



City of Holly Springs

Date: Monday, May 2, 2022

Location: 3235 Holly Springs Pkwy.

City Council Work Session Agenda 7:00 p.m., Council Chambers

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

“Veterans of U.S. military services may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007.”

III. INVOCATION

IV. PUBLIC COMMENTS

V. NEW BUSINESS

- A. Discuss an amendment to Chapter 50 – Peddlers and Solicitors; Article II. – Solicitors, Peddlers and Itinerant Merchants; Section 50-44 – Mobile food vendors-annual of The Code of the City of Holly Springs, Georgia

Presented By: Nancy Moon, Community Development Director

- B. Discuss a resolution to amend the Holly Springs Master Fee Schedule

Presented By: Nancy Moon, Community Development Director

- C. Discuss Building Safety Month Proclamation

Presented By: Derron Brown, Chief Building Official

- D. Discuss a resolution appointing a member to the Cherokee County Library Board of Trustees

Presented By: Robert H. Logan, City Manager

- E. Discuss a resolution declaring certain property as surplus and authorizing its sale or disposal

Presented By: Robert H. Logan, City Manager

- F. Discuss Amendment Number 1 to the Holly Springs Town Center Parking Deck proposal from Kimley-Horn and give the City Manager authorization to approve tasks as needed
Presented By: Robert H. Logan, City Manager
- G. Discuss the Holly Springs Parkway Widening Ph II Project (RFB #2022-02) bids
Presented By: Robert H. Logan, City Manager
- H. Discuss an Invitation to Bid on the 2022 Stormwater Maintenance Project
Presented By: Robert H. Logan, City Manager
- I. Discuss the Traffic Signal Modification at the intersection of Holly Springs Pkwy and Adam Jenkins Memorial Dr. quotes
Presented By: Robert H. Logan, City Manager
- J. Discuss an amendment to the Master Equity Lease Agreement between Enterprise FM Trust, a Delaware statutory trust and the City of Holly Springs, Georgia
Presented By: Karen Norred, City Clerk/HR Director
- K. Discuss Public Safety Catastrophe Accidental Death & Dismemberment (ADD) Coverage with CV Starr
Presented By: Karen Norred, City Clerk/HR Director
- L. Discuss renewal of Law Enforcement Liability Coverage with QBE Specialty Insurance Company
Presented By: Karen Norred, City Clerk/HR Director
- M. Discuss renewal of Excess Cyber Insurance with Berkeley Insurance
Presented By: Karen Norred, City Clerk/HR Director
- N. Discuss renewal of Terrorism, Active Shooter & Crisis Management Services Insurance with Hiscox
Presented By: Karen Norred, City Clerk/HR Director
- O. Discuss renewal of Excess Crime Insurance with Hanover Insurance Company
Presented By: Karen Norred, City Clerk/HR Director
- P. Discuss Pollution Liability Quote from with Georgia Interlocal Risk Management Agency (GIRMA)
Presented By: Karen Norred, City Clerk/HR Director
- Q. Discuss the proposed Ward Map prepared by the Georgia General Assembly's Legislative and Congressional Reapportionment Office
Presented By: Karen Norred, City Clerk/HR Director

VI. REPORTS

VII. ADJOURNMENT

City Council Special Called Meeting
Agenda
Immediately following the Work Session

I. CALL TO ORDER

II. SPECIAL PRESENTATION

- Building Safety Month Proclamation

III. NEW BUSINESS

1. Approve/deny a resolution to amend the adopted Municipal Services Master Fee Schedule
2. Approve/deny a resolution declaring certain property as surplus and authorizing its sale or disposal
3. Approve/deny Amendment Number 01 to the Agreement between Kimley-Horn and Associates, Inc. and the City of Holly Springs, Georgia and give the City Manager authorization to approve tasks as needed in an amount not to exceed \$63,700
4. Approve/deny an Invitation to Bid on the 2022 Stormwater Maintenance Project
5. Approve/deny Public Safety Catastrophe Accidental Death & Dismemberment (ADD) Coverage with CV Starr
6. Approve/deny renewal of the Law Enforcement Liability Coverage with QBE Specialty Insurance Company
7. Approve/deny renewal of the Excess Cyber Insurance with Berkeley Insurance
8. Approve/deny renewal of the Terrorism, Active Shooter & Crisis Management Services Insurance with Hiscox
9. Approve/deny renewal of the Excess Crime Insurance with Hanover Insurance Company
10. Approve/deny Pollution Liability Quote from with Georgia Interlocal Risk Management Agency (GIRMA)

IV. ADJOURNMENT



COUNCIL AGENDA REPORT

FROM: Nancy Moon

CC: City Clerk
Public Information

SUBJECT: Approval of amendment to Chapter 50, Peddlers and Solicitors, Section 50-44, Mobile Food Vendors-Annual, (7) Fees of the Holly Springs Municipal Code

DATE: April 29, 2022 **COUNCIL MEETING DATE:** May 2, 2022

RECOMMENDATION

Approval of amendment to Chapter 50, Peddlers and Solicitors, Section 50-44, Mobile Food Vendors-Annual, (7) Fees of the Holly Springs Municipal Code.

REPORT-IN-BRIEF/DISCUSSION

To be consistent with other business-type licensing, the proposed amendment allows for the permitting/renewal of annual permits for mobile food vendors to be processed on a calendar year basis. In addition, the discounts applied to occupational tax certificate regarding the time of the year in which the certificate is issued will be applied to the mobile food vendor permit.

Chapter 50 Peddlers and Solicitors

Sec. 50-44. - Mobile food vendors-annual.

(7) *Fees.* The fee for every application for license under this section shall be set by resolution and shall be for the calendar year unless otherwise specifically provided. Annual permit fees are due and payable on January 1 of each year. Any person beginning operations as a mobile food vendor in the city on or after July 1 of any calendar year shall be assessed at 90 percent of the annual rate. On or after October 1, any person beginning business in the city shall be assessed at 75 percent of the annual rate. On or after December 1, any person beginning business in the city shall be assessed at 50 percent of the annual rate.

CONCURRENCES

City Manager

FISCAL IMPACT

N/A

ALTERNATIVES

Denial of Request

ATTACHMENTS

None

Meeting Location:
3235 Holly Springs Parkway, Public Safety Building Courtroom



COUNCIL AGENDA REPORT

FROM: Nancy Moon

CC: City Clerk
Public Information

SUBJECT: Approval of amendment to the Municipal Services Master Fee Schedule

DATE: April 27, 2022

COUNCIL MEETING DATE: May 2, 2022

RECOMMENDATION

Approval of amendment to the Municipal Services Master Fee Schedule.

REPORT-IN-BRIEF/DISCUSSION

After the approval of the fire services agreement, in order to have the fees for both jurisdictions comparable, the following adjustments are necessary for the fee schedule:

Amend the following:

Building, Fire & Development Fees

Building Permits

Permit Type	Fee
Re-Inspection Fees	
1 st Re-Inspection	\$50-\$0
2 nd Re-Inspection	\$75 \$150
3 rd Re-Inspection + any subsequent inspections	\$100 \$200

Delete the following:

Building, Fire & Development Fees

Fire Services

Type of Review/Service	Fee
Fire Protection Sprinkler System	\$100 per system (\$0.50 per sprinkler head)
Fire Alarm Service	\$100
Commercial Hood and Duct Work	\$75 each
Commercial Hood Fire Protection System	\$75 each
Site Development Plan Review	\$50 each
Building Construction Plan Review	\$400 per building; 1 or 2 additional stories above or below main floor - \$100 each

	floor; 3 or more stories above or below main floor- \$200 each floor
Building Plan Review (Tenant)	\$100.00 each floor
Fire Inspection	\$65; \$100 for re-inspections
After Hours Fire Inspection	Applicable Hourly Rate + 10%
Fire Inspector Mileage	Total Mileage at IRS Rate (as amended) + 10%
Commercial Burn Pit Permit	\$200 (valid for 30 days)
Commercial Burn Pit Permit – Renewal	\$100 (valid for an additional 30 days)

Replace with the following:

Building, Fire & Development Fees

Fire Services

Type of Review/Service	Fee
Plan Review-Commercial Site	\$200
Plan Review-Residential Site	\$200
Plan Review-Commercial Building	
Structural Building-15,999 sq. ft. or less	\$400
Structural Building-16,000 sq. ft. or more	\$0.025 per square foot
Structural Building Addition-15,999 sq. ft. or less	\$400
Structural Building Addition-16,000 sq. ft. or less	\$0.025 per square foot
Plan Review-Tenant Finish, Remodels, or Minor Alternations	\$100
Plan Review-Sprinkler	\$100 + \$0.50 per head
Plan Review-Fire Alarm	\$100 + \$0.50 per device
Plan Review-Commercial Hood	\$100
Plan Review-Paint Booth and Hood Suppression	\$100
Resubmittal Review for all Plans	\$100 after first resubmittal
Miscellaneous Inspections and Permitting	
Blasting Permits-Good for 30 days	\$200
Blasting Permit Renewal-Good for 30 Days	\$100
Fireworks Permit Sales Stand	\$500
Fireworks Permit Sales Permanent Building	\$100
Fireworks Display/Show	\$100
Hazardous Materials Permit (Annual)	\$150
Commercial Burn Permit-Good for 30 Days	\$200
Commercial Burn Renewal-Good for 30 Days	\$100
Commercial Burn-Additional Pits, Same Location as Permitted	\$100
After-Hours Inspection (Upon Request with Fire Marshal Approval)	\$150
Re-inspections	
1st Re-Inspection	\$0.00
2nd Re-Inspection	\$150
3rd Re-Inspection + any subsequent inspections	\$200

Meeting Location:
3235 Holly Springs Parkway, Public Safety Building Courtroom

CONCURRENCES

City Manager

FISCAL IMPACT

N/A

ALTERNATIVES

Denial of Request

ATTACHMENTS

None

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, TO AMEND THE ADOPTED MUNICIPAL SERVICES MASTER FEE SCHEDULE; TO PROVIDE FOR THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL PUBLIC; TO ESTABLISH THE EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the Mayor and City Council of the City of Holly Springs, Georgia, seek to provide for the health, safety, and welfare of the general public; and

WHEREAS, the Mayor and City Council of the City of Holly Springs, Georgia amend the fee schedule from time to time; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Mayor and City Council of the City of Holly Springs, Georgia, do hereby adopt the amended Municipal Services Master Fee Schedule as attached hereto as Exhibit "A."

IT IS HEREBY FURTHER RESOLVED, by the Mayor and City Council of the City of Holly Springs, Georgia, that the amended Municipal Services Master Fee Schedule attached hereto as Exhibit "A," shall be effective immediately.

This Resolution is adopted this 16th day of May 2022.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Exhibit A

Building, Fire & Development Fees

Building Permits

Permit Type	Fee
Re-Inspection Fees	
1 st Re-Inspection	\$0
2 nd Re-Inspection	\$150
3 rd Re-Inspection + any subsequent inspections	\$200

Fire Services

Type of Review/Service	Fee
Plan Review-Commercial Site	\$200
Plan Review-Residential Site	\$200
Plan Review-Commercial Building	
Structural Building-15,999 sq. ft. or less	\$400
Structural Building-16,000 sq. ft. or more	\$0.025 per square foot
Structural Building Addition-15,999 sq. ft. or less	\$400
Structural Building Addition-16,000 sq. ft. or less	\$0.025 per square foot
Plan Review-Tenant Finish, Remodels, or Minor Alternations	\$100
Plan Review-Sprinkler	\$100 + \$0.50 per head
Plan Review-Fire Alarm	\$100 + \$0.50 per device
Plan Review-Commercial Hood	\$100
Plan Review-Paint Booth and Hood Suppression	\$100
Resubmittal Review for all Plans	\$100 after first resubmittal
Miscellaneous Inspections and Permitting	
Blasting Permits-Good for 30 days	\$200
Blasting Permit Renewal-Good for 30 Days	\$100
Fireworks Permit Sales Stand	\$500
Fireworks Permit Sales Permanent Building	\$100
Fireworks Display/Show	\$100
Hazardous Materials Permit (Annual)	\$150
Commercial Burn Permit-Good for 30 Days	\$200
Commercial Burn Renewal-Good for 30 Days	\$100
Commercial Burn-Additional Pits, Same Location as Permitted	\$100
After-Hours Inspection (Upon Request with Fire Marshal Approval)	\$150
Re-inspections	
1st Re-Inspection	\$0.00
2nd Re-Inspection	\$150
3rd Re-Inspection + any subsequent inspections	\$200



Building Safety Month — May 2022

WHEREAS, The City of Holly Springs is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and;

WHEREAS, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

WHEREAS, Building Safety Month is sponsored by the International Code Council to educate the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

WHEREAS, “Safety for All: Building Codes in Action,” the theme for Building Safety Month 2022, encourages us all to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit, and;

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Steven W. Miller, Mayor of the City of Holly Springs, do hereby proclaim the month of May 2022 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

**A RESOLUTION OF THE CITY OF HOLLY SPRINGS
MAYOR AND COUNCIL TO APPOINT A MEMBER TO THE
CHEROKEE COUNTY LIBRARY BOARD OF TRUSTEES; AND FOR OTHER
PURPOSES**

WHEREAS, the Sequoyah Regional Library System is overseen by the Regional Library Board of Trustees that is composed of nine members from the local county boards; and

WHEREAS, the Cherokee County Board of Trustees was established for the purpose of overseeing the general operations and functions of the libraries throughout the county; and

WHEREAS, the City Council approved Resolution 2013-14 pledging an annual contribution to the Sequoyah Regional Library System, in the amount of \$4,000 per year beginning in January of Fiscal Year 2014; and

WHEREAS, by becoming an annual funding agency, the City of Holly Springs may appoint a representative to the Cherokee County Library Board of Trustees; and

WHEREAS, the term of the appointment shall be for three (3) years; and

WHEREAS, the Cherokee County Library Board of Trustees meet four times a year – January, April, August, and October; and

WHEREAS, the following individual has agreed to be appointed to the Cherokee County Library Board of Trustees:

Member	Board/Commission	Term Expiration
Janet M. Wesley	Cherokee County Library Board of Trustees	6/30/2025

WHEREAS, the term of member Janet M. Wesley is designated three (3) years; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council that City of Holly Springs appoint the aforementioned Cherokee County Library Board of Trustee member.

SO RESOLVED THIS 16th DAY OF May 2022.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE OR DISPOSAL

WHEREAS, it has been determined that the City has no further use of these certain item;
and

WHEREAS, the City Council may determine that these items are surplus property; and

WHEREAS, the fair market value, if any, is determined for the surplus property and its disposal will be for the common benefit; and,

WHEREAS, the City Manager or his designee will oversee the sale or disposal of this item; and,

NOW THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Council of the City of Holly Springs hereby approve the surplus and authorize the sale or disposal of the items described in attached Exhibit "A":

This Resolution is adopted this 16th day of May 2022.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Vehicle Identification Number</u>
1999	Ford	Flat Bed	3FDXF46S4XMA16721
2005	Ford	Ranger	IFTYR15E35PA64826
2006	Ford	Ranger	1FTYR15E16PA54474
2006	Ford	Ranger	1FTYR15E36PA54475
2007	Ford	F250	1FTSW21P57EA31918
2008	Ford	F150	1FTPX14V58FA56353
2012	Dodge	Ram	3C6UD5DL0CG155131
2014	Dodge	Charger	2C3CDXAT8EH205995
2015	Ford	Explorer	1FM5K8AR4FGA94200
2016	Dodge	Ram	1C6RR7FT5GS193873
2016	Ford	Explorer	1FM5K8AR3GGB65467
2016	Ford	Explorer	1FM5K8AR5GGB65468
2016	Dodge	Charger	2C3CDXAG4GH155828
2017	Dodge	Ram	1C6RR7XT8HHS693042



AMENDMENT NUMBER 01 TO THE AGREEMENT BETWEEN CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.

This is Amendment number 01 dated March 31, 2022 to the agreement between City of Holly Springs ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") dated January 7, 2019 ("the Agreement") concerning the Holly Springs Town Center Parking Deck (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

The scope of services and fees included in Amendment 01 are in addition to the scope of services and fees specified in the original agreement dated January 7, 2019.

SCOPE OF SERVICES

Consultant will perform the following services:

Task 11 – Parking Deck Re-Design.

The parking deck and its access points will be shifted. As a result, the Kimley-Horn team will revise the parking deck structural design, mechanical, electrical, plumbing, and fire protection design as described below.

- 11.1. Perform a revised code review to account for the smaller square footage and for the recently adopted International Building Code, 2018 e., with 2022 Georgia Amendments. The Architect of Record (under separate contract with the Client) is responsible for determining impacts to the life safety plan, including egress paths, travel distances, elevator requirements, and other architectural components of the parking deck.
- 11.2. The shift in entrances and parking deck location will change the parking deck column grid, framing, and foundation locations in that portion of the parking deck. Kimley-Horn will revise the foundation design and details for the column grid shifts necessary to accommodate the shifted access points. It is our understanding GeoPier will perform the aggregate pier soil improvement design under separate contract with the Client. Kimley-Horn assumes GeoPier will confirm the allowable bearing pressure and maximum settlement design values specified on our Construction Documents.
- 11.3. Calculate new open area requirements to comply with the current building code.
- 11.4. Re-design the parking striping and signage in the parking deck to accommodate shift in access points.
- 11.5. Coordinate re-design with revised site plan and civil design.
- 11.6. Re-design the lighting, electrical, fire protection, plumbing and HVAC for the shift in parking deck footprint and change in vehicular access point locations.

- 11.7. Re-design the drainage slopes for positive drainage shifted parking deck footprint and identify if there is impact to the current design's area drain locations, for slab-on-grade level (P1) and elevated levels.
- 11.8. Re-design retaining walls within the footprint of the parking deck, where required.
- 11.9. It is our understanding the architect of record is under separate contract with the Client. Kimley-Horn will coordinate with the architect as they revise and finalize their architectural design, including drawings and technical specifications.

Deliverables

- 11.1. Revise structural, traffic striping and signage, mechanical, electrical, plumbing, and fire protection drawings and specifications. The Architect of Record (under separate contract with the Client) is responsible for development of specifications related to architectural elements.
- 11.2. Revise and resubmit the precast package for bid by Precasters.
- 11.3. Revise and resubmit technical specifications for the parking deck related to the structural, mechanical, electrical, plumbing, and fire protection scope specified above.

Task 12 – Bid Phase Support

- 12.1. Support the Client during the bid phase by:
 - a. Respond to requests for information ("RFI") and contractor/subcontractor questions from the Client.
 - b. Make necessary corrections to original drawings through bulletin drawings for inclusion into addenda. Issue addenda as required.
- 12.2. Assist the Client with identifying value engineering items to reduce construction cost, if necessary. If significant re-design is required, this can be provided as an additional service.
- 12.3. Coordinate with Client to submit building plans for City review. Respond and address comments as needed (we are assuming up to 2 rounds of comments may be required for approval).

Task 13 – Additional Construction Phase Services.

- 13.1. Due to the limited experience of the architect with parking deck design and construction, Kimley-Horn anticipates fielding additional coordination questions and design questions. It is assumed the Architect will review technical RFIs and construction submittals related to architectural design components, but Kimley-Horn will assist in identifying which RFIs and submittals should be addressed by the Architect.

SERVICES NOT INCLUDED

Any other services, including but not limited to the following, are not included in this Agreement:

1. Architectural design or preparation of architectural drawings and/or specifications. The architect is responsible for the following design elements: elevator(s), stair layouts, metal railings, hollow metal doors and frames, fire extinguishers, cabinets, & accessories, architectural façade components such as brick masonry, and all other architectural design components of the parking deck.
2. Permit, application, or impact fees.
3. Civil Engineering and Landscape Architecture design.
4. Wayfinding consulting for site.
5. Traffic Engineering, traffic counts or traffic capacity analyses, and Transportation Demand Management.
6. Parking demand study and/or shared parking study.
7. Prime consulting or managing of the architectural submittals, RFIs, etc. Kimley-Horn will review any structural, mechanical, electrical, plumbing, and plumbing related submittals or RFIs for the parking deck, as provided by the General Contractor and/or Construction Manager. It is assumed the General Contractor and/or Construction Manager will review all submittals and RFIs for determination as to which discipline should review each submittal.

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope, as well as any changes in the scope the Client requests, will be considered additional services and can be performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

1. Attending additional meetings, presentations, and/or conference calls.
2. Changes to the parking deck footprint, changes to the number of levels, or changes to other elements of the parking deck.
3. Site circulation evaluation for design of drop off areas, valet queuing areas.
4. Prepare an Opinion of Probable Cost.
5. Parking deck precast camber and drainage slope design.
6. Provide detailed input to Contractor for Traffic Control Plans and Staging during construction.
7. Warranty follow-up services.

8. Any delays to the project schedule beyond 30 days shall be considered a significant delay to the scope of the project and constitute an increase to the scope and the fee.

SCHEDULE

This tasks described in the Scope of Services above will be performed within the parking deck design schedule as prepared by Kimley-Horn and agreed to with the team. It is anticipated the design of the parking deck will follow the following schedule. Our services shall begin as soon as two (2) weeks after Notice To Proceed and a fully executed contract.

Re-Design prior to Precaster RFP (or Design-Assist)	2 months
Precaster provides final foundation loads (Provided to Design Team prior to beginning CD Phase)	1 month
Construction Documents Phase	1.5 months
Contractor Bid Phase / Construction Phase	11 months

FEES AND EXPENSES

Kimley-Horn will perform the services described in Task 11 and Task 12 for the total lump sum labor fees provided in **Table A** below. Kimley-Horn will perform the services described in Task 13 on an hourly labor fee plus expense basis for the budgetary fees specified in Table A below.

Table A: Kimley-Horn Fees – Amendment 01 Consulting Services

Labor Fee Summary		
Task	Fee Type	Budgetary Labor Fee
Task 11 – Parking Deck Re-Design.	Lump Sum	\$40,000
Task 13 – Bid Phase Support	Lump Sum	\$5,900
Task 13 – Additional Construction Phase Services.	Hourly	\$15,000
TOTAL Labor Fee		\$60,900

Additional Estimated Expenses (including allocation) \$2,800

CLIENT:

City of Holly Springs

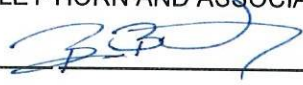
By: _____

Title: _____

Date: _____

CONSULTANT:

KIMLEY-HORN AND ASSOCIATES, INC.

By:  _____

Title: Vice President

Date: 2022-03-31



April 29, 2022

City of Holly Springs
Attn: Mr. Robert H. Logan, City Manager
PO Box 990
Holly Springs, GA 30142

Subject: Award Recommendation – Holly Springs Pkwy Widening PH II

Dear Mr. Logan:

Bids for the above referenced projects were received, opened, and read aloud at City Hall on April 28th, 2022 at 10:00 AM. Technical evaluations of the bids submitted have been completed and **Table 1** below list the results:

Rank	Bidder Name	Bid
1	CW Matthew Contracting Company	\$ 5,626,481.99
2	CMES	\$ 5,882,348.30
3	Baldwin Paving Company	\$ 5,994,148.58
4	Summit Construction	\$ 6,654,252.18

Table 1 – Bids Received

A thorough review has confirmed that each proposal has met all of the prescribed requirements in the bid documents. Complete bid packages for all bidders are included as Enclosures 1-4. They are being returned for your use until the contract has been awarded. Bid Bonds may be returned to the remaining bidders at your earliest opportunity.

CW Matthews Contracting Company submitted the qualifying low bid of \$5,626,481.99 for the project. Although the low bid is somewhat higher than the engineer's estimate, it is reflective of the current market fluctuations with concrete and asphalt products as the top three bidders were all within 10% of the low bidder. Therefore, I recommend award of the Holly Springs Parkway Widening PH II Project to CW Matthews Contracting Company. I have included the bid tabulation for your review as Enclosure 5.

Furthermore, a Notice of Award has been included to CW Matthews Contracting Company as Enclosure 6. It should be placed on City letterhead and, upon award, mailed to:

Holly Springs Parkway Widening PH II

CW Matthews Contracting Company

PO Drawer 970

Marietta, GA 30061

103 Mountain Brook Drive, Suite 112, Holly Springs GA 30115

phone: 678.522.5601



www.bmandk.com

The final contract documents will be prepared for signatures and forwarded for execution while the City awaits Payment Bonds, Performance Bonds, and Certificates of Insurance from the contractors. Also, we are continuing the pursuit of obtaining the remaining Right of Way and easements required for the project as well as final approvals from the Environmental Protection Division. When these items are received and the contracts have been executed, a Notice to Proceed will be issued.

Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Hughes".

Jacob Hughes, P.E.
Consultant City Engineer

Cc: Project File

ENCL:

- (1) Bid Package, CW Matthews Contracting Company
- (2) Bid Package, CMES
- (3) Bid Package, Baldwin Paving Company.
- (4) Bid Package, Summit Construction
- (5) Bid Tabulation
- (6) Notice of Award – CW Matthews Contracting Company

INVITATION TO BID

The City of Holly Springs Engineering Department, located at 3237 Holly Springs Parkway, Holly Springs, Georgia 30115, will receive sealed Bids until:

Thursday, June 2nd, 2022, 10:00 am EST

For the project known as:

City of Holly Springs
2022 Storm Water Maintenance Project
Project Number: RFB #2022-03

Bids are **due by 10:00 am EST**. and will be opened and read aloud shortly thereafter in the City Hall Conference Room, 3237 Holly Springs Parkway, Holly Springs, Georgia 30115. No other determination of award will take place at the bid opening. Bids received after the designated time will not be considered. The Owner of the project is the City of Holly Springs. The Engineer for the project is **BM&K Construction & Engineering**.

The approximate extent and character of the Work is generally described as follows:

Storm Water Infrastructure repairs at various locations within the City of Holly Springs. Construction consisting of storm drainage pipe, catch basins, curb & gutter repair, miscellaneous erosion control items.

Bidders shall inform themselves concerning Georgia Laws and comply with same.

Bidding Documents may be obtained by contacting Lisa Ashcraft at BM&K, 706-824-0514 or by email at lisa@bmandkinc.com.

All engineering and technical questions should be directed to Jacob Hughes, P.E., Consultant City Engineer, at jacob@bmandkinc.com.

The time allowed for Substantial Completion is **90 consecutive days** from the date specified in the **Notice to Proceed**. Nonrefundable liquidated damages in the amount of \$300 per calendar day will be deducted from monies due the Contractor in the event that a portion of the work remains incomplete beyond the agreed upon contract completion date. The official **Notice to Proceed** is anticipated to be the given to the chosen contractor in the Spring of 2022.

Each Bid must be accompanied by a Bid Bond with good and sufficient surety or sureties approved by the owner for faithful acceptance of the contract, payable to, in favor of, and for the protection of the OWNER in an amount equivalent to five percent (5%) of the total amount payable by the terms of the contract or, in lieu thereof, in the form of a certified check, cashier's check, or cash in equal amount.

The Successful Bidder will be required to furnish a performance bond for 100% of the contract amount and a payment bond for 100% of the contract amount, with the executed Agreement meeting the requirements of the Contract Documents and executed on the forms attached to the Agreement. The terms and time for payment are set forth in the Agreement.

Surety and insurance companies must have an AM Best rating of A-6 or greater, be listed in the Federal Registry of Companies holding Certificates of Authority and Acceptable Sureties on Federal Bonds, be licensed by the Georgia Insurance Department and the Georgia Secretary of State to do business in the State of Georgia.

Requests for payments are due by the Fifth (5th) of the month for the payment by the Twentieth (20th) of the month less 10% retainage. Retainage will be held until final acceptance of the project by the City of Holly Springs.

All Bids will remain subject to acceptance for 60 days after the day of the Bid opening, but OWNER may, in its sole discretion, release any Bid and return the Bid security prior to that date.

All work performed for this project shall be in accordance with Georgia Department of Transportation Standard Specifications for Construction of Roads and Bridges, 2021 Edition, or current edition and attached modifications and special provisions.

Each proposal must be submitted in a SEALED ENVELOPE addressed to the OWNER. Each sealed envelope containing a Proposal must be plainly marked on the outside as, bid for **“City of Holly Springs 2022 Storm Water Maintenance Project”**, and the envelope should bear on the outside the name and address of the bidder.

If bid is forwarded by mail, the sealed envelope containing the Bid must be enclosed in a separate mailing envelope to the attention of the OWNER. The mailing address is P.O. Box 990 Holly Springs, GA 30142. Bids may be hand-delivered to Holly Springs City Hall at 3237 Holly Springs Parkway, Holly Springs, GA 30115.

The Owner reserves the right to reject any or all Bids, to waive formalities and re-advertise.

Steven W. Miller, Mayor
City of Holly Springs



Signals - Lighting - Signs

PRICE QUOTE

DATE: 4/25/2022

PROJECT: Holly Springs Parkway & Adam Jenkins Memorial Green Arrow

SCOPE: Traffic Signal Modification at the intersection of Holly Springs Parkway & Adam Jenkins Memorial. Includes all labor and materials needed to complete work.

ITEM NUMBER	DESCRIPTION	UNIT	QUANT	UNIT PRICE	EXT
150-1000	TRAFFIC CONTROL	LS	1	\$2,500.00	\$2,500.00
647-1000	Traffic Signal Modification	LS	1	\$7,000.00	\$7,000.00
				TOTAL BID	\$9,500.00

This quotation is an estimate only and not a guarantee to perform the work.

Pricing includes traffic control pay item charged when work begins to pay for mobilization and materials.

Proposed pricing is based on award of all items bid upon.

This quote in its entirety will be part of any subcontract.

This quotation may be withdrawn if not accepted within (30) days. GTG reserves the right to modify unit prices if all quoted items are not awarded.

Prices are only valid thirty (30) days after the bid date.

GTG reserves the right to modify or withdraw this offer if a letter of intent or contract is not received within thirty (30) days of the quote date.

GTG is a certified DBE Contractor with specific agencies. It's the bidder's responsibility to verify GTG current status prior to utilizing this proposal to meet required contract goals.

IF THIS QUOTE IS ACCEPTED, PLEASE SIGN AND EMAIL TO OUR OFFICE OR THIS QUOTE CAN BE AN EXHIBIT IN THE CONTRACT.

x _____

Due to extremely busy schedule, should you accept this quote, please notify GTG Traffic Signals, Jason Gray, as soon as possible of your acceptance to help prevent delays in getting work schedule and performed. Schedule during our peak season can be weeks away, please don't wait until your job is ready to get on the schedule.





North Cherokee Electrical, Inc.

April 28, 2022

To: Jacob Hughes
BMK Construction

Re: Holly Springs Pkwy @ Adam Jenkins Memorial Dr
City of Holly Springs

North Cherokee Electrical, Inc. proposes to furnish and install the listed bid items in accordance with plans, and specifications unless amended or stated in detail below:

Signal modification additional detection loop, additional components in the existing cabinet and adjust timing. - \$11,778.00

Items to be furnished by others, or excluded

1. Replacement of asphalt or concrete cut
2. Surveying (Station location by others)
3. Relocation of existing utilities
4. Rock removal is not included, if required it shall be done at cost plus 10%

General Terms:

Price good for 30 days

No addendums are acknowledged

Sales tax included

Bond not included (Add 1.5% if required)

If there are any questions before the bid time please call Danny Wilkerson at 770-345-2667.

Thank you,

North Cherokee Electrical

Danny Wilkerson
General Manager

Post Office Box 4098
Canton, GA 30114
770-345-2667

AMENDMENT TO MASTER EQUITY LEASE AGREEMENT

THIS AMENDMENT ("Amendment") dated this ____ day of April, 2022 is attached to, and made a part of, the MASTER EQUITY LEASE AGREEMENT entered into on the ____ day of April, 2022 ("Agreement") by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor") and City of Holly Springs, Georgia ("Lessee"). This Amendment is made for good and valuable consideration, the receipt of which is hereby acknowledged by the parties.

Section 11(a)(ii) first paragraph of the Master Equity Lease Agreement is amended to read as follows:

(ii) Physical Damage Insurance (Collision & Comprehensive): Actual cash value of the applicable Vehicle. Maximum deductible of \$500-1,000 per occurrence - Collision and \$250-1,000 per occurrence - Comprehensive).

Section 11(a) second paragraph of the Master Equity Lease Agreement is amended to read as follows:

If the requirements of any governmental or regulatory agency exceed the minimums stated in this Agreement, Lessee must obtain and maintain the higher insurance requirements. Lessee agrees that each required policy of insurance will by appropriate endorsement or otherwise name Lessor and any other person or entity designated by Lessor as additional insureds and loss payees, as their respective interests may appear. Further, each such insurance policy must provide the following: (i) that the same may not be cancelled, changed or modified until after the insurer has given to Lessor, Servicer and any other person or entity designated by Lessor at least thirty (30) days prior written notice of such proposed cancellation, change or modification, (ii) that no act or default of Lessee or any other person or entity shall affect the right of Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns to recover under such policy or policies of insurance in the event of any loss of or damage to any Vehicle and (iii) that the coverage is "primary coverage" for the protection of Lessee, Lessor, Servicer, any other agent of Lessor and their respective successors and assigns notwithstanding any other coverage carried by Lessee, Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns protecting against similar risks. Original certificates evidencing such coverage and naming Lessor, Servicer, any other agent of Lessor and any other person or entity designated by Lessor as additional insureds and loss payees shall be furnished to Lessor prior to the Delivery Date, and annually thereafter and/or as reasonably requested by Lessor from time to time. In the event of default, Lessee hereby appoints Lessor, Servicer and any other agent of Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all checks and other documents and to take any other actions necessary to pursue insurance claims and recover payments if Lessee fails to do so. Any expense of Lessor, Servicer or any other agent of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Section 17 of the Master Equity Lease Agreement is amended to read as follows:

Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of Missouri-Georgia (determined without reference to conflict of law principles).

All references in the Agreement and in the various Schedules and addenda to the Agreement and any other references of similar import shall henceforth mean the Agreement as amended by this Amendment. Except to the extent specifically amended by this Amendment, all of the terms, provisions, conditions, covenants, representations and warranties contained in the Agreement shall be and remain in full force and effect and the same are hereby ratified and confirmed.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Amendment to Master Equity Lease Agreement as of the day and year first above written.

Stephanie Foster

City of Holly Springs, Georgia (Lessee)

Enterprise FM Trust (Lessor)
By: Enterprise Fleet Management, Inc., its attorney in fact

By _____

By Stephanie Foster

Title: _____

Date Signed: _____, _____

Title: Finance Director _____

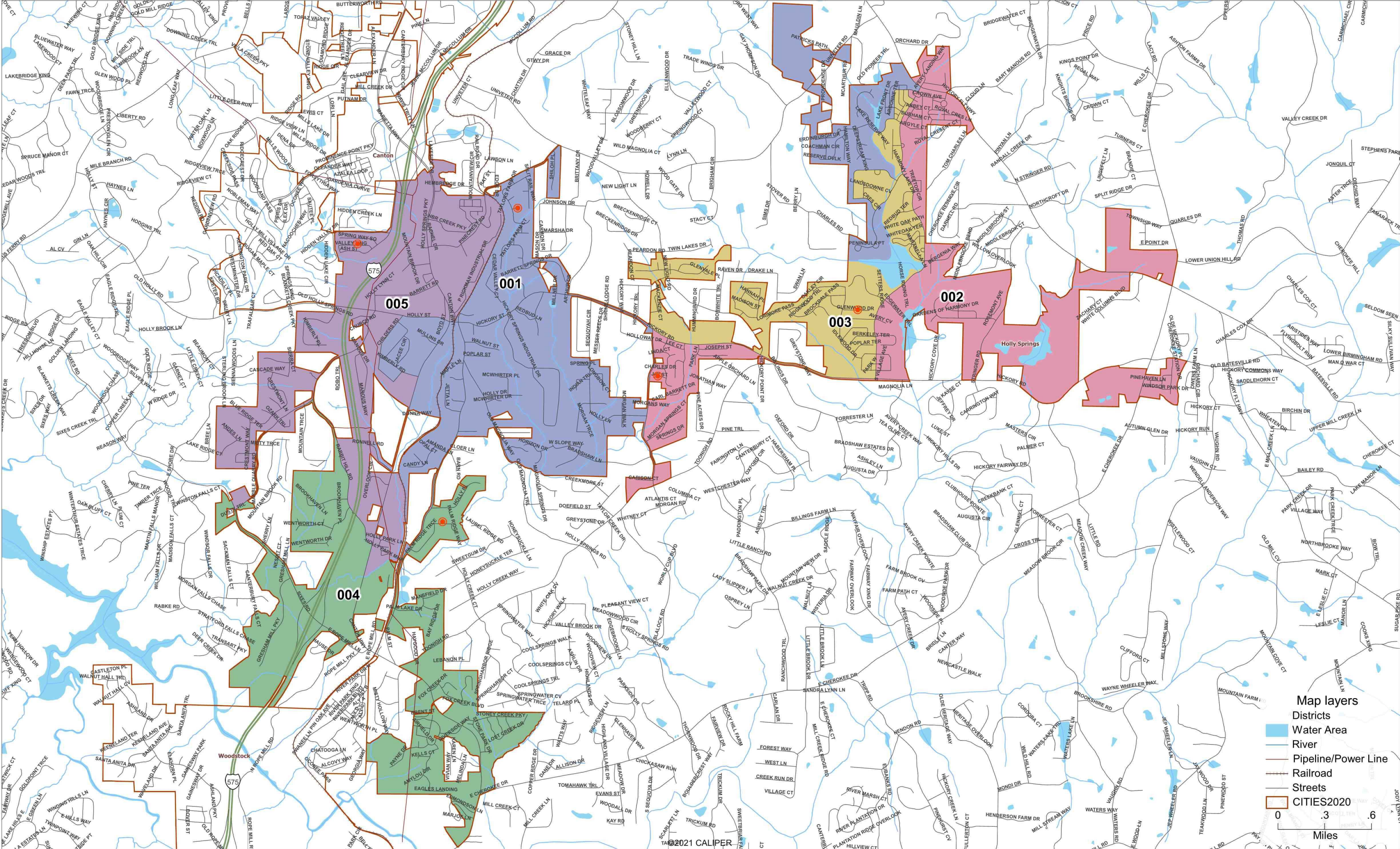
Date Signed: April 28, 2022 _____, _____

CITY OF HOLLY SPRINGS
POLLUTION AND ANCILLARY LINES INSURANCE COVERAGES
Comparative Analysis for May 1, 2022 Renewal

Program Details	2021-2022			2022-2023			Cost Comparison		
	Current Program	Current Rating Basis	Current Premium	Proposed Program	Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Pollution Liability				GIRMA		\$19,052			
Each Incident Limit	N/A	N/A	N/A	\$1,000,000			N/A	N/A	N/A
Aggregate Limit	N/A	N/A	N/A	\$12,000,000			N/A	N/A	N/A
Deductible	N/A	N/A	N/A	\$1,000			N/A	N/A	N/A
Mold Matter Remediation				\$1,000,000	Expenses Sublimit \$250K				
Disinfection Event Expenses				\$50,000	Deductible Each Incident		N/A	N/A	N/A

Program Details	2021-2022			2022-2023			Cost Comparison		
	Proposed Program	Rating Basis	Proposed Premium	Proposed Program	Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Municipal Workforce AD&D	ZURICH		\$1,598	CV STARR		\$2,000	0.0%	25.2%	25.2%
Limit	\$50,000	62		\$50,000	62				
Deductible	\$0	Employees		\$0	Employees				
Off-Duty Liability	QBE SPECIALTY INSURANCE		\$11,525	QBE SPECIALTY INSURANCE		\$12,716	0.0%	10.3%	10.3%
Limit	\$1,000,000	38		\$1,000,000	38				
Deductible	\$10,000	Officers		\$10,000	Officers				
Excess Crime	HANOVER (3 year policy)		\$2,500	HANOVER (3 year policy)		\$2,500	0.0%	0.0%	0.0%
Limit	\$1,500,000	62		\$1,500,000	62				
Deductible	\$500,000	Employees		\$500,000	Employees				
Excess Cyber Liability	BERKLEY		\$9,654	BERKLEY		\$25,285	17.1%	161.9%	144.8%
Limit	\$1,000,000	\$26,761,241		\$1,000,000	\$31,339,250				
Deductible	\$250,000	Revenue		\$250,000	Revenue				
Terrorism & Sabotage	HISCOX		\$1,250	HISCOX		\$1,586	16.2%	26.9%	10.7%
Limit	\$3,677,294	\$3,677,294		\$3,677,294	\$4,274,094				
Deductible	\$5,000	TIV		\$5,000	TIV				
Ancillary Lines Total			\$26,527			\$63,139	17.0%	138.0%	121.0%

Draft - Holly Springs Council Districts



User: Holly Springs

Plan Name: hollysprings-draft-2021

Plan Type: Local

Population Summary

Wednesday, October 27, 2021

1:33 PM

Summary Statistics:

Population Range:	3,211 to 3,290
Ratio Range:	0.02
Absolute Range:	-32 to 47
Absolute Overall Range:	79
Relative Range:	-0.99% to 1.45%
Relative Overall Range:	2.44%
Absolute Mean Deviation:	23.60
Relative Mean Deviation:	0.73%
Standard Deviation:	28.70

District	Population	Deviation	% Devn.	[18+_Pop]	[% 18+_Pop]	[% NH_Wht]	[% NH_Blkl]	[% Hispanic Origin]	[% NH_Asn]	[% NH_Ind]	[% NH_Hwn]	[% NH_Oth]	[% NH_2+ Races]
001	3,290	47	1.45%	2,352	71.49%	79.7%	2.77%	10.58%	1%	0.24%	0%	0.67%	5.05%
002	3,211	-32	-0.99%	2,410	75.05%	76.39%	6.73%	8.32%	2.21%	0.34%	0.03%	0.34%	5.64%
003	3,215	-28	-0.86%	2,211	68.77%	77.54%	5.54%	8.06%	3.02%	0.06%	0%	0.56%	5.23%
004	3,244	1	0.03%	2,417	74.51%	70.38%	10.57%	9.4%	4.5%	0.18%	0.06%	0.65%	4.25%
005	3,253	10	0.31%	2,472	75.99%	70.73%	9.9%	12.54%	2.21%	0.15%	0%	0.52%	3.93%

Total: 16,213

Ideal District: 3,243