



3921 CHURCH STREET ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Mayor Beverly Burks

Councilmembers:

Jamie Carroll

Laura Hopkins

Awet Eyasu

Yterenickia Bell

Debra Johnson

Susan Hood

Shawanna Qawiy, Interim City Manager

CITY COUNCIL MEETING AGENDA

Tuesday, February 1, 2022, 7:00PM
ZOOM

1. CALL TO ORDER

2. ROLL CALL/ PLEDGE OF ALLEGIANCE

3. ADMINISTRATIVE BUSINESS/ PRESENTATION

Approve Minutes: 12/7/2021 City Council Meeting; 01/11/2022 City Council Meeting; and 01/25/2022 Work Session

4. REPORTS

- A. Planning/Economic and Development Report
- B. City Manager's Report
- C. City Attorney's Report
- D. Council Remarks
- E. Mayor's Report

5. PUBLIC COMMENTS

Any member of the public may address the Council, during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

6. OLD BUSINESS

7. CONSENT AGENDA

- A. Approve to appoint a new City Clerk.
- B. Approve to appoint a new Planning and Zoning Board Member.
- C. Approve to re-appoint Dean Moore to the Clarkston Historic Preservation Commission.
- D. Approve the alcohol license for Olympic Café D/B/A Abyssinia Café and Restaurant at 926 Montreal Road, Ste. 3E, Clarkston, GA 30021.
- E. Approve the alcohol license for Samaira Investment, Incorporated D/B/A Chevron Food Mart at 3635 Church Street, Clarkston, GA 30021.
- F. Approve the change order for SPLOST 04 B & C Pedestrian Enhancement Trailhead and Rowland Street mailbox replacement project.



- G. Approve to appoint Council Members to the Standing Advisory Committees: Public Safety and Legal Committee; Transportation and Environment Committee; Housing and Infrastructure Committee; Community Development and Civic Innovation Committee; Business and Economic Development Committee; and Equality, Inclusion, and Opportunity Committee.
- H. Approve to appoint members to the Early Learning Task Force; Youth Advisory Council; Senior Resident Advisory Committee; Police Community Task Force; Preventive Health Task Force; Public Art Advisory Committee; and Charter Review Committee.

8. NEW BUSINESS

- A. Approve the alcohol license for Thulungbros LLC D/B/A Chevron Food Mart at 1109 Montreal Road, Clarkston, GA 30021.
- B. Approve to allocate \$30,000 in ARPA funds to the Healthy Community Clarkston Outreach Initiative submitted by the Veteran's and Community Outreach Foundation, Incorporated.
- C. Approve to allocate ARPA funds to offer Clarkston homeowners assistance with home repairs and/or weatherization not to exceed \$5,000 for each household.
- D. Approve the SPLOST 09 Professional Engineering Services RFP for the Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements.

9. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 p.m. on Tuesday, February 1, 2022. The public may participate in the meeting by using the following information below:

<https://us02web.zoom.us/j/88446696345?pwd=T3I4WENicE94aGJJVkJZRaRitCYXczZz09>

Dial by your location

- +1 301 715 8592 US (Washington DC)
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- +1 646 558 8656 US (New York)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/kXXl121X>



1055 ROWLAND STREET ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Mayor Beverly Burks

Councilmembers:

<i>Jamie Carroll</i>	<i>Ahmed Hassan</i>
<i>Awet Eyasu</i>	<i>Laura Hopkins</i>
<i>Debra Johnson</i>	<i>Mark Perkins</i>
<i>Shawanna Qawi, Interim City Manager</i>	

CITY COUNCIL MEETING MINUTES

Tuesday, December 7, 2021 7:00PM
Hybrid: In Person & ZOOM

1. CALL TO ORDER

2. ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor Burks led the Pledge of Allegiance.

Changes to the Agenda

Approve to add G6, G8, G10 - G13 to the Consent Agenda.

Motion: Councilmember Perkins

Second: Council member Carroll

A vote was called, and the motion passed (6,0).

3. ADMINISTRATIVE BUSINESS/PRESENTATION

a. Approve Minutes: City Council meeting 11/4/21 and Special Call/Work Session 11/30/21

Approve the November 4, 2021, and November 30, 2021 City Council and Work Session minutes.

Motion: Councilmember Perkins

Second: Councilmember Eyasu

A vote was called, and the motion passed (6,0).

4. REPORTS

a. Planning/Economic and Development Report

The following items were briefly discussed:

- Zoning Ordinance re-write
- Comprehensive Plan Update
- Electric Vehicle Charging Station Project
- Planning and Zoning Board vacancy

b. City Manager's Report

The following items were briefly discussed:

- 350 vaccinations administered ministered for the City of Clarkston.
- 182 residents assisted by the Temporary Rental Assistance
- 327 citizens received store boards using ARPA Funds
- Friendship Forest Farmhouse renovations are on hold
- Clarkston residents will soon receive real-time citywide text messages
- Thanked staff and everyone who attended the City's Holiday Festival



c. City Attorney's Report

- Dekalb Board of Commissioners met to de-annex property near Tucker, but the meeting was deferred to next week.

d. Council Remarks

- Councilmember Ahmed Hassan gave his remarks and expressed his appreciation to his colleagues, staff, and citizens, as it was his last Council meeting.
- Councilmember Mark Perkins shared his reason for not running for another term as a Council and expressed his appreciation to everyone.
- Vice Mayor Eyasu and the other Council members shared their sentiments to the outgoing Councilmembers and discussed activities in the community.

e. Mayor's Report

- Mayor Burks expressed her sentiments to the outgoing Council members and discussed activities and current news in the community.

5. PUBLIC COMMENTS

Any member of the public may address the Council, during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

- Roberta Malavenda commended the Mayor for passing the Workforce Development and Housing resolution and recommended a plan to be develop for community engagement.
- Ian Medford proposed an upgrade and repairs to Milam Park.
- Amy Medford expressed her thoughts about the event that was held at the park, the agenda item process, the Fresh Harvest Food Truck, and the committee announcement.
- Brian Medford expressed his thoughts about how Council is operating and requested Council to table Item G9 for further discussion later.
- Jimmy Wegayehu expressed his thoughts regarding the repeal of Ordinance No. 19-433.
- Dean Moore stated the Streetscapes Project dated back to 2005 and expressed his thoughts about the Fresh Harvest Food Truck item.
- Rev. Victor Johnson and Rev. Renea Slater of Clarkston First Baptist read a proclamation pertaining to Veterans Outreach Foundation Day.



- Joshua Deaton expressed his thoughts pertaining to the Fresh Harvest Food Truck and ARPA funds potentially being used for his organization to purchase a Food Truck.

6. OLD BUSINESS

(F1) Approve ARPA fund amendment: Fresh Harvest Food Truck Purchase

Councilmember Carroll presented a brief overview of this item including the proposed Memorandum of Understanding between the City and Fresh Harvest Food Truck stating what it would provide for the City if approved for funding.

City Attorney Stephen Quinn stated the US Treasury advises if the community that is receiving the food is overall low to moderate income, then it is presumed that there has been a negative economic impact of COVID on the people getting the benefit as a group and you don't need to test the individuals when you give out the benefit. He also addressed the use of the truck in the city with the City possibly having ownership and/or possibly working out the legal details with the food truck owner.

Approve the use of \$40,000 in ARPA funds for the Memorandum of Understanding between the City of Clarkston and Fresh Harvest, with understanding that Fresh Harvest can apply for another \$15,000 with the city staff, if the city staff chooses to approve or not and otherwise the City Attorney be authorized to finalize the Memorandum of Understanding with the other restrictions that were discussed in terms of not taking the truck outside of the 30021 area code until the \$130,000 and the agreed funding for food donations have actually been donated.

Motion: Councilmember Carroll

Second: Councilmember Perkins

The Council had a brief discussion about this matter.

A vote was called, and the motion was tie (3,3).

Councilmembers Carroll, Perkins, Hassan voted "yes"; Vice Mayor Eyasu and Councilmembers Hopkins and Johnson voted "no". Mayor Burks vetoed the motion and voted "yes". Mayor Burks declared the motion approved (4-3).

7. NEW BUSINESS

(G1) 2022 Budget Adoption

a. 2022 Budget Presentation-Interim City Manager

Interim City Manager, Shawanna Qawiy presented the FY 2022 City of Clarkston budget.

b. Public Hearing- Public Comment on the 2022 Proposed Operating & Enterprise Fund Budget

Citizen Amy Medford expressed her thoughts about putting translation services in the budget for the citizens.



c. Council Adopt FY 2022 Proposed Operating & Enterprise Fund Budget Ordinance

Approve the FY 2022 Proposed Operating & Enterprise Fund Budget in the amount of \$12,973,624.

Motion: Vice Mayor Eyasu

Second: Councilmember Hassan

A vote was called, and the motion passed (6,0).

Councilmember Hopkins excused the meeting.

(G2) Approve the SPLOST 04 B&C Rowland Road Diet- Rowland Street Road closure options.

Ms. Qawiy gave a brief overview of this item stating the purpose of this item was to discuss additional options for the SPLOST 04 B & C Rowland Street Road Diet-Rowland Street Road closure options from Market Street to Norman Road that was substitute to the construction of the Federal Highway Administration (FHWA) required streetscapes sidewalks on the south of Rowland Street.

Engineering Consultant, Larry Kaiser presented clarification stating the resident provided a written statement deciding on Option 4 pertaining to the road closure.

Approve the SPLOST 04 B&C Rowland Road Diet- Rowland Street Road Closure Option 2, which is one lane traffic, east to west and one lane for bikes, pedestrians, traffic flow should be one way in the western direction to reduce confusion in the right in and right out. Councilmember Carroll duly seconded the motion. Mayor Burks called the roll for a vote. Vice Mayor Eyasu and Councilmembers Carroll, Hassan, and Johnson voted “yes”; none against. Mayor Burks declared the motion approved (5-0). Councilmember Hopkins was absent.

Motion: Councilmember Vice Mayor Eyasu

Second: Councilmember Carroll

A vote was called, and the motion passed (5,0). Councilmember Hopkins was absent.

(G3) Approve the Rowland Street and Wagoner Street Relocation Agreement PI #L10472 between the City of Clarkston and Georgia Power.

Ms. Qawiy gave a brief overview of this item stating due to the construction of the SPLOST 04 B & C Rowland Street Road Diet project-Rowland Street and Wagoner Street project it will become necessary for the Georgia Power to adjust the existing facilities with an estimated cost of \$37,285.00. In accordance with the Franchise Agreement with Georgia Power, the City is responsible for 90% of the estimated cost of the relocation expenses at \$33,556.50. The pole on the corner of Rowland Street and Wagoner Street will be relocated and increase in height and converted to vertical framing. The City shall also be responsible for any and all costs incurred in acquiring additional easements for right of way including without limitation, easements for lines, access, tree trimmings, guy wires, anchors and other devices, appliances, and facilities and any and all other easements and property rights as may be necessary for Georgia Power to install, operate and maintain its facilities.



Approve the relocation agreement between the City of Clarkston and Georgia Power for the SPLOST 04 B & C Rowland Street Road Diet project.

Motion: Councilmember Carroll

Second: Councilmember Perkins

A vote was called, and the motion was passed (5,0). Councilmember Hopkins was absent.

Mayor Burks recommended a notice published to the citizens.

(G4) Approve the SPLOST 04 B&C Rowland Road Diet- change order request for storm line installation at 847 and 851 Rowland Street.

Ms. Qawiy gave a brief overview of this item stating Rowland Street was constructed over 100 years ago without an adequate storm drainage system. Currently only one (1) set of catch basins exist on Rowland Street from North Indian Creek to Lovejoy Road between the properties of 847 and 851 Rowland Street. With staff (consultant engineer) site visits it has been confirmed that residents experience significant damage to their properties due to the reconstruction of parcel driveways that restricted proper stormwater runoff. The consultant engineering team is recommending the construction of two (2) new catch basins, the installation of 220 linear feet of 18-inch HDPE pipe parallel to the roadway connecting to the existing storm line between 847 and 851 Rowland Street and to reconstruct the concrete driveways. The estimated cost of the change order is \$28,471.00

Approve the SPLOST 04 B&C Rowland Road Diet- change order request for storm line installation at 847 and 851 Rowland Street.

Motion: Vice Mayor Eyasu

Second: Councilmember Perkins

A vote was called, and the motion was passed (5,0). Councilmember Hopkins was absent.

(G5) Approve the SPLOST 08 Market Street Sidewalks & Resurfacing & Carroll Park Resurfacing- change order request for the Market Street resurfacing and sidewalk project with Unincorporated DeKalb County.

Ms. Qawiy gave a brief overview of this item stating DeKalb County has agreed to reimburse the City of Clarkston for the construction costs associated with the SPLOST 08 project extending into Unincorporated DeKalb County in the amount of \$136,803.82. The additional scope of work will include a reset of the granite curb, asphalt milling resurfacing, sidewalks, drainage including junction boxes, roadway signage and traffic calming. This extended scope of work includes a 45-day time extension for the modifications with a revised project duration of 195 calendar days.

The Council had a brief discussion.

Approve the SPLOST 08 Market Street Sidewalks & Resurfacing & Carroll Park Resurfacing- change order request for the Market Street resurfacing and sidewalk project with Unincorporated DeKalb County.



Motion: Vice Mayor Eyasu

Second: Councilmember Carroll

A vote was called, and the motion was passed (5,0). Councilmember Hopkins was absent.

(G6) Approve the Georgia Department of Transportation (GDOT) Local Maintenance Improvement Grant (LMIG) in the amount of \$91,600.45.

This item was placed under Consent agenda.

(G7) Approve allocating ARPA funds for an outdoor Calisthenic Gymnasium at local park.

Vice Mayor Eyasu stated Council briefly discussed this item at the Work Session and the idea is to add more facilities and basic calisthenic equipment at Milam Park right now. The price is \$13,00 for calisthenic equipment. He would also like to upgrade equipment and more calisthenic equipment.

Approve to allocate ARPA Funds for the purchase of outdoor gymnasium calisthenic equipment at Milam Park in the amount of \$13,000 and also to allocate \$12,000 for upgrading existing equipment at Milam Park. Total not to exceed \$25,000.

Motion: Vice Mayor Eyasu

Second: Councilmember Carroll

A vote was called, and the motion was passed (5,0). Councilmember Hopkins was absent.

(G8) Approve erecting a plaque to commemorate the sitting mayor and council members that have worked with the streetscapes project.

This item was placed under Consent agenda.

(G9) Approve amending the current process of adding items to an agenda by the Mayor and City Council Members.

Vice Mayor Eyasu gave a brief overview of this item with recommendations of adding items to the agenda.

Councilmember Johnson recommended tabling this item until the new Councilmembers come onboard.

Approve to postpone this item until the February Work Session .

Motion: Vice Mayor Eyasu

Second: Councilmember Carroll

A vote was called, and the motion was passed (5,0). Councilmember Hopkins was absent.



(G10) Approve a resolution with recommendations to present to the Housing Standing Advisory Committee to draft policies/procedures and/or ordinances related to apartment inspections, tenant/landlord relations and other improvements.

This item was placed under Consent agenda.

(G11) Approve a resolution presenting recommendations to the Community Development and Economic Development Standing Advisory Committees to draft a comprehensive workforce development plan for the City of Clarkston.

This item was placed under Consent agenda.

(G12) Approve a resolution for the creation of a Downton Development Authority to be reviewed with the Community Development and Economic Development Standing Advisory Committees and to coordinate with city staff on a Business and Economic Strategy program.

This item was placed under Consent agenda.

(G13) Approve the proposed City Council Regular and Work Session Meeting dates and City Holiday Calendar.

This item was placed under Consent agenda.

(G14) Approve allocating ARPA funds for distribution in 2022.

Ms. Qawiy presented the ARPA funds for distribution in 2022.

Councilmember Johnson requested \$15,000 for the food distribution.

Approve to add and amend this year's ARPA Funding to include \$15,000 for food distribution

Motion : Councilmember Eyasu

Second: Councilmember Perkins

A vote was called, and the motion was passed (5,0). Councilmember Hopkins was absent.

8. ADJOURNMENT

The meeting adjourned at 9:51 p.m.

Motion : Councilmember Hassan

Second: Councilmember Perkins

A vote was called, and the motion was passed (5,0). Councilmember Hopkins was absent.



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Susan Hood

Shawanna Qawiy, Interim City Manager

CITY COUNCIL MEETING MINUTES

**Tuesday, January 11, 2022 7:00PM
ZOOM**

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ROLL CALL/ PLEDGE OF ALLEGIANCE

Councilmember Laura Hopkins was absent. All other Councilmembers were present.

Councilmember Carroll made a motion to add Executive Session to the end of the agenda to discuss legal matters and put in Consent Agenda Items 7B, 7C, 7D, and 7E. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0).

3. ADMINISTRATIVE BUSINESS/ PRESENTATION

A. Approve Minutes: Special Called City Council Meeting 1/4/2022, and Work Session 1/4/2022

Councilmember Hood made a motion to approve Special Called City Council Meeting on 1/4/2022 and Work Session on 1/4/2022. Councilmember Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0).

4. REPORTS

A. Planning/Economic and Development Report

- Certificate of Occupancy's
- Business Licenses are up for renewal, please contact the City to make an appointment to meet with City staff.
- Market Street SPLOST Project is moving forward.
- Damaged fence on Mell Ave., which is in the process of being taken care of.

B. City Manager's Report

- General Fund is 92.8% of the budget spent.
- City of Clarkston is closed to the public in-person but is available via virtual, by phone, and by appointment on Tuesday's and Thursday's from 10:00am – 2:00pm.
- Electric Vehicle Charging Project is moving forward with the design.
- Staff is working to create a survey for a community needs assessment.

C. City Attorney's Report

- The City Attorney's report will be given during Executive Session.



D. Council Remarks

- The current Councilmembers welcomed the newly and re-elected officials and the newly and re-elected officials expressed their thoughts pertaining their positions.

E. Mayor's Report

- Mayor Burks gave a brief overview of weekly calls from the State regarding COVID. She also stated she attended an event that President Biden and Vice President Harris spoke at to encourage the people to take care of the Voting Rights Act that they have in terms of Congress. She also acknowledged Dr. Martin Luther King.

5. PUBLIC COMMENTS

Any member of the public may address the Council, during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff. The City Council desires to allow an opportunity for public comment; however, the business of the city must proceed in an orderly, timely manner.

Citizen, Jimmy from a local lounge expressed that his business is currently struggling.

6. OLD BUSINESS

7. NEW BUSINESS

A. Approve the selection for Vice-Mayor.

Councilmember Bell made a motion to approve Councilmember Eyasu as Vice-Mayor. Councilmember Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0).

B. Approve to continue services with the City Attorney with a 7% increase from rates established for 2020.

This item was approved under the Consent Agenda.

C. Approve the resolution authorizing the reappointment of the Municipal Court Judge.

This item was approved under the Consent Agenda.

D. Approve the resolution authorizing the reappointment of the Solicitor.

This item was approved under the Consent Agenda.



E. Approve the resolution authorizing the reappointment of the Auditor.

This item was approved under the Consent Agenda.

F. Approve the resolution authorizing the renewal of the City Services Agreement with the Clarkston Community Center.

Interim City Manager gave a brief overview of the City Services Agreement with the Clarkston Community Center stating the center will designated space the to City and residents for \$2,500 on a quarterly basis.

Sami Luay, Executive Director of Clarkston Community Center gave a brief overview of the history of the center.

Vice-Mayor Eyasu made a motion to approve the contract agreement with the Clarkston Community Center. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (5-0).

G. Approve the allocation of \$10,000 of the ARPA funds to purchase COVID rapid tests and distribute them to Clarkston residents.

Interim City Manage Qawiy gave a brief overview of the purchase made for 250 COVID rapid tests for about \$4,000.

Councilmember Johnson also presented a brief update regarding the purchase of COVID rapid tests and a mass distribution of rapid tests by the Commissioner's Office. Ms. Qawiy and Councilmember Johnson will work together on getting tests for the citizens and employees.

The Council briefly discussed this item.

Councilmember Johnson made a motion to allocate \$100,000 for the purchase of COVID rapid test for the city. Councilmember Carroll duly seconded the motion.

Interim City Manage Qawiy gave overview on the current amount of ARPA funds. Each pack of test (*two per pack*) cost \$17.00.

Councilmember Hopkins entered the meeting at 7:50 p.m.

The Council continued the discussion pertaining to COVID tests.

Mayor Burks called for the vote and declared the motion approved, (5-0-1); Vice-Mayor Eyasu abstained.



EXECUTIVE SESSION

Councilmember Carroll made a motion to enter Executive Session to discuss a legal matter. Councilmember Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

The Council discussed a legal matter in Executive Session.

Councilmember Hood made a motion to end Executive Session and conclude the regular meeting. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

8. ADJOURNMENT

Vice-Mayor Eyasu made a motion to adjourn. Councilmember Johnson duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

The meeting adjourned at 8:55 p.m.

ATTEST:

Beverly H. Burks
Mayor

Tomika R. Lewis
City Clerk



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Yterenickia Bell

Debra Johnson

Susan Hood

Shawanna Qawiy, Interim City Manager

CITY COUNCIL WORK SESSION MINUTES

**Tuesday, January 25, 2022 7:00PM
ZOOM**

1. CALL TO ORDER

2. ROLL CALL

All members of the City Council were present.

3. WORK SESSION – RESIDENT COMMENT POLICY

Mayor Burks read the Resident Comment Policy.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

There was no presentation or administrative business discussed.

5. OLD BUSINESS

There was no new business to discuss.

6. NEW BUSINESS

A. Discussion to appoint a new City Clerk.

Interim City Manager, Shawanna Qawiy stated the position of City Clerk is vital to the efficient administrative operations of the City of Clarkston and plays a significant role in ensuring continuity of service to the citizens of the City of Clarkston, Mayor and City Council. With mayor and council approval Tomika Lewis will be appointed as the full time permanent City Clerk to perform the codified and assigned duties associated with said position.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

B. Discussion to appoint a new Planning and Zoning Board Member.

Interim City Manager, Shawanna Qawiy stated a vacancy on the Planning and Zoning Board became open due to a former board member running for an elected office. The vacancy permits the Mayor and City Council to make a recommendation to fill the vacant position on the Planning and Zoning Board that will expire on December 31, 2022.

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.



C. Discussion to re-appoint Dean Moore to the Clarkston Historic Preservation Commission.

Interim City Manager, Shawanna Qawiy stated the Historical Preservation shall consist of three (3) members, two (2) appointed by the City Council and one (1) appointed by the mayor. All members shall be residents of Clarkston. Members shall serve three (3) year terms. Members may not serve more than two (2) consecutive terms. Initial appointments are: one (1) member for one (1) year to be appointed by the mayor; one (1) member for two (2) years, appointed by the City Council; and one (1) member for three (3) years, appointed by City Council.

The mayor has appointed the one (1) year term that has been extended to the three (3) years term. City council shall review to discuss the reappointment of the member of the initial two (2) years term to the three (3) years term. The initial three (3) years term is slated to expire in July 2022.

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

D. Discussion of alcohol license for Olympic Café D/B/A Abyssinia Café and Restaurant at 926 Montreal Road, Ste. 3E, Clarkston, GA 30021.

Interim City Manager, Shawanna Qawiy stated the Alcohol Review Committee (ARC) has received and reviewed an ownership change alcohol license application for a restaurant to sale Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 926 Montreal Road Ste. 3E Clarkston, GA 30021.

The new owner of the Abyssinia Café and Restaurant located at 926 Montreal Road, Suite 3E has made application for an alcohol beverage, license for Beer/Wine/Malt Beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.



- E.** Discussion of alcohol license for Thulungbros LLC D/B/A Chevron Food Mart at 1109 Montreal Road, Clarkston, GA 30021.

Interim City Manager, Shawanna Qawiy stated the Alcohol Review Committee (ARC) has received and reviewed an ownership change alcohol license application for a convenience store to sale Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 1109 Montreal Road, Clarkston, GA 30021.

The new owner of the Chevron Food Mart located at 1109 Montreal Road has made application for an alcohol beverage license for Beer/Wine/Malt Beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The Council briefly discussed this item.

The City Council recommended voting on this item at the February 1, 2022 City Council Meeting.

- F.** Discussion of alcohol license for Samaira Investment, Incorporated D/B/A Chevron Food Mart at 3635 Church Street, Clarkston, GA 30021.

Interim City Manager, Shawanna Qawiy stated the Alcohol Review Committee (ARC) has received and reviewed an ownership change application for a convenience store to sale Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 3635 Church Street, Clarkston, GA 30021.

The new owner of the Chevron Food Mart located at 3635 Church Street has made application for an alcohol beverage license for Beer/Wine/Malt beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

- G.** Discussion to allocate \$30,000 in ARPA funds to the Healthy Community Clarkston Outreach Initiative submitted by the Veteran's and Community Outreach Foundation, Incorporated.

Victor Johnson gave a brief presentation of the Healthy Community Clarkston Outreach Initiative and expressed the needs of the foundation and what the foundation provides to Veteran's.



Mayor Burks stated Mr. Johnson will follow-up with a MOU for this item.

The Council briefly discussed this item.

The City Council recommended voting on this item at the February 1, 2022 City Council Meeting.

- H.** Discussion to allocate ARPA funds to offer Clarkston homeowners assistance with home repairs and/or weatherization not to exceed \$5,000 for each household.

Councilmember Johnson gave a brief explanation for requesting homeowners' assistance for home repairs and/or weatherization using ARPA Funds in an amount not to exceed \$5,000.

City Attorney, Stephen Quinn recommended the City advertise a Bond for a weatherization contract.

The Council briefly discussed this item.

The City Council recommended voting on this item at the February 1, 2022 City Council Meeting.

- I.** Discussion of SPLOST 09 Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements.

Interim City Manager, Shawanna Qawiy stated the purpose of this item was to discuss the RFPs submitted for the SPLOST 09 Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements project.

The City of Clarkston requested proposals from qualified engineering design firms to provide engineering design, environmental and utility permitting, right of way plans, surveying, construction plans/specifications, bid documents /manual, and related traffic safety and operational improvements at the Mell Avenue CSX Crossing and adjoining Church and East Ponce de Leon multi-leg intersection.

POND & Company and Volkert, Incorporated are the two (2) prime companies that submitted RFPs for the city's review.

The Council briefly discussed this item.

Larry Kaiser and Ms. Qawiy recommended selecting POND for the Professional Engineering Services contract.



J. Discussion of change order for SPLOST 04 B & C Pedestrian Enhancement Trailhead and Rowland Street mailbox replacement project.

Interim City Manager, Shawanna Qawiy stated the purpose of this item was to discuss the change order for SPLOST 04 B & C Pedestrian Enhancement Trailhead and Rowland Street mailbox replacement project. The City is responsible for replacing all of the streetscape mailboxes in perpetuity per the agreement the city has with all residents and business owners on Norman Road and East Ponce de Leon Avenue. The cost to remove, install and/or replace the mailboxes on Norman Road and East Ponce de Leon Avenue is \$9815.00

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

K. Discussion to appoint council members to the Standing Advisory Committees: Public Safety and Legal Committee; Transportation and Environment Committee Housing and Infrastructure Committee; Community Development Committee; Equality, Inclusion, and Opportunity Committee Marketing and Civic Innovation Committee.

The Council briefly discussed this item.

Mayor Burks stated the item was to discuss appointing council members to the Standing Advisory Committees.

Public Safety and Legal Committee

Chair: YT Bell

Vice-Chair: Awet Eyasu

Members: Debra Johnson, Jamie Carroll, and Mayor Beverly Burks

Transportation and Environment Committee

Chair: Awet Eyasu

Vice-Chair: Laura Hopkins

Members: Susan Hood, Yterenickia Bell and Jamie Carroll

Housing and Infrastructure Committee:

Chair: Jamie Carroll

Vice-Chair: Laura Hopkins

Members: Yterenickia Bell, Laura Hopkins, Debra Johnson, and Mayor Burks



Community Development and Civic Innovation Committee:

Chair: Debra Johnson

Vice-Chair: Yterenickia Bell

Members: Awet Eyasu and Mayor Beverly Burks

Business and Economic Development Committee

Chair: Susan Hood

Vice-Chair: Yterenickia Bell

Members: Mayor Beverly Burks and Debra Johnson

Equality, Inclusion, and Opportunity Committee:

Chair: Laura Hopkins

Vice-Chair: Awet Eyasu

Members: Debra Johnson, Yterenickia Bell, and Mayor Beverly Burks

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

- L. Discussion to appoint members to the Early Learning Task Force; Youth Advisory Council; Senior Resident Advisory Committee; Police Community Task Force; Preventive Health Task Force; Public Art Advisory Committee; and Charter Review Committee.

Interim City Manager, Shawanna Qawiy stated the purpose of this item was to appoint members to community council and tasks forces in the City of Clarkston.

Early Learning Task Force: 1-year Term (January 2022 – January 2023)

Liaison: Awet Eyasu and Jamie Carroll

Members:

Youth Advisory Council

Liaison: Awet Eyasu and Yterenickia Bell

Members:

Senior Resident Advisory Committee

Liaison: Mayor Beverly Burks, Debra Johnson and Susan Hood

Members:

Police Community Task Force

Liaison:

Members:

Preventive Health Task Force

Liaison: Laura Hopkins, Yterenickia Bell, Debra Johnson, and Mayor Beverly Burks

Members:



Public Art Advisory Committee

Liaison: Susan Hood and Laura Hopkins

Members:

Charter Review Committee

Councilmember Hood recommended postponing the Charter Review Committee for one year.

M. Discussion of City Council and Staff Retreat.

Interim City Manager, Shawanna Qawiy stated there are new visions and goals for the City and formulate a strategic plan to move forward and accomplish the goals for the upcoming year. She also stated annually city management, city department heads and the mayor and city council convene at a location to discuss the mission and goals of the city. This meeting/workshop allow leadership to review accomplishments from the previous year and to establish program goals and strategies for the upcoming year.

The City Council recommended hosting the City Council and Staff Retreat on March 11, 2022. The logistics of the retreat will be handled by staff.

The Council will email the agenda items to Interim City Manager, Shawanna Qawiy.

7. ADJOURNMENT

The meeting adjourned at 10:00 p.m.

CITY OF CLARKSTON

ITEM NO: 7A

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

MEETING DATE: FEBRUARY 1, 2022

ACTION TYPE:

VOTE

SUBJECT: To approve the appointment of a City Clerk

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE:

Staff solicited applicant to fill the position of City Clerk.

NEED/ IMPACT:

The position of City Clerk is vital to the efficient administrative operations of the City of Clarkston and plays a significant role in ensuring continuity of service to the citizens of the City of Clarkston, Mayor and City Council. With mayor and council approval, Tomika Lewis will be appointed as the full-time permanent City Clerk to perform the codified and assigned duties associated with said position.

RECOMMENDATIONS:

Staff recommends APPROVAL.

CITY OF CLARKSTON

ITEM NO: 7B

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: FEBRUARY 1, 2022

VOTE

SUBJECT: To approve filling a vacant position on the Planning and Zoning Board.

DEPARTMENT: PLANNING/ECONOMIC AND
DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy
Interim City Manager/ PED Director
PHONE NUMBER: 404-296-6489

PURPOSE: The Mayor and City Council shall approve appointing a new member to the Planning and Zoning Board.

NEED/ IMPACT:

A vacancy on the Planning and Zoning Board became open due to a former board member running for an elected office. The vacancy permits the Mayor and City Council to make a recommendation to fill the vacant position on the Planning and Zoning Board that will expire on December 31, 2022.

All interested applications to consider for this position are attached.

RECOMMENDATIONS:

N/A



**CITY OF CLARKSTON
PLANNING & ZONING COMMITTEE APPLICATION**

DATE OF APPLICATION _____

NAME: Herbert Clark _____

HOME ADDRESS: 1000 Montreal Road Apt. 3C _____

HOME PHONE: 404.296.8418 _____

CELL PHONE: 470.457.2022 _____

E-mail ADDRESS: clahrb777@aol.com _____

LENGTH OF RESIDENCY IN CLARKSTON: 16 years _____

IF EMPLOYED, PLEASE LIST WHERE YOU WORK AND POSITION YOU HOLD: _____
Goodwill of North Georgia-----Donation Specialist

PLEASE ATTACH A LETTER OF INTEREST INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

- Why you wish to be considered for appointment to the Planning & Zoning Committee
- Your relevant experience and knowledge

The information provided will be used by the Mayor to make a nomination and for the City Council to consider for appointment, when a vacancy exists on the Planning & Zoning Committee. If there is no vacancy, your application will be kept on file for one year for consideration should an opening occur.

Please return application to: City of Clarkston
Office of the City Clerk
1055 Rowland Street
Clarkston, GA 30021

Submit by email to: tashby@cityofclarkston.com

Thank you for your willingness to serve your local government and community.

CITY OF CLARKSTON

ITEM NO: 7C

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

MEETING DATE: FEBRUARY 1, 2022

ACTION TYPE:

VOTE

SUBJECT: To reappoint a member of the Historic Preservation Commission.

DEPARTMENT: PLANNING/ECONOMIC AND
DEVELOPMENT

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy
Interim City Manager/ PED Director
PHONE NUMBER: 404-296-6489

PURPOSE: To reappoint a member of the Historic Preservation Commission.

NEED/ IMPACT:

The Historical Preservation shall consist of three (3) members, two (2) appointed by the City Council and one (1) appointed by the mayor. All members shall be residents of Clarkston. Members shall serve three (3) year terms. Members may not serve more than two (2) consecutive terms. Initial appointments are: one (1) member for one (1) year to be appointed by the mayor; one (1) member for two (2) years, appointed by the City Council; and one (1) member for three (3) years, appointed by City Council.

The mayor has appointed the one (1) year term that has been extended to the three (3) years term.

City council shall review to discuss the reappointment of the member of the initial two (2) years term to the three (3) years term.

The initial three (3) years term is slated to expire in July 2022.

RECOMMENDATIONS:

Staff recommends to re-appoint Dean Moore to serve the three (3) years term on the Historic Preservation Commission.

City of Clarkston Historic Preservation Commission Bylaws

I. Authority

The Clarkston Historic Preservation Commission (hereinafter referred to as the "preservation commission") has been created pursuant to the Georgia Historic Preservation Act, O.C.G.A. Section 44-10-21, and a local historic preservation ordinance adopted by the City of Clarkston Historic Preservation Commission, and shall be governed by the terms thereof.

II. Membership Vacancies

Should a member die, resign, fail to attend three consecutive regular meetings of the preservation commission (and should there be no adequate excuse for such absence), or move his permanent residence outside of the City of Clarkston/DeKalb County, the Chair shall recommend to the governing authority that a vacancy be declared and that the vacant position be filled for the remainder of that member's unexpired term. An individual appointed to serve the remainder of an unexpired term shall be eligible to be reappointed. Unless disqualified as provided above, members shall serve until their successors are appointed and qualified.

III. Officers

a) Chair - A Chair shall be elected by the members of the commission from among their membership. The Chair shall preside at all meetings and hearings. The Chair shall decide all points of order and procedure, subject to the historic preservation ordinance, these bylaws, and any rules of procedure or guidelines adopted by the preservation commission, unless directed otherwise by a majority of the members in session at the time. The Chair may discuss or vote on any matters before the body.

b) Vice Chair - A vice Chair shall be elected by the members of the preservation commission from among their membership in the same manner as the Chair. The Vice Chair shall serve as acting Chair in the absence of the Chair, or when that officer shall refrain from participation because of a conflict of interest, and shall have the same powers and duties as the Chair when acting in that capacity.

c) Secretary - A Secretary shall be elected by the members of the preservation commission from among their membership in the same manner as the Chair and Vice Chair. The Secretary shall cause a record to be made of each meeting of the preservation commission which shall include, at a minimum, a record of all resolutions, proceedings, and actions of the body. The Secretary shall serve as acting Chair both Chair and Vice Chair are unable to participate due to absence or a conflict of interest and shall have the same powers and duties as the Chair when acting in that capacity.

d) Elections - Officers shall serve one-year terms and shall be eligible for reelection. The preservation commission shall elect its initial officers at the first meeting following their appointment and thereafter in June of each year. If a vacancy should occur in any office, an individual shall be elected from the membership to serve for the remainder of the unexpired term.

IV. Meetings

a) Regular Meetings - Regular meetings of the preservation commission shall be held on the third Wednesday of each month at 10:00 am, at the Clarkston City Hall Annex; provided that meetings may be held at some other convenient place if directed by the Chair in advance of the meeting. If a regularly scheduled meeting occurs on a legal holiday, the Chair may set an alternate day for the meeting.

b) Special Meetings - Special meetings of the preservation commission may be called at any time by the Chair. At least forty-eight hours' notice of the time and place of special meetings shall be given to each member; provided that this requirement may be waived by consent of all the members. The purpose of the special meeting must be stated in the notice.

c) Cancellation of Meetings - Whenever there is no business to be conducted, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four hours prior to the time set for the meeting.

d) Adjourned Meetings - Should the business before the preservation commission not be completed, the Chair may adjourn the same from day to day until the matters before the body are disposed of.

e) Quorum - A quorum shall consist of a majority of the members.

f) Open Meetings - All meetings of the preservation commission shall be open to the public, except where otherwise provided by the Georgia Open Meetings Law. However, members of the public shall not address the preservation commission unless invited to do so by the Chair. A time limit may be set by the preservation commission for the presentations or remarks of non-members.

g) Agenda - The agenda for each meeting shall be prepared by staff at the direction of the Chair. The normal order of business at each meeting shall be: (1) call to order, (2) determination of quorum, (3) approval of the agenda, (4) applications for certificates of appropriateness, approval of minutes of the previous meeting, (5) old business, (6) new business, (7) adjournment.

h) Decisions - Decisions of the preservation commission shall be by a majority of those members present and voting, a quorum being present. Decisions may be made by voice vote unless any member requests a roll call vote.

i) Committees. - The Chair shall appoint any committees found necessary to facilitate business before the preservation commission and shall be an ex-officio member of all committees. With the concurrence of the commission, committees may include residents of the city who are not members of the commission.

V. Staff

The governing authority shall provide technical and clerical assistance as the preservation commission may require, and shall maintain permanent and complete records of the activities of the preservation commission.

VI. Conflict of Interest

A member shall not cast a vote on any issue before the preservation commission which involves the interests of that member or an organization in which that member has an ownership interest or position of control or directly represents. Neither shall a member cast a vote on any matter which could provide direct financial benefit to that member. Whenever a conflict of interest situation arises in the conduct of business the following actions shall be taken:

- a) The individual member shall divulge the existence and reasons for the potential conflict;
- b) The preservation commission shall decide if such a conflict exists.
- c) If it is decided that a conflict exists, the affected member shall refrain from presenting, voting on, or discussing the project, other than answering a direct question.
- d) Should the preservation commission determine that a conflict of interest does not exist, the nature of the alleged conflict and the reason(s) for determining a conflict did not exist shall be entered into the minutes.

VII. Code of Conduct

Each member of the preservation commission shall adhere to the following code of conduct as contained in Section 45-10-3 of the Official Code of Georgia Annotated:

- a) Uphold the Constitution, laws, and regulations of the United States, the State of Georgia, and all governments therein and never be a party to evasion;
- b) Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;
- c) Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;

d) Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit;

e) Expose corruption wherever discovered;

f) Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;

g) Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his official duties;

h) Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and

i) Never take any official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.

VIII. Applications or certificates of appropriateness

a) Requirements. Submission of applications for certificates of appropriateness shall be made at the City Hall Annex/ Planning and Development Department. Applications shall include: No applications shall be considered by the Commission unless they are complete, including all necessary exhibits. Provided, however, that the Commission may consider applications not complying with this paragraph only upon a finding by the Commission, entered in the record, of extraordinary or unusual circumstances which would make compliance with this provision impractical. The Chair, together with Staff, shall determine the completeness of submitted applications one week prior to the meeting. Should an application be determined to be incomplete, the applicant will be contacted by Staff with a request for additional material. In the event that the requested material is not presented by the scheduled meeting, that application shall be withdrawn from the agenda.

b) Deadline for Submission. Applications for certificates of appropriateness shall be submitted 30 days prior to the meeting where it will be reviewed ten (10) business days prior to the meeting. Should this day fall upon a legal holiday applications of certificates of appropriateness shall be due the following day by noon.

c) Public Notice. Public notice of applications for certificates of appropriateness shall be accomplished by advertisement in the local paper and by posting of a sign on the subject property.

d) Representation. The applicant or a bona fide representative of the applicant shall be present at the meeting or meetings where the application for a certificate of appropriateness is reviewed. In the event that no representative is present for an application, that application shall be considered withdrawn. The CHPC may waive this requirement by consensus of those present at the meeting.

e) Timeliness of the Commission. Action on a certificate of appropriateness must be taken by the Commission within 45 days after the filing of a complete application. This time limit can be extended by mutual agreement between the applicant and the Commission.

f) Determination of Material Change. Staff shall determine for each application whether the request concerns ordinary maintenance or repair. Staff may seek the opinion of the Chair or Vice Chair in this determination. Such determinations will be reported at the next regularly scheduled meeting of the Historic Preservation Commission.

IX. Amendments

These bylaws may be amended by the affirmative vote of two (2) members of the preservation commission, provided that notice of the intent to amend and the content of the amendment shall have been distributed in writing to each member at least ten (10) days prior to the meeting at which the vote to amend is taken or presented to the members, all members being present, at the regular meeting preceding the meeting at which the vote to amend is taken.

CITY OF CLARKSTON

ITEM NO: 7D

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: FEBRUARY 1, 2022

VOTE

SUBJECT: To approve an alcohol application submitted by Olympic Café D/B/A Abyssinia Café and Restaurant.

DEPARTMENT: ALCOHOL REVIEW COMMITTEE

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE:

The Alcohol Review Committee (ARC) has received and reviewed an ownership change alcohol license application for a restaurant to sale Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 926 Montreal Road Ste. 3E Clarkston, GA 30021.

NEED/ IMPACT:

The new owner of the Abyssinia Café and Restaurant located at 926 Montreal Road, Suite 3E has made application for an alcohol beverage, license for Beer/Wine/Malt Beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The ARC has performed a thorough review of the various components to this application.

Under Clarkston Code Sec. 3-53, the City Council is vested with the final authority to grant an alcohol license.

RECOMMENDATIONS:

Staff (ARC) recommends APPROVAL.

NEW ALCOHOLIC BEVERAGE LICENSE INFORMATION & CHECK LIST

- ☐ A state license must be obtained before any alcoholic beverages can be served or sold in the City of Clarkston. Contact the Georgia Department of Revenue at (404) 417-4902.
- ☐ Read and understand the City's Alcohol Beverage Ordinance, Chapter 3 of the Code of Ordinances.
- ☐ If applicant is a new establishment you must also obtain an Occupational Tax Permit, please contact City Hall at (404) 296-6489.
- ☐ The following information will be required at the time of submittal of the application:
 - ☐ Completed Application Form (signed and notarized);
 - ☐ Must obtain or have an Occupational Tax Certificate;
 - ☐ Personnel Statements from owner, partners, officers, directors, and major stockholders of private corporations, and general manager with two current passport photographs
 - ☐ Two (2) Fingerprint Cards; Must be obtained with DeKalb County, Police Headquarters, 3630 Camp Circle, Decatur, See attached form
 - ☐ All individuals required to complete personnel statements must contact the Police Department at (404) 292-9465 for background check.
 - ☐ Cash or check for the license fee plus the administrative fee;
 - ☐ Evidence of Ownership of the building or copy of the lease, if applicant is leasing the building;
 - ☐ A survey showing the distance to the nearest school/school grounds, church, library, public park, alcohol treatment facility, adult entertainment;
 - ☐ If applicant represents a franchise, copy of the franchise agreement;
 - ☐ If applicant represents an eating establishment, submit a copy of the menu;
 - ☐ If applicant represents a partnership, submit copy of the partnership agreement;
 - ☐ If applicant represents a corporation, submit articles of incorporation and certificate of incorporation;
 - ☐ Project purchases/projected gross sales (if applying for distilled spirits consumption);
- ☐ Establishments holding an Alcohol Beverage License from the City of Clarkston must submit the following reports:

On-Premise Consumption

- ☐ Excise tax-reporting for Liquor Sales (to be submitted monthly). Due the 20th of each month;
- ☐ Quarterly Reporting of food/alcohol sales; due the last day of the month after each calendar quarter.

New Alcohol Beverage License Application

Instructions: This application must be typed or printed legibly and executed under oath. Each question must be fully answered. If space provided is not sufficient to answer the question please use a separate sheet of paper. Holding an alcohol beverage license with the City of Clarkston is a privilege.

Date: 12/7/21 ☒ New ☐ Amendment

Contact Name: Ali Adil Mohammed Phone: 404-437-9684

Business/Trade Name: Olympic Cafe

D/B/A: Abyssinia Cafe and Restaurant

Business Address: 926 Montreal Road 3rd Floor Clarkston GA 30021

Emergency Contact Name: Zeiglem Abebe Phone: 404-645-2941

TYPE OF BUSINESS

- ☐ Convenience Store
- ☐ Grocery Store
- ☐ Package Store
- ☐ Manufacturer
- ☐ Specialty Beverage Store
- ☒ Restaurant
- ☐ Wholesale
- ☐ Other: _____

TYPE OF LICENSE AND FEES

Retail Dealers On-Premise Consumption/Retail Dealers Package

- ☐ Beer/Malt Beverages \$750
 - ☐ Wine \$750
 - ☒ Beer/Wine/Malt Beverages \$1,000
 - ☒ Distilled Spirits \$2,500
 - ☐ Wholesale Wine or Beer/Malt \$350
 - ☐ Wholesale Beer/Wine/Malt \$450
 - ☐ Wholesale Distilled Spirits (City) \$5,000, No location in City \$450
 - ☒ Administrative (Investigative Application) Fee (applicable to all Licenses) \$200.00
- Employee Work Permit Initial/Renewal \$50.00 (per employee) Must apply Clarkston Municipal Courts Office (404-292-9465)

APPLICANT INFORMATION

Please submit a passport photograph of owner(s) with completed application.

Full Name: Ali Adil Mohammed Date of Birth: [REDACTED]
Current Address: 606 Waterview Ct, Stone Mountain A 30

Name of Agent or Representative (if different from Applicant): HIEN NGUYEN
Phone: 770.309.4815
Address: 1000 N. INDIAN CREEK DR, FL 2, CLARKSTON, GA 30021

Address of Applicant (if different for the past 5 years):
606 Waterview Ct Stone Mtn GA 30088 Dec 2020 - present
3519 W. Hill St Clarkston GA 30021 May 2017 - Dec 2020
Refugee Camp Sharkole Camp Ethiopia 2013 - May 2017

Have you ever been arrested? ☐ Yes ☒ No (If yes, explain) _____

BUSINESS INFORMATION

Type of business entity: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Other

Has an Occupational Tax Certificate been obtained and paid for at said business? ☒ Yes ☐ No (If not issued by the City of Clarkston please include a copy with application.)

Federal Tax ID Number: [REDACTED] State Tax ID Number: [REDACTED]

Do you own the property? ☐ Yes ☒ No (If no, please provide name, address, and contact number for the landlord. A copy of the Lease must be attached to this application.) _____

Name each person(s) having a financial interest in the Establishment.

Full Name	Position	Social Security Number	Address	% of Interest
ALI ADIL MOHAMMED	CEO	[REDACTED]	606 WATERVIEW CT STONE MTN, GA 30021	100

Have you or anyone with interest in the establishment ever or do you currently hold an alcohol beverage license with any other municipality, county, or state? ☐ Yes ☒ No

If so, have you or anyone holding interest in the establishment ever been placed on probation or had your license revoked? ☐ Yes ☒ No (If yes, please explain on separate sheet of paper and attach hereto.)

Provide name, address, Social Security Number, and phone number for each Manager if different from owner. A passport photograph, Personnel Statement, and Background Check must be submitted for each manager.

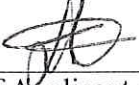
Full Name	Position	Social Security Number	Address	% of Interest

If new application for Retail Sale, attach a surveyor's plat and state the straight line distance from property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.

Church: 252 YARD School: 376 YARDS Advance Survey
Inc
 Library: 778 YARDS Public Recreation: 892 YARD 770 995. 0938

VERIFICATION OF APPLICATION

I hereby make application for an Alcohol Beverage License for the City of Clarkston. I understand that holding this license is a privilege. I do hereby affirm and swear that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fee and further that it is my/our responsibility to conform with said ordinances in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

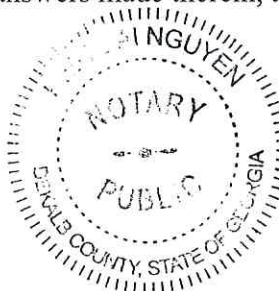

 Signature of Applicant or Agent

Ali Adil Mohammed
 Print or Type Name

I certify that ALI ADIL MOHAMMED (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 7 day of DEC, 2021.


 Notary Public



My commission expires on DEC 21 2024

BACKGROUND CHECK OWNERS/MANAGERS

An Alcohol Permit Applications must include a background check for all owners, partners and managers.

Application must be made to the City of Clarkston Police Department, Municipal Courts, 3921 Church Street, Clarkston, GA 30021, (404) 292-9465

Hours: 9:00a.m. to 4:00p.m. Monday through Friday

Fees:

Owner/Manger Permits are \$50.00 which includes processing of Criminal History record

Payment Forms: Cash or Credit Card

Name: Ali Adil Mohammed Date: 12-07-2021

Business: Olympic cafe D/B/A Abyssinia Cafe Title: CEO
Restaurant

Are you an Owner or Manager? ☐ Manager ☒ Owner ☐ Partner

If you are an Owner/ Manager have you obtained Personnel Statement from City Hall? ☒ Yes ☐ No

Do you consent to the Clarkston Police Department checking your criminal history? ☒ Yes ☐ No

Have you ever been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. ☐ Yes, Please Explain ☒ No

Are you currently serving probation? ☐ Yes, Please Explain ☒ No

For Official Use Only

City Hall:

Authorized By: _____ Date: _____ ID Paid: ☐ Yes ☐ No

Police Department:

Criminal History Record Checked? ☐ Yes ☐ No

Applicant is able to obtain Permit? ☐ Yes ☐ No, If no, please state reason for denial.

Permit No. _____

Signed By: _____ Date: _____ Name: _____
Please Print Name

ALCOHOLIC BEVERAGE PERSONNEL STATEMENT
OWNERS/MANAGERS/ASSISTANT MANAGERS

For Official Use Only

Type of License: _____

Business: _____

Address: _____

Telephone: _____

Instructions: This personnel statement must be executed under oath or affirmation by every person having any ownership or profit sharing interest in, or managing any place of business applying for license from the City of Clarkston, Georgia to sell or deal in alcoholic beverages or distilled spirits. Please type or print clearly in ink. If not legible, Statement will not be accepted. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. A personnel statement, including two (2) passport-size photographs and two (2) fingerprint cards are required by Questions 31 and 32, for all owners/managers/assistant managers and must be submitted with every license application.

1. Ali Adil Mohammed
Full Name of Applicant and Address

2. Social Security Number: [REDACTED]

3. Driver's License Number: [REDACTED]

4. Date of Birth: [REDACTED] Place of Birth: Sudan

5. U.S. Citizen A copy of verifiable identification must be provided at the time of application. Copy of driver's license or State photo ID card.

a. () by birth

b. () Naturalized

Date: _____ Place: _____ Court: _____

Petition Number: _____ Certificate Number: _____

Derived Parent Certificate Number(s) _____

Alien Registration Number: [REDACTED]

Native Country: SUDAN Date of Port Entry: _____

6. How long have you been a legal resident of Georgia? 4 Years 6 Months

7. Marital Status ☒ Single () Married () Widowed () Divorced () Separated

8. If married, give spouse's full name _____

9. Physical Description of Applicant Black Race Male Sex 5'08 Height 140 Weight
26 Age Black Hair Color Black Eyes

* 10. Education and training specific to restaurant/alcohol field. N/A

11. Have you ever used or been known by any other name () yes ☒ No

12. List maiden name, names by former marriages, former names changed legally or otherwise, aliases or nicknames. For each, list the period which you were known by this name. _____

13. Are you registered to vote in the state of Georgia () yes ☒ No
County Registered _____ Number of years registered _____

14. For the last calendar year, did you file and pay any County property tax () yes ☒ No

15. For the last calendar year, did you file and pay any City property tax () Yes ☒ No
Name of City _____

16. Employment record for the past ten (10) years (Give most recent experience first, is self-employed give details)

- | | From | To | Employer | Occupational Duties | Reason for Leaving |
|----|-----------|----------|---------------|-----------------------|----------------------|
| a. | 4/9/2018 | Current | Refuge Coffee | Supervisor Trainer | N/A |
| b. | 4/17/2017 | 4/9/2018 | Home Goods | AC Accounting Control | |
| c. | 2013 | May 2017 | Student | in Ethiopia | Assosa High-School |
| d. | 2010 | 2013 | Student | in Ethiopia | Beteseb Academy M.S. |
| e. | | | | | |
| f. | | | | | |
| g. | | | | | |
| h. | | | | | |

17. List, with your most recent place of residence first, all of your residences for the past ten (10) years

- | | Date From/To | Street | City | State |
|----|------------------------|-----------------------|----------------|-------------------|
| a. | 12/1/2019/Current | 6060 Waterview, Ct | Stone Mountain | GA 30088 |
| b. | 05/11/2017 - 12/1/2020 | 3519 West Hill Street | Clarkston | GA 30006 |
| c. | 2013 | May 2017 | Refugee Camp | Sherkole Ethiopia |
| d. | 2010 | 2013 | Addis Ababa | Ethiopia |
| e. | | | | |

18. Military Service () Yes ☒ No List Serial Number _____ Branch of Service _____
Period of Service _____ Date of Discharge _____ Type of Discharge _____

19. Have you ever been convicted of a felony relating to violence, illegal substances, gambling, theft or alcohol use, or of a crime opposed to decency and morality, or who has been convicted of a crime involving violation of the ordinances of the city or any other city or county relating to the use, sale, taxability, or possession of malt beverages, wine or liquor, or violations of the laws of the state and federal government pertaining to the manufacture, possession, transportation or sale of malt beverages, wine or intoxicating liquors, or the taxability thereof within ten (10) years preceding this application? _____ Yes ☒ No

20. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.

21. Position of applicant in dealer's business. _____

22. Does applicant have any ownership/profit sharing interest in the business? () Yes ☒ No

State annual salary of applicant or the estimated annual profit or compensation derived from this business.

23. Do you have any financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the business premises? () Yes ☒ No if yes, explain _____

24. Do you have any financial or are you employed in any wholesale or retail liquor business other than the business submitting the license application of which this personnel statement is a part? () Yes ☒ No if yes, give names and locations and amount of interest in each. _____

25. Do you have any financial interest or are you employed in any business engaged in distilling, bottling, rectifying or selling (wholesale, retail or manufacturing) alcoholic beverages in this state or outside this state which has not otherwise been disclosed in the statement. () Yes ☒ No If yes, explain _____

26. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit? () Yes ☒ No if yes, explain _____

27. Has any alcoholic beverage business in which you hold or have held any financial interest or have been employed, ever been cited for any violation for the rules and regulations of the State Revenue Commission relating to the sale or distribution of distilled spirits? () Yes ☒ No If yes, explain _____

28. Have you ever been denied a bond by a commercial surety company? () Yes ☒ No if yes, explain _____

29. Are you related by blood, marriage or adoption to any persons engaged in any business handling alcoholic beverages, whiskeys or liquors in the State of Georgia. () Yes ☒ No

30. Personal References. Give three (3) personal references, not relatives (i.e., former employees, fellow employees or school teachers who are responsible adults, business or professional men or women) who have known you well during the past five (5) years.

Name Kitti Murray
Residence Clarkston, GA
Business Address 4170 East Ponce de Leon Ave NE, Clarkston, GA 30021
Telephone Number 404-259-4096 Number of years known 4 years

Name Zelalem Abebe
Residence Stone Mountain, GA
Business Address Ez Style Barber Beauty shop, 926 Montreal Rd, Clarkston, GA
Telephone Number 404-645-2941 Number of years known 4 years 30021

Name Liya Kath Usman Saheb
Residence Alpharetta GA 9205 masters ALPH GA 30005 3 years
Business Address 926 montreal Rd Clarkston GA 30021 Suite 1
Telephone Number 770-710-0770 Number of years known _____

31. Attach two (2) passport-size photographs (front view). Write name on back of photographs and also the name of dealer submitting a license application. Initial here if such photographs are attached. (X)

32. There must be submitted with this personal statement the fingerprints of applicant on two (2) fingerprint cards, which will be furnished to the City of Clarkston. Initial here that such fingerprint cards are attached. _____

Verification

I, Ali Adil Mohammed, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false or fraudulent statements or answer is made therein to procure the granting of such license. I hereby submit for an Alcoholic Beverage Privilege License Personnel Statement for the City of Clarkston. I do hereby swear or affirm that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this statement and any related application. I certify that neither I, nor any of the other owners of the retail or wholesale establishment, nor the manager of such establishment has been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinance in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

[Signature]
Applicant's Signature (full name in ink)

Ali Adil Mohammed
Applicant's Name (Print or Type)

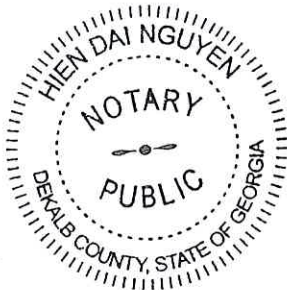
I certify that Ali Adil Mohammed (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 7 day of DEC, 2021

[Signature]
Notary Public

Seal:

My Commission Expires On **DEC 21 2024**





FINGERPRINTS NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



APPLICANT SIGNATURE

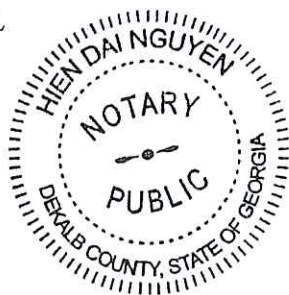
12/7/2021
DATE



NOTARY SIGNATURE

12/07/2021
DATE

SEAL



My Commission Expires On **DEC 21 2024**



I authorize DeKalb County Police Department to conduct a fingerprint based criminal history record check of me, as a part of my City of Clarkston alcohol application.

I understand that DeKalb County Police Department will send my fingerprints to the Georgia Crime Information Center for a search of criminal history information in its files and to the Federal Bureau of Investigation for a search of its files when a federal record check is so authorized.

I understand that the electronic results of this fingerprint check will be received by DeKalb County Police Department and forwarded to the agency responsible for determining my suitability for the position for which I have applied.

I further understand that DeKalb County Police Department will not maintain a copy of my record and that DeKalb County Police Department meets all confidentiality and security requirements for handling and dissemination of state and federal criminal history record information.

DeKalb Police Headquarters
3630 Camp Circle, Decatur, GA 30032- ground floor

Monday-Thursday 8:00-11:00am and 1:00 – 4:00pm

Must bring Photo ID, (Driver's License or US Passport) and \$5.00

Name: Al' Adil Mohammed

Signature: 

Date: 12/7/21

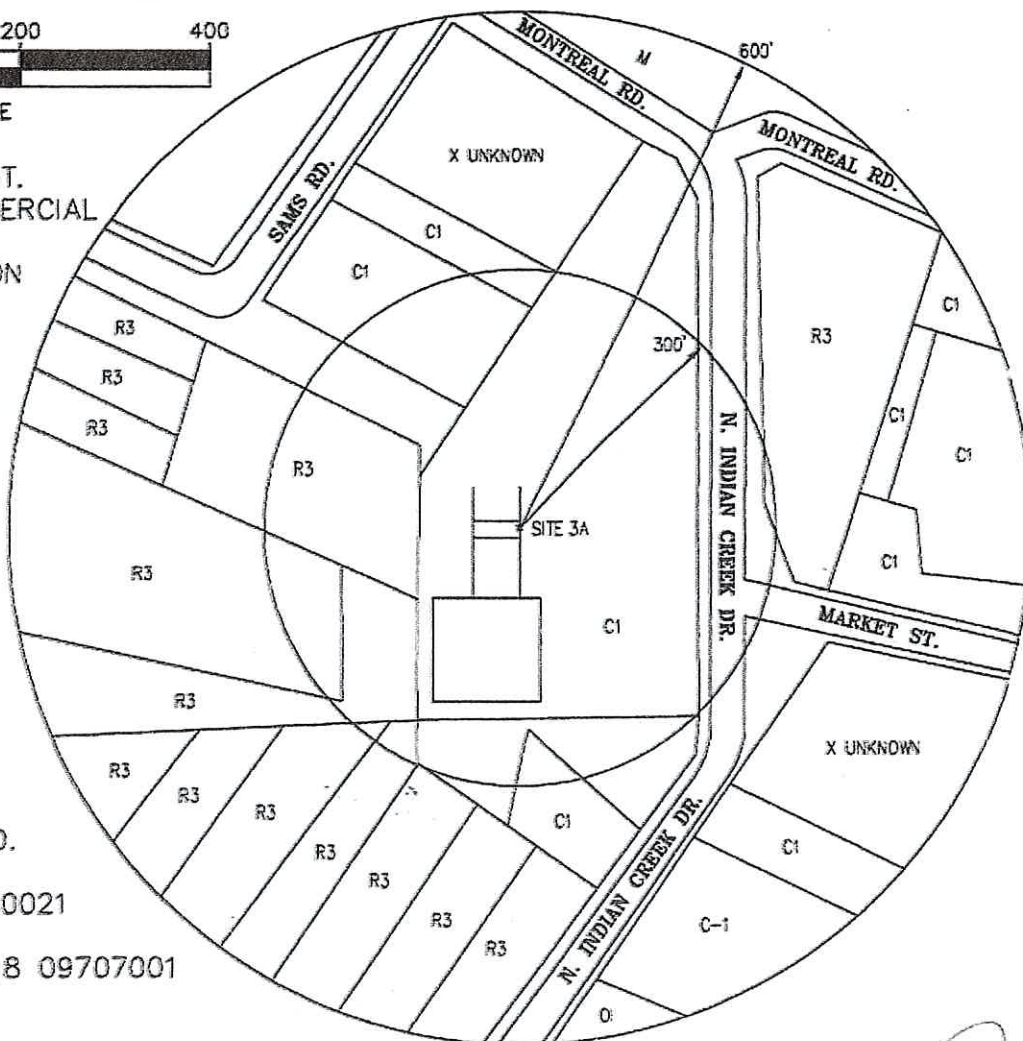
200 150 100 0 100 200 400

GRAPHIC SCALE
1" = 200'

C1 = LOCAL COMM DIST.
C-1 = GENERAL COMMERCIAL
R3 = RESIDENTIAL
OI = OFFICE INSTITUTION

MAGNETIC

SITE ADDRESS:
926 MONTREAL RD.
SUITE 3A
CLARKSTON, GA 30021
ZONED: C1
TAX PARCEL ID: 18 09707001



1. SCHOOL: 376 YARDS TO HEARTWOOD AGILE LEARNING CENTER
3983 CHURCH ST. CLARKSTON, GA 30021
2. CHURCH: 252 YARDS TO CHRIST COMMUNITY AME CHURCH
4154 E. PONCE DE LEON AVE CLARKSTON, GA 30021
3. LIBRARY: 778 YARDS TO CLARKSTON PUBLIC LIBRARY
951 N INDIAN CREEK DR. CLARKSTON, GA 30021
4. PARK: 892 YARDS TO FRIENDSHIP PARK
4399 E. PONCE DE LEON AVE CLARKSTON, GA 30021
5. ALCOHOL TREATMENT CENTER: 2,482 YARDS TO BETTER TOMORROW
CENTERS
1605 POST OAK DR. CLARKSTON, GA 30021
6. ADULT ENTERTAINMENT: NO ADULT ENTERTAINMENT WITHIN 200 YARDS

ALL DISTANCES MEASURED BY STRAIGHT LINE DISTANCE.

Advance Survey, Inc.

634 N. CLAYTON STREET
LAWRENCEVILLE, GA. 30046
OFFICE: (770) 995-0938
FAX: (770) 554-7539



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ADVANCE SURVEY INC.
ALL MATTERS OF TITLE EXCEPTED

ALCOHOLIC BEVERAGE SURVEY FOR:

OLYMPIC CAFE INC.

LAND LOT:	97	SCALE:	1"=200'
DISTRICT:	18TH	DATE:	9/24/2021
SECTION:	----	DRAWN BY:	LAR
COUNTY:	DEKALB	CHK BY:	AGP PC: GSO
STATE:	GEORGIA	JOB NO:	210387



CITY OF CLARKSTON

ITEM NO: 7E

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: FEBRUARY 1, 2022

VOTE

SUBJECT: To approve an alcohol application submitted by Samaira Investment, Inc. D/B/A Chevron Food Mart.

DEPARTMENT: ALCOHOL REVIEW COMMITTEE

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE:

The Alcohol Review Committee (ARC) has received and reviewed an ownership change application for a convenience store to sell Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 3635 Church Street, Clarkston, GA 30021

NEED/ IMPACT:

The new owner of the Chevron Food Mart located at 3635 Church Street has made application for an alcohol beverage license for Beer/Wine/Malt beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The ARC has performed a thorough review of the various components to this application.

Under Clarkston Code Sec. 3-53, the City Council is vested with the final authority to grant an alcohol license.

RECOMMENDATIONS:

Staff (ARC) recommends APPROVAL.

NEW ALCOHOLIC BEVERAGE LICENSE INFORMATION & CHECK LIST

- ☐ A state license must be obtained before any alcoholic beverages can be served or sold in the City of Clarkston. Contact the Georgia Department of Revenue at (404) 417-4902.
- ☐ Read and understand the City's Alcohol Beverage Ordinance, Chapter 3 of the Code of Ordinances.
- ☐ If applicant is a new establishment you must also obtain an Occupational Tax Permit, please contact City Hall at (404) 296-6489.
- ☐ The following information will be required at the time of submittal of the application:
 - ☐ Completed Application Form (signed and notarized);
 - ☐ Must obtain or have an Occupational Tax Certificate;
 - ☐ Personnel Statements from owner, partners, officers, directors, and major stockholders of private corporations, and general manager with two current passport photographs
 - ☐ Two (2) Fingerprint Cards; Must be obtained with DeKalb County, Police Headquarters, 3630 Camp Circle, Decatur, See attached form
 - ☐ All individuals required to complete personnel statements must contact the Police Department at (404) 292-9465 for background check.
 - ☐ Cash or check for the license fee plus the administrative fee;
 - ☐ Evidence of Ownership of the building or copy of the lease, if applicant is leasing the building;
 - ☐ A survey showing the distance to the nearest school/school grounds, church, library, public park, alcohol treatment facility, adult entertainment;
 - ☐ If applicant represents a franchise, copy of the franchise agreement;
 - ☐ If applicant represents an eating establishment, submit a copy of the menu;
 - ☐ If applicant represents a partnership, submit copy of the partnership agreement;
 - ☐ If applicant represents a corporation, submit articles of incorporation and certificate of incorporation;
 - ☐ Project purchases/projected gross sales (if applying for distilled spirits consumption);
- ☐ Establishments holding an Alcohol Beverage License from the City of Clarkston must submit the following reports:

On-Premise Consumption

- ☐ Excise tax-reporting for Liquor Sales (to be submitted monthly). Due the 20th of each month;
- ☐ Quarterly Reporting of food/alcohol sales; due the last day of the month after each calendar quarter.

New Alcohol Beverage License Application

Instructions: This application must be typed or printed legibly and executed under oath. Each question must be fully answered. If space provided is not sufficient to answer the question please use a separate sheet of paper. Holding an alcohol beverage license with the City of Clarkston is a privilege.

☒ New ☐ Amendment

Date: July 21, 2021

Contact Name: Jignesh Shah Phone: 678-707-3064

Business/Trade Name: Samaira Investment, Inc.

D/B/A: Chevron Food Mart

Business Address: 3635 Church Street

Emergency Contact Name: Jignesh Shah Phone: 678-707-3064

TYPE OF BUSINESS

- ☒ Convenience Store
- ☐ Grocery Store
- ☐ Package Store
- ☐ Manufacturer
- ☐ Specialty Beverage Store
- ☐ Restaurant
- ☐ Wholesale
- ☐ Other: _____

TYPE OF LICENSE AND FEES

Retail Dealers On-Premise Consumption/Retail Dealers Package

- ☐ Beer/Malt Beverages \$750
 - ☐ Wine \$750
 - ☒ Beer/Wine/Malt Beverages \$1,000
 - ☐ Distilled Spirits \$2,500
 - ☐ Wholesale Wine or Beer/Malt \$350
 - ☐ Wholesale Beer/Wine/Malt \$450
 - ☐ Wholesale Distilled Spirits (City) \$5,000, No location in City \$450
 - ☐ Administrative (Investigative Application) Fee (applicable to all Licenses) \$200.00
- Employee Work Permit Initial/Renewal \$50.00 (per employee) Must apply Clarkston Municipal Courts Office (404-292-9465)

APPLICANT INFORMATION

Please submit a passport photograph of owner(s) with completed application.

Full Name: Jignesh Shah Date of Birth: [REDACTED]

Current Address: 730 Sentry Ridge Crossing, Suwanee, Georgia 30024

Name of Agent or Representative (if different from Applicant): Dana Farkas Solutions, LLC

Phone: 770-315-4816

Address: 245 Sequoyah Drive, Alpharetta, Georgia 30004

Address of Applicant (if different for the past 5 years):

2020 to present - 730 Sentry Ridge Crossing, Suwanee, Georgia 30024

2005 to 2019 - 4710 Bradstone Trace, NW, Lilburn, Georgia 30047

Have you ever been arrested? ☐ Yes ☒ No (If yes, explain) _____

BUSINESS INFORMATION

Type of business entity: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Other

Has an Occupational Tax Certificate been obtained and paid for at said business? ☒ Yes ☐ No (If not issued by the City of Clarkston please include a copy with application.) applying now

Federal Tax ID Number: [REDACTED] State Tax ID Number: [REDACTED]

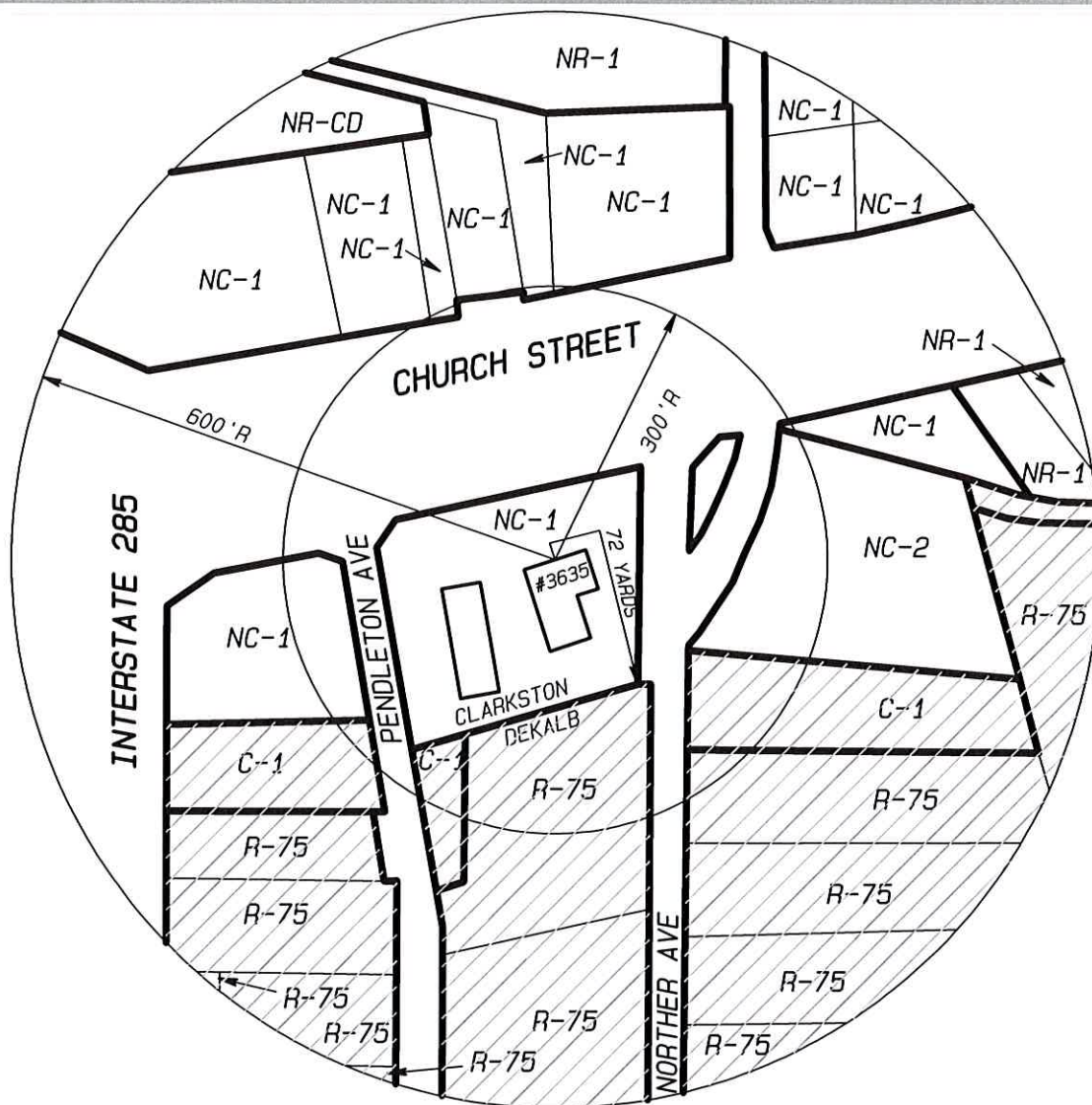
Do you own the property? ☐ Yes ☒ No (If no, please provide name, address, and contact number for the landlord. A copy of the Lease must be attached to this application.) Lease attached

Name each person(s) having a financial interest in the Establishment.

Full Name	Position	Social Security Number	Address	% of Interest
Jignesh Shah	Owner	[REDACTED]	730 Sentry Ridge Crossing Suwanee, Georgia 30024	100%

Have you or anyone with interest in the establishment ever or do you currently hold an alcohol beverage license with any other municipality, county, or state? ☒ Yes ☐ No applying for two locations in Gwinnett County and two in DeKalb County

If so, have you or anyone holding interest in the establishment ever been placed on probation or had your license revoked? ☐ Yes ☒ No (If yes, please explain on separate sheet of paper and attach hereto.)



ALL DISTANCES ARE MEASURED AS A PEDESTRIAN WOULD TRAVEL ALONG THE MOST DIRECT ROUTE ALONG THE GROUND.

ALCOHOL LICENSE SURVEY NOTES:

NEAREST RESIDENCE: 72 YDS TO 862 NORTHERN AVE

NEAREST PUBLIC SCHOOL: ±763 YDS TO ATLANTA AREA SCHOOL FOR THE DEAF
890 NORTH INDIAN CREEK DRIVE

NEAREST PUBLIC PARK: ±1,300 YDS TO NEEDHAM PARK
850 DUNEITH COURT

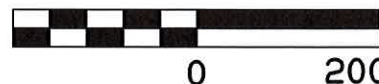
NEAREST CHURCH: ±1006 YDS TO CLARKSTON INTERNATIONAL BIBLE CHURCH
3895 CHURCH STREET

NEAREST ALCOHOL TREATMENT FACILITY: ±3634 YDS TO SOBER LIVING PROGRAMS IN ATLANTA
3205 PACES PARK DRIVE

NEAREST CONVENIENCE STORE: ±231 YDS TO TEXACO
3906 EAST PONCE DE LEON AVE

NEAREST LIBRARY: ±1,173 YDS TO CLARKSTON PUBLIC LIBRARY
951 NORTH INDIAN CREEK DRIVE

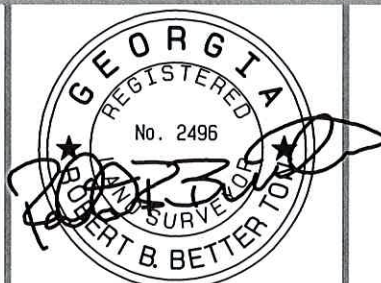
GRAPHIC SCALE 1"=200'



**BETTERTON
SURVEYING & DESIGN, INC.**

LAND SURVEYING,
LAND PLANNING,
SUBDIVISION & COMMERCIAL
SITE DESIGN

950 WEST SANDTOWN ROAD
MARIETTA, GEORGIA 30064
(678) 483-0242



JANUARY 9, 2022

ALCOHOL SURVEY

3635 CHURCH STREET
SUITE A

LOCATED IN:
LAND LOT 66 - 18TH DISTRICT
DEKALB COUNTY, GEORGIA
CITY OF CLARKSTON
SCALE: 1" = 200FT.
DATE: 1/9/22
PREPARED FOR:
SAMAIRA INVESTMENT, INC.

22101

Provide name, address, Social Security Number, and phone number for each Manager if different from owner. A passport photograph, Personnel Statement, and Background Check must be submitted for each manager.

Full Name	Position	Social Security Number	Address	% of Interest
Same as owner				

If new application for Retail Sale, attach a surveyor's plat and state the straight line distance from property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.

Church: 1,400 1,006 yards School: 797 763 yards

Library: 1,173 yards Public Recreation: 1,300 yards

VERIFICATION OF APPLICATION

I hereby make application for an Alcohol Beverage License for the City of Clarkston. I understand that holding this license is a privilege. I do hereby affirm and swear that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fee and further that it is my/our responsibility to conform with said ordinances in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

[Signature]
Signature of Applicant or Agent

Jignesh Shah
Print or Type Name

I certify that Jignesh Shah (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 21st day of July, 2021.

Dana Farkas
Notary Public

My commission expires on: 8/15/22



BACKGROUND CHECK OWNERS/MANAGERS

An Alcohol Permit Applications must include a background check for all owners, partners and managers.

Application must be made to the City of Clarkston Police Department, Municipal Courts, 3921 Church Street, Clarkston, GA 30021, (404) 292-9465

Hours: 9:00a.m. to 4:00p.m. Monday through Friday

Fees:

Owner/Manger Permits are \$50.00 which includes processing of Criminal History record

Payment Forms: Cash or Credit Card

Name: Jignesh Shah Date: July 21, 2021

Business: Samaira Investment, Inc. Title: Owner

Are you an Owner or Manager? ☐ Manager ☒ Owner ☐ Partner

If you are an Owner/ Manager have you obtained Personnel Statement from City Hall? ☒ Yes ☐ No

Do you consent to the Clarkston Police Department checking your criminal history? ☒ Yes ☐ No

Have you ever been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. ☐ Yes, Please Explain ☒ No

Are you currently serving probation? ☐ Yes, Please Explain ☒ No

For Official Use Only

City Hall:

Authorized By: _____ Date: _____ ID Paid: ☐ Yes ☐ No

Police Department:

Criminal History Record Checked? ☐ Yes ☐ No

Applicant is able to obtain Permit? ☐ Yes ☐ No, If no, please state reason for denial.

Permit No. _____

Signed By: _____ Date: _____ Name: _____
Please Print Name

ALCOHOLIC BEVERAGE PERSONNEL STATEMENT
OWNERS/MANAGERS/ASSISTANT MANAGERS

For Official Use Only

Type of License: Alcohol

Business: Samaira Investment, Inc.

Address: 3635 Church Street, Clarkston, GA 30021

Telephone: 678-707-3064

Instructions: This personnel statement must be executed under oath or affirmation by every person having any ownership or profit sharing interest in, or managing any place of business applying for license from the City of Clarkston, Georgia to sell or deal in alcoholic beverages or distilled spirits. Please type or print clearly in ink. If not legible, Statement will not be accepted. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. A personnel statement, including two (2) passport-size photographs and two (2) fingerprint cards are required by Questions 31 and 32, for all owners/managers/assistant managers and must be submitted with every license application.

1. Jignesh Shah

Full Name of Applicant and Address

2. Social Security Number: [REDACTED]

3. Driver's License Number: [REDACTED] Georgia

4. Date of Birth: [REDACTED] Place of Birth: India

5. U.S. Citizen A copy of verifiable identification must be provided at the time of application. Copy of driver's license or State photo ID card.

a. ☐ by birth

b. ☒ Naturalized

Date: 2/6/2009

Place: Atlanta

Court: Federal

Petition Number: N/A

Certificate Number: [REDACTED]

Derived Parent Certificate Number(s) N/A

Alien Registration Number: N/A

Native Country: India

Date of Port Entry: February 6, 2009

6. How long have you been a legal resident of Georgia? 22 Years 11 Months (August 1998)

7. Marital Status ☐ Single ☒ Married ☐ Widowed ☐ Divorced ☐ Separated

8. If married, give spouse's full name Shrutiben Maheshbhai Shah

9. Physical Description of Applicant Asian Race Male Sex 5'9" Height 150 lb Weight
40 Age Black Hair Color Black Eyes

10. Education and training specific to restaurant/alcohol field. Owner will train employees on how to check for proper ID and proper procedures for selling alcohol.

11. Have you ever used or been known by any other name ☐ yes ☒ No

12. List maiden name, names by former marriages, former names changed legally or otherwise, aliases or nicknames. For each, list the period which you were known by this name. N/A

13. Are you registered to vote in the state of Georgia ☒ yes ☐ No
County Registered Gwinnett Number of years registered

14. For the last calendar year, did you file and pay any County property tax ☒ yes () No Gwinnett County
15. For the last calendar year, did you file and pay any City property tax () Yes ☒ No
Name of City Suwanee
16. Employment record for the past ten (10) years (Give most recent experience first, is self-employed give details)
- | From | To | Employer | Occupational Duties | Reason for Leaving |
|------|-----------------|------------------------------------|---------------------|--------------------|
| a. | | | | |
| b. | 2019 to present | Shell Food Mart, Norcross, Georgia | Manager | |
| c. | 2016 to 2019 | HRH Food & Gas, Conyers, Georgia | Manager | |
| d. | 2011 to 2016 | Acworth BP, Acworth, Georgia | Cashier | |
| e. | | | | |
| f. | | | | |
| g. | | | | |
| h. | | | | |
17. List, with your most recent place of residence first, all of your residences for the past ten (10) years
- | Date From/To | Street | City | State |
|--------------|-----------------|---|-------|
| a. | | | |
| b. | 2020 to present | 730 Sentry Ridge Crossing, Suwanee, Georgia | 30024 |
| c. | 2005 to 2019 | 4710 Bradstone Trace, NW, Lilburn, Georgia | 30047 |
| d. | | | |
| e. | | | |
18. Military Service () Yes ☒ No List Serial Number _____ Branch of Service _____
Period of Service _____ Date of Discharge _____ Type of Discharge _____
19. Have you ever been convicted of a felony relating to violence, illegal substances, gambling, theft or alcohol use, or of a crime opposed to decency and morality, or who has been convicted of a crime involving violation of the ordinances of the city or any other city or county relating to the use, sale, taxability, or possession of malt beverages, wine or liquor, or violations of the laws of the state and federal government pertaining to the manufacture, possession, transportation or sale of malt beverages, wine or intoxicating liquors, or the taxability thereof within ten (10) years preceding this application? _____ Yes ☒ No
20. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.
Samaira Investment, Inc. dba Chevron Food Mart
21. Position of applicant in dealer's business. President/owner
22. Does applicant have any ownership/profit sharing interest in the business? ☒ Yes () No **100% owner**
State annual salary of applicant or the estimated annual profit or compensation derived from this business.
distributions as available

23. Do you have any financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the business premises? () Yes ☒ No if yes, explain _____

24. Do you have any financial or are you employed in any wholesale or retail liquor business other than the business submitting the license application of which this personnel statement is a part? () Yes ☒ No if yes, give names and locations and amount of interest in each. _____

25. Do you have any financial interest or are you employed in any business engaged in distilling, bottling, rectifying or selling (wholesale, retail or manufacturing) alcoholic beverages in this state or outside this state which has not otherwise been disclosed in the statement. () Yes ☒ No If yes, explain _____

26. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit? () Yes ☒ No if yes, explain _____

27. Has any alcoholic beverage business in which you hold or have held any financial interest or have been employed, ever been cited for any violation for the rules and regulations of the State Revenue Commission relating to the sale or distribution of distilled spirits? () Yes ☒ No If yes, explain _____

28. Have you ever been denied a bond by a commercial surety company? () Yes ☒ No if yes, explain _____

29. Are you related by blood, marriage or adoption to any persons engaged in any business handling alcoholic beverages, whiskeys or liquors in the State of Georgia. () Yes ☒ No

30. Personal References. Give three (3) personal references, not relatives (i.e., former employees, fellow employees or school teachers who are responsible adults, business or professional men or women) who have known you well during the past five (5) years.

Name Wafi Padaniya
Residence 3551 Graham Way, Lilburn, GA 30047
Business Address _____
Telephone Number (404) 992-8092 Number of years known 10 years

Name Amit Vadsaria
Residence 2392 Seaborn Place, Duluth, Georgia 30097
Business Address 6040 Daweson Boulevard, Suite F, Norcross, Georgia 30093
Telephone Number (404) 451-6983 Number of years known 6 years

Name Zulfikar Fnu
Residence 6295 Spring Knoll Court, Tucker, Georgia 30084
Business Address 6070 South Norcross Tucker, Road, Norcross, GA 30093
Telephone Number (404) 428-2216 Number of years known 8 years

31. Attach two (2) passport-size photographs (front view). Write name on back of photographs and also the name of dealer submitting a license application. Initial here if such photographs are attached. yes

32. There must be submitted with this personal statement the fingerprints of applicant on two (2) fingerprint cards, which will be furnished to the City of Clarkston. Initial here that such fingerprint cards are attached. no

Verification

I, Jignesh Shah, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false or fraudulent statements or answer is made therein to procure the granting of such license. I hereby submit for an Alcoholic Beverage Privilege License Personnel Statement for the City of Clarkston. I do hereby swear or affirm that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this statement and any related application. I certify that neither I, nor any of the other owners of the retail or wholesale establishment, nor the manager of such establishment has been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinance in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

[Signature]
Applicant's Signature (full name in ink)

Jignesh Shah
Applicant's Name (Print or Type)

I certify that Jignesh Shah (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 21st day of July, 2021.

Dana Farkas
Notary Public

Seal:





FINGERPRINTS NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

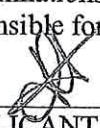
If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

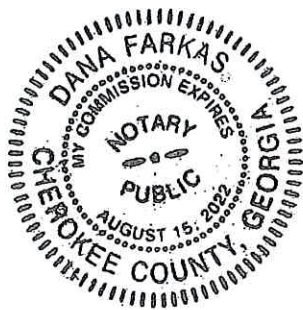

APPLICANT SIGNATURE Jignesh Shah

7-21-21
DATE


NOTARY SIGNATURE

July 21, 2021
DATE

SEAL





I authorize DeKalb County Police Department to conduct a fingerprint based criminal history record check of me, as a part of my City of Clarkston alcohol application.

I understand that DeKalb County Police Department will send my fingerprints to the Georgia Crime Information Center for a search of criminal history information in its files and to the Federal Bureau of Investigation for a search of its files when a federal record check is so authorized.

I understand that the electronic results of this fingerprint check will be received by DeKalb County Police Department and forwarded to the agency responsible for determining my suitability for the position for which I have applied.

I further understand that DeKalb County Police Department will not maintain a copy of my record and that DeKalb County Police Department meets all confidentiality and security requirements for handling and dissemination of state and federal criminal history record information.

DeKalb Police Headquarters
3630 Camp Circle, Decatur, GA 30032- ground floor

Monday-Thursday 8:00-11:00am and 1:00 – 4:00pm

Must bring Photo ID, (Driver's License or US Passport) and \$5.00

Name: Jignesh Shah

Signature: 

Date: July 21, 2021

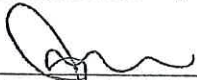
REGISTERED AGENT CONSENT AND INFORMATION FORM

CITY OF CLARKSTON OFFICE OF THE CITY CLERK

Sec. 3-6(l) All licensed establishments must have and continuously maintain in DeKalb County a registered agent upon whom any process, notice or demand required or permitted by law or under this chapter to be served upon the licensee or owner may be served. This person must be a resident of DeKalb County. The licensee shall file the name of such agent, along with the written consent of such agent with the city.

I, Malik Dhanani, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors thereof and to perform all obligations of such agency under the Alcoholic Beverage Ordinance of the city of Clarkston, Georgia. I understand the basic purpose is to have and continuously maintain a Registered Agent upon which any process, notice, or demand required or permitted by law or under said ordinance to be served upon the licensee or owner may be served. I understand that the Registered Agent must be a citizen of the United States and a resident of DeKalb County Georgia. I hereby authorize the Clarkston Police Department to obtain and review copies of any criminal and/or driver's histories in my name or any alias used by me in the past or at the present. I understand that this information may be used against me during the course of the Clarkston Police Department's investigation. I further certify that I will notify the City of Clarkston Office of the City Clerk of any changes effecting my status and/or position with this company.

This 3rd day of December, 20 21.


Signature of Agent

MalikDhanani
Type or Print Name of Agent

2895 Hollywood Drive
Type or Print Agent's Home Address

Decatur, Georgia 30033
Type or Print City, State and Zip Code

2006
Type or Print Date Moved into the Above Address


Type or Print Social Security Number


Type or Print Driver's License Number


Type or Print Date of Birth

404-423-3452
Type or Print Area Code and Phone Number

CITY OF CLARKSTON

ITEM NO: 7F

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

MEETING DATE: FEBRUARY 1, 2022

ACTION TYPE:

VOTE

SUBJECT: To approve the change order (#39) for SPLOST 04 B & C Pedestrian Enhancement Trailhead and Rowland Street mailbox replacement project.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE: To approve the change order for SPLOST 04 B & C Pedestrian Enhancement Trailhead and Rowland Street mailbox replacement project.

NEED/ IMPACT: The City is responsible for replacing all of the streetscape mailboxes in perpetuity per the agreement the city has with all residents and business owners on Norman Road and East Ponce de Leon Avenue.

The cost to remove, install and/or replace the mailboxes on Norman Road and East Ponce de Leon Avenue is \$9815.00

RECOMMENDATIONS:

Staff recommends replacing the affected mailboxes and purchasing extras for Norman Road and East Ponce de Leon Avenue per change order number 39.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA APPROVING A CHANGE ORDER FOR SPLOST 04 B & C PEDESTRIAN ENHANCEMENT TRAILHEAD AND ROWLAND STREET MAILBOX REPLACEMENT PROJECT.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. The City Council hereby approves the Change Order for SPLOST 04 B & C Pedestrian Enhancement Trailhead and Rowland Street Mailbox Replacement Project at designated locations within the City, for a total cost not to exceed \$_____.

PASSED, APPROVED and RESOLVED this ____ day of _____ 2022.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Lewis, City Clerk

EXHIBIT A

From: Sol Construction LLC
4120 Presidential Parkway, Suite 115
Atlanta, GA 30340

Proposal for Change No.

39

To Owner	City of Clarkston	Via	Owner Lawrence K. Kaiser
Project	SPLOST 04 B & C Pedestrian Enhancements Trailhead & Rowland Street		
Date:	1/6/2022		
Drawings	Sketch dated: 12/20/2021	Specifications	Dated: 09/23/2021
Short Description	Extra mailboxes for Clarkston Streetscape		

Description of change:

Remove, install and/or replace mailboxes on Norman road and E. Ponce de Leon Avenue

Amount of change	\$9,815.00
Additional days	6

XXX	We request your approval prior to proceeding with the work.
	We are proceeding with the change listed above based on previous approval.
	Other

Submitted by:

Approved by Engineer/Owner/Contractor

Jose Villegas, Sol Construction

Name:

Date:

Sol Construction
Atlanta, GA

Project:	SPLOST 04 B & C Pedestrian Enhancements Trailhead & Rv
Change Order request no:	39
Date:	1/6/2022
Description:	Extra mailboxes for Clarkston Streetscape

Recap

Item	Description	Unit	Quantity	Unit Price	Extension
1	Single mail box	EA	1	\$ 123.00	\$123.00
2	Single mail box + post	EA	3	\$ 371.00	\$1,113.00
3	Single mail box + post + stone base	EA	8	\$ 689.63	\$5,517.00
4	Double mail box on one post + stone base	EA	4	\$ 765.50	\$3,062.00
				Total	\$9,815.00

[illegible]

Sol Construction
Atlanta, GA

Project:		SPLOST 04 B & C Pedestrian Enhancements Trailhead &			
Change Order request no:		39			
Date:		1/6/2022			
Description:		Extra mailboxes for Clarkston Streetscape			

Item No	1	Description:	Single mail box		
Unit	EA	Quantity	1	Unit Price	\$123

Materials	Unit	Quantity	Unit Price	Extension
Metal mail box	EA	1.00	\$64.71	\$65
				\$0
				\$0
				\$0
				\$0
Subtotal				\$65
Tax				8% \$5
Materials				\$70

Equipment Rental	Unit	Quantity	Unit Price	Extension
Minor equipment	EA	1.00	\$20.00	\$20
				\$0
				\$0
Subtotal				\$20
Tax				0% \$0
Equipment Rental				\$20

Labor	Unit	Quantity	Unit Price	Extension
Superintendent	HR		\$85.00	
Equipment Operator	HR		\$45.00	
General Labor	HR	0.50	\$35.00	\$18
Skilled Labor	HR		\$39.00	
Field Engineer	HR		\$75.00	
Subtotal				\$18
Labor				\$18

Subcontracted Work	Unit	Quantity	Unit Price	Extension
Subcontract				\$0

Additional Days	0.5
-----------------	-----

Subtotal material, labor and equipment		\$107
Contractor's Mark Up (M, L, E)		15% \$16
Subtotal Subcontractor's work		\$0
Contractor's Mark Up (sub)		15% \$0
Subtotal		\$123
Total		\$123

Sol Construction
Atlanta, GA

Project:		SPLOST 04 B & C Pedestrian Enhancements Trailhead & P		
Change Order request no:		39		
Date:		1/6/2022		
Description:		Extra mailboxes for Clarkston Streetscape		

Item No	2	Description:	Single mail box + post	
Unit	EA	Quantity	3	Unit Price \$371

Materials	Unit	Quantity	Unit Price	Extension
Metal mail box	EA	3.00	\$64.71	\$194
Wood post	EA	3.00	\$28.56	\$86
Metal copper cap	EA	3.00	\$4.29	\$13
Paint	EA	2.00	\$10.00	\$20
				\$0
Subtotal				\$313
Tax 8%				\$25
Materials				\$338

Equipment Rental	Unit	Quantity	Unit Price	Extension
minor equipment	EA	1.00	\$20.00	\$20
				\$0
				\$0
				\$0
				\$0
				\$0
Subtotal				\$0
Tax 0%				\$0
Equipment Rental				\$0

Labor	Unit	Quantity	Unit Price	Extension
Superintendent	HR		\$85.00	\$0
Equipment Operator	HR		\$45.00	\$0
General Labor	HR	18.00	\$35.00	\$630
Skilled Labor	HR		\$39.00	\$0
Field Engineer	HR		\$75.00	\$0
Subtotal				\$630
Labor				\$630

Subcontracted Work	Unit	Quantity	Unit Price	Extension
				\$0
				\$0
				\$0
				\$0
Subcontract				\$0

Additional Days	1
-----------------	---

Subtotal material, labor and equipment	\$968
Contractor's Mark Up (M, L, E) 15%	\$145
Subtotal Subcontractor's work	\$0
Contractor's Mark Up (sub) 15%	\$0
Subtotal	\$1,113
Total	\$1,113

Sol Construction
Atlanta, GA

Project:		SPLOST 04 B & C Pedestrian Enhancements Trailhead			
Change Order request no:		39			
Date:		1/6/2022			
Description:		Extra mailboxes for Clarkston Streetscape			

Item No	3	Description:	Single mail box + post + stone base		
Unit	EA	Quantity	8.00	Unit Price	\$690

Materials	Unit	Quantity	Unit Price	Extension
Elberstone	TON	4.0	\$90.00	\$360
Metal mail box	EA	6.00	\$64.71	\$388
Lockable mail box	EA	2.00	\$97.18	\$194
Paint	EA	7.00	\$10.00	\$70
Wood post	EA	8.00	\$29.68	\$237
Metal copper cap	EA	8.00	\$4.29	\$34
Subtotal				\$1,284
Tax				8% \$103
Materials				\$1,387

Equipment Rental	Unit	Quantity	Unit Price	Extension
Minor equipment	EA	1.00	\$20.00	\$20
Subtotal				\$20
Tax				0% \$0
Equipment Rental				\$20

Labor	Unit	Quantity	Unit Price	Extension
Superintendent	HR		\$85.00	
Equipment Operator	HR		\$45.00	
General Labor	HR	30.00	\$35.00	\$1,050
Skilled Labor	HR	60.00	\$39.00	\$2,340
Field Engineer	HR		\$75.00	
Subtotal				\$3,390
Labor				\$3,390

Subcontracted Work	Unit	Quantity	Unit Price	Extension
Subcontract				\$0

Additional Days	3
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Subtotal material, labor and equipment		\$4,797
Contractor's Mark Up (M, L, E)		15% \$720
Subtotal Subcontractor's work		\$0
Contractor's Mark Up (sub)		15% \$0
Subtotal		\$5,517
Total		\$5,517

Sol Construction
Atlanta, GA

Project:		SPLOST 04 B & C Pedestrian Enhancements Trailhead & P		
Change Order request no:		39		
Date:		5/1/2019		
Description:		Extra mailboxes for Clarkston Streetscape		

Item No	4	Description:	Double mail box on one post + stone base	
Unit	EA	Quantity	4	Unit Price \$766

Materials	Unit	Quantity	Unit Price	Extension
Elberstone	TON	2.00	\$90.00	\$180
Mail box	EA	7.00	\$64.71	\$453
Lockable Mail box	EA	1.00	\$97.18	\$97
Paint	EA	3.00	\$10.00	\$30
Wood Post	EA	4.00	\$29.68	\$119
Metal copper cap	EA	4.00	\$4.29	\$17
Subtotal				\$896
Tax 8%				\$72
Materials				\$968

Equipment Rental	Unit	Quantity	Unit Price	Extension
Minor equipment	EA	1.00	\$20.00	\$20
				\$0
				\$0
				\$0
				\$0
Subtotal				\$0
Tax 8%				\$0
Equipment Rental				\$0

Labor	Unit	Quantity	Unit Price	Extension
Superintendent	HR		\$85.00	\$0
Equipment Operator	HR		\$45.00	\$0
General Labor	HR	15.00	\$35.00	\$525
Skilled Labor	HR	30.00	\$39.00	\$1,170
Field Engineer	HR		\$75.00	\$0
Subtotal				\$1,695
Labor				\$1,695

Subcontracted Work	Unit	Quantity	Unit Price	Extension
				\$0
				\$0
				\$0
				\$0
Subcontract				\$0

Additional Days	1.5
-----------------	-----

Subtotal material, labor and equipment		\$2,663
Contractor's Mark Up (M, L, E) 15%		\$399
Subtotal Subcontractor's work		\$0
Contractor's Mark Up (sub) 15%		\$0
Subtotal		\$3,062
Total		\$3,062

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: JANUARY 25, 2022

VOTE

SUBJECT: To approve appointing council members to the Standing Advisory Committees.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Mayor Beverly Burks
PHONE NUMBER: 404-296-6489

PURPOSE: To approve appointing council members to the Standing Advisory Committees

NEED/ IMPACT: The Standing Advisory Committees were created to study and formulate policy and recommendations that will benefit the community by collaborative efforts with city and community leaders and residents.

The Standing Advisory Committees are Public Safety and Legal Committee; Transportation and Environment Committee; Housing and Infrastructure Committee; Community Development and Civic Innovation Committee; Business and Economic Development Committee; and Equality, Inclusion, and Opportunity Committee.

RECOMMENDATIONS:**Public Safety and Legal Committee**

Chair: Yterenickia Bell

Vice-Chair: Awet Eyasu

Members: Debra Johnson, Jamie Carroll, and Mayor Beverly Burks

Transportation and Environment Committee

Chair: Awet Eyasu

Vice-Chair: Laura Hopkins

Members: Susan Hood, Jamie Carroll, and Mayor Beverly Burks

Housing and Infrastructure Committee:

Chair: Jamie Carrol

Vice-Chair: Laura Hopkins

Members: Yterenickia Bell, Laura Hopkins and Debora Johnson, and Mayor Beverly Burks

Community Development and Civic Innovation Committee:

Chair Johnson

Vice-Chair Bell

Members: Awet Eyasu and Mayor Beverly Burks

Business and Economic Development Committee

Chair: Susan Hood

Vice-Chair: Yterenickia Bell

Members: Mayor Beverly Burks and Debra Johnson

Equality, Inclusion, and Opportunity Committee:

Chair: Laura Hopkins

Vice-Chair: Awet Eyasu

Members: Debra Johnson, Yterenickia Bell, and Mayor Beverly Burks

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA, AUTHORIZING THE APPOINTMENT OF COUNCILMEMBERS TO THE STANDING ADVISORY COMMITTEES.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. That the City Council hereby authorizes the appointment of Councilmembers to the following Standing Advisory Committees: Public Safety and Legal Committee; Transportation and Environment Committee; Housing and Infrastructure Committee; Community Development and Civic Innovation Committee; Business and Economic Development Committee; Equality, Inclusion, and Opportunity Committee. A copy of said appointments is attached to this resolution as "Exhibit A" and are incorporated herein for all purposes. .

PASSED, APPROVED and RESOLVED this ____ day of _____ 2022.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Lewis, City Clerk

EXHIBIT A

Public Safety and Legal Committee

Chair: YT Bell

Vice-Chair: Awet Eyasu

Members: Debra Johnson, Jamie Carroll, and Mayor Beverly Burks

Transportation and Environment Committee

Chair: Awet Eyasu

Vice-Chair: Laura Hopkins

Members: Susan Hood, Jamie Carroll and Mayor Beverly Burks

Housing and Infrastructure Committee:

Chair: Jamie Carroll

Vice-Chair: Laura Hopkins

Members: YT Bell, Laura Hopkins, Debora Johnson, and Mayor Beverly Burks

Community Development and Civic Innovation Committee:

Chair Johnson

Vice-Chair Bell

Members: Awet Eyasu and Mayor Beverly Burks

Business and Economic Development Committee

Chair: Susan Hood

Vice-Chair: YT Bell

Members: Mayor Beverly Burks and Debra Johnson

Equality, Inclusion, and Opportunity Committee:

Chair: Laura Hopkins

Vice-Chair: Awet Eyasu

Members: Debra Johnson, YT Bell, and Mayor Beverly Burks

RESOLUTION 2020-024
ESTABLISHING STANDING ADVISORY COMMITTEES

WHEREAS, the Clarkston City Council is desirous of creating a mechanism to study and formulate policy recommendations that will benefit the community; and

WHEREAS, the Clarkston City Council is desirous of engaging members of the public in the process of formulating and studying policy recommendations that will benefit the community.

NOW THEREFORE, BE IT RESOLVED by the Clarkston City Council, that Standing Advisory Committees ("SAC") are hereby created and will operate in accordance with the terms of this resolution.

I. SACs Created

The following committees are hereby created to address issues falling under the subject matter listed in association with each SAC:

- A. **Public Safety and Legal Committee.** Matters pertaining to public safety generally and penal ordinances of agencies or organizations established by ordinance that touch upon law enforcement issues and/or the interaction between communities and public safety or law enforcement personnel.
- B. **Transportation and Environment Committee.** Matters pertaining to transportation generally, MARTA, CSX, traffic engineering and control, parking facilities, storm water, environmental contaminations and pollutions, bicycles and bike paths, pedestrian travel, green spaces, parks and recreation, clean energy, sanitation, recycling, and transportation.
- C. **Housing and Infrastructure Committee.** Matters pertaining to urban development issues such as eminent domain, urban re-development plans, planning functions, comprehensive development plans and land use plans set forth by the City, the development, redevelopment, and improvement of single-family and multi-family housing stock within the City, sewage and waste disposal, public streets and bridges, housing code enforcement and cable television franchises.
- D. **Community Development Committee.** Matters pertaining to the planning functions of the City, comprehensive development plans and land use plans, health, education and welfare of citizens, community service activities, consumer affairs and cultural affairs.
- E. **Equity, Inclusion, and Opportunity Committee.** Matters pertaining to the City's continued desire and commitment to being a welcoming, all-inclusive, equitable community where all can participate in their City government regardless of who they are, where they are from, what their beliefs are. This committee will dedicate its efforts to ensure constant, equal, and transparent access for all.
- F. **Marketing and Civic Innovation Committee.** Matters pertaining to the City's

marketing, civic engagement and innovation efforts with a goal of attracting new business and residents to the City, welcoming new residents to the City, developing new approaches to engage with residents in the community, identify and grow the overall role of civic entrepreneurship in the City, and generally promote the City in a positive light.

II. Membership and Appointment

Each SAC shall have two (2) or three (3) members from amongst the elected members of the City Council (including the Mayor) and one (1) to three (3) members from the general public. Each member of an SAC shall have one vote when a question is called in a meeting of such SAC. SAC members shall be appointed as follows:

- A. **Elected Officials.** At the annual February meeting of the City Council, the City Council shall appoint a chairman to each SAC. The chairman of each SAC shall be an elected member of the City Council (not including the Mayor). The City Council, at its February meeting, shall also appoint one (1) or two (2) additional elected officials (which may include the Mayor) to each SAC. Elected officials appointed to the SAC by the City Council shall serve a twelve (12) month term on the SAC as appointed.
- B. **Members of the Public.** The concurring vote of two (2) elected officials appointed to an SAC shall be required to appoint or remove a member of the general public as a member of such SAC. General public members of an SAC may be appointed or removed at any time and for any reason by the elected official members of such SAC.

III. Referral of Matters to SACs

- A. **Referral by City Council.** A majority vote of a quorum of the City Council may refer any matter to one or more SACs for consideration. When the City Council refers a matter to a SAC by vote, the City Council then will not take action on such subject matter until the SAC returns a written recommendation or ninety (90) days elapse, whichever shall occur first.
- B. **Referral by City Manager.** Whenever the City Manager deems it useful and appropriate, he may request a recommendation from one or more SACs by delivering in writing to the chairman of such SAC a description of the matter or issue for which he desires advice. Such referral to an SAC by the City Manager shall in no way prevent the City Council from acting on the same subject matter.

IV. SAC Meetings

All SAC meetings shall be specially called by the chairman of the SAC. The chairman of an SAC may call a meeting of such SAC by providing seven (7) business days written notice to all members of the SAC, the Mayor and members of the City Council, the City Manager and the City Clerk. Whenever a meeting of an SAC is called, the City Clerk shall cause the date, time, place, and topic of such meeting to be published on the City's website as soon as practicable. SAC

meetings are not subject to the Open Meetings law, but shall nonetheless be open to the public and the public may participate as permitted by the chairman of the SAC. It shall be the prerogative of the chairman to set the agenda for an SAC meeting and the duty of the chairman to keep records of the action taken by the committee.

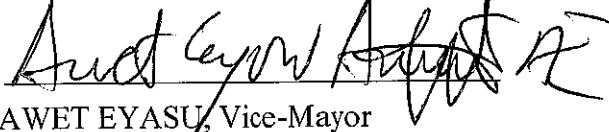
V. Actions by SACs

An SAC may only act by vote of a majority of a quorum of its membership taken at a meeting that is called and noticed pursuant to Section IV of this resolution. SACs may take the following actions and only the following actions:

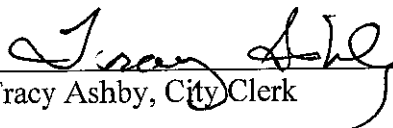
- A. Adopt a written recommendation to the City Council or the City Manager as appropriate. Such recommendation must be reduced to writing and present at the meeting at the time of the vote to adopt such recommendation.
- B. Appoint members of the general public to the SAC or remove members of the general public from the SAC pursuant to Section II (B) of this Resolution.
- C. Request that the full City Council issue a subpoena for the attendance of identified individual(s) at a scheduled meeting of the SAC.

SO RESOLVED, this 6 day of August, 2020

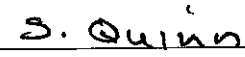
CITY COUNCIL
CITY OF CLARKSTON, GEORGIA


AWET EYASU, Vice-Mayor

ATTEST:


Tracy Ashby, City Clerk

Approved as to Form:


Stephen G. Quinn, City Attorney

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

MEETING DATE: FEBRUARY 1, 2022

ACTION TYPE:

VOTE

SUBJECT: To approve appointing members to community council and task forces.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Mayor Beverly Burks
PHONE NUMBER: 404-296-6489

PURPOSE: To approve appointing members to community council and task forces in the City of Clarkston.

NEED/ IMPACT:

Early Learning Task Force consists of no more than 20 members to research, discuss and create practical, innovative, and equitable policies and programs to enhance early learning activities.

Youth Advisory Council consists of no more than 10 Clarkston youths that are dedicated to the welfare and development of youth through education exposure and community awareness.

Senior Advisory Committee shall consist of 8 resident members that will create programs and services that will promote healthy and active living and learning opportunities.

Police Community Task Force shall have a maximum of 15 voting members that will foster a collaborative relationship between the community and the Clarkston Police Department.

Preventive Health Task Force consist of a maximum of 10 members whose goal is to create programs and services with community partners to engage residents, health workers, experts, and policy makers to create equitable policies and practices and programs so that every resident of Clarkston can access preventable health education and treatment.

Public Art Advisory Committee will consist of ten (10) Clarkston resident members, four (4) will be appointed by the mayor, and six (6) who will be appointed by the city council. One (1) city council members (appointed by a majority vote of the City Council) will serve on the Public Arts Committee and will act as the primary liaison between the Public Art Advisory Committee and the Clarkston City Council and staff. The committee will promote a sense of ownership and community pride through public art contributions in public facilities and spaces for residents and guest that come to the City of Clarkston.

Charter Review Committee is the entity appointed by the City Council to inquire into the operations of the city and review the City Charter to determine whether it requires revision.

RECOMMENDATIONS:

Early Learning Task Force

Liaison: Awet Eyasu and Jamie Carroll

Members:

Youth Advisory Council

Liaison: Awet Eyasu and Yterenickia Bell

Members:

Senior Resident Advisory Committee

Liaison: Mayor Beverly Burks, Debra Johnson and Susan Hood

Members:

Police Community Task Force

Liaison:

Members:

Preventive Health Task Force

Liaison: Laura Hopkins, Yterenickia Bell, Debra Johnson, and Mayor Beverly Burks

Members:

Public Art Advisory Committee

Liaison: Susan Hood and Laura Hopkins

Members:

Charter Review Committee

Liaison:

Members:

**RESOLUTION TO INCREASE AND APPOINT MEMBERS TO
THE EARLY LEARNING TASK FORCE**

2020-008

WHEREAS, the City Council understands the valuable and important role that early learning programs and resources play in creating a sustainable community with a very high quality of life within the City of Clarkston; and

WHEREAS, the City Council established the Clarkston Early Learning Task Force at their September 3, 2019 Meeting; and

WHEREAS, the considerable response of interested candidates indicates the need to increase the number of appointed membership positions; and

WHEREAS, the City Council is similarly desirous to confirm the mission and the membership criteria of the Clarkston Early Learning Task Force;

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Clarkston that the following shall apply to the Clarkston Early Learning Task Force.

1. The mission shall be to research, discuss, and create practical, innovative, and equitable practices, policies, and programs designed to further enhance early learning activities.
2. The Clarkston Early Learning Task Force (CELTF) shall collaborate with policy makers, families, caregivers, and other partners to take a holistic view at the needs and aspirations of families with young children; review local, state, and national early learning strategies; and develop short and long term recommendations.
3. The CELTF shall consist of no more than twenty (21) total members, comprising: two (2) Council members who shall be appointed by a majority vote of the City Council; one (1) member of City management; six (6) Clarkston residents with (2) two appointed by the Mayor, and four (4) appointed by a majority vote of the City Council; and twelve (12) community members currently employed in education (preferably early learning) or a not-for-profit/community organization providing early learning services.

4. All member appointments will be for one (1) year as the duration for the Task Force will similarly be for one (1) year.
5. The Mayor and City Council shall appoint Members from the attached application list.

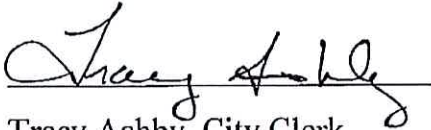
SO RESOLVED, this 3rd day of March, 2020

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA



Ted Terry, Mayor

ATTEST:



Tracy Ashby, City Clerk

Clarkston Early Learning Task Force

Clarkston Residents

Ashli Owen-Smith	Home Owner	GSU Professor, Public Health, parent
Jeanne Reneaux	Home Owner	Teacher, school system; Storyteller
Sean D'aigle	Apartment	Museum, science
Maggie Deaton	Home Owner	Rollins Center for Language & Literacy
Mon Sunar	Apartment	Parent, Parents as Teachers (Bhutan)
Hawa Mohamed	Apartment	Parent, community leader, CDA (Sudan)

Experts

Maryum Gibson	Scottdale Early Learning/READY Schools, Executive Director
Alexandra Cesar	Giselle Academy, Executive Director
Beena Dahal	Parents as Teachers home visitor, previous Clarkston resident
Hira Chhetri	Parents as Teachers home visitor, previous Clarkston resident
Linda Travers	ECE Georgia Piedmont Technical College Professor, Coach
Ana Sousa	Director, Refugee Village Corp (English Oaks); ESOL teacher
Jennifer Green	Director, Refugee Family Literacy Program
Janette Miles	Early Learning Professional, CDA Instructor
Gwendolyn Morgan	Trainer, past director, Clarkston First Baptist Learning Academy
Nassra Mireh	Director, Refugee Family Services, parent
Desta Eyelachew,	Family advocate, CDI Head Start, Clarkston center (on Church St)

Other

Roberta Malavenda	CDF Action, Chair/Facilitator
Robin Gomez	Clarkston City Manager
Council Members	Jamie Carroll Awet Eyasu

**RESOLUTION TO CREATE A CITY OF CLARKSTON
YOUTH ADVISORY COUNCIL**

2019-14

WHEREAS, the City Council is dedicated to the welfare and development of our youth and in giving them opportunities to educate, expose, and bring awareness to community and youth issues, while building relevant skills and working in a professional setting; and

WHEREAS, the City Council understands the value of uplifting talented, diverse youth that are committed to their community to enhance their leadership capabilities, share ideas, and improve the quality of life of all residents in the City of Clarkston; and

WHEREAS, the City Council recognizes a Youth Advisory Council established to serve as an advisory body to the City Council, will enhance youth involvement in a process which enables them to have an influence and impact on issues and decisions that they care about;

WHEREAS, establishing a Youth Advisory Council will expand access to government, promote leadership, increase volunteerism, and the need for formal representation of unique perspectives and needs of its young residents.

WHEREAS, the whole of our community benefits from greater civic participation by those who will one day be our leaders; and

WHEREAS, the City Council has determined that it is desirable to establish a Youth Advisory Council; and

WHEREAS, the City Council has determined that it is desirable to establish the mission and membership of the Youth Advisory Council;

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Clarkston that the following shall apply to the Clarkston Youth Advisory Council:

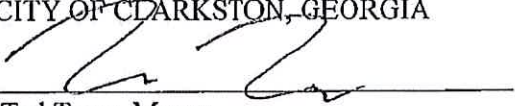
1. The mission of the Youth Advisory Council shall be to advise the Mayor, City Council, and City Manager with recommendations and input on how the City of Clarkston might address their needs, community issues, and all other matters affecting youth.
2. The Youth Advisory Council shall review, present, and render input on projects, plans, partnerships, and City programs related to youth, and shall bring forth any issues or concerns to the City's elected officials.
3. The Youth Advisory Council will recommend events, initiatives, and projects that may be implemented within the City to increase youth and community engagement.
4. The Youth Advisory Council will advise the Mayor, City Council, and City Manager about community issues and issues of interest to youth in the community, including but

not limited to recommending policies and sponsoring educational and social events for youth.

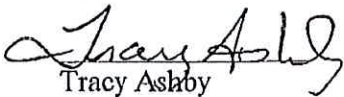
5. All members of the Youth Advisory Council shall be residents of the City of Clarkston from **12 to 18 years of age**.
6. The Youth Advisory Council shall consist of a minimum of five (5) and a maximum of ten (10) Clarkston youth members appointed by the Mayor and City Council member; each City Council member can appoint (1) youth and the Mayor can appoint the remaining number based on applications submitted or up to 4 youths to reach maximum of members on the Youth Advisory Council.
7. All appointments to the Youth Advisory Council shall be for a one (1) year term. Members may be removed or replaced at the discretion of the Mayor or City Council consistent with the original appointing authority.
8. City of Clarkston's youth residents wishing to be considered for appointment to the Clarkston Youth Advisory Council shall first complete an application which will be made available on the City's official website via Google Doc/Application.

SO RESOLVED, this 4 day of June, 2019

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA


Ted Terry, Mayor

ATTEST:


Tracy Ashby
City Clerk

**RESOLUTION TO CREATE A CITY OF CLARKSTON
SENIOR RESIDENT ADVISORY COMMITTEE**

SPONSORED BY: AWET EYASU AND ANDREA CERVONE

WHEREAS, the City Council understands the valuable and important role that seniors play in creating a sustainable community within the City of Clarkston; and

WHEREAS, the City Council desires to create programs and services that will promote healthy and active living and provide experiential learning opportunities; and

WHEREAS, the City Council has determined that it is desirable to establish a Clarkston Senior Resident Advisory Committee; and

WHEREAS, the City Council has determined that it is desirable to establish the mission and membership criteria of the Clarkston Senior Resident Advisory Committee;

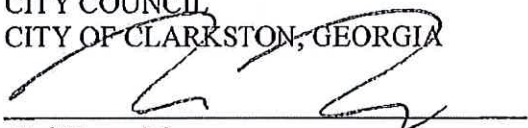
NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Clarkston that the following shall apply to the Clarkston Senior Resident Advisory Committee.

1. The mission of the Clarkston Senior Resident Advisory Committee shall be to advise the Mayor, City Council, and City Manager regarding issues affecting Clarkston's senior residents.
2. The CSRA committee shall study, assess and render advice regarding plans and City programs related to seniors, and shall bring forth any issues or concerns to the City's elected officials in order to better serve senior residents.
3. The Clarkston Senior Resident Advisory Committee shall consists of eight (8) Clarkston resident members with three (3) to be appointed by the Mayor, and five (5) who shall be appointed by a majority vote of the City Council, plus two City Council member who shall be appointed by a majority vote of the City Council.
4. All members of the CSRA shall be residents of the City of Clarkston.
5. All appointments to the CSRA shall be for a two (2) year term. Members may be removed or replaced at the discretion of the Mayor or City Council consistent with the original appointing authority.
6. The City Council appointees to the Clarkston Senior Resident Advisory Committee shall serve as the primary liaison between the CSRA and the Clarkston City Council and staff.

7. City of Clarkston residents wishing to be considered for appointment to the Clarkston Senior Residents Advisory Committee shall first complete an application which will be made available at Clarkston City Hall Annex, on the City's official website or via email upon request.

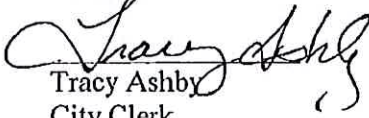
SO RESOLVED, this 6 day of March, 20 18

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA



Ted Terry, Mayor

ATTEST:


Tracy Ashby
City Clerk

Seeking Applicants for Newly Created Clarkston Senior Resident Advisory Committee

At the March 6th Regular Meeting, the Clarkston City Council formed the Clarkston Senior Resident Advisory Committee. The Council understands the valuable and important role that seniors play in creating a sustainable community. The mission of the Clarkston Senior Resident Advisory Committee will be to advise the Mayor, City Council, and City Manager regarding issues affecting Clarkston's senior residents. The CSRA committee shall study, assess and render advice regarding plans and City programs related to seniors, and shall bring forth any issues or concerns to the City's elected officials in order to better serve senior residents.

The CSRA Committee membership will consist of eight (8) Clarkston resident members (three (3) will be appointed by the Mayor, and five (5) who shall be appointed by a majority vote of the City Council). Additionally, two City Council member (appointed by a majority vote of the City Council) will serve on the CSRA Committee.

All members of the CSRA shall be residents of the City of Clarkston.

All appointments to the CSRA shall be for a two (2) year term. Members may be removed or replaced at the discretion of the Mayor or City Council consistent with the original appointing authority.

The City Council appointees to the Clarkston Senior Resident Advisory Committee shall serve as the primary liaison between the CSRA and the Clarkston City Council and staff.

City of Clarkston residents wishing to be considered for appointment to the Clarkston Senior Residents Advisory Committee must complete and submit an application, along with a letter of interest and resume or statement of qualifications, via email to Tracy Ashby at tashby@cityofclarkston.com. Applications will be accepted until the Committee positions are properly filled.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA,
CREATING A POLICE COMMUNITY TASK FORCE FOR THE PURPOSE OF STUDYING AND
MAKING RECOMMENDATIONS TO ADDRESS POLICE OPERATIONS AND COMMUNITY AND
POLICE RELATIONS WITHIN THE CITY

WHEREAS, the relationship between the community and the Clarkston Police Department (CPD) is an important and valued focus for the City Council, City administration, police leadership, and the citizens of Clarkston; and

WHEREAS, the uniqueness and diversity of the City of Clarkston requires the usage of best procedures and practices to better serve the residents and encourage more community policing; and

WHEREAS, the City Council finds and determines that creating a task force to study and present recommendations to City staff and City Council on matters related to the operation of the Clarkston Police Department and its personnel would be beneficial in addressing community and police relations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. Purpose: The City Council hereby creates a Police Community Task Force (the "Task Force"). The purpose of the Task Force is to inform Council about the status of police and community relations within the City, and to study and make recommendations related to police operations especially in terms of training, transparency, and oversight. The purpose of the Task Force is not to examine or review or make recommendations on a specific incident.

Section 2. Specific Charge: The initial charge of the Task Force will be the evaluation, discussion and development of recommendations to improve effective and transparent communication between CPD and the community, including recommendations for police training, and police practices and procedures. The Task Force may recommend additional areas to study. City Council may modify, amend, expand, or change the specific charge of the Task Force by resolution so long as the modification, amendment, expansion or change does not assign the review of a specific incident to this Task Force.

Section 3. Term: The initial term of the Task Force for the specific charge stated in Section 2 will be for one (1) year from the date of formal appointment of the Task Force membership. The City Council may extend the term of the Task Force by resolution. If the Task Force completes its charge prior to the end of the term, it may disband.

Section 4. Membership: The Task Force shall consist of no less than nine (9) voting members and no more than fifteen (15) voting members, which shall include one (1) Chairperson who can be an organization representative or individual member. All Task Force members shall be volunteers and shall participate without compensation. All Task Force members shall be required to participate in training on police operations, as established by the City Manager or his designee, related to the Task Force's charge. The term of appointment for members of the Task Force shall be for two years or until the end of the Task Force term, whichever is sooner. In the event the Task Force continues past two years, members can serve an additional two-year term.

(a) Organization Representation: To the extent possible, the Task Force should consist of at least one member from each of the following groups, which representative shall be selected by the organization listed:

- DeKalb County Chapter of the NAACP
- National Organization of Black Law Enforcement Executives (NOBLE)

- Clarkston Community of Faith
 - DeKalb County Public Schools and Clarkston School District
 - Mental Health organization
 - Domestic Violence organization
 - Criminal justice reform organization
 - nonprofit that works with teens
 - Multicultural organization
- (b) Individual Representation: The Task Force should also consist of individuals who are residents but not limited to the City of Clarkston and, to the extent possible, meet the following criteria:
- Individuals with direct experience in the criminal justice system.
 - A lawyer with prosecutorial experience
 - A lawyer with current or recent criminal defense experience
 - Individuals with diversity and inclusion experience.
 - Individuals who work with or volunteer with community service providers that traditionally work with individuals involved in the criminal justice system.
 - Individuals of diverse backgrounds and varying ages.

Section 5. Member Selection: Upon passage of this Resolution, the City Manager will gather names for the organization Task Force members, individual Task Force members and the Chairperson. For individual members, staff can utilize existing systems for selection of members to Boards and Commissions. The Mayor and City Council with assistance from City staff will make recommendations for the Task Force. The City Manager will prepare a resolution for Council for the April 27, 2021 regular City Council meeting to confirm the appointment of the Task Force members and a Chairperson of the Task Force.

Section 6. Work Plan: Within thirty (30) days following appointment, the Task Force shall prepare a work plan and schedule for presentation to the Public Safety and Legal Standing Advisory Committee meeting. At a minimum, the work plan shall set forth the Task Force's roles and responsibilities in the areas with which they have been charged and provide any recommendations for additional areas in the field of critical incident management and training that may be applicable. The Task Force will provide regular updates to the Public Safety and Legal Standing Advisory Committee throughout the term.

Section 7. Staff Support: The City Manager's Office and City Attorney's Office will provide staff support to the Task Force, to include the active and regular involvement of the Chief of Police and members of the Clarkston Police Department. In addition, the City Manager and staff shall assist with bringing in subject-matter experts to speak to the Task Force regarding best practices. The City Manager is authorized to hire a third-party facilitator to work directly with the Task Force.

Section 8. Meetings: Meetings will be held on a regular and timely basis that shall be determined by the Task Force members. Meetings will include members of the Task Force and staff support for the Task Force, as determined by the City Manager and the City Attorney. The Task Force Chairperson or a designee shall prepare an agenda and take minutes at each meeting of the Task Force. Minutes will be forwarded via email to the Mayor and City Councilmembers, as well as the Task Force members and staff support. In addition to input at meetings, the Task Force shall take input from community members and other stakeholders regarding their charge.

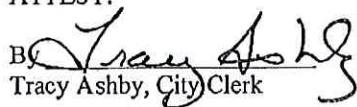
Section 9. Final Report: The Task Force shall submit a final report with their findings and recommendations to the Public Safety and Legal Standing Advisory Committee at least sixty (60) days

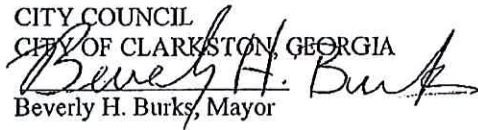
prior to the end of the Task Force's term. The Task Force shall present a final report to the Mayor and City Council at the end of the Task Force's term.

Section 10. All resolutions or parts of resolutions of the City in conflict herewith are hereby rescinded.

SO ORDAINED, this 2 day of March, 2021.

ATTEST:

By 
Tracy Ashby, City Clerk

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA

Beverly H. Burks, Mayor

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA,
CREATING A POLICE COMMUNITY TASK FORCE FOR THE PURPOSE OF STUDYING AND
MAKING RECOMMENDATIONS TO ADDRESS POLICE OPERATIONS AND COMMUNITY AND
POLICE RELATIONS WITHIN THE CITY

WHEREAS, the relationship between the community and the Clarkston Police Department (CPD) is an important and valued focus for the City Council, City administration, police leadership, and the citizens of Clarkston; and

WHEREAS, the uniqueness and diversity of the City of Clarkston requires the usage of best procedures and practices to better serve the residents and encourage more community policing; and

WHEREAS, the City Council finds and determines that creating a task force to study and present recommendations to City staff and City Council on matters related to the operation of the Clarkston Police Department and its personnel would be beneficial in addressing community and police relations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. Purpose: The City Council hereby creates a Police Community Task Force (the "Task Force"). The purpose of the Task Force is to inform Council about the status of police and community relations within the City, and to study and make recommendations related to police operations especially in terms of training, transparency, and oversight. The purpose of the Task Force is not to examine or review or make recommendations on a specific incident.

Section 2. Specific Charge: The initial charge of the Task Force will be the evaluation, discussion and development of recommendations to improve effective and transparent communication between CPD and the community, including recommendations for police training, and police practices and procedures. The Task Force may recommend additional areas to study. City Council may modify, amend, expand, or change the specific charge of the Task Force by resolution so long as the modification, amendment, expansion or change does not assign the review of a specific incident to this Task Force.

Section 3. Term: The initial term of the Task Force for the specific charge stated in Section 2 will be for one (1) year from the date of formal appointment of the Task Force membership. The City Council may extend the term of the Task Force by resolution. If the Task Force completes its charge prior to the end of the term, it may disband.

Section 4. Membership: The Task Force shall consist of no less than nine (9) voting members and no more than fifteen (15) voting members, which shall include one (1) Chairperson who can be an organization representative or individual member. All Task Force members shall be volunteers and shall participate without compensation. All Task Force members shall be required to participate in training on police operations, as established by the City Manager or his designee, related to the Task Force's charge. The term of appointment for members of the Task Force shall be for two years or until the end of the Task Force term, whichever is sooner. In the event the Task Force continues past two years, members can serve an additional two-year term.

(a) Organization Representation: To the extent possible, the Task Force should consist of at least one member from each of the following groups, which representative shall be selected by the organization listed:

- DeKalb County Chapter of the NAACP
- National Organization of Black Law Enforcement Executives (NOBLE)

- Clarkston Community of Faith
 - DeKalb County Public Schools and Clarkston School District
 - Mental Health organization
 - Domestic Violence organization
 - Criminal justice reform organization
 - nonprofit that works with teens
 - Multicultural organization
- (b) Individual Representation: The Task Force should also consist of individuals who are residents but not limited to the City of Clarkston and, to the extent possible, meet the following criteria:
- Individuals with direct experience in the criminal justice system.
 - A lawyer with prosecutorial experience
 - A lawyer with current or recent criminal defense experience
 - Individuals with diversity and inclusion experience.
 - Individuals who work with or volunteer with community service providers that traditionally work with individuals involved in the criminal justice system.
 - Individuals of diverse backgrounds and varying ages.

Section 5. Member Selection: Upon passage of this Resolution, the City Manager will gather names for the organization Task Force members, individual Task Force members and the Chairperson. For individual members, staff can utilize existing systems for selection of members to Boards and Commissions. The Mayor and City Council with assistance from City staff will make recommendations for the Task Force. The City Manager will prepare a resolution for Council for the April 27, 2021 regular City Council meeting to confirm the appointment of the Task Force members and a Chairperson of the Task Force.

Section 6. Work Plan: Within thirty (30) days following appointment, the Task Force shall prepare a work plan and schedule for presentation to the Public Safety and Legal Standing Advisory Committee meeting. At a minimum, the work plan shall set forth the Task Force's roles and responsibilities in the areas with which they have been charged and provide any recommendations for additional areas in the field of critical incident management and training that may be applicable. The Task Force will provide regular updates to the Public Safety and Legal Standing Advisory Committee throughout the term.

Section 7. Staff Support: The City Manager's Office and City Attorney's Office will provide staff support to the Task Force, to include the active and regular involvement of the Chief of Police and members of the Clarkston Police Department. In addition, the City Manager and staff shall assist with bringing in subject-matter experts to speak to the Task Force regarding best practices. The City Manager is authorized to hire a third-party facilitator to work directly with the Task Force.

Section 8. Meetings: Meetings will be held on a regular and timely basis that shall be determined by the Task Force members. Meetings will include members of the Task Force and staff support for the Task Force, as determined by the City Manager and the City Attorney. The Task Force Chairperson or a designee shall prepare an agenda and take minutes at each meeting of the Task Force. Minutes will be forwarded via email to the Mayor and City Councilmembers, as well as the Task Force members and staff support. In addition to input at meetings, the Task Force shall take input from community members and other stakeholders regarding their charge.

Section 9. Final Report: The Task Force shall submit a final report with their findings and recommendations to the Public Safety and Legal Standing Advisory Committee at least sixty (60) days

prior to the end of the Task Force's term. The Task Force shall present a final report to the Mayor and City Council at the end of the Task Force's term.

Section 10. All resolutions or parts of resolutions of the City in conflict herewith are hereby rescinded.

SO ORDAINED, this 2 day of March, 2021.

ATTEST:

By Tracy Ashby
Tracy Ashby, City Clerk

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA
Beverly H. Burks
Beverly H. Burks, Mayor

**A RESOLUTION TO CREATE A CITY OF CLARKSTON
PREVENTATIVE HEALTH TASK FORCE**

2019-021

WHEREAS, the City Council understands that protecting the health and welfare of its residents is of the utmost importance and that preventative health education and treatment are essential to good health outcomes; and

WHEREAS, the City Council desires to create programs and services with community partners to engage residents, health workers, experts and policy makers to create equitable policies, practices, and programs so that every resident of Clarkston can access preventative health education and treatment; and

WHEREAS, the City Council has determined that a Clarkston Preventative Health Task Force could help accomplish the City's health and welfare goals for its residents; and

WHEREAS, the City Council desires to establish the mission and the membership criteria of the Clarkston Preventative Health Task Force and appoint its initial members by means of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clarkston that the Clarkston Preventative Health Task Force ("CPHTF") is hereby created.

BE IT FURTHER RESOLVED that:

1. The purpose, approach, areas of focus and goals of the CPHTF shall be as set forth on Exhibit "A" attached hereto.
2. The CPHTF shall consist of at least four (4) members and no more than ten (10) members. Members shall serve terms of indefinite duration until they resign or are replaced by methods consistent with this Resolution.
3. One member of the City Council shall be a member of the CPHTF at all times. Such Council member shall be appointed to the CPHTF by the City Council. After the initial appointments made by this Resolution, subsequent members of the CPHTF (other than the City Council member) shall be appointed by the CPHTF.

4. The initial members of the CPHTF shall be:

- Heval Kelli, MD
- Sakib Quereshi, MD
- Mary Helen O'Connor, PhD
- City Council member Laura Hopkins.

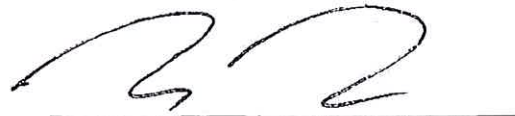
5. Drs. Kelli, Quereshi and O'Conner are hereby designated as co-chairs of the CPHTF.

6. In its first year, the CPHTF shall establish a process to collect nominations for new members and appoint new members, as well as bylaws for conducting its business.

7. The CPHTF shall report to the City Council on its activities and accomplishments at least annually.

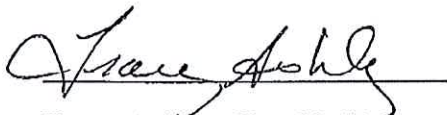
SO RESOLVED, this 1st day of October, 2019

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA



Ted Terry, Mayor

ATTEST:



Tracy Ashby, City Clerk

Clarkston Preventive Health Task Force
Collaborate, Guide & Prevent

I. Purpose:

The Clarkston Preventive Health Task Force is an independent, volunteer panel of experts in chronic disease prevention, primary care, and community health. The purpose of the Task Force is to improve the health of the Clarkston community and surrounding areas by encouraging collaboration, providing an infrastructure for resource sharing, seeking financial and human resource support for healthcare organizations, and providing policy recommendations to city government. The Task Force will offer guidance to organizations, researchers, and professionals in connecting to the community in ethical and responsible ways to address health disparities and provide culturally appropriate preventive education and treatment.

II. Approach:

- a. To form partnerships that address community health problems and needs in order to maximize efficiencies and provide a safety net of care for the most vulnerable community members.
- b. To facilitate communication among community stakeholders, healthcare providers, and community members.
- c. To offer professional guidance for the procurement of resources, ethical research and interventions, and guidelines for the establishment of programs in health promotion and preventive care.

III. Areas of focus:

Preventive Health

- a. Connect the various not-for profit and for profit clinics in Clarkston
- b. Build a collaborative team where of various health providers to communicate and share resources.
- c. Create an online hub for all the health resources available for patients, providers and organizations engaged in Clarkston.

Education:

- a. Guide academic institutions, organizations, and government on serving community members and relevant research and care in Clarkston.
- b. Develop mentorship models and opportunities for inspiring, guiding, and supporting local students from disadvantaged communities to expose them to health careers and opportunities.
- c. Educate community members about preventive health focused on prevalent cardiovascular risk factors and diseases.



IV. Goals:

Objectives and Timeline

Year 1:

- a. Establish a diverse task force focused on prevention.
- b. Host 3 meetings to discuss the plans and goals of the task force.
- c. Seek operational funding to build the foundation of the task force.
- d. Create a website to streamline the health resources in Clarkston.
- e. Draft clear guidelines and a toolkit for institutes, organizations and business for meaningful engagement with the community.
- f. Create an advisory group to guide health prevention in Clarkston.
- g. Develop the collaborative prevention model (Preventive health for All). It will focus on utilizing the low-cost community resources to education about cardiovascular risk factors, recognize their early onset and address them through our collaborative resources.
- h. Provide quarterly presentations to the City Council in regular meetings on activities and progress of the task force.

Year 2

- a. Maintain the model to sustain and update the online platform for health resources
- b. Establish quarterly meetings for the taskforce
- c. Refine and publish guidelines and tool kit on addressing preventive health in Clarkston.
- d. Apply for larger funding to establish a sustainable and scalable model of collaborative preventive health focused on cardiovascular risk factors and diseases (Preventive Health for All).

Year 3-5

- a. Implement Preventive Health for All.
- b. Maintain goals from Year 2.
- c. Create a preventive health fellowship for graduate students focused on our collaborative model with local universities.
- d. Expand partnership to other interested cities across the state and country.
- e. Issue 5 year report on achievement of goals and provide suggestions for extending, changing, or reducing the work of the task force.

Public Art Advisory Committee

The City Council formed the Clarkston Public Art Advisory Committee to promote a sense of ownership and community pride through public art contributions in public facilities and spaces for residents and guest that come to the City of Clarkston. The Public Art Advisory Committee will work to facilitate access to and appreciation for art and cultural heritage and enjoyment of public places.

The Clarkston Public Art Advisory Committee membership will consist of Ten Clarkston resident members - Four (4) will be appointed by the Mayor, and Six (6) who will be appointed by the City Council. Additionally, one City Council members will serve on the Public Arts Committee and will act as the primary liaison between the Public Art Advisory Committee and the Clarkston City Council and staff.

Residents of the City of Clarkson, 18 years of age and older, may submit [an application for Public Art Advisory Committees](#).

All appointments to the Public Art Committee shall be for a two year term. Members may be removed or replaced at the discretion of the Mayor or City Council, consistent with the original appointing authority.

The Public Art Advisory Committee is tasked:

- Advise the Mayor, City Council, and City Manager with recommendations on the arts for approval.
- study, assess, and render advice on projects, plans, partnerships, and City programs related to art, and shall bring forth any issues or concerns to the City's elected officials about public art
- will recommend art projects that may be implemented within the City and collect data and disseminate information on city art in other communities for further development of art initiatives
- will work to promote private-public partnerships for the benefit of art along trails, streets, and within public parts

City of Clarkston residents wishing to be considered for appointment to the Clarkston Public Art Advisory Committee must complete the [Public Art Advisory application](#) submit to the [City Clerk](#) Tomika R. Lewis at tlewis@cityofclarkston.com. You may include a letter of interest and resume or statement of qualifications with your emailed application. Applications will be accepted until the Committee positions are properly filled. Please check back for the status of the Committee formation.

RESOLUTION TO CREATE A CHARTER REVIEW COMMITTEE -0602017

SPONSORED BY: MARIO WILLIAMS AND DEAN MOORE

WHEREAS, the City Council understands that it is desirable to conduct periodic reviews of the Clarkston City Charter; and

WHEREAS, the City Council has determined that it is desirable to establish the method of appointment and composition of the Charter Review Committee; and

WHEREAS, the City Council has determined that it is desirable to establish the duties of the Charter Review Committee; and

WHEREAS, the City Council has determined that it is desirable to establish the scope of the Charter Review Committee;

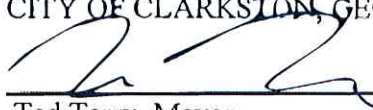
NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Clarkston that the Charter Review Committee is hereby created.

BE IT FURTHER RESOLVED that the following shall apply to the Charter Review Committee for the City of Clarkston.

1. The Charter Review Committee shall consist of seven (7) members. Each member shall serve in such capacity for the duration of this specific review. Five (5) members shall reside in the City of Clarkston and shall be appointed by a majority of a quorum of the Clarkston City Council. Two (2) members shall be current members of the City Council and shall be appointed by a majority of a quorum of the City Council.
2. City of Clarkston residents wishing to be considered for appointment to the Charter Review Committee shall first complete an application which will be made available at Clarkston City Hall Annex, on the City's official website or via email upon request.
3. The Charter Review Committee shall review and provide recommendations to the Clarkston City Council regarding amendments, deletions or additions to Sections 1-5 of the Clarkston City Charter.
4. The Charter Review Committee shall conclude its review and present its written recommendations for any and all proposed amendments, deletions or additions to Sections 1-5 of the Clarkston City Charter to the Clarkston City Council no later than November 1, 2017.

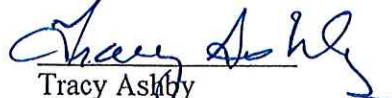
SO RESOLVED, this 6 day of June, 20 17

CITY COUNCIL
CITY OF CLARKSTON, GEORGIA



Ted Terry, Mayor

ATTEST:



Tracy Ashby
City Clerk

CITY OF CLARKSTON

ITEM NO: 8A

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: FEBRUARY 1, 2022

VOTE

SUBJECT: To approve an alcohol application submitted by Thulungbros LLC D/B/A Chevron Food Mart.

DEPARTMENT: ALCOHOL REVIEW COMMITTEE

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE:

The Alcohol Review Committee (ARC) has received and reviewed an ownership change alcohol license application for a convenience store to sale Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 1109 Montreal Road, Clarkston, GA 30021.

NEED/ IMPACT:

The new owner of the Chevron Food Mart located at 1109 Montreal Road has made application for an alcohol beverage license for Beer/Wine/Malt Beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The ARC has performed a thorough review of the various components to this application.

Under Clarkston Code Sec. 3-53, the City Council is vested with the final authority to grant an alcohol license.

RECOMMENDATIONS:

Staff (ARC) recommends APPROVAL.

NEW ALCOHOLIC BEVERAGE LICENSE INFORMATION & CHECK LIST

- ☐ A state license must be obtained before any alcoholic beverages can be served or sold in the City of Clarkston. Contact the Georgia Department of Revenue at (404) 417-4902.
- ☐ Read and understand the City's Alcohol Beverage Ordinance, Chapter 3 of the Code of Ordinances.
- ☐ If applicant is a new establishment you must also obtain an Occupational Tax Permit, please contact City Hall at (404) 296-6489.
- ☐ The following information will be required at the time of submittal of the application:
 - ☒ Completed Application Form (signed and notarized);
 - ☒ Must obtain or have an Occupational Tax Certificate;
 - ☒ Personnel Statements from owner, partners, officers, directors, and major stockholders of private corporations, and general manager with two current passport photographs
 - ☐ Two (2) Fingerprint Cards; Must be obtained with DeKalb County, Police Headquarters, 3630 Camp Circle, Decatur, See attached form
 - ☐ All individuals required to complete personnel statements must contact the Police Department at (404) 292-9465 for background check.
 - ☐ Cash or check for the license fee plus the administrative fee;
 - ☒ Evidence of Ownership of the building or copy of the lease, if applicant is leasing the building;
 - ☒ A survey showing the distance to the nearest school/school grounds, church, library, public park, alcohol treatment facility, adult entertainment;
 - ☐ If applicant represents a franchise, copy of the franchise agreement;
 - ☐ If applicant represents an eating establishment, submit a copy of the menu; N/A
 - ☐ If applicant represents a partnership, submit copy of the partnership agreement;
 - ☒ If applicant represents a corporation, submit articles of incorporation and certificate of incorporation;
 - ☐ Project purchases/projected gross sales (if applying for distilled spirits consumption);
- ☐ Establishments holding an Alcohol Beverage License from the City of Clarkston must submit the following reports:

On-Premise Consumption

- ☐ Excise tax-reporting for Liquor Sales (to be submitted monthly). Due the 20th of each month;
- ☐ Quarterly Reporting of food/alcohol sales; due the last day of the month after each calendar quarter.

New Alcohol Beverage License Application

Instructions: This application must be typed or printed legibly and executed under oath. Each question must be fully answered. If space provided is not sufficient to answer the question please use a separate sheet of paper. Holding an alcohol beverage license with the City of Clarkston is a privilege.

☒ New ☐ Amendment

Date: _____

Contact Name: Bishan Rai Phone: 770-377-6803

Business/Trade Name: Thulungbros LLC

D/B/A: Chevron Food Mart

Business Address: 1109 Montreal Road, Clarkston, Georgia 30021

Emergency Contact Name: Bishan Rai Phone: 770-377-6803

TYPE OF BUSINESS

- ☒ Convenience Store
☐ Grocery Store
☐ Package Store
☐ Manufacturer
☐ Specialty Beverage Store
☐ Restaurant
☐ Wholesale
☐ Other: _____

TYPE OF LICENSE AND FEES

Retail Dealers On-Premise Consumption/Retail Dealers Package

- ☐ Beer/Malt Beverages \$750
☐ Wine \$750
☒ Beer/Wine/Malt Beverages \$1,000
☐ Distilled Spirits \$2,500
☐ Wholesale Wine or Beer/Malt \$350
☐ Wholesale Beer/Wine/Malt \$450
☐ Wholesale Distilled Spirits (City) \$5,000, No location in City \$450
☐ Administrative (Investigative Application) Fee (applicable to all Licenses) \$200.00

Employee Work Permit Initial/Renewal \$50.00 (per employee) Must apply Clarkston Municipal Courts Office (404-292-9465)

Signature	Date	Signature	Date

APPLICANT INFORMATION

Please submit a passport photograph of owner(s) with completed application.

Full Name: Bishan Rai

Date of Birth: [REDACTED]

Current Address: 3850 Southgate Drive, SW, Lilburn, Georgia 30047

Name of Agent or Representative (if different from Applicant): Dana Farkas Solutions, LLC

Phone: 770-315-4816

Address: 245 Sequayah Drive, Alpharetta, GA 30004

Address of Applicant (if different for the past 5 years):

3850 Southgate Drive, SW, Lilburn, Georgia 30047

Have you ever been arrested? ☒ Yes ☐ No (If yes, explain) arrested October 15, 2012, in College Park for underage sales case was dismissed

BUSINESS INFORMATION

Type of business entity: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Other

Has an Occupational Tax Certificate been obtained and paid for at said business? ☐ Yes ☒ No (If not issued by the City of Clarkston please include a copy with application.) applying simultaneously

Federal Tax ID Number: [REDACTED]

State Tax ID Number: [REDACTED]

Do you own the property? ☐ Yes ☒ No (If no, please provide name, address, and contact number for the landlord. A copy of the Lease must be attached to this application.) S & A Food & Gas, Inc., 1575 Northside Drive Suite 470, Atlanta, Georgia 30318

Name each person(s) having a financial interest in the Establishment.

Full Name	Position	Social Security Number	Address	% of Interest
Bishan Rai	Owner	[REDACTED]	3850 Southgate Drive, SW Lilburn, Georgia 30047	100%

Have you or anyone with interest in the establishment ever or do you currently hold an alcohol beverage license with any other municipality, county, or state? ☒ Yes ☐ No

If so, have you or anyone holding interest in the establishment ever been placed on probation or had your license revoked? ☐ Yes ☒ No (If yes, please explain on separate sheet of paper and attach hereto.)

Provide name, address, Social Security Number, and phone number for each Manager if different from owner. A passport photograph, Personnel Statement, and Background Check must be submitted for each manager.

Full Name	Position	Social Security Number	Address	% of Interest
Bishan Rai	Owner	[REDACTED]	3850 Southgate Drive, SW Lilburn, Georgia 30047	100%

If new application for Retail Sale, attach a surveyor's plat and state the straight line distance from property line of school, church, library, or public recreation area to the wall of the building where alcohol beverages are sold.

Church: 87 yards

School: 4,435 yards

Library: 1,833 yards

Public Recreation: 1,823 yards

VERIFICATION OF APPLICATION

I hereby make application for an Alcohol Beverage License for the City of Clarkston. I understand that holding this license is a privilege. I do hereby affirm and swear that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fee and further that it is my/our responsibility to conform with said ordinances in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

[Signature]
Signature of Applicant or Agent

Bishan Rai, Owner

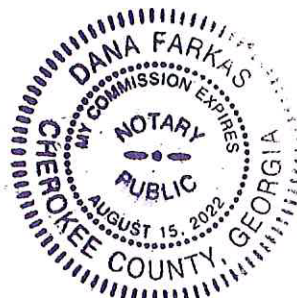
Print or Type Name

I certify that Bishan Rai (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 4th day of June, 2021.

Dana Farkas
Notary Public

My commission expires on: 8/15/22



BACKGROUND CHECK OWNERS/MANAGERS

An Alcohol Permit Applications must include a background check for all owners, partners and managers.

Application must be made to the City of Clarkston Police Department, Municipal Courts, 3921 Church Street, Clarkston, GA 30021, (404) 292-9465

Hours: 9:00a.m. to 4:00p.m. Monday through Friday

Fees:

Owner/Manger Permits are \$50.00 which includes processing of Criminal History record
Payment Forms: Cash or Credit Card

Name: Bishan Rai Date: 6-4-21

Business: Thulung Bros LLC dba Chevron Food Mart Title: Owner

Are you an Owner or Manager? ☒ Manager ☒ Owner ☐ Partner

If you are an Owner/ Manager have you obtained Personnel Statement from City Hall? ☒ Yes ☐ No

Do you consent to the Clarkston Police Department checking your criminal history? ☒ Yes ☐ No

Have you ever been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. ☐ Yes, Please Explain ☒ No

Are you currently serving probation? ☐ Yes, Please Explain ☒ No

For Official Use Only

City Hall:

Authorized By: _____ Date: _____ ID Paid: ☐ Yes ☐ No

Police Department:

Criminal History Record Checked? ☐ Yes ☐ No

Applicant is able to obtain Permit? ☐ Yes ☐ No, If no, please state reason for denial.

Permit No. _____

Signed By: _____ Date: _____ Name: _____
Please Print Name

ALCOHOLIC BEVERAGE PERSONNEL STATEMENT
OWNERS/MANAGERS/ASSISTANT MANAGERS

For Official Use Only

Type of License: Package beer and wine

Business: Thulung Bros LLC dba Chevron Food Mart

Address: 1109 Montreal Road, Clarkston, Georgia 30021

Telephone: 770-377-6803

Instructions: This personnel statement must be executed under oath or affirmation by every person having any ownership or profit sharing interest in, or managing any place of business applying for license from the City of Clarkston, Georgia to sell or deal in alcoholic beverages or distilled spirits. Please type or print clearly in ink. If not legible, Statement will not be accepted. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. A personnel statement, including two (2) passport-size photographs and two (2) fingerprint cards are required by Questions 31 and 32, for all owners/managers/assistant managers and must be submitted with every license application.

1. Bishan Rai 3850 Southgate Drive, SW, Lilburn, Georgia 30047

Full Name of Applicant and Address

2. Social Security Number: [REDACTED]

3. Driver's License Number: [REDACTED]

4. Date of Birth: April 27, 1986 Place of Birth: Bhutan

5. U.S. Citizen A copy of verifiable identification must be provided at the time of application. Copy of driver's license or State photo ID card.

a. ☐ by birth

b. ☒ Naturalized

Date: January 5, 2018

Place: Atlanta

Court: _____

Petition Number: _____

Certificate Number: [REDACTED]

Derived Parent Certificate Number(s) _____

Alien Registration Number: _____

Native Country: Bhutan

Date of Port Entry: _____

6. How long have you been a legal resident of Georgia? 10 Years 11 Months August 18, 2009

7. Marital Status ☐ Single ☒ Married ☐ Widowed ☐ Divorced ☐ Separated

8. If married, give spouse's full name Champa Mapchhan Rai

9. Physical Description of Applicant Asian Race Male Sex 5'5" Height 150 lb Weight
35 Age Black Hair Color Brown Eyes

10. Education and training specific to restaurant/alcohol field. Has worked in convenience stores for over 10 years

11. Have you ever used or been known by any other name ☒ yes ☐ No

12. List maiden name, names by former marriages, former names changed legally or otherwise, aliases or nicknames. For each, list the period which you were known by this name. _____

Santa Man Rai, formal name change petition granted October 29, 2018, changing name to Bishan Rai

13. Are you registered to vote in the state of Georgia ☒ yes ☐ No

County Registered Gwinnett

Number of years registered 3 years

14. For the last calendar year, did you file and pay any County property tax ☒ Yes () No
15. For the last calendar year, did you file and pay any City property tax () Yes ☒ No
Name of City _____
16. Employment record for the past ten (10) years (Give most recent experience first, is self-employed give details)
- | From | To | Employer | Occupational Duties | Reason for Leaving |
|------|-------------------------------|---|---------------------|--------------------|
| a. | | | | |
| b. | 2015 to present | Jocelyn USA, Shell Food Mart, 1307 Brockett Road, Clarkston, GA 30021 | | not leaving |
| c. | Jan 2010 to February 2015 | Welcome Pantry, cashier | | |
| d. | October 2009 to December 2009 | Northlake Goodwill, door worker | | |
| e. | | | | |
| f. | | | | |
| g. | | | | |
| h. | | | | |
17. List, with your most recent place of residence first, all of your residences for the past ten (10) years
- | Date From/To | Street | City | State |
|--------------|---|------|-------|
| a. | April 2014 to present - 3850 Southgate Drive, SW, Lilburn, Georgia 30047 | | |
| b. | October 2010 to April 2014 - 1000 Montreal Road, Apt. 3A, Clarkston, Georgia 30021 | | |
| c. | November 2009 to October 2010 - 3519 Hill Street, Apt. B2, Clarkston, Georgia 30021 | | |
| d. | August 2009 to November 2009 - 1000 Montreal Road, Apt. 50E, Clarkston, Georgia 30021 | | |
| e. | | | |
18. Military Service () Yes ☒ No List Serial Number _____ Branch of Service _____
Period of Service _____ Date of Discharge _____ Type of Discharge _____
19. Have you ever been convicted of a felony relating to violence, illegal substances, gambling, theft or alcohol use, or of a crime opposed to decency and morality, or who has been convicted of a crime involving violation of the ordinances of the city or any other city or county relating to the use, sale, taxability, or possession of malt beverages, wine or liquor, or violations of the laws of the state and federal government pertaining to the manufacture, possession, transportation or sale of malt beverages, wine or intoxicating liquors, or the taxability thereof within ten (10) years preceding this application? _____ Yes ☒ No
20. Full name of dealer and trade name, if any, submitting application of which this personnel statement is a part.
Thulung Bros LLC dba Chevron Food Mart
21. Position of applicant in dealer's business. _____ Owner
22. Does applicant have any ownership/profit sharing interest in the business? ☒ Yes () No
State annual salary of applicant or the estimated annual profit or compensation derived from this business.
contributions as available _____

23. Do you have any financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the business premises? () Yes ☒ No if yes, explain

24. Do you have any financial or are you employed in any wholesale or retail liquor business other than the business submitting the license application of which this personnel statement is a part? () Yes ☒ No if yes, give names and locations and amount of interest in each.

25. Do you have any financial interest or are you employed in any business engaged in distilling, bottling, rectifying or selling (wholesale, retail or manufacturing) alcoholic beverages in this state or outside this state which has not otherwise been disclosed in the statement. () Yes ☒ No If yes, explain

26. Have you ever had any financial interest in an alcoholic beverage business which was denied a permit? () Yes ☒ No if yes, explain

27. Has any alcoholic beverage business in which you hold or have held any financial interest or have been employed, ever been cited for any violation for the rules and regulations of the State Revenue Commission relating to the sale or distribution of distilled spirits? ☒ Yes () No If yes, explain
October 2012 arrested for underage sales in College Park; case dismissed

28. Have you ever been denied a bond by a commercial surety company? () Yes ☒ No if yes, explain

29. Are you related by blood, marriage or adoption to any persons engaged in any business handling alcoholic beverages, whiskeys or liquors in the State of Georgia. () Yes ☒ No

30. Personal References. Give three (3) personal references, not relatives (i.e., former employees, fellow employees or school teachers who are responsible adults, business or professional men or women) who have known you well during the past five (5) years.

Name Jai Rai (not related to applicant)
Residence 4133 Church Street, Apt. 35 B, Clarkston, Georgia 30021
Business Address _____
Telephone Number 470-334-1575 Number of years known 10

Name Bijay Kumar Rai (not related to applicant)
Residence 4389 Bramwell Drive, Stone Mountain, Georgia 30083
Business Address _____
Telephone Number 470-378-7004 Number of years known 10

Name Monu Lohar
Residence 1547 Harbour Oaks Drive, Tucker, Georgia 30084
Business Address _____
Telephone Number 404-490-5426 Number of years known 10

31. Attach two (2) passport-size photographs (front view). Write name on back of photographs and also the name of dealer submitting a license application. Initial here if such photographs are attached. yes

32. There must be submitted with this personal statement the fingerprints of applicant on two (2) fingerprint cards, which will be furnished to the City of Clarkston. Initial here that such fingerprint cards are attached. yes

Verification

I, Bishan Rai, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a City of Clarkston license as a dealer in alcoholic beverage and distilled spirits are true, and no false or fraudulent statements or answer is made therein to procure the granting of such license. I hereby submit for an Alcoholic Beverage Privilege License Personnel Statement for the City of Clarkston. I do hereby swear or affirm that the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this statement and any related application. I certify that neither I, nor any of the other owners of the retail or wholesale establishment, nor the manager of such establishment has been convicted or has plead guilty or entered a plea of nolo contendere to any crime, misdemeanor, and/or felony involving moral turpitude, lottery, or illegal possession or sale of narcotics or liquors within a period of ten (10) years immediately prior to the filing of such application. I understand the City of Clarkston reserves the right to enforce any and all ordinances regardless of payment of license fees and further that it is my/our responsibility to conform to said ordinance in full. I hereby acknowledge that all requirements shall be adhered to. I can read the English language and I freely and voluntarily have completed this application. I understand that it is a felony to make false statements or writings to the City of Clarkston pursuant to O.C.G.A. §16-10-20.

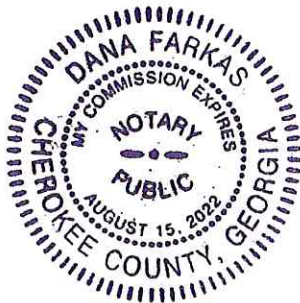
[Signature]
Applicant's Signature (full name in ink)

Bishan Rai, Owner
Applicant's Name (Print or Type)

I certify that Bishan Rai (name of applicant) personally appeared before me, and that he signed his name to the foregoing statements and answers made therein, and under oath, has sworn that said statements and answers are true.

This 4th day of June, 2021.
Dana Farkas
Notary Public

Seal:





FINGERPRINTS NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

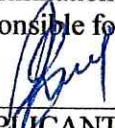
If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



APPLICANT SIGNATURE

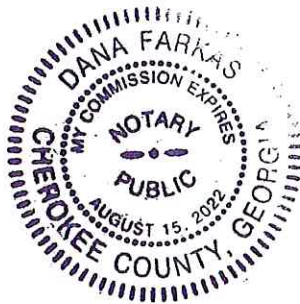
06-04-2021
DATE

Dana Farkas

NOTARY SIGNATURE

6-4-21
DATE

SEAL





I authorize DeKalb County Police Department to conduct a fingerprint based criminal history record check of me, as a part of my City of Clarkston alcohol application.

I understand that DeKalb County Police Department will send my fingerprints to the Georgia Crime Information Center for a search of criminal history information in its files and to the Federal Bureau of Investigation for a search of its files when a federal record check is so authorized.

I understand that the electronic results of this fingerprint check will be received by DeKalb County Police Department and forwarded to the agency responsible for determining my suitability for the position for which I have applied.

I further understand that DeKalb County Police Department will not maintain a copy of my record and that DeKalb County Police Department meets all confidentiality and security requirements for handling and dissemination of state and federal criminal history record information.

DeKalb Police Headquarters
3630 Camp Circle, Decatur, GA 30032- ground floor

Monday-Thursday 8:00-11:00am and 1:00 – 4:00pm

Must bring Photo ID, (Driver's License or US Passport) and \$5.00

Name: Bishan Raj

Signature: 

Date: 06-04-2021 June 4, 2021



CITY OF CLARKSTON

ITEM NO: 8B

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: FEBRUARY 1, 2022

DISCUSS/REVIEW

SUBJECT: To approve allocating \$30,000 in ARPA funds to the Healthy Community Clarkston Outreach Initiative.

DEPARTMENT: CITY ADMINISTRATION / MAYOR

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Mayor Beverly Burks
PHONE NUMBER: 404-296-6489

PURPOSE: To approve allocating \$30,000 in ARPA funds to support the Healthy Community Clarkston Outreach Initiative submitted by the Veteran's and Community Outreach Foundation, Incorporated.

NEED/ IMPACT:

The Veteran's and Community Outreach Foundation, Incorporated is seeking assistance to fund outreach initiatives and personnel costs for a Men's Think Tank, Women's Think Tank, Security and Safety, Veterans Day Ceremony, Veterans Memorial Day Service, Veterans Benefits Guide and Services, Global Healthcare Services, Refugee Healthcare Services, PTSD Service Dogs, and food distribution services for the veterans of Clarkston.

RECOMMENDATIONS:

N/A

A Budget Proposal submitted to the City of Clarkston, GA - HEALTHY COMMUNITY CLARKSTON OUTREACH INITIATIVE FOR 2022
 Veteran's & Community Outreach Foundation, Inc. - A Legally-Registered & Compliant 501c3 Non-Profit
 GA State Registration K302972 and Federal EIN 58-2013130



OVERHEAD/COLLECTIVE EXPENSES ACROSS ALL PROGRAMS

Security & /Safety Expense @ \$1K ea	\$	10,000
Liability Insurance -1X Annual	\$	1,000
Transportation/Gas/Auto Reimb @ \$150 ea	\$	1,500
T-Shirts for Workers, Giveaways, Pins \$250 ea	\$	2,500
Signage/Flyers/Posters \$350 ea	\$	3,500
Contract/Specialty Workers/Guest Speakers \$500 ea	\$	5,000
Food/Refreshments/Water \$300 ea (Workers&Participants	\$	3,000
Tents/Tables/Chairs/Infrastructure (Rent/Purchase)	\$	4,000

EVENT-SPECIFIC EXPENSES



Subtotals \$ 30,500

5 - Food Drive Events

Food & Beverage	\$	650
Equipment	\$	300

1-2 Veteran's Day Benefit Recognition Events

Food & Beverage	\$	250
PTSD Fish Fry & /Fellowship	\$	550

5 Geographic-Specific Health Fairs

		5 Health Fairs in 2022-----									
		Veterans	Women	Global & Refugees	Community	Children					
Facilities Usage/Rental	\$	350	\$ 350	\$ 400	\$ 100	\$ 100					
Music/Specialty Entertainment	\$	175	\$ 150	\$ 250	\$ 250	\$ 300					
Healthcare Consultants (Specialty)	\$	250	\$ 250	\$ 400							
Special Workers/Interpreters				\$ 150	\$ 125						
Exhibit & Supplies Activities	\$	125	\$ 150	\$ 200	\$ 200	\$ 275					
Refreshments			\$ 250	\$ 250	\$ 250	\$ 200					
Testing Kits	\$	100	\$ 100	\$ 150	\$ 150	\$ 100					
Personal Expenditure Reimbursements	\$	100	\$ 100	\$ 100	\$ 100	\$ 100					
Door prizes/Giveaways, buttons	\$	200	\$ 200	\$ 200	\$ 250	\$ 300					
Subtotals	\$	1,300	\$ 1,550	\$ 2,100	\$ 1,425	\$ 1,375	\$	40,000.00			

CITY OF CLARKSTON

ITEM NO: 8C

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:

MEETING DATE: FEBRUARY 1, 2022

VOTE

SUBJECT: To approve allocating ARPA funds for a homeowner's assistance and/or weatherization program for Clarkston homeowners.

DEPARTMENT: CITY ADMINISTRATION / CITY
COUNCIL

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Councilperson Debra Johnson
PHONE NUMBER: 404-296-6489

PURPOSE: To approve allocating ARPA funding in an amount not to exceed \$5,000 to support Clarkston homeowners with home repairs and/or weatherization projects.

NEED/ IMPACT:

The COVID-19 pandemic has caused many Clarkston homeowners economic hardships. A homeowner's assistance (with) repairs and weatherization program can assist with the energy efficiency of dwellings which could lower the cost of utilities and assist with maintenance and repairs. Assistance could include, air and duct sealing, wall, floor, and attic insulation, heating, ventilation, and air conditioning system improvements. Energy efficiency improvements may include lighting, hot water tank and pipe insulation and water conservation devices.

RECOMMENDATIONS:

CITY OF CLARKSTON

ITEM NO: 8D

CLARKSTON CITY COUNCIL MEETING

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

MEETING DATE: FEBRUARY 1, 2022

ACTION TYPE:

VOTE

SUBJECT: To approve the Request for Proposals (RFPs) submitted for the SPLOST 09 Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements.

DEPARTMENT: CITY ADMINISTRATION

PUBLIC HEARING: ☐ YES ☒ NO

ATTACHMENT: ☒ YES ☐ NO
Pages:

INFORMATION CONTACT: Shawanna Qawiy,
Interim City Manager
PHONE NUMBER: 404-296-6489

PURPOSE: To approve the RFPs submitted for the SPLOST 09 Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements project.

NEED/ IMPACT:

The City of Clarkston requested proposals from qualified engineering design firms to provide engineering design, environmental and utility permitting, right of way plans, surveying, construction plans/specifications, bid documents /manual, and related traffic safety and operational improvements at the Mell Avenue CSX Crossing and adjoining Church and East Ponce de Leon multi-leg intersection.

POND & Company and Volkert, Incorporated are the two (2) prime companies that submitted RFPs for the city's review.

RECOMMENDATIONS:

N/A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA AWARDED THE BID FOR SPLOST 09 PROFESSIONAL ENGINEERING SERVICES FOR THE MELL AVENUE CROSSING MULTI-LEG INTERSECTION SAFETY AND OPERATIONAL IMPROVEMENTS PROJECT WITHIN THE CITY OF CLARKSTON.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. That the bid for SPLOST 09 Professional Engineering Services for the Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements Project the City of Clarkston, Georgia in the amount of \$_____ is hereby awarded to _____.

PASSED, APPROVED and RESOLVED this ____ day of _____ 2022.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Lewis, City Clerk

EXHIBIT A

**Professional Engineering Design Services
for
Mell Ave CSX Crossing
Multi-Leg Intersection Safety and Operational Improvements**

The City of Clarkston is seeking proposals from qualified civil engineering design firms for the following scope of work: "Provide engineering design, environmental and utility permitting, right-of-way plans, surveying, construction plans/specifications, bid documents/manual, and related services for traffic safety and operational improvements at the Mell Avenue CSX Crossing and adjoining Church and East Ponce de Leon multi-leg intersection".

Project is funded through the City SPLOST program. The project will be designed and permitted in adherence to the GDOT's Plan Development Process (PDP). The SPLOST program will fund the design, utility permitting and relocation and right-of-way acquisition. Although no state or federal funding exists in the PE or ROW phase, the City intends to pursue federal funding through the ARC TIP in FY 24 or 25. As such, all federal processes and procedures are to be followed to ensure eligibility for federal funding at that time. No GDOT PI# currently exists.

Technical proposals (no fee) will be accepted electronically and addressed to Dan Defnall; Procurement and Finance Director; ddefnall@cityofclarkston.com; by no later than 3:00 PM, November 29th, 2021. Project Engineer Larry Kaiser; kaiser@co-infra-services.com; shall be copied on the email transmittal of the proposal. The subject line of the email shall state the following; **"SPLOST 09 - Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements"**. Technical proposals received after 3:00 PM, November 29th, 2021, will not be accepted. The process for selection of engineering firms will be Qualification-Based (QBS). Only technical proposals are to be submitted at this time. A Selection Committee will identify the short-listed firms. These firms will be required to attend an interview, present schematic plan(s) of their respective streetscape approach and submit a sealed fee proposal

There will be a **non-mandatory** pre-submission meeting on November 4th, 2021 at 9:00 AM at Clarkston Woman's Club; 3913 Church Street, Clarkston, Georgia 30021. All proposers will have an opportunity to ask questions at this meeting. A site visit will also occur at the conclusion of the pre-submission meeting.

The Request for Proposal (RFP) is available on the City web site; www.cityofclarkston.com. Addenda to this proposal, if any, including any responses to questions, will be posted on the City web site. Questions regarding this RFP shall be addressed to the cities Project Engineer, Larry Kaiser, P.E. at kaiser@co-infra-services.com. No contact, other than through emails with Larry Kaiser for purposes of questions or clarifications regarding the RFP, shall occur with staff, administration or elected officials with the City of Clarkston regarding this project. Any form of contact may result in disqualification from submittal of this RFP. Refer to the Invitation-to-Bid Package for submission of questions deadline.

The City of Clarkston reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the City.

GDOT pre-Qualified Disadvantaged Business Enterprise (DBE) and Woman Business Enterprise (WBE) firms are encouraged to apply. City of Clarkston will require a minimum 16% Disadvantaged Business Enterprises Participation. Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin. The selected firm will be required to comply with all Equal Employment Opportunity (EEO) laws and regulations, including nondiscrimination under Title VI of the Civil Rights Act.

The City of Clarkston is an Equal Opportunity Employer

City of Clarkston Request for Proposals

INVITATION

The City of Clarkston is now accepting proposals for qualified professional service providers to provide professional engineering design services that adhere to GDOT's Plan Development Process (PDP). Proposals will be accepted **electronically** and addressed to Dan Defnall; Procurement Officer and Finance Director at ddefnall@cityofclrkston.com **until 3:00PM (EST) on November 29th, 2021**. Project Engineer Larry Kaiser at Kaiser@co-infra-services.com, shall also be copied on the proposal if delivered electronically. Proposals will be considered from any professional firm, including sub-consultants, with experience and success in providing professional engineering services for local government and who are GDOT pre-qualified in the following Area Class categories: 1.06 (a) thru (f), 1.09, 1.10, 3.01, 3.02, 3.03, 3.06, 3.07, 3.09, 3.10, 3.12, 3.13, 3.15, 5.01, 5.02, 5.03, 5.04, 5.05, 5.06, 5.07, 5.08, 6.03 and 9.01. The Brooks Act (qualifications-based selection process) will be used to determine the highest ranked firm for purposes of negotiations.

Proposed Schedule	
Release of RFP	October 25 th , 2021
Pre-Proposal Conference	November 4 th , 2021; 9:00 AM
Deadline for Questions	November 12 th , 2021; 5:00 PM
Deadline for City Response(s) To Questions and/or Addendum(s) Posted	November 16 th , 2021; 5:00 PM
Deadline for Proposals	November 29 th , 2021; 3:00 PM
Interviews (if applicable) with Short-Listed Firms	December 1 st – 3 rd , 2021
Scope & Fee Negotiations with Highest Ranked Firm	December 6 th – 10 th , 2021
City Council Work Session & Council Meeting Staff Presentation – Highest Ranked Firm & Fee	December 2021 or January 2022
Award	TBD
Proposed Notice to Proceed	TBD

Any questions should be submitted via email to Larry Kaiser, kaiser@co-infra-services.com; reference RFP SPLOST 09

PRE-PROPOSAL CONFERENCE MEETING:

The City will hold an in-person non-mandatory pre-proposal meeting on November 4th, 2021 at 9:00 AM (EST). Parking is available either 3913 Church Street or to the parking lot to the rear of 3913 located on Rogers Street.

1.0 ENGINEERING FIRM QUALIFICATIONS AND FUNDING

The City of Clarkston desires to select a GDOT pre-qualified engineering firm to prepare a set of construction, utility and right-of-way plans that satisfy's GDOT's PDP process. At this time, the City does not have a PI# assigned to this project but intends to pursue PI designation, including project submission to the ARC for TIP incorporation and federal funding for the "construction phase" in FY 25. In order to be eligible for ARC TIP submission by the fall of 2024, firms proposing on this project shall provide a preliminary schedule of milestone events reflecting this submission date. This date reflects the completion of a biddable set of GDOT approved plans by July 2024 and all CSX permitting. With no GDOT PM assigned to this project as of yet, the selected consultant, in consultation with the city, will discuss the best approach for obtaining GDOT assistance as the design process moves forward.

The City will utilize 100% local funds (SPLOST) to fund PE, environmental, utility permitting and ROW Acquisition.

2.0 EXISTING CONDITIONS

The proposed project limits are shown in Exhibit D. Existing conditions within the limits of work are described as follows:

- Located within 50 feet of the CSX single track centerline (south side) is a 3-way stop condition at the Church St/ Mell Avenue intersection
- Located within 50 feet of the CSX single track (north side) is a stop condition on Mell Avenue at East Ponce de Leon Ave
- Northern Ave is located approximately 50 feet west of the Mell Ave and Church Street intersection and intersects Church St at a skewed angle. Northern Ave is currently a stop condition at Church Street
- City recently completed streetscape improvements on East Ponce de Leon Ave that included a sidewalk at the Mell Ave RR Crossing (east side).
- City is 75% complete with the construction of a pocket park on Church St at Mell Ave
- PATH Foundation constructed a path trail within CSX right-of-way north of Church Street including a bike/pedestrian crossing at the Church Street and Mell Avenue intersection
- Streetscape amenities and a RRFB exists on East Ponce de Leon at Mell Ave (eastern leg) to provide for pedestrian activities at this intersection.
- Significant queuing exists throughout the day on Church St at Mell; this includes the east and westbound movements
- Operational deficiencies occur when Northern Ave traffic movements interfere with the eastbound stop condition. Similar operational impacts exist with bike and pedestrian movements at the PATH crossing on Church Street
- Vehicles routinely stop on the Mell Ave CSX tracks as they enter or exit either Church Street or East Ponce de Leon Ave.

3.0 Proposed Improvements

The project proposed improvements will include, at a minimum, an interconnected signalization system that will improve traffic operations and safety at the Church/Northern/East Ponce de Leon intersections at the Mell Ave/CSX at-grade crossing; including the re-alignment of Northern Ave at Church resulting in a 4-way signalized intersection. The re-alignment of Northern Avenue will encroach within a parking lot currently utilized by U-Haul. This parking lot is located within city ROW. Other design tasks will include ADA compliant pedestrian improvements, traffic signal controller preemption (CSX), street lighting at both intersections and related tasks. With the exception of Northern Avenue, all work will be performed on CSX right-of-way. All roads are off-system and located within the City of Clarkston.

3.0 PROBLEM STATEMENT

Queuing problems due to high traffic volumes on Church Street at Mell Ave, coupled with the proximity of Northern Ave to the Mell Ave at Church St intersection, including the inability for Mell Ave traffic to safely access East Ponce de Leon, results in significant congestion and safety concerns at the project location. Coordination of street-railroad grade crossing warning signals with new signalized intersections is of vital importance to improve traffic safety and reduce congestion. The interconnections between the two proposed signals that are in close proximity to the CSX at-grade crossing will provide an important safety function by allowing a new active railroad warning system to preempt the normal traffic signal operation, which will include a special phasing to clear vehicles queued over the RR tracks while prohibiting others from joining the queue. The addition of turn lanes to Church Street or East Ponce de Leon is unlikely due to the proximity of the Mell Ave at-grade CSX crossing. The existing footprint of the roads within CSX ROW, coupled with the inability to add capacity, further emphasizes the need for an efficient coordinated signal phasing and timing plan that utilizes the latest technological advances in the industry.

4.0 SCOPE OF SERVICES

The City of Clarkston seeks to select a design consulting firm or a team of consultants to provide professional engineering design services, surveying, and environmental and utility permitting for purposes of improving the operational and safety characteristics at an existing dual multi-legged intersection at the Mell Avenue crossing at CSX RR. Improvements will also include correcting the skewed alignment of Northern Road at Church to provide a 4-way signalized intersection. The scope of services will include plans and permitting that satisfies the GDOT Plan Development Process (PDP) guidelines. This also includes CSX permitting, a traffic warrants study, traffic modeling and other work tasks as described below.

Expertise with signal timing parameters for the phasing and timing design is critical given the operational challenges at the multi-legged intersections at the CSX at-grade crossing. Firms with prior experience with successful projects with this type of intersection design are encouraged to submit a proposal.

The City will develop a scope of work and select a firm for Right-of-Way Administration and Acquisition Services, if applicable on this project, as a separate contract.

Engineering, Environmental and Surveying Services provided under the contract will be for the following tasks:

Task 1: Limited scope concept report – Prepare a limited scope concept report to satisfy GDOT requirements. The City anticipates the project will be permitted as a Categorical Exclusion (CE).

Task 2: Database Preparation – In compliance with the GDOT Automated Survey Manual, provide detailed survey including the existing right-of-way, edge of pavement, curb & gutter, sidewalk, utilities (above ground and utility markings), and any potential impacts in the vicinity of the project such as trees, walls, CSX tracks, paths, etc. Topographic data collected shall be sufficient for 2-foot intervals. Include property database.

Task 3: Environmental – Study technical reports and field visits must be completed to document that all Federal and State Laws have been followed. The city anticipates that Categorical Exclusion (CE) will be required. A Georgia Environmental Policy Act (GEPA) document is not required. Note that the limits of the Environmental Survey Boundary shall include the entire project limits.

Task 4: Engineering Design – Prepare Roadway Plans, in compliance with the GDOT Plan Development Process (PDP), for improvements identified in the limited scope concept report. Final Construction Drawings consisting of, but not limited to the following:

- a. Cover Sheet
- b. Index Sheet
- c. General Notes
- d. Typical Roadway Sections showing full pavement design and overlay where applicable.
- e. Roadway Plans and Profiles, including the layout of all geometric and drainage improvements and depiction of all necessary rights-of-way and easements. Right-of-way may be shown on the construction plans to minimize sheets.
- f. Drainage Profiles
- g. Preliminary Stormwater Management/Infeasibility Evaluation
- h. Traffic Marking and Signing Plans (can be included on construction plans)
- i. Utility Plans. All located existing utilities will be shown as a part of the plan set.
- j. Electrical design for lighting of the signalized intersections. The design shall include drawings and technical specifications that includes a photometric layout that is in compliance with GDOT and GA Power criteria, electrical service, lighting, lighting controls and circuitry, quantities and cost estimates. This includes roadway lighting within the project limits at both intersections.
- k. Roadway Cross Sections and Grading Plan
- l. Erosion and Sedimentation Control Plans
- m. Traffic Signal Plan including the addition of mast arm poles
- n. Detailed construction cost estimate in accordance with GDOT Policy 3A-9. Cost estimates to be provided in the concept, PFPR and FFPR

- o. Design Variances (if applicable) – It is anticipated that design variances may be required to minimize CSX right-of-way impacts.
- p. CSX Permitting and all associated plans to meet CSX submission requirements
- q. Project Manual for construction bidding purposes

Task 5: Right-of-Way – Right-of-way plans will require individual parcel plats and legal descriptions of required fee simple right-of-way, temporary and permanent easements. Written legal descriptions shall also be provided. Consultants shall be aware and knowledgeable of the CSX Real Estate Division requirements for easement plat preparation and processes.

Task 6: Meeting Attendance - The Consultant will budget attendance at the following meetings over the duration of the project. Meetings are to be in-person unless otherwise noted by the City:

- 1 kick-off meeting with the City project engineer and administration
- 6 scoping meeting sessions including periodic meetings with CSX
- 18 meetings (min. monthly)
- 4 meetings with GDOT staff
- 2 presentations to City council
- 3 public/community meetings (assume in-person Cafeteria Style meetings). Other forms of communication & outreach to be recommended by the proposer depending on COVID conditions)

Project Oversight and Staffing

The successful offeror will report to Larry Kaiser, P.E. at email kaiser@co-infra-services.com, **phone: 404-909-5619** and Interim City Manager Shawanna Qawiy; sqawiy@cityofclarkston.com. Both owner representatives are to be copied on all correspondence when the design professional is selected and as the project moves forward.

2.0 RFP STANDARD INFORMATION

2.1 Authority

This RFP is issued under the authority of the Purchasing Division of the City of Clarkston. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. **The Brooks Act will be utilized on this project.** The RFP states the relative importance of all evaluation criteria. No other evaluation criteria, other than as outlined in the RFP, will be used.

2.2 Offeror Competition

The City encourages free and open competition among offerors. Whenever possible, the City will prepare documents and conditions to accomplish this objective, consistent with the necessity to satisfy the City's need to procure technically sound and cost-effective services.

2.3 Receipt of Proposals and Public Inspection

2.3.1 Public Information

All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the time for receipt of Proposals has passed with the following four exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated and documented; (2) matters involving individual safety as determined by the City of Clarkston (3) any company financial information requested by the City of Clarkston to determine consultant responsibility, unless prior written consent has been given by the offeror; and (4) other constitutional protections.

2.3.2 Procurement Officer Review of Proposals

Upon opening the Proposals received in response to this RFP, the procurement officer in charge of the solicitation will review the Proposals and separate out any information that meets the referenced exceptions in Section 2.3.1 above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the Proposals.
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each Proposal containing trade secrets.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

2.4 Classification and Evaluation of Proposals

2.4.1 Initial Classification of Proposals as Responsive or Non-responsive

All Proposals will initially be classified as either "responsive" or "non-responsive". Proposals may be found non-responsive any time during the evaluation process or contract negotiation if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or if any requirements stated in the RFP are absent in the Proposal. If a Proposal is found to be non-responsive, it will not be considered further.

2.4.2 Determination of Responsibility

The procurement officer will determine whether an offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through contract negotiation if information surfaces that would result in a determination of non-responsibility. If an offeror is found non-responsible, the

determination must be in writing, made a part of the procurement file and mailed to the affected offeror.

2.4.3 Evaluation of Proposals

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of references, satisfaction of the required criteria, etc. These scores will be used to determine the most advantageous offering to the City.

2.4.4 Completeness of Proposals

Selection and award will be based on the offeror's Proposals and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or "best and final offer," if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

2.5 City's Rights Reserved

Issuance of the RFP in no way constitutes a commitment by the City of Clarkston to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- cancel or terminate this RFP;
- reject any or all Proposals received in response to this RFP;
- waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any Proposal;
- not award if it is in the best interest of the City not to proceed with contract execution; or
- if awarded, terminate any contract if the City determines adequate City funds are not available.

2.6 General Information

1. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all work on schedule should submit a Proposal.
2. Firms are expected to be knowledgeable on the Plan Development Process (PDP) and the Plan Presentation Guide (PPG) and to be proactive in meeting the requirements of the PDP with minimal oversight by City of Clarkston.
3. Consultant must be pre-qualified for work with Georgia Department of Transportation in the following Area Classifications: 1.06 (a) thru (f), 1.09, 1.10, 3.01,

3.02, 3.03, 3.06, 3.07, 3.09, 3.10, 3.12, 3.13, 3.15, 5.01, 5.02, 5.03, 5.04,5.05,5.06,5.07,5.08, 6.03 and 9.01.

4. Consultant must have experience with CSX permitting and demonstrate as such in the submitted proposal
5. City of Clarkston will expect to liaison with a single project manager representing the prime consultant firm and the sub-consultants.
6. The City may select the best qualified consultant based on the information received from interested firms as a result of this solicitation. If necessary, interviews will be held.
7. City of Clarkston reserves the right to cancel any and all Request for Proposals at any time when it is determined to be in the best interest of the City.
8. City of Clarkston also reserves the right to increase, reduce, add or delete any task or item in this solicitation as deemed necessary.
9. City of Clarkston will require a minimum 16% Disadvantaged Business Enterprises Participation. DBE firms should be pre-qualified with the Georgia Department of Transportation. Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin.
10. City of Clarkston anticipates issuing a Notice-to-Proceed for each task based on the proposal to be awarded as a result of this advertisement.
11. Generally, the City's position is **not** to provide Debriefings until after the contract has been awarded, except for firms disqualified during the Due Diligence Process, in which case a **Pre-Award Debriefing** can be requested following Due Diligence. For these contracts, pre-award debriefings would be provided after the announcement of the short-listed firms. Requested debriefings will only occur within 30 days after consultant contract award occurs with City Council. **All requests must be made and scheduled within this time frame.**
12. It is the responsibility of all firms interested in submitting proposals for this advertisement to routinely check the posting on the website for any revisions to this RFP.
13. Incomplete submittals will not be considered. Late submittals will not be accepted.

3.0 PROPOSALS SUBMISSION AND EVALUATION

3.1 Process for Submitting Proposals

3.1.1 Preparation of Proposals

Each Proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical Proposals, the Offeror should reference these materials in the technical Proposals, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

3.1.2 Packaging of Proposals

The Offeror's Technical Submission is to be submitted electronically to Dan Defnall; ddefnall@cityofclarkston.com; due date is 3:00 PM; November 29th, 2021. Project Engineer Larry Kaiser; Kaiser@co-infra-services.com, shall be copied on the email transmittal of the proposal.

The subject line of the email should clearly note "RFP SPLOST #09 - Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements". Any Proposal received after the due date and time will not be evaluated or accepted.

Fee proposals will NOT be accepted at this time.

3.2 Evaluation Process

The Selection process is primarily based on the technical skills, experience and satisfying the requirements set forth in the RFP. The interview process, if utilized, will be scored as part of the technical assessment.

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the City. Only those that meet the evaluation criteria will be considered as pre-qualified. **The City will adhere to the Brooks Act in the selection for the design professional.**

3.2.1 Administrative Review

The Proposals will be reviewed by the Issuing Officer for the following administrative requirements:

1. Submitted by deadline
2. Technical Submission of Proposals
3. All required documents have been submitted
4. All documents requiring an original signature have been signed and are included electronically

3.2.2 Mandatory Requirements Review

Proposals which pass the administrative review will then be reviewed by the Technical Evaluation Team to ensure all requirements identified in Section 3.0 are addressed satisfactorily. The Technical Evaluation Team will consist of 3 members of the city consulting and administrative staff.

The Selection process is Qualification-Based where the technical skills, experience and the interview process are the most significant components of the evaluation process. The following outlines the process to be utilized by the Recommendation Committee.

1. The Recommendation Committee will review the Technical Proposals of the firms who submit for this project
2. The highest ranked technical proposals (no defined number) will be defined as the "short list"
3. The "short-listed" firms will be notified by Recommendation Committee. The list of short-listed firms will also be posted on the City web site. The "short-listed" firms will be provided a date and time in which to appear for an interview; if requested to do so by the city. The "short-listed" firms will be given specific direction as the information expected of the firms during the presentation. The Interview Team will desire to interview the Project Manager, the responsible staff person for the sub-Consultants, etc. The Short-Listed firms are encouraged to bring any data, information, visuals, etc. that will present their case for being selected.
4. Following the interviews, the Technical Evaluation Team will score the firm's performance from 0 to 100. The scores from the interview (if an interview is undertaken) will be added to the technical proposal score to develop a cumulative score. The rankings of the short-listed firms and the Recommendation Team's "highest ranked firm" will be presented to City Council for approval. City Council has the final authority for selection of the highest ranked firm.
5. Once the ranking is identified and confirmed by the City, fee and scope negotiations will commence immediately with the selected firm.

6. Negotiation of the terms, conditions, scope and fees related to the contract for design services shall be limited to three (3) days following the commencement of negotiations. If an agreement cannot be reached within that time frame, negotiations with the next top-ranked short-listed firm.

3.2.3 Technical Proposals Evaluation

In this phase, the Evaluation Committee will evaluate the quality and completeness of each technical submittal as it addresses each requirement of the RFP. The RFP carries a total weight of **100 points**. Technical submittals will be evaluated and scored in categories. Each category is assigned a maximum point value. Technical submittals must receive at least 75 points (75%) to be further evaluated.

Firms will be evaluated and rated based on the criteria below (listed by relative importance, in descending order):

A. Proposals of Design Team (30%)

- Proposals of the design team members.
- Demonstrated experience and reputation of project manager in the management of similar type projects.
- Knowledge of current design criteria (including FHWA Policies, AASHTO Guidelines, GDOT Design Policies, MUTCD, and other industry standards).
- Knowledge of GDOT Project Development Process
- Knowledge of CSX permitting and plan preparation
- Knowledge of current software adopted by Georgia Department of Transportation
- QA/QC procedures

B. Past experience of the Design Team (30%)

- Demonstrated experience with similar type of projects
- Demonstrated ability to complete multiple projects for municipal clients in a timely manner
- References

C. Demonstrated understanding of the project scope and other relevant issues (40%).

If an interview is required, the interview process will account for 10% with 30% assigned to the remaining components of "C" section.

3.2.4 Site Visits and Oral Presentations

The City reserves the right to conduct site visits or to invite Offerors to present their technical solution to the Technical Evaluation Team.

3.2.5 Submittal Requirements

Failure to meet these requirements will result in the Proposals being determined “non-responsive” and the entire submittal will be rejected.

Proposals shall include the following information in the order detailed:

Title Page: List the RFP subject, the name of the firm including all proposed sub-consultants, name of contact person and the date.

Table of Contents: Include a clear identification of the material included in the proposal by page number

Letter of Transmittal: Limited to 2 pages. Express a commitment to perform the required work within the time frame identified in the aforementioned. If time frame is not feasible, explain why and provide rationale. Also give the name (s) of the person (s) who will be authorized to represent the firm, their title and telephone number (cell and office).

Statement of Qualifications of Project Team:

A. Name, address and telephone numbers (cell and office) of the lead firm’s owner (s) and full information about the corporate structure of the submitting lead firm including financials and/or audit of the firm’s financials **(3 pages maximum)**

B. Location of the firm’s primary place of business for legal purposes and any subsidiary offices, years of business and types of services offered **(1 page maximum)**

C. Names and qualifications of personnel to be assigned to the project design **(no maximum)**. Include an organizational chart. The organizational chart shall be single-sided and shall not exceed 11” x 17” in size.

D. List of all projects done for city/county entities or state/federal agencies in the State of Georgia in the past five (5) years that are relevant/similar to the SPLOST #09 project **(no maximum)** and provide a short narrative of the project outlining the challenges and the ultimate solution that was implemented.

E. The Project Manager assigned to this project shall be identified and a description of his/her relevant previous/present projects listed. This includes a list of past relevant projects, which proposed project staff have played a central role in designing shall also be provided **(2 pages maximum)**

F. Current and projected workload of assigned Project Manager and supporting staff (specifically the traffic engineering consultant and the environmental consultant) shall be identified including the percentage of time assigned to this project **(1 page maximum)**

G. A list of all lawsuits in which the lead firm and sub-consultants have been involved in over the past five (5) years including all settlements or arbitrations **(no maximum)**

H. Identify the DBE firm (s) and the percentage of the contract amount assigned to these firms. **Do NOT identify the dollar amount.** Document firms are GDOT pre-qualified and provide verification as such.

Statement of Project Understanding and Approach: The consultant shall state in succinct terms their understanding of what is required by the Scope of Work, including providing a narrative of the consultant’s approach and technical plan for accomplishing the work herein. The consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however the consultant shall not delete any of the PDP requirements. Specific

illustrations of former or current design projects similar to SPLOST #09 shall be submitted and why your firm's past experiences are relevant to the city hiring your firm **(5 pages maximum)**

Time Schedule: The Consultant shall state whether the City's Proposed Schedule is workable and if not, explain why including your proposed revised schedule **(1 page maximum)**

Intangibles: The Consultant may include any other information that they believe will strengthen their position as the firm of choice **(2 pages maximum)**

3.3 Rejection of Proposals/Cancellation of RFP

The City reserves the right to reject any or Proposals, to waive any irregularity or informality in a Proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the right of the City to reject Proposals that do not contain all elements and information requested in this document. The City reserves the right to cancel this RFP at any time. The City will not be liable for any cost/losses incurred by the Offerors throughout this process.

3.4 City's Right to Investigate and Reject

The City may make such investigations as deemed necessary to determine the ability of the offeror to provide the supplies and/or perform the services specified.

3.4.1 Offeror Informational Requirements

In determining the capabilities of an offeror to perform the services specified herein, the following informational requirements must be met by the offeror. (Note: Each item must be thoroughly addressed. Offerors taking exception to any requirements listed in this section may be found non-responsive or be subject to point deductions.)

3.4.1.2 Resumes/Company Profile and Experience

Offeror shall specify how long the individual/company submitting the Proposal has been in the business of providing services similar to those requested in this RFP and under what company name. A resume or summary of Proposals, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of the contract.

3.4.1.4 Offeror Financial Stability

Offerors shall demonstrate their financial stability to supply, install and support the services specified by: (1) providing financial statements, preferably audited, for the 2 (two) consecutive years immediately preceding the issuance of this RFP, and (2) providing copies of any quarterly financial statements that have been prepared since the end of the period reported by your most recent annual report.

4.0 TERMS AND CONDITIONS

4.1 RFP Amendments

The City reserves the right to amend this RFP prior to the due date. The legal advertisement will be posted to the DOAS/Georgia Procurement Registry, located at: http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp . All addendums and "Response to Questions"; if applicable, will be posted on the City's website at: www.Clarkstonga.gov Offerors are encouraged to check this website frequently for any RFP updates.

4.2 Proposal Withdrawal

A submitted Proposal may be withdrawn prior to the due date by a written request to the Finance Manager. A request to withdraw a Proposals must be signed by an authorized individual.

4.3 Cost for Preparing Proposals

The cost for developing the Proposal is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

4.4 Term

The term of this contract shall for thirty (30) months from the beginning date, or such shorter time as may be indicated on the bid document and all orders issued and postmarked by the Department during said term shall be filled at the contract price. If selected to submit a fee, hourly rates and any escalation of said rates over the term of the contract will be negotiated.

4.5 Conflict of Interest

If an Offeror has any existing client relationship that involves the City of Clarkston or its Project Engineer, the Offeror must disclose each relationship.

4.6 Minority Business Policy

It is the policy of the City of Clarkston that minority business enterprises shall have a fair and equal opportunity to participate in the City purchasing process. Therefore, the City of Clarkston encourages all minority business enterprises to compete for, win, and receive contracts for goods, services, and construction. Also, the City encourages all companies to sub-contract portions of any City contract to minority business enterprises.

The DBE minimum goal for this project is 16 percent.

4.7 ADA Guidelines

The City of Clarkston adheres to the guidelines set forth in the Americans with Disabilities Act. Offerors should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Offeror's Conference, if any. The Georgia Relay Center at 1-800-255-0126 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

4.8 Compliance with Laws

The Contractor will comply with all City, State of Georgia, Title VI and Federal laws, rules, and regulations.

4.9 Governing Terms

This RFP expressly limits acceptance to the terms stated below. Any additional or different terms proposed by Contractor and expressed in any form (acknowledgements, confirmations, invoices, catalogs, brochures, technical data sheets, etc.), whether before or after Contractor's receipt of this contract, shall not be binding upon City. City's silence or acceptance of the Materials shall not constitute consent to such additional or different terms.

4.10 Indemnification

Contractor shall be responsible for and shall indemnify and hold City harmless from any and all claims, demands, costs, damages and expenses of whatever nature (including, without limitation, attorney's fees) relating to or arising from (a) Contractor's breach of any of the representations and warranties contained herein; (b) Contractor's failure to follow City's specifications; (c) Contractor's other breach of the terms hereof; or (d) any other act(s) or omissions(s) of Contractor, its employees, independent contractors, agents, and suppliers, but only to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.

4.11 Corrections/Credits

At City's option, Contractor shall either issue an appropriate credit or undertake, at Contractor's sole cost, corrections to materials made necessary by reason of Contractor's failure to follow City's specifications or Contractor's other breach of the terms hereof. The remedies afforded City in this paragraph are in addition to, not in lieu of, any other remedy herein or provided by law or equity.

4.12 Insurance

Contractor shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per occurrence; and (b) statutory worker's compensation insurance, including employer's liability insurance. In addition to above

general coverages, contractor shall maintain Professional Liability Insurance with limits of \$2,000,000 per occurrence and in aggregate. All insurance shall be provided by an insurer(s) acceptable to City, and shall provide for thirty (30) days prior notice of cancellation to City. Upon request, Contractor shall deliver to City a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

4.13 Cancellation

City may cancel this agreement at any time prior to City's acceptance of the Services, upon giving written notice of cancellation to Contractor. In such event, in lieu of the price(s) specified on the reverse hereof, Contractor shall be entitled only to payment of the direct non-cancelable costs theretofore incurred by Contractor and any direct non-cancelable committed costs theretofore committed by Contractor, as directly relating to the performance of Contractor's obligations hereunder prior to such cancellation; provided, however, the total amount of such costs shall not exceed the price(s) specified on the reverse side. City shall not be responsible for any other amounts whatsoever including, without limitation, penalties.

4.14 Independent Contractor

Contractor shall at all times be acting as an independent contractor and not be considered or deemed to be an agent, employee, joint venture or partner of City. Contractor shall have no authority to contract for or bind City in any manner.

4.15 No Assignment

Contractor may not assign this agreement or any of its rights or responsibilities hereunder, without City's prior written consent.

4.16 Audit

Upon not less than two (2) days prior notice, City shall have the right to inspect and audit all records (including, without limitation, financial records) of Contractor which pertain to Contractor's fulfillment of this agreement and charge therefore.

4.17 Attorney's Fees

In the event of Contractor's breach hereunder, City, in addition to the recovery of all monies and damages owed to City, shall be entitled to recover from Contractor the reasonable attorney's fees and court costs incurred by City as a result of such breach.

4.18 Miscellaneous

(a) No remedy of City shall be exclusive of any other remedy herein or provided by law as equity, but each shall be cumulative. (b) City's failure or forbearance to enforce any term hereof shall not be deemed to be a waiver of such right or claim, or any right of claim hereunder. Moreover, City's waiver of any term hereof shall not operate or be construed as a waiver of any subsequent breaches of the same or any other term. (c) If

any of the terms hereof shall be determined to be invalid or unenforceable, the remaining terms shall remain in full force and effect. (d) The terms contained in this contract constitute the entire agreement between City and Contractor and supersedes all other oral or written Proposals, purchase orders, invoices, agreements and communications between City and Contractor relating to the subject matter hereof. (e) No term of this agreement may be modified or waived except by an instrument in writing signed by an authorized representative of the party against which enforcement of such modification or waiver is sought. (f) This agreement and all disputes arising hereunder shall be governed by and construed in accordance with the laws of the State of Georgia.

4.19 Special Stipulations

To the extent City attaches to this agreement any special terms which conflict with or are inconsistent with any of the foregoing terms, the attached special terms shall control.

5.0 EXHIBITS

Complete the following Exhibits A, B & C and return with the technical proposal.

EXHIBIT A

CONFLICT OF INTEREST CERTIFICATION

I, _____, as the legal representative of _____, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that _____ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that _____ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal price, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that _____ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, _____ shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, _____ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, _____ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or city project engineering consultant under contract with the city to provide Project Engineering Services on this project from _____ as a corporate entity or employee of

_____.

Name: _____

Title: _____

Date: _____

EXHIBIT B

ACCEPTANCE FORM

Technical proposals are to be transmitted electronically to Dan Defnall; ddefnall@cityofclarkston.com; and Larry Kaiser at Kaiser@co-infra-services.com; by no later than 3:00 PM, November 29th, 2021. In the subject line of the email include the following - **"SPLOST 09 - RFP – Professional Engineering Design Services for Mell Ave CSX Crossing Multi-Leg Intersection Safety and Operational Improvements"**. Technical proposals received after that date and time will be not be accepted nor evaluated. Fee proposals are not to be submitted at this time.

The process for selection of engineering firms will be Qualification-Based (QBS) – Brooks Act. Only technical proposals are to be submitted at this time. A Recommendation Committee will identify the short-listed firms. These firms may be required to attend an interview and present a schematic plan of their respective approach.

In compliance with this Request for Proposal dated October 25th, 2021, which includes all requirements, provisions and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP

Cited above and submit this signed technical proposal which includes this completed and signed page and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations if short-listed and identified to be the highest ranked firm.

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(signature)

(print)

Title: _____

Phone: _____

EIS # : _____

EXHIBIT C
E-VERIFY AFFIDAVITS

City of Clarkston, Georgia

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 contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], 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 subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Clarkston, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor 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 Clarkston at the time the subcontractor(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

COMPANY

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20____

Notary Public

My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

EEV/ Basic Pilot Program* User Identification Number

Date

BY: Authorized Officer or Agent COMPANY
 (Subcontractor Name)

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20____

Notary Public

My Commission Expires:

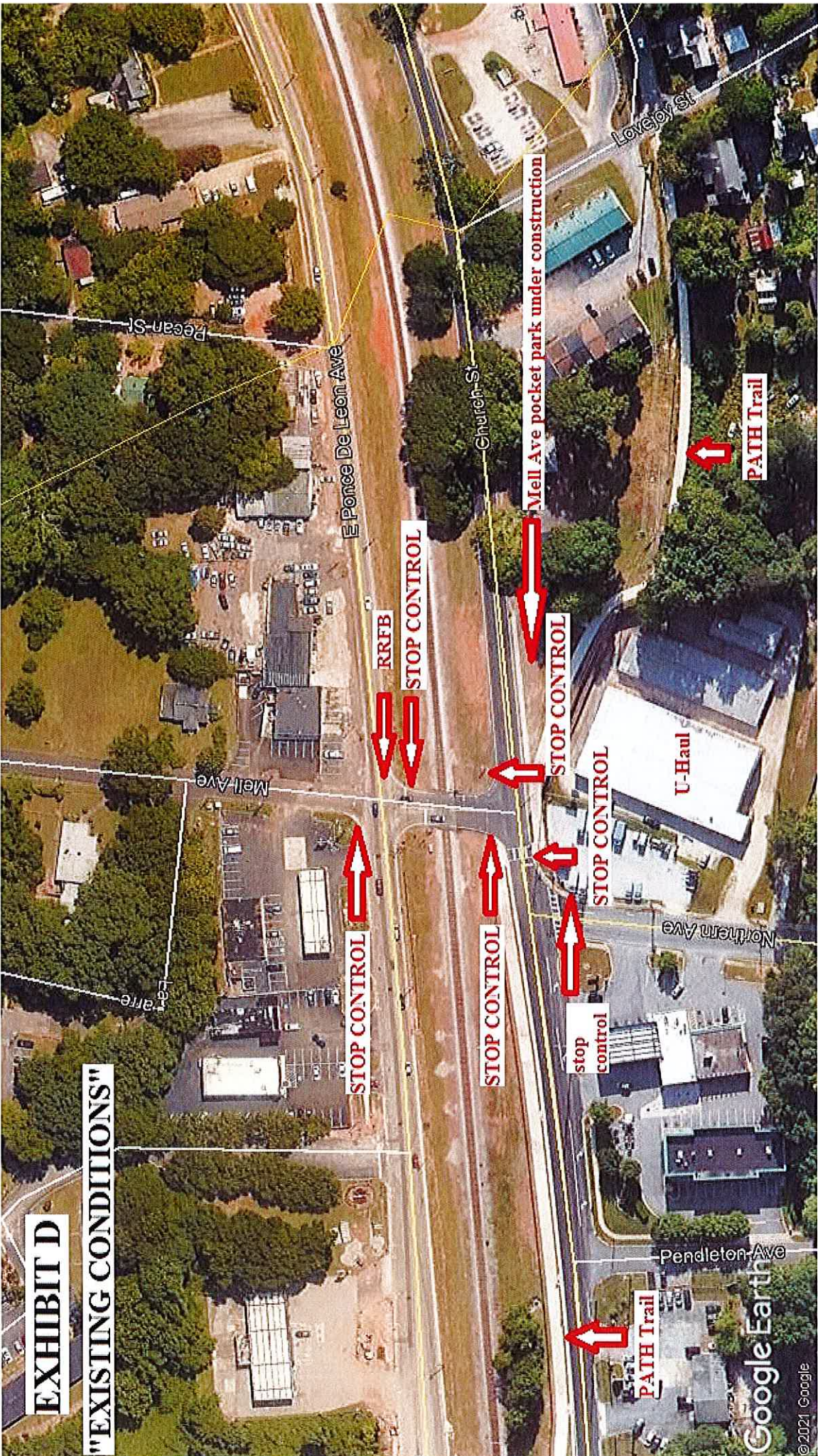
*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)

EXHIBIT D

EXISTING CONDITIONS LOCATION MAP

EXHIBIT D

"EXISTING CONDITIONS"



Mell Ave pocket park under construction

PATH Trail

RRFB
STOP CONTROL

STOP CONTROL

STOP CONTROL

U-Haul

STOP CONTROL

STOP CONTROL

stop control

PATH Trail

Google Earth
© 2021 Google

EXHIBIT E

CONSTRUCTION PLANS FOR THE PATH TRAIL
POSTED ON CITY WEB SITE
(Stone Mountain Trail – plans prepared by Tran Systems)

Title Page



RFP Subject

SPLOST 09 | Professional Engineering Design Services For Mell Ave CSX Crossing Multi-Leg Intersection Safety and Operational Improvements

Prime Consultant Firm

Pond & Company

Subconsultant Firms

Atlanta Consulting Engineers (ACE)

Platinum Geomatics, LLC*

Practical Design Partners (PDP)*

Southeastern Engineering Inc. (SEI)*

S&ME, Inc.

TerraXplorations, Inc.

Traffic Data Services, LLC (TDS)*

** indicates DBE team member*

Primary Contact

Zach Puckett, PE, IMSA II

3500 Parkway Lane, Suite 500

Peachtree Corners, GA 30092

T: 678.336.7740 | F: 678.336.7744

PuckettZ@pondco.com

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3500 Parkway Lane, Suite 500
Peachtree Corners, Georgia 30092

T: 678.336.7740 | F: 678.336.7744
www.pondco.com

November 29, 2021

Dan Defnall, Procurement and Finance Director | ddefnall@cityofclarkston.com
Larry Kaiser, Project Engineer | Kaiser@co-infra-services.com

RE: SPLOST 09 - Professional Engineering | Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements

Dear members of the selection committee—

Pond has assembled an experienced team that understands the importance of the Mell Avenue railroad crossing and its intersection with East Ponce De Leon Avenue and Church Street. The intersection now serves as a bottleneck and point of congestion for traffic traveling along these corridors. This project will eliminate the bottleneck by removing the multi-way stop control, will provide a safer railroad crossing by implementing signalization of the intersections, and will improve connectivity by realigning Northern Avenue to align with Mell Avenue.

Implementation of the improvements will require extensive coordination with CSX railroad, GDOT, and the City of Clarkston. Technical challenges are present along the corridor and will include roadway realignment, utility coordination, signal pre-emption, and potential modification of the railroad crossing. The railroad right-of-way extends across East Ponce De Leon Avenue and Church Street to the adjacent across the street from the tracks themselves, adding another layer of complexity in the coordination with CSX. The Pond Team is well equipped to address these challenges and has been formed with these needs in mind.

The Pond Team will be led by **Zach Puckett, PE, IMSA II** who has extensive experience in the key technical areas necessary for a successful intersection improvement, including: roadway and intersection design, traffic engineering, signal and ITS design, railroad coordination, utility coordination. In addition to this technical knowledge, Zach also has experience managing complex projects with a variety of coordinating agencies and multiple subconsultants. He provides responsive service and delivers high quality, constructable plans. Zach has recent experience on a very similar project at SR 13 and Davenport Road in Duluth, Georgia, which included intersection signalization and a relocated railroad at-grade crossing. This project also includes a design and implementation of a railroad quiet zone. Zach Puckett has managed this project, including design, and has performed all railroad coordination.

Richard Fangmann, PE, PTOE will serve as the Principal-In-Charge and will assist Zach with key project decisions and execution. Richard and Zach have worked together on numerous intersection design and traffic signal/ITS design projects, delivering quality products to our clients.

Zach will be assisted by an internal team of professionals in the various disciplines necessary for a successful project, including **Daniel Sabia, PE** with 15 years of experience in roadway design; **Andrew Babb, PE, AICP**, with extensive traffic engineering experience; **Glenn Martin, PWS** for environmental services; and featuring **Serah Mungai** for Public Outreach, who speaks five languages and has worked on previous outreach in Clarkston.

Our team also includes key subconsultant partners to assist in providing a successful project. These partners include DBE firm **Southeastern Engineering, Inc. (SEI)** who will assist with survey and signal timing tasks. SEI has experience in signal timing of complex intersections, including railroad pre-emption. The Pond Team also includes DBE firm **Project Design Partners (PDP)** who will provide independent Quality Control of design plans and prepare the concept Report. The team also includes DBE firm **Platinum Geomatics**, who will perform Subsurface Utility Engineering (SUE); **Atlanta Consulting Engineers (ACE)**, who will perform lighting design; **S&ME**, who will perform geotechnical services; DBE firm **Traffic Data Services**, who will perform data collection; and **TerraX**, who will assist in environmental services.

As principal-in-charge, Vice President Richard Fangmann, PE, PTOE, is authorized to represent the firm. His phone numbers are: 678.336.7740 (office) and 770.598.1142 (cell). His email address is: FangmannR@pondco.com. We acknowledge receipt of Addendum #1 and the Responses to Questions. Pond is committed to performing the required work identified in the RFP, as detailed on page 38.

We are excited about the opportunity to work with the City of Clarkston to improve the Mell Avenue CSX Railroad Crossing and adjacent intersections. If you have any questions or require additional information, please contact me at 678.336.7740 or FangmannR@pondco.com for further information.

Sincerely,



Zach Puckett, PE, IMSA II

Project Manager

678.336.7740 | puckettz@pondco.com



Richard Fangmann, PE, PTOE

Principal-in-Charge | Vice President, Transportation

678.336.7740 | fangmannr@pondco.com

A. Lead Firm Information

Name, address and telephone numbers (cell and office) of the lead firm's owner (s) and full information about the corporate structure.

Pond has an ownership transition plan that gives the opportunity for our future leaders to become Principals in the firm. The current Principals/owners and their contact information are listed in the tables below and on the following page. Vice President Richard Fangmann, PE, PTOE is the Principal who will directly oversee this contract.

Pond & Company is a private corporation headquartered in Peachtree Corners, Georgia.

Name	Title	Cell Phone	Location
Eric Adami	Program Manager	864.617.7490	Peachtree Corners, GA
Kris Allegood	Vice President	770.241.3148	Peachtree Corners, GA
Marcus Anderson	Program Manager	678.491.2935	Peachtree Corners, GA
Stephen Bailey	Associate Vice President	706.614.4436	Peachtree Corners, GA
Sam Briuglio	Senior Vice President	504.913.0249	New Orleans, LA
Dan Brown	Program Manager	706.892.7437	Peachtree Corners, GA
Brannen Butts	Vice President	678.362.5797	North Houston, TX
Bill Carpenter	Technical Director of Electrical Engineering	678.350.1862	Peachtree Corners, GA
Greg Culpepper	Vice President	678.480.3806	Peachtree Corners, GA
Jim Davis	Associate Vice President	334.319.0380	Mobile, AL
Bryan Evans	Executive Vice President	770.363.9695	Peachtree Corners, GA
Richard Fangmann	Vice President	770.598.1142	Peachtree Corners, GA
Chris Farnie	Senior Vice President	678.984.0473	Peachtree Corners, GA
George Fragulis	Vice President	404.213.9320	Peachtree Corners, GA
Melly Gao	Vice President	813.766.6149	Peachtree Corners, GA
Pam Gower	Associate Vice President	404.748.4769	Peachtree Corners, GA
Mark Hanselman	Associate Vice President	217.652.8675	Peachtree Corners, GA
Steve Harrill	Vice President	904.703.8209	Jacksonville, FL
Kevin Hendrix	Director of Civil Engineering	404.509.5592	Atlanta, GA
Rodney Hoke	Associate Vice President	770.639.4238	Peachtree Corners, GA
Alex Holbrook	Vice President	404.218.2800	Peachtree Corners, GA
Sasan Hosein	Vice President	404.620.8637	Peachtree Corners, GA
Mike Jeffreys	Senior Vice President	404.379.6279	Peachtree Corners, GA
Chris Jenkins	Director of Operations	678.362.7133	Peachtree Corners, GA
Ben Lawless	Program Manager	410.474.4114	Washington, DC
Andy Lawton	Program Manager	256.227.4342	Peachtree Corners, GA
Pam Little	Associate Vice President	678.381.7851	Peachtree Corners, GA
Brian Lunsford	Vice President	678.984.6801	Peachtree Corners, GA
Mike Magahey	Vice President	678.469.3561	Peachtree Corners, GA
Glenn Martin	Director of Environmental Services	706.255.0852	Peachtree Corners, GA
Jon McMillen	Director of Military Planning	256.426.0333	Huntsville, AL
James McNabb	Senior Vice President	770.769.6342	Peachtree Corners, GA
Jorge Mendez	Director of Architecture	404.944.0160	Peachtree Corners, GA

Name	Title	Cell Phone	Location
Deborah Moazen	Vice President	678.336.7740	Peachtree Corners, GA
Tony Pitrone	Senior Vice President	678.427.5153	Peachtree Corners, GA
Julian Ramirez	Vice President	404.542.9863	Peachtree Corners, GA
Bob Ruch	Executive Vice President	402.319.6605	Huntsville, AL
Nina Sickler	Program Director	904.472.5340	Jacksonville, FL
Kevin Skinner	Director of Design	678.457.0488	Augusta, GA
Chris Statham	Chief Financial Officer	470.387.8931	Peachtree Corners, GA
Joe Stitt	Director of Electrical Engineering	614.309.9210	Peachtree Corners, GA
Anna Dis Sveinbjornsdottir	Director of Interior Design	803.354.2717	Columbia, SC
Andrew Swift	Associate Vice President	770.317.5534	Peachtree Corners, GA
Jim Turner	Senior Aviation Engineer	404.944.9361	Peachtree Corners, GA
Kenn Ussery	Associate Vice President	770.366.8142	Peachtree Corners, GA
Hugh Weaver	Vice President	404.310.3236	Peachtree Corners, GA
Matthew Wilder	Associate Vice President	404.405.4261	Atlanta, GA
Bob Williams	Chief Executive Officer	678.699.8779	Peachtree Corners, GA
David Woods	Program Manager	678.859.8431	Peachtree Corners, GA
Kyle Wright	Program Manager	404.748.4916	Peachtree Corners, GA

Location Addresses

Location	Address	Office Phone
Peachtree Corners, GA (HQ)	3500 Parkway Lane, Suite 500 Peachtree Corners, GA 30092	678.336.7740
Atlanta, GA	55 Ivan Allen Jr. Boulevard, Suite 850 Atlanta, GA 30308	678.336.7740
Augusta, GA	621 NW Frontage Road, Suite 320 Augusta, GA 30907	706.833.4671
Columbia, SC	1301 Gervais Street, Suite 1300 Columbia, SC 29201	803.799.6502
Huntsville, AL	4825 University Square, Suite 8 Huntsville, AL 35816	256.864.2290
Jacksonville, FL	1200 Riverplace Boulevard, Suite 600 Jacksonville, FL 32207	904.543.0400
Mobile, AL	9 Dauphin Street, Suite 200 Mobile, AL 36602, USA	251.303.8801
New Orleans, LA	110 Veterans Boulevard, Suite 347 Metairie, LA 70005	504.301.2839
North Houston, TX	2204 Timberloch Place, Suite 230 The Woodlands, TX 77380	832.422.7833

Firm's Financials

Recent financial information was provided separately, per the Response to Questions.

B. Lead Firm Location

Primary Place of Business

Pond & Company

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

678.336.7740 (p) | 678.336.7744 (f)

Subsidiary Offices

Pond has 16 office locations nationwide. In addition to the locations noted on the previous page, additional office locations include: Savannah, GA; Colorado Springs, CO; Honolulu, HI; Huntsville, AL; Philadelphia, PA; San Diego, CA; South Houston, TX; and Tampa, FL. This project will be led entirely by staff located in Peachtree Corners, GA. No subsidiary offices will be involved in this project.

Years in Business

Founded in 1965, Pond has been in business for 56 years.

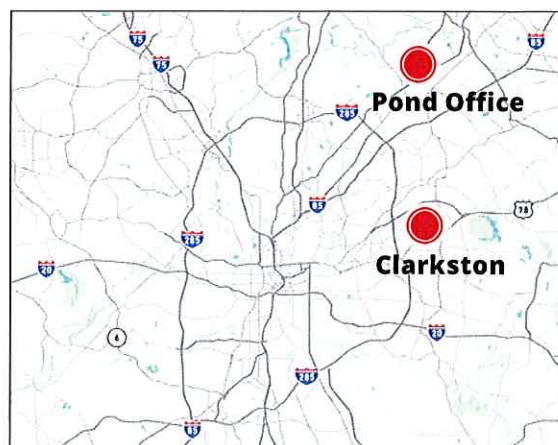
Type of Services Offered

Pond is a progressive, full-service architecture, engineering, planning and construction firm serving government, corporate and private sector clients throughout the U.S. and globally.

With more than 550 employees, we are an award-winning firm with a solid reputation for excellence in design innovation, service quality and client satisfaction. We are unique in that we offer leading-edge consulting solutions to help clients manage projects from concept to completion—and everything in between—with confidence and clarity. Our full-service capabilities and dedication to service offer clients the experience, expertise and responsiveness that make us leaders in the industry.

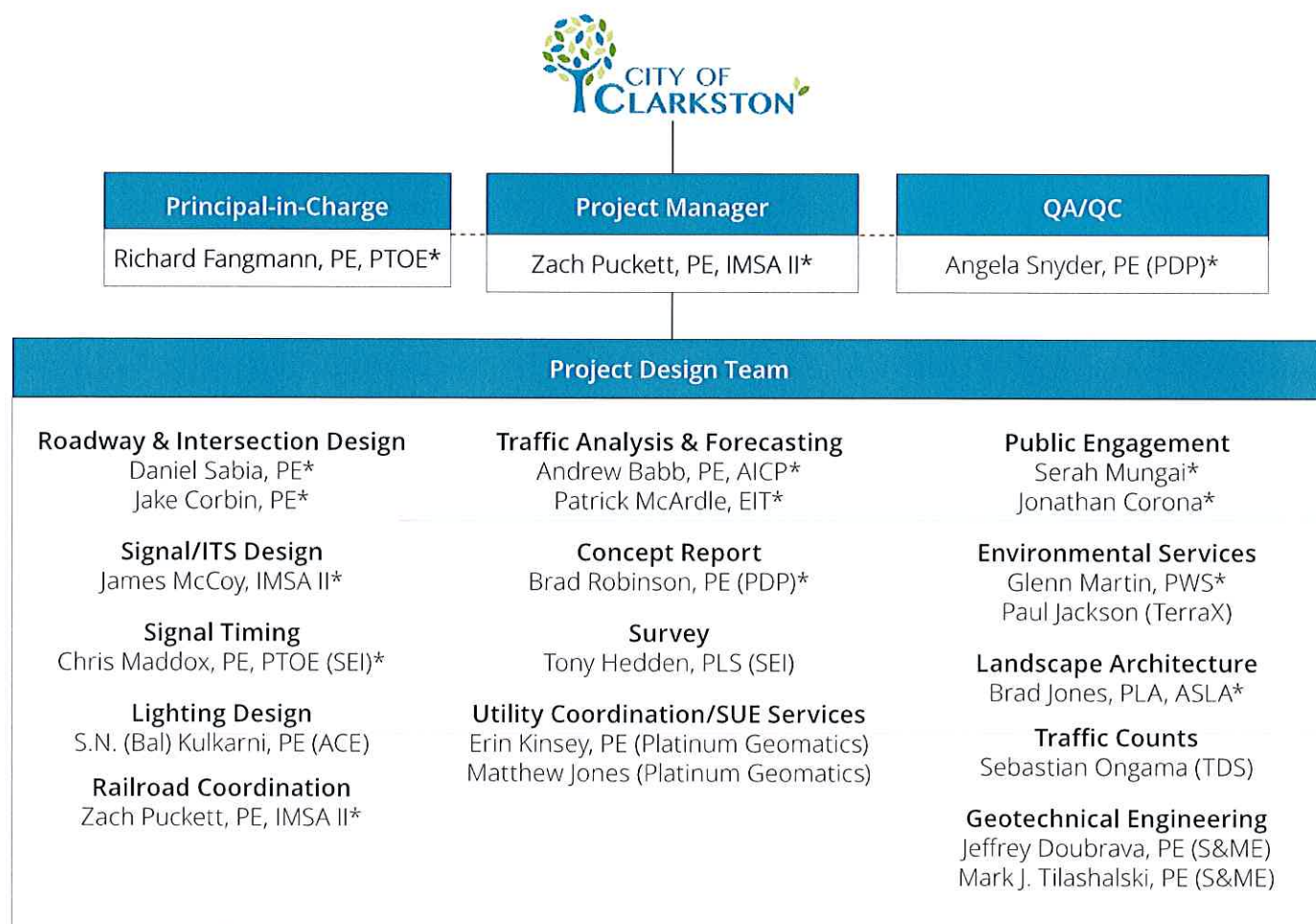
The list below highlights the transportation services we provide:

- Transportation Planning
- Transportation Design
- Cost Estimation
- Traffic Forecasting
- Traffic Engineering/ICE
- ITS/SMART Corridors
- Safety Analysis and Design
- Funding Agency Coordination
- Transit
- Travel Demand Management
- Public Outreach
- Environmental Services



C. Organizational Chart

Pond strives to make each project successful for our clients. We will partner with you as we prepare technical analyses, gain insight and input from CSX and the public, and work through the decisions necessary to determine a preferred alternative for the Mell Avenue Intersection Safety and Operational Improvement project. Pond has developed successful approaches to this type of project through the competence and diversity of our multi-disciplined team, combined with the experience of our senior staff, who has successfully delivered numerous complex intersection projects.



*Resumes detailing the qualifications of the personnel marked above begin on the following page.

Zach Puckett, PE, IMSA II

Project Manager | Pond



EDUCATION

- BS, Civil Engineering, Georgia Institute of Technology, 2012

REGISTRATIONS

- Professional Engineer, GA #042056
- GSWCC Level II, #33175
- IMSA Traffic Signal Technician Level II, BD_112031
- IMSA Work Zone Temporary Traffic Control Tech, ZZ_112031

Zach has experience with street improvements and urban roadway design, pedestrian safety, traffic operations analysis, traffic signal design, and Intelligent Transportation Systems (ITS) design with both local municipalities and state agencies. He is familiar with the design standards of the GDOT Plan Development Process (PDP) and has skilled knowledge and technical experience with design and analysis software. Zach has had the opportunity to work at the GDOT Transportation Management Center (TMC) and coordinate directly with the staff regarding plan review, permitting, and design, giving him more insight into their overall processes and applications of certain technologies.

Zach has attended the GDOT Plan Development Process (PDP) training and is very familiar with GDOT design criteria and the process by which it is followed. He is proficient in various design software, including Microstation V7/V8i, GuideSIGN, and SignCAD, just to name a few.

PROJECT EXPERIENCE

Davenport Road Extension & Railroad Quiet Zone, Duluth, GA, *Project Manager*

Horizon South Parkway Roadway Improvements & Railroad Crossing, Columbia County, GA, *Transportation Engineer*

Hardy McManus Roadway Improvements & Railroad Crossing, Columbia County, GA, *Transportation Engineer*

SR 92/Fairburn Road at Anneewakee Road – Intersection Improvement, Douglas County, GA, *Project Manager*

North Lake Area Complete Streets, DeKalb County, GA, *Transportation Engineer*

Hybrid Beacon Signal Timing (SPLOST #13), Peachtree City, GA, *Project Manager*

SR 140 at Scott Road and Avery Road Intersection Improvements, Cherokee County, GA, *Project Manager*

SR 140 at Sugar Pike Drive Signal Design & Traffic Engineering, Cherokee County, GA, *Project Manager*

Johnson Ferry Road/Brandon Mill Road at Johnson Ferry Road/Abernathy Road – Traffic Signal Modifications, Sandy Springs, GA, *Project Manager*

South Columbia Drive at Talley Street/Shadowmoor Drive Signal Design, Decatur, GA, *Project Manager*

Buford Highway SPLOST Sidewalks, Gwinnett County, GA, *Transportation Engineer*

Powers Ferry Road at Northside Drive & New Northside Drive, Atlanta, GA, *Transportation Engineer*

GDOT On-Call ITS/Signal, Multiple Locations, GA, *Transportation Engineer*

SR 100/E Moody Boulevard at Belle Terre Boulevard Intersection Safety Study, Palm Coast, FL, *Transportation Engineer*

Traffic Control Center Combo #1, Atlanta, GA, *Project Manager*

SR 9 Widening, Reconstruction, and Corridor Planning, Fulton County, GA, *Roadway Engineer*

SR 9 Downtown Main Street Improvements, Alpharetta, GA, *Transportation Engineer*

St. Simons Island Traffic Study, Glynn County, GA, *Transportation Engineer*

Ponce de leon at Church Street Pedestrian Improvements (SPLOST Project), Clarkston, GA, *Transportation Engineer*

Richard Fangmann, PE, PTOE

Principal-in-Charge | Pond

EDUCATION

- MS, Civil Engineering, Georgia Institute of Technology, 1992
- BS, Civil Engineering, Georgia Institute of Technology, 1991

REGISTRATIONS

- Professional Engineer, GA #22957
- Professional Traffic Operations Engineer, GA #352



Richard is a Principal at Pond with 29 years experience in transportation planning, traffic engineering, and transportation design. He has experience in transportation planning and engineering, ranging from long-range transportation plans to short-term operational studies. He is experienced in preparing transportation plans for ARC, state DOTs, MPOs, counties, cities, and corridors. He has also developed context-sensitive solutions, Complete Streets designs, and designs incorporating innovative intersection elements, including: RCUTs, Median U-Turns, Displaced Left Turns, Green Ts, and roundabouts. Richard has led numerous transportation planning and corridor studies that feature a robust community outreach component.

Richard is very familiar with both planning and traffic engineering/design standards, including GDOT guidance documentation such as the Design Policy Manual (with particular focus on Chapter 13), the Plan Development Process (PDP), GDOT Policy on IJR and IMRs (Policy 3140-1), Regulations for Driveway and Encroachment Control (Driveway Manual), Specification 687 (for signal timing), and the GDOT Roundabout Analysis Tool. Richard has also applied several other applicable standards and guidelines in his work including the Highway Capacity Manual (HCM), the Manual On Uniform Traffic Control Devices (MUTCD), FHWA's Interstate System Access Informational Guide, AASHTO's A Policy on Geometric Design of Highways and Streets, and several National Cooperative Highway Research Program reports including NCHRP 687 (for ramps and interchange spacing).

PROJECT EXPERIENCE

Davenport Road Extension & Railroad Quiet Zone, Duluth, GA, *Principal-in-Charge*

Horizon South Parkway Roadway Improvements & Railroad Crossing, Columbia County, GA, *Principal-in-Charge*

Hardy McManus Roadway Improvements & Railroad Crossing, Columbia County, GA, *Principal-in-Charge*

Memorial Drive Redevelopment Corridor Study, Atlanta, GA, *Principal-in-Charge*

Hybrid Beacon Signal Timing (SPLOST #13), Peachtree City, GA, *Principal-in-Charge*

SR 120/SR 101, Paulding County, GA, *Project Manager*

Morris Road Concept Design, Milton, GA, *Traffic Engineer*

Walton Way Corridor Improvements, Augusta, GA, *Principal-in-Charge*

Howell Mill Road Complete Streets, Atlanta, GA, *Project Manager*

Altama Connector Corridor Project, Glynn County, GA, *Principal-in-Charge*

Woodstock Smart Corridor, Woodstock, GA, *Principal-in-Charge*

Green Street Context Sensitive Corridor Study, Gainesville, GA, *Principal-in-Charge*

Beaufort County Access Management Standards, Beaufort County, SC, *Project Manager*

SR 9 HAWK Design near Long Island Drive, Atlanta, GA, *Project Manager*

SR 54 Corridor Traffic Study, Peachtree City, GA, *Project Manager*

Flowing Wells Road Widening & Reconstruction, Columbia County, GA, *Project Manager*

Daniel Sabia, PE

Roadway & Intersection Design | Pond

EDUCATION

- BS, Civil Engineering, University of South Carolina, 2006

REGISTRATIONS

- Professional Engineer, GA #039126
- GSWCC Level II, #56303



Daniel has 15 years of experience as roadway designer in Georgia. He has spent the majority of his career working on GDOT PDP projects, as lead engineer and project manager. Many of these projects include close coordination with local stakeholders to ensure context sensitive solutions are developed to meet the needs of the adjacent community. Daniel often works closely with multiple disciplines, including traffic engineers, landscape architects, and environmental services. He is knowledgeable in local, state, and national engineering standards and leading multiple project types.

Daniel has designed projects using the FHWA Green Book and the GDOT DPM and other manuals, design standards and details. He assures that quality plans are produced by continually engaging in a QAQC process that is built upon the GDOT QAQC program and follows the Electronic Data Guidelines (EDG), the Plan Presentation Guide (PPG), while documenting project decisions and design with a Project Data Book. Daniel is proficient in GDOT's required programs including MicroStation, InRoads, OpenRoads, and pavement design program and stays current with other design software. Daniel worked for six years at GDOT in the Office of Roadway Design and completed PDP training in March 2020.

PROJECT EXPERIENCE

Horizon South Parkway Roadway Improvements & Railroad Crossing, Columbia County, GA, *Lead Roadway Engineer*

Hardy McManus Roadway Improvements & Railroad Crossing, Columbia County, GA, *Lead Roadway Engineer*

I-20 Frontage Road Phase 2, Warren County, GA, *Project Manager*

Milton Greenway Connector, Milton, GA, *Project Manager*

SR 9 at Jewell Bennett Road Intersection Improvements, Forsyth County, GA, *Project Manager*

Bells Ferry Operational and Safety Improvements, Cobb County, GA, *Lead Roadway Engineer*

Berckmans Road Widening and Realignment, Augusta, GA, *Lead Roadway Engineer*

Eves Road Complete Street, Roswell, GA, *Roadway Engineer*

Altama Connector Widening & Operational Improvements, Glynn County, GA, *Roadway Engineer*

Morris Road Concept Design, Milton, GA, *Roadway Engineer*

I-20 Frontage Road Phase 1, Warren County, GA, *Lead Roadway Engineer*

Bethany Church Road Bridge Replacement, Taliaferro County, GA, *Lead Roadway Engineer*

Lenox Road Complete Streets Phase 1, Atlanta, GA, *Quality Control*

Altama Connector Corridor, Glynn County, GA, *Roadway Engineer*

SR 9 Main Street at Vaughn Dr Quick Operational Improvement Project, Alpharetta, GA, *Lead Designer*

SR 24/SR 540 Reconstruction and Rehabilitation, Washington County, GA, *Lead Engineer and Designer*

Jake Corbin, PE

Roadway & Intersection Design | Pond

EDUCATION

- BS, Civil Engineering, University of South Carolina, 2016

REGISTRATIONS

- Professional Engineer, GA #47574
- GSWCC – Level II Certified Plan Reviewer, GA #047574



Jake has developed and advanced his skills in MicroStation and other GDOT-recommended design software since starting with Pond in 2017. He uses his understanding of where to find standards and details that coincide with the GDOT design and safety requirements and how to implement them throughout the roadway design process. Having previous civil site design experience at a small firm, Jake understands the importance of maintaining honest client relationships, assuring all parties are satisfied while keeping public safety the highest priority by enforcing the FHWA and GDOT resources in the roadway design process.

PROJECT EXPERIENCE

Davenport Road Extension & Railroad Quiet Zone, Duluth, GA, *Transportation Designer*

Hardy McManus Roadway Improvements & Railroad Crossing, Columbia County, GA, *Transportation Designer*

Horizon South Parkway Roadway Improvements & Railroad Crossing, Columbia County, GA, *Transportation Designer*

Acworth Due West at Jim Owens Road Intersection Improvements, Cobb County, GA, *Transportation Designer*

Roundabout at Wieuca Road & Phipps Boulevard, Atlanta, GA, *Transportation Designer*

Morris Road Operational Improvement Project, Alpharetta, GA, *Transportation Designer*

Berckmans Road Widening and Realignment, Augusta, GA, *Transportation Designer*

Ronald Reagan Boulevard Extension, Alpharetta, GA, *Transportation Designer*

I-20 Frontage Road Phase 1 and 2, Warren County, GA, *Transportation Designer*

SR 6 Truck Friendly Lanes, Cobb and Douglas Counties, GA, *Transportation Designer*

SR 9 Widening, Alpharetta, GA, *Transportation Designer*

Altama Connector Corridor Project, Brunswick, GA, *Transportation Designer*

Howell Mill Road Complete Streets, Atlanta, GA, *Transportation Designer*

Andrew Babb, PE, AICP

Traffic Analysis & Forecasting | Pond

EDUCATION

- MS, Civil Engineering, Georgia Institute of Technology, 2015
- BS, Civil Engineering, Georgia Institute of Technology, 2014

REGISTRATIONS

- Professional Engineer, GA #044849
- AICP #32334



Andrew is an engineer and planner who has worked on a wide range of projects for various types of clients. As a transportation engineer, he has worked with cities, counties, and state agencies on intersection and corridor analyses, using a wide array of tools to analyze traditional intersections, roundabouts, and freeway corridors. Andrew has done extensive work in transportation planning, from serving the Federal Transit Administration to travel demand modeling to comprehensive public engagement using traditional and non-traditional methods. He has used his proficient GIS knowledge to aid in many of these efforts, efficiently analyzing large sets of traffic and demographic data, and creating detailed yet accessible ways for clients to understand these complex pieces of information. The cumulative effect of Andrew's experience is a deep understanding of the relationship between transportation and community planning.

PROJECT EXPERIENCE

St. Simons Traffic Study, Glynn County, GA, *Transportation Engineer*

Mall Boulevard & Gwinnett Place Complete Street Improvements, Gwinnett County, GA, *Transportation Engineer*

Flowing Wells Road Widening and Reconstruction, Columbia County, GA, *Transportation Engineer*

Poplar Road Corridor Scoping Study, Coweta County, GA, *Transportation Engineer*

SR 9 Corridor Scoping Study, Forsyth County, GA, *Transportation Engineer*

SR 74 Comprehensive Corridor Study, Fayette County, GA, *Transportation Engineer*

Jimmy Carter/MIB Corridor Study, Gwinnett County, GA, *Transportation Engineer*

Jesse Jewell Parkway Corridor Study, Hall County, GA, *Transportation Engineer*

Gwinnett Place Corridor Studies, Gwinnett County, GA, *Transportation Planner*

SR 140 Corridor Study, Cherokee County, GA, *Transportation Engineer*

SR 54 Corridor Study, Peachtree City, GA, *Transportation Engineer*

Woodstock Smart Corridor, Woodstock, GA, *Transportation Engineer*

Walton Way Corridor Improvements, Augusta, GA, *Transportation Engineer*

Louisville Road Interchange Justification Report, Columbia County, GA, *Project Manager*

Gateway 85 Corridor Study, Gateway CID - Multiple Locations, GA, *Transportation Engineer*

Morris Road Concept Design, Milton, GA, *Transportation Engineer*

Pleasant Hill Road Small Area Plan, Lilburn, GA, *Transportation Engineer*

North Davis Shores Neighborhood Study, Sandy Springs, GA, *Transportation Engineer*

Complete Streets Corridor Improvements, Jacksonville, FL, *Transportation Engineer*

Glenn Martin, PWS

Environmental Services | Pond



EDUCATION

- MS, Forest Resources, University of Georgia 2010
- BS, Forest Resources, University of Georgia, 2005

REGISTRATION

- Professional Wetland Scientist #2740

Glenn's focus areas include complex environmental analyses and natural resource studies that require strategic approaches, nuanced regulatory consideration, or advanced research design. He favors a collaborative approach to project execution which centers on active listening to understand client objectives and intensive scoping among internal teammates and external stakeholders to build consensus and clarity. Glenn's passion lies at the nexus of critical infrastructure, natural resources, regulatory policy, and community engagement. He brings deep experience with waters and wetland delineation and assessment, coastal studies and permitting; all facets of local, state, and federal environmental permitting; Endangered Species Act studies and coordination; geospatial data management and analysis; and stream stabilization and restoration including natural channel and bio-engineered solutions. His expertise includes Section 401/404/10 permitting, coastal permitting, NEPA analysis and documentation, botanical and zoological surveys, forest inventory and management, Phase 1/Phase 2 environmental studies, and GIS/GPS applications. Glenn is intimately familiar with the Plan Development Process and the Environmental Procedures Manual and is a contributing author for environmental sections for the Drainage Design for Highways manual.

PROJECT EXPERIENCE

Atlanta Gas/Light Environmental Services Projects, Paulding County, GA, *Project Manager*

SR 9 at Jewell Bennett Road Intersection Improvements, Forsyth County, GA, *Environmental Lead*

Morris Road Operational Improvements, Alpharetta, GA, *Environmental Lead*

SR 140 at Scott Road and Avery Road Intersection Improvements, Cherokee County, GA, *Environmental Lead*

Chamblee-Dunwoody Road Multi-Modal Improvements from Cotillion to Peeler Road and Improvements to the intersection of Chamblee-Dunwoody Road/ North Shallowford Road/Peeler Road, Dunwoody, GA, *Ecology Lead*

Lee Road Extension Concept Design & Scoping Phase Services, Douglas County, GA, *Environmental Lead*

Lenox Road Complete Streets Phase 1, Atlanta, GA, *Environmental Lead*

I-20 Frontage Road Phase 2, Warren County, GA, *Environmental Lead*

Watson Boulevard Streetscape, Warner Robins, GA, *Environmental Lead*

Big Creek Greenway Extension, Alpharetta, GA, *Environmental Lead*

Webb Bridge Road Corridor Operational Improvements, Alpharetta, GA, *Environmental Lead*

Poplar Road Corridor Scoping Study, Coweta County, GA, *Environmental Lead*

SR 9 Corridor Scoping Study, Forsyth County, GA, *Environmental Lead*

Greenway Connector, Milton, GA, *Environmental Lead*

On-Call Engineering Services for GA DNR, Multiple Locations, GA, *Environmental Lead*

Brad Jones, PLA, ASLA

Landscape Architecture | Pond

EDUCATION

- Bachelor of Landscape Architecture, University of Georgia, 1995

REGISTRATIONS

- Professional Landscape Architect, GA #1229
- GSWCC – Level II Certified Design Professional #31792



Brad has more than 25 years' experience in site planning, detailed design, and construction management. With a concentration in municipal and state work, he has assisted many clients in developing plans for parks, streetscape enhancements, and trails that are in harmony with the natural and historical context of the site. His experience also includes facets of urban design and planning, including public involvement workshops and presentations.

PROJECT EXPERIENCE

Indian Creek Road HAWK Signal (SPLOST Project), Clarkston, GA, *Project Manager*

Stone Mountain Trail Trailhead Pocket Park (SPLOST Project), Clarkston, GA, *Project Manager*

Ponce de Leon at Church Street Pedestrian Improvements (SPLOST Project), Clarkston, GA, *Project Manager*

Rowland Shared Street (SPLOST Project), Clarkston, GA, *Project Manager*

Stone Mountain Campground Renovation, Stone Mountain, GA, *Project Manager*

Green Crescent Trail Design, Clemson, SC, *Landscape Architect*

Avondale Street Grid Improvements, Avondale, GA, *Project Manager*

North Clarendon/US 278 Intersection and Roadway Design, Avondale, GA, *Project Manager*

Webb Bridge Road Bicycle/Pedestrian/Operational Improvements, where, GA, *Landscape Architect*

Johns Creek Parks, Johns Creek, GA, *Project Manager*

Angela Snyder, PE

QA/QC | PDP (DBE)

EDUCATION

- BS, Civil Engineering, Georgia Institute of Technology, 2004

REGISTRATION

- Professional Engineer, GA #034691
- GSWCC Level II, #54476



Angela has over 17 years of engineering and project management experience in Georgia spanning all types of transportation projects including bicycle and pedestrian accommodations, intersection improvements, including roundabouts, corridor widenings, new location roadways, drainage improvements, bridge replacements and interchanges. Angela serves as QC/QA Manager on all projects that PDP completes and she maintains a QC audit record on all projects that the company completes and submits to the client. She is proficient at investigating alternatives, developing cost estimates, and applying a practical design approach at all levels of analysis and design of a project. A major part of all transportation projects are utilities. Coordinating with utilities proactively during design reduces costly issues during construction and saves time on the project schedule. The following list contains a sampling of projects that Angela has completed that required significant efforts to coordinate utilities as well as concept development activities for which Angela served as QC/QA Manager, reviewing deliverables and providing comments to the design team:

PROJECT EXPERIENCE

Mt. Vernon Place Sidewalk Improvements, Dunwoody, GA, *QC/QA Manager*

SR 140 at Scott and Avery Roads, Cherokee County, GA, *Lead Engineer and Utility Coordinator*

Dunwoody Road Sidewalk Improvements, Dunwoody, GA, *QC/QA Manager*

Vermack Road Sidewalk Improvements, Dunwoody, GA, *QC/QA Manager*

SR 140 at Green Road Concept Development, Milton, GA, *QC/QA Manager*

Vermack Road Shared Use Path, Dunwoody, GA, *QC/QA Manager*

Tilly Mill Road Shared Use Path, Dunwoody, GA, *QC/QA Manager*

Mountain Industrial Boulevard at US 78 Conceptual Alternatives, Tucker, GA, *Project Manager*

McDonough/Jonesboro Road Widening from west of SR 3/US41/Tara Boulevard to I-75, Henry and Clayton Counties, GA, *Project Manager*

SR 133 Widening Project, Brooks, Colquitt, Worth and Dougherty Counties, GA, *Project Manager and Lead Engineer*

15th Street Pedestrian Improvements, Augusta, GA, *Project Manager*

Willis Foreman Road, Augusta, GA, *Project Manager*

Wrightsboro Road, Augusta, GA, *Project Manager*

North Leg Improvements, Augusta, GA, *Project Manager*

SR 120 at Hurricane Shoals Road, Gwinnett County, GA, *Project Manager*

Brad Robinson, PE

Concept Report | PDP (DBE)

EDUCATION

- BS, Civil Engineering, Georgia Institute of Technology, 2005

REGISTRATION

- Professional Engineer, GA #035109
- GSWCC Level II, #56104



Brad is a trusted transportation engineer with 16 years of engineering and project management experience in Georgia. Brad has spent his career working with GDOT and local municipalities throughout the state including the design of many intersection improvement projects. Brad has developed many conceptual layouts and concept reports that investigate the project alternatives and identifies potential risks associated with the project. Effectively establishing a preferred alternative helps to identify survey and environmental project limits and establishes accurate construction costs for planning purposes. Brad works to ensure all designs meet the need and purpose of the project by applying practical design solutions. The following list contains a sampling of projects that Brad has completed that required significant concept development to determine the preferred alternative:

PROJECT EXPERIENCE

- SR 140 at Scott and Avery Roads, Cherokee County, GA, *Project Manager*
- Dunwoody Road Sidewalk Improvements, Dunwoody, GA, *Project Manager*
- Vermack Road Sidewalk Improvements, Dunwoody, GA, *Design Lead*
- SR 140 at Green Road Concept Development, Milton, GA, *Design Lead*
- Vermack Road Shared Use Path, Dunwoody, GA, *Design Lead*
- Tilly Mill Road Shared Use Path, Dunwoody, GA, *Project Manager*
- Holbrook Campground at Birmingham Road Roundabout, Cherokee County, GA, *Project Manager*
- Shaw Road Roundabout, Coweta County, GA, *Project Manager*
- Graves Road at McDonough Drive, Gwinnett County, GA, *Project Manager*
- Jones Bridge Road at Waters Road Continuous Green-T, Johns Creek, GA, *Project Manager*
- SR 120 / Abbotts Bridge Road Widening, Fulton County, GA, *Design Lead*
- Sharon Road Widening, Forsyth County, GA, *Design Lead*
- Sugarloaf Parkway Widening, Gwinnett County, GA, *Project Manager*
- Fence Road at Hebron Church Road, Gwinnett County, GA, *Design Lead*
- Ashford Dunwoody Road Trail and Cycle Track, DeKalb County, GA, *Project Manager*
- Stockbridge Bypass, Stockbridge, GA, *Design Lead*
- US 27 at Custer Road, Muscogee County, GA, *Design Lead*
- Panola Road at I-20, DeKalb County, GA, *Project Manager*

Chris Maddox, PE, PTOE

Signal Timing | SEI (DBE)

EDUCATION

- MS. Civil Engineering, Georgia Institute of Technology, 2013
- BSCE, Georgia Institute of Technology, 2011

REGISTRATION

- Professional Engineer, GA #042103
- Professional Traffic Operations Engineer, #4328
- IMSA TS1 Certified



Chris leads SEI's Traffic Engineering Department and has over eight years of experience in traffic engineering in both the public and private sector. This includes traffic engineering studies, road safety plans, traffic signal and ITS design, ITS operations, traffic signal operation and maintenance, utility coordination, construction inspection, and project management. He has managed local, state and federally funded projects overseeing scope, schedule and budgets ensuring compliance with state and federal guidelines.

Chris has provided his expertise to the GDOT Regional Traffic Operations Program (RTOP) in the City of Atlanta, serving as a corridor manager developing traffic studies and signal construction plans as well as overseeing construction. Additionally, Chris has worked for the City of Sandy Springs Public Works Department serving as the Traffic Signal Operations Engineer for the City, managing the traffic signal system, and reviewing traffic studies and designs. Chris understands what it takes to get a project from concept through construction, while incorporating the needs of all stakeholders.

For the last 8 years, Chris has actively designed projects through the GDOT PDP process and has utilized GDOT policies and procedures to deliver quality projects. His experience includes maintaining project compliance by using all applicable GDOT special design memos, processes, manuals, standards, and specifications.

PROJECT EXPERIENCE

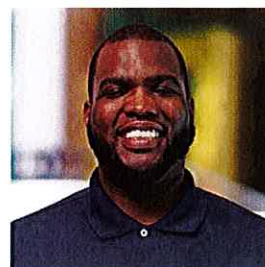
GDOT Regional Traffic Operations Program (RTOP), Atlanta, GA, *Corridor Manager*

Allen Parkway/US 80 Corridor Study (GDOT PI No. 0016425), Columbus, GA, *Lead Traffic Engineer*

Sandy Springs ATMS Phase 2: ITS System Expansion (GDOT PI No. 0012629), Sandy Springs, GA, *Project Manager*

James McCoy, IMSA II

Signal/ITS Design | Pond



EDUCATION

- BS, Electrical Engineering, Southern Polytechnic State University, 2013

REGISTRATION

- IMSA Traffic Signal Technician, Level I
- IMSA Traffic Signal Technician, Level II
- Level 4- CJIS Security Training

James is a Project Designer responsible for design and plans production in various aspects of traffic engineering. His duties also include shop drawing review, permitting, utility coordination, cost estimation, traffic studies, site evaluations, surveying, and base mapping.

PROJECT EXPERIENCE

Davenport Road Extension & Railroad Quiet Zone, Duluth, GA, *Project Designer*

Howell Mill Road Complete Street, Atlanta, GA, *Project Designer*

Morris Road Concept Design, Milton, GA, *Project Designer*

SR 9 at Cumming Street Traffic Analysis & Signal Design, Alpharetta, GA, *Project Designer*

Patrick McArdle, EIT

Traffic Analysis & Forecasting | Pond



EDUCATION

- BS, Civil Engineering, Valparaiso University, 2018

REGISTRATION

- Engineer-in-Training, GA #EIT02377

Patrick has experience with traffic analysis, transportation planning, GIS, and commute planning. He is skilled with traffic projections, studies, and technical analysis using software such as VISSIM, Synchro, HCS, ArcGIS, and Cube. Patrick has skills relating to public involvement, preparing materials for and conducting meetings in addition to analyzing the public's input. He performed technical analysis on multiple Comprehensive/Long Range Transportation Plans and Bicycle/ Pedestrian Plans developing, evaluating, and prioritizing projects, regarding roadway, bicycle, and pedestrian network connectivity and capacity. In addition, Patrick has experience working with local governments to review traffic studies and permit applications and has worked with GDOT assisting in the management of paving and maintenance projects.

PROJECT EXPERIENCE

Davenport Road Extension & Railroad Quiet Zone, Duluth, GA, *Transportation Engineer*

Horizon South Parkway Roadway Improvements & Railroad Crossing, Columbia County, GA, *Transportation Engineer*

Hardy McManus Roadway Improvements & Railroad Crossing, Columbia County, GA, *Transportation Engineer*

Paxton Lane Extension Traffic Study, Evermore Community Improvement District, GA, *Transportation Engineer*

Serah Mungai

Public Engagement | Pond



EDUCATION

- BS, Civil Engineering, Georgia Institute of Technology, 2020
- Virtual Venture in Management Program, Harvard Business School, 2020

Serah has experience with transportation planning and engineering, including traffic engineering, GIS, and public engagement. She has developed traffic simulation models using PTV Vissim, analyzed traffic capacity using Synchro, and performed traffic studies and traffic projections. Serah has travelled to the Netherlands to study the country's sustainable multi-modal approach to transportation. She has also performed research in Sidewalk Asset Management where she assessed sidewalk quality and reported findings and recommendations to the Cobb County DOT. Serah is passionate about planning and transportation projects that uplift communities. She strives to promote sustainability and equity in transportation to ensure safe, comfortable, and efficient mobility for all. ***Serah speaks five languages: English, Swahili, Kikuyu, Meru, and French.***

PROJECT EXPERIENCE

Clarkston Zoning Study, Clarkston, GA, *Community Engagement*

Davenport Road Extension & Railroad Quiet Zone, Duluth, GA, *Planner*

Winder Zoning Update, Winder, GA, *Community Engagement*

Lawrenceville LCI, Lawrenceville, GA, *Community Engagement*

Jonathan Corona

Public Engagement | Pond



EDUCATION

- MS, Community Planning, Auburn University, 2017
- BS, Environmental Design, Auburn University, 2016

Jonathan is a planner whose work focuses on the development of municipal comprehensive plans, zoning and development ordinances, transportation plans, and small area plans. He has an eye high quality design and a talent for connecting with community members. Jonathan endeavors to advocate for top-tier planning practices that address the needs and aspirations in every area he serves. He is passionate about consensus-building and translating a community vision into thoughtful concepts and viable policies, building on strengths of communities, and enhancing their overall functionality. ***Jonathan is an English and Spanish speaker.***

PROJECT EXPERIENCE

Clarkston Zoning Study, Clarkston, GA, *Planner*

Jimmy Carter/MIB Corridor Study, Gwinnett County, GA, *Planner*

Town Center Master Plan, Johns Creek, GA, *Planner*

Poplar Road Corridor Scoping Study, Coweta County, GA, *Planner*

Glennwood-Columbia LCI Planning Study, Columbia County, GA, *Planner*

D. Relevant Projects

Railroad Quiet Zone Study and Design

Duluth, GA | 2020 - Present



Bill Aiken, AICP, Planning & Development Director, City of Duluth
770.476.1790 | baiken@duluthga.net

This project consists of an evaluation of the City of Duluth's Downtown area to determine the feasibility of establishing a Quiet Zone across three existing and one additional at-grade railroad crossings along Norfolk Southern (NS) Railway, spanning ½ mile in which locomotive horns will be completely silenced except for emergency situations. The beginning of the study process involved gathering data relating to the railway operations of the NS railroad within the proposed Quiet Zone area. This included the number of existing and planned at-grade crossings, the existing safety measures at each crossing location, the crossing crash history, the number and speeds of trains using the line, and the amount of vehicles and pedestrians using each crossing (including updated daily traffic counts). In addition, the regulations and criteria for establishing a Quiet Zone were reviewed in order to understand all possible solutions. This data was uploaded to the FRA's online portal to calculate the overall average Quiet Zone Risk Index (QZRI) based on the proposed improvements.

To satisfy Federal Railroad Administration (FRA) guidelines, certain safety measures must be put in place to reduce crash risk and maximize safety at the crossing. Some of the treatments being considered for this project include raised islands, channelization devices, four-quadrant gate system, additional signage, etc. As part of the approval process, the calculated QZRI must be less than or equal to the Nationwide Significant Risk Threshold (NSRT). Several different alternatives were considered and discussed including Supplemental Safety Measures (SSM) that reduce the risk of a collision at the crossing, as well as other Alternative Safety Measures (ASM) that help improve underlying geometric deficiencies.

As part of the process, a Field Diagnostic Team meeting was held with all involved stakeholders, including the City of Duluth, Georgia Department of Transportation (GDOT), NS, FRA, and Pond. During this walkthrough, it was decided that to improve both safety and operations at each crossing and the adjacent corridor and communities, SSMs would be installed at each at-grade railroad crossing, qualifying the proposed crossings for consideration. The report was submitted for approval leading the project into full engineering design. One of the crossings is included as part of another design project with the city that involves installing a new at-grade railroad crossing along Davenport Road Extension, consisting of raised medians, pedestrian Z-gates/barriers, and two-quadrant vehicular gates. Also included within that project will be the closing of the South Peachtree Street at-grade crossing, primarily due to safety concerns based on existing geometry. The other two crossings consist of the installation of four-quadrant vehicular gates at both existing SR 120/W Lawrenceville Street and Brock Road at-grade railroad crossings. Other improvements consist of required signage and markings, as well as the installation of pedestrian facilities along the west side of Brock Street. Pond is currently finalizing the design and preparing for the Notice of Intent (NOI) to establish a quiet zone, followed by the Notice of Establishment (NOE), notifying the public the date in which the horns will go silent and the Quiet Zone will officially go into effect.

KEY STAFF

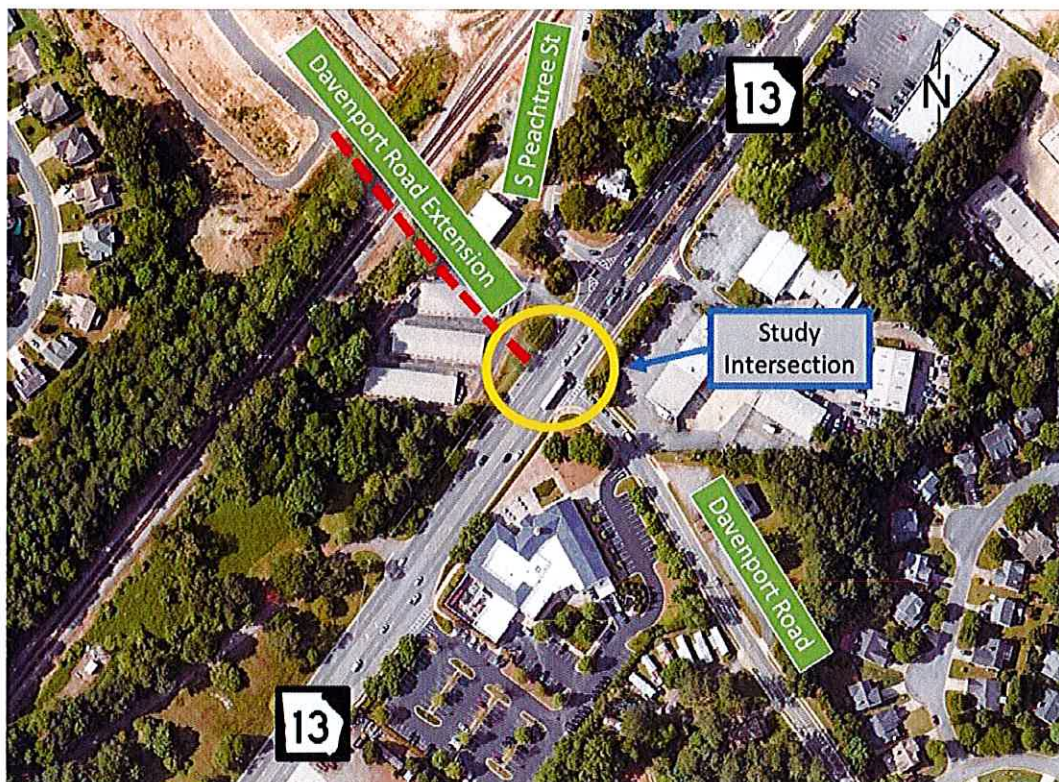
Zach Puckett, Richard Fangmann, Patrick McArdle, and Serah Mungai

Davenport Road Extension

Duluth, GA | 2019 - Present



Bill Aiken, AICP, Planning & Development Director, City of Duluth
770.476.1790 | baiken@duluthga.net



This project consists of a new alignment roadway, extending north of the SR 13/Buford Highway at Davenport Road intersection and tying in at a residential community near Downtown Duluth. The new roadway crosses Norfolk Southern Railway and includes a new at-grade crossing. This crossing will be part of a future ½-mile Quiet Zone stretch through the Downtown area in which locomotive horns will be silenced. To satisfy Federal Railroad Administration (FRA) guidelines, certain safety measures must be put in place to reduce crash risk and maximize safety at the crossing. Some of the treatments being considered for this project include raised islands, channelization devices, four-quadrant gate system, additional signage, etc.

As part of this railroad coordination, the existing at-grade crossing along South Peachtree Road will be removed, as will the roadway. Extensive coordination has been completed, as several future developments are planned near this intersection; therefore, it is critical that the construction of these various projects be a seamless transition. Other design components in this project include landscaping and lighting plans, wayfinding signage, and intersection modifications, including addition of auxiliary lanes, raised refuge islands, and sidewalks. The intersection will include a new traffic signal consisting of pedestrian facilities (i.e. crosswalks, ADA wheelchair ramps, pedestrian signals with countdown timers, etc.), microwave radar vehicle detection, and fiber optic communications.

KEY STAFF

Zach Puckett, Richard Fangmann, Jake Corbin, Patrick McArdle, James McCoy, and Serah Mungai

Horizon South Parkway Roadway Improvements & Railroad Crossing

Columbia County, GA | 2017 - Present



Steve Exely, Deputy Director of Engineering Services, Columbia County
706.447.7602 | sexley@columbiacountyga.gov

SR 388 is a two-lane rural roadway in Columbia County connecting the City of Grovetown with I-20. The rapid growth of the region is evident along this corridor, with traffic projected to be over 35,000 AADT by 2041, an increase of nearly 1,000% since 1990. The roadway will include four lanes with a 20' raised median and multi-use trails.

Steady growth in the City of Grovetown has resulted in redevelopment of the area adjacent to the at-grade crossing along Horizon South Parkway/Katherine Street, just south of Wrightsboro Road. The existing vehicular and pedestrian crossing of CSX railroad is in need of an upgrade, and Pond is coordinating with the railroad, GDOT, and Columbia County to obtain railroad approval of the improvements.



This corridor is unique due to the various types of users present. As a major industrial area, there is a constant flow across Horizon South roadway at John Deere Parkway and trips to and from the interstate to this intersection. This introduces slow-moving trucks to the travel way and disrupts the flow of traffic. The section near the interstate is the Columbia County Gateway Activity Center outlined in the Columbia County Vision 2035. This contains shopping, residential, County complexes, and a proposed new hospital. There are currently some residential sections of the roadway, and more neighborhoods are proposed. Augusta Technical College is also located along Horizon South. The roadway is a major entrance to the City of Grovetown, and will contain a 'welcome' sign addition to the proposed plans. The traffic plan had to bring all of these issues together and provide the best benefit for all users. Pond was able to present different options to the County and stakeholders and ultimately decided on a design that benefited most users and stakeholders. This includes realigning access to a single point intersection instead of two 'T' intersections, new turn lanes, intersection improvements, and new traffic signals. Landscaping and lighting design will be a critical part of this project due to the amount of vehicular traffic that will be using this corridor. It will be a destination for shopping, residences, and work.

There is an existing creek crossing with a culvert that will require an extension. Stormwater management will be necessary on this as it is located within a Georgia MS4 area and is on a state route. There will have to be careful coordination as a Regional Stormwater Management Basin is also located along the corridor. The project is a TIA-funded project and is being designed to budget.

KEY STAFF

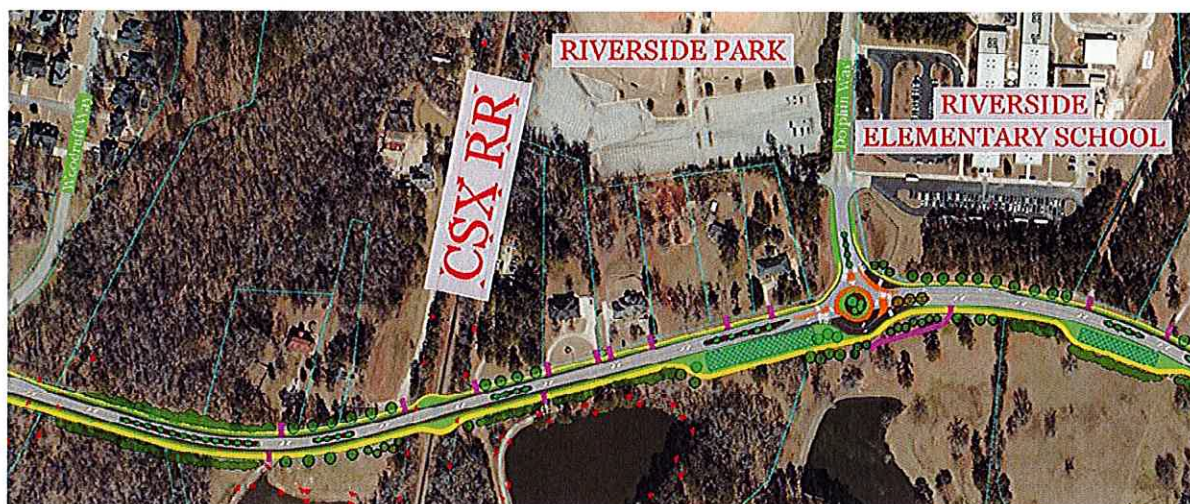
Zach Puckett, Richard Fangmann, Jake Corbin, Patrick McArdle, and Daniel Sabia

Hardy McManus Roadway Improvements & Railroad Crossing

Columbia County, GA | 2016 - Present



Steve Exely, Deputy Director of Engineering Services, Columbia County
706.447.7602 | sexley@columbiacountyga.gov



This 3.1-mile widening project in Columbia County serves to address the County's rapid growth. The existing roadway is an existing two-lane and is being widened to a three-lane flush median section, complete with a sidewalk, multi-use path, and vegetative buffers. Sections of the corridor experience a level of service "F." Special attention will be paid to bringing together residents, church members, school officials, and County officials to provide a context-sensitive solution for this over-crowded roadway.

This corridor includes an at-grade railroad crossing that will be updated to include the new roadway cross-section and provide safe crossing opportunities for bicyclists and pedestrians. Safety is a concern along this corridor with abundant destinations including neighborhoods, churches, a regional trail network, an elementary school, and a park.

A corridor traffic study was performed along with identifying options for upgrading the intersections where it would increase flow and safety. Three roundabouts will be placed along the corridor to increase safety, correct geometric issues, reduce congestion and speed, and provide a reduced delay. The study also evaluated multiple cross-section designs for the roadway and compared a four-lane and three-lane section. After input from the community and County officials, a context-sensitive design will provide a three-lane section that will meet the traffic needs while reducing impacts to adjacent parcels. This reduced roadway footprint will coordinate with a wider multi-use path with pedestrian lighting and landscaping throughout the corridor. This will ultimately connect to the County's trail system and provide additional biking and walking opportunities. Landscaping will be used to enhance the roadway at the roundabouts and along the multi-use trail. Existing vegetative buffers along residences and neighborhoods will be re-established during construction. Lighting will be provided at the roundabouts and along the multi-use path. Stormwater detention will be provided along this corridor to reduce runoff and pollutants to Bettys Branch and ultimately the Savannah River. Aesthetically pleasing basins will be designed that reduce impacts to adjacent properties and coordinate with the roadway and trail.

KEY STAFF

Zach Puckett, Richard Fangmann, Jake Corbin, Patrick McArdle, and Daniel Sabia

SR 92/Fairburn Road at Anneewakee Road – Intersection Improvements, Douglas County, GA | 2020 - 2021



Miguel Valentin, Douglas County DOT Director
mvalentin@co.douglas.ga.us | 770.920.4932



Pond worked with Douglas County to evaluate the congested SR 92/Fairburn Road at Anneewakee Road intersection. Traffic analysis was completed to determine the roadway and operational improvements needed for the intersection to operate at an acceptable level of service. This process included traffic data collection, COVID adjustment to account for the effects of the pandemic on traffic patterns, traffic volume forecasting, alternative development capacity analysis, and Stages 1 and 2 of the ICE evaluation process. In order to select the most feasible and cost-effective alternative, existing right-of-way, utility constraints, and safety concerns were carefully considered when developing final recommendations. These recommendations consisted of the installation of dual northbound left turn lanes (800' long) and the widening of Anneewakee Road to include dual westbound receiving lanes, eastbound left turn lane, eastbound shared through/left turn lane, and dual right turns to accommodate the heavy volumes for this movement. The proposed concept also included the realignment of North Anneewakee Road to provide more efficient access along the widened section of Anneewakee Road. Douglas County is currently seeking federal and/or state funding prior to moving forward with full design services through final design.

KEY STAFF

Zach Puckett, Richard Fangmann, and Patrick McArdle

Rowland Complete Street

Clarkston, GA | 2019 - 2021



Larry Kaiser, City of Clarkston / Collaborative Infrastructure Services
kaiser@co-infra-services.com | 404.909.5619



Pond was contracted by the City of Clarkston to complete the design of four pedestrian enhancement projects, including Rowland Street. Rowland Street is a two-lane urban facility that is heavily utilized by pedestrians and is a section of the Stone Mountain to Decatur PATH trail. With two churches and an International Bible School, pedestrian activity is prevalent throughout the day. The street is often simultaneously shared by all modes of transportation and pedestrians.

Pond provided design, engineering, and permitting services for this SPLOST-funded road diet and green street project. The goal of the project is to convert a section of Rowland Street into a shared, multi-use facility that can safely accommodate a wide range of transportation uses—bikes, pedestrians, and vehicles. The proposed concept includes reconstructing the curb line to provide a curvilinear road footprint with various traffic calming devices such as chicanes and an elongated speed table to be utilized as a crosswalk. Elimination of curb cuts, resurfacing, restriping, and addition of street trees will further enhance the pedestrian and bicyclist environment.

The “Green Street” component of the project will include various landscaped bioretention/bioswale facilities that will remove stormwater runoff pollutants during certain storm events. Other benefits of these facilities will include reducing the volume of stormwater runoff downstream.

The project is currently under construction and will be one of the first “shared street” concepts implemented in Georgia.

KEY STAFF

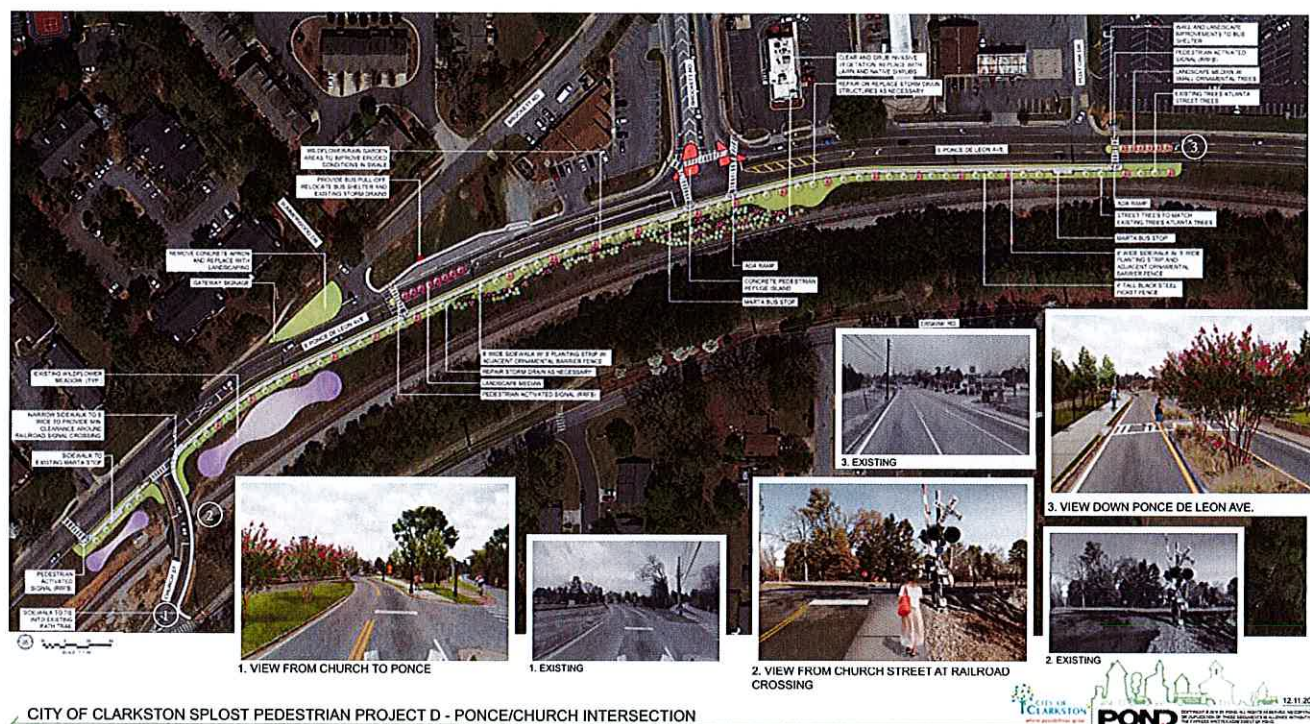
Brad Jones

Clarkston SPLOST Projects

Clarkston, GA | 2019 - Present



Larry Kaiser, City of Clarkston / Collaborative Infrastructure Services
kaiser@co-infra-services.com | 404.909.5619



Pond was contracted by the City of Clarkston to complete the design of four pedestrian enhancement and traffic calming projects funded through the City's SPLOST program. In addition to the Rowland Complete Street project highlighted on the previous page, our team has led:

Indian Creek Road HAWK Signal

Pond led the signal design for a HAWK signal at the intersection of Rowland Road and N Indian Creek Road, a major intersection on the Stone Mountain Trail.

Stone Mountain Trail Trailhead Pocket Park

We designed a small park along the Stone Mountain Trail meant to commemorate the original Stone Mountain Interurban Trolley that ran from downtown Atlanta to Stone Mountain 1913-1947.

Ponce de Leon at Church Street Pedestrian Improvements

This included the design of sidewalks and reconfiguration of intersections along Ponce DeLeon Avenue requiring coordination with CSX railroad for sidewalk improvements. A pervious pavement was specified for the sidewalk to meet stormwater requirements. A new traffic signal was designed and installed at Brockett Road at Ponce and new Marta Bus stop added to the corridor, as well as a new landscaped gateway replacing excess asphalt roadway.

KEY STAFF

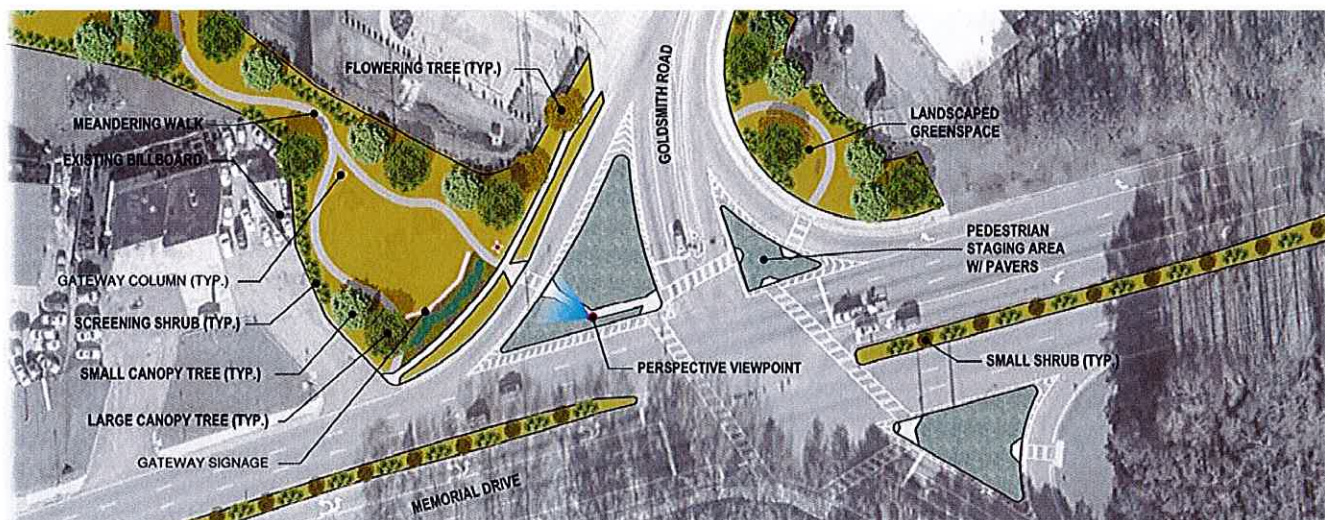
Brad Jones, Zach Puckett

Memorial Drive Revitalization

DeKalb County, GA | 2019 - 2020



Cedric Hudson, DeKalb County
404.371.2178 | chudson@dekalbcountyga.gov



Pond led a comprehensive redevelopment plan along the Memorial Drive corridor in unincorporated DeKalb County. This plan included a variety of elements including demographic analysis, market research, master planning, transportation planning, and housing. The goal of the plan was two-fold: (1) assist the community in better envisioning it's preferred future through illustrative examples of redevelopment and (2) identification of the public side tools that the County can consider to attract and encourage private reinvestment.

The final plan includes a detailed action plan of policy and infrastructure initiatives. A unique component of this emerging action plan is a focus on immediate implementation steps that can be taken by the County as proofs of concept and intent for redevelopment. The County is currently budgeting and planning to implement several of the initiatives recommended, including pedestrian safety studies along the corridor, studying the feasibility of a CID, constructing pocket parks, and forming a Community Action Group.

The plan was aided by a comprehensive community engagement strategy that included tactical opportunities to engage with students, area shoppers, residents, and specific engagement to under-served communities. This strategy was supported by a series of community meetings (with attendance of over 400 people!) and online Social Pinpoint survey and interactive map with nearly 6,900 responses.

Many of the people who attended the meeting were from Clarkston. Our work on this project helps us understand their overall concerns with transportation in area.



KEY STAFF

Richard Fangmann, Patrick McArdle

E. Project Manager/Staff Experience

Resumes listing past/relevant projects for each of the key staff noted below are included on pages 9 - 20.

Project Manager



Zach Puckett, PE, IMSA II will serve as the Project Manager and primary point of contact on this project. His responsiveness to client coordination and attention to detail will ensure the project stays on track throughout the entire process. Zach has experience with various projects from traffic and safety analysis to roadway and traffic signal design, and is fully familiar with relevant FHWA policies, AASHTO Guidelines, GDOT Design Policies, and MUTCD. He has extensive experience working with Atlanta-area cities on projects that follow the GDOT Project Development Process (PDP). Through his work on several projects in Duluth, he also has experience with Federal Railroad Administration (FRA) guidelines and the safety measures must be put in place to reduce crash risk and maximize safety at railroad crossings. Additionally, Zach has also worked at the GDOT Transportation Management Center (TMC) and coordinated directly with the staff regarding plan review, permitting, and design. This has given him more insight into their overall processes and applications of certain technologies.

Key Staff



Richard Fangmann, PE, PTOE, will serve as Principal-in-Charge and will work closely with Zach to ensure that this project has the resources needed to progress successfully. With 25 years of experience, he knows how to develop and implement context-sensitive solutions, Complete Streets designs, and innovative elements to enhance safety for all roadway users. Richard was the Principal-in-Charge for several of Pond's recent projects which have involved railroad coordination, such as Davenport Road design and Quiet Zone study in Duluth, Hardy McManus roadway design, and Horizon South Parkway design.



Brad Jones, PLA, ASLA, will lead required landscape architecture services and coordinate any sidewalk/trail needs. His previous work in Clarkston includes the Indian Creek Road HAWK Signal at the intersection of Rowland Road, Stone Mountain Trailhead Pocket Park, Ponce de Leon at Church Street Pedestrian Improvements, and the Rowland Shared Street project. In addition to his experience coordinating with the City, he has also worked with CSX as part of his local trail design work.



Serah Mungai will lead public engagement for this project. She speaks five languages (English, Swahili, Kikuyu, Meru, and French) and is originally from Nairobi, Kenya, making her an ideal person to work directly with Clarkston's diverse communities. Serah recently completed her bachelor's degree in civil engineering from the Georgia Institute of Technology and has supported public engagement efforts in Clarkston (zoning update), Winder, and Lawrenceville, GA.



Daniel Sabia, PE, a transportation engineer with 15 years of experience, will lead roadway/intersection design for this project. He has spent the majority of his career working on GDOT PDP projects, as lead engineer and project manager. As a former GDOT transportation engineer, Daniel has a deep understanding of GDOT PDP, QA/QC requirements, and Electronic Design Guidelines. Daniel provided roadway design services for several of Pond's recent projects which have involved railroad coordination, such as Davenport Road, Hardy McManus, and Horizon South Parkway.



Glenn Martin, PWS, will coordinate environmental services for this project. He has delineated and permitted hundreds of miles of corridor studies throughout his career. Glenn's GDOT experience ranges from minor intersection improvements to multi-mile widening projects and new location roadways. He is intimately familiar with the GDOT PDP and the Environmental Procedures Manual, and is a contributing author for environmental sections for the Drainage Design for Highways manual.



Angela Synder, PE, has over 17 years of engineering and project management experience in Georgia spanning all types of transportation projects including bicycle and pedestrian accommodations, intersection improvements, including roundabouts, corridor widenings, new location roadways, drainage improvements, bridge replacements and interchanges. Angela serves as QC/QA Manager on all projects that PDP completes and she maintains a QC audit record on all projects that the company completes and submits to the client. She is proficient at investigating alternatives, developing cost estimates, and applying a practical design approach at all levels of analysis and design of a project.



Brad Robinson, PE, is a trusted transportation engineer with 16 years of engineering and project management experience in Georgia. He has spent his career working with GDOT and local municipalities throughout the state including the design of many intersection improvement projects. Brad has developed many conceptual layouts and concept reports that investigate the project alternatives and identifies potential risks associated with the project.



Chris Maddox, PE, PTOE, will lead Signal Timing Services. He has provided his expertise to the GDOT Regional Traffic Operations Program (RTOP) in the City of Atlanta, serving as a corridor manager developing traffic studies and signal construction plans as well as overseeing construction. Additionally, Chris has worked for the City of Sandy Springs Public Works Department serving as the Traffic Signal Operations Engineer for the City, managing the traffic signal system, and reviewing traffic studies and designs.

F. Workload

Key Personnel	Supporting Staff	Current/ Projected Workload	Available to Mell Ave
Zach Puckett	Project Manager	35%	65%
Richard Fangmann	Principal-in-Charge	50%	50%
Andrew Babb	Traffic Analysis & Forecasting	30%	70%
Jonathan Corona	Public Engagement	55%	45%
Jake Corbin	Roadway/Intersection Design	55%	45%
Brad Jones	Landscape Architecture	50%	50%
Glenn Martin	Environmental Services	70%	30%
Patrick McArdle	Traffic Analysis & Forecasting	45%	55%
James McCoy	Signal/ITS Design	40%	60%
Serah Mungai	Public Engagement	45%	55%
Daniel Sabia	Roadway/Intersection Design	50%	50%

Status of Current Projects

- GDOT, Hardy McManus Widening - Final Plans
- City of Sandy Springs, SR 9/Roswell Road PHB - 60% Plans
- City of Duluth, Davenport Road Extension - 90% Plans
- City of Duluth, Quiet Zone - 90% Plans
- City of Warner Robins, Watson Boulevard Streetscape - Preliminary Plans

G. Lawsuits

Pond & Company has not been involved in litigation in the past five years, nor have ACE, PDP, SEI, TDS, and TerraX. See next page for a listing of lawsuits from team member S&ME.

H. DBE Firms

We anticipate a DBE participation percentage of at least 17%. The following DBE firms are on the project team:

- Project Development Partners (PDP), subconsultant for concept report and QA/QC efforts.
- Platinum Geomatics, subconsultant for SUE and utility coordination.
- Southeastern Engineering Inc. (SEI), subconsultant for surveying and signals timing.
- Traffic Data Solutions (TDS), vendor for traffic counts.

A summary of GDOT prequalifications for the entire team begins on page 41 and evidence of DBE certification is included on page 49.

S&ME, INC. FIVE YEAR LITIGATION SUMMARY

Benbrooke Dorchester Partners, LLC v S&ME, Inc. No. 2017-CP-10-4196. In the Court of Common Pleas, State of South Carolina, County of Charleston. This suit involved unanticipated costs incurred during the renovation of a strip shopping center. The parties to the lawsuit negotiated a mutual settlement.

Construction Systems Inc. of Lumberton v S&ME, Inc., et al. No. 17 CVS 9367. In the General Court of Justice, Superior Court Division, State of North Carolina, County of Cumberland. This suit involved additional costs for the construction of a city bus station. The parties to the lawsuit negotiated a mutual settlement.

Todd Johnson Contracting, Inc. v Mercer County Sanitation District et al. C.A. # 18-CI-00061. In the Mercer Circuit Court, 50th Judicial Circuit, Commonwealth of Kentucky. This suit involves additional costs for the construction of sewer lines. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Emily F. Bailey et.al. v S&ME, Inc. C.A. No. 2018-CP-30-00935. In the Court of Common Pleas, State of South Carolina, County of Laurens. This suit involved additional costs for the rehabilitation of an earthen dam. The parties to the lawsuit negotiated a mutual settlement.

Darren J. Eddings v Pilot Travel Centers, LLC et al. C.A. No. 2018-CP-32-02759. In the Court of Common Pleas, State of South Carolina, County of Lexington. This suit involved an automobile accident. The parties to the lawsuit negotiated a mutual settlement.

Fairfield County v Alliance Consulting Engineers, Inc. et al. C.A. No. 2020-CP20-00059. In the Court of Common Pleas, State of South Carolina, County of Fairfield. This suit involves additional costs for the remediation of retaining walls. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Centerstone of Tennessee, Inc. v Charles R. Curtis Construction, Inc. et al. Case Number 22CC2019CV-24. In the Circuit Court for Dickson County, Tennessee. This suit involves additional costs for the repair of subsidence to a mixed-use building. The parties to the lawsuit negotiated a mutual settlement.

The Metropolitan Government of Nashville and Davidson County, Tennessee v BOP Nest Nashville TRS, LLC et al. C.A. No. 20C323. In the Circuit Court for Davidson County, Tennessee. This suit involves the obstruction of a storm water line by earth reinforcing soil nails. S&ME was dismissed from this lawsuit.

Mount v Pulte Home Company, LLC and S&ME, Inc. Case No: 6:20-cv-2314-Orl-37LRH. United States District Court Middle District of Florida, Orlando Division. This suit involves stormwater runoff from a newly developed residential subdivision. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Sindicat Dunn v Mercer County Sanitation District et. al. Civil Action Number 21-CI-00027. Commonwealth of Kentucky, 50th Judicial District, Mercer County Circuit Court. This suit involves property damage arising from the construction of a sewer line. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

ASI Constructors, Inc. v S&ME, Inc. Civil Action No.: 5:17-cv-01444-LCB. In the United States District Court, Northern District of Alabama, Northeastern Division. This suit involves the construction of a water supply dam.

S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Gaston County Board of Education v Shelco, LLC et. al. File Number: 20CVS 3924. In the General Court of Justice, Superior Court Division, Gaston County, North Carolina. This suit involves subsidence of a sports field. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Courtesy Properties, LLC v S&ME, Inc. et. al. Civil Action File No. 1:20-cv-02097-SDG. In the United States District Court for the Northern District of Georgia, Atlanta Division. This suit involves additional costs for site development. S&ME's insurance carrier has acknowledged coverage and is defending this lawsuit.

Statement of Project Understanding & Approach

The Mell Avenue crossing of the CSX railroad provides an important connection in the City of Clarkston, linking neighborhoods north and south of the railroad and providing a needed crossing for access to I-285. Church Street and East Ponce De Leon Avenue run parallel to the tracks and the access to I-285 north is via East Ponce De Leon Avenue while the access to I-285 south is via Church Street. Below are a few of the challenges and key considerations associated with the crossing and intersections that will need to be addressed in the design.

The Need for Crossover. The crossover is needed at this location for connection of the community and to allow traffic to effectively access I-285.

Traffic Bottleneck. The current intersections include multi-way stop control which results in overcapacity conditions during the AM and PM peak hours due to heavy traffic volumes.

Crossing Safety/Clearance. The crossing currently has multi-way stops that require traffic crossing the railroad tracks to stop as well. This results in vehicles queuing across the railroad tracks that must exit quickly when a train approaches.

Need for Enhanced North-South Connectivity. The Northern Avenue corridor is not aligned with Mell Avenue, requiring vehicles traveling north-south in the community to make a jog at the existing intersections, complicating traffic flow. This will become more of a challenge if the crossing intersections were to be signalized without realignment.

Grade Difference. The grade at the rails is slightly higher than the grade of the East Ponce De Leon Avenue and significantly higher than the grade of Church Street. These differences will need to be considered in the design in order to meet current GDOT and CSX standards.

Railroad Right-of-way. The existing alignments of East Ponce De Leon Avenue and Church Street appear to be on CSX Railroad right-of-way in the vicinity of the crossing. As a result, any improvements and modifications to the pavement footprint or addition of structures, such as signal poles and cabinets, will need to be approved by CSX.

Coordination with CSX and GDOT. Coordination with these key players is important to facilitate the approval process and provide a safe and effective design that meets current standards and requirements.

Input and Communication with the Community. Outreach to the community is important to facilitate the design and communicate the need for changes and the timeline of construction activities.

Facilitating Pedestrian and Bicycle Movement. The Stone Mountain PATH Trail runs along the south side of the railroad and crosses Church Street at Mell Avenue. The design will need to accommodate this trail movement and will also need to facilitate pedestrian and bicycle crossing of the tracks.



Task 1: Limited Scope Concept Report

Task 1A: Traffic Forecasting and Analysis: Traffic analysis for the concept validation would include traffic data collection, traffic volume forecast and approval, and traffic/Intersection Control Evaluation (ICE) analysis for the two intersections to be improved as well as the adjacent I-285 interchange.

Traffic Data Collection. Traffic counts will be completed to verify volumes and vehicle classifications, as growth in traffic has been observed in the past year. Traffic data collection is to include (13) 6-hour turning movement counts, (6) 12-hour turning movement counts, and (41) 48-hour ADT volume counts, (6) locations of which are to include vehicle classification.

Traffic Volume Approval. A traffic volume forecast will be developed in accordance with GDOT PDP standards. This process will consist of the following steps:

- Data Collection Meeting (virtual)
- Data Collection Methodology Memo
- Existing Conditions and Traffic Forecasting Methodology Memo (including methodology for COVID-19 volume adjustment)
- Future Year Traffic Forecasting, including Traffic Flow Diagrams

Once completed, each of the above steps will be reviewed and approved by the GDOT Office of Planning to provide approved traffic data for design.

Crash Review. The traffic analysis will also include an examination of crash experience utilizing GDOT's GEARS and Numetric databases. The crash analysis will include four intersections in addition to a corridor-wide analysis.

Traffic Analysis. The traffic counts will be used to determine potential improvements to address intersection safety and capacity needs at the intersections of Mell Avenue at East Ponce De Leon Avenue, as well as Mell Avenue at Church Street. In addition to intersection traffic analysis performed using Synchro software, signal warrant analysis will be performed at these intersections, along with alternative intersection evaluation utilizing the GDOT ICE process.

Task 1B: Concept Report: Pond will prepare a Concept Report conforming to the Plan Development Process (PDP) and GDOT standards. This report will identify the need and purpose, traffic analysis evaluation, and environmental discovery/impacts (Task 3).

Task 1C: Concept Team Meeting: Pond will attend an Initial Concept Team meeting with the core team and specialty team members. This will open lines of communication between all team members to determine overall responsibilities, risks, and project approach.

Task 1D: Concept Layout: Pond will prepare a Concept Design conforming to the Plan Development Process (PDP) and GDOT standards. The traffic data and analysis evaluation completed in Task 1A will be used to develop the layout of this corridor. The concept will be used to identify the proposed layout and to show the general improvement geometrics. The information included in the concept will help to establish the overall footprint of the project and will indicate the proposed improvements and potential impacts.



Task 2: Database Preparation

Task 2A: Prepare Topographic and Utility Database: The project database will be prepared to capture topographic and utility data for use in the project. In compliance with the GDOT Automated Survey Manual, Pond will provide a detailed survey including the existing right-of-way, edge of pavement, curb & gutter, sidewalk, utilities (above ground and utility markings), and feature in the vicinity of the project that may be affected such as trees, walls, CSX tracks, sidewalk, and paths.

Task 2B: Utility Coordination: Utility coordination will begin at the start of the project to facilitate understanding of potential impacts. This will include submittal of plans to utility companies and incorporation of results (first and second utility submission).

Task 2C: SUE Evaluation: Examination of the project limits will be performed to identify subsurface utilities. A SUE Level B evaluation will be performed to identify the location and approximate depth of facilities using ground-penetrating radar and other means.

Task 2D: Geotechnical Investigation: A geotechnical investigation will be performed to understand the pavement and soil conditions in the area to be improved. This will include coring of existing pavement sections for use in pavement design and examination of soil conditions in the area of improvement and new roadway alignment of Northern Avenue.



Task 3: Environmental Documentation

Task 3A: Environmental Schedule Management: Pond's in-house Environmental Lead will manage and maintain the environmental schedule in accordance with GDOT requirements and will maintain communication with all environmental Subject Matter Experts (SMEs) to keep the project on track.

Task 3B: Environmental Resource ID: The Pond Team will conduct field surveys for historical, archaeological, and ecological resources within the survey boundary of the project and will prepare survey reports which meet the standards and format established by GDOT's Environmental Procedures Manual. Pond will assume a CE level of detail for environmental studies, as indicated in the RFP.

Task 3C: Environmental Technical Studies: Following the development of preliminary plans, the Pond Team will assess impacts to the previously identified environmental resources and will prepare Assessment of Effects reports in accordance with GDOT's Environmental Procedures Manual.

Task 4: Engineering Design

Task 4A: Preliminary Design: The preliminary design will address comments received on the concept design plans and will establish a draft final version of the plans. Pond will prepare the Preliminary Plans, prepared based on the topographic survey database. The design plans will be prepared to conform to AASHTO, Manual on Uniform Traffic Control Devices (MUTCD), GDOT PDP, and Georgia Department of Transportation (GDOT) requirements and standards, as appropriate, using Microstation In-Roads software. Pond will prepare calculations and necessary roadway plans, profiles, drainage systems, cross-sections, utility plans, lighting plans, signing and marking plans, signal plans, landscaping plans, retaining wall envelopes, and ES&PC plans.

Task 4B: Traffic Signal Design: Pond will prepare Signal Plans consisting of new traffic signals at the intersection of Mell Avenue with East Ponce De Leon Avenue and Church Street, on either side of the CSX railroad. The specific design of the traffic signal will be determined through coordination with the City of Clarkston, GDOT, and CSX railroad. It is assumed to include mast arm signal configuration and railroad pre-emption. Due to the proximity of the intersections and to each other and the railroad tracks, it is assumed that this will be set up as a single traffic signal that will run a dual ring configuration. This provides one signal controller to run both intersections together but uses the full range of signal phasing for each side of the intersection. This results in better operation with pre-emption and signal time of day plan changes than running as two connected signals over this short distance. In addition to the traffic signal design, signal interconnection will be designed to connect this location to the adjacent signal at East Ponce De Leon Avenue at I-285.

Task 4C: Lighting Design: Pond will include lighting design for the intersection area, consisting of the specification of light pole/fixture assemblies, foundations, circuits, and controls. The design will adhere to GDOT and City of Clarkston lighting requirements. Photometric analysis documents will be provided for review.

Task 4D: Landscaping Design: Design will include landscaping design to include the shoulder/sidewalk/Trail area, as preferred by the City of Clarkston. The design will adhere to GDOT and City of Clarkston requirements.

Task 4E: Utility Plans and Coordination: Early coordination with the utility owners is critical to the success of any project. Once the conceptual layout has been approved, we will have defined the impacted area. We will prepare utility plans and submit them to all utility owners to markup existing facilities (First Submission). We will incorporate the markups into the utility adjustment plans.

Once preliminary plan comments are incorporated, the plans will be submitted to all utility owners to mark up any potential relocations (Second Submission). We will incorporate these markups into the utility adjustment plans.

Task 4F: MS4 Analysis and Documentation: MS4 design and reporting are not included in this scope of work.

Task 4G: Preliminary and Final Field Plan Reviews (PFPR and FFPR): Pond has developed streamlined design and review processes. This will ensure minimal comments during the PFPR/FFPR comment phases.

Task 4H: Final Design: After Preliminary Plans approval, we will develop Final Plans that will be suitable for construction. We will also update the construction cost estimate.

Task 5: Right-of-way Exhibits

Task 5A: Prepare Right-of-way Exhibits: Following preliminary plan approval, Pond will prepare right-of-way exhibits to include individual parcel plats and legal descriptions of required fee, simple right-of-way, temporary and permanent easements. Written legal descriptions shall also be provided.

Task 5B: Coordinate with CSX: Pond will coordinate with the CSX Real Estate Division and will provide right-of-way and easement plats that conform to CSX standards.

Task 6: Meeting Attendance

Pond will coordinate the project and provide opportunities for public input through a series of meetings. The primary agencies/companies for coordination include the City of Clarkston, GDOT, and CSX Railroad. Coordination and approval of DeKalb County is not anticipated.



Task 6A: Project Coordination Meetings: The Pond Team will participate in the following meetings (assumed as in-person meetings, except where noted):

- (1) kick-off meeting with the City project engineer and administration
- (6) scoping meeting sessions including periodic meetings with CSX
- (18) monthly meetings (assumed to alternate between in-person and virtual monthly)
- (4) meetings with GDOT staff for coordination
- (2) presentations to City council



Task 6B: Public Meetings: Pond will facilitate (3) public/community meetings (assumed as in-person, Cafeteria Style meetings with open house format). Pond will rely on the City of Clarkston to identify and secure a meeting location. If COVID conditions or City preference dictates, meetings can be held in a virtual or hybrid format.

Task 7: Post Design Services (optional)

As an optional task, Pond will be available to perform post-design services including those indicated below.

Task 7A: Respond to RFIs: During the bidding and construction process, Pond will respond in writing to the contractor's request for information.

Task 7B: Pre-Construction Meeting: Pond will prepare for and attend the pre-construction meeting to answer any questions and to make sure that the contractor fully understands the scope and nature of this project.

Task 7C: 7-Day Inspection Letter: Upon notification from the permittee, Pond will observe the erosion control measures that have been installed to ensure they have been installed correctly and are functioning properly. Additionally, a letter will be submitted to the County summarizing the observations of the qualified personnel and noting deficiencies.

QC/QA Plan

Pond maintains a quality control program modeled after GDOT's processes. Since this project will follow the GDOT Plan Development Process (PDP), the delivery already includes GDOT processes, checklists, flowcharts, and certifications. Pond's quality control processes go further with our QC/QA Team, led by Angela Snyder, PE. Angela has decades of experience preparing and reviewing GDOT roadway plans and environmental documents.

This QC/QA team will work with PM Zach Puckett, PE, IMSA II to develop a Quality Control Plan (QCP) for review and approval by the GDOT/Consultant PM at project inception. The QCP defines the QC process and lists the deliverables, contracted scope, QC/QA process responsibility matrix, QC review milestones/checkpoints, project schedule, and QC/QA documentation guidelines. The QC/QA team will be actively engaged throughout project development to ensure a quality product that meets GDOT expectations. Principal-in-Charge, Richard Fangmann, PE will verify that the QC/QA plan is followed through all phases of the project and will coordinate with our subconsultants, who will be required to follow the same quality process. Pond has an established in-house quality process, Quality Using Established Specialized Techniques (QUEST). This process includes not only quality checks, management processes for ongoing quality assurance, and reviews of lessons learned from previous projects, but is also tailored to integrate with GDOT checklists for project deliverables.

Time Schedule

The schedule proposed in the RFP includes completion of the design services to provide approved bid plans by July 2024 to allow the TIP application to be filed in Fall 2024 to allow for construction funding in 2025. The proposed schedule provided below is set up to meet that date and to allow time for an additional review and revision period of (3) months for CSX approval at each major milestone. We think this schedule is achievable and allows adequate time for review and approval. However, review and approval by GDOT and the railroad is at their discretion.

Tasks	2022				2023				2024		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Task 1: Limited Scope Concept Report	Concept Design										
Task 2: Database Preparation											
Task 3: Environmental Documentation											
Task 4: Engineering Design		Preliminary Design				Final Design					
Task 5: Right-of-Way Exhibits											
Task 6: Meeting Attendance											
ARC TIP Applications											



Intangibles

By selecting the Pond Team to lead the re-design of the Mell Avenue intersection, the City of Clarkston will have a proven partner who can meet this project's goals and provide several value-added benefits to successfully complete this project. In addition to our team's technical competency and understanding of the GDOT PDP process, we offer specific expertise in community engagement and railroad coordination.

Effective Public Engagement

We have developed innovative ways to take community input and combine it with our technical analysis to formulate recommendations and ideas that will work and are largely supported. The Pond Team has been recognized multiple times for our community engagement efforts, such as by the National Association of Counties for the Gwinnett 2040 Unified Plan and by the Georgia Planning Association for the Roswell Bicycle and Pedestrian Master Plan.

As we have learned through our previous work on various SPLOST projects and the current update to the city's zoning code, City of Clarkston's diverse population requires tailored approaches to engagement. Although the project area has a relatively small footprint, reconfiguring a major intersection impacts anyone who travels through the area regularly, not just the people who live nearby. Our public engagement approach for this design, which includes public meetings and online outreach, could be expanded to include a more comprehensive outreach effort, including:

- Working with local organizations, such as Friends of Refugees and the Ethiopian Community Association of Atlanta, to identify under-served populations and hosting group discussions within these communities,
- Incorporating Google translate into Social Pinpoint websites and surveys to reach immigrant populations,
- Utilizing Pond's diverse in-house staff who speak multiple languages to provide interpretation at meetings (in-person or virtual) and other engagement opportunities, and/or
- Adjusting workshop and public meeting times to accommodate workers who have non-traditional work hours.

The graphics on the following page highlight our use of the Social Pinpoint platform for the nearby Memorial Drive Revitalization project for DeKalb County, which required us to communicate with a diverse community impacted by the project.

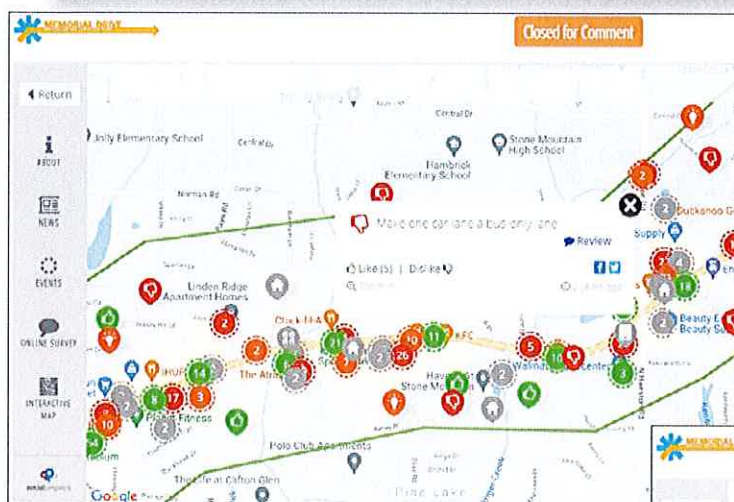
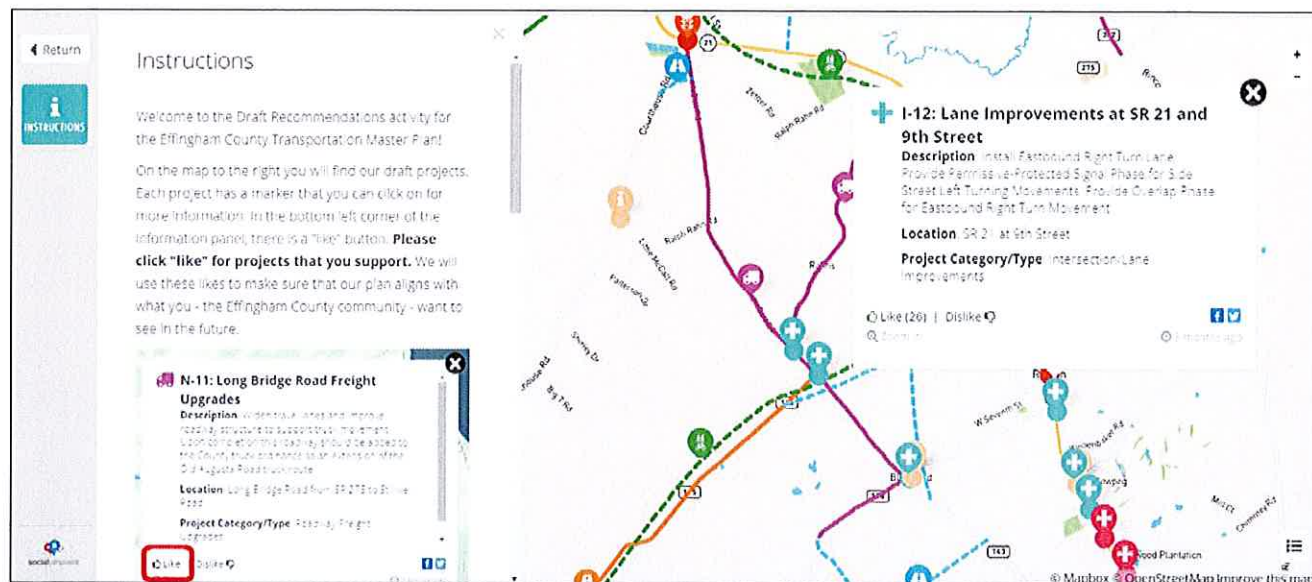
Understanding of Railroad Safety Considerations

Our previous SPLOST project for the Ponce de Leon at Church Street Pedestrian Improvements, located just minutes from the project area, required us to coordinate with CSX railroad. We have also worked with other railroad agencies and Georgia cities, notably with Norfolk Southern to develop a Quiet Zone through Downtown Duluth. Through these projects, we understand how important it is to avoid impacts to railroad operations and the nuances associated with designing preemptive signalization for at-grade crossings. Safety is always the highest priority for a project like this, and our team's knowledge of Federal Railroad Administration (FRA) guidelines will help us design a solution that reduces crash risk and maximizes safety for motorists, bicyclists, and pedestrians.



The Pond Team hosting a pop up event at the Super H Mart on Pleasant Hill Road as part of our work on the 2040 Unified Plan

Social Pinpoint allows users to automatically participate in the language of their, choosing seamlessly translating information from the study team to the public and back. This tool was a key element of our engagement success during our work on the Memorial Drive Revitalization Corridor Plan where a large part of the local community spoke only Amharic.



In this example, a comment from that project is shown in English and how it would display for a user with browser settings automatically set to Korean language.



English

Korean

GDOT Prequalifications

The table below summarizes the required GDOT prequalifications for this project (per the Response to Questions). GDOT Notice of Professional Consultant Qualifications for each team member listed begin on the next page.

Area Class Required	Pond	ACE	PDP	Platinum Geomatics	SEI	S&ME	TerraX
1.06(a)	■					■	
1.06(b)						■	■
1.06(c)	■					■	
1.06(d)	■					■	
1.06 (e)	■					■	
1.06(f)						■	■
1.07	■						
1.09	■						
1.10	■						
3.01	■		■		■		
3.02	■		■		■		
3.03	■		■				
3.06	■				■		
3.07	■				■		
3.09	■				■		
3.10	■		■		■		
3.12	■		■		■		
3.13	■		■		■	■	
3.15	■	■					
5.01				■	■		
5.02				■	■		
5.08				■			
6.03					■	■	
9.01	■		■		■		

Traffic Data Services (TDS) is not required to carry GDOT prequalification, as the services they provide as a traffic counts vendor fall outside of the GDOT's list of Area Classes.

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION

You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS		DISPOSITION DATE	EXPIRATION DATE
Pond and Company 3500 Parkway Lane, Suite 600, Peachtree Corners, GA 30092		November 10, 2021	March 8, 2024
SIGNATURE 			
1. Transportation Planning ☒ 1.01 State Wide Systems Planning ☒ 1.02 Urban Area and Regional Transportation Planning ☐ 1.03 Aviation Systems Planning ☒ 1.04 Mass and Rapid Transportation Planning ☒ 1.05 Alternate System and Corridor Location Planning ☐ 1.06 Unknown ☐ 1.06a NEPA Documentation ☐ 1.06b History ☒ 1.06c Air Studies ☒ 1.06d Noise Studies ☒ 1.06e Ecology ☐ 1.06f Archaeology ☒ 1.06g Freshwater Aquatic Surveys ☐ 1.06h Bat Surveys ☒ 1.07 Altitude, Opinion and Community Value Studies ☒ 1.08 Airport Master Planning ☒ 1.09 Location Studies ☒ 1.10 Traffic Studies ☐ 1.11 Traffic and Toll Revenue Studies ☒ 1.12 Major Investment Studies ☒ 1.13 Non-Motorized Transportation Planning	3. Highway Design Roadway (continued) ☒ 3.09 Traffic Control System Analysis, Design and Implementation ☒ 3.10 Utility Coordination ☒ 3.11 Architecture ☒ 3.12 Hydraulic and Hydrological Studies (Roadway) ☒ 3.13 Facilities for Bicycles and Pedestrians ☒ 3.14 Historic Rehabilitation ☒ 3.15 Highway Lighting ☐ 3.16 Value Engineering ☐ 3.17 Design of Toll Facilities Infrastructure		
2. Mass Transit Operations ☐ 2.01 Mass Transit Program (Systems) Management ☐ 2.02 Mass Transit Feasibility and Technical Studies ☐ 2.03 Mass Transit Vehicle and Propulsion System ☐ 2.04 Mass Transit Controls, Communications and Information Systems ☐ 2.05 Mass Transit Architectural Engineering ☐ 2.06 Mass Transit Unique Structures ☐ 2.07 Mass Transit Electrical and Mechanical Systems ☐ 2.08 Mass Transit Operations Management and Support Services ☒ 2.09 Aviation ☐ 2.10 Mass Transit Program (Systems) Marketing	4. Highway Structures ☒ 4.01a Minor Bridges Design ☐ 4.01b Minor Bridges Design CONDITIONAL ☒ 4.02 Major Bridges Design ☐ 4.03 Movable Span Bridges Design ☒ 4.04 Hydraulic and Hydrological Studies (Bridges) ☒ 4.05 Bridge Inspection		
3. Highway Design Roadway ☒ 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design ☒ 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers ☒ 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas ☒ 3.04 Multi-Lane, Limited Access Expressway Type Highway Design ☒ 3.05 Design of Urban Expressway and Interstate ☒ 3.06 Traffic Operations Studies ☒ 3.07 Traffic Operations Design ☒ 3.08 Landscape Architecture	5. Topography ☐ 5.01 Land Surveying ☐ 5.02 Engineering Surveying ☐ 5.03 Geodetic Surveying ☐ 5.04a Aerial Photography/Conventional Aircraft ☐ 5.04b Aerial Photography Unmanned Aircraft System (UAS) Concept Grade ☐ 5.04c Aerial Photography Unmanned Aircraft System (UAS) Design Grade ☐ 5.05 Aerial Photogrammetry ☐ 5.06a Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units) (Design Grade) ☐ 5.06b Topographic Remote Sensing (Unmanned Aircraft Systems LIDAR) (Design Grade) ☐ 5.06c Topographic Remote Sensing (Unmanned Aircraft Systems LIDAR) (Concept Grade) ☐ 5.06d Topographic Remote Sensing (SONAR) ☐ 5.06e Topographic Remote Sensing Thermal and Infrared ☐ 5.07 Cartography ☐ 5.08 Subsurface Utility Engineering		
	6. Soils, Foundation & Materials Testing ☐ 6.01a Soil Surveys ☒ 6.01b Geological and Geophysical Studies ☐ 6.02 Bridge Foundation Studies ☐ 6.03 Hydraulic and Hydrological Studies (Soils and Foundation) ☐ 6.04a Laboratory Materials Testing ☐ 6.04b Field Testing of Roadway Construction Materials ☒ 6.05 Hazard Waste Site Assessment Studies		
	8. Construction ☒ 8.01 Construction Supervision ☒ 8.02 Airport Construction Administration and Observation		
	9. Erosion and Sedimentation Control ☒ 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program ☒ 9.02 Rainfall and Runoff Reporting ☒ 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations		

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION

You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS		DISPOSITION DATE	EXPIRATION DATE
ATLANTA CONSULTING ENGINEERS, INC. 500 SUN VALLEY DR., UNIT G2, ROSWELL, GA 30076		June 10, 2021	July 12, 2024
SIGNATURE <i>Nial Patel</i>			
1. Transportation Planning	3. Highway Design Roadway (continued)		
- 1.01 State Wide Systems Planning	- 3.09 Traffic Control System Analysis, Design and Implementation		
- 1.02 Urban Area and Regional Transportation Planning	- 3.10 Utility Coordination		
- 1.03 Aviation Systems Planning	- 3.11 Architecture		
- 1.04 Mass and Rapid Transportation Planning	- 3.12 Hydraulic and Hydrological Studies (Roadway)		
- 1.05 Alternate System and Corridor Location Planning	- 3.13 Facilities for Bicycles and Pedestrians		
- 1.06 Unknown	- 3.14 Historic Rehabilitation		
- 1.06a NEPA Documentation	X 3.15 Highway Lighting		
- 1.06b History	- 3.16 Value Engineering		
- 1.06c Air Studies	- 3.17 Design of Toll Facilities Infrastructure		
- 1.06d Noise Studies			
- 1.06e Ecology			
- 1.06f Archaeology			
- 1.06g Freshwater Aquatic Surveys			
- 1.06h Bat Surveys			
- 1.07 Attitude, Opinion and Community Value Studies			
- 1.08 Airport Master Planning			
- 1.09 Location Studies			
- 1.10 Traffic Studies			
- 1.11 Traffic and Toll Revenue Studies			
- 1.12 Major Investment Studies			
- 1.13 Non-Motorized Transportation Planning			
2 Mass Transit Operations	4. Highway Structures		
- 2.01 Mass Transit Program (Systems) Management	- 4.01a Minor Bridges Design		
- 2.02 Mass Transit Feasibility and Technical Studies	- 4.01b Minor Bridges Design CONDITIONAL		
- 2.03 Mass Transit Vehicle and Propulsion System	- 4.02 Major Bridges Design		
- 2.04 Mass Transit Controls, Communications and Information Systems	- 4.03 Movable Span Bridges Design		
- 2.05 Mass Transit Architectural Engineering	- 4.04 Hydraulic and Hydrological Studies (Bridges)		
- 2.06 Mass Transit Unique Structures	- 4.05 Bridge Inspection		
- 2.07 Mass Transit Electrical and Mechanical Systems			
- 2.08 Mass Transit Operations Management and Support Services			
- 2.09 Aviation			
- 2.10 Mass Transit Program (Systems) Marketing			
3 Highway Design Roadway	5. Topography		
- 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design	- 5.01 Land Surveying		
- 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers	- 5.02 Engineering Surveying		
- 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas	- 5.03 Geodetic Surveying		
- 3.04 Multi-Lane, Limited Access Expressway Type Highway Design	- 5.04a Aerial Photography/Conventional Aircraft		
- 3.05 Design of Urban Expressway and Interstate	- 5.04b Aerial Photography Unmanned Aircraft System (UAS) Concept Grade		
- 3.06 Traffic Operations Studies	- 5.04c Aerial Photography Unmanned Aircraft System (UAS) Design Grade		
- 3.07 Traffic Operations Design	- 5.05 Aerial Photogrammetry		
- 3.08 Landscape Architecture	- 5.06a Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units) (Design Grade)		
	- 5.06b Topographic Remote Sensing (Unmanned Aircraft Systems LIDAR) (Design Grade)		
	- 5.06c Topographic Remote Sensing (Unmanned Aircraft Systems LIDAR) (Concept Grade)		
	- 5.06d Topographic Remote Sensing (SONAR)		
	- 5.06e Topographic Remote Sensing Thermal and Infrared		
	- 5.07 Cartography		
	- 5.08 Subsurface Utility Engineering		
	6. Soils, Foundation & Materials Testing		
	- 6.01a Soil Surveys		
	- 6.01b Geological and Geophysical Studies		
	- 6.02 Bridge Foundation Studies		
	- 6.03 Hydraulic and Hydrological Studies (Soils and Foundation)		
	- 6.04a Laboratory Materials Testing		
	- 6.04b Field Testing of Roadway Construction Materials		
	- 6.05 Hazard Waste Site Assessment Studies		
	8. Construction		
	- 8.01 Construction Supervision		
	9. Erosion and Sedimentation Control		
	- 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program		
	- 9.02 Rainfall and Runoff Reporting		
	- 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations		

**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION**

You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS		DISPOSITION DATE	EXPIRATION DATE
Practical Design Partners LLC 4206 Waterloo Circle, Tucker, GA 30084		August 13, 2020	August 13, 2023
SIGNATURE			
			
1. Transportation Planning	☐ 1.01 State Wide Systems Planning ☐ 1.02 Urban Area and Regional Transportation Planning ☐ 1.03 Aviation Systems Planning ☐ 1.04 Mass and Rapid Transportation Planning ☐ 1.05 Alternate System and Corridor Location Planning ☐ 1.06 Unknown ☐ 1.06a NEPA Documentation ☐ 1.06b History ☐ 1.06c Air Studies ☐ 1.06d Noise Studies ☐ 1.06e Ecology ☐ 1.06f Archaeology ☐ 1.06g Freshwater Aquatic Surveys ☐ 1.06h Bat Surveys ☐ 1.07 Attitude, Opinion and Community Value Studies ☐ 1.08 Airport Master Planning ☐ 1.09 Location Studies ☐ 1.10 Traffic Studies ☐ 1.11 Traffic and Toll Revenue Studies ☐ 1.12 Major Investment Studies ☐ 1.13 Non-Motorized Transportation Planning	3. Highway Design Roadway (continued)	☐ 3.09 Traffic Control System Analysis, Design and Implementation ☒ 3.10 Utility Coordination ☐ 3.11 Architecture ☒ 3.12 Hydraulic and Hydrological Studies (Roadway) ☒ 3.13 Facilities for Bicycles and Pedestrians ☐ 3.14 Historic Rehabilitation ☐ 3.15 Highway Lighting ☐ 3.16 Value Engineering ☐ 3.17 Design of Toll Facilities Infrastructure
2. Mass Transit Operations	☐ 2.01 Mass Transit Program (Systems) Management ☐ 2.02 Mass Transit Feasibility and Technical Studies ☐ 2.03 Mass Transit Vehicle and Propulsion System ☐ 2.04 Mass Transit Controls, Communications and Information Systems ☐ 2.05 Mass Transit Architectural Engineering ☐ 2.06 Mass Transit Unique Structures ☐ 2.07 Mass Transit Electrical and Mechanical Systems ☐ 2.08 Mass Transit Operations Management and Support Services ☐ 2.09 Aviation ☐ 2.10 Mass Transit Program (Systems) Marketing	4. Highway Structures	☐ 4.01a Minor Bridges Design ☐ 4.01b Minor Bridges Design CONDITIONAL ☐ 4.02 Major Bridges Design ☐ 4.03 Movable Span Bridges Design ☐ 4.04 Hydraulic and Hydrological Studies (Bridges) ☐ 4.05 Bridge Inspection
3. Highway Design Roadway	☒ 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design ☒ 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers ☒ 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas ☒ 3.04 Multi-Lane, Limited Access Expressway Type Highway Design ☒ 3.05 Design of Urban Expressway and Interstate ☐ 3.06 Traffic Operations Studies ☐ 3.07 Traffic Operations Design ☐ 3.08 Landscape Architecture	5. Topography	☐ 5.01 Land Surveying ☐ 5.02 Engineering Surveying ☐ 5.03 Geodetic Surveying ☐ 5.04 Aerial Photography ☐ 5.05 Aerial Photogrammetry ☐ 5.06 Topographic Remote Sensing ☐ 5.07 Cartography ☐ 5.08 Subsurface Utility Engineering
		6. Soils, Foundation & Materials Testing	☐ 6.01a Soil Surveys ☐ 6.01b Geological and Geophysical Studies ☐ 6.02 Bridge Foundation Studies ☐ 6.03 Hydraulic and Hydrological Studies (Soils and Foundation) ☐ 6.04a Laboratory Materials Testing ☐ 6.04b Field Testing of Roadway Construction Materials ☐ 6.05 Hazard Waste Site Assessment Studies
		8. Construction	☐ 8.01 Construction Supervision
		9. Erosion and Sedimentation Control	☒ 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program ☐ 9.02 Rainfall and Runoff Reporting ☐ 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION

You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS		DISPOSITION DATE	EXPIRATION DATE
PLATINUM GEOMATICS, LLC 5039 B U Bowman Drive, Ste. 400 Buford, GA 30518		May 14, 2020	April 30, 2022
SIGNATURE			
1. Transportation Planning	3. Highway Design Roadway (continued)		
☐ 1.01 State Wide Systems Planning ☐ 1.02 Urban Area and Regional Transportation Planning ☐ 1.03 Aviation Systems Planning ☐ 1.04 Mass and Rapid Transportation Planning ☐ 1.05 Alternate System and Corridor Location Planning ☐ 1.06 Unknown ☐ 1.06a NEPA Documentation ☐ 1.06b History ☐ 1.06c Air Studies ☐ 1.06d Noise Studies ☐ 1.06e Ecology ☐ 1.06f Archaeology ☐ 1.06g Freshwater Aquatic Surveys ☐ 1.06h Bat Surveys ☐ 1.07 Attitude, Opinion and Community Value Studies ☐ 1.08 Airport Master Planning ☐ 1.09 Location Studies ☐ 1.10 Traffic Studies ☐ 1.11 Traffic and Toll Revenue Studies ☐ 1.12 Major Investment Studies ☐ 1.13 Non-Motorized Transportation Planning	☐ 3.09 Traffic Control System Analysis, Design and Implementation ☒ 3.10 Utility Coordination ☐ 3.11 Architecture ☐ 3.12 Hydraulic and Hydrological Studies (Roadway) ☐ 3.13 Facilities for Bicycles and Pedestrians ☐ 3.14 Historic Rehabilitation ☐ 3.15 Highway Lighting ☐ 3.16 Value Engineering ☐ 3.17 Design of Toll Facilities Infrastructure		
	4. Highway Structures		
	☐ 4.01a Minor Bridges Design ☐ 4.01b Minor Bridges Design CONDITIONAL ☐ 4.02 Major Bridges Design ☐ 4.03 Movable Span Bridges Design ☐ 4.04 Hydraulic and Hydrological Studies (Bridges) ☐ 4.05 Bridge Inspection		
	5. Topography		
	☒ 5.01 Land Surveying ☒ 5.02 Engineering Surveying ☒ 5.03 Geodetic Surveying ☒ 5.04 Aerial Photography ☒ 5.05 Aerial Photogrammetry ☒ 5.06 Topographic Remote Sensing ☒ 5.07 Cartography ☒ 5.08 Subsurface Utility Engineering		
2. Mass Transit Operations	6. Soils, Foundation & Materials Testing		
☐ 2.01 Mass Transit Program (Systems) Management ☐ 2.02 Mass Transit Feasibility and Technical Studies ☐ 2.03 Mass Transit Vehicle and Propulsion System ☐ 2.04 Mass Transit Controls, Communications and Information Systems ☐ 2.05 Mass Transit Architectural Engineering ☐ 2.06 Mass Transit Unique Structures ☐ 2.07 Mass Transit Electrical and Mechanical Systems ☐ 2.08 Mass Transit Operations Management and Support Services ☐ 2.09 Aviation ☐ 2.10 Mass Transit Program (Systems) Marketing	☐ 6.01a Soil Surveys ☐ 6.01b Geological and Geophysical Studies ☐ 6.02 Bridge Foundation Studies ☐ 6.03 Hydraulic and Hydrological Studies (Soils and Foundation) ☐ 6.04a Laboratory Materials Testing ☐ 6.04b Field Testing of Roadway Construction Materials ☐ 6.05 Hazard Waste Site Assessment Studies		
3. Highway Design Roadway	8. Construction		
☐ 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design ☐ 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers ☐ 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas ☐ 3.04 Multi-Lane, Limited Access Expressway Type Highway Design ☐ 3.05 Design of Urban Expressway and Interstate ☐ 3.06 Traffic Operations Studies ☐ 3.07 Traffic Operations Design ☐ 3.08 Landscape Architecture	☐ 8.01 Construction Supervision		
	9. Erosion and Sedimentation Control		
	☐ 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program ☐ 9.02 Rainfall and Runoff Reporting ☐ 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations		

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION

You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS		DISPOSITION DATE	EXPIRATION DATE
SOUTHEASTERN ENGINEERING, INC. (SEI) 2470 SANDY PLAINS RD., MARIETTA, GA 30066-5706		December 6, 2018	December 31, 2021
SIGNATURE 			
1. Transportation Planning	3. Highway Design Roadway (continued)		
- 1.01 State Wide Systems Planning	X 3.09 Traffic Control System Analysis, Design and Implementation		
- 1.02 Urban Area and Regional Transportation Planning	X 3.10 Utility Coordination		
- 1.03 Aviation Systems Planning	- 3.11 Architecture		
- 1.04 Mass and Rapid Transportation Planning	X 3.12 Hydraulic and Hydrological Studies (Roadway)		
- 1.05 Alternate System and Corridor Location Planning	X 3.13 Facilities for Bicycles and Pedestrians		
- 1.06 Unknown	- 3.14 Historic Rehabilitation		
X 1.06a NEPA Documentation	- 3.15 Highway Lighting		
- 1.06b History	- 3.16 Value Engineering		
- 1.06c Air Studies	- 3.17 Design of Toll Facilities Infrastructure		
- 1.06d Noise Studies			
X 1.06e Ecology	4. Highway Structures		
- 1.06f Archaeology	- 4.01a Minor Bridges Design		
- 1.06g Freshwater Aquatic Surveys	- 4.01b Minor Bridges Design CONDITIONAL		
	- 4.02 Major Bridges Design		
- 1.06h Bat Surveys	- 4.03 Movable Span Bridges Design		
- 1.07 Attitude, Opinion and Community Value Studies	- 4.04 Hydraulic and Hydrological Studies (Bridges)		
- 1.08 Airport Master Planning	- 4.05 Bridge Inspection		
- 1.09 Location Studies			
X 1.10 Traffic Studies	5. Topography		
- 1.11 Traffic and Toll Revenue Studies	X 5.01 Land Surveying		
- 1.12 Major Investment Studies	X 5.02 Engineering Surveying		
X 1.13 Non-Motorized Transportation Planning	X 5.03 Geodetic Surveying		
	X 5.04 Aerial Photography		
2. Mass Transit Operations	X 5.05 Aerial Photogrammetry		
- 2.01 Mass Transit Program (Systems) Management	X 5.06 Topographic Remote Sensing		
- 2.02 Mass Transit Feasibility and Technical Studies	X 5.07 Cartography		
- 2.03 Mass Transit Vehicle and Propulsion System	- 5.08 Subsurface Utility Engineering		
- 2.04 Mass Transit Controls, Communications and Information Systems			
- 2.05 Mass Transit Architectural Engineering	6. Soils, Foundation & Materials Testing		
- 2.06 Mass Transit Unique Structures	- 6.01a Soil Surveys		
- 2.07 Mass Transit Electrical and Mechanical Systems	- 6.01b Geological and Geophysical Studies		
- 2.08 Mass Transit Operations Management and Support Services	- 6.02 Bridge Foundation Studies		
- 2.09 Aviation	X 6.03 Hydraulic and Hydrological Studies (Soils and Foundation)		
- 2.10 Mass Transit Program (Systems) Marketing	- 6.04a Laboratory Materials Testing		
	- 6.04b Field Testing of Roadway Construction Materials		
	- 6.05 Hazard Waste Site Assessment Studies		
3. Highway Design Roadway	8. Construction		
X 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design	X 8.01 Construction Supervision		
X 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers	9. Erosion and Sedimentation Control		
- 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas	X 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program		
- 3.04 Multi-Lane, Limited Access Expressway Type Highway Design	- 9.02 Rainfall and Runoff Reporting		
- 3.05 Design of Urban Expressway and Interstate	X 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations		
X 3.06 Traffic Operations Studies			
X 3.07 Traffic Operations Design			
X 3.08 Landscape Architecture			

**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION**

You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS		DISPOSITION DATE	EXPIRATION DATE
S&ME, Inc. 11420 Johns Creek Parkway, Duluth, GA 30097		October 8, 2020	October 12, 2023
SIGNATURE 			
1. Transportation Planning	3. Highway Design Roadway (continued)		
- 1.01 State Wide Systems Planning - 1.02 Urban Area and Regional Transportation Planning - 1.03 Aviation Systems Planning - 1.04 Mass and Rapid Transportation Planning - 1.05 Alternate System and Corridor Location Planning - 1.06 Unknown ☒ 1.06a NEPA Documentation ☒ 1.06b History ☒ 1.06c Air Studies ☒ 1.06d Noise Studies ☒ 1.06e Ecology ☒ 1.06f Archaeology - 1.06g Freshwater Aquatic Surveys - 1.06h Bat Surveys - 1.07 Attitude, Opinion and Community Value Studies ☒ 1.08 Airport Master Planning - 1.09 Location Studies - 1.10 Traffic Studies - 1.11 Traffic and Toll Revenue Studies - 1.12 Major Investment Studies - 1.13 Non-Motorized Transportation Planning	- 3.09 Traffic Control System Analysis, Design and Implementation - 3.10 Utility Coordination - 3.11 Architecture - 3.12 Hydraulic and Hydrological Studies (Roadway) ☒ 3.13 Facilities for Bicycles and Pedestrians - 3.14 Historic Rehabilitation - 3.15 Highway Lighting - 3.16 Value Engineering - 3.17 Design of Toll Facilities Infrastructure		
2. Mass Transit Operations	4. Highway Structures		
- 2.01 Mass Transit Program (Systems) Management - 2.02 Mass Transit Feasibility and Technical Studies - 2.03 Mass Transit Vehicle and Propulsion System - 2.04 Mass Transit Controls, Communications and Information Systems - 2.05 Mass Transit Architectural Engineering - 2.06 Mass Transit Unique Structures - 2.07 Mass Transit Electrical and Mechanical Systems - 2.08 Mass Transit Operations Management and Support Services - 2.09 Aviation - 2.10 Mass Transit Program (Systems) Marketing	- 4.01a Minor Bridges Design - 4.01b Minor Bridges Design CONDITIONAL - 4.02 Major Bridges Design - 4.03 Movable Span Bridges Design - 4.04 Hydraulic and Hydrological Studies (Bridges) - 4.05 Bridge Inspection		
3. Highway Design Roadway	5. Topography		
- 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design - 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers - 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas - 3.04 Multi-Lane, Limited Access Expressway Type Highway Design - 3.05 Design of Urban Expressway and Interstate - 3.06 Traffic Operations Studies - 3.07 Traffic Operations Design ☒ 3.08 Landscape Architecture	- 5.01 Land Surveying - 5.02 Engineering Surveying - 5.03 Geodetic Surveying - 5.04 Aerial Photography - 5.05 Aerial Photogrammetry - 5.06 Topographic Remote Sensing - 5.07 Cartography - 5.08 Subsurface Utility Engineering		
	6. Soils, Foundation & Materials Testing		
	☒ 6.01a Soil Surveys ☒ 6.01b Geological and Geophysical Studies ☒ 6.02 Bridge Foundation Studies ☒ 6.03 Hydraulic and Hydrological Studies (Soils and Foundation) ☒ 6.04a Laboratory Materials Testing ☒ 6.04b Field Testing of Roadway Construction Materials ☒ 6.05 Hazard Waste Site Assessment Studies		
	8. Construction		
	☒ 8.01 Construction Supervision		
	9. Erosion and Sedimentation Control		
	- 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program - 9.02 Rainfall and Runoff Reporting - 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations		

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION

You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS	DISPOSITION DATE	EXPIRATION DATE
TERRAXPLORATIONS, INC. 29 HIDDEN HICORY COURT, DAWSONVILLE, GA 30534	May 13, 2021	May 31, 2024
SIGNATURE <i>Nival Rostol</i>		
1. Transportation Planning - 1.01 State Wide Systems Planning - 1.02 Urban Area and Regional Transportation Planning - 1.03 Aviation Systems Planning - 1.04 Mass and Rapid Transportation Planning - 1.05 Alternate System and Corridor Location Planning - 1.06 Unknown - 1.06a NEPA Documentation ☒ 1.06b History - 1.06c Air Studies - 1.06d Noise Studies - 1.06e Ecology ☒ 1.06f Archaeology - 1.06g Freshwater Aquatic Surveys - 1.06h Bat Surveys - 1.07 Attitude, Opinion and Community Value Studies - 1.08 Airport Master Planning - 1.09 Location Studies - 1.10 Traffic Studies - 1.11 Traffic and Toll Revenue Studies - 1.12 Major Investment Studies - 1.13 Non-Motorized Transportation Planning	3. Highway Design Roadway (continued) - 3.09 Traffic Control System Analysis, Design and Implementation - 3.10 Utility Coordination - 3.11 Architecture - 3.12 Hydraulic and Hydrological Studies (Roadway) - 3.13 Facilities for Bicycles and Pedestrians - 3.14 Historic Rehabilitation - 3.15 Highway Lighting - 3.16 Value Engineering - 3.17 Design of Toll Facilities Infrastructure	
2. Mass Transit Operations - 2.01 Mass Transit Program (Systems) Management - 2.02 Mass Transit Feasibility and Technical Studies - 2.03 Mass Transit Vehicle and Propulsion System - 2.04 Mass Transit Controls, Communications and Information Systems - 2.05 Mass Transit Architectural Engineering - 2.06 Mass Transit Unique Structures - 2.07 Mass Transit Electrical and Mechanical Systems - 2.08 Mass Transit Operations Management and Support Services - 2.09 Aviation - 2.10 Mass Transit Program (Systems) Marketing	4. Highway Structures - 4.01a Minor Bridges Design - 4.01b Minor Bridges Design CONDITIONAL - 4.02 Major Bridges Design - 4.03 Movable Span Bridges Design - 4.04 Hydraulic and Hydrological Studies (Bridges) - 4.05 Bridge Inspection	
3. Highway Design Roadway - 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design - 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers - 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas - 3.04 Multi-Lane, Limited Access Expressway Type Highway Design - 3.05 Design of Urban Expressway and Interstate - 3.06 Traffic Operations Studies - 3.07 Traffic Operations Design - 3.08 Landscape Architecture	5. Topography - 5.01 Land Surveying - 5.02 Engineering Surveying - 5.03 Geodetic Surveying - 5.04a Aerial Photography/Conventional Aircraft - 5.04b Aerial Photography Unmanned Aircraft System (UAS) Concept Grade - 5.04c Aerial Photography Unmanned Aircraft System (UAS) Design Grade - 5.05 Aerial Photogrammetry - 5.06a Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units) (Design Grade) - 5.06b Topographic Remote Sensing (Unmanned Aircraft Systems LIDAR) (Design Grade) - 5.06c Topographic Remote Sensing (Unmanned Aircraft Systems LIDAR) (Concept Grade) - 5.06d Topographic Remote Sensing (SONAR) - 5.06e Topographic Remote Sensing Thermal and Infrared - 5.07 Cartography - 5.08 Subsurface Utility Engineering	
	6. Soils, Foundation & Materials Testing - 6.01a Soil Surveys - 6.01b Geological and Geophysical Studies - 6.02 Bridge Foundation Studies - 6.03 Hydraulic and Hydrological Studies (Soils and Foundation) - 6.04a Laboratory Materials Testing - 6.04b Field Testing of Roadway Construction Materials - 6.05 Hazard Waste Site Assessment Studies	
	8. Construction - 8.01 Construction Supervision	
	9. Erosion and Sedimentation Control - 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program - 9.02 Rainfall and Runoff Reporting - 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	

DBE Information

State of Georgia UCP Directory										
Process Time: Nov-29-2021 11:51:48 AM										
Business Name	Vendor Number	Contact	Phone	Address	Address Line 2	City	State	Zip Code	Email	Certification Type
PLATINUM GEOMATICS, LLC	00000000014157	Mr. MICHAEL MARTIN	(678)288-9869	5039 B U Bowman Drive	Ste. 400	Buford	GA	30518	mmartin@platinumgeomatics.com	Disadvantaged Business Enterprise (DBE)
Practical Design Partners LLC	00000000016987	Ms. ANGELA D SNYDER	(770)855-4683	4206 Waterloo Circle		Tucker	GA	30084	asnyder@practicaldesignpartners.com	Disadvantaged Business Enterprise (DBE)
SOUTHEASTERN ENGINEERING, INC. (SEI)	250265	Ms. TERESA EPPLE	(770)321-3936	2470 SANDY PLAINS RD.		MARIETTA	GA	30066	tepple@seengineering.com	Disadvantaged Business Enterprise (DBE)
TRAFFIC DATA SERVICES, LLC	2TR041	Mr. SEBASTIAN ONGOMA	(678)687-8266	993 HEARTHSTONE PLACE		STONE MOUNTAIN	GA	30083	info@traffickdataservices.com	Disadvantaged Business Enterprise (DBE)

EXHIBIT A

CONFLICT OF INTEREST CERTIFICATION

I, Richard Fangmann, PE, PTOE, as the legal representative of Pond & Company, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that Pond & Company has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that Pond & Company has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal price, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that Pond & Company has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, Pond & Company shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, Pond & Company will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, Pond & Company shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or city project engineering consultant under contract with the city to provide Project Engineering Services on this project from Pond & Company as a corporate entity or employee of Pond & Company.

Name: Richard Fangmann, PE, PTOE



Title: Vice President & Principal-in-Charge

Date: 11.29.2021

EXHIBIT B

ACCEPTANCE FORM

Technical proposals are to be transmitted electronically to Dan Defnall; ddefnall@cityofclarkston.com; and Larry Kaiser at Kaiser@co-infra-services.com; by no later than 3:00 PM, November 29th, 2021. In the subject line of the email include the following - "SPLOST 09 - RFP – Professional Engineering Design Services for Mell Ave CSX Crossing Multi-Leg Intersection Safety and Operational Improvements". Technical proposals received after that date and time will be not be accepted nor evaluated. Fee proposals are not to be submitted at this time.

The process for selection of engineering firms will be Qualification-Based (QBS) – Brooks Act. Only technical proposals are to be submitted at this time. A Recommendation Committee will identify the short-listed firms. These firms may be required to attend an interview and present a schematic plan of their respective approach.

In compliance with this Request for Proposal dated October 25th, 2021, which includes all requirements, provisions and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP

Cited above and submit this signed technical proposal which includes this completed and signed page and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations if short-listed and identified to be the highest ranked firm.

NAME AND ADDRESS OF FIRM:

DATE: 11.29.2021

Pond & Company

By: *Richard Fangmann*
(signature)

3500 Parkway Lane, Suite 500

Richard Fangmann

Peachtree Corners, GA 30092

(print)

Title: Vice President

Phone: 678.336.7740

EIS # : 58-1639128

EXHIBIT C

E-VERIFY AFFIDAVITS

City of Clarkston, Georgia

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 contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], 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 subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Clarkston, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor 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 Clarkston at the time the subcontractor(s) is retained to provide the service.

Company ID Number: 1624450 Employer ID 831055420

EEV/ Basic Pilot Program* User Identification Number

BY: [Signature] Pond & Company
Authorized Officer or Agent COMPANY

01.08.21 (approval date)
Date

Yesenia Chavez, HR Manager

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE 21

29th DAY OF Nov 2021

Notary Public [Signature]

My Commission Expires:

7/29/21



*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration

City of Clarkston, Georgia

SUBCONTRACTOR (S) AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

192710

EEV/ Basic Pilot Program* User Identification Number

H. S. Kulkarni (Atlanta Consulting Engineers, Inc.)

Date 11/12/2021

BY: Authorized Officer or Agent

COMPANY

(Subcontractor Name)

Vice President

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

19 DAY OF Nov 2021

[Signature]

Notary Public

My Commission Expires:

Jan 15, 2024



*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

1573098

EEV/ Basic Pilot Program* User Identification Number

Angela Snyder - Practical Design Partners, LLC

11/20/2021

BY: Angela Snyder
Authorized Officer or Agent

COMPANY

(Subcontractor Name)

President

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

20th DAY OF November 2021

Notary Public

My Commission Expires: 12/13/24

Lauren Boden



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

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1166815

EEV/ Basic Pilot Program* User Identification Number

Michael Martin Michael Martin Platinum Geomatics, LLC

Date 11/19/21

BY: Authorized Officer or Agent

COMPANY

(Subcontractor Name)

President & Founding Partner

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

19th DAY OF November 2021

E. L. Holderfield
Notary Public

My Commission Expires:

October 27, 2022



*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

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105524 3/7/08

EEV/ Basic Pilot Program* User Identification Number

Teresa D. Epple, PE, PTOE Southeastern Engineering, Inc.

Date 11/18/21

BY: Authorized Officer or Agent COMPANY

(Subcontractor Name)

President

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

18 DAY OF Nov. 20 21

Notary Public

My Commission Expires:

2/10/2024

Wendy McGrath



*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

53292

EEV/ Basic Pilot Program* User Identification Number

Famin Thayer

S&ME, Inc.

Date September 10, 2007

BY: Authorized Officer or Agent

COMPANY

(Subcontractor Name)

HR Business Partner

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

18th DAY OF Nov 2021

Notary Public

My Commission Expires: 02/25/25

Marina Nys



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

526748
EEV/ Basic Pilot Program* User Identification Number

[Signature]

Date 11/23/21

BY: Authorized Officer or Agent COMPANY
(Subcontractor Name)

owner, Terraplanations

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

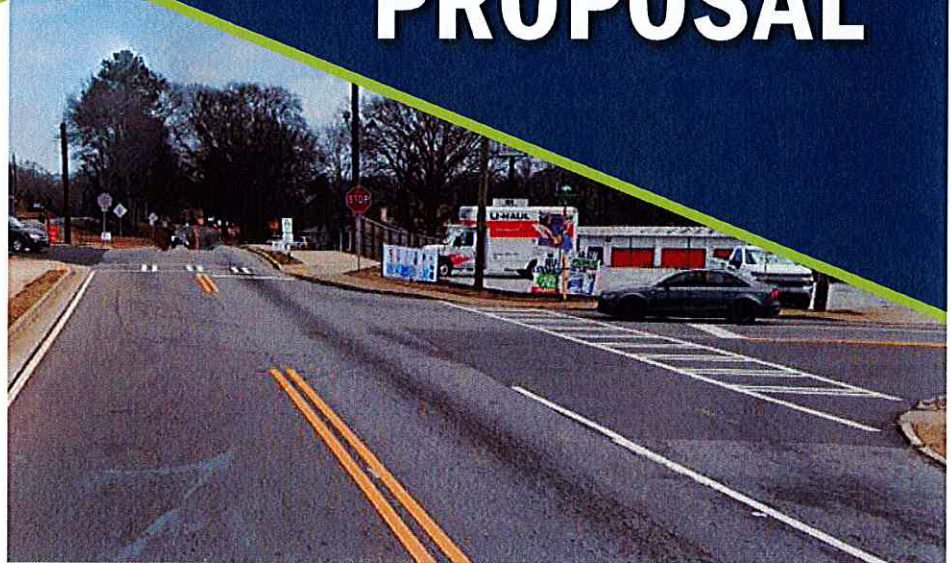
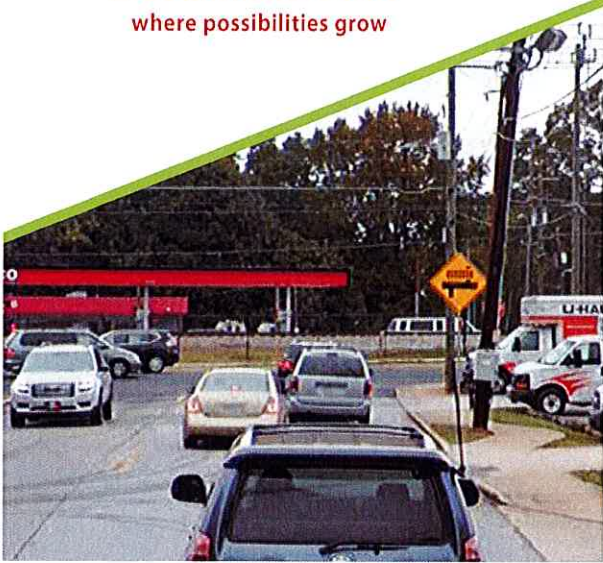
BEFORE ME ON THIS THE
23rd DAY OF November 2021

Notary Public

My Commission Expires:

9/24/2023

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)



SPLOST 09

Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements

PRIME FIRM: Volkert, Inc.

SUBCONSULTANTS: Accura Engineering and Consulting Services, Inc.;
Maldino and Wilburn Traffic Engineering Consultants;
Edward Pitman Environmental, Inc.

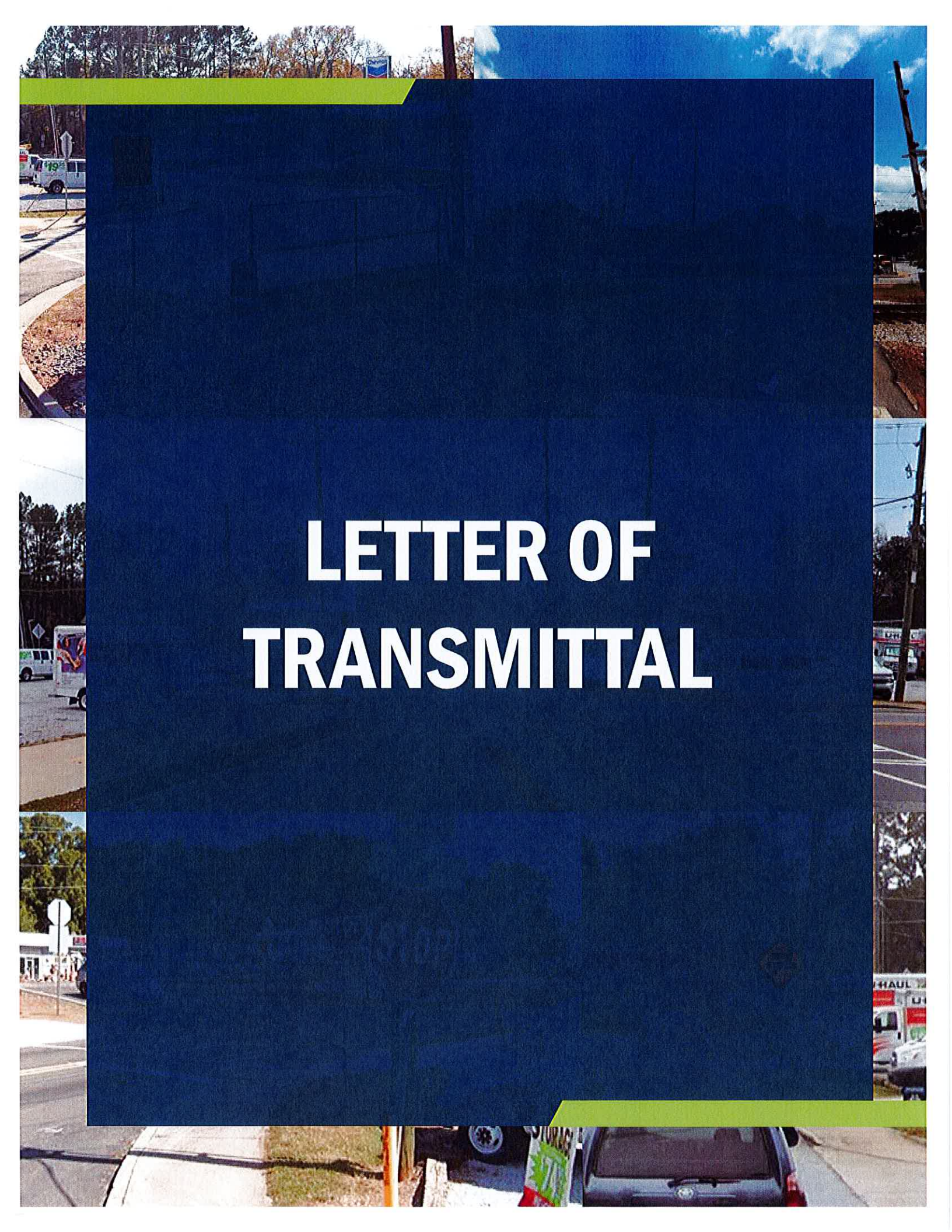
CONTACT: Bryan Lindsey, PE 678-904-8591 bryan.lindsey@volkert.com

DATE: November 29, 2021

VOLKERT

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LETTER OF TRANSMITTAL

November 29th, 2021

City of Clarkston
Attn: Dan Defnall, Procurement and Finance Director



Volkert, Inc.
1720 Peachtree Street
Suite 405
Atlanta, GA 30309
(P) 678.904.8591
www.volkert.com

**RE: SPLOST 09 - Professional Engineering
Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements**

Dear Mr. Defnall and Selection Committee Members:

Volkert, Inc. is pleased to submit our proposal for SPLOST 09 - Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements. We have visited the project site and have developed a good understanding of the Clarkston's needs and how the existing conditions will impact the proposed concept to make the project a reality by providing concepts and plans for the two intersections, the realignment of northern Avenue and their surrounding area. Volkert fully understands how to implement projects with SPLOST dollars and can assure you our team can deliver this project on time, on schedule and on budget. Volkert has built a reputation of not only providing quality products, but also of providing excellent, timely, and complete customer service. We are excited about making the project a reality. We believe this sets us apart from other transportation consultants, we encourage you to contact our references and verify our service capabilities and project success.

Responsible Contact/Office:

Bryan Lindsey, PE
Volkert, Inc.

1720 Peachtree Street
Suite 405
Atlanta, GA 30309

C: 470-214-9931
O: 678-904-8591 X 127
E: bryan.lindsey@volkert.com

A consultant firm is only as good as its staff resources, by selecting our team you engage not only the firm but the experience of our staff. **Volkert's Staff** has a proven track record, with a long history delivering beyond expectations, particularly on intersection projects such as this one. Our current workload gives us the ability to start immediately. We will be led by our **Project Manager, Bryan Lindsey, PE**, who has completed intersection SPLOST projects and understands the unique nature of these projects. Bryan is **immediately available to lead** the design of this unique intersection. Our senior team member, **Joe Burke, PE**, will be responsible for QA to confirm the entire QC process is carried out appropriately and to provide another direct conduit to the City to verify that the Volkert team is performing to exceed your expectations. **Patrick Miles, PE**, will serve as our Design Team Leader. Patrick comes to us from District 3 GDOT. His experience includes GDOT design, construction and maintenance allowing him to design your project for both construction and long-term maintenance. Bryan and Patrick work closely together on a daily basis.

Volkert will be responsible for design, environmental coordination (if needed), QA/QC and erosion control. Our subconsultant partners were selected for their diversity, experience with similar projects, and successful performance assisting us on previous projects. Additionally, they are strategic partners with Volkert where we often team together. We have included **Maldino & Wilburn** for traffic needs which are extremely important to this intersection. Bryan and Vern Wilburn have successfully partnered together in the past very successfully, an important element on intersection design projects. Vern has worked on several intersections throughout the Metro Atlanta area with signals in close proximity to rail. **Accura Engineering**, a certified DBE firm, will provide surveying and geotechnical services. Although, Volkert provides environmental services, we have chosen to bring on **Edwards Pitman** for their expertise on previous projects in the area. The depth, knowledge and availability of the Volkert team resources should provide the City of Clarkston with the confidence that schedules will be met, deliverables will be high quality and most importantly the plans will be "constructable."

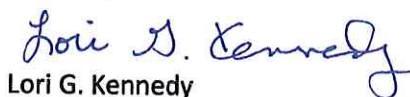
Volkert knows there are a number of qualified and talented teams interested in this project, offering similar capabilities, but we are confident Volkert is uniquely qualified to partner with the City of Clarkston because:

- ▼ **Volkert's PM**, Bryan Lindsey is Georgia native and has worked on many intersection projects similar to this one. We know each project is unique, however Bryan has faced and resolved the unique issues presented by these projects.
- ▼ **Design Experience**: Volkert has successfully completed many projects in the metro area and in urban environments across Georgia, including major widening and capacity projects; major and minor intersection improvements; school safety projects; drainage and culvert improvements; sidewalk and streetscape enhancements; streetscape/complete streets projects and bridge widening and replacement projects, as well as traffic studies, signal design, environmental approvals and permitting.
- ▼ **Intersection Experience**: Volkert's PM, Bryan Lindsey has completed numerous intersection improvement projects across Georgia along with multiple sidewalk and trail projects. We have encountered and overcome many challenges associated with these types of projects, including grade issues, tight right-of-way and easements, existing utilities, driveways, parking, landscaping, lighting, property owner coordination and concerns.
- ▼ **Railroad Coordination**: Volkert's PM and Team have worked on multiple projects where railroad coordination was necessary and are aware of the project delays that can occur. Our team understands that early coordination is paramount in getting projects completed on time and on budget.
- ▼ **Commitment**: The Volkert project team is COMMITTED to excellence and innovation through service and understanding of your needs. Our Team COMMITS to the "whatever it takes" mentality in delivering successful projects and strives to exceed your expectations in every phase of the project.

We are confident that the combination of our strong credentials and experience on this intersection and railroad coordination projects will be a great benefit to Clarkston's congestion issue at these intersections. We are excited and appreciate this opportunity to submit our qualifications and look forward to serving the City now and in the future.

We are excited about the opportunity to work with you. Please feel free to contact us anytime you have any questions or need additional information: Our PM's contact information: Bryan Lindsey at (470) 214-9931 (cell).

Sincerely Yours,



Lori G. Kennedy

Vice President, Marketing and Operations - Georgia

The background of the slide is a collage of various construction and road-related images. At the top, there's a blue sky with clouds. Below that, on the left, is a white utility truck with '199' on its side. In the center, there's a large dark blue rectangular area that serves as a backdrop for the title. To the right of this area, there's a vertical strip showing a road with a white truck and a utility pole. At the bottom, there's a green grassy area and a dark-colored car.

STATEMENT OF QUALIFICATIONS OF PROJECT TEAM



NAME, ADDRESS AND TELEPHONE NUMBERS (CELL AND OFFICE) OF THE LEAD FIRM'S OWNER (S) AND FULL INFORMATION ABOUT THE CORPORATE STRUCTURE OF THE SUBMITTING LEAD FIRM INCLUDING FINANCIALS AND/OR AUDIT OF THE FIRM'S FINANCIALS

Volkert, Inc. (Volkert) is a full-service engineering consulting firm that offers services in sustainable planning, design, value engineering, environmental, cultural resource management, public involvement, environmental site assessments (Phase I and II), constructability reviews, maintenance engineering and inspection, and construction engineering and inspection.

We strive to provide innovative solutions to real problems in the transportation world. Each discipline is led by a dynamic and highly experienced professional with excellent client relations, customer service, staff management, and technical skills in their areas of expertise. Our groups work closely together in a robust team environment. Our groups are quite comfortable working across disciplines to ensure that quality services and products are provided to each of our clients.

Volkert's staff has been involved in project implementation: planning, environmental, roadway design, and construction funding oversight. Volkert has experience in managing both programs and personnel and in guiding compliance with state and federal guidelines and regulations. Our staff has seasoned capabilities in the development and review of concept layouts and preliminary engineering reports, initial and final design plans, environmental documents, public involvement plans, value engineering, environmental permit applications, and construction documents for a wide variety of projects.

Volkert ranks among the top 100 engineering firms in the United States and #16 overall in the Southeast in the "2021 Top 500 Design Firms" published by Engineering News-Record. With a diverse and multidimensional team capable of providing a wide range of specialties, our key personnel will interpret and translate the City's goals and requested services to deploy the right expertise in the most efficient way. Our Team will work closely with City staff to establish ongoing and proactive communication and ensure successful delivery.

CORPORATE STRUCTURE/OWNERSHIP/CONTACT INFO:

- ▼ **Entity Name:** Volkert, Inc. (2009 - current)
- ▼ **Former Firm Names:** Dollut and Ewin (1925-1946); J.P. Ewin, Inc., (1946-1949); Ewin Engineering (1949-1963); David Volkert and Associates, Inc. (1963-1999); Volkert and Associates, Inc. (1999-2009)
- ▼ **Corporate Structure:** Volkert is a S Corporation, wholly-owned subsidiary of David Volkert and Associates, Inc., and is an employee-owned professional services firm serving state and federal agencies, local and municipal governments, and private industry.
- ▼ **Georgia Addresses:** 1720 Peachtree Street, Suite 405, Atlanta, GA 30309
101 Marietta Street, Suite 2210, Atlanta GA, 30303
- ▼ **Signing Authority:** Lori Kennedy, Vice President | office : 678-904-8591
cell : 404-915-7881 | e-mail: lori.kennedy@volkert.com
- ▼ **Primary Contact:** Bryan Lindsey, PE, GA Transportation Manager |
office: 678-904-8591 ext. 127; cell 470-214-9931 |
e-mail: bryan.lindsey@volkert.com



FIRM'S FINANCIAL INFORMATION:

Financial Stability Analysis over the last 5 years.

	2016	2017	2018	2019	2020	AVERAGE
Current Assets	41,767,068	50,497,887	55,445,097	57,875,287	58,497,089	52,816,486
Current Liabilities	27,348,600	26,464,822	27,419,922	31,336,185	28,972,215	28,308,349
Current Ratios	1.53	1.91	2.02	1.85	2.02	1.87

Below is a letter from Regions attesting to the financial stability of Volkert.



July 14, 2021

Volkert, Inc.
11 N. Water Street
Suite 18290
Mobile, Alabama 36602

To Whom It May Concern:

Volkert, Inc. and its associated companies have maintained a relationship with Regions Bank and its affiliates for over 50 years. Throughout the history of the relationship, Volkert has remained in good standing with the Bank, handling all obligations as agreed. Since 2010, Regions has granted Volkert an unsecured revolving line of credit with a current limit of \$3MM, which is annually renewable and matures on October 10, 2021. Volkert, with a net worth of over \$41MM, maintains numerous demand deposit accounts with Regions and is a valued customer of Regions Bank.

Should any question arise concerning this customer, please contact me at 251-690-1087.

Sincerely,

Chris Esfeller

Chris Esfeller (nt)
Vice President
Regions Bank
11 N. Water Street
P. O. Box 2527
Mobile, AL 36652
christopher.esfeller@regions.com

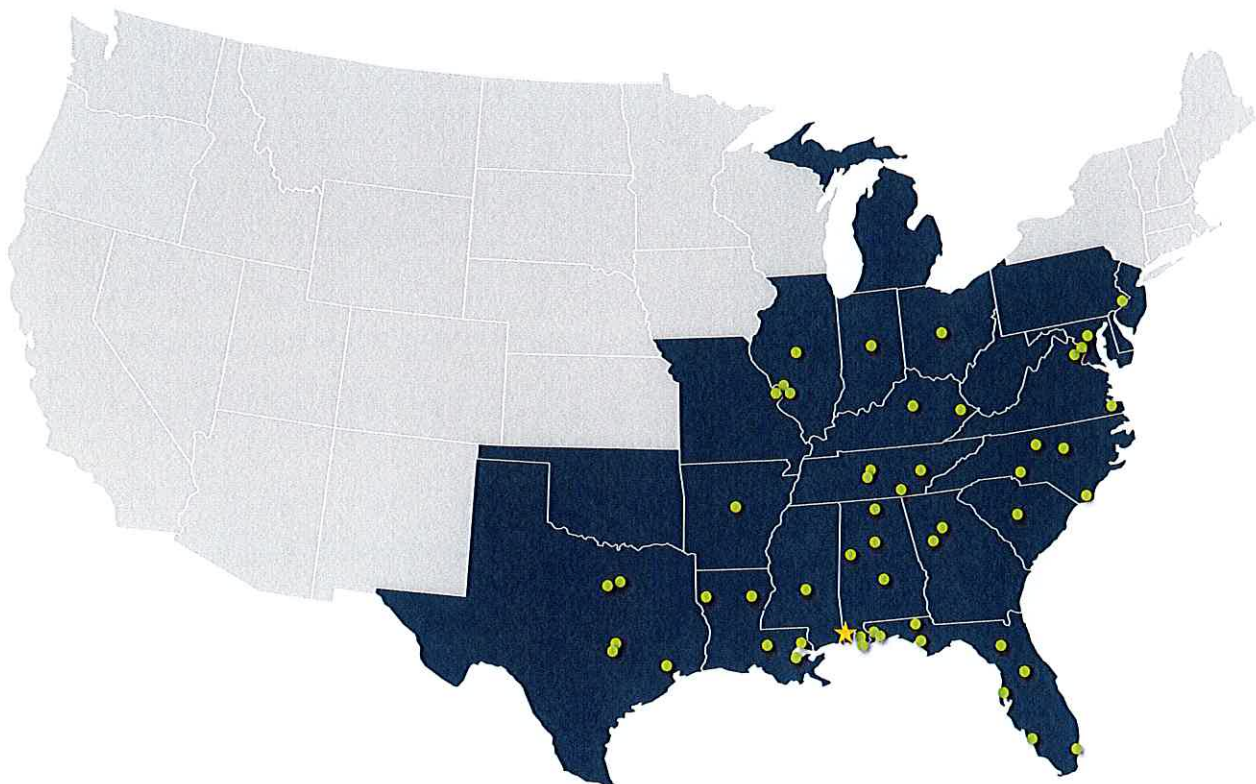
REGIONS BANK P.O. BOX 2527 MOBILE, ALABAMA 36652

B LOCATION OF THE FIRM'S PRIMARY PLACE OF BUSINESS FOR LEGAL PURPOSES AND ANY SUBSIDIARY OFFICES, YEARS OF BUSINESS AND TYPES OF SERVICES OFFERED

Volkert is active throughout the southeast with offices in 18 states and Washington D.C.

CORPORATE STRUCTURE/OWNERSHIP/CONTACT INFO:

- ▼ **Primary Place of Business :** 1720 Peachtree Street, Suite 405, Atlanta, GA 30309
- ▼ **Subsidiary offices:** 101 Marietta Street, Suite 2210, Atlanta GA, 30303
- ▼ **Years in Business:** 96
- ▼ **State of Residency:** Alabama
- ▼ **Services Offered:** Volkert offers a full range of planning, engineering, and construction services to both public and private clients across a broad spectrum of industries and geographies. We are committed to providing clients with creative solutions for a sustainable environment, including improvements to infrastructure, the environment, and natural resources. We strive to deliver the three principles of sustainability—environmental, social, and economic—in our work and in our business operations.





NAMES AND QUALIFICATIONS OF PERSONNEL



LORI KENNEDY is the Georgia Operations Manager of Volkert. She is responsible for all work completed by the company in the state. Kennedy's professional experience commenced with ten years' experience with the Federal Highway Administration (FHWA), a branch of the US Department of Transportation and oversight for all State DOTs. Subsequently, she worked seven years as a Regional Manager for Kissinger Campo & Associates, Corp. While with Kissinger Campo & Associates, she established and grew the firm's practice in Atlanta to \$10 million in annual revenues. Lori is the former Chair of ACEC Georgia's Transportation Forum and other Subcommittees.



BRYAN LINDSEY, PE has over two dozen years of transportation design experience, is Director of Design Services for Volkert. **Mr. Lindsey will serve as the PM on the project and will be the point-of-contact.** Working for large and small design firms in Georgia, he has broad experience, including design, design management, and project management. He has led Design-build efforts for Jackson County, Cherokee County, Cobb County, Henry County, Gwinnett County, Dawson County, Fulton County, and the Georgia and South Carolina DOTs. Lindsey is a member of the American Society of Civil Engineers (ASCE), the Institute of Transportation Engineers (ITE), and the American Society of Highway Engineers (ASHE). Mr. Lindsey is a Georgia Tech graduate, as well as a life-long Georgia Resident; he and his wife live in Sugar Hill. **GA PE # 029604**



JOE BURKE, PE has over 29 years of experience in designing and managing complex highway, environmental and geotechnical engineering project. He will be responsible for QA to confirm the entire QC process is carried out appropriately and to provide another direct conduit to the City to verify that the Volkert team is performing to exceed your expectations. **GA PE #029359**



PATRICK MILES, PE, Design Group Leader of Volkert, is also a Georgia native and Georgia Southern graduate. **He will be the design leader for this streetscape project.** Mr. Miles has over 8 years of experience in Transportation Engineering and Construction Project Management. In his 8 years he has provided engineering design for both state and local design projects. He has performed various design aspects of streetscape projects including horizontal and vertical layouts, cross sections, maintenance of traffic plans, drainage layout and design, utility coordination, signing and marking plans, right-of-way plans, erosion control design, public involvement, quality assurance and quality control, and constructability reviews. **GA PE # 046559**



TRAM WALKER, PE has over 8 years of experience in the development of civil and traffic design for infrastructure upgrades. He has worked for local municipalities, cities, and private developers to prepare construction plans for a variety of projects including roadway widenings, interchange modifications, bridge replacements and stormwater upgrades. He also produced feasibility studies on various projects showing the proposed geometry would comply to AASHTO standards and developed traffic models to show traffic movement through a corridor. **GA PE # 046374**



TANNER SCHROEDER, EI, Design Engineer of Volkert is an Auburn graduate. Mr. Schroeder has 4 years of experience in Transportation Engineering all with Volkert. In his 4 years he has provided engineering design for both state and local design projects. He has performed various design aspects of streetscape projects including horizontal and vertical layouts, cross sections, maintenance of traffic plans, drainage layout and design, utility coordination, signing and marking plans, right-of-way plans, erosion control design, public involvement, quality assurance and quality control, and constructability reviews.



CLYDE SANDERS has four years of experience in designing development in accordance with the current edition of GDOT plan development processes. His experience also includes evaluating seepage and providing regular visual inspection/monitoring of installed devices. His roles and responsibilities at Volkert include designing concept, preliminary design, and final design plan sets, and providing regular visual inspection and monitoring of installed devices of piezometers and inclinometers.



BARRY FAGAN, PE, ENV SP, CPMSM, CPESC, CESSWI has over 30 years of experience, is recognized across the nation for his innovative approaches to managing stormwater and protecting water quality. His trademark is his ability to produce and communicate solutions that effectively achieve regulatory compliance while at the same time providing economic, social, and environmental value. He is recognized for his innovative approaches to managing stormwater and protecting water quality. His areas of expertise include post-construction and construction stormwater management; general environmental protection and regulatory compliance; and program and contract administration. **GA PE # 041835**



ANKITA PATEL, PE has over 16 years of experience which includes membrane treatment processes, chemical storage and feed system design and automation, facility start up, utility acquisition evaluations, hydraulic analysis, construction management, project & client management, facility inspections & evaluations, present worth analysis, water distribution system & sewer collection system modeling and detail design, groundwater modeling, permitting, and conducting feasibility studies. **GA PE # 041350**



KEN POWERS, PE has over 24 years of experience which includes roadway lighting systems, interior and exterior lighting systems, airport lighting improvements, emergency generator systems, pump stations, power system design, power and lighting renovations, lighting calculations, utility company coordination, scope and fee proposals, and submittal reviews. **GA PE # 034031**



JASON GOFFINET, REPA has over 25 years of experience preparing NEPA documentation for transportation projects in seven states including Georgia. His Georgia NEPA experience includes preparing Environmental Assessments (EA), Categorical Exclusions (CE), Programmatic CEs and NEPA Re-Evaluations. He has also conducted public meetings/hearings and has prepared technical studies for Environmental Justice, Section 4(f)/6(f)/106 resources, protected species, farmland, wetlands, hazardous materials, noise and air impacts. **REPA # 6309**



AMBER RAY, MHP is a senior cultural resources specialist with over five years of experience in historic preservation and environmental compliance. Her experience encompasses cultural resource survey, resource identification, evaluation, historic research, analysis and documentation at the Federal, state and local level. has served as an Environmental Protection Specialist/Historic Preservation Specialist and conducted 37 cultural resource surveys in Georgia, Ohio and Minnesota which included evaluating historic resources, assessing eligibility for listing in the National Register of Historic Places, mitigating adverse effects from project impacts to historic properties and consulting with State Historic Preservation Offices.



JOHN PALM, AICP is the Georgia Design and Environmental Operations Manager and has 40 years of experience in land use and transportation planning. Before joining Volkert, he was a consultant for WSP/Parsons Brinckerhoff (7 years), for RS&H (8 years), and Gresham Smith and Partners (6 years). Before becoming a consultant, Palm held planning and transportation positions with Salina, Kansas, Longview, Texas, and the Nashville Metropolitan Planning Organization (MPO). Mr. Palm will be involved with QA/QC and will review the project in all stages. **AICP # 6363**



RON PATE, PLS, EIT is a registered land surveyor and engineer-in-training with 30 years of combined engineering and surveying experience. He is experienced in all types of surveying and subsurface utility engineering (SUE) work. He leads Accura's on-call contracts with the Atlanta BeltLine, Inc. and DeKalb County. He has four years of engineering experience with the Georgia Department of Transportation (GDOT) and 26 years of surveying experience primarily focused on GDOT projects, from long transportation route/location surveys to shorter surveys for enhancement/streetscape projects. **GA PLS #002807; GA EIT 017737#; GA Level II Design Professional**



VERN WILBURN, PE has over 40 years of experience in signal installation practices and design standards, Vern Wilburn is a recognized expert in traffic signal design. He previously worked as the County Traffic Signal Engineer in Cobb County, GA. He also founded Wilburn Engineering (no longer affiliated) where he established a signal installation division. Vern authored the GDOT Traffic Signal Design Guide. He has prepared traffic signal plans for over 1,000 intersections and plans for Traffic Control Centers in both Columbus, Georgia and Paulding County, Georgia using the GDOT PDP. **GA PE # 16546**



JOSH EARTHART serves as a Senior NEPA Analyst and Environmental Project Manager for Edward-Pitman. He has seventeen years' experience with a broad spectrum of transportation-related projects including roadway improvements and widening, bridge replacements, safety projects, sidewalk, multi-use trail, and streetscape improvements. Mr. Earhart has worked closely with the Federal Highway Administration (FHWA) Georgia Department of Transportation (GDOT), National Park Service, and numerous Georgia County DOT and local municipalities. In his role as Senior NEPA Analyst he plays a critical role in assessing impacts to environmental resources, and working closely with design engineers to avoid, minimize, and mitigate impacts in accordance with a wide variety of local, state, and federal regulations. As Environmental Project Manager, Mr. Earhart's years of technical and management experience are valuable assets to maintain and meet a projects scope and schedule, while remaining within approved budgets. Mr. Earhart's familiarity with client needs, GDOT requirements, and supervision of Edwards-Pitman's environmental staff have been crucial elements for the successful completion of numerous transportation projects and establishment of the firm's reputation as a leader in providing NEPA related services.

ORGANIZATIONAL CHART



PRINCIPAL-IN-CHARGE

Lori Kennedy
Volkert

PROJECT MANAGER

Bryan Lindsey, PE
Volkert

QA/QC MANAGERS

Joe Burke, PE
Volkert

**ROADWAY
(3.01, 3.02, 3.03, 3.12, 3.13)**

Patrick Miles, PE
Tram Walker, PE
Tanner Schroeder, EI
Clyde Sanders
Volkert

Erosion Control
(9.01)

Bryan Lindsey, PE
Patrick Miles, PE
Barry Fagan, PE, ENV SP,
CPMSM, CPESC, CESSWI
Volkert

SURVEY (5.01, 5.02, 5.08)

Ron Pate, PLS, EIT
Accura Engineering

UTILITY COORDINATION (3.10)

Ankita Patel, PE
Volkert

ELECTRICAL/LIGHTING (3.15)

Ken Powers, PE
Volkert

GEOTECHNICAL (6.03)

Ron Pate, PLS, EIT
Accura Engineering

**TRAFFIC ENGINEERING
(1.10, 3.06, 3.07, 3.09,)**

Vern Wilburn, PE
Maldino & Wilburn

ENVIRONMENTAL (1.06 A-F, 1.09)

Jason Goffinet, REPA
Amber Ray, MHP
Volkert

Josh Earhart
*Edwards-Pitman
Environmental*

RAILROAD COORDINATION

Bryan Lindsey, PE
Tanner Schroedder, EI
Volkert

Vern Wilburn, PE
Maldino & Wilburn

PUBLIC INVOLVEMENT

John Palm, AICP
Volkert



RELEVANT PROJECTS DONE FOR CITY/COUNTY ENTITIES OR STATE/FEDERAL AGENCIES IN THE STATE OF GEORGIA IN THE PAST FIVE (5) YEARS

SR 372 WIDENING AND TWO INTERSECTION IMPROVEMENTS, GDOT (PI# 0007313)

CITY OF MILTON PUBLIC WORKS

MILTON, GA

The project involved the reconstruction, widening and new location of 1 mile of SR 120 and SR 362 in and around the new downtown area of the City of Milton. This project involves improving the existing intersection of SR 372 (Crabapple Road)/Mayfield Road at SR 372 (Birmingham Highway)/Broadwell Road by adding left turn lanes on SR 372 (Crabapple Road/Birmingham Highway) and Broadwell Road; improving the existing intersection of SR 372 (Birmingham Highway) at McFarlin Lane with a single lane roundabout; improving the existing intersection of SR 372 (Crabapple Road) at Crabapple Chase Drive with a single lane roundabout; and improving the typical section and alignment of the existing local roads McFarlin Lane/Parkstead Lane/Branyan Trail from the existing intersection of McFarlin Lane with SR 372 (Birmingham Highway) to the end of existing Branyan Trail and extending the Branyan Trail approximately 500 feet, of new location roadway, to intersect with SR 372 (Crabapple Road) at Crabapple Chase Drive. Project included vertical and horizontal alignment improvements, the addition of turn lanes, roundabout designs on both ends of the project, curb and gutter, sidewalks, and improved drainage systems. Tasks included concept development, public involvement, database, hydrology studies and hydraulic design, and preliminary and final ROW and construction plans. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

BIRMINGHAM HWY AND CR 27/PROVIDENCE RD/NEW PROVIDENCE RD,

GDOT (PI# 0005448) CITY OF MILTON PUBLIC WORKS

MILTON, GA

The project involved the reconstruction of the existing intersection of SR372/Birmingham Hwy and CR 27/Providence Rd/ New Providence Rd is a non-signalized 4-way roundabout with an approximate skew angle of 25 degrees. Both SR 372 and CR 27 are two-lane roads. In the southeast quadrant of the intersection there is a minor residential development. The intersection is located in North Fulton County in the City of Milton just north of the community of Crabapple. The project consists of realigning the intersection of SR 372 and CR 27 approximately 300' to the north of the existing intersection. The realignment is such that the intersecting skew angle with SR 372 is 80 degrees, which will improve the vertical sight distance along SR 372. The existing non-signalized 4-way intersection will be replaced with a roundabout with right turn bypass lanes on SR 372. The project length is 0.40 miles along SR 372 and 0.45 miles along CR 27. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

BUTNER ROAD @ STONEWALL TELL ROAD INTERSECTION IMPROVEMENTS

FULTON COUNTY DOT

FULTON COUNTY, GA

These roundabouts were located less than 400 ft apart and connected with a raised median. Heavy public involvement was needed for concept approval with an extremely active community. He provided access management, signalization, turning lanes, realignment of approaches, pedestrian facilities, ADA requirements, lighting, curb and gutter, shoulders, and drainage improvement. Butner Road crosses Stonewall Tell Road at a severe skew and the two Butner approaches do not cross Stonewall Tell Road at similar angles. Approach lanes are approximately 12 feet wide with rural shoulders. The GDOT Plan Development Process (PDP) is being used for the project management and in the preparation of all plans. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

KING SPRINGS ROAD @ COOPER LAKE ROAD, COBB COUNTY DOT
COBB COUNTY, GA

The proposed project included the placement of a roundabout at the intersection of Cooper Lake Road and King Springs Road. The challenge was to provide a roundabout that would provide efficient traffic flow with minimal impacts on the surrounding community. Additionally, the horizontal alignment of Cooper Lake Road has a non AASHTO standard curve for the current speed design. The Northbound approach on King Springs Road would remain offset to the left of the center of roundabout to keep cost associated with this project within budget. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

**US 1 BRIDGE REPLACEMENT OVER CSX RAILROAD,
SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION**
RICHLAND COUNTY, SC

This SCDOT project called for the design of the replacement for the structure for the existing US 1 (Two Notch Road) bridge over CSX Railroad in Richland County, South Carolina. In addition to the bridge the intersection of US 1 and Fontaine Road was modified to accommodate the horizontal and vertical realignment. US 1 is a major utility corridor in the area requiring extensive coordination of both public and private utilities. In addition to the bridge the intersection of US 1 and Fontaine Road will be modified to accommodate the horizontal and vertical realignment. US 1 is a major utility corridor in the area requiring extensive coordination of both public and private utilities. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, signal plans, bridge plans, ROW plans, erosion control plans, staging plans and final construction plans.

EAST-WEST CONNECTOR INTERSECTION IMPROVEMENTS
COBB COUNTY DOT
COBB COUNTY, GA

This project included the addition of a northbound free flow right turn lane off Fontaine Road at the intersection with the East West Connector. The challenge of the project was to design the free flow lane despite topographic difficulties on the south side of the East West Connector and to ensure safe and efficient operation of the traffic signal. The free flow right turn lane required the relocation of a significant amount of guardrail along the south side of the East West Connector. The existing guardrail was relocated based on the new lane configuration. The installation of the free flow lane also required a Traffic Signal Modification as the mast arm and pedestrian facilities were relocated outside of the improved intersection. The project included concept development and layout, field surveys, preliminary construction plans, signing and marking plans, signal plans, ROW plans, erosion control plans, staging plans and final construction plans.

HILL ROAD AND HIRAM-LITHIA SPRINGS ROAD INTERSECTION IMPROVEMENTS
COBB COUNTY DOT
COBB COUNTY, GA

Roadway widening performed along Hill and Hiram-Lithia Springs Road; Multiple drainage improvements were added along with left-turn lanes and deceleration lanes. The project included concept development and layout, field surveys, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

SR 20 AT COWAN ROAD/SR 20 AT OGLESBY BRIDGE ROAD
ROCKDALE COUNTY DOT
ROCKDALE COUNTY, GA

The project consisted of widening and improving two intersections along SR 20. All intersections were improved by adding left turn lanes and right deceleration lanes. Cowan Road was relocated to align with Christian Circle, to create a four-legged intersection with a traffic signal which allowed for safe pedestrian crossings. Curb and Gutter and sidewalk were constructed on SR 20 and Oglesby Bridge Road. A longitudinal drainage system was also designed to control surface water runoff at the site. The project included layout, field surveys, preliminary construction plans, signing and marking plans, signal plans, ROW plans, erosion control plans, staging plans and final construction plans.

STATE ROUTE 120 AT JONES BRIDGE ROAD SAFETY IMPROVEMENT PROJECT
GEORGIA DEPARTMENT OF TRANSPORTATION (GDOT)
FULTON COUNTY, GA

Designed to relocate major intersection of Jones Bridge @ SR 120. The project required approximately 3.9 miles of reconstruction of the approaches and other reliever roads. The intersection was shifted 100' and lowered +/- 10' to improve the operation of the intersection. The project has dual lefts in all directions and medians in all directions. The project required coordination with GDOT and FHWA to obtain permits and environmental clearance. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, signal plans, ROW plans, erosion control plans, staging plans and final construction plans.

FLAKES MILL ROAD @ CATULPA ROAD WIDENING & PEDESTRIAN BIKE LANE
IMPROVEMENT, PRIVATE DEVELOPER
DEKALB COUNTY, GA

Widening roadway along Flakes Mill Road, added bike lanes, sidewalks, curb and gutter; design services included hydrology study, construction plans, and utility plans. The project included concept development and layout, field surveys, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

BULLSBORO DRIVE (SR 34) @ EASTGATE SHOPPING CENTER & TORERO TRAIL
INTERSECTION IMPROVEMENT - PRIVATE DEVELOPER
NEWNAN, GA

Added fourth leg to the intersection of SR 34 & Eastgate Shopping Center Drive. Surveyed, improved hydrology, added deceleration lanes for existing intersection and added new leg at intersection. Design services included hydrology study, construction plans, and utility plans. The project included concept development and layout, field surveys, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

JONES ROAD @ BERKSHIRE PLACE WIDENING & INTERSECTION IMPROVEMENT
FULTON, GA

Left-turn lane analysis, surveying and roadway widening performed along Jones Road with multiple drainage improvements, inter-parcel roadway connection design and sidewalks. Design services which included hydrology study, construction plans, and utility plans. The project included concept development and layout, field surveys, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

KILLIAN HILL ROAD @ US 78 INTERSECTION IMPROVEMENT, GWINNETT COUNTY DOT
GWINNETT COUNTY, GA

The project included major intersection and safety improvements in Gwinnett County. The project required 3-4 additional lanes at the intersection and extends 1200-ft each direction. Public Information Meetings were held to gain public support. Coordination with GDOT has been required throughout the project because of US 78. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, signal plans, ROW plans, erosion control plans, staging plans and final construction plans.

SOUTH SHADES CREST ROAD OVER CSX RAILROAD
HOOVER, AL

Due to growth in the area capacity issues and pedestrian upgrades are warranted along this corridor during a traffic study, conducted by Volkert. Nearby businesses, residential areas, and schools resident in this major thoroughfare so the project was designed for a future expansion to 5 lanes when the funds are available. The project consists of widening South Shades Crest Road from 2 Lanes to 3 Lanes, adding a multi-use trail, and a bridge replacement across the CSX Railroad. This project was a result of a traffic study conducted by Volkert to alleviate congestion in the Hoover area. Following the traffic study, a plan set was created that consisted of roadway, signalization upgrades, drainage, striping and bridge replacement improvements. Volkert oversaw the geotechnical Sub (Bhate) and coordinated with CSX railroad as well as performed the survey.

SANGANI BOULEVARD INTERCHANGE IMPROVEMENTS OVER I-110 FOR MDOT
D'IBERVILLE, MS

The Sangani Boulevard Interchange over I-110 in Harrison County, Mississippi project consists of developing Phase A & B plans for a new interchange at the intersection of Sangani Boulevard and I-110 in D'Iberville, Mississippi. Volkert provided the preliminary ROW plans to MDOT in February 2009 for the Sangani Boulevard interchange project. The designs and information gathered in the development of the preliminary ROW plans were used to assist in the preparation of the Phase B construction plans, with a 90% roadway design and 60% bridge design submittal in August 2010. Volkert's knowledge of the traffic patterns, drainage system, ROW requirements, bridge requirements and physical constraints will add to our construction plan development effort.

**REPLACEMENT OF THE MICHIGAN AVENUE BRIDGE OVER THE CSX RAILROAD AT
BROOKLEY FIELD FOR THE CITY OF MOBILE***MOBILE, AL*

The Michigan Avenue Bridge over CSX Railroad is the main north-to-south entranceway into the Mobile Airport Authority industrial complex at Brookley Field. The substructure is skewed 60 degrees to the two parallel railroad tracks and the abutments are the spill-through type. The roadway crossing does not meet the current horizontal and vertical clearance requirements of the railroad. The bridge is structurally deficient and has a posted weight limit which allows only light duty trucks to cross. Volkert was responsible for the roadway and bridge design, survey, and the completion of environmental studies associated with the replacement of the existing concrete bridge. Roadway design services included the modification of approaches to the I-10 ramps along the bridge. The substructure and superstructure was designed in accordance with the Alabama Department of Transportation (ALDOT) and CSX design procedures. The new bridge consists of five lanes with pedestrian sidewalk, on 2 77' 6" spans AASHTO Type I modified girders, vertical abutments, and a center pier on drilled shafts.

**CR 20 WIDENING TO FIVE LANES FROM HIGHWAY 59 TO THE FOLEY BEACH EXPRESS FOR
THE CITY OF FOLEY***FOLEY, AL*

Increased residential development in the southeast area of Foley and Mifflin along with an increase in the number of businesses locating along Highway 59 and the Foley Beach Express created the need to widen County Road 20 to five lanes from Highway 59 to the Foley Beach Express. Since portions of the right-of-way were owned by the City of Foley and portions by Baldwin County, an agreement was reached to jointly fund the widening project with the City of Foley administering the contract. The project is being designed and constructed in 2 phases with the breakpoint being at the Juniper Street and County Road 20 intersection. Volkert performed preliminary and final engineering design to develop the roadway and signal construction plans for widening County Road 20 from 2 lanes to 5 lanes from Alabama Highway 59 east to the Foley Beach Express, a distance of approximately 1.75 miles. Services included roadway design, signalization, erosion control plans, right-of-way property appraisals, utility relocation coordination, survey, drainage plans, obtaining ALDOT and County permits, and construction observation services.

**DESIGN OF A VEHICULAR/PEDESTRIAN BRIDGE OVER SHUTTLESWORTH DRIVE BRIDGE
IN BIRMINGHAM ALABAMA FOR ALDOT***BIRMINGHAM, AL*

This project was part of Volkert's open end services for the ALDOT 3rd Division and consists of a vehicular/pedestrian bridge on Shuttlesworth Drive from 29th Avenue to North of 32nd Avenue north. The project is designed to give some relief to residents that are often delayed due to railroad tracks and trains within the area serving nearby industries. The design calls for a dual purpose bridge over Shuttlesworth Drive from 29th Avenue north to 32nd Avenue north/CSX railroad facilities. Volkert was responsible for development of construction plans and participation in public involvement efforts. The project involved coordination with the railroads and local industries to avoid delays.

**SIGNAL SYSTEM IMPROVEMENTS FOR AIRPORT BOULEVARD/SCHILLINGER ROAD FOR
THE MOBILE COUNTY COMMISSION***MOBILE, AL*

The project consisted of signal system modification requirements, development of initial timing plans, preparation of construction plans and specifications, as well as cost estimates for the improvements. Initial Signal timing calculations were conducted using traffic count information from the County. Construction plans consisted of traffic control details in accordance with Part VI of the Manual on Uniform Traffic Control Devices (MUTCD). All plans and specifications were in accordance with the Alabama Department of Transportation (ALDOT) specifications for highway construction. Volkert transportation engineers conducted a system analysis for the existing signals and developed recommendations for system improvements. Volkert was responsible for the development of signal timing plans for morning, afternoon, and noon weekday periods as well as off peak times on the weekends. Volkert also provided recommendations for new signal equipment as required as well as recommendations on communication between the new system and the county offices. Recommendations included the removal of signals on Airport adjacent to Schillinger Road; incorporation of dual leading lefts at the Schillinger Road Airport intersection; and the installation of Econolite equipment.

PRIDE DRIVE EXTENSION, AN ATRIP PROJECT FOR THE CITY OF FOLEY*FOLEY, AL*

This is a multi-road improvement project consisting of roadway extensions/widenings, new construction and roundabout intersections. The purpose of the project, funded through ATRIP, is to provide additional connectivity between State Highway 59 and the Foley Beach Express. Volkert services included conducting a feasibility study, developing roadway design plans, conducting survey/right-of-way development and deed descriptions, drainage improvements, signal warrants and signal design, utility coordination, environmental permitting and wetland delineations, coordination with a development in design, ALDOT, city and other agency coordination. Volkert services included drainage improvements; environmental permitting and wetland delineations; utility coordination; design development coordination; and ALDOT, city and other agency coordination. Volkert also provided preliminary and final design, NEPA documentation, traffic studies, public involvement, grant writing, and construction administration. Volkert's environmental services included conducting a wetland delineation, preparing an EA document, early T&E coordination with the USFWS, and cultural resources. Volkert's environmental scientist also assisted with the National Pollutant Discharge Elimination system (NPDES) stormwater permit application including the development of a Best Management Practices (BMP) plan. The NPDES requirements included performing stormwater inspections once a month and within 48-hours of a rain event.

AREA WIDE TRAFFIC SIGNAL COORDINATION IN FOR THE CITY OF PENSACOLA*PENSACOLA, FL*

The project included traffic signal evaluations and retiming services on selected signals in Escambia & Santa Rosa Counties. Retiming services involved varying levels of analyses ranging from inspecting intersections to developing coordinated signal timings for multiple signals. Service levels were assigned for each intersection. This project was completed over five years and included 355 intersections that required signal re-timing in both Escambia and Santa Rosa County, Florida. The project included conducting traffic counts, delay studies, travel time studies, pedestrian signal timing at cross walks, and both weekend and weekday timing adjustments.

E

PROJECT MANAGER QUALIFICATIONS

**BRYAN LINDSEY, PE**

Senior Transportation Engineer/Project Manager

EDUCATION:

- ▼ BS, Civil Engineering, Georgia Institute of Technology, 1996

REGISTRATIONS/ CERTIFICATIONS:

- ▼ GA PE #29604
- ▼ FL PE #89869
- ▼ AL PE #39665
- ▼ SC PE #38257
- ▼ TN PE #124472
- ▼ Georgia Soil and Water Conservation Commission, GSWCC Level II #3012

PROFESSIONAL AFFILIATIONS:

- ▼ American Society of Highway Engineers (ASHE)
- ▼ Institute of Transportation Engineers (ITE)
- ▼ American Society of Civil Engineers (ASCE)

TIME OF EMPLOYMENT:

- ▼ 24 years total
- ▼ 1 year with Volkert

Mr. Lindsey has over 24 years of experience in Transportation Engineering and Project Management providing engineering design for both state and local highway design projects. He has performed various design aspects of roadway projects including horizontal and vertical layouts, cross sections, maintenance of traffic plans, drainage layout and design, retaining wall envelopes, utility coordination, signing and marking plans, right-of-way plans, erosion control design, public involvement, and quality assurance and quality control. Mr. Lindsey has designed and produced engineering drawings, reports and quantity estimates for various types of roadway projects. His design experience includes urban and rural roadways, new location, road widening, intersection improvements, roundabouts, interchanges, and safety projects. He led multi-discipline teams in successful supports for design/build contracts for key clients throughout the State of Georgia such as Cobb County, the Georgia Department of Transportation, Gwinnett County, Henry County, Dawson County, City of Marietta, City of Fairburn, Fulton County, City of Athens, as well as the South Carolina Department of Transportation and many others. His responsibilities have included overseeing roadway design projects involving planning and project scheduling, project billing, cost proposal, traffic control and quantities, minor drainage design, geometric design, erosion control, construction plans, right-of-way plans, signage and marking plans, and signalization plans

PROJECT EXPERIENCE:

Intersection of Jonesboro Road and Mill Road, Henry County, Georgia- Project Manager - Mr. Lindsey was responsible for the design of widening Mill Road in McDonough, Georgia which included the redesign of Jonesboro Road and Mill Road intersection. The design included sidewalks, retaining walls, UST investigation report. The limit of design will be from 155 Mill Road to Jonesboro Road approximately 0.40 mile. The project included concept development and layout, cost estimates, field surveys, environmental documentation, preliminary construction plans, drainage plans, signing and marking plans, signal plans, ROW plans, erosion control plans, and final construction plans

State Route 15/US 129 Widening (from Athens Highway to Lebanon Church Road), Georgia Department of Transportation, Jackson County, Georgia – Lead Project Engineer – Major CSX coordination - Mr. Lindsey was responsible for design work consisted of widening and reconstruction of 7.5 miles of an existing two-lane facility. The project required coordination with the railroad that runs along the entire length of the project. There were also changes in the typical section to avoid a school and cemetery. Detailed erosion control plans were developed for each of the three stages of this project based on the "Manual for Erosion Control in Georgia" and the current NPDES Guidelines. A comprehensive monitoring program was also developed in accordance to the Georgia Water Quality Control Act. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, signal plans, bridge plans, ROW plans, erosion control plans, staging plans and final construction plans.

Skelton Road @ SR124 – Jackson County, Georgia- Project Manager - This project included the addition of a southbound right turn lane off Skelton Road at the intersection with the SR 124. The project also added turn lanes in each direction on SR 124. The project included concept development and layout, field surveys, preliminary construction plans, signing and marking plans, signal plans, ROW plans, erosion control plans, staging plans and final construction plans.

BRYAN LINDSEY, PE

Senior Transportation Engineer/Project Manager

East-West Connector Intersection Improvements, Cobb County DOT, Cobb County, Georgia - Project Manager - This project included the addition of a northbound free flow right turn lane off Fontaine Road at the intersection with the East West Connector. The challenge of the project was to design the free flow lane despite topographic difficulties on the south side of the East West Connector and to ensure safe and efficient operation of the traffic signal. The free flow right turn lane required the relocation of a significant amount of guardrail along the south side of the East West Connector. The existing guardrail was relocated based on the new lane configuration. The installation of the free flow lane also required a Traffic Signal Modification as the mast arm and pedestrian facilities were relocated outside of the improved intersection. The project included concept development and layout, field surveys, preliminary construction plans, signing and marking plans, signal plans, ROW plans, erosion control plans, staging plans and final construction plans.

State Route 120 at Jones Bridge Road Safety Improvement Project, Georgia Department of Transportation, Fulton County, Georgia – Lead Project Engineer - Designed to relocate major intersection of Jones Bridge @ SR 120. The project required approximately 3.9 miles of reconstruction of the approaches and other reliever roads. The intersection was shifted 100' and lowered +/- 10' to improve the operation of the intersection. The project has dual lefts in all directions and medians in all directions. The project required coordination with GDOT and FHWA to obtain permits and environmental clearance. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, signal plans, ROW plans, erosion control plans, staging plans and final construction plans.

SR 372 Widening and Two Intersection Improvements, GDOT (PI# 0007313), City of Milton Public Works, Milton, Georgia – Project Manager - The project involved the reconstruction, widening and new location of 1 mile of SR 120 and SR 362 in and around the new downtown area of the City of Milton. This project involves improving the existing intersection of SR 372 (Crabapple Road)/Mayfield Road at SR 372 (Birmingham Highway)/Broadwell Road by adding left turn lanes on SR 372 (Crabapple Road/Birmingham Highway) and Broadwell Road; improving the existing intersection of SR 372 (Birmingham Highway) at McFarlin Lane with a single lane roundabout; improving the existing intersection of SR 372 (Crabapple Road) at Crabapple Chase Drive with a single lane roundabout; and improving the typical section and alignment of the existing local roads McFarlin Lane/Parkstead Lane/Branyan Trail from the existing intersection of McFarlin Lane with SR 372 (Birmingham Highway) to the end of existing Branyan Trail and extending the Branyan Trail approximately 500 feet, of new location roadway, to intersect with SR 372 (Crabapple Road) at Crabapple Chase Drive.

Birmingham Hwy and CR 27/Providence Rd/New Providence Rd Roundabout Improvements, GDOT (PI# 0005448), City of Milton Public Works, Milton, Georgia – Project Manager/Lead Engineer - The project involved the reconstruction of the existing intersection of SR372/Birmingham Hwy and CR 27/Providence Rd/New Providence Rd is a non-signalized 4-way roundabout with an approximate skew angle of 25 degrees. Both SR 372 and CR 27 are two-lane roads. In the southeast quadrant of the intersection there is a minor residential development. The intersection is located in North Fulton County in the City of Milton just north of the community of Crabapple. The project consists of realigning the intersection of SR 372 and CR 27 approximately 300' to the north of the existing intersection. The realignment is such that the intersecting skew angle with SR 372 is 80 degrees, which will improve the vertical sight distance along SR 372. The existing non-signalized 4-way intersection will be replaced with a roundabout with right turn bypass lanes on SR 372. The project length is 0.40 miles along SR 372 and 0.45 miles along CR 27.

Butner Road @ Stonewall Tell Road Intersection Improvements (Dual Roundabouts), Fulton County DOT, Fulton County, Ga – Project Manager - Mr. Lindsey service as project manager for this innovative dual roundabout intersection improvement. These roundabouts were located less than 400 ft apart and connected with a raised median. Heavy public involvement was needed for concept approval with an extremely active community. He provided access management, signalization, turning lanes, realignment of approaches, pedestrian facilities, ADA requirements, lighting, curb and gutter, shoulders, and drainage improvement. Butner Road crosses Stonewall Tell Road at a severe skew and the two Butner approaches do not cross Stonewall Tell Road at similar angles. Approach lanes are approximately 12 feet wide with rural shoulders. The GDOT Plan Development Process (PDP) is being used for the project management and in the preparation of all plans. The project included concept development and layout, field surveys, environmental documentation, preliminary construction plans, signing and marking plans, ROW plans, erosion control plans, staging plans and final construction plans.

F

CURRENT AND PROJECTED WORKLOAD OF ASSIGNED PROJECT MANAGER AND SUPPORTING STAFF

Key Team Leader	Project Name/Client	Role on the Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Hours Committed
Bryan Lindsey, PE - Project Manager	Nixon Road/ VHB/ Coweta County	Lead Engineer	Final Design for Roadway Widening	Final Plans	Design Phase	2
	Hickory Road S/W/ Jackson County	Project Manager	Sidewalk Improvement	Concept	Survey Phase	6
	Skeleton Road Intersection/Jackson County	Project Manager	Road on new location	Final Plans	Final Plans	4
	Mill Road Widening/ Henry County	Lead Engineer	Roadway Widening	Final Plans	Design Phase	16
	Bridge Bundle #2 2020 TO #1/ Benesch/GDOT	Lead Engineer	Bridge Replacements	Final Plans	Design Phase	20
% committed to this project						70

Key Team Leader	Project Name/Client	Role on the Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Hours Committed
Patrick Miles, PE - Project Manager	Nixon Road/ VHB/ Coweta County	Project Manager	Final Design for Roadway Widening	Final Plans	Design Phase	2
	Hickory Road S/W/ Jackson County	Lead Engineer	Sidewalk Improvement	Concept	Survey Phase	6
	Skeleton Road Intersection/Jackson County	Lead Engineer	Road on new location	Final Plans	Final Plans	4
	Mill Road Widening/ Henry County	Project Manager	Roadway Widening	Final Plans	Design Phase	16
	Bridge Bundle #2 2020 TO #1/ Benesch/GDOT	Project Manager	Bridge Replacements	Final Plans	Design Phase	20
% committed to this project						70



A LIST OF ALL LAWSUITS IN WHICH THE LEAD FIRM AND SUB-CONSULTANTS HAVE BEEN INVOLVED IN OVER THE PAST FIVE (5) YEARS INCLUDING ALL SETTLEMENTS OR ARBITRATIONS

Volkert, Inc.

Past, Current, and Pending Litigation (Last 5 Years)

Volkert does not have any pending lawsuits that will affect the performance of the services to be rendered under this contract. As is the normal course of business for any successful professional services firm, Volkert manages some unavoidable lawsuits which are common to large public infrastructure endeavors. Volkert carries professional liability insurance, commercial general liability insurance and worker compensation insurance to protect it against losses and damages.

A list of "past and present litigation and disputes over the last five years" and their status/resolution, in no particular order, follows. None of the following pertains to disaster debris monitoring services contemplated by this project.

L&A Contracting Co. v. Louisiana Department of Transportation & Development, et al.

Case No. 661457

19th Judicial District Court for the Parish of East Baton Rouge

Status: In Litigation.

Carolyn Hammell & Bonderia Lyons, et al. Granite Construction Co., et al.

Civil Action No. 01-CV-2018-903007.00

Circuit Court of Jefferson County, AL.

Status: Volkert partially dismissed via Summary Judgment.

Kenneth Ray Wade, III, a minor v. William Rawlings, et al.

Lafayette Parish, LA. Civil District Court

Case No. 2020-0488

Status: In Litigation.

Cynthia & Kenneth Wade v. William Rawlings, et al.

District Court of Harris County, TX

Case No. 2020-03283

Status: In Litigation.

Ernest Everidge, Sr. v. Fleming Construction Co., LLC, et al.

Civil District Court for the Parish of Orleans, LA.

Case No. 2020-3470-9-11

Status: Volkert voluntarily dismissed by Plaintiff.

Estate of Marissa Lybarger v. Skanska-Granite-Lane, et al.

9th Judicial Circuit for Orange County, Florida

Case No. 2019-CA-010699-0

Status: In Litigation.

Debra Ann Robichaux, et al. v. Baker Pile Driving & Sitework, et al.

22nd Judicial District Court for St. Tammany Parish

Case No. 2020-11431 Division H

Status: In Litigation.

Kevin Montgomery, Succession of Carolyn Montgomery Diggs v. Greater New Orleans Expressway Commission, et al.

Docket No. 812-138 M 24th Judicial

District Court for the Parish of Jefferson, Louisiana

Status: In Litigation.

City of Walker, LA. v. Louisiana Department of Transportation and Development, et al.

Case No. 654278

19th Judicial District for the Parish of East Baton Rouge, Louisiana

Status: In Litigation.

Hughes Plumbing & Utility Contractors, Inc. v. Mobile Area Water & Sewer System, et al.

Civil Action No.: 02-CV-2015-901468

13th Judicial Circuit of Alabama

Status: In Litigation.

David Trujillo, et al. v. V&M Erectors, Inc., et al.

Case No. 2020-CA-3183

9th Judicial Circuit in and for Orange County, Florida

Status: In Litigation.

Kayla Coblenz, et al. v. Ameren Illinois Co., et al.

Case No.: 2020-L-19

2nd Judicial Circuit for Jefferson County, Illinois

Status: In Litigation.

Thomas Whitten v. Dunn Construction Co., Inc., et al.

Civil Action No.: 01-CV-2021-901969.00

Circuit Court of Jefferson County, Alabama

Status: In Litigation.

Richard Bagot, et al. v. James Holdings, LLC, et al.

Docket No.: 734-522-O

24th Judicial District Court for the Parish of Jefferson, Louisiana

Status: Resolved.

Amber Marie Carlock v. Chad Connell, et al.

Case No. 2017-CA-010848-O

9th Judicial Circuit for Orange County, FL.

Status: In Litigation.

Arlette Bridges v. St. James Parish School Board et al.
Case No. 00038822
23rd Judicial District of Louisiana, Parish of St. James
Status: Volkert Dismissed.

Estate of Brittaney Niccole Cleaver v. Hosea Weaver & Sons, Inc., et al.
Case No. 02-CV-2020-901380.00
13th Judicial Circuit of Alabama
Status: In Litigation.

Brian Kirwan v. Volkert, Inc.
Case No. 2021-CA-004560-O
9th Judicial Circuit for Orange County, FL.
Status: Resolved.

Roderick Carter v. Kevin Linder, et al.
Case No. 20CV-2773
Robeson County, NC General Court of Justice Superior Court Division
Status: In Litigation.

Richard Bagot, et al. v. James Holdings, LLC, et al. / Ninon Ledesma v. James Holdings, LLC, et al.
Docket No. 734-522-O / Docket No. 734-602-M
24th Judicial District Court for the Parish of Jefferson, Louisiana
Status: Resolved.

Amber Marie Carlock v. Chad Connell, et al.
9th Judicial Circuit for Orange County, FL
Case No. 2017-CA-010848-O
Status: In Litigation.

Demetrius Fuller v. Granite Construction Co., et al.
Circuit Court of Jefferson County, AL
Case No: 01-CV-2018-902171
Status: Volkert Granted Summary Judgment & Dismissed.

Howard Webb v. C.B. Developers, Inc., et al.
Civil Action No.: CV-2016-902049.00
Circuit Court of Mobile County, Alabama
Status: Resolved.

Corky Wayne Priest v. William Laroy Squires, Jr.
Civil Action No.: CV-2017-902668.00
Circuit Court of Mobile County, Alabama
Status: Resolved.

Mary Brown v. Rodney Manasco, et al.
Civil Action No.: CV-2016-902289.00
Circuit Court of Mobile County, Alabama
Status: Resolved.

Gaspar & Erin Saldibar v. Command Construction, et al. / John & Christina Holm v. Command Construction, et al.
Case No. 2017-12354 / Case No. 2018-10205
22nd Judicial District Court for the Parish of St. Tammany
Status: Resolved.

Radames Anthony Beltre v. City of Fairfax, VA., et al.
Case No. 2018-6730
Circuit Court of the County of Fairfax, VA.
Status: Volkert Dismissed.

Hemphill Construction Co. v. City of Biloxi, MS., et al.
In the Second Judicial District of Mississippi – Harrison County
Case No.: A2042-2019-49
Status: Resolved.

Advanced Structural Design, Inc. v. Bill Hopkins, et al.
Civil Action No.: 5:16-cv-00449-HGD
U.S. District Court for the Northern District of Alabama
Status: Volkert Dismissed.

James Construction Group, Inc. adv. Volkert, Inc. (Arbitration)
Case Style N/A (Arbitration; not a lawsuit)
Status: Resolved.

Crystal Lazcano, Individually and as Representative of the Estate of Bertha Lazcano v. Orlando Reyna, et al.
Civil Action No.: 201664169
33rd Judicial District of Harris County, Texas
Status: Case Dismissed.

Montevallo Plaza, LLC v. Chilton Contractors, Inc., et al.
Civil Action No.: 58-DV-2018-900244.00
District Court of Shelby County, Alabama
Status: Volkert Dismissed.

**DBE FIRM (S) AND THE PERCENTAGE OF THE CONTRACT AMOUNT**

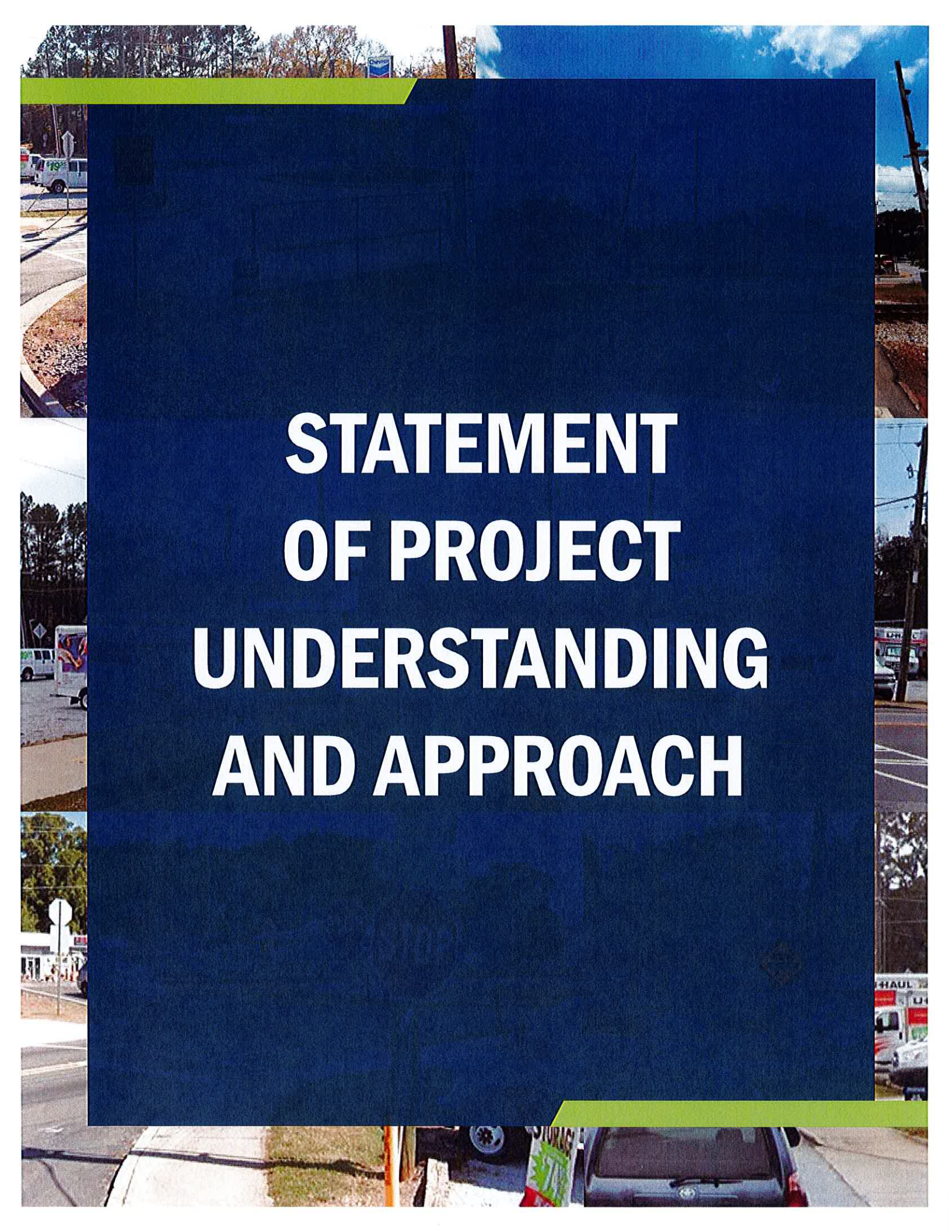
DBE FIRM	PERCENTAGE
Accura Engineering and Consulting Services, Inc.	16%

State of Georgia UCP Directory

Process Time: Nov-23-2021 10:30:29 AM

Business Name	Vendor Number	Contact	Fax	Phone	Address	Address Line 2	City	State	Zip Code	Email	Certification Type	Certification Entity	NAICS
ACCURA ENGINEERING AND CONSULTING SERVICES, INC.	2AC476	Ms. PRASHANTHI J. REDDY	(404)241-4577	(404)241-8722	3200 PRESIDENTIAL DRIVE		ATLANTA	GA	30340	preddy@accura.com	Disadvantaged Business Enterprise (DBE)	GDOT	23731, 54136, 54137, 54138

Business Name is equal to ACCURA ENGINEERING AND CONSULTING SERVICES, INC.

The background of the slide is a collage of various construction and road-related images. At the top, there's a blue sky with white clouds. Below that, on the left, is a white utility truck parked on a road. In the center, there's a large, dark blue rectangular area that serves as a backdrop for the title. To the right of this area, there's a vertical strip showing a road with a white truck and a utility pole. At the bottom, there's a green horizontal bar, and below it, a white truck with a 'HAUL' sign is visible. The overall theme is infrastructure and transportation.

STATEMENT OF PROJECT UNDERSTANDING AND APPROACH

THE CONSULTANT SHALL STATE IN SUCCINCT TERMS THEIR UNDERSTANDING OF WHAT IS REQUIRED BY THE SCOPE OF WORK, INCLUDING PROVIDING A NARRATIVE OF THE CONSULTANT'S APPROACH AND TECHNICAL PLAN FOR ACCOMPLISHING THE WORK.

UNDERSTANDING AND TECHNICAL APPROACH

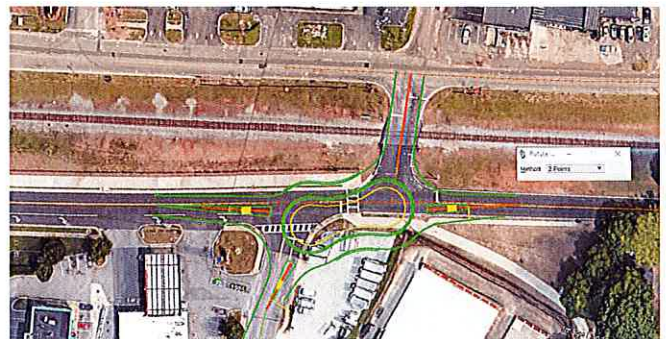
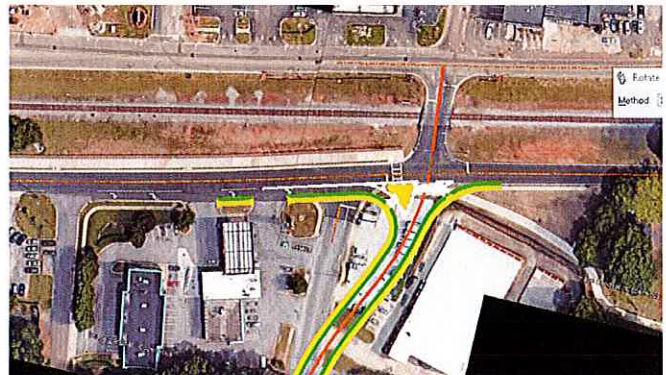
Volkert believes that the most important step in project development is to ensure there is a good understanding of the goals/purpose of the project. Is the roadway intended to provide capacity, connectivity or local property access? Having a good understanding of what the project is to achieve helps focus design decisions as the project progresses. The Volkert process is multi-disciplinary and guided by combining cultural, economic, environmental, and engineering influences into a balanced context-sensitive solution. Our unique experience in both construction and maintenance ensures not only that the project will be "constructable," but also can simplify long term maintenance. This highly interactive process has become a cornerstone in our approach to developing and implementing the design of redesigned intersection projects. We believe the cultural aspect of the design process involves an active dialog between the owner, project stakeholders, railroad, engineer, landscape architect, and other design consultants. Our goal is to seamlessly integrate this project with the future development of the area and its facilities while addressing the project challenges.



As we see the project now (although that may evolve with dialog), the purpose of this project is to fix the offset intersection of Northern Avenue by realigning it with Mell Avenue at the railroad crossing. Option 1) This will create a 4-way stop on both to the south of the railroad and will be evaluated for signal warrant. Additionally, the existing 2 way stop to the north, East Ponce and Mell Avenue, will also be evaluated for signal warrant as well. Option 2) Two-way stop at both intersections with some sort of signal for removing queue at the crossing during train arrivals, Option 3) four-way stop to the South with Northern Avenue realignment and same configuration to the North, 2 signals

at both locations with pre-emptive timing for the crossing (this is anticipated to be the most likely scenario), Option 4) out-of-the-box scenario of roundabout on the South side with a new signal to the North. This scenario would require significant coordination with CSX. Only having 4 trains per day could factor into CSX approving this concept. We will do early coordination to make sure it doesn't delay the project.

Upon a Notice to Proceed (NTP), Volkert will schedule a kickoff meeting to discuss the project plan and begin to identify and address specific issues and concerns identified by our client and stakeholders. Our Project Manager, Bryan Lindsey, P.E., will be responsible for preparing a Management Plan to coordinate and document all aspects of the project. It will include communication protocols between Volkert Team, Collaborative Infrastructure Services, City of Clarkston staff, and other stakeholders as necessary, staff assignments for completing the work, key milestone dates, and progress meeting dates. Volkert is very experienced in providing ongoing Public Involvement for transportation projects, and team member John Palm, AICP, has many years of experience providing this additional service.



PROJECT UNDERSTANDING

Volkert's understanding of this project is based upon the Request for Proposals, our site visit, adjacent project research (Infantry Drive), and Project Manager experience and local knowledge to understand issues. The area surrounding the Mell Avenue crossing of the CSX Railroad consists entirely of commercial development, with recreational uses consisting of a multi-use trail south of Church Street, and a pocket park south of Church Street and north of the multi-use trail, southeast of the intersection. Commercial development consists of gas stations, a storage unit business and U-Haul rental facility, and a strip commercial complex containing a restaurant and tire sales and service business.

Our site visits to Clarkston in preparation for this proposal have provided us with a thorough understanding of the project's needs; to control the congestion and confusion associated with these intersections by providing one of the solutions discussed previously. We will work with the City during concept development to identify which concept best suits the needs of the project. The project proposed improvements will include, at a minimum, an interconnected signalization system that will improve traffic operations and safety at the Church/Northern/East Ponce de Leon intersections at the Mell Ave/CSX at-grade crossing, including the re-alignment of Northern Ave at Church resulting in a 4-way signalized intersection pending concept selection.

The re-alignment of Northern Avenue will encroach within a parking lot currently utilized by U-Haul. This parking lot is located within city ROW. Other design tasks will include ADA compliant pedestrian improvements, traffic signal controller preemption (CSX), street lighting at both intersections.

PROJECT KEY ELEMENTS AND POSSIBLE CHALLENGES

Based on our site visits and research, our team has identified several key considerations:

- ▼ Project located within CSX ROW,
- ▼ Realigning Northern Avenue and its impacts specially the U-Haul parking lot,
- ▼ Newly constructed pocket park and not disturbing that area,
- ▼ Recently completed streetscape and not disturbing the newly place items,
- ▼ Coordination with PATH foundation,
- ▼ Streetscape amenities and their incorporation to the existing design,
- ▼ Traffic Queuing,
- ▼ Pre-emption coordination,
- ▼ Funding delay,
- ▼ GDOT review schedule,
- ▼ CSX early coordination.

GDOT SCHEDULE DELAYS WITH UNPROGRAMMED PROJECT

The biggest challenge will be to get GDOT to review the project without a programmed PI number being assigned. We work closely with GDOT and will meet with them to expedite the process and to get a clear understanding of the procedures needed to make this project a reality. It is important to stay ahead of GDOT and coordinate early and often.

CSX COORDINATION

Our team has performed coordination with CSX on many different projects so we are aware of the project delays that can occur with this procedure. Early coordination is the key with these tasks and get a set schedule with them to ensure the project is not delayed.

PUBLIC INVOLVEMENT

Our full public involvement is discussed below but highlighting here to be sure that City knows our team is fully aware of the diversity of Clarkston. Our project manager grew up in this area and keenly knows of the eclectic nature of Clarkston from its numerous languages to its multi-cultural nature.

TRAFFIC APPROACH

The goal of the project is to improve traffic operations for the two intersections located on opposite sides of the CX Railroad. The traffic engineering consultant will need to focus on three areas:

1. Determining if there are opportunities to include minor intersection improvements during the realignment of Northern Avenue,
2. Determining the optimum design of the new traffic signals,
3. Coordination with the railroad. Minor Intersection Improvements

Maldino and Wilburn will prepare traffic forecasts and conduct traffic studies in the concept phase of the project. During the concept phase, we will address the first two major areas listed above to develop the optimum intersection configuration and operation of the traffic signals.

It is recognized that geometric improvements will be severely constrained by the location of the railroad. One nuance of the traffic study concerns the eastbound approach of Church Street which currently has a shared left/through lane and a right turn lane. It may be better to design for a left turn lane and a shared through/right lane. Capacity analysis will be used to optimize the geometric footprint of the intersections within the limited area available.

OPTIMUM DESIGN OF TRAFFIC SIGNALS

The first challenge with the signal design is developing the optimum phasing operation of the two signals. It will be imperative for the signal operation of the two intersections to be coordinated. This can be accomplished in two ways. The first is to operate each of the two intersections with a separate controller that is operating as a coordinated system. The other option is to operate the two intersections with a single controller. Both options for operating the two intersections will be evaluated but the two controller option has some advantages. If a single controller is used, it will require a multi-ring operation that is different from the operation of most controllers and may present a challenge to maintenance personnel. With two controllers, it will not be necessary to provide signal cables that cross the railroad. The coordination of the two controllers could be achieved wirelessly. The method to be recommended would likely be cellular but there are other options.

RAILROAD COORDINATION

If any work is needed with in the railroad right of way, which is highly probable, a permit from the railroad would be required. In our experience, parts of the roadway are often already within the railroad right of way. Even if this is not the case, installation of traffic signal equipment (poles, vehicle detectors) might be needed within the railroad ROW. The traffic signals will also need to be coordinated with the railroad operations. The rail detection circuit that operates the gates and lights for the crossing will be integrated into the traffic signal operation. It will be necessary to obtain a permit from the railroad to run a conduit between the signal control cabinet to the railroad control cabinet. The railroad typically provides an output from their rail detection circuit to an adjacent pullbox. The traffic signal must be connected to this pullbox with a shielded twisted pair cable. The signal operation will have a preempt operation that is invoked with the rail detection circuit. The preempt typically has a track clearance, dwell phases, and exit phases. These instruct the signal controller regarding which signal phases should be turned green to avoid trapping vehicles as the train approaches, which phases can be served while the train is present, and which phases should be served immediately after the train leaves.

PLAN DEVELOPMENT PROCESS (PDP)

Below is a brief description of project tasks. Our process will follow the GDOT PDP process to deliver this project on-time and within budget. Using the PDP process ensures that everyone speaks the same "language" on project progress and issues.

MANAGEMENT PLAN

Upon receiving the Notice to Proceed (NTP), the Volkert team will schedule a kick-off meeting with the Clarkston to coordinate the project tasks and ensure they align with

all parties' objectives. Volkert's Project Manager, Bryan Lindsey, PE, will be the point of contact for all coordination efforts with Clarkston, GDOT and CSX. Mr. Lindsey will be responsible for all technical aspects of the project and will develop a project management plan to be used for the implementation of this project. This plan will include a contact list of the key personnel on the project team and each sub-consultants' responsibilities, the major project tasks, sub-tasks, meeting dates, and a more detailed schedule establishing internal and external milestones. Additionally, the scope will be further defined, and other procedures such as billing/invoicing, document control, and quality control procedures will be included in the overall project management plan. It will also include a regular schedule for update/coordination meetings with the City of Clarkston, (involving GDOT as appropriate) and the consultant team. Our experience has shown that implementing this management plan will assure that the project approach will be streamlined, and the project will remain on schedule and within budget.

WORKLOAD CAPACITY

The Volkert Team has the resources to complete this project quickly. Our Project Manager and Design Lead have 70% availability on the anticipated start date of this project. We are available to start work on the project immediately and will dedicate the time needed to complete the design project successfully on schedule. Staff availability is a key consideration for rapid project development. Mr. Lindsey and Mr. Miles are eager to build a relationship with the City of Clarkston as they have with many other Georgia cities and counties.

With a limited number of design contracts to complete and finalize with local Georgia Municipalities, Volkert has the availability to devote the majority of our time to deliver this outstanding project.

PROJECT TASKS

TASK 1: CONCEPT PHASE - After the project management plan has been accepted by the City of Clarkston, the first step will be to review the initial layout concept plan and begin preparing a more detailed conceptual layout for the project. This process will move very quickly since our team has performed much of this task developing this proposal. This will include input from the City of Clarkston on our initial layout and allow for decisions to be made regarding the alignment, addressing challenges, accessing drainage, and location of the new design elements in challenging areas. These items will be discussed in the Concept Team Meeting. The public meetings discussed previously under the public involvement section of this document will be conducted, meeting with the City of Clarkston staff,

ensuring the concept plan is ready for public meetings in person. The pertinent ideas from the public meetings will be incorporated into the preferred concept and final Concept Report.

PUBLIC INVOLVEMENT

A Targeted Stakeholder Group (TSG) will be established to engage stakeholders, provide an effective process to identify their input on the project, and to incorporate public involvement comments into the design of the new intersections. The TSG will be designed to include representatives for local businesses, local historical interests and cultural diverse areas including local area translators. Our team's experience conducting TSG and PIOH meetings makes us familiar with GDOT's public involvement process and our efforts will appropriately address and engage project stakeholders, including identifying any groups that may require special activities related to ADA/access, language, or socio-economic factors to encourage their virtual and in-person participation in the public involvement process.

TASK 2: DATABASE DEVELOPMENT PREPARATION -

Gathering data to document the existing conditions within the project limits is the second step in the process but will run concurrently with the concept phase. Field surveying processes will be used to verify and/or locate existing features pertinent to the design of the project to include drainage, property, right-of-way, and easement data.

TASK 3: ENVIRONMENTAL DOCUMENTATION -

Previous environmental surveys conducted by Edwards-Pitman Environmental, Inc. (EP) for streetscape improvements along Ponce de Leon Avenue identified an eligible historic district east of the project intersection, the Pecan Street-Jolly Avenue Residential Historic District. This District did not include any of the businesses or the Mell Avenue intersection over the CSX Railroad. However, given the age of those previous surveys, the businesses within the project area would be reevaluated to determine if they may now be eligible for listing on the National Register of Historic Places (NRHP). The previous studies did not identify any other environmental resources in the area of the project intersection such as wetlands, streams, habitat for endangered species, or archaeological sites, except for the CSX Railroad itself. In Georgia, railroads are considered eligible historic resources.

Because federal funding is anticipated to be used for this project, updated environmental surveys and coordination with local, state, and federal agencies would be required. However, since the project is not programmed in a Transportation Improvement Program (TIP), completing resource identification surveys and reporting, along with other steps in the environmental process under the National Environmental Policy Act (NEPA) required for federal projects would be premature. It is Georgia

Department of Transportation Office of Environmental Services (GDOT OES) protocol to only assign GDOT Subject Matter Experts (SME) to review documentation for programmed projects with a PI number in an approved TIP. To avoid premature and possible unnecessary efforts and expense for the City of Clarkston from preparation of documentation that would not be reviewed by GDOT until this project is programmed, surveys and coordination should be conducted at a screening level, and any resources identified provided to the design engineer for use in developing a Concept Report for approval by GDOT. This environmental screening would involve field verification of potential resources, desktop review, and coordination with local, state, and federal agencies as appropriate, with a proposed deliverable of an Environmental Screening Report for use with development of the Concept Report.

TASK 4: ENGINEERING DESIGN PRELIMINARY PLANS

This phase will begin upon acceptance and approval of the concept by the City of Clarkston and GDOT. Based on the feedback received from the public meeting (if necessary), revisions will be made and the preliminary plans will be submitted to the City of Clarkston and GDOT. These plans will incorporate specifically the City of Clarkston's approved details and architectural, landscaping and hardscape features, traffic, roadway, drainage, environmental and pedestrian concerns along with the preliminary quantities and cost estimate. Meetings will be scheduled with the City of Clarkston and GDOT staff to review the plans and solicit comments. A Preliminary Field Plan Review (PFPR) will be requested (if necessary, determined by the City of Clarkston and GDOT) following the guidelines laid out in the GDOT PDP Manuals. Comments will be addressed and a PFPR response will be formulated and submitted.

FINAL PLANS

Once all the issues regarding right-of-way, utilities, and other comments/concerns are addressed and the City of Clarkston and GDOT approve the preliminary plans and there is confidence ROW can be secured, the Volkert Team will begin preparing the final construction plans. In this case, it appears we will move directly into final since no ROW may be needed. The construction plans will be designed according to GDOT's Plan Presentation Guide and provide the detail necessary for contractors to accurately bid and build the project with a goal of no supplemental agreements.

Some of the issues that will be addressed in the final plans include:

- ▼ Sign relocations,
- ▼ Landscapes and hardscapes, if used in this area,
- ▼ Ensuring existing catch basin tops are adjusted to meet the sidewalk grades,
- ▼ Future Driveway tie-ins, and
- ▼ Erosion, Sedimentation, and Pollution Control

Plans will be prepared following NPDES and Georgia EPD requirements.

A Final Field Plan Review (FFPR) will be requested (if deemed necessary by City of Clarkston and GDOT) following the guidelines laid out in the GDOT PDP Manuals. Comments will be addressed and a FFPR response will be formulated and submitted. Project will be ready for letting.

STATE EROSION, SEDIMENTATION AND POLLUTION CONTROL-NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PLANS

This phase will run concurrently with the Preliminary and Final Plan Phase and should not be a critical path item in the schedule. Erosion, Sedimentation, and Pollution Control Plans will be prepared according to Environmental Protection Division (EPD) guidelines for the project corridor and submitted to the Georgia Soil & Water Conservation Commission (GASWCC) or local issuing authority for approval. Over the years, Volkert has designed and obtained the approval of many erosion control plans. Volkert has worked with the EPD on many occasions. We have a clear understanding of the NPDES and EPD guidelines.

TASK 5: RIGHT-OF-WAY PLANS

Before the Preliminary Plans are completed and approved, Volkert will prepare right-of-way plans and documents for the affected properties, so ROW authorization can take place and ROW can be secured. The Volkert team will make revisions as needed in response to the ROW negotiation process. We will coordinate with the City of Clarkston and CSX securing the ROW.

TASK 6: MEETING ATTENDANCE

Our team is fully committed and agree with the number of meetings in the meeting schedule provided in the RFP of 1 kick-off meeting with the City project engineer and administration, 6 scoping meeting sessions including periodic meetings with CSX, 18 meetings (min. monthly), 4 meetings with GDOT staff, 2 presentations to City council, and 3 public/community meetings (assume in-person Cafeteria Style meetings). Other forms of communication & outreach to be recommended by the proposer depending on COVID conditions).

QUALITY CONTROL/QUALITY ASSURANCE

Since quality is essential, all projects at Volkert are required to have a unique Quality Control Plan (QCP). The QCP for this project will outline all client and consultant team requirements and assure clear assignments of responsibilities to all Volkert Project Team members. The QCP forms an important element for coordination with our subconsultants. The QCP will detail the procedures, evaluation criteria, and instructions to ensure conformance with the contract. This plan will be updated to meet current work requirements for this project.

The QA reviewer, Joseph Burke, P.E., will oversee individuals with quality control management responsibilities for this project. Our Volkert Project Manager, Bryan Lindsey, P.E., will have primary responsibility for Quality Control and, specifically, implementation of the QCP. He will be supported regularly by the QA Auditor, John Palm. At the stage established in the project procedures, a hard copy will be created for QC/QA Reviews, the 'QA Print.' The file will then be closed until the QC/QA prints are returned for inclusion. Each document will include the following information: file identification, date of creation; originator; stage of plan set (Preliminary and Final).

A Quality Assurance Review will be made to determine if it meets the task's objectives and is complete, accurate, and suitable for the intended use. The reviewer will use a checklist to ensure the plan set includes the items listed. Each item on the checklist will be initialed by the reviewer or marked "NA" for each non-applicable item. Any review comments or suggestions from the Client application to the submittal will be reviewed to ensure these comments have been appropriately addressed. The plan set will be labeled with this "Check Print" stamp.

CHECK PRINT

_____ % QA/QC Review

Checked by	_____	Date	_____
Back-checked by	_____	Date	_____
Corrected by	_____	Date	_____
Approved by	_____	Date	_____

The Quality Control Review will be conducted simultaneously with the Quality Assurance Plan Review. As stated above, the reviewer level will be an upper management professional who is not directly involved with the submittal document/plan set for this project. The Quality Control Auditor will check the methods and procedures used in the project's development and document the QA/QC reviews. This review will include checking the adequacy of the documentation and compliance with the project requirements. The Quality Control Auditor will also look at the plan set for presentation form and format, errors, and omissions. All findings will be documented in the program set or listed and attached to the QC document.

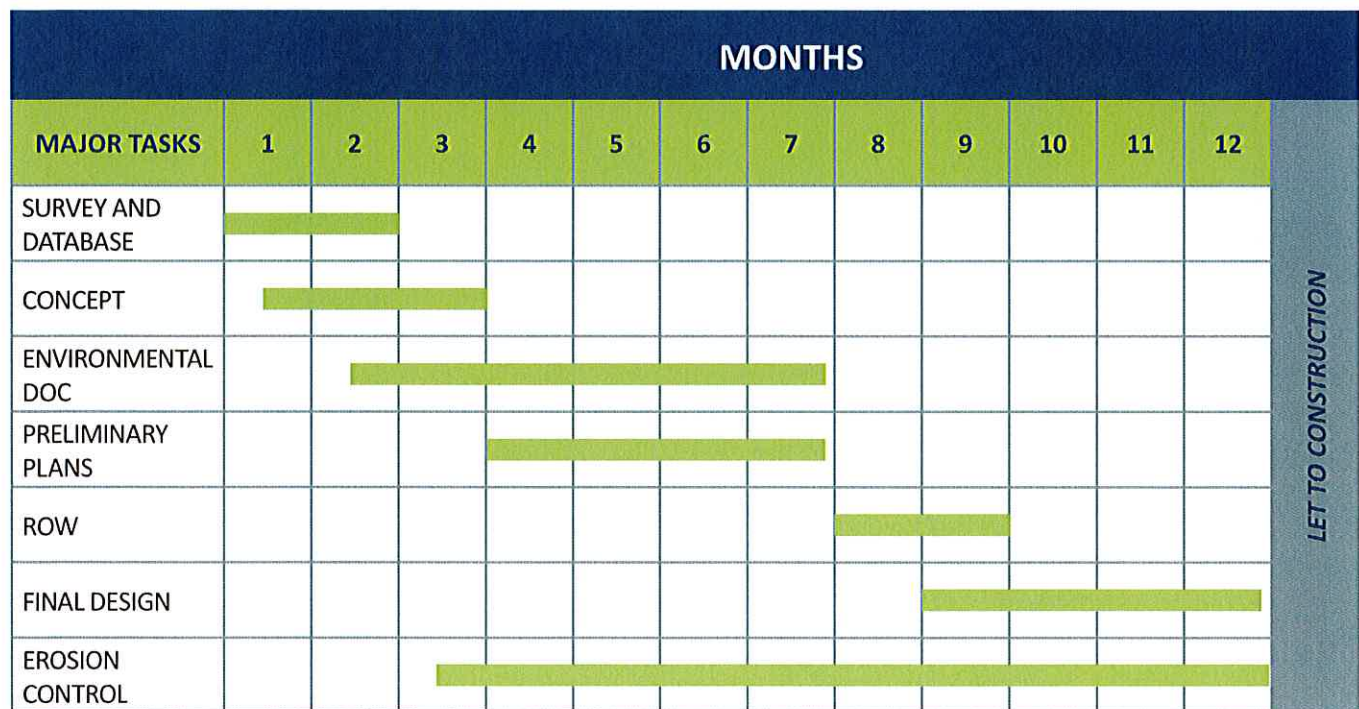
The background of the page is a collage of various outdoor scenes, primarily related to construction and traffic. On the left, there are images of a road intersection with a white van, a stop sign, and a road sign. On the right, there are images of a road with a white van, a road sign, and a road with a white van. The top and bottom edges of the page feature a green horizontal bar. A large, dark blue rectangular overlay covers the central portion of the page, containing the text "TIME SCHEDULE" in white, bold, sans-serif capital letters.

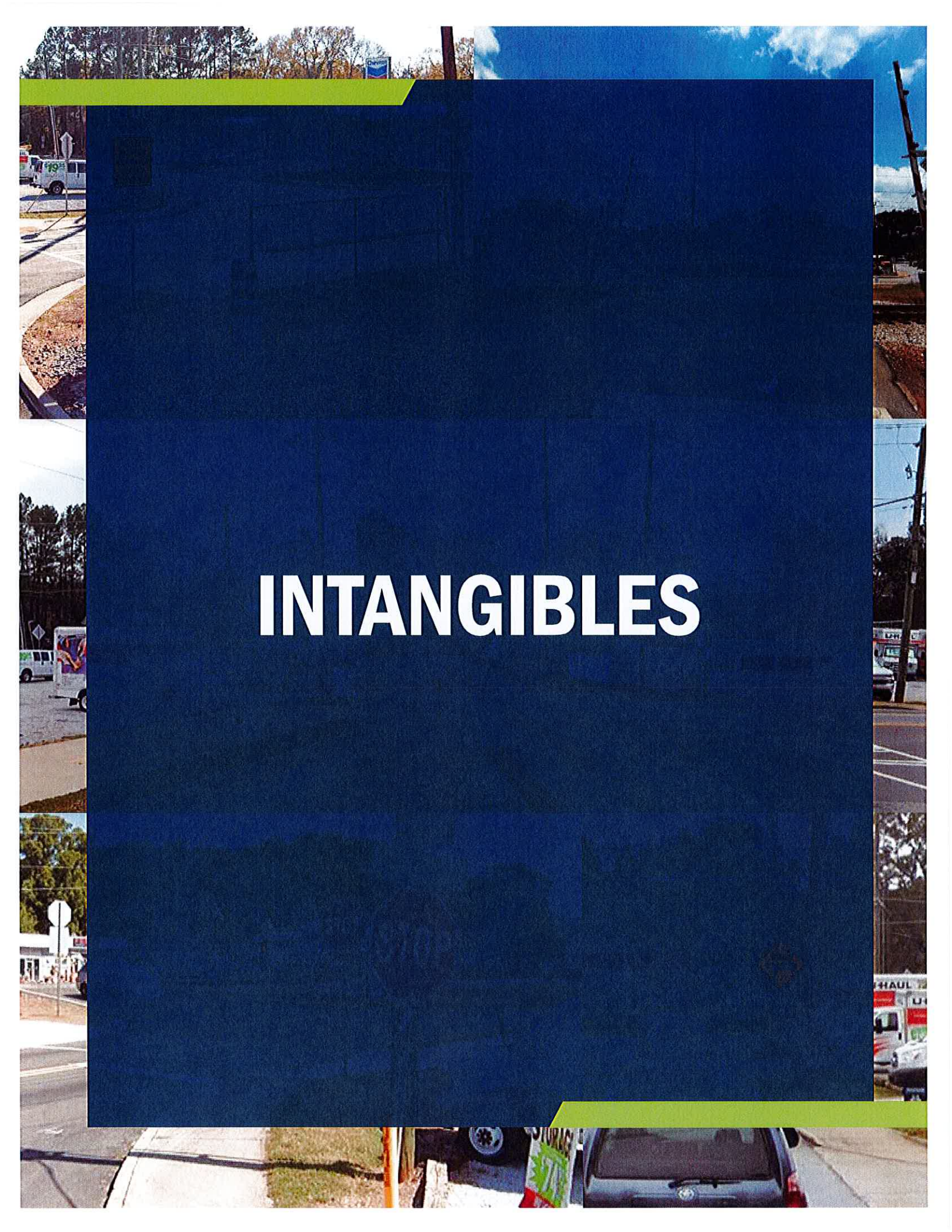
TIME SCHEDULE

THE CONSULTANT SHOULD STATE WHETHER THE CITY'S PROPOSED SCHEDULE IS WORKABLE AND IF NOT, EXPLAIN WHY INCLUDING YOUR PROPOSED REVISED SCHEDULE.

Below is a brief description of project tasks consistent with the project scope laid out in the RFP. Volkert will deliver this project on time and within budget, ensure proper coordination with the City, GDOT, and, most importantly, produce a plan that serves its function and enhances the areas it serves. Volkert envisions this schedule 12 months in length depending GDOT review (This schedule doesn't include GDOT review times). See below for milestone events and timelines. Since the project is not programmed with a PI number, we do expect delays in review times. During the project kick-off meeting, the team will submit a detailed schedule for review and acceptance from the City of Clarkston.

Schedule and cost control are of utmost importance in the development and implementation of this project. Achieving a quality project on schedule and within budget requires experience in engineering planning and supporting disciplines, a strong, cohesive committed team, and clear and open communication among client and consultant team members.





INTANGIBLES

THE CONSULTANT MAY INCLUDE ANY OTHER INFORMATION THAT THEY BELIEVE WILL STRENGTHEN THEIR POSITION AS THE FIRM OF CHOSE.

GDOT Area Class Certifications Summary

	1.06a	1.06b	1.06c	1.06d	1.06e	1.06f	1.09	1.10	3.01	3.02	3.03	3.06	3.07	3.09	3.10	3.12	3.13	3.15	5.01	5.02	5.08	6.03	9.01
Volkert	▼	▼	▼	▼	▼		▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼					▼
Accura															▼				▼	▼	▼	▼	▼
MW Traffic								▼				▼	▼	▼									
Edwards-Pitman	▼	▼	▼	▼	▼	▼																	

GDOT AREA CLASS CERTIFICATES

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION
You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS	DISPOSITION DATE	EXPIRATION DATE
VOLKERT, INC. 175 TOWN PARK DR., NW, SUITE 140, KENNESAW, GA 30144	November 10, 2021	October 12, 2023
SIGNATURE <i>Michael</i>		
1. Transportation Planning	3. Highway Design Roadway (continued)	
- 1.01 State Wide Systems Planning	X 3.09 Traffic Control System Analysis, Design and Implementation	
- 1.02 Urban Area and Regional Transportation Planning	X 3.10 Utility Coordination	
- 1.03 Aviation Systems Planning	- 3.11 Architecture	
X 1.04 Mass and Rapid Transportation Planning	X 3.12 Hydraulic and Hydrological Studies (Roadway)	
X 1.05 Alternate System and Corridor Location Planning	- 3.13 Facilities for Bicycles and Pedestrians	
- 1.06 Unknown	- 3.14 Historic Rehabilitation	
X 1.05a NEPA Documentation	X 3.15 Highway Lighting	
- 1.06b History	- 3.16 Value Engineering	
X 1.06c Air Studies	- 3.17 Design of Toll Facilities Infrastructure	
X 1.06d Noise Studies		
X 1.06e Ecology	4. Highway Structures	
- 1.06f Archaeology	X 4.01a Minor Bridges Design	
- 1.06g Freshwater Aquatic Surveys	- 4.01b Minor Bridges Design CONDITIONAL	
	X 4.02 Major Bridges Design	
- 1.06h Bat Surveys	- 4.03 Movable Span Bridges Design	
X 1.07 Attitude, Opinion and Community Value Studies	X 4.04 Hydraulic and Hydrological Studies (Bridges)	
X 1.08 Airport Master Planning	X 4.05 Bridge Inspection	
X 1.09 Location Studies	5. Topography	
X 1.10 Traffic Studies	- 5.01 Land Surveying	
- 1.11 Traffic and Toll Revenue Studies	- 5.02 Engineering Surveying	
- 1.12 Major Investment Studies	- 5.03 Geodetic Surveying	
X 1.13 Non-Motorized Transportation Planning	- 5.04a Aerial Photography/Conventional Aircraft	
	- 5.04b Aerial Photography/Unmanned Aircraft System (UAS) Concept Grade	
2. Mass Transit Operations	- 5.04c Aerial Photography/Unmanned Aircraft System (UAS) Design Grade	
- 2.01 Mass Transit Program (Systems) Management	- 5.05 Aerial Photogrammetry	
- 2.02 Mass Transit Feasibility and Technical Studies	- 5.06a Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units) (Design Grade)	
- 2.03 Mass Transit Vehicle and Propulsion System	- 5.06b Topographic Remote Sensing (Unmanned Aircraft Systems) LIDAR (Design Grade)	
- 2.04 Mass Transit Controls, Communications and Information Systems	- 5.06c Topographic Remote Sensing (Unmanned Aircraft Systems) LIDAR (Concept Grade)	
- 2.05 Mass Transit Architectural Engineering	- 5.06d Topographic Remote Sensing (SONAR)	
- 2.06 Mass Transit Unique Structures	- 5.06e Topographic Remote Sensing Thermal and Infrared	
- 2.07 Mass Transit Electrical and Mechanical Systems	- 5.07 Cartography	
- 2.08 Mass Transit Operations Management and Support Services	- 5.08 Subsurface Utility Engineering	
X 2.09 Aviation	6. Soils, Foundation & Materials Testing	
- 2.10 Mass Transit Program (Systems) Marketing	- 6.01a Soil Surveys	
3. Highway Design Roadway	- 6.01b Geological and Geophysical Studies	
X 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design	- 6.02 Bridge Foundation Studies	
X 3.02 Two-Lane or Multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers	- 6.03 Hydraulic and Hydrological Studies (Soils and Foundation)	
X 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas	- 6.04a Laboratory Materials Testing	
X 3.04 Multi-Lane, Limited Access Expressway Type Highway Design	- 6.04b Field Testing of Roadway Construction Materials	
X 3.05 Design of Urban Expressway and Interstate	- 6.05 Hazard Waste Site Assessment Studies	
X 3.06 Traffic Operations Studies	8. Construction	
X 3.07 Traffic Operations Design	X 8.01 Construction Supervision	
- 3.08 Landscape Architecture	- 8.02 Airport Construction Administration and Observation	
	9. Erosion and Sedimentation Control	
	X 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program	
	- 9.02 Rainfall and Runoff Reporting	
	X 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION
You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS	DISPOSITION DATE	EXPIRATION DATE
ACCURA ENGINEERING AND CONSULTING SERVICES, INC. 3200 PRESIDENTIAL DRIVE, ATLANTA, GA 30349	September 9, 2021	January 31, 2022
SIGNATURE <i>Michael</i>		
1. Transportation Planning	3. Highway Design Roadway (continued)	
- 1.01 State Wide Systems Planning	- 3.09 Traffic Control System Analysis, Design and Implementation	
- 1.02 Urban Area and Regional Transportation Planning	X 3.10 Utility Coordination	
- 1.03 Aviation Systems Planning	- 3.11 Architecture	
- 1.04 Mass and Rapid Transportation Planning	- 3.12 Hydraulic and Hydrological Studies (Roadway)	
- 1.05 Alternate System and Corridor Location Planning	- 3.13 Facilities for Bicycles and Pedestrians	
- 1.06 Unknown	- 3.14 Historic Rehabilitation	
- 1.05a NEPA Documentation	- 3.15 Highway Lighting	
- 1.06b History	- 3.16 Value Engineering	
- 1.06c Air Studies	- 3.17 Design of Toll Facilities Infrastructure	
- 1.06d Noise Studies		
- 1.06e Ecology	4. Highway Structures	
- 1.06f Archaeology	- 4.01a Minor Bridges Design	
- 1.06g Freshwater Aquatic Surveys	- 4.01b Minor Bridges Design CONDITIONAL	
	- 4.02 Major Bridges Design	
- 1.06h Bat Surveys	- 4.03 Movable Span Bridges Design	
X 1.07 Attitude, Opinion and Community Value Studies	- 4.04 Hydraulic and Hydrological Studies (Bridges)	
- 1.08 Airport Master Planning	- 4.05 Bridge Inspection	
- 1.09 Location Studies	5. Topography	
- 1.10 Traffic Studies	- 5.01 Land Surveying	
- 1.11 Traffic and Toll Revenue Studies	X 5.02 Engineering Surveying	
- 1.12 Major Investment Studies	- 5.03 Geodetic Surveying	
- 1.13 Non-Motorized Transportation Planning	- 5.04a Aerial Photography/Conventional Aircraft	
2. Mass Transit Operations	X 5.04b Aerial Photography/Unmanned Aircraft System (UAS) Concept Grade	
- 2.01 Mass Transit Program (Systems) Management	- 5.04c Aerial Photography/Unmanned Aircraft System (UAS) Design Grade	
- 2.02 Mass Transit Feasibility and Technical Studies	- 5.05 Aerial Photogrammetry	
- 2.03 Mass Transit Vehicle and Propulsion System	- 5.06a Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units) (Design Grade)	
- 2.04 Mass Transit Controls, Communications and Information Systems	- 5.06b Topographic Remote Sensing (Unmanned Aircraft Systems) LIDAR (Design Grade)	
- 2.05 Mass Transit Architectural Engineering	- 5.06c Topographic Remote Sensing (Unmanned Aircraft Systems) LIDAR (Concept Grade)	
- 2.06 Mass Transit Unique Structures	- 5.06d Topographic Remote Sensing (SONAR)	
- 2.07 Mass Transit Electrical and Mechanical Systems	- 5.06e Topographic Remote Sensing Thermal and Infrared	
- 2.08 Mass Transit Operations Management and Support Services	- 5.07 Cartography	
- 2.09 Aviation	- 5.08 Subsurface Utility Engineering	
- 2.10 Mass Transit Program (Systems) Marketing	6. Soils, Foundation & Materials Testing	
3. Highway Design Roadway	X 6.01a Soil Surveys	
- 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design	- 6.01b Geological and Geophysical Studies	
- 3.02 Two-Lane or Multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers	X 6.02 Bridge Foundation Studies	
- 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas	- 6.03 Hydraulic and Hydrological Studies (Soils and Foundation)	
- 3.04 Multi-Lane, Limited Access Expressway Type Highway Design	- 6.04a Laboratory Materials Testing	
- 3.05 Design of Urban Expressway and Interstate	- 6.04b Field Testing of Roadway Construction Materials	
- 3.06 Traffic Operations Studies	- 6.05 Hazard Waste Site Assessment Studies	
- 3.07 Traffic Operations Design	8. Construction	
- 3.08 Landscape Architecture	X 8.01 Construction Supervision	
	9. Erosion and Sedimentation Control	
	X 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program	
	X 9.02 Rainfall and Runoff Reporting	
	X 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	

GDOT AREA CLASS CERTIFICATES

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION
You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS	DISPOSITION DATE	EXPIRATION DATE
WALSH AND WILBURN, LLC 75 JACKSON ST, SUITE 402 NEWNAN, GA 30263	February 14, 2019	February 14, 2022
SIGNATURE <i>Niall Keel</i>		
1. Transportation Planning - 1.01 State Wide Systems Planning - 1.02 Urban Area and Regional Transportation Planning - 1.03 Aviation Systems Planning - 1.04 Mass and Rapid Transportation Planning - 1.05 Alternate System and Corridor Location Planning - 1.06 Unknown - 1.06a NEPA Documentation - 1.06b History - 1.06c Air Studies - 1.06d Noise Studies - 1.06e Ecology - 1.06f Archaeology - 1.06g Freshwater Aquatic Surveys - 1.06h Bat Surveys - 1.07 Attitude, Opinion and Community Value Studies - 1.08 Airport Master Planning - 1.09 Location Studies - 1.10 Traffic Studies - 1.11 Traffic and Toll Revenue Studies - 1.12 Major Investment Studies - 1.13 Non-Motorized Transportation Planning	3. Highway Design Roadway (continued) - 3.09 Traffic Control System Analysis, Design and Implementation - 3.10 Utility Coordination - 3.11 Architecture - 3.12 Hydraulic and Hydrological Studies (Roadway) - 3.13 Facilities for Bicycles and Pedestrians - 3.14 Historic Rehabilitation - 3.15 Highway Lighting - 3.16 Value Engineering - 3.17 Design of Toll Facilities Infrastructure	4. Highway Structures - 4.01a Minor Bridges Design - 4.01b Minor Bridges Design CONDITIONAL - 4.02 Major Bridges Design - 4.03 Movable Span Bridges Design - 4.04 Hydraulic and Hydrological Studies (Bridges) - 4.05 Bridge Inspection
2. Mass Transit Operations - 2.01 Mass Transit Program (Systems) Management - 2.02 Mass Transit Feasibility and Technical Studies - 2.03 Mass Transit Vehicle and Propulsion System - 2.04 Mass Transit Controls, Communications and Information Systems - 2.05 Mass Transit Architectural Engineering - 2.06 Mass Transit Unique Structures - 2.07 Mass Transit Electrical and Mechanical Systems - 2.08 Mass Transit Operations Management and Support Services - 2.09 Aviation - 2.10 Mass Transit Program (Systems) Marketing	6. Soils, Foundation & Materials Testing - 6.01a Soil Surveys - 6.01b Geological and Geophysical Studies - 6.02 Bridge Foundation Studies - 6.03 Hydraulic and Hydrological Studies (Soils and Foundation) - 6.04a Laboratory Materials Testing - 6.04b Field Testing of Roadway Construction Materials - 6.05 Hazard Waste Site Assessment Studies	8. Construction - 8.01 Construction Supervision
3. Highway Design Roadway - 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design - 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers - 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas - 3.04 Multi-Lane, Limited Access Expressway Type Highway Design - 3.05 Design of Urban Expressway and Interstate - 3.06 Traffic Operations Studies - 3.07 Traffic Operations Design - 3.08 Landscape Architecture	9. Erosion and Sedimentation Control - 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program - 9.02 Rainfall and Runoff Reporting - 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION
You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS	DISPOSITION DATE	EXPIRATION DATE
EDWARDS PITMAN ENVIRONMENTAL, INC. 2700 CUMBERLAND PARKWAY, STE. 300, ATLANTA, GA 30339	March 31, 2020	March 12, 2023
SIGNATURE <i>Niall Keel</i>		
1. Transportation Planning - 1.01 State Wide Systems Planning - 1.02 Urban Area and Regional Transportation Planning - 1.03 Aviation Systems Planning - 1.04 Mass and Rapid Transportation Planning - 1.05 Alternate System and Corridor Location Planning - 1.06 Unknown - 1.06a NEPA Documentation - 1.06b History - 1.06c Air Studies - 1.06d Noise Studies - 1.06e Ecology - 1.06f Archaeology - 1.06g Freshwater Aquatic Surveys - 1.06h Bat Surveys - 1.07 Attitude, Opinion and Community Value Studies - 1.08 Airport Master Planning - 1.09 Location Studies - 1.10 Traffic Studies - 1.11 Traffic and Toll Revenue Studies - 1.12 Major Investment Studies - 1.13 Non-Motorized Transportation Planning	3. Highway Design Roadway (continued) - 3.09 Traffic Control System Analysis, Design and Implementation - 3.10 Utility Coordination - 3.11 Architecture - 3.12 Hydraulic and Hydrological Studies (Roadway) - 3.13 Facilities for Bicycles and Pedestrians - 3.14 Historic Rehabilitation - 3.15 Highway Lighting - 3.16 Value Engineering - 3.17 Design of Toll Facilities Infrastructure	4. Highway Structures - 4.01a Minor Bridges Design - 4.01b Minor Bridges Design CONDITIONAL - 4.02 Major Bridges Design - 4.03 Movable Span Bridges Design - 4.04 Hydraulic and Hydrological Studies (Bridges) - 4.05 Bridge Inspection
2. Mass Transit Operations - 2.01 Mass Transit Program (Systems) Management - 2.02 Mass Transit Feasibility and Technical Studies - 2.03 Mass Transit Vehicle and Propulsion System - 2.04 Mass Transit Controls, Communications and Information Systems - 2.05 Mass Transit Architectural Engineering - 2.06 Mass Transit Unique Structures - 2.07 Mass Transit Electrical and Mechanical Systems - 2.08 Mass Transit Operations Management and Support Services - 2.09 Aviation - 2.10 Mass Transit Program (Systems) Marketing	6. Soils, Foundation & Materials Testing - 6.01a Soil Surveys - 6.01b Geological and Geophysical Studies - 6.02 Bridge Foundation Studies - 6.03 Hydraulic and Hydrological Studies (Soils and Foundation) - 6.04a Laboratory Materials Testing - 6.04b Field Testing of Roadway Construction Materials - 6.05 Hazard Waste Site Assessment Studies	8. Construction - 8.01 Construction Supervision
3. Highway Design Roadway - 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design - 3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers - 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas - 3.04 Multi-Lane, Limited Access Expressway Type Highway Design - 3.05 Design of Urban Expressway and Interstate - 3.06 Traffic Operations Studies - 3.07 Traffic Operations Design - 3.08 Landscape Architecture	9. Erosion and Sedimentation Control - 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program - 9.02 Rainfall and Runoff Reporting - 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	

The background of the slide is a collage of various street scenes and vehicles. On the left, there are images of a white van, a white truck, and a white car. On the right, there are images of a white van, a white truck, and a white car. The central part of the slide is a large, dark blue rectangle with the text "REQUIRED FORMS/EXHIBITS" in white, bold, sans-serif font. The text is centered within the blue rectangle. The overall layout is a collage of various street scenes and vehicles, with the central text being the most prominent element.

REQUIRED FORMS/EXHIBITS

THE FOLLOWING FORMS HAVE BEEN FILLED OUT AND SIGNED BY AN AUTHORIZED PERSONNEL ABLE TO BIND THE COMPANY UNDER THIS CONTRACT.

- ▼ Exhibit A- Conflict of Interest Certification
- ▼ Exhibit B- Acceptance Form
- ▼ Exhibit C- E-Verify Affidavits
- ▼ Subcontractor Affidavit and Agreement

These forms can be found on the following pages.

EXHIBIT A

CONFLICT OF INTEREST
CERTIFICATION

I, Lori Kennedy, as the legal representative of Volkert, Inc., do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that Volkert has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that Volkert has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal price, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that Volkert has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, Volkert shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, Volkert will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, Volkert shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or city project engineering consultant under contract with the city to provide Project Engineering Services on this project from Volkert as a corporate entity or employee of Volkert, Inc.

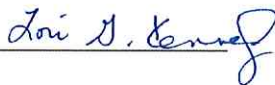
Name: Lori KennedyTitle: Vice PresidentDate: 11.17.2021

EXHIBIT B**ACCEPTANCE FORM**

Technical proposals are to be transmitted electronically to Dan Defnall; ddefnall@cityofclarkston.com; and Larry Kaiser at Kaiser@co-infra-services.com; by no later than 3:00 PM, November 29th, 2021. In the subject line of the email include the following - **"SPLOST 09 - RFP – Professional Engineering Design Services for Mell Ave CSX Crossing Multi-Leg Intersection Safety and Operational Improvements"**. Technical proposals received after that date and time will be not be accepted nor evaluated. Fee proposals are not to be submitted at this time.

The process for selection of engineering firms will be Qualification-Based (QBS) – Brooks Act. Only technical proposals are to be submitted at this time. A Recommendation Committee will identify the short-listed firms. These firms may be required to attend an interview and present a schematic plan of their respective approach.

In compliance with this Request for Proposal dated October 25th, 2021, which includes all requirements, provisions and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP

Cited above and submit this signed technical proposal which includes this completed and signed page and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations if short-listed and identified to be the highest ranked firm.

NAME AND ADDRESS OF FIRM:

DATE: 11.17.2021Volkert, Inc.By: Lori B. Kennedy
(signature)1720 Peachtree Street, Suite 405
Atlanta, GA 30309Lori Kennedy
(print)
Title: Vice PresidentPhone: 678-904-8591

EIS # : _____

EXHIBIT C

E-VERIFY AFFIDAVITS

City of Clarkston, Georgia 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 contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], 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 subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Clarkston, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor 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 Clarkston at the time the subcontractor(s) is retained to provide the service.

105558

EEV/ Basic Pilot Program* User Identification Number

Lori Kennedy Volkert, Inc.

BY: Authorized Officer or Agent

COMPANY

Date

11.17.2021

Vice President

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

17 DAY OF Nov 20 21

Notary Public

My Commission Expires:

1.14.2021

Christine McGinnis
NOTARY PUBLIC
Gwinnett County, GEORGIA
My Commission Expires 01/14/2024

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

1449642

EEV/ Basic Pilot Program* User Identification Number

[Signature]

Maldino & Wilburn Date 11-17-21

BY: Authorized Officer or Agent

COMPANY

(Subcontractor Name)

Mallory Maldino, Managing Partner

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

17 DAY OF Nov 2021

[Signature]
Notary Public

My Commission Expires:

9-11-2023



*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* (any of the electronic verification of work authorization programs 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), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

86331

EEV/ Basic Pilot Program* User Identification Number

Prashanthi ReddyDate 01/07/2008BY: Authorized Officer or Agent COMPANY(Subcontractor Name) Accura Engineering and Consulting Services, Inc.President & CEO

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

19 DAY OF November 2021Natalie Rose Warner

Notary Public

My Commission Expires:

September 30, 2024

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

City of Clarkston, Georgia

SUBCONTRACTOR (s) AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

210078

EEV/ Basic Pilot Program* User Identification Number
Josiah L. Edwards Edwards-Pitman Environmental, Inc.
 BY: Authorized Officer or Agent COMPANY

Date 11/12/21

(Subcontractor Name)

Vice President

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

12th DAY OF March 20 21

Russell Kenyon Danner III
 Notary Public

My Commission Expires:

June 9, 2024

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)



VOLKERT