



City of Hogansville
City Council
Meeting Agenda

Monday, December 21, 2020 – 7:00

Meeting will be held at Hogansville City Hall

Mayor: <i>William C. Stankiewicz</i>	2021	City Manager: <i>Jonathan H. Lynn</i>
Council Post 1: <i>Reginald Jackson</i>	2021	City Clerk: <i>Lisa E. Kelly</i>
Council Post 2: <i>Marichal Price</i>	2021	City Attorney: <i>Alex Dixon</i>
Council Post 3: <i>Mandy Neese*</i>	2023	Interim Chief of Police: <i>Jeffrey Sheppard</i>
Council Post 4: <i>Mark Ayers</i>	2023	
Council Post 5: <i>Toni Striblin</i>	2023	* Mavor Pro-Tem

Regular Meeting – 7:00 pm

Call to Order - Mayor Stankiewicz
Pledge & Invocation

Consent Agenda

All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.

1. Approval of Agenda: Regular Meeting, December 21, 2020
2. Approval of Minutes: Regular Meeting, December 7, 2020
3. Approval of Minutes: Special Called Meeting, December 17, 2020

Presentation

1. Greg Ashworth - Presentation of Funding Options Comparison - USDA vs. GEFA - Water Infrastructure Improvements

New Business

1. Wastewater Treatment Plant Drive Paving – Bid Approval – Piedmont Paving, Inc.
2. Consideration and Approval of Amendment with Charles Abbott & Associates for Building Inspections, Permitting & Plan Review Activities
3. Adoptions of Updated Permit Fee Schedule
4. Legal Services Agreement – USDA City Hall Loan
5. Tower Trail Phase V – Change Order

City Manager’s Report

1. Police Department Update

Council Member Reports

1. Council Member Jackson
2. Council Member Price
3. Council Member Neese
4. Council Member Ayers
5. Council Member Striblin

Mayor’s Report

Adjourn

Upcoming Dates & Events

1. December 24, 2020 & December 25, 2020 | City Hall closed for Christmas Holiday
2. December 31, 2020 & January 1, 2021 | City Hall closed for New Year Holiday
3. January 4, 2021 | 7:00 pm – Regular Meeting of the Mayor and Council of the City of Hogansville

Meeting to be held at Hogansville City Hall, 400 East Main Street, Hogansville Ga. 30230



Regular Meeting
December 7, 2020

Meeting held at Hogansville City Hall, 400 East Main Street, Hogansville GA 30230

Call to Order: Mayor Stankiewicz called the regular meeting to order at 7:00 pm. Present were Mayor Stankiewicz and Council Members Reginald Jackson, Mandy Neese, Mark Ayers and Toni Striblin. Also present were City Manager Jonathan Lynn, City Attorney Alex Dixon, Interim Police Chief Jeffrey Sheppard and Planning and Development Director Lynne Miller. Council Member Marichal Price was absent.

Councilman Jackson gave an invocation, after which the group stood for the Pledge of Allegiance.

PRESENTATION

Mayor and Council presented a banner of the City's new logo to Shannon Belletti, who won the design contest for that logo, and thanked her.

CONSENT AGENDA

Motion: Council Member Striblin moved that the Consent Agenda – including this meeting's agenda as well as minutes of the regular City Council meeting held 11-16-2020 – be approved as presented. The motion was seconded by Council Member Neese.

Discussion: None

Roll Call Vote: Jackson (Yea), Neese (Yea), Ayers (Yea), Striblin (Yea).

Motion Passed 4-0

NEW BUSINESS

1. Sign Variance -- Speedway.

Motion: Council Member Striblin moved that City Council approve Speedway LLC's sign variance request to increase the height of a proposed pole sign facing the Interstate from the City's 30-foot maximum sign height to 160 feet instead, and to allow two signs to face the same direction, namely the former Wendy's sign that faces East Main and a 29'5" tall goalpost sign that would also face East Main. These signs would serve a proposed fuel sales and convenience store at the former Wendy's site, and are part of a sign package more fully described in Speedway's formal variance request dated November 9, 2020. Property address is 1892 East Main Street, Tax Map Nos. 0023 001 003 and 0023 001 002. Mr. Robert Chepke of Speedway was present for questions. The motion was seconded by Council Member Neese.

Discussion: None

Roll Call Vote: Neese (Yea), Ayers (Yea), Striblin (Yea), Jackson (Yea)

Motion Passed 4-0

2. Board Appointments – Meriwether – Hogansville Joint Development Authority

Motion: Council Member Neese moved that the City Council reappoint George Bailey, Fred Higgins, John McKibben, Jimmy Russell and Bill Stankiewicz to the Meriwether – Hogansville Joint Development Authority, for one-year terms extending to September 30, 2021. The motion was seconded by Council Member Neese.

Roll Call Vote: Ayers (Yea), Striblin (Yea), Jackson (Yea), Neese (Yea).

Motion Passed 4-0

3. 2019/2020 Audited Budget Amendment

Motion: Council Member Neese moved that the Council adjust the City’s 7-1-2019 – 6-30-2020 budget as recommended by the City’s auditor Wilcox and Bivens, to match actual expenditures and revenues for that period. This follows the auditor’s annual financial audit, which is now complete. The final recommended budget for this past fiscal year (July 2019 – June 2020):

- an increase in revenue of \$281,733 for a General Fund Revenue budget of \$2,448,060;
- a decrease in expenditures of \$50,582 for a General Fund Expenditure budget of \$2,887,825;
- a decrease in our deficit (gap) from expenditures over revenues in the amount of \$332,315; and
- an increase in our unobligated fund balance of \$181,425 to a total of \$489,543.

The motion was seconded by Councilman Jackson.

Discussion: City Manager Jonathan Lynn explained that these are net positives for the City, in terms of revenue increases and expenditure decreases. This will also decrease the City’s debt, Mr. Lynn added.

Roll Call Vote: Striblin (Yea), Jackson (Yea), Neese (Yea), Ayers (Yea)

Motion Passed 4-0

ADJOURNMENT

Motion: Council Member Neese moved that the meeting be adjourned. The motion was seconded by Council Member Jackson.

Discussion: None.

Roll Call Vote: Jackson (Yea), Neese (Yea), Ayers (Yea), Striblin (Yea).

Motion Passed 4-0

Mayor Stankiewicz adjourned this meeting at 7:18 PM.

Respectfully,



Lynne S. Miller, AICP
Planning and Development Director
City of Hogansville



Special Meeting
December 17, 2020

Meeting held at Hogansville City Hall, 400 East Main Street, Hogansville GA 30230

Call to Order: Mayor Stankiewicz called the special meeting to order at 10:05 pm. Present were Mayor Stankiewicz and Council Members Marichal Price, Mandy Neese and Toni Striblin. Also present were City Manager Jonathan Lynn, City Attorney Alex Dixon, Assistant City Manager/City Clerk Lisa Kelly, Administrative Assistant LeAnn Lehigh and Planning and Development Director Lynne Miller. United States Department of Agriculture Area Specialist Tamika Lucas was present via phone. Council Members Reggie Jackson and Mark Ayers were absent.

PRESENTATION

Tamika Lucas, Area Specialist with USDA, read aloud a letter of conditions for a \$373,000 forty-year USDA loan for renovations to the former PNC bank building to become the new City Hall. The letter of conditions was dated 14 December 2020. The loan's interest rate would be 2.125%.

Motion: Council Member Striblin moved that the City Council authorize Mayor Bill Stankiewicz to sign the USDA Loan Security Agreement and related paperwork for the \$373,000 USDA loan for the PNC bank renovation project, with the City to provide a \$23,500 match. The motion was seconded by Council Member Neese.

Discussion: None

Roll Call Vote: Price (Yea), Neese (Yea), Striblin (Yea).

Motion Passed 3-0

ADJOURNMENT

Motion: Council Member Neese moved that the meeting be adjourned. The motion was seconded by Council Member Price.

Discussion: None.

Roll Call Vote: Neese (Yea), Striblin (Yea), Price (Yea)

Motion Passed 3-0

Mayor Stankiewicz adjourned this meeting at 10:20 AM.

Respectfully,

Lynne S. Miller, AICP
Planning and Development Director
City of Hogansville

CITY COUNCIL
Mayor Bill Stankiewicz
Reginald Jackson, Post 1
Marichal Price, Post 2
Mandy Neese, Post 3
Mark Ayers, Post 4
Toni Striblin, Post 5



Jonathan Lynn, City Manager
Lisa Kelly, Assistant City Manager
Alex Dixon, City Attorney

400 E Main St
Hogansville GA 30230-1196
706-637-8629 | cityofhogansville.org

COUNCIL ACTION FORM

MEETING DATE: December 21, 2020

SUBMITTED BY: Jonathan Lynn

AGENDA TITLE: Approval of Resolution Accepting Bid from Piedmont Paving Inc. for paving at Waste Water Treatment Plant (\$86,934)

CLASSIFICATION (City Attorney must approve all ordinances, resolutions and contracts as to form)

- | | | | |
|---|-------------------------------------|--|---|
| <input type="checkbox"/> Ordinance (No. ____) | <input type="checkbox"/> Contract | <input type="checkbox"/> Information Only | <input type="checkbox"/> Public Hearing |
| <input checked="" type="checkbox"/> Resolution (No. ____) | <input type="checkbox"/> Ceremonial | <input type="checkbox"/> Discussion/Action | <input type="checkbox"/> Other |

BACKGROUND (Includes description, background, and justification)

On December 8, 2020, the City, through Turnipseed Engineers, received bids for the paving of the access road into the new Waste Water Treatment Plant.

There were three (3) bid submissions for this solicitation:

- | | |
|---------------------------------------|------------------|
| - Piedmont Paving Inc. (Newnan, GA) | \$86,934.00; |
| - ShepCo Paving Inc. (Alpharetta, GA) | \$96,024.25; and |
| - McElroy, Inc. (Zebulon, GA) | \$134,723.35. |

Funding for this project has been set aside within the reimbursement from the CARES Act Funding. No general fund impact.

BUDGETING & FINANCIAL IMPACT (Includes project costs and funding sources)

\$86,934 will be taken from the above referenced source with no impact to General Fund.

STAFF RECOMMENDATION (Include possible options for consideration)

Staff recommends the City Council approve the resolution and award the bid to Piedmont Paving Inc. as the low bid for this project.



ATLANTA
AUGUSTA
ST. SIMONS ISLAND

December 14, 2020

Mayor and Council
City of Hogansville
400 East Main Street
Hogansville, Georgia 30230

Attn: Mr. Jonathan Lynn, City Manager

Re: City of Hogansville
WPCP Access Road
Project No. 310684

We have checked the bids received December 8, 2020, on subject project. A tabulation of the bids received is as follows:

<i>Contractor</i>	<i>Bid Amount</i>
1. Piedmont Paving, Inc. Newnan, Georgia	\$86,934.90
2. ShepCo Paving, Inc. Alpharetta, Georgia	\$96,024.25
3. McLeRoy, Inc. Zebulon, Georgia	\$134,723.35

As indicated, the low bidder is Piedmont Paving, Inc. of Newnan, Georgia. Since the low bidder appears to have adequate experience, technical ability and financial capability to complete the project, we recommend contract award be made to Piedmont Paving, Inc., of Newnan, Georgia in the amount of \$86,934.90.

We have enclosed a certified tabulation of the bids received and a sample resolution the City should consider adopting.

A copy of the System for Award Management (SAM) search results is also enclosed.

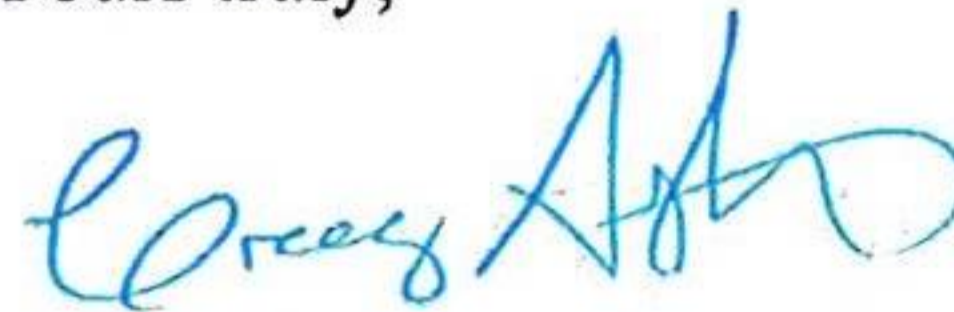
Mayor and Council
City of Hogansville / 310684

December 14, 2020
Page 2 of 2

These results document no active records of exclusion or debarment of participants in this project were found in a search of the federal SAM database.

If the contract is awarded, we will proceed with preparation of the contract documents for execution by both the contractor and the City.

Yours truly,



Greg Ashworth, P.E.
Turnipseed Engineers

GJA:sn
Enclosures

RESOLUTION

WHEREAS bids were received by the City of Hogansville, December 8, 2020, Roadway Improvements, WPCP Access Road, and

WHEREAS the low, responsible, responsive bidder is Piedmont Paving, Inc. of Newnan, Georgia with a bid in the amount of \$86,934.90, and

WHEREAS the low bidder, Piedmont Paving, Inc., appears to have the necessary financial and technical ability to complete the project,

BE IT THEREFORE resolved the City of Hogansville hereby makes contract award of the construction contract to the low bidder, Piedmont Paving, Inc. of Newnan, Georgia, in the amount of \$86,934.90.

THIS RESOLUTION was passed by a vote of _____ to _____ at a regular meeting of the Mayor and Council on _____.

CITY OF HOGANSVILLE, GEORGIA

William Stankiewicz, Mayor

Attest: _____
Clerk

SAM Search Results
List of records matching your search for :

Search Term : PIEDMONT PAVING, INC.*
Record Status: Active

No Search Results

CITY OF HOGANSVILLE, GEORGIA
ROADWAY IMPROVEMENTS - WPCP ACCESS ROAD
PROJECT NO. 310684
CERTIFIED BID TABULATION
BIDS RECEIVED DECEMBER 8, 2020

THIS IS TO CERTIFY THAT THIS
IS A CORRECT TABULATION



Greg Ashworth, P.E.
Turnipseed Engineers
Atlanta, Georgia

CITY OF HOGANSVILLE, GEORGIA
ROADWAY IMPROVEMENTS - WPCP ACCESS ROAD

Piedmont Paving, Inc.
Newnan, Georgia

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	1	LS	Traffic Control	\$2,910.00	\$2,910.00
2.	1	LS	Roadway Preparation	\$6,105.00	\$6,105.00
3.	370	GAL	Bitum Tack Coat	\$5.27	\$1,949.90
4.	425	TON	Recycled Asphalt Concrete 19 MM Superpave, GP1 or 2 Including Bitum Matl. And H Lime	\$98.00	\$41,650.00
5.	305	TON	Recycled Asphalt Concrete 9.5 MM Superpave, GP1 or 2 Including Bitum Matl. And H Lime	\$110.00	\$33,550.00
6.	100	LF	Solid Traffic Stripe, 5" White	\$3.30	\$330.00
7.	1	EA	Pavement Marking, handicap Symbol	\$220.00	\$220.00
8.	1	EA	Handicap Sign Including Galvanized Steel Post	\$220.00	\$220.00

TOTAL AMOUNT BID, ITEMS 1 THROUGH 8 INCLUSIVE, THE AMOUNT OF: \$86,934.90

CITY OF HOGANSVILLE, GEORGIA
ROADWAY IMPROVEMENTS - WPCP ACCESS ROAD

ShepCo Paving, Inc.
Alpharetta, Georgia

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	1	LS	Traffic Control	\$8,150.00	\$8,150.00
2.	1	LS	Roadway Preparation	\$5,400.00	\$5,400.00
3.	370	GAL	Bitum Tack Coat	\$6.50	\$2,405.00
4.	425	TON	Recycled Asphalt Concrete 19 MM Superpave, GP1 or 2 Including Bitum Matl. And H Lime	\$104.11	\$44,246.75
5.	305	TON	Recycled Asphalt Concrete 9.5 MM Superpave, GP1 or 2 Including Bitum Matl. And H Lime	\$114.50	\$34,922.50
6.	100	LF	Solid Traffic Stripe, 5" White	\$4.50	\$450.00
7.	1	EA	Pavement Marking, handicap Symbol	\$250.00	\$250.00
8.	1	EA	Handicap Sign Including Galvanized Steel Post	\$200.00	\$200.00

TOTAL AMOUNT BID, ITEMS 1 THROUGH 8 INCLUSIVE, THE AMOUNT OF: \$96,024.25

CITY OF HOGANSVILLE, GEORGIA
ROADWAY IMPROVEMENTS - WPCP ACCESS ROAD

McLeRoy, Inc.
Zebulon, Georgia

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	1	LS	Traffic Control	\$3,500.00	\$3,500.00
2.	1	LS	Roadway Preparation	\$45,650.00	\$45,650.00
3.	370	GAL	Bitum Tack Coat	\$5.50	\$2,035.00
4.	425	TON	Recycled Asphalt Concrete 19 MM Superpave, GP1 or 2 Including Bitum Matl. And H Lime	\$112.85	\$47,961.25
5.	305	TON	Recycled Asphalt Concrete 9.5 MM Superpave, GP1 or 2 Including Bitum Matl. And H Lime	\$112.22	\$34,227.10
6.	100	LF	Solid Traffic Stripe, 5" White	\$6.00	\$600.00
7.	1	EA	Pavement Marking, handicap Symbol	\$350.00	\$350.00
8.	1	EA	Handicap Sign Including Galvanized Steel Post	\$400.00	\$400.00

TOTAL AMOUNT BID, ITEMS 1 THROUGH 8 INCLUSIVE, THE AMOUNT OF: \$134,723.35

CITY COUNCIL
Mayor Bill Stankiewicz
Reginald Jackson, Post 1
Marichal Price, Post 2
Mandy Neese, Post 3
Mark Ayers, Post 4
Toni Striblin, Post 5



Jonathan Lynn, City Manager
Lisa Kelly, Assistant City Manager
Alex Dixon, City Attorney

400 E Main St
Hogansville GA 30230-1196
706-637-8629 | cityofhogansville.org

COUNCIL ACTION FORM

MEETING DATE: December 21, 2020 **SUBMITTED BY:** Jonathan Lynn

AGENDA TITLE: Amendment to Agreement with Charles Abbott Associates Inc. for Building Services

CLASSIFICATION (City Attorney must approve all ordinances, resolutions and contracts as to form)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Ordinance (No. ____) | <input checked="" type="checkbox"/> Contract | <input type="checkbox"/> Information Only | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Resolution (No. ____) | <input type="checkbox"/> Ceremonial | <input checked="" type="checkbox"/> Discussion/Action | <input type="checkbox"/> Other |

BACKGROUND (Includes description, background, and justification)

The City of Hogansville currently uses Charles Abbott Associates Inc. for our building services including inspections and permit review. The City would like to have included in this agreement those services involved in engineering plan review activities, which is something that we have no qualified staff member to handle. This revised agreement includes those hourly rates to be paid only as needed and those rates are passed along to those applying for permits/development.

The previous version of the agreement includes that the City pay 75% of all building permit fees collected to Charles Abbott Associates. This amount is proposed to drop to 65% in the revised agreement providing more revenue remaining with the City.

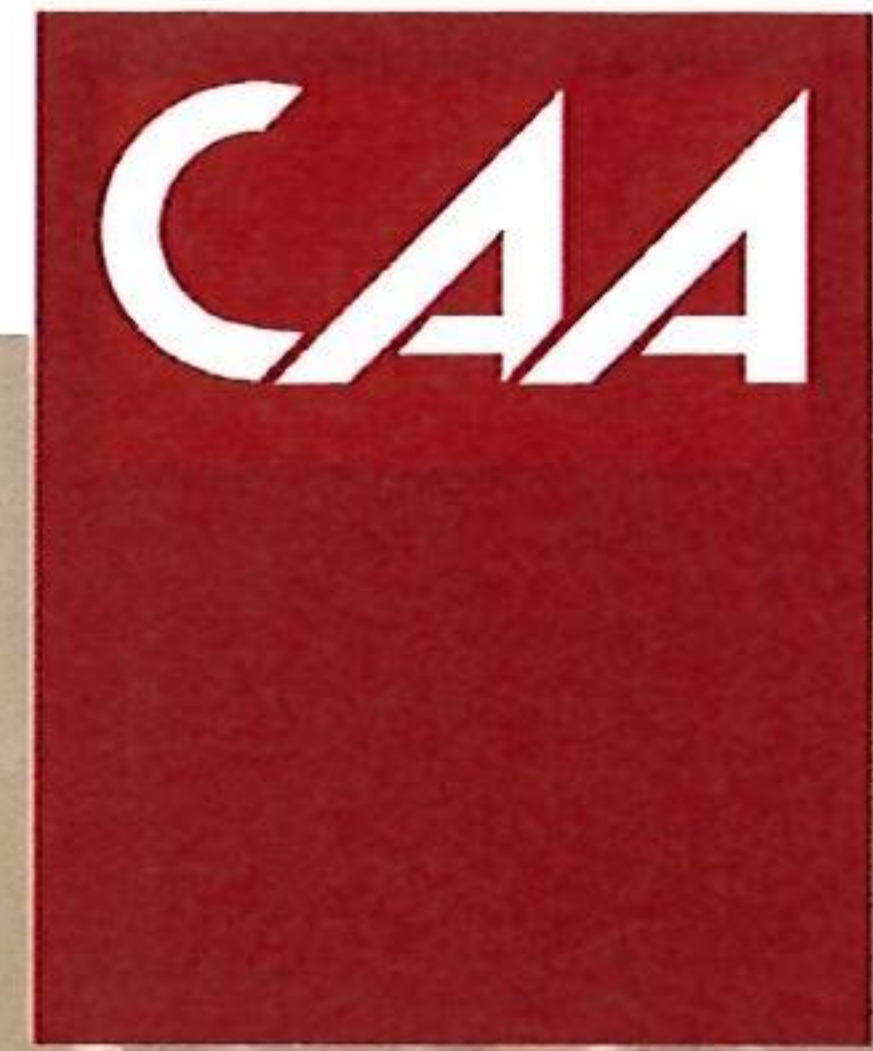
BUDGETING & FINANCIAL IMPACT (Includes project costs and funding sources)

The city will increase its share of revenue split with CAA based on revised agreement.

STAFF RECOMMENDATION (Include possible options for consideration)

Staff recommends that the revised agreement with Charles Abbott Associates Inc. be approved.

Charles Abbott Associates, Inc.



"Helping public agencies provide effective and efficient municipal services to improve communities since 1984"

Proposal for

Professional Building Safety & Engineering Services

City of Hogansville

Mr. Jonathan Lynn, City Manager
400 E Main St
Hogansville GA 30230

Charles Abbott Associates, Inc.

100 Hartsfield Centre Parkway, Suite 500
Atlanta, GA 30354
Toll Free: (866) 530-4980
www.caa.inc

TABLE OF CONTENTS

Introduction Letter	3
Company Description	5
Resources	6
Scope of Work	7
Building Official Services	7
Residential and Commercial Building Inspection Services	8
Residential and Commercial Building Plan Review	9
Civil Engineering Plan Review	11
Permitting Software	12
Staff Qualifications	13
Staff Training	13
Resumes	13
Tim Inglis, CBO	14
William Hart, CBO	15
Brian Epstein, CBO	16
Lisa Kopro, PE	17
References	18
Cost Proposal	21
Building Plan Review and Inspection Services	21
Civil Engineering Plan Review and Consulting Services	21

INTRODUCTION LETTER

In follow up to our meeting on November 30, 2020, Charles Abbott Associates, Inc. (CAA) is pleased to submit the enclosed Proposal for Professional Building Safety & Engineering Services to the City of Hogansville (City).

Since 1984, CAA has been providing a growing number of cities and counties with outstanding Building and Safety Services, including the City of Hogansville since 2016. Over the years, our vast knowledge, experience, and proven ability to satisfy the needs of communities of all sizes has earned us the reputation of being one of the most qualified firms in the industry.

Our selected project team brings many years of related project experience together with an expertise in the management of similar services, making CAA exceptionally well qualified to continue to provide the requested services to the City with our team of highly experienced, licensed, and ICC certified individuals to support your Building Safety & Engineering Service needs. We currently have staff operating in and providing services for numerous client organizations in Georgia, ensuring consistent resource availability, fast response times, and maximum efficiency. When CAA's experienced on-site plan review staff requires additional expertise such as structural engineering support or other experts, CAA will provide daily pick-up and delivery or complimentary over-night mail service of plans in addition to web based digital review throughout the life of the contract. This along with the availability of our local resources will allow us to respond quickly to all of the City's needs and ensure all of our turnaround times are met.

Our staff is technically qualified, trained, properly licensed and certified under Georgia State Minimum Standards Mandatory Codes to provide all anticipated services, including public or private project plan review, structural plan review, building code compliance review, as well as building inspections. Our team dedicated to the City is comprised of building & safety experts led by Tim Inglis, CBO, who has well over 20 years of municipal experience and multiple certifications.

CAA's Certified Building Officials have assisted jurisdictions in achieving high Insured Services Office (ISO) ratings. The ISO assesses each community on a scale of 1 to 10 with regards to the administration and enforcement of the building codes and mitigation of losses from natural hazards. **CAA's Georgia building departments are rated in the top 1% of Georgia's ISO ratings.** This illustrates CAA's commitment to mitigating losses and enforcing codes to improve safety in our communities. Additionally, the International Code Council (ICC) has recently recognized CAA as a Preferred Provider.



CAA's concept of delivering high quality service is different from other companies who provide similar functions. CAA provides on-site staff to bridge the disconnect that can occur between municipalities and contracted service providers. CAA staff will be available in person at the City offices as needed and as dictated by workload, as well as by phone. We align our services with current City policies, making for a smooth transition that'll go just about unnoticed by the City and the public. This method of service delivery has allowed us to retain our first client of 36 years, and we continue to be regularly commended for the staff's commitment to excellent client and customer service by other clients as well.

CAA realizes that every community is different, and we pride ourselves on tailoring our services and pricing to meet each client's specific needs, whether it's supplemental or full-service work. CAA proposes to continue to provide full-time personnel to handle all Building Plan Review and Inspection Services for a percentage of the total fees calculated and collected for the assigned project by the City, ensuring that the City never has to pay for services out of pocket and reducing fixed costs, so department costs won't ever exceed revenues. Civil engineering plan review will be provided at an hourly rate as needed. In addition, CAA provides all materials, resources, tools and training required for our professionals to perform their assigned duties, including vehicles, cell phones, iPads, and other technology devices that enhance our service. All of our services as well as any associated costs for labor, materials, equipment and supplies necessary to provide these services are included in our fees. CAA will also continue to provide the standard version of our own automated permit issuing software currently in use at the City at no additional charge.

We have extensive systems in place to prepare detailed monthly, quarterly, and annual reports of building department activities to the City. These reports include, but are not limited to, staffing levels provided, staff hours expended, the number of plans reviewed, number of inspections performed, and other financial, operational, and statistical information pertinent to the services provided.

CAA is an industry leader in cross-training their employees in order to streamline the inspection process. Each inspector is able to perform multiple discipline inspections, which is both cost effective for the City and simplifies the process for contractors, causing less wait times for inspections to be approved. We are devoted to keeping our certified and licensed staff up-to-date on the latest practice, techniques and skills in their areas of specialization. Our approach to training is ongoing and not just occasional, assuring clients of work that is in full compliance to current standards. In addition, because our people are well trained, they face no learning curve and are able to get to work immediately.

We hope to continue to partner with you in delivering exceptional public service to the citizens and customers of Hogansville. Should any additional information be needed, please contact Tim Inglis, Regional Director, at (470) 421-0046.

Sincerely,

CHARLES ABBOTT ASSOCIATES, INC.



Rusty R. Reed, PE
President

COMPANY DESCRIPTION

Charles Abbott Associates, Inc. (CAA) was founded to meet the needs of cities just like Hogansville. We are highly skilled and experienced at providing the right services at the right time to ensure the City's services are operating smoothly and efficiently. CAA will continue to serve as the City's Building Department and provide building official services, building plan reviews and inspections, as well as engineering plan review services. CAA inspectors are ICC certified and have extensive experience with the enforcement of the State adopted Codes and Standards.

CAA realizes that no two municipalities are alike, and we customize our services to meet the particular needs of the constituents we serve at any one location. CAA currently provides municipal services to over 20 local government partners with our local staff of over 30 professionals in the greater Atlanta area, including:

- City of Adairsville
- City of Thomaston
- City of Austell
- Monroe County
- Bartow County
- City of Tifton
- Butts County
- Dooly County
- Spalding County
- City of Emerson
- City of Covington
- City of Albany/Dougherty County
- City of Jackson
- City of Peachtree City
- City of Stockbridge
- City of South Fulton
- City of Dahlonega
- City of Brookhaven
- City of Forest Park
- City of Manchester
- City of Griffin
- City of Riverdale
- City of Palmetto

The following promises demonstrate why CAA is the best-qualified service provider for the City:

Service Above and Beyond: CAA professionals believe that just doing a "good" job is not enough for our clients. Our aim is to excel. This means that we do not function simply by the language of our contract, but that we constantly look out for the general good of the City, local neighborhoods, and its residents. Our employees become part of your team and view themselves as an extension of your staff in carrying out the duties of the City.

Innovations in Service Delivery: CAA continuously strives for innovations to improve public services. Government must be more accessible to the citizens, more convenient, timelier in response, more cost effective, and performance oriented. Accountability in government has never been higher than it is today. We want to be your partner in delivering exceptional public service and promoting the City. We pledge the full resources and backing of our firm to ensure that the City is able to deliver outstanding, cost-effective public service of the highest quality. CAA believes that embracing technology improves efficiency, provides a more comprehensive level of customer service, and is the key for success both now and in the future. As part of that effort, CAA offers to provide the following to the City:

- A standard version of CityTech Solutions, our own permit issuance and inspection tracking tool with a user-friendly software system that allows for an efficient and accountable level of service to be delivered to the City and contractors.
- Ability to utilize drones for physically difficult inspections

- Ability to employ electronic plan review to shorten turnaround times and improve communication

Customer Service: Our employees are passionate about customer service. In performing our duties we are always willing to meet with clients for pre-design meetings, pre-submittal meetings, or as needed to resolve complex code related plan review issues in the most efficient manner possible. In addition, the staff at CAA brings a can-do attitude to their work - always focused on efficiency and project success.

Responsive Project Management: By providing a cooperative work environment with all of the entities responsible for project approval, we form a collaborative working relationship that centers on successful project processing. We have the know-how to work closely with other departments and outside agencies, resulting in a timely, seamless and efficient development approval process. We minimize surprises that can lead to costly delays due to plan revisions late in the approval process by beginning work early with the project design team involved with major construction projects.

Availability to Meet with the City: CAA staff will be available to meet with City staff, the design team, applicants, and/or contractors at the City's request to discuss and resolve plan review and code related issues. Our staff can be available to meet with staff on most issues immediately, and within 24 hours of notice for project manager related issues. Those meetings will be attended by our staff at no additional cost.

Resources

CAA's approach to providing excellence in customer service sets us apart from other companies by providing a City Hall based staff as dictated by workload. We will provide ICC Certified Plans Examiners and Registered Professional Engineers to handle plan review, as well as ICC Certified Building Inspectors to meet the City's needs. CAA staffing levels will ensure that all City inspections and plan reviews are conducted in an efficient and courteous manner. CAA has the experience, knowledge, and ability to manage such tasks, assignments, and responsibilities while reducing the City's financial and staffing burdens. And when workload demands increase, CAA has the ability to add certified and qualified staff to meet a change of scope or increase in workload.

SCOPE OF WORK

CAA will be responsible for the review of commercial and residential plans, inspection of commercial and residential buildings and structures, review of civil engineering plans, providing inspection reports, and advising City staff as needed. CAA will ensure compliance with the Georgia State Minimum Standards Mandatory Codes and construction related zoning requirements.

Building Official Services

CAA will serve as the City's Building Official and be responsible for the administration and enforcement of the City's various codes and ordinances related to building safety while ensuring that the health and safety of the public are maintained through adherence to the requirements established by law for the construction, alteration or use of new and existing buildings. Through cooperation with other departments, CAA is able to assist in protecting the economic interests of the community with the ultimate goal of ensuring the development of safe and sustainable buildings for subsequent generations. Our Building Official Services may include the following responsibilities:

- Quality control review of plan checks and inspections
- Building codes updates and adoption
- Enforce building codes and ADA Standards for Accessible Design and the Georgia Accessibility Code
- Enforce adopted codes with regard to unsafe structures, existing building, rental property maintenance and energy code compliance
- Lend expertise in the plan review and inspection of historic structures
- Ensure compliance with zoning conditions, certificate of appropriateness, and conditions of approval
- Resolution of resident inquiries and complaints
- Processing of complex Building Code Issues and dispute resolution
- Building and Safety Procedures Manual development and maintenance
- Ensure preparation of detailed monthly, quarterly, and annual reports of their activities to the City
- Participate in pre-development review and provide comments
- Attendance of Planning Commission and Council meetings (as-needed)
- Ensure the maintenance of all necessary equipment to perform the contracted services
- Ensure proper staffing levels, supervision and training of all subordinate team members in order to maintain the minimum production standards
- Ensure records maintenance of approved plans and permits as required by law
- Develop training and educational materials relevant to building safety for dissemination to the elected and appointed officials, contractors and general public
- Attend court hearings regarding building code violations when requested

- Attend meetings of other local building officials to discuss proposed code changes, enforcement issues, new code compliant technology and alternatives
- Review for approval all alternative materials, designs or methods of construction for compliance with the intent and provisions of the code
- Additional services as needed and as requested by the City

Residential and Commercial Building Inspection Services

CAA assigned staff will perform inspection services as required by the City. We will meet or exceed the State of Georgia's minimum qualifications for all position(s) in accordance with O.C.G.A. § 8-2-26.1, and ensure the highest degree of compliance with safety and zoning codes. Our highly qualified and certified inspectors are thoroughly trained on the codes in use and master the local amendments of each code. They maintain a close working relationship with planning, code enforcement and public works personnel. A CAA Building Inspector will be available at all times to conduct urgent building inspections, should they arise. A qualified Building Inspector will be provided whose background, experience, applicable certifications and demeanor demonstrates the ability to conduct inspections in accordance with jurisdictional standards.

Inspectors assigned to the City will:

- Coordinate all building inspection requests
- Perform periodic construction inspections for compliance on projects under construction as issued by permit from the City. Each structure will be inspected for compliance with the reviewed plans, and Minimum Standards and Code adopted by the City
- Perform all inspections according to the adopted building codes and local amendments
- Provide inspection consultations to citizens, applicants, and contractors
- Perform code clearance inspections related to business licenses, as necessary
- Inspect for code compliance for accessibility, grading, building, electrical, mechanical, and plumbing work, etc.
- Identify and document any areas of non-compliance, and suggest corrective actions or alternate means where applicable
- Report code enforcement violations to the City immediately. CAA will submit a written record to the City as a result of any inspection within 24 hours after inspection period
- Assist with construction and demolition permitting process
- Observe all safety and security procedures, and will report potentially unsafe conditions immediately
- Meet or exceed turn-around times, conduct inspections when requested, and provide timely and effective emergency response. CAA will perform all inspections called in before 4pm no later than the end of the following business day

- Issue stop-work notices for non-conforming building activities as required
- Provide code administration, inspection and enforcement
- Provide complete, clear, concise corrections for the permit holder; corrections will be provided in a legible list and presented in a professional manner. Inspection reports will include at minimum: (a) the date and time of inspection, type of inspection, name of inspector, list of violations, corrective actions; and (b) authorization to proceed or notice of failure (whichever is applicable)
- Be available with advance notice to attend meetings with staff, public officials, developers, contractors, and the general public as needed or directed in order to resolve problems and issues quickly and efficiently
- Conduct any necessary or required emergency inspections as directed by the City. Investigations will include field and office research, follow-ups and preparation of documentation
- Maintain certification/registration through ongoing training when necessary
- Communicate technical knowledge in simplified terms to help clients/customers comply with regulations
- Provide inspection reports with, at minimum: (a) the date and time of inspection, type of inspection, name of inspector, list of violations, corrective actions; and (b) authorization to proceed or notice of failure (whichever is applicable). CAA personnel will be available to discuss inspection results with appropriate site personnel, resident and/or owner, as needed
- Provide detailed weekly, monthly, quarterly, and annual reports of our activities to the City. The reports will include, but are not limited to, fees collected, staffing levels provided, staff hours expended, the number of inspections made, and other financial, operational, and statistical information pertinent to the services provided
- Provide additional services as needed and as requested by the City

Residential and Commercial Building Plan Review

CAA will provide the plan review of any and all types of structures including, but not limited to, single family dwellings, multi-family dwellings, industrial and commercial buildings for compliance with all local ordinances and State and Federal laws that pertain to Building and Safety, and for compliance with the adopted Building Code. Plan review will be performed in-house and off-site. CAA thoroughly and promptly reviews all plans for compliance with all local ordinances and State and federal laws pertaining to Building Codes, and for compliance with the adopted Building Code, Plumbing Code, Electrical Code, Mechanical Code, Disabled Access requirements, Energy requirements, and/or Fire Code.

Our approach to plan review ensures that plans submitted to CAA for review are properly tracked and processed. Our system ensures that each plan or permit is assigned, returned, and handled on time and within budget. The status of any plan can easily be determined at any point in time.

Our registered professionals and certified plan examiners review all plans and calculations, thus assuring that the technical components and all code items are thoroughly reviewed.

Most of our plans examiners are cross-trained and also certified as inspectors, providing a very efficient use of personnel and expediting the process for the applicant. We provide timely turnaround of plan reviews and re-reviews based on guaranteed turn-around times. Our staff also handles any coordination required as part of the review.

A certified plan reviewer will conduct a reasonable and lawful plan review of submitted construction documents for compliance with the following items:

Administrative Requirements

Construction Documents shall be reviewed for their accuracy, completeness, proper supporting documentation, required signatures and seals.

Building Planning Requirements

Submitted plans shall be reviewed for use and occupancy classifications based upon potential fire hazard, height and area limitations, type of construction classification, fire resistance rating of building elements and their respective requirements, special use and occupancy.

Occupant Needs Requirements

CAA certified plans examiners will review submitted construction documents for compliance with means of egress; accessibility (when contracted or in conjunction with local Fire Marshals); the interior environment requirements for room sizes, ceiling height, light and ventilation.

Architectural

CAA staff is certified and experienced in all phases of architectural review, including construction types, occupancies, separations, heights, areas, egress means, and fire/life safety. CAA staff will bring many years of experience to the City's review and inspection process with respect to size, shape, and use of buildings with varying complexities. Many of CAA's staff are active in architectural code promulgation at the state and national level and several sit on International Code Council (ICC) committees.

Structural System and Material Requirements

CAA's plan review structural engineers have reviewed structural plans with

varying degrees of construction complexity from single-family homes to high-rise multi-use facilities. Structural drawings are reviewed by a licensed engineer in order to verify code compliance for all gravity loads, lateral loads and special loading conditions. Calculations are reviewed for completeness; materials indicated on the plans are identified and reviewed for conformance.

Mechanical, Plumbing, and Electrical System Requirements

These systems are reviewed for code compliance with respect to their construction, installation, inspection, operation and maintenance as well as any potentially adverse interactions.

Energy

CAA staff members are certified and familiar with the Energy Efficiency Standards for Residential and Non-Residential Buildings. Extensive annual training ensures that each staff member is aware of the specifics of their respective state programs. Plans and supporting documentation is reviewed for completeness, accuracy and minimum code compliance.

Accessibility

CAA staff attends ICC training relative to disabled access. CAA staff takes disabled access seriously and has been proactive on Accessibility Compliance Committees. Engineers, plans examiners, and certified personnel are fully trained and familiar with ADA and The Georgia Accessibility Code. CAA, when requested will offer plan review support to local Fire Marshals and their respective municipalities in compliance enforcement.

LEED

CAA recognizes the importance of and pursues environmentally conscious design and development procedures consistent with the U.S. Green Building Council (USGBC) and Leadership in Energy & Environmental Design (LEED) certification standards. CAA has staff certified through the LEED process that are available to review City development projects that are required to have LEED Certification(s).

Green Building Code Review

CAA will provide staff that is certified as Green Building professionals when

required. As with LEED certification, CAA seeks to enhance and improve City development projects through cooperation and collaboration with stakeholders.

CAA has taken extensive steps to implement and use more efficient or “green” service options to its clients. CAA can provide various communication options, including electronic plan review, video conferencing and virtual permit specialist to our clients and applicants to reduce environmental impacts such as paper use, travel and commute impacts – all intended to reduce CAA’s and the City’s carbon footprint.

Civil Engineering Plan Review

CAA will assist the City in meeting its engineering plan review needs. Our assigned Engineer and designated staff will perform civil engineering plan review to ensure all work is completed in a timely manner. CAA will review grading and erosion control plans as they relate to assigned land development projects, and will provide professional engineering review of hydrology and hydraulic calculations, retaining wall calculations, and other structural calculations as needed.

The following are the key engineering tasks CAA proposes to perform:

- Provide engineering review services consistent with the City’s requirements and expectations.
- Attend meetings with City Staff, public officials, community leaders, developers, contractors and the general public pertinent to development projects, as needed
- Provide general engineering consultation regarding land development, and erosion sediment control.
- Review existing procedures, operation and maintenance of storm-drains and other land development activities and make appropriate recommendations to the City.
- Establish working relationships and coordination with other public agencies, City departments, and private utilities involving engineering matters affecting the City.
- Provide staff assistance on issues before the Public Works and Planning Commissions, as needed.
- Provide application and case processing support related to all land-use entitlement and development review activities.
- Provide such necessary and related functions as are normal practice for engineering review and control of private developments, including but not limited to: grading, streets improvement, storm drain, sanitary sewers reviewing and conditioning of land divisions and development –commercial, and industrial plan checking; drainage and hydraulics/hydrology reviews.
- Review tentative development plans and provide recommendations on control.

- Establish working relationships with the various utility companies.
- Review storm water control plans and stormwater pollution prevention plans.

Plan Review Timeframes

All initial reviews will be returned within 5 business days for single family residential, small commercial projects, and improvement plans. Rechecks will be returned within 5 working days. These are maximum times, and we typically are able to turn around simple plan reviews in less than half the time.

Single Family Dwelling	5 days
Re-Review	5 days
Tenant Improvements	5 days
New Commercial/Industrial (< than 10 million valuation)	7 days
New Commercial/Industrial (> than 10 million valuation)	15 days
Revisions to Approved Plans	1-5 days

Permitting Software

CAA has been providing the City with a standard version of CityTech Solutions, our own customized Permit Issuance and Inspection Tracking tool that allows for an efficient and accountable level of service to be delivered to the City and contractors. This software system is provided at no cost to the City, and includes:



- Access to Contractor State license records.
- Ability to use iPads or comparable field tablets for technological efficiencies
- iPads are provided to all inspectors.
- Ability to attach PDF and photos to permit file.
- Searchable database by any field.
- Report types include at minimum:
 - Daily inspection and plan review logs.
 - Inspection/plan review turnaround times.
 - Pass/fail status.
 - Revenue stream by permit type.

Additional modifications and customizations beyond the standard version can be provided at an additional cost.

STAFF QUALIFICATIONS

Since our incorporation in 1984, CAA has grown to a full-time staff of over 200 employees. CAA has a record of very low staff turnover, which has proven highly beneficial to our clients. We employ a fully credentialed, cross-trained staff that effectively meets our building and safety commitments to our clients. Each one of our team members has worked on similar projects and served the public sector for many years. CAA's proposed staff of highly qualified inspectors is well trained, experienced and familiar with the adopted codes.

Staff Training

Maintaining high quality services is what has made CAA as successful as we are today. We understand that having experienced and qualified personnel is a fundamental requirement of being able to delivery quality service to our clients, and we place considerable effort in attracting and retaining our highly trained staff.

We provide our staff with on-going training, both in-house and with other professional seminars and classes. This training makes sure that staff has the knowledge and other resources available to help them provide high quality service to our customers. Additionally, we provide financial incentives to encourage participation in obtaining certain nationally recognized certifications. The knowledge obtained in achieving these certifications helps our professionals to keep up with the "State of the Art" and therefore gives us the ability to constantly improve the quality of service we are able to deliver to our clients.

Resumes

CAA employs full time personnel to staff municipal work engagements. The firm recruits individuals who are looking for long-term employment with a stable firm and a rewarding career. We are proposing experienced staff that meets the City's required qualifications and possess all certifications and registrations as required by state agencies. Our team will work seamlessly as team members of your staff, thus effectively augmenting their efforts and reach.

Tim Inglis, CBO, will continue to serve as the designated Project Manager for the City, ensuring our policies, procedures, and manpower will provide the level of service the City desires. He will supervise the project and maintain continuous communication with the City to ensure that the City is 100% satisfied with our staff, our turnaround times, the quality of our work, and the overall teamwork between our staff and yours. Any shortcomings from the City's perspective will be dealt with promptly.

Tim Inglis, CBO

Regional Director

Years of Experience

20+

Education

M.P.A. in Public Administration, Georgia
Southern University

B.S. in Construction Management, Georgia
Southern University

Certifications

Building Official

Building Code Specialist

Zoning Inspector

Building Inspector

Housing Code Official

Building Code Official

ICC/AACE Property Maintenance and Housing Inspector

Residential Combination Inspector

Accessibility Inspector/Plans Examiner

Building Plans Examiner

NAHB Certified Green Professional

AEE Building Analyst Professional

Professional Memberships

National Contract Management Association

International Code Council (ICC)

Association of Energy Engineers

Greater Atlanta Home Builders Association

KEY QUALIFICATIONS

- Extensive Building & Community Development Experience
- Public Works Management Experience
- Very Strong Project and Program Management Capabilities
- Planning/Organizational Development

Mr. Inglis has worked in the building and community development profession for over 20 years. He has been employed in the private sector since 2006, successfully bringing a modern approach to building inspection programs to cities and counties across the State of Georgia. Specifically, he worked to successfully lead the transition of the newly incorporated cities in North Fulton as well as the City of South Fulton from the traditional county model to a more efficient and effective privatized model. During his career, he has been involved with several large projects such as the KIA Manufacturing Plant in WestPoint, the Performing Arts Center in Newnan, the JCB Manufacturing Plant in Pooler, and the Recreation and Athletic Complex in Young Harris.

William Hart, CBO

Certified Building Official

Years of Experience

18+

Professional Memberships

ICC, GSWCC, BOAG

Certifications

Building Inspector
Commercial Building Inspector
Residential Building Inspector
Building Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector
Residential Electrical Inspector
Residential Plans Examiner
Residential Combination Inspector
Commercial Plumbing Inspector
Plumbing Inspector
Plumbing Plans Examiner
Commercial Mechanical Inspector
Mechanical Inspector
Mechanical Plans Examiner
Accessibility Inspector/Plans Examiner
Building Codes and Standards Module
Legal Module
Building Official
Mechanical Code Specialist
Building Code Specialist
Plumbing Code Specialist
Georgia Soil and Water Conservation Commission Level IA Certified Inspector
Georgia Soil and Water Conservation Commission Level IB Certified Inspector
CAL OES
BOAG Combination Inspector

KEY QUALIFICATIONS

- Hands-on Construction Experience
- Multiple Certifications
- Supervisory Experience
- Excellent Project Management Skills
- Customer Service Oriented

Mr. Hart has over 15 years of residential building construction experience, as well as extensive experience in conducting building inspections to ensure construction meets local and national building codes and ordinances, zoning regulations, and contract specifications. He currently serves as a combination building inspector for many of our Georgia clients, including the cities of Albany, Stockbridge, South Fulton, Palmetto, Hogansville and Jackson.

Relevant Experience

Building Inspector for the cities of Manchester, Palmetto, Griffin, Riverdale, and Forest Park. Deputy Building Official for the City of South Fulton and Building Official for the City of Manchester.

Brian Epstein, CBO

Certified Building Official

Years of Experience

23+

Professional Memberships

Midwest Georgia Inspectors Association
Building Officials Association of Georgia
Metro Atlanta Inspectors Association
International Code Council

Certifications

ICC Certified Building Code Specialist
ICC Certified Plumbing Code Specialist
ICC Certified Mechanical Code Specialist
ICC Certified Accessibility Inspector/Plans Examiner
ICC Certified Building Inspector
ICC Certified Building Plans Examiner
ICC Certified Building Code Official
ICC Certified Building Official
ICC Certified Housing Code Official
ICC Certified Mechanical Code Official
ICC Certified Plumbing Code Official
ICC Certified Combination Inspector
ICC Certified Commercial Building Inspector
ICC Certified Commercial Combination Inspector
ICC Certified Commercial Electrical Inspector

KEY QUALIFICATIONS

- Project Management Experience
- Hands-on Construction Experience
- Multiple Certifications

ICC Certified Commercial Mechanical Inspector
ICC Certified Commercial Plumbing Inspector
ICC Certified Electrical Inspector
ICC/AACE Property Maintenance & Housing Inspector
ICC Certified Mechanical Inspector
ICC Certified Mechanical Plans Examiner
ICC Certified Plumbing Inspector
ICC Certified Plumbing Plans Examiner
ICC Certified Residential Building Inspector
ICC Certified Residential Combination Inspector
ICC Certified Residential Electrical Inspector
ICC Certified Residential Mechanical Inspector
ICC Certified Residential Plumbing Inspector

Mr. Epstein has been a Building Official for over 23 years, has over 10 years construction experience, and has extensive experience in transitioning services from the traditional city/county model to the private model. He currently serves as the Building Official for the City of South Fulton and other smaller surrounding cities.

Lisa Kopro, PE

Registered Civil Engineer

Years of Experience

17+

Education

B.S. in Civil Engineering, North Carolina State University

Graduate Work in Water Resources, Cal State Long Beach, CA

Certifications

GSWCCC Level II Certified Design Professional
GSWCC Level I B Certified Inspector

KEY QUALIFICATIONS

- Registered Civil Engineer
- Extensive Project Management Experience
- Municipal Experience
- Extensive Plans Review Experience
- Multiple Certifications
- Excellent Interpersonal Skills

Professional Affiliations

APWA

A licensed PE in GA, CA, SC, TX and CO, Ms. Kopro offers over 17 years of experience with both municipal and private engineering services for various municipalities. Specific items include: plan review, civil site inspections, contract administration, erosion and sediment control review and inspections, pre-bid/construction meetings. Ms. Kopro is currently involved in reviewing plans, issuing permits and performing construction inspections for various cities in metropolitan Atlanta, including 4 million sf of industrial projects and the construction of a new sewer line and pump plant for the City of Palmetto. She is also well versed in RFP writing and project/program management for various aspects of City Engineering. Ms. Kopro possesses strong communication and problem resolution skills, as well as strong organizational skills. Ms. Kopro oversees the land development inspection division for CAA, conducts preliminary and final plat reviews, oversees flood plain management, and assists with erosion and sediment control review and other related tasks as needed.

Recent Project Experience

- Civil Engineer at the City of Palmetto, GA
- Civil Engineer at the City of Riverdale, GA
- Civil Engineer at the City of Manchester, GA

REFERENCES

The following contains a list of our Georgia clients, with an outline of services provided to each client, as well as the period of time that we have been performing the referenced service. We are extremely proud of our track record and the length of time we have continuously provided services to our clients, and invite you to contact any of them to obtain their opinion of the services we provide for their cities.

REFERENCES	SERVICES	SINCE
Monroe County Jim Hedges, County Manager (478) 994-7000 38 W. Main Street Forsyth, GA 31029	Building & Safety	2020
City of Adairsville Pam Madison, City Manager (770) 773-3451 116 Public Square, Adairsville, GA 30103	Building & Safety	2020
City of Thomaston Russell Thompson, City Manager (706) 647-4242 106 East Lee Street, Thomaston, GA 30286	Building & Safety	2020
City of Austell Ollie B. Clemons Jr, Mayor (770) 944-4300 5000 Austell-Powder Springs Road, Ste 141, Austell GA 30106	Building & Safety	2020
Bartow County Brandon Johnson, Community Development Director (770) 607-6311 135 West Cherokee Avenue, Cartersville, GA 30120	Building & Safety	2020
City of Tifton Pete Pyrzenski, City Manager (229) 338-3860 130 1st St E, Tifton, GA 31794	Building & Safety	2020
Butts County Steve Layson, County Manager (770) 775-8200 625 West 3rd Street, Jackson, Georgia 30233	Building & Safety	2020
City of Emerson Todd Heath, Assistant City Manager (770) 382-9819 700 Highway 293, Emerson, GA 30137	Building & Safety	2019
Spalding County Chad Jacobs, Community Development Director (770) 467-4254 119 E. Solomon Street, Griffin, GA 30223	Building & Safety	2019
City of Covington Mary Darby, Planning & Zoning Director (770) 385-2178	Building & Safety	2018

2116 Stallings Street, Covington, GA 30014		
City of Albany/Dougherty County Paul Forgey, Director Planning, Development Services & Code Enforcement (229) 438-3901 240 Pine Avenue, Suite 300, Albany, GA 31702	Building & Safety	2017
City of Jackson Kay Pippin, Mayor (770) 775-7535 134 South Oak Street, Jackson, GA 30233	Building & Safety	2017
City of Peachtree City Dave Borkowski, City Engineer (770) 631-2538 153 Willowbend Rd., Peachtree City, GA 30269	City Engineering Plan Review	2017
City of Stockbridge Randy Knighton, City Manager (678) 833-3354 4640 North Henry Boulevard, Stockbridge, GA 30281	Building & Safety	2017
City of South Fulton Shayla Reed, Community Development Director (470) 809-7700 Industrial Blvd. Atlanta, GA 30336	Building & Safety	2017
City of Dahlonega Bill Schmid, City Manager (706) 864-6133 465 Riley Road, Dahlonega, GA 30533	Building & Safety	2016
City of Hogansville Lisa Kelly, City Clerk (706) 637-8629 400 East Main Street, Hogansville, GA 30230	Building & Safety	2016
City of Brookhaven Patrice Ruffin, Director of Community Development (404) 637-0500 4362 Peachtree Road, Brookhaven, GA 30319	Building & Safety Code Enforcement	2015
City of Forest Park James Shelby, Interim Director (404) 608-2300 785 Forest Parkway, Forest Park, GA 30297	Building & Safety	2014
City of Manchester Doug Westberry, City Manager (706) 846-3141 P.O. Box 366, Manchester, GA 31816	Building & Safety Code Enforcement	2014
City of Griffin Kenny Smith, City Manager (770) 229-6406 100 South Hill Street, Griffin, GA 30223	Building & Safety	2014
City of Riverdale Scott Wood, City Manager (770) 909-5480	Building & Safety City Engineering Public Works	2012

971 Wilson Road, Riverdale, GA 30296		
City of Palmetto William Shell, City Administrator (770) 463-3377 509 Toombs Street, Palmetto, GA 30268	Building & Safety City Engineering	2012

COST PROPOSAL

The fees outlined below are inclusive of all costs, including general and administrative, travel, per diem, training, materials, supplies, and other items necessary to complete the project.

Building Plan Review and Inspection Services

Based on the adoption of a valuation-based fee schedule, CAA proposes to provide all Residential and Commercial Building Plan Review and Inspection Services for the following share of total fees calculated and collected for the assigned project:

Monthly Fees Collected*	CAA's % of Fees
All building permit fees collected	65%

Civil Engineering Plan Review and Consulting Services

CAA offers to provide Engineering Plan Review and Consulting Services at the following hourly rates:

Service Provided	Hourly Rate
Project Engineer	\$132
Associate Engineer	\$110

If the City desires additional services outside the scope of this proposal, those services can be negotiated.

CITY COUNCIL
Mayor Bill Stankiewicz
Reginald Jackson, Post 1
Marichal Price, Post 2
Mandy Neese, Post 3
Mark Ayers, Post 4
Toni Striblin, Post 5



Jonathan Lynn, City Manager
Lisa Kelly, Assistant City Manager
Alex Dixon, City Attorney

400 E Main St
Hogansville GA 30230-1196
706-637-8629 | cityofhogansville.org

COUNCIL ACTION FORM

MEETING DATE: December 21, 2020 **SUBMITTED BY:** Jonathan Lynn

AGENDA TITLE: Adoption of Permit Fee Schedule for 2021

CLASSIFICATION (City Attorney must approve all ordinances, resolutions and contracts as to form)

- | | | | |
|--|-------------------------------------|---|---|
| <input type="checkbox"/> Ordinance (No. ____) | <input type="checkbox"/> Contract | <input type="checkbox"/> Information Only | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Resolution (No. ____) | <input type="checkbox"/> Ceremonial | <input checked="" type="checkbox"/> Discussion/Action | <input type="checkbox"/> Other |

BACKGROUND (Includes description, background, and justification)

Request to adopt revised permit fee schedule to be effective January 1, 2021. These permit fees are those set fees that are charged for building permits within Hogansville and are based off valuations and fee schedules that are periodically updated by the International Code Council, which is the organization that handles all building and construction code regulations.

Revised fee schedule includes a \$25 administrative fee that is applied to all permits, a fee that is not shared revenue with Charles Abbott Associates.

BUDGETING & FINANCIAL IMPACT (Includes project costs and funding sources)

No negative budget impact to the City as fees are paid by contractors.

STAFF RECOMMENDATION (Include possible options for consideration)

Staff recommends the City Council adopt updated permit fee schedule for 2021.

BUILDING PERMIT FEES:

Calculating Building Valuation	Unless otherwise stated, the valuation for all new construction will be based on the actual contract cost of the work or calculated by using the latest <u>construction cost data</u> as published in the Building Safety Journal by the International Code Council. For Interior Completion only, the construction cost is valued at 50% of the calculated ICC building valuation.	
Fee Payment	Plan review fees are non-refundable and due at time of application.	
Plan Review Fee	Residential Plan Review	\$150
	Commercial/Industrial Plan Review	Additional 50% of permit fee (minimum \$200)
Permit Fees	Minimum Permit Fees	Residential - \$150 Commercial - \$200
	TOTAL VALUATION	
	FEE	
	\$1 to \$25,000	\$14 for each \$1,000, or fraction thereof, to and including \$25,000
	\$25,001 to \$50,000	\$350 for the first \$25,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$600 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$950 for the first \$100,000 plus \$6 for each additional \$1,000, or fraction thereof, to and including \$500,000
	\$500,001 to \$1,000,000	\$3,350 for the first \$500,000 plus \$5 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,850 for the first \$1,000,000 plus \$3 for each additional \$1,000, or fraction thereof	
Certificate of Occupancy or Completion (C/O C/C)	New commercial building	\$100
	New single family detached, condo, townhome	\$50
	New or renovated commercial tenant space	\$50
Trade Permits (MEPs)	Electrical, Plumbing, HVAC, etc.	\$80 + \$5.00 for each \$1,000 or fraction thereof, of valuation of work being done.
	T-Pole or power reconnect	\$100
Demolition	Interior demo (bldg or tenant space)	\$150
	Single family residential house demo	\$150
	Commercial building demo	\$300
Permit Extensions	Residential extension	\$100
	Commercial extension	\$200
Re-Inspections	Re-inspection fee	\$75
Re-submittal	Re-submittal of all plans	\$100 each re-submittal
Other (Plan Review Included)	Transfer of Permit/change of contractor	\$100
	Structure move	\$200
	Siding replacement	\$150
	Residential Re roof	\$150

Commercial Re-roof	\$200 + \$5.00 for each \$1,000 or fraction thereof, of valuation of work being done.
Fence Permit and Res. Portable Storage Bld./carport	\$75
Swimming Pool- in ground	Residential - \$500 Commercial - \$650
Swimming Pool - above ground/ hot tub	Residential - \$300
Inspections outside of normal business hours	\$125 per hour (3 hour minimum)
Replacement of permits, CO's, etc.	\$25
Minor Plan Revision Reviews - Review on changes to plans after approval	\$100 Residential \$200 Commercial
Fee for work done without a permit	Original permit fee + 100% penalty (double permit fee)
Temporary Construction Trailer	\$100
Preliminary/ code compliance/ safety inspections	\$100

Administrative Fee

\$25 (all permits)

CITY COUNCIL
Mayor Bill Stankiewicz
Reginald Jackson, Post 1
Marichal Price, Post 2
Mandy Neese, Post 3
Mark Ayers, Post 4
Toni Striblin, Post 5

City of Hogansville



Jonathan Lynn, City Manager
Lisa Kelly, Assistant City Manager
Alex Dixon, City Attorney

400 E Main St
Hogansville GA 30230-1196
706-637-8629 | cityofhogansville.org

COUNCIL ACTION FORM

MEETING DATE: December 21, 2020

SUBMITTED BY: Lynne Miller *LSM*

AGENDA TITLE: Legal Services Agreement for USDA City Hall Loan

CLASSIFICATION (City Attorney must approve all ordinances, resolutions and contracts as to form)

- | | | | |
|--|-------------------------------------|---|---|
| <input type="checkbox"/> Ordinance (No. ____) | <input type="checkbox"/> Contract | <input type="checkbox"/> Information Only | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Resolution (No. ____) | <input type="checkbox"/> Ceremonial | <input checked="" type="checkbox"/> Discussion/Action | <input type="checkbox"/> Other |

BACKGROUND (Includes description, background, and justification)

The City of Hogansville has been approved by USDA for a \$373,000 long-term, low interest loan to convert the vacant PNC building into the new City Hall.

USDA is requiring a Legal Services Agreement specifically for this loan. The City Attorney will provide these loan-related services under a separate contract with the City, to meet USDA requirements.

BUDGETING & FINANCIAL IMPACT (Includes project costs and funding sources)

This Legal Services Agreement will enable a \$373,000 40-year, 2.125% low interest USDA loan to renovate the PNC building so it can become the new City Hall. The \$373,000 loan will require a \$23,500 local match. The required legal services agreement will be billed at a rate not to exceed \$4,000.

STAFF RECOMMENDATION (Include possible options for consideration)

Approve the proposed Legal Services Agreement with City Attorney Alex Dixon, as required by the USDA for the PNC City Hall renovation project.

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT**

Legal Services Agreement

This agreement made this ____ day of December, 2020, between the **CITY OF HOGANSVILLE, GEORGIA**, hereinafter referred to as the "Public Body," and **ALEX L. DIXON**, hereinafter referred to as the "Attorney."

WHEREAS, the Public Body is a political subdivision of the State of Georgia; and

WHEREAS, the Public Body intends to renovate the building located 111 High Street, Hogansville, Troup County, Georgia, in order for such property to serve as the new City Hall for the City of Hogansville, Georgia; and

WHEREAS, the Attorney agrees to perform all legal services necessary to the planning, financing, and construction of the aforementioned purchases;

WITNESSETH

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A – LEGAL SERVICES

That the Attorney will perform such services as are necessary to accomplish the above recited objectives including, but not limited to, the following:

1. Furnish advice and assistance to the governing officials of the Public Body in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions and ordinances as may be necessary in connection with authorizations, financing, construction, and operation of the system; (d) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such bond elections as may be necessary; (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the improvements to the system; (f) the completion and execution of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through Rural Development; (g) entering into construction contracts; (h) preparation and adoption of ordinances concerning Rules and Regulations, rate schedules, etc.; and (i) such other corporate action as may be necessary in connection with the purchasing of the vehicles and equipment;

2. Review of any construction or procurement contracts, bid letting procedure, and surety and contractual bonds in connection therewith; and

3. Cooperate with the city officials regarding the preparation of any necessary title documents, permits, and other instruments.

SECTION B – COMPENSATION

1. The Public Body will pay to the Attorney for professional services rendered in accordance herewith, fees as follows:

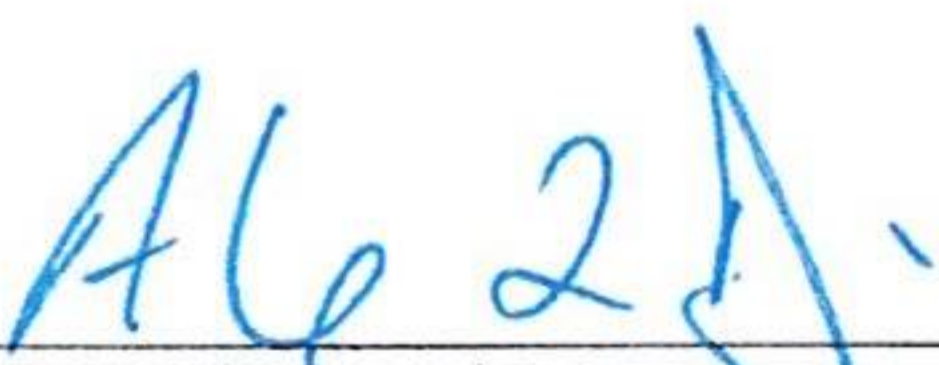
The Public Body will pay the Attorney at the rate of \$175.00 per hour plus expenses. Total hourly billing will not exceed \$3,500.00 and total expenses will not exceed \$250.00.

2. The fees specified in Paragraph 1 above will be payable monthly upon submission of appropriate invoice.

CITY OF HOGANSVILLE, GEORGIA (SEAL)

BY: _____
Mayor

ATTEST: _____
City Clerk



Alex L. Dixon, City Attorney

CITY COUNCIL
Mayor Bill Stankiewicz
Reginald Jackson, Post 1
Marichal Price, Post 2
Mandy Neese, Post 3
Mark Ayers, Post 4
Toni Striblin, Post 5



Jonathan Lynn, City Manager
Lisa Kelly, Assistant City Manager
Alex Dixon, City Attorney

400 E Main St
Hogansville GA 30230-1196
706-637-8629 | cityofhogansville.org

COUNCIL ACTION FORM

MEETING DATE: December 21, 2020 **SUBMITTED BY:** Jonathan Lynn

AGENDA TITLE: Approval of Change Order #1 for Tower Trail Phase V – Trail Routing

CLASSIFICATION (City Attorney must approve all ordinances, resolutions and contracts as to form)

- | | | | |
|--|-------------------------------------|---|---|
| <input type="checkbox"/> Ordinance (No. ____) | <input type="checkbox"/> Contract | <input type="checkbox"/> Information Only | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Resolution (No. ____) | <input type="checkbox"/> Ceremonial | <input checked="" type="checkbox"/> Discussion/Action | <input type="checkbox"/> Other |

BACKGROUND (Includes description, background, and justification)

Easement issues have caused the City to reassess the trailhead for the Tower Trail Phase V project. The City reviewed several options including obtaining an easement, condemnation for the portion needed for the trailhead, and rerouting the trailhead through the City's property directly adjacent to the area reviewed for easement/condemnation.

The City was not able to obtain an easement and would have more than likely received a favorable ruling via condemnation proceedings but the associated costs to move through that process would be substantially more than the proposed rerouting as part of this change order request.

The requested option at this time is the rerouting the trailhead to go directly through the City's property along the lot line at 111 High Street in the amount of \$49,635. The additional funding would be taken from the City's SPLOST allocation and bring the total project cost to \$407,249.25.

BUDGETING & FINANCIAL IMPACT (Includes project costs and funding sources)

Increase in project costs by \$49,635 and will be taken from the City's SPLOST Allocation.

STAFF RECOMMENDATION (Include possible options for consideration)

Staff recommends the City Council approve Change Order #1 in the amount of \$49,635 for Tower Trail Phase V project to be funded from the City's SPLOST allocation.



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

December 17, 2020

Mr. Jonathan Lynn
City Manager – Hogansville
400 East Main Street
Hogansville, GA 30230

RE: City of Hogansville – Tower Trail Phase V
Project Number: NRT-18(12)
Change Order No. 1

Dear Mr. Lynn,

Falcon Design Consultants, LLC (FDC) has created "Change Order No. 1" to adjust the contract price for the City of Hogansville's "Tower Trail Phase V" project due to changes in the proposed trail routing near the post office. This change order reflects the additional cost to construct the revised routing.

This change order includes additional items for the installation of a retaining wall, additional handrail, header curb, and additional grading.

"Change Order No. 1" creates a net increase in the contract price of \$49,635.00. The project's adjusted contract amount is Four Hundred Seven Thousand Two Hundred Fourty-Nine Point Twenty-Five Dollars (\$407,249.25). Attached is a copy of "Change Order No. 1" for your use.

Should you have any questions, please contact us at 770-755-7978.

Sincerely,

James L. Jones III, P.E.
Senior Project Manager
Falcon Design Consultants, LLC.

Attachments: Change Order No. 1



Tower Trail Phase V

Change Order No. 1

Date of Issuance: December 11, 2020

Effective Date: December 11, 2020

Project: Pedestrian Trail

Owner: City of Hogansville

Owner's Contract No.: NRT-18(12)

Contract: Tower Trail Phase V – for the City of Hogansville, Georgia)

Date of Contract: September 14, 2020

Contractor: Piedmont Paving, Inc.

Engineer's Project No.: N/A

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Revised routing of the tie-in portion of the concrete trail section.

Attachments (list documents supporting change):

Support Documentation Worksheet.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

Original Contract Times

\$ 357,614.25

Substantial completion days: 135 Calendar days
Ready for final payment days: 150 Calendar days

Increase from previously approved Change Orders

Increase from previously approved Change Orders

\$ 0.00

Substantial completion days: 0 Calendar days
Ready for final payment days: 0 Calendar days

Contract Price prior to this Change Order:

Contract Times prior to this Change Order:

\$ 357,614.25

Substantial completion days: 135 Calendar days
Ready for final payment days: 150 Calendar days

Increase of this Change Order:

Increase of this Change Order:

\$ 49,635.00

Substantial completion (days or date): 18 days
Ready for final payment (days or date): 18 days

Contract Price incorporating this and all previous Change Orders:

Contract Times with all approved Change Orders:

\$ 407,249.25

Substantial completion days: 153 Calendar days
Ready for final payment days: 168 Calendar days

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: [Signature]
Falcon Design Consultants, LLC

By: _____
City of Hogansville, GA

By: [Signature]
Piedmont Paving, Inc.

Date: 12/17/20

Date: _____

Date: 12/11/20



Change Order #1

CITY OF HOGANSVILLE, GEORGIA

TOWER TRAIL - PHASE V

NRT-18(12)
 GEORGIA DEPARTMENT OF NATURAL RESOURCES FUNDING
 GEORGIA RECREATIONAL TRAILS PROGRAM
 Friday, December 11, 2020

PIEDMONT PAVING, INC.
 1126 HIGHWAY 16 EAST
 NEWNAN, GA 30263

ITEM NO.:	ESTIMATED QUANTITY	UNITS	DESCRIPTION	TOTAL COST	COST PER UNIT
1	1	L.S.	MOBILIZATION AND TRAFFIC CONTROL (COMPLETE)	\$ 11,195.00	\$ 11,195.00
2	1	L.S.	SITE CLEARING AND GRADING (COMPLETE)	\$ 61,130.00	\$ 61,130.00
3	1	L.S.	6' WIDE ELEVATED WOODEN WALKWAY (COMPLETE)	\$ 211,000.00	\$ 211,000.00
4	410	S.Y.	3000 PSI CONCRETE WALKWAY 6' WIDE x 4" THICK (COMPLETE)	\$ 25,420.00	\$ 62.00
5	400	L.F.	TYPE "S" DOUBLE ROW SILT FENCING WITH HAY BALES	\$ 2,232.00	\$ 5.58
6	25	TONS	GDOT TYPE "III" RIP-RAP INSTALLED	\$ 1,772.25	\$ 70.89
7	460	L.F.	1 1/2" DIAMETER HOT DIPPED STEEL HANDRAIL (FURNISH AND INSTALL COMPLETE)	\$ 28,382.00	\$ 61.70
8	0.53	ACRE	PERMANENT GRASSING	\$ 1,166.00	\$ 2,200.00
9	1,500	S.Y.	SLOPE STABILIZATION MATTING	\$ 3,645.00	\$ 2.43
10	1	EA.	CONSTRUCTION ENTRANCE	\$ 1,875.00	\$ 1,875.00
11	160	LF	ORANGE BARRIER FENCING	\$ 414.00	\$ 2.76
12	0	L.S.	CONTINGENCY ALLOWANCE (FOR USE BY THE OWNER ONLY)	-	\$ 10,000.00
13	1	L.S.	WASHOUT REPAIR	\$ 10,000.00	\$ 10,000.00
CHANGE ORDER 1					
14	1	L.S.	GRADING COMPLETE	\$ 22,493.00	\$ 22,493.00
15	1	L.S.	BLOCK RETAINING WALL	\$ 21,450.00	\$ 21,450.00
16	145	L.F.	HEADER CURB	\$ 5,075.00	\$ 35.00
TOTAL				\$ 407,249.25	



Piedmont Paving, Inc.

1226 Highway 16 East, Newnan, Georgia 30263
Phone: 678-423-0586 Fax: 678-423-0588

Contract Change Order Request

Project: Tower Trail Phase 5


Date: 12/3/20

<u>ITEM</u>	<u>APPROX. QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1. Grading Complete Includes: Layout Sawcutting Demo Earthwork	1	LS	\$22,493.00	\$22,493.00
2. Block Retaining Wall Includes: 121'x4' 18"x12"x8" Modular Block 57 Stone at Wall Drainage Pipe behind Wall	1	LS	\$21,450.00	\$21,450.00
3. Header Curb Includes: 6"x12" Header Curb	145	LF	\$35.00	\$5,075.00
4. Handrail	10	LF	\$61.70	\$617.00
			Total Amount	\$49,635.00

Notes:

Please sign below and return to acknowledge approval and for PPI to proceed with work.

Submitted By:

Signature: 

Name: Andrew Trammell

Approved By:

Signature: _____

Name: _____

Title: _____

Company: _____

