of that term. Terms will expire on December 31st of each year.

Members that fail to attend at least four meetings per year may be removed by a majority vote of the committee. Members may be removed from the Citizen-Police Advisory Council for cause pursuant to the voting requirements noted in the Meetings, Voting, and Chairperson Section. In addition, the Chief of Police may also recommend removal of members of the Citizen-Police Advisory Council for reasons that include, but are not limited to, the following:

- Dishonesty;
- Failure to meet the expectations of the Citizen-Police Advisory Council;
- Failure to follow the prescribed guidelines for Citizen-Police Advisory Council members, and;

Members acknowledge that service completed as a part of the Citizen-Police Advisory Council is strictly on a volunteer basis and members will not receive any form of compensation. There shall not be any financial requirements or membership fees associated with the members' participation in the Citizen-Police Advisory Council.

A Citizen-Police Advisory Council candidate must pass a limited background check through the Stockbridge Police Department. Upon receipt of the results of the background check, the Chief of Police shall determine, in his or her sole discretion, whether to appoint the Citizen-Police Advisory Council candidate as a member. Although an offense in an individual's past may not exclude him/her from becoming a member, any effort to conceal information from the Chief of Police, and/or his/her designee, will result in denial of the application for Citizen-Police Advisory Council membership.

Citizen-Police Advisory Council members are expected to meet all the following in addition to other requirements:

- Attend scheduled meetings and be prepared to engage in an honest and purposeful dialogue for the purpose of community problem solving;
- Treat other members, City staff and members of the public with dignity and respect;
- Maintain the confidentiality of information that is deemed confidential and discussed and/or disclosed during meetings;
- Not utilize the meetings or their participation in the Citizen-Police Advisory Council to further personal agendas;
- Not make statements to the media or the public that have the appearance or effect of representing that statement as an official position of the Citizen-Police Advisory Council unless specifically approved by the Chief of Police; and
- Attend and participate in major police events, announcements, swearing-in and promotional ceremonies, community panels for promotions and other activities as requested by the Chief of Police.

Citizen -Police Advisory Council members shall be bound by the City of Stockbridge Code of Ethics.

Orientation & Training

The Chief of Police is responsible for the establishment of an orientation and training program for new Advisory Council members. All new Advisory Council members shall complete the orientation and training program within one hundred eighty (180) days of confirmation as a member of the C-PAC by City Council.

The Chief of Police is responsible for the establishment of an ongoing training program for all Advisory Council members. Advisory Council members shall participate in ongoing training during their tenure on the Citizen-Police Advisory Council.

Meetings, Voting, Chairperson, Vice-Chairperson and Secretary

Citizen-Police Advisory Council meetings will take place on the first Thursday of every month at 6:00 pm, unless otherwise scheduled by the Chief of Police and/or his/her designee. The meetings will be held at a location determined by the Chief of Police. If necessary, the Chief of Police, his/her designee, and/or the Chairperson may call a special meeting of the Citizen-Police Advisory Council with at least twenty-four (24) hours' notice prior to any special meeting.

The Chief of Police shall be the designated facilitator for all meetings of the Council. It shall be the responsibility of the Chief of Police to ensure the orderly proceeding of all Citizen-Police Advisory Council meetings and to prepare and present the agenda, in consultation with the Chairperson. The Chief of Police shall ensure that all parliamentary proceedings at said meetings are in accordance with Robert's Rules of Order, and that the rules and policies of the Council are complied with in addition to performing such other tasks necessary for said meetings.

Meetings of the Citizen-Police Advisory Council shall be open to the public; however, the Citizen-Police Advisory Council is not a legislative body, therefore, is not subject to the requirements contained in the Georgia Open Meetings Act. (For discussion)

Members must vote on any matter before the Citizen-Police Advisory Council in person, which includes voting orally if the meeting is held by teleconference or video conference. Proxy, mail, and electronic ballots are not allowed. A majority of members shall constitute a quorum. Motions must be approved by a majority of members. Minutes of all meetings shall be kept. The minutes shall be approved at the following meeting and shall include, at a minimum, the following voting actions:

- Removal of members;
- Approval of minutes;
- Selection of a Chairperson, Vice Chairperson; and Secretary
- Any other action called for a vote by any member.

A Chairperson, Vice-Chairperson and secretary shall be nominated by members of the advisory council and approved with a majority of members present and voting. The Chairperson shall preside at all Citizen- Police Advisory Council meetings. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The secretary shall record the minutes.

Amendments and Authority

These guidelines and procedures may be amended by the Chief of Police and by a two-thirds vote of the members present, provided the changes are described and placed in the next regular monthly meeting agenda. The foregoing guidance and procedures provide the protocols for the administration and parliamentary functions of the City of Stockbridge Police Department's Citizen-Police Advisory Council.