



City of Holly Springs

Date: Wednesday, January 16, 2019
Location: 3235 Holly Springs Parkway

Downtown Development Authority Meeting Agenda 6:30pm

- I. CALL TO ORDER
- II. ROLL CALL – Steve Adcock, Sonia Carruthers, Christopher DeLuca, Tim Downing, Phyllis Long, Kevin Moore, Kyle Whitaker
- III. TREASURER’S REPORT – December 2018
- IV. UNFINISHED BUSINESS
- V. NEW BUSINESS
 1. Discuss Amendment Number 01 to the agreement between Tunnell-Spangler & Associates, Inc. d/b/a TSW and the City of Holly Springs, Georgia
Presented By: Robert H. Logan, City Manager
 2. Discuss a proposal from Kimley-Horn for the City of Holly Springs Town Center Parking Deck
Presented By: Robert H. Logan, City Manager
 3. Discuss the Professional Services Agreement Addendum No. 7 between Southeastern Engineering, Inc. (SEI) and the City of Holly Springs, Georgia
Presented By: Robert H. Logan, City Manager
 4. Approve/deny the December 19, 2018 meeting minutes
- VI. ADJOURNMENT



**Downtown Development Authority
As of December 31, 2018**

Revenues	December 2018 Transactions	2018 Annual Budget	YTD Transactions	% of Annual Budget
Property Rental	-	8,000	8,000	100.00%
Interest Revenue	-	100	107	107.00%
TOTAL REVENUES	\$ -	\$ 8,100	\$ 8,107	100.09%

Expenditures				
Repairs & Maintenance	-	2,500	-	0.00%
Dues & Fees	-	500	290	58.00%
Training	-	250	-	0.00%
Office Supplies	63	500	63	12.60%
Utilities	-	250	43	17.20%
Other Expenditures	-	100	-	0.00%
Stormwater Fees	2,508	2,500	2,508	100.32%
Sponsorships	-	1,500	1,500	100.00%
TOTAL EXPENDITURES	\$ 2,571	\$ 8,100	\$ 4,404	54.37%



December 17, 2018
City of Holly Springs
Attn: David Edwards

AMENDMENT NUMBER 01 TO THE AGREEMENT BETWEEN THE CLIENT AND TSW.

1447 Peachtree Street, NE
Suite 850
Atlanta, GA 30309

Phone: 404.873.6730
www.tsw-design.com

Principals:

William Tunnell
Jerry Spangler
Thomas Walsh
Caleb Racicot
Adam Williamson
Bryan Bays
Heather Hubble

Associates:

Rebekah Calvert
Ben Woodrow Giles
David Lintott
Alex Fite-Wassilak
Lionel Johnson
Sarah McColley
Laura Richter

Amendment Number 01 DATED December 17, 2018 to the agreement between City of Holly Springs ("Client") and TSW dated May 7, 2018 ("the Agreement") concerning the Holly Springs Town Center ("the project").

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

Therefore, it is mutually agreed that the Agreement is amended to include Additional Services to be performed by Consultant and provisions for additional compensation by the Client to the Consultant, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the Agreement not inconsistent with this amendment, all of which are incorporated by reference.

Client:

City of Holly Springs

Consultant:

Tunnell-Spangler & Assoc., Inc., d/b/a TSW

By: _____

Title: Mayor

Date: January 7, 2019

By: 

Title: Principal

Date: December 17, 2018

Exhibit A to Amendment Number 01

Dated: December 17, 2018

PROJECT DESCRIPTION

TASK 6: PLANNING SERVICES

The team will use available aerial photography and GIS data to plan for parcels F and G, shown in Exhibit B, attached. The initial plans will be hand drawn plans that show possible configurations and circulation. The program will include townhomes, a park and plaza, and a rear connection to the existing Train Depot.

REIMBURSABLES

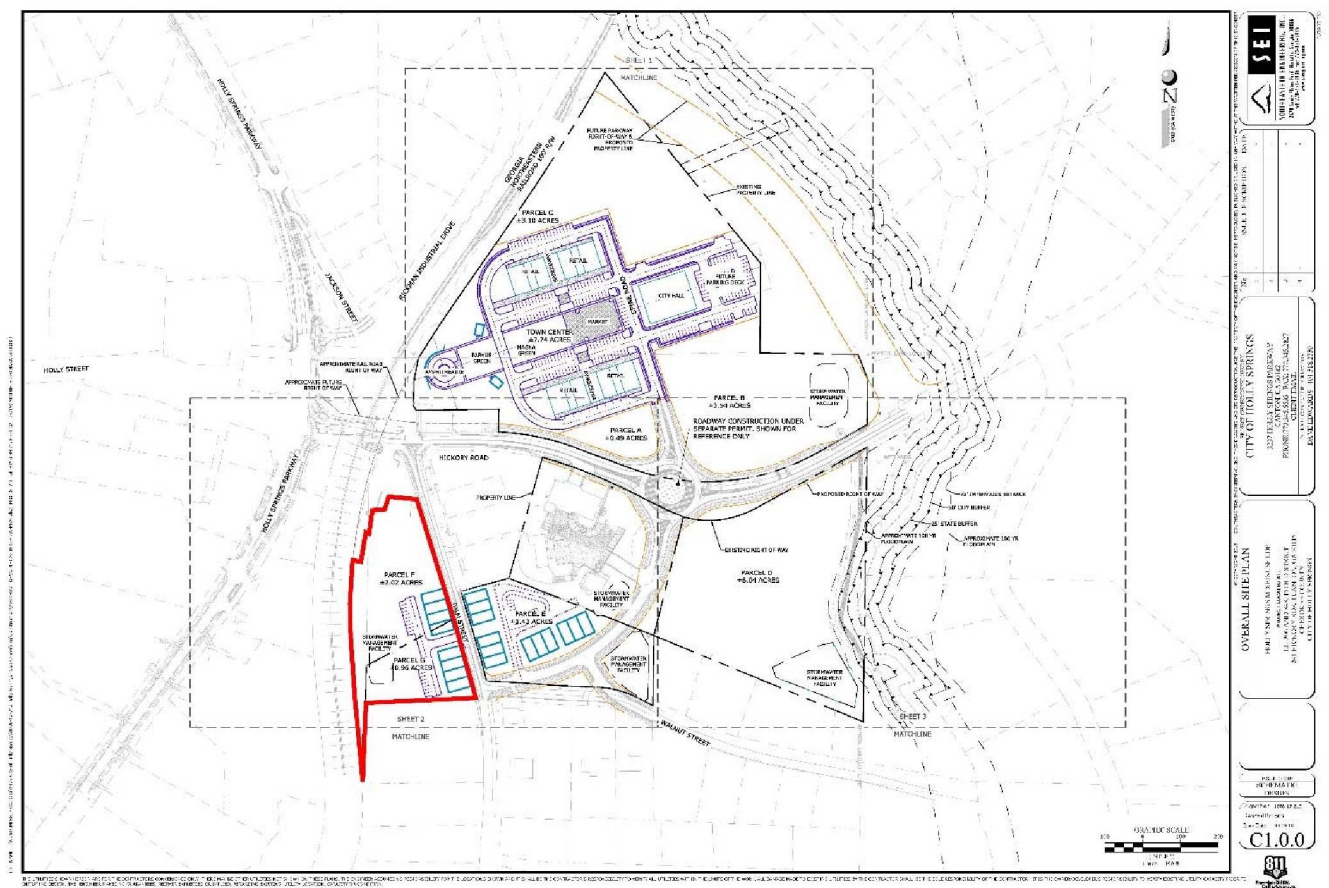
All related expenses such as printing or photographic reproductions, telephone, and mailing will be billed additional to labor fees at a multiple of 1.1 times direct cost.

FEE FOR THE SCOPE OF SERVICES ARE AS FOLLOWS:

TASK 6: PLANNING SERVICES

\$3,200 NOT TO EXCEED

Exhibit B: Boundary Map





November 29, 2018
Revised January 3, 2019

Mr. Rob Logan
City of Holly Springs
Downtown Development Authority
3235 Holly Springs Pkwy
Holly Springs, Georgia 30115

Re: ***Holly Springs Town Center Parking Deck
241 Hickory Road, Holly Springs, Cherokee County, GA
Parking Deck Services***

Dear Mr. Logan:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to the Odyssey Development ("Client") for providing professional consulting services related to the parking deck design of the proposed Holly Springs Town Center site located in Holly Springs, Cherokee County, GA.

RELEVANT EXPERIENCE

Project Team Parking Experience

- Kimley-Horn offers a complete range of parking and structural consultation services. With more than 100 dedicated parking professionals and 135 structural engineers focused on four key parking components – strategic planning and management, fully-engineered design and construction, technology, and maintenance and restoration – our firm has provided parking services on more than 250 parking structures (150,000+ spaces) across the country in the last 15 years.

PROJECT UNDERSTANDING

We understand that the project scope consists of a 250- to 300-space parking structure intended to support the Town Center.

Our Scope of Services are based on the following assumptions and notes.

Team

1. Prime Consultant, Structural engineering, and parking functional consulting services: Kimley-Horn
2. Architectural services: Roger Caldwell will act as the architect under separate contract with the Client.
3. MEPFP ("Mechanical, Electrical, Plumbing, and Fire Protection Engineer") and security consulting services: Newcomb & Boyd ("MEPFP") will act as a sub-consultant to KH.
4. Landscape Architecture services: Provided by others under separate agreement with Client.

5. Geotechnical engineering services: Provided by others under separate agreement with Client.
6. Civil Engineering services: Provided by others under separate agreement with Client.
7. Surveying services: Provided by others under separate agreement with Client.
8. Traffic: No traffic scope is included in this agreement.

Site Information

9. The subject property is located at 241 Hickory Road, Holly Springs, Cherokee County, GA.
10. Vehicular access to the site is anticipated to be provided directly from Hickory Road.



Figure 1: Aerial of Existing site

Parking Deck

11. The parking deck consists of approximately 250 to 300 parking spaces and approximately 100,000 GSF.
12. The structural system is anticipated to be long-span construction, consisting of prestressed, precast concrete construction framing. The parking deck is to be structurally and physically independent of other adjacent existing buildings and structures.
13. Ground level will consist of concrete slab-on-grade under the parking deck footprint.
14. The foundation system will be determined in coordination with a geotechnical engineer who is contracted by the Client. Alternative foundation systems will be explored during the schematic design phase to identify any potential cost savings that may be available in coordination with the geotechnical engineer.
15. This agreement includes retaining wall design for walls along the parking deck perimeter and walls internal to the parking deck footprint. It is assumed all retaining walls will be

- reinforced cast-in-place concrete cantilevered walls with shallow foundations. Site retaining walls outside the parking deck footprint are designed by others.
16. The parking deck will not include retail nor designed for future retail.
 17. The parking deck is anticipated to include gated access. It is anticipated that the new equipment will consist of gates, proximity readers, ticket spitters, loop detectors, and fee computers.
 18. Design the parking deck to be aesthetically compatible to the surroundings. It is anticipated that the final façade treatments, designed by the architect and approved by the City of Holly Springs, will allow the parking structure to be classified as an open parking structure, thus eliminating the need for mechanical ventilation.
 19. We anticipate that one stair and elevator tower, and one stair tower will be provided to serve the parking deck. Stair tower design and detailing will provide protection of the stair and elevator shafts from the weather.
 20. Mechanical design will include heating and cooling systems for the elevator equipment room and potentially the stair towers, if enclosed. Also, it is anticipated that the parking structure will meet open parking requirements and no mechanical ventilation will be provided.
 21. Electrical design will include a new primary service to provide power to the structure. This power will feed the entire structure, including elevators, lighting, and other small loads. It is anticipated that all conduit will be surface mounted. Transformer is assumed to be located above grade external to the building footprint. The electric utility will provide the primary service and service transformer. Lighting will be LED fixtures. It is anticipated that four (4) Electric Vehicle ("EV") parking spaces will be included in the parking deck.
 22. It is anticipated that the parking deck meets openness requirements, and therefore will not require sprinklering.
 23. Site lighting will be provided by the landscape architect under separate agreement with the Client. It is anticipated lighting will be provided in accordance with local codes and IESNA recommended practices for parking decks.
 24. Plumbing design will include storm drain lines throughout the deck levels and stair towers and main service feeds for interior domestic water. Domestic water will be supplied to stair locations within the structure to provide water for cleaning the deck.
 25. Accessory rooms, such as storage, electrical, elevator machine rooms, and telecommunications rooms, that will specifically serve the parking deck, are anticipated to be programmed into the parking deck and will be included as part of the design of the parking structure project.
 26. Design will be in accordance with the 2012 International Building Code, with 2018 Georgia Amendments, and the City of Holly Springs Code.
 27. Design/location of Blue Light emergency phones at each stairwell and elevator lobby on each level. In addition, CCTV cameras are to be located to capture the vehicular entry/exit lanes, as well as the stair entry/exits and elevator entry/exit near the Blue Light phones on each level.
 28. Security monitoring will be to a central station or City of Holly Springs monitoring station. No command center or monitoring head-end is included in the parking deck design.
 29. Design of structured cabling to support the security and PARCS communications equipment. No other communications or structured cabling systems are anticipated to be required and are therefore not included in this agreement.

Revit Modeling

30. Develop a Revit model generally consistent with a BIM Level of Development equal to 300. This information is provided solely for your convenience only; Kimley-Horn does not make any representations or warranties, either express or implied, as to its suitability for any specific purpose. While we believe the electronic model file to be accurate at the time of submittal, this media and its contents can be easily altered or corrupted either purposely or

inadvertently through any number of sources. The printed paper document(s) is the sole deliverable obligation of the Consultant to support the construction of the project.

Other

31. The design of the parking deck shall be bid as one package. No early or phased bid packages are included in this Agreement.
32. Building permitting will be through the City of Holly Springs. Site Plan reviews will be submitted by the civil engineer, as part of a separate agreement with the Client.
33. The parking deck is not currently seeking LEED certification.
34. All meetings are assumed to be local to the Atlanta metro area.
35. The project will be bid as one project with the anticipation of two technical specification / plan volumes. Volume 1 is upfront conditions. Volume 2 would include the parking deck.
36. Basic Scope of Services consists of design and bid phase services only. Construction Phase services are provided as Optional Non-Basic Task 5.

BASIC SCOPE OF SERVICES

Task 1 – Schematic Design Phase

In general, the Kimley-Horn team will provide overall project functional design and layout. In addition, the floor plans, preliminary structural framing plans, and building elevations will be developed to a schematic level of the parking deck.

As part of the basic design and construction phase services, the Kimley-Horn team will provide the following services for the project.

Meetings and Coordination

- 1.1 Attend an initial kickoff meeting with the Owner to discuss design issues and concepts.
- 1.2 Participate in up to two (2) periodic design review meetings with the Client during this phase.
- 1.3 Participate in bi-monthly coordination conference calls with the design team members and the Client.
- 1.4 Meet with City of Holly Springs staff to identify potential issues that the City may request relative to the site plan.
- 1.5 Meet with City of Holly Springs staff to discuss driveway locations.
- 1.6 Meet with Fire Marshal to review layouts.
- 1.7 Review the design and construction schedule. Schedule is assumed to be prepared by others under separate agreement. Kimley-Horn will provide comments and assist Client to determine when the Precaster should be engaged, during design.
- 1.8 Participate in an “End of Phase” review meeting with the Client to review the design team’s responses to the Client’s comments.

Parking Deck

- 1.9 Develop a parking functional layout that will include potential locations and orientation of stair and elevator cores, vehicular access locations, finished floor elevations, and column grids.

- 1.10 Review code compliance of design relative to the 2012 International Building Code with 2018 Georgia State Amendments, and the City of Holly Springs Code.
- 1.11 Calculate open area requirements to comply with the building code.
- 1.12 Provide the geotechnical engineer preliminary building footprint, proposed boring locations, anticipated column loads, and anticipated geotechnical information needed. This will be provided prior to beginning Schematic Design phase, once Kimley-Horn has Notice To Proceed and a fully-executed contract.
- 1.13 Landscape architect will locate site lighting under separate agreement with the Client. We will coordinate these locations with the parking deck and building footprint.

Deliverables

- 1.14 Prepare the following Schematic level documents:
 - a Typical functional floor plans of each proposed parking level
 - b Foundation Plan
 - c Typical structural framing plans of each parking level
 - d Mechanical (elevators), electrical, lighting, plumbing, and fire alarm and protection plans.

Task 2 – Design Development (DD)***Meetings and Coordination***

- 2.1 Participate in up to two (2) periodic design review meetings with the Client during this phase.
- 2.2 Participate in bi-monthly conference calls with the design team members, and Client.
- 2.3 Attend up to one (1) meeting with the Client to coordinate Design Development Documents as they relate to site engineering design issues.
- 2.4 Review the design and construction schedule. Schedule is assumed to be prepared by others under separate agreement. Kimley-Horn will provide comments and assist Client to determine when the Precaster should be engaged, during design.
- 2.5 Participate in “End of Phase” review meeting with the Client to review the design team’s responses to the Client’s comments.

Parking Deck and Project Site

- 2.6 Refine the parking deck footprint, circulation patterns, entrance/exit lane locations, finished floor elevations, and column grid layout in coordination with the Client.
- 2.7 Review open area calculations prepared by the architect and review structural code compliance of Design Development documents relative to the 2012 International Building Code with 2018 Georgia State Amendments, and the City of Holly Springs Code.
- 2.8 Architectural components will be provided by others under separate agreement. These architectural components are anticipated to include the following at a minimum: life safety plans, façade elevations, sections, and details, as well as the stair and elevator core areas.

- 2.9 Develop traffic, pavement markings, striping, and signage plans and details, within the footprint of the deck, for each parking level.
- 2.10 Refine structural design calculations for foundation and structural member sizing. Analysis includes gravity live and dead loads, wind loads, seismic loads, and lateral earth pressures.
- 2.11 Civil plans and specs, landscape architectural plans and specs, and architectural plans and specs will be provided under separate agreement. It is assumed the site civil, architectural landscaping, and architectural documents conform to all local ordinances and requirements.

Deliverables

- 2.12 Draft technical specifications, in MF04 CSI Division Format.
- 2.13 Complete Design Development plans consisting of the following:
 - a Functional floor plans of each parking level
 - b Foundation and Slab on Grade Plan and Details
 - c Structural Framing Plans of each parking level, and Details
 - d MEPFP Plans
- 2.14 After approval by the Client, it is our understanding the civil engineer will submit to City for Site Plan review. This is not included in this Agreement and is provided under separate contract.

Task 3 – Construction Documents (CD)***Meetings and Coordination***

- 3.1 Participate in up to four (4) periodic design review meetings with the Client.
- 3.2 Participate in bi-monthly conference calls with the design team members, Precaster, and the Client for coordination of the design.
- 3.3 Attend up to two (2) meetings with the Client and project team to coordinate Construction Documents as they relate to site engineering design issues. Civil engineering is provided under separate agreement.
- 3.4 Review the updated construction schedule. Schedule is assumed to be prepared by others under separate agreement. Kimley-Horn will provide comments.
- 3.5 Review construction document opinion of probable construction cost, developed by others under separate agreement, for general consistency with Construction Documents.
- 3.6 Make suggestions to the Client in evaluation of one round of value engineering alternatives to meet the Client's budget.

Parking Deck and Project Site

- 3.7 Provide code review information (Appendix B) for Building Code Summary Sheet.
- 3.8 Calculate and document open area requirements to comply with the building code.
- 3.9 Final architectural drawings and technical specifications are provided by others under

separate agreement. These architectural components are anticipated to include the following at a minimum: life safety plans, façade elevations, sections, and details, as well as the stair and elevator core areas.

- 3.10 Provide the final design parameters and final parking deck loads to the geotechnical engineer.
- 3.11 Provide statement of Special Inspections in accordance with the building code.
- 3.12 Civil plans and specs, landscape architectural plans and specs, and architectural plans and specs will be provided by others under separate agreement. It is assumed the site civil, architectural landscaping, and architectural documents conform to all local ordinances and requirements.

Deliverables

- 3.13 Final electronic technical specifications, in MF04 CSI Division Format.
- 3.14 Final code summary information
- 3.15 Complete Final construction documents, including.
 - a Functional floor plans of each parking level (including vehicular wayfinding signage and striping)
 - b Foundation Plan and Details
 - c Slab-on-grade Plan and Details
 - d Structural Framing Plans of each parking level, and Details
 - e MEPFP plans and details
- 3.16 Kimley-Horn will include the following Construction Documents provided by others under separate agreement with Client. Kimley-Horn takes no responsibility for the content of the documents by others.
 - a Life safety plans
 - b Façade elevations
 - c Architectural wall sections and details
 - d Stair and elevator core plans and details

Task 4 – Bid and Building Permit Phase

- 4.1 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.
- 4.2 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.
- 4.3 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).

OPTIONAL Task 5 – Construction Phase

It is anticipated that during the Construction Phase, Kimley-Horn will be the prime design consultant for all construction activities specifically related to the new proposed 250- to 300-space parking structure. As such, it is anticipated that Kimley-Horn will be the direct point of contact between the design team and the Client, who is acting as General Contractor, for all structural, parking, and MEPFP, and security related submittals. In addition, all “official” correspondence and submittals will be distributed through Kimley-Horn between the design team and the General Contractor. It is assumed construction for other scope not included in this Agreement will occur over a duration of eighteen (18) months. Our fees assume that the parking structure will be built out over a period of no more than nine (9) months. As part of Construction Phase, the team will provide the following services:

- 5.1 KH will review shop drawings and submittals. The sole purpose of the KH’s review will be to evaluate general conformance to Contract Documents that were prepared by KH.
 - a It is estimated that the Kimley-Horn team will review up to 125 parking deck related submittals.
- 5.2 Consultant will respond to Contractor’s requests for information (“RFI”) in no more than 14 calendar days of each appropriately prepared and submitted RFI. It is assumed the General Contractor has reviewed the RFI’s prior to submitting them to Kimley-Horn. It is estimated that approximately 150 RFIs will be submitted.
- 5.3 Consultant will conduct periodic construction observation site visits to review general progress of the project construction. The Consultant shall have no responsibility for any contractor’s means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility for any contractor’s failure to perform its work in accordance with the contract documents. Consultant will attend pre-installation meetings and monthly construction meetings. (For purposes of this proposal, Consultant’s total trips for each discipline, including site visits and meetings is estimated as shown below.) Consultant will submit a written observation report for each site visit. Site visit assumptions include:
 - a Prime Consultant – Attendance at up to ten (10) monthly and/or pre-installation meetings . Prime Consultant will also complete up to ten (10) additional bi-monthly visits for a total of twenty (20) site visits. Ten (10) of these visits will follow the meetings mentioned above.
 - b Parking/Functional Engineer – Perform up to six (6) site visits.
 - c Structural Engineer – Perform up to twelve (12) site visits. (Anticipate bi-monthly during main parts of structural construction.)
 - d MEPFP/Security Engineer – It is anticipated that a total of four (4) visits will be required. These visits will be coordinated to occur the same day as monthly progress meetings as needed.
 - e Site visits performed by the Site Civil Engineer, Landscape Architect, and Architect are not included in this Agreement.
- 5.4 Kimley-Horn will provide the Structural Engineer of Record (“SER”) role in coordinating with the Special Inspector during construction of the parking deck, as required by the 2012 International Building Code with 2018 Georgia State Amendments, and the City

of Holly Springs Code. The following SER tasks will be provided during this phase:

- a Review and respond to up to twenty-five (25) discrepancy notices for the parking deck. For nonconforming discrepancy items requiring re-design and/or analysis of the Issued For Construction design, Kimley-Horn can review these items at our then current hourly rate as an additional services.
 - b Review up to ten (10) monthly Special Inspection reports produced by the Special Inspector for the parking deck.
 - c Review of one (1) Final Special Inspections Report produced by the Special Inspector for the parking deck.
- 5.5 Consultant will review and provide comments to Client for up to nine (9) Pay Applications related to construction, if needed. Such review will be limited to whether, to the best of Consultant's knowledge, information and belief, Contractor's work has progressed to the point indicated. By recommending any payment, Consultant shall not thereby be deemed to have represented that its observations to check Contractors' work have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Consultant in this agreement.
- 5.6 Consultant will review and provide comments to Client for Change Orders that are a result of Client initiated changes or unforeseen conditions. For purposes of this proposal, a total of five (5) change orders is assumed.
- 5.7 Consultant will conduct up to two (2) trips (initial and final) to review punch list items with the Contractor.
- 5.8 Consultant will conduct one (1) trip for the final walk-through with the Owner.
- 5.9 Consultant will conduct a final close-out meeting with the Owner and General Contractor.

NON-BASIC SCOPE OF SERVICES

OPTIONAL Task 6 – Site Circulation Evaluation

- 6.1. KH will facilitate a workshop with the Client and the architect to evaluate and optimize site circulation. This workshop will focus on placement of valet, Transportation Network Company ("TNC"), and visitor drop-off locations on site. The results of this workshop will be summarized in a memorandum with images of the determined drop-off locations for the different users. This workshop will happen in a continuous time block not to exceed 4 hours.

OPTIONAL Task 7 – Precaster Selection Process Support

- 7.1. Coordinate with one (1) Precaster to obtain Schematic Design level pricing from the parking deck, based on the Schematic Design package.
- 7.2. Prepare early Design Development precast package for up to three (3) Precasters.
- 7.3. It is anticipated that the Design Development documents will be used by the Client to solicit bids from the concrete Precaster. Kimley-Horn will assist in reviewing submittals from the Precaster bids.

- 7.4. Respond to written Precaster questions regarding Design Development documents.
- 7.5. Attend up to three (3) Precaster interviews with the Client.
- 7.6. Assist in evaluation of the Precaster bids.

OPTIONAL Task 8 – Prepare PARCS Technical Specification

- 8.1. Develop Revit 3D BIM model for PARCS/PGS equipment coordination.
- 8.2. Deliverables:
 - a. 3D BIM model (using REVIT 2018) to Client at ongoing intervals when changes to the model have been made by KH.
 - b. PARCS and PGS layout plan sheets, including dimensioning relative to the column grid. Parking deck column grid, parking deck footprint, and parking deck location information will be provided to Kimley-Horn from the Client.
- 8.3. At a minimum, the specifications will address the following issues:
 - a. Credit card and data security
 - b. Display capabilities
 - c. Communications requirements
 - d. Performance standards
 - e. Product support (required manuals, technical support, warranty, etc.)
 - f. Electronic components (plug-and-play, etc.)
 - g. Back office operations (alarms, audit capabilities, software, etc.)

OPTIONAL Task 9 – Security Consulting

- 9.1. Complete a preliminary code review of parking equipment/system communication design requirements relative to the International Building Code 2012, with Georgia State Amendments, and the City of Holly Springs Code.
- 9.2. Design communication systems to support security systems and feeds to PARCS, and electric vehicle charging system interface.
- 9.3. Design communication room layout and structured cabling to support the security communications equipment:
 - a. Intercom
 - b. Emergency call stations
 - c. And access control interface to parking management system (parking management system by others under separate agreement).
- 9.4. Utilities will be extended to the 5' line except that electrical will be extended to the new transformer and primary service provided by the utility. Relocation of existing utilities required by the addition of the new structure will be designed by the civil engineer under separate agreement.

Deliverables

- 9.1. Prepare parking deck drawings for:
 - a. Camera locations (video surveillance),
 - b. Security communications systems

OPTIONAL Task 10 – Additional Meetings and Warranty Site Visit

- 10.1 Attend up to eight (8) additional meetings with the Client and/or Contractor with one (1) representative.
- 10.2 Consultant will conduct a 1-year warranty walk-through, eleven (11) months after the Certificate of Occupancy has been provided. A follow up report will be provided to the Owner, including items recommended to be addressed by the Contractor/vendor.

SERVICES NOT INCLUDED

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

- 1. Parking demand analysis
- 2. Architecture, civil, landscape architecture, geotechnical, and/or surveying services
- 3. Security Design Services beyond what is included above, including but not limited to designed to accommodate a command center or monitoring head-end. Structured cabling to support equipment other than those in Task 9 above.
- 4. LEED / GPC Building Certification and / or Commissioning
- 5. Shoring wall design and/or temporary wall design

ADDITIONAL SERVICES

Any services not specifically provided for in the above Scope of Services, 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. Attendance at meetings beyond those listed in our Scope of Services.
- 2. Additional Construction Phase Services beyond services listed within our Scope of Services.
- 3. Revisions to drawings due to changes requested by the Owner after issue for bid.
- 4. Any delays to the project schedule beyond 60 days shall be considered a significant delay to the scope of the project and constitute an increase to the scope and the fee.
- 5. Permit, application, or impact fees.
- 6. Subdivision Plats.
- 7. Structural design of civil structures such as detention vaults or treatment structures.
- 8. Structural design of site retaining walls other than those described in the Scope of Services.
- 9. Structural design of retaining wall types other than reinforced, cast-in-place concrete

cantilevered walls with spread foundations.

10. Traffic Impact Analysis, Traffic counts or traffic capacity analyses
11. Providing detailed input to Contractor for Traffic Control Plans and Staging during construction.
12. Design of Parking Guidance System specifications and/or support during the parking vendor procurement process.
13. Record Drawings
14. Special Inspection Services ("SI") roles and Structural Engineer of Record ("SER") roles in excess of those listed under Construction Phase.
15. LEED and/or SmartPark Program Coordination/Management or Pre-Certification Submittals

INFORMATION PROVIDED BY OTHERS

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

1. Notice To Proceed
2. Fully Executed Agreement
3. Updated Survey and Geotechnical Report
4. Civil and Landscape design information and drawings
5. Prompt review of submittal documents by the Client to facilitate the continuous flow of the project through design and construction.

SCHEDULE

We will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule. The schedule below indicates our current understanding of each phase. A more detailed schedule will be developed by others and will be agreed to by all parties prior to incorporation into the agreement. Any revision to the schedule indicated below must be reviewed and agreed upon by all parties.

Survey/Geotech	Received prior to beginning SD phase
Schematic Design Phase	1 month
Design Development Phase (DD Set submitted for GMP)	2 months
Precaster provides final foundation loads (Provided to Design Team prior to beginning CD Phase)	1 month
Construction Documents Phase	2 months
Building Permit/Agency Review of CDs	2 months
Building Permit	1 month
Construction Phase	9 months

It is assumed that survey and geotech investigations are started 4 weeks prior to SD, and that

information is obtained from those elements a minimum of 2 weeks prior to completion of SD phase. Kimley-Horn will prepare a memo for the geotechnical engineer outlining the structural information requested to begin Schematic Design. Kimley-Horn will submit this to the geotechnical engineer prior to beginning the Schematic Design phase.

FEES AND BILLING

BASIC SERVICES (Tasks 1 through 5): Kimley-Horn will perform the BASIC SERVICES described in Task 1 through 5 for the total lump sum labor fee provided in **Table A** below.

OPTIONAL NON-BASIC SERVICES (Tasks 6 through 10): If approved by the Client, Kimley-Horn will perform the NON-BASIC SERVICES described in Tasks 6, 7, and 10 on an hourly labor fee plus expense basis for the budgetary fees specified in Table B below. We will perform the NON-BASIC SERVICES described in Tasks 8 and 9 for the total lump sum labor fee provided in Table B below as well if these tasks are approved by the Client.

Individual task amounts are informational only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary. In addition to the labor fee, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee (referred to as allocation below) will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. A Prime consulting markup will be applied to all subconsultant fees. All permitting, application, and similar project fees will be paid directly by the Client.

Table A: BASIC SERVICES - Design Team Fees

Stand-Alone Parking Deck Labor Fee Summary			
Task	Fee Type	Lump Sum Labor Fee	Not To Exceed Hourly Budget
Task 1 – Schematic Design	Lump Sum	\$ 33,100	-
Task 2 – Design Development	Lump Sum	\$ 40,000	-
Task 3 – Construction Documents	Lump Sum	\$ 81,500	-
Task 4 – Bid & Building Permit Phase	Lump Sum	\$ 6,400	-
OPTIONAL Task 5 – Construction Phase	Hourly	-	\$ 79,900
TOTAL Labor Fee (Basic Services)	-	\$ 161,000	\$79,900

Additional Estimated Expenses (including allocation) \$ 9,500 \$ 6,200

Table B: OPTIONAL NON-BASIC SERVICES - Design Team Fees

Stand-Alone Parking Deck Labor Fee Summary			
Task	Fee Type	Lump Sum Labor Fee	Not To Exceed Hourly Budget
OPTIONAL Task 6 – Site Circulation Evaluation	Hourly	-	\$ 6,000
OPTIONAL Task 7 – Precaster Package and Support	Hourly	-	\$ 8,000
OPTIONAL Task 8 – Prepare PARCS Technical Specification	Lump Sum	\$ 12,000	-
OPTIONAL Task 9 – Security Consulting	Lump Sum	\$ 15,500	-
OPTIONAL Task 10 – Additional Meetings and Warranty Visit	Hourly	-	\$ 17,600
TOTAL Labor Fee (Non-Basic Services)	-	\$ 27,500	\$ 31,600

Additional Estimated Expenses (including allocation) \$ 1,500 \$ 2,000

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Reimbursable expenses will be invoiced based upon expenses incurred. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to City of Holly Springs.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Jim Hamilton, P.E.
Sr. Vice President



Jason R. Manners, P.E., LEED AP
Associate

Attachment – Standard Provisions

**(City of Holly Springs)
A Municipality**

January 7, 2019

(Date)

Steven W. Miller, Mayor

(Print or Type Name and Title)

smiller@hollyspringsga.us

(Email Address)

_____, Witness

Karen Norred

(Print or Type Name)

Official Seal:

Kimley-Horn and Associates, Inc.

Hourly Rate Schedule

Classification	<i>Rate</i>
Analyst	\$115 - \$160
Professional	\$160 - \$200
Senior Professional I	\$200 - \$270
Senior Professional II	\$265 - \$300
Senior Technical Support	\$120 - \$195
Support Staff	\$85 - \$105
Technical Support	\$90 - \$125

Effective through June 30, 2019

Subject to annual adjustment thereafter

BR00PRTST.A.000

KIMLEY-HORN AND ASSOCIATES, INC.

STANDARD PROVISIONS

(1) **Consultant's Scope of Services and Additional Services.** The Consultant will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

(2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:

- (a) Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
- (b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
- (c) Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which the Consultant may rely upon.
- (d) Arrange for access to the site and other property as required for the Consultant to provide its services.
- (e) Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.
- (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
- (g) Obtain any independent accounting, legal, insurance, cost estimating and feasibility services required by Client.
- (h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services or any defect or noncompliance in any aspect of the project.

(3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months, Consultant's compensation shall be renegotiated.

(4) **Method of Payment.** Client shall pay Consultant as follows:

- (a) Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
- (b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
- (c) If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due within 25 days of receipt.
- (d) If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
- (e) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction"

or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(5) **Use of Documents.** All documents and data prepared by the Consultant are related exclusively to the services described in this Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

(6) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(7) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. The Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination.

(8) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(9) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section 9 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 9 shall require the Client to indemnify the Consultant.

(10) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(11) **Construction Costs.** Under no circumstances shall the Consultant be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance

with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully-approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.

(12) **Certifications.** The Consultant shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

(13) **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(14) **Hazardous Substances and Conditions.** Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant will notify the Client of unanticipated hazardous substances or conditions of which the Consultant actually becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

(15) **Construction Phase Services.**

(a) If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

(b) The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

(16) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

(17) **Confidentiality.** The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

(18) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State of Georgia. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



December 21, 2018

Mr. Rob Logan
City of Holly Springs
Downtown Development Authority
3235 Holly Springs Pkwy
Holly Springs, Georgia 30115

Re: ***Holly Springs Town Center Parking Deck
241 Hickory Road, Holly Springs, Cherokee County, GA
Parking Deck Services – Task Approval***

To Whom It May Concern:

Kimley-Horn acknowledges that tasks for the City of Holly Springs Town Center parking deck proposal will be approved task by task. Kimley-Horn will not begin work for a task without approval from the Client. The approval will be provided when the Client initials next to a task included in Table A and Table B below.

Table A: BASIC SERVICES - Design Team Fees

Stand-Alone Parking Deck Labor Fee Summary					
Task	Fee Type	Lump Sum Labor Fee	Not To Exceed Hourly Budget	Client Approval (initial below)	Date of Client Approval
Task 1	Lump Sum	\$ 33,100	-		
Task 2	Lump Sum	\$ 40,000	-		
Task 3	Lump Sum	\$ 81,500	-		
Task 4	Lump Sum	\$ 6,400	-		
Task 5	Hourly	-	\$ 79,900		

Table B is provided on the next page.

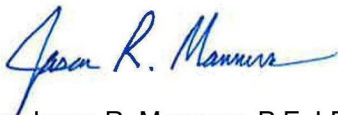
Table B: OPTIONAL NON-BASIC SERVICES - Design Team Fees

Stand-Alone Parking Deck Labor Fee Summary					
Task	Fee Type	Lump Sum Labor Fee	Not To Exceed Hourly Budget	Client Approval (initial below)	Date of Client Approval
Task 6	Hourly	-	\$ 6,000		
Task 7	Hourly	-	\$ 8,000		
Task 8	Lump Sum	\$ 12,000	-		
Task 9	Lump Sum	\$ 15,500	-		
Task 10	Hourly	-	\$ 17,600		

We are excited for this opportunity to provide services for the new Town Center. Please let me know if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Jason R. Manners, P.E, LEED AP
Parking Deck Consultant / Project Manager

PROFESSIONAL SERVICES AGREEMENT ADDENDUM NO. 7

This ADDENDUM to the AGREEMENT made and entered into 10/25/2017, by and between Southeastern Engineering, Inc., and the client identified herein, provides for the Additional Services described under the Scope of Services section of this agreement

CLIENT: City of Holly Springs
c/o Stonecrest Homes GA, LLC
623 West Crossville Road, Suite 204
Roswell, GA 30075
VIA EMAIL: dme.odyssey@gmail.com

PROJECT NUMBER: 1076-17-210

PROJECT NAME: Holly Springs Town Center

PROJECT UNDERSTANDING:

+/- 15.67 acre area set aside to be developed as a Mixed-Use town center / focal point for the City of Holly Springs. Design of Hickory Road to now extend to Holly Springs Parkway intersection.

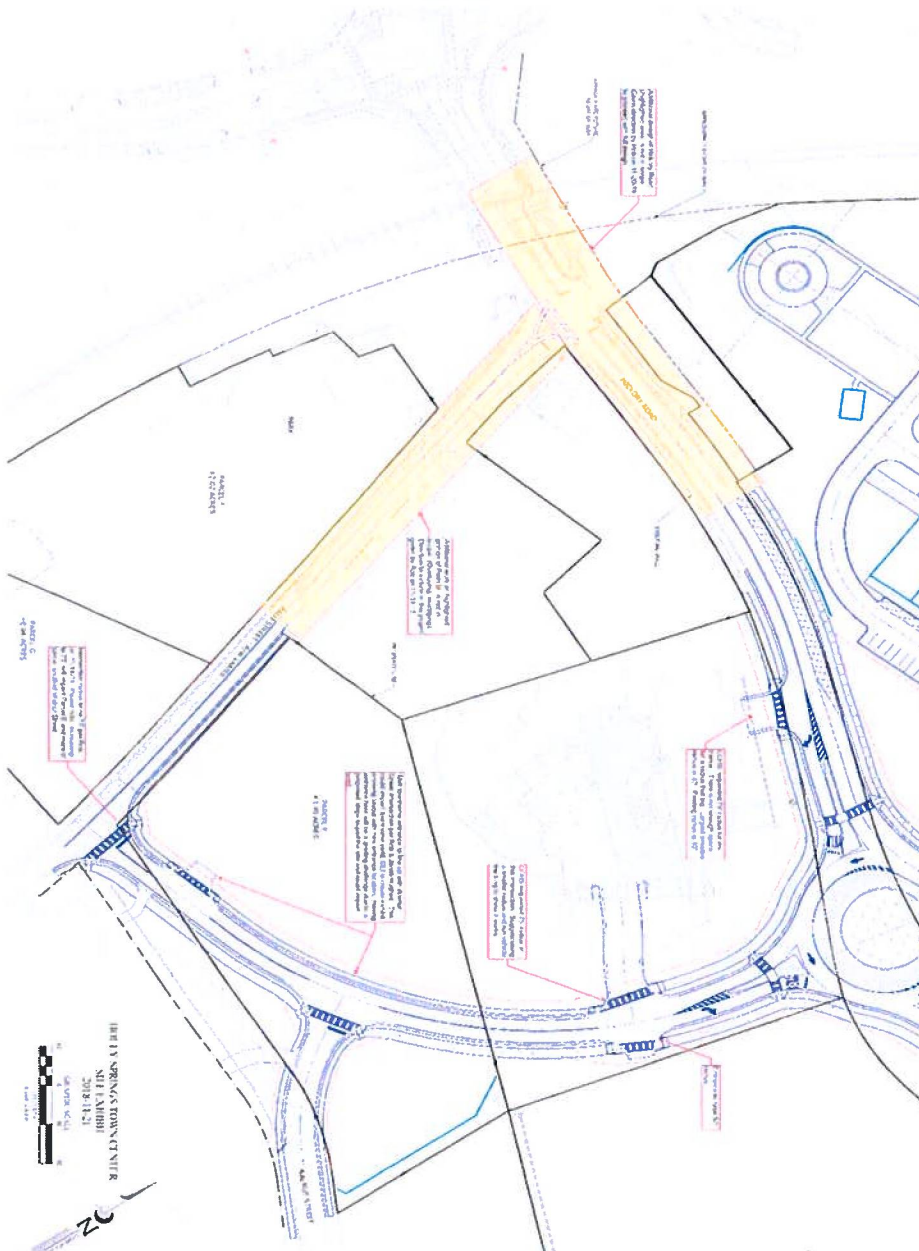
SCOPE OF SERVICES:

Task 1 – Roadway Revisions

SEI will provide additional roadway design for Hickory Road & Palm Street based on the direction from the City of Holly Springs. In the current scope of work, improvements to Hickory Road begin at station 104+36.53. The additional roadway design will begin at approximately station 100+50. The previous design from BM&K Engineering near the Holly Springs Parkway intersection shall be used as a guide for the proposed design. Currently on Palm Street, improvements end at station 33+29.15. Including the additional roadway design, improvements along Palm Street will end at approximately station 37+46. See the highlighted portion as depicted below for approximate additional project areas. The additional design shall include:

- Hickory Road
 - SEI to extend the design of westbound lanes.
 - Revise signing & marking along Hickory Road.
 - Revise grading & storm sewer design.
 - Revise cross sections to include updated design.
 - Update detailed estimate.
 - Revise pavement plan to include milling & overlay.
 - Revise demolition plan within expanded design area.

- Palm Street
 - Adjust pavement plan to include overlaying.
 - Adjust signing and marking plans.
 - Revise cross sections.
 - Update detailed estimate.
 - Replace existing waterlines as necessary.



SEI will complete additional survey as needed to support the newly defined roadway project areas as described above. Items to be noted include but are not limited to the following: above ground utilities, marked underground utilities, roadway markings, storm and sanitary sewer fixtures with size, type, and invert, edge of pavement, curb lines with top and gutter elevation, sidewalks, driveways, and all other above ground features. SEI will locate the right of way north of Hickory Road, located between parcel TIN 93N00 006 and the railroad track right of way in order to facilitate any necessary right of way dedication / abandonment.

In order for SEI to produce a final plat for the Town Center, it is necessary to confirm the existing parcel boundary. As such, SEI will prepare a boundary survey in accordance to the State of Georgia requirements for land surveys. The boundary survey shall include the Town Center project area as highlighted below.

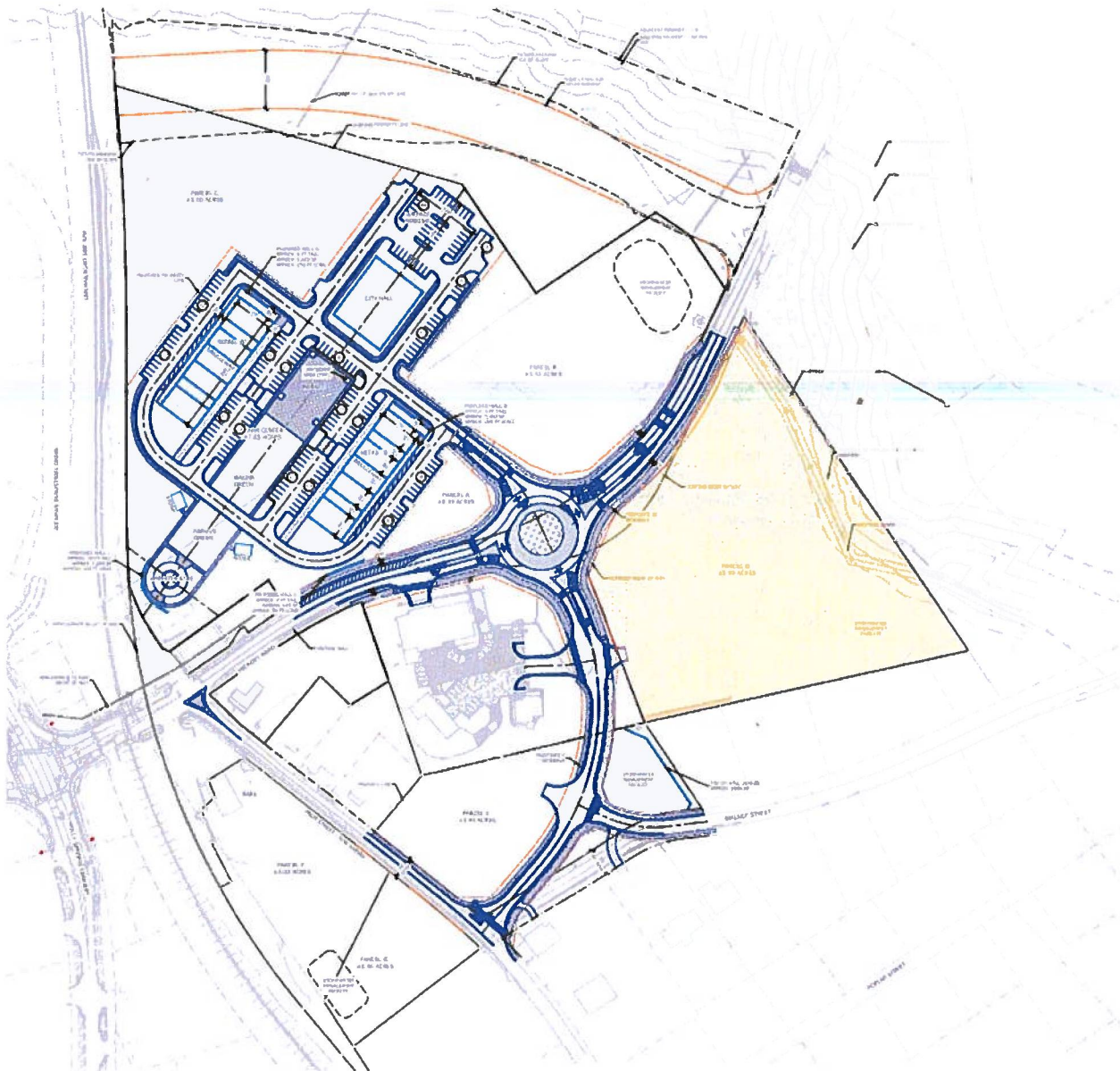
Task 4 – Holly Springs Town Center

- 4.1 Construction Staking – See Attachment C for a full description of the construction staking.
- 4.2 Final Plat - A Final Plat will be prepared in accordance to City of Holly Springs Standards. The Final Plat will include sub-dividing the Town Center into the designated outparcels, as well as combining any necessary parcels within the Town Center project area.
- 4.3 As-Builts - As-built drawings of Storm Drains will be provided per the City of Holly Springs standards. Sanitary Sewer and Water As-Builts will be provided as required by Cherokee County Water and Sewerage Authority standards. As-Builts of the remaining improvements (roadway, etc) will be completed after construction is complete.
- 4.4 Property Corners - Upon project completion, ½" rebar will be placed at all property corners not previously found. It is strongly recommended front pins be set after all utilities are in place.



Task 5 –Residential Parcel D

- **5.1 Construction Staking** – See Attachment C for a full description of the construction staking.
- **5.2 Final Plat** - A Final Plat will be prepared in accordance to City of Holly Springs Standards.
- **5.3 As-Builts** - As-Built drawings of Roadway and Storm Drains will be provided per the City of Holly Springs standards. Sanitary Sewer and Water As-Builts will be provided as required by Cherokee County Water and Sewerage Authority standards.
- **5.4 Property Corners** - Upon project completion, ½" rebars will be placed at all property corners not previously found. It is strongly recommended front pins be set after all utilities are in place.



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Task 6 –Residential Parcel E

- **6.1 Construction Staking** – See Attachment C for a full description of the construction staking.
- **6.2 Final Plat** - A Final Plat will be prepared in accordance to City of Holly Springs Standards.
- **6.3 As-Builts** - As-Built drawings of Roadway and Storm Drains will be provided per the City of Holly Springs standards. Sanitary Sewer and Water As-Builts will be provided as required by Cherokee County Water and Sewerage Authority standards.
- **6.4 Property Corners** - Upon project completion, ½" rebar will be placed at all property corners not previously found. It is strongly recommended front pins be set after all utilities are in place.



Task 7 –Residential Parcel F & G

- 7.1 Construction Staking – See Attachment C for a full description of the construction staking.
- 7.2 Final Plat - A Final Plat will be prepared in accordance to City of Holly Springs Standards.
- 7.3 As-Builts - As-Built drawings of Roadway and Storm Drains will be provided per the City of Holly Springs standards. Sanitary Sewer and Water As-Builts will be provided as required by Cherokee County Water and Sewerage Authority standards.
- 7.4 Property Corners - Upon project completion, ½" rebars will be placed at all property corners not previously found. It is strongly recommended front pins be set after all utilities are in place.



Task 8 – Roadway Project Area

- Project Control Monuments - SEI to establish a control network with monuments for future surveyor occupation to support all construction within the area.

*The funds for the right of way abandonment exhibits have been previously approved within Addendum #3. There are sufficient funds to cover the remainder of the right of way abandonment within the project area. It is assumed that the right of way dedication necessary shall be based on the right of way plans within the construction documents. It is assumed that the contractor is responsible for providing any utility as-builts to utility owners.

Task 9 – Boundary & Topographic Survey: TIN 93N00 012 (If Required)

SEI understands that a boundary survey of a 0.43-acre parcel be prepared in accordance to the State of Georgia requirements for land surveys is required for the above referenced property.

A field run 1-foot contour interval topographic survey will be performed on the area described above. Horizontal datum will be based on Georgia State Plane coordinates and elevations will be based on NAVD88. All main features of the topography along the route will be noted including but not limited to the following; All creeks, streams, ditches, lakes, all above ground utilities, all marked underground utilities, roadway markings, traffic control devices, speed humps, gates, landscape areas, mailboxes, storm and sanitary sewer fixtures with size, type and invert, edge of pavement, curb lines with top and gutter elevation (irregular stone or rock curb lines will only be located at edge of pavement), bridges, walls, stairs, sidewalks, concrete pads, driveways, buildings, signs, benches, bleachers, fences, power poles and overhead lines, guy wires, pedestals, fire hydrants, valves, meters and other above ground features. Contours shown will be based on random traverses and spot elevations will be taken at an approximate 50' grid pattern to ensure such an accuracy that not less than 90% of the contours shown will be out of vertical position by more than 1/2 of the contour interval according to State of Georgia Law. SEI will show the location of visible above ground utilities.

Boundary resolution pricing is based on a reasonable amount of research and field work in accordance with industry standards. Should the reconstruction of the subject property require SEI to survey additional tracts (i.e. subject property does not have suitable monumentation or is not properly recorded), SEI will notify the client immediately of any additional charges needed to complete the survey. Additionally, SEI will provide proof satisfactory to the client that additional work/fees are required prior to proceeding.



Task 10 – Boundary & Topographic Survey: TIN 93N00 013 (If Required)

SEI understands that a boundary survey of an approximately 0.34-acre parcel be prepared in accordance to the State of Georgia requirements for land surveys is required for the above referenced property.

A field run 1-foot contour interval topographic survey will be performed on the area described above. Horizontal datum will be based on Georgia State Plane coordinates and elevations will be based on NAVD88. All main features of the topography along the route will be noted including but not limited to the following; All creeks, streams, ditches, lakes, all above ground utilities, all marked underground utilities, roadway markings, traffic control devices, speed humps, gates, landscape areas, mailboxes, storm and sanitary sewer fixtures with size, type and invert, edge of pavement, curb lines with top and gutter elevation (irregular stone or rock curb lines will only be located at edge of pavement), bridges, walls, stairs, sidewalks, concrete pads, driveways, buildings, signs, benches, bleachers, fences, power poles and overhead lines, guy wires, pedestals, fire hydrants, valves, meters and other above ground features. Contours shown will be based on random traverses and spot elevations will be taken at an approximate 50' grid pattern to ensure such an accuracy that not less than 90% of the contours shown will be out of vertical position by more than ½ of the contour interval according to State of Georgia Law. SEI will show the location of visible above ground utilities.

Boundary resolution pricing is based on a reasonable amount of research and field work in accordance with industry standards. Should the reconstruction of the subject property require SEI to survey additional tracts (i.e. subject property does not have suitable monumentation or is not properly recorded), SEI will notify the client immediately of any additional charges needed to complete the survey. Additionally, SEI will provide proof satisfactory to the client that additional work/fees are required prior to proceeding.



SEI understands that you require a boundary survey prepared in accordance to the State of Georgia requirements for land surveys.

This is a detailed plat map of a portion of Section 36, Township 36N, Range 10E. The map shows various land parcels, many of which are owned by the State of Missouri. The parcels are labeled with their owner names and acreage. The map includes several roads: Cedar Valley Dr, Hickory Rd, and Redbud Ln. A large parcel, located in the center-left of the map, is highlighted with a thick black border. This parcel is owned by the State of Missouri and has an area of 151.4 acres. The map also shows other parcels owned by the State of Missouri, including parcels 151.4 103, 151.4 105, 151.4 106, 151.4 107, 151.4 108, 151.4 109, 151.4 110, 151.4 111, 151.4 112, 151.4 113, 151.4 114, 151.4 115, 151.4 116, 151.4 117, 151.4 118, 151.4 119, 151.4 120, 151.4 121, 151.4 122, 151.4 123, 151.4 124, 151.4 125, 151.4 126, 151.4 127, 151.4 128, 151.4 129, 151.4 130, 151.4 131, 151.4 132, 151.4 133, 151.4 134, 151.4 135, 151.4 136, 151.4 137, 151.4 138, 151.4 139, 151.4 140, 151.4 141, 151.4 142, 151.4 143, 151.4 144, 151.4 145, 151.4 146, 151.4 147, 151.4 148, 151.4 149, 151.4 150, 151.4 151, 151.4 152, 151.4 153, 151.4 154, 151.4 155, 151.4 156, 151.4 157, 151.4 158, 151.4 159, 151.4 160, 151.4 161, 151.4 162, 151.4 163, 151.4 164, 151.4 165, 151.4 166, 151.4 167, 151.4 168, 151.4 169, 151.4 170, 151.4 171, 151.4 172, 151.4 173, 151.4 174, 151.4 175, 151.4 176, 151.4 177, 151.4 178, 151.4 179, 151.4 180, 151.4 181, 151.4 182, 151.4 183, 151.4 184, 151.4 185, 151.4 186, 151.4 187, 151.4 188, 151.4 189, 151.4 190, 151.4 191, 151.4 192, 151.4 193, 151.4 194, 151.4 195, 151.4 196, 151.4 197, 151.4 198, 151.4 199, 151.4 200, 151.4 201, 151.4 202, 151.4 203, 151.4 204, 151.4 205, 151.4 206, 151.4 207, 151.4 208, 151.4 209, 151.4 210, 151.4 211, 151.4 212, 151.4 213, 151.4 214, 151.4 215, 151.4 216, 151.4 217, 151.4 218, 151.4 219, 151.4 220, 151.4 221, 151.4 222, 151.4 223, 151.4 224, 151.4 225, 151.4 226, 151.4 227, 151.4 228, 151.4 229, 151.4 230, 151.4 231, 151.4 232, 151.4 233, 151.4 234, 151.4 235, 151.4 236, 151.4 237, 151.4 238, 151.4 239, 151.4 240, 151.4 241, 151.4 242, 151.4 243, 151.4 244, 151.4 245, 151.4 246, 151.4 247, 151.4 248, 151.4 249, 151.4 250, 151.4 251, 151.4 252, 151.4 253, 151.4 254, 151.4 255, 151.4 256, 151.4 257, 151.4 258, 151.4 259, 151.4 260, 151.4 261, 151.4 262, 151.4 263, 151.4 264, 151.4 265, 151.4 266, 151.4 267, 151.4 268, 151.4 269, 151.4 270, 151.4 271, 151.4 272, 151.4 273, 151.4 274, 151.4 275, 151.4 276, 151.4 277, 151.4 278, 151.4 279, 151.4 280, 151.4 281, 151.4 282, 151.4 283, 151.4 284, 151.4 285, 151.4 286, 151.4 287, 151.4 288, 151.4 289, 151.4 290, 151.4 291, 151.4 292, 151.4 293, 151.4 294, 151.4 295, 151.4 296, 151.4 297, 151.4 298, 151.4 299, 151.4 300, 151.4 301, 151.4 302, 151.4 303, 151.4 304, 151.4 305, 151.4 306, 151.4 307, 151.4 308, 151.4 309, 151.4 310, 151.4 311, 151.4 312, 151.4 313, 151.4 314, 151.4 315, 151.4 316, 151.4 317, 151.4 318, 151.4 319, 151.4 320, 151.4 321, 151.4 322, 151.4 323, 151.4 324, 151.4 325, 151.4 326, 151.4 327, 151.4 328, 151.4 329, 151.4 330, 151.4 331, 151.4 332, 151.4 333, 151.4 334, 151.4 335, 151.4 336, 151.4 337, 151.4 338, 151.4 339, 151.4 340, 151.4 341, 151.4 342, 151.4 343, 151.4 344, 151.4 345, 151.4 346, 151.4 347, 151.4 348, 151.4 349, 151.4 350, 151.4 351, 151.4 352, 151.4 353, 151.4 354, 151.4 355, 151.4 356, 151.4 357, 151.4 358, 151.4 359, 151.4 360, 151.4 361, 151.4 362, 151.4 363, 151.4 364, 151.4 365, 151.4 366, 151.4 367, 151.4 368, 151.4 369, 151.4 370, 151.4 371, 151.4 372, 151.4 373, 151.4 374, 151.4 375, 151.4 376, 151.4 377, 151.4 378, 151.4 379, 151.4 380, 151.4 381, 151.4 382, 151.4 383, 151.4 384, 151.4 385, 151.4 386, 151.4 387, 151.4 388, 151.4 389, 151.4 390, 151.4 391, 151.4 392, 151.4 393, 151.4 394, 151.4 395, 151.4 396, 151.4 397, 151.4 398, 151.4 399, 151.4 400, 151.4 401, 151.4 402, 151.4 403, 151.4 404, 151.4 405, 151.4 406, 151.4 407, 151.4 408, 151.4 409, 151.4 410, 151.4 411, 151.4 412, 151.4 413, 151.4 414, 151.4 415, 151.4 416, 151.4 417, 151.4 418, 151.4 419, 151.4 420, 151.4 421, 151.4 422, 151.4 423, 151.4 424, 151.4 425, 151.4 426, 151.4 427, 151.4 428, 151.4 429, 151.4 430, 151.4 431, 151.4 432, 151.4 433, 151.4 434, 151.4 435, 151.4 436, 151.4 437, 151.4 438, 151.4 439, 151.4 440, 151.4 441, 151.4 442, 151.4 443, 151.4 444, 151.4 445, 151.4 446, 151.4 447, 151.4 448, 151.4 449, 151.4 450, 151.4 451, 151.4 452, 151.4 453, 151.4 454, 151.4 455, 151.4 456, 151.4 4

Task 12 – Boundary & Topographic Survey, Subdivision: New Parcel Within TIN 15N14 105

- 12.1 Subdivision - SEI will delineate a new parcel within Parcel TIN 15N14 105 per the client request and direction. Subdivision exhibits will be created as needed at the client's request in order to support property negotiation and platting process. SEI will coordinate with the necessary jurisdictions to complete the platting process. Property pins will be set at the proposed boundary corners as needed.
- 12.2 Boundary & Topographic Survey - SEI understands that a boundary survey of the approximately 1-acre parcel described above be prepared in accordance to the State of Georgia requirements for land surveys is required for the above referenced property.

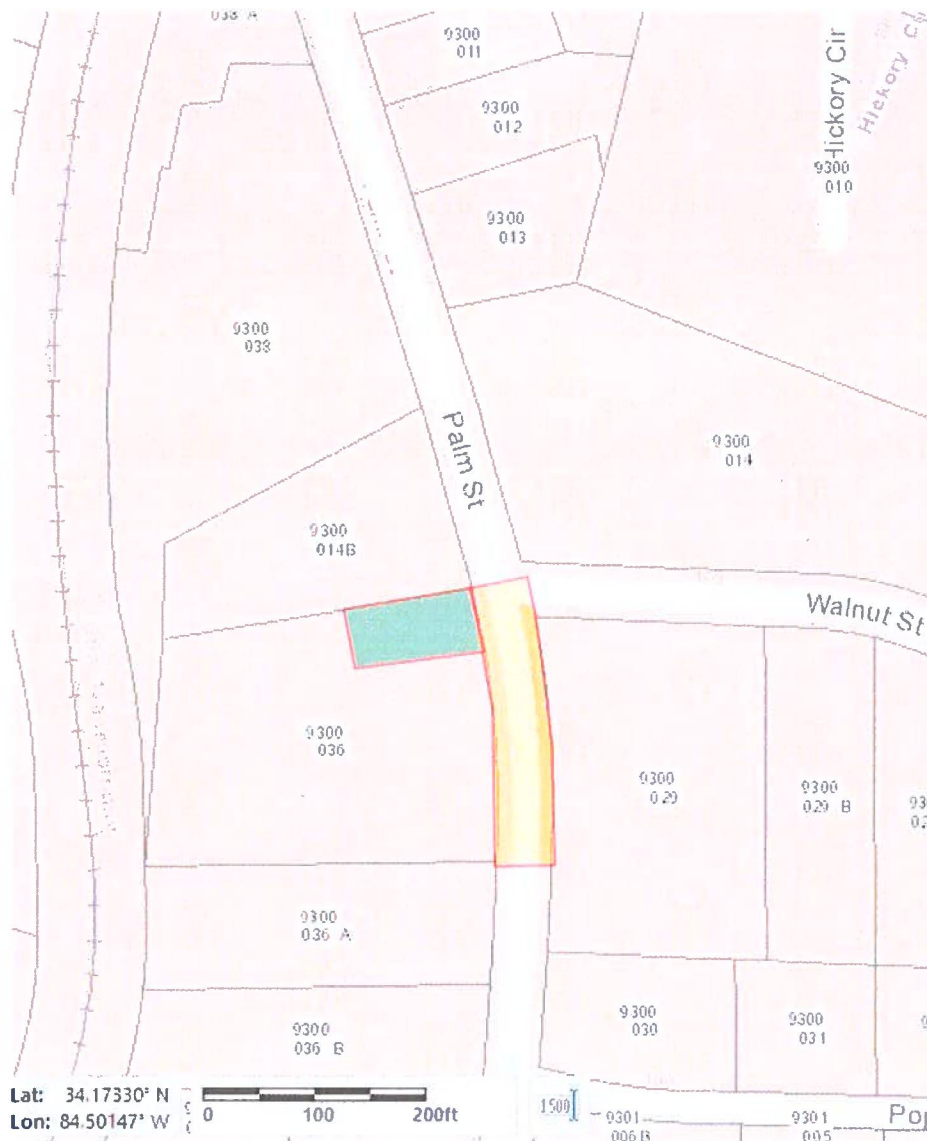
A field run 1-foot contour interval topographic survey will be performed on the area described above. Horizontal datum will be based on Georgia State Plane coordinates and elevations will be based on NAVD88. All main features of the topography along the route will be noted including but not limited to the following; All creeks, streams, ditches, lakes, all above ground utilities, all marked underground utilities, roadway markings, traffic control devices, speed humps, gates, landscape areas, mailboxes, storm and sanitary sewer fixtures with size, type and invert, edge of pavement, curb lines with top and gutter elevation (irregular stone or rock curb lines will only be located at edge of pavement), bridges, walls, stairs, sidewalks, concrete pads, driveways, buildings, signs, benches, bleachers, fences, power poles and overhead lines, guy wires, pedestals, fire hydrants, valves, meters and other above ground features. Contours shown will be based on random traverses and spot elevations will be taken at an approximate 50' grid pattern to ensure such an accuracy that not less than 90% of the contours shown will be out of vertical position by more than ½ of the contour interval according to State of Georgia Law. SEI will show the location of visible above ground utilities.

Boundary resolution pricing is based on a reasonable amount of research and field work in accordance with industry standards. Should the reconstruction of the subject property require SEI to survey additional tracts (i.e. subject property does not have suitable monumentation or is not properly recorded), SEI will notify the client immediately of any additional charges needed to complete the survey. Additionally, SEI will provide proof satisfactory to the client that additional work/fees are required prior to proceeding.



Task 13 – Additional Survey & Utility/Access Easement Exhibit: Palm Street at Parcel TIN 93N00 036

- **13.1 Additional Survey** - SEI will complete additional survey needed to support future offsite roadway design as shown in the areas highlighted in the image below. Extent of survey to include all improvements and utilities within the right of way and is to extend to the southern property line of Parcel TIN 93N00 036.
- **13.2 Utility/Access Easement Exhibit** - A proposed entrance to the residential development directly across from the existing Walnut Street and the proposed Palm Street Extension will require a utility & access easement from Parcel TIN 93N00 036. The exhibit for that easement shall be included within the scope of this work.
- **13.3 Underground Utility Location** - Utilisurvey will provide physical markings (paint or flag) placed on the ground directly above all traceable underground utilities, site sketch and utility owner information within the specified area. SEI will survey the markings and include in the revised basemap.



A field run 1-foot contour interval topographic survey will be performed on the areas described above. Horizontal datum will be based on Georgia State Plane coordinates and elevations will be based on NAVD88. All main features of the topography within the right-of-way will be noted, including but not limited to the following; All creeks, streams, ditches, lakes, all above ground utilities, all marked underground utilities, roadway markings, traffic control devices, speed humps, gates, landscape areas, mailboxes, storm and sanitary sewer fixtures with size, type and invert, edge of pavement, curb lines with top and gutter elevation (irregular stone or rock curb lines will only be located at edge of pavement), bridges, walls, stairs, sidewalks, concrete pads, driveways, buildings, signs, benches, bleachers, fences, power poles and overhead lines, guy wires, pedestals, fire hydrants, valves, meters, roadway striping and other above ground features. Contours shown will be based on random traverses and spot elevations will be taken at an approximate 50' grid pattern to ensure such an accuracy that not less than 90% of the contours shown will be out of vertical position by more than ½ of the contour interval according to State of Georgia Law. SEI will show the location of visible above ground utilities.

Task 14 – Pre-Construction Staking

SEI to provide staking of proposed sidewalk and right of way along Hickory Road and Palm Street at relocated utility locations to assist with utility coordination on an as needed basis. The purpose of the pre-construction staking is to ensure that utility poles, light fixtures, etc. are installed in the correct location without conflicts. Other pre-construction staking requests to be drawn from this task as requested by the owner.

Task 15 – Boundary & Topographic Survey: TIN 93N00 038 A (If Required)

SEI understands that you require a boundary survey prepared in accordance to the State of Georgia requirements for land surveys.

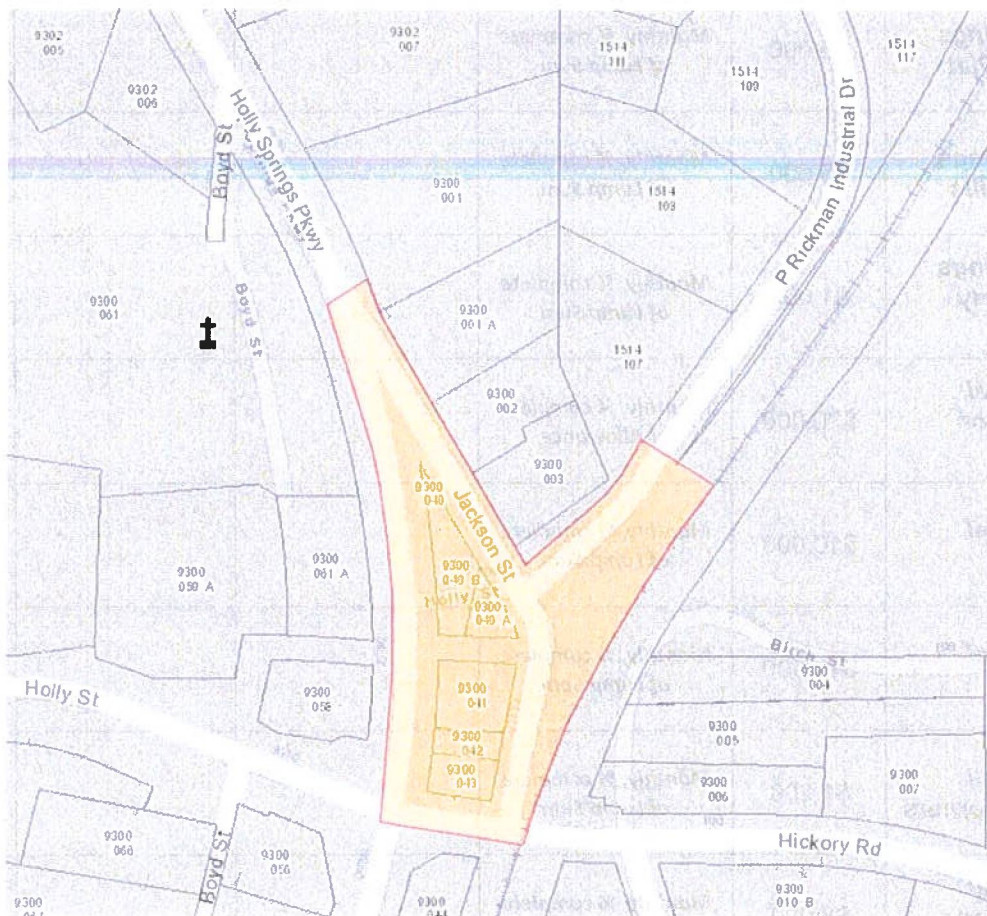
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Boundary resolution pricing is based on a reasonable amount of research and field work in accordance with industry standards. Should the reconstruction of the subject property require SEI to survey additional tracts (i.e. subject property does not have suitable monumentation or is not properly recorded), SEI will notify the client immediately of any additional charges needed to complete the survey. Additionally, SEI will provide proof satisfactory to the client that additional work/fees are required prior to proceeding.



Task 16 – Rickman Industrial Drive Improvements

- **16.1 As-Builts & Consolidation Plat** – As-Built drawings of the highlighted area below will be provided per the City of Holly Springs standards. Underground utilities are excluded from the scope of this work. The scope of this task includes up to the western edge of pavement of Holly Springs Parkway, the southern edge of pavement of Hickory Road, the centerline of the railroad tracks, the northwest right of way along Rickman Industrial Drive, and the northeast right of way along Jackson Street. The City of Holly Springs is expected to coordinate access to the railroad tracks with the railroad company.
- **16.2 Right of Way Abandonment / Dedication Exhibits** – SEI will prepare exhibits to facilitate any necessary right of way abandonment / dedication from the Rickman Industrial Drive improvement project as highlighted below. It is assumed that the right of way plans from the Rickman Industrial Drive improvement project will be provided by the City of Holly Springs. The right of way plans are needed to resolve where the parcels and right of way are for the combination plat & necessary exhibits.



COMPENSATION:

PROFESSIONAL FEES				
Description	Task Subtotal	Billed	Initials	Date
Task 1 – Roadway Revisions	\$14,800	<i>Monthly, % complete of Lump Sum</i>		
Task 2 – Additional Survey	\$2,300	<i>Monthly, % complete of Lump Sum</i>		
Task 3 – Boundary Survey: Town Center	\$6,200	<i>Monthly, % complete of Lump Sum</i>		
Task 4.1 – Holly Springs Town Center: Construction Staking	\$25,000	<i>Monthly, % complete of Allowance</i>		
Task 4.2 – Holly Springs Town Center: Final Plat	\$5,000	<i>Monthly, % complete of Lump Sum</i>		
Task 4.3 – Holly Springs Town Center: As-Builts	\$5,500	<i>Monthly, % complete of Lump Sum</i>		
Task 4.4 – Holly Springs Town Center: Property Corners	\$1,600	<i>Monthly, % complete of Lump Sum</i>		
Task 5.1 – Residential Parcel D: Construction Staking	\$20,000	<i>Monthly, % complete of Allowance</i>		
Task 5.2 – Residential Parcel D: Final Plat	\$10,000	<i>Monthly, % complete of Lump Sum</i>		
Task 5.3 – Residential Parcel D: As-Builts	\$10,000	<i>Monthly, % complete of Lump Sum</i>		
Task 5.4 – Residential Parcel D: Property Corners	\$1,200	<i>Monthly, % complete of Lump Sum</i>		
Task 6.1 – Residential Parcel E: Construction Staking	\$8,000	<i>Monthly, % complete of Allowance</i>		
Task 6.2 – Residential Parcel E: Final Plat	\$4,500	<i>Monthly, % complete of Lump Sum</i>		

Task 6.3 – Residential Parcel E: As-Builts	\$4,500	<i>Monthly, % complete of Lump Sum</i>		
Task 6.4 – Residential Parcel E: Property Corners	\$500	<i>Monthly, % complete of Lump Sum</i>		
Task 7.1 – Residential Parcel F&G: Construction Staking	\$10,000	<i>Monthly, % complete of Allowance</i>		
Task 7.2 – Residential Parcel F&G: Final Plat	\$4,500	<i>Monthly, % complete of Lump Sum</i>		
Task 7.3 – Residential Parcel F&G: As-Builts	\$4,500	<i>Monthly, % complete of Lump Sum</i>		
Task 7.4 – Residential Parcel F&G: Property Corners	\$500	<i>Monthly, % complete of Lump Sum</i>		
Task 8 – Roadway Project Area: Project Control Monuments	\$1,800	<i>Monthly, % complete of Lump Sum</i>		
Task 9 – Boundary & Topographic Survey: TIN 93N00 012 (If Required)	\$1,500	<i>Monthly, % complete of Lump Sum</i>		
Task 10 – Boundary & Topographic Survey: TIN 93N00 013 (If Required)	\$1,500	<i>Monthly, % complete of Lump Sum</i>		
Task 11 – Boundary Survey: TIN 15N14 105 (If Required)	\$5,500	<i>Monthly, % complete of Lump Sum</i>		
Task 12.1 - Subdivision: New Parcel Within TIN 15N14 105	\$1,500	<i>Monthly, % complete of Lump Sum</i>		
Task 12.2 - Boundary & Topographic Survey: New Parcel Within TIN 15N14 105	\$1,800	<i>Monthly, % complete of Lump Sum</i>		
Task 13.1 – Additional Survey: Palm Street at Parcel TIN 93N00 036	\$3,400	<i>Monthly, % complete of Lump Sum</i>		
Task 13.2 –Utility/Access Easement Exhibit: Palm Street at Parcel TIN 93N00 036	\$750	<i>Monthly, % complete of Lump Sum</i>		

Task 13.3 – Underground Utility Location: Palm Street at Parcel TIN 93N00 036	\$900	<i>Monthly, % complete of Lump Sum</i>		
Task 14 – Pre-Construction Staking	\$5,000	<i>Monthly, % complete of Allowance</i>		
Task 15 – Boundary & Topographic Survey: TIN 93N00 038 A (If Required)	\$1,800	<i>Monthly, % complete of Lump Sum</i>		
Task 16.1 – As-Builts & Consolidation Plat	\$9,500	<i>Monthly, % complete of Lump Sum</i>		
Task 16.2 Right of Way Abandonment / Dedication Exhibits	\$1,500	<i>Monthly, % complete of Lump Sum</i>		

Task Total: \$175,050

IN WITNESS WHEREOF, the Agreement is accepted on the later date written below, subject to the terms and conditions stated above and the aforementioned Agreement.

CLIENT City of Holly Springs

SOUTHEASTERN ENGINEERING, INC.

Signed _____

Signed _____

Name (Typed) Steven W. Miller

Name (Typed) Chad W. Epple

TITLE Mayor

TITLE V-President

DATE January 7, 2019

DATE Jan 4th 2019

ATTACHMENT A

EXCLUSIONS:

This agreement does not include the following:

- ☒ Zoning or zoning modification applications and coordination
- ☒ GDOT or other agency coordination
- ☒ Community coordination meetings
- ☒ Graphic design
- ☒ Traffic engineering services
- ☐ Land surveying services
- ☒ Structural engineering and inspection
- ☒ Soil testing/geotechnical analysis of existing soils or levels of compaction
- ☒ Subsurface utility location and/or investigation
- ☒ Utility capacity analyses
- ☒ Offsite utility evaluation and/or extension
- ☒ Offsite utility easements
- ☒ Utility coordination
- ☒ SBV - variance through EPD and/or local jurisdiction
- ☒ Offsite silt study
- ☒ Dam breach
- ☒ FEMA coordination and/or letter of Map Revision
- ☒ MS4 requirements
- ☒ Architectural services
- ☒ Landscape architectural services
- ☒ Irrigation design
- ☒ Tree survey and/or as-builts
- ☒ Planting plans
- ☒ Inspecting and/or placing plants on site
- ☒ State waters and/or wetland location, delineation and/or permitting through USACE
- ☒ Preparation of Storm Water Management, Inspection and Maintenance Agreement or similar/related documents
- ☒ LDP submittal or revisions
- ☐ Final plat submittal or revisions
- ☒ Cost estimates or Quantity take offs
- ☒ Construction management, contract administration or price/cost negotiations of construction work
- ☒ Settlement of disputes of claims due to contractor default or insolvency or discontinuation of work
- ☒ Maintenance services (post-construction or otherwise)

ATTACHMENT B

HOURLY RATE SCHEDULE:

Services shall be invoiced according to the following rates:

Environmental Personnel:

Environmental Scientist I :	\$85/hr.
Environmental Services Manager:	\$125/hr.

Planning and Landscape Architecture Personnel:

Administrative:	\$60/hr.
Technician:	\$60/hr.
Land Planner:	\$125/hr.
Landscape Architect:	\$125/hr.

Engineering Personnel:

Administrative:	\$60/hr.
Technician:	\$60/hr.
Designer I:	\$75/hr.
Designer II:	\$95/hr.
Designer III:	\$115/hr.
Engineer I:	\$90/hr.
Engineer II:	\$110/hr.
Engineer III:	\$135/hr.
Project Manager:	\$155/hr.
Director/Principal:	\$250/hr.

Hourly* Surveying Personnel:

Field Crew: (1 Man)	\$90/hr.
Field Crew: (2 Man)	\$150/hr.
Field Crew: (3 man)	\$195/hr.
Survey Technician 1:	\$75/hr.
Survey Technician 2:	\$85/hr.
Survey Technician 3:	\$95/hr.
Administrative:	\$60/hr.

**Overtime rates = 1.5 x standard rates*

Salary Surveying Personnel (Overtime Exempt):

Survey Director: (PLS)	\$150/hr.
Project Manager: (PLS)	\$140/hr.
Associate Project Manager: (LSIT)	\$115/hr.
Field Coordinator:	\$110/hr.

Note: Personnel include direct and contract employees.

ATTACHMENT C

Construction Staking

****Construction staking includes the one time staking of the following;**

Clearing Limits – Flagging will be placed at 50 foot intervals and major breaks. Lines between stakes/flags may or may not be cleared. If requested, the client/contractor will be furnished a print showing the computed clearing limits. An initial meeting to discuss, walk or clarify clearing limits between Surveyor, the client and/or contractor will be done at no additional charge. Subsequent meetings and trips for clarification or re-staking after clearing has begun will be charged at hourly rates.

Detention/Sediment Ponds - Ponds will be staked in a two step process:

1. **Rough staking.**

Slope stakes will be placed at 50 foot intervals and major break lines around perimeter of pond showing cuts and distances to the bottom of the pond. Along the dam, slope stakes will be set showing cuts/fills and distances to back edge of dam.

2. **Finish Staking.**

Stakes will be set along the top rim of pond and along inside toe of slope at appropriate distances. If needed, additional stakes will be set at floor of pond. Stake line and grade for outlet structure(s).

Slope Stakes - Set stakes at roughly 50 foot intervals along tops or toes of roadway slopes after clearing is complete. If required, slope stakes will be placed on 10 foot offsets. The following information will be written on the front of the stake:

1. Cut or Fill (expressed in feet and tenths of feet) from ground at stake to the finished shoulder point.
2. Slope ratio.
3. Distance (expressed in feet and tenths of feet) from ground at stake to the finished shoulder point.

An initial meeting to discuss, walk or clarify slope stakes between Surveyor, the Client and/or contractor will be done at no additional charge. Subsequent meetings and trips for clarification or re-staking after grading has begun will be charged at hourly rates.

****Once slope staking begins an assessment will be made as to the accuracy of the topography map provided. The proposed clearing limits and toe of slope closely coincide and any topography error may result in additional clearing. SEI will notify you immediately should problems arise.**

Pad Staking – If requested SEI will provide two stakes along lot line grade breaks, one at the front setback line and one at the rear setback line. Cut/Fill information shown will have the low and high side cut/fills marked accordingly.

An initial meeting to discuss or clarify pad stakes between Surveyor, the Client and/or contractor will be done at no additional charge. Subsequent meetings and trips for clarification or re-staking after grading has begun will be charged at hourly rates.

Centerline of Roadway (Rough) - Stake centerline with cut/fill information to finish grade every 50 feet and at intersections.

Sanitary Sewer - Sanitary sewer centerlines will be staked with 15 foot and 25 foot offsets unless site conditions require longer offsets. The 15 foot offset will contain the following information:

1. Cuts from top of offset stake (or hub) to downstream invert of proposed pipes.
2. Cuts or fills from top of stake (or hub) to top of proposed manhole.

All lateral locations or cleanout locations will be staked with no offsets.

ATTACHMENT C (CONTD.)

Storm Sewer - Storm sewer will be staked with 15 foot and 25 foot offsets unless site conditions require longer offsets. Back of curb will be staked at each catch basin. The 20 foot offset will contain the following information:

1. Cuts from top of offset stake (or hub) to downstream invert of proposed pipes.
2. Cuts or fills from top of stake (or hub) to top of proposed storm structure.

Centerline of Roadway (Final) - Stake centerline with cut/fill information to finish grade every 50 feet and at intersections.

Curb - Set 1" x 2" x 18" stakes at 50 foot intervals at 4 foot offsets of curb line. All major break points such as PC, PT and End of Radius and radius points will be staked. No cut/fill will be marked.

Temporary Lot Corners - Temporary front lot corner stakes will be placed at each lot for utility placement. Additionally SEI will paint lot numbers on the curbing.

Retaining Walls - Face of wall locations will be staked with one point at each corner and one intermediate point on each of the longest sides. 15' and 25' offset stakes will be provided for each point stake. Elevation information will be placed on the 25 foot offset stake and cut/fill information will be placed on the 15 foot offset stake.

SEI will require final permit CAD files prior to staking

Staking procedure and notification

In order to serve our clients more effectively, we ask that staking requests be made 36 hours in advance and that the staking requested for that day be a minimum of 6 hours of work. We also understand that these requests cannot always be met and urgent problems may arise, SEI will accommodate these requests to the best of our ability.

Holly Springs Downtown Development Authority
Meeting Minutes
December 19, 2018

Members Present: Vice Chairman Kevin Moore, Secretary Christopher DeLuca, Phyllis Long, and Councilman Kyle Whitaker.

Staff Present: City Manager Robert H. Logan, Deputy Chief Tommy Keheley, and Assistant City Clerk Donna Sanders.

Roll Call – Chairman Steve Adcock, Treasurer Sonia Carruthers, and Tim Downing were absent.

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

Treasurer's Report

City Manager Robert H. Logan presented the Treasurer's Report for October and November 2018.

Secretary DeLuca made a motion to approve the October and November 2018 financial report. Councilmember Whitaker seconded the motion. Motion carried 4-0.

Unfinished Business

None to discuss.

New Business

City Manager Robert H. Logan presented the 2019 Proposed Budget for the Fiscal Year 2019. Mr. Logan said the Commission may change any line items.

Secretary DeLuca asked about training for 2019. Mr. Logan said the training is for anyone that would like to attend. Mr. Logan said training is offered through the Georgia Municipal Association.

Phyllis Long made a motion to approve the 2019 Proposed Budget for the Fiscal Year 2019. Secretary DeLuca seconded the motion. Motion carried 4-0.

City Manager Robert H. Logan discussed transferring money from the operating account at Ameris Bank into a certificate of deposit. Mr. Logan said the Downtown Development Authority has about \$92,000 in the checking account and suggested transferring some of the money into a certificate of deposit to earn interest.

Secretary DeLuca motioned to table transferring the money into a certificate of deposit until 2019. Phyllis Long seconded the motion. Motion carried 4-0.

Phyllis made a motion to approve the 2018 Stormwater Statement in an amount not to exceed \$2,508. Secretary DeLuca seconded the motion. Motion carried 4-0.

City Manager Robert H. Logan discussed a proposal the City Council approved from Southern Environmental Services, Inc., in an amount of \$73,970, for demolition services for all of the remaining structures, utilities, and ancillary structures on the Downtown Development Authority property for the Town Center. Mr. Logan said the demolition is slated to begin early next year. Mr. Logan said survey work is being done at the intersection of Palm Street and Walnut Street as well as water monitoring and an asbestos survey before demolition can begin.

Mr. David Edwards with Odyssey Development said all the bids were based on the contractors reclaiming the steel and aluminum from the demolition site and getting the best price. Mr. Edwards said Southern Environmental Services, Inc. was the lowest bid by nearly half. Mr. Edwards said there is a lot of concrete on the property since it was used for concrete companies to dump and clean out. Mr. Edwards said the concrete will be crushed and stored on site to be used for vehicle-temporary construction access.

No action taken.

City Manager Robert H. Logan gave an overview on the update of the Town Center Green Space schematic design by Tunnell-Spangler-Walsh & Associates d/b/a TSW.

No action taken.

Phyllis Long made a motion to approve the October 11, 2018 meeting minutes. Councilmember Whitaker seconded the motion. Motion carried 4-0.

Councilmember Whitaker made a motion to enter into Executive Session for the purpose of real estate. Phyllis Long seconded the motion. Motion carried 4-0.

Councilmember Whitaker made a motion to return from Executive Session. Secretary DeLuca seconded the motion. Motion carried 4-0.

Councilmember Whitaker made a motion to adjourn. Secretary DeLuca seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted,

Steven Adcock, Chairman

Date

Attest:

Donna Sanders, Assistant City Clerk