

**Oxford Mayor and Council
Work Session
Monday, September 16, 2024 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda**

1. **Mayor's Announcements:**
2. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and the Sustainability Committee.
3. ***Review the Resolution to Amend the Fee Schedule for Planning, Development, Review, and Inspection:** House Bill 461 eliminated the ability to calculate fees for renovation and other construction projects based on the cost of the project, but it expanded the ability to use square footage in the fee calculation for extensive renovation projects (those totaling over \$75,000). Our current commercial fee structure is no longer in compliance with State Law and our residential fees do not cover costs for new home construction. Additionally, we have several tasks which have not been assigned a fee, such as re-zoning or variances. Bureau Veritas is planning to have a representative at this meeting to assist with the conversation.
4. ***Review The Old Church Renovation Proposal and THE Event, LLC General Contractor's Agreement:** The Council appears to have agreed to the interior renovations and the disassembly (but not the replacement) of the deck. And, for this work, the Council is inclined to move forward with Praelude. However, we need to review the general contractor agreement as put forth by THE Event, LLC so they may oversee the renovations.
5. ***Review the Task Order from AtkinsRéalis for Preliminary Site Analysis for Old Church Parking:** Please see attachment Section 1 for details and for the options as presented by Mayor Eady.
6. ***Discussion of Asbury Park Camera Upgrades:** Chief Anglin has acquired two quotes from Verkada, and FLOCK. The difference is FLOCK is an annual subscription which is expensive and Verkada is a one-time purchase. We believe Covington 911 will be purchasing the Verkada cameras for the 911 center and tower locations throughout the county. The Council approved \$26,000 in the Capital Budget for this purpose.
7. ***Consider the Fanning Institute's Proposal for Community Discussions and a Proposal on Next Steps for the Removed Historical Signs:** The Fanning Institute would design and facilitate a process to gather recommendations from the community on what to do regarding the removed signs. Recommendations will be shared with the City Council who will be responsible for developing next steps. While the cost is stated at \$6,176, staff recommends setting aside an additional \$1,800, plus mileage, for a possible additional community meeting.

8. ***Consideration of a Task Order from AtkinsRéalis for Whatcoat Street:** This Not To Exceed \$15,000 task order will be to make any necessary/requested changes to the current road plans. Looking at the two drawings, it has been suggested we go from the current version on page one to the design on page two. The latter version would yield three more parking spaces. If there are no changes requested for the plans, then this task order will not be employed.
9. **Permission to Release a Request for Proposal for Grant Management Services for the 2025 Community HOME Investment Program (CHIP):** CHIP is a federally funded program designed to provide safe, decent, and affordable housing in Georgia by granting funds to city and county governments, public housing authorities, and nonprofits to rehabilitate owner-occupied homes. We would be looking to apply for the round that will be announced in October 2024 and due in late January 2025. The cost to the City for the application will be approximately \$4,000 to \$6,000 to write the application and approximately \$4,000 for grant administration. We would be applying for \$500,000 and would look to serve approximately 6 homes (\$75,000 each, on average). The cost for administering each rehab will be paid for by the grant. The City may look to waive building inspection fees, pay for lead testing, etc. in order to gain points on the application. There is no cost to the individual homeowner. Family Community Housing Association and Development Corporation of Conyers will be assisting the City with issuing this RFP.
10. ***Authorize the Mayor to Accept the \$226,100 in GEFA Loan Funding for Lead Service Line Inventory Project:** Please note, \$146,965 of this loan are anticipated to be forgiven. There is a loan origination fee of \$3,391.50. The City has already received a GEFA grant in the amount of \$73,900 for this same effort. This loan agreement is due back to GEFA by OCTOBER 1, 2024, so staff is requesting the Mayor's signature to be approved at the Regular Meeting on October 7. We will need the Mayor's signature prior to that meeting.
11. ***Consideration of a Proposal and Contract for Space Planning and Audio-Visual Upgrades for Oxford City Hall by Hill Foley Rossi (HFR):** The FY25 Capital Budget has \$30,000 for "Space Analysis for City Hall Building" and \$50,000 for "AV System for Council Chamber." Staff has met with HFR who have put together this proposal to for spatial analysis and administering the bid for the AV system for a total cost of \$20,000. HFR was selected due to their solid reputation and track record.
12. ***Review of the DRAFT Landscaping Plan for City Hall:** The FY25 Capital Budget has \$50,000 budgeted for landscaping around City Hall. Staff would like to know if this plan is generally in the right direction. This current design is estimated to be in the range of \$130,000 to \$150,000 to implement. However, this is an early rough budget and could be reduced with the City planting the trees and looking at other possible cost savings.
13. ***Request from Chief Anglin for use of SPLOST Funds:** Please see the attached memo from Chief Anglin outlining his needs in order to accommodate his office space needs.
14. **Other Business:**

15. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.

16. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

*Attachments

STATE OF GEORGIA
COUNTY OF NEWTON

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF OXFORD TO
AMEND THE FEE SCHEDULE OF THE CITY OF OXFORD, GEORGIA; TO
REPEAL ALL CONFLICTING RESOLUTIONS; TO PROVIDE FOR
SEVERABILITY, AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

WHEREAS, pursuant to state law and Sec. 2-281 of the Code of Ordinances of the City of Oxford, the Mayor and City Council have adopted certain rules and regulations for the purposes of promoting the health, safety, morals, convenience, order, prosperity and the general welfare of the present and future inhabitants of the City of Oxford, Georgia; and

WHEREAS, it is incumbent that the City impose certain fees to cover the expenses associated with the planning and permitting programs incurred by the City; and

WHEREAS, House Bill 461, which went into effect July 1, 2024, makes revisions to a local government's ability to charge and collect fees on their regulatory activity.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Oxford that the fee schedule for the City of Oxford is hereby adopted as shown on Exhibit "A" attached hereto, *City of Oxford Fee Schedule*, in its entirety and hereby incorporated by reference, which shall become effective immediately.

BE IT FURTHER ORDAINED that all documents that conflict with anything contained herein are hereby repealed.

Section 2. Repeal of All Resolutions in Conflict

All resolutions or portions thereof in conflict with this Resolution are repealed to the extent of their conflict.

Section 3. Severability

If any section, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution, and such remainder shall remain in full force and effect.

IT IS SO ORDAINED this _____ day of _____ 2024.

CITY OF OXFORD

David S. Eady, Mayor

Erik Oliver, Mayor Pro Tem

George Holt, Councilmember

Laura McCanless, Councilmember

Mike Ready, Councilmember

Jeff Wearing, Council Member

James H. Windham, Councilmember

ATTEST:

Marcia Brooks, CMC, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

C. David Strickland, City Attorney

EXHIBIT A

City of Oxford

Fee Schedule

ARTICLE 1. PLANNING, DEVELOPMENT, REVIEW AND INSPECTION FEE SCHEDULE

The following fees shall be assessed for all planning, development and construction activities within the City of Oxford.

Section 100.1: REVIEW FEES

Unless otherwise stated, all review fees shall be collected at time of submittal.

Table A: Review Fees

Review Type	Fee
Building Permit	
Building Review (collected at time of permit issuance)	5% of the Total Permit Fee (Minimum of \$100 & Maximum of \$5,000)
Land Development	
Clearing, Grubbing, or Grading	\$ 400
Land Development	
1.0 – 4.9 Acres	\$ 600
5.0 – 9.9 Acres	\$ 900
10+ Acres	\$ 100/Acre (Maximum \$2,000)
Erosion, Sedimentation & Pollution Control Plan (GSWCC)	\$ 300
Resubmittals and Revisions to Development Permit	Half of the Initial Fee
Plans and Plats	
Concept Plan	\$ 200
Plat (Combination, Subdivision, Exemption, Final, Etc.)	\$ 300
Plat Recording Fee	\$ 20 per page
Master Sign Plan	\$ 200
Tree Protection, Buffer and Landscape Plan	\$ 200
House Location Plan (HLP)	\$ 20 per lot
Residential Drainage Plan (RDP)	\$ 20 per lot
Residential Drainage Study (RDS)	\$ 250
Resubmittals and Revisions to Plans and Plats	Half of the Initial Fee
Miscellaneous/Other	
New Cell Tower	\$1,000
As-Built Detention Pond	\$ 600
Meeting with the City's Reviewing Engineer	Based on Contracted Hourly Rate
Miscellaneous	Based on Staff's Hourly Rate

Section 100.2: PERMIT FEES

Any owner, authorized agent, or prime contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, energy conservation, mechanical or plumbing system, the installation of which is regulated by this Code, including the technical codes, or to cause any such work to be done, shall first make application to the Department of Planning and Development, and obtain the required building permit for the work being done after paying the required fees. No building or other structure shall be erected, moved, added to or structurally altered without a building permit issued by the Planning and Development Director or his or her designated Building Official. No building permit shall be issued for a building, structure or use that is not in conformance with the provisions of the City's Development Code.

All Building Permits will be assessed a review fee and the Certificate of Competition or Certificate of Occupancy fee when the permit is issued. Review fees for Land Disturbance Permits are due at time of submittal. A Certificate of Competition or Certificate of Occupancy is available for Land Disturbance and Miscellaneous/Other permits upon request and payment of applicable fees.

For the purpose of determining the permit types, the following words shall mean:

- **Renovation** is an update to an existing building or a return to a new condition (includes projects related to damage by fire or act of God).
- **Interior Finish** is an alteration or change to an existing building. This type of construction typically occurs when a homeowner finishes a basement or a tenant builds out commercial space.
- **Addition** is adding to an existing building and treated as new construction.
- **Accessory Structure** is a structure on the same lot with, and of a size and nature customarily incidental and subordinate to the principal structure (detached garages, sheds, playhouses, greenhouses, etc.).

Unless specifically addressed in Oxford Building Code (Oxford Municipal Code Chapter 6, the City of Oxford adopts the exemptions identified in Chapter 1 of each adopted Regulatory Code. Exemptions from permit requirements of this Code shall not be deemed to grant authorization for any work being done in any manner in violation of the provisions of this Code or any other laws or ordinances of the City of Oxford.

A Land Disturbance Permit shall be required for all land development activities unless the activity is exempt by way of the Oxford Development Code. No disturbance of the land, including clearing, grubbing, or grading activities, shall commence or proceed except in accordance with the provisions of the Oxford Development Regulations.

Table B: Permit Fees on the following page.

Table B: Permit Fees

Permit Type	Fee
Building Permit (Review + Permit + Certificate)	
New Complete Construction	\$ 1.10 per square foot
New Shell Construction	\$ 1.10 per square foot
Commercial Renovation/Interior Finish	\$ 1.00 per square foot
Residential Renovation/Interior Finish	\$.65 per square foot
Retaining Walls	\$ 250 per Wall
Rack Permit	\$ 50
Monument Sign	\$ 300
Accessory Structure	\$ 50
Swimming Pool	\$ 200
Foundation Permit	\$ 300
Billboard (New, Repair or Relocation)	\$1,000
ATM	\$ 250
Land Disturbance Permit (Review + Permit)	
Clearing, Grubbing or Grading	\$ 150 per Disturbed Acre
Land Development Permit	\$ 250 per Disturbed Acre
Tree Removal	\$ 250
Miscellaneous/Other (Permit only)	
Sub-Contractor Affidavit	\$ 25
Certificate of Occupancy	\$ 100
Certificate of Completion	\$ 75
Business Use and Zoning Certificate	\$ 50
Roof Permit – Commercial	\$ 100
Deck Permit	\$ 100
Fence Permit	\$ 100
Demolition Permit	\$ 300
Driveway Permit	\$ 100
House Relocation Permit	\$ 500
Mechanical, Electrical, Plumbing Permit	\$ 75
Electrical Reconnection Fee	\$ 50
Monument Sign Reface Permit	\$ 200
Temporary Sign Permit	\$ 50
Wall Sign Permit	\$ 100
Re-Inspection Fee	\$ 100
Construction trailer	\$ 100
Unattended Donation Box	\$ 100
Vacant Property Registration	\$ 100
Re-permit Fee for Expired Permit	25 % of Original Permit Fee
Short-Term Rental Permit	\$ 200
Miscellaneous	Based on Staff's Hourly Rate

Table B: Permit Fees Continued

Permit Type	Fee
Telecommunications	
Cell Tower, New Construction	\$1,000
Cell Tower, Repair Existing	1,000
Cell Tower Co-Location	\$250
Small Cell Wireless Facility	Pursuant the Oxford Development Code Section 36-303.2, a permit is required to collocate a small wireless facility in the public right of way or to install, modify, or replace a pole or a decorative pole in the public right of way. Any person seeking to collocate a small wireless facility in the public right of way or to install, modify, or replace a pole or a decorative pole in the public right of way shall submit an application to the Department of Planning and Development for a permit. Each application for a permit shall include the maximum application fees permitted under O.C.G.A. § 36-66C-5(a)(1), (a)(2) and (a)(3). Such maximum application fees shall automatically increase on January 1 of each year beginning January 1, 2021, as provided under O.C.G.A. § 36-66C-5(b). Any person issued a permit shall pay the fees identified in O.C.G.A. § 36- 66C-5(a)(6) and (a)(7), as applicable.

SECTION 1003: PLANNING AND ZONING FEES

The following fees shall be assessed for all zoning, special use, annexation, special exception, waiver, variance and other planning and zoning functions.

Table C: Planning and Zoning Fees

Planning and Zoning	Fee
Rezoning	
Single Family	\$ 725 + \$50/Acre
Office or Institutional	\$1,000 + \$50/Acre
Commercial/Multi-Family	\$1,325 + \$50/Acre
Industrial	\$1,425 + \$50/Acre
Planned Unit Development	\$1,725 + \$50/Acre
Special Use	
Single Family	\$ 500 + \$50/Acre
Office or Institutional	\$ 700 + \$50/Acre
Commercial/Multi-Family	\$ 700 + \$50/Acre
Industrial	\$ 700 + \$50/Acre
Planned Unit Development/Other	\$ 800 + \$50/Acre
Wireless Facility	\$1,000
Zoning and Special Use Modification	
Administrative	\$ 200
Non-Administrative	\$ 500
Annexation	
Stand Alone Hearing	\$ 750
As Part of Rezoning or Other Hearing	\$ 250
Special Exception, Waiver, Variance or Appeal	
Administrative	\$ 150 Each
Non-Administrative	\$ 500 + \$150 per Concurrent Variance
Miscellaneous/Other	
Additional Public Hearing	\$ 250
Additional Signage	\$ 75 Each
Temporary Use	\$ 150
Text Amendment to Adopted Plans and Codes	\$ 250
Miscellaneous	Based on Staff's Hourly Rate

SECTION 1004: MISCELLANEOUS FEES & CHARGES

The following fees shall be assessed for all miscellaneous items.

Table D: Miscellaneous Fees & Charges

Miscellaneous Fees & Charges	Fee
New Placard	\$ 25
Compliance Inspection	\$ 200
Zoning or Other Compliance Letter	\$ 25
Metropolitan River Protection Act Certificate	\$ 200
Plotter Print	\$ 25 per Sheet
Standard Print	\$0.12 per Sheet
Miscellaneous	Based on Staff's Hourly Rate

Residential Building Permit Fees



Fee Payment	Fees are collected prior to issuance of permit.	
Plan Review Fees	New Single-Family Residential Review	Required without fee
	Residential renovations/ additions	Required without fee
Residential Fee Table	\$0.20 per square feet heated	\$0.10 per square feet unheated
Residential Accessory	\$0.25 per square feet heated	\$50.00 up to 300 square feet unheated; \$0.15 per square foot over 300 SF
Certificate of Occupancy or Completion (C/O or C/C)	New single family detached, condo, or townhome	\$50.00
Trade Permits	Permit Fee	Use permit fee table - minimum \$100.00
Demolition	Non-commercial building	\$100.00
Permit Extensions	First extension	\$50/ 3 months
	Subsequent extension	\$100/ 3 months
Re-Inspections	For each added trip	\$100.00
Other	Transfer of Permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Siding or Deck Repair/ Replacement	\$100.00
	Fence Permit	\$100.00
	Inspections outside of normal business hours	\$125 per hour (2 hour minimum)
	Replacement of permits, CO's, etc.	\$25.00
	Swimming Pool Permit (does not include electric permit)	\$200.00
	Fee for work done without a permit	200% of original permit fee

Commercial Building Permit Fees



Fee Payment	Fees are collected prior to issuance of permit.	
Plan Review Fees	All Commercial/Industrial Plan Reviews	Additional 50% of permit fee
Commercial/ Industrial Permit Fee Table	<u>TOTAL VALUATION</u>	<u>FEE</u>
	\$0.00 to \$5,000.00	\$100.00
	\$5,000.00 to \$50,000.00	\$100 for first \$5,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000.00
	\$50,001.00 to \$100,000.00	\$325.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00
	\$100,001.00 to \$500,000.00	\$525.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00
	\$500,001.00 and up	\$1,725.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof
Certificate of Occupancy or Completion (C/O or C/C)	New Commercial	\$100.00
Trade Permits	Permit Fee	Use permit fee table - minimum \$100.00
Signs Requiring a Building Permit	Banner/ Window / Temporary	\$75.00
	Wall mounted	\$100.00
	Monument/ Free Standing	\$200.00
	Interior (bldg. or tenant space)	\$100.00
Demolition	Commercial building	\$200.00
Permit Extensions	First extension	\$50.00/ 3 months
	Subsequent extension	\$100.00/ 3 months
Re-Inspections	For each added trip	\$50.00
Other	Transfer of Permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Inspections outside of normal business hours	\$125 per hour (2 hour minimum)
	Replacement of permits, CO's, etc.	\$25.00
	Fee for work done without a permit	200% of original permit fee
	Temporary Construction Trailer (not including electric permit)	\$100.00
	Fire Protection - Sprinkler Systems	Plumbing permit + \$1.00 per sprinkler head
	Racking System	\$0.01 per square foot

Residential Building Permit Fees



Fee Payment		
Fees are collected prior to issuance of permit.		
Plan Review Fees	New Single-Family Residential Review	Required without fee
	Residential renovations/ additions	Required without fee
Residential New Construction	\$0.40 per square feet	includes MEPs & CO
Residential Renovation	\$0.35 per square feet	less than \$75,000 construction cost/labor includes MEPs & CC
Certificate of Occupancy or Completion (C/O or C/C)	New single family detached, condo, or townhome	\$50.00
Trade Permits	Permit Fee	Use permit fee table - minimum \$100.00
Demolition	Non-commercial building	\$150.00
Permit Extensions	First extension	\$50/ 3 months
	Subsequent extension	\$100/ 3 months
Re-Inspections	For each added trip	\$100.00
Stand Alone	HVAC – Upgrade/repair/replacement	\$150.00/unit
	Plumbing – upgrade/repair/water heater replacement	\$150.00/unit
	Electrical Service – upgrade/change	\$150.00/200 amps
	Electrical Service – disconnect/reconnect	\$150.00
	Fuel Gas – upgrade/change	\$150.00 per appliance
	Transfer of Permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Siding or Deck Repair/ Replacement	\$200.00
	Fence Permit	\$200.00
	Inspections outside of normal business hours	\$125 per hour (2 hour minimum)
	Replacement of permits, CO's, etc.	\$25.00
	Swimming Pool Permit	\$300.00
	Fee for work done without a permit	200% of original permit fee

Commercial Building Permit Fees



Fee Payment	Fees are collected prior to issuance of permit.	
Plan Review Fees	All Commercial/Industrial Plan Reviews	Additional 50% of permit fee
Commercial/ Industrial Permit Fee Table	<u>PERMIT TYPE</u>	<u>FEE</u>
	New Construction < 10,000 square feet (includes MEPs & CO	\$0.85 / square foot
	New Construction 10,001 square feet and greater (includes MEPs & CO	\$0.70 / square foot
	Renovations < \$75,000.00 construction cost/labor	\$0.70 / square foot
Certificate of Occupancy or Completion (C/O or C/C)	New Commercial Renovated Tenant Space	\$400.00 \$200.00
Trade Permit	All Trades	Minimum \$100.00
	Low Voltage	\$200.00
	Fire Suppression	\$300.00 plus \$1.00 per sprinkler head
	Fire Alarm/Annunciation	\$200.00 plus \$10.00 per device
Signs Requiring a Building Permit	Banner/ Window / Temporary	\$125.00
	Wall mounted	\$125.00
	Monument/ Free Standing	\$250.00
	Interior (bldg. or tenant space)	\$125.00
Demolition	Commercial building	\$400.00
Permit Extensions	First extension	\$50.00/ 3 months
	Subsequent extension	\$100.00/ 3 months
Re-Inspections	For each added trip	\$100.00
Other	Transfer of Permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Inspections outside of normal business hours	\$125 per hour (2 hour minimum)
	Replacement of permits, CO's, etc.	\$50.00
	Fee for work done without a permit	200% of original permit fee
	Temporary Construction Trailer (includes electrical permit)	\$300.00
	HVAC – Upgrade/repair/replacement	\$150.00/unit
	Plumbing – upgrade/repair/water heater replacement	\$150.00/unit
	Electrical Service – upgrade/change	\$150.00/200 amps
	Electrical Service – disconnect/reconnect	\$150.00
	Fuel Gas – upgrade/change	\$150.00 per appliance
	Racking System	\$0.05 / square foot



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GENERAL CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is dated this
_____ day of _____, _____.

CLIENT

City of Oxford 110 West Clark Street, Oxford, GA 30054
(the "Client")

CONTRACTOR

The NNT Experience 31 W 1st Ave, Mansfield, GA 30055
(the "Contractor")

A. BACKGROUND

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

1. SERVICES PROVIDED

- 1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):
 - Old Church Renovation 1011 Wesley St, Oxford, Ga. 30054
- 2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.



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3. TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.
4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 30 days' written notice to the other Party.
5. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.
6. This Agreement may be terminated at any time by mutual agreement of the Parties.
7. Except as otherwise provided in this Agreement, the obligations of the Contractor will end upon the termination of this Agreement.

8. PERFORMANCE

8. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

9. CURRENCY

9. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

10. COMPENSATION

10. The Contractor will charge the Client for the Services as follows (the "Compensation"):



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11. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.

12. REIMBURSEMENT OF EXPENSES

12. The Contractor will be reimbursed for reasonable and necessary expenses incurred by the Contractor in connection with providing the Services.

13. All expenses must be pre-approved by the Client.

14. CONFIDENTIALITY

14. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

15. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

16. OWNERSHIP OF INTELLECTUAL PROPERTY

16. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.



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17. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Contractor will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

18. RETURN OF PROPERTY

18. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

19. CAPACITY/INDEPENDENT CONTRACTOR

19. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

20. RIGHT OF SUBSTITUTION

20. Except as otherwise provided in this Agreement, the Contractor may, at the Contractor's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.

21. In the event that the Contractor hires a sub-contractor:

- the Contractor will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Contractor.
- for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Contractor.



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22. AUTONOMY

22. Except as otherwise provided in this Agreement, the Contractor will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Contractor will work autonomously and not at the direction of the Client. However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

23. EQUIPMENT

23. Except as otherwise provided in this Agreement, the Contractor will provide at the Contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and any other items or parts necessary to deliver the Services in accordance with the Agreement.

24. NO EXCLUSIVITY

24. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

25. NOTICE

25. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

1. City of Oxford
110 West Clark Street, Oxford, Ga 30054
2. The NNT Experience
31 W 1st Ave, Mansfield, GA 30055, USA

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.



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26. INDEMNIFICATION

26. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

27. MODIFICATION OF AGREEMENT

27. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

28. TIME OF THE ESSENCE

28. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

29. ASSIGNMENT

29. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

30. ENTIRE AGREEMENT

30. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

31. ENUREMENT



An NNT Experience Company

31. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

32. TITLES/HEADINGS

32. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

33. GENDER

33. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

34. GOVERNING LAW

34. This Agreement will be governed by and construed in accordance with the laws of the State of Georgia.

35. SEVERABILITY

35. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

36. WAIVER

36. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of _____, _____.

City of Oxford
Per:

(Seal)
Officer's Name: _____
The NNT Experience



An NNT Experience Company

Per:

(Seal)

Officer's Name: _____

PRAELUDE HOMES AND DEVELOPMENT

5/13/2024 (REVISED)



Proposal for 1011 Wesley Street

Oxford, GA

Projected start date: ASAP

Project Completion: 30-days



Introduction

Dear Customer,

Please accept this proposal for the updates and light renovations of your project.

At Praelude Homes & Development, we pride ourselves on excellence of construction and design; leveraging a combined 15+ years of residential and commercial experience alongside the utilization of the latest software and technology. This proposal includes details of your project and the scope of work. We hope it illustrates Praelude Homes & Development as your ideal construction partner and we will include a digital signature block to move forward with the project, should you wish.

If you have any questions, contact me, the Owner, directly.

Sincerely,

Felicia Gilmer, Broker/Owner

I. Project Summary for Phase 1-3

This proposal is for a proposed wedding event venue. The project consists of light renovations/changes and a few additions to be made at 1011 Wesley Street Oxford, GA. Our goal is to carry out the project in terms of preserving the history of the building while at the same time intertwining a gathering place for intimate celebrations. We are tasked with doing our best to produce the customer's desires and will do so by choosing a selection of materials and pieces that will signify the era of the 1800's.

The construction and design team will collaborate on detailed architectural drawings and renderings to be delivered to the customer as soon as estimates are approved. Following acceptance of agreed upon costs, the team will be prepared to collaborate with the owners to review their vision.

***Completing phases one, two, and three will entail the expertise of four of our crew, our builder, and our Project Manager. Each phase, we anticipate, will take 7 days to complete. However, we allow an extra week to account for the timing of permit approvals and the weather for parts of the project that are outdoors.**

II. Planning and Management

If contracted, the project will involve multiple contracting teams and our design team to put together plans and perform the light renovations and additions needed for the customer. PHD and our representative will detail and supervise the contractor's obligations and provide the customer with daily updates via our software system. Owners/Representatives will visually inspect and sign off on the work that has been completed prior to the work continuing. This process will continue throughout the project.

III. Construction Documentation

Prior to beginning construction/renovation, all required permits will be ordered, and copies will be provided to the owner and kept on file with us. Construction contracts will be agreed upon and provided for all parties to sign electronically. All materials and equipment needed will be ordered, picked up, delivered, and kept on-site. All contractors will be tasked with the work to be completed on a timeline basis.

IV. Project Closeout of Phase 1

The project will be renovated in a way that will be to contract specifications as well as refraining from altering the historic presence of the building and it's grounds. A final status report will be completed prior to documented project completion. Final walkthrough with Project Owner, General Contractor, and Praelude Owner/Representative will be scheduled for Project Owner written approval.

Expectations

The property will be delivered to the customer in turn-key condition on or before the project completion date. No major changes in the project will affect the historical presence of the buildings. No changes will be made without the owner's approval.

Project manager and owner or owner's representative will conduct an initial walk-through inspection with contractors before work begins and weekly until the project satisfies the customer and meets plan specifications.

In addition to the renovation/changes, we will be responsible for providing the following:

- *Weekly on-site customer and crew walkthrough
- *Proper daily waste removal
- *Customer daily digital updates
- *All tools, materials, and equipment are on-site daily

Below, you will find a detailed scope of work to deliver your turnkey project.

Scope of Work

Phase I

Permits

We will secure all required permits and plans before this project's start date. Copies of documentation will be provided to you for your records. [OBJ]

Plans/Renderings

Architectural drawings and renderings will be provided to customers with the opportunity to revise the vision, if necessary. Phase 1 will only require renderings for the bridal suite to provide options to preserve space and include the needed lighting in the space.

Dumpsters

- I. 7 x 12 dumpster (1)

Demolition

- I. Remove vanities, sinks, doorknobs, grab bars, lighting covers/fixtures/sconces
- II. Remove and replace vent returns
- III. Remove coat racks and all things on the walls
- IV. Remove 18 canned light casings
- V. Demo and remove existing rear exterior stairs

Interior/Foyer

- I. Paint the entire foyer area and include the stairs on each end of the foyer and initial wall leading up the stairs

Exterior

- I. Re-install stair handrail
- II. Rebuild deck to code and plan specifications (plans drawn upon estimate acceptance)

Flooring

- I. Sand and finish flooring in groom's suite only

Interior Doors

- I. Remove all doorknobs and replace

Exterior Doors

- I. Paint the interior side of all doors in each interior room to be painted

Grooms Suite

- I. Install a 3x5 standard sized powder room in corner with pocket door; includes toilet, pedestal sink, electrical/vanity light, plumbing, bathroom door/hardware, vent system
- II. Cover insulation in corner of room and paint

Room across from Grooms Suite

- I. Paint entire room; walls, ceilings, trim, and doors
- II. Additional details TBD by owner/representative

Bridal Suite

- I. Paint entire room; walls, ceilings, trim, interior portion of doors
- II. Add 3-5 vanity light outlets
- III. Install 2 vanity cabinets
- IV. Repair exterior door threshold

Bathrooms #1

- I. Remove and replace sink with vanity and hardware, oval mirror, vanity light, and toilet with water efficient toilets
- II. Add additional switch for vent, separate from light
- III. Paint entire room; walls, trim, ceiling, and doors

- IV. Replace ceiling light and doorknobs

Bathrooms #2 (connected to bridal suite)

- I. Remove grab bars
- II. Remove and replace sink with vanity and hardware, oval mirror, vanity light and toilets with water efficient toilets
- III. Add additional switch for vent, separate from light
- IV. Paint entire room; walls, trim, ceiling, and doors
- V. Replace ceiling light and doorknobs

Bathroom Hallway

- I. Paint entire room; walls, ceiling, trim, and doors, if needed

Additions

- I. Add bathroom in the Grooms Suite as specified under “Grooms Suite”

Electrical

- I. Retrofit 18 ceiling lights with LED canned lights
- II. Replace all light fixtures throughout (owner/representative to choose fixtures)

Plumbing

- I. Reroute plumbing in bathroom addition in Groom’s Suite

Extras

- I. All misc. Items are to be accounted for in estimate and that includes faceplates, elegant scroll return vent covers, wall mud, unexpected items found, prep materials, ect.

Phase II

Permits

We will secure all required permits and plans before this project's start date. Copies of documentation will be provided to you for your records. [OBJ]

Electrical, demolition, addition permits required

Plans/Renderings

Architectural drawings and renderings will be provided to customers with the opportunity to revise the vision, if necessary. Phase 1 will only require renderings for the bridal suite to provide options to preserve space and include the needed lighting in the space.

Dumpsters

- I. 7 x 12 dumpster (1)

Demolition

- I. Demo and remove existing deck

Exterior

- I. Site preparation; if concrete, at least 4" thick or footings consider wood vs. concrete flooring
- II. Build 35' x 40' pavilion with TREK wood; consider wood flooring vs concrete flooring (will provide pricing on both options)
- III. Install stacked stone columns partially up the pole; consider faux stone for aesthetic purposes
- IV. Install 2 large outdoor ceiling fans with remote onto beams (elegant and chosen by owner)
- V. Install 12 sidewalk lights (solar)
- VI. Install complimentary color architectural shingle on pavilion

Electrical

- I. Install a 125amp breaker box to
- II. Install 6-10 outlets in the floor with covers; 1-2 30amp and the remaining 20amp on separate breakers

- III. Install 2 electrical wiring at each entry onto the pavilion for energy efficient lanterns (4 total)
- IV. Install solar lights alongside the walkway to pavilion
- V. Install 30amp 240-volt outlet to support a wide range of music equipment and instruments

Phase III

Permits

We will secure all required permits and plans before this project's start date. Copies of documentation will be provided to you for your records. [OBJ]

Plans/Renderings

Architectural drawings and renderings will be provided to customers with the opportunity to revise the vision, if necessary. Phase 3 will only require plans for the caterer's kitchen area

Dumpsters

- I. 7 x 12 dumpster (1)

Demolition

- I. Remove baseboard heaters (2)

Interior

- I. Paint the entire interior
- II. Install 8" baseboards around entire room
- III. Change faceplate and outlet covers
- IV. Clean and restore fireplace brick (2)
- V. Clean closet with breaker box

Caterer's Kitchen

- I. Design caterer's kitchen to include...
 - A. 28" x 48" food prep table with undershelving
 - B. 1 stainless steel side by side refrigerator
 - C. Install 4" - 6" floating shelves (4)
 - D. Install Standard 32" undermount sink
 - E. Install 72" Butcher block countertop (2); size and style tbd
 - F. Install 3-4 base cabinets; made from original wood

Electrical

- I. Install 4 recessed lights in the kitchen area
- II. Install 1 GFCI in each bathroom (2)

- III. Install 1 simple vanity light in each bathroom (2)
- IV. Install 1 flush mount ceiling in hallway between bathrooms, if necessary
- V. Install 3 pendent lights (OPTION) in kitchen area
- VI. Install new breaker box in closet and dedicated circuit to support commercial or standard fridge

Interior Doors

- I. Remove all doorknobs and replace
- II. Install interior doors (2) with hardware

Flooring

- I. Sand and refinish flooring
- II. Install 8" baseboards around entire room

Bathroom Addition (2)

- I. Install a 5x7 standard sized bathroom (2); includes toilet, pedestal sink, electrical/vanity light, new plumbing, vent system in each bathroom

Plumbing

- I. Install plumbing lines that will support a tankless water heater to save on costs and energy.

HVAC

- I. Install 2-3 ductless mini-splits and heat pump
- II. Install floor electric heaters in bathrooms (TBD by customer)

Extras

- I. All misc. Items are to be accounted for in estimate and that includes faceplates, elegant scroll return vent covers, wall mud, unexpected items found, prep materials, etc.

Highly Recommended items to complete

- I. Make sure foundation, height, size, and material are code compliant.
- II. Make sure there are enough AMPs to accommodate various type of band/dj equipment
- III. Make sure all stairs, handrails, and handicap accessible areas are constructed or installed to code; per building
- II. Trim trees hanging over property, parking pad, or sidewalks for safety.
- III. All electrical wiring and boxes must pass inspection including GFCI's where required. All inspections must be passed per the city guidelines.

Preliminary Overview

We are to deliver safe and functional spaces that are code compliant at the project's completion. It will be our pleasure to make changes per the customer's request although change orders are not recommended mid-project as this could affect final estimate pricing.

We are focusing on completing 3 phases of this project, consisting of a light renovation and a half-bathroom addition in the Groom's Suite in phase 1. This includes the removal and replacement of lighting, toilets, and vanities throughout 8 total rooms. We will also strip and stain the flooring in the Groom's Suite.

All doorknobs will be replaced with knobs that will appeal to the chosen aesthetics throughout the venue. All removals will take place prior to the prep for painting approximately 2000sf of space throughout.

The rear exterior stairs will be removed and constructed to code per the customer's vision.

Phase 2 will consist of building a code-compliant pavilion in the property's rear. The pavilion will be built to the specific specifications of the owners per the approved plans presented to them before the project begins.

Phase 3 will consist of the addition of plumbing and hvac in the most efficient way possible.

We would like to preserve Kitty's Cottage with the addition of a ductless hvac system and heat pump to acknowledge the small space and the history of the building. Water and energy efficiency will be the focus of using a tankless water heater. We will add 2 his/her bathrooms, and a functioning caterer's kitchen. All will be built to the plans approved by the owner before starting the project.

Finally, we will clean and/or treat the flooring to give it final touches in all phases to deliver a turnkey project to the customer.

This is a brief summary to give the owners a visual of the product we are prepared to deliver when all phases have been completed.

****Please feel free to let us know if you do not consent to any changes made in our scope of work or cost analysis and we will be glad to revisit.**

****It is our hope to secure the project so that you can continuously receive consistent service.**

****Safety recommendations are noted under highly recommended items.**

****All contractors are licensed and insured**

Owner/Landlord _____

Praelude Representative _____

Contractor/Subcontractor _____

ESTIMATE

Praelude Homes & Development
P.O. Box 3212
Marietta, GA 30061

fgilmer@praeludehd.com
+1 (404) 548-0757



The Event

Bill to
The Event
1011 Wesley Street
Oxford, GA 30054
Phase 1

Estimate details

Estimate no.: 1042
Estimate date: 05/09/2024
Expiration date: 05/18/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Dumpster	7 x 12 trailer (1), dump fees	1	\$475.00	\$475.00
2.	Permits	Stair and bathroom installation to code; admin work, inspections	1	\$1,300.00	\$1,300.00
3.	Renderings	Complimentary rendering for bridal suite	0	\$0.00	\$0.00
4.	Plans	Plans for the bathroom addition	1	\$1,200.00	\$1,200.00
5.	Demo	demo and remove 72" vanity x 1, sinks x 2, remove 8 doorknobs, remove 2 toilets, remove 2 bathroom grab bars, remove all lighting throughout, remove exterior stairs, demo small areas for electrical, remove furniture and debris from each room to store until after project	1	\$1,100.00	\$1,100.00
6.	Interior Painting	Sherwin Williams or Behr paint, primer, and prep, flat; based on 1500sf in 8 rooms; repair and apply mud for smoothness and level 5 finish; remove all outlet covers and reinstall, caulk and fill all nail holes, cover all windows and floors, material and labor; all colors TBD by owner	1	\$8,600.00	\$8,600.00
7.		Foyer walls, trim, and ceiling (bright white or colors TBD by owner) 620sf, paint 4 entry doors in to main sanctuary, stair			

edges and partial stair walls, interior
door portion; room off of foyer

8.		paint bottom of pulpit/elevated stage with 2 coats			
9.		Grooms suite walls, trim, ceiling, and door			
10.		Bridal suite walls, trim, ceiling, and door			
11.		Room across from groom's suite; walls, trim, ceiling, and door			
12.		Bathroom hallway walls, trim, ceiling, and door			
13.		Bathroom x 2 walls trim, ceiling, and door			
14.		Grooms suite powder room walls, trim, and ceiling Install new door/hardware			
15.	Electrical	Install 8" recessed can light retrofit; includes wiring and replacing existing areas as well as complete wiring in bathroom addition, install chandelier in foyer	16	\$275.00	\$4,400.00
16.	Services	Replace existing med to large no additional assembly required to mount customer supplied fixtures	9	\$225.00	\$2,025.00
17.	Services	Install new switch single; layout location and cut mounting hole. Mount junction box for switch. Add or modify mc wiring to the powered junction box. Connect switch and secure mc wiring to framing. Verify proper operation. Place switch and trim piece. Repower circuit and verify proper operation; 2 for new bath, 2 for hall baths, 1 for vanity in bridal suite	5	\$150.00	\$750.00
18.	Services	Bridal suite lighting chandelier x 2 per owner; Hang customer supplied chandeliers in suite swaging the chain for support extending cords with inline splice and heat shrink to installed ceiling outlet and plate.	2	\$525.00	\$1,050.00
19.	Services	Replace existing exhaust fan; disconnect wiring and install LED light/exhaust; for hall bath x 2	2	\$275.00	\$550.00
20.	Services	Install Light Fixture; install customer supplied light fixture, box, wiring, and hang fixture	1	\$125.00	\$125.00
21.	Services	Replace existing ceiling/vanity bathroom light; remove old light fixture and replace	4	\$150.00	\$600.00

with customer supplied fixture; hall bath
x 2, hallway, bridal suite

22.	Services	Install dedicated circuit from panel in 12/2 mc cable; run mc cable from panel to location of outlet to be powered 20 amp 12/2 mc cable; each circuit added in bridal suite will have the amps needed to not trip the breaker if multiple items are plugged in	4	\$500.00	\$2,000.00
23.	Services	Install New GFCI receptacle; Layout location and cut mounting hole. Mount electrical box. Add or modify wiring from existing circuit and fixture. Connect receptacle and secure wiring to framing. Place receptacle and trim piece. Repower circuit and verify proper polarity and operation; required for counter plugs for code compliance; hall baths x2 bridal suite x 2, bathroom addition x 1	5	\$195.00	\$975.00
24.	Services	Install standard outlet; install standard 15amp outlet on to general/local or dedicated circuit; per customer, needed lots of outlets; OPTION to use the GFCI receptacles only	2	\$150.00	\$300.00
25.	Services	Install new vanity light in bridal suite; install over counter in 4 separate areas includes wiring; OPTION to only have vanity lights x 2, seating x 2	4	\$175.00	\$700.00
26.	Bridal Suite	72" vanity x 2 and counter top; material cost OPTION: to install 1 elegant vanity counter with space to store lounge stools with back support under counter; please see additional options at the end of estimate;	2	\$1,500.00	\$3,000.00
27.	Groom's Suite Bathroom	Install of new floor to ceiling powder room in grooms suite includes one wall framing, insulation, drywall, plumbing connections, venting; plans will be provided to show how to optimize space	1	\$4,900.00	\$4,900.00
28.	Services	Pocket door and hardware for groom's suite bathroom addition; material only	1	\$500.00	\$500.00
29.	Services	18in rectangular pedestal sink and hardware for groom's suite; material only	1	\$125.00	\$125.00
30.	Services	Cover insulation in grooms suite with drywall; must determine opening for access; to discuss with customer; material only	1	\$250.00	\$250.00
31.	Hallway Bathroom	24" vanity in hallway bathrooms x 2: material only;	2	\$325.00	\$650.00

OPTION: vanity size is optional

32.	Services	frameless beveled edge mirrors x 7 (6 in bridal suite above counter and 1 in groom's suite powder room; material only	7	\$75.00	\$525.00
33.	Services	water efficient toilet x 3; material only; OPTION: do not replace toilets at all	3	\$100.00	\$300.00
34.	Services	sink hardware x 3; material only	3	\$35.00	\$105.00
35.	Flooring	Strip and stain/refinish grooms suite floor to match existing hardwoods in hall and throughout. 225sf, No repairs needed per the customer.	1	\$1,125.00	\$1,125.00
36.	Services	Repair door strip in bridal suite; wood transition plate and weather strip if needed	1	\$75.00	\$75.00
37.	Door Hardware	12 crystal diamond inside knobsets; brushed nickel; keeps historic feel; OPTION: get basic knobs	12	\$189.00	\$2,268.00
38.	Exterior	Remove exterior stairs and bring up to code; rebuild and paint or stain	1	\$3,200.00	\$3,200.00
39.	Services	12 elegant scroll register floor/ceiling vents; material only	12	\$28.00	\$336.00
40.	Cleaning	Professional cleaning of windows, construction dust and debris, toilets, and sinks	1	\$500.00	\$500.00
41.	Misc/Contigencies	faceplates, light bulbs unexpected costs and contingencies, ect.	1	\$4,945.00	\$4,945.00
42.	Options	*One sit under makeup bar for bridal suite (seats 2) *One large beveled mirror for one bridal makeup counter *One 6-vanity light across top of vanity mirror *3-way floor body mirror for opposite side of room in place of requested 2nd vanity in bridal suite *24" vanities in hall bathroom instead of 36"	1	\$0.00	\$0.00

Total **\$48,954.00**

Note to customer

This estimate is not final. Please refer to options listed so that we can discuss changes that may be made to accommodate customer budget.

Expiry
date 05/18/2024

ESTIMATE

Praelude Homes & Development
P.O. Box 3212
Marietta, GA 30061

fgilmer@praeludehd.com
+1 (404) 548-0757



The Event

Bill to
The Event
1011 Wesley Place
Oxford, GA
PHASE 3

Estimate details

Estimate no.: 1043
Estimate date: 05/17/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Dumpster	7 x 12 (1), dump fees	1	\$475.00	\$475.00
2.	Permits	Included	1	\$0.00	\$0.00
3.	Interior Painting	Sherwin Williams or Behr paint, primer, and prep; flat 650sf, paint ceiling, walls, interior doors, and trim as well as smooth walls. level 5 finish	1	\$3,375.00	\$3,375.00
4.	Electrical	4 recessed lights in ceiling, 2 flush mount lights in bathrooms, 2 vanity lights/switches, 2 GFCI, 1 dedicated commercial plug, wiring	9	\$115.00	\$1,035.00
5.	HVAC	Install 2 energy efficient 1-Ton ductless mini-splits; 2 floor heaters/heat pump in bathrooms	2	\$2,800.00	\$5,600.00
6.	Water Heater	Install 8-9 gallon energy efficient Rheem tankless water heater and water lines;	1	\$3,000.00	\$3,000.00
7.	Framing	framing for 5x6 bathroom (2); includes drywall, venting, toilets, pedestal sinks, mirrors, vanity lights	2	\$3,750.00	\$7,500.00
8.	Interior Doors	6-panel doors for bathrooms (2); knobs	2	\$575.00	\$1,150.00
9.	Cabinet Base	Victorian style or old world charm with original wood in caterers kitchen to keep	1	\$800.00	\$800.00

historic feel (option), 6 bottom cabinets;
hardware

10.	Prep Table	27" prep table for kitchen; stainless steel	1	\$300.00	\$300.00
11.	Countertops	Install butcher block or stainless steel	1	\$1,500.00	\$1,500.00
12.	Flooring	strip and refinish 650sf; no repairs needed	1	\$3,000.00	\$3,000.00
13.	Exterior	light pressure wash of stairs, porch, building and sidewalk	1	\$1,000.00	\$1,000.00
14.	Final cleaning	Professional cleaning of windows, construction dust and debris, toilets, counters, sinks, etc.	1	\$300.00	\$300.00
15.	Misc Items	Contingencies	1	\$2,000.00	\$2,000.00
Total				\$31,035.00	

ESTIMATE

Praelude Homes & Development
P.O. Box 3212
Marietta, GA 30061

fgilmer@praeludehd.com
+1 (404) 548-0757



The Event

Bill to
The Event
1011 Wesley Street
Oxford, GA
Phase 2

Estimate details

Estimate no.: 1044
Estimate date: 05/21/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Demo	Demo the current decking	1	\$1,000.00	\$1,000.00
2.	Permits	Admin, permit for building deck, electrical	1	\$1,200.00	\$1,200.00
3.	Plans	detailed plans for city approval, must include electrical	1	\$2,500.00	\$2,500.00
4.	Electrical	4 standard outlets, 30amp 240volt outlet (1) in pvc, 3 dedicated circuits, 12 canned lights, 2 ceiling fans, 4 solar lights for posts, 12 solar sidewalk lights, 76" ceiling fans (2)	1	\$7,000.00	\$7,000.00
5.	Services	125amp electrical panel to support "Kitty's Cottage" and the pavilion	1	\$1,700.00	\$1,700.00
6.	Pavilion	Trex wood 6x6, bead board ceiling, faux brick for bottom of posts x 4, "picket" barrier, roof shingles and material, de	1	\$36,500.00	\$36,500.00
Total					\$49,900.00

Note to customer

-Concrete flooring would add \$8000 to total.
-We used the most cost efficient way to run electrical, customer can change.
-

HILL BROTHERS GENERAL CONTRACTING Inc,

May 17, 2024

Wedding Chapel
1011 Wesley Street
Oxford Ga, 30054

Phase one

Grooms room

Install new ½ bath room, walls door, trims refinish floor
Match as can, paint matching existing.

Room two

Paint matching existing.

Rest Rooms

Change lights, remove existing sink, Install new Vanity
And sink. Paint match existing.

Brides Room

Remove existing Vanity with sink Cap off plumbing in wall.

Install new 7 ft dressing with Granite tops.

Install three Owner Furnished Mirrors

Install three wall lights owner furnished.

Install two owner Furnished Chandeliers.

Install 3 new 110 v outlets.

Install new base matching Existing.

Repaint Complete Room Matching existing.

Vestibule

Remove wall box, Revamp two sets double action door units as can

Install owner furnished Hardware entrance doors,

Install Base match existing, Paint Matching existing.

Back Door landing 6 by 6 Remove and replace with new
Stairs and Guard Rails

Total Quote.....\$30.463.00

Charles Hill

Approved Signature and Date_____

QUALITY JOBS FOR 42 YEARS



August 1, 2024

Mr. Bill Andrew, City Manager
City of Oxford
110 W Clark Street
Oxford, GA 30054

Mr. Andrew:

The following is our understanding of the proposed scope of work and fees related to preliminary analysis for the City of Oxford, Georgia Old Church Parking Plan Project:

Preliminary Analysis – The Old Church Parking Assessment

Project Description:

The City of Oxford has requested a proposal for providing preliminary analysis related to proposed parking at The Old Church which is located at the intersection of Wesley Street and Fletcher Street.

Atkins will provide the services as follows:

I. Preliminary Analysis:

AtkinsRéalis will perform a combination site visit/meeting (maximum of 3 hours) to review and discuss the City's desire for parking improvements for The Old Church. The basis for the site discussion will be the plan titled "Concept Rendering for Parking Plan to Support Events at Old Church," dated June 2024, prepared by Erik Oliver with notations added by the City (Attachment 'A'). The following services will be performed as part of the site visit:

1. Review the existing facility and determine potential parking areas.
2. Review existing drainage patterns.
3. Review existing landscape and trees and note general locations.
4. Meet with City Representative onsite.
5. Issue a summary memo for site visit/onsite meeting.

AtkinsRéalis will utilize the information obtained in the site visit/meeting to prepare one schematic parking layout/site plan for Old Church property located on Wesley Street. AtkinsRéalis will utilize readily available GIS or aerial photography to complete the assignment. If the City elects to move forward with construction documents, then AtkinsRéalis recommends that the City procure a groundrun topographic and boundary survey of the area of the proposed improvements so that it can be utilized for the base

drawing for the construction documents. A total of two hours of Client coordination/conference calls is included (no in-person meetings are included).

AtkinsRéalis proposes to provide the scope of services as outlined above. The proposed Professional Fee's will be provided based on our standard hourly rates. Invoices are emailed monthly and are due within 30 days. Reimbursable expenses for the project, such as printing, photography, reproduction, couriers, travel, mileage, etc., will be billed in addition to the professional fees to the City. Additions, deletions, and changes in the scope of proposed services will be agreed upon in writing between both parties. Additional services requested by the Client that are not specifically identified in the above Scope of Services will be invoiced at the standard hourly rates. **The proposed Fees for the services indicated in this scope is estimated at \$5,000.00, plus reimbursable expenses.**

AtkinsRéalis estimates that the site visit and hand drawn schematic parking lot plan will require 2 to 3 weeks to complete.

Assumptions & Exclusions:

1. All information, documentation, authorization, and fees will be provided by the Client in a timely manner to Atkins for execution of these services.
2. Atkins shall not be responsible for hardscape detailing including: signage, lighting, paving, sub-drainage, and walls.
3. Any professional services not specifically identified in the above scope of services will be provided as an additional service over and above the professional service fees and/or reimbursable expenses and will be billed hourly in accordance with the standard hourly rate schedule.
4. Additional design services due to major plan changes or revisions after plans have been approved by the Client will be considered additional services and will be billed hourly.
5. The following services are also specifically excluded from this scope of work:
 - a. The preparation of construction documents (civil, landscape, and irrigation) of any kind or type.
 - b. Retaining wall design of any kind or type.
 - c. Hydrology study of any kind or type.
 - d. Traffic engineering/modeling and analysis of any kind or type.
 - e. Site wayfinding or graphics design of any kind or type.
 - f. Wetland services/permitting of any kind or type.
 - g. No structural items are within this scope, such as, walls, pavements.
 - h. No water features are included.
 - i. Environmental assessments and permitting of any kind or type.
 - j. Geotechnical analysis and construction material testing of any kind or type.
 - k. Off-site utility design of any kind or type.
 - l. Perspective renderings of any kind or type.
 - m. Plans for phased project other than identified.

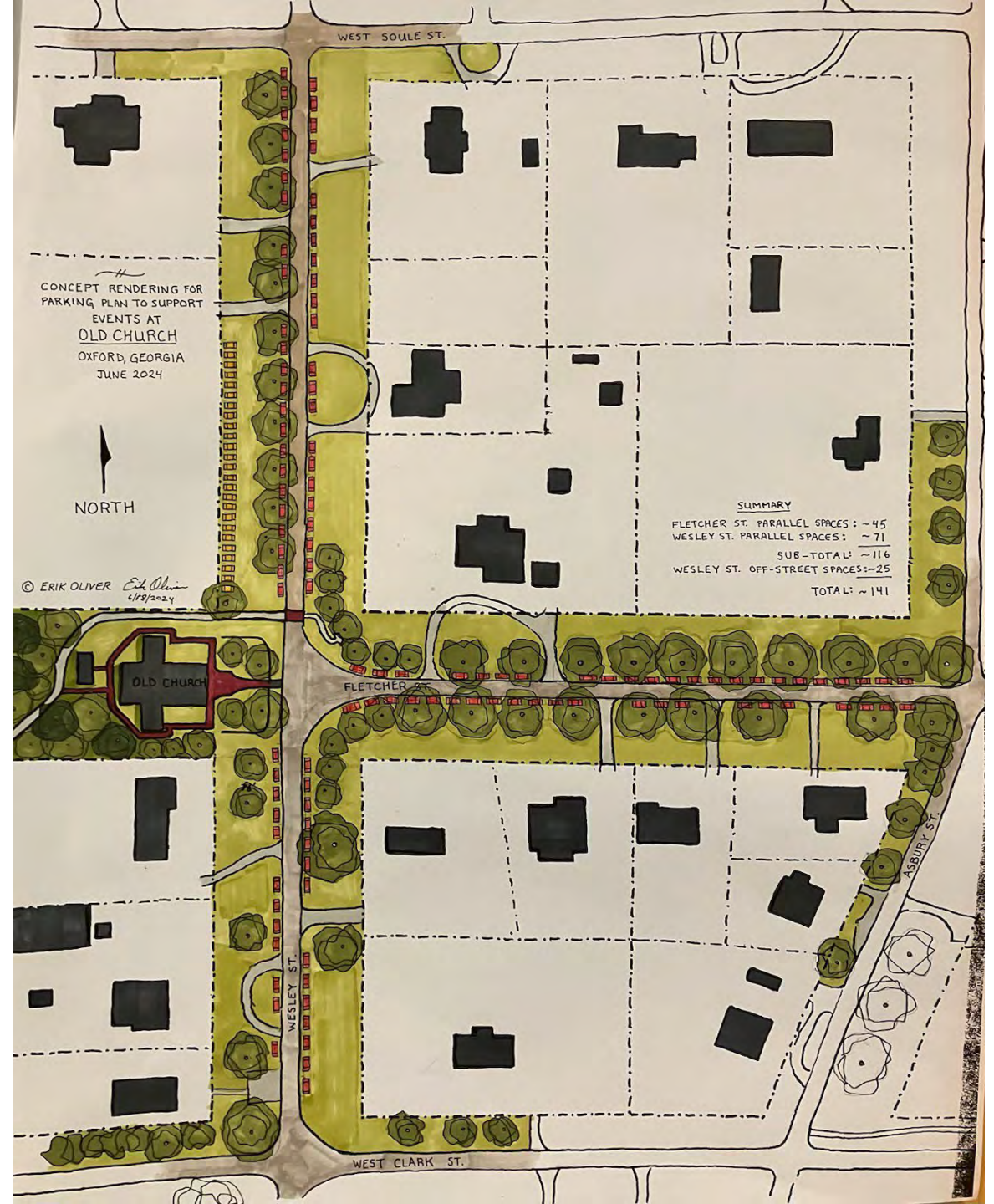
- n. Offsite easement, right-of-way descriptions or agreements of any kind or type.
- o. Surveying services of any kind or type.
- p. Construction Services of any kind or type.
- q. Site lighting design of any kind or type.
- r. No cost estimates of any kind or type, other than what is specified with the scope above.

Sincerely,

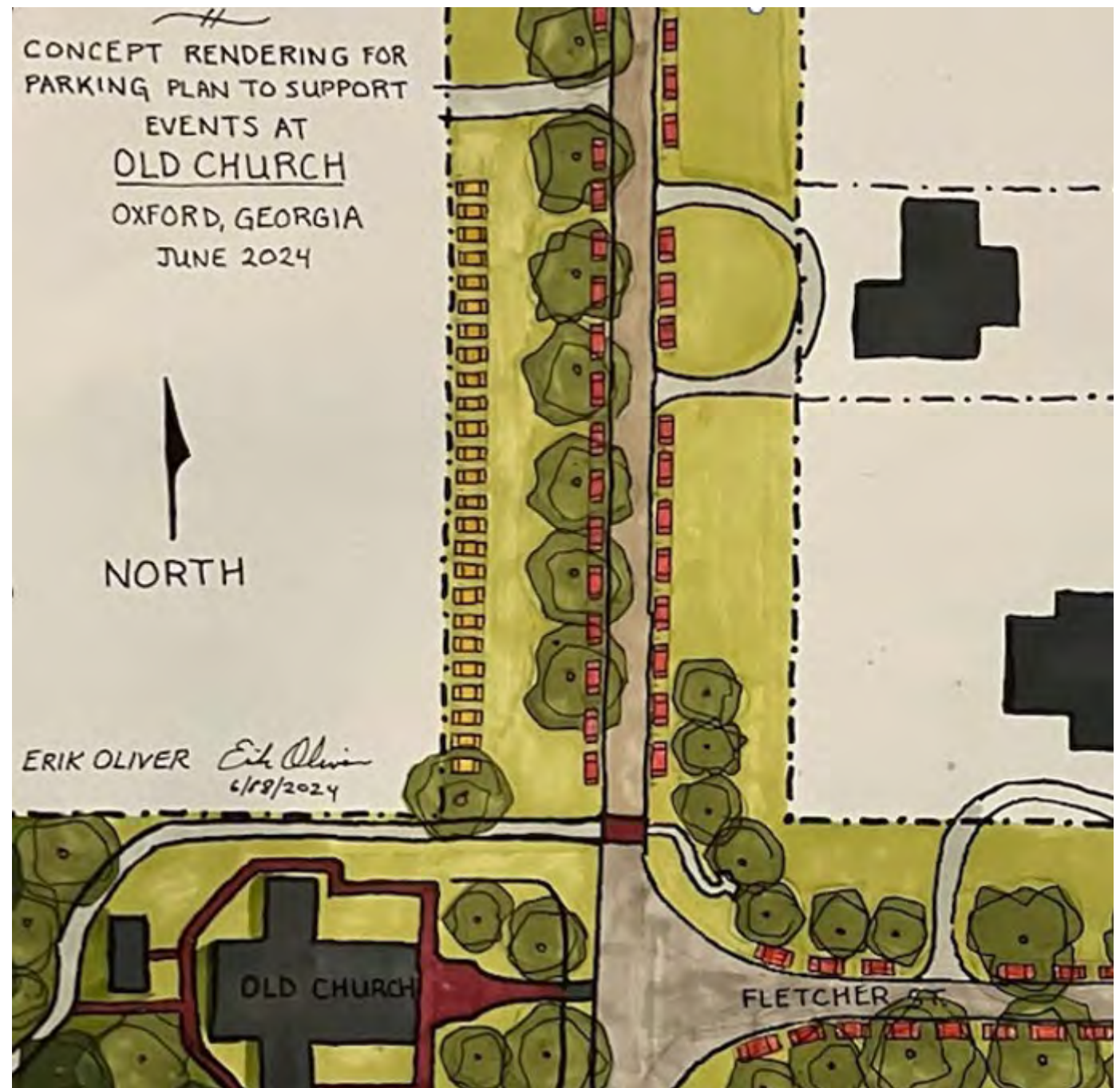


George N. Kakunes, P.E., PMP
Sr. Project Manager

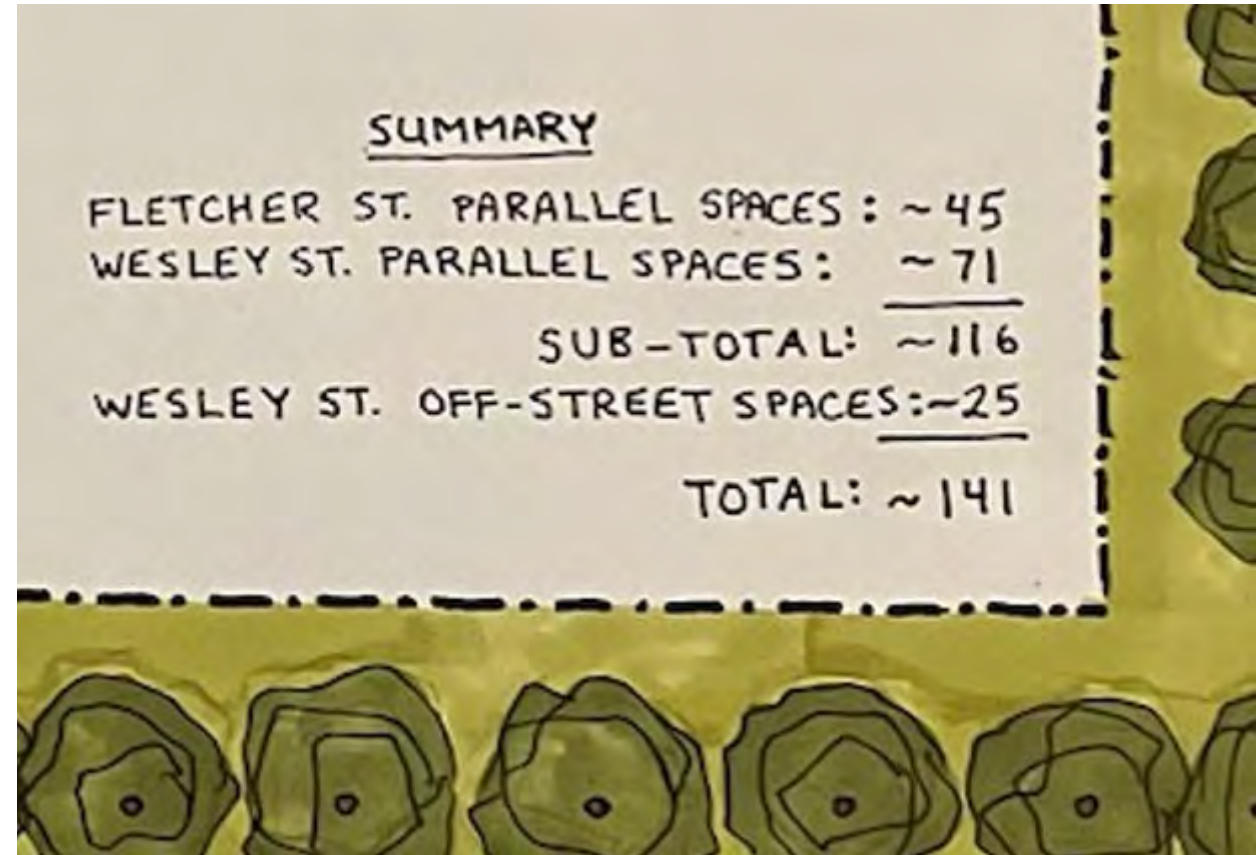
The basic idea is to create an 8-10' level/minimally sloped shoulder on either side of Wesley where applicable (the Yarbrough Oaks are 17' - 18' from the pavement north of Old Church, and then pipe or fill the deep ditches on Fletcher where applicable, again creating 8' - 10' shoulders on either side, preferably with new swales farther inward on the right of way.



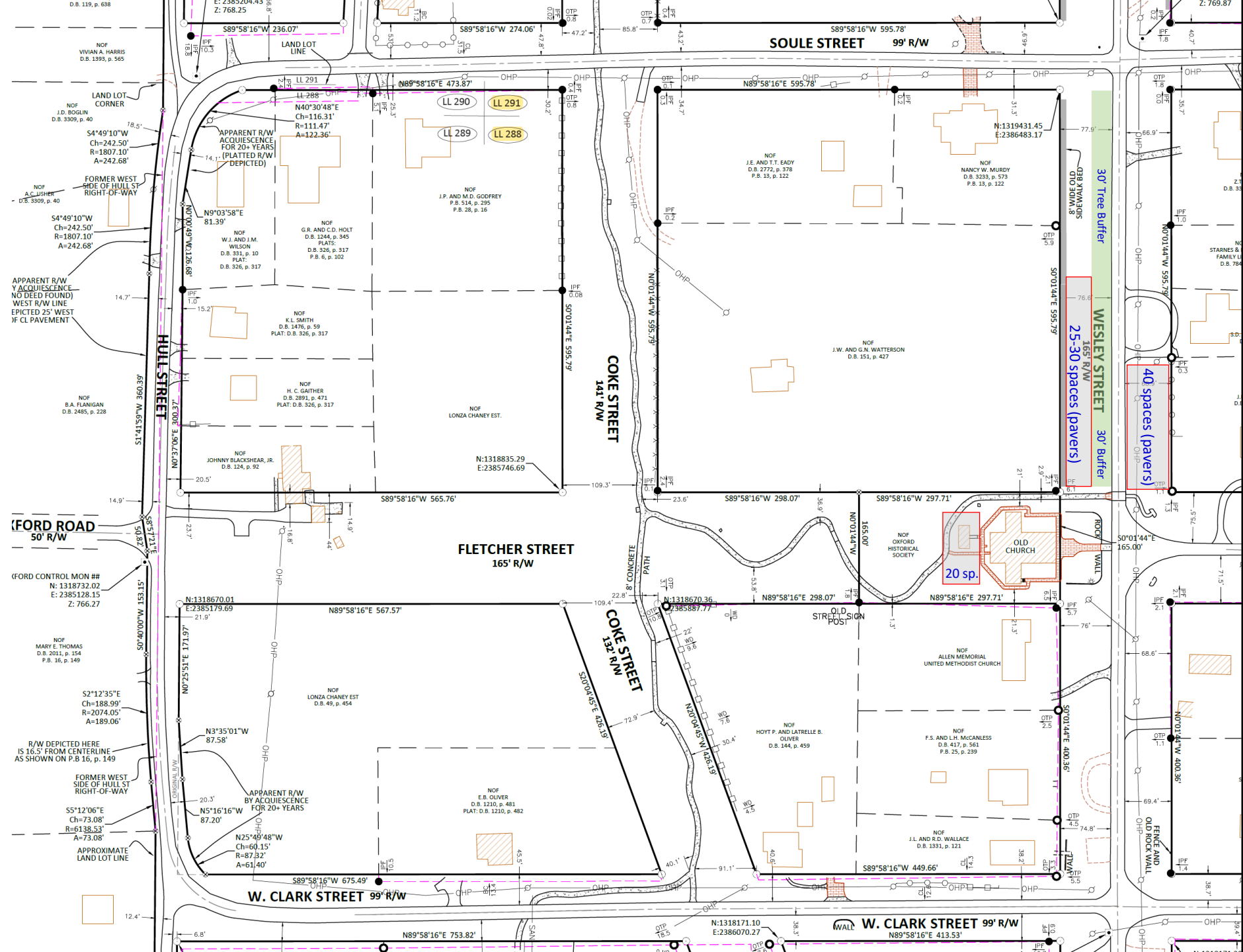
The perpendicular spaces in yellow are proposed by Mayor Eady, but the red spaces are proposed by Mr. Oliver. The yellow spaces will create fewer spaces per square foot and will negatively impact the growth of the Yarbrough Oaks, which are already subject to impervious surface of Wesley Street on one side. Mr. Beryl Budd advised against compacting the soil on the other side as well with regular car traffic.



With a church capacity of 299, we need about 120-150 spaces. We can always do the same on W. Clark near Wesley if we need more spaces within walking distance, or along Asbury near Fletcher.



<u>SUMMARY</u>	
FLETCHER ST. PARALLEL SPACES :	~ 45
WESLEY ST. PARALLEL SPACES :	~ 71
	<u>SUB-TOTAL: ~ 116</u>
WESLEY ST. OFF-STREET SPACES :	~ 25
	<u>TOTAL: ~ 141</u>



About

Verkada brings the ease of use that consumer security solutions provide, to the levels of scale and protection that businesses and organizations require.

By building high-end hardware on an intuitive, cloud-based software platform, modern enterprises are able to run safer, smarter buildings across all of their locations.

Why Verkada?

With Verkada you get a lot more than leading-edge security devices and premium hardware technology. Verkada offers a cloud-based software license, which enables you to future-proof your investment and ensure your long-term success.

Today, our suite of connected devices provides enterprise organizations with meaningful insights into the health and safety of their environments. Tomorrow, we'll deepen our use of machine learning to continue building technology that protects people, places, and privacy at scale.



Video Security

Hybrid cloud cameras offer onboard storage and edge-based processing to reliably deliver insights in real-time.



Sensors

With a collection of eight onboard sensor readings, monitor for the health and safety of all environments.



Access Control

Manage doors, credentials and users across sites at ease with global access and active directory integrations.



Alarms

Catch and respond to break-ins with cloud-managed intrusion detection and 24/7 professional monitoring.

Customer Growth

We are the fastest growing physical security company in the world, with over 7,800 customers including 40 Fortune 500 companies. Across cameras, access control, and environmental monitoring systems – we have thousands of Verkada devices deployed.

38

2017

730

2018

2,454

2019

5,552

2020

7800+

2021

Global Partners

Verkada partners with 3,300+ top security system installers and integrators to provide an excellent customer experience. We have achieved compliance for sales in North America (US, Mexico, Canada), the UK, the EU, Australia, New Zealand for all of our hardware and software products.

12

2017



3,300

2021



Trusted by Global Leaders



EQUINOX



Team

The company was founded by computer scientists and security experts from Stanford University, and Hans Robertson, the former co-founder and COO of Cisco Meraki. We now have over **840** employees on our team and continue to grow rapidly.

15

2017

76

2018

279

2019

467

2020

840+

2021

Offices

Our headquarters is located in **San Mateo, CA**, and we continue to expand our office locations. As of 2021 we have offices in London, Sydney, San Mateo, Austin, and Salt Lake City.

Valuation

After being named by Forbes as one of the next 'billion dollar startups,' in January, Verkada closed their Series C round of funding with a new valuation of **\$1.6 billion**.

\$80M

Q2 2018

\$540M

Q2 2019

\$1.6B

Q2 2020

Investors

We're proud to be funded by a storied group of venture capital firms, and supported by partners who have our back. In our last funding round we raised \$80 million Series C financing, and have raised a total of \$138.9 million since our founding in 2016.



MERITECH



With backing from the above investors, Verkada will continue to innovate ahead of the market across our suite of cloud connected devices.



We have prepared a quote for you

Verkada Cameras - 5 Year

Quote # 005431
Version 1

Prepared for:
Oxford Municipality

Mark Anglin
mason.million@verkada.com

Prepared by:
Netreti LLC

William Minor
William.Minor@netreti.com



Cameras - Verkada

Product Details		Qty	List Price	Discount Amount	Price	Ext. Price
Verkada CB62-E Outdoor Bullet Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention.		3	\$1,799.00	\$269.85	\$1,529.15	\$4,587.45
Verkada CB62-TE Outdoor Bullet Camera, 4K, Telephoto Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention.		1	\$1,899.00	\$284.85	\$1,614.15	\$1,614.15
Verkada CD62-E Outdoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention.		2	\$1,699.00	\$254.85	\$1,444.15	\$2,888.30
Verkada CP52-E PTZ Camera, 5MP, 28x Zoom Lens, 220° Tilt x 360° Pan, 512GB of Storage, Maximum 30 Days of Retention.		2	\$3,699.00	\$554.85	\$3,144.15	\$6,288.30
Verkada 5-Year Camera License.		8	\$899.00	\$134.85	\$764.15	\$6,113.20
Verkada ACC-MNT-9 Pole Mount, 2nd Generation. Compatible with the Bullet Series, SV11, and ACC-MNT-2, ACC-MNT-3, or ACC-MNT-7.		3	\$209.00	\$31.35	\$177.65	\$532.95
Verkada ACC-MNT-XLARM-1 Large Arm Mount. Compatible with PTZ Camera.		2	\$159.00	\$23.85	\$135.15	\$270.30
Verkada ACC-MNT-SJBOX-1 Square Junction Box Mount Kit. Compatible with Cameras: Bullet Series, Mini Series; Mounts: ACC-MNT-9, ACC-MNT-CORNER-1, ACC-MNT-POLE-1, ACC-MNTMJBOX-1.		2	\$89.00	\$13.35	\$75.65	\$151.30
Verkada PoE++ (802.3bt-2018) Injector, GigE.		2	\$149.00	\$22.35	\$126.65	\$253.30

Subtotal: \$22,699.25

Verkada Cameras - 5 Year

Quote Information:

Quote #: 005431

Version: 1

Delivery Date: 05/20/2024

Expiration Date: 09/17/2024

Prepared for:

Oxford Municipality

110 W Clark St

Oxford, GA 30054

Mark Anglin

mason.million@verkada.com

Prepared by:

Netreti LLC

William Minor

678-909-9010

William.Minor@netreti.com

Quote Summary

Description	Amount
Cameras - Verkada	\$22,699.25
Total:	\$22,699.25

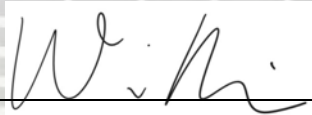
Payment Options

Description	Payments	Interval	Amount
Term Options			
100% Due on Approval	1	One-Time	(\$22,699.25)

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Netreti LLC

Signature:



Name: William Minor

Title: Director of Sales

Date: 05/20/2024

Oxford Municipality

Signature:

Name: Mark Anglin

Date:



We have prepared a quote for you

Verkada Cameras 10 Year

Quote # 005429
Version 1

Prepared for:
Oxford Municipality

Mark Anglin
mason.million@verkada.com

Prepared by:
Netreti LLC

William Minor
William.Minor@netreti.com



Cameras - UI

Description	Qty
	1

Cameras - Verkada

Product Details	Qty	List Price	Discount Amount	Price	Ext. Price
Verkada CB62-E Outdoor Bullet Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention. 	3	\$1,799.00	\$449.75	\$1,349.25	\$4,047.75
Verkada CB62-TE Outdoor Bullet Camera, 4K, Telephoto Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention. 	1	\$1,899.00	\$474.75	\$1,424.25	\$1,424.25
Verkada CD62-E Outdoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention. 	2	\$1,699.00	\$424.75	\$1,274.25	\$2,548.50
Verkada CP52-E PTZ Camera, 5MP, 28x Zoom Lens, 220° Tilt x 360° Pan, 512GB of Storage, Maximum 30 Days of Retention. 	2	\$3,699.00	\$924.75	\$2,774.25	\$5,548.50
Verkada 10-Year Camera License. 	8	\$1,799.00	\$449.75	\$1,349.25	\$10,794.00
Verkada ACC-MNT-9 Pole Mount, 2nd Generation. Compatible with the Bullet Series, SV11, and ACC-MNT-2, ACC-MNT-3, or ACC-MNT-7. 	3	\$209.00	\$52.25	\$156.75	\$470.25
Verkada ACC-MNT-XLARM-1 Large Arm Mount. Compatible with PTZ Camera. 	2	\$159.00	\$39.75	\$119.25	\$238.50
Verkada ACC-MNT-SJBOX-1 Square Junction Box Mount Kit. Compatible with Cameras: Bullet Series, Mini Series; Mounts: ACC-MNT-9, ACC-MNT-CORNER-1, ACC-MNT-POLE-1, ACC-MNTMJBOX-1. 	2	\$89.00	\$22.25	\$66.75	\$133.50
Verkada PoE++ (802.3bt-2018) Injector, GigE. 	2	\$149.00	\$37.25	\$111.75	\$223.50

Subtotal: \$25,428.75

Verkada Cameras 10 Year

Quote Information:

Quote #: 005429

Version: 1

Delivery Date: 05/20/2024

Expiration Date: 09/14/2024

Prepared for:

Oxford Municipality

110 W Clark St

Oxford, GA 30054

Mark Anglin

mason.million@verkada.com

Prepared by:

Netreti LLC

William Minor

678-909-9010

William.Minor@netreti.com

Quote Summary

Description	Amount
Cameras - Verkada	\$25,428.75
Subtotal:	\$25,428.75
Shipping:	\$208.00
Total:	\$25,636.75

Payment Options

Description	Payments	Interval	Amount
Term Options			
50% Due on Approval	1	One-Time	(\$25,636.75)

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Netreti LLC

Signature: _____

Name: William Minor

Title: Director of Sales

Date: 05/20/2024

Oxford Municipality

Signature: _____

Name: Mark Anglin

Date: _____

Flock Safety + GA - Oxford PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:

Kyle Downs
kyle.downs@flocksafety.com
2172464143

Created Date: 07/11/2024
Expiration Date: 09/30/2024
Quote Number: Q-73637
PO Number:



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 110 W Clark St Oxford, Georgia 30054

Ship To: 110 W Clark St Oxford, Georgia 30054

Billing Company Name: GA - Oxford PD

Billing Contact Name:

Billing Email Address:

Billing Phone:

Subscription Term: 24 Months

Payment Terms: Net 30

Retention Period: 30 Days

Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$18,250.00
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	1	Included
Flock Safety Video Products			
Flock Safety Condor ™ PTZ w/ LTE Service	Included	4	Included
Solar Condor ™ Fixed	Included	1	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Condor Professional Services - Standard Implementation Fee	\$750.00	4	\$3,000.00
Professional Services - Standard Implementation Fee	\$650.00	1	\$650.00
Condor Professional Services - Standard Implementation Fee	\$750.00	1	\$750.00

Subtotal Year 1: \$22,650.00

Annual Recurring Subtotal: \$18,250.00

Estimated Tax: \$0.00

Contract Total: \$40,900.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$22,650.00
Annual Recurring after Year 1	\$18,250.00
Contract Total	\$40,900.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.
Flock Safety Condor™	Flock's pan, tilt, zoom (PTZ) or fixed cameras which capture video footage with the option to stream live video, capture and view video recordings, and upload videos.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
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**J.W. Fanning Institute
for Leadership Development**
UNIVERSITY OF GEORGIA

DATE: August 5, 2024

TO: Bill Andrew, City Manager
Oxford, Georgia

FROM: Raye Rawls, J.D.
Senior Public Service Faculty

Jason Estep, J.D.
Public Service Faculty

J.W. Fanning Institute for Leadership Development

RE: Proposal for Community Discussions and Proposal on Removed Historical Signs

Attached you will find a preliminary proposal to design and facilitate a series of conversational sessions focused on what should be done regarding the removed signs.

Please know that we strive to be flexible to meet your needs, **and that any areas, no matter how broad or specific, are welcome for discussion and refinement.**

Thank you for the opportunity to work on this important endeavor. We look forward to hearing from you.

Kind Regards,
Raye & Jason



Client Name:		City of Oxford, Georgia	
Key Contact:		Bill Andrew, City Manager Phone: (770) 786-7400 Email: bandrew@oxfordgeorgia.org City Hall 110 W. Clark Street Oxford, Ga. 30054 http://www.oxfordgeorgia.org	
Engagement Title:		Formulating recommendations on what to do with removed historical signs	
Engagement Overview:		Design and facilitate a process to gather recommendations from the community on what to do regarding the removed signs. Recommendations will be shared with the Oxford City Council who will be responsible for developing next steps.	
Engagement Objective(s):		To facilitate a respectful and constructive conversation with representative members of the community regarding the historical information signs that were removed at the requests of various students and other community members. The goal of this effort is to generate and share recommendations for next steps.	
PLAN OF WORK			
Activities		Fees	Completion Date
1	The City of Oxford, GA, will be responsible for convening a 9-person planning committee tasked with generating recommendations to the Oxford City Council regarding historical signage and memorialization of the past to help the Council determine an ultimate disposition.	N/A	TBD
2	Design, implement, and analyze an online values clarification exercise that will inform the most relevant starting point and focus for the subsequent planning session(s).	\$1800.00	
3	Facilitated Dialogue Session(s): Two Fanning faculty will facilitate a 2-3 hour discussion session(s) with members of the Planning Committee to build consensus around recommendations for next steps that will be shared with the Oxford City Council.	\$ 1800.00 per session	
4	Compile collected feedback and input regarding next steps into a recommendations report and provide to the Oxford City Council.	\$1800.00	
FEES			
	Total Fees (includes travel and materials costs):	\$6,176 minimum based on a single dialogue session (cost increases by \$1800 plus additional travel, etc., with each additional session)	

ABOUT THE J.W. FANNING INSTITUTE FOR LEADERSHIP DEVELOPMENT

The **J.W. Fanning Institute for Leadership Development** – a public service and outreach unit of the University of Georgia – is dedicated to strengthening communities, organizations, and individuals through leadership development, training, and education. Founded in 1982, the Institute is named for UGA's first Vice President for Services, Dr. J.W. Fanning. His legacy of leadership development is embodied in the Institute's dedication to developing leaders of all ages, in every community, from all walks of life. A variety of clients call on the Institute's multi-disciplinary faculty for their expertise in community, non-profit, organizational, and youth leadership development.

FACULTY TEAM

Raye Rawls, J.D.

Senior Public Service Faculty
Dialogue and Mediation
(706) 542.8098
rayerawls@uga.edu

BIO

Raye Rawls is Senior Public Service Faculty at the Fanning Institute. Her practice area is in conflict transformation and dialogue. She is an attorney, arbitrator, and mediator and holds a master's degree in Human Resources. Raye has mediated and arbitrated thousands of cases in government institutions, court systems, corporations, and with private parties. Recent clients include the Georgia Commission of Dispute Resolution, the Academy of Human Resource Development, Mediators Beyond Borders and the Tenth Judicial Administrative District.

Since 1983, she has traveled extensively throughout the United States offering courses in basic and advanced mediation, arbitration, conflict management, designing conflict management systems, and valuing diversity. Her courses have been approved by several state bar associations, the National Association of Social Workers, and other professional organizations. In 2002, the Supreme Court of Georgia appointed her to a five-year term on the Georgia Commission on Dispute Resolution — the body responsible for establishing ADR policies and procedures in the courts of Georgia. In that capacity, Raye served on the Ethics and Training Committees and several ad hoc committees. In 2018, she received the Chief Justice Harold G. Clarke Award in recognition of her outstanding contributions to the field of alternative dispute resolution in Georgia. She serves on the editorial board of Conflict Resolution Quarterly.

Prior to joining the J.W. Fanning Institute for Leadership Development in 2004, Raye worked in the private sector teaching and providing services in mediation, arbitration and other forms of dispute resolution and conflict management. She was an Administrative Law Judge in the State of Georgia, and a former assistant dean of the Georgia State University College Law. She is a Senior Associate at Essential Partners, an organization housed in Cambridge, Massachusetts whose mission is to guide, train, and inspire individuals, organizations, and communities to constructively address conflicts relating to values and worldviews.

EDUCATION

- J.D. Georgia State University
- M.S., Human Resources, Georgia State University
- B.S. psychology, Georgia State University

Areas of Expertise

- Alternative Dispute Resolution including Mediation.
- Dialogue
- Conflict Transformation

Featured Programs

- Mediation Training
- Reflective Structured Dialogue Training

Jason Estep, J.D.

Public Service Associate

(706) 542-2431

Jason.Estep@uga.edu

BIO

Jason Estep is a Public Service faculty at the J.W. Fanning Institute for Leadership Development, a unit Office of Public Service and Outreach at the University of Georgia. While focusing on youth leadership development, he has considerable experience with curriculum development, program design and implementation, and evaluation of programs serving diverse audiences, whether youth or adult. Prior to joining the Fanning Institute, Jason served Georgia 4-H as the State Specialist for Leadership and Civic Engagement, responsible for planning, facilitating, and evaluating dynamic educational programs for youth ages 9-19. Before working in youth development, Jason practiced law with large firms in Atlanta, GA, and Washington, DC. He helped train, coordinate, and supervise attorney teams working on corporate litigation, antitrust matters, and government enforcement actions.

EDUCATION

- J.D., specialization in international legal affairs, Cornell Law School
- B.A., English and sociology, Emory University

AREAS OF EXPERTISE

- Leadership Curriculum Development
- Youth Leadership Program Development

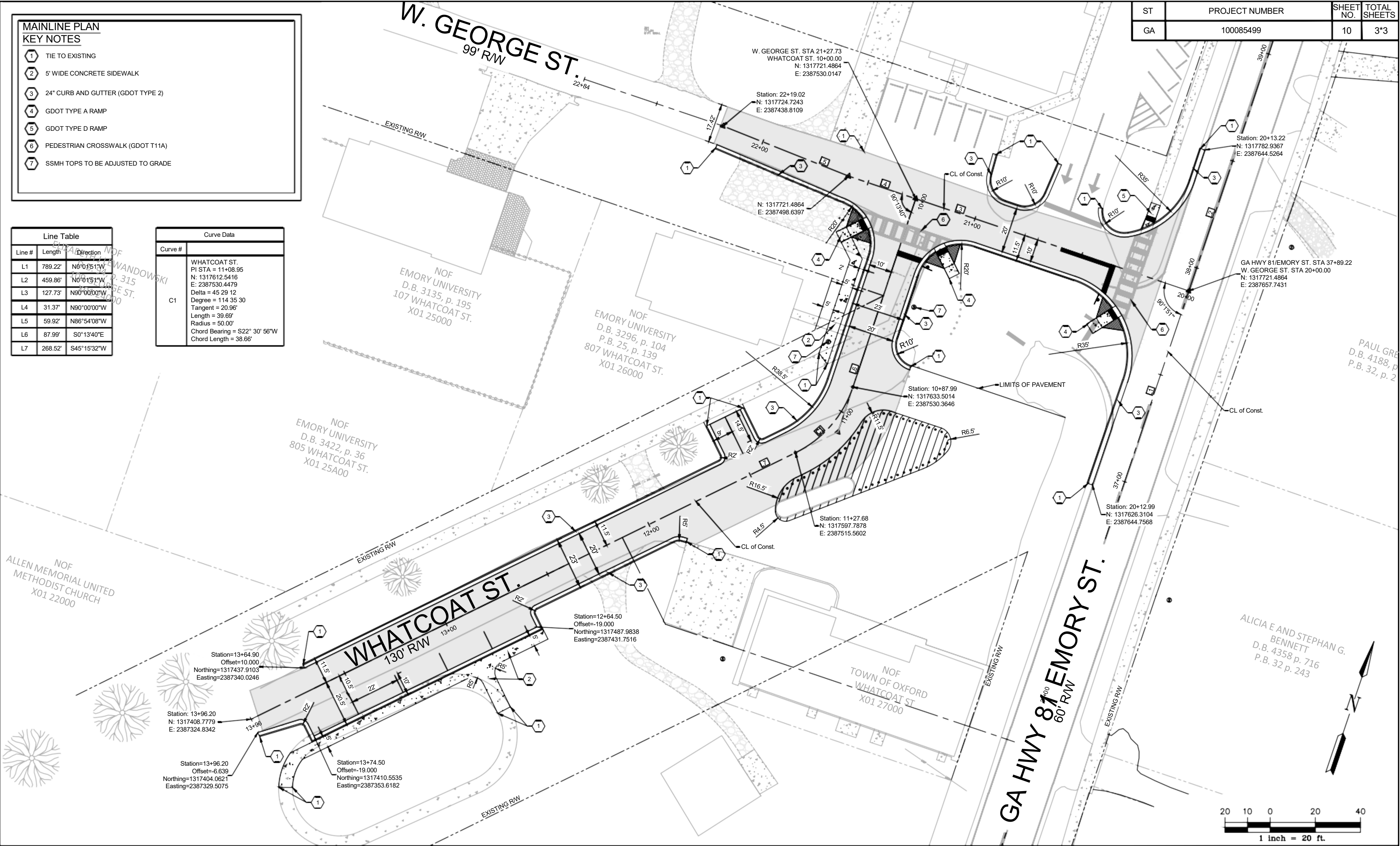
FEATURED PROGRAMS

- Peer Court
- Youth Leadership in Action

MAINLINE PLAN KEY NOTES	
1	TIE TO EXISTING
2	5' WIDE CONCRETE SIDEWALK
3	24" CURB AND GUTTER (GDOT TYPE 2)
4	GDOT TYPE A RAMP
5	GDOT TYPE D RAMP
6	PEDESTRIAN CROSSWALK (GDOT T11A)
7	SSMH TOPS TO BE ADJUSTED TO GRADE

Line Table		
Line #	Length	Direction
L1	789.22'	N0°01'51"W
L2	459.86'	N0°01'51"W
L3	127.73'	N90°00'00"W
L4	31.37'	N90°00'00"W
L5	59.92'	N86°54'08"W
L6	87.99'	S0°13'40"E
L7	268.52'	S45°15'32"W

Curve Data	
Curve #	
C1	WHATCOAT ST. PI STA = 11+08.95 N: 1317612.5416 E: 2387530.4479 Delta = 45 29 12 Degree = 114 35 30 Tangent = 20.96' Length = 39.69' Radius = 50.00' Chord Bearing = S22° 30' 56"W Chord Length = 38.66'



MAINLINE PLAN LEGEND	
	ASPHALT PAVING LIMITS
	CONCRETE SIDEWALK



Atkins North America, Inc.
1600 RiverEdge Parkway NW, Ste. 700
Atlanta, GA 30328
Tel: (770) 633-2280

Certificate of Authorization: APEF000302
Expiration Date: 06/30/2024

NOT VALID FOR CONSTRUCTION
UNLESS SIGNED IN THIS BLOCK

REVISION DATES		REVISION DATES	

CITY OF OXFORD, GEORGIA			
WHATCOAT STREET			
MAINLINE PLAN			
CHECKED:	A.G.	DATE:	10/06/2023
BACKCHECKED:	A.G.	DATE:	10/06/2023
CORRECTED:	K.F.	DATE:	10/06/2023
VERIFIED:	A.G.	DATE:	10/06/2023
DRAWING NO.			13-01

MAINLINE PLAN

KEY NOTES

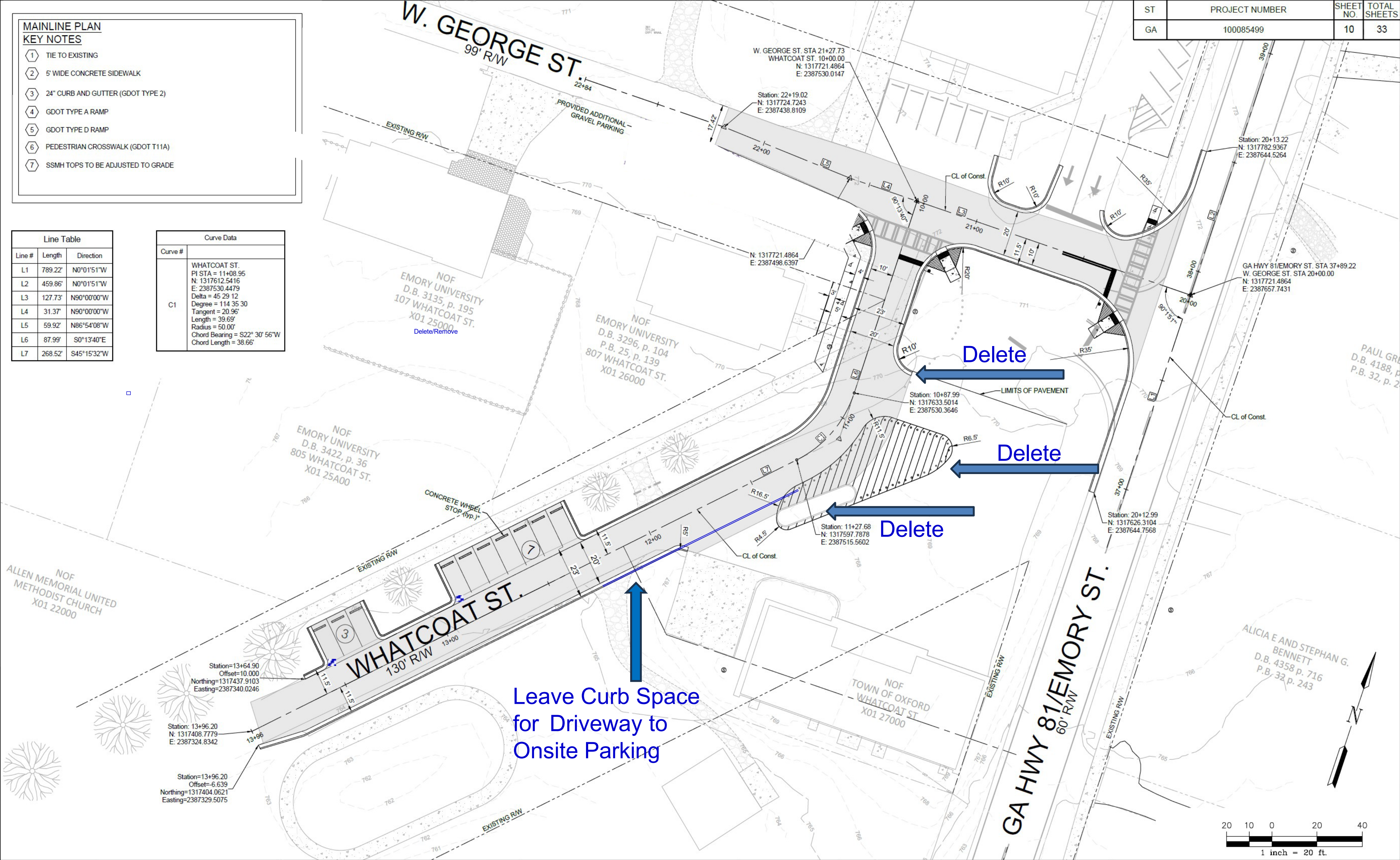
- 1 TIE TO EXISTING
- 2 5' WIDE CONCRETE SIDEWALK
- 3 24" CURB AND GUTTER (GDOT TYPE 2)
- 4 GDOT TYPE A RAMP
- 5 GDOT TYPE D RAMP
- 6 PEDESTRIAN CROSSWALK (GDOT T11A)
- 7 SSMH TOPS TO BE ADJUSTED TO GRADE

Line Table		
Line #	Length	Direction
L1	789.22'	N0°01'51"W
L2	459.86'	N0°01'51"W
L3	127.73'	N90°00'00"W
L4	31.37'	N90°00'00"W
L5	59.92'	N86°54'08"W
L6	87.99'	S0°13'40"E
L7	268.52'	S45°15'32"W

Curve Data	
Curve #	
C1	WHATCOAT ST. PI STA = 11+08.95 N: 1317612.5416 E: 2387530.4479 Delta = 45 29 12 Tangent = 20.96' Length = 39.69' Radius = 50.00' Chord Bearing = S22° 30' 56"W Chord Length = 38.66'

Oct 12, 2023 - 8:40am
\\atlantis.com\project\USATC\Draw\City\Oxford\100085499 City of Oxford GA - Whatcoat Street\ADD\GIBASE\PROPOSED\NEW DESIGN\85499-C-BASE_NEW.dwg

ST	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA	100085499	10	33



MAINLINE PLAN LEGEND

- ASPHALT PAVING LIMITS
- CONCRETE SIDEWALK



Atkins North America, Inc.
1600 RiverEdge Parkway NW, Ste. 700
Atlanta, GA 30328
Tel: (770) 933-0280
Certificate of Authorization #PEF000902
Expiration Date 06/30/2024

NOT VALID FOR CONSTRUCTION
UNLESS SIGNED IN THIS BLOCK

REVISION DATES

REVISION DATES

CITY OF OXFORD, GEORGIA

WHATCOAT STREET
10/16/2023 ALTERNATE CONCEPT
MAINLINE PLAN

CHECKED:		DATE:		DRAWING NO.
BACKCHECKED:		DATE:		13-01
CORRECTED:		DATE:		
VERIFIED:		DATE:		



July 12, 2024

Mr. Bill Andrew, City Manager
City of Oxford
110 W Clark Street
Oxford, GA 30054

Mr. Andrew:

The following is our understanding of the proposed scope of work and fees related to plans revisions for the City of Oxford, Georgia Whatcoat Street Realignment Project:

Civil Engineering – City Directed Plan Revisions to Completed Plans

Project Description:

AtkinsRéalis previously prepared Construction Documents for the realignment of the existing intersection of Whatcoat Street, and W. George Street at the common intersection with N. Emory Street/GA Highway 81 in Oxford, Georgia. The City of Oxford has indicated that they may elect to revise portions of the plans to eliminate some of the original scope of work to reduce the overall cost of the project. The revisions may include the elimination of on-street parking and overall proposed pavement limits; however, not fully known at this time.

Atkins will provide the services as follows:

I. Plan Revision to the 100% Construction Documents:

Atkins will revise the 100% Construction Documents that were recently bid by the City of Oxford. The extent of the revisions are currently unknown. ***An estimated fee of \$15,000.00 based on hourly rates is proposed for the plan revisions.*** The fee was generated by utilizing the hourly rate schedule included in Attachment 'B' based on the estimated hours for the following designated positions:

Project Manager	12 hours
Sr. Engineer III	18 hours
Engineer II	48 hours
Sr. Designer III	6 hours
Sr. Designer II	14 hours

It is anticipated that revisions to the following plans may be required:

1. Cover Sheet
2. General Notes
3. Typical Sections

4. Demolition Plan
5. Mainline Plans
6. Storm Drainage Calculations
7. Drainage Profiles
8. Erosion Control Plans
9. QA/QC of revised plans

Also included is a total of 8 hours of coordination with the City of Oxford, which includes a maximum of 4 hours of conference calls and/or Teams Meetings. No in-person meetings are included within the scope.

Assumptions & Exclusions:

1. The Client will be responsible for all submittal fees, review fees, recording fees, permit fees, construction inspection fees, and any other development fees associated with these approvals.
2. All information, documentation, authorization, and fees will be provided by the Client in a timely manner to Atkins for execution of these services.
3. Atkins will not be responsible for any mechanical, electrical, and/or structural services that are in support of the proposed buildings or proposed landscape improvements.
4. Atkins shall not be responsible for hardscape detailing including: signage, lighting, paving, sub-drainage, and walls.
5. Any professional services not specifically identified in the above scope of services will be provided as an additional service over and above the professional service fees and/or reimbursable expenses and will be billed hourly in accordance with the hourly rate schedule included in Attachment 'B.'
6. Additional design services due to major plan changes or revisions after plans have been approved by the Client will be considered additional services and will be billed hourly.
7. The overall project disturbance will remain below the one-acre threshold; therefore, will not require an NOI or additional plan updates.
8. The following services are also specifically excluded from this scope of work:
 - a. Retaining wall design and pavement design recommendations of any kind or type.
 - b. No hydrology study of any kind or type.
 - c. Traffic engineering/modeling and analysis of any kind or type.
 - d. Landscape and irrigation design of any kind or type.
 - e. Site wayfinding or graphics design of any kind or type.
 - f. Wetland services/permitting of any kind or type.
 - g. The preparation of a special grading plan of any kind or type.
 - h. No structural items are within this scope, such as, walls, pavements.
 - i. No water features are included.
 - j. Environmental assessments and permitting of any kind or type.
 - k. Geotechnical analysis and construction material testing of any kind or type.

- l. Off-site utility design of any kind or type.
- m. Perspective renderings of any kind or type.
- n. Plans for phased project other than identified.
- o. Offsite easement, right-of-way descriptions or agreements of any kind or type.
- p. Guaranteed issuance or receipt of permits.
- q. Construction surveying services of any kind or type.
- r. Construction Administration Services of any kind or type.
- s. Site lighting design of any kind or type.
- t. Field services related to the NPDES monitoring of any kind or type.
- u. Permit expediting of any kind or type.
- v. Any meetings in excess of what is identified within the scope above will be billed on hourly rate basis in accordance with the Atkins Attachment 'B' 2022-23 Hourly Rate Schedule.

Sincerely,



George N. Kakunes, P.E., PMP
Sr. Project Manager



Attachment 'B' - Hourly Rate Schedule (Effective through 12/31/2024)

CIVIL ENGINEERING FEES

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Project Principal	\$ 260.00 to \$280.00
Project Director	\$ 235.00 to \$255.00
Senior Professional	\$ 200.00 to \$220.00
Senior Civil Project Manager	\$ 228.00 to \$254.00
Project Manager	\$ 166.00 to \$176.00
Senior Engineer IV	\$ 198.00 to \$210.00
Senior Engineer III	\$ 186.00 to \$196.00
Senior Engineer II	\$ 158.00 to \$170.00
Senior Engineer I	\$ 124.00 to \$138.00
Engineer III	\$ 120.00 to \$128.00
Engineer II	\$ 112.00 to \$124.00
Engineer I	\$ 105.00 to \$116.00
Senior Designer III/GIS Operator	\$ 180.00 to \$200.00
Senior Designer II/GIS Operator	\$ 158.00 to \$178.00
Senior Designer I/GIS Operator	\$ 125.00 to \$154.00
CAD Designer II /Technician	\$ 106.00 to \$120.00
CAD Designer/Technician	\$ 80.00 to \$92.00
Operations/Admin Coordinator	\$ 60.00 to \$80.00

Mileage per the Federal rates in force at the time of service 0.67/mile



August 9, 2024

Bill Andrew
City Manager
City of Oxford
110 W Clark St
Oxford, GA 30054

Re: City of Oxford – Loan No. LSLI2022046

Dear Mr. Andrew:

The board of directors of the Georgia Environmental Finance Authority (GEFA) approved your loan application for a Drinking Water State Revolving Fund (DWSRF) loan in the amount of \$226,100 on May 1, 2024. GEFA looks forward to working with you on this loan. Enclosed is a checklist to assist you in executing the loan agreement.

Carefully read the loan agreement, promissory note and all related documents before completing, signing and returning them. We are happy to answer any questions that you may have. Based on the questions we commonly receive; we have prepared the following list of important terms for your convenience:

1. Principal Forgiveness Funding. If you have received principal forgiveness funding from GEFA, you should take note of the following unique aspects of your documents:
 - a. GEFA may award your project principal forgiveness in the amount of \$146,965 if all loan funds are drawn.
 - b. The body of the loan agreement and the promissory note specify the full loan amount approved by the GEFA board, not including principal forgiveness. The level of applicable principal forgiveness for your loan is specified in Exhibit D.
 - c. The 8038-G and Tax Certificate specify only the "unforgiven" portion (full amount minus principal forgiveness) of the loan, assuming the full value of the loan is disbursed
2. Origination Fee. The origination fee is payable in one payment of \$3,391.50 by the 15th day of the second month following the date that GEFA executes the loan agreement. An electronic bill will be sent prior to the payment being debited from the bank account indicated on the ACH debit agreement.



3. Loan Execution Expiration. Section 13(d) of the loan agreement states that in the event the Borrower fails to draw funds within six months of loan agreement execution, GEFA is no longer obligated under this Agreement to make any further advances under the Loan and all principal, interest, or other amounts owing with respect to the Loan and hereunder have been finally and irrevocably repaid by the Borrower to the Lender, this Agreement shall terminate.
4. Federal Requirements. Carefully review with your engineer, consultants and counsel as necessary the federal requirements listed in Exhibit D of the loan agreement.
5. Construction Interest. Interest accrued on funds drawn during construction will be billed and collected monthly during construction by use of electronic debit transactions. Construction interest will be charged and collected monthly only on the outstanding balance of funds disbursed to date.
6. Amortization Schedule. The monthly installment amount is not provided within the loan documents because the Borrower may drawdown less than the entire loan amount. As a courtesy to our customers, GEFA provides an estimated installment amount based on information provided within the loan documents. If the full amount of funds indicated in the loan documents is disbursed to the project and all requirements for this project are met, the installment amount will be approximately \$342.82 per month throughout the life of repayment.
7. Future Audits and Financial Compliance. Within six months after the end of each fiscal year, the Borrower will deliver to GEFA a copy of the Borrower's financial statements as required under the state audit requirements (O.C.G.A. Section 36-81-7) and a compliance certificate stating the Borrower is meeting the 1.05 times debt service coverage ratio, as detailed in the Loan Agreement. The loan agreement includes a full faith and credit pledge supporting this obligation.

If you have any questions, please contact me at 404-584-1055 or lgolphin@gefa.ga.gov.

Sincerely,



Lisa Golphin
Project Manager

Enclosures:

cc: Chad Griffin / Stillwater Engineering (w/o enclosures)

August 29, 2024

VIA EMAIL

Mr. Bill Andrew

City Manager
110 W. Clark Street
Oxford, GA 30054
(770) 786-7004
bandrew@oxfordgeorgia.org

RE: Proposal and Contract for Space Planning and AV Upgrades for Oxford City Hall

Project Name: Oxford City Hall
Location: City Hall, 110 W. Clark Street
Oxford, GA 30054
HFR Job #: 24.166.00

Dear Mr. Andrew,

We at Hill Foley Rossi & Associates, LLC (HFR) are pleased to submit this proposal to provide space planning and audiovisual (AV) upgrade services for the existing Oxford City Hall. With our extensive experience in municipal projects, we are confident in our ability to deliver a solution that will enhance the functionality, efficiency, and technology of your City Hall.

The following summarizes our understanding of your project, the scope of work requested and our fee for those professional services. Should it meet your approval, please execute below, and this proposal shall become the contract.

Project Description:

The Oxford City Hall, an approximately 8,500 SF, 2-story building, houses critical operations including City Administration, City Police, and the multi-purpose Council Chambers. Based on our earlier meeting and discussion on August 14, 2024 at City Hall, our understanding is that the City of Oxford is seeking to optimize its space to improve workflow, efficiency, and overall layout.

The primary objective of this project is to analyze the current floor plans of the City Hall and develop new space planning options that address the needs of the City Administration, City Police, and Council Chambers, and support spaces. The aim is to create a more efficient, functional, and user-friendly environment.

Additionally, the AV equipment in the Council Chambers is outdated and requires modernization to meet current technological standards. HFR will administer the bidding process for upgrading the audiovisual equipment in the Council Chambers to ensure that the space is equipped with the latest technology to facilitate effective communication, and that all bids are comparable.

Scope of Service:**Digitization of As-Built Drawings**

- Collection & Review of As-Built Drawings:
 - Obtain existing as-built drawings in PDF format from the City of Oxford to utilize as a basis for space planning
 - Review the provided drawings for completeness and accuracy.
- Digital Conversion:
 - Input the as-built drawings into a digital format, creating accurate, scalable CAD drawings.
 - Ensure that all relevant architectural, structural, and MEP details are accurately represented in the digital format.

Space Planning Review and Options Development

- Site Assessment & Analysis:
 - Conduct a comprehensive review of the existing floor plans and assess current spatial utilization.
 - Engage with key stakeholders to understand specific space needs, workflow requirements, and operational goals.
- Conceptual Design & Space Planning:
 - Develop multiple space plan options that improve the layout, flow, and functionality of the City Hall (up to three (3) options included in fee).
 - Present the options for review and refine them based on feedback from the City of Oxford.
- Final Space Plan Development:
 - Finalize the preferred space plan option

Administration of Bidding Process for AV Upgrades

- Scope Definition & Requirements:
 - Collaborate with the City to define the specific AV requirements for the Council Chambers.
 - Prepare detailed requirements for the AV equipment and system integration.
- Bidding Process Management:
 - Administer the bidding process, including preparation of bid documents, solicitation of bids, and evaluation of proposals.
 - Provide recommendations based on bid evaluations and assist in the selection of the most suitable contractor.

Assumptions:

The City of Oxford will provide all existing as-built drawings, relevant documentation, and floor plans in PDF format necessary for the digital conversion and space planning.

Any information, drawings, data, reports, records and maps which are available, and which are useful for carrying out the work on this assignment shall be promptly furnished to Hill Foley Rossi and Associates.

Significant design modifications after final space plan development may require additional service fee to be mutually agreed upon before commencement of work.

Key stakeholders, including representatives from City Administration, City Police, and the Council Chambers, will be available for meetings, interviews, and reviews throughout the project timeline, if required.

The existing building structure, mechanical, electrical, and plumbing (MEP) systems are assumed to be in good condition and not requiring significant modifications. Any unforeseen issues identified during the project will be addressed separately.

The specifications for the audiovisual system upgrades will be based on current industry standards and the requirements provided by the City of Oxford.

The project will proceed according to the agreed-upon schedule, and any delays due to external factors (e.g., approval processes, stakeholder availability) may result in schedule adjustments.

Schedule:

September 16, 2024	Notice to Proceed
2 weeks	Digitization of As-Built Drawings
4 -6 weeks	Space Planning Review and Options Development
TBD	Administration of Bidding Process for AV Upgrades

If the project design or construction, through no fault of the Architect, is extended beyond estimated time frames provided as scheduled, an additional service fee may be required to be agreed upon for continuance of the work.

Fees:

DELIVERABLE	FEE
Digitization of As-Built Drawings	\$ 2,500
Space Planning Review and Options Development	\$ 16,000
Administration of Bidding Process for AV Upgrades	\$ 1,500
Total	\$ 20,000

POTENTIAL ADDITIONAL SERVICES¹	FEE
Furniture, Fixtures, and Equipment (FF&E) Selection and Procurement	\$ Mutually Determined
Interior Design and Finish Selection	\$ Mutually Determined
IT Infrastructure or AV Design	\$ Mutually Determined
Security System Upgrade Design – access control, cameras, alarm systems	\$ Mutually Determined
Lighting Design and controls	\$ Mutually Determined
Acoustical Treatment and Soundproofing	\$ Mutually Determined
Wayfinding and Signage Design	\$ Mutually Determined
Construction Management	\$ Mutually Determined
Architectural Construction Documents for Build-out of Space Plan	\$ Mutually Determined
Building Systems Upgrades	\$ Mutually Determined

Any further services other than those referenced in the Deliverables or Potential Additional Services charts above will be provided upon request on an hourly basis per the Fee Schedule attached hereto as Exhibit A and incorporated herein by this reference.

Reimbursable Expenses are in addition to the compensation set forth above and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, and are identified and will be billed per the attached Fee Schedule, attached hereto as Exhibit A.

¹ Potential Additional Services are services not included in this Agreement's Scope of Work, but that HFR can provide upon request, and at the rates set forth herein.

Items and Services Not Included in HFR's Scope of Work Include, but are not Limited to, the Following:

Planning or Zoning Submittals or Applications
 Exterior Accessibility Design Work
 Finish Material Boards or Theme Boards
 Fees and Taxes to Government Entities
 Construction and Soil Testing
 Standard Reimbursables (see attached Fee Schedule)
 Reproduction costs
 Postage
 Courier fees
 Travel expenses

Structural Modifications: scope does not include any structural modifications to the existing building

Hazardous Materials Testing/Abatement: project does not include testing for or abatement of hazardous materials (e.g., asbestos, lead paint)

Furniture, Fixtures, and Equipment (FF&E): selection, procurement, and installation of furniture, fixtures, and equipment are not included in the scope unless specifically requested as an additional service.

IT and Networking Infrastructure: design and installation of IT and networking infrastructure are not included in this scope of work

Construction Management: scope does not include construction management or on-site supervision

Payment Conditions:

Initial Payment:

An initial payment of Five Thousand Dollars (\$ 5,000.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement in order for Architect to commence Services.

Invoice Responsibility:

Please provide any specific invoicing instructions for our Accounting Department to follow to assist in expediting the billing process. Please provide the name, title, physical address, email address and phone number for the invoices to be sent:

Name: _____ Phone: _____

Title: _____ Email: _____

Address: _____

Invoices will be submitted on a monthly basis for Professional Services and Standard Reimbursables. Payment is due upon receipt and becomes delinquent thirty (30) days past the invoice date. It is hereby agreed that HFR shall have the right to charge and receive interest at the rate of 1.5% per month on all amounts that are overdue. In addition, in the event that any invoice remains unpaid for more than thirty (30) days, or upon any other default of Client's obligations hereunder, HFR reserves the right to cease performing services and to retain all documentation prepared or collected by HFR for or on behalf of the

Client, and Client agrees that such cessation of service and/or retention of documentation shall not be deemed a breach of this Agreement.

Client agrees that its obligation to pay for the Services is not contingent upon Client's ability to obtain financing, zoning, approval of governmental or regulatory agencies, permits, final adjudication of a lawsuit, Client's successful completion of the Project, settlement of a real estate transaction, receipt of payment from Client's client, or any other event unrelated to HFR's provision of Services. Retainage shall not be withheld from any payment, nor shall any deduction be made from any invoice on account of penalty, liquidated damages, or other sums incurred by Client. It is agreed that all costs and legal fees including actual attorney's fees, and expenses incurred by HFR in obtaining payment under this Agreement, in perfecting or obtaining a lien, recovery under a bond, collecting any delinquent amounts due, or executing judgments, shall be reimbursed by Client.

General Provisions:

HFR reserves the right to review and subsequently revise this proposal in the event of changes to the building or Scope of Work. The proposed fee structure for the services to be provided assumes the work will begin within thirty (30) days from the date of this proposal, and assumes there are no changes to the Scope of Work or the assumptions.

HFR can begin work on the project within two weeks of receiving a signed proposal. A project schedule for delivery of construction documents will be determined upon completion and approval of the preliminary design as well as receipt of all necessary documentation provided to HFR upon request.

The Client identifies the following representative authorized to act on its behalf on this Project.

Name:

Title:

The Client agrees to coordinate its own consultants and/or other contractors or subcontractors with the services provided by HFR.

The Client agrees to pay for all legal, insurance, and/or accounting services, including auditing services, that may be reasonably necessary during at any time for the Project to meet the Client's needs and interests.

Either party may terminate this agreement with fourteen (14) days written notice to the other. If this agreement is terminated, Hill Foley Rossi and Associates shall be paid for services performed through and including the effective date of termination, including reimbursable expenses due. In addition to the amounts due referenced in the preceding sentence, Client agrees to further pay an additional 15% over and above the amount payable for services performed should Client terminate for convenience.

In recognition of the relative risks, rewards and benefits of the project to both the Client and HFR, it is understood and agreed that the maximum liability of HFR with respect to or arising out of the obligations hereunder and any duty assumed relative to the obligations arising out of this Agreement, whether explicit, implicit, or contemplated, shall be limited to \$5,000 and no default or breach of covenant or duty shall impose or subject HFR to a greater liability. HFR shall not be liable to Client or any other party for any lost profits or consequential or indirect damages whether HFR had notice of the possibility of such damages or not.

If any part of this agreement is deemed unenforceable, then that part shall be revised to the extent necessary to make the part legal and enforceable, and the remainder of this Agreement shall remain intact and enforceable.

The drawings, specifications, and other deliverables produced for this project are Instruments of Service and are, and shall remain, the property of Hill Foley Rossi and Associates, whether the Project for which they are made is executed or not. HFR grants to Client a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for the purposes of evaluating, constructing, using, maintaining, altering and adding to the Project, provided that the Client substantially complies with its obligations under this Agreement, including prompt and timely payment. Should the Architect terminate this Agreement for cause, this license shall terminate. HFR's Instruments of Service are not to be used on other projects or extensions to this Project except by agreement in writing with HFR.

In the event that HFR does not perform Construction Administration to review the Contractor's performance, Client shall, to the fullest extent permitted by law, indemnify and hold HFR harmless from any loss, claim or cost resulting from the performances of such services by other persons or entities and from modifications, clarifications, interpretations, adjustments, or changes made to the deliverables (including drawings, specifications, and all other documents prepared for the Project by HFR) for any reason, including but not limited to, changes made to reflect field or other conditions. Should the Client deviate from the deliverables (including any Instruments of Service (drawings, plans, specifications, etc.) provided by HFR to Client in the construction or alteration of the Project, the Client waives and releases HFR from any claims and causes of action arising out of, resulting from, or relating to such deviation. Should Client not retain HFR to perform Construction Administration, HFR shall not be obliged to perform any additional work on the deliverables (including drawings, specifications, and all other documents prepared for the Project by HFR) by the terms of this Agreement. Should Client request additional work on the deliverables subsequent to the substantial completion of HFR's obligations here, Client agrees to compensate HFR for such work on a time and materials basis, or as otherwise agreed by the Parties.

Client and HFR agree that, to the extent a dispute arises between the Parties arising out of this Agreement, the sole and exclusive venue and forum for the resolution of such dispute shall be in the State or Superior Court of Gwinnett County, Georgia. The Parties further agree that this Agreement shall be governed and interpreted in accordance with the laws of the State of Georgia.

The Client and HFR, respectively bind themselves to the other party to this agreement with respect to all covenants of this Agreement. Neither Client nor HFR shall assign this Agreement, or the Instruments of Service resulting from this Agreement, without the written consent of the other.

The Client waives, releases and discharges HFR from and against any claim for damage, injury or loss allegedly arising out of or in connection with errors, omissions, or inaccuracies in documents and other information in any form provided to HFR by Client or Client's agents, contractors, or consultants, including such information that becomes incorporated into HFR documents.

The Client and HFR agrees all information contained within the Agreement(s) between both Parties and any potential edits, in part or whole, will remain confidential.

It is understood that the fees, reimbursable expenses and time schedule defined in the Proposal are based on information provided by Client and/or Client's contractors and consultants. Client acknowledges that if this information is not current, is incomplete or inaccurate, if conditions are discovered that could not be reasonably foreseen, or if Client orders additional services, the Scope of Work will change, even while the work in progress. HFR and Client shall promptly and in good faith negotiate an amendment to the Scope of Work, Professional Fees, and time schedule.

Client may request, or governing jurisdictions may require, HFR to provide a "certification" regarding the services provided by HFR. Any "certification" required of HFR by the Client or jurisdiction(s) having authority over some or all aspects of the Project shall consist of HFR's inferences and professional opinions based on the limited observations performed by HFR and/or the reports of sampling, observations, tests, and/or analyses performed by Client-engaged testing and inspection agency. Such "certifications" shall constitute HFR's professional opinion of a condition's existence, but HFR does not guarantee that such condition exists,

nor does it relieve other parties of the responsibilities or obligations such parties have with respect to the possible existence of such a condition. Client agrees it cannot make the resolution of any dispute with HFR or payment of any amount due to HFR contingent upon HFR signing any such "certification."

In fulfilling its obligations and responsibilities enumerated in the Proposal, HFR shall be expected to comply with and its performance evaluated in light of the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity at that time in the region (the Standard of Care"). Nothing contained in the Proposal, the agreed-upon Scope of Work, these Terms and Conditions of Service or any HFR report, opinion, plan or other document prepared by HFR shall constitute a warranty or guaranty of any nature whatsoever.

Nothing in this document shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Architect.

HFR shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of person to, hazardous materials or toxic substances in any form at the Project site.

We are enthusiastic about the opportunity to work with the City of Oxford on this important project. Our team is committed to delivering solutions that meet your goals and exceed your expectations. If this agreement is acceptable, we ask that you sign in the space provided and return it as your notice to proceed.

Regards,

Hill Foley Rossi and Associates, LLC



Adam Glenn, RA
Associate

Authorized Signature

Date

Print Name and Title

Attachments: Exhibit A – 2024 Fee Schedule

EXHIBIT A – 2024 FEE SCHEDULE**Hourly Rates:**

Partner	\$250
Senior Associate	\$205
Associate	\$195
Architect	\$190
Intern Architect II	\$170
Intern Architect I	\$150
Engineer	\$190
Engineer-in-Training II	\$170
Engineer-in-Training I	\$150
Draftsman	\$115
Accounting	\$100
Project Administrative Support	\$ 95
Office Administration	\$ 90

Reimbursable Expenses:

Reimbursable expenses include, but are not limited to:

1. courier fees,
2. postage,
3. plan review fees,
4. mileage and travel expenses,
5. permitting costs, printing costs,
6. reproductions, plots, and standard form documents,
7. taxes levied on professional services and on reimbursable expenses;
8. renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
9. expense of overtime work requiring higher than regular rates, if such overtime work is authorized or required by Client; and
10. other similar Project-related expenditures.

All printing and plotting for other than the in-house use of HFR will be invoiced as a reimbursable expense. Reimbursable expenses and out-of-house reproduction costs (see below for in-house reproduction costs) will be invoiced at cost plus an administrative fee of 15%.

Should back-up data be requested for reimbursable expenses, it will be provided for an administrative fee of \$150.00 per invoice per request plus \$1.00 per copy of back-up material provided.

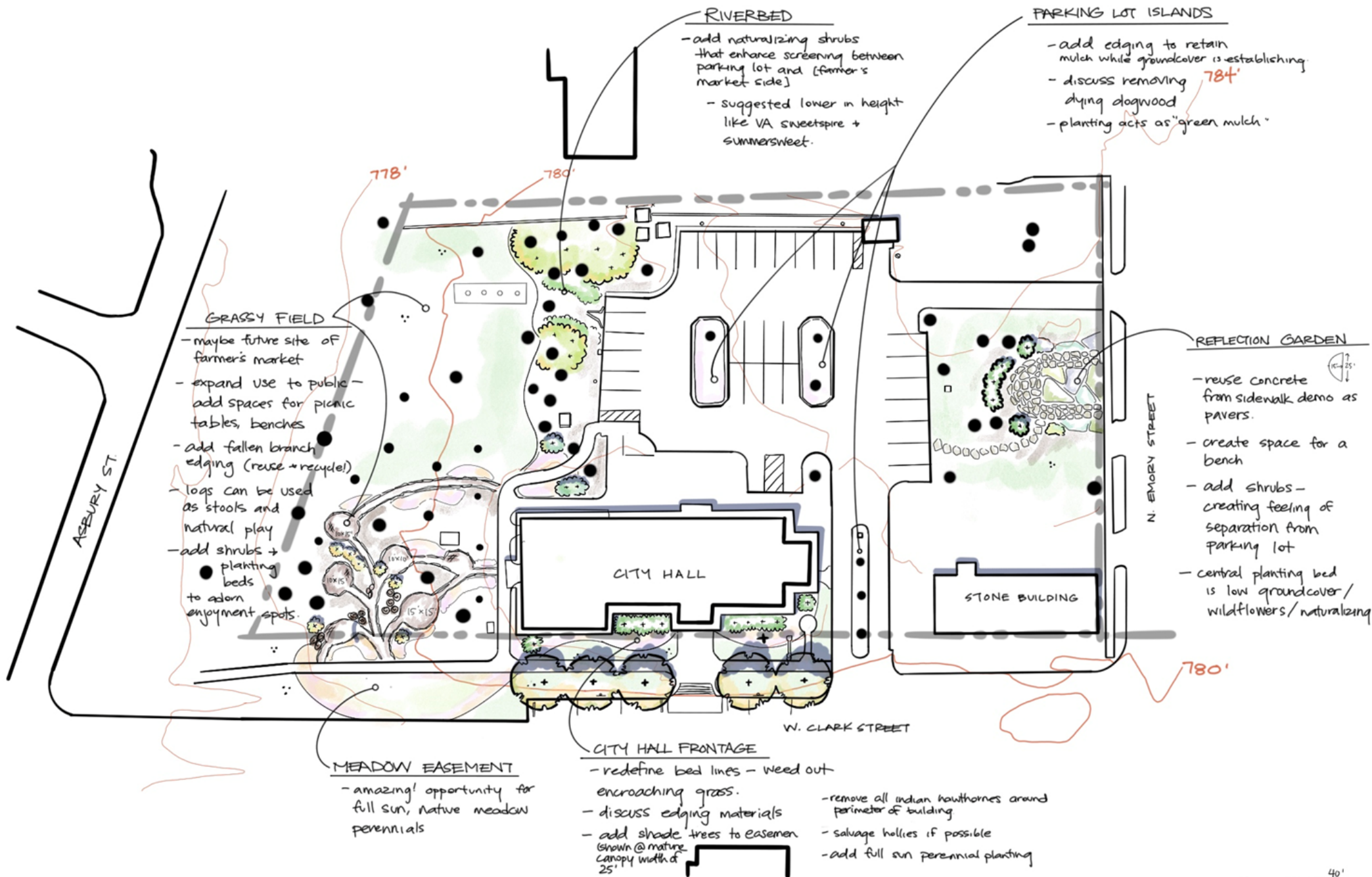
In-house Printing and Plotting Costs will be billed on a time spent basis plus the following costs:

FULL SIZE BOND COPIES	
SIZE	\$0.52 / S.F.
Up to 24x36	\$3.15
30x42	\$4.20

LASER COPIES		
SIZE	Black / White	Color
Letter / Legal	\$0.29	\$1.44
11"x17"	\$0.58	\$2.86

SCANNING To USB..... \$30.00 flat fee + time spent

MOUNTING to a board \$250.00 per board



This is the DRAFT design concept for the City Hall Landscape Project by Shades of Green Permaculture. Please review for comments at the September 16 Work Session.



Mark A. Anglin
Chief of Police

CITY OF OXFORD
POLICE DEPARTMENT



September 12, 2024

To: Bill Andrew, City Manager

Reference: Request to use SPLOST funds

Mr. Andrew,

I am requesting the use of SPLOST funds from the 2023 Public Safety Facilities Fund. With the addition of the Administrative Officer position, I will need to make room in the police department side of City Hall. I will need to purchase an additional workstation, computer, telephone, paint and repair walls, and move items to other areas within our space. I will be moving forward with the Capital Budget item to replace the carpet after the painting has been completed. I have a breakdown of the requested funds. The current SPLOST funds available for Public Safety are \$250,000.00.

- 1- Repair and paint inside of the Police area, not to exceed \$7,000.00
- 2- Purchase workstation/desk and other office furniture not to exceed \$5,000.00
- 3- Computer, monitor, docking station, mouse, keyboard, and miscellaneous desk accessories, not to exceed \$5,000.00.
- 4- Electrical outlets, phone, computer, other repairs within area not to exceed \$3,000.00

The total amount requested of the SPLOST funds is \$20,000.00. This will leave \$230,00.00 available for future Public Safety use, that can be used for vehicles, other equipment, and facilities. Thank you for your consideration in this request.