



CITY COUNCIL MEETING AGENDA
TUESDAY, JULY 7, 2026 - 7:00 PM
736 PARK NORTH BOULEVARD, SUITE 120 ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Beverly H. Burks
Mayor

ChaQuias Miller-Thornton
City Manager

Debra Johnson
Vice Mayor

Sharifa Adde
Council
Member

Yterenickia Bell
Council
Member

Lynn Bayonne
Council
Member

Dean Moore
Council
Member

Mark Perkins
Council
Member

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATION/ ADMINISTRATIVE BUSINESS**

A. Employee of the Month - June 2026

B. Consideration of Meeting Minutes:

- City Council Meeting - June 2, 2026
- Special Called City Council Meeting and Public Hearing for Millage Rate - June 16, 2026 at 10:00AM
- Special Called City Council Meeting and Public Hearing for Millage Rate - June 16, 2026 at 6:30PM
- Special Called City Council Meeting and Public Hearing for Millage Rate - June 23, 2026 at 6:00PM
- City Council Work Session - June 23, 2026

5. REPORTS

A. City Manager's Report

B. City Attorney's Report

C. City Council Reports

D. Mayor's Report

6. 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.

7. OLD BUSINESS

8. CONSENT AGENDA

A. Approval for Proclamation declaring July 2026 Parks and Recreation Month

B. Approval of Ordinance No. 543 to amend the Fiscal Year 2025 General Fund Budget for the City of Clarkston, Georgia, appropriating the amounts in the expenditures/expenses as amended, adopting the items of revenue anticipations as amended and prohibiting expenditures or expenses from exceeding the actual funding available, and for other purposes.

C. Approval of a Conditional Use Permit (CUP2026-002) to establish a coin-operated laundry at 3635 Church Street (parcel ID: 18 066 01 013).

9. NEW BUSINESS

A. Consideration of the Civil Engineering Technical and Fee Proposal for the development of concept plans and set of biddable construction plans for the conversion of the Milam Park grass football field to a multi-purpose recreational field.

10. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 PM. on Tuesday, July 7, 2026. The public may participate in the meeting in-person or by using the following information below:

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_wqiAkv_zQMSfq1c-0RbfoQ

After registering, you will receive a confirmation email containing information about joining the webinar.



CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4A	Presentation/ Administrative Business	NO

SUBJECT: Employee of the Month - June 2026

PRESENTER CONTACT: Dwight Baker

PHONE NUMBER: 404-824-8135

DEPARTMENT: Human Resources

PURPOSE:

To recognize and reward exceptional employee performance, fostering a culture of appreciation and motivation.

IMPACT:

- Highlighting outstanding contributions enhances employee morale and engagement.
- Celebrating achievements promotes a positive work environment and inspires others to excel.

FUNDING SOURCE:

RECOMMENDATION:

Announce the Employee of the Month during monthly Council meetings and through internal communications to ensure recognition is well-publicized.

The Employee of the Month will:

- Receive a \$50 gift card.
- Be featured in internal and social media communications.
- Become eligible for nomination as the Employee of the Year.



CITY COUNCIL

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AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	4B	Presentation/ Administrative Business	

SUBJECT: Consideration of Meeting Minutes:

- City Council Meeting - June 2, 2026
- Special Called City Council Meeting and Public Hearing for Millage Rate - June 16, 2026 at 10:00AM
- Special Called City Council Meeting and Public Hearing for Millage Rate - June 16, 2026 at 6:30PM
- Special Called City Council Meeting and Public Hearing for Millage Rate - June 23, 2026 at 6:00PM
- City Council Work Session - June 23, 2026

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: City Clerk's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

MINUTES OF
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, JUNE 2, 2026

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

Mayor Beverly Burks called the meeting to order at 7:00 PM.

2. ROLL CALL

Present:

Mayor Beverly H. Burks

Vice Mayor Debra Johnson

Councilmembers Dean Moore, Sharifa Adde, YT Bell, Mark Perkins, and Lynn Bayonne

Absent:

None

Staff present:

Cynthia Hanson (City Clerk)

3. APPROVAL OF THE AGENDA

Councilmember Perkins made a motion to remove Item 9C: To consider recommendation of bid award and proposed contract for a Civil Engineering Consulting firm to prepare construction plans for the conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field. Vice Mayor Johnson duly seconded. Mayor Burks called the question and the agenda with the removal of Item 9C was approved in a unanimous vote (6-0).

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Employee of the Month - May 2026

Human Resources Director, Dr. Dwight Baker presented the Employee of the Month for May 2026 to Sargeant Ahmad Sarwar.

B. Business of the Month — May 2026

Economic Development Coordinator, Jacob Bouie presented the Business of the Month for May 2026 to Two Fish Myanmar Cuisine, 980 Rowland St, Ste 4130, Clarkston, Georgia 30021.

C. Recognition and Award Presentation to Officers and Detective

Assistant Chief of Police, Xavier Todd recognized and presented the Merit Award to

Sargeant Koirala, Officer Johnson, Officer Spencer, and Detective Saleh, Detective Cushenan, and Detective Earle for actions taken to investigate and arrest suspects involved in an armed robbery and shooting on March 30, 2026.

Chief James Bullock presented the Chief's Award to Detective Aram Saleh for actions taken to execute a search and seizure of illegal drugs and firearms on April 13, 2026.

D. To approve the following meeting minutes:

- May 5, 2026 - City Council Meeting
- May 26, 2026 - City Council Work Session

Councilmember Bell made a motion to approve the minutes as presented. Vice Mayor Johnson seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

5. REPORTS

A. City Manager's Report

No report presented.

B. City Attorney's Report

No report presented.

C. City Council Reports

Councilmembers reported on events and meetings attended during the month of May.

D. Mayor's Report

Mayor Burks reported on meetings and events attended during the month of May.

6. 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.

Comments offered by Randal McGorrick, Mr. Tedros, and Justin Gore.

7. OLD BUSINESS

A. To consider Ordinance No. 539 to create a criminal nuisance property program that would identify criminal nuisance properties based on crime statistics and then require them to make improvements/changes to their property or the way it is managed to reduce crime.

Vice Mayor Johnson made a motion to approve Ordinance No. 539. Councilmember Bayonne duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-3, opposed Moore, Bell, Perkins).

- B.** To consider Ordinance No. 540 to set up a program for special service districts to tax a designated area and then use that revenue to make improvements or provide extra services within the area that are intended to reduce crime.

Vice Mayor Johnson made a motion to approve Ordinance No. 540. Councilmember Bayonne duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-3, opposed Moore, Bell, Perkins).

8. CONSENT AGENDA

Councilmember Perkins made a motion to approve the Consent Agenda, Items 8A through 8E. Councilmember Moore duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

- A.** To approve Ordinance No. 541 to establish a process by which the City Council, by annual resolution, will set forth the requirements for councilmember-initiated ordinances to amend the City Code to appear on meeting agendas.
- B.** To ratify the City of Clarkston's Partnership with DeKalb County as an Urban County Community Development Block Grant and Home Investment Partnership Grant participant for fiscal years 2027-2029.
- C.** To approve Resolution No. 2026-015 of City Council to Amend the FY2026 General Fund Budget to Establish the Downtown Development Authority Account Category within the City's General Fund.
- D.** To approve Resolution No. 2026-016 to assign signatories for the City of Clarkston treasury accounts.
- E.** To approve Acquisition of Police Department Capital Assets/Equipment - SPLOST II Purchase - \$155,036.

9. NEW BUSINESS

- A.** To discuss the 2026 preliminary ad valorem tax digest (no action necessary).

Mayor Burks gave an update regarding the 2026 preliminary tax digest and the upcoming public hearings to discuss a millage rate not to exceed 18.80 mills.

- B.** To consider Resolution No. 2026-013 to establish requirements for councilmember-initiated ordinances that would amend the City Code.

Vice Mayor Johnson made a motion to approve Resolution No. 2026-013. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and

declared the motion approved (6-0).

- C.** To consider recommendation of bid award and proposed contract for a Civil Engineering Consulting firm to prepare construction plans for the conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field.

Removed from agenda during Agenda Approval.

10. ADJOURNMENT

Councilmember Bell made a motion to adjourn the meeting. Councilmember Perkins duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 8:01 p.m.

ATTEST:

Cynthia Hanson
City Clerk

Beverly H. Burks
Mayor

MINUTES OF SPECIAL CALLED MILLAGE RATE PUBLIC HEARING
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, JUNE 16, 2026

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

Mayor Burks called the meeting to order at 10:00 AM.

2. ROLL CALL

Present:

Mayor Beverly H. Burks

Vice Mayor Debra Johnson

Councilmembers Lynn Bayonne, Mark Perkins, Dean Moore

Absent:

YT Bell

Staff present:

ChaQuias Miller-Thornton (City Manager)

Cynthia Hanson (City Clerk)

3. 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.

None

4. NEW BUSINESS

A. Presentation and discussion of the Proposed 2026 Millage Rate.

City Manager, Chaquias Miller-Thornton presented the property and exemption values, as well as projected impacts on the budget at various millage rate levels. Reassessed values for real property values are 1.01%, which is lower than the estimated increase of 2% used in the current budget. 2025 millage rate was 15.800, and the 2026 rollback rate would be 15.687 mills. A rate of 16.518 mills is needed to meet budgeted revenue expectations for Fiscal Year 2026 at the anticipated collection rate of 89%. The proposed rate of 18.800 mills would cover projects and costs that are currently not covered by the budget.

5. PUBLIC HEARINGS

A. Public Hearing on the Proposed 2026 Millage Rate.

Public comments were given by Michelle Maserjian.

6. ADJOURNMENT

Councilmember Perkins made a motion to adjourn the meeting. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (4-0).

The meeting was adjourned at 10:52 a.m.

ATTEST:

Cynthia Hanson
City Clerk

Beverly H. Burks
Mayor

MINUTES OF SPECIAL CALLED MILLAGE RATE PUBLIC HEARING
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, JUNE 16, 2026

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

Mayor Burks called the meeting to order at 6:30 p.m.

2. ROLL CALL

Present:

Mayor Beverly H. Burks

Vice Mayor Debra Johnson

Councilmembers Dean Moore, Sharifa Adde (via telecommunications), YT Bell, Mark Perkins, and Lynn Bayonne (via telecommunications)

Absent:

None

Staff present:

ChaQuias Miller-Thornton (City Manager)

Cynthia Hanson (City Clerk)

3. 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.

4. OLD BUSINESS

A. Presentation and discussion of the Proposed 2026 Millage Rate.

City Manager, Chaquias Miller-Thornton presented the property and exemption values, as well as projected impacts on the budget at various millage rate levels. Reassessed values for real property values are 1.01%, which is lower than the estimated increase of 2% used in the current budget. 2025 millage rate was 15.800, and the 2026 rollback rate would be 15.687 mills. A rate of 16.518 mills is needed to meet budgeted revenue expectations for Fiscal Year 2026 at the anticipated collection rate of 89%. The proposed rate of 18.800 mills would cover projects and costs that are currently not covered by the budget.

5. PUBLIC HEARINGS

A. Public Hearing on the Proposed 2026 Millage Rate.

Public comments offered by Dawn Aura, Debbie Gathmann, and Shawn Waters.

6. ADJOURNMENT

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

The meeting was adjourned at 7:07 p.m.

ATTEST:

Cynthia Hanson
City Clerk

Beverly H. Burks
Mayor

MINUTES OF SPECIAL CALLED MILLAGE RATE PUBLIC HEARING
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, JUNE 23, 2026

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

Mayor Burks called the meeting to order at 6:03 PM.

2. ROLL CALL

Present:

Mayor Beverly H. Burks

Vice Mayor Debra Johnson

Councilmembers Dean Moore, Sharifa Adde, YT Bell, Mark Perkins, and Lynn Bayonne
(arrived at 6:27PM)

Absent:

None

Staff Present:

City Manager, ChaQuias Miller-Thornton

City Clerk, Cynthia Hanson

3. OLD BUSINESS

A. Presentation of the Proposed 2026 Millage Rate.

City Manager, ChaQuias Miller-Thornton presented an updated presentation explaining the computation of the rollback rate, and impact on the budget. To meet the current budget allowing for an 89% collection rate a millage rate of 16.518 mills is needed, but does not allow for contingencies, unplanned increases in expenditures, unexpected projects, implementation costs for planned projects, capital asset purchases outside of SPLOST, or cost of living adjustments. Ms. Miller-Thornton presented potential budget scenarios that could narrow the gap between the 15.687 rollback rate and the tentatively adopted rate.

4. PUBLIC HEARINGS

A. Public Hearing on the Proposed 2026 Millage Rate.

Public comments offered by Michelle Maserjian, Debbie Gathmann, and Dawn Aura.

5. NEW BUSINESS

A. To approve Ordinance No. 2026-542 to establish real property ad valorem tax

assessments for tax year 2026 to establish the tax levy rate for tax year 2026; to establish reductions and exemptions on such taxes levied for tax year 2026; and for other purposes.

Councilmember Perkins made a motion to approve Ordinance No. 2026-542 adopting a millage rate of 17.200. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (4-3, opposed Moore, Adde, Johnson).

6. ADJOURNMENT

Councilmember Perkins made a motion to adjourn the meeting. Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 6:43 p.m.

ATTEST:

Cynthia Hanson
City Clerk

Beverly H. Burks
Mayor

MINUTES OF WORK SESSION
THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, JUNE 23, 2026

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

Mayor Burks called the meeting to order at 7:00 PM.

2. ROLL CALL

Present:

Mayor Beverly H. Burks

Vice Mayor Debra Johnson

Councilmembers Dean Moore, Sharifa Adde, YT Bell, Mark Perkins, and Lynn Bayonne

Absent:

None

Staff Present:

City Manager, ChaQuias Miller-Thornton

City Clerk, Cynthia Hanson

Vice Mayor Johnson made a motion to change item 7A to read: To discuss Ordinance No. 543 of the City Council to amend the FY2025 General Fund Budget.

Councilmember Bell duly seconded the motion. Mayor Burks called for the vote and declared the motion passed (6-0).

3. PUBLIC HEARINGS

- A.** Public Hearing to hear public input on a Conditional Use Permit (CUP2026-002) to establish a coin operated laundry at 3635 Church Street (parcel ID: 18 066 01 013).

Sarah McQuade, consultant from Clark Patterson Lee gave a brief staff report on the application with a staff and Zoning Board recommendation of approval with the following condition:

- The self-service laundry facility use shall be limited to 2,500 square feet and shall only be located within Unit B.

The owner of the business, Sayeed Imran spoke regarding the application.

As there were no other public comments, Mayor Burk closed the Public Hearing.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS

A. Rivers Alive 2026

Valentine Acha, On-Site Coordinator with Collaborative Infrastructure Services, Inc., presented a brief update on the recent community Waterway Cleanup Event at Friendship Forest Wildlife Sanctuary.

B. Parks and Recreation Proclamation

Parks and Recreation Director, Michael Duncan, presented the proclamation declaring July as Parks and Recreation Month, and announced activities that will be happening throughout the month to celebrate. This will be a Consent Agenda item for the July 7, 2026 Council Meeting.

C. Clarkston Downtown Development Authority Logo Presentation

City Manager, ChaQuias Miller-Thornton presented the logo describing the significance of the design.

D. Presentation of Facilities Master Plan Status Update and Schedule

City Engineer, Larry Kaiser updated the Council on the upcoming tasks for the Facilities Master Plan.

5. PUBLIC COMMENTS

Any member of the public may address questions or comments to the City Council referencing only agenda items after the Mayor and City Council have had the opportunity to discuss the agenda item. Each attendee will be allowed 3 minutes for comments.

6. OLD BUSINESS

7. NEW BUSINESS

A. To discuss Resolution No. 2026-014 of City Council to Amend the FY2025 General Fund Budget.

City Manager, ChaQuias Miller-Thornton explained that the proposed changes are necessary to balance the FY2025 budget. More changes are expected as the audit progresses. This item will be on the Consent Agenda for the July 7, 2026 Council Meeting.

Public Comments: None

B. Discussion of the Civil Engineering Technical and Fee Proposal for the development of concept plans and set of biddable construction plans for the conversion of the Milam Park grass football field to a multi-purpose recreational field.

City Engineer, Larry Kaiser presented the highest ranked qualified firm based off of

proposals submitted in relation to the Request for Proposals. Skyline Engineering & Construction has been chosen as the firm with the highest ranked technical proposal. Cost is being assessed and will be available before the Council Meeting. This item will be under New Business on the July 7, 2026 Council Meeting agenda.

Public Comments:

Mindy (no last name given)

Michelle Maserjian

- C. Discussion of a Conditional Use Permit (CUP2026-002) to establish a coin-operated laundry at 3635 Church Street (parcel ID: 18 066 01 013).

Sarah McQuade, consultant with Clark Patterson Lee stated the Planning and Zoning Board recommends approval of the CUP with the condition that the existing space not be expanded. Councilmember Moore asked that the minutes from the Planning and Zoning Board be included in the Council packet. This item will be on the Consent Agenda for the July 7, 2026 Council Meeting.

8. ADJOURNMENT

Councilmember Bell made a motion to adjourn the meeting. Councilmember Moore duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting was adjourned at 7:51 p.m.

ATTEST:

Cynthia Hanson
City Clerk

Beverly H. Burks
Mayor



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5A	Presentation/ Administrative Business	

SUBJECT: City Manager's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5B	Presentation/ Administrative Business	

SUBJECT: City Attorney's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Attorney's Office

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5C	Presentation/ Administrative Business	

SUBJECT: City Council Reports

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	5D	Presentation/ Administrative Business	

SUBJECT: Mayor's Report

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Mayor/ City Council

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8A	Proclamation	

SUBJECT: Approval for Proclamation declaring July 2026 Parks and Recreation Month

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION:

Parks & Recreation Month

July 2026 is Park and Recreation Month highlighting "The Power Of" Parks and Recreation and the people who make it all possible. Parks and recreation bring us together, strengthen our health and well-being, and build more resilient, connected communities.

Throughout the month, we're celebrating the many ways parks and recreation reveal the power of what connects us:

The Power of Connection: Parks and recreation is where relationships grow, cultures meet and communities' bond.

The Power of Play: From playgrounds to programs to youth sports, play fuels creativity, joy and lifelong learning.

The Power of Community: Public spaces offer room for everyone to gather, celebrate and heal.

The Power of Nature: Nature restores and inspires us, and parks ensure everyone can access its benefits.

The Power of Belonging: Welcoming parks and programs make every person feel valued.

The Power of Well-Being: Parks and recreation advances health, resilience and shared community benefits.

Join us this July to celebrate the transformative power of parks and recreation. The outreach toolkit, graphics and resources to help you celebrate all July long.

Park and Recreation Professionals Day is Friday, July 17, 2026!

As part of Park and Recreation Month, we are celebrating Park and Recreation Professionals Day on Friday, July 17, 2026. This is a day to celebrate all the dedicated professionals who build strong, vibrant and resilient communities through the power of parks and recreation.

"Many Cultures. One Community. Celebrating Diversity Through Play."

CITY OF CLARKSTON, GEORGIA

PROCLAMATION

Parks and Recreation Month

WHEREAS, parks and recreation services are an integral part of communities throughout the United States, including the City of Clarkston, providing opportunities for residents of all ages, abilities, and backgrounds to enhance their health, wellness, and quality of life; and

WHEREAS, parks, trails, recreational facilities, programs, and open spaces contribute significantly to the physical, social, environmental, and economic well-being of our community; and

WHEREAS, the City of Clarkston Parks and Recreation Department plays a vital role in creating opportunities for active lifestyles, youth development, community engagement, cultural enrichment, environmental stewardship, and lifelong learning; and

WHEREAS, parks and recreation professionals work diligently to provide safe, accessible, and inclusive spaces where residents can gather, play, exercise, learn, and build meaningful connections; and

WHEREAS, the City of Clarkston recognizes the importance of preserving natural resources, enhancing public spaces, and investing in recreational opportunities that contribute to a vibrant and thriving community; and

WHEREAS, the month of July is recognized nationally as **Parks and Recreation Month**, an annual observance established by the National Recreation and Park Association (NRPA) to celebrate the impact of parks and recreation on the lives of individuals, families, and communities;

NOW, THEREFORE, I, [Mayor Beverly Burks , Mayor of the City of Clarkston, Georgia, on behalf of the City Council, do hereby proclaim the month of July 2026 as

PARKS AND RECREATION MONTH

in the City of Clarkston, Georgia, and encourage all residents to recognize and celebrate the invaluable contributions of our parks, recreation programs, facilities, volunteers, and dedicated professionals who help make Clarkston a healthier, stronger, and more connected community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Clarkston to be affixed this ____ day of _____, 2026

Mayor [Name]

City of Clarkston, Georgia

City Clerk



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8B	Consent Item	NO

SUBJECT: Approval of Ordinance No. 543 to amend the Fiscal Year 2025 General Fund Budget for the City of Clarkston, Georgia, appropriating the amounts in the expenditures/expenses as amended, adopting the items of revenue anticipations as amended and prohibiting expenditures or expenses from exceeding the actual funding available, and for other purposes.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Finance

PURPOSE: The Charter of the City of Clarkston provides for the transfer of unencumbered budget appropriations at any time after budget adoption. Transfer of unencumbered appropriations from one department to another requires ordinance of the City Council. The City Administration and Finance Departments are working together to compose an ordinance for amendment of the FY2025 budget for presentation to Council during its Work Session meeting on 06/23/2026. Current review of revenue and expense accruals for the 2025 General Fund and other funds is being completed, and it is anticipated that the draft amendment will be available for public and Council review on 06/23/2026. The Administration will seek Council consideration of approval of the amendment two (2) weeks following presentation during the Regular Session of Council on 07/07/2026.

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: The Administration will seek Council consideration of FY2025 budget approval on 07/07/2026.

ORDINANCE NO. 543

AN ORDINANCE TO AMEND THE FISCAL YEAR 2025 GENERAL FUND BUDGET FOR THE CITY OF CLARKSTON, GEORGIA, APPROPRIATING THE AMOUNTS IN THE EXPENDITURES/EXPENSES AS AMENDED, ADOPTING THE ITEMS OF REVENUE ANTICIPATIONS AS AMENDED AND PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE, AND FOR OTHER PURPOSES.

WHEREAS, sound governmental operations require a budget in order to plan the financing of services for the residents of the City of Clarkston; and

WHEREAS, Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated (OCGA) requires a balanced budget for the City's fiscal year, which runs from January 1st to December 31st of each year; and

WHEREAS, the Mayor and City Council of the City of Clarkston have approved the FY 2025 General Fund budget on November 7, 2024; and

WHEREAS, it is necessary from time to time to amend the FY 2025 General Fund budget for supplemental appropriations; and

WHEREAS, any amendment to the budget must still result in a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses; and

WHEREAS, the Mayor and City Council by ordinance may make supplemental appropriations for the year; and

NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Clarkston, Georgia, as follows:

Section 1. The attached Exhibit A, entitled FY2025 Budget Amendments by General Ledger Code, attached hereto and incorporated herein by reference is hereby adopted as amendment to the General Fund Budget for the City of Clarkston, Georgia for Fiscal Year 2025, which began January 1, 2025 and ends on December 31, 2025.

Section 2. The item(s) of revenue, other financial resources, and sources of cash shown within the attached are hereby adopted, as line-item amendments , and the amount(s) shown as expenditures or expenses, and uses of cash are hereby adopted as line-item amendments to the appropriate General Fund department(s), as named.

Section 3. The “legal level of control” as defined in OCGA §36-81 is set at the department level, meaning that the City Manager is authorized to move appropriations from one line item to another within a fund, but under no circumstances may expenditures or expenses exceed the amount appropriated for a fund without a further budget amendment approved by the City Council.

Section 4. All appropriations shall lapse at the end of the fiscal year.

Section 5. This Ordinance shall be and remain in full force and effect from and after its date of adoption.

SO ORDAINED this ____ day of _____ 2026.

CLARKSTON CITY COUNCIL

Beverly H. Burks, Mayor

ATTEST:

Cynthia Hanson
City Clerk

Approved as to Form:

Stephen Quinn
Stephen G. Quinn
City Attorney

EXHIBIT

FY2025 GENERAL FUND BUDGET AMENDMENT

REVENUE					Increase	Decrease	
100	316200			Insurance Premium Taxes	253,962		Revenue Received Over Budget
100	319400			Penalties/Interest Business Taxes	13,530		Revenue Received Over Budget
100	351170			MUNICIPAL Court Fines and Forfeitures	160,647		Revenue Received Over Budget
100	392100			Proceeds - Sale of Fixed Assets		45,000	No Sales Recorded
100	391100			Transfer From Unreserved Fund Balance	52,980		Total GF Reserve Appropriation
					\$ 481,119	\$ 45,000	436,119
EXPENDITURES							
100	1110	10	512100 GOVERNING BODY	BENEFITS	38,296		Based on Actual Expense
100	1110	10	523500 GOVERNING BODY	TRAVEL		7,500	Based on Actual Expense
100	1110	10	523700 GOVERNING BODY	EDUCATION AND TRAINING		10,000	Based on Actual Expense
100	1500	10	511100 GENERAL ADMIN	SALARIES AND WAGES		50,000	Based on Actual Expense
100	1500	10	512400 GENERAL ADMIN	GROUP INSURANCE		28,693	Based on Actual Expense
100	1500	10	512400 GENERAL ADMIN	RETIREMENT CONTRIBUTIONS		89,994	Based on Actual Expense
100	1500	10	521200 GENERAL ADMIN	CITY AUDITOR		35,500	AUDIT WORK TO BE COMPLETED
100	1500	10	521210 GENERAL ADMIN	CITY ATTORNEY	26,457		Based on Actual Expense
100	1500	10	521215 GENERAL ADMIN	PROFESSIONAL SERVICES	18,336		Based on Actual Expense
100	1500	10	521300 GENERAL ADMIN	COMPUTER HARDWARE/SOFTWARE SERVICES	234,518		CITY HALL RELOCATION
100	1500	10	523100 GENERAL ADMIN	PROPERTY/LIABILITY INS	46,335		CITY HALL RELOCATION
100	1500	10	523200 GENERAL ADMIN	COMMUNICATION	18,671		Based on Actual Expense
100	1500	10	523400 GENERAL ADMIN	PRINTING SERVICES		5,162	Based on Actual Expense
100	1500	10	523500 GENERAL ADMIN	TRAVEL		8,398	Based on Actual Expense
100	1500	10	523700 GENERAL ADMIN	EDU & TRAINING		10,527	Based on Actual Expense
100	1500	10	542400 GENERAL ADMIN	CAPITAL OUTLAY		26,402	Based on Actual Expense
100	1565	10	521216 BUILDINGS & GROUNDS	PROFESSIONAL SERVICES	49,990		CITY HALL RELOCATION
100	1565	10	522200 BUILDINGS & GROUNDS	REPAIRS/MAINTENANCE		15,431	Based on Actual Expense
100	1565	10	522310 BUILDINGS & GROUNDS	PURCHASED PROPERTY SVCS - RENTAL	(75,325)		CITY HALL RELOCATION
100	1565	10	523200 BUILDINGS & GROUNDS	COMMUNICATIONS	35,581		CITY HALL RELOCATION
100	1565	10	531100 BUILDINGS & GROUNDS	GENERAL SUPPLIES	7,516		CITY HALL RELOCATION
100	1565	10	531190 BUILDINGS & GROUNDS	SIGNAGE/STREET SIGNS	17,940		CITY HALL RELOCATION

100	1565	10	531230 BUILDINGS & GROUNDS	ELECRTICITY	8,942		CITY HALL RELOCATION
100	1565	10	541200 BUILDINGS & GROUNDS	SITE IMPROVEMENTS	532,532		CITY HALL RELOCATION
100	1565	10	542300 BUILDINGS & GROUNDS	FURNITURE & FIXTURES	16,364		Based on Actual Expense
100	1565	10	541430 BUILDINGS & GROUNDS	TREE ATLANTA INSTALLATION		25,000	Based on Actual Expense
100	2650	20	512100 MUNICIPAL COURT	BENEFITS		5,000	Based on Actual Expense
100	2650	20	521210 MUNICIPAL COURT	SOLICITOR		7,500	Based on Actual Expense
100	2650	20	521300 MUNICIPAL COURT	Technical		8,500	Based on Actual Expense
100	2650	20	571030 MUNICIPAL COURT	GA CRIME VICTIMS DUI FINES FUND		3,500	Based on Actual Expense
100	3200	30	512400 POLICE	EMPLOYEE BENEFITS - RETIREMENT		50,000	Based on Actual Expense
100	6200	60	512100 PARKS	GROUP INSURANCE		10,000	Based on Actual Expense
100	6200	60	512400 PARKS	RETIREMENT CONTRIBUTIONS		10,000	Based on Actual Expense
100	6200	60	522200 PARKS	PARKS-REPAIRS/MAINTENANCE		15,000	Based on Actual Expense
100	7400	70	512100 PLANNING	EMPLOYEE BENEFITS - GROUP		29,198	Based on Actual Expense
100	7400	70	512400 PLANNING	EMPLOYEE BENEFITS - RETIREMENT		17,402	Based on Actual Expense
100	7400	70	521215 PLANNING	PROFESSIONAL SERVICES		21,327	Based on Actual Expense
100	7400	70	521220 PLANNING	PLANNING/DEV-SAFEBUILT INSPECTION FEES		50,000	Based on Actual Expense

\$	976,153	\$	540,034	(436,119)
- Sum total +/-				

\$	858,029	*Increase in Expense is Primarily Related to Trans
		Relocation Expense from 2024 to 2025
	\$334,503	G&I Industrial and \$198029 Tr
	198,029	Trade/Svc Venders
	325,497	Furniture/Fixtures/Technology



CITY COUNCIL

CITY COUNCIL

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	8C	Consent Item	NO

SUBJECT: Approval of a Conditional Use Permit (CUP2026-002) to establish a coin-operated laundry at 3635 Church Street (parcel ID: 18 066 01 013).

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Planning and Economic Development

PURPOSE:

IMPACT:

FUNDING SOURCE:

RECOMMENDATION: Reference staff report.

STAFF ANALYSIS AND REPORT

APPLICANT: Sayeed Imran – SKM Partners, LLC

LOCATION: 3635 Church Street, Unit B
(Parcel ID: 18 066 01 013)

CASE #: CUP2026-002

ZONING: NC-1: Low-Density Neighborhood Commercial

REQUEST: Conditional Use Permit to allow for a self-service laundry facility.

ZONING/ADJACENT LAND USE:

North	CSX right-of-way & Stone Mountain Trail
South	R-75: Single-family residential (unincorporated DeKalb County)
West	NC-1: Auto repair shop
East	NC-2: U-Haul self-storage

MEETING INFORMATION:

Planning & Zoning Commission:	05/19/2026 – 7:00 P.M
Mayor & City Council Work Session:	06/30/2026 – 7:00 P.M.
Mayor & City Council Public Hearing:	07/07/2026 – 7:00 P.M.

PUBLIC NOTICE INFORMATION:

PNZ Public Notice Sign Posted:	05/04/2026
--------------------------------	------------

RECOMMENDATION:

Staff recommends approval.

BACKGROUND:

This property is 1.382 acres with two existing buildings. The first building contains a convenient store with fuel pumps and the former Clarkston Coin Laundry. The second building contains a restaurant and a hair salon with two vacant commercial spaces. The applicant is requesting a Conditional Use Permit (CUP) to re-open the self-service laundry facility in the existing space.

The existing space is 2,500 square feet of floor area with 42 washing machines and 18 dryers. The applicant is not proposing any increase in square footage nor additional equipment within the commercial space.

There is approximately 7,004 square feet of commercial floor area located on this site, which requires a minimum of 36 parking spaces. The site has 48 existing parking spaces so no additional parking spaces would be required with this proposal.

The former Clarkston Coin Laundry received a 2025 business license but it appears that the business closed sometime in October of 2025. Based on the business being closed for longer than six (6) months, the zoning code would no longer consider this use non-conforming and requires a conditional use permit for self-service laundry facilities in the NC-1 zoning district.

Analysis: Pursuant to Section 219(d) of the City of Clarkston Zoning Ordinance, Staff has reviewed the conditional use permit request in accordance with the required review criteria, which are as follows:

- 1. Would the conditional use be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood?**

The proposed use would not diminish nor impair property values with the surrounding neighborhood. This space was previously utilized as a self-service laundry facility. There is a 6-foot wooden fence adjacent to the neighboring residential properties that are in unincorporated DeKalb County.

- 2. Would the proposed conditional use increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties?**

The proposed use would not increase local or state expenditures in relation to the cost of servicing or maintaining neighboring properties.

- 3. Would the establishment of the conditional use impede the normal and orderly development of surrounding property for uses predominant in the area?**

Staff does not anticipate this use impeding the normal and orderly development of surrounding properties. The proposed self-service laundry facility is with an existing business space that was previously utilized as a self-service laundry facility.

- 4. Would the location and character of the proposed conditional use be consistent with a desirable pattern of development for the locality in general?**

The subject property is an existing commercial center with 7,004 square feet of space between two buildings. There is not any new development being proposed with this request. This request is to re-activate a use that previously operated within this space. Staff does believe that this proposal is aligned with the pattern of development in this area.

The Future Land Use Map in the Comprehensive Plan designates this area as Mixed-Use. The proposed self-service laundry facility is consistent with the Mixed-Use Future Land Use designation, which envisions a mix of residential, commercial, and urban-compatible industrial uses.

Recommendation:

Pursuant to Article II, Division 6 of the City of Clarkston Zoning Ordinance, Staff has reviewed the request in accordance with the required review criteria and recommends **APPROVAL** of the conditional use permit for a self-service laundry facility at 3635 Church Street, Unit B with the following condition:

1. The self-service laundry facility use shall be limited to 2,500 square feet and shall only be located with Unit B.

Aerial of the site



MINUTES OF
THE PLANNING & ZONING BOARD OF CLARKSTON, GEORGIA
HELD IN PERSON AND BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, MAY 19, 2026

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

Chairperson Chuck McFarland called the meeting to order at 7:00p.m.

2. ROLL CALL

The following members of the Planning & Zoning Commission were present: Birendra Dhakal, Lisa Williams, and Amy Medford. The following staff members were present: ChaQuias Miller Thonrton, City Manager, Jacob Bouie, Economic Development Coordinator, Dana Spade of CPL, and Gillam Sinharoy of CPL.

3. APPROVAL OF THE AGENDA

Lisa Williams motioned to approve the May 19, 2026 agenda. Motion was seconded by Birendra Dhakal. Motion passed (5-0)

4. MEETING MINUTES

A. February 17, 2026 Meeting Minutes

Lisa W. motioned to approve the February 17, 2026 meeting minutes. Motion was seconded by Felicia W. Motion passed (5-0)

B. April 21, 2026 Meeting Minutes

Amy M. motioned to approve the April 21, 2026, meeting minutes. Motion was seconded by Felicia W. Motion passed (5-0)

PUBLIC HEARING

Any member of the public may address the Planning and Zoning Board, during the time allotted for public hearing. Each attendee will be allowed 3 minutes. If your public comment contains a series of questions, please provide those questions to staff in writing on the Public Comment Card (Staff) prior to the meeting. This will facilitate follow-up by the Board or Staff. The Planning and Zoning Board desires to allow an opportunity for public comment; however, the business of the Board must proceed in an orderly and timely manner.

5. PRESENTATIONS

None

6. OLD BUSINESS

None

7. NEW BUSINESS

- A.** CUP2026-002: Conditional Use Permit (CUP) to allow for a self-service laundry facility at 3635 Church Street, Unit B (Parcel ID: 18 066 01 013).

The Board considered a conditional use permit request to allow a self-service laundry facility at 3635 Church Street, Unit B. Staff and the consultant team explained that the laundromat had previously operated at the same location but had been closed for a period of time. Due to the lapse in operation and changes related to ownership and interior repairs, the applicant was required to seek conditional use approval before reopening.

Board members asked questions regarding the history of the business, whether ownership had changed, and whether improvements had been made to the facility. The consultant noted that the letter of intent referenced a change in ownership and minor interior repairs, including replacement of equipment, but the applicant was not present to provide additional details.

Chair McFarland opened the item for public comment. No public comments were offered in support or opposition. The public comment portion was closed.

Amy M. motioned to approve the conditional use permit to allow a self-service laundry facility at 3635 Church Street, Unit B, subject to the conditions provided by staff. Motion was seconded by Lisa W. Motion passed (5-0)

- B.** Proposed Text Amendment to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish mobile food vending regulations.
- C.** Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish accessory food truck standards.
- D.** Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to amend the Use Table to add allowances for Mobile Food Vending and Accessory Food Trucks.

Because the three proposed text amendments: Proposed Text Amendment to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish mobile food vending regulations, Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to establish accessory food truck standards, and Proposed Text Amendments to the City of Clarkston Zoning Ordinance, Appendix A, Article IV to amend the Use Table to add allowances for Mobile Food Vending and Accessory Food Trucks, were related, the Amy M. motioned was to hear the proposed items together. The motion received a second by Lisa W. and passed. (5-0)

The consultant team presented the proposed amendments related to mobile food vending, food truck vendors, ice cream trucks, push carts, temporary food establishments, commissaries, vending sites, licensing requirements, property owner approval, insurance requirements, and Department of Public Health or Department of Agriculture approvals.

The consultant explained that the proposed mobile food vending regulations would remove food trucks from the temporary use framework and establish a separate licensing process for mobile food vendors. The proposed regulations included provisions related to allowable zoning districts, operating periods, distance requirements from existing food service establishments and city-sanctioned special events, signage, and future fee schedule considerations.

Board members discussed whether additional zoning districts, including light industrial areas and park spaces, should be included. The Board also discussed how the proposed language would affect existing businesses, including food truck operations already active in the city. Staff stated that the city had already spoken with existing food truck operators regarding the proposed language and emphasized that the intent was not to negatively impact existing businesses, but to create a clearer process for current and future mobile food operations.

The Board expressed concern that the proposed language needed additional review to ensure it would support small business development and avoid unnecessary barriers. Members discussed the importance of reviewing how neighboring jurisdictions regulate mobile food vending, including jurisdictions such as Stone Mountain, Tucker, and Avondale Estates.

The discussion also included the distinction between temporary mobile food vendors and more permanent or semi-permanent accessory food truck operations. The consultant explained that the proposed language treated mobile food vending as limited to short-term operations, while accessory food trucks would apply to longer-term operations. Board members raised questions about whether the proposed definitions adequately addressed food trucks, trailers, commissary-based vendors, mobile drink vendors, ice cream trucks, mobile farmers markets, and other similar operations.

Additional questions and concerns included:

- Whether the regulations should allow mobile food vendors in more zoning districts.
- Whether food trucks should be allowed in residential areas for special events or block parties.
- How property owner permission would be documented.
- Whether a vendor would need approval for each vending site.
- Whether fees could create a double-charging issue for vendors that already have a business license.
- Whether permanent or semi-permanent food trucks should be treated differently from short-term mobile vendors.

- Whether restroom access, water, gray water disposal, power sources, generators, fire safety, and ADA requirements should be more clearly addressed.
- Whether the application should include information regarding power source, water source, waste disposal, site layout, and designated parking area.
- Whether the ordinance should include more specific standards for trailers, truck dimensions, parking impacts, fire lane clearance, and sight distance safety.

The consultant clarified that special events would be handled separately through the city's special event process and that a special event permit would allow food trucks to participate in events such as block parties, 5Ks, or other temporary events.

Public comment was opened. A member of the public spoke generally in support of creating a food truck ordinance and stated that food trucks can provide an important opportunity for small business owners. The speaker also recommended additional revisions, including clearer definitions, truck and trailer dimensions, parking requirements, property owner approval requirements, designated site plans, fire marshal inspection requirements, and consideration of a pilot or temporary permit period before finalizing permanent regulations.

Following public comment, the Board continued discussion regarding safety, alcohol regulations, property owner approval, and whether the item should be delayed to allow staff and consultants more time to revise the proposed language. Staff noted that there was a compliance concern because the current code does not expressly regulate mobile food trucks. The Board acknowledged the need to balance compliance with the desire to protect and support existing and future businesses.

After discussion, Amy M. motioned to table the three proposed text amendments until the July Planning and Zoning Board meeting to allow staff and the consultant team additional time to research concerns, revise the language, and return with updated amendments. The motion was seconded by Birendra D. Motion passed (5-0)

8. ADJOURNMENT

Amy M. motioned to adjourn the meeting at 8:23p.m. The motion was seconded by Felicia W. Motion passed (5-0)



CITY OF CLARKSTON
CONDITIONAL USE PERMIT APPLICATION

Date Received: 4/30/2026

APPLICANT INFORMATION

APPLICANT NAME: SAYEED IMRAN (SKM PARTNERS LLC)
ADDRESS: [REDACTED] DULUTH, GA 30097
PHONE: [REDACTED] CELL: [REDACTED] FAX: [REDACTED]
EMAIL ADDRESS: [REDACTED]

OWNER INFORMATION (If different from Applicant)

OWNER NAME: PRIME STAR MANAGEMENT
ADDRESS: [REDACTED] LILBURN, GA 30360
PHONE: [REDACTED] CELL: [REDACTED] FAX: [REDACTED]
EMAIL ADDRESS: [REDACTED]

PROPERTY INFORMATION (attach legal description)

ADDRESS: 3635 CHURCH ST. SUITE B, CLARKSTON, GA 30021
PARCEL ID#: 18 066 01 013 LAND LOT: 66 DISTRICT: 18

CONDITIONAL USE PERMIT REQUEST

CURRENT ZONING: NC-1 CURRENT LAND USE: Vacant retail
PROPOSED LAND USE: Coin operated laundry facility
DESCRIPTION OF USE (ex.: number of employees, details of operation, etc.):

CERTIFICATION OF OWNERSHIP

I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows: 3635 Church St, Suite B Clarkston, GA 30091

SHEHNOOR SAWJA

Type or Print Owner's Name

[Signature]

Owner's Signature

APRIL 29th 2026

Date

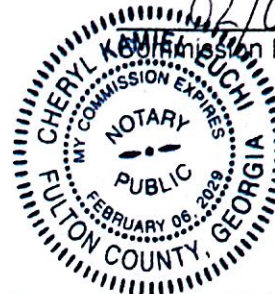
Sworn and subscribed before me this
29th day of April, 2026

[Signature]

Notary Public

02/06/2029

Commission Expires



(Seal)

POWER OF ATTORNEY (if owner is not the applicant)

Applicant states under oath that: (1) he/she is the executor or Attorney-in-fact under Power-of-Attorney for the owner (attach a copy of Power-of-Attorney letter); (2) he/she has an option to purchase said property (attach a copy of the contract); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease).

Type or Print Owner's Name

Owner's Signature

Date

Sworn and subscribed before me this
____ day of _____, _____

Notary Public

Commission Expires

(Seal)

Type or Print Applicant's Name

Applicant's Signature

Date

ATTORNEY / AGENT

CIRCLE ONE: Attorney Agent

Type or Print Attorney / Agent's Name

Attorney / Agent's Signature

Address

Phone Number

Email Address

AUTHORIZATION TO INSPECT PREMISES

I/we Sayeed Imran am/are the owner(s) of the subject property, which is the subject matter of this application. I/we authorize the City of Clarkston to inspect the premises, which is the subject of this request for a Conditional Use Permit.

SAYEED IMRAN
Type or Print Owner's Name

4/30/26
Date

Sayeed
Owner's Signature

LETTER OF INTENT

April 30, 2026

Richard Edwards, AICP
Planning and Economic Development Director
City of Clarkston

Subject: Letter of Intent for Use of Facility at 3635 Church Street, Suite B, Clarkston, GA 30021

Dear Mr. Edwards,

I am writing to formally express my intent to utilize the property located at 3635 Church Street, Suite B, Clarkston, GA 30021, as a self-service coin laundry facility.

This location has a well-established history as a coin-operated laundry, having served the community continuously for over 30 years. Although the facility was recently closed for approximately six months due to a change in ownership and minor interior repairs.

During the closure period, no equipment was replaced or added, and no structural modifications were made to the building. The existing layout and infrastructure remain intact, making the facility suitable for resuming its prior use as a self-service laundromat with minimal disruption.

My intention is to reopen and operate the business in a manner that continues to meet the needs of the local community while maintaining the established purpose of the property. I am committed to ensuring that the facility is properly maintained, fully operational, and compliant with all applicable regulations and standards.

Please consider this letter as a formal statement of my interest and intent regarding the use of this property. I welcome the opportunity to discuss this matter further and provide any additional information you may require.

Thank you for your time and consideration. I look forward to your response.

Sincerely,



Sayeed Imran
8430 Abingdon Ln, Duluth, GA 30097

54'6"

QUICKCLEAN COIN LAUNDRY

**3635 Church Street
Clarkston, GA 30021**

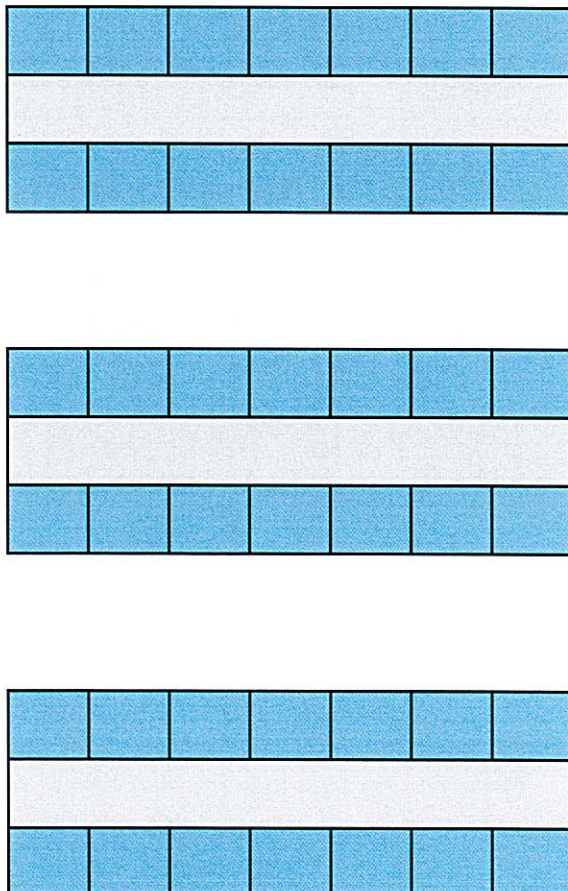
utility
space

Total Space 2500 sq ft.

Rest room

Storage

45'



Folding Table and Bulkhead

Washer

Dryer



Change
& vending
machine

Exit

Exit

LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL, OF LAND lying and being in Land Lot 66 of the 18th District of DeKalb County, Georgia, and more particularly described as follows:

[illegible]

2 FILE IN CONVICTION

The Title Description and Schedule B, Section 2, items hereon are from First American Title Insurance Company ALTA Commitment, Issuing Office File No.: 20-0430 Commitment No.: 1, Commitment Date September 10, 2020

SCHEDULE B ITEMS

13. Right of Way, deed and easement for slopes, fills and drainage from Walton C. Glover to DeKalb County dated 11/5/1984, and recorded in Deed Book 5094 Page 676, DeKalb County, Georgia records.
Affects as shown on the drawing

14. Right of Way, Deed and easement for slopes, fills and drainage from Walton C. Glover to DeKalb County dated 11/5/1984, and recorded in Deed Book 5094 Page 677, aforesaid records.
Affects as shown on the drawing

4 SURVEYOR CERTIFICATION

Prime Star Management LLC, a Georgia limited liability company successors and/or assigns, and First American Title Insurance Company, and each of their respective successors and assigns:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 2, 3, 4, 6(a), 6(b), 7(a), 7(b)(1), 7(b)(2), 8, 9, 10(a) (when applicable), 11, 13, 16, 17, 18, 19 and 20 of Table A thereof.

The field work was completed on September 18, 2020.

Date of Plat or Map: September 23, 2020.

Surveyors' signature
RONALD T. GODWIN GA RLS 26966

Original Survey will bear
Surveyors signature (Blue)
& Surveyors seal (Red).



FOOD IN CIVILIZATION

According to FEMA FIRM Panel No. 13099C0096K which bears an effective date of September 15, 2019 in my opinion this property appears not to be within a 100 year flood plain.

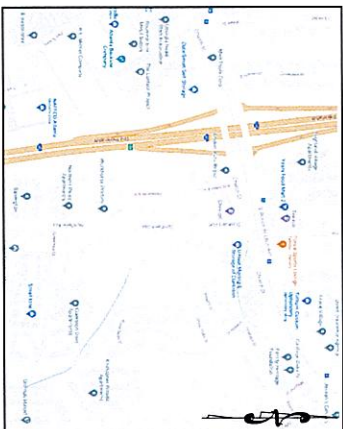
9

There is no visible evidence of cemeteries on the subject property at the time of survey.

NONI VIVIVO-JIN GINNOZ

Zoning Classification:
Not provided from Client per 6(a) & 6(b)

LAND AREA

1.382 Acres
60,202 Sq. Ft.

Vicinity Map (NOT TO SCALE)

9 SURVEYORS' NOTES

1. No observable evidence of earth moving work, no building construction or building additions at this site and field.
2. No observable evidence of changes in the street sign of why lines are compacted, and available from the controlling jurisdiction and no observable evidence of recent street or driveway construction or repairs.
3. No observable evidence of site use as a solid waste dump, dump or landfill landfill.
4. All statements within the certification, and other references located elsewhere hereon, related to utilities, improvements, structures, and other things, relating to the location and nature of the work, and the work is based solely on above ground, visible evidence, unless another source of information is specifically referenced hereon.
5. Equipment used:
Angular & Linear GPS 3005W, Sokkia SX,
& Topcon Hyper GA GPS system
6. The field data upon which this plat is based has a closure precision of one foot in 32,000+ feet and an angular error of <4.0" per angle point and was acquired using the compass rule.
7. This plat has been calculated for closure and is found to be accurate to within one foot in 650,341 feet.
8. Information showing underground structures and utilities was obtained from a limited field survey. The exact location of any underground lines should be verified through utility companies. This plat shall not be used for exact locations or presence of underground work.
9. There were no encroachments visible found

10 LEGEND

- TOP - OPEN TOP PIPE
- RFI - REBAR FOUND
- REB - REBAR SELECT
- S.E. - SOUTHEAST EAVE
- S.E. - SANITARY SEWER EASEMENT
- P.O.B. - POINT OF BEGINNING
- BL - BUILDING LINE
- D.E - DRAINAGE EASEMENT
- N/E - NOW OR FOREVER
- E/P/D - FIELD WORK PERFORMED DATE
- G.S. VALVE
- G.S. VALVE FOR
- U - UTILITY POLE
- D - DROP INLET
- F - FIRE HYDRANT
- L - LIGHT POLE
- X - FENCE
- DRAINAGE MANHOLE

PROJECT LOCATION

3635 Church Street
Land Lot 66 of the 18th District
DeKalb County, Georgia
Being tax parcel # 18 066 01 013

Project Name
20-205 Alta
PAGE 1

REVISION	DATE:	DESCRIPTION:
Revised		

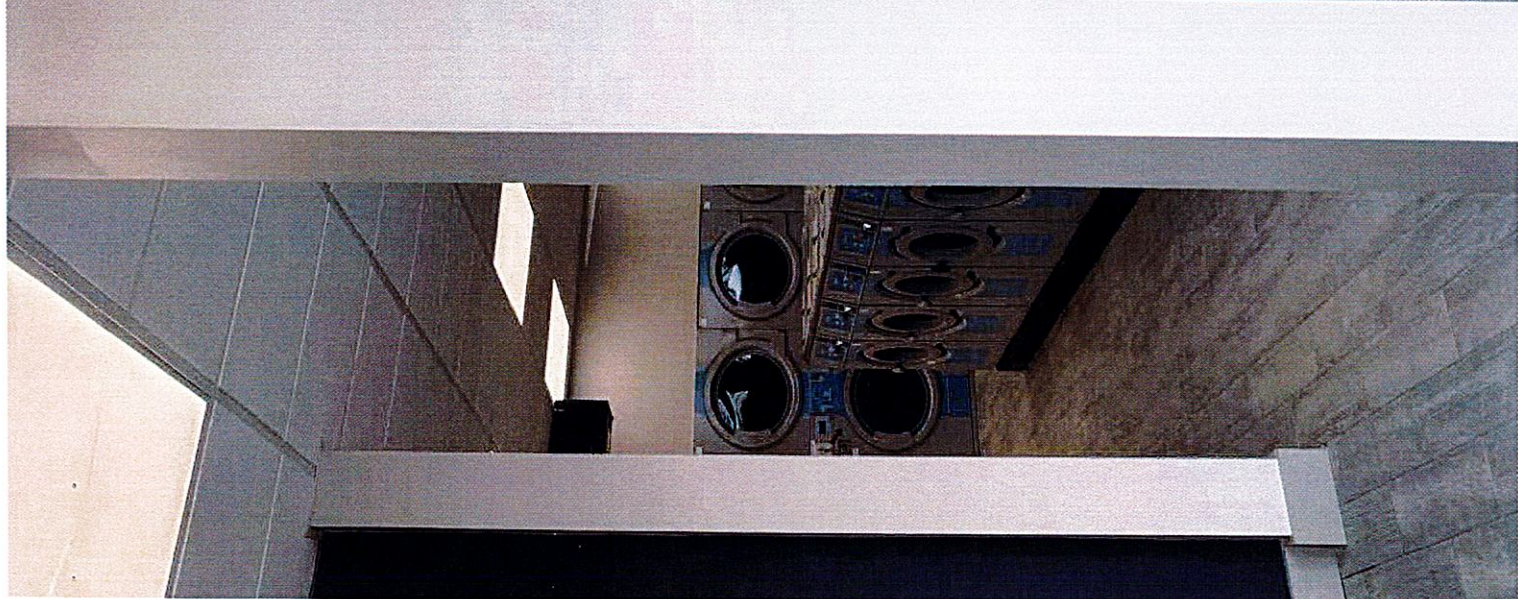


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SURVEYINGTM**
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CITY COUNCIL

CITY COUNCIL MEETING

AGENDA ITEM SUMMARY SHEET

MEETING DATE: JULY 7, 2026

Meeting Type	Item No.	Action Type	Public Hearing
City Council	9A	New Business Items	NO

SUBJECT: Consideration of the Civil Engineering Technical and Fee Proposal for the development of concept plans and set of biddable construction plans for the conversion of the Milam Park grass football field to a multi-purpose recreational field.

PRESENTER CONTACT:

PHONE NUMBER:

DEPARTMENT: Administration

PURPOSE:

Present staff recommendation for the selection of the highest ranked civil engineering firm to prepare concept plans and a biddable set of construction plans for the conversion of the Milam Park grass football field to a multi-purpose recreational field.

IMPACT:

FUNDING SOURCE:

The cost to perform the planning and engineering tasks is included in the Recreational Project Category of the SPLOST II Program.

RECOMMENDATION:

This RFP was advertised previously and presented to council at the May work session. Due to questions regarding the bidding process and RFP format, city administration chose to re-advertise.

This project is identified in the Parks Master Plan Report. The design and construction plan development was identified as a city-funded required task in the CDBG grant (construction phase funding) that was submitted to DeKalb County in April.

The City received technical proposals from the following civil engineering firms:

- Stantec
- Skyline Engineering & Construction
- Foresite Group
- JE (disqualified)

The City Manager, Parks & Recreation Director; Public Works Director and City Engineer evaluated the technical proposal submittals and ranked the proposals based on the technical criteria set forth in the RFP. The selection process followed the Qualifications-Based Selection (QBS) format that council approved by Resolution in July 2016 and Procurement Policy amended in April 2024.

The highest ranked firm was identified as Skyline Engineering & Construction. City staff met with Skyline Engineering and Construction on 6/23/2026; the firm with the highest ranked technical proposal based on QBS, to refine the scope of work to better align with the intent and goals of the Parks & Recreation Project. Scope negotiations resulted in a number of revisions. Once a final scope of work was agreed to by both parties, the City requested a Fee Proposal from Skyline Engineering & Construction. After several fee negotiation sessions, a final fee of \$207,530; with a \$30,000 city contingency, for a total of \$237,530, was agreed to by both parties. The contingency is to be utilized exclusively at the cities discretion and only in the event an increase in the scope of services occurs and approved by the city.

Next Steps

If Council and Mayor concurs with the administration and staff recommendation, the City administration will subsequently issue a NTP to Skyline Engineering & Construction with a deadline to complete all planning and engineering tasks as outlined in the contract by February 1, 2027.

Cc: Contract

Exhibits A-E

Technical Proposal



Civil Engineering Site Design and Related Services for Conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field

PREPARED FOR:



ChaQuias Miller-Thornton
City Manager

June 18, 2026



June 18, 2026

City of Clarkston

ATTN: ChaQuias Miller-Thornton, City Manager

736 Park North Boulevard, Suite 120

Clarkston, Georgia 30021

RE: Technical Proposal for Civil Engineering Site Design and Related Services – Conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field

Dear Ms. Miller-Thornton:

SKYLINE Engineering & Construction, LLC (SKYLINE) is pleased to submit this Proposal to the City of Clarkston for professional civil engineering site design and related services associated with the conversion of the existing Milam Park grass field into a multi-purpose synthetic turf recreational facility.

SKYLINE understands the City's vision to develop a durable, high-quality recreational facility capable of supporting year-round athletic programming while enhancing community recreational opportunities and long-term operational functionality. We recognize that successful implementation of this project will require thoughtful site planning combined with practical, non-intrusive engineering solutions that convert existing site challenges, including steep terrain and stream buffers, into features that enhance the overall character and functionality of the park.

Our team brings extensive experience providing civil engineering, park development, and athletic field design throughout Georgia. To support the City's goals for this project, SKYLINE has assembled a multidisciplinary team consisting of landscape architecture, cost estimating, and geotechnical engineering professionals with extensive experience supporting public-sector projects.

SKYLINE recognizes the City of Clarkston's priority to advance the Milam Park project on an accelerated timeline in order to support construction completion. Our team has extensive experience rapidly mobilizing upon notice to proceed and are well-positioned to deliver permit-ready construction documents within compressed timeframes while supporting the City's broader implementation goals.



**Civil Engineering Site Design and Related Services for the Conversion of the Milam Park
Grass Football Field to a Multi-Purpose Recreational Field**

We appreciate the opportunity to submit this proposal and look forward to partnering with the City of Clarkston on this important recreational improvement project.

Sincerely,

Mark D. Cooke, P.E.
Partner | Director of Engineering Division
SKYLINE Engineering & Construction, LLC
6755 Peachtree Industrial Blvd., Suite 250
Atlanta, Georgia 30360
404.668.5993
mcooke@skyline-ec.com

Federal Tax ID and State Tax ID Number 20-5443402
State of Incorporation: Georgia Control Number 0653287

Introductory Letter1

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I. Project Understanding

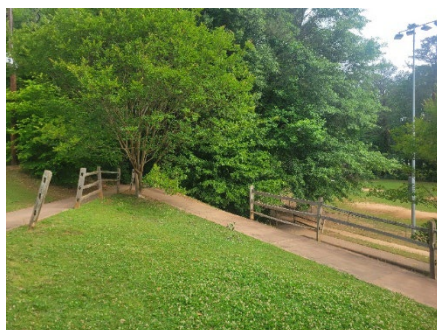
The City of Clarkston envisions the redevelopment of the existing Milam Park grass field into a high-quality, multi-purpose synthetic turf recreational facility capable of supporting year-round athletic programming and expanded community use. The project represents an important investment in the City's parks and recreation system by creating a durable and flexible athletic venue that accommodates football, soccer, kickball, and future recreational opportunities while enhancing the overall functionality and character of Milam Park.



SKYLINE understands that the project site presents several unique design constraints that will require thoughtful planning and coordinated engineering solutions. These constraints include steep grades located east of the existing field adjacent to the parking area, dedicated right-of-way and adjacent residential properties to the south, and a state-regulated stream corridor located east of the site with associated state and county stream buffers and undisturbed floodway areas. Rather than viewing these existing conditions as limitations, SKYLINE recognizes the opportunity to develop practical, non-intrusive design solutions that work with the natural characteristics of the site to enhance drainage performance, accessibility, aesthetics, and long-term park functionality while minimizing impacts to environmentally sensitive areas.



Our team understands the importance of stakeholder engagement throughout the planning and design process. The project will require regular coordination with City staff, participation in public and City Council meetings, and clear communication of project progress, design development, and implementation milestones. In addition, SKYLINE recognizes the City's desire to advance the project on an accelerated schedule and is prepared to rapidly mobilize upon notice to proceed to efficiently advance the project through design, permitting, and bid-ready construction documentation while maintaining quality and responsiveness throughout the process.



II. Project Approach

SKYLINE's approach to the Milam Park Multi-Purpose Recreational Field project is founded on a simple concept...intently serve you, our client, and understand how you plan to better serve your clients...the taxpayers of the City of Clarkston. Specifically, we have extensive and successful past performance in the Metro Atlanta area completing projects of this type and size including the six (6) tasks associated with this project:



1. Project Management
2. Conceptual Site Planning
3. Survey and Existing Conditions Documentation
4. Civil Site Design Development and Related Services
5. Material Product Specifications
6. Public Involvement

Task 1 – Project Management

SKYLINE will implement a structured project management approach focused on communication, schedule management, and stakeholder coordination. Upon Notice to Proceed, our team will rapidly mobilize and coordinate an initial kickoff meeting with City staff to confirm project goals, communication procedures, deliverable expectations, and project milestones.

Project management services will include:

- Project kickoff meeting
- Bi-weekly project coordination meetings
- Schedule development and monitoring
- Consultant coordination
- Monthly progress updates and invoicing
- Meeting agendas and meeting minutes
- Coordination with City staff and stakeholders
- Exhibits, maps and figures
- Submission of monthly pay requests and draft
- QA/QC oversight
- City Council meeting participation
- Public Information Open House participation

SKYLINE understands the City's desire to advance the project on an accelerated schedule and will prioritize stakeholder coordination throughout the design process to support timely project delivery.

Task 2 – Conceptual Site Planning

SKYLINE believes this task is imperative and the key to project success. With the existing site conditions present, we believe using the constraints as opportunities for enhancement will create an integrated design that best serves the city. We will prepare two (2) conceptual site plans for Phase I and two (2) conceptual site plans for Phase II in accordance with the RFP requirements. The conceptual planning phase will focus on evaluating site functionality, grading constraints, recreational programming, circulation, and overall site integration.

The concept development process will include:

- Existing site evaluation and opportunities/constraints analysis
- Synthetic turf field layout alternatives
- Preliminary grading and drainage concepts
- Utility coordination considerations
- Access and circulation planning
- Landscape and tree protection considerations
- Preliminary stormwater management concepts
- Probable construction cost estimates for each concept alternative

The preferred concept selected by the City will advance into detailed design development and construction documentation.

Task 3 – Survey and Existing Conditions Documentation

SKYLINE will coordinate survey and existing conditions documentation necessary to support conceptual planning and detailed design development activities. Survey information will serve as the foundation for civil/site design and construction documentation.

Survey services will include:

- Topographic survey
- Existing utility mapping
- Surface feature documentation including trees
- Existing conditions base mapping
- Benchmark establishment
- As-built coordination support

Task 4 – Civil Site Design Development and Related Services

SKYLINE will prepare 30%, 90%, and 100% construction documents for the selected Phase I concept. The design process will focus on developing coordinated, permit-ready, and constructible plans that meet regulatory requirements and clearly communicate the design intent to potential bidders.

Design services will include:

- Site Plan
- Grading Plan
- Drainage Plan
- Storm Water management design and report
- Utility Plan
- Notes
- Details
- ESPC Plans and notes
- Landscape plans
- Tree protection and replacement plans & details
- Geotechnical Investigation: testing, site preparation and reporting
- Hydraulic/Hydraulic Analysis

Particular emphasis will be placed on practical, non-intrusive engineering solutions that minimize impacts to environmentally sensitive areas while improving site functionality and drainage performance.

Task 5 – Material Product Specifications

SKYLINE and Palacio Collaborative will assist the City in evaluating synthetic turf systems and associated recreational amenities to support informed project decisions during design development.

Services will include:

- Evaluation of synthetic turf systems and environmental impact by vendor
- Comparative material analysis
- Cost comparisons and lifecycle considerations
- Value engineering support
- Recommendations regarding durability and maintenance
- Budget alignment evaluations

This process will help the City evaluate performance, maintenance, aesthetics, and long-term operational considerations associated with proposed material selections.

Task 6 – Public Involvement

SKYLINE understands the importance of public engagement and stakeholder coordination throughout the planning and design process. Our team will support the City's outreach efforts by assisting with project communication materials, public presentations, and stakeholder coordination activities.

Public involvement services will include:

- Public Information Open House support
- City Council presentation support
- Project exhibits and presentation graphics
- Coordination with City staff
- Public meeting materials and display boards
- Stakeholder coordination assistance

Our team will work collaboratively with the City to clearly communicate project goals, schedule milestones, design progress, and implementation expectations to stakeholders and the public throughout the duration of the project.

III. Proposer's Experience

SKYLINE Engineering & Construction, LLC (SKYLINE) is a professional technical services firm headquartered in metro Atlanta providing civil engineering, site development, environmental, permitting, construction administration, and infrastructure-related services for public and private sector clients throughout Georgia and the Southeast. Established in 2006, SKYLINE has extensive experience delivering recreational, municipal, transportation, drainage, utility, and park-related projects requiring coordinated multidisciplinary engineering solutions, stakeholder engagement, and responsive project management.

SKYLINE's experience includes:

- Athletic and recreational facilities
- Parks and greenspace developments
- Trails and multi-use path projects
- Site development and infrastructure improvements
- Grading and drainage design
- Stormwater management and hydrologic analysis
- Utility coordination and permitting
- Erosion, sedimentation, and pollution control
- Construction document preparation
- Public-sector project coordination

The firm's experience with recreational facilities, public parks, drainage-intensive projects, and community-oriented site development aligns directly with the City of Clarkston's goals for the Milam Park Multi-Purpose Recreational Field project.

In support of this assignment, SKYLINE has assembled a multidisciplinary consultant team consisting of:

- Lee Richardson + Associates – Landscape Architecture
- Palacio Collaborative – Cost Estimating
- Matrix Engineering Group, Inc. – Geotechnical Engineering

Together, the team provides comprehensive capabilities associated with civil engineering, recreational site planning, drainage and stormwater design, landscape architecture, geotechnical engineering, and construction cost estimating.

SKYLINE Relevant Project Experience

Coan Park Recreation Center Expansion and Improvements

Atlanta, GA

Civil Engineering & Site Design for Recreation Center Expansion, Current Project

Contract cost (original and final): **\$8.5 million**

City of Atlanta, Department of Parks & Recreation, Office of Park Design, W. Cartwright –
wcartwright@atlantaga.gov

SKYLINE provided civil engineering and site design services for the renovation and expansion of the Coan Park Recreation Center, located within Coan Park in Atlanta's Edgewood neighborhood. As one of the area's largest and most active public parks, Coan Park serves as a vital community resource featuring athletic fields, courts, playgrounds, picnic areas, walking trails, outdoor fitness equipment, and recreational gathering spaces that support neighborhood connectivity, wellness, and community engagement.



Working in coordination with the City of Atlanta Department of Parks and Recreation and the Office of Park Planning and Design, the project focused on modernizing and expanding the existing recreation center to better support future programming and community needs. The planned expansion included approximately 7,000 square feet of new space centered around a new gymnasium and supporting amenities, with the preferred addition located along the eastern side of the existing facility.



SKYLINE's scope included civil engineering, site design, grading and drainage improvements, utility coordination, pedestrian accessibility enhancements, and preparation of permit-ready construction documents to support the renovation and expansion effort. The design carefully integrated new improvements within the existing park environment while maintaining connectivity to surrounding recreational amenities, including the Trolley Line Trail, athletic facilities, playgrounds, and community gathering spaces.

The renovation and expansion of the Coan Park Recreation Center will enhance recreational access, support expanded community programming, and strengthen one of Atlanta's most valued neighborhood park facilities for years to come.



Loridans Park

Atlanta, GA

Civil Engineering & Site Design for Historic Park Enhancements, Current Project

Contract cost (original and final): \$3.25 million

City of Atlanta, Department of Parks & Recreation, Office of Park Design, W. Cartwright – wcartwright@atlantaga.gov

SKYLINE is providing civil engineering and site design services for the next phase of improvements at Loridans Park, a historically significant greenspace in the City of Atlanta that contains one of the city's oldest family cemeteries. Working in coordination with the City of Atlanta and Livable Buckhead, the project advances previously developed concepts into construction-ready improvements that



enhance accessibility, environmental sustainability, and the overall visitor experience while preserving the park's historic and natural character.

The updated improvements reimagine Loridans Park as a calm, layered landscape centered around reflection, passive recreation, and cultural interpretation. Proposed enhancements include a redesigned entrance plaza featuring a shade structure, benches, bike racks, and improved pedestrian access, along with a winding natural trail system, shaded clearings, and expanded garden areas that encourage quiet exploration throughout the site.

A key component of the project includes the sensitive preservation of the historic cemetery through marked headstones, wrought iron viewing enclosures, and post-and-rope barriers designed to protect gravesites while allowing for interpretation and quiet visitation. Additional improvements include interpretive history panels, interactive art elements, wildflower and pollinator gardens, stormwater landscape enhancements, sound wall greening, invasive species management strategies, and new shade tree plantings that support long-term ecological health while reinforcing the park's identity as both a community greenspace and historic resource.



Through thoughtful civil engineering and context-sensitive site design, SKYLINE is helping transform Loridans Park into an accessible, historically respectful, and environmentally resilient public space that will serve the surrounding community for years to come.



Mountain Way Common

Atlanta, GA

Park Planning, Civil Engineering & Nature-Based Recreation Design, Current Project

Contract cost (original and final): \$4.5 million

City of Atlanta, Department of Parks & Recreation, Office of Park Design, W. Cartwright –

wcartwright@atlantaga.gov

SKYLINE is providing planning, civil engineering, and site design services for the continued transformation of Mountain Way Common, a unique urban greenspace located beneath the GA 400 corridor and directly connected to PATH400 in the City of Atlanta. Building upon previous planning efforts, the project advances the park vision into refined, construction-ready improvements that enhance recreation, accessibility, and environmental stewardship while preserving the site's natural woodland character.

Working closely with the City of Atlanta and Livable Buckhead, SKYLINE assisted the client in helping shape Mountain Way Common into a nature-forward destination



that blends active recreation, family play, and passive open space within a heavily wooded urban environment. Updated design efforts focus on creating an immersive park experience that encourages exploration, relaxation, and connectivity to the surrounding trail network.

The proposed improvements include a curving crushed-stone pathway loop, shaded woodland trails, repaired wooden bridges, expanded seating and overlook areas, and enhanced park access points designed to improve circulation throughout the site while minimizing disturbance to existing terrain and vegetation. Meadow and woodland garden enhancements, interpretive signage, and scenic viewing opportunities further reinforce the park's identity as a restorative community greenspace.



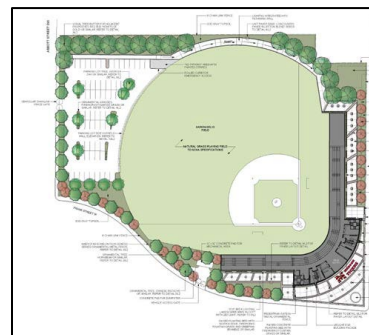
To support family-oriented recreation, SKYLINE designed engineering solutions to create a variety of natural play elements directly into the landscape, including climbing boulders, log tunnels, turf play mounds, and an embankment slide integrated into the site topography. These features were carefully planned to provide engaging recreational opportunities while maintaining the organic woodland setting and ecological character of the park.

SKYLINE's services include coordination of park planning, accessibility considerations, site design, grading and circulation improvements, and integration of nature-based recreational amenities that align with the Livable Buckhead and City of Atlanta vision for resilient, community-focused public spaces along the PATH400 corridor.

In addition to current project experience, please see SKYLINE's Sports Field experience following Resumes found in Section VI.



City of Dunwoody - Brook Run Field



Morehouse College-Aaron-Selig Field



Cost Control and Project Management Experience

SKYLINE has extensive experience managing project schedules, budgets, consultant coordination, and technical delivery for municipal and public-sector projects. The firm utilizes internal project management procedures focused on:

- Schedule monitoring
- Quality assurance and quality control (QA/QC)
- Budget management
- Design coordination
- Deliverable tracking
- Regulatory coordination
- Stakeholder communication

The firm's collaborative design and management approach allows clients to maintain visibility into project progress, schedule milestones, and cost considerations throughout all phases of project delivery.

IV. Project Team Experience



Project Leadership
Principal-in-Charge / Project Manager
Mark D. Cooke, P.E.
Partner | Director of Engineering Division
SKYLINE Engineering & Construction, LLC

Mark D. Cooke, P.E., will serve as Principal-in-Charge and Project Manager for the Milam Park Multi-Purpose Recreational Field project and will act as the City's primary point of contact throughout the duration of the assignment.

Mr. Cooke has more than 19 years of experience managing and executing civil engineering, recreational facility, infrastructure, and site development projects for public and private sector clients. His experience includes grading and drainage design, hydrologic analysis, utility coordination, stormwater management, permitting, erosion and sedimentation control, and construction administration services.

Mr. Cooke has extensive experience with municipal parks, recreational facilities, trails, athletic fields, and public infrastructure projects throughout Georgia, including:

- Dunwoody Baseball Fields at Brook Run Park
- Ella Mae Wade Brayboy Memorial Park
- Atlanta BeltLine trail projects
- Hall County recreational trail improvements
- Public-sector site development and infrastructure projects

As Project Manager, Mr. Cooke will oversee:

- Overall project management
- Client coordination
- Consultant team management
- Schedule oversight
- QA/QC implementation
- Design coordination
- Public meeting participation
- City Council coordination
- Deliverable management

Mr. Cooke will maintain direct involvement throughout all phases of the project to ensure continuity, responsiveness, and successful project delivery.



Assistant Project Manager / Senior Civil Engineer

Brenda K. Johnson, P.E.

Senior Project Manager

SKYLINE Engineering & Construction, LLC

Brenda K. Johnson, P.E., will serve as Assistant Project Manager and Senior Civil Engineer for the project. Ms. Johnson has extensive experience managing and executing civil engineering projects involving grading and drainage design, stormwater management, hydrology and hydraulic analysis, erosion control, permitting, and construction document preparation.

Her experience includes:

- Drainage and stormwater infrastructure
- Public infrastructure projects
- Recreational and municipal site development
- Transportation-related grading and drainage
- Utility coordination
- Construction documentation
- Permitting coordination

Ms. Johnson will support:

- Day-to-day project coordination
- Drainage and stormwater analysis
- Design development oversight
- Technical QA/QC review
- Schedule coordination
- Construction cost coordination
- Utility and permitting coordination

Her technical expertise in hydrology and drainage design directly aligns with the project's emphasis on synthetic turf underdrain systems and stormwater management infrastructure.



Civil Engineer III / Senior Civil Designer

Kenneth Burruss

Civil Project Designer / CAD Manager

Kenneth Burruss will serve as Civil Engineer III and Senior Civil Designer for the project. Mr. Burruss brings more than four decades of experience in civil engineering production, infrastructure design, CAD management, erosion control, and construction document preparation.

His expertise includes:

- Grading design
- Storm sewer and sanitary sewer layouts
- Construction plan production
- Utility coordination
- Erosion and sediment control
- QA/QC review
- Infrastructure drafting and detailing

Mr. Burruss has supported numerous public-sector and infrastructure projects throughout Georgia including roadway improvements, utility systems, transportation projects, and recreational developments.

For this project, he will support:

- Civil plan production
 - CAD standards management
 - Grading and utility layout coordination
 - Construction documentation
 - Technical drafting support
 - Internal QA/QC coordination
-



Civil Engineer III

Stephen Walker

Civil Engineer

SKYLINE Engineering & Construction, LLC

Stephen Walker will serve as Civil Engineer III supporting site design, drainage analysis, permitting coordination, erosion control, and construction document preparation activities.

His experience includes:

- Site development
- Hydraulic analysis
- Grading and drainage design
- Utility coordination
- Stormwater management
- Civil 3D production
- Construction coordination

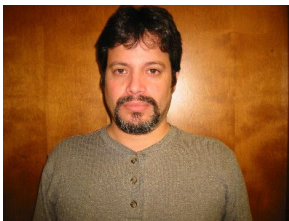
Relevant experience includes:

- Gwinnett County Fire Station #14

- City of Atlanta parks projects
- Livingstone College Dormitory Expansion
- Commercial and municipal site development projects

Mr. Walker will support:

- Site design development
 - Drainage calculations
 - Erosion control plans
 - Utility coordination
 - Construction document preparation
 - Technical design support
-



Surveyor

Pablo M. Garcia

SKYLINE Engineering & Construction, LLC

Mr. Garcia provides land surveying services for SKYLINE. He has over 500 ALTA surveys and other types of surveying project.

His experience includes:

- Land surveying
- Industrial sites
- Public sites
- Topographic surveys
- Trees
- Utilities

Relevant experience includes:

- Atlanta Beltline, Inc. – 95 Milton Avenue
- DeKalb County – Snapfinger 3A
- Quest Community Development – 710 Jones Road & 349 Jones Avenue
- City of Douglasville – Riverside West 500+ Acre Industrial Development

Mr. Garcia will support:

- Boundary survey
- Topographic survey for design
- Determine horizontal and vertical existing utilities, etc.
- Tree locations
- Construction Survey for contractor's as-built's

SUBCONSULTANT TEAM

LandMatters Studios

Role: Landscape Architecture Consultant

LandMatter Studios will provide landscape architecture services associated with:

- Landscape plans
- Tree protection plans
- Tree replacement plans
- Recreational site aesthetics integration
- Coordination with pedestrian and park elements



The firm brings relevant experience associated with parks, trails, recreational corridors, and public-sector projects throughout the Atlanta region.

Palacio Collaborative

Role: Cost Estimating Consultant

Palacio Collaborative will provide:

- Conceptual cost estimating
- Design-phase cost estimating
- Value engineering support
- Cost modeling
- Alternatives pricing analysis
- Construction cost forecasting

Palacio Collaborative brings more than 15 years of experience supporting government and municipal projects nationwide, including:

- 390+ sports and recreation projects
- 85+ community park projects
- Multiple City of Clarkston projects

Their experience with athletic and recreational facility cost estimating provides significant value to the project team during conceptual planning and design development phases.

Matrix Engineering Group, Inc.

Role: Geotechnical Engineering Consultant

Matrix Engineering Group, Inc. will provide geotechnical engineering services associated with:

- Infiltration testing
- Soil permeability analysis

- Subsurface investigations
- Geotechnical recommendations
- Site preparation recommendations
- Drainage-related subsurface evaluations

Matrix Engineering Group's services will support the design of the synthetic turf underdrain system and stormwater management infrastructure necessary to ensure long-term field performance and constructability.



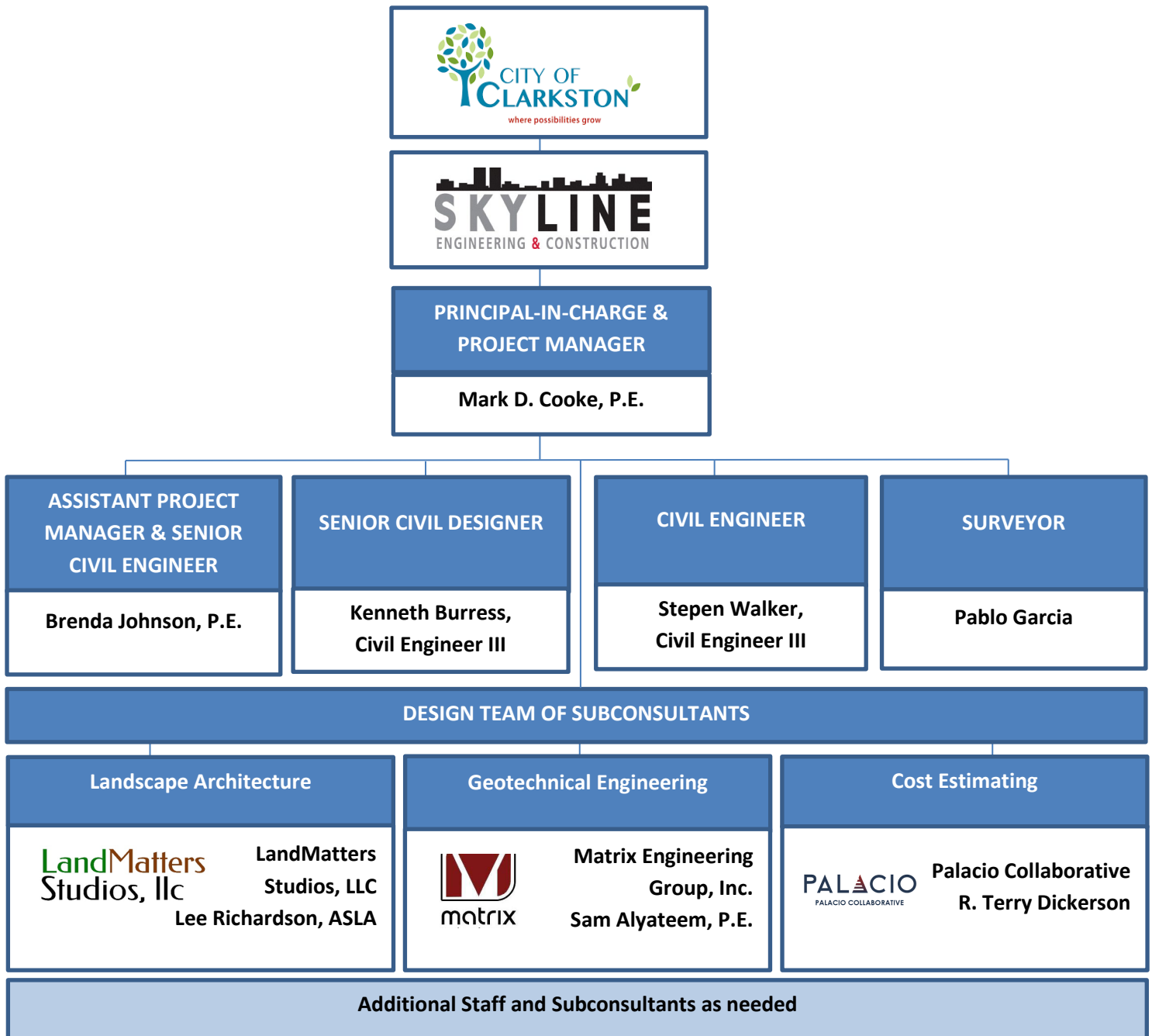
Team Coordination and Availability

The SKYLINE Team has assembled a focused and responsive multidisciplinary team specifically tailored to the needs of the Milam Park project. The team's organizational structure emphasizes:

- Direct communication with City staff
- Efficient consultant coordination
- Responsive technical support
- Schedule accountability
- Strong QA/QC oversight
- Public-sector project experience

The Principal-in-Charge and Assistant Project Manager will remain actively involved throughout the project lifecycle to ensure continuity of communication, technical coordination, and timely project delivery.

The percentage of time key personnel will be devoted to the project is 35% throughout the duration of the project; and, 65% will be devoted to other SKYLINE projects.



The SKYLINE Team understands the City of Clarkston's vision to develop a durable, high-quality recreational facility capable of supporting year-round athletic programming while enhancing community recreational opportunities and long-term operational functionality. The SKYLINE Team is as follows:

SKYLINE's Project Team Roles and Responsibilities Matrix			
Team Member	Firm	Role	Primary Responsibilities
Mark D. Cooke, P.E. (Primary point of contact)		Principal-in-Charge/Project Manager	- Overall project management - Client coordination - Consultant team management - Schedule oversight - QA/QC implementation - Design coordination - Public meeting participation - City Council coordination - Deliverable management
Brenda K. Johnson, P.E.		Assistant Project Manager / Senior Civil Engineer	- Day-to-day project coordination - Drainage and stormwater analysis - Design development oversight - Technical QA/QC review - Schedule coordination - Construction cost coordination - Utility and permitting coordination
Kenneth Burruss		Senior Civil Designer	- Civil plan production - CAD standards management - Grading and utility layout coordination - Construction documentation - Technical drafting support - Internal QA/QC coordination

Civil Engineering Site Design and Related Services for the Conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field

Stephen Walker	 ENGINEERING & CONSTRUCTION	Civil Engineer III	- Site design development - Drainage calculations - Erosion control plans - Utility coordination - Construction document preparation - Technical design support
Pablo Garcia	 ENGINEERING & CONSTRUCTION	Surveyor	- Boundary survey - Topographic survey for design - Determine horizontal and vertical existing utilities, etc. - Tree locations - Construction Survey for contractor's as-built's
Design Team of Subconsultants			
Lee Richardson, ASLA	 LandMatters Studios, LLC	Landscape Architecture Consultant	Landscape plans; tree protection and replacement plans; landscape integration
Sam Alyateem, P.E.	 Matrix Engineering Group, Inc.	Geotechnical Engineering	Infiltration testing; subsurface investigation; soil analysis; geotechnical recommendations; drainage-related subsurface evaluations
R. Terry Dickerson, LEED AP	 PALACIO COLLABORATIVE Palacio Collaborative, Inc.	Cost Estimating Consultant	Conceptual cost estimating; construction cost estimates; value engineering; alternatives pricing; budget forecasting

V. Project Schedule

The proposed schedule is based on RFP III. Term of Service and Pre-contract Activity – anticipated date of design completion of November 30, 2026; and Exhibit A, Addendum 2 Response Question #2 stating anticipated November 1, 2026 (design); December 1, 2027 (construction)

Design (Phase I & II)																				Construction Phase															
	July 2026				August 2026				September 2026				October 2026				November 2026				December 2026				January 2027				February 2027						
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	December 2027		
Task 1: Project Management																																			
Task 2: Conceptual Site Planning																																			
Task 3: Surveying																																			
Task 4: Civil Site Plan Design Development & Related Services																																			
Task 5: Material Product Specifications																																			
Task 6: Public Involvement																																			
Permitting and Plan Revisions																																			
Bid & Contractor Selection Process																																			
Estimated Construction Completion																																			

December 2027



Startup upon Notice-to-Proceed

City Council Meeting (TBD by Clarkston staff)



Schedule Project Meeting (every two weeks) – Meetings split approximately 50% In-Person and 50% Virtual



Public Information Open House (PIOH) Meeting (TBD by Clarkston staff)



VI. Supporting Information

Team Resumes
Additional Sports Field Experience
Vendor Questionnaire & Forms
Licenses and Registrations



Mark D. Cooke, P.E.

Partner & Director of Engineering

Role: Principal-in-Charge and Project Manager

Mr. Cooke is a Partner with SKYLINE Engineering & Construction, LLC and shares the responsibility of all business operations with his partner Dwayne E. Cheatom. Mark is also responsible for the Engineering Division where he manages and leads an experienced team of professionals toward successfully meeting the client's needs.

Fields of Expertise and Relevant Experience

Education:

- B.S., Civil Engineering
- B.S., Architectural Engineering
- Drexel University, 1996

Professional Registration/Certifications/Licenses:

- Professional Engineer: Georgia, Alabama, Maryland, Tennessee, North Carolina
- GSWCC Level II Certification #0000029484 (NPDES)

Professional Memberships and Associations

- American Society of Civil Engineers (ASCE)
- National Council of Examiners for Engineering and Surveying (NCEES)

Throughout his career, Mr. Cooke has been responsible for managing groups and teams toward the successful completion of various civil engineering projects. He has served as civil engineering group leader and southeastern regional engineer for local and national companies. His background in both civil and architectural engineering has allowed him to participate in all phases of design and construction. Completed tasks include, but are not limited to:

- Site development/design/investigation
- Erosion and sediment control design including best management practices (BMP)
- Permits
- Grading and storm system design
- Utilities
- Hydrologic analysis and reports
- Public/community involvement
- City council and stakeholder presentation
- Water quality design
- Value Engineering
- Transportation design
- Plan/Peer review Feasibility studies
- Water and sewer system design
- Construction plan preparation and design reports
- Construction administration

Mr. Cooke focuses on managing the client's needs and concerns while emphasizing project coordination and quality of work. Completed project types include:

- Parks, Greenspace, and Trails
- Fire Stations & Emergency Management Services facilities
- Municipal roadways/highways/streetscapes/medians and drainage projects
- Regional watershed drainage and detention projects (+250 acres)
- Multi-unit commercial (McDonald's, Longhorn, Kohl's, etc)
- Multi-use developments (ranging from ¼-acre city block to +100-acre developments)
- Schools & Higher Education
- Subdivisions
- Parking

Relevant Park Experience

- **City of Dunwoody – Baseball Fields at Brook Run Park** – Principal-in-Charge and Project Manager responsible for civil/site design, permitting and construction administration.
- **Morehouse College - Aaron-Selig Field** – Principal-in-Charge and Project Manager providing civil engineering, stormwater management, sanitary sewer, water system, and Phase I Environmental Site Assessment.
- **City of Atlanta – Design-Build for Ella Mae Wade Brayboy Memorial Park** – Principal-in-charge and Project Manager for civil engineering/site design, permitting, ADA compliances, landscape architecture, rain garden design.
- **DeKalb County Recreation, Parks & Cultural Affairs – Chapel Hill Park Fishing Pier on Lehigh Lake** – Principal-in-charge and Project Manager for civil engineering & site design services including erosion and sedimentation control, and stormwater drainage.
- **DeKalb County Recreation, Parks & Cultural Affairs Department – Architecture and Engineering Services for Seven (7) Prefabricated Park Restroom** – Principal-in-charge of civil engineering/site development providing utilities, tree protection, permitting, ADA compliance, etc..
- **DeKalb County Recreation, Parks & Cultural Affairs Department – Wade Walker Park Restroom and Pavilion** – Principal-in-charge and Project Manager of civil engineering/site development providing new sidewalks, utilities, ADA compliance, etc..
- **Kell High School, Cobb County, GA** – Provided construction documents for the fully functional 43-acre school campus. The campus includes multiple learning facilities, gymnasiums, and ball fields for one of the largest school districts in Georgia. Project tasks included site planning, grading, drainage, hydrology, utility design, erosion control, creation of details, and permitting.
- **Sonoraville Park, Gordon, GA** – Part of an On-Call Park Services contract, Robert & Company provided architecture and landscape architecture (LA), a series of public meetings, schematic/conceptual design, and design development exercises.
- **Hamilton Crossing Park, Cassville, GA** – Robert & Company provided architectural & LA design services for the construction of ball fields (baseball, softball and soccer) and three concession/restroom buildings.



Brenda K. Johnson, P.E.

Assistant Project Manager / Senior Civil Engineer

Ms. Johnson is a Senior Project Manager with SKYLINE Engineering & Construction, LLC. She has 22+ years of extensive experience in the management and execution of various civil engineering projects. Her areas of expertise include land development, storm water management, hydrology and hydraulic design. Her experience includes a wide range of federal, state and local government projects and private development of all sizes. Before SKYLINE, she was owner of Covington Civil Engineering.

Education:

- B.S., Civil Engineering
Purdue University, 1995

Professional Registration/Certifications/ Licenses:

- Professional Engineer:
Georgia, #027869

-Level II Certified Design
Professional: Georgia Soil and
Water Conservation
Commission, #7211

Fields of Expertise and Relevant Experience

Throughout her career, Ms. Johnson has been responsible for managing project design teams, as well as managing project schedules, budgets and contracts. She has served as a project civil engineering, design team leader, project manager and civil engineering department head for several firms in the Midwest and southeastern United States. Her work at multi-discipline architectural and engineering firms provided her with the ability to perform lead engineer roles from concept phase to construction. Completed tasks include, but are not limited to:

- Site development design for commercial, industrial, mixed-use developments and public infrastructure projects
- Plan review for city and county governments
- Land disturbance permitting
- Concept planning
- Storm water management for commercial, industrial and mixed-use developments
- Drainage and erosion control design for large-scale transportation projects
- Municipal storm sewer design
- Erosion, sediment control and spill prevention design
- Local, state and federal permitting of infrastructure and land development projects
- Production of construction documents
- Hydrologic analysis and reports

Ms. Johnson focuses on high-quality project management and incorporation of solid civil engineering design principles on all projects, regardless of size, scope or complexity. Projects include:

- Parks, Greenspace, and Trails
- Sports Fields
- Regional Storm Water Detention Facilities
- Mixed-use Redevelopments
- Libraries, Schools, and Fires Stations
- Transportation
- Lift and Pump Station Rehabilitation
- Roadways/Highways and Streetscapes



Kenneth Burruss

Role: Civil Engineer III / Senior Civil Designer

Mr. Kenneth Burruss with over 14+ years of experience as a civil design engineer. He has been with SKYLINE Engineering & Construction, LLC for a number of years; and has extensive experience in civil engineering project production, production uniformity, project coordination, and CAD standards. He has worked on both public and private projects and has experience with both design-bid-build and design-build project delivery methods. He has demonstrated expertise in managing construction documents for over 50 infrastructure projects, contributed significantly to project success and sustainability; and, is skilled in transforming conceptual designs into precise construction documentation using AutoCAD/CIVIL 3d, achieving a 20% increase in project efficiency and a 15% reduction in timelines.

Education:

Alabama A&M University,
Associate, Civil Engineering
Technology

Certifications:

- 30-Hours OSHA Safety
Certified

Experience Summary

- Site, land development, grading design and coordination
- Grading design
- Roadway, traffic and stormwater design
- Storm sewer and sanitary sewer profiling
- Erosion Control and BMP design & inspections
- Scheduling, cost estimating, permitting
- CADD Design, AutoCAD, Civil, 3D, Bentley MicroStation & MS Office
- Developed engineered plans, project planning & quality control management

Professional Experience

SKYLINE Engineering & Construction, LLC, Civil Engineer II

- Atlanta Beltline Southwest Corridor – ensuring alignment with project specifications.
- Livingstone College – oversaw an 8-acre institutional development project in Salisbury, NC.
- Holly Hills Assisted Living Residential Facility – managing the design and execution of the construction documents of a 40-unit apartment building, \$110 million project on Holly Street in Atlanta, GA.
- Campbellton Road Improvements, Atlanta, GA – 5-mile road widening included total infrastructure improvements.
- The Grand Empire, DeKalb County - \$ 1.2 billion commercial development.

G&W Engineering, Project Designer, Maryland Heights, MD

- Bluebeam, facilitating efficient project workflows. Collaborated on finalizing construction documents for multiple projects across St. Louis City, St. Louis County, and St. Charles County.
- Developed intricate CADD designs for 50 infrastructure projects, encompassing roads, drainage systems, and utilities throughout 100 miles.
- Designed and oversaw construction for 10 residential sites totaling over 500,000 square feet.
- Led essential road improvement projects encompassing traffic maintenance, signage installation, and pavement marking, which resulted in notable advancements in transportation efficiency.
- Facilitated the development of erosion control structures, reinforcing project safety and sustainability.



Stephen Walker

Role: Civil Engineer II

Mr. Walker is a civil engineer with Skyline Engineering & Construction, LLC. He has been in the field for a number of years and offers professional growth and development in the field of engineering. His experience includes site design, drainage, erosion control, hydraulic analysis, etc.

Fields of Expertise and Relevant Experience

Civil Engineer II, SKYLINE Engineering & Construction, LLC – As a civil engineer, he is providing site development and design, and erosion control for

Previous Experience

Pland Engineering & Architecture

Site design and permit of commercial properties, Construction Coordination and RFI resolutions / July 2020-2025:

- Developed & Submitted Hydrology Reports following hydraulic analysis & design using Autocad Civil 3d
- Developed & Submitted Full Civil Set of Plans: Site Plan, Drainage Plan, Utility Plan, Erosion Control Plan using Autocad Civil 3D
- Developed & Submitted Storm-water Maintenance Reports using Plangrid and Microsoft Word

Warehouse Engineer/Auto Store Project Lead, CoGri USA

Site design and layout of Auto Store Facility / July 2020-March 2021:

- Traveled to Warehouse to oversee Grinding Team Prior to Layout
- Surveyed and designed lane prior to certifying.

Civil Staff Engineer/Designer, Eberly & Associates

Site design and permit of multi-family, commercial & residential properties / May 2019-Apr 2020:

- Developed & Submitted Hydrology Reports following hydraulic analysis & design using Autocad Civil 3D

Relevant Project Experience

- **Gwinnett County – Fire Station #14** – Civil Engineer II for civil engineering and site design services for the demolition of existing station and replaced with a new station including permitting, preliminary to final design, utilities, drainage, erosion/sediment/pollution control, and parking.
- **City of Atlanta** – Parks projects
- **Livingstone College Dormitory Expansion**
- **Commercial and municipal site development project**

Education:

- B.S., Civil Engineering, Kennesaw State University
- Associate of Science, Physical Science, Andrew College, Cuthbert, GA

Membership/Affiliation:

- American Society of Civil Engineers
- National Society of Black Engineers



Pablo M. Garcia

Role: Surveyor

With over 15 years of experience in the industry, Mr. Garcia is a Surveyor for SKYLINE Engineering & Construction, LLC providing land surveying services. Meeting the need of clients from property owners and developers to architects and engineers, he has over 500 ALTA surveys and other types of surveying projects. He provides Commercial/Industrial ALTA, Topographic, Office, Utilities and Industrial Site surveys.

Education:

- Southern Polytechnic State University – Civil Engineering Technology student (80+ hours towards degree); Surveying Certificate Attainee

- Georgia State University, 1999-2001

Professional Registration/Certifications/Licenses:

- Registered as Land Surveyor, Marietta, GA , 2007 - #3104

Fields of Expertise and Relevant Experience

Mr. Garcia provides utilities, staking, tree, as-builts, construction-staking, and elevation certificates surveys from sites as small as 0.2 acres to 300-acre sites. including:

- Atlanta BeltLine Inc. – 95 Milton Avenue
- DeKalb County – Snapfinger 3A
- 710 Jones Road, Quest Community Development
- 349 Jones Avenue, Quest Community Development
- Surveyor - City of Douglasville/Douglas County, Georgia - Riverside West 500+ Acres Industrial Development – Survey Supervisor/Surveyor-of-record
- Surveyor - University of West Georgia – Multiple Boundary Surveys and Topo, Carrollton, Georgia
- Construction Layout Manager for Commercial Site - The District at Howell Mill Developed the Condo Plat for the Facility, Atlanta, Georgia
- Surveyor – Henderson Park – Survey & Topo for Park Development, Tucker, Georgia (under JB+A Landscape Architects)
- Surveyor – Bryson Park – Survey & Topo for Park Development, Lilburn, Georgia (under JB+A Landscape Architects)
- Construction Layout Manager and Surveyor-of-Record – Hartman Road – 100+ Acres Industrial Development, Cobb County, Georgia

Lee Richardson, ASLA

Licensed Landscape Architect with 40 year career of comprehensive design practice, including owning design firm for 30 years and direct experience in the following areas of practice: Corporate Campus, office, hospitality, retail, multi-family, community design, institutional / educational, residential

- Developing large, complex designs from conceptualization through construction process
- Visualizing and developing three dimensional understanding of sites, particularly with respect to topographic design and constructability
- Strong expertise in site design based on topographic conditions
- Coordinating well with other design consultants and disciplines - architects, engineers, etc. in achieving project synthesis
- Developing design teams for clients, including recruitment and management
- Understanding the big picture: exceeding client's goals by considering larger issues with respect site development, such as re-directing project type based on site conditions, economic returns and political and community acceptance
- Developing construction budgets during early planning stages, and developing design drawings that meet budget requirements.
- Due to national practice, working in varied environmental conditions, from sub-tropical to northern states, including temperature, plants, and soil types
- Developing strong, detailed sets of construction documents that prevent unnecessary change orders during construction implementation on large projects.
- Designing passive / natural design processes in lieu of engineering solutions to storm water management, thus saving money and providing more aesthetic solutions

Technical skills:

- AutoCad
- Microsoft office: word, excel, power point
- Competent with Photoshop and Sketchup

Professional Experience:

LandMatters Studios:
Atlanta, GA
Design Director

January 2018 - present

Lee Richardson & Associates, Inc.
Atlanta, Georgia
Principal, Director of Design

January 1998 – Present

- Principal of award winning Landscape Architectural design firm with national practice
- Established firm's direction and growth through design, marketing and management
- Achieved national recognition in key practice areas – retail, hospitality and corporate work
- Increased firm's growth 15% annually from 2001 to 2008

POST LANDSCAPE GROUP

January 1998 – November 1998

Atlanta, Georgia

Consultant / Director of Design

- Prior to Jan. 1998, provided design consulting to Post Landscape Group for PLG's design projects.
- Improved skill set of office's design staff, including increasing firm's visibility to project types / areas of expertise
- Trained younger staff, and developed guidelines and infrastructure for drawing preparation and consistency, specifications, and project management.

RICHARDSON DESIGN GROUP

January 1989 – December 1998

Atlanta, GA.

Principal

- Firm practice included office, industrial, multi-family, community design, high end residential as well as small in-town residential work
- Responsible for all aspects of office including design, client management, construction administration and design drawings

ROY ASHLEY AND ASSOCIATES, Inc

May 1982- January 1989

Associate

- Design associate responsible for design, and oversaw production drawings
- Managed Client meetings and design projects through construction
- Scope of design varied: project types included corporate campus, office, retail, master planning, business parks, multi-family, municipal projects, etc.
- Worked in numerous states, with varying environmental conditions
- Responsible for issuing drawings for bids, and managed contractor's contract for Owners.

Significant project experience while at firm:

Concourse Office Park, Atlanta, Ga

Ravinia Office Park, Atlanta, Ga

Bayport Plaza and Hotel, Tampa, Florida

EDUCATION:

Bachelor of Landscape Architecture, University of Georgia, December 1980.

AFFILIATIONS AND LICENSURE

American Society of Landscape Architects

Current Licensure: Georgia



**MATRIX ENGINEERING
GROUP, INC.**

Sam Alyateem, P.E.

4358 Chamblee Tucker Rd. - Ste 3 Tucker, GA 30084

Office: 770-448-3124 - ext. 22 Fax: 770-448-5324

Email: Sam@matrixengineeringgroup.com

Mr. Alyateem is a registered civil engineer and a founding member of Matrix Engineering Group. He has over 26 years of experience in Engineering and Construction Materials fields. Mr. Alyateem worked on several large projects in the Southeast including airports, water treatment plants, land developments, tunnels, and high-rise structures, to name a few.

Education

- **University of North Carolina at Charlotte**
 - Master of Science, Civil Engineering
 - Bachelor of Science, Civil Engineering

Experience

- Geotechnical and Construction Materials Testing Principal Engineer: Chief Engineer and Principal in Charge of Geotechnical and Materials testing projects from 1994 to present time covering projects in the following area:
 - Large commercial and institutional buildings
 - Industrial and warehousing projects
 - Educational Facilities
 - Medical Buildings
 - Airports and Tunnel Projects
 - Pavement Evaluation and Design
 - Infra-structure and Transportation projects
 - Water/wastewater Infra-structure projects
- Concourse "E" Expansion projects-Hartsfield Atlanta International Airport: Senior Project Manager, performed the geotechnical exploration and foundation recommendations. Supervised the construction materials testing plan implementation. The project included the largest international concourse in the nation, aprons, tunnels, roadways, steel structures, fuel farm, deep excavations, permanent and construction dewatering, deep foundation system, high reinforced retaining walls, soil stabilization, settlement evaluation of the foundations and effects of drag forces on piles. Represented the City of Atlanta (DOA) during the Owner's weekly meetings regarding inspections and materials testing issues.
- Utoy Creek Wastewater Treatment Plant Expansion: Chief Engineer for the geotechnical study for a \$110 million proposed expansion project. Proposed construction included: administration buildings, filtration tanks, UV tanks, Gas tanks, tunnels, wetlands, foundations, deep excavations, slopes, and parking areas.

- Metropolitan Atlanta Rapid Transit Authority (MARTA): Geotechnical Engineer, responsible for coordinating the engineering staff for geotechnical exploration, engineering analysis, review of design submittals, and field inspections of foundations. Projects include: Dunwoody Station, Medical Center Station, Sandy Spring (North Line), Doraville Station, Lorado Maintenance Facility, Brownsville Maintenance Facility, Brady Bus Facility, and several others. The work consisted of aerial structures, parking decks, tunnels, cut-and-cover sections, shallow, mat, and deep foundation system, construction and permanent slopes, settlement analysis, field instrumentations, failure investigations, engineering analysis, and engineering report preparation.
- DeKalb County Panola Road Pavement Evaluation and Design: Senior Project Engineer for the Pavement Evaluation and Design of overlays and new pavements.
- DeKalb County Panola Road Widening: Senior project Engineer for the soil survey and engineering evaluation for the widening of approximately 5 mile roadway per Georgia DOT requirements.
- Forensic Engineering: Consultant and expert witness. Performed investigation on structural failures of foundations, retaining walls, and other structural members to determine the cause of the failures. Represented clients in litigation as an expert witness
- South Cobb Water Reclamation Facility: Senior Project Engineer, responsible for the overall construction inspections of subgrades, foundations, steel. Consulted by the construction team on selection of construction materials, deep foundations and geotechnical issues.

Publications/Presentations

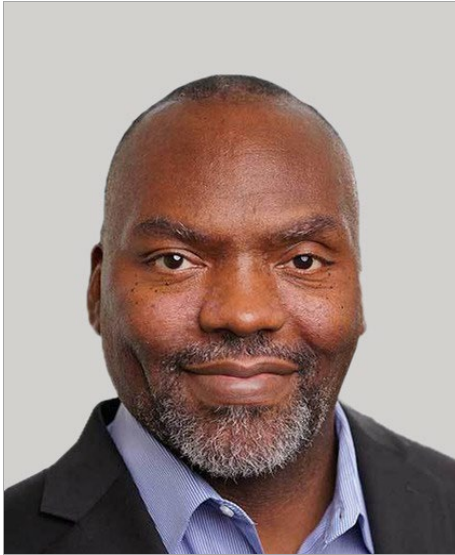
- *Constitutive Modeling of Soils Under Earthquake Loading*, The University of North Carolina at Charlotte, May 1987.
- Geophysical Surveying & Data Simulation Application to Geotechnical Investigations- A cost Effective Approach for Developing Economical Foundation Engineering Design Criteria.

Professional Development

- Registered Professional Engineer in the States of Georgia, North Carolina, Alabama, and Mississippi, License No. PE019197
- SBCCI Building Inspector Certification
- ICC Residential Building Inspector Certification
- Fundamentals of Erosion Control Certification and Level 1B Certification
- Home Inspection Training and Certification
- Nuclear Gauge Instrument Training and Certification
- Level II Certified Design Professional – GSWCC (issued 2/27/2010) No.0000011952

Affiliations/Memberships

- Certified Member – Southern Building Code Congress International (SBCCI)
- Member - American Society for Testing and Materials (ASTM)
- Member - American Society of Civil Engineers (ASCE)



R. Terry Dickerson, LEED AP

Vice President of Cost Management | Senior Cost Manager II | Lead Cost Manager

- 28 Years Industry Experience / 18 Years with Palacio
- B.S. Environmental Design, Southern Polytechnic State University (1996)
- Current availability/time commitment – 35%
- Current workload – 65%

Terry is a LEED Accredited Professional with over 25 years in the design and construction industry. As Vice President of Cost Management, he oversees each project achieves Palacio Collaborative's core mission to manage cost from start to finish, preserve the integrity of the design and give the Owner the most building value the budget will allow.

He is also a Senior Cost Manager spearheading delivery for project ranging from \$1 Million to over \$100 Million setting project budgets, providing timely and accurate cost estimates, and leading reconciliation efforts.

SELECT RELEVANT EXPERIENCE

Paulding County Parks & Recreation Burnt Hickory Park and Community Center

Dallas, GA

Atlanta Beltline Enota Park Renovation

Atlanta, GA

Discovery Area Community Park Site

Lawrenceville, GA

Montgomery County Schools Baseball & Softball Field Renovation

Troy, NC

Georgia Gwinnett College Grizzly Athletic Complex

Lawrenceville, GA

City of Warner Robins North Houston Sports Complex

Warner Robins, GA

Design, Permitting and Construction Administration

SKYLINE and a team of subconsultants performed complete design, permitting, and construction administration for this high-profile park project in the City of Dunwoody. The site is located on an 8-acre Peachtree Charter Middle School property located at North Peachtree Road and Barclay Drive.



The SKYLINE Team was responsible for providing preliminary concept design to final design, construction documents, bid preparation, permitting and construction administration of the site and baseball facilities. We provided added value during the design process by:



- Maximized field sizes within the limited project area by providing multiple site plan alternatives.
- Assisted with coordination of varying priorities from multiple stake holders.
- Assisted with meeting budget and schedule priorities through value engineering and suggesting a design-build project delivery method.
- Provided value engineering savings greater than \$2M.
- Provided “on-demand” project revisions to meet client/stakeholder requests and presentations.

The SKYLINE Team provided 100% construction documents that included: demolition, site plan, grading and drainage, planting layout, utility routing, lighting, final architectural, landscaped area, mechanical, electrical and plumbing, a structural wall, location of signage, parking, and erosion/sediment/pollution control plans.

SKYLINE provided construction administration by working with the City of Dunwoody to provide final construction cost estimates, reviewing and recommending possible contractors, assisting with the pre-bid and bidding process, site meetings, contractor’s submittals, and more.



Client: City of Dunwoody **Contact:** Steve Adams, 912.675.7602

Project Area: 25 Acres **Project Cost:** \$172,000.00

Completion: 2018

Brook Run Park



ADDRESS:

[4770 North Peachtree Road](#)
[Dunwoody, GA 30338](#)

AMENITIES:

- Baseball Field(s)
- Community Garden
- Dog Park
- Multi-Use Field(s)
- Open Space
- Skate Park
- Zipline Course

CATEGORIES:

- Parks & Recreation

Brook Run Park Overview

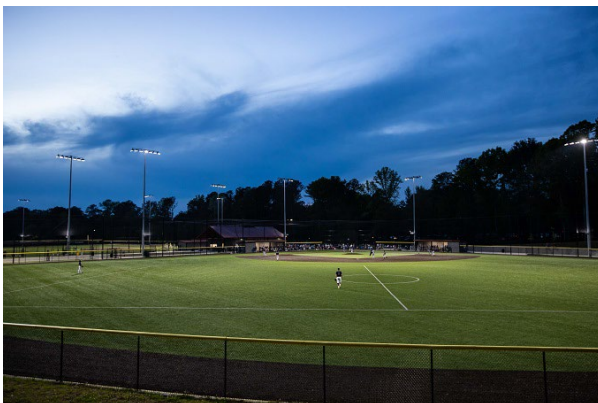
Located at 4770 North Peachtree Road, at 110-acres, Brook Run Park is the largest park in not only Dunwoody, but the region. This signature park features a large playground, 2-mile loop multi-use trail, skate park, dog park, community garden, and event pavilions. Dunwoody Senior Baseball is now proud to call Brook Run Park home. Parking for the baseball fields is located at Peachtree Charter Middle School at 4664 N. Peachtree Road, Dunwoody, Georgia 30338.

Amphitheater and Great Lawn

This new event area includes terraced seating, expanded levels of open space, restrooms and an upgraded pavilion (called the Great Lawn pavilion) that seats 200. Soon to be home to community concerts and special events, the area can also be reserved for your private function. The Great Lawn Pavilion has 26 picnic tables and can accommodate approximately 200 seated and 250-300 total. The Great Lawn and amphitheater space is included in your rental fee. There are also two grills, water and power at the pavilion. [Rates and availability can be found here.](#)



The two baseball fields were designed with Dunwoody Senior Baseball and Peachtree Middle School to provide a variety of sports opportunities for our baseball league and the middle school physical education classes. The artificial turf maximizes the playtime available and has a multi-sport overlay for baseball, softball and soccer.



* Source: City of Dunwoody website

Civil Engineering / Phase I Environmental Site Assessment

SKYLINE performed civil engineering/site design and Phase I Environmental Site Assessment (ESA) for the Morehouse College proposed baseball stadium on proposed 3.5-acre site.

Civil Engineering Services:

SKYLINE provided civil design services including:

- Stormwater Management – Redesign of the existing storm drains within the limits of the proposed building and field, and provide underground detention per City of Atlanta green infrastructure regulations.
- Sanitary Sewer – Redesign and supplement existing sanitary sewer within the limits of proposed building and field to accommodate proposed sanitary and grease trap connections.
- Water System – Design domestic water and emergency fire services for the proposed building at adjacent to Joseph E. Lowery Blvd.
- Grading & Wall System: Playing field elevation have been set to accommodate fan access from the adjacent campus, visual aesthetics from Joseph E. Lowery, parking at the rear of the site, while “balancing” earthwork across the 60 feet of elevation change.



Phase I Environmental Site Assessment (ESA):

All Appropriate Inquiry (AAI) environmental services performed by SKYLINE included a Phase I – ESA on approximately 3.5-acre land of a proposed stadium site owned by Morehouse College that was previously a single-family community. The assessment was performed in conformance with the scope and limitations of ASTM Practice E1527-13. A detailed environmental database search, records review, and interviews with persons familiar with the property was performed. The environmental due diligence assessment revealed there was no evidence of recognized environmental conditions. However, it was recommended that asbestos building surveys prior to demolition, and geotechnical subsurface investigation is also recommended prior to completion of design and construction.

Client: Harris + Smith, LLC

Contact: James Riley

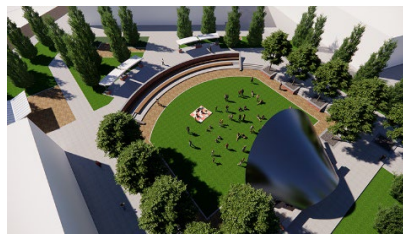
Project Area: 3.5 Acres

Project Cost: \$9 Million

Year Completed: 2014 (Conceptual Design)



1.



CLAYTON COUNTY ADMINISTRATION AND POCKET PARK

Jonesboro, Georgia

Design Scope: Master Planning, Hardscape and Softscape Design



MACON SUB SOUTH PARK – PHASE ONE AND TWO

Macon, Georgia

Clarkston Procurement Department
(General Instructions to Offeror)

1. The following instructions are to be considered an integral part of this proposal, unless otherwise requested and must be typewritten or printed in blue ink. The person signing the bid solicitation documents must initial any changes or corrections made to this proposal, using blue ink.
2. The Offeror shall submit their proposal electronically unless otherwise directed. Submitted and received proposals may not be withdrawn or modified in any way after the cut-off date and time displayed.
3. The blackout period begins from the issue date of the solicitation and until a supplier is selected. A supplier's violation of the restriction on communication will result in (immediate) disqualification of the supplier's response from consideration for contract award and/or other disciplinary action such as suspension or debarment.
4. If there are any questions whatsoever regarding any portion of the advertised solicitation, it becomes the responsibility of the person, firm, or company to seek clarification using BidNet Question & Answers portal prior to the deadline of question, answer and clarification.
5. Addendum(s) will be published with the corresponding solicitation within the BidNet Direct website www.bidnetdirect.com/georgia/cityofclarkston, no later than the suggested deadline.
6. It shall be the person, firm, or company's responsibility to check the BidNet Direct website www.bidnetdirect.com/georgia/cityofclarkston to locate documents associated with this bid solicitation.
7. The Offeror shall clearly indicate any variation(s) from the specification(s) in writing and include with their proposal.
8. The apparent silence of the specifications and any supplement specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning; that only the best practices are to prevail and that only materials of first quality and correct type, size and design are to be used.
 - a. All workmanships shall be of a high quality.
 - b. All interpretations of the specification(s) shall be made upon the basis of the statement.
9. All bid solicitations shall be awarded to the most responsive and responsible offeror unless additional criteria and qualifications are established by the solicitation. If no criteria are specified in the solicitation, the award will be based upon the lump sum price alone.
10. In most cases, proposals shall be evaluated on the following items, but not necessarily in this order:
 - a. Cost (not always the winning proposal).
 - b. Offeror adheres to specifications.
 - c. Deliverables of good/service(s).
 - d. Past performance of person, firm or company to the City of Clarkston.
11. The City of Clarkston desires delivery of the material and/or services specified at the earliest possible time after the date of the award.
 - a. The offer shall provide an estimated time.
 - b. An unreasonable delivery proposal may be cause for the disqualification of a bid solicitation.
12. All prices shall be for delivery, our destination, and F.O.B. freight prepaid and allows, Clarkston, Georgia unless otherwise shown. **(if applicable)**
13. Cash discounts or end of month terms should be shown separately, even if terms are NET.
14. The City of Clarkston:

- a. Reserves the right to accept or reject any or all bid solicitations, due to past performance, etc. and waive any informality. Further, the City reserves the right to postpone the opening of the proposal(s) for its own convenience and to reject any or all proposals in response to this bid solicitation without indicating any reasons for such rejection(s).
 - b. Request and consider the submission of proposal modifications at any time before the award is made, if such is in the best interest of the City.
 - c. Requests for clarification and/or additional information can be requested from received Offerors only during the evaluation process.
 - d. Negotiate with the selected Offeror to include further services not identified in this bid solicitation.
 - e. In the event of contract termination, the City can enter into contract negotiations with another qualified Offeror that submitted acceptable proposals, rather than redoing the proposal process for the project.
 - f. Will reject the offeror's entire bid solicitation package upon discovery of changed bid solicitation documents without an addendum issued by the City of Clarkston Procurement Department.
 - g. Will accept or reject all bid solicitations within 90 days from the date of the bid opening.
15. The Offeror or contractor shall provide a copy of the person, firm, or company's Workers' Compensation Insurance with a limit of not less than required by the State of Georgia or otherwise stated in the bid solicitation instructions.
16. The Offeror or contractor shall provide a copy of the person, firm, or company's Commercial General Liability Insurance. **(if applicable)**
17. Federal or State Sales Tax are inapplicable to the City of Clarkston:
- a. Employer Identification Number (EIN) 58-6003756, form provided upon request.
 - b. Sales and Use Tax Exemption under O.C.G.A. § 48-8-3, form provided upon request.
 - c. Unique Entity ID (UEI) number, provided upon request.

The undersigned on the bid solicitation proposal certifies that the Offeror has carefully examined the instructions to bidders, terms, and specifications applicable to and made a part of this proposal.

The Offeror further certifies the prices shown in the schedule of items on which the person, firm or company is bidding, are in accordance with the conditions, terms, and specifications of the proposal and that any exception taken thereto may disqualify the bid solicitation.

SIGNATURE:  DATE: June 18, 2026

NOTE: This bid solicitation document is a standard boilerplate form. In addition, take into consideration this may not be modified for every bid solicitation.



Contractor's Code of Ethics

The City of Clarkston ("City"), through its Procurement Department, is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public.

To achieve these purposes, the Procurement Department requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

The Contractor affirms, they will:

1. Offer a proposal competitive, consistent, and appropriate to the bid documents.
2. Complete all aspects of any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
3. Submit timely, accurate, and appropriate invoices for goods and/or services performed under the contract.
4. Disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a vendor contracted by the City.
5. Comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices.
6. Request their suppliers including temporary labor agencies to do the same.
7. Conform their practices to any published standards for their industry are in compliance with laws, regulations and practices include, but are not limited to the following:
 - a. Obtaining and maintaining all required environmental permits. Further, the Contractor will endeavor to minimize natural resource consumption through conservation, recycling, and substitution methods.
 - b. Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employees can report health and safety incidents, as well as providing adequate safety training.
 - c. Providing workers with an environment free of discrimination, harassment, and abuse, which includes establishing a written anti-discrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

The Contractor affirms, they will not:

1. Discuss or consult with other competitors intending to bid on the same contract or similar City contract for the purpose of limiting competition. The vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
2. Disclose the terms of their bids or proposal, directly or indirectly, to any other competing company prior to the bid or proposal closing date.
3. Change the official bid solicitation documents, in any manner. When discovered, the entire bid solicitation package will be rejected.
4. Offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
5. Cause, influence or attempt to cause or influence any City employee or family member or City Official or family member, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that vendor or for any other person.

SIGNATURE:  DATE: June 18, 2026

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.



Vendor Questionnaire

1. Awardee acknowledges requirement to provide 100% Performance and Payment Bond before execution of contract? (construction & paving projects only) N/A
2. Offeror acknowledges permit will be secured Yes Yes, document entitled
3. Offeror acknowledges reviewing Terms and Conditions pages? "Terms Conditions"
4. Offeror has previously conducted business with Clarkston? No
5. Is the offeror's physical location within the corporate city limits of Clarkston? No
6. Is your company a certified minority-owned business? Yes

If yes, indicate category letter(s) and include a copy of current certificate(s) Attached

A "Minority Business Enterprise" (MBE) is a business which is an independent and continuing operation for profit, performing a commercially useful function, which is owned and/or controlled by one or more minority group member(s). **SKYLINE Engineering & Construction, LLC is a AABE firm**

a.	African American Business Enterprise (AABE)	d.	Hispanic Business Enterprise (HBE)
b.	Asian Business Enterprise (ABE)	e.	Minority Veteran (MV)
c.	Female Business Enterprise (FBE)	f.	Native American Business Enterprise (NABE)

An "Owned" is a minority or female owner which possesses an ownership interest 51% of the business.

A "Controlled" is a minority or female which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies and directing the operations of the business.

1. Has a person, firm or company ever been debarred from doing business with any federal, state, or local agency? No

If yes, on a separate sheet of paper, provide details including agency name, date(s) and reason for debarment.

Mark D. Cooke, P.E.

Partner

Vendor Contact Name (print)

Title

Mallu

June 18, 2026

Vendor Contact Signature

Date



ANDRE DICKENS
MAYOR

CITY OF ATLANTA
68 MITCHELL SUITE 5100
ATLANTA, GEORGIA 30303-0306
TEL: (404) 330-6010 • FAX: (404) 658-7359
www.AtlantaGa.Gov

OFFICE OF CONTRACT COMPLIANCE
ROCSEAN SPENCER
DIRECTOR
RSpencer@AtlantaGa.Gov

November 20, 2025

Mr. Dwayne E. Cheatom
Skyline Engineering & Construction, LLC
6755 PEACHTREE IND. BLVD., STE. 250
Atlanta, GA 30360

ANNIVERSARY DATE: November 20

Dear Mr. Cheatom:

Your firm has been certified as an **African American Business Enterprise (AABE)** with the City of Atlanta's Equal Business Opportunity Program (EBO). Your company's certification will last for a period of five (5) years from the date on this certification letter. Certification entitles your firm to be included in EBO plans submitted by contractors bidding on City of Atlanta projects.

As a certified firm, you are required to notify the Office of Contract Compliance if the ownership or control of your firm changes or if your office relocates outside of the twenty-county Atlanta Regional Development Commission (ARDC) area. Failure to provide this notification, in writing, may result in your firm being removed from the Equal Business Opportunity Register.

Additionally, your company is required to submit a full EBO/SBO application six (6) weeks prior to your expiration date via the City of Atlanta's Supplier Diversity Management System (SDMS).

We welcome you to the City of Atlanta's Equal Business Opportunity Program.

Sincerely,

Docusign
Signed by:

ErinNesha Kerr

ErinNesha Kerr
ErinNesha Kerr, Contracts Compliance Manager
Mayor's Office of Contract Compliance

EK/dd

Certification #: 2025-30-227

Supplier ID #: 2601158

Phone #: (888) 706-0661

Business: Engineering services

cc: Rocsean Spencer, Contract Compliance Director

Initial
RS



Reference Request

The City of Clarkston requests the offeror provides between three (3) to five (5) references to be potentially contacted for this proposal. The offeror's references can consist of current and/or past government agencies, educational institutions, and/or commercial accounts of similar size and scope for this proposal from within five (5) years of this bid solicitation.

The City of Clarkston requests the offeror's references list not to consist of any work performed and completed on behalf of the City of Clarkston; nor should the offeror's references be current of former City of Clarkston employees.

<u>REFERENCE # 1</u>	
Name of Company/Entity:	MARTA
City/State:	Atlanta, GA 30324
Contact Person:	Michael Lynch, P.E.
Contact Email:	mlynch@itsmarta.com
Contact Phone:	404.848.5513
Date(s) Work Performed:	2024
<i>Brief</i> Narrative of Work:	Civil/site design & environmental for Design/Build for Brady Bus Facility

<u>REFERENCE # 2</u>	
Name of Company/Entity:	Harris + Smith Architecture
City/State:	Atlanta, GA 30303
Contact Person:	Raynal Harris
Contact Email:	rsharris@harris-smith.com
Contact Phone:	404.584.8773
Date(s) Work Performed:	On-going
<i>Brief</i> Narrative of Work:	Civil/site design for Mountain way & Lorian Parks, and Coan Rec. Ctr.

<u>REFERENCE # 3</u>	
Name of Company/Entity:	Harris + Smith Architecture
City/State:	Atlanta, GA 30303
Contact Person:	William Smith
Contact Email:	wsmith@harris-smith.com
Contact Phone:	404.584.8773
Date(s) Work Performed:	On-going
<i>Brief</i> Narrative of Work:	Civil/site design for Mountain Way & Lorian Parks, and Coan Rec. Ctr.

<u>REFERENCE # 4</u>	
Name of Company/Entity:	CDM Smith
City/State:	Atlanta, GA
Contact Person:	Shaun Martin, Architect 6
Contact Email:	martins@cdmsmith.com
Contact Phone:	404.556.5282
Date(s) Work Performed:	2025 to Present
<i>Brief</i> Narrative of Work:	Civil/site design services for MARTA Clayton County Southlake BRT

<u>REFERENCE # 5</u>	
Name of Company/Entity:	Atlanta Beltline, Inc.
City/State:	Atlanta, GA
Contact Person:	Jay Suever, Senior Project Manager
Contact Email:	jsuever@altbeltline.org
Contact Phone:	214.458.3894
Date(s) Work Performed:	2025 - Present
<i>Brief</i> Narrative of Work:	Demolition design drawings for Demo and Engineering Task Order Contract



Non-Collusion

By signing below, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

In addition, the selected company will be required to comply with all existing State and Federal laws, including applicable equal opportunity employment provisions. The Contract between the company and the City shall be construed and governed in accordance with the law of the State of Georgia and the City of Clarkston. The company, at its own expense, shall secure all occupational and professional licenses and permits necessary for the fulfillment of its obligations under this contract.

It shall be unethical for any City Employee or City Official to transact any business or participate directly or indirectly in a procurement contract when the City Employee or City Official knows; the City Employee or City Official or immediate family of such has a substantial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses, which a member of the city council or other City Employee has a substantial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.

Vendor Name: SKYLINE Engineering & Construction, LLC

Physical Address: 6755 Peachtree Industrial Blvd., Suite 250

City, State, Zip Atlanta, GA 30360

Phone: 404.668.5993 Fax: 770.217.7530

Signature: 

Mark D. Cooke, P.E.

Date: June 18, 2026



Primary Contractor E-verification Affidavit

The Clarkston contract holder, signed below, confirms, and verifies its compliance with Georgia law (See OCGA § 13-10-91), and affirmatively states that the business (Sole Proprietor, Partnership, Corporation, Non-Profit, LLC Corporation, or LLC Partnership) which performs services for the Clarkston: *(check and complete #1 or #2 below)*

X 1. Has registered with, is authorized to use, and uses the federal work authorization program commonly known as "E-Verify", or any subsequent replacement program. Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period. The undersigned will contract for the physical performance of services for the contract only with subcontractors who present an affidavit to the contract holder with the information required by OCGA § 13-10-91, as amended. The undersigned hereby attests that its federal work authorization user identification number and date for authorization are as follows:

133052

Federal Work Authorization User Identification Number *(not Taxpayer ID)*

7/11/2008

Date of Authorization

SKYLINE Engineering & Construction, LLC

Legal Business Name of City of Clarkston Contract Holder/Applicant

 2. Employees no employees or otherwise does not fall within the requirements of OCGA § 13-10-91.

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

Executed on May 13, 2026 in Norcross (city) GA (state)

[Signature]

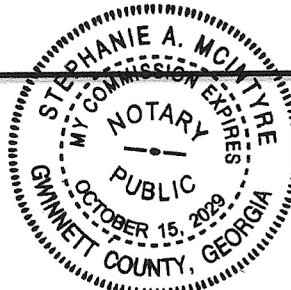
Signature of Authorized Owner/Officer

MARK D. COOKE - PARTNER

Printed Name and Title of Authorized Owner/Officer

[Signature]
NOTARY PUBLIC

My Commission Expires: 10.15.2029





Subcontractor

I will / will not propose to subcontract some of the work on this project? will
(response)

I propose to subcontract work to the following:

	Subcontractor Print Name	Brief Description of Work to be Performed by Subcontractor	Percent of Work	DBE (Y/N)
1	LandMatters Studios	Landscape Architecture	+/- 5%	Y
2	Matrix Engineering Group, Inc.	Geotechnical Engineering Consultant	+/- 5%	N
3	Palacio Collaborative	Cost Estimating Consultant	+/- 5%	Y
4				
5				
6				
7				
8				
9				
10				

Mark D. Cooke, P.E.

Partner

Vendor Contact Name (print)

Title



June 18, 2026

Vendor Contact Signature

Date

Note:

1. The City of Clarkston requires the (primary) contracted vendor to complete no less than fifty-one (51%) percent of the proposed projected.
2. It shall be responsibility of the selected bidder to ensure that all subcontractors comply with the same insurance requirements reference above.
3. For all construction contracts that are valued at \$5,000.00 or more, a Performance Bond and a Payment Bond, each equal to 100% of the Contract Price, must be provided by the successful Bidder.



Subcontractor Affidavit

Under O.C.G.A. § 13-10-91(b)(3)

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 engaged in the physical performance of services under a contract with SKYLINE Engineering & Construction, LLC

(name of subcontractor) on behalf of THE CITY OF CLARKSTON, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

ID 47-3827938

Federal Work Authorization User Identification Number (*not Taxpayer ID*)

1997

Date of Authorization

LandMatters Studios

Name of Contractor

Civil Engineering Site Design and Related Services

Conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field

Name of Project

City of Clarkston

Name of Public Employer

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

Executed on 6.12, 2026 in Atlanta (city) GA (state)

Lee Richardson
Signature of Authorized Owner/Officer

Lee Richardson - principal

Printed Name and Title of Authorized Owner/Officer

James L. Seajak
NOTARY PUBLIC

My Commission Expires: 03/02/2027





Subcontractor Affidavit

Under O.C.G.A. § 13-10-91(b)(3)

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 engaged in the physical performance of services under a contract with SKYLINE Engineering & Construction, LLC

(name of subcontractor) on behalf of THE CITY OF CLARKSTON, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

46339

Federal Work Authorization User Identification Number (*not Taxpayer ID*)

June 29, 2007

Date of Authorization

Matrix Engineering Group, Inc.

Name of Contractor

Civil Engineering Site Design and Related Services

Conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field

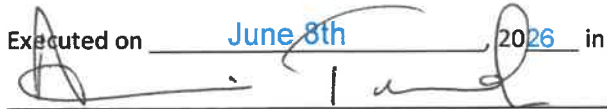
Name of Project

City of Clarkston

Name of Public Employer

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

Executed on June 8th, 2026 in Tucker (city) GA (state)



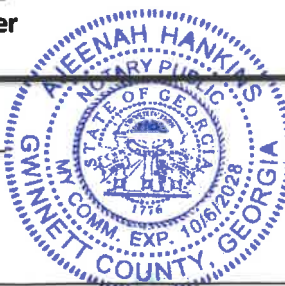
Signature of Authorized Owner/Officer

Amin Tomeh, Principal

Printed Name and Title of Authorized Owner/Officer


NOTARY PUBLIC

My Commission Expires: October 6, 2028





Subcontractor Affidavit

Under O.C.G.A. § 13-10-91(b)(3)

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 engaged in the physical performance of services under a contract with SKYLINE Engineering & Construction, LLC (name of subcontractor) on behalf of THE CITY OF CLARKSTON, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

118948

Federal Work Authorization User Identification Number (*not Taxpayer ID*)

May 7, 2008

Date of Authorization

Palacio Collaborative, Inc.

Name of Contractor

Civil Engineering Site Design and Related Services

Conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field

Name of Project

City of Clarkston

Name of Public Employer

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

Executed on June 9th, 2026 in Atlanta (city) GA (state)

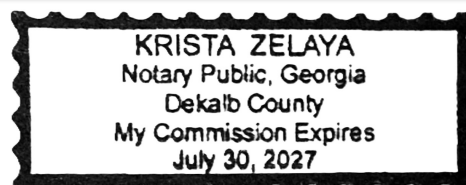
Signature of Authorized Owner/Officer

Michael D. Palacio, President

Printed Name and Title of Authorized Owner/Officer

NOTARY PUBLIC

My Commission Expires: July 30, 2027





ADDENDUM ACKNOWLEDGEMENT

The offer has examined, carefully studied the speciation(s), and acknowledge review of the following addendum(s):

Addendum No.	1	Dated	Exhibit A - May 14, 2026
Addendum No.	2	Dated	Exhibit A - May 14, 2026
Addendum No.	3	Dated	
Addendum No.	4	Dated	
Addendum No.	5	Dated	
Addendum No.	6	Dated	
Addendum No.	7	Dated	
Addendum No.	8	Dated	
Addendum No.	9	Dated	
Addendum No.	10	Dated	

There was no addendum(s) published (initial): _____

I/We the undersigned hereby offer and agree to supply and deliver the service as outlined in the bid solicitation documents. The signature below acknowledge that I/we have read and agree with the procedures outlined in the solicitation documents.

Proposals that fail to acknowledge the offeror's receipt of any/all addenda can result in the rejecting of the proposal.

Signature	
Print/Type Name	Mark D. Cooke, P.E.
Title	Partner
Date	June 18, 2026

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) SKYLINE Engineering & Construction, LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 6755 Peachtree Industrial Blvd., Suite 250	Requester's name and address (optional)
6 City, state, and ZIP code Atlanta, GA 30360		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
2	0	-	5	4	4	3	4	0	2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person 

Date June 18, 2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

STATE OF GEORGIA

Secretary of State
Corporations Division
313 West Tower
2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

ANNUAL REGISTRATION

Electronically Filed
Secretary of State
Filing Date: 1/22/2025 11:10:50 AM

BUSINESS INFORMATION

CONTROL NUMBER 0653287
BUSINESS NAME SKYLINE ENGINEERING & CONSTRUCTION, LLC
BUSINESS TYPE Domestic Limited Liability Company
EFFECTIVE DATE 01/22/2025
ANNUAL REGISTRATION PERIOD 2025, 2026, 2027

PRINCIPAL OFFICE ADDRESS

ADDRESS 6755 Peachtree Industrial Blvd., Suite 250, Atlanta, GA, 30360, USA

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Cooke, Mark D	6755 Peachtree Industrial Blvd, Suite 250, Atlanta, GA, 30360, USA	Dekalb

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE Dwayne E. Cheatom
AUTHORIZER TITLE Manager

Your License Pocket Card

See your pocket-sized license card below.

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

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the [Licensing Portal](https://gapelsb.evokeplatform.com/app/licensingPortal) at gapelsb.evokeplatform.com/app/licensingPortal

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

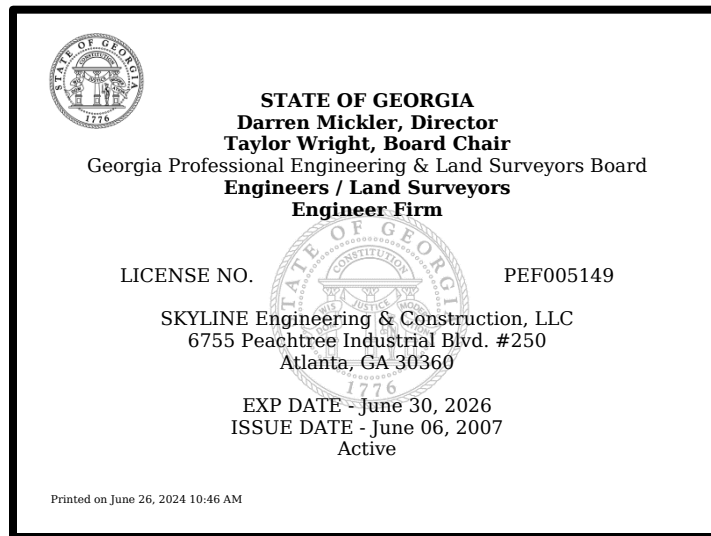
Georgia Professional Engineers & Land Surveyors Board

237 Coliseum Drive

Macon-Bibb County, GA 31217

Phone: (470) 355-4505

Email: pels@sos.ga.gov



Your License Pocket Card

See your pocket-sized license card below.

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

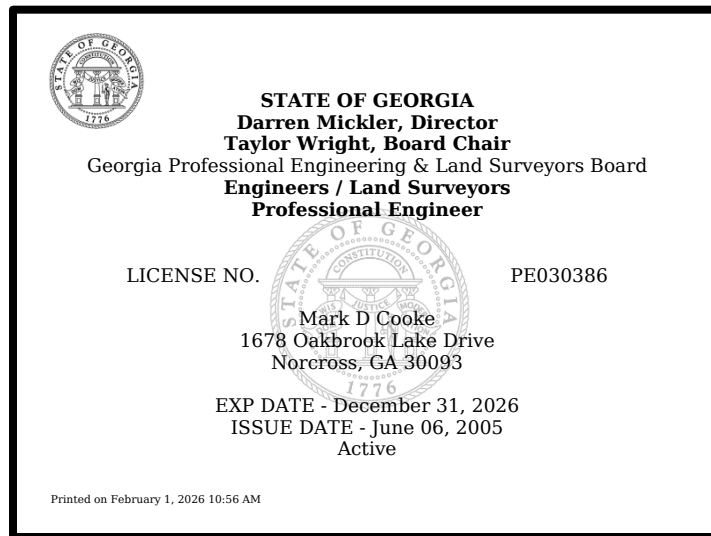
Georgia Professional Engineers & Land Surveyors Board

229 Peachtree Street Northeast, International Tower, Suite 1875

Atlanta, GA 30303

Phone: (404) 693-5754

Email: info@pels.ga.gov



Your License Pocket Card

See your pocket-sized license card below.

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

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the [Licensing Portal](https://gapelsb.evokeplatform.com/app/licensingPortal) at gapelsb.evokeplatform.com/app/licensingPortal

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

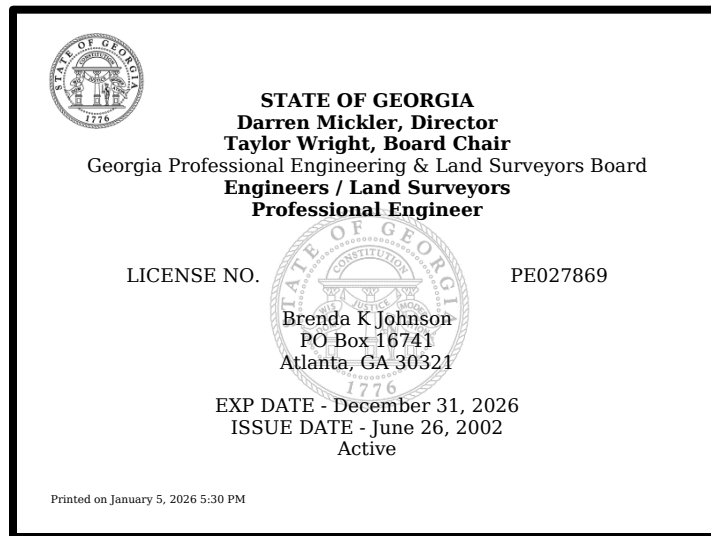
Georgia Professional Engineers & Land Surveyors Board

229 Peachtree Street Northeast, International Tower, Suite 1875

Atlanta, GA 30303

Phone: (404) 693-5754

Email: info@pels.ga.gov



Licensee Details

Licensee Information

Full Name	Tripod Solutions, LLC		
Street Address			Location Tucker, GA 30084-1399

Primary Source License Information

License No *	Profession	License Type
LSF001429	Engineers / Land Surveyors	Land Surveyor Firm
Issue Date	Licensure Method *	License Status
07/27/2024	Application	Active
	Expiration Date	Date of Last Renewal
	06/30/2026	

Associated Licenses

 Search...

 Filters

 Columns

Full Name	License Type	License Status	License No
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No Rows



STATE OF GEORGIA
Brad Raffensperger, Secretary of State
Georgia Board of Landscape Architects
Landscape Architect
LICENSE NO. LA000641
Stephen Lee Richardson
Atlanta, GA 30318
Expiry Date - 12/31/2026
Status - Active
Issue Date - 10/04/1984

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

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

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the GOALS Portal <https://goals.sos.ga.gov/>.

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

Georgia Professional Licensing Boards Division
3920 Arkwright Rd, Suite 195
Macon, GA 31210
Phone: (404) 424-9966
<https://goals.sos.ga.gov/>.



STATE OF GEORGIA
Brad Raffensperger, Secretary of State
Georgia Board of Landscape Architects
Landscape Architect
LICENSE NO. LA000641
Stephen Lee Richardson
Atlanta, GA 30318
Expiry Date - 12/31/2026
Status - Active
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STATE OF GEORGIA
Darren Mickler, Director
Taylor Wright, Board Chair
Georgia Professional Engineering & Land Surveyors Board
Engineers / Land Surveyors
Professional Engineer

LICENSE NO.

PE019197

Osama Samir Al Yateem
2055 Shaudi Lane
Atlanta, GA 30345

EXP DATE - December 31, 2026

ISSUE DATE - March 19, 1991

Active

Printed on December 29, 2025 1:09 PM



Contact: Mark D. Cooke, P.E.
Mobile: 404.668.5993
Email: mcooke@skyline-ec.com

EXHIBIT B

NEGOTIATED SCOPE OF SERVICES AND FEE

MILAM PARK FOOTBALL FIELD CONVERSION

DETAILED COST PROPOSAL

TASK 1 PROJECT MANAGEMENT				
BILLING CATEGORY	HOURS	RATES		FEE
Principal-In-Charge (PIC)/ Project Manager (PM)	72	\$	160.00	\$ 11,520.00
Assistant Project Manager (APM)	60	\$	145.00	\$ 8,700.00
Engineer III (E3)	60	\$	130.00	\$ 7,800.00
Engineer I (E1)	0	\$	110.00	\$ -
SUBTOTAL:				\$ 28,020.00
TASK 2 CONCEPT PLAN				
BILLING CATEGORY	HOURS	RATES		FEE
Principal-In-Charge (PIC)/ Project Manager (PM)	44	\$	160.00	\$ 7,040.00
Assistant Project Manager (APM)	0	\$	145.00	\$ -
Engineer III (E3)	96	\$	130.00	\$ 12,480.00
Engineer I (E1)	0	\$	110.00	\$ -
Subconsultant - Cost Estimate				\$ 3,500.00
SUBTOTAL:				\$ 23,020.00
TASK 3 SURVEY AND GEOTECHNICAL				
BILLING CATEGORY	HOURS	RATES		FEE
Principal-In-Charge (PIC)/ Project Manager (PM)	0	\$	160.00	\$ -
Assistant Project Manager (APM)	0	\$	145.00	\$ -
Engineer III (E3)	0	\$	130.00	\$ -
Engineer I (E1)	0	\$	110.00	\$ -
Subconsultant - Survey				\$ 29,400.00
Subconsultant - Geotechnical				\$ 7,000.00
SUBTOTAL:				\$ 36,400.00
TASK 4 30% PLANS				
BILLING CATEGORY	HOURS	RATES		FEE
Principal-In-Charge (PIC)/ Project Manager (PM)	4	\$	160.00	\$ 640.00
Assistant Project Manager (APM)	8	\$	145.00	\$ 1,160.00
Engineer III (E3)	60	\$	130.00	\$ 7,800.00
Engineer I (E1)	20	\$	110.00	\$ 2,200.00
Subconsultant - Cost Estimate				\$ 2,500.00
SUBTOTAL:				\$ 14,300.00
TASK 5 90% PLANS				
BILLING CATEGORY	HOURS	RATES		FEE
Principal-In-Charge (PIC)/ Project Manager (PM)	22	\$	160.00	\$ 3,520.00
Assistant Project Manager (APM)	8	\$	145.00	\$ 1,160.00
Engineer III (E3)	120	\$	130.00	\$ 15,600.00
Engineer I (E1)	80	\$	110.00	\$ 8,800.00
Subconsultant - Cost Estimate				\$ 4,000.00
Subconsultant - Landscape Architect				\$ 18,000.00
Subconsultant - Structural				\$ 15,000.00
SUBTOTAL:				\$ 66,080.00

TASK 6 100% PLANS, PERMITTING AND SPECIFICATIONS

BILLING CATEGORY	HOURS	RATES	FEE
Principal-In-Charge (PIC)/ Project Manager (PM)	26	\$ 160.00	\$ 4,160.00
Assistant Project Manager (APM)	8	\$ 145.00	\$ 1,160.00
Engineer III (E3)	90	\$ 130.00	\$ 11,700.00
Engineer I (E1)	50	\$ 110.00	\$ 5,500.00
Subconsultant - Cost Estimate			\$ 1,750.00
			\$ -
		SUBTOTAL:	\$ 24,270.00

TASK 7 PUBLIC INVOLVEMENT

BILLING CATEGORY	HOURS	RATES	FEE
Principal-In-Charge (PIC)/ Project Manager (PM)	24	\$ 160.00	\$ 3,840.00
Assistant Project Manager (APM)	24	\$ 145.00	\$ 3,480.00
Engineer III (E3)	24	\$ 130.00	\$ 3,120.00
Engineer I (E1)	0	\$ 110.00	\$ -
Reimbursable - Not to Exceed			\$ 5,000.00
		SUBTOTAL:	\$ 15,440.00
		TOTAL:*	\$ 207,530.00

TASK 8 OWNER'S CONTINGENCY - TBD BY CITY

BILLING CATEGORY	FEE
Owner's Contingency - Not included	\$ 30,000.00
	SUBTOTAL: \$ 30,000.00

* Note - Permit date revised to February 1, 2027

Additional Scope:

- 1 Coordination with Dekalb County Fire Marshal. **
- 2 Coordination with Dekalb Water & Sewer (Sewer Capacity Analysis and Application) **
- 3 Clarkston Parks Master Plan Coordination
- 4 Include both sod and turf field options in cost estimate model
- 5 Plan for a concession building and food truck locations in ONLY the concept phase.
- 6 Identify parking requirements for parking and provide options in ONLY the concept phase.
- 7 Create additional restroom stalls to accommodate potential 800 guests in ONLY the concept phase
- 8 Post permit tasks (CA or CEI) are NOT included in the scope, schedule, or fee.

**Note - Dekalb County review times can vary and may affect schedule.

EXHIBIT C

NEGOTIATED FEE

MILAM PARK FOOTBALL FIELD CONVERSION

DETAILED COST PROPOSAL

TASK 1	PROJECT MANAGEMENT				
	BILLING CATEGORY	HOURS	RATES		FEE
	Principal-In-Charge (PIC)/ Project Manager (PM)		72	\$ 160.00	\$ 11,520.00
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	Engineer III (E3)		96	\$ 130.00	\$ 12,480.00
	Engineer I (E1)		0	\$ 110.00	\$ -
	Subconsultant - Cost Estimate				\$ 3,500.00
			SUBTOTAL:		\$ 23,020.00
TASK 3	SURVEY AND GEOTECHNICAL				
	BILLING CATEGORY	HOURS	RATES		FEE
	Principal-In-Charge (PIC)/ Project Manager (PM)		0	\$ 160.00	\$ -
	Assistant Project Manager (APM)		0	\$ 145.00	\$ -
	Engineer III (E3)		0	\$ 130.00	\$ -
	Engineer I (E1)		0	\$ 110.00	\$ -
	Subconsultant - Survey				\$ 29,400.00
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	BILLING CATEGORY	HOURS	RATES		FEE
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	Subconsultant - Cost Estimate				\$ 2,500.00
					\$ -
			SUBTOTAL:		\$ 14,300.00
TASK 5	90% PLANS				
	BILLING CATEGORY	HOURS	RATES		FEE
	Principal-In-Charge (PIC)/ Project Manager (PM)		22	\$ 160.00	\$ 3,520.00
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		SUBTOTAL:	\$ 15,440.00
		TOTAL:*	\$ 207,530.00

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BILLING CATEGORY	FEE
Owner's Contingency - Not included	\$ 30,000.00
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* Note - Permit date revised to February 1, 2027

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- 1 Coordination with Dekalb County Fire Marshal. **
- 2 Coordination with Dekalb Water & Sewer (Sewer Capacity Analysis and Application) **
- 3 Clarkston Parks Master Plan Coordination
- 4 Include both sod and turf field options in cost estimate model
- 5 Plan for a concession building and food truck locations in ONLY the concept phase.
- 6 Identify parking requirements for parking and provide options in ONLY the concept phase.
- 7 Create additional restroom stalls to accommodate potential 800 guests in ONLY the concept phase
- 8 Post permit tasks (CA or CEI) are NOT included in the scope, schedule, or fee.

**Note - Dekalb County review times can vary and may affect schedule.

AGREEMENT TO PROVIDE PROFESSIONAL CONSULTANT SERVICES

THIS AGREEMENT (“Agreement” or “Contract”) is entered into this _____ day of 20____ by and between **SKYLINE ENGINEERING & CONSTRUCTION, LLC** (“CONSULTANT”), a Georgia limited liability company, and the **CITY OF CLARKSTON, GEORGIA**, a municipal corporation of the State of Georgia (“CITY”). For convenience, the CONSULTANT and the CITY may sometimes be referred herein collectively as “parties” and individually as a “party”.

WITNESSETH

WHEREAS, CITY desires to engage CONSULTANT to provide professional civil engineering services for the development of concept plans, engineering site plans, a biddable set of construction plans, specifications and related professional services for the conversion of grass field at Milam Park to a multi-purpose recreational field , as more fully described in this Agreement and its associated exhibits; and

WHEREAS, CONSULTANT agrees to provide such work and services for the CITY in accordance with the terms of this Agreement; and

NOW, THEREFORE, for the mutual promises set forth herein, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto mutually agree as follows:

1. Engagement of CONSULTANT

- (a) CONSULTANT submitted a technical and fee proposal, addendum acknowledgement and associated documents (vendor questionnaire, code of ethics, references, non- collusion, and e-verifications) which is the basis for this Agreement and is attached hereto as Exhibit A.
- (b) CITY agrees to engage the CONSULTANT and the CONSULTANT hereby agrees to perform the scope of services (final negotiated between the CITY and CONSULTANT) set forth in Exhibit B attached hereto and is referred to herein as the “Scope of Work.”
- (c) CONSULTANT acknowledges that CONSULTANT shall be solely responsible for determining the methods for performing the services under this Agreement in compliance with all applicable national, federal, state, municipal, laws, regulations, codes, and ordinances. The CONSULTANT agrees that all of the work to be performed by CONSULTANT under or pursuant to this Agreement shall be done (i.) with the Standard of Care ordinarily provided by competent engineers, including all associated civil engineering services and disciplines referenced herein for CONSULTANTS practicing in the same or similar locality and under the same or similar circumstances and applicable CONSULTANT license; and (ii.) as

expeditiously as is prudent considering the ordinary CONSULTANT skill and care of a competent engineers, including all associated civil engineering disciplines and services, as the case may be.

- (d) CONSULTANT will be responsible for supplying all civil engineering software, tools and equipment necessary for CONSULTANT to provide the services.
 - (e) CONSULTANT shall diligently complete all services in a timely manner consistent with the Standard of Care identified in Section 2 below and the Project Schedule attached as Exhibit D hereto.
 - (f) CONSULTANT Final (negotiated) Scope of Work and Fee (negotiated is based on the CITY issued Request for Proposal dated June 7, 2026, attached as Exhibit E.
2. **Standard of Care.** The Scope of Work performed by CONSULTANT under Exhibit B shall be performed in accordance with that degree of care and skill ordinarily exercised by members of CONSULTANT's profession practicing at the same time in the same location, and in compliance with applicable federal, state, and local statutes, rules, and regulations published and in effect as of the date of this Agreement. CONSULTANT further represents all personnel providing services or Work on the Project shall be properly experienced, professional, competent, and properly licensed and qualified in all governmental jurisdictions in which the Work is to be performed. Upon request by CITY, CONSULTANT shall furnish such evidence as CITY may require relating to the qualifications of its personnel and the CONSULTANT's ability to perform fully its Work in accordance with the Contract. Unqualified CONSULTANT personnel, or CONSULTANT personnel otherwise reasonably objected to by CITY, shall be promptly replaced. All labor furnished to progress the Work under the Contract will be competent to perform the tasks undertaken and will yield only quality results in compliance with a scope of work and service. CONSULTANT will at all times in good faith perform the Work. Any and all Work not conforming to these requirements shall be considered defective and shall constitute a breach of the Contract. The obligations in this Agreement shall be deemed cumulative and shall not be deemed alternative or exclusive, nor shall they be deemed to alter or limit any other. The CITY shall not be liable or responsible for the accuracy of the Work or any error or omission in any phase of the Work. The CONSULTANT shall have the sole liability and responsibility for its Work and that it is in federal, state, and local compliance, and that neither the CITY nor any other governmental entities are out of compliance due to the CONSULTANT's failure to perform the Work in accordance with the standard of care set described herein.
3. **Correction of Work:** Prior to Final Payment hereunder, CONSULTANT shall promptly correct Work rejected by CITY in accordance with the terms of this Agreement or known by CONSULTANT to be defective or failing to conform to the requirements of the Contract measured by Section 2 above (herein referenced as "Standard of Care"). Subject to the terms of this Agreement, CONSULTANT shall bear costs of correcting such rejected Work. If CONSULTANT fails to correct nonconforming Work as required or fails to perform the Work in accordance with the Contract and the Project is not yet complete, CITY may, by written order, direct

CONSULTANT to stop the Work, or any portion thereof, until the cause for such order has been eliminated. If CONSULTANT defaults or neglects to carry out the Work in accordance with the Standard of Care and fails within five (5) business days after receipt of written notice from CITY to commence and continue correction of such default or neglect with diligence and promptness, CITY must give a second written notice to CONSULTANT and, seven (7) days following receipt by CONSULTANT of that second written notice and without prejudice to other remedies, CITY may correct such deficiencies and charge the actual cost thereof to CONSULTANT. In such case an appropriate Change Order shall be issued deducting from payments then or thereafter due to CONSULTANT, CITY's actual costs of correcting such deficiencies

4. **Compensation.** The CITY agrees to pay the CONSULTANT for all fees and expenses for all Services in an amount not to exceed **Two Hundred Seven Thousand Five Hundred Thirty Dollars (\$237,530); which includes a city contingency of \$30,000, to be utilized at the cities discretion,** as set forth in Exhibit C. This contract amount is the maximum not-to-exceed amount and will include all miscellaneous expenses such as printing, etc. CONSULTANT shall submit an invoice to the CITY, no more frequently than once per month, based on time and expenses basis. Each invoice shall be for the prior month's work tasks and accompanied by a progress report for the services provided that month. Payment will be made by the CITY within forty-five (45) days of receipt of an invoice from CONSULTANT. No rate escalations during the duration of the Agreement will be allowed by the CITY.

Invoicing shall include supporting cost details; a breakout of all costs including direct labor, indirect costs and other direct costs, person-hours, rate per hour, and labor classifications on a per task basis.

5. **Project Schedule and Deliverable Dates.** Exhibit D reflects the various tasks and services to be delivered including the deadline for City approved concept plan development and approved biddable plan set. If the milestones for each deliverable in Exhibit D are not met, the CONSULTANT will be required to provide the CITY with a revised schedule that satisfies the CITY. Final deliverables shall be provided to the City by no later than February 1, 2027. Any changes in milestone deliverables or final deliverables shall be submitted to the CITY by the CONSULTANT with specifics details justifying schedule modifications. The CITY shall review the request (s) and issue a decision.
6. **Appropriation of Funds.** The City has appropriated sufficient funding to fund the cost of the Civil Engineering Design Services described herein.
7. **Merger Clause.** This written agreement, which includes Exhibit A - the CONSULTANTS Proposal and associated documents, Exhibit B – Scope of Work (negotiated Scope of Work), Exhibit C – Negotiated CONSULTANT Fees, Exhibit D – Project Schedule, and Exhibit E – City Request for Proposal dated June 7, 2026, constitutes the entire Agreement of the parties. No other promises or consideration are a part of this Agreement.

8. **Changes.** CITY may, from time to time, require changes in the scope of services of the CONSULTANT to be performed hereunder. Such changes, which are mutually agreed upon by and between CITY and the CONSULTANT, shall be incorporated in written amendment to this Agreement. No changes to the fee will be allowed by the CITY. Any change, alteration, or addition to the terms and conditions set forth in this Agreement must be in the form of a written Amendment signed by both Parties.
9. **Identity of the CONSULTANT.** CONSULTANT acknowledges that one of the primary reasons for its selection by the CITY to perform the duties described in this Agreement is the qualifications and experience of the principal personnel whom the CONSULTANT has represented in the submitted proposal will be responsible therefor. As such, the City reserves the right to reject any of the CONSULTANT'S personnel or proposed outside professional sub-CONSULTANTS, and the CITY reserves the right to request acceptable replacement personnel be assigned to the project.
10. **Assignment.** The CONSULTYANT shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Agreement or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the CITY in writing.
11. **Documents to be Provided by the CITY.** CITY shall furnish the CONSULTANT with all available information and data CONSULTANT requests pertinent to the execution of this Agreement. CITY shall cooperate with the CONSULTANT in carrying out the work herein and shall provide adequate staff for liaison with the CONSULTANT.
12. **Ownership of Documents and Intellectual Property.** All reports, plans, specifications, renderings, computer files and other documents prepared by CONSULTANT for which CONSULTANT has been compensated pursuant to this Agreement shall be the property of the CITY. CONSULTANT will deliver to the CITY copies of the prepared documents and materials periodically throughout the project duration and at the project completion with the final report submittal to FHWA. CONSULTANT shall make all documents and related data and material utilized in developing the documents available to CITY for inspection whenever requested. CONSULTANT may make copies of any and all such documents and items and retain same for its files. CONSULTANT shall have no liability for changes made to or use of the drawings, specifications, and other documents by anyone other than CONSULTANT subsequent to delivery of the prepared documents and materials. However, any such change or other use shall be sealed by the individual making the change or use and shall be appropriately marked to reflect what was changed or modified.
13. **Term of Agreement.** This agreement commences on the date first written above and will expire on February 1, 2027, unless terminated sooner as provided for herein.

14. Termination for Convenience by the CITY:

- (a) The CITY may for any reason whatsoever terminate performance under this Agreement by the CONSULTANT for convenience. The CITY shall give written notice of such termination to the CONSULTANT specifying when termination becomes effective, which must be a minimum of thirty (30) days from the date the CONSULTANT receives the written notice.
- (b) This Agreement shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds or other revenues are no longer available to satisfy the obligations of the CITY under this Agreement.
- (c) The CONSULTANT shall incur no further obligations in connection with the Work and the CONSULTANT shall stop Work when any such termination notice is received from CITY. The CONSULTANT shall also terminate outstanding orders and subcontracts and reasonably mitigate against any costs or losses associated with the termination of such affected orders and subcontracts.
- (d) The CONSULTANT shall transfer title and deliver to the CITY such completed or partially completed Work, including but not limited to hard copies and electronic copies, and materials, equipment, parts, fixtures, information and Contract rights as the CONSULTANT has.
- (e) Within thirty (30) days after its termination for convenience, the CONSULTANT shall submit a termination claim to the CITY specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the CITY. The claim shall be signed by an officer of the CONSULTANT under oath and under penalty of perjury. If the CONSULTANT fails to file a complete and proper termination claim within the time required herein, any claim for termination shall be deemed waived and no further sums will be due the CONSULTANT. The total sum to be paid the CONSULTANT, as outlined in Exhibit C, shall not exceed the total Contract Price, as properly adjusted, reduced by the amount of payments otherwise made and amounts not due for Work that has not been performed, and shall in no event include duplication of payment. Payment of the sums due hereunder shall constitute full and complete satisfaction of all sums due CONSULTANT for the termination of the Contract for convenience.

- 15. Termination for Cause.** If CONSULTANT breaches any provision of this Agreement, CITY may give notice to CONSULTANT of such breach in writing. If the breach is not cured within ten (10) days of receipt of such notice (or, in the case of a breach which cannot reasonably be cured within 10 days, if the CONSULTANT does not promptly commence to cure the breach and thereafter diligently prosecute the cure to completion), CONSULTANT shall be in default hereunder and CITY may elect to terminate the Agreement, or to continue the Agreement subject to receiving adequate assurances of performance from CONSULTANT. In the event that CITY terminates this Agreement pursuant to this section, CITY shall not be required to make any payments to CONSULTANT with respect to material that has not been delivered or Work that have not been performed as of the date of termination. If the sum of all previous deposits and payments under this Agreement

with respect to the Work so terminated exceeds the amount owed to CONSULTANT with respect to material that has been delivered and Work that have been performed as of the date of termination, the excess shall be immediately refunded to CITY.

16. **Suspension of Work by the CITY.** The CITY may, by written notice, direct the CONSULTANT to suspend all or any part of the Work under this Agreement for such period of time as may be determined by the CITY to be necessary or desirable for its convenience. If such suspension causes additional cost to CONSULTANT or delays the progress of the Work and is due to something other than the failure of the CONSULTANT to correct the Work as required by this Agreement or carry out the Work in accordance with this Agreement, then the CONSULTANT will be entitled to additional compensation and a time extension in accordance with the provisions of this Agreement. Adjustments to the Contract Price and/or Contract Time will be based on actual costs and actual days lost resulting directly from the suspension. In no event shall the CONSULTANT be entitled to any prospective profits. Any claim by the CONSULTANT for an adjustment hereunder must be asserted within thirty (30) Days from the date of a start order for resumption of Work.
17. **Completeness of Contract.** This Agreement and the documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto. If there is any conflict between the terms of this Agreement and the documents attached hereto, the terms of this Agreement shall control. This Agreement may not be subsequently modified except by a writing signed by both parties
18. **CITY Not Obligated to Third Parties.** CITY shall not be obligated or liable hereunder to any party other than the CONSULTANT.
19. **Final Decisions.** Serving as a CONSULTANT to the CITY, CONSULTANT shall advise all parties that final decisions shall be made by the City Council, City Manager and/or designee.
20. **Indemnification.** CONSULTANT does hereby covenant and contract to indemnify and hold harmless the CITY, its Councilmembers, Mayor, officers, employees, and agents, from and against all liability, causes of action, claims, costs, damages, demands, expenses, fines, judgments, losses, penalties or suits, which may arise by reason of death or injury to persons or property, caused by or resulting from CONSULTANT's negligence, intentional tort, intellectual property infringement, or failure to pay a sub-CONSULTANT, its agents, or CONSULTANTS under contract, or any other entity over which the professional exercises control.

The indemnification under this section shall include CONSULTANT's obligation to proportionally reimburse reasonable attorneys' fees and costs, court costs, and settlement costs incurred by CITY in connection with a claim covered by this section.

The CONSULTANT'S obligations under this section shall not be limited to the limits of coverage of insurance maintained or required to be maintained by professional under this agreement. This provision shall survive the termination of this agreement.

21. **Required Insurance Coverage and Limits.** CONSULTANT shall, at its sole expense, obtain and maintain the following minimum insurance coverages issued by an insurance company authorized to do business in the State of Georgia with a minimum A.M. Best rating of "A VII" and reasonably acceptable to the CITY. Insurance provided by CONSULTANT shall be primary and non-contributory coverage and shall be endorsed accordingly. CITY shall be granted a waiver of subrogation on all applicable insurance carried by Sub-Consultants. CONSULTANT shall provide certificates of insurance and Endorsements evidencing these coverages to CITY upon execution of this Agreement.
- (a) Worker's Compensation Insurance in accordance with the laws of the State of Georgia.
 - (b) Commercial General Liability Insurance including Bodily Injury and Property Damage in an amount of not less than Two Million Dollars (\$2,000,000) in the aggregate and One Million Dollars (\$1,000,000) per occurrence.
 - (c) Automobile Liability Insurance in an amount not less than One Million Dollars (\$1,000,000) in the aggregate and One Million Dollars (\$1,000,000) per occurrence.
 - (d) Valuable Papers Insurance in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the Work.
 - (e) Employers' Liability Insurance in the minimum of One Million Dollars (\$1,000,000) each incident, One Million Dollars (\$1,000,000) each employee, and One Million Dollars (\$1,000,000) policy limit.
 - (f) Professional Liability Insurance in the minimum of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.
 - (g) Umbrella and/or Excess Liability Insurance in the minimum of One Million Dollars (\$1,000,000) over and above the underlying required coverages of Commercial General Liability, Professional Liability, and Auto Liability coverage.
 - (h) CONSULTANT shall provide CITY a minimum thirty (30) days written notice prior to any material change in insurance coverage. Said commercial general liability, auto liability and umbrella liability insurance policies shall name CITY as an additional insured.
 - (i) All insurance requirements shall be maintained in full force and effect during the life of the Agreement and shall cover liability resulting from CONSULTANT's neglect in Services and Work, during completion of the Services.
22. **Waiver.** A waiver by either Party of any breach of any provision, term, covenant, or condition of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

23. **Severability.** The Parties agree that each of the provisions included in this Agreement is separate, distinct and severable from the other and remaining provisions of this Agreement, and that the invalidity of any Agreement provision shall not affect the validity of any other provision or provisions of this Agreement.

24. **Audits.** At any time during normal business hours and as often as the CITY may reasonably deem necessary, the CONSULTANT shall make available to the CITY, federal, state, or local government and/or their agencies and representatives for examination all of its records with respect to the Work and all matters covered by this Agreement. It shall also produce for inspection and permit the foregoing and/or their agencies and representatives to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to the Work and all matters covered by this Agreement.

CONSULTANT shall maintain all books, documents, papers, accounting records and other evidence pertaining to a Project and shall make such material available at all reasonable times during the period of the Agreement, and for three (3) years from completion of the Work for the Project, for inspection by the CITY or any federal, state, or local reviewing agencies, and copies thereof shall be furnished upon request. CONSULTANT agrees that the provisions of this section shall be included in any agreements it may make with any Sub- CONSULTANT, assignee, or transferee.

25. **CONSULTANT Not to Discriminate.** During the performance of this Agreement, the CONSULTANT will not discriminate against any employee or applicant for employment, subcontractor, qualified client, or recipient of services, because of race, creed or belief, political affiliation, color, sex, national origin, age, religion, handicap, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The CONSULTANT will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed or belief, political affiliation, color, sex, national origin, age, religion, handicap, or disability which does not preclude the applicant from performing the essential functions of the job. The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any Work covered by the Contract so that such provision will be binding upon each sub-consultant, providing that the foregoing provisions shall not apply to contracts or sub-consultants for standard commercial supplies of raw materials.

26. **Conflict of Interest.**

(a) CONSULTANT's Interest: The CONSULTANT agrees that it presently has no interest and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its Services hereunder. The CONSULTANT further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

(b) Interest of Public Officials: The CONSULTANT will not, directly or indirectly, attempt in any manner to hire or attempt to hire or cause or otherwise encourage

any employee of the CITY to leave the employ of the CITY in order to work for the CONSULTANT or another entity.

27. **Anti-Kickback.** Salaries of engineers, planners, administrative staff, CAD operators, CONSULTANTS, and technicians performing Work under this Agreement shall be paid by CONSULTANT unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are allowed by law. The CONSULTANT hereby promises to comply with all applicable "Anti-kickback" laws, and shall insert appropriate provisions in all subcontracts covering Work under this Agreement.
28. **Verbal.** No verbal agreement or conversation with any officer, agent, or employee of the CITY, either before, during, or after the execution of this Agreement, shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle CONSULTANT to any additional payment whatsoever under the terms for this Agreement. All changes to this Agreement shall be in writing and appended hereto as prescribed in Section VIII above, or by written Amendment.
29. **Notices.** Any notices to be given hereunder by either Party to the other may be affected either by personal delivery in writing, by mail (registered or certified), postage prepaid with return receipt requested, or by a recognized overnight delivery service to the following addresses, or address changes subsequently provided to the other Party in writing:

If to the City:

City of Clarkston

736 Park North Boulevard Suite 120

City of Clarkston, Georgia 30321

ATTN: Mayor Beverly H. Burks

If to the CONSULTANT:

SKYLINE Engineering & Construction, LLC

6755 Peachtree Industrial Blvd., Suite 250

Atlanta, Georgia 30360

ATTN: Mark D. Cooke, P.E.

30. **Informal Dispute Resolution.** The Parties shall attempt in good faith to resolve all disputes arising under the Contract promptly by negotiation as follows. Any Party may give the other Party written notice of any dispute not resolved in the normal course of business. Executives of both Parties with appropriate decision-making authority shall meet at a mutually acceptable time and place within ten (10) days after delivery of such notice, and thereafter as often as they reasonably

deem necessary, to exchange relevant information and to attempt to resolve the dispute. More than one meeting to negotiate a resolution of the dispute may be held. However, if, within forty-five (45) days after the initial notice of dispute, the Parties are not successful in resolving the dispute through negotiation, then the Parties agree that the dispute may be resolved by Litigation as provided in Section 31 below.

In the case of any dispute arising under the contract, CONSULTANT shall proceed diligently with performance of the Work pending final resolution of the dispute, and CITY shall continue to make payments to CONSULTANT in accordance with the Agreement for those portions of the Work completed that are not the subject of dispute.

31. **Litigation.** As a condition precedent to the filing of any legal action by CONSULTANT against the CITY arising out of or relating to this Agreement, CONSULTANT shall first provide the CITY thirty (30) days written notice of its intent to file such action. Such notice shall include an identification of the anticipated parties to said action and a description of all anticipated claims and causes of action to be asserted in said action to the best of the CONSULTANT's ability.
32. **Cooperation with Government Requirements.** CONSULTANT will be required to satisfy all local and state requirements pertaining to this project.
33. **Immigration Law Compliance.** To the extent applicable, CONSULTANT acknowledges it and its Sub-CONSULTANTS are solely responsible for complying with the provisions of, including maintaining and providing records of compliance, and providing affidavits verifying compliance with, the Immigration Reform and Control Act of 1986, located at 8 U.S.C Section 1324, *et seq.*, the Georgia Security and Immigration Compliance Act of 2006 located at OCGA §13-10-90, *et seq.*, Georgia Department of Labor Rule 300-10-1-.02, and all regulations relating to the foregoing.
34. **Survival.** The warranty, payment, indemnification, insurance, confidentiality, litigation, venue, cooperation, audit, and governing law obligations herein survive the expiration, cancellation, or termination of this Agreement.
35. **No Third-Party Beneficiaries.** Nothing in this Agreement, expressed or implied, is intended or shall be construed to confer upon or give to any person, firm, or corporation, any legal or equitable rights by reason of this Agreement or any term, covenant or condition herein, all of which shall be for the sole and exclusive benefit of the Parties hereto and their successors and permitted assigns.
36. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.
37. **No Strict Construction.** Each Party has participated in negotiating and drafting this Agreement, so if ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the Parties had drafted it jointly, as opposed to

being construed against a party because it was responsible for drafting one or more provisions of this Agreement.

Executed by the Parties' duly authorized representative as indicated by their signatures below.

CITY OF CLARKSTON

CONSULTANT

BY: _____

BY: _____

(Printed Name, Title and Address)

(Printed Name, Title and Address)

Date: _____

Date: _____

Approved as to form:

Stephen G. Quinn, City Attorney

EXHIBIT E



REQUEST FOR PROPOSALS

CIVIL ENGINEERING SITE DESIGN AND RELATED SERVICES

Conversion of the Milam Park Grass Football Field to a Multi-Purpose Recreational Field

RFP Issuance Date: June 7, 2026

Technical Proposal Due Date: 5:00 PM, June 18, 2026

REQUEST FOR PROPOSAL

The City of Clarkston, GA (the “City”) is requesting a technical proposal from qualified Civil Engineering Consultants to provide professional services for the development of engineering site plans, specifications and related professional services for the conversion of an under-utilized grass field at Milam Park to a multi-purpose field. Consultants are invited to demonstrate their experience and qualifications in performing work directly related to the services by responding to this Request for Proposal (RFP). The civil engineering consultant will be selected on a qualifications-based process (QBS) where the highest ranked firm (based on the technical requirements set forth herein) will be identified by the City followed by scope of work refinement, as necessary. Once the scope of work is agreed upon by the City and the highest ranked firm, the City will subsequently request that the associated fee be submitted by the Proposer with the highest ranked technical proposal. The fee is **NOT** to be submitted until requested by the City. Fee negotiations will occur with the highest ranked firm **ONLY** based on the agreed upon scope. If a fee cannot be negotiated, the City will begin the work scope refinement with the second ranked technical firm and subsequent fee negotiations. This process will continue until the City obtains a suitable work scope and fee from a proposer or the City may choose to re-advertise for RFP.

It should be noted that due to bidding irregularities, this RFP was previously advertised on May 5, 2026. Proposers shall also take note of the Addendums 1 and 2 that were issued for this May 5, 2026 RFP issuance. These two addendums are included as Exhibit A to the RFP and included in BidNetDirect as an attachment.

Unless otherwise corrected in this RFP, the “Responses to Question’s” in the two addendums shall be addressed in the submitted Technical Proposal by the Proposers.

I. Project Description

The City of Clarkston’s Parks and Recreation Department intends to reconfigure the existing natural-grass soccer field at Milam Park into a full-size synthetic turf field suitable for regulation football-sized dimensions and other multi-sport uses such as soccer, kickball, to name a few. Related sports amenities to include plans and specifications for field marking layouts, spectator seating, goalpost layout and footing design, team shelters, scoreboard, safety netting and all related uses, etc. The reconfigured site shall be designed such that the field allows for year-round use and as such a comprehensive drainage system within the profile of the synthetic turf system is critical component.

For purposes of this RFP, the City defines this as Phase I. Phase I will lead to plan development and construction implementation.

Consideration for additional uses; i.e. track and field, shall be included in the scope from a planning prospective only with no design plan development required. This is described as Phase II.

II. Scope of Work

The following is the minimum Scope of Work proposed for this project. The City welcomes proposers to offer additional scope or modifications to the proposed scope and as such, proposers

are to identify in their proposal submittal to clearly identify where modifications and/or additions are suggested. Please note that Construction Administration Services and CE&I are NOT to be included in the proposal submittal.

The following pertains to Phase I **ONLY** except as otherwise noted.

Task 1 – Project Management

The lead civil engineer firm shall manage all sub-consultants on their team, directing the flow of information between the consultant team members and the City's Project Engineer. Monthly billing and status reports shall be clearly presented in an organized way, with man-hours, hourly rates and tasks identified. The consultant shall provide, at a minimum, the following items:

- (a) Organize and conduct on-site kick-off meeting
- (b) Provide conceptual schedule for all consultant team members services and revise as necessary throughout the design process
- (c) Organize and conduct project meetings at city hall or virtual; assume one (1) meeting every 2 weeks during the duration of the project scope. Assume 50/50 split between in-person and virtual
- (d) Prepare materials for and participate in one (1) City Council meeting
- (e) Prepare materials and participate in one (1) Public Information Open House (PIOH) meeting
- (f) Coordinate various members of the prime consultant team
- (g) Provide exhibits, maps. Figures on an as-needed basis when requested from the City staff
- (h) Communicate clearly and regularly with the City's Project Engineer
- (i) Provide monthly status reports to the City's Project Engineer
- (j) Submit monthly pay requests including a draft of pay request for city approval
- (k) Prepare minutes of every meeting and disseminate to all meeting attendees for review/comments

Task 2 – Conceptual Site Planning

This Task shall include the development of two (2) Concept Plans for Phase I and two (2) Concept Plans for Phase II.

Each of the two (2) Phase I and two (2) Phase II Concept Plans shall include a Probable Estimate of Construction Costs (format shall include Task Description Items, Unit Price for each Line Item and other items such as utility costs).

The consultant shall anticipate up to a maximum of two (2) concept plan review revisions by city staff for the selected Phase I Concept Plan. The City selected Phase I Concept Site Plan shall include line/schematic plan and a Probable Estimate of Construction Costs based on the Concept only (as described in the aforementioned). The City anticipates a single plan sheet will be adequate for final selected Phase I Concept Plan.

The selected concept for Phase I shall lead to implementation as defined in the Project Description.

Phase II Concept Plan shall be for future implementation which will include all the elements of Phase I, such as track and field and others as defined by the City. The City selected Phase II Concept Site Plan shall include a line/schematic plan and a Probable Estimate of Construction Costs based on the Concept only (as described in the aforementioned). The City anticipates a single plan sheet will be adequate for final selected Phase I Concept Plan.

The consultant shall anticipate up to a maximum of two (2) schematic plan revisions by city staff for this Phase II.

Task 3 – Survey

The consultant team shall provide the following surveying services and data collection for 100% of the entire boundary area of Milam Park. City will provide a survey plan undergone in 2012 of the property to assist the survey firm:

1. Topographic Survey for design services
 - (a) Provide topographic surveys in AutoCAD format
 - (b) Determine existing ground elevation at 2 foot contours
 - (c) Determine horizontal and vertical location of existing utilities, surface improvements, structures, etc.
 - (d) Tree locations (6 in. DBH or greater)
 - (e) Benchmark information
 - (f) Generate a topographic base drawing with contours for design purposes
2. Construction Survey Services (Phase I)
 - (a) Construction staking and re-staking (once if required)
 - (b) Provide post construction revised plans from as-built's developed by the contractor

Task 4 – Civil Site Plan Design Development and Related Services

The objective of this task is to develop set of design/construction plans for Phase I **ONLY**. The consultant shall prepare 30%, 90% and 100% construction plans for the preferred Concept developed under Task 2. City staff will review the 30%, 90% and 100% plans for conformance to the contract requirements. The City shall issue a NTP to the consultant for each phase of plan development. No work shall occur on the subsequent plan development until the NTP is issued. The final plan set shall be a biddable set for the City to advertise to-bid. The following design details are to be incorporated into the final plan set:

1. Schedule
2. Design assumptions
3. Geotechnical Investigation
 - (a) Testing for drainage purposes; soil permeability/infiltration
 - (b) Site preparation recommendations for site preparation including geotechnical construction materials and practices, etc.
 - (c) Provide a written report that summarizes findings and recommendations
4. Hydraulic/Hydraulic Analysis
 - (a) Hydraulic analysis; existing vs. proposed conditions

- (b) Design stormwater facility(s) based on hydrologic and hydraulic analysis – Ga Stormwater manual shall be used including the Green Infrastructure Matrix analysis, and other related tools
 - (c) Prepare a drainage report
5. Prepare Site Plan Sheets; to include, as a minimum, the following:
- Cover Sheet
 - General Notes/Legend, Abbreviations
 - Existing Conditions
 - Demolition Plan
 - Grading and Drainage Plan that includes a comprehensive underdrain system/specialized base design with all associate collector pipes for conveyance to the stormwater system
 - Site Plan
 - Composite Utility Plan that includes the Electrical Plan for power supply, water service (water fountain or related amenities), etc.
 - Stormwater Management Plan
 - Technical Specifications for all materials and infrastructure
 - E&SC Plan
 - ADA Compliance Plan for pedestrian access
 - Field Marking Layout Plan which defines permanent in-laid turf lines for various sporting events
 - Amenity Integration Plan that identifies all equipment, furnishings, etc.
6. Prepare Probable Estimate of Construction Cost at each of the 3 stages of plan development (30%, 90% and 100%).

Task 5 - Material Product Specifications

The objective with this phase is to provide the city with up to three (3) synthetic turf options from various vendors which includes the consultants recommendations and pro's and con's of each. This task shall include all the necessary details for the turf type to allow the city to make an informed decision. Any environmental impacts from the use of synthetic turf (i.e. degradation of polyethylene or polypropylene grass fibers over time leading to nano-plastic conveyance off site and potentially to waterways) shall be identified by the vendors. The design firm will be required to consider how to mitigate this with the use of various structural and non-structural BMP's within the projects storm water management system.

Approximate cost estimates for material and labor installation shall be provided for each option. A Summary Report shall be provided as the deliverable to the city.

A minimum of two (2) material options and cost estimates for all other site specific equipment, and peripheral amenities such as bleachers, goal posts, scoreboard, etc.

The final turf option and all other material/equipment options shall be included in the Construction Plan documents.

Task 6 – Public Involvement

The consultant shall assist the City staff with informing the city council, stakeholders and the general public on the status of the project. This task shall include the preparation of one fact sheet,

a design layout of a project information sign (the cost and sign vendor for the fabrication and installation to be implemented by the city) and coordination with the city's communication staff.

The fact sheet shall include site specific information, an anticipated construction schedule, information on the design elements, and other applicable information. This fact sheet shall be used at the PIOH and various other sites.

The City will organize and host one (1) in-person PIOH for the project with content and exhibits provided by the consultant team. At a minimum, the consultant team lead shall attend and others associated with the team at the discretion of the Lead Consultant.

III. TERM OF SERVICE AND PRE-CONTRACT ACTIVITY

The anticipated date of completion for these services shall be noted as November 30, 2026 in the contract.

IV. MINIMUM QUALIFICATIONS

To be considered for award of the contract for this Project, each Proposer shall demonstrate the following minimum criteria as part of their Proposal.

1. Proposer's project team; specifically the Project Engineer, shall be a State of Georgia Registered Professional Engineer.
2. Proposer shall demonstrate a minimum of five (5) years' experience providing the types of services described within the Scope of Work of this Request for Proposals for public agencies.
3. Proposer shall not have a record of substandard workmanship, as verified by the City by communication with licensing authorities, former clients and references, and other means as the City deems appropriate.
4. Proposer, including the lead Project Engineer, shall have experience with similar park projects.

V. PROPOSAL REQUIREMENTS

Proposers shall prepare and submit Proposals in accordance with the requirements stated within this RFP. Adherence to these requirements will ensure a fair and objective analysis of submitted Proposals. Proposals should provide a clear, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness, brevity, and clarity of content. Failure to comply with or complete any part of the RFP may result in rejection of the Proposal. The ability to follow these instructions demonstrates attention to detail.

Proposal Format

Proposal shall have a text font (e.g. Calibri, Times New Roman, Garamond) of at least 12-point.

Proposal shall be organized in accordance with the listed Proposal contents and shall not exceed 15 total pages. Supporting Information, as defined below, shall be provided in a separate section at the

end of the Proposal, and not counted in the page limit requirements. A front cover sheet and one-page table of contents are not counted in the page limit requirements. The entire proposal shall contain no more than 15 pages (front side only); **exclusive** of the staff resumes to be assigned to the project.

Introductory Letter

The introductory letter should address the consultant's willingness and commitment, if selected, to provide the services offered and a description of why the Proposer believes it should be selected.

The letter shall be addressed to the City Manager (ChaQuias Miller-Thornton; cmthornton@cityofclarkston.com) and include the name of the firm, as well as the printed name, title, telephone number, and email address of the officer authorized to represent the consultant in any correspondence, negotiations, and signing of any contract that may result. Include the address of the office that will be providing the service and the project manager's name, title, telephone number, and e-mail address. The Proposer's federal and state tax ID numbers and the state of incorporation, if applicable, shall also be included. The letter must be signed by the Proposer, if an individual, or by a legal representative of the Proposer's entity, authorized to bind the entity in contractual matters.

Project Understanding

Proposals shall demonstrate the consultant's understanding of the Project by providing a clear and concise description of the Project, discussion of the anticipated primary issues and milestones, and identification of key stakeholders, based on the information provided in the RFP.

Project Approach

Proposals shall clearly define the tasks and activities necessary to meet the objectives outlined in the Scope of Work of the RFP. Each Proposer should demonstrate knowledge of the type of work requested, ability to solve the anticipated Project issues, and ability to offer innovative ideas. Proposer's ability to expeditiously complete the work should be made evident. The Proposal should include the following:

1. Describe overall approach to project management
2. Describe Proposer's approach and methodology for preparing project cost estimates, including the services being solicited by the RFP, as well as the cost of permits, acquisitions, and construction.
3. Describe approach to organize and accomplish each of the tasks and activities of this RFP, including addressing the anticipated primary issues and milestones.
4. Identify Proposer's specific team members, including key sub-consultants, and resources assigned to each task and activity of the RFP.
5. Describe Proposer's approach to complete the tasks and activities of this RFP in a timely manner and control costs.
6. Describe Proposer's approach to unanticipated issues that may arise during the Project.
7. Describe Proposer's quality assurance and quality control procedures to be implemented on this Project.

8. Describe Proposer's approach and abilities to interact and engage stakeholders.
9. Identify and describe the deliverables that will result from each task and activity.

Proposer's Experience

Proposals shall provide a brief work history of consultant's and any key sub-consultant's projects entailing the same type of work being requested. Emphasis should be placed on local projects for public agencies where possible. The Proposal should include the following:

1. Describe the consultant's and key sub-consultant's firm size, office locations, and relevant capabilities and resources to be utilized on this Project.
2. Describe consultant and key sub-consultants' work experience that correspond with the Project needs, as identified in this RFP.
3. Provide at least three (3) examples of projects completed by Proposer for public agencies within the last five (5) years that best characterize Proposer's experience with the work being requested, work quality, and cost control, describing each by project name, type, location, and date.
 - Include the public agency name and the name, address, telephone number, and email of the current contact person for each project, where possible.
 - Identify what role, if any, each team member who is proposed for this City Project (see Project Team Experience, below) played in each listed project.
 - Identify original and final contract costs for each listed project. Explain any cost overruns and corrective actions taken.

Project Team Experience

Proposals shall identify the team to be assigned to the Project by name, describing each member's qualifications and experience with completed projects relative to the requested services, including expertise regarding all tasks associated with the Scope of Work. Each Proposal should include the following:

Identify by name and title the project principal, project manager, key staff, and any sub-consultants or subcontractors to be assigned to this Project.

Describe education, training, qualifications, registrations, certification, and relevant individual work experience of all key personnel, including sub-consultants, to be assigned to this Project.

Identify the Project roles and responsibilities of all key personnel.

Describe any attributes or expertise of key personnel uniquely situated for the requested services.

Describe the extent of principal and project manager involvement.

Describe current and anticipated assignments and location of key personnel, including percentage of time devoted to other projects during performance of this Project.

Estimate the percentage of time key personnel will be devoted to this Project for the duration of the Project, based on a 40-hour work week.

Project Schedule

Proposals shall include a proposed Project schedule identifying the duration and completion date of all tasks and milestones. The schedule should reflect the anticipated final completion date stated in the Scope of Work. If the schedule extends beyond the final completion date, the Proposal should include an explanation as to why the work cannot be completed within the proposed timeframe stated in the Scope of Work.

Supporting Information

Supporting materials may include graphs, full resumes, other references, charts, sample documents, and photos. However, pertinent information should be covered in the body of the Proposal. Supporting Information will not count toward the page limit, but brevity is encouraged. If there is no additional information to present in the Supporting Information, then state: *“There is no additional information we wish to present.”*

VI. PROPOSAL SUBMISSION

Proposers shall submit the Technical proposal **ONLY** via BidNetDirect. Based on the QBS process, once the highest-ranked technical proposal is identified by the Selection Team, that city will subsequently contact that firm and request a meeting to discuss the submitted scope. The firm and the City will refine the scope, if necessary. Once both parties agree to the Scope of Work, the City will request that a fee, based on the agreed-upon scope of work, be submitted to the City within 48 hours. Fee negotiations will commence. If a fee is agreed-upon by both parties, the City will prepare a draft contract for the firms review. City staff will follow with adding the contract to City Council’s Meeting Agenda for council consideration. The highest ranked consultant fee proposal shall identify the costs and man-hours for each labor classification for those tasks identified in Section II – Work Tasks.

VII. PROPOSAL EVALUATION AND SELECTION

A Selection Review Committee will be appointed to evaluate the Proposals received. Each committee member will independently evaluate each Proposal in accordance with the criteria stated in the Proposal Requirements section of this RFP.

At any point during the evaluation process, the City is permitted to seek clarification from the consultant of any Proposal.

Written Evaluation

Based on their evaluation, each member of the Selection Review Committee will score each Proposal according to the following scoring criteria. Each member will rank, in descending order, each Proposal by total score.

EVALUATION CRITERIA

<u>Criteria</u>	<u>Maximum Score</u> (%)
Introductory Letter	5
Project Understanding	10
Project Approach	35
Proposer's Project Engineer's Experience	20
Project Team Experience	30
Project Schedule	Required
Total	100 Points

In addition to the above weighted scoring criteria, feedback from provided references may also be considered and may be determinative in the selection process. References will not be scored but will be considered and may be a deciding factor.

Interview Evaluation

If determined to be necessary or desirable by the City, the highest ranked firm may be required to attend an interview as a component of the Highest Ranked Technical process.

Successful Proposer Determination

The City reserves the right to perform additional investigations of any Proposer, including communication with licensing authorities, former clients and references, and other means as the City deems appropriate, and may reject any Proposal upon finding a record of Proposer's substandard workmanship.

The Selection Review Committee shall determine the final ranking of Proposers (based on the QBS process), and the Committee's decision is final. Upon determination of the Successful Proposer and performance of additional investigations, the City will issue a Notice of Intent to Award letter notifying all Proposers of the City's selection of a Successful Proposer.

The City reserves the right to negotiate a final contract that is in the best interest of the City. With regards to the Professional Services Agreement to be prepared by the City, the City will consider potential edits of the Agreement and will attempt to reach a final agreement with the Successful Proposer but if unable to do so, the City may, in its sole discretion, terminate negotiations and reject the Proposal in the event agreement cannot be reached. The City may then attempt to reach final agreement with the next highest ranked Proposer, and so on with the remaining Proposers, until an agreement is reached. In the alternative, the City may at any time elect to reject all Proposals and begin the RFP process over.

VIII. SCHEDULE

The following is the anticipated timeline for receiving and evaluating Proposals and awarding a contract to the most qualified firm or individual. This schedule is subject to change as additional time is needed.

Advertise Request for Proposals	Date: June 7, 2026
Proposer Question Submission Deadline	Date: June 15, 2026; 5:00 PM
City Addenda Issuance Deadline	Date: June 16, 2026; 5:00 PM
Proposals Due	Date: June 18, 2026; 5:00 PM
Evaluation of Proposals Completed	Date: June 19, 2026
City Council Award	Date: July 7, 2026

VIV PRE-PROPOSAL MEETING

A pre-proposal meeting will NOT be held.

IX. RFP DOCUMENTS

Request for Proposal (RFP) documents will be available through BidNetDirect (<https://www.bidnetdirect.com>) or the City of Clarkston web site. All Questions from proposers, City Response to Questions and/or Addendum will be undertaken ONLY through BidNetDirect.

X. RFP Questions

Proposers shall direct all questions via BidNetDirect. There will be no contact via email, in-person or virtual calls or phone calls with any member of the City staff or its in-house consultant regarding RFP documents.

XI. General RFP Information

Changes to the RFP Solicitation by Addenda

The City reserves the right to make changes to the RFP by written addendum, which shall be issued via BidNetDirect.

All addenda shall have the same binding effect as though contained in the main body of the RFP and Scope of Work.

No addenda will be issued later than **5:00 PM; June 16, 2026**, except by an addendum, if necessary, postponing the date for receipt of Proposals or withdrawing the RFP altogether.

Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal and shall acknowledge in the Proposal receipt of each addendum as required on the Addendum Acknowledgement form. A copy of all "Response to

Questions” shall be included in the proposal submittal. Failure to acknowledge receipt of all addenda as part of the Proposal may result in rejection of the Proposal.

Confidentiality

All information submitted by Proposers shall become and remain the property of the City and, as such, is considered public information and subject to disclosure except such portions of the Proposals for which the Proposer requests exception from disclosure as being proprietary information exempt from disclosure. If a Proposal contains any information that is considered a trade secret, each sheet of such information must be marked with the following legend:

“This data constitutes a trade secret and shall not be disclosed.”

Identifying the Proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the Proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret. Nondisclosure of documents or any portion of a document submitted as part of a Proposal may depend upon official city attorney review and determination.

The City will make available to any person requesting information through the City processes for disclosure of public records, any and all information submitted as a result of this RFP not exempted from disclosure without obtaining permission from any Proposer to do so after the Notice of Intent to Award has been released.

The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted. If a public record request is made for material marked as proprietary, the City will attempt to notify the impacted Proposer prior to the deadline for release of the material but will not defend against any legal challenge for release. Therefore, claims arising out of any public record request for such information shall be at the Proposer’s sole expense, if the Proposer wishes to deny or withhold the information.

Cancellation

The City reserves the right to cancel this RFP or the contract award at any time before execution of the contract by both parties, if cancellation is deemed to be in the best interest of the City. In no event shall the City have any liability for the cancellation of a contract award.

Late Proposals

All Proposals that are not received by the Proposal Due Date and Time via BidNetDirect will not be considered.

Proposer Certifications

By the act of submitting a Proposal in response to this RFP, the Proposer certifies that:

1. Proposer has carefully examined all RFP documents, including all addenda and City Response to Questions, and all other attachments, fully understands the RFP intent, is able to perform all tasks as described in the Scope of Work of this RFP, and the Proposal is made in accordance therewith.
2. Proposer is familiar with the local conditions under which the work will be performed.
3. The Proposal is based upon the requirements described in the RFP, without exception, unless clearly stated in the response.

4. Proposer certifies, and in the case of sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of Proposer's knowledge and belief, no elected official, employee, or person whose salary is payable in whole or part by the City has a direct or indirect financial interest in the Proposal, or in the services to which it relates, or in any of the profits thereof, other than as fully described in the Proposer's response to this solicitation.
5. Proposer has examined all parts of the RFP, including all requirements and contract terms and conditions thereof, and if its Proposal is accepted, the Proposer shall accept the contract documents thereto, unless substantive changes are made in same without the approval of the Proposer.
6. Proposer, if an individual, is of lawful age; is the only one interested in this Proposal; and no person, firm, or corporation, other than that named, has any interest in the Proposal, or in the proposed contract.
7. Proposer has quality experience providing the types of services and duties as described within the Scope of Work of this RFP.

Nondiscrimination

By the act of submitting a Proposal in response to this RFP, the Proposer certifies, under penalty of perjury, that ***the Proposer has not discriminated, and will not discriminate, against minority owned businesses or business enterprises that are owned or controlled by or that employ a disabled veteran in obtaining any required subcontracts.***

Proposal Liability

Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer expenses associated with the RFP. By proposing, Proposers agree that doing so is at their own risk and the City shall have no liability related thereto.

City Requests for Clarification, Additional Research, and Revisions

The City reserves the right to obtain clarification of any portion of a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to timely respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

The City may obtain information from any legal source for clarification of any Proposal. The City need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The City may perform, at its sole option, investigations of any Proposer. Information may include, but shall not necessarily be limited to, current litigation and contracting references. All such documents, if requested by the City, become part of the public record and may be disclosed accordingly.

The City reserves the right to request revisions of any Proposal after the date and time due and before award for the purpose of obtaining best and final offers.

Rejection of Proposals

The City reserves the right to reject any or all irregularities or omissions in Proposals submitted in response to this RFP to the extent it is determined to be in the best interest of the City to do

so. Furthermore, the City reserves the right to reject any or all Proposals or portions thereof submitted in response to this RFP. Proposals may be rejected for one or more of the following reasons, including but not limited to:

1. Failure of the Proposer to adhere to one or more of the provisions established in the RFP.
2. Failure of the Proposer to submit a Proposal in the format specified herein.
3. Failure of the Proposer to submit a Proposal within the time requirements established herein.
4. Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.
5. Failure to provide information that is specifically requested in this RFP.

The City may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all Proposals upon a finding by the City that it is in the public interest to do so.

Duration of Proposal

Proposal prices, terms, and conditions shall be firm for a period of at least ninety (90) days from the time and date Proposals are due. Proposals shall not be subject to future price escalation or changes of terms during the ninety (90) day period nor any increases in the price during the duration of the project as defined in the Professional Services contract

Local and Federal Requirements

The selected consultant shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this contract, including, without limitation, the provisions of: (i) Title VI of the Civil Rights Act of 1964 nor (ii) the Americans with Disabilities Act.

XII. Supplemental Documents

City to upload forms to BidNetDirect. These forms to be completed and submitted by the Proposer.

City shall upload to BidNetDirect maps/diagrams or related information pertinent to the project site.