



City of Holly Springs

Date: Wednesday, April 21, 2021
Location: 3235 Holly Springs Parkway

Downtown Development Authority Meeting Agenda 6:00 p.m.

- I. CALL TO ORDER
- II. ELECTION OF OFFICERS
- III. TOWN CENTER PROJECT UPDATE
 - Presented By: Charles Heiser, Stonecrest Homes GA, LLC
- IV. NEW BUSINESS
 - A. Approve/deny a proposal from Foresite Group, Inc. for Structural Wall Design & Town Center Hardscape/Landscape Revisions in an amount not to exceed \$13,500 and authorize the Chairman to execute the document
 - B. Approve/deny March 17, 2021 Downtown Development Authority meeting minutes
- V. REPORTS & DISCUSSION
 - C. Discuss annual training
- VI. ADJOURNMENT

March 17, 2021

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 #4: Structural Wall Design & Town Center Hardscape/Landscape Revisions
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 structural wall design and hardscape/landscape changes due to site revisions for Holly Springs Town Center.

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

1. Structural design of site retaining walls and hardscape/landscape design changes are based on Grading Plan and Wall Profiles sheet dated 1/6/2021, see Exhibit A.
2. Structural design for (7) site retaining walls is included in this scope. Structural design for retaining wall #7 and #4A is not included in this scope. See Exhibit A for wall identification.
3. Civil design revisions to be provided in CAD by Client.
4. Walls will be designed using cast in place concrete or concrete masonry block. Walls will be faced with granite and/or brick.
5. Geotechnical information of soil conditions at each retaining wall is not available at this time. Conventional shallow foundations are anticipated.
6. Retaining wall shop drawing review is included in this scope.
7. Additional site visits are not included in this scope.

8. Meetings with Client will be via phone or online.
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 – Structural Wall Design: *Foresite Group will complete the following tasks as part of this phase:*

1. Prepare 50% level structural wall design plans to Client for review.
2. Incorporate Client comments into the design and develop 95% level structural wall design plans.

Deliverables:

- *PDF's of structural plans.*

Task 2 – Town Center Hardscape/Landscape Revisions: *Foresite Group will complete the following tasks as part of this phase:*

1. Review civil design changes with Client.
2. Revise entrance sign monument and details and profiles.
3. Revise hardscape and landscape plans to incorporate civil changes.
4. Incorporate changes into 95% level construction documents.

Deliverables:

- *PDF's of Construction Documents*

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. Meetings and additional site visits outside scope of services.
3. 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 – Structural Wall Design	\$ 8,000.00
Task 2 – Town Center Hardscape/Landscape Revisions	\$ 5,500.00
Total	\$ 13,500.00

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: Senior Project Manager, Greenspace + Land Design

Date: March 17, 2021

Client:
City of Holly Springs

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Date: _____

Client:
Holly Springs Downtown Development Authority

By: _____
(Signature)

Name: _____
(Printed Name)

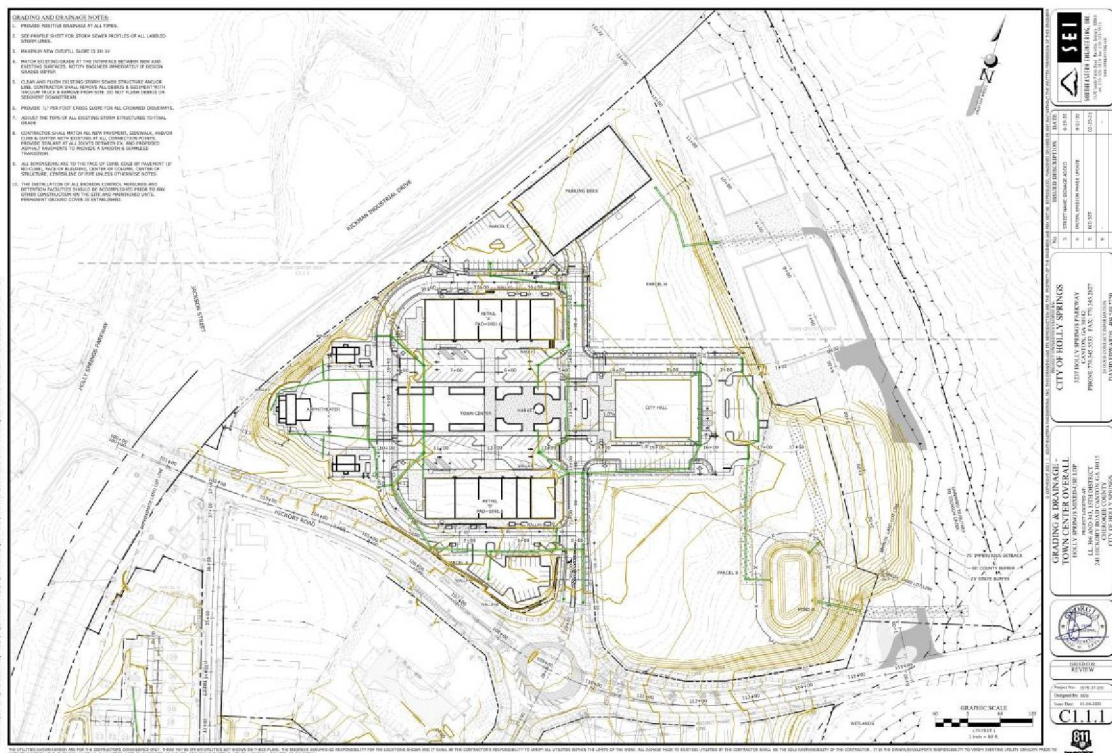
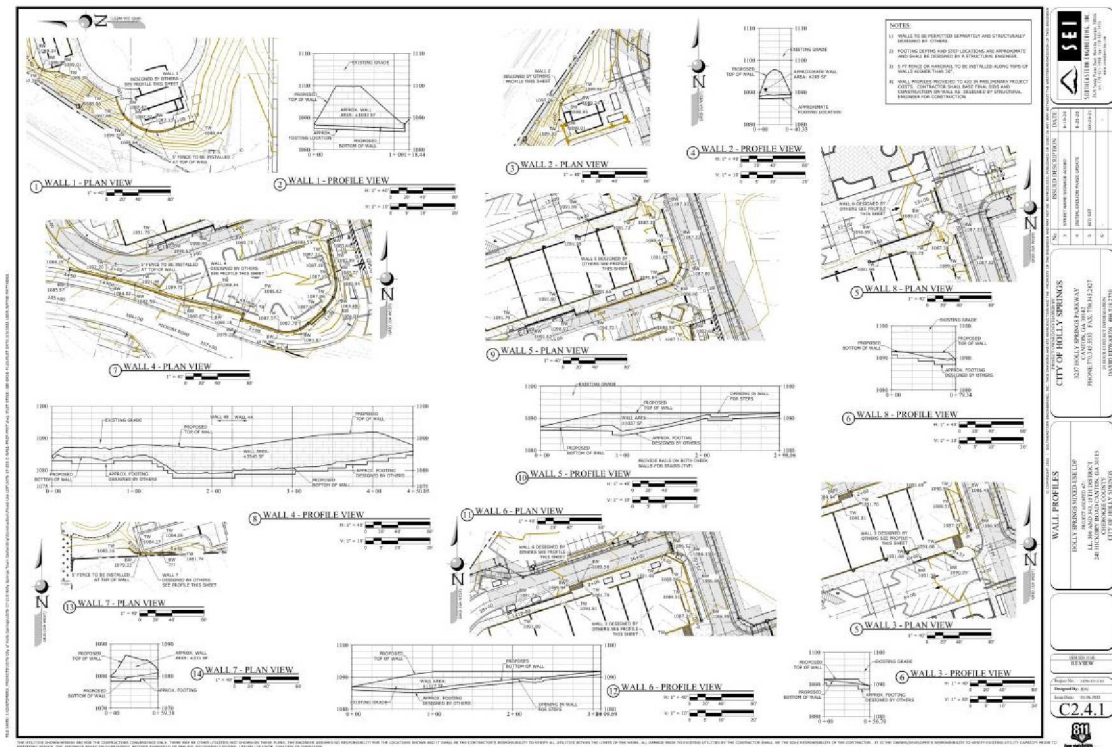
Title: _____

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'
Grading Plan & Wall Profiles



Holly Springs Downtown Development Authority
Meeting Minutes
March 17, 2021

Members Present: Vice Chairman Ollie Evans, Phyllis Long, Chairman Kevin Moore, Scott Owen, Guillermo Sanabia, Ryan Smith, and Councilman Kyle Whitaker.

Elected Officials Present: Mayor Steven W. Miller.

Staff Present: City Manager Robert H. Logan, Economic Development Director/Assistant City Clerk Erin Honea, and Lt. Michael Hales.

Kevin Moore called the meeting to order.

Mayor Miller administered Oaths of Office to Ollie Evans, Phyllis Long, Scott Owen, Guillermo Sanabia, and Ryan Smith.

Ollie Evans made a motion to approve a proposal from Foresite Group, Inc. for Pond B1 and Pond B2 Landscaping Bid Package and Site Lighting Photometrics in an amount not to exceed \$8,500 and authorize and ratify the Chairman's execution of the document. Phyllis Long seconded the motion. Motion carried 7-0.

Phyllis Long made a motion to approve awarding the City of Holly Springs Town center Demolition Project, RFB #2020-05, to Complete Demolition Services, LLC in an amount not to exceed \$109,000, and authorize and ratify the Chairman's execution of the document. Ollie Evans seconded the motion. Motion carried 7-0.

Ollie Evans made a motion to approve the October 21, 2020 Downtown Development Authority meeting minutes. Phyllis Long seconded the motion. Motion carried 7-0.

Phyllis Long made a motion to adjourn. Ollie Evans seconded the motion. Motion carried 7-0.

Meeting adjourned.

Respectfully Submitted.

Kevin Moore, Chairman

Attest:

Erin Honea, Assistant City Clerk

Holly Springs Downtown Development Authority

Treasurer's Report

March 2021

Opening Balance: \$ 79,600.45

Less: Cash Disbursements

DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
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Total \$ -

Add: Deposits & Other Credits

Total \$ -

Ending Bank Balance \$ 79,600.45

Plus Certificate of Deposit \$ 36,348.83

Total Funds \$ 115,949.28



**Downtown Development Authority
As of March 31, 2021**

Revenues	March 2021 Transactions	2021 Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,650	-	0.00%
Interest Revenue	-	350	-	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%



**Main Street Board
Budget To Actual Comparison Report
As of March 31, 2021**

Revenues	March 2021 Transactions	2021 Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	8,980	54,567	45,397	83.19%
Alcohol Beverage Licenses	2,500	25,000	2,500	10.00%
Alcohol Pouring Permits	350	5,000	1,680	33.60%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	5,000	-	0.00%
Rents and Royalties	-	5,000	5,000	100.00%
Interest Revenue	2	50	5	10.04%
TOTAL REVENUES	\$ 11,832	\$ 114,617	\$ 54,582	47.62%

Expenditures				
Salaries & Wages	3,951	52,189	11,915	22.83%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,242	16,715	4,960	29.67%
Employee Benefits- Dental	70	368	280	76.01%
Employee Benefits-Add Life	12	147	49	33.33%
Employee Benefits-Disability	50	598	199	33.36%
FICA	233	3,298	703	21.31%
Medicare	55	771	164	21.32%
Employee Benefits-Retirement	393	5,661	1,179	20.84%
Unemployment	-	27	32	120.19%
Workers Comp Insurance	-	230	183	79.70%
Communications	42	600	100	16.72%
Travel	-	600	-	0.00%
Dues and Fees	291	1,000	631	63.13%
Education and Training	50	500	50	10.00%
Contract Labor	-	5,000	-	0.00%
Supplies-Special Events	-	15,000	-	0.00%
Payments to Other Agencies	-	2,500	-	0.00%
TOTAL EXPENDITURES	\$ 6,388	\$ 106,204	\$ 20,447	19.25%