



City of Holly Springs

Date: Wednesday, June 17, 2020
Location: 3235 Holly Springs Parkway

Downtown Development Authority Meeting Agenda 6:30 p.m.

I. CALL TO ORDER

II. NEW BUSINESS

1. Approve/deny the April 15, 2020 meeting minutes
2. Approve/deny the 2020-2021 Classic Main Street Memorandum of Understanding among the Georgia Department of Community Affairs Office of Downtown Development Georgia Main Street Program, the Downtown Development Authority, the Main Street Director, and the City of Holly Springs, Georgia and authorize the Main Street Director to electronically execute the agreement
3. Approve/deny a Letter of Agreement for Professional Design Services, Holly Springs Town Center Project, Task 1 – Audio-Visual System Design, Task 2 – Site Electrical & Low Voltage Lighting Design, Task 3 – Tree Mitigation Plans, Task 4 – Memorial Park Design, and Task 5 – Memorial Park Bidding Assistance & Construction Administration Assistance among Foresite Group, LLC, the Downtown Development Authority, and the City of Holly Springs, Georgia
4. Approve/deny a proposal from OnSite Monitoring & Management, LLC for the activities associated with the National Pollutant Discharge Elimination System (NPDES) general permit GAR100001 for the Holly Springs Mixed-Use Land Disturbance Permit in an amount not to exceed \$300 per month and authorize and ratify the City Manager's execution of the agreement

III. REPORTS

IV. ADJOURNMENT

Holly Springs Downtown Development Authority
Meeting Minutes
April 15, 2020

Members Present via Teleconferencing: Joe Brywczynski, Tim Downing, Ollie Evans, Secretary Jimmy Long, and Chairman Kevin Moore.

Members Absent: Phyllis Long and Councilman Kyle Whitaker.

Staff Present via Videoconferencing: City Manager Robert H. Logan and Main Street Director/Assistant City Clerk Erin Honea.

Chairman Moore called the meeting to order at approximately 6:30 p.m.

Roll Call

Phyllis Long and Councilman Kyle Whitaker absent.

Election of Officers

Tim Downing made a motion to appoint Ollie Evans as Vice Chairman of the Downtown Development Authority. Secretary Long seconded the motion. Motion carried 5-0.

Ollie Evans made a motion to appoint Joe Brywczynski as Treasurer of the Downtown Development Authority. Tim Downing seconded the motion. Motion carried 5-0.

Treasurer's Report

Chairman Moore presented the February and March 2020 Treasurer's reports.

Joe Brywczynski made a motion to approve the February Treasurer's report. Ollie Evans seconded the motion. Motion carried 5-0.

Secretary Long made a motion to approve the March Treasurer's report. Joe Brywczynski seconded the motion. Motion carried 5-0.

New Business

Joe Brywczynski made a motion to approve the February 26, 2020 meeting minutes. Ollie Evans seconded the motion. Motion carried 5-0.

Tim Downing made a motion to approve the contract for the Detention Pond Wall B-1 among North Georgia Foundations, Inc., the Downtown Development Authority of Holly Springs, and the City of Holly Springs, Georgia, in an amount not to exceed \$361,790.84 and authorize the Chairman to execute the contract. Joe Brywczynski seconded the motion. Motion carried 5-0.

Ollie Evans made a motion to award the clearing, grinding, and hauling project for the Master Detention Pond B-1 to Southeast Grinding, Inc. in an amount not to exceed \$30,000. Tim Downing seconded the motion. Motion carried 5-0.

Joe Brywczynski made a motion to award the erosion control project for the Master Detention Pond B-1 to The Erosion Company (TEC) in an amount not to exceed \$12,270. Ollie Evans seconded the motion. Motion carried 5-0.

Tim Downing made a motion to award the grading and site work project for the Master Detention Pond B-1 to Weaver Grading in an amount not to exceed \$63,998.68. Secretary Long seconded the motion. Motion carried 5-0.

Joe Brywczynski made a motion to award the stormwater infrastructure project for the Master Detention Pond B-1 to Weaver Grading in an amount not to exceed \$99,998.48. Secretary Long seconded the motion. Motion carried 5-0.

City Manager Robert H. Logan gave a brief update about the Town Center Road Network Project.

Tim Downing made a motion to adjourn. Joe Brywczynski seconded the motion. Motion carried 5-0.

Meeting adjourned.

Respectfully Submitted.

Kevin Moore, Chairman

Attest:

Erin Honea, Assistant City Clerk



2020-2021 Classic Main Street MOU

Memorandum of Understanding

5/1/2020

This document should be signed by all local parties
(Supervisor and Main Street Program Manager)
by **July 1, 2020**

Please email Elizabeth.Elliott@dca.ga.gov with any questions.



**National Main Street
Center**
a subsidiary of the
National Trust for Historic Preservation

GEORGIA CLASSIC MAIN STREETS PROGRAM MEMORANDUM OF UNDERSTANDING

2020 -2021 Program Year

This agreement is entered into and executed by the Georgia Department of Community Affairs Office of Downtown Development (hereinafter referred to as "DCA"), the City/Town of Holly Springs, Georgia (hereinafter referred to as "Community"), the Local Main Street Program Board of Directors, and the Downtown Manager for the Community. DCA will enter into this agreement with the above parties to provide services in return for active and meaningful participation in the Georgia Classic Main Streets Program by the Community as specified below.

This agreement outlines the necessary requirements set forth by DCA for the Community's participation in the Georgia Classic Main Streets Program for the stated term. DCA is the sponsoring state agency for the Georgia Classic Main Street program and is licensed by the National Main Street Center (hereinafter referred to as "National Program") to designate, assess, and recommend for accreditation Main Street programs within the State of Georgia.

In recognition of the agreement by DCA, the Community, the Board of Directors, and the Downtown Manager to maintain an active Local Main Street Program, the parties have agreed to the following:

ARTICLE 1: THE COMMUNITY AGREES TO—

1. Appoint or contract with an entity to serve as the Board of Directors for the local Main Street Program. The city council may not serve as the Main Street Board.
2. Set and review boundaries for the target area of the local Main Street Program.
 - A. A copy of these boundaries should remain on file with DCA at all times.
 - B. The Community should work with the Board of Directors to review boundaries at least once every three years.
3. Employ a full-time paid professional downtown manager responsible for the daily administration of the local Main Street Program.
 - A. The downtown manager must have a job description that identifies at least 75% of their duties that relate directly to the Main Street program. A copy of the job description should remain on file with DCA at all times.
 - B. The downtown manager should be paid a salary consistent with other community and economic development professionals within the state. The program manager's salary must be paid in excess of minimum wage.
 - C. The Community must notify DCA within one week of any downtown manager vacancy and the Community must appoint an interim downtown manager until the position is filled. DCA must have accurate contact information for the downtown manager at all times.
 - D. Provide an annual evaluation of the downtown manager. If the manager is employed by an entity other than the local government, require that entity to provide an annual evaluation and performance review.
4. Provide for local Main Street Program solvency through a variety of direct and in-kind financial support.
 - A. If the downtown manager is an employee of the local Main Street Program and not the Community, the Community assures that the program has the financial means to pay for said manager for the period of this agreement.
 - B. The local Main Street program must maintain an identifiable and publicly accessible office space. DCA recommends this space to be in the local Main Street program area.
 - C. The local Main Street program must have sufficient funding to provide travel and training for the downtown manager and the Board of Directors.
5. Assist the downtown manager in compiling data required as part of the monthly reporting process.
 - A. Provide for a positive relationship between the downtown manager and key city staff to access the following information in a timely manner:
 - i. Business license data
 - ii. Building permit data
 - iii. Property tax data
 - iv. Geographic Information Systems data (mapping support when available)
 - B. Review reported data submitted by the downtown manager to assure accuracy.

6. Use the "Main Street America™" name in accordance with the National Main Street Policy on the use of the name Main Street.
7. Notify DCA in writing prior to any wholesale changes in the local program, including staff changes, major funding changes, change in organizational structure/placement of the program or major turnover in the board of directors. Such notice should be received by DCA one month prior to said changes. Changes may result in program probation, the loss of accreditation or removal of program designation.

ARTICLE 2: THE BOARD OF DIRECTORS AGREES TO—

1. Assist the downtown manager in creating an annual work plan that incorporates incremental and meaningful goals related to the Main Street Approach™ to downtown revitalization: Community Transformation Strategies, Organization, Design, Promotion and Economic Vitality.
 - A. The work plan should include specific tasks, assignments or a point of contact for the task, related budget needs, and a timeline.
 - B. The work plan will serve as a strategic plan for the local program for a period of three years or less.
 - C. A copy of the work plan must be on file and updated with DCA.
2. Provide opportunities for regular public engagement and support of the Local Main Street Program.
 - A. DCA recommends a public downtown visioning event/town hall meeting annually.
 - B. The Board should identify opportunities for volunteer support and assistance in executing the work plan.
 - C. The Board should actively engage the community for financial and in-kind support of the local program.
3. Conduct, at least, one board training, orientation or planning retreat per year for the local program.
4. Meet a minimum of 8 times per year and insure that the minutes of each meeting are maintained and distributed. Such meetings should be open to the public and public notice should be given related to meeting times and agendas.
5. Attend training when possible to become better informed about the Main Street Approach™ and trends for downtown revitalization and to support the downtown manager.
6. All newly appointed Board Members are required to become Main Street 101 certified within their first year of their first term. By December 31, 2020, all Board Members, regardless of their length of service on the Board, must be Main Street 101 certified through DCA's online testing system. A copy of each Board Member's Main Street 101 certification must be uploaded to the Standard 5 file in your program's shared DCA Dropbox folder.
7. Assure the financial solvency and effectiveness of the Local Main Street Program.
 - A. Adopt an annual budget that is adequate to support the annual work plan, maintain an office and support staff, and provide for training and travel.
 - B. Maintain current membership of the Local Main Street Program to the National Main Street Center to be eligible for accreditation.
 - C. Provide for policies to expend funds, enter into debt, and provide programming support for the local Main Street Program.

ARTICLE 3: THE DOWNTOWN MANAGER AGREES TO—

1. Complete all reporting required by DCA to maintain National Accreditation of the local Main Street Program.
 - A. Complete monthly economic and programming activity reports, including portions of said reports that are required as part of the local program assessment process by DCA. These reports must be completed by the 30th of the following month. (Example: March report due by April 30th). Failure to complete monthly reports in a timely manner may result in program probation, the loss of accreditation or removal of program designation.
 - B. Participate in the annual manager's survey provided by DCA. Failure to complete the annual manager's survey by the deadline may result in the loss of accreditation.
 - C. Provide documentation of all meetings, work plans, budgets, job descriptions, and mission/vision statements for the organization.
 - D. Provide documentation to support the work of the organization as it relates to the Main Street Approach™, including information related to historic preservation as required by the National Main Street Center.
 - E. Provide, from time to time, documentation related to local ordinances, plans, codes, and policies that are specific to the Community's downtown area.
2. Participate in training to broaden the impact of the local Main Street Program.
 - A. The downtown manager and/or board members are expected to attend at least one preservation or economic development-related training annually.
 - B. DCA requires managers to attend at least 30 hours of training annually (including webinars, annual trainings, statewide workshops, etc.) Eligible training hours can come from both DCA and non-DCA hosted training events.

Training must be relevant to the field of downtown development, historic preservation, planning, community development and economic development.

- C. Respond to requests by DCA in a timely manner.
- 3. Take advantage of the Georgia Main Street network of professional downtown managers.
- 4. All newly hired managers must complete Main Street 101 training with DCA within the first 6 months of employment in the local community. All existing downtown managers must complete Main Street 101 through DCA's online testing system by December 31, 2020.
- 5. Provide regular updates between the local Main Street Program and the Community.
 - A. Managers are encouraged to provide at least quarterly reports to the local government.
 - B. Managers are encouraged to provide copies of all minutes, budgets, and work plans to the local government in a timely manner.
- 6. Maintain and preserve project files. Document downtown projects and other major local program information in a thorough and systematic fashion. All relevant programmatic documentation should be uploaded and stored in the DCA shared Dropbox folder created for your local program, following the organization structure outlined in DCA's "A Visual Guide to Dropbox Management" document which is located in the "Resources" folder of the Georgia Main Street website. This is to help ensure a seamless transfer of project files to city representatives or successor manager in the event of personnel changes.

ARTICLE 4: DCA AGREES TO—

- 1. Supervise all communications between the Community, state government agencies and the National Main Street Center as it relates to the local Main Street Program.
- 2. Conduct a curriculum of training on an annual basis to assist the downtown manager, the Main Street Board, and the Community with the local downtown revitalization program.
- 3. Assist local Main Street Programs with organizational issues that may prevent the successful progress of the Community's downtown revitalization strategy.
 - A. DCA may assist communities in selecting candidates for the position of downtown manager as requested.
 - B. DCA may require a local Main Street Program to host an on-site assessment visit if the program has had a major leadership or organization change, is currently in a probationary status, or is in jeopardy of losing accreditation or designation status.
- 4. Provide timely assistance and guidance to the Community as a result of requests for service, monthly reports, or the annual assessment process.
 - A. DCA may contact a community upon observation of monthly reporting abnormalities, missing data or missing reports. If a community becomes delinquent in multiple reports, DCA may contact the local board chair or city administrator about the delinquency.
 - B. DCA may assist in training local staff or volunteers in the reporting process.
 - C. DCA will provide unlimited telephone consultations with local programs.
 - D. DCA will attempt to provide on-site assistance as feasible.
- 5. Provide ongoing press coverage of the Georgia Classic Main Streets Program, including social media outreach, to recognize and publicize the work of local programs.
- 6. Provide access to resource materials, sample codes and ordinances, organizational documents, and templates for local programs.
- 7. Conduct an annual program assessment for the Community highlighting success and opportunities for improvement.
- 8. Provide design services to the local program. Services may include phone consultations, site visits, design training, services for local property owners and merchants, conceptual drawings, property plans and layouts, corridor plans and strategies, historic preservation plans, and historic research, among other services as requested.
- 9. Provide economic development assistance to encourage small business development, real estate development and property rehabilitation within the downtown area.

ARTICLE 5: ALL PARTIES AGREE THAT—

- 1. This agreement shall be valid through June 30, 2021.
- 2. This agreement may be terminated by DCA or the Community by written notice of 60 days. Termination of this agreement by the Community will result in the loss of local Main Street designation. Communities that choose to terminate their Georgia Classic Main Streets Program affiliation will be required to formally apply for and participate in the Start-Up process if they desire to regain their National Accreditation in the future.

3. If the Community, Board of Directors and/or Downtown Manager fail to fulfill their obligations set forth in this agreement, DCA reserves the right to determine a course of action for the local Main Street Program as it deems appropriate. Such course may include probation, loss of accreditation or termination of designation.
4. If at any point during the 2020-2021 program year there is a change in the local program manager, the local program is required to submit a new MOU including the new manager's signature certifying that person's understanding of the requirements of this relationship.
5. Any change in the terms of this agreement must be made in writing and approved by both parties.

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GEORGIA CLASSIC MAIN STREET PROGRAM
MEMORANDUM OF UNDERSTANDING: 2020-2021 Program Year

THIS AGREEMENT IS HEREBY EXECUTED BY AND BETWEEN THE PARTIES BELOW:

LOCAL GOVERNMENT (COMMUNITY): Holly Springs

Supervisor Signature

Date

Supervisor Printed Name

Supervisor Title

MAIN STREET BOARD OF DIRECTORS

☐

A checked box indicates the board has read and agrees to the board requirements outlined in this agreement and the grants the Downtown Manager authority to sign on the board's behalf.

Board Chair Printed Name

Date Term Expires

DOWNTOWN MANAGER

Manager's Signature

Date

Manager Printed Name

Date Hired

☐

Please check here if this position is vacant.

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF DOWNTOWN DEVELOPMENT
GEORGIA MAIN STREET PROGRAM



Jessica Reynolds (May 5, 2020)

ODD Director's Signature

Jessica Reynolds
Director, Office of Downtown Development
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329

May 5, 2020

Date

Phone: 404-679-4859
Email: Jessica.reynolds@dca.ga.gov

April 8, 2020

VIA EMAIL

Rob Logan
City of Holly Springs
Holly Springs Downtown Development Authority
3235 Holly Springs Pkwy
Holly Springs, GA 30115

**Re: Letter Agreement for Professional Design Services
Holly Springs Town Center
Add Service #1: Audio-Visual, Site Electrical, Tree Protection & Memorial Park Design
Holly Springs, Georgia**

Mr. Logan:

Foresite Group, LLC thanks you for the opportunity to submit this Proposal for Additional Services to the City of Holly Springs and Holly Springs Downtown Development Authority for providing Professional Design Services for the above referenced project. Our Project Understanding is detailed below, and the following Proposal details the Scope of Services, Additional Services, Fees, and Hourly Rate Schedule.

Project Understanding

Foresite Group has been requested to provide an add service proposal for audio-visual design, site electrical design, tree protection plans and design for a Memorial Park.

Based on our understanding of this project, Foresite Group has made the following assumptions regarding the Scope of Services:

1. Memorial Park design is based on the concept plan indicated in Exhibit 'A'.
2. Topographic CAD survey necessary to complete the Memorial Park design will be provided by the Client.
3. Foresite Group will provide civil engineering, landscape architectural and irrigation design for the Memorial Park.
4. ICS, a sub-consultant of Foresite Group, will provide irrigation design for the Memorial Park.
5. Six site visits are included during construction administration assistance for the Memorial Park. The number is based on best guess of number of site visits to review construction work and based on a 3-month construction schedule.
6. TSAV, a sub-consultant of Foresite Group, will provide Audio-Visual design for the Town Center, Amphitheater and Bandshell structure.

7. Weiser Engineering, a sub-consultant of Foresite Group, will provide Site Electrical and Low Voltage Lighting for the Town Center, Amphitheater and Bandshell structure. Street and pedestrian lighting design is not included in this scope. Coordination with layout of streetlights is included in Foresite Group's original approved scope. Building electrical and lighting design is not included in this scope.
8. Tree Protection plans are for parcels D, E and F as indicated in Exhibit 'B'. Tree protection plans for the Town Center are included in Foresite Group's original approved scope. A wholistic tree protection packet will be created for the project areas included in Exhibit B along with the Town Center parcels.
9. Permitting and impact fees will be paid by Client. Permitting will be managed by the Client with Foresite Group addressing permit comments.
10. Bidding will be managed and advertised by others.
11. Proposal scope and fees are valid from 90 days from date of proposal.

SECTION 1

Scope of Services

Task 1 – Audio-Visual System Design: *A sub-consultant of Foresite Group will complete the following tasks as part of this phase:*

1. Program Development
 - Attend design kickoff meeting to review Audio-Visual (A/V) needs for the project.
 - Provide an A/V Program Report with budget ranges and systems concepts to be used during the project by the design team. TSAV anticipates producing one (1) A/V Program Report for review and comment by the project team. TSAV will revise the report to capture any comments from the project team and produce a Final A/V Program Report. Once this document is approved by the project team (Owner and Design Team), we will proceed into the Schematic Design phase for the Audio-Visual System.
 - Within this task the electrical loads for the A/V equipment will be provided to the Electrical Engineer to calculate site electrical loads.
2. Schematic Design
 - Provide Audio-Visual (A/V) infrastructure plans showing all A/V related conduit, power, telecom, and infrastructure requirements on plans, reflected ceiling plans, sections, and elevations as appropriate.
 - Review architectural and engineering documents as they relate to the A/V systems and requirements to recommend modifications or additions
 - Advise project engineer to define technology-related power, HVAC, empty conduit, and grounding requirements that will be given final documentation by project engineer.
3. Design Development
 - Design and Documentation of A/V equipment, including hardware, software, and racks.
 - Design connectivity requirements and cabling standards consistent with AV Systems design.
 - Provide A/V facility plans showing equipment on plans, reflected ceiling plans, sections, and elevations as appropriate.

- Advise architectural design, providing A/V equipment cut sheets, mounting details, millwork of cabinet requirements relative to equipment placement.
 - Provide A/V block diagrams for all audio, audiovisual, television, and control systems showing interconnections between all components and systems, including requirements for interface with building low voltage systems and appliances.
 - Provide complete specifications for A/V systems and budgets at each milestone. Specification provided is 27 41 00.
4. Construction Documents
- Prepare AV bid package, review bids, and issue bid analysis.
 - Review AV submittals as well as other submittals as related to the technology work
 - Review and respond to RFI's from Architect.
5. Bidding & Negotiations
- Review and Respond to RFI's from Bidders
 - Review and qualify Bidding AV Contractors
 - Make recommendation for selection of Contractor based on qualifications.
6. Construction Management
- Provide on-site evaluation of major installations, review installation progress and quality.
 - Provide inspection/testing of final equipment installation alongside contractor and operators.
 - Issue punch lists.

Deliverables:

- *PDF's of Audio-Visual Program Report.*
- *PDF's of schematic design, design development and construction document plans.*
- *PDF of specifications.*
- *PDF of cost estimate.*
- *PDF of punch lists.*

Task 2 – Site Electrical & Low Voltage Lighting Design: *A sub-consultant of Foresite Group will complete the following tasks as part of this phase:*

1. Attend design kickoff meeting.
2. Perform photometric calculations.
3. Coordinate power requirements and design for:
 - Low voltage lighting (landscape lighting)
 - Electrical outlets throughout the common areas and amphitheater
 - Amphitheater/bandshell power and lighting @ bandshell structure
 - Entrance sign lighting
 - Power for overhead string lights in common areas
 - Provide load calculations for the site electrical and low voltage lighting taking into consideration the Audio-Visual equipment electrical requirements. Load calculations will be provided to Georgia Power.
4. Prepare final construction documents to include drawings in AutoCAD Format.

5. Prepare technical specification sections for electrical systems.
6. During construction, review Requests for Information (RFI) and other questions from the field and prepare clarification documentation as necessary for pre-construction bidding.
7. During construction, review electrical shop drawings and manufacturer provided submittals for electrical materials.
8. During construction, attend two (2) site visit to provide a punch list of items.
9. Provide rough order of magnitude engineering opinion of probable cost at the following phases of the project:
 - Design Development
 - Permit Documents
 - 100% Construction Documents

Deliverables:

- *PDF's of design development, permit and construction documents.*
- *PDF's of specifications.*
- *PDF of cost estimate.*
- *PDF of punch lists.*

Task 3 – Tree Mitigation Plans: *Foresite Group will complete the following tasks as part of this phase:*

1. Prepare a tree protection plan to include all specimen trees, recompense calculations, notes and details as required by the local municipality.
2. Submit plan to Client for review.
3. Incorporate Client comments.
4. Submit plans to municipality for permitting.

Deliverables:

- *PDF's of tree mitigation plans.*

Task 4 – Memorial Park Design & CA: *Foresite Group will complete the following tasks as part of this phase:*

1. Schematic Design
 - Develop schematic design concepts.
 - Conduct meeting to review schematic designs and associated cost estimate.
 - Update and submit final schematic design based on Client comments.
 - Update opinion of probable cost.

Deliverables:

- *PDF's of schematic design concepts.*
- *PDF of cost estimate.*

2. Design Development
 - Prepare 50% level construction documents to Client for review. The design development set will include the following drawings:
 - Cover Sheet
 - Demolition Plan

- Site Plan
- Grading & Drainage Plan
- Construction Details
- Landscape Plan
- Attend 1 meeting with Client to review design.
- Make modifications per Client's direction.
- Provide cost estimate.

Deliverables:

- *PDF's of design development plans.*
- *PDF of cost estimate.*

3. Construction Documents

- Prepare 95% level construction documents and specifications to Client for final review.
The construction document set will include the following drawings:
 - Cover Sheet
 - Demolition Plan
 - Site Plan
 - Grading & Drainage Plan
 - Erosion Control Plan & Details
 - Utility Plan
 - Construction Details
 - Landscape Plan & Details
 - Irrigation Plan & Details
- Attend 1 meeting with Client to review design.
- Complete technical specifications and submit to Client
- Provide cost estimate.

Deliverables:

- *PDF's of technical specifications*
- *PDF's of construction documents.*
- *PDF of cost estimate.*

Task 5 – Memorial Park Bidding Assistance & Construction Administration Assistance: *Foresite Group will complete the following tasks as part of this phase:*

1. Assist with addressing any contractors' questions during the bidding process.
2. Submit a conformed set of plans, dwg files and specifications.
3. Attend pre-construction meeting.
4. Respond to RFI's from Contractor.
5. Review Contractor's submittals.
6. Complete 6 site visits and inspections including one pre-final and one final punch visit to review compliance with contract documents of hardscape and landscape items.

Deliverables:

- *Construction meeting memos*
- *Site photographs*
- *Punch lists*

SECTION 2

Additional Services

(items not included in this scope but can be provided at an additional fee)

1. Construction documents beyond those listed in the scope.
2. Structural Design of retaining walls over 4' height.
3. Rezoning and variance process/plan.
4. Site signage plan and/or sign permitting.
5. Meetings and additional site visits outside scope of services.
6. Work resulting from changes made in the contract documents to facilitate construction procedures requested after release of the contract documents.

SECTION 3

Fees

Task	Task Fee
Task 1 – Audio-Visual System Design	\$ 16,400.00
Task 2 – Site Electrical & Low Voltage Lighting Design	\$ 17,200.00
Task 3 – Tree Mitigation Plans	\$ 3,900.00
Task 4 – Memorial Park Design	\$ 25,700.00
Task 5 – Memorial Park Bidding Assistance & CA Assistance (hourly not to exceed)	\$ 9,500.00
Total	\$ 72,700.00

All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed, and expenses incurred as of the billing period. Payment will be due within 28 calendar days of the date of the invoice. Payments shall be made electronically or sent to Foresite Group, LLC., 3740 Davinci Court, Suite 100, Peachtree Corners, GA 30092.

Invoices are due to Owner's Representative no later than the 10th of each month for services rendered the previous month. Payment will be made on or before the 15th of the following month.

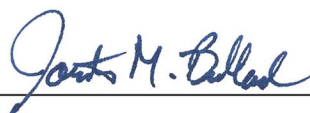
Hourly Rate Schedule
(To be Adjusted Annually)

Principal	\$ 225-285/hour
Practice Leader	\$ 195-225/hour
Director of Engineering, P.E.	\$ 195-205/hour
Division Director	\$ 150-205/hour
Senior Project Manager	\$ 150-195/hour
Senior Project Engineer, P.E.	\$ 150-185/hour
Project Manager	\$ 130-150/hour
Project Engineer, P.E.	\$ 125-150/hour
Project Landscape Architect, RLA	\$ 120-145/hour
Project Analyst	\$ 100-125/hour
Senior Designer	\$ 115-125/hour
Designer	\$ 95-105/hour
CAD Drafter	\$ 80-90/hour
Administrative Assistant	\$ 65/hour

If you agree to the terms of this Letter Agreement and the Standard Terms and Conditions attached hereto and incorporated herein, please have an authorized representative sign two copies of this Letter Agreement in the spaces below. Retain one copy for your records and return the other to our office.

We appreciate the opportunity to provide these services to you. Please do not hesitate to contact us if you have any questions or comments.

Sincerely,
FORESITE GROUP, LLC.

By: 

Name: Jonathan Bullard
Title: Greenspace + Land Design Project Manager
Date: April 8, 2020

Client:
City of Holly Springs

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Date: _____

Client:
Holly Springs Downtown Development Authority

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Date: _____

ALL INVOICES SHALL BE SENT TO THE FOLLOWING ADDRESS:
City of Holly Springs Downtown Development Authority
dme.odyssey@gmail.com
Attn: David Edwards

ALL PAYMENTS SHALL BE SENT VIA EFT OR TO THE FOLLOWING ADDRESS:
Foresite Group, LLC.
3740 Davinci Court, Suite 100
Peachtree Corners, GA 30092

Exhibit 'A'
Memorial Park Concept



Exhibit 'B'
Limits of Tree Protection

No.	ISSUED DESCRIPTION	DATE
1		
2		
3		
4		



DEMOLITION LEGEND

ITEM TO BE REMOVED	XXXXXX
STRUCTURE OR UTILITY LINE TO BE REMOVED	XXXXXX
CONCRETE TO BE REMOVED	XXXXXX
ASPHALT TO BE REMOVED	XXXXXX
BUILDING TO BE REMOVED	XXXXXX

NOTE:
1) ALL ITEMS TO BE REMOVED OR INCORPORATED INTO WORKS AS AUTHORIZED BY OWNER, INCLUDING BUT NOT LIMITED TO EXISTING FENCE, CONCRETE, ASPHALT, AND PIPE MATERIALS.

OnSITE
MONITORING & MANAGEMENT, LLC
NPDES STORMWATER MONITORING, SOIL & EROSION CONTROL INSPECTIONS
EROSION MANAGEMENT & REMEDIATION CONSULTANTS
NPDES CERTIFICATION TRAINING
P.O. BOX 1228 STATHAM, GEORGIA 30666
PHONE 770.725.8271 FAX 770.725.2880

1 June 2020

City of Holly Springs
Downtown Development Authority of Holly Springs
3237 Holly Springs Pkwy
Holly Springs, GA 30115

RE: Proposal for activities associated with NPDES general permit GAR100001
Holly Springs Mixed-Use LDP

OnSite Monitoring & Management, LLC is pleased to present the following proposal for the various activities associated with the above referenced project.

Monitoring Services:

Tier 2

NPDES Paperwork for primary & secondary NOI, NOT, & NOI Transfer
Weekly Inspection Services for Primary and Secondary*
2 Sampling Activities (sample/location/event)*
Reporting Services
Manual Rain Gauge and Installation
OnSite Records Storage Box

\$300.00 per month

included
included
included
included
included
included

The above proposal, including any attachments, has been read and understood and is hereby agreed to and accepted, as evidenced by my signature below.

By _____ Date _____

Name _____ Title _____

If you have any questions concerning the information above, please contact us at 770-725-8271.

Sincerely,

Mason Goodman

Mason Goodman
Operations Manager

Monitoring for the month of June at no charge.

Authorized By: City of Holly Springs

Date

Authorized By: Downtown Development Authority of Holly Springs

Date

PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE CLIENT TO NOTIFY IN WRITING TO THE APPROPRIATE AUTHORITIES (THE ENVIRONMENTAL PROTECTION DIVISION) WHEN A VIOLATION HAS OCCURRED AND TO TAKE THE APPROPRIATE MEASURES TO COMPLY WITH THE GENERAL PERMIT. THE CLIENT MUST NOTIFY ONSITE MONITORING AND MANAGEMENT LLC IF A QUALIFYING RAIN EVENT OCCURS TO CONDUCT POST RAIN FALL INSPECTIONS IF TIER 2 IS SELECTED. THE PRECEDING PROPOSAL IS INTENDED FOR THE SOLE USE OF CITY OF HOLLY SPRINGS AS PERTAINING TO THE ABOVE REFERENCED PROJECT(S). IT MAY NOT BE USED FOR ANY PURPOSES OTHER THAN THOSE APPROVED BY ONSITE MONITORING AND MANAGEMENT WITHOUT THE PRIOR CONSENT OF ONSITE MONITORING AND MANAGEMENT, LLC. THE PAYMENT OF EACH SERVICE IS DUE UPON RECEIPT OF INVOICE. THESE SERVICES WILL CONTINUE UNTIL A NOTICE OF TERMINATION (NOT) HAS BEEN SATISFIED OR NON-PAYMENT OF SERVICE REFERENCED.



**Downtown Development Authority
As of April 30, 2020**

Revenues	April 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,900	-	0.00%
Interest Revenue	-	100	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	-	0.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ -	0.00%

Holly Springs Downtown Development Authority

Treasurer's Report

April 2020

Opening Balance: \$ 83,839.89

Less: Cash Disbursements

DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
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Total	\$	-
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Add: Deposits & Other Credits

Total	\$	-
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Ending Bank Balance \$ 83,839.89

Plus Certificate of Deposit \$ 35,971.74

Total Funds	\$	119,811.63
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**Downtown Development Authority
As of May 31, 2020**

Revenues	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,900	-	0.00%
Interest Revenue	-	100	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	-	0.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ -	0.00%

Holly Springs Downtown Development Authority

Treasurer's Report

May 2020

Opening Balance: \$ 83,839.89

Less: Cash Disbursements

DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
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Total \$ -

Add: Deposits & Other Credits

Total \$ -

Ending Bank Balance \$ 83,839.89

Plus Certificate of Deposit \$ 35,971.74

Total Funds \$ 119,811.63



**Main Street Board
Budget To Actual Comparison Report
As of January 31, 2020**

Revenues	January 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	22,945	50,586	22,945	45.36%
Alcohol Beverage Licenses	3,000	25,000	3,000	12.00%
Alcohol Pouring Permits	310	5,000	310	6.20%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	8,825	-	0.00%
Rents and Royalties	1,165	2,500	1,165	46.60%
Interest Revenue	2	50	2	3.44%
TOTAL REVENUES	\$ 27,422	\$ 111,961	\$ 27,422	24.49%
Expenditures				
Salaries & Wages	8,140	50,163	8,140	16.23%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	2,160	17,663	2,160	12.23%
Employee Benefits- Dental	58	377	58	15.50%
Employee Benefits-Add Life	25	147	25	16.67%
Employee Benefits-Disability	100	405	100	24.62%
FICA	489	3,172	489	15.40%
Medicare	114	742	114	15.40%
Employee Benefits-Retirement	396	4,694	396	8.43%
Unemployment	22	27	22	82.30%
Workers Comp Insurance	41	221	41	18.77%
Communications	42	750	42	5.55%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	200	1,600	200	12.50%
Education and Training	-	1,000	-	0.00%
Contract Labor	710	7,500	710	9.47%
Supplies-Special Events	3,974	15,000	3,974	26.49%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
TOTAL EXPENDITURES	\$ 16,471	\$ 111,961	\$ 16,471	14.71%



**Main Street Board
Budget To Actual Comparison Report
As of February 29, 2020**

Revenues	February 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	10,116	50,586	33,061	65.36%
Alcohol Beverage Licenses	-	25,000	3,000	12.00%
Alcohol Pouring Permits	90	5,000	400	8.00%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	8,825	-	0.00%
Rents and Royalties	-	2,500	1,165	46.60%
Interest Revenue	2	50	4	7.74%
TOTAL REVENUES	\$ 10,208	\$ 111,961	\$ 37,630	33.61%

Expenditures				
Salaries & Wages	5,480	50,163	13,620	27.15%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,083	17,663	3,243	18.36%
Employee Benefits- Dental	29	377	88	23.25%
Employee Benefits-Add Life	12	147	37	25.00%
Employee Benefits-Disability	50	405	150	36.93%
FICA	329	3,172	818	25.78%
Medicare	77	742	191	25.77%
Employee Benefits-Retirement	396	4,694	792	16.87%
Unemployment	4	27	27	98.48%
Workers Comp Insurance	-	221	41	18.77%
Communications	42	750	83	11.10%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	140	1,600	340	21.25%
Education and Training	-	1,000	-	0.00%
Contract Labor	-	7,500	710	9.47%
Supplies-Special Events	-	15,000	3,974	26.49%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
TOTAL EXPENDITURES	\$ 7,642	\$ 111,961	\$ 24,113	21.54%



**Main Street Board
Budget To Actual Comparison Report
As of March 31, 2020**

Revenues	March 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	3,685	50,586	36,746	72.64%
Alcohol Beverage Licenses	500	25,000	3,500	14.00%
Alcohol Pouring Permits	390	5,000	790	15.80%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	8,825	-	0.00%
Rents and Royalties	1,140	2,500	2,305	92.20%
Interest Revenue	-	50	4	7.74%
TOTAL REVENUES	\$ 5,715	\$ 111,961	\$ 43,345	38.71%
Expenditures				
Salaries & Wages	5,480	50,163	19,100	38.08%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	999	17,663	4,242	24.02%
Employee Benefits- Dental	29	377	117	31.00%
Employee Benefits-Add Life	12	147	49	33.33%
Employee Benefits-Disability	50	405	199	49.24%
FICA	329	3,172	1,147	36.15%
Medicare	77	742	268	36.15%
Employee Benefits-Retirement	396	4,694	1,188	25.30%
Unemployment	-	27	27	98.48%
Workers Comp Insurance	-	221	41	18.77%
Communications	62	750	145	19.31%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	100	1,600	440	27.50%
Education and Training	-	1,000	-	0.00%
Contract Labor	-	7,500	710	9.47%
Supplies-Special Events	-	15,000	3,974	26.49%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
TOTAL EXPENDITURES	\$ 7,533	\$ 111,961	\$ 31,647	28.27%



**Main Street Board
Budget To Actual Comparison Report
As of April 30, 2020**

Revenues	April 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	4,273	50,586	41,019	81.09%
Alcohol Beverage Licenses	3,750	25,000	7,250	29.00%
Alcohol Pouring Permits	-	5,000	790	15.80%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	1,806	8,825	1,806	20.46%
Rents and Royalties	195	2,500	2,500	100.00%
Interest Revenue	2	50	6	11.38%
TOTAL REVENUES	\$ 10,026	\$ 111,961	\$ 53,371	47.67%

Expenditures				
Salaries & Wages	5,557	50,163	24,657	49.15%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,083	17,663	5,325	30.15%
Employee Benefits- Dental	29	377	146	38.75%
Employee Benefits-Add Life	12	147	61	41.67%
Employee Benefits-Disability	50	405	249	61.56%
FICA	334	3,172	1,481	46.67%
Medicare	78	742	346	46.67%
Employee Benefits-Retirement	396	4,694	1,584	33.73%
Unemployment	9	27	35	130.19%
Workers Comp Insurance	-	221	41	18.77%
Communications	15	750	159	21.25%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	-	1,600	440	27.50%
Education and Training	-	1,000	-	0.00%
Contract Labor	975	7,500	1,685	22.47%
Supplies-Special Events	600	15,000	4,574	30.49%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
TOTAL EXPENDITURES	\$ 9,137	\$ 111,961	\$ 40,784	36.43%



**Main Street Board
Budget To Actual Comparison Report
As of May 31, 2020**

Revenues	May 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	4,935	50,586	45,954	90.84%
Alcohol Beverage Licenses	-	25,000	7,250	29.00%
Alcohol Pouring Permits	70	5,000	860	17.20%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	8,825	1,806	20.46%
Rents and Royalties	-	2,500	2,500	100.00%
Interest Revenue	2	50	7	14.88%
TOTAL REVENUES	\$ 5,007	\$ 111,961	\$ 58,377	52.14%

Expenditures				
Salaries & Wages	5,480	50,163	30,137	60.08%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,083	17,663	6,408	36.28%
Employee Benefits- Dental	29	377	175	46.50%
Employee Benefits-Add Life	12	147	74	50.00%
Employee Benefits-Disability	50	405	299	73.87%
FICA	329	3,172	1,810	57.05%
Medicare	77	742	423	57.04%
Employee Benefits-Retirement	396	4,694	1,979	42.17%
Unemployment	-	27	35	130.19%
Workers Comp Insurance	-	221	41	18.77%
Communications	43	750	202	26.92%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	375	1,600	815	50.94%
Education and Training	-	1,000	-	0.00%
Contract Labor	-	7,500	1,685	22.47%
Supplies-Special Events	224	15,000	4,798	31.99%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
TOTAL EXPENDITURES	\$ 8,098	\$ 111,961	\$ 48,882	43.66%