



## Utility Committee Meeting

### AGENDA

September 5, 2017

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#### I. CALL TO ORDER

#### II. MATTERS BEFORE COMMITTEE

1. [Presentation - Clearwater / GMC Engineering](#)
2. [Approval - Roof Repair at older Water Treatment Plant Building on Marable Street](#)
3. [Purchase - Materials for Natural Gas Main Replacement](#)
4. [Approval - Contracting Services for Natural Gas Main Replacement](#)
5. [Approval - Contracting Services for Natural Gas Main Reroute](#)
6. [Approval - Additional Services & Expenses for Natural Gas Main Reroute](#)
7. [Purchase - Altec Model AT37G with 2017 Dodge Ram 5500](#)
8. [Approval - CDBG 2018 Grant Administrator](#)
9. [Approval - CDBG 2018 Engineering Services](#)

#### III. ADJOURN



## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Presentation - Clearwater / GMC Engineering

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Presentation Outline](#)

# **OPERATION / ENERGY ASSESSMENT / WWTP OPTIMIZATION PRESENTATION TO MONROE CITY COUNCIL**

## **SEPTEMBER 5, 2017**

### **INTRODUCTION – GOODWYN, MILLS AND CAWOOD, INC.**

#### **BACKGROUND OF WASTEWATER TREATMENT PLANT**

- Originally constructed in 1992
- Upgraded in early 2000s to meet upcoming discharge limits
- Equipment approaching 20-30 year life, repair and maintenance required

#### **DESCRIPTION OF EXISTING PLANT**

- Influent Screens
- Grit Chamber
- Primary Clarifiers
- Biotowers
- Aeration Basin
- Secondary Clarifiers
- Chlorine Gas
- Anaerobic Digestion
- Sludge Drying Beds

#### **PROGRESS TO DATE**

- Presently in compliance
- Regularly replacing equipment
- Operation improved through optimization and equipment replacement
- Engineering analysis of plant (process, structural, and electrical)

#### **OBSERVATION**

- WWTP has capacity for City's growth
- WWTP is meeting and can meet discharge limits
- WWTP is efficiently designed with a few exceptions
- Much equipment needs to be replaced, upgraded

#### **RECOMMENDED ROUTE**

- Implement phased capital improvement plan
- Initiate a computer based maintenance system



## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Approval - Roof Repair at older Water Treatment Plant Building on Marable Street

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Roof Repair Info](#)



**To:** City Council

**From:** Rodney Middlebrooks, Director of Water & Gas  
Chris Bailey, Central Services Manager

**Department:** Water Treatment Plant

**Date:** 8/30/17

**Description:** A request is being made for the contracting of the repair/replacement of the roof of the older Water Treatment Plant Building on Marable Street. Bids were performed by Garland/DBS, Inc. using US Communities contracts. This group has performed the project management and bid process for City Hall, Community Building, and Art Guild recently. The lowest bid was \$237,548.00 by Horizon Roofing.

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**Budget Account/Project Name:** 2017 Water CIP Budget

**Funding Source:** 2017 Water CIP Budget

**Budget Allocation:** \$125,000.00

**Budget Available:** \$125,000.00

**Requested Expense:** \$237,548.00

**Company of Purchase:** Garland/DBS, Inc.

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***Recommendation:***

Staff recommends the approval of this request for the contracting of the repair/replacement of the roof of the older Water Treatment Plant Building on Marable Street. Bids were performed by Garland/DBS, Inc. using US Communities contracts. This bid follows procurement policy guidelines by using State/Federal Contract bidding procedures.

***Background:***

It is the practice of the City of Monroe to continually upgrade and repair buildings as needed in the City of Monroe.

***Attachment(s):***

Quotation/Bid – 6 pages

Pictures – 5 pages



Garland/DBS, Inc.  
 3800 East 91<sup>st</sup> Street  
 Cleveland, OH 44105  
 Phone: (800) 762-8225  
 Fax: (216) 883-2055



## ROOFING MATERIAL AND SERVICES PROPOSAL

City of Monroe  
 Water Treatment Plant Building A  
 205 E Marable Street  
 Monroe, GA 30655

Date Submitted: 8/30/2017

Proposal #: 25-GA-170943

MICPA # 14-5903

Georgia General Contractor License #: GCCO003281

**Please Note:** The following estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

### **Scope of Work: Building A Roof Replacement**

#### Preparation

- 1 Tear off the existing roof system down to the concrete deck and metal deck. Remove only as much roofing as can be covered in the same day.
- 2 Deck Preparation:
  - a. Concrete Deck – Ensure the concrete is dry and free of debris before proceeding.
  - b. Metal Deck – Replace any damaged, missing, or unsafe metal decking at an additional cost per sqft. A per sqft cost line item will be on the bid form.

#### Vapor Barrier

- 3 Installation of the vapor barrier to follow:
  - a. Concrete Deck:
    - i. Prime the deck with asphalt primer and allow to dry.
    - ii. Install one ply of Ultra-Shield Mod Bit Torch Base Sheet over the concrete deck per the data sheets and specifications.
  - b. Metal Deck:
    - i. Install a new layer of ½” Securock board, mechanically attached over the metal deck per the engineered fastening pattern and wind uplift calcs provided.
    - ii. Install one ply of Ultra-Shield Mod Bit Torch Base Sheet over the concrete deck per the data sheets and specifications.

- 4 Install one ply of Ultra-Shield Mod Bit Torch Base Sheet on all walls, curbs, and details per data sheets, specifications, and details provided.

### Insulation

- 5 Install new (R-20 average) Full Tapered ISO insulation w/ ¼" minimum slope, down over the vapor barrier using Deck Grabber E HR foam adhesive in the approved fastening pattern as provided by the wind uplift calculations.
- 6 Adhere down a ½" inch DensDeck board over the ISO using Deck Grabber E HR foam adhesive, using the specified fastening pattern as provided by the wind uplift calculations.
- 7 At parapet walls, units, and thru-wall scuppers, install appropriate crickets to accommodate best drainage as possible to roof drains.
- 8 Install sumps at all thru-wall scuppers to provide positive drainage.
- 9 Install non combustible perlite or glass fiber cant strips at all wall/curb detail treatments where angle changes are greater than 45 degrees. This is to be set in mastic.

### Roof System

- 10 Install one ply of StressBase 80 mod bit base sheet over the coverboard using Weatherking cold process adhesive at a rate of 2-2.5 gal per square.
  - a. Before installation, cut base sheets to 18' and allow sheets to relax.
  - b. Install 80 mil SBS base sheet in cold process adhesive at 2 gal per square. Shingle laps in proper direction to shed water on each large area of roofing.
  - c. Subsequent rolls of base sheet shall be installed across the roof with a minimum of 4" side laps and 8" end laps. The end laps shall be staggered 12" minimum.
  - d. Allow the base sheets to cure at least thirty minutes before installing the cap sheet. However, the modified membrane must be installed the same day as the base ply – no phasing.
- 11 Install one ply of VersiPly Mineral mod bit cap sheet over the base sheet using Weatherking cold process adhesive at a rate of 2-2.5 gal per square.
  - a. Before installation, roll out the cap membrane and allow them to relax.
  - b. Install new Mineral Surfaced SBS Modified Membrane to the base sheet in cold process adhesive at two gallons per square. Shingle laps in proper direction to shed water on each large area of roofing.
  - c. The roll must push a puddle of adhesive in front of it and care should be taken to eliminate air entrapment under the membrane. Any fish mouths must be patched appropriately.
  - d. Subsequent rolls of modified shall be installed across the roof as above with a minimum of 4" side laps and 8" end laps. The end laps shall be staggered 12" minimum. The modified membrane shall be laid in the same direction as the underlayment, but the laps shall not coincide with the laps of the base layers.
  - e. Heat weld side and end laps using hot air gun, ensuring pencil thin bleed out.

Flashings

- 12 Install new 2-ply base flashings to all curbs and walls using the same rolls as above using Weatherking Flashing cold process adhesive at a rate of 4-6 gal per ply per square. Heat weld the horizontal lap only.
- 13 Terminate the top of the flashings using a tbar. Three course all vertical base flashing laps using Flashing Bond and 6" Garmesh. Three course the termination bar using Flashing Bond and Garmesh.
- 14 Install new boots, pitch pans, etc. on all details as shown on roof details and specifications provided.

Metal Works

- 15 Remove existing metal coping, thru-wall scupper, conductor heads, and downspouts and dispose of them.
- 16 Install new pre-fabricated 24-gauge Kynar Coated R-Mer Edge Coping on all parapet walls per details provided.
- 17 Fabricate and install new thru-wall scupper to fit the existing thru-wall hole in the building. These to be fabricated using 24 gauge Kynar coated metal flat stock. Follow all details provided for flashing.
- 18 Fabricate and install new conductor heads downspouts at all existing downspout locations with equal size replacements. These to be formed using 24 gauge Kynar coated metal flat stock.
- 19 Install new counter flashings as needed around the roof at all non-parapet walls and on all curbs. This to be formed using 24 gauge Kynar coated metal flat stock.
- 20 Fabricate and install a new two piece metal expansion joint cap on the expansion joint using 24 gauge Kynar coated metal flat stock.

Surfacing

- 21 Allow installed roof system 30 days of curing time before installation of coating system.
- 22 During this 30 day period, contractor and manufacturer's representative to inspect roof and discuss coating applications.
- 23 At end of 30 days wait period, apply Aluminizer Base Coat at a rate of .75 gallon per 100 square feet to entire field and flashings.
- 24 Within 72 hours from application of Base coat, Apply Aluminizer Top Coat at rate of .75 gallons per 100 square feet to entire field and flashings.
- 25 No foot traffic allowed on coated areas for 48 hours after application.

Misc. Details

- 26 Replace all wood sleepers with new generic rubber sleepers.
- 27 Replace all damaged storm collars and metal clamps as necessary.
- 28 Provide a 3 yr labor warranty from the contractor installing the roof system.

## Line Item Pricing

| Item #   | Item Description  | Unit Price | Quantity | Unit | Extended Price |
|----------|---|------------|----------|------|----------------|
| 2.05     | Tear-off & Dispose of Debris: SYSTEM TYPE BUR W/ Insulation and Mineral Surfacing - Metal Deck  | \$ 1.82    | 1,600    | SF   | \$ 2,912       |
| 2.08     | Tear-off & Dispose of Debris: SYSTEM TYPE BUR W/ Insulation and Mineral Surfacing - Concrete Deck   | \$ 1.82    | 6,100    | SF   | \$ 11,102      |
| 6.16.01  | Roof Deck and Insulation Option: METAL ROOF DECK - COLD PROCESS APPLICATION - INSULATION OPTION: - Mechanically Fasten Polyisocyanurate / Adhere High Density Asphalt Coated Wood Fiber with Insulation Adhesive to Provide an Average R-Value of 20 In Compliance FM 1-90 Requirements   | \$ 3.22    | 1,600    | SF   | \$ 5,152       |
| 6.20.01  | Roof Deck and Insulation Option: CONCRETE ROOF DECK - COLD PROCESS APPLICATION - INSULATION OPTION: - Adhere Polyisocyanurate in Insulation Adhesive / Adhere High Density Asphalt Coated Wood Fiber with Insulation Adhesive to Provide an Average R-Value of 20 In Compliance FM 1-90 Requirements  | \$ 4.16    | 6,100    | SF   | \$ 25,376      |
| 4.47     | Insulation Recovery Board & Insulations Options: INSULATION SUBSTITUTION OPTION Substitute 1/2" Treated Gypsum Insulation Board with Glass-Mat (e.g. DensDeck / Securock / Equal) in Place of the Wood Fiber or Perlite - Adhered with Insulation Adhesive  | \$ 0.63    | 7,700    | SF   | \$ 4,851       |
| 4.53     | Insulation Recovery Board & Insulations Options: INSULATION SLOPE OPTION Provide a 1/4" Tapered Polyisocyanurate Insulation System while Maintaining the Average R-Value Including Tapered Crickets; Adhered with Insulation Adhesive   | \$ 5.43    | 7,700    | SF   | \$ 41,811      |
| 12.12.02 | 2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Modified Base Sheet Adhered in Cold Process Modified Asphalt: BASE PLY OPTION: - ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - 220 lbf/in tensile | \$ 3.83    | 7,700    | SF   | \$ 29,491      |

|          |   |          |        |    |            |
|----------|---|----------|--------|----|------------|
| 12.32.02 | 2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY)<br>PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION<br>1 Ply Mineral Surfaced Cap Sheet Adhered in Cold Process Modified Asphalt: ROOFING MEMBRANE OPTION: - ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - Minimum of 220 lbf/in tensile   | \$ 4.69  | 7,700  | SF | \$ 36,113  |
| 20.11.02 | NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: ROOF FLASHINGS FOR MODIFIED & COAL TAR PITCH ROOF SYSTEMS:<br>Minimum 1 Ply of Base Flashing and Mineral Cap Sheet Installed in Hot ASTM D 312 Type III or IV Asphalt:FLASHING OPTION: - BASE PLY: SBS Modified Fiberglass Reinforced Base Flashing Ply w/ Tensile Strength of 215 lbf/in tensile (ASTM D 5147); TOP PLY: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - 220 lbf/in tensile | \$ 14.66 | 3,500  | SF | \$ 51,310  |
| 20.999   | NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: ROOF FLASHINGS FOR MODIFIED & COAL TAR PITCH ROOF SYSTEMS:<br>Minimum 1 Ply of Base Flashing and Mineral Cap Sheet Installed in Hot ASTM D 312 Type III or IV Asphalt: - PER SQUARE FOOT COSTS - INSTALLING IN COLD PROCESS FLASHING ADHESIVE<br>Substitute Hot Asphalt Application for Cold Process Flashing Adhesive Application of Flashings  | \$ 6.49  | 3,500  | SF | \$ 22,715  |
| 5.31     | Coat New Roofing With Elastomeric Coating: ROOF SYSTEM TYPE<br>Apply an Aluminum Coating per Specifications (1 Gallon per Square per Coat - 2 Coats Required) - Smooth or Mineral Surfaced Modified   | \$ 1.54  | 11,200 | SF | \$ 17,248  |
|          | <b>Metal Stretch-Out:</b> 24" 24 Gauge Kynar Coping with Four (4) Bends   | \$ 11.67 | 860    | LF | \$ 10,036  |
|          | <b>Sub-Total Prior to Multipliers:</b>  |          |        |    | \$ 258,117 |
| 22.11    | JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB:<br>MULTIPLIER - LIMITED / OBSTRUCTED / DIFFICULT ROOF ACCESS<br>Multiplier Applied when Access to the Roof is Limited to Specific Entry Points, Equipment & Materials Cannot be Lifted by Crane on the Roof, or Access is Dependent Upon Road Closure   | 30%      |        | %  | \$ 77,435  |

|       |   |     |   |                   |
|-------|---|-----|---|-------------------|
| 22.46 | JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB:<br>MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF<br>Multiplier Applied when Roof Size is Less than 20,000 SF, but Greater than 10,000 SF<br>Fixed Costs: Equipment, Mobilization, Demobilization, Disposal, & Set-Up Labor are Not Completely Absorbed Across Roof Area | 15% | % | \$ 38,718         |
|       | <b>TOTAL:</b>   |     |   | <b>\$ 374,270</b> |

**Building A Roof Replacement:**

**Total Maximum Price of Line Items under the MICPA:** \$ 374,270

**Proposal Price Based Upon Market Experience:** \$ 237,548

**Competitive Bid Results:**

|                         |                   |
|-------------------------|-------------------|
| <b>Horizon Roofing</b>  | <b>\$ 237,548</b> |
| <b>Ben Hill Roofing</b> | <b>\$ 327,889</b> |
| <b>Veteran Builders</b> | <b>\$ 422,658</b> |

**Unforeseen Site Conditions:**

Damaged Deck Replacement \$ 5.42 per Square Foot

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 12/31/2017.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

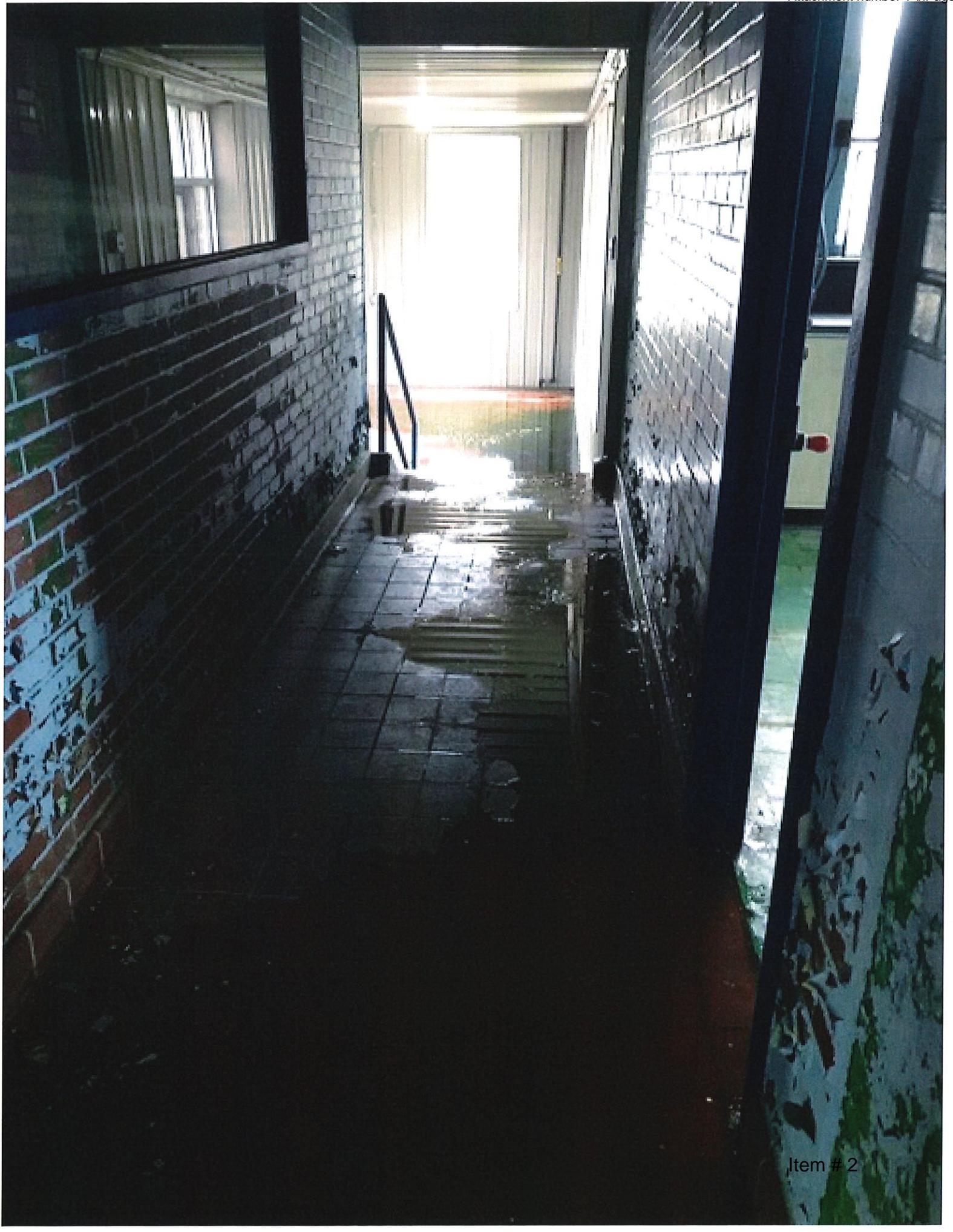
Respectfully Submitted,

*Matt Egan*

Matt Egan  
Garland/DBS, Inc.  
(216) 430-3662



Item # 2



Item # 2



Item # 2



Item # 2



Item # 2



## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Purchase - Materials for Natural Gas Main Replacement

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Gas Main Replacement Materials](#)



**To:** City Council

**From:** Rodney Middlebrooks, Director of Water & Gas  
Chris Bailey, Central Services Manager

**Department:** Natural Gas

**Date:** 8/30/17

**Description:** A request is being made for the purchase of material to replace existing steel natural gas mains in the Roosevelt areas. The lowest bid came from Consolidated Pipe & Supply Company, Inc at \$18,923.25. This continues the replacement of existing steel natural gas mains as proposed in the overall CIP budgetary plan.

---

**Budget Account/Project Name:** 2017 Natural Gas CIP Budget

**Funding Source:** 2017 Natural Gas CIP Budget

|                           |              |  |
|---------------------------|--------------|--|
| <b>Budget Allocation:</b> | \$140,000.00 |  |
| <b>Budget Available:</b>  | \$140,000.00 |  |
| <b>Requested Expense:</b> | \$18,923.25  | <b>Company of Purchase:</b> Consolidated Pipe & Supply Company, Inc. |

***Recommendation:***

Staff recommends the approval of this request to purchase of material to replace existing steel natural gas mains in the Roosevelt areas. This request provides only two (2) bids by lack of suppliers to provide gas pipe and materials, and one (1) bid was submitted incomplete.

***Background:***

It is the practice of the City of Monroe to continually replace existing steel natural gas mains to further enhance the safety of the overall natural gas system, and provide for more cost-efficient maintenance.

***Attachment(s):***

Quotations – 4 pages

C O N S O L I D A T E D   P I P E   A N D   S U P P L Y   C O . ,   I N C .  
C U S T O M E R   Q U O T E

194 Hurricane Shoals Rd.  
Lawrenceville GA 30046

Quote Nbr: 179177 000  
Quote Date: 8/15/2017

Page 1

0022 - PAUL ROOT  
Phone 770-822-9664  
Fax 770-822-9323

Job: ROOSEVELT

Toll Free 800-844-9585

Bid Date: 8/15/2017

260298 - MONROE CITY OF - A/P  
MONROE UTILITIES  
P O BOX 1249  
MONROE GA 30655

Good Until: 9/15/2017  
To: CHAD  
Email: cgravette@MonroeGA.gov

| Line | Qty    | Item   | Size/Wall/Description                         | Price       | Extended Price |
|------|--------|--------|---|-------------|----------------|
| 1    | 5000.0 | 208331 | 2 DRISPLX SDR11 PE2708 6500<br>GAS PIPE 500   | 0.78 FT     | 3,900.00       |
| 2    | 3000.0 | 211325 | 4 DRISPLX SDR11 2708 6500 GAS<br>PIPE 500     | 2.74 FT     | 8,220.00       |
| 3    | 8000.0 | 217426 | #12 YELLOW TRACING WIRE PE30<br>SOLID 500     | 0.12 FT     | 960.00         |
| 4    | 60.0   | 243051 | 2X1/2 IPEX .090 528004 TT<br>KNOCK ON         | 21.00 EA    | 1,260.00       |
| 5    | 5.0    | 255544 | 4X1/2 IPEX 528018 IPSXCTS EF<br>TT            | 27.00 EA    | 135.00         |
| 6    | 65.0   | 216089 | 1/2 PERF/EFV 51474 090<br>3408/4710 CPLG FLP4 | 24.95 EA    | 1,621.75       |
| 7    | 2.0    | 221187 | 4X2 IPEX 3408/4710 EF/US TT<br>228025         | 84.00 EA    | 168.00         |
| 8    | 1.0    | 226351 | 2 KEROTEST SDR11 2406 POLY VAL<br>99042011    | 61.00 EA    | 61.00          |
| 9    | 5.0    | 200065 | 2 PERPIPE SDR11 2708 BF TEE                   | 6.00 EA     | 30.00          |
| 10   | 1.0    | 202325 | 4 MUL H17261 LINE STP FTG                     | 1,750.00 EA | 1,750.00       |
| 11   | 1.0    | 94522  | 4 STD SA234WPB SMLS 90 LR EL<br>08            | 30.00 EA    | 30.00          |
| 12   | 1.0    | 200636 | 4 PERF SDR11 703102 2708 WLD<br>TRANS         | 115.00 EA   | 115.00         |

## C O N S O L I D A T E D   P I P E   A N D   S U P P L Y   C O . ,   I N C .

## C U S T O M E R   Q U O T E

Quote Nbr: 179177 000

Quote Date: 8/15/2017

Page 2

| Line | Qty  | Item   | Size/Wall/Description              | Price     | Extended Price |
|------|------|--------|------------------------------------|-----------|----------------|
| 13   | 1.0  | 200092 | 2 MUL H17155 LINE STP FTG          | 140.00 EA | 140.00         |
| 14   | 1.0  | 90474  | 2 STD SA234WPB SMLS CAP 08         | 13.00 EA  | 13.00          |
| 15   | 1.0  | 90478  | 4 STD SA234WPB SMLS CAP 08         | 19.50 EA  | 19.50          |
| 16   | 20.0 | 287217 | 2 IPEX 3408/4710 EF CPLG<br>128028 | 9.00 EA   | 180.00         |
| 17   | 10.0 | 287233 | 4 IPEX 128030 3408/4710 EF<br>CPLG | 32.00 EA  | 320.00         |

Total:

18,923.25

Shipment: FOB Destination, Freight prepaid and Allowed







## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Approval - Contracting Services for Natural Gas Main Replacement

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Gas Main Replacement Contracting Services](#)



**To:** City Council  
**From:** Rodney Middlebrooks, Director of Water & Gas  
 Chris Bailey, Central Services Manager  
**Department:** Natural Gas  
**Date:** 8/30/17  
**Description:** A request is being made for the contracting of services to replace existing steel natural gas mains in the Roosevelt areas. The lowest bid came from Harrison & Harrison, Inc at \$143,800.01. This continues the replacement of existing steel natural gas mains as proposed in the overall CIP budgetary plan.

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**Budget Account/Project Name:** 2017 Natural Gas CIP Budget

**Funding Source:** 2017 Natural Gas CIP Budget

|                           |              |  |
|---------------------------|--------------|--|
| <b>Budget Allocation:</b> | \$140,000.00 |  |
| <b>Budget Available:</b>  | \$140,000.00 |  |
| <b>Requested Expense:</b> | \$143,800.01 |  |

**Company of Purchase:** Harrison & Harrison, Inc.

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**Recommendation:**

Staff recommends the approval of this request to contracting of services to replace existing steel gas mains in the Roosevelt areas. This request follows procurement policy by requiring for sealed bids due to the pricing of the project being greater than \$100,000.00. Bids were made available from July 10<sup>th</sup> to August 10<sup>th</sup>, and three (3) submissions were provided.

**Background:**

It is the practice of the City of Monroe to continually replace existing steel natural gas mains to further enhance the safety of the overall natural gas system, and provide for more cost-efficient maintenance.

**Attachment(s):**

Quotation Sheet – 1 page

| Company                   | Organizational Profile | References | A | B | C | D | Business License | Insurance | Signatures | OQ Requirements | Drug & Alcohol Documents | Project Schedule | Assumption & Exceptions | Proposed Cost | Recommendation |
|---------------------------|------------------------|------------|---|---|---|---|------------------|-----------|------------|-----------------|--------------------------|------------------|-------------------------|---------------|----------------|
| D. Lance Souther, Inc.    | X                      | X          | X | X | X | X | X                | X         | X          | X               | X                        | X                | FINANCIALS              | \$301,665.00  | NO             |
| Pike Electric, LLC        | X                      | X          | X | X | X | X | X                | X         | X          | X               | X                        | X                | X                       | \$159,935.00  | NO             |
| Mastec, Inc.              |                        |            |   |   |   |   |                  |           |            |                 |                          |                  |                         | NO BID        | NO             |
| Harrison & Harrison, Inc. | X                      | X          | X | X | X | X | X                | X         | X          | X               | X                        | X                | N/A                     | \$143,800.01  | YES            |

References - 5 minimum

Form A - Checklist

Form B - E-Verify

Form C - Non-Collusion

Form D - Debarment & Suspension

Form E - Project Costs

Insurance - requirements per ITB



## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Approval - Contracting Services for Natural Gas Main Reroute

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Gas Main Reroute Contracting Services](#)



**To:** City Council  
**From:** Rodney Middlebrooks, Director of Water & Gas  
 Chris Bailey, Central Services Manager  
**Department:** Natural Gas  
**Date:** 8/30/17  
**Description:** A request is being made for the contracting of services to remove the natural gas main from the Highway 78 bridge crossing, to then reroute underneath Highway 78 to the connection point at the natural gas take station on the corner of Sorrells Street and Highway 11. The lowest bid came from D. Lance Souther, Inc. at \$505,106.25. This follows the plan and requirement to remove the natural gas main on the Highway 78 bridge crossing as proposed in the CIP budgetary plan.

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**Budget Account/Project Name:** 2017 Natural Gas CIP Budget

**Funding Source:** 2017 Natural Gas CIP Budget

**Budget Allocation:** \$360,000.00

**Budget Available:** \$360,000.00

**Requested Expense:** \$505,106.25      **Company of Purchase:** D. Lance Souther, Inc.

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***Recommendation:***

Staff recommends the approval of this request for the contracting of services to remove the natural gas main from the Highway 78 bridge crossing, to then reroute underneath Highway 78 to the connection point at the natural gas take station on the corner of Sorrells Street and Highway 11. This request follows procurement policy guidelines by requiring sealed bids. Three (3) companies gained plan documents and two (2) submitted final bids.

***Background:***

It is the practice of the City of Monroe to continually replace existing steel natural gas mains to further enhance the safety of the overall natural gas system, and provide for more cost-efficient maintenance.

***Attachment(s):***

Recommendation Letter – 2 pages

**Goodwyn Mills Cawood**

6120 Powers Ferry Rd NW  
Suite 350  
Atlanta, GA 30339

T (770) 952-2481  
F (770) 955-1064

[www.gmcnetwork.com](http://www.gmcnetwork.com)

August 28, 2017

Rodney Middlebrooks  
Utilities Director  
**City of Monroe**  
215 North Broad Street  
Monroe, GA 30655

RE: Bids Received  
Gas Main Crossing State Highway 78

Dear Mr. Middlebrooks:

Goodwyn Mills and Cawood, Inc. (GMC) has reviewed the bids for the City of Monroe Gas Main Crossing State Highway 78 project, received by the City of Monroe on August 24, 2017 at 2:00 pm. Enclosed is a tabulation of the bids received.

After reviewing the bid proposals, GMC recommends awarding the contract to the low bidder, D. Lance Souther, Inc. in the amount of \$505,106.25.

Enclosed are four (4) copies of the Notice of Award along with the Agreement and Notice to Proceed. If the City concurs with GMC's recommendation please sign all four copies of the documents, but do not date them, and return all documents to GMC's office at 6120 Powers Ferry Rd NW, Suite 350, Atlanta, GA 30339. At that time, GMC will transmit the contract documents to the contractor with instructions to obtain the Payment Bond, Performance Bond, and insurance certificates. This will not give the contractor the authority to begin construction. After receipt of these documents from the contractor and a satisfactory review by GMC, a pre-construction conference will be scheduled. All documents will then be executed and dated, and the Notice to Proceed will be issued to begin construction.

Please contact me if you have any questions regarding the post-bid procedures.

Sincerely,

Goodwyn, Mills and Cawood Inc.

A handwritten signature in blue ink that reads "Tim Blaydes".

Tim Blaydes, PE  
Senior Project Manager

Enclosure(s)



CITY OF MONROE GAS MAIN  
 CROSSING STATE HIGHWAY 78  
 BID DATE: AUGUST 24, 2017  
 DUE: 2:00 P.M.



Part 1

| Item No.                 | Description  | Estimated Quantity | Unit of Measure | D. Lance Souther, Inc. |               | Harrison & Harrison, Inc. |               |
|--------------------------|--|--------------------|-----------------|------------------------|---------------|---------------------------|---------------|
|                          |  |                    |                 | Unit Price             | Total Price   | Unit Price                | Total Price   |
| 1.                       | Mobilization & Demobilization  | 1                  | LS              | \$ 2,000.00            | \$ 2,000.00   | \$ 13,000.00              | \$ 13,000.00  |
| 2.                       | Traffic Control  | 1                  | LS              | \$ 3,000.00            | \$ 3,000.00   | \$ 27,507.00              | \$ 27,507.00  |
| 3.                       | Construction Exit (Co)   | 1                  | EA              | \$ 1,000.00            | \$ 1,000.00   | \$ 500.00                 | \$ 500.00     |
| 4.                       | Grassing, Planting and Mulching (Ds1,Ds2 & Ds3)                                    | 1                  | LS              | \$ 4,000.00            | \$ 4,000.00   | \$ 1,000.00               | \$ 1,000.00   |
| 5.                       | Sediment Barrier (Sd1-NS, Sd1-S)   | 580                | LF              | \$ 4.00                | \$ 2,320.00   | \$ 2.10                   | \$ 1,218.00   |
| 6.                       | Sediment Barrier Inlet Sediment Trap (Sd2)   | 3                  | EA              | \$ 200.00              | \$ 600.00     | \$ 250.00                 | \$ 750.00     |
| 7.                       | Sediment Barrier Inlet Sediment Trap (Sd2-P)                                       | 1                  | EA              | \$ 400.00              | \$ 400.00     | \$ 100.00                 | \$ 100.00     |
| 8.                       | Trench Rock Blasting/Breaker and Excavation  | 50                 | CY              | \$ 300.00              | \$ 15,000.00  | \$ 200.00                 | \$ 10,000.00  |
| 9.                       | Horizontal Directional Drill Rock Excavation                                       | 200                | LF              | \$ 120.00              | \$ 24,000.00  | \$ 75.00                  | \$ 15,000.00  |
| 10.                      | 4" FBE X52 .219" WT High Pressure Steel Gas Main (Open Trench)                     | 2,081              | LF              | \$ 81.25               | \$ 169,081.25 | \$ 86.87                  | \$ 180,776.47 |
| 11.                      | 4" FBE X52 .219" WT High Pressure Steel Gas Main (Horizontal Directional Drill)    | 1,909              | LF              | \$ 95.00               | \$ 181,355.00 | \$ 93.89                  | \$ 179,236.01 |
| 12.                      | Hot Tap Existing 3" High Pressure Steel Gas Line                                   | 1                  | LS              | \$ 10,000.00           | \$ 10,000.00  | \$ 15,565.00              | \$ 15,565.00  |
| 13.                      | Remove and Replace Asphalt or Concrete Pavement (City Streets, Labor Only)         | 124                | LF              | \$ 75.00               | \$ 9,300.00   | \$ 112.90                 | \$ 13,999.60  |
| 14.                      | Crusher Run for asphalt replacement (Labor Only)                                   | 20                 | TN              | \$ 250.00              | \$ 5,000.00   | \$ 200.00                 | \$ 4,000.00   |
| 15.                      | Remove and Replace Fencing (All Types)   | 350                | LF              | \$ 12.00               | \$ 4,200.00   | \$ 10.00                  | \$ 3,500.00   |
| 16.                      | 4" Steel Ball Valves (High Pressure Class 600)                                     | 3                  | EA              | \$ 5,100.00            | \$ 15,300.00  | \$ 5,858.50               | \$ 17,575.50  |
| 17.                      | Pressure Testing   | 1                  | LS              | \$ 10,000.00           | \$ 10,000.00  | \$ 2,500.00               | \$ 2,500.00   |
| 18.                      | Remove Exist. Gas Main from SR 11 Bridge over US 78 / SR 10                        | 1                  | LS              | \$ 36,000.00           | \$ 36,000.00  | \$ 31,769.00              | \$ 31,769.00  |
| 19.                      | Mill Asphalt Pavement 1-1/2" Depth (GDOT Location)                                 | 300                | SY              | \$ 15.00               | \$ 4,500.00   | \$ 20.00                  | \$ 6,000.00   |
| 20.                      | 1-1/2" Recycled Asph. Conc. 12.5 mm Superpave, Level B (165 lb/SY) (GDOT Location) | 25                 | TN              | \$ 250.00              | \$ 6,250.00   | \$ 393.12                 | \$ 9,828.00   |
| 21.                      | 8" High Early Strength Concrete Trench Cap (GDOT Location)                         | 30                 | LF              | \$ 60.00               | \$ 1,800.00   | \$ 33.33                  | \$ 999.90     |
| Total Amount of Base Bid |  |                    |                 |                        | \$ 505,106.25 |                           | \$ 534,824.48 |

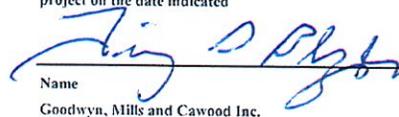
(In Figures)

(In Figures)

Additive Bid Items

| Item No. | Description                      | Estimated Quantity | Unit of Measure | D. Lance Souther, Inc. |             | Harrison & Harrison, Inc. |             |
|----------|----------------------------------|--------------------|-----------------|------------------------|-------------|---------------------------|-------------|
|          |                                  |                    |                 | Unit Price             | Total Price | Unit Price                | Total Price |
| 1.       | Sodding                          | 100                | SY              | \$ 18.00               | \$ 1,800.00 | \$ 14.85                  | \$ 1,485.00 |
| 2.       | Stabilization Stone (Labor Only) | 20                 | TN              | \$ 25.00               | \$ 500.00   | \$ 25.00                  | \$ 500.00   |

The undersigned certifies that this is a true and accurate tabulation of Bids received for the above project on the date indicated

  
 Name  
 Goodwyn, Mills and Cawood Inc.

Item # 5



## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Approval - Additional Services & Expenses for Natural Gas Main Reroute

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Gas Main Reroute Additional Services](#)



**To:** City Council

**From:** Rodney Middlebrooks, Director of Water & Gas  
Chris Bailey, Central Services Manager

**Department:** Natural Gas

**Date:** 8/30/17

**Description:** A request is being made for the additional services and expenses incurred for design, engineering, and bidding services to remove the natural gas main from the Highway 78 bridge crossing, to then reroute underneath Highway 78 to the connection point at the natural gas take station on the corner of Sorrells Street and Highway 11. The additional expense is \$23,700.00.

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**Budget Account/Project Name:** 2017 Natural Gas CIP Budget

**Funding Source:** 2017 Natural Gas CIP Budget

**Budget Allocation:** \$360,000.00

**Budget Available:** \$360,000.00

**Requested Expense:** \$23,700.00

**Company of Purchase:** Goodwyn Mills & Cawood, Inc.

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***Recommendation:***

Staff recommends the approval of this request for the additional services and expenses incurred for design, engineering, and bidding services to remove the natural gas main from the Highway 78 bridge crossing, to then reroute underneath Highway 78 to the connection point at the natural gas take station on the corner of Sorrells Street and Highway 11.

***Background:***

It is the practice of the City of Monroe to continually engineer and design projects for construction through proper avenues to thus protect the City of Monroe from liability of design.

***Attachment(s):***

Request – 1 page



Goodwyn Mills Cawood

August 23, 2017

6120 Powers Ferry Rd NW  
Suite 350  
Atlanta, GA 30339

T (770) 952-2481  
F (770) 955-1064

www.gmcnetwork.com

Mr. Rodney Middlebrooks  
Utilities Director  
City of Monroe  
215 North Broad Street  
Monroe, Georgia 30655

Dear Rodney,

GMC has incurred additional engineering costs related to the Gas Main Crossing Highway 78 project. These costs were related to additional length of pipe added to the project and being required by GDOT to prepare details for removing the existing gas main off of the Georgia Highway 11 bridge at Highway 78. For our original proposal, we were planning on the crossing to be 1,000 feet in total length (This would include 200 feet for the crossing and about 400 feet on each side to connect to the existing gas main). The total gas main length ended up being 4,000 feet. For removing the gas main off of the Highway 11 bridge, we had included the GDOT permit for the Highway 78 crossing only.

Our additional engineering costs for the additional gas main length is \$23,700.00 (\$7,900 x 3). Our additional engineering costs for preparing the design for the gas main from the bridge is \$4,155.00. The design for the pipe removal required an additional 34.5 hours of engineering. The total additional engineering cost being requested is **\$27,855.00**.

Thanks for your consideration of this proposal and please do not hesitate to give me a call with any questions. We look forward to continue working with the City of Monroe on this project.

Sincerely,  
**GOODWYN MILLS AND CAWOOD, INC.**

Tim Blaydes, PE

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Item # 6

Building Communities



## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Purchase - Altec Model AT37G with 2017 Dodge Ram 5500

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Altec Purchase Info](#)



**To:** City Council

**From:** Brian Thompson, Director of Electric & Telecommunications  
Chris Bailey, Central Services Manager

**Department:** Electric

**Date:** 8/30/17

**Description:** A request is being made for purchasing an Altec Model AT37G with 2017 Dodge Ram 5500 for the electric department. This purchase will be replacing an existing vehicle that will then be made available for surplus.

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**Budget Account/Project Name:** 2017 Electric CIP Budget

**Funding Source:** 2017 Electric CIP Budget

**Budget Allocation:** \$110,000.00

**Budget Available:** \$110,000.00

**Requested Expense:** \$97,876.00

**Company of Purchase:** Altec Industries, Inc.

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***Recommendation:***

Staff recommends the approval of this request for purchasing an Altec Model AT37G with 2017 Dodge Ram 5500 for the electric department. This purchase follows procurement policy by providing for three (3) quotes.

***Background:***

It is the practice of the City of Monroe to continually upgrade and/or replace existing trucks and equipment for safety purposes and efficiency of operations through the elimination of maintenance costs.

***Attachment(s):***

Quotation Sheet – 1 page

Equipment Description – 7 pages



Quote Number: 383906 - 1

Altec, Inc.

August 16, 2017  
Our 88th Year

**Ship To:**

CITY OF MONROE (GA)  
420 N BROAD ST  
MONROE, GA 30655  
US

**Bill To:**

CITY OF MONROE (GA)  
PO BOX 1249  
MONROE, GA 30655  
United States

Attn:

Phone: 770-266-5406

Email: CBAILEY@MONROEGA.GOV

**Altec Quotation Number:** 383906 - 1  
**Account Manager:** Tim Luker  
**Technical Sales & Support:** Martin Hayes Fulkerson

| <u>Item</u> | <u>Description</u>   | <u>Qty</u> | <u>Price</u> |
|-------------|--|------------|--------------|
|             | <u>Unit</u>  |            |              |
| 1.          | ALTEC Model AT37G telescoping/articulating continuous rotation aerial device with an insulating articulating arm, insulating telescopic upper boom, and the patented ISO-Grip insulating system at the boom tip. Includes the following features:  | 1          |              |
|             | A. Ground to bottom of platform height: 37.8 feet  |            |              |
|             | B. Working height: 42.8 feet   |            |              |
|             | C. Maximum reach to edge of platform. Side Mounted Platform: 26.6 feet. End Mounted Platform: 28.3 feet (at 14.4 foot platform height).  |            |              |
|             | D. Telescopic boom extension: 9 feet 8 inches  |            |              |
|             | E. Continuous rotation   |            |              |
|             | F. Insulating Aerial Device, ANSI Category C, 46kV and Below   |            |              |
|             | G. Articulating Arm: Articulation is from -7 to 90 degrees. Insulator provides 12 inches of isolation.   |            |              |
|             | H. Compensation System: By raising the articulating arm only, the telescopic boom maintains its relative angle in relation to the ground. The work position is achieved through a single function operation.   |            |              |
|             | I. Telescoping upper boom: Articulation is from -25 to 75 degrees.   |            |              |
|             | J. Master/ Slave Leveling: Platform automatically maintains level during boom articulation through a lifetime master/slave hydraulic leveling system that requires no major preventive maintenance.  |            |              |
|             | K. The INSULATING UPPER CONTROL SYSTEM includes a single handle controller incorporating high electrical resistance components that is dielectrically tested to 40 kV AC with no more than 400 microampers of leakage. The control handle is green in color to differentiate it from other non-tested controllers. |            |              |
|             | L. One set of tool outlets at the platform providing up to 5 gpm of flow for open center tools   |            |              |
|             | M. Hydraulic System: Open center system operating at 5gpm and 2,400 psi.   |            |              |
|             | N. Unit is painted with a powder coat paint process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion.  |            |              |

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Item # 7

Page 1 of 7

UTILITY EQUIPMENT AND BODIES SINCE 1929



| <u>Item</u>                             | <u>Description</u>   | <u>Qty</u> | <u>Price</u> |
|---|--|------------|--------------|
|   | O. Structural Warranty all of the following applicable major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.  |            |              |
|   | P. Manuals: Two (2) operator and Maintenance/Parts manuals   |            |              |
| 2.                                      | AT37G Unit Model   | 1          |              |
| 3.                                      | Engine Start/Stop & Secondary Stowage System: 12 VDC powered motor and pump assembly for temporary operation of the unit in a situation wherein the primary hydraulic source fails. Electric motor is powered by the chassis battery. This feature allows the operator to completely stow the booms and platform. Secondary Stowage & Start/Stop is activated with an air plunger at the platform and switch at the lower control station. | 1          |              |
| 4.                                      | Post style pedestal mounting   | 1          |              |
| 5.                                      | Poly Hydraulic Reservoir, Pedestal Mounted, 7 Gallon (Includes Sight Gauge)  | 1          |              |
| 6.                                      | Single, One (1) Man, Fiberglass Platform; End Mounted with 180 degree rotator. 24 x 30 x 42 inches, includes hydraulic tilt.   | 1          |              |
| 7.                                      | Two (2) Platform Steps   | 1          |              |
| 8.                                      | Soft nylon reinforced vinyl platform cover for a 24 x 30 inch platform   | 1          |              |
| 9.                                      | Platform liner for a 24 x 30 x 42 inch platform  | 1          |              |
| 10.                                     | Platform Capacity, 400LBS.   | 1          |              |
| 11.                                     | Altec Patented ISO-Grip Insulating 4 Function, Proportional Speed, Upper Control Handle - with safety interlock and interlock guard. Forward/back operates upper boom in/out, tiller operates rotation CW/CCW, up/down operates lower boom up/down, and twist operates articulating arm up/down. Platform leveling is controlled with a separate interlocked control handle.   | 1          |              |
| 12.                                     | Manual lowering valve located at the boomtip. For use in emergency situations to allow the operator to lower the boom to the ground  | 1          |              |
| 13.                                     | Powder coat unit Altec White.  | 1          |              |
| <b><u>Unit &amp; Hydraulic Acc.</u></b> |  |            |              |
| 14.                                     | HVI-22 Hydraulic Oil (Standard).   | 9          |              |
| 15.                                     | Standard Pump For PTO  | 1          |              |
| 16.                                     | Hot shift PTO for automatic transmission   | 1          |              |

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| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|--------------------|------------|--------------|
|-------------|--------------------|------------|--------------|

**Body**

- |     |   |   |  |
|-----|---|---|--|
| 17. | 108 Inch Universal Small Aerial Body for a 60 Inch CA Chassis with 38 Inch Long Side Access Tailshelf to Meet the Following Specifications:   | 1 |  |
|     | <ul style="list-style-type: none"> <li>A. Basic body fabricated from A40 grade 100% zinc alloy coated steel</li> <li>B. All doors are full, double paneled, self-sealed with built-in drainage.</li> <li>C. Stainless steel hinge rods extend full length of door.</li> <li>D. Door hinges are zinc alloy material attached with rivets</li> <li>E. All doors contain stainless steel, flush mounted, paddle activated rotary style latches with two-stage locking, including keyed locks and adjustable strikers.</li> <li>F. Heavy-gauge welded steel frame construction with smooth galvanneal floor.</li> <li>G. Possible contact edges are folded for safety.</li> <li>H. Door header drip rail at top for maximum weather protection.</li> <li>I. Neoprene or rolled fenders on wheel fender panels.</li> <li>J. Steel treated for improved primer bond and rust resistance.</li> <li>K. Automotive underseal applied to body.</li> <li>L. Automotive type non-porous door seals fastened to the door facing.</li> <li>M. 108 Inch Body Length</li> <li>N. 40 Inch Body Height (Standard)</li> <li>O. 94 Inch Body Width (Standard)</li> <li>P. 20 Inch Body Compartment Depth (Standard)</li> <li>R. 8 Inch Body crossmembers (Standard)</li> <li>S. No Treadplate On Compartment Tops</li> <li>T. 6 Inch tall wooden tailboard installed at the rear of body cargo area</li> <li>U. Stainless Steel Rotary Paddle Latch With Lock (Standard)</li> <li>V. Master Body Locking System (Standard)</li> <li>W. One (1) wheel chock holder installed in fender panel on each side of body.</li> <li>X. Gas Shock Type Rigid Door Holders For Vertical Doors (Standard)</li> <li>Y. Chains On Horizontal Doors</li> <li>Z. Hotstick shelf extending full length of body on curbside.</li> <li>AA. Drop-Down Hot Stick Door For One (1) Shelf (Right Side)</li> <li>AB. Two (2) Hot Stick Brackets</li> <li>AC. 1st Vertical streetside (LH) - Two (2) Adjustable Shelves With Removable Dividers On 4 Inch Centers</li> <li>AD. 1st Horizontal streetside (LH) - One (1) Fixed Shelf With Removable Dividers On 8 Inch Centers</li> <li>AE. Rear Vertical streetside (LH) - Six (6) Adjustable Locking Swivel Hooks</li> <li>AF. 1st Vertical curbside (RH) - Seven (7) Adjustable Locking Swivel Hooks, Louvered Panel Installed in Cargo Wall</li> <li>AG. 1st Horizontal curbside (RH) - Vacant</li> <li>AH. Rear Vertical curbside (RH) - Two (2) Adjustable Shelves With Removable Dividers On 4 Inch Centers</li> <li>AI. Lexan Rock Guards Installed In Front Of Body At The Bottom</li> <li>AJ. One (1) Small Bolt-On Grab Handle Installed At Rear Of Curbside Compartments</li> </ul> |   |  |

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| <u>Item</u>                                | <u>Description</u>   | <u>Qty</u> | <u>Price</u> |
|--|--|------------|--------------|
| AK.  | 38 Inch Tailshelf with Integrated Side Access Steps and Smooth Galvaneal Floor Installed at Rear of Body   |            |              |
| <b><u>Body and Chassis Accessories</u></b> |  |            |              |
| 18.  | ICC Underride Protection   | 1          |              |
| 19.  | Combination 2 Ball (10,000 LB MGTW) And Pintle Hitch (16,000 LB MGTW)  | 1          |              |
| 20.  | Set Of Eye Bolts for Trailer Safety Chain, installed one each side of towing device mount.   | 1          |              |
| 21.  | Rear Torsion Bar Installed On Chassis  | 1          |              |
| 22.  | Appropriate counterweight added for stability.   | 1          |              |
| 23.  | Platform Rest, Rigid with Rubber Tube  | 1          |              |
| 24.  | Boom Rest for a Telescopic Unit  | 1          |              |
| 25.  | Mud Flaps With Altec Logo (Pair)   | 1          |              |
| 26.  | Wheel Chocks, Rubber, 9.75" L x 7.75" W x 5.00" H, with 4" L Metal Hairpin Style Handle (Pair)   | 1          |              |
| 27.  | Slope Indicator Assembly For Machine Without Outriggers  | 1          |              |
| 28.  | Safety Harness And 4.5' Lanyard (Fits Medium To Xlarge) Includes Pouch and Placards  | 1          |              |
| 29.  | 5 LB Fire Extinguisher With Light Duty Bracket, Installed (In Cab or Inside Compartment Only)  | 1          |              |
| 30.  | Triangular Reflector Kit, Installed  | 1          |              |
| 31.  | Vinyl manual pouch for storage of all operator and parts manuals   | 1          |              |
| <b><u>Electrical Accessories</u></b>       |  |            |              |
| 32.  | Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)                                       | 1          |              |
| 33.  | Altec Standard Amber LED Strobe Light With Brush Guard Post Mounted On Streetside Front Compartment Top  | 1          |              |
| 34.  | Single tone back up alarm installed between the chassis frame rails at the rear of the chassis. To work in conjunction with chassis reverse drive system | 1          |              |

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| <u>Item</u>                     | <u>Description</u>   | <u>Qty</u> | <u>Price</u> |
|---------------------------------|--|------------|--------------|
| 35.                             | 6-Way Trailer Receptacle (Pin Type) Installed At Rear  | 1          |              |
| 36.                             | Dodge Upfitter Switches (Supplied With Chassis)  | 1          |              |
| 37.                             | Dodge Module   | 1          |              |
| 38.                             | Install secondary stowage system.  | 1          |              |
| 39.                             | PTO Indicator Light Installed In Cab   | 1          |              |
| <b><u>Finishing Details</u></b> |  |            |              |
| 40.                             | Powder Coat Unit Altec White   | 1          |              |
| 41.                             | Finish Paint Body Accessories Above Body Floor Altec White   | 1          |              |
| 42.                             | Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders. | 1          |              |
| 43.                             | Apply Non-Skid Coating to all walking surfaces   | 1          |              |
| 44.                             | English Safety And Instructional Decals  | 1          |              |
| 45.                             | Vehicle Height Placard - Installed In Cab  | 1          |              |
| 46.                             | Placard, HVI-22 Hydraulic Oil  | 1          |              |
| 47.                             | Dielectric test unit according to ANSI requirements.   | 1          |              |
| 48.                             | Stability test unit according to ANSI requirements.  | 1          |              |
| 49.                             | Focus Factory Build  | 1          |              |
| 50.                             | Delivery Of Completed Unit   | 1          |              |
| 51.                             | Inbound Freight  | 1          |              |
| 52.                             | Altec Stock/Global Spec, AT37G, Dodge 5500 4x4, Diesel, 60CA, TB   | 1          |              |
| 53.                             | Stock Unit   | 1          |              |
| 54.                             | Stock Unit Sold To Customer  | 1          |              |

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Altec, Inc.

| <u>Item</u>           | <u>Description</u>                                      | <u>Qty</u> | <u>Price</u> |
|-----------------------|---|------------|--------------|
| <b><u>Chassis</u></b> |   |            |              |
| 55.                   | Altec Supplied Chassis                                  | 1          |              |
| 56.                   | Altec Supplied Chassis                                  | 1          |              |
|                       | A. 2017 Model Year                                      |            |              |
|                       | B. Ram 5500   |            |              |
|                       | C. Chassis Color - White                                |            |              |
|                       | D. Class V (16,001-19,500 LBS)                          |            |              |
|                       | E. Regular Cab  |            |              |
|                       | F. 4x4  |            |              |
|                       | G. 60 Clear CA (Round To Next Whole Number)             |            |              |
|                       | H. 144.5 Wheelbase                                      |            |              |
|                       | I. 19,000 LBS GVWR                                      |            |              |
|                       | J. 7,000 LBS Front Axle Rating                          |            |              |
|                       | K. 13,500 LBS Rear Axle Rating                          |            |              |
|                       | L. Cummins 6.7L Turbo Diesel (Dodge)                    |            |              |
|                       | M. Aisin AS69RC Automatic Transmission (Dodge Chassis)  |            |              |
|                       | N. Dodge 3500-5500 Single Horizontal Right Side Exhaust |            |              |
|                       | O. Cruise Control                                       |            |              |
|                       | P. LBN - Dodge PTO Prep Package (Right Hand Side PTO)   |            |              |
|                       | Q. 4.44 Axle Ratio                                      |            |              |
|                       | R. No Idle Engine Shut-Down Required                    |            |              |
|                       | S. Hydraulic Brakes                                     |            |              |
|                       | T. Park Brake In Rear Wheels                            |            |              |
|                       | U. NFH - RAM 52 Gallon Fuel Tank (Rear)                 |            |              |
|                       | V. RAM 9 Gallon DEF Tank (Under Cab Left Hand)          |            |              |
|                       | W. Ambulance Prep Package                               |            |              |
|                       | X. Cold Weather Group (Includes Block Heater)           |            |              |

**Additional Pricing**

|     |   |   |  |
|-----|---|---|--|
| 57. | Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty | 1 |  |
|-----|---|---|--|

**Unit / Body / Chassis Total**  
**FET Total**

**97,876.00**  
**0.00**

We Wish To Thank You For Giving Us The Pleasure  
And Opportunity of Serving You

Item # 7 Page 6 of 7

UTILITY EQUIPMENT AND BODIES SINCE 1929



Altec, Inc.

---

| <u>Item</u> | <u>Description</u> | <u>Qty</u> | <u>Price</u> |
|-------------|--------------------|------------|--------------|
|             |                    | Total      | 97,876.00    |

Altec Industries, Inc.

BY \_\_\_\_\_

Martin Hayes Fulkerson

Notes:

We Wish To Thank You For Giving Us The Pleasure  
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929



## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Approval - CDBG 2018 Grant Administrator

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [CDBG Grant Administrator Info](#)



**To:** City Council  
**From:** Rodney Middlebrooks, Director of Water & Gas  
 Chris Bailey, Central Services Manager  
**Department:** Sewer Collection  
**Date:** 9/5/17  
**Description:** A request is being made for the approval of a grant administrator for the upcoming Community Development Block Grant (CDBG) due to new requirements based on funding from the Department of Community Affairs (DCA). This is consistent with previous CDBG awarded projects and requirements for funding. The award will be given to Allen-Smith Consulting, Inc.

---

**Budget Account/Project Name:** N/A

**Funding Source:** N/A

**Budget Allocation:** N/A

**Budget Available:** N/A

**Requested Expense:** N/A **Company of Purchase:** Allen-Smith Consulting, Inc.

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***Recommendation:***

Staff recommends the approval of a grant administrator for the upcoming Community Development Block Grant (CDBG) due to new requirements based on funding from the Department of Community Affairs (DCA). The award will be given to Allen-Smith Consulting, Inc. This bid follows procurement policy guidelines.

***Background:***

It is the practice of the City of Monroe to adhere to all guidelines when receiving federal and state grant funds.

***Attachment(s):***

Evaluation Summary – 1 page

Allen-Smith Consulting Submittal – 28 pages

## 2018 CDBG QUALIFICATION SUMMARY

POINTS: Poor – 0      Good – 1      Excellent – 2

| GRANT ADMINISTRATION:  | Allen-Smith Consulting | BluLynx Solutions |
|--|------------------------|-------------------|
| Consultant's knowledge of CDBG guidelines and regulations. Years of experience | 2 + 2 + 2 = 6          | 1 + 1 + 1 = 3     |
| Consultant's ability to perform administration services. Check references      | 2 + 2 + 2 = 6          | 1 + 1 + 1 = 3     |
| Consultant's experience in administration of this type of project.             | 2 + 2 + 2 = 6          | 1 + 1 + 1 = 3     |
| TOTAL POINTS:  | 18                     | 9                 |
|  |                        |                   |
|  |                        |                   |
|  |                        |                   |
|  |                        |                   |



## **Statement of Qualifications**

405 Nunnally Farm Road

Monroe, Georgia 30655

Voice: (770) 207-0142

Fax: (770) 207-0159

[www.allensmithconsulting.com](http://www.allensmithconsulting.com)



## **Section One**

### **Qualifications Statement Fee Schedule**

## GRANT ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: Allen Smith Consulting, Inc.

ADDRESS: 405 Nunnally Farm Road, Monroe, Georgia 30655

1. Years in Business in Present Form: Twenty-two Years

2. Firms History and Resource Capability to Perform Required Services:  
See attached Statement of Qualifications

3. Titles, names, and addresses of all officers.  
Patsy Allen, Chief Executive Officer  
Debra Smith, President

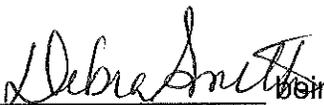
4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.  
See Attached Statement of Qualifications

5. If you were awarded the administration on these type of projects, what would your fee for grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?  
Our fee would be a lump sum based on 6.0% of the Grant Amount for the project.

6. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.  
See Resumes in Statement of Qualifications.

7. List three references with contact information.  
See Reference List in Statement of Qualifications

8. Are you a Section 3 Business Concern? Yes \_\_\_\_\_ No X  
See Section 3 Certification Form in Statement of Qualifications

8. Certifying that:  
Mrs. Debra Smith  being duly sworn deposes and states that she is the  
President (title) of Allen Smith Consulting, Inc. (name of firm)  
and that answers to the foregoing questions and all statements herein contained are true and correct.

Item # 8

# Allen-Smith Consulting Fee Schedule

(Effective April 25, 2017)

ASC's standard fees, shown below, include preparation and submittal of the application:

| TYPE OF APPLICATION  | FEE         |
|--|-------------|
| GA DCA Community Development Block Grant Regular Round (CDBG) – Public Facilities  | \$10,000.00 |
| GA DCA Community Development Block Grant Regular Round (CDBG) – Multi-Activity   | \$12,000.00 |
| GA DCA Community Development Block Grant – Employment Incentive Program (EIP)  | \$10,000.00 |
| GA DCA Community Development Block Grant – Redevelopment Fund Program (RDF)  | \$10,000.00 |
| GA DCA Regional Economic Business Assistance (REBA) – Recommendation by the GA Department of Economic Development ( <i>fee includes Completeness Items</i> ) | \$9,000.00  |
| OneGeorgia Authority (1GA) – Equity Fund   | \$10,000.00 |
| OneGeorgia Authority (1GA) – Economic Development, Growth and Expansion (EDGE) Fund ( <i>fee includes Completeness Items</i> )                               | \$9,000.00  |
| US Department of Commerce – Economic Development Administration (EDA) – Economic Development Assistance Program  | \$10,000.00 |
| <b>OTHER GRANT NOT LISTED WILL BE QUOTED UPON REQUEST</b>  |             |

## Grant Administration Fee (after award of grant):

Grant Administration Fees are sometimes based on a percent of the *total* project cost. This varies with each agency, but our fees are always within the agency's guidelines. Listed below are typical fees for specific grants and are based on total grant amount.

**CDBG / EIP / RDF:** Fees are 6 percent of the total grant amount.

**EDA / DDRLF/ GCF:** Fees are between 4 and 6 percent of the total grant amount depending on the complexity of the project.

**ONEGEORGIA EQUITY & EDGE / REBA:** Fees will be negotiated depending on the complexity and duration of the project.



## Section Two

### **Brief History and Resource Capability**

# Allen-Smith Consulting Company History

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Allen-Smith Consulting, Inc. began on October 17, 1994. Patsy Allen and Debra Smith, co-owners, both have strong backgrounds in grant writing, grant administration, and project management. Their combined previous experience also includes engineering and architectural projects.

Mrs. Allen and Mrs. Smith have strived to build a company that possesses both the personnel and technical capabilities to provide quality service to their clients. With the latest in computer, internet, printer and copier equipment, the finished products are always professional and readable. Once a project is funded, reporting forms to be submitted to the various agencies are all computer generated and electronically transmitted, when possible, for a cleaner appearance and better efficiency. Furthermore, every year Allen-Smith endeavors to go a little "greener" by increasing electronic operations and decreasing paper waste.

With a staff of five persons, Allen-Smith Consulting is one of the more successful grant writing and grant administration firms in Georgia. Mrs. Allen and Mrs. Smith act as Client Managers, while our Project Manager Morgan Brown uses her excellent research and writing skills to assist in project development, environmental assessments, common rule procurement, grant writing, and CDBG benefit documentation. Grants Managers Keeley Garrett and Sara Thomas manage the grants from day of award to close out of the project including Davis Bacon Certified Payroll review and Uniform Act Assistance. The Grants Managers also provide administration and grant preparation assistance for the entire staff.

Allen-Smith Consulting has a very successful history of obtaining grants for its clients, which is detailed in the "Project Experience" section of this package. To date, Allen-Smith Consulting has obtained and administered over \$254,975,787.00 in grant funds since its inception in 1994. These ASC projects have benefitted nearly 119,782 persons in Georgia. This amount does not include loans and grants written by others but administered by Allen-Smith Consulting.



## **Section Three**

**Résumés  
(Key Personnel)**



**Patsy Allen**  
Client Manager/CEO

## ACHIEVEMENTS

**Over thirty four years of experience** in planning, grant writing & administration, funding procurement, community assessments, and program management.

**Developed and prepared** grant and loan applications for Economic Development, American Recovery and Reinvestment Act, Historic Preservation, Housing Rehabilitation, Elderly Housing, Housing Acquisition/Demolition, Temporary and Permanent Relocation, Drug Elimination Projects, Water and Sewer Facilities, Senior Citizen Centers, Mentally and Physically Disabled Centers, Public Health Departments, Child Development, Head Start Centers, Boys and Girls Clubs, Downtown Development Projects, Street Improvements, Drainage Improvements, Shelters, and Sidewalk Improvements utilizing the following agencies:

***Georgia Department of Community Affairs, OneGeorgia Authority, Economic Development Administration, Georgia Environmental Facilities Authority, Rural Development, Georgia Department of Transportation, Georgia Department of Natural Resources***

**Assisted** local community leaders to develop needs assessments which form the basis for short and long range planning goals.

**Responsible** for coordination with the client, the engineer/architect, contractor, and the state or federal agency to bring each project to a successful completion. Activities include review of pay requests, change orders, payroll monitoring, labor interviews, draw downs, quarterly financial reports and all associated grant and loan compliance.

**Worked** with communities to address specific economic development needs. Prepared Economic Development Master Plans and utilized the Employment Incentive Program (EIP), OneGeorgia Authority (1GA), Economic Development Administration (EDA), the Georgia Environmental Facilities Authority (GEFA), Georgia Cities Foundation (GCF), Redevelopment Fund (RDF), and Downtown Development Revolving Loan Fund (DDRFLF)

## SOCIETIES

Associate Member, Georgia Municipal Association  
Associate Member, Association of County Commissioners  
Associate Member, Georgia Rural Water Association  
Walton County Chamber of Commerce, Tourism Council Chair, 2007

## CAREER EDUCATION

Armstrong State College - Political Science 1964  
Community Development Block Grant Applicant's and Recipients' Workshops  
Block Grant Financial Management and Acquisition/Relocation  
Economic Development Workshops  
Georgia Academy for Economic Development Graduate



**Debra Smith**  
Client Manager/President

## ACHIEVEMENTS

**Over thirty years of experience** in planning, grant writing & administration, funding procurement, community assessments, and program management.

**Developed and prepared** grant and loan applications for Economic Development, American Recovery and Reinvestment Act, Historic Preservation, Housing Rehabilitation, Elderly Housing, Housing Acquisition/Demolition, Temporary and Permanent Relocation, Drug Elimination Projects, Water and Sewer Facilities, Senior Citizen Centers, Mentally and Physically Disabled Centers, Public Health Departments, Child Development, Head Start Centers, Boys and Girls Clubs, Downtown Development Projects, Street Improvements, Drainage Improvements, Shelters, and Sidewalk Improvements utilizing the following agencies:

***Georgia Department of Community Affairs, OneGeorgia Authority, Economic Development Administration, Georgia Environmental Facilities Authority, Rural Development, Georgia Department of Transportation, Georgia Department of Natural Resources***

**Served** local governments by providing research and preparation of needs assessments, preparation of funding application, conducting public hearings, preparing cost estimates, long range planning, economic development planning, community facilities planning, Special Local Option Sales Tax (SPLOST) planning, facility program analysis and easement and real property acquisition.

**Responsible** to each community to ensure compliance with local, state, and federal regulations, which include environmental, financial, citizen participation, fair housing, labor standards, and other project specific requirements.

**Worked** with communities to address specific economic development needs. Prepared Economic Development Master Plans and utilized the Employment Incentive Program (EIP), OneGeorgia Authority (1GA), Economic Development Administration (EDA), the Georgia Environmental Facilities Authority (GEFA), Georgia Cities Foundation (GCF), Redevelopment Fund (RDF), and Downtown Development Revolving Loan Fund (DDRLF).

## SOCIETIES

Member, Georgia Economic Development Association  
Leadership Georgia 2002 Class  
Leadership Walton 2001 Class  
Walton County Chamber of Commerce, Vice Chair for Community Development, 2005  
Walton County Chamber of Commerce, Chairman, 2007  
Walton County Chamber of Commerce, Past Chair, Executive Board, 2008-2009

## CAREER EDUCATION

Troy State University, Bachelor of Science in English, 1985  
Block Grant Applicants' and Recipients' Workshop, (annual attendance)  
Economic Development Workshops (annual attendance)  
Georgia Academy for Economic Development Graduate



## ACHIEVEMENTS

**Over fourteen years of experience** in grant administration and management, including file maintenance, financial management, beneficiary documentation, monitoring visits by funding agencies, conducting public hearings, labor standards compliance, attending bid openings, conducting portions of preconstruction conferences, and other activities related to the overall administration of grant and loan funds.

**Over five years of experience** in administration assistance with all areas of Architectural Design, Bidding, and Construction Management.

**Over ten years of experience** in administration assistance with all areas of Recreation Planning, Grants for Park Construction, and Park Maintenance.

**Responsible for** grant administration for Water and Sewer Facilities, Senior Citizen Centers, Mentally and Physically Disabled Centers, Public Health Departments, Child Development, Head Start Centers, Boys and Girls Clubs, Street Improvements, Drainage Improvements, and Sidewalk Improvements projects utilizing the following agencies:

***Georgia Department of Community Affairs, OneGeorgia Authority, Economic Development Administration, Georgia Environmental Facilities Authority, Rural Development, Georgia Department of Natural Resources***

**Serves** as a liaison between the local government and the funding agencies when concerns or issues require resolution.

**Responsible** for coordination with the client, engineer, and/or contractor to ensure compliance with Davis Bacon Certified Payrolls, Uniform Act Assistance, Section 3 Reporting and CDBG Benefit documentation

## CAREER EDUCATION

North Georgia College & State University

Community & Economic Development

Community Development Block Grant Applicants Workshops 2002 - 2011

Community Development Block Grant Recipients Workshops 2002 - 2016



# Morgan Brown

Project Manager

## ACHIEVEMENTS

**Over a year of experience** in grant writing and funding procurement.

**Works with Clients in the development and preparation** of grant and loan applications to State and Federal agencies, including the Georgia Department of Community Affairs (DCA), Economic Development Administration (EDA), and OneGeorgia Authority (OneGA) for the following types of projects:

*Economic Development Projects*  
*Redevelopment Projects*  
*Sanitary Sewer System Improvements*  
*Water Distribution System Improvements*  
*Street and Drainage Improvements*

**Serves** local governments by providing research and preparation for funding applications, conducting public hearings, and coordinating interagency activity.

**Responsible** for coordination with the client, the engineer/architect, the state or federal agency, and all other parties involved to ensure compliance with local, state, and federal regulations, which include environmental, financial, citizen participation, fair housing, Section 3, and other project-specific requirements in order to facilitate the efficient completion of an accurate, competitive funding application.

## CAREER EDUCATION

Georgia College and State University – B.A. in Mass Communication, 2015

### Community & Economic Development

Georgia Academy for Economic Development, Region 2/Region 4, Fall 2016

Community Development Block Grant Recipients Workshop, 2015-2016

Community Development Block Grant Applicants Workshop, 2015-2016



**Sara Thomas**  
Grants Manager

## ACHIEVEMENTS

**Over five years of experience** in grant administration and management, including file maintenance, financial management, beneficiary documentation, monitoring visits by funding agencies, conducting public hearings, labor standards compliance, attending bid openings, conducting portions of preconstruction conferences, and other activities related to the overall administration of grant and loan funds.

**Over five years of experience** in banking with administration assistance with finance and loan processing.

**Responsible for** grant administration for Water and Sewer Facilities, Senior Citizen Centers, Mentally and Physically Disabled Centers, Public Health Departments, Child Development, Head Start Centers, Boys and Girls Clubs, Street Improvements, Drainage Improvements, and Sidewalk Improvements projects utilizing the following agencies:

***Georgia Department of Community Affairs, OneGeorgia Authority, Economic Development Administration, Georgia Environmental Facilities Authority, Rural Development, Georgia Department of Natural Resources***

**Serves** as a liaison between the local government and the funding agencies when concerns or issues require resolution.

**Responsible** for coordination with the client, engineer, and/or contractor to ensure compliance with Davis Bacon Certified Payrolls, Uniform Act Assistance, Section 3 Reporting and CDBG Benefit documentation

## CAREER EDUCATION

University of Georgia

Community & Economic Development

Community Development Block Grant Recipients Workshops, 2011 – 2016



## Section Four

### References

# Allen-Smith Consulting

## Reference List

---

### Client References:

Mr. Ralph McMullen, County Manager  
 Ms. Cindy Cunningham, County Clerk  
 Baldwin County Board of Commissioners  
 121 North Wilkinson Street  
 Milledgeville, GA 31061  
 (478) 445-0773

Mr. Guy Herring, Director  
 Barrow County Economic Development  
 30 North Broad Street  
 Winder, GA 30680  
 (770) 867-0662

Mr. Benjy Thompson, CEO  
 Development Authority of Bulloch County  
 102 South Main Street, P.O. Box 303  
 Statesboro, GA 30458  
 (912) 489-9115

Mr. David Dyer, Executive Director  
 Development Authority of Jasper County  
 119 W. Washington Street, Suite 319 A  
 P.O. Box 270  
 Monticello, GA 31064  
 (706) 468 - 0657

Mr. Greg Sellars, Executive Director  
 Ms. Lil Easterlin, Exec. Director  
 Development Authority of Jefferson County  
 P. O. Box 630  
 Louisville, GA 30434  
 (478) 625-8134

Mr. Kenny Smith, City Manager  
 Mr. Toussaint Kirk, Director Planning & Dev.  
 City of Griffin  
 100 South Hill Street, P.O. Box T  
 Griffin, GA 30224  
 (770) 229-6400

Mr. David Luckie, Executive Director  
 Griffin-Spalding Development Authority  
 P. O. Box 109 East Solomon Street, Suite 100  
 Griffin, Georgia 30224  
 (770) 412-9200

Mrs. Kay Pippin, Mayor  
 Mrs. Jeanette Riley, City Clerk  
 City of Jackson  
 134 South Oak Street  
 Jackson, GA 30233  
 (770) 775-7535

Mr. Alan Verner, Chairman  
 JDA of Jasper, Morgan, Newton and Walton  
 Counties  
 5100 Davis Academy Road  
 Rutledge, GA 30663  
 (706) 557-2161

Mr. Jeff Killip, PE, Director of Public Works  
 City of Jefferson  
 147 Athens Street  
 Jefferson, GA 30549  
 (706) 367-5121 Ext. 3

Mr. Logan Propes, Finance Director  
 Mr. Rodney Middlebrooks, Public Works Director  
 Mrs. Beth Thompson, Accounting Div. Director  
 City of Monroe  
 P.O. Box 1249  
 Monroe, GA 30655  
 (770) 267-7536

Mr. Russell Thompson, City Manager  
 City of Thomaston  
 106 East Lee Street, P.O. Box 672  
 Thomaston, GA 30286  
 (706) 647-4242

Mr. John Graham, Chairman  
 Warren County Board of Commissioners  
 P.O. Box 46  
 Warrenton, GA 30828  
 (706) 465-2171

Mrs. Mary Ann Moseley, City Administrator  
 City of Warrenton  
 P. O. Box 109  
 Warrenton, Georgia 30828      Item # 8  
 (706) 465-3282

**Professional References:**

Mr. Trey Gavin (Engineering)  
Carter & Sloope, Inc.  
6310 Peak Road  
Macon, GA 31210  
(912) 477-3923

Mr. Richard Pendergrass (Engineering)  
Pendergrass & Associates, Inc.  
P.O. Box 81610  
Conyers, GA 30013  
(770) 785-7853

Mr. Chad Sipe (Engineering)  
Carter & Sloope, Inc.  
115 Woodland Way, Suite 120  
Canton, GA 30114  
(770) 479-8782

Mr. Jerry Hood (Engineering)  
Engineering Management, Inc.  
303 Swanson Drive  
Lawrenceville, GA 30045  
(770) 962-1387

Mr. Ben Turnipseed (Engineering)  
G. Ben Turnipseed Engineers  
2255 Cumberland Pkwy. Building 400  
Atlanta, GA 30339  
(770) 333-0700

Mr. Jim Aton (Engineering)  
Hayes James & Associates, Inc.  
4145 Shackleford Road, Suite 300  
Norcross, GA 30093  
(770) 923-1600

Mr. Kenny Green (Engineering)  
G. Ben Turnipseed Engineers  
4210 Columbia Road, Building 3  
Augusta, GA 30907  
(706) 863-8800

Mr. Sam Andras, AIA (Architecture)  
Andras Allen Star Architecture  
1300 6th Avenue, Suite 500  
Columbus, GA 31901  
(706) 571-6923

Mr. Charles Welch (Engineering)  
Goodwyn, Mills, and Cawood  
2430 Herodian Way, Suite 101  
Smyrna, Georgia 30080  
(770) 952 – 2481

Mr. Ben Carter, AIA  
Mr. Joe Watkins, AIA (Architecture)  
Carter Watkins Assoc. Architects, Inc.  
P.O. Box 1004  
Monroe, GA 30655-1004  
(770) 267-7799

Mr. Tim Ingram (Engineering)  
Ingram & Associates, LLC  
332 New Street  
Macon, GA 31201  
(478) 745-3996

Mr. Kip Oldham, AIA (Architecture)  
K.A. Oldham & Associates  
14 E. Washington Street  
Newnan, GA 30263  
(770) 683-9170

Mr. Brian Upson (Engineering)  
Paragon Consulting Group  
118 N. Expressway  
Griffin, GA 30223  
(770) 412-7700

Mr. Richard Akin, PE (Engineering)  
Rindt-McDuff Associates, Inc.  
334 Cherokee Street  
Marietta, GA 30060  
(770) 427-8123



## **Section Five**

# **Administrative Services Approach**

# Allen-Smith Consulting

## Administrative Services Approach

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Allen-Smith Consulting (ASC) will act as an administrative partner with the Client to establish an efficient and communication oriented process to implement and complete the proposed project. First, ASC will coordinate a kick-off meeting to insure that all parties involved are on the same track...a successful one.

***The following is a brief list of major tasks to be performed during the grant administration phase:***

1. Assist CLIENT with the execution and submittal of grant award package documentation to the Funding Agency.
2. Establish accounting system to maintain proper financial record keeping of grant funds and local funds.
3. Maintain, on a daily basis, financial accounting system and necessary records.
4. Set up file system to document all required compliance aspects of the project.
5. Assist with Environmental Review Compliance as required.
6. Assist CLIENT in addressing general and special conditions, as applicable.
7. Schedule, coordinate, and conduct the necessary public hearings as required by the Funding Agency.
8. Assist Architect and/or Engineer with the required contract clauses to be contained in the bid documents for the construction contractor, if required.
9. Assist CLIENT and CLIENT acquisition agent with Uniform Act compliance, if applicable.
10. Coordinate with contractors to ensure compliance with all Labor Law Requirements, if applicable.
11. Conduct all employee interviews with general contractor and sub-contractors, if applicable.
12. Examine all certified payroll sheets for wage and job classification compliance (verify with employee interviews), if applicable.
13. Coordinate and perform portion of pre-construction conference with Architect and/or Engineer, contractors and others to ensure compliance with Funding Agency requirements.
14. Serve as a liaison between Architect and/or Engineer, contractors, and the CLIENT on matters related to grant compliance.
15. Request wage rates and contractor approvals, if applicable.
16. Prepare and submit quarterly reports and any other reports as may be required by the Funding Agency.
17. Prepare and submit drawdown requests as needed.

## Administrative Services Approach, continued...

18. Draft all correspondence to the Funding Agency from the CLIENT in regards to this project, as needed.
19. Coordinate and attend all monitoring visits by the Funding Agency(ies), as necessary.
20. Monitor progress of the Architect and/or Engineer for the CLIENT during the project.
21. Assist the CLIENT in keeping project schedule on track with Architect and/or Engineer and contractor(s).
22. Assist the CLIENT in all phases of the project to comply with Federal and State regulations as listed in Funding Agency's Manual.
23. Obtain and document all beneficiary count numbers for the CLIENT's files, if applicable.
24. Assist CLIENT with all Section 3 requirements.
25. Coordinate and conduct close out public hearing, if applicable.



## **Section Six**

### **Current Workload**

# Allen-Smith Consulting Current Workload

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Allen-Smith Consulting's current workload consists of over 70 active grant writing and administration projects, including:

- Community Development Block Grants (CDBG)
- Employment Incentive Program (EIP)
- Redevelopment Fund Program (RDF)
- Economic Development Administration (EDA)
- OneGeorgia Authority – Equity and EDGE (1GA)
- Regional Economic Business Assistance (REBA)
- Georgia Economic Finance Authority (GEFA)
- Appalachian Regional Commission (ARC)

Approximately 30% of these projects are in the process of closing out. Allen-Smith Consulting has the capacity to add the proposed project to its workload.



## **Section Seven**

### **Statement of Commitment to Client**

# Allen-Smith Consulting

## Statement of Commitment to Client

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### **Caring**

The Client will know that we care about their project. The Client will know that their project matters a great deal.

### **Authority**

The Client will know that we have the authority to commit our firm and our resources to meeting their expectations.

### **Reliability**

The Client will know that the most important factor in the quality of our work will be reliability. Our performance will be dependable and accurate the first time.

### **Involvement**

The Client will be involved in the development of the project.

### **Notification**

The Client will be kept informed of developments - good or bad. The client will not be kept in the dark if something is wrong on the project.

### **Goals**

The Client's goals and schedule will be of utmost importance. Time will always be the most important thing the Client pays for and will be respected and followed. A sense of urgency will guarantee a continual, pressing need to expedite the process and deliver a superior quality project.



## **Section Eight**

### **Project Experience**

# Allen-Smith Consulting Project Experience List

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## Economic Development, Innovative, and Redevelopment Projects

### Baldwin/Putnam Counties

#### *Water Improvements*

FY 2001 – OneGeorgia Authority (Equity)  
FY 2001 – Employment Incentive Program  
Grant Writing & Grant Administration

### Baldwin County

#### *Sewer Improvements*

FY 2003 – Employment Incentive Program  
Grant Writing & Grant Administration

### Baldwin County

#### *Airport Improvements*

FY 2007 – OneGeorgia Authority (Equity)  
Grant Administration

### Baldwin County

#### *Airport Improvements – Fuel System*

FY 2015 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

### Baldwin County

#### *Road Improvements (Kroger)*

FY 2010 – OneGeorgia Authority (Equity)  
FY 2010 – Employment Incentive Program  
Grant Writing & Grant Administration

### City of Barnesville

#### *Water / Sewer Improvements*

FY 2007 – Employment Incentive Program  
Grant Writing and Grant Administration

### City of Barnesville

#### *Water Improvements (Piedmont Green)*

FY 2010 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

### Barnesville-Lamar County IDA

#### *Infrastructure Improvements (General Protecht)*

FY 2007 – Economic Development Administration  
FY 2007 – Employment Incentive Program  
FY 2007 – OneGeorgia Authority (EDGE)  
Grant Writing & Grant Administration

### Barrow County

#### *Sewer Improvements (Ingles)*

FY 2000 – Employment Incentive Program  
Grant Writing & Grant Administration

### Barrow County

#### *Infrastructure Improvements (Chico's)*

FY 2002 – Employment Incentive Program  
FY 2002 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

### Barrow County

#### *Machinery / Equipment (Hagemeyer)*

FY 2002 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

### Barrow County/City of Winder

#### *Water Improvements*

FY 2004 – Employment Incentive Program  
Grant Writing & Grant Administration

### Barrow County

#### *Sewer Improvements (Home Depot)*

FY 2005 – Employment Incentive Program  
Grant Writing & Grant Administration

### Barrow County

#### *Equipment Purchase (Raw Talent)*

FY 2007 – Employment Incentive Program (Loan)  
Loan Writing & Loan Administration

### Joint Development Authority of Winder & Barrow County

#### *Site Acquisition (Boise Building Materials Distribution)*

FY 2007 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

### Barrow County

#### *Infrastructure Improvements (Jayhawk/Schuetz Container)*

FY 2009 – Employment Incentive Program  
Grant Writing and Grant Administration

### Barrow County

#### *Distribution Building (Chico's)*

FY 2009 – Regional Economic Business Assistance  
Grant Writing & Grant Writing

### Bartow County

#### *Rail Spur (Tyson Foods)*

FY 1998 – Employment Incentive Program  
FY 1998 – Appalachian Regional Commission  
Grant Administration

### City of Bogart

#### *Sewer Infrastructure (Bensons Bakery)*

FY 2000 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of Bowdon**

*Facility Expansion (Memory Lane Assisted Living Facility)*  
 FY 2012 – Employment Incentive Program  
 Grant Writing

**Bulloch County**

*WL Plastics, Inc. – Rail Spur*  
 FY 2016 – Employment Incentive Program  
 Grant Writing

**Bulloch County**

*Aspen Aerogels – Rail Spur*  
 FY 2016 – Employment Incentive Program  
 Grant Writing

**Development Authority of Bulloch County**

*Aspen Aerogels – Site Work*  
 FY 2016 – OneGeorgia Authority EDGE  
 Grant Writing & Grant Administration

**Development Authority of Bulloch County**

*Gateway Industrial Park – Road Improvements*  
 FY 2016 – OneGeorgia Authority Equity  
 Grant Writing & Grant Administration

**Joint Development Authority of Butts-Spalding**

*Site Work – Dollar General*  
 FY 2016 – OneGeorgia Authority EDGE  
 Grant Writing & Grant Administration

**Butts County & Spalding County**

*Water Improvements – Dollar General*  
 FY 2016 – Joint Employment Incentive Program  
 Grant Writing

**Butts County**

*Ready Pac - Water Improvements*  
 FY 2016 – Employment Incentive Program  
 Grant Writing

**City of Calhoun**

*Building Purchase (Cherokee Mill Lofts)*  
 FY 2012 – Redevelopment Fund  
 Grant Administration

**City of Canton / Cherokee County Development Authority**

*Rail Spur (UAC)*  
 FY 2004 – Economic Development Administration  
 FY 2004 – Employment Incentive Program  
 Grant Writing (EDA) & Grant Administration (EDA/EIP)

**City of Carrollton**

*Sewer Improvements (Nursing Home)*  
 FY 2004 – Employment Incentive Program  
 Grant Writing

**City of Clarkesville**

*Building Stabilization – 1416 Washington Street*  
 FY 2004 – Redevelopment Fund Program  
 Grant Writing & Grant Administration

**Columbia County**

*GIW - Road Improvements*  
 FY 2014 – Employment Incentive Program  
 Grant Writing & Grant Administration

**City of Conyers**

*Road Improvements (HillPhoenix)*  
 FY 2013 – Employment Incentive Program  
 Grant Writing

**Cook County**

*Airport Terminal*  
 FY 2010 – OneGeorgia Authority (Equity)  
 Grant Writing & Grant Administration

**Coweta County Development Authority**

*Equipment – Variety Wholesalers*  
 FY 2016 – REBA  
 Grant Writing & Grant Administration

**Dalton Whitfield Economic Development Authority**

*Equipment (Shiroki)*  
 FY 2007 – Regional Economic Business Assistance  
 Grant Writing & Grant Administration

**Douglas County Development Authority**

*Machinery / Equipment (Turano Baking)*  
 FY 2007 – Regional Economic Business Assistance  
 Grant Writing & Grant Administration

**City of Douglasville**

*Site Work (Gordon Food Service)*  
 FY 2013 – Regional Economic Business Assistance  
 Grant Writing & Grant Administration

**City of Eatonton**

*Redevelopment (Hearn Cotton Warehouse)*  
 FY 2007 – OneGeorgia Authority (Equity)  
 FY 2007 – Downtown Development Revolving Loan Fund  
 FY 2007 – Georgia Cities Foundation  
 Grant Writing

**City of Eatonton DDA**

*Parking Lot / Stage Construction (City Center Park)*  
 FY 2013 – OneGeorgia Authority (Equity)  
 Grant Writing & Grant Administration

**Effingham County Industrial Development Authority**

*Site Improvements (Medient Studios)*  
 FY 2013 – OneGeorgia Authority (EDGE)  
 Grant Writing & Grant Administration

**Effingham County Industrial Development Authority**

*PortFresh - Water*  
 FY 2016 – OneGeorgia Authority Equity  
 Grant Writing & Grant Administration

**Fall Line Regional Development Authority**

*Industrial Park Study*  
 FY 2003 – OneGeorgia Authority (Equity)  
 Grant Writing & Grant Administration

**Economic Development, Innovative, and  
Redevelopment Projects (continued)**

**City of Fort Valley/Peach County**  
*Sewer Improvements (South Peach Industrial Park)*  
FY 2000 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Fort Valley/Peach County**  
*Public Infrastructure Improvements (Step2 Company)*  
FY 2000 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of Gordon**  
*Public Infrastructure Improvements (Ind. Dev. Park)*  
FY 2006 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**Greene County**  
*Sewer Improvements (Flying J)*  
FY 2006 – Employment Incentive Program  
FY 2006 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Greensboro**  
*Building Renovation (Marrett Building)*  
FY 1999 – CDBG Innovative Program  
Grant Writing & Grant Administration

**City of Greensboro**  
*Acquisition / Equipment (First Hand, Inc.)*  
FY 2004 – Employment Incentive Program  
FY 2004 – Revolving Loan Fund  
Grant Writing & Grant Administration

**City of Greensboro**  
*Building Renovation (Festival Hall)*  
FY 2008 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Greensboro**  
*Building Renovation (Chero Cola Building)*  
FY 2014 – Redevelopment Fund  
Grant Writing & Grant Administration

**City of Greensboro**  
*StreetScape Phase 1*  
FY 2016 – USDA RBDG  
Grant Writing & Grant Administration

**City of Greensboro**  
*StreetScape Phase 2*  
FY 2016 – USDA RBDG  
Grant Writing

**City of Griffin**  
*Public Infrastructure Improvements (Kroger)*  
FY 2011 – Employment Incentive Program  
Grant Writing

**City of Griffin**  
*Sewer Infrastructure Improvements (1888 Mills)*  
FY 2014 – Employment Incentive Program  
Grant Writing & Grant Administration

**Griffin-Spalding Development Authority**  
*Site Work, Rail Spur, Pre-Treatment Facility (Caterpillar)*  
FY 1998 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

**Griffin-Spalding Development Authority**  
*Industrial Park Planning*  
FY 2003 - Municipal Electric Authority Georgia (MEAG)  
Grant Writing

**Griffin-Spalding Development Authority**  
*(Project Jade)*  
FY 2010 – OneGeorgia Authority (EDGE)  
Grant Writing

**Griffin-Spalding Development Authority**  
*Machinery / Equipment (Caterpillar, Inc.)*  
FY 2010 – OneGeorgia Authority (EDGE)  
Grant Writing & Grant Administration

**Griffin-Spalding Development Authority**  
*Building Construction (UGA Food Innovation Center)*  
FY 2013 – Economic Development Administration  
Grant Writing

**Griffin-Spalding Development Authority**  
*The Lakes at Green Valley – Water/Sewer*  
FY 2016 – OneGeorgia Authority Equity  
Grant Writing & Grant Administration

**Griffin-Spalding Development Authority**  
**Griffin-Spalding County Joint Application**  
*Marukan Vinegar USA - Public Pretreatment Facility*  
FY 2016 – Employment Incentive Program  
Grant Writing

**City of Grovetown**  
*Road Improvements (Grovetown Center)*  
FY 2013 – OneGeorgia Authority (Equity)  
Grant Writing

**Haralson County/Dev. Authority of Haralson County**  
*Rail Spur (Mark-Lynn Foods)*  
FY 1998 – Employment Incentive Program  
Grant Writing & Grant Administration

**Haralson County/Dev. Authority of Haralson County**  
*Building Renovation (Spectra Science)*  
FY 1998 – Employment Incentive Program  
Grant Writing & Grant Administration

**Haralson County Development Authority**  
*Sewer Improvements*  
FY 2001 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

Economic Development, Innovative, and  
Redevelopment Projects (continued)

**Haralson County**

*(Associated Maintenance Corporation)*

FY 2006 – Employment Incentive Program/Revolving Loan  
Fund

Grant Writing & Grant Administration

**Haralson County**

*Water Improvements (Suzukaku)*

FY 2007 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

**Haralson County**

*Acquisition (NEEMA Properties)*

FY 2005 – Employment Incentive Program/Revolving Loan  
Fund

Grant Writing & Grant Administration

**City of Harlem**

*Equipment (Tracy-Luckey)*

FY 2008 – Employment Incentive Program/Revolving Loan  
Fund

Grant Writing & Grant Administration

**City of Harlem**

*Building Renovation (Columbia Theatre)*

FY 2010 – Redevelopment Fund

Grant Writing

**Harris County**

*Equipment (JCG Foods)*

FY 2013 – OneGeorgia Authority (EDGE)

Grant Writing & Grant Administration

**Heard County Water Authority**

*Water Improvements*

FY 2007 – Rural Development

Grant Writing & Grant Administration

**Henry County Development Authority**

*Equipment (Inline Plastics)*

FY 2009 – Regional Economic Business Assistance

Grant Administration

**Lake Oconee Development Authority**

*Tourism & Marketing*

FY 2001 – Regional Assistance Program

Grant Writing

**City of Jackson**

*QTR - Water Improvements*

FY 2016 – Employment Incentive Program

Grant Writing &

**Jackson County Economic Development**

*Sewer Improvements (Tanger Factory Outlet)*

FY 1995 – Employment Incentive Program

Grant Writing & Grant Administration

**Jackson County Economic Development**

*Sewer Improvements (Tanger Factory Outlet)*

FY 1995 – Georgia Environmental Finance Authority (Loan)

Loan Writing & Administration

**Jackson County**

*Public Infrastructure Improvements (Nicolon, Inc.)*

FY 1995 – Regional Economic Business Assistance Grant

Writing & Grant Administration

**Jackson County Economic Development**

*Pre-Treatment Facility (Mayfield Dairy Farms)*

FY 1997 – Employment Incentive Program

Grant Writing & Grant Administration

**Jackson County Economic Development**

*Pre-Treatment Facility (Mayfield Dairy Farms)*

FY 1997 – Georgia Environmental Finance Authority (Loan)

Loan Writing & Administration

**Joint Development Authority of Athens-Clarke,  
Jackson, Madison, Morgan, Oconee, and Walton  
(Mayfield Dairy Farms)**

FY 2006 – Regional Economic Business Assistance

Grant Writing & Grant Administration

**Development Authority of Jasper County**

*Minnetta Industrial Park – Land Acquisition/Entrance*

FY 2016 – OneGeorgia Authority Equity

Grant Writing & Grant Administration

**Development Authority of Jefferson County**

*Public Infrastructure Improvements (Pyramax)*

FY 2011 – Economic Development Administration

FY 2011 – Employment Incentive Program

FY 2011 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

**Development Authority of Jefferson County**

*Public Infrastructure Improvements (Northstar)*

FY 2012 – OneGeorgia Authority (Equity)

Grant Writing

**Jefferson County Industrial Development Authority**

*Airport Industrial Park – Multi-Infrastructure*

FY 2016 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

**Joint Development Authority of Jasper, Newnan,  
Morgan, and Walton Counties**

*Infrastructure Improvements (Stanton Springs)*

FY 2007 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

**Joint Development Authority of Jasper, Newton,  
Morgan, and Walton Counties**

*Site Work (Baxter Healthcare)*

FY 2012 – OneGeorgia Authority (EDGE)

FY 2012 – Economic Development Administration

Grant Writing & Grant Administration

Item # 8

Economic Development, Innovative, and  
Redevelopment Projects (continued)

**Jones County Industrial Development Authority**  
*Road Improvements / Signage*  
FY 2008 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of LaGrange**  
*Road Improvements (Sewon)*  
FY 2009 – Employment Incentive Program  
Grant Writing & Grant Administration

**Development Authority of LaGrange**  
*Jindal Films – Building and Equipment*  
FY 2016 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of Lincolnton/Lincoln County**  
*Training and Development Center*  
FY 2003 – Employment Incentive Program  
FY 2003 – Redevelopment Fund  
Grant Writing

**City of Luthersville**  
*Building Stabilization -Preservation -Bank Building*  
FY 2016 – Redevelopment Fund Program  
Grant Writing

**Macon County Development Authority**  
*(Flint River Foods)*  
FY 2004 – OneGeorgia Authority (EDGE)  
Grant Writing & Grant Administration

**City of Madison Downtown Development Authority**  
FY 2009 – OneGeorgia Authority  
Grant Writing & Grant Administration

**Madison County**  
*Road Improvements (Dills Food City)*  
FY 2013 – Employment Incentive Program  
Grant Writing

**Madison County Development Authority**  
*Road Improvements (Cooper Road Industrial Park)*  
FY 2009 – Appalachian Regional Commission  
Grant Writing & Grant Administration

**Madison County Development Authority**  
*Sewer Improvements (Ingles)*  
FY 2009 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**Meriwether County**  
*Water Tank (Dongwon)*  
FY 2007 – Employment Incentive Program  
Grant Writing & Grant Administration

**Meriwether County**  
*Water Improvements (Meriwether Park)*  
FY 2008 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**Meriwether County Industrial and Building Authority**  
*Site Work (Dongwon)*  
FY 2008 – OneGeorgia Authority (EDGE)  
Grant Writing & Grant Administration

**Milledgeville/Baldwin County Development Authority**  
*Water Improvements (Vernay Industries)*  
FY 2003 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of Monroe**  
*Road Improvements (Walmart Distribution Center)*  
FY 2004 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of Monroe**  
*Building Renovation (Livery Stable)*  
FY 2016 – Redevelopment Fund Program  
Grant Writing & Grant Administration

**Murray County**  
*Rail Spur and Road Improvements (Mattex)*  
FY 2014 – Employment Incentive Program  
Grant Writing & Grant Administration

**Murray County**  
*Site Improvements (Mattex)*  
FY 2013 – OneGeorgia Authority (EDGE)  
Grant Writing & Grant Administration

**Murray County**  
*Building Construction (Agricultural Center)*  
FY 2013 – OneGeorgia Authority (Equity)  
Grant Writing

**Peach County**  
*Regional Workforce Development Center*  
FY 2007 – Employment Incentive Program  
FY 2007 – OneGeorgia Authority (Equity)  
Grant Writing

**Peach County**  
*(Southern Perfection)*  
FY 2008 – OneGeorgia Authority (Loan)  
Loan Writing

**Peach County**  
*Regional Workforce Development Center*  
FY 2012 – Employment Incentive Program  
FY 2012 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**Pike County Industrial Development Authority**  
*Water and Sewer Improvements (Industrial Park)*  
FY 2005 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**Pike County**  
*Water Improvements (Ranews - Engine Painting Division)*  
FY 2006 – Employment Incentive Program  
Grant Writing & Grant Administration

Item # 8

**Economic Development, Innovative, and  
Redevelopment Projects (continued)**

**City of Plains**

*Renovation (Inn & Antique Mall)*  
FY 2000 – OneGeorgia Authority (Equity)  
FY 2000 – Redevelopment Fund  
Grant Writing & Grant Administration

**Putnam County**

*Building Renovations (Georgia Writers Museum)*  
FY 2014 – OneGeorgia Authority (Equity)  
Grant Writing

**Putnam County/City of Eatonton**

*Water Improvements*  
FY 2005 – Employment Incentive Program  
Grant Writing & Grant Administration

**Putnam County/City of Eatonton**

*Sewer Improvements – Legacy Homes*  
FY 2016 – Employment Incentive Program  
Grant Writing

**Eatonton-Putnam Water Sewer Authority**

*WWTP Upgrades – Industrial Park Capacity*  
FY 2016 – Economic Development Administration  
Grant Writing

**City of Roberta**

*Water Improvements*  
FY 2001 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Sandersville**

*Water Improvements*  
FY 200w – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Sandersville/Washington County**

*Spec Building*  
FY 2003 – OneGeorgia Authority (Equity)  
Grant Writing

**Sinclair Water Authority**

*Water Improvements*  
FY 2001 – Regional Assistance Program (RAP)  
FY 2001 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Social Circle**

FY 2005 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Social Circle**

FY 2005 – Employment Incentive Program  
Grant Writing

**City of Social Circle**

FY 2006 – Downtown Development Revolving Loan Fund  
FY 2006 – Georgia Cities Foundation  
Grant Writing & Grant Administration

**City of Social Circle**

*Infrastructure Improvements (General Mills)*  
FY 2009 – Economic Development Administration  
FY 2009 – American Recovery and Reinvestment Act  
Grant Writing and Grant Administration

**Spalding County**

*Road Improvements (Caterpillar, Inc.)*  
FY 1998 – Employment Incentive Program  
Grant Writing & Grant Administration

**Spalding County**

*Road Improvements (Springs Industries)*  
FY 2000 – Employment Incentive Program  
Grant Writing & Grant Administration

**Spalding County**

*Building Purchase / Renovation (Old Griffin Bottling)*  
FY 2004 – Employment Incentive Program/Revolving Loan  
Fund  
Grant Writing & Grant Administration

**Spalding County**

*Infrastructure Improvements (Sumika)*  
FY 2007 – Employment Incentive Program  
Grant Writing & Grant Administration

**Spalding County**

*Rail Spur (NORCOM)*  
FY 2009 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of Summerville**

*Water Improvements (Mohawk)*  
FY 2011 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of Swainsboro**

*Infrastructure and Facility for Technology Park (Zcorum)*  
FY 2001 – Employment Incentive Program  
FY 2001 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

**City of Tallapoosa**

*Water Improvements (Honda)*  
FY 2005 – Employment Incentive Program  
FY 2005 – Economic Development Administration  
Grant Administration

**City of Tennille**

*Building Renovation (Memory Lane Assisted Living)*  
FY 2010 – Employment Incentive Program (Loan)  
Grant Writing & Grant Administration

**City of Thomaston**

*Infrastructure (WesTek)*  
FY 2001 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

Economic Development, Innovative, and  
Redevelopment Projects (continued)

**City of Thomaston Development Authority**  
*Rail Spur and Infrastructure Improvements (Plymart)*  
FY 2006 – Employment Incentive Program  
FY 2006 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Thomaston**  
*Water / Sewer Improvements (Walmart)*  
FY 2000 – Employment Incentive Program  
Grant Writing & Grant Administration

**Thomaston/Upson County Development Authority**  
*Spec Building*  
FY 2001 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of Thomaston**  
*(Animal Health and Science)*  
FY 2010 – OneGeorgia Authority (EDGE)  
FY 2010 – Employment Incentive Program  
Grant Writing & Grant Administration

**Warren County**  
*(Oglethorpe Power)*  
FY 2010 – Economic Development Administration  
FY 2010 – Employment Incentive Program  
Grant Writing

**City of Warrenton**  
*Water Improvements (Georgia Pacific / Timberman)*  
FY 2002 – Employment Incentive Program  
Grant Writing & Grant Administration

**Washington County**  
*Airport Terminal*  
FY 2010 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of West Point**  
*Technology & Training Center*  
FY 2001 – OneGeorgia Authority (Equity)  
FY 2001 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of West Point**  
*Industrial Park Expansion*  
FY 2003 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of West Point**  
*Infrastructure Improvements (KIA Motors)*  
FY 2006 – Economic Development Administration  
FY 2006 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of West Point**  
*Public Infrastructure Improvements (Mobis and Glovis)*  
FY 2007 – OneGeorgia Authority (Equity)  
FY 2007 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of West Point**  
*Rail Spur (KIA Motors)*  
FY 2007 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

**City of West Point**  
*Water / Sewer Improvements (Hyundai Dymos)*  
FY 2013 – Employment Incentive Program  
FY 2013 – OneGeorgia Authority (Equity)  
Grant Writing & Grant Administration

**City of West Point Downtown Development Authority**  
*Building Renovation (Hood Building)*  
FY 2008 – Redevelopment Fund  
Grant Writing & Grant Administration

**Development Authority of West Point**  
*Rail Spur (KIA Motors)*  
FY 2008 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

**Development Authority of West Point**  
*Site Work (KIA Motors)*  
FY 2008 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

**West Point Valley Partnership Joint Development Auth.**  
FY 2007 - OneGeorgia Equity  
Grant Writing & Grant Administration

**Wilkinson County**  
*ISP Alliance*  
FY 1998 – Employment Incentive Program  
Grant Writing & Grant Administration

**Development Authority of Wilkinson County**  
*(CARBO Ceramics)*  
FY 1997 – Regional Economic Business Assistance  
Grant Writing & Grant Administration

**City of Winder**  
*(Olympic Steel)*  
FY 2008 – Employment Incentive Program  
Grant Writing & Grant Administration

**Winder-Barrow Industrial Building Authority**  
*Park 53 South Phase 1 – Water/Sewer*  
FY 2016 – OneGeorgia Authority Equity  
Grant Writing & Grant Administration

**City of Zebulon**  
*Sewer Improvements (Southern Mills)*  
FY 2003 – Employment Incentive Program  
Grant Writing & Grant Administration

**City of Zebulon**  
*Building Renovation*  
FY 2005 – Redevelopment Fund  
Grant Writing & Grant Administration

**Boys & Girls Clubs, Head Starts, Learning Centers, Day Care Centers, Community Service Centers**

**ACTION, Inc. Madison County**

*Head Start*

FY 2000 – Department of Health & Human Services  
Grant Writing

**Banks County**

*Adult Learning Center*

FY 2004 – Community Development Block Grant  
Grant Writing & Grant Administration

**Barrow County**

*Head Start Facility*

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**Bartow County**

*Boys & Girls Club*

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Cave Springs**

*Day Care Facility*

FY 1999 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Commerce**

*Boys & Girls Club*

FY2014 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Fort Valley**

*Boys & Girls Club*

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Harlem**

*Family Connection / Head Start*

FY 2006 – Community Development Block Grant  
Grant Writing & Grant Administration

**Jackson County**

*Boys & Girls Club*

FY2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**Jones County**

*Head Start / Community Services Center*

FY 1999 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Newnan**

*Boys & Girls Club*

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**Paulding County**

*Boys & Girls Club*

FY 1997 – Community Development Block Grant  
Grant Writing & Grant Administration

**Walton County**

*Head Start Facility*

FY 1997 – Community Development Block Grant  
Grant Writing & Grant Administration

**Walton County**

*Boys & Girls Club*

FY 2005 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton**

*Head Start / GED Facility*

FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of West Point**

*Boys & Girls Club*

FY 2003 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Winder**

*Boys & Girls Club / ACTION, Inc.*

FY 2014 – Community Development Block Grant  
Grant Administration

**City of Zebulon**

*Head Start / Neighborhood Services Facility*

FY 2002 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Zebulon**

*Community Service Center*

FY 2006 – Community Development Block Grant  
Grant Writing & Grant Administration

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**Physical Health Departments, Mental Health Facilities, Shelters, Mental Retardation Service & Training Facilities**

**Baldwin County**

*Mental Health Facility*

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**Banks County**

*Health Department Facility*

FY 1997 – Community Development Block Grant  
Grant Administration

**Barrow County**

*Mental Health Facility*

FY 1995 – Community Development Block Grant  
Grant Writing & Grant Administration

Physical Health Departments, Mental Health Facilities,  
Shelters, Mental Retardation Service & Training  
Facilities (continued)

**Barrow County**

*Mental Retardation Service Center*  
FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

**Barrow County**

*Pace Place Transitional Housing*  
FY 2004 – Community Development Block Grant  
Grant Writing

**Barrow County**

*Health Department*  
FY 2007 – Community Development Block Grant  
Grant Writing & Grant Administration

**Carroll County**

*Mental Health Facility*  
FY 1997 – Community Development Block Grant  
Grant Writing & Grant Administration

**Coweta County**

*Health Facility*  
FY 2009 – Community Development Block Grant/ARRA  
Grant Writing & Grant Administration

**Floyd County**

*Boys Home*  
FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**Gordon County**

*Mental Health Facility*  
FY 1997 – Community Development Block Grant  
Grant Writing & Grant Administration

**Gordon County**

*Mental Retardation Training Center*  
FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**Gordon County**

*Community Assessment Center*  
FY 2004 – Community Development Block Grant  
Grant Writing

**Haralson County**

*Mental Retardation Training Center*  
FY 2003 – Community Development Block Grant  
Grant Writing & Grant Administration

**Harris County**

*Mental Retardation Training Center*  
FY 1995 – Community Development Block Grant  
Grant Writing & Grant Administration

**Harris County**

*Mental Health Facility*  
FY 1999 – Community Development Block Grant  
Grant Writing & Grant Administration

**Heard County**

*Mental Health Facility*  
FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

**Jackson County**

*Public Health Department*  
FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**Jackson County**

*Mental Health Facility*  
FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

**Lamar County**

*Health Department*  
FY 2017 – Community Development Block Grant  
Grant Writing

**Meriwether County**

*Public Health Center*  
FY 1995 – Community Development Block Grant  
Grant Writing & Grant Administration

**Meriwether County**

*Mental Health Facility*  
FY 1997 – Community Development Block Grant  
Grant Writing & Grant Administration

**Meriwether County**

*Adolescent and Children's Crisis Stabilization Center*  
FY 2007 – Community Development Block Grant  
Grant Writing & Grant Administration

**Peach County**

*Mental Health Facility*  
FY 2005 – Community Development Block Grant  
Grant Writing & Grant Administration

**Pike County**

*Public Health Department*  
FY 1994 – Community Development Block Grant  
Grant Writing & Grant Administration

**Putnam-Jasper Counties**

*MR Service Center*  
FY 2001 – Community Development Block Grant  
Grant Writing & Grant Administration

**Upson County**

*Public Health Department*  
FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

Physical Health Departments, Mental Health Facilities,  
Shelters, Mental Retardation Service & Training  
Facilities (continued)

**Walton County**

*Mental Health Facility*

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**Wilkinson County**

*Mental Retardation Service Center*

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**Senior Citizens Centers**

**Baldwin County**

FY 1995 – Community Development Block Grant  
Grant Writing & Grant Administration

**Barrow County**

FY 1997 – Community Development Block Grant  
Grant Writing

**Franklin County**

FY 1995 - Community Development Block Grant  
Grant Writing & Grant Administration

**Gordon County**

FY 1995 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Harlem**

FY 2008 – Community Development Block Grant  
Grant Writing & Grant Administration

**Harris County**

FY 1997 – Community Development Block Grant  
Grant Writing & Grant Administration

**Henry County**

FY 1997 – Community Development Block Grant  
Grant Writing & Grant Administration

**Jackson County**

FY 2008 – Community Development Block Grant  
Grant Writing & Grant Administration

**Jasper County**

FY 2017 – Community Development Block Grant  
Grant Writing

**Lamar County**

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**Morgan County**

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**Oglethorpe County**

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**Pike County**

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**Rabun County**

FY 1997 – Community Development Block Grant  
Grant Writing & Grant Administration

**Stephens County**

FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Tallapoosa**

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**Union County**

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**Walton County**

FY 2002 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of West Point**

FY 2002 – Community Development Block Grant  
Grant Writing

**Wilkinson County**

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**Streets, Drainage, and Sidewalks**

**Baldwin County**

*Streets, Drainage & Sidewalk Improvements*

FY 1999 – Community Development Block Grant  
Grant Writing

**Baldwin County**

*Streets, Drainage & Sidewalks*

FY 2004 – Community Development Block Grant  
Grant Writing & Grant Administration

**Baldwin County**

*Drainage Improvements*

FY 2006 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Carnesville**

*Sidewalk Improvements*

FY 1996 & 1997 – Community Development Block Grant  
Grant Writing

**Streets, Drainage, and Sidewalks (continued)****City of Crawfordville***Streets, Drainage, & Sidewalk Improvements*

FY 1995 – Community Development Block Grant and Georgia Department of Transportation Grant Writing & Grant Administration

**City of Crawfordville***Streets, Drainage, & Sidewalk Improvements*

FY 2001 – Community Development Block Grant Grant Writing & Grant Administration

**City of Gordon***Drainage Improvements*

FY 2003 – Community Development Block Grant Grant Writing & Grant Administration

**City of Gordon***Drainage Improvements*

FY 2006 – Community Development Block Grant Grant Writing & Grant Administration

**City of Gray***Street & Drainage Improvements*

FY 2004 – Community Development Block Grant Grant Writing & Grant Administration

**City of Gray***Street & Drainage Improvements*

FY 2006 – Community Development Block Grant Grant Writing

**City of Greensboro***Street & Drainage Improvements*

FY 1998 - Community Development Block Grant Grant Writing & Grant Administration

**City of Greensboro***Water, Street, & Drainage Improvements*

FY 2011 - Community Development Block Grant Grant Administration

**City of Grovetown***Road Improvements*

FY 2012 – OneGeorgia Authority (Equity) Grant Writing & Grant Administration

**City of Griffin***Multi-Activity Project*

FY 2006 – Community Development Block Grant Grant Writing

**City of Hampton***Street & Drainage Improvements*

FY 1996 – Community Development Block Grant and Georgia Department of Transportation Funds Grant Writing & Grant Administration

**Heard County***Streets Improvement*

FY 2008 – Community Development Block Grant Grant Writing & Grant Administration

**City of Jefferson***Street & Sidewalk Improvements*

FY 2012 – Community Development Block Grant Grant Writing & Grant Administration

**Jones County***Drainage Improvements*

FY 2006 – Community Development Block Grant Grant Writing & Grant Administration

**City of LaGrange***Flood Mitigation Program*

FY 1995 – Supplemental Flood Mitigation Grant Administration/Amendment

**City of Madison***Drainage Improvements*

FY 2012 – Community Development Block Grant Grant Writing & Grant Administration

**City of McDonough***Street & Drainage Improvements*

FY 1999 – Community Development Block Grant Grant Writing & Grant Administration

**City of McDonough***Street & Drainage Improvements*

FY 2001 – Community Development Block Grant Grant Writing & Grant Administration

**City of Milner***Water & Street Improvements*

FY 2006 – Community Development Block Grant Grant Writing

**City of Monroe***Street & Drainage Improvements*

FY 1998 – Community Development Block Grant Grant Writing & Grant Administration

**City of Monroe***Street & Drainage Improvements*

FY 2002 – Community Development Block Grant Grant Writing & Grant Administration

**City of Monroe***Street & Drainage Improvements*

FY 2004 – Community Development Block Grant Grant Writing & Grant Administration

**City of Monroe***Street & Drainage Improvements*

FY 2006 – Community Development Block Grant Grant Writing

**Rockdale County***Drainage Improvements*

FY 1995 – Supplemental Flood Mitigation Grant Administration

**Streets, Drainage, and Sidewalks (continued)****City of Stockbridge***Street & Drainage Improvements*

FY 2000 – Community Development Block Grant  
Grant Writing

**Upson County***Water & Drainage Improvements*

FY 2005 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Walnut Grove***Street & Drainage Improvements*

FY 1996 – Community Development Block Grant and  
Georgia Department of Transportation Funds  
Grant Writing & Grant Administration

**City of West Point***Street & Drainage Improvements*

FY 2006 – Community Development Block Grant  
Grant Writing

**City of Williamson***Water & Street Improvements*

FY 2004 – Community Development Block Grant  
Grant Administration

**City of Zebulon***Street & Drainage Improvements*

FY 1996 – Community Development Block Grant  
Grant Administration

**City of Zebulon***Street & Drainage Improvements*

FY 1999 – Community Development Block Grant  
Grant Writing & Grant Administration

**Water and Sewer Improvements****Baldwin County***Sewer Improvements*

FY 1997 – Community Development Block Grant  
Grant Writing

**Baldwin County***Sewer Improvements*

FY 2002 – Community Development Block Grant  
Grant Writing

**Baldwin County***Sewer Improvements*

FY 2006 – Community Development Block Grant  
Grant Writing

**Baldwin County***Water Improvements*

FY 2008 - Community Development Block Grant  
Grant Writing & Grant Administration

**Baldwin County***Water, Sewer, & Road Improvements*

FY 2010 - Community Development Block Grant  
Grant Writing and Grant Administration

**Baldwin County***Sewer Improvements*

FY 2012 - Community Development Block Grant  
Grant Writing & Grant Administration

**Baldwin County***Sewer Improvements*

FY 2014 - Community Development Block Grant  
Grant Writing & Grant Administration

**Baldwin County***Sewer Improvements*

FY 2016 - Community Development Block Grant  
Grant Writing & Grant Administration

**City of Baldwin***Water Improvements*

FY 2003 - Community Development Block Grant  
Grant Writing & Grant Administration

**City of Baldwin***Water & Sewer Improvements*

FY 2012 - Community Development Block Grant  
Grant Writing & Grant Administration

**Banks County***Water Improvements*

FY 2000 - Community Development Block Grant  
Grant Writing & Grant Administration

**City of Barnesville***Sewer Improvements*

FY 2008 - Community Development Block Grant  
Grant Writing & Grant Administration

**City of Barnesville***Water Improvements*

FY 2010 - Community Development Block Grant  
Grant Writing & Grant Administration

**City of Barnesville***Sewer Improvements*

FY 2014 - Community Development Block Grant  
Grant Writing & Grant Administration

**City of Bowdon***Sewer Improvements*

FY 2012 - Community Development Block Grant  
Grant Writing & Grant Administration

**City of Bowdon***Sewer Improvements*

FY 2014 - Community Development Block Grant  
Grant Writing & Grant Administration

**Water and Sewer (continued)****City of Buchanan***Water Improvements*

FY 2013 – Community Development Block Grant  
Grant Administration

**City of Camak***Water Improvements*

FY 1997 – Immediate Threat and Danger Program  
Grant Writing & Grant Administration

**City of Camak***Water Improvements*

FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Camak***Sewer Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Camak***Sewer Improvements*

FY 2014 – Community Development Block Grant  
Grant Writing & Grant Administration

**Carroll County***Water Improvements*

FY 2013 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Cartersville***Water Improvements*

FY 2017 – Community Development Block Grant  
Grant Writing

**City of Cedartown***Sewer Improvements*

FY 2015 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Cedartown***Sewer Improvements*

FY 2017 – Community Development Block Grant  
Grant Writing

**Chattooga County***Sewer Improvements*

FY 2013 – Community Development Block Grant  
Grant Writing & Grant Administration

**Chattooga County***Water Improvements*

FY 2015 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Cochran***Water, Sewer, & Drainage Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing

**City of Concord***Water Improvements*

FY 2004 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Concord***Sewer Improvements*

FY 2008 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Crawfordville***Sewer Improvements*

FY 1999 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Crawfordville***Water Improvements*

FY 2000 – Georgia Environmental Finance Authority  
Project Administration

**City of Crawfordville***Sewer Improvements*

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Crawfordville***Sewer Improvements*

FY 2002 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Crawfordville***Sewer Improvements*

FY 2007 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Crawfordville***Sewer Improvements*

FY 2009 – Community Development Block Grant  
Grant Writing

**City of Crawfordville***Sewer Improvements*

FY 2010 – Community Development Block Grant  
Grant Writing and Grant Administration

**City of Crawfordville***Sewer Improvements*

FY 2010 – Special Appropriations Project  
Grant Administration

**City of Franklin***Sewer Improvements*

FY 2005 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Gordon***Sewer Improvements*

FY 2007 – Community Development Block Grant  
Grant Writing & Grant Administration

**Water and Sewer (continued)****City of Gordon***Sewer Improvements*

FY 2008 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Gordon***Sewer Improvements*

FY 2010 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Gordon***Sewer Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Gray***Sewer Improvements*

FY 2002 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Greensboro***Sewer, Street, & Drainage Improvements*

FY 1994 – Community Development Block Grant  
Department of Transportation Funds  
Grant Administration

**City of Greensboro***Water, Street, & Drainage Improvements*

FY 2011 – Community Development Block Grant  
Grant Administration

**City of Greensboro***Water Improvements*

FY 2013 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Griffin***Water & Sewer Improvements*

FY 2008 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Griffin***Water Improvements*

FY 2010 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Griffin***Water & Sewer Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Griffin***Water & Sewer Improvements*

FY 2013 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Griffin***Water & Sewer Improvements*

FY 2014 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Griffin***Water & Sewer Improvements*

FY 2015 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Griffin***Water & Sewer Improvements*

FY 20156 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Griffin***Water & Sewer Improvements*

FY 2017 – Community Development Block Grant  
Grant Writing

**City of Grovetown***Water Improvements*

FY 2009 – Georgia Environmental Finance Authority /  
American Recovery and Reinvestment Act  
Grant Administration

**Hancock County***Water Improvements*

FY 2017 – Community Development Block Grant  
Grant Writing

**Haralson County***Water Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**Haralson County***Water Improvements*

FY 2015 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Harlem***Sewer Improvements*

FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Harlem***Sewer Improvements*

FY 2004 – Community Development Block Grant  
Grant Writing & Grant Administration

**Hart County***Water Improvements*

FY 2011 – Community Development Block Grant  
Grant Writing & Grant Administration

**Hart County***Water Improvements*

FY 2013 – Community Development Block Grant  
Grant Writing & Grant Administration

**Hart County***Water Improvements*

FY 2015 – Community Development Block Grant  
Grant Writing & Grant Administration

**Water and Sewer (continued)****City of Hogansville***Sewer Improvements*

FY 2011 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Hogansville***Sewer Improvements*

FY 2013 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Hogansville***Sewer Improvements*

FY 2015 – Community Development Block Grant  
Grant Writing & Grant Writing

**Jackson County***Water Extension*

FY 2001 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Jackson***Sewer Rehabilitation*

FY 2000 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Jackson***Sewer Rehabilitation*

FY 2016 – Community Development Block Grant  
Grant Writing & Grant Administration

**Jones County***Water Improvements*

FY 2002 – Community Development Block Grant  
Grant Writing & Grant Administration

**Lamar County***Water Improvements*

FY 2005 – Community Development Block Grant  
Grant Administration

**Lamar County***Water Improvements*

FY 2010 – Community Development Block Grant  
Grant Writing & Grant Administration

**Lincoln County***Water Improvements*

FY 2003 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Lithia Springs***Sewer Improvements*

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Locust Grove***Sewer Improvements*

FY 2002 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Locust Grove***Water Improvements*

FY 2006 – Community Development Block Grant  
Grant Writing & Grant Administration

**Town of Lyerly***Water Improvements*

FY 2011 – Community Development Block Grant  
Grant Administration

**City of Meansville***Sewer Improvements*

FY 2007 – Community Development Block Grant  
Grant Administration

**City of Milledgeville***Sewer Improvements*

FY 2015 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Milledgeville***Sewer Improvements*

FY 2017 – Community Development Block Grant  
Grant Writing

**City of Milner***Sewer Improvements*

FY 2001 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Monroe***Sewer Improvements*

FY 2007 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Monroe***Sewer Improvements*

FY 2011 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Monroe***Sewer Improvements*

FY 2013 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Mount Zion***Water Improvements*

FY 2016 – Community Development Block Grant  
Grant Writing

**City of Monroe***Water / Sewer / Streets / Drainage Improvements*

FY 2016 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Norwood***Water Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**Water and Sewer (continued)****City of Oconee***Water Improvements*

FY 1995 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Oxford***Water Improvements*

FY 2008 – Community Development Block Grant  
Grant Writing

**City of Oxford***Water Improvements*

FY 2009 – Community Development Block Grant /  
American Recovery and Reinvestment Act  
Grant Writing & Grant Administration

**Peach County***Water & Sewer Improvements*

FY 2002 – Community Development Block Grant  
Grant Writing & Grant Administration

**Peach County***Sewer Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Riddleville***Water Improvements*

FY 1996 & 1997 – Community Development Block Grant /  
Georgia Environmental Finance Authority  
Grant Writing & Grant Administration

**City of Roberta***Water Improvements*

FY 1998 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Royston***Water Improvements*

FY 2001 – Community Development Block Grant  
Grant Writing & Grant Administration

**Spalding County***Sewer Improvements*

FY 1995 – Community Development Block Grant  
Grant Writing & Grant Administration

**Spalding County***Sewer Improvements*

FY 1995 – Community Development Block Grant /  
Immediate Threat and Danger - Flood Mitigation  
Grant Writing & Grant Administration

**Spalding County***Sewer Improvements*

FY 2001 – Community Development Block Grant  
Grant Writing & Grant Administration

**Spalding County***Sewer Improvements*

FY 2010-2011 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Summerville***Sewer Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Summerville***Sewer Improvements*

FY 2014 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Summerville***Sewer Improvements*

FY 2016 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Tallapoosa***Gas Infrastructure Improvements*

FY 2005 – Community Development Block Grant  
Grant Writing

**City of Tennille***Water & Sewer Improvements*

FY 2011 – Community Development Block Grant  
Grant Writing and Grant Administration

**City of Thomaston***Water Improvements*

FY 2010 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Thomaston***Water & Sewer Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Thomaston***Water & Sewer Improvements*

FY 2014 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Thomaston***Sewer Improvements*

FY 2017 – Community Development Block Grant  
Grant Writing

**City of Toombsboro***Water Improvements*

FY 1995 – Community Development Block Grant  
Grant Writing

**Town of Trion***Sewer Improvements*

FY 2013 – Community Development Block Grant  
Grant Administration

**Water and Sewer (continued)****Town of Trion***Water & Housing Improvements*

FY 2015 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Union Point***Water Improvements*

FY 2009 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Union Point***Water Improvements*

FY 2011 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Union Point***Water & Sewer Improvements*

FY 2013 – Community Development Block Grant  
Grant Writing & Grant Administration

**Upson County***Water Improvements*

FY 2003 – Community Development Block Grant  
Grant Writing & Grant Administration

**Upson County***Water Improvements*

FY 2007 – Community Development Block Grant  
Grant Writing & Grant Administration

**Upson County***Water Improvements*

FY 2009 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Villa Rica***Water Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Villa Rica***Water Improvements*

FY 2017 – Community Development Block Grant  
Grant Writing

**City of Waco***Sewer Improvements*

FY 1995 – Community Development Block Grant  
Rural Development (RD)  
Grant Writing & Grant Administration

**City of Warm Springs***Water Improvements*

FY 2011 – Community Development Block Grant  
Grant Writing & Grant Administration

**Warren County***Sewer & Street Improvements*

FY 2010 – Community Development Block Grant  
Grant Writing & Grant Administration

**Warren County***Sewer Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

**Warren County***Sewer Improvements*

FY 2014 – Community Development Block Grant  
Grant Writing & Grant Administration

**Warren County***Senior Citizens Center*

FY 2016 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton***Water Improvements*

FY 1996 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton***Sewer & Drainage Improvements*

FY 2003 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton***Sewer Improvements*

FY 2005 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton***Sewer Improvements*

FY 2006 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton***Water Improvements*

FY 2008 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton***Sewer Improvements*

FY 2009 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton***Sewer Improvements*

FY 2009 – Georgia Environmental Finance Authority /  
American Recovery and Reinvestment Act  
Grant Administration

**City of Warrenton***Water Improvements*

FY 2010 – Community Development Block Grant  
Grant Writing & Grant Administration

**City of Warrenton***Sewer Improvements*

FY 2012 – Community Development Block Grant  
Grant Writing & Grant Administration

Item # 8

**Water and Sewer (continued)****City of Warrenton**

Sewer Improvements  
 FY 2012 – USDA Public Facilities  
 Grant Administration

**City of Warrenton**

*Sewer Improvements*  
 FY 2014 – Community Development Block Grant  
 Grant Writing & Grant Administration

**City of Warrenton**

*Sewer Improvements*  
 FY 2017 – Community Development Block Grant  
 Grant Writing

**City of West Point**

*Sewer Improvements*  
 FY 2009 – Community Development Block Grant  
 Grant Writing

**Other Grants****Coweta County**

*Energy Efficiency and Conservation Block Grant*  
 FY 2010 – Georgia Environmental Finance Authority /  
 American Recovery and Reinvestment Act  
 Grant Writing & Grant Administration

**City of Crawfordville**

*Downtown Street Lights and Landscaping*  
 FY 1996/1997 – Local Development Funds (DCA)  
 Grant Writing & Administration

**City of Crawfordville**

*Downtown Steps, Coping, & Railing Improvements*  
 FY 2000 – Local Development Funds (DCA)  
 Grant Writing

**Franklin County/Hart County**

*Animal Control Facility Planning*  
 FY 1997 – Local Government Efficiency Grant (DCA)  
 Grant Writing

**Franklin County**

*Early Warning System*  
 FY 1998 – Georgia Emergency Management Agency  
 Grant Writing

**Georgia Department of Economic Development**

*State Trade and Export Promotion Grant*  
 FY 2011 – United States Small Business Administration  
 Grant Writing & Grant Administration

**Georgia Department of Economic Development**

*State Trade and Export Promotion Grant*  
 FY 2012 – United States Small Business Administration  
 Grant Writing & Grant Administration

**Georgia Department of Economic Development**

*State Trade and Export Promotion Grant*  
 FY 2014 – United States Small Business Administration  
 Grant Writing & Grant Administration

**Griffin-Spalding Development Authority**

*Downtown Revitalization Grant*  
 Municipal Electric Authority of Georgia (MEAG)  
 Grant Writing

**Griffin-Spalding Development Authority**

*Excellence in Economic Development Awards*  
 FY 2014 – International Economic Development Council  
 Award Application Preparation

**Hall County**

Labor Standards Assistance  
 FY 2012 – Community Development Block Grant  
 Grant Administration

**City of Harlem**

*City Welcome Signs*  
 FY 1997 – Local Development Funds (DCA)  
 Grant Writing

**Henry County**

*Early Warning System*  
 FY 1998 – Georgia Emergency Management Agency  
 Grant Writing

**Henry County**

*Land Acquisition*  
 FY 2000-2002 – Department of Natural Resources  
 Grant Writing

**Jackson County**

*Renovation and Landscaping*  
 Intermodal Surface Transportation Efficiency Act (GDOT)  
 Grant Administration

**Jackson County**

*Bicentennial Celebration*  
 FY 1995/1996 – Master Plan for Celebration

**Jackson County**

*Composting Project – Recycling/Waste Reduction Program*  
 FY 1996 – Georgia Environmental Finance Authority

**Jackson County**

*Chipper Acquisition – Recycling/Waste Reduction Program*  
 FY 1998 – Georgia Environmental Finance Authority

**Jackson County**

*Courthouse Clock and Dome Tower Repair*  
 FY 2000 – Local Development Funds (DCA)  
 Grant Writing

**City of Lavonia**

*Renovations to Carnegie Library*  
 FY 1998 – Local Development Funds (DCA)  
 Grant Writing

Item # 8

**Other Grants (continued)****Lincoln County***Bicentennial Celebration*

FY 1995/1996 – Master Plan for Celebration

**City of Monroe**

Renovations to Historic Art Building

FY 2000 – Local Development Funds (DCA)

Grant Writing

**City of Monroe***Transportation Enhancement Grant (TE Grant)*

FY 2008 – Georgia Department of Transportation

Grant Administration

**City of Riddleville***Recreational Pocket Park*

FY 1996 – Local Development Funds (DCA)

Grant Writing

**City of Social Circle***Land and Water Conservation Fund*

FY 2011 – Georgia Department of Natural Resources

Grant Writing

**City of Stockbridge***Early Warning System*

FY 1997 – Georgia Emergency Management Agency

Grant Writing

**Union County***Early Warning System*

FY 1997 – Georgia Emergency Management Agency

Grant Writing

**Union County***Handicapped Restrooms/Concession Facilities/Meeks Park*

FY 1997 - Recreation Assistance Funds (DCA)

Grant Writing

**Walton County***Walking Trail/Criswell Park*

FY 1997 - Recreation Assistance Funds (DCA)

Grant Writing

**Walton County***Playground Equipment/Criswell Park*

FY 1998 – Recreation Assistance Funds (DCA)

Department of Community Affairs

Grant Writing

**City of Walnut Grove***Renovate Tennis Courts*

FY 1998 – Local Development Funds (DCA)

Grant Writing

**Walton County***Recycling Bins – Recycling/Waste Reduction Program*

FY 1998 – Georgia Environmental Finance Authority

**City of Warrenton***Waste Water Treatment and Sewer Improvements*

FY 2012 – USDA Rural Development

Grant Writing &amp; Grant Administration

**City of West Point***Community Challenge Planning Grant*

FY 2010 – Georgia Department of Transportation / US

Housing &amp; Urban Development

Grant Writing

**Wilkinson County Board of Commissioners***Recreational Passive Park*

FY 1997 – Recreation Assistance Funds (DCA) /

Department of Natural Resources

Grant Writing



## **Section Nine**

### **Section 3 Certification Form**



**Georgia Department of Community Affairs  
Required Submittal - Section 3 Self-Certification and Action Plan**

All firms and individuals intending to do business with DCA, its subrecipients and contractors MUST complete and submit this Action Plan and submit it with the bid, offer, or proposal. *Any solicitation response that does not include this document (completed, signed, and notarized) will be considered non-responsive and not eligible for award.*

|  |   |   |
|--|---|---|
| Business Name:<br>Allen-Smith Consulting, Inc.   |   |   |
| D.B.A. (if different from above):  |   |   |
| Address:<br>405 Nunnally Farm Road   | City:<br>Monroe   | State/Zip:<br>Georgia 30655                 |
| Business Phone:<br>( 770 ) 207-0142  | Fax:  |   |
| E-Mail:<br>debra@allensmithconsulting.com  | Business Website:<br>www.allensmithconsulting.com                                 |   |
| Federal Employer Identification Number:<br>58-1232213  | Owner Social Security Number (if no EIN):   |   |
| Contact Person & Title:<br>Debra Smith, President  | Contact Phone:<br>770-207-0142  |   |
| Trade Description:   |   |   |
| <input type="checkbox"/> Carpentry   | <input type="checkbox"/> Heating (HVAC)   | <input type="checkbox"/> Electrical         |
| <input type="checkbox"/> Masonry Restoration   | <input type="checkbox"/> Asbestos   | <input type="checkbox"/> Plumbing           |
| <input type="checkbox"/> Lead (Abatement)  | <input type="checkbox"/> General Contractor                                       | <input type="checkbox"/> Concrete           |
| <input type="checkbox"/> Carpet/Flooring   | <input type="checkbox"/> Rubbish Removal/Hauling                                  | <input type="checkbox"/> Appraisal Services |
| <input type="checkbox"/> Demolition  | <input checked="" type="checkbox"/> Other: Grant Writing and Grant Administration | <input type="checkbox"/> Painting           |
|  |   | <input type="checkbox"/> Roofing            |
|  |   | <input type="checkbox"/> Ironwork           |
|  |   | <input type="checkbox"/> Landscaping        |
| Date Business was established (MM/DD/YYYY): <u>October 17, 1994</u>  |   |   |
| Type of Business (Check One): <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship  |   |   |
| <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Joint Venture |   |   |
| <input type="checkbox"/> Other (Describe):   |   |   |
| Number of employees: Full-time: <u>5</u> Part-time: _____ Contract: _____ Total: <u>5</u>  |   |   |
| Section 3 employees: Full-time: _____ Part-time: _____ Contract: _____ Total: _____  |   |   |



**I am Certifying as a Section 3 Business Concern and requesting Preference accordingly (Select only One Option):**

Option 1

- A business claiming status as a Section 3 Resident-Owned Business Concern (ROB) entity:

\_\_\_\_\_ Initial here to confirm selection of this option

Option 2

- A business claiming Section 3 status, because at least 30% of the existing or newly hired workforce for this specific contract will be Section 3 residents throughout the entire contract period. If a Prime or General Contractor is electing this option, the 30% employment requirement will be for the entire project including all the sub-contractors' employees:

**Check all methods you will employ to secure Section 3 Residents/Persons**

Posting the position in community sources that are generally available to low income residents and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper  
 The most widely distributed newspaper  
 Company or agency website  
 The management office of the local housing authority, or homeless service agency, or local low income housing community  
 Local Workforce Board (i.e., Department of Labor)  
 Local office of the Georgia Division of Family and Children Services  
 Local office of the Georgia Department of Public Health  
 Dodge Room <http://www.construction.com/dodge/dodge.asp>  
 Other locations identified below and subject to DCA approval:

\_\_\_\_\_ Initial here to confirm selection of this option

*I anticipate my total number of employees for this contract to be \_\_\_\_\_ and \_\_\_\_\_ will be qualified Section 3 Residents/persons.*

Option 3

- A business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business:

*Attach a list of intended subcontract Section 3 business(es) with subcontract amount.*

*Attach certification & all supporting documentation for each planned subcontract Section 3 Business.*

\_\_\_\_\_ Initial here to confirm selection of this option



**I am NOT Requesting Preference under Section 3:**

- I am NOT certifying as a qualified Section 3 Business Concern and I am not requesting a preference. However if I do trigger the regulation by doing any sub-contracting or hiring, I will comply by meeting all requirements of DCA's Section 3 policy and am committing to do the outreach as specified below.

**Check all methods you will employ to secure Section 3 Residents/Businesses**

Posting the position/contract opportunity in community sources that are generally available to low income residents and Section 3 Businesses and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper
- The most widely distributed newspaper
- Company or agency website
- The management office of the local housing authority, or homeless service agency, or local low income housing community
- Local Workforce Board (i.e., Department of Labor)
- Local office of the Georgia Division of Family and Children Services
- Local office of the Georgia Department of Public Health
- Dodge Room <http://www.construction.com/dodge/dodge.asp>
- Other locations identified below and subject to DCA approval:

\_\_\_\_\_

\_\_\_\_\_

DBB Initial here to confirm selection of this option

Signature: Debra Smith

Printed/Typed Name: Debra Smith

Title: President

Date: 6-16-17

**Notarial Affidavit**

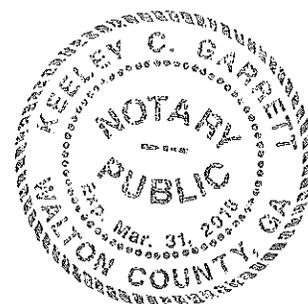
Sworn to and subscribed before me this 16 day of June, 2017.

Keelley C. Garrett  
Signature of Notary Public

Keelley C. Garrett  
Printed Name of Notary Public

Commission Expiration Date: 3/31/18

(Notarial Seal)







**Required Submittal - Assurance of Compliance Certification**  
**Section 3 Action Plan**  
**Housing and Urban Development Act of 1968**  
**(12 U.S.C. 1701 U)**

**Contract/Solicitation Name or Number:**

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**DCA Funding Program:** Community Development Block Grant (CDBG)

**Entity Receiving DCA Funding Award:** City of Monroe

**Purpose:** To ensure that regulations promulgated under 24 CFR Part 135 Employment Opportunities for Businesses and Lower Income Persons in Connection with Assisted Projects and the Section 3 Policy of DCA, its subrecipients and contractors to the greatest extent feasible is adhered to, and to serve as the "assurance of compliance" certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by DCA.

**Description of the project's work detail:** The project work will be as listed in the final scope of work in the contract with DCA, its subrecipients and contractors including any change orders. List all known subcontractors below:

**Subcontractor(s):** None

**Subcontractor(s):** \_\_\_\_\_

*Use an additional sheet if required.*

*Note: If subcontractors are unknown at this time, print UNKNOWN on the line above. Also, the contractor must notify DCA or subrecipient if subcontractors are added or changed during the contract.*

*Any changes to this certification requires a resubmission of this form to DCA or subrecipient.*

**Preliminary Statement for Work Force Needs:**



DCA intends to meet Section 3 compliance at the highest level and it is our intent to identify any short-term and long-term employment or contracting opportunities for qualified Section 3 persons and Business Concerns during the course of the contract funded by DCA via its subrecipients and contractors. Please list the status of all planned employment positions and opportunities for this contract. **Preference for all opportunities must be given to low and very low-income residents if they qualify. If awarded a contract, regardless of whether your firm has elected a preference, you are required to provide a list of your aggregate workforce on this project. Any changes to that workforce during the project will constitute NEW hires. You must notify DCA, its subrecipient or contractor (respectively) overseeing your contract of any new hire opportunities that arise during the life of your contract. The anticipated workforce list may be provided on a separate sheet or in a different format.**

| <u>List All Employees</u>  | <u>Date Hired</u> | <u>Section 3 Resident (Yes/No)</u> | <u>Job Title/Trade</u>   | <u>Salary Range</u> |
|--|-------------------|------------------------------------|--------------------------|---------------------|
| Name: Patsy Allen<br>Address: 405 Nunnally Farm Road<br>City, ZIP: Monroe, GA 30655    | 10-17-94          | No                                 | CEO/Client Manager       | confidential        |
| Name: Debra Smith<br>Address: 405 Nunnally Farm Road<br>City, ZIP: Monroe, GA 30655    | 10-17-94          | No                                 | President/Client Manager | confidential        |
| Name: Keeley Garrett<br>Address: 405 Nunnally Farm Road<br>City, ZIP: Monroe, GA 30655 | 9-10-02           | No                                 | Grants Manager           | confidential        |
| Name: Sara Thomas<br>Address: 405 Nunnally Farm Road<br>City, ZIP: Monroe, GA 30655    | 10-24-11          | No                                 | Grants Manager           | confidential        |
| Name: Morgan Brown<br>Address: 405 Nunnally Farm Road<br>City, ZIP: Monroe, GA 30655   | 1-3-15            | No                                 | Project Manager          | confidential        |

Use additional pages as needed.

**"To the Greatest Extent Feasible":**



The Contractor has identified   0   # of **OPEN** positions with respect to this contract. The positions are filled by the                   n/a                   (Position title) of the Contractor.

Should the scope of work or duties of the contractor change to a degree requiring a modification of the work force needs, the contractor shall put forth a reasonable effort to fill vacant positions with eligible Section 3 residents.

**Documentation of "To the Greatest Extent Feasible":**

The contractor will work with DCA, its subrecipients, and contractor's staff to notify residents of any opportunities afforded under the contract. The contractor will partner with DCA, its subrecipients, and contractors by giving preference of any employment opportunities to the Section 3 persons or businesses.

The contractor shall recruit or attempt to recruit from the Section 3 area the necessary number of low-income and very low-income residents and Section 3 businesses, as applicable. The contractor must also document their recruiting efforts and any impediments to compliance with DCA's Section 3 policy and the requirements of this solicitation package. This documentation must be submitted to the recipient or sub-recipient.

1. DCA, its subrecipients and contractors shall: Maintain a list of all low-income area residents who have applied, either on their own or from referral from any source, and employ such person if otherwise eligible and if a trainee vacancy exists.
2. Conduct solicitation in accordance with DCA's Section 3 policy and the requirements outlined in the solicitation package.

The contractor shall review all employment applications and determine if low-income and very low-income residents or Section 3 businesses meet minimum hiring or contracting qualifications. If these applicants meet such minimum qualifications, but are not hired due to lack of employment opportunities or for other reasons, they will be placed on a priority list and offered positions/contracts upon the occurrence of the first available appropriate opening.

**Utilization of Section 3 Businesses Located Within the County:**

The subrecipient or contractor does            does not   X   intend to subcontract any of the work identified in the scope of work cited in the bid specifications, scope of work or General Conditions. Should the scope of work or needs of the contractor change, the contractor shall, to the greatest extent feasible, assure that subcontracts be awarded to business concerns within the Section 3 covered area, or to business concerns owned in the substantial part (at least 51%) by persons residing in the Section 3 covered area.

**Record Keeping:**

The subrecipient, contractor or subcontractor, as applicable, shall maintain on file all records related to employment and job training of low-income and very low-income residents or other such records, advertisements, legal notices, brochures, flyers, publications, assurances of compliance from subcontractors, etc, in connection with this contract. If a report is needed in the future, the subrecipient, contractor or subcontractor, as applicable, agrees to provide all records upon request. The contractor shall, upon request, provide such records or copies of records to HUD, DCA, their subrecipients, contractors, staff, or agents. Records shall be maintained for at least three (3) years after the close of the contract.

**Reports:**

The subrecipient or contractor shall provide reports as required in connection with the contractor specifications. All certified and regular payrolls shall clearly detail which employees qualify under Section 3.

**Certification:**

The subrecipient or contractor will certify that any vacant employment positions, including training positions that filled:

- 1) After the subrecipient or contractor is selected but before the contract is executed, and
- 2) With persons other than those to who the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the subcontractor's obligations under 24 CFR Part 135.

**Grievance and Compliance:**

The subrecipient, contractor or subcontractor hereby acknowledges that they understand that any low-income and very low-income resident of the project area, for him/her or as representatives of persons similarly situated, seeking employment or job training opportunities in the project area, or any eligible business concerns seeking contract opportunities may file a grievance if efforts to the greatest extent feasible were not executed. The grievance must be filed with HUD not later than one hundred eighty (180) calendar days from the date of the action (or omission) upon which the grievance is based.

I attest that the information on the preceding pages is true and correct.

Debra Smith  
Signature

6-16-17  
Date

Debra Smith  
Print Name

President  
Title



## Utility Committee Meeting

### AGENDA

September 5, 2017

**Item:**

Approval - CDBG 2018 Engineering Services

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [CDBG Engineering Services Info](#)



**To:** City Council

**From:** Rodney Middlebrooks, Director of Water & Gas  
Chris Bailey, Central Services Manager

**Department:** Sewer Collection

**Date:** 9/5/17

**Description:** A request is being made for the approval of engineering services for the upcoming Community Development Block Grant (CDBG) due to new requirements based on funding from the Department of Community Affairs (DCA). This is consistent with previous CDBG awarded projects and requirements for funding. The award will be given to Hofstadter & Associates, Inc.

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**Budget Account/Project Name:** N/A

**Funding Source:** N/A

**Budget Allocation:** N/A

**Budget Available:** N/A

**Requested Expense:** N/A **Company of Purchase:** Hofstadter & Associates, Inc.

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***Recommendation:***

Staff recommends the approval of a engineering services for the upcoming Community Development Block Grant (CDBG) due to new requirements based on funding from the Department of Community Affairs (DCA). The award will be given to Hofstadter & Associates, Inc. This bid follows procurement policy guidelines.

***Background:***

It is the practice of the City of Monroe to adhere to all guidelines when receiving federal and state grant funds.

***Attachment(s):***

Evaluation Summary – 1 page

Hofstadter & Associates Submittal – 140 pages

## 2018 CDBG QUALIFICATION SUMMARY

POINTS: Poor – 0      Good – 1      Excellent – 2

| <b>GRANT ADMINISTRATION:</b><br>(3 reviewers) | Consultant's knowledge of CDBG guidelines and regulations. Years of experience | Consultant's ability to perform administration services. Check references | Consultant's experience in administration of this type of project. | <b>TOTAL</b> |
|---|--|---|--|--------------|
| Allen-Smith Consulting                        | 2 + 2 + 2 = 6  | 2 + 2 + 2 = 6   | 2 + 2 + 2 = 6  | <b>18</b>    |
| BluLynx Solutions                             | 1 + 1 + 1 = 3  | 1 + 1 + 1 = 3   | 1 + 1 + 1 = 3  | <b>9</b>     |

| <b>ENGINEERING/ARCHITECTURAL:</b><br>(3 reviewers) | Ability to provide the disciplines necessary for this project | Firm's experience with this type of project | Has the Firm had experience with Community Development Block Grant (CDBG) projects? | <b>TOTAL</b> |
|--|---|---|---|--------------|
| Armentrout Matheny Thurmond PC                     | 2 + 2 + 2 = 6   | 2 + 2 + 2 = 6                               | 2 + 2 + 2 = 6   | <b>18</b>    |
| Carter & Sloope Consulting                         | 2 + 2 + 2 = 6   | 2 + 2 + 2 = 6                               | 2 + 2 + 2 = 6   | <b>18</b>    |
| Falcon Design                                      | 1 + 2 + 2 = 5   | 0 + 0 + 0 = 0                               | 1 + 1 + 1 = 3   | <b>8</b>     |
| Hofstadter & Assoc                                 | 2 + 2 + 2 = 6   | 2 + 2 + 2 = 6                               | 2 + 2 + 2 = 6   | <b>18</b>    |
| Ingram & Assoc                                     | 2 + 2 + 2 = 6   | 2 + 2 + 2 = 6                               | 2 + 2 + 2 = 6   | <b>18</b>    |
| K & L Engineering Consultants LLC                  | 2 + 2 + 2 = 6   | 1 + 1 + 1 = 3                               | 1 + 1 + 1 = 3   | <b>12</b>    |