



Work Session Agenda

Tuesday, October 19, 2021 - 10:00 AM

I. Call To Order

II. Approval of Agenda

III. New Business

1. Commissioners

2021-1278 Approval to appoint Tate Davis, representing the Council for Quality Growth, to the Development Advisory Council to fill the position vacated by Kimberly Steele. Members serve at the pleasure of the Board.

2. Multiple Departments

2021-1148 Approval to renew BL071-20, purchase of duty and training ammunition on an annual contract (October 20, 2021 through October 19, 2022), Departments of Corrections, Police Services and Sheriff, with Gulf States Distributors, Inc. and Precision Delta Corporation, base bid \$313,724.00. (Staff Recommendation: Approval)

2021-1188 Approval to renew BL091-19, repair and replacement of electric motors on an annual contract (January 1, 2022 through December 31, 2022), Departments of Support Services and Water Resources, with Smith-Gray Electric Co., Inc., base bid \$300,000.00. (Staff Recommendation: Approval)

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III. New Business

3. Clerk/Recorders Court/Jeff West

2021-1211 Approval to renew RP033-19, provision of online and toll-free court payment services on an annual contract (January 8, 2022 through January 7, 2023), with nCourt, LLC, base amount \$100,000.00. This contract is funded 100% by user transaction fees. (Staff Recommendation: Approval)

4. Community Services/Tina Fleming

2021-1209 Award BL093-21, provision of maintenance, repair and resurfacing of outdoor sports courts on an annual contract (October 23, 2021 through October 22, 2022), to McGrath Industries, LLC dba Talbot Tennis, as the primary service provider, and Southeastern Tennis Courts, Inc., as the secondary service provider, base bid \$100,000.00 (this represents a 1% decrease over the previous contract). This contract is funded 20% by the 2017 SPLOST Program. (Staff Recommendation: Award)

2021-1228 Award OS034-21, purchase of Dominion voting equipment and licenses, to Dominion Voting Systems, Inc., \$283,351.00. Contract to follow award. Subject to approval as to form by the Law Department. (Staff Recommendation: Award)

2021-1242 Award the exhibit design and construction of the Pathways Through the Piedmont at the Gwinnett Environmental and Heritage Center, to Pacific Studio, in the amount of \$1,967,024.00. Contract to follow award. This project is funded 83% by the 2017 SPLOST Program. Subject to approval as to form by the Law Department. (Staff Recommendation: Approval)

2021-1206 Approval to renew RP023-17, provision of veterinary medical services for the Animal Welfare & Enforcement Division on an annual contract (February 19, 2022 through February 18, 2023), with Planned PETHood of Georgia, Inc., base amount \$360,000.00. (Staff Recommendation: Approval)

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III. New Business

5. Financial Services/Buffy Alexzulian

2021-1065 Approval to renew RP026-17, provision of banking and lockbox services on an annual contract (January 1, 2022 through December 31, 2022), with Wells Fargo Bank, NA and Remitco, LLC, base amount \$502,077.02. (Staff Recommendation: Approval)

6. Human Resources/Adrienne McAllister

2021-1215 Approval to renew OS032-17, provision of firefighters' cancer benefit program on an annual contract (January 1, 2022 through December 31, 2022), with Association County Commissioners of Georgia - Interlocal Risk Management Agency (ACCG-IRMA), base amount \$158,094.00. (Staff Recommendation: Approval)

7. Information Technology Services/Dorothy Parks

2021-1217 Award BL091-21, purchase of law enforcement hands free dictation hardware, software, and services on an annual contract (October 20, 2021 through October 19, 2022), to ProLogic ITS, LLC, base bid \$605,800.00. (Staff Recommendation: Award)

8. Law Department/Michael P. Ludwiczak

2021-1240 Approval/authorization for Declaration of Taking Condemnation proceedings for the property of Linton N. Swindell, consisting of 9,309 square feet of permanent utility and public access easement and 7,550 square feet of temporary construction easement for a period of twenty-four (24) months, Tax Parcel No. R5340 001A, amount \$9,700.00. Subject to approval as to form by the Law Department. This project is funded by the 2020 Water and Sewer Revenue Bonds.

2021-1241 Approval/authorization for Declaration of Taking Condemnation proceedings for the property of Clear Creek Builders, Inc., consisting of 13,770 square feet of Fee Simple Title, Tax Parcel No. R6063A 003, located on Riverside Drive, amount \$3,000.00. Subject to approval as to form by the Law Department. This project is funded by the 2020 Water and Sewer Revenue Bonds.

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8. Law Department/Michael P. Ludwiczak

2021-1291 Approval/authorization of a Settlement and Release Agreement in the matter of Vision Outdoor Media, LLC v. Gwinnett County, Georgia, et al., Superior Court of Gwinnett County, Civil Action File No. 21-A-04954-7. Subject to approval as to form by the Law Department.

9. Police Services/James D. McClure

2021-1196 Approval to renew BL086-17, provision of cleaning and testing services for the firing range complex on an annual contract (February 1, 2022 through January 31, 2023), with Metals Treatment Technologies, LLC, base bid \$126,500.00 (negotiated cost savings of approximately \$3,160.00). (Staff Recommendation: Approval)

10. Support Services/Angelia Parham

2021-1254 Award RP031-21, construction manager (CM) at risk for the construction of Hooper Renwick themed library project, to Cooper & Company General Contractors, Inc., amount not to exceed \$7,600,000.00, inclusive of the construction services budget, \$18,000.00 for pre-construction services, \$382,000.00 for general conditions, and a 2% mark-up fee for profit (negotiated cost savings of approximately \$15,200.00). Authorization for the delegation of authority to the County Administrator to approve guaranteed maximum price (GMP) authorizations and associated change orders. Contract to follow award. Subject to approval as to form by the Law Department. This project is funded 77.7% by the 2017 SPLOST program and 22.3% by the City of Lawrenceville. (Staff Recommendation: Award)

2021-1219 Approval of Change Order No. 2 and Final to BL115-19, Interior Renovation of One Justice Square, with Johnson-Laux Construction, LLC, increasing the contract by \$153,787.62 and extending the contract completion time by 122 days. The contract amount is adjusted from \$3,340,728.83 to \$3,494,516.45. (Staff Recommendation: Approval)

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III. New Business

10. Support Services/Angelia Parham

2021-1223 Approval of Change Order No. 2 to BL069-20, Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition with Summit Solutionz, Inc. dba Solutionz, Inc., increasing the contract by \$84,791.00. The contract amount is adjusted from \$668,594.00 to \$753,385.00. (Staff Recommendation: Approval)

11. Transportation/Lewis Cooksey

2021-1207 Approval to renew BL099-18, pavement marking services on an annual contract (January 1, 2022 through December 31, 2022), with Peek Pavement Marking, LLC, base bid \$800,000.00 (negotiated cost savings of approximately \$24,000.00). This contract is funded 88% by the 2017 SPLOST Program. (Staff Recommendation: Approval)

2021-1221 Approval for a determination by the Board of Commissioners that special conditions exist within the area of Anderson-Livsey Lane, as to the health, safety and welfare of the persons or properties within said area, that may justify the creation of a Special Assessment District to provide speed humps, and for direction to the Department of Transportation to prepare a recommendation and proceed with a public hearing for the incorporation of Anderson-Livsey Lane into the Gwinnett County Speed Hump Program. (Staff Recommendation: Approval)

2021-1222 Approval for a determination by the Board of Commissioners that special conditions exist within the area of Lee Road, as to the health, safety and welfare of the persons or properties within said area, that may justify the creation of a Special Assessment District to provide speed humps, and for direction to the Department of Transportation to prepare a recommendation and proceed with a public hearing for the incorporation of Lee Road into the Gwinnett County Speed Hump Program. (Staff Recommendation: Approval)

III. New Business

11. Transportation/Lewis Cooksey

2021-1199 Approval/authorization for the Chairwoman to execute an agreement between Gwinnett County and the Gateway85 Gwinnett Community Improvement District (CID) that outlines the financial commitments and the management structure related to a proposed study of the interchange of Jimmy Carter Boulevard and I-85. The CID will contribute up to \$30,000.00 towards the cost of the study. Subject to approval as to form by the Law Department. Funded by the 2017 SPLOST Program and Gateway85 Gwinnett CID. (Staff Recommendation: Approval)

2021-1237 Approval/authorization to apply for and accept if awarded Federal Transit Administration (FTA) Congestion Mitigation and Air Quality (CMAQ) funds which will provide Federal assistance for Gwinnett County Transit projects in a total amount not to exceed \$2,500,000.00; and to request authorization for the modification of previously approved grant application for Federal Transit Administration (FTA) FFY2019 5307 formula funding (GCID 20190956) to reallocate a total amount of \$4,000,000.00 to request funding for additional buses. Local matching funds required are \$1,625,000.00. Approval/authorization for the Chairwoman, and or designee, to execute any and all related documents. Subject to approval as to form by the Law Department. (Staff Recommendation: Approval)

2021-1238 Approval/authorization for the Chairwoman to execute a Resolution approving the Gwinnett County Transit Public Transportation Agency Safety Plan and authorization for the Chairwoman to submit the Plan to the Federal Transit Administration (FTA). Approval/authorization for the County Administrator to be the designee to sign on behalf of the County. Subject to approval as to form by the Law Department. (Staff Recommendation: Approval)

12. Water Resources/Tyler Richards

2021-1200 Award BL082-21, purchase of lead-free water service saddles, couplings, clamps and valves on an annual contract (December 4, 2021 through December 3, 2022), to Delta Municipal Supply Company, Inc.; Empire Pipe & Supply; and Ferguson Enterprises, LLC, per the attached bid tabulation, base bid \$450,000.00. (Staff Recommendation: Award)

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III. New Business

12. Water Resources/Tyler Richards

2021-1229 Award RP015-21, consultant demand services on an annual contract (January 1, 2022 through December 31, 2022), per the attached score tabulation, base amount \$26,000,000.00 (negotiated cost savings of approximately \$460,000.00). Contract to follow award. Subject to approval as to form by the Law Department. (Staff Recommendation: Award) (Water and Sewerage Authority Approved on October 11, 2021, Vote 4-0.)

2021-1248 Award RP036-21, provision of custodial services at various Department of Water Resources facilities on an annual contract (December 1, 2021 through November 30, 2022), to Building Maintenance Services, Inc., base amount \$307,726.32 (negotiated cost savings of approximately \$1,550.00). Contract to follow award. Subject to approval as to form by the Law Department. (Staff Recommendation: Award)

2021-1220 Approval to renew RP019-18, provision of on-call water and wastewater tank cleaning on an annual contract (November 5, 2021 through November 4, 2022), with Allsouth Environmental Services, Inc., base amount \$800,000.00 (this represents a 1% decrease from the previous contract). (Staff Recommendation: Approval) ((Water and Sewerage Authority Approved on October 11, 2021, Vote 5-0.)

2021-1236 Approval/authorization for the Chairwoman to execute an Intergovernmental Agreement between Gwinnett County, Gwinnett County Water and Sewerage Authority and the City of Lilburn, to outline the responsibilities of the parties as it pertains to the installation of water main improvements along Railroad Avenue in the City of Lilburn. Gwinnett County estimated amount will be \$100,000.00 and the City of Lilburn will be \$450,000.00. Subject to approval as to form by the Law Department. (Staff Recommendation: Approval) (Water and Sewerage Authority Approved on October 11, 2021, Vote 5-0.)

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IV. Old Business

1. Planning & Development/Susan Canon

2021-1170 RZR 2021-00039, Applicant: Marley Construction, LLC,
Owner: Diana Delatour, Rezoning of Tax Parcel No. R5266 005A, RA-200
to R-75 for a Single Family Detached Residential Development, 1357
Ewing Chapel Road, 17.32 Acres. District 3/Watkins (Tabled on
9/28/2021) (Public hearing was held) [Planning Department
Recommendation: Approve with Conditions As R-100] [Planning
Commission Recommendation: Approve with Conditions As R-100]

V. Adjournment

MEMORANDUM

To: Chairwoman Hendrickson
District 1 Commissioner Carden
District 2 Commissioner Ku
District 3 Commissioner Watkins
District 4 Commissioner Fosque

From: Dee Driver, Communications Office

The following item(s) will be on the agenda for the BOC business session on October 19, 2021, under the item of business announcements as a resolution of recognition, award, etc., as indicated:

- 1) **Proclamation:** Lights on Afterschool, October 28, 2021
Requested by: Tina Fleming, Community Services Director
Attendee(s): Representatives from Building Brains Anywhere and community partners
Presented by: Chairwoman Nicole L. Hendrickson

c: Glenn Stephens Tammy Gibson
Maria Woods Steen Kirby
Joe Sorenson Tristan Fernandes
Heather Sawyer Neshanta Banks
Kimberly Banner Joilynn Green
Tina King Jeanie Donaldson
Diane Kemp Terrell Davis
Rebecca Flickinger

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:
20211278	

Grants Public Hearing

Department:	Commissioners	Date Submitted:	10/07/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	tegibson	Multiple Depts?	
Agenda Type	Approval		
Item of Business:	Locked by Purchasing		No

to appoint Tate Davis, representing the Council for Quality Growth, to the Development Advisory Council to fill the position vacated by Kimberly Steele. Members serve at the pleasure of the Board.

Attachments	Recommendation letter
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Authorization:	Chairwoman's Signature?	No
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Staff Recommendation	
BAC Action:	
Department Head	
Attorney	

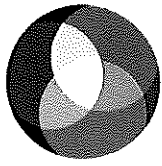
Agenda Purpose Only

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Finance Comments				FinDir's Initials

Budget Adjust Grand Jury

County Clerk Use Only			PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	Vote	No Action Taken
Action	<input type="text" value="New Item"/>		
Tabled	<input type="text"/>		
Motion	<input type="text"/>		
2nd by	<input type="text"/>		



Gwinnett

GWINNETT COUNTY
DEPARTMENT OF FINANCIAL SERVICES
OFFICE OF THE DIRECTOR

75 Langley Drive | Lawrenceville, GA 30046-6935
(O) 770.822.7820 | (F) 770.822.7818
www.gwinnettcounty.com

MEMORANDUM

TO: Chairwoman
District Commissioners

FROM: Susan Canon, Director 

SUBJECT: Development Advisory Committee Appointment Recommendation

DATE: September 29, 2021

The Development Advisory Committee (DAC) is a recommending body that meets on a regular basis to solicit feedback and ideas from businesses, professionals, and community groups represented on the committee. The Council for Quality Growth has recommended Tate Davis as their representative to the DAC to replace their former representative, Kimberly Steele, who is no longer employed by the Council for Quality Growth.

Please feel free to contact me with any questions or concerns.

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:
20211148	20201008

Grants Public Hearing

Department:	Financial Services	Date Submitted:	09/09/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Brandi Cantie - TB	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	Yes
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		

to renew BL071-20, purchase of duty and training ammunition on an annual contract (October 20, 2021 through October 19, 2022), Departments of Corrections, Police Services and Sheriff, with Gulf States Distributors, Inc. and Precision Delta Corporation, base bid \$313,724.00.

Attachments	Summary Sheet, Justification Letters
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Authorization: Chairwoman's Signature?	<input type="checkbox"/> No
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Staff Recommendation	Approval
BAC Action:	
Department Head	bjalexzulian (10/4/2021)
Attorney	mfwilson (10/6/2021)

Agenda Purpose Only

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	General	*	\$113,724	mbwoods (10/6/2021)
Yes	Police Services	*	\$200,000	

Finance Comments	*The current balance in General Operating Expense is checked as items are purchased. The requested allocation is an estimate based on the recommended base bid. For FY2021, \$10,850 is allocated and for FY2022, \$302,874 is subject to budget approval.	FinDir's Initials
		bjalexzulian (10/6/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	No Action Taken Vote
Action	New Item	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SUMMARY – BL071-20
Purchase of Duty and Training Ammunition on an Annual Contract

PURPOSE:	This contract is for the purchase of duty and training ammunition for the Departments of Corrections, Police Services and Sheriff.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$313,724.00
PREVIOUS CONTRACT AWARD AMOUNT:	\$276,000.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$291,837.70
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	4.5% increase
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER	This is renewal option one (1) of three (3).
MARKET PRICES COMPARISON (FOR RENEWALS):	An analysis reveals that pricing is comparable to current market conditions.
CONTRACT TERM:	October 20, 2021 through October 19, 2022

COMMENTS: Line items A1, A2, A6, A8-A14, B2, B11, B12, B14 and B16 will not be renewed and will be purchased off contract on an as-needed basis. These items were not renewed due to the fact that the vendors were unable to hold pricing as indicated in their bid submittal.



MEMORANDUM

TO: Teresa Beecham
Purchasing Associate II

THROUGH: Darrell Johnson, Warden *DJ*
Department of Corrections

FROM: Darlesa Barron, Business Manager *DWB*
Department of Corrections

SUBJECT: Recommendation to Award of BL071-20
Purchase of Duty and Training Ammunition on an Annual Contract

DATE: September 29, 2021

REQUESTED ACTION

The Department of Corrections recommends award of the above referenced contract to Gulf States Distributors, Inc., and Precision Delta Corporation in the amount of \$5,000.00.

DESCRIPTION

This contract is for the purchase of duty and training ammunition. Correctional officers must qualify annually as required by the Peace Officer Standards and Training Council (POST). Duty weapons are used in the line of duty while supervising inmate work crews or transporting inmates from one correctional facility to another.

FINANCIAL

- Estimated amount to be spent \$5,000.00
- Projected amount to be spent previous contract period: \$6,082.00
- Do total obligations agree with "Action Requested"? Yes No
- Budgeted: Yes No
- Contact name: Darlesa Barron Contact phone: 678-407-6050
- Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	001	114001	22010001	50701125		\$850.00	17%
2022	001	114001	22010001	50701125		\$4,150.00	83%
Total						\$5,000.00	100%



MEMORANDUM

TO: Teresa Beecham
Purchasing Associate II

THROUGH: J.D. McClure
Chief of Police

FROM: Joyce Martin
Business Manager

SUBJECT: Recommendation to Renew BL071-20
Purchase of Duty and Training Ammunition on an Annual Contract

DATE: September 27, 2021

REQUESTED ACTION

The Department of Police Services recommends renewal of the above referenced contract with Precision Delta Corp and Gulf States Distributors in the amount of \$200,000.00.

DESCRIPTION

Purchase of duty and training ammunition for use by law enforcement officers.

FINANCIAL

- 1. Estimated amount to be spent: \$200,000.00
- 2. Projected amount to be spent previous contract period: \$230,428.50
- 3. Do total obligations agree with "Action Requested"? Yes X No
- 4. Budgeted: Yes X No
- 5. Contact name: Matthew Holcombe Contact phone: 770-513-5056
- 6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	106	113100	21200016	50404216		\$10,000.00	5%
2022	106	113100	21200016	50404216		\$190,000.00	95%
					Total	\$200,000.00	100%

Transfer Required: Yes No X

If Yes, transfer from:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount



Gwinnett County Sheriff's Office

2900 University Parkway • Lawrenceville, GA 30043 • 770.619.6500
GwinnettCountySheriff.com | Twitter & Facebook @GwinnettSheriff

Sheriff Keybo Taylor

Chief Cleophas Atwater

MEMORANDUM

TO: Teresa Beecham
Purchasing Associate II

THROUGH: Keybo Taylor *[Signature]*
Sheriff

FROM: Neena Smith *NS*
Business Manager

SUBJECT: Recommendation to renew BL071-20, Purchase of Duty and Training Ammunition on an Annual Contract

DATE: September 27, 2021

REQUESTED ACTION

The Sheriff's Office recommends renewal of the above referenced contract with Gulf States Distributors Inc., and Precision Delta Corporation in the amount of \$108,724.00.

DESCRIPTION

Purchase of Duty and Training Ammunition

FINANCIAL

- Estimated amount to be spent: \$108,724.00
- Amount spent previous contract period: \$55,327.20
- Do total obligations agree with "Action Requested"? Yes X No
- Budgeted: Yes X No
- Contact name: Neena Smith Contact phone: 770.822.3953

Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2022	001	119001	27010001	50701125		\$108,724.00	100%
TOTAL:						\$108,724.00	100%

Transfer Required: Yes No X

If Yes, transfer from:						
Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:		<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211188	20201198			
Department:	Financial Services		Date Submitted:	09/13/2021
Working Session:	10/19/2021	Business Session:	10/19/2021	Public Hearing:
Submitted By:	Purchasing - Brandi Cantie - TB		Multiple Depts?	Yes
Agenda Type	Approval			
Item of Business:	Locked by Purchasing			No
to renew BL091-19, repair and replacement of electric motors on an annual contract (January 1, 2022 through December 31, 2022), Departments of Support Services and Water Resources, with Smith-Gray Electric Co., Inc., base bid \$300,000.00.				
Attachments	Summary Sheet, Justification Letters			
Authorization: Chairwoman's Signature?	No			
Staff Recommendation	Approval			
BAC Action:				
Department Head	bjalexzulian (9/29/2021)			
Attorney	mfwilson (10/6/2021)			
Agenda Purpose Only				

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Admin Support	*	\$50,000	mbwoods (10/6/2021)
Yes	Water & Sewer Op	*	\$250,000	
Finance Comments				FinDir's Initials
*The balance in Industrial R&M-Contracted is checked as services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2022, \$300,000 is subject to budget approval.				bjalexzulian (10/6/2021)

Budget Adjust Grand Jury

County Clerk Use Only			PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	Vote	No Action Taken
Action	<input type="text" value="New Item"/>		
Tabled	<input type="text"/>		
Motion	<input type="text"/>		
2nd by	<input type="text"/>		

SUMMARY – BL091-19
Repair and Replacement of Electric Motors on an Annual Contract

PURPOSE:	This contract will allow for repair and replacement of electric motors, ranging in size from 0.25 horsepower to 3,000 horsepower.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$300,000.00
PREVIOUS CONTRACT AWARD AMOUNT:	\$260,000.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$151,818.16
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	0%
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	This is renewal option two (2) of four (4).
MARKET PRICES COMPARISON (FOR RENEWALS):	An analysis reveals pricing is comparable to current market conditions.
CONTRACT TERM:	January 1, 2022 through December 31, 2022

COMMENTS:



MEMORANDUM

TO: Teresa Beecham
Purchasing Associate II
FROM: Angelia Parham, PE AP
Director
SUBJECT: Recommendation to Renew BL091-19—Repair and Replacement of Electric Motors
on an Annual Contract
DATE: August 16, 2021

REQUESTED ACTION

The Department of Support Services recommends renewal of the above referenced contract to Smith Gray Electric Company, Inc., in the amount of \$50,000.00.

DESCRIPTION

This contract specifies time and material rates associated with repair and replacement of electric motors at various County facilities maintained by the Department of Support Services and the Department of Water Resources. This is the second of four renewal options.

References checked? Yes X No

FINANCIAL

- 1. Estimated amount to be spent: \$50,000.00
2. Amount spent previous contract period: \$0.00 (DoSS was not included on previous contract period)
3. Do total obligations agree with "Action Requested"? Yes X No
4. Budgeted: Yes X No
5. Contact name: Zachary Churney Contact phone: 770.822.7119
6. Proposed Funding:

Table with 8 columns: Fiscal Year (FY), Fund, Fund Center, Cost Center, Commitment Item, WBS Element, Amount, % of Award Amount. Row 1: 2022, 665, 16600050, 50404227, \$ 50,000.00, 100%. Row 2: Total, \$ 50,000.00, 100%.

Transfer Required: Yes No X



MEMORANDUM

TO: Teresa Beecham
Purchasing Associate II

THROUGH: Tyler Richards *TR*
Director, Department of Water Resources

FROM: Charlie Roberts *CR*
Deputy Director, Department of Water Resources

SUBJECT: Recommendation to Renew BL091-19 Repair and Replacement of Electric Motors on an Annual Contract

DATE: August 3, 2021

REQUESTED ACTION

The Department of Water Resources (DWR) recommends renewal of the above referenced contract to Smith-Gray Electric Co., Inc. in the amount of \$250,000.00.

DESCRIPTION

This contract is for the purchase of products and services related to the maintenance, repair, and replacement of electric motors on an as needed basis. There are more than 2,300 electric motors in operation at the various facilities ranging in size from 0.25 to 3000 horsepower that are covered by this contract.

FINANCIAL

ML

- 1. Estimated amount to be spent: \$250,000.00
- 2. Projected amount to be spent previous contract period: \$151,818.16
- 3. Do total obligations agree with "Action Requested"? Yes X No
- 4. Budgeted: Yes X No
- 5. Contact name: Michael Lanfreschi (DWR) Contact phone: 678-376-6835

6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2022	501	111004	19040004	50404216		\$2,500.00	1.00%
2022	501	111004	19040005	50404216		\$2,500.00	1.00%
2022	501	111004	19040006	50404216		\$28,825.00	11.53%
2022	501	111008	19080007	50404216		\$24,000.00	9.6%
2022	501	111009	19090003	50404216		\$19,225.00	7.69%
2022	501	111009	19090006	50404216		\$28,825.00	11.53%
2022	501	111009	19090007	50404216		\$144,125.00	57.65%
Total						\$250,000.00	100.00%

Transfer Required: Yes___ No X

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:
20211211	20210148

Grants Public Hearing

Department:	Clerk/Recorders Court	Date Submitted:	09/22/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Kelsie Kruskol - JS		Public Hearing:
Agenda Type	Approval	Multiple Depts?	No
Item of Business:	Locked by Purchasing		No

to renew RP033-19, provision of online and toll-free court payment services on an annual contract (January 8, 2022 through January 7, 2023), with nCourt, LLC, base amount \$100,000.00. This contract is funded 100% by user transaction fees.

Attachments	Summary Sheet, Justification Letter
-------------	-------------------------------------

Authorization:	Chairwoman's Signature?	No
----------------	-------------------------	----

Staff Recommendation	Approval
BAC Action:	
Department Head	cyoung (10/7/2021)
Attorney	mfwilson (10/12/2021)

Agenda Purpose Only

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
	N/A	*	N/A	mbwoods (10/12/2021)

Finance Comments	*No budget impact.	FinDir's Initials
		bjalexzulian (10/12/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held?
Working Session	<input type="text"/>	<input type="checkbox"/>
Action	<input type="text" value="New Item"/>	No Action Taken Vote
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SUMMARY – RP033-19**Provision of Online and Toll-Free Court Payment Services on an Annual Contract**

PURPOSE:	Provide online and toll-free payment services for Gwinnett County Recorder's Court that will allow citizens to pay citation fees online and over the phone.
LOCATION:	Gwinnett County Recorder's Court
ESTIMATED FEES TO BE COLLECTED:	\$100,000.00*
PREVIOUS CONTRACT AWARD AMOUNT:	\$168,397.00
FEES COLLECTED PREVIOUS CONTRACT:	\$95,622.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	0%
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	This is renewal option two (2) of four (4).
MARKET PRICES COMPARISON (FOR RENEWALS):	This proposal was awarded based on various evaluation criteria; therefore, an analysis on cost alone cannot be obtained.
CONTRACT TERM:	January 8, 2022 through January 7, 2023

COMMENTS: *No cost to Gwinnett County. Under this contract, users will pay 3-7% per transaction directly to the vendor. It is estimated that the vendor will collect approximately \$100,000.00 in user fees during this contract period.



MEMORANDUM

TO: Jake Scarpone
Purchasing Associate II

FROM: Jeff West *JW*
Clerk of Recorder's Court

SUBJECT: Recommendation to Renew RP033-19 Provision of Online and Toll-Free Court
Payment Services on an Annual Contract

DATE: August 24, 2021

REQUESTED ACTION

The Clerk of Recorder's Court recommends renewal of the above referenced contract with nCourt, LLC.

DESCRIPTION

Provision of online and toll-free payment services for Gwinnett County Recorder's Court that allows citizens to pay citations fines and fees online and over the phone. This service is funded entirely by user fees. Estimated user fees to be collected in 2022 are \$97,660.00. In 2020, nCourt, LLC processed 38% of our citations for a total of \$2,785,841.00. nCourt, LLC is proactive in ensuring that they are meeting the needs of the court by quickly coming to our aid whenever we have a need.

FINANCIAL

1. Estimated fees to be collected from citizens: \$100,000.00
2. Projected fees collected from citizens in previous contract period:
\$95,622.00
3. Do total obligations agree with "Action Requested"? Yes
4. Budgeted: Yes
5. Contact name: Jeff West Contact phone: 770-619-6115
6. Proposed Funding: N/A

Transfer Required: No

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211209			
Department:	Community Services	Date Submitted:	09/22/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Kelsie Kruskol - JS	Public Hearing:	
Agenda Type	Award	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>BL093-21, provision of maintenance, repair and resurfacing of outdoor sports courts on an annual contract (October 23, 2021 through October 22, 2022), to McGrath Industries, LLC dba Talbot Tennis, as the primary service provider, and Southeastern Tennis Courts, Inc., as the secondary service provider, base bid \$100,000.00 (this represents a 1% decrease over the previous contract). This contract is funded 20% by the 2017 SPLOST Program.</p>			
Attachments	Summary Sheet, Justification Letter, Tabulation		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> No		
Staff Recommendation	Award		
BAC Action:			
Department Head	mapatterson (9/29/2021)		
Attorney	tilettsome (10/6/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	2017 SPLOST	*	\$20,000	mbwoods (10/5/2021)
Yes	Capital Project	*	\$80,000	
Finance Comments	*The current balance in Asset Management Program and Resurfacing & Paving projects is checked as services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2021, \$20,000 is allocated and for FY2022, \$80,000 is subject to budget approval.			FinDir's Initials bjalexzulian (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 10px; min-height: 100px;"> No Action Taken </div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SUMMARY – BL093-21**Provision of Maintenance, Repair and Resurfacing of Outdoor Sports Courts on an Annual Contract**

PURPOSE:	This contract provides for maintenance, repair, and resurfacing of outdoor asphalt sports courts at park locations throughout the County.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$100,000.00
PREVIOUS CONTRACT AWARD AMOUNT:	\$140,000.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$140,000.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	1% decrease
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	463 47 website viewings
NUMBER OF RESPONSES:	3
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	No
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	N/A
MARKET PRICES COMPARISON (FOR RENEWALS):	N/A
CONTRACT TERM:	October 23, 2021 through October 22, 2022

COMMENTS:



MEMORANDUM

TO: Jake Scarpone
Purchasing Associate II

THROUGH: Tina Fleming *Tina Fleming*
Director of Community Services

FROM: Blake Christopher *Blake Christopher*
Business Officer

SUBJECT: Recommendation to Award BL093-21, Provision of Maintenance, Repair and Resurfacing of Outdoor Sports Courts on an Annual Contract

DATE: September 17, 2021

REQUESTED ACTION

The Department of Community Services recommends award of the above referenced contract with McGrath Industries, LLC dba Talbot Tennis as the primary service provider and Southeastern Tennis Courts, Inc. as the secondary service provider in the amount of \$100,000.00.

DESCRIPTION

This contract provides for maintenance, repair and resurfacing of outdoor asphalt sports courts at park locations throughout the County.

References checked? Yes X No _____

FINANCIAL

1. Estimated amount to be spent: \$100,000.00
2. Projected amount to be spent previous contract period: \$140,000.00
3. Do total obligations agree with "Action Requested"? Yes X No ___
4. Budgeted: Yes X No _____
5. Contact name: Blake Christopher Contact phone: 770.822.8839

6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	320	216000		50404216	M-1046-06-3-03	\$20,000.00	20%
2022	405	216000		50404216	M-0771-08-3-03	\$80,000.00	80%
Total						\$100,000.00	100%

Transfer Required: Yes _____ No X

If Yes, transfer from:						
Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211228			
Department:	Community Services	Date Submitted:	09/27/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Kelsie Kruskol - JS	Public Hearing:	
Agenda Type	Award	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
OS034-21, purchase of Dominion voting equipment and licenses, to Dominion Voting Systems, Inc., \$283,351.00. Contract to follow award. Subject to approval as to form by the Law Department.			
Attachments	Summary Sheet, Justification Letter, Justification Support		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> Yes		
Staff Recommendation	Award		
BAC Action:			
Department Head	mapatterson (9/29/2021)		
Attorney	mfwilson (10/6/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	General	*	\$283,351	mbwoods (10/5/2021)
Finance Comments	*For FY2021, \$272,791 is allocated in Industrial Supplies, and for FY2022, \$10,560 is subject to budget approval.			FinDir's Initials bjalexzulian (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	No Action Taken Vote
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SUMMARY – OS034-21
Purchase of Dominion Voting Equipment and Licenses

PURPOSE:	This contract provides for the purchase of election equipment and licenses for use at polling places throughout Gwinnett County.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$283,351.00
PREVIOUS CONTRACT AWARD AMOUNT:	N/A
AMOUNT SPENT PREVIOUS CONTRACT:	N/A
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	N/A
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	N/A
MARKET PRICES COMPARISON (FOR RENEWALS):	N/A
CONTRACT TERM:	N/A

COMMENTS:



MEMORANDUM

TO: Jake Scarpone
Purchasing Associate II

THROUGH: Tina Fleming *Tina Fleming*
Director of Community Services

FROM: Blake Christopher *Blake Christopher*
Business Officer

SUBJECT: Recommendation to Award OS034-21, Purchase of Dominion Voting Equipment and Licenses.

DATE: September 21, 2021

REQUESTED ACTION

The Department of Community Services recommends award of the above referenced contract to Dominion Voting Systems, Inc. in the amount of \$283,351.00.

DESCRIPTION

This contract provides for the purchase of Dominion Voting equipment and licenses for Voter Registration and Elections.

FINANCIAL

1. Estimated amount to be spent: \$283,351.00
2. Do total obligations agree with "Action Requested"? Yes X No
3. Budgeted: Yes X No
4. Contact name: Blake Christopher Contact phone: 770.822.8839

5. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	001	135000	45000001	50701103		\$272,791.00	96.27%
2022	001	135000	45000001	50701103		\$10,560.00	3.73%
Total						\$283,351.00	100.00%

Transfer Required: Yes _____ No X

If Yes, transfer from:						
Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount

Sole Source Approval Form

Requesting Department: Department of Community Services

Purchasing Associate: Kaley Ivins

Description of proposed procurement: Voting equipment and licenses

Reason for sole source request: The State of Georgia requires that all voting equipment and support be provided by Dominion Voting Systems.

Sole Source Provider: Dominion Voting Systems

Additional cost/savings: N/A

Benefits to the County: Compliance with the State of Georgia requirement

Anticipated annual expenditure: approximately \$408,787.00 the first year at least \$17,784.00 the following years through 2029

Requested validity period: 5 years

Rick Morris
Prepared By

April 23, 2020
Date

Jana
Department Director

4/23/2020
Date

Bryant Davis
Purchasing Director

4-29-20
Date

4-28-25
Expiration of approval

Please return to the Purchasing Division after completion. If an agenda request is required, the Purchasing Division will prepare the agenda request for placement on the _____ agenda for approval by the Board of Commissioners. Anticipated Agenda Date



Gwinnett County, GA

Q00006641

Training Equipment Budgetary Quote

Prepared by:

Barry Herron
barry.herron@dominionvoting.com

Product/Service	Description	Qty	Unit Price	Extension
In-Person Voting: Polling Location Hardware				
ImageCast Precinct Tabulator - 320C		20	\$3,900.00	\$78,000.00
ImageCast X Kit - Prime (aluminum) BMD (402)		40	\$3,500.00	\$140,000.00
UPS - CyberPower 1500VA - with Inverter		20	\$670.00	\$13,400.00
			Sub-Total	\$231,400.00
Accessories				
ImageCast Precinct Ballot Box - Plastic		20	\$1,000.00	\$20,000.00
Hand Cart - Avalue		15	\$37.00	\$555.00
ATI Kit - ICX - USB		30	\$375.00	\$11,250.00
ICP Plastic Ballot Box Adapter Kit		20	\$13.50	\$270.00
Bag - BMD Printer Transport - M402dn		40	\$63.00	\$2,520.00
			Sub-Total	\$34,595.00
Consumables/Parts				
ImageCast X Prime Poll Worker Smart Card - Orange		60	\$8.10	\$486.00
ImageCast X Prime Voter Smart Card - Green		100	\$8.10	\$810.00
ICP I-Button Technician Key - Blue		60	\$25.00	\$1,500.00
			Sub-Total	\$2,796.00
Estimated Shipping				
Shipping (estimated)		1	\$4,000.00	\$4,000.00
			Sub-Total	\$4,000.00
Total Purchase				\$272,791.00
Annual Licenses				
ImageCast X Annual Firmware License - Prime		40	\$150.00	\$6,000.00
ImageCast Precinct Annual Firmware License - 320C		20	\$228.00	\$4,560.00
			Sub-Total	\$10,560.00
Annual Fees				\$10,560.00

Terms and Conditions

This quote is valid for 90 days and subject to change for scope and configuration updates.
All Shipping costs to be invoiced separately to customer. All pricing is subject to standard terms and conditions.
Amounts due in years 2 and thereafter are subject to annual increases reflective of inflation.
Annual warranties are optional.

Signatures

Customer Name (printed)	Title	Signature	Date (MM/DD/YYYY)

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211242			
Department:	Community Services	Date Submitted:	09/30/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	rkmorris	Public Hearing:	
Agenda Type	Award	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>the exhibit design and construction of the Pathways Through the Piedmont at the Gwinnett Environmental and Heritage Center, to Pacific Studio, in the amount of \$1,967,024.00. Contract to follow award. This project is funded 83% by the 2017 SPLOST Program. Subject to approval as to form by the Law Department.</p>			
Attachments	Justification Letter; Proposal		
Authorization: Chairwoman's Signature?	<input checked="" type="checkbox"/> Yes		
Staff Recommendation	Approval		
BAC Action:			
Department Head	tdfleming (10/5/2021)		
Attorney	tllettsome (10/11/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Capital Project	\$400,599*	\$345,939	mbwoods (10/11/2021)
Yes	2017 SPLOST	\$3,732,991*	\$1,621,085	
Finance Comments	*Amount available in Gwinnett County Environmental & Heritage Center and Environmental Heritage Center Maintenance & Renovations projects.			FinDir's Initials bjalexzulian (10/11/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> No Action Taken </div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
		Vote



MEMORANDUM

TO: Chairwoman
District Commissioners

THROUGH: Tina Fleming *Tina Fleming*
Director, Community Services

FROM: Mark A. Patterson *Mark A Patterson*
Deputy Department Director, Community Services

SUBJECT: Request Agenda Item for BOC Approval of Exhibit Design and
Construction at the Gwinnett Environmental and Heritage Center (GEHC)-
Pathways Through the Piedmont Exhibit

DATE: August 17, 2021

Approval/Authorization is requested from the Board of Commissioners for the Chairwoman to award the design and construction of the exhibit Pathways Through the Piedmont for the GEHC to Pacific Studios in the amount of \$1,967,024.00.

The Pathways Through the Piedmont exhibit is an indoor immersive experience that combines natural replications of the Piedmont ecosystem in Gwinnett. Systems found in Gwinnett such as the granite outcrops, the rock mounds of Little Mulberry Park and the river ecosystem of the Yellow River are a few of the important sites that will be highlighted. Habitats and their inhabitants will highlight the interconnectedness of these systems and help defray the misperceptions often associated with nature. These exhibits are intended to assist the learners in developing a greater appreciation for the natural world in Gwinnett. While this is an indoor exhibit it will also serve to feature many of the Gwinnett Parks as the habitats can be found in. It is expected that by pairing the exhibit to parks within Gwinnett the participant will be enticed to experience the same in the natural settings of our parks.

This project falls under the Gwinnett County Code of Ordinances, Sec. 2-430 (1). The project is partially funded through a donation of \$345,938.73 from the GEHC Foundation with additional funds designated in the 2017 SPLOST Campaign.



GWINNETT ENVIRONMENTAL AND HERITAGE CENTER PATHWAY THROUGH THE PIEDMONT

Exhibit Design and Construction
May 27, 2021

Submitted by  **PACIFIC STUDIO**



May 27, 2021

Foresite Group, LLC for Gwinnett County Department of Community Services
Attention: Anthony Pappas – Project Manager
3740 Davinci Court, Suite 100
Peachtree Corners, GA 30092

Dear Anthony,

Pacific Studio is delighted to submit a response to Foresite Group's Request for Proposal for Exhibit Design and Construction for the Pathway Through the Piedmont exhibits located at the Gwinnett Environmental and Heritage Center.

As the lead Proponent, Pacific Studio is proud to present an accomplished team of experts that includes Dixon Studios a subsidiary of Pacific Studio, to be your partners in delivering a memorable new visitor experience that showcases elements of the Piedmont region to help promote an understanding of the main natural elements and ecosystems that make up the Gwinnett parks system.

This partnership offers an exceptional opportunity for developing a unique and holistic visitor experience, driven by a specialized team of creatives in fundamental areas of exhibition development, design, themed design and fabrication. Our team includes Kay Nichols, President of Dixon Studio's, who will advise on strategy for scenic/thematic design and build, and Julie Chesledon, Pacific Studio's VP of Client Services will help establish the project direction and provide ongoing support to make sure the project is delivered according to plan.

Together, we bring over five decades of personal and professional experience to the subjects of creativity, innovation, and communication within our areas of expertise. Besides robust industry experience and impressive portfolios, we share a common work philosophy based on communication and collaboration. For new exhibits at the Witte Museum in San Antonio, TX and Morrill Hall at the University of Nebraska, Lincoln, we collaborated to showcase natural history exhibits that accurately illustrate, and faithfully reinforce, their natural environments. Our team can do the same with showcasing elements of the Piedmont region.

We are committed to building a positive long-lasting working relationship with the Foresite Group and Gwinnett County and look forward to the possibility of working with you and your teams to create captivating and exciting new exhibits for fall of 2022 or early 2023 depending on the final scope of work.

Sincerely,

A handwritten signature in black ink that reads 'Julie Chesledon'.

Julie Chesledon, VP Client Services

Contact Information for:
Principal, Julie Chesledon – jchesledon@pacificstudio.com
Project Manager, Julia Swan – jswan@pacificstudio.com

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COST SCHEDULE

The Proposer has carefully examined and fully understands the Contract, Plans and Specifications and other Documents hereto attached, and has satisfied himself as to the actual conditions and requirements of the Work, and hereby proposes and agrees that if his proposal is accepted, he will contract with Gwinnett County according to the RFP Documents entitled **Pathway Through The Piedmont – Exhibit Design and Construction** and Addenda, as well as the existing conditions of the project, and conditions affecting the Work, the undersigned proposes to furnish all services, labor and materials including necessary travel costs and freight costs for installation required by them in accord with said documents, personal observations of the site conditions for the sum as follows:

\$ 717,920, which sum is hereinafter called “Base Cost”

The undersigned agrees to commence work within 10 days of the date of Notice to Proceed issued by Gwinnett County Purchasing Office and to commit adequate forces on-site to substantially complete all Work, including punch list items and clean-up, as determined by the County within **425 calendar days**. Gwinnett County will charge the Five Hundred Dollars and no cents (\$500.00), per day for liquidated damages for every day beyond 365 calendar days that the Work is not complete.

Alternates No. 1 through No. 4 listed below are **not** to be included in the Base Cost. Base Cost is to include all other work shown on the concept plan associated with the design, fabrication and construction of the interpretive exhibits for Pathway Through the Piedmont.

SCHEDULE OF ALTERNATES

ALTERNATE NO. 1: All design and construction work associated with the exhibit “River & Lake Systems”. Add 30 days to length of contract.

Add \$425,869 to Base Cost.

ALTERNATE NO. 2: All design and construction associated with the exhibit “American Chestnut Tree”. Add 30 days to length of contract.

Add \$281,893 to Base Cost.

ALTERNATE NO. 3: All design and construction associated with the exhibit “Meadows and Farmland”. Add 30 days to length of contract.

Add \$176,561 to Base Cost.

ALTERNATE NO. 4: All design and construction associated with the exhibit “Invertebrate Wall”. Add 30 days to length of contract.

Add \$364,781 to Base Cost.


Company Name Pacific Studio, Inc.

FAILURE TO RETURN THIS PAGE AS PART OF PROPOSAL MAY RESULT IN REJECTION.

CONTRACTOR INFORMATION

The undersigned acknowledges receipt of the following addenda, listed by number and date appearing on each:

Addendum No.	Date	Addendum No.	Date
<u>1</u>	<u>4/21/2021</u>	<u>3</u>	<u>5/17/2021</u>
<u>2</u>	<u>5/12/2021</u>	_____	_____

Certification Of Non-Collusion in Proposal Preparation  05/25/201

(Signature) (Date)

The County requires that all who enter into a contract for the physical performance of services with the County must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract.

In compliance with the attached specifications, the undersigned offers and agrees, if this quote is accepted by the Board of Commissioners within ninety (90) days of the date of quote opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered to the designated point(s) within the time specified in the quote schedule. By submission of this proposal, I understand that Gwinnett County uses Electronic Payments for remittance of goods and services. Vendors should select their preferred method of electronic payment upon notice of award. For more information on electronic payments, please refer to the [Electronic Payment](#) information in the instructions to proposers.

Legal Business Name Pacific Studio
(If your company is an LLC, you must identify all principals to include addresses and phone numbers in your submittal)

Federal Tax ID 91-0947456

Address 5311 Shilshole Ave NW. Seattle, WA 98107

Does your company currently have a location within Gwinnett County? Yes No

Representative Signature 

Print Authorized Representative's Name Brian Henn

Telephone Number 206-737-9800 Fax Number _____

E-Mail Address bhenn@pacificstudio.com

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NON-COLLUSION AFFIDAVIT


Now here appeared before the undersigned officer duly authorized by the State of Georgia to administer oaths and after being first duly sworn, depose and say that, they are all the officers, agents, persons or employees who have acted for Pacific Studio
_____(Company Name) on the **PATHWAY THROUGH THE PIEDMONT – EXHIBIT DESIGN AND CONSTRUCTION** and that said Brian Henn and Pacific Studio
_____ has not by (himself, themselves) or through any persons, officers, agents or employees prevented or attempted to prevent by any means whatsoever, competition in such proposing; or by any means whatever prevented or endeavored to prevent anyone from making a proposal therefore, or induced or attempted to induce another to withdraw proposal from said work.

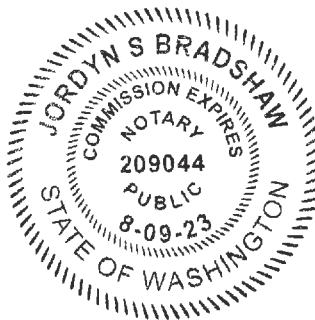
BY: 
Signature of Affiant

Brian Henn
Name – Typed or printed

CEO
Title

Sworn to and subscribed before me this
26 day of May, 2021


Notary Public



(Seal)

Note: See OCGA § 36-91-21 (e)

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CORPORATION INFORMATION

CORPORATE NAME Pacific Studio

CORPORATE ADDRESS 5311 Shilshole Ave NW Seattle, WA 98107

MAILING ADDRESS (IF DIFFERENT) _____

DOING BUSINESS AS (IF DIFFERENT THAN CORPORATE NAME) _____

CORPORATE OFFICERS: PRESIDENT Malcolm Perkins

SECRETARY William Perkins

TREASURER Ruth Brinton

CEO Brian Henn

REGISTERED AGENT ADDRESS Registered Agent Solutions, 900 Old Roswell Lakes Pwy, Ste. 310 Roswell, GA 30076

POWER OF ATTORNEY ADDRESS _____

DATE OF INCORPORATION: OCTOBER 30, 1975

NUMBER OF FULL DAYTIME EMPLOYEES (M-F/8-5) 83

HAS THE CORPORATION OR ANY OF ITS OFFICERS/AGENTS BEEN INVOLVED IN ANY LITIGATION IN THE PAST FIVE YEARS? IF SO, PROVIDE DATE AND EXPLANATION: NO

FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL MAY RESULT IN REJECTION.

REFERENCES – GENERAL CONTRACTOR

Gwinnett County requests a minimum of three, (3) references for the Proposer where construction of a similar size and scope have been completed in the past ten (10) years.

Note: References should be customized for this project vs. submitting a list of previous projects.

1. Company Name Albright Visitor Center at Yellowstone National Park

Brief Description of Project Diorama, interactive, and interpretive exhibits about park visitor's safety, park orientation, and the cultural and natural history of the northern range at Yellowstone National Park, housed in a remodeled historic structure.

Completion Date June 2015

Contact Person Tami Blackford, Deputy Chief Resource Education and You

Telephone 307-344-2204 Facsimile _____

E-Mail Address tami_blackford@nps.gov

2. Company Name WATERWORKS at the Springs Preserve for Las Vegas Valley Water District

Brief Description of Project Interpretive and interactive exhibits about water treatment, delivery and conservation in southern Nevada plus raising some awareness of water access globally, housed in a viewing room attached to an operational water pumping facility.

Completion Date June 2017

Contact Person Aaron Micallef, Curator of Exhibits

Telephone 702-822-7741 Facsimile _____

E-Mail Address aaron.micallef@lvvwd.com

3. Company Name University of Nebraska, Lincoln, Morrill Hall

Brief Description of Project Diorama, interactive, and interpretive exhibits that celebrate Nebraska's natural heritage and learn how the state's birds, plants and animals are shaped by geological changes and human impacts, housed in a historic building.

Completion Date February 2019

Contact Person Joe Goodwater, Project Manager

Telephone 402-450-6028 Facsimile _____

E-Mail Address jgoodwater@nebraska.edu

FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL MAY RESULT IN REJECTION.

LIST OF SUBCONTRACTORS

I do , do not _____, propose to subcontract some of the work on this project. I propose to Subcontract work to the following subcontractors:

NAME AND ADDRESS	TYPE OF WORK
TENJI, Inc., (Contact: Edward Seidel) 26549 Carmel Rancho Blvd. Carmel-by-the-Sea, CA 93923	Aquarium builders, aquatic exhibits, and lift support systems (LSS)
Imagine Visual Service, LLC (Contact: Ryan Gilchrist) 665 S. Dakota Street Seattle, WA 98108	Graphic printing and large format “wallpaper” graphic on site installation
J&M Engineering 3045 S Kansas Expressway Springfield, MO 65807	Structural Engineer that works with Dixon Studios to work out effective solutions to a scenic project’s creative challenges and then provides stamped drawings or calculations as required.

Company Name Pacific Studio, Inc.

BID BOND

KNOW ALL MEN BY THESE PRESENTS: that

Pacific Studio, Inc.

(Name of Contractor)

5311 Shilshole Ave NW
Seattle, WA 98107

(Address of Contractor)

a Washington Corporation

(Corporation, Partnership or Individual)

hereinafter called Principal, and

SureTec Insurance Company

(Name of Surety)

2103 CityWest Blvd, Suite 1300, Houston, TX 77042

(Address of Surety)

Texas

a Corporation of the State of ~~Washington~~ and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

Gwinnett County Board of Commissioners

(Name of Obligee)

75 Langley Drive, Lawrenceville, Georgia 30046

(Address of Obligee)

Thereinafter referred to as Obligee: in the penal sum of Five Percent (5%) of the Total Bid Amount Dollars (\$ ~~5%~~)

~~(\$)~~ in lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted, to Gwinnett County, Georgia, a proposal for furnishing materials, labor, and equipment for: _____

Pathway Through The Piedmont - Exhibit Design and Construction

WHEREAS, the Principal desires to file this Bond in accordance with law in lieu of a certified Proposer's check otherwise required to accompany this Proposal.


NOW, THEREFORE, the conditions of this obligation are such that if the proposal be accepted, the Principal shall within ten days after receipt of notification of the acceptance, execute a Contract in accordance with the Proposal and upon the terms, conditions, and prices set forth in the form and manner required by Gwinnett County, Georgia, and execute a sufficient and satisfactory Performance Bond and Payment Bond payable to Gwinnett County, Georgia, each in the amount of 100% of the total Contract Price, in form and with security satisfactory to said Gwinnett

County, Georgia, and otherwise, to be and remain in full force and virtue in law, and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to Gwinnett County, Georgia, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, including, but not limited to, O.C.G.A. § 36-91-1 et seq., and is intended to be and shall be constructed as a bond in compliance with the requirements thereof.


Signed, sealed and dated this 27th day of May, A.D., 2021 .

ATTEST:



(Principal Secretary)

(SEAL)



(Witness as to Principal)

5311 Shilshole Ave NW
(Address)
Seattle, WA 98107

Pacific Studio, Inc.

(Principal)


By: 

5311 Shilshole Ave NW

(Address)


Seattle, WA 98107

ATTEST:



Resident or Nonresident Agent
Andrew P. Larsen

(SEAL)



(Witness as to Surety) Nicholas Fredrickson
2233 112th Ave NE
Bellevue, WA 98004
(Address)

SureTec Insurance Company

(Surety)

By: 

(Attorney-in-Fact) Elizabeth R. Hahn

2103 City West Blvd, Suite 1300

(Address)

Houston, TX 77042



NOTE: If Contractor is Partnership, all partners should execute Bond. Surety Companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Guy Armfield, John Claeys, Scott Fisher, Nicholas Fredrickson, Deanna M. French, Scott Garcia, Elizabeth R. Hahn, Roger Kaltenbach, Ronald J. Lange, Andrew P. Larsen, Susan B. Larson, Scott McGilvray, Mindee L. Rankin, Jana M. Roy, Carly C. Fehring, Derek Sabo, Charla M. Boadle

Their true and lawful agent(s) and attorney(s) in fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000.00)

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, Senior Vice President, Vice President, Assistant Vice President, Secretary, Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 17th day of March, 2020.

SureTec Insurance Company

By: 
Michael C. Krimig, President



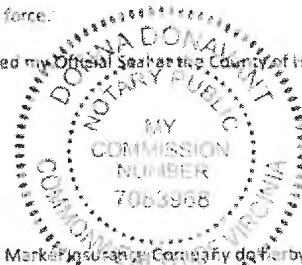
Markel Insurance Company

By: 
Robin Russo, Senior Vice President

Commonwealth of Virginia
County of Henrico SS:

On this 17th day of March, 2020 A. D., before me, a Notary Public of the Commonwealth of Virginia, in and for the County of Henrico, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal to the County of Henrico, the day and year first above written.



By: 
Donna Donavant, Notary Public
My commission expires 1/31/2023

We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 27th day of May, 2021.

SureTec Insurance Company

By: 
M. Brent Beatty, Assistant Secretary



Markel Insurance Company

By: 
Richard R. Grinnan, Vice President and Secretary

Description PATHWAY THROUGH THE PIEDMONT – EXHIBIT DESIGN AND CONSTRUCTION

CODE OF ETHICS AFFIDAVIT

(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR SUBMITTAL AND WILL BE REQUIRED PRIOR TO EVALUATION)

In accordance with Section 60-33 of the Gwinnett County Code of Ordinances the undersigned proposer makes the following full and complete disclosure under oath, to the best of his/her knowledge, of the name(s) of all elected officials whom it employs or who have a direct or indirect pecuniary interest in or with the proposer, its affiliates or its subcontractors:

1. Pacific Studio, Inc.
(Company Submitting Proposal)

2. (Please check **one** box below)

No information to disclose *(complete only section 4 below)*

Disclosed information below *(complete section 3 & section 4 below)*

3. (if additional space is required, please attach list)

Gwinnett County Elected Official Name	Gwinnett County Elected Official Name
Gwinnett County Elected Official Name	Gwinnett County Elected Official Name

4. Sworn to and subscribed before me this

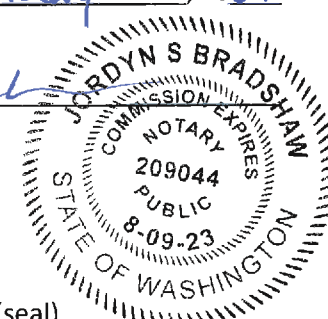
BY: *Brian Henn* 26 day of May, 2021
Authorized Officer or Agent Signature

Brian Henn
Printed Name of Authorized Officer or Agent

CEO
Title of Authorized Officer or Agent of Contractor

J. Bradshaw
Notary Public

(seal)



Note: See Gwinnett County Code of Ethics Ordinance EO2011, Sec. 60-33. The ordinance will be available to view in its' entirety at www.gwinnettcounty.com

Solicitation Name & No.,
PATHWAY THROUGH THE PIEDMONT – EXHIBIT DESIGN AND CONSTRUCTION

**CONTRACTOR AFFIDAVIT AND AGREEMENT
(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR
SUBMITTAL)**

By executing this affidavit, the undersigned contractor verifies its compliance with The Illegal Reform Enhancements for 2013, stating affirmatively that the individual, firm, or corporation which is contracting with the Gwinnett County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act, in accordance with the applicability provisions and deadlines established therein.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services or the performance of labor pursuant to this contract with the Gwinnett County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with the Illegal Immigration Reform and Enforcement Act on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Gwinnett County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

365854
E-Verify * User Identification Number

10/19/2010
Date Registered

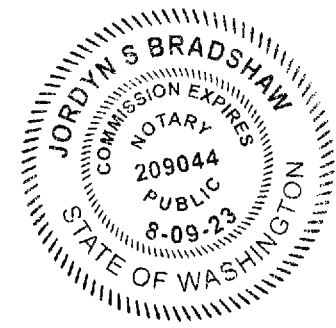
Pacific Studio, Inc.
Legal Company Name

5311 Shilshole Ave NW
Street Address

Seattle, WA 98107
City/State/Zip Code

Brian Henn
BY: Authorized Officer or Agent
(Contractor Signature)

5/26/2021
Date



CEO
Title of Authorized Officer or Agent of Contractor

Brian Henn
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE 26 DAY OF May, 2021

J. Henn
Notary Public

My Commission Expires:
08/09/2023

For Gwinnett County Use Only:
Document ID

Issue Date: _____
Initials: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
Rev. 6.20.13

EXECUTIVE SUMMARY

Describe the stability of the firm, the experience and qualifications, and general suitability of the consultant to perform this work.

Pacific Studio, Inc. has the capacity to accept the financial responsibility and stability to perform the requirements/services required for your project. Pacific Studio, Inc. has been in business for 44 years under the same ownership. The company has continued and sustained through both challenging and rewarding economic times.

We are currently experiencing a global pandemic that has impacted our economy and, in turn, our balance sheet. Prior to the pandemic, we acquired a long-term partner, Dixon Studios, which expanded our capabilities. The acquisition of Dixon Studios, the pandemic, and delays, reductions to, or cancellation of projects have had an impact. However, we provide a commitment from Pacific Studio that we have the full capacity to complete your project as shown. In addition, our owner, Mac Perkins, provides his personal guarantee that he has the financial strength and stability to support Pacific Studio and their efforts to complete this project.

Pacific Studio designs, fabricates and installs museum-quality exhibits. Working in a 40,000-square-foot facility in Seattle, Washington, our staff creates exhibits for installations at museums, zoos, aquariums, interpretive centers, visitor centers, and public spaces.

Pacific Studio's origins are closely related to theatre. Originally formed in 1975 as an adjunct to the theatre community, we began a transition into museum exhibits in 1997. Today, exhibits for museums, zoos, aquariums, interpretive centers, and visitor centers represent more than 95% of our business. The remaining 5% includes one-of-kind creations and public art. By focusing efforts on a specific clientele, Pacific Studio has been able to provide superior products and services to a unique marketplace with demanding criteria.

Dixon Studios is a design, fabrication, and installation company specializing in exhibits and environments for museums, zoos, aquariums, nature, science, and cultural centers working in a 17,000-square-foot facility in Tucson, Arizona. Founded in 1992 and originally started by Mr. Gary Dixon to produce murals and sculptures primarily for zoos, aquarium's, and visitor centers, he was later joined by Kay Nichols who brought along her artistic skill set with an emphasis on Natural History dioramas and scenic work. The transition was a natural progression.

Today Dixon Studio's is a subsidiary of Pacific Studio following a 2018 acquisition. The acquisition was a natural progression for both firms having built on many years of project partnering and mutual respect in the exhibit industry.

Combined, Pacific Studio and Dixon Studios provide a strong partnership that makes us uniquely qualified from design through fabrication and installation to perform the work specified. We look forward to working with you once again.

Pacific Studio's In-House Services include:

Exhibit Design

We have a talented design team dedicated to exhibition design. We consider the design of exhibits to be an interactive process with client involvement. So, whether we are creating a large exhibit or designing exhibit elements, the design process is a collaborative effort to create a successful result.

Technical Design and Shop Drawings

We have a team of experienced Technical Designers who produce all our shop drawings and digital fabrication using the latest 3D modelling programs and CAD drafting software. In addition, we procure the services of an engineer as needed to ensure that we are meeting structural requirements.

Prototyping

We have a team dedicated to the production of mechanical, electrical, and water interactives. A large part of their job is to create working prototypes to test for intuitiveness, durability, and ease of maintenance. We test working prototypes with target audience groups.

Fabrication Capabilities - Wood

Our wood shop is equipped with the standard required woodworking tools, including CNC machines, to produce high-end cabinetry and exhibits.

Fabrication Capabilities - Metal

Our metal shop is set-up to produce exhibits and interactives in mild-steel, aluminum, and stainless steel. We MIG and TIG weld, as well as plasma cut and bend metals. In addition, we have a 3D CNC machine for creating more elaborate metal parts.

Fabrication Capabilities - Graphics

We have a graphic department that intakes all graphic files and preps them for output. They also undertake a variety of graphic design responsibilities when needed. Our graphic designers assess design intent and select and suggest vendors appropriate to the end product desired. They also intake and check finished graphic panels as they arrive in our facility.

Fabrication Capabilities - Painting and Finishing

Our paint shop can accommodate large and small mural projects. In addition, we have a large spray booth in which we apply the whole range of industrial finishes.

Fabrication Capabilities - Artifact Mount Making

Our experienced artifact mount maker is prepared to work with your team to assess your artifacts for display and design and fabricate the mounts to meet your requirements.

Dioramas, Sculpting, Casting and Faux Finishing

Our skilled craftspeople work in all manner of materials, and always select the most appropriate solution to each situation. Their work is both durable and convincing.

Installation

It is our policy that the people who build exhibits are also involved in installing them. This

ensures that design intent and quality is maintained throughout the whole project. It also makes for the most efficient install.

Post-Opening Support

Our Project Managers undertake staff training and provide operation and maintenance manuals. Grant Hawley, our Service Manager will provide warranty and post warranty support. He is also your point of contact for upgrades and changes as necessary.

Dixon Studios In-House Services include:

Scenic Theming Fabrication

Dixon Studios is made up of sculptors, painters, muralists, modelmakers, mold technicians, fiberglass and plastics technicians, welders, and carpenters. Our extensive floor space gives us the opportunity to layout large prototypes and mockups in advance to ensure we can adequately solve the logistics of large-scale design/build exhibits as well as smaller more delicate casts and sculptures.

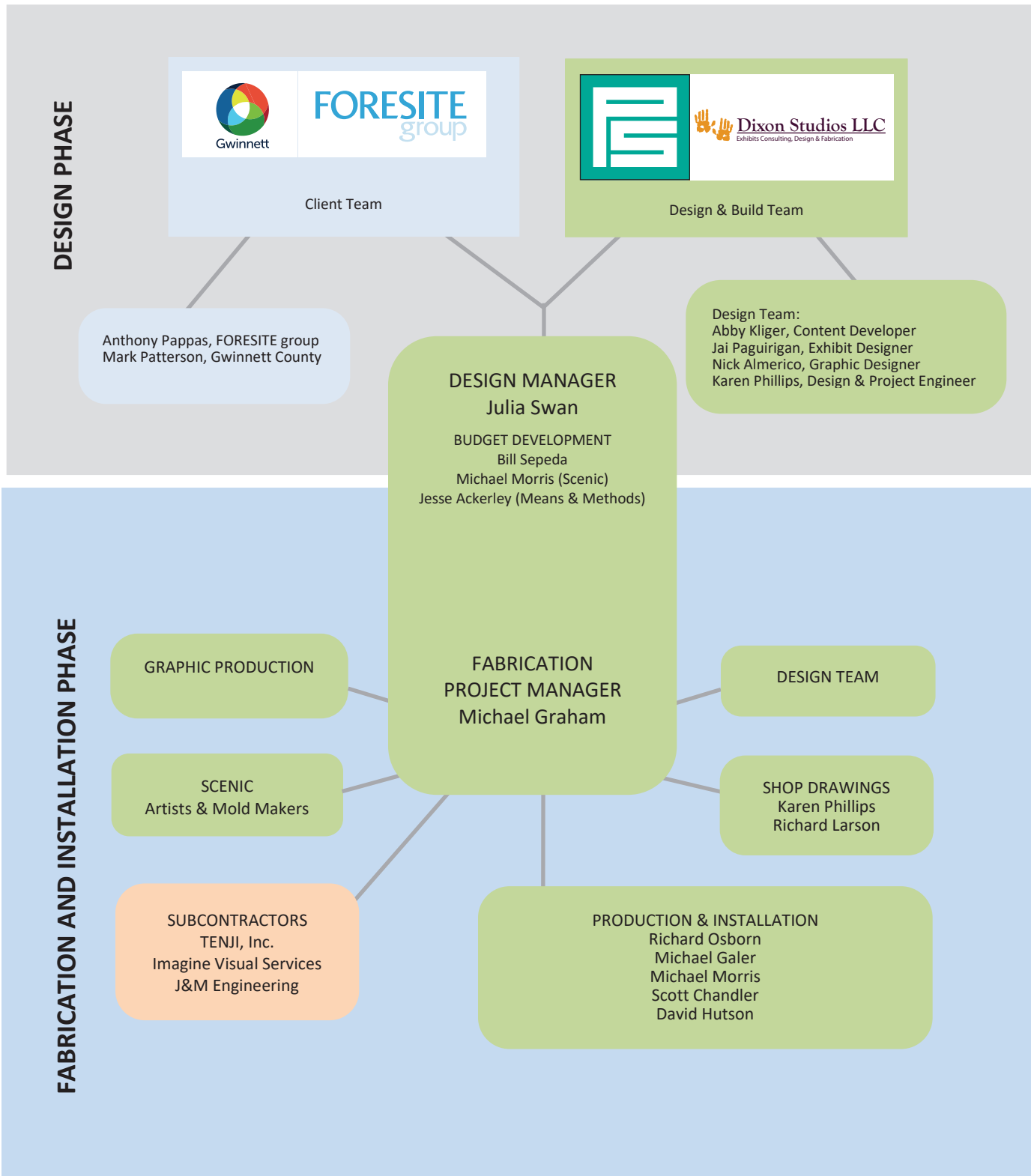
A substantial collection of molds has been built up over the years for everything from coral and aquatic species to tree bark texture pads, animal models, and dinosaur bones to mention a few. We often create specific more delicate foliage in our Vacuum-Form machine. There is dedicated space for one built-in and two portable ventilated spray booths for paint applications, and a separate temperature-controlled room used to keep sensitive casting materials and resins secure. Forklifts, scaffolding, power tools, welders, chopper guns, and associated ventilation equipment necessary for constructing dioramas and large-scale fabrications are adjacent to the casting supply room and an outdoor breezeway.

Construction

The Construction Department works primarily in the field with other general contractors, exhibit designers, architects, and structural engineering teams to construct new exhibit installations or renovate existing animal habitats for zoos and aquariums throughout the United States and abroad. These traveling teams include specialty concrete carvers and fabricators, equipment operators, steelworkers, specialty painters, and faux finishers. It's typical to have two teams traveling at any one time. We continually strive to cultivate a creative team approach in the field not only to assure quality control of our products but to maintain professional attitudes on the job sites. We have the shotcrete and plaster pumps, compressors, hoses, scaffolding, shaping, and carving tools as needed for high-quality onsite concrete fabrications.

PROJECT TEAM ORGANIZATIONAL CHART & RESUMES

TEAM ORGANIZATION CHART



Julia Swan will be the primary point of contact and will continuously and actively engage with relevant teams to manage tasks, dependencies and resolve impediments. Our approach to building consensus amongst a large diverse multi-disciplinary team is to remain flexible. This is fundamental to the success of a project such as yours.

In addition to Julia, Kay Nichols and Julie Chesledon will make sure the project gets done according to plan, including resource needs, risk, and financial management. See the following resumes for your project team.



Julia Swan

DESIGN MANAGER

15+ years experience

Background:

Julia Swan joined the Pacific Studio team in 2015 to manage a diverse portfolio of design and design/build exhibit projects. Julia is adept at managing comprehensive teams of creative professionals and has extensive experience leading exhibit development projects of all types and sizes. Julia is a collaborative problem solver, a proactive communicator, and a strong leader. Throughout the exhibit design process, Julia works closely with clients to establish, adapt, and implement project objectives. She values open communication and flexibility amongst all team members.

Julia has been working with museums her entire career. Prior to her tenure at Pacific Studio, Julia led public programs at the Museum of History and Industry and managed public relations at the Burke Museum of Natural History and Culture. Julia holds a Bachelor of Arts in History from Whitman College, a Master of Arts in Museology from the University of Washington, and a Certificate in Project Management from the University of Washington.

Featured Projects:

- Dungeness River Audubon Center | Sequim, WA
- Sheikh Zayed Heritage Wing, Archives of Falconry | Boise, ID
- Ginkgo Petrified Forest State Park | Vantage, WA
- Scotts Bluff National Monument | Gering, NE
- Agua Caliente Cultural Museum | Palm Springs, CA
- Dallas Holocaust & Human Rights Museum | Dallas, TX
- Rocky Reach Discovery Center | Wenatchee, WA
- Waterworks at the Springs Preserve | Las Vegas, NV
- Bill & Melinda Gates Foundation Visitor Center | Seattle, WA
- Norris Geyser Basin Museum | Yellowstone National Park, WY
- Canyon Visitor Education Center | Yellowstone National Park, WY
- Seattle Public Utilities, South & North Transfer Stations | Seattle, WA
- Mercer Slough Environmental Education Center | Bellevue, WA
- Boeing Safety Promotion Center | Everett, WA
- Vashon-Maury Island Historical Society | Vashon Island, WA





Julie Chesledon

VP OF CLIENT SERVICES

20+ years experience

Background:

As Pacific Studio's VP of Client Services, Julie is known as a collaborative and creative team builder. She leads the team responding to requests for proposals and provides oversight for all of Pacific Studio's museum projects, actively engaging with clients on projects to establish projection direction, budget, schedule, and project team member assignments.

Julie joined Pacific Studio in 2003, bringing a wealth of exhibit design and management experience to the company. She managed several large projects with comprehensive and multidisciplinary teams of creative professionals while maintaining healthy client relationships. And throughout those projects Julie's management style supported the creative process of the team while she maintained a strategic focus and ensured project objectives were met. Julie holds a Honors Bachelor of Science degree in Textiles and Design from Western University in London, Ontario Canada, and she studied Museology at the University of Washington.

Featured Projects:

- Dallas Holocaust & Human Rights Museum | Dallas, TX
- Rocky Reach Discovery Center | Wenatchee, WA
- Waterworks at the Springs Preserve | Las Vegas, NV
- Scotts Bluff National Monument | Gering, NE
- Boeing Safety Promotion Center | Everett, WA
- Friends of Waterfront Seattle | Seattle, WA
- Albright Visitor Center | Yellowstone National Park, WY
- Museum of History & Industry | Seattle, WA
- Old Faithful Haynes Photo Shop | Yellowstone National Park, WY
- Seattle Public Utilities, South Transfer Station | Seattle, WA
- Mercer Slough Environmental Education Center | Bellevue, WA
- Hibulb Cultural Center | Tulalip, WA
- Maxine & Jesse Whitney Museum | Valdez, AK
- New Mexico Museum of Natural History and Science - Startup | Albuquerque, NM
- National Museum of Wildlife Art | Jackson Hole, WY
- Clallam County Historical Society Museum | Port Angeles, WA





Kay Nichols

PRESIDENT

SENIOR PROJECT MANAGEMENT

35+ years' experience

Background:

Kay Nichols has been the principle management of Dixon Studios since 1994. Kay and her partner Gary Dixon started the company, specializing in natural history scenic environments, murals and sculptures. The company soon expanded into the Zoo and Aquarium Market, building natural history exhibits, quality habitats and enclosures for Zoos and Aquariums throughout the United States and abroad. As the company expanded and their team successfully took on larger projects, Kay's roles changed from lead artist to project supervisor and ultimately acting manager/owner of Dixon Studios Inc.

In 2018 Dixon Studios was purchased by Pacific Studio Inc. Kay continues to manage the company as president of Dixon Studios LLC. The success of Dixon Studios' niche in the industry has in large part to do with attention to detail, aesthetics and the encouragement of a collaborative spirit with team members. Kay continues to foster that approach not only with the crew but also with clients and other creative professionals in the industry.

Kay has a Bachelor of Science in Education specializing in Art from Southwest Missouri State University. She was a elementary and high school art teacher before her adventures into the museum exhibit industry began. In 1982 she began working at Chase Studio in Cedar Creek, MO as an exhibit technician and then in 1992 moved onto working at The Larson Company of Tucson, AZ. Soon after she opened her own freelance mural business and then joined forces with artist, Gary Dixon to form Dixon Studios Inc.

Featured Projects:

- Rehabilitation and Flood Mitigation of The New York Aquarium | Brooklyn, NY
- The Choctaw Museum and Cultural Center | Durant, OK
- Morrill Hall, University of Nebraska | Lincoln, NE
- Frost Museum of Science and Aquarium | Miami, FL
- The Witte Museum | San Antonio, TX
- Roanoke Island Aquarium | Manteo, NC
- Wonders of Wildlife National Museum & Aquarium | Springfield, MO
- Natural History Museum of Utah | Salt Lake City, UT
- Akron Zoo, Grizzly Ridge | Akron, OH
- Museo Del Vida Sylvestre | San Juan, PR
- National Mississippi River Museum and Aquarium | Dubuque, IA
- Los Angeles Zoo, Pachyderm Exhibit | Los Angeles, CA
- California Academy of Science Steinhart Aquarium | San Francisco, CA
- Carnegie Museum of Natural History, Dinosaurs in their World | Pittsburgh, PA





Abby Kliger, CIP

HEAD OF EXHIBIT PLANNING &
CONTENT DEVELOPMENT

20+ years experience

Background:

Abby has been providing exhibit planning, content development, graphic layout and exhibit design services for Pacific Studio since 2000. She has a thorough understanding of the principles of conveying interpretive content and a keen awareness of how to merge storytelling into exhibit environments. Abby facilitates planning workshops throughout the design process, and is exceptional at drawing stories out of workshop participants. Abby is responsible for creating all documentation related to content development for a project; from research documents to label scripts to image lists.

Abby received her Masters of Fine Arts degree in Museum Exhibition Planning and Design from the University of the Arts in Philadelphia, Pennsylvania. She continued to study domestically and abroad to advance her studies in exhibition design, and she received her Certificate for Interpretive Planning from the National Association of Interpretation in 2012. Before joining Pacific Studio, Abby worked for Dommert Phillips Architecture and had an internship at the National Museum of the American Indian Smithsonian Institution in Washington, DC.

Featured Projects:

- Ginkgo Petrified Forest State Park | Vantage, WA
- Scotts Bluff National Monument | Gering, NE
- Norris Geyser Basin Museum | Yellowstone National Park, WY
- Canyon Visitor Education Center | Yellowstone National Park, WY
- Dallas Holocaust & Human Rights Museum | Dallas, TX
- Rocky Reach Discovery Center | Wenatchee, WA
- Waterworks at the Springs Preserve | Las Vegas, NV
- Vashon-Maury Island Historical Society | Vashon Island, WA
- McArthur-Burney Falls Memorial State Park | Burney, CA
- Albright Visitor Center | Yellowstone National Park, WY
- Seattle Public Utilities, South & North Transfer Stations | Seattle, WA
- Mercer Slough Environmental Education Center | Bellevue, WA
- Meriwether Lewis Site on the Natchez Trace Parkway | Hohenwald, TN
- Dover Hotel – Fort Donelson National Park | Dover, TN
- Clallam County Historical Society Museum | Port Angeles, WA
- Port Townsend Marine Science Center | Port Townsend, WA





Jai Paguirigan

EXHIBIT DESIGNER

17+ years experience

Background:

Since joining Pacific Studio in 2008, Jai has tackled a variety of challenging design projects. He listens carefully to clients, helping them develop exhibits through a series of collaborative work sessions, drawing submittals and reviews. He also has experience creating scale models in a variety of materials, including three-dimensional modeling software, and designing exhibits to integrate seamlessly with existing architecture. As an experienced builder, Jai applies a sense of pragmatism to his design work, which ensures what he draws is feasible to build within the project budget.

Before joining Pacific Studio, he worked as a designer at Lehrman Cameron Studio and Taylor Studio on projects for groups like the Stone Mountain Memorial Association, Wickiup Hill Outdoor Learning Center, and Starved Rock State Park. Additionally, Jai holds a Master of Arts degree in Wood Sculpture focusing on furniture from the University of Wisconsin. He holds a Bachelor of Arts degree in Architecture from Miami University.

Featured Projects:

- Sheikh Zayed Heritage Wing, Archives of Falconry | Boise, ID
- Ginkgo Petrified Forest State Park | Vantage, WA
- Scotts Bluff National Monument | Gering, NE
- Dungeness River Audubon Center | Sequim, WA
- Agua Caliente Cultural Museum | Palm Springs, CA
- Norris Geyser Basin Museum | Yellowstone National Park, WY
- Canyon Visitor Education Center | Yellowstone National Park, WY
- Albright Visitor Center | Yellowstone National Park, WY
- Meriwether Lewis Site on the Natchez Trace Parkway | Hohenwald, TN
- Museum of History & Industry | Seattle, WA
- J.A. and Kathryn Albertson Foundation | Boise, ID





Karen Phillips

ASSISTANT PROJECT MANAGEMENT
DESIGN & SHOP DRAWINGS

30+ years' experience

Background:

Karen's extensive interpretive exhibit background gives her a clear understanding of the unique requirements of live animal exhibits and the various fabrication and construction methods and materials they require. She has experience collaborating directly with designers, fabricators and field crews and the unique perspective to provide design development and shop drawings that insure the consistency of our clients' intent. Karen is dedicated to promoting conservation education through naturalistic interpretive exhibits that engage and inspire visitors while enriching the lives of captive animals. Karen joined Dixon Studios in January of 2018 after 13 years as owner of her own exhibit design business. Habitat Design Studio Inc. specialized in the design & art direction of interpretive live animal and natural history exhibits for zoos, museums, aquariums and visitor centers. Prior to that, Karen spent 16 years as an exhibit designer with The Larson Company, a design/ build exhibit company. There she focused almost exclusively on interpretive natural history and live animal exhibits. Throughout her career she has had the honor of being a part of many incredible projects working in teams with other designers, owners, artists, architects, engineers, directors, curators, keepers and staff.

Karen holds a Bachelor of Fine Arts degree from the University of Arizona in Studio Art with an emphasis on painting & drawing.

Featured Projects:

- Rehabilitation and Flood Mitigation of The New York Aquarium | Brooklyn, NY
- The Choctaw Museum and Cultural Center | Durant, OK
- Agua Caliente Cultural Museum | Palm Springs, CA
- The University of Arizona Gem & Mineral Museum Azurite Stope | Tucson, AZ
- Frost Museum of Science | Miami, FL
- Wonders of Wildlife National Museum & Aquarium | Springfield, MO
- Seals & Sea Lions Life Support Facility & Site Renewal Smithsonian National Zoological Park | Washington, DC
- Elephant Trails Phase 1 Smithsonian National Zoological Park, Washington, DC
- California Academy of Science Steinhart Aquarium | San Francisco, CA
- Asia Trail Smithsonian National Zoological Park | Washington, DC
- Gifu Aqua Totto Gifu Freshwater Aquarium | Gifu Prefecture, Japan
- John G Shedd Aquarium Wild Reef | Chicago, IL
- Henry Doorly Zoo Desert Dome, Kingdom of the Night, Hubbard Gorilla Valley & Kingdom of the Seas | Omaha, NE
- Colorado's Ocean Journey | Denver, CO
- Aquarium of the Pacific | Long Beach, CA
- Tennessee Aquarium Phase 1 | Chattanooga, TN
- Osaka Aquarium | Osaka, Japan
- Acuario Escobar | Buenos Aires, Argentina SA





Nick Almerico

GRAPHIC DESIGNER

8+ years experience

Background:

Nick has experience in all phases of graphic design and layout and is responsible for the planning, designing, and creating of cohesive looks from project to project. Nick joined Pacific Studio in 2017, bringing over 8 years of experience in graphic design. He has a Bachelors Degree in Graphic Design from the University of Arizona.

Featured Projects:

- Mercer Slough Environmental Center | Seattle, WA
- Holocaust Center for Humanity | Seattle, WA
- Agua Caliente Cultural Museum | Palm Springs, CA
- Flying Heritage Museum | Everett, WA
- North Transfer Station | Seattle, WA
- Dallas Holocaust Museum | Dallas, TX
- Minuteman Missile National Historic Site | Philip, SD
- Bill & Melinda Gates Foundation | Seattle, WA
- Woodland Park Zoo | Seattle, WA





Bill Sepeda

ESTIMATING MANAGER

25+ years experience

Background:

Bill joined Pacific Studio in 2018 as an Estimator and in 2021 was promoted to Estimating Manager, overseeing all estimates and ensuring that project pricing requirements are recognized and addressed in all bids and budgets the company produces.

Prior to joining Pacific Studio Bill held project management, scheduling, estimating and, production lead positions at two major large format printing companies in the Seattle area over a span of 20 years. Bill acts as a strong interface with sales support, vendors, and Pacific Studio subject matter experts for accurate estimates and is adept at working directly with our client's to establish project pricing.

Featured Projects:

- Washington State History Museum | Tacoma, WA
- Japanese American Museum of Oregon | Portland, OR
- Rocky Reach Discovery Center | Chelan County, WA
- Caddo Mounds State Historic Site Visitor Center | Cherokee County, TX
- University of Nebraska Morrill Hall | Lincoln, NE
- National Nordic Museum | Seattle, WA
- Museum at the Gateway Arch | St. Louis, MO
- WaterWorks Exhibit at the Springs Preserve | Las Vegas, NV
- Lone Star Flight Museum | Houston, TX
- Unity Center at the California Museum | Sacramento, CA
- The Bill & Melinda Gates Foundation Visitor Center | Seattle, WA
- Old Faithful Visitor Education Center | Yellowstone National Park
- Woodland Park Zoo | Seattle, WA
- Scotts Bluff National Monument | Scottsbluff, NE
- Pipestone National Monument | Pipestone, MN





Jesse Ackerley

INTAKE MANAGER

10+ years experience

Background:

Jesse joined the Pacific Studio team in 2010, after working as a museum-exhibit fabricator in Minneapolis, MN. In 2020 after a 2-year hiatus Jesse returned to Pacific Studio as Intake Manager to ensure early stage development of means and methods are established for new projects and that projects are launched for success. Prior to this Jesse was one of the firm's lead fabricators working to ensure that all job details were clearly defined, communicating with his team of fabricators and project developers to ensure all details were accurate and achievable for the project to be on time and on budget. Jesse collaborates with all the fabrication departments of Pacific Studio—wood, metal, interactives, art, and design—as well as with the project managers and drafters for a project build.

Featured Projects:

- Pacific Fleet Submarine Museum at Pearl Harbor | Honolulu, HI
- Japanese American Museum of Oregon | Portland, OR
- Nevada State Museum | Las Vegas, NV
- National Museum of Organized Crime & Law Enforcement | Las Vegas, NV
- Le May Car Museum | Tacoma, WA
- International Spy Museum | Washington, D.C.
- Death Valley National Park Visitor Center | Death Valley, CA
- Bezos Center for Innovation at MOHAI | Seattle, WA
- Mid-America Science Museum | Hot Springs, AK
- College Football Hall of Fame | Atlanta, GA
- Museum of History & Industry | Seattle, WA
- Future of Flight | Everett, WA
- Woodland Park Zoo | Seattle, WA
- Microsoft "Kitchen of the Future" | Redmond, WA
- Bill & Melinda Gates Foundation Visitor Center | Seattle, WA





Michael Morris

ESTIMATING/ CONSTRUCTION MANAGER

35+ years

Background

After years of experience in the field, in 2009 Michael “Mo” Morris joined Dixon Studios as a site superintendent. Key Dixon Studios projects under his supervision included the Toledo Zoo and Aquarium and the National Museum and Aquarium in Dubuque, Iowa. When the estimating position became available in 2014 his responsibilities changed. His years of jobsite themed construction experience made him an invaluable construction estimator. He was also awarded the additional responsibilities of Construction Manager. Mo provides continuity and support from the initial estimate through preconstruction approaches and final site construction. He works with our installation teams on every project to ensure that methods and construction match engineering requirements. Mo keeps in contact with our site leads in the field to ensure they have a thorough understanding of the project and drawings and specifications are followed. Mo ensures site conditions and construction approaches follow the master schedule and approved submittal process. Mo has been in the themed exhibit business since 1981. Prior to coming to Dixon Studios, Mo worked as a field technician and eventually superintendent for The Larson Company in Tucson Arizona. He has built and supervised work throughout the United States, Europe, Central America, South America, the Caribbean, Australia, and the Western Pacific. One of his largest projects as a Superintendent was the renovation of Parque Chapultepec Zoologico in Mexico City, Mexico. For this project he coordinated his company’s work force, which at times were as many as 30 foremen, exhibit technicians, and skilled tradesmen, with 3 different local general contractors.

Featured Projects

- Frost Museum of Science Aquarium | Miami, FL
- Black Bear, Wonders of Wildlife National Museum & Aquarium | Springfield, MO
- Toledo Zoo Aquarium | Toledo, OH
- National Mississippi Museum and Aquarium | Dubuque, IA
- Passages of the Deep at the Oregon Coast Aquarium | Newport, OR
- Jaguar Jungle at the Audubon Zoo | New Orleans, LA
- Temaiken Wildlife Park and Acuario Escobar | Buenos Aires, Argentina
- Disney’s Wild Animal Kingdom | Lake Buena Vista, FL
- Multiple Exhibits at the Perth Zoo | Western Australia
- Coral Reef and Open Oceans Tanks at the National Aquarium | Baltimore, MD



Michael Graham

PROJECT MANAGER

20+ years experience

Background:

Mike Graham has been with Pacific Studio since 1998, and he has worked on most of Pacific Studio's high profile projects, first as a carpenter, then as a Lead Carpenter, and now as a Project Manager. Mike possesses excellent technical capabilities, which have served each and every project he has undertaken. Some of Mike's higher profile projects include the Nevada State Museum, Monterey Youth Museum, Science Fiction Museum, and the Canyon Visitor Center at Yellowstone National Park.

Featured Projects:

- Freeman's Mill | Lawrenceville, GA
- Stewart Indian School Cultural Center & Museum | Carson City, NV
- LDS Family History Center | Salt Lake City, UT
- McArthur Burney Falls Memorial State Park | Burney, CA
- Bezos Center for Innovation at MOHAI | Seattle, WA
- Museum of History & Industry | Seattle, WA
- Nevada State Museum | Las Vegas, NV
- Park City Museum | Park City, UT
- Monterey Youth Museum | Monterey, CA
- Desert Living Center | Las Vegas, NV
- Las Vegas Springs Preserve | Las Vegas, NV
- Canyon Visitor Center | Yellowstone National Park, WY
- National Museum of Wildlife Art | Jackson Hole, WY
- Vancouver Water Resource Education Center | Vancouver, WA
- Woodland Park Zoo | Seattle, WA
- Science Fiction Museum and Hall of Fame | Seattle, WA
- War in the Pacific National Monument | Guam
- Haines Visitor Center | Yellowstone National Park, WY
- Girdwood Visitor Center | Girdwood, AK
- New Mexico Museum of Natural History and Science | Albuquerque, NM





Richard Larson

SR. TECHNICAL DESIGNER

25+ years experience

Background:

Richard Larson joined Pacific Studio in 2016 as Sr. Technical Designer, drawing upon twenty-five years in exhibit planning, technical design, and construction documentation. He is responsible for transitioning projects from conceptual design to fabrication. He develops the means and methods of exhibit fabrication and oversees the creation of construction documents for exhibit coordination, production, and installation. Richard also serves as the liaison between the exhibit designers and the production team, developing production ready solutions that honor the original design intent. Additionally, he collaborates with Exhibit Designers, AV Integrators, Architects, General Contractors, and Structural Engineers to insure all exhibit fabrication, building services, and user accessibility are fully coordinated to work in unity.

As a veteran exhibit designer and team leader, Richard has successfully orchestrated and led technical design production documentation for a wide variety of projects including the Lone Star Flight Museum in Houston and the Nordic Heritage Museum in Seattle. He earned his Bachelor of Arts degree from Linfield College and Master of Fine Arts degree from Arizona State University.

Featured Projects:

- Seymour Marine Discovery Center | Santa Cruz, CA
- Skagit River Hydroelectric Project Visitor Center | Newhalem, WA
- Cody Murals Chapel and Visitor Center | Cody, WY
- Carl Hayden Visitor Center | Lake Powell, AZ
- Lone Star Flight Museum | Houston, TX
- Nordic Heritage Museum | Seattle, WA
- Dallas Holocaust Museum | Dallas, TX
- Jefferson National Expansion Memorial | St. Louis, MO
- Pacific Fleet Submarine Museum | Honolulu, HI
- Morrill Hall Renovation | University of Nebraska State Museum
- Dogs! A Science Tail, Traveling Exhibit | California Science Center
- Groviv Visitor Center | UT – Corporate Client





Richard Osborn

PRODUCTION MANAGER

20+ years' experience

Background:

Richard's primary focus is the effective management of shop production and quality control for all Dixon Studios projects. He organizes and leads fabrication operations and collaborates with designers, project managers and artisans on exhibition development. Richard's project planning and construction management work fits seamlessly with the goals and objectives of the designer's intent. He will maintain the project budget and flag potential project risks for the project manager and initiate corrective activities as needed. He works closely with the project manager and installation coordinator to make sure that the final pieces are ready to ship and install. An exhibit maintenance manual and part replacement list will be created during exhibit fabrication in order to ensure the functionality and constructability in perpetuity.

Richard offers an empathetic perspective for the client for the duration of the project. His background includes operating his own exhibit/art fabrication company and leading projects, managing exhibit fabrication, building design and construction at a science center for over 20 years. His visitor-centric perspective is evident in his daily work in the conference room, studio and shop floor.

Featured Projects:

- GROW, Agriculture outdoor exhibition | St. Louis, MO
- Life Science Lab Marine Aquarium | St. Louis, MO
- Detroit Zoo River Otter exhibition | Detroit, MI
- Healthworks! Museum | St. Louis, MO
- National Aquarium | Washington D.C.
- National Botanical Garden | Washington D.C
- Economy Museum, Federal Reserve Bank | St. Louis, MO
- St. Louis Science Center Children's Discovery Center | St. Louis, MO
- Leonardo Laser Talks | New York City, NY
- McDonnell Planetarium | St. Louis, MO
- Structures, The Built Environment | St. Louis, MO
- Looking Up, Tom Friedman sculpture | St. Louis, MO
- New City School Natural History exhibition | St. Louis, MO
- Science Corner outdoor exhibition | St. Louis, MO
- Extreme Deep, curated exhibition | Traveling exhibit
- Microbes, curated exhibition | Traveling exhibit
- Human Experience | St. Louis, MO
- Science Park | St. Louis, MO
- Aviation Physics of Flight | St. Louis, MO





Michael Galer

LEAD ARTIST
SITE FOREMAN

17+ years' experience

Background:

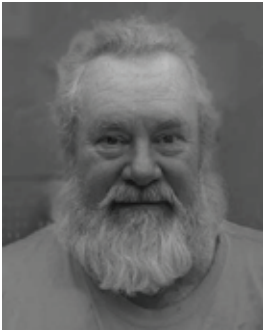
Mike joined Dixon Studios in 2003 with an interest in learning artistic, scenic concrete work to add to his already extensive concrete skill set. His previous background of concrete construction and concrete finish work has served him well at Dixon Studios. Having an artistic nature and an interest in natural history adds to his growth and training as a skilled artisan. His congenial nature, communication skills and experience in the construction industry make him a natural team leader on a construction site as well as in the fabrication shop. His experience on large multifaceted exhibit projects such as zoo and aquarium enclosures and natural history dioramas make him an invaluable member of our project teams.

Mike holds an Associate Degree in Art. He attended the University of Montana majoring in Natural History with a minor in Wildlife Biology.

Mike is currently the qualifying party for the Dixon Studios LLC Arizona General Contractor's license.

Featured Projects:

- The Alfie Norville Gem & Mineral Museum at the Pima County Historic Courthouse | Tucson, AZ
- The Choctaw Museum and Cultural Center | Durant, OK
- The Santa Barbara Museum of Natural History | Santa Barbara, CA
- The Minnesota Zoo Tiger Lair | St Paul, MN
- Frost Museum of Science | Miami, FLA
- Wonders of Wildlife National Museum & Aquarium | Springfield, MO
- The Jefferson Memorial Expansion | St. Louis, MO
- Witte Stephens Nature Center | Little Rock AR
- The Akron Zoo Grizzly Ridge | Akron, OH
- The Witte Museum of Natural History | San Antonio, TX
- California Academy of Science Steinhart Aquarium | San Francisco, CA
- The Carnegie Museum of Natural History, Dinosaurs in Their World | Pittsburgh, PA



Scott Chandler

SUPERINTENDENT

37+ years experience

Background

Scott Chandler has been with Dixon Studios for over 5 years as a Construction Site Superintendent. Prior to joining Dixon, he worked with both Cemrock Landscapes and The Larson Company in Tucson. Since 1983 he has built and supervised themed construction exhibits throughout the United States, Europe, Mexico and Japan. His extensive knowledge of the different construction techniques required by the themed exhibit industry has proven him to be an invaluable asset in the field. Scott's body of successful work reinforces his experience, dedication to detail, organization and ability to work well with construction crews, design teams, general contractors and owner's representatives.

Featured Projects

- Asian Small-Clawed Otter Exhibit at the North Carolina Aquarium | Ft. Fisher, NC
- Snow Leopard Leap at the Louisville Zoo | Louisville, KY
- Tiger Renovation at the Minnesota Zoo | Apple Valley/ MN
- Camp Cowabunga at the Topeka Zoo | Topeka, KS
- Frost Museum of Science Aquarium | Miami, FL
- Black Bear, Wonders of Wildlife National Museum & Aquarium | Springfield, MO
- Sea Life Center | Seward, AK
- Australia, National Aquarium | Baltimore, MD
- Asia Trail Phase I, Smithsonian's National Zoological Park | Washington, DC
- Elephant Exhibit, Dublin Zoo | Dublin, Ireland
- Otter Exhibit, Kansas City Zoo | Kansas City, MO
- Seal and Sea Lion Exhibit, St. Louis Zoo | St. Louis, MO
- Polar Bear Exhibit, St. Louis Zoo | St. Louis, MO
- Desert Dome, Henry Doorly Zoo | Omaha, NE
- Sea World Discovery Cove | Orlando, FL
- Taman Indah Elephant Exhibit, Rotterdam Zoo | Rotterdam, Netherlands



David Hutson

SUPERINTENDENT
39+ years experience

Background

David Hutson joined Dixon Studios in 2012 as a Site Superintendent. David has been working in exhibit construction since 1981. He has built and supervised many exhibits in the United States, the Caribbean, Mexico and Japan. His years of experience give him a deep understanding of the many different construction techniques involved in themed exhibit work. Dave's thoroughness, dedication to detail, and institutional knowledge helps him work well with his site team and material suppliers as well as designers, general contractors and owner's representatives. His impressive body of work is a testament to his skill. He has successfully completed projects of all sizes on time and on budget.

Featured Projects

- Pride of Africa and Wild Asia Exhibits at the Akron Zoo | Akron, OH
- Choctaw Cultural Center | Durant, OK
- Glenwood Hot Springs | Glenwood, CO
- Wildcat Station, Ecotarium Science Center | Worcester, MA
- Multiple Africa Exhibits at Seneca Park Zoo Phase 1 | Rochester, NY
- The Georgia Aquarium | Atlanta, GA
- Multiple Aquatic Projects | British West Indies
- Sea World Florida | Orlando, FL
- Sea World San Diego | San Diego, CA
- Sea World San Antonio | San Antonio, TX
- Buffalo Zoo | Buffalo, NY
- Memphis Zoo | Memphis, TN
- The Jackson Zoological Park | Jackson, MS
- Blank Park Zoo | Des Moines, IA

SCENIC: ARTISTS & MOLD MAKERS



Teresa Johnson

LEAD FABRICATION ARTIST

PLANT MODELER

30+ years' experience

Background:

Terri has been with Dixon Studios since 2002. Her extensive experience in natural history replication and production helps define Dixon's excellence in scientifically accurate exhibit work. Plants have long been a passion for Terri, and her keen eye, deft hands, talent, and understanding of material properties are essential to the quality of our themed scenic work. Terri is always willing to help in any way, from collecting live plant materials, sourcing vendors for appropriate raw materials—no matter how obscure— to assisting her coworkers with any task necessary to meet a deadline. Her work is featured in many of Dixon's finest projects.

Terri joined Dixon Studios in 2002 after 19 years as a Fabrication Artist and Supervisor at The Larson Company, a design/ build exhibit company. She also ran a flower shop for several years.

Terri majored in Fine Arts at Eastern Arizona College. She is an accomplished painter and sculptor.

Featured Projects:

- Jurassic National Monument Allosaurus Exhibit, Cleveland-Lloyd Dinosaur Quarry | Emery County, UT
- Rehabilitation and Flood Mitigation of The New York Aquarium | Brooklyn, NY
- The Choctaw Museum and Cultural Center | Durant, OK
- Agua Caliente Cultural Museum | Palm Springs, CA
- Frost Museum of Science | Miami, FLA
- Wonders of Wildlife National Museum & Aquarium | Springfield, MO
- Utah Field House Museum | Vernal, UT
- Turtle Bay Aquarium | Redding, CA
- The Alaska Visitor Center | Homer, AK
- Akron Zoo's Legends of the Wild | Akron, OH
- Cleveland Botanical Gardens | Cleveland, OH
- Acuario Nacional | Santo Domingo, DR
- Arizona Sonora Desert Museum | Tucson AZ
- Central Park Zoo | New York, NY
- Disney's Wild Animal Kingdom | Orlando, FL
- Florida State Aquarium | Tampa, FL
- Monterey Bay Aquarium | Monterey, CA
- Texas State Aquarium | Corpus Christi, TX
- Sea World of California, Texas, Ohio & Florida



Barbara Talahytewa

ARTIST, SENIOR MOLD TECHNICIAN

30+ years' experience

Background:

Barbara has been active in the exhibit industry since 1990 when she began working as an assistant mold maker at The Larson Company in Tucson, AZ. She was a quick study with a natural aptitude for the detailed steps required. Her duties included creating master molds from tagged, collected specimens, creating silicone and latex molds, casting corals in life like colors and then preparing those casts for final installation.

Barb relocated to Florida to work for Living Color, another aquarium theming company. She became the department lead and her duties shifted to managing artificial coral inventory and working with material distributors. Dixon Studios hired Barbara in 2001 after she returned to Arizona 1997 to be closer to her family. She expanded her skill set while working for Dixon to include the production of more complex molds of various organic items such as fossils and artifacts, botanical model parts, artificial corals, and invertebrates. Barb is also adept at fiberglass and epoxy resin work, small model sculpting and painting.

Featured Projects:

- Rehabilitation and Flood Mitigation of the New York Aquarium | Brooklyn, NY
- California Academy of Science, Steinhart Aquarium | San Francisco, CA
- Utah Museum of Natural History, Rio Tinto Center | Salt Lake City, UT
- Santa Barbara Museum of Natural History | Santa Barbara, CA
- Witte Museum | San Antonio, TX
- Frost Museum of Science | Miami, FL
- Toledo Zoo and Aquarium | Toledo, OH
- Wonders of Wildlife National Museum & Aquarium | Springfield, MO
- Minnesota Zoo Coral Reef Tank | Apple Valley, MN
- Utah Field House | Vernal UT
- National Botanical Garden | Washington, DC
- Bishop Museum | Honolulu HI
- Turtle Bay Aquarium | Redding CA
- Islands and Oceans Alaska Visitors Center | Homer AK
- Akron Zoo-Legends of the Wild | Akron, OH
- Las Vegas Springs Preserve | Las Vegas, NV
- Aquarium of the Pacific | Long Beach, CA
- Colorado's Ocean Journey | Denver, CO



Esther Salgado

FABRICATOR/ MOLD MAKER SPECIALIST

20+ years' experience

Background:

Susanne Esther Salgado has been involved in exhibit fabrication services since 1992. Her expertise comes from her years of experience in silicone mold making and casting reproductions of marine enhancements, natural history elements and other production art fabrications. Esther's naturally cooperative spirit combined with her artistic eye and years of experience in the industry make her a valuable member of Dixon's fabrication and installation teams.

Esther joined Dixon Studios in 2018 to assist in the completion of a large artificial coral installation for Turner Construction's New York Aquarium Restoration Project. She has since provided molds, casting and plant modeling among other skills for several large scenic installations, including nearly 20 full size artificial trees, most for The Choctaw Museum's replicated nineteenth-century hickory forest. Prior to joining Dixon Studios, she worked for other natural history fabrication companies including Cemrock Landscapes and The Larson Company. Key Projects that Esther was involved in at Cemrock include work at the Shedd Aquarium in Chicago, Illinois and the Texas State Aquarium in Corpus Christie, Texas.

Featured Projects:

- Rehabilitation and Flood Mitigation of The New York Aquarium | Brooklyn, NY
- The Choctaw Museum and Cultural Center | Durant, OK
- The Louisville Zoo, Snow Leopard Pass Exhibit | Louisville, KY
- Morrill Hall Museum of Natural History | Lincoln, NB
- Palm Springs Aerial Tramway Dioramas | Palm Springs, TX
- Texas State Aquarium | Corpus Christie, TX
- John G. Shedd Aquarium | Chicago, ILL
- SeaWorld | San Diego, CA
- Tennessee Aquarium | Chattanooga, TN
- Pittsburgh Aquarium | Pittsburgh, PA
- The National Aquarium | Baltimore, MD
- Reid Park Zoo | Tucson, AZ



Andhi Spath

SENIOR ARTIST

16+ years experience

Background:

Since joining the Pacific Studio team more than 16 years ago, Andhi Spath has created murals and illustrations for institutions across the United States, including national parks, museums, and visitor centers. His work is known for its blend of scientific accuracy and artistic merit. Andhi's custom illustrations can reproduce a moment lost in history, capture an animal's fleeting pose, or visually convey a thematic message. Andhi is a certified sea mammal artist. He received his Bachelor of Fine Arts degree from Arizona State University and a Natural Science Illustration Certificate from the University of Washington in 2014.

Featured Projects:

- Albright Visitor Center | Yellowstone National Park
- Old Faithful Visitor Education Center | Yellowstone National Park, WY
- Death Valley National Park | Death Valley, CA
- Denali Murie Science and Learning Center | Denali National Park and Preserve, AK
- Tuskegee Airmen National Historic Site | Tuskegee, AL
- Nevada State Museum | Las Vegas, NV
- International Spy Museum | Washington, DC
- National Museum of Organized Crime and Law Enforcement | Las Vegas, NV
- Old Faithful Visitor Education Center | Yellowstone National Park
- Gulf Islands National Seashore | FL, MS
- Museum of History & Industry | Seattle, WA
- National Blues Museum | St. Louis, MO
- Jones Archaeological Museum | Moundville, AL
- Evergreen Aviation & Space Museum | McMinnville, OR
- Canyon Visitor Center | Yellowstone National Park, WY
- Pacific Science Center | Seattle, WA
- Cedar River Watershed | King County, WA
- Islands and Oceans Visitor Center | Homer, AK
- Issaquah Salmon Hatchery | Issaquah, WA
- Woodland Park Zoo | Seattle, WA
- Museum of Flight | Seattle, WA
- San Francisco Conservatory of Flowers | San Francisco, CA
- Watsonville Nature Center | Watsonville, CA
- World Center for Birds of Prey | Boise, ID



KEY SUBCONTRACTOR

Tenji Company Profile

Premier aquarium builders since 2000, our custom aquariums, aquatic exhibits, and life support systems (LSS) can be found in the country's finest public aquariums, zoos, museums, universities, and residences. We have brought our decades of hands-on experience in the public aquarium industry to the design and build of numerous quarantine and holding facilities for notable institutions, such as the Mystic Aquarium, the Georgia Aquarium, and the Monterey Bay Aquarium.

With roots in animal husbandry, we understand the nuances involved in creating successful life support systems. During the design phase of any project, we plan for significant back and forth exchange with team members to ensure all expectations are met. We will accomplish this with 3D modeling programs that allow us to carefully place every valve, fitting, pump, and filter.

Tenji approaches every value engineering exercise with creativity and a thorough understanding of LSS design, functionality, and long-term reliability. Tenji has been involved with several LEED-certified projects over the years, and will consider a variety of approaches in order to create the smallest environmental footprint possible. We will continuously monitor budget throughout the design process and provide regular updates as to how pricing tracks with any design or value engineering changes. During the design process, we will specify hardware location, type, and material to prevent corrosion.

Tenji has offices in Carmel, CA and Newcastle, ME. Our primary location is a 2,500 ft² office space and showroom in Carmel, California, where the majority of all project management and design take place. Tenji proudly has a history of zero injuries over 20 years of installations. We only bring experienced and careful staff to any job site. In order to minimize the duration of our on-site time and provide cost savings, Tenji fabricators will pre-build as much of the LSS components as possible.



Tenji Key Team Members

At Tenji, we are scientists, architects, engineers—and artists. Whether freshwater or saltwater aquariums, each Tenji design is filled with vibrant and thriving animal and plant life, and a drop of pure wonder. We can't wait to show you what we can do.



Mark Faulkner

Tenji Co-Founder

Mark oversees estimating and budgeting and manages projects from concept through commissioning. He is intimately involved in LSS design and modeling of systems and works hand in hand with Tenji's design and production staff to ensure all aspects of the project meet client expectations, budget, and schedule. Mark has a 22 year history in the public aquarium industry and has been responsible for the successful completion of many of Tenji's largest and most complicated projects.

Edward Seidel

Tenji Co-Founder

Edward (but call him "Ed") will provide project management support for Tenji's collaborative team of scientists, architects, engineers, and artists as they design and build aquatic systems and exhibits. Over the past 20 years, Edward has held Tenji to the highest standard of excellence across a wide range of services: design, construction, consulting, repair and renovation, animal care and exhibit maintenance, and FRP tank stands and platforms.



Bob Bacigal

Tenji Director of Design

Bob estimates scope of work, identifying dependencies, critical path activities, and resources needed for each project. He leads Tenji's design team and is responsible for and oversees all of our drawing and construction documentation. Bob has been a critical Tenji team member for nine years and has been in the aquarium and museum industry for over 30. He also has a background in wood fabrication, metal machining and fabrication, welding, plastic fabrication, as well as graphic fabrication. This experience allows him to fully understand the nuance involved in good design based on the realities of construction.





Brian Lincoln

Tenji LSS Technician

Brian will play a critical role in the fabrication and installation of our projects. Formerly an electrician in the construction industry, Brian has been with Tenji for seven years, honing his piping and electrical skillset. He has excellent communication skills and capacity to interface with other trades. He is also our in-house monitoring and controls expert, and will be the primary contact for all aspects of on-site installation.

Lauren Mitchell

Tenji LSS Technician

Lauren has been with Tenji for ten years and plays a critical role in offsite fabrication and pre-assembly, as well as onsite installation. Lauren is a master fabricator and brings decades of experience to the Tenji team. His working knowledge of plastics, metals, fiberglass, and many other materials make him a valuable asset. Lauren was part of the original fiberglass and construction crew during the original build of Monterey Bay Aquarium, and carried that knowledge with him as a fabricator for Monterey Bay Aquarium Research Institute before joining the Tenji team.



STATEMENT OF PROJECT APPROACH

In the pages that follow, we have described our approach to completing the identified scope of work. Our approach to the work remains the same regardless of how many Alternates are selected. We have defined the most detail for the front-end work we would accomplish during the Design Phases, which would build from the Concept Plans prepared by Foresite Group and Gwinnett County Department of Community Services. We have proposed one trip to Gwinnett County by Pacific Studio's team and would assume all other meetings occur in Seattle or via web conference.

One area of work we have not described in depth is the development of any original multimedia for the exhibits. Pacific Studio's team does not specialize in media production, but we do regularly partner with firms that do. Until more is known about the project needs, we refrain from proposing a specific Media Partner, but should the project require it, we would recommend a partnership with a qualified firm that would work under Pacific Studio's contract for the project.

Then, we have responded to the Concept Plans with observations and ideas from our Exhibit Design Team that we would bring to the table for further discussion during the Schematic Design Phase.

Proposed Work Plan

Project Kickoff Phase

The main objectives of this phase are:

1. Building a relationship between the Pacific Studio, Foresite Group, and Gwinnett County Department of Community Services
2. Visiting the building and touring the environments that the exhibits will depict
3. Organizing the work ahead

During this phase, Pacific Studio will:

1. Lead a **Project Kickoff Meeting** (virtual) to discuss the project and plan Pacific Studio's visit to Gwinnett County
2. **Visit Gwinnett County** to meet the project team, visit the site, and tour the environments that the exhibit will depict (3 staff from Pacific Studio to visit for 2 days)
3. Deliver an **Overall Project Schedule** in the format of a Critical Path Method bar chart that identifies specific meetings, deliverables, and review periods for the Schematic Design, Design Development and Construction Documents Phases (Fabrication and Installation Phases will be shown as durations only at this phase)

During the site visit, the team will evaluate:

1. Site access and the space, especially if hoisting and rigging will be required
2. The interface of life support systems, electrical, plumbing, lighting, and tank and acrylic surfaces
3. Process for working with Engineers and Fabricators early to find the best construction approach within budget

Schematic Design Phase

The main objectives of this phase are:

1. Developing an exhibit floorplan that builds off the completed concept plans
2. Establishing clear storytelling priorities for all exhibits
3. Identifying all exhibit components that require special development, such as AV exhibits, mechanical interactives, or live animal displays
4. Identifying all areas for coordination with Foresite Group to design the necessary mechanical, electrical and plumbing systems needed to support exhibits

During this phase, Pacific Studio will:

1. Host **Design Meeting #1** with Foresite Group and Gwinnett County Department of Community Services at Pacific Studio (Seattle)
2. Deliver a **Schematic Design Package** that includes at a minimum:
 - a. Exhibit Floorplan
 - b. Content Outline
 - c. Exhibit Walkthrough (Narrative + Sketches)
3. Participate in a **Review Meeting** (virtual) with Foresite Group and Gwinnett County Department of Community Services and issue a **Revised Schematic Design Package** incorporating all feedback and adding an **MEP Coordination Summary**
4. Participate in regular **Project Coordination Meetings** (virtual) as needed to maintain consistent collaboration with Foresite Group and Gwinnett County Department of Community Services

For the MEP Coordination Summary, the team will incorporate:

1. Advice from an Engineering Consultant to work through effective solutions to creative challenges
2. Preliminary research and/or request for research for scientific accuracy in the replication of specific habitats
3. Preliminary element schedules and product submittals from the aquarium and LSS subcontractor
4. Preliminary costing for aquarium and LSS that consider cost effective options such as:
 - a. Arrange the floor plan so exhibits can share plumbing infrastructure
 - b. Like above, combine exhibit areas so exhibits can share infrastructure
 - c. Consider a self-contained life support system, although plumbing would still be necessary

Design Development Phase

The main objectives of this phase are:

1. Finalizing the exhibit design
2. Completing the development of exhibit content, including writing label text and sourcing images
3. Introducing a look and feel for the exhibits that complements the County's existing brand guidelines
4. Providing coordination documents to Foresite Group for design and permitting of mechanical, electrical, and plumbing systems needed for exhibits
5. Evaluating the project budget

During this phase, Pacific Studio will:

1. Host **Design Meeting #2** with Foresite Group and Gwinnett County Department of Community Services at Pacific Studio (Seattle)
2. Deliver a **50% Design Development Package** that includes at a minimum:
 - a. Exhibit Design Drawings
 - b. Label Text Outline
 - c. Preliminary Asset Lists (Images, Specimens, Artifacts)
 - d. Color and Materials Palette
 - e. Fabrication Cost Estimate
3. Host **Design Meeting #3** with Foresite Group and Gwinnett County Department of Community Services at Pacific Studio (Seattle)
4. Deliver a **100% Design Development Package** that includes at a minimum:
 - a. Final Exhibit Design Drawings
 - b. Exhibit Script (Written Label Text)
 - c. Complete Asset Lists (Images, Specimens, Artifacts)
 - d. Sample Graphic Layouts (Typicals)
 - e. MEP Coordination Documents
5. Participate in regular **Project Coordination Meetings** (virtual) as needed to maintain consistent collaboration with Foresite Group and Gwinnett County Department of Community Services

In preparation for the Construction Documents Phase the team will focus on:

1. Establishing construction approach for the **larger scenic / live animal displays** that have the longest lead times including identifying select prototypes, and watching the budget to make sure that our assumptions on construction are held in check
2. For the same, establishing the approach to samples. We strongly recommend the use of scale models for the any tank or live animal displays. Photos of these models can be submitted electronically or viewed in person during the sample phase. Model can then become working documents for massing, size and species identification during fabrication and also as a reference during the installation phase.

Construction Documents Phase

The main objectives of this phase are:

1. Establishing construction methods for all exhibits
2. Acquiring all assets (e.g. high-resolution images)
3. Completing graphic design and developing print-ready graphic files
4. Finalizing specifications for any AV exhibits, mechanical interactives, or live animal displays
5. Deliver an **Overall Project Schedule** that is specific to Fabrication and Installation Phases

During this phase, Pacific Studio will:

1. Deliver **Shop Drawings** for all exhibits
2. Finalize label text, acquire high-resolution images, and deliver **Graphic Proofs** for all exhibits
3. Begin planning for fabrication and installation, which may involve interactive prototyping, media production, plant or scenic samples or other efforts necessary to maintain the overall project schedule

In preparation for installation the team will at a minimum focus on:

1. Sequencing and integration of fabricated elements
2. Identify any logistical coordination with trades on site
3. Identify equipment and material staging
4. Specific to tank habitat identify coordination between plumbing, electrical, lighting and life support schedules is critical. Tank habitats work typically occurs only after waterproofing, acrylic window installation and successful water testing is complete.
5. Identify protection of the work and the work of others
6. Animal well-being and communication with maintenance staff
7. Establishing a schedule for regular site reviews and approvals as the work is installed
8. Establishing site safety protocols

Fabrication Phase

Exhibits are built by Pacific Studio in Seattle, some elements will be built by Dixon Studios in Tucson, AZ and some rock work may need to be built on site.

Installation & Closeout Phase

Exhibits are shipped to Gwinnett Environmental and Heritage Center for installation. A walk-through is scheduled to review the work for final inspection, a detailed maintenance manual will be provided for upkeep of all exhibit components and staff training is provided.

Concept Plans Analysis: Exhibit Location Plan

We are curious to know more about how you would like visitors to move through the space. Looking at this plan, we feel that one improvement would be to add an “Introduction to the Piedmont” exhibit area that orients visitors to the region and ties the stories together before they begin their tour of the specific exhibits. There are many ways we could explore creating this introduction experience; one possible way could be with a video projected on the east wall, as visitors enter the first room.

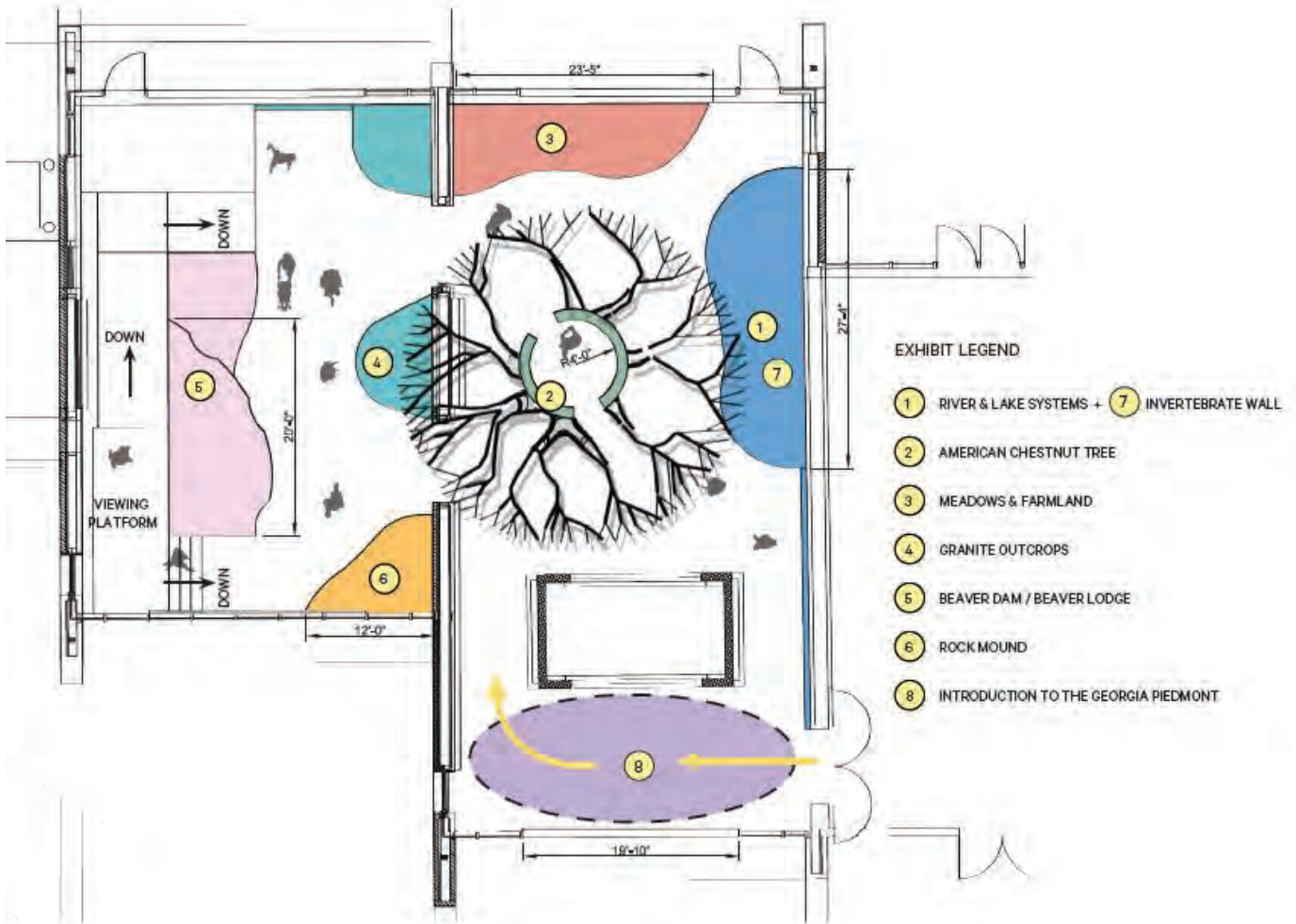
We feel the space would benefit from clear wayfinding, especially around the elevator, to help guide visitors through the space. We have added visitor flow arrows to the Exhibit Location Plan and have added some notes that indicate opportunities for wayfinding.

We also observe that the “live specimens” components of the Invertebrate Wall and the River & Lake Systems exhibit could potentially be combined. We would need to gain a better understanding of the interpretive differences between these exhibits, but we are proposing a combination of these exhibits into one larger aquarium display, shown on our plan below. This could have the benefit of being more cost effective which may open up the possibility of investing in other types of exhibits, such as multimedia. If the Invertebrate Wall and the River & Lake Systems aquaria were combined, we like the idea of retaining the Moss Wall in its current location and folding that feature into the “Introduction to the Piedmont” exhibit.

In general, we think more dialogue would be useful to determine the best final location for each exhibit; we would guide these discussions during the Schematic Design Phase.

Lastly, we propose that each exhibit could be told through the perspective of a different type of Piedmont region resident. The way in which this is achieved would be explored during Schematic Design, but for now, we are proposing a different “Exhibit Voice” for each exhibit.

Continued on next page



This markup of the Exhibit Location Plan demonstrates some of the ways we would suggest reconsidering the space.

Concept Plans Analysis: River & Lake Systems

We would propose developing a clear interpretive presentation of the specific river and lake systems, including the Chattahoochee River, that are found within Georgia's Piedmont region; we think adding a map of the Piedmont showing where the rivers and lakes are located would help visitors understand the story. Then, we would want to provide more context for visitors about the importance of maintaining a healthy and thriving water system in the Piedmont.

As mentioned on the previous page, we would suggest combing the "live specimen" components of the Invertebrate Wall and the River & Lake Systems into one aquarium display here.

Exhibit Voice: Biologist



These photos demonstrate the capabilities of Dixon Studios, in creating aquarium and tank exhibits.

Concept Plans Analysis: American Chestnut Tree

We have provided a sketch showing how this large-scale tree replica could be designed to be fully ADA accessible; in our sketch the tree is shown on a wall, which we'd like to consider with you, but there is also opportunity to keep the tree in the center of the room. We like the idea of including storytelling inside the tree and can imagine developing an interactive exhibit that talks about the past, present, and future of the American Chestnut Tree. We also think the interior of the tree is an ideal place for an acoustic story-telling experience and would be interested to explore this idea further.

Exhibit Voice: Conservationist



These sketches by Pacific Studio demonstrate how the American Chestnut Tree can be designed to be ADA accessible.



Concept Plans Analysis: Meadows & Farmland

We would be interested in creating a scene that depicts historic and current farming practices without having to replicate a large barn structure, especially because visitors have the opportunity to see a real barn on the property behind the Environmental and Heritage Center. We wonder if the storytelling here would be most effective if it were told through smaller “vignettes” that depict and celebrate the many aspects of the agricultural story in the Piedmont region. For example, one vignette could show a “then and now” display of how the landscape appeared before and after agricultural development. Another vignette could be an interactive experience for kids to practice using farming tools, building a barn, or growing corn.

Exhibit Voice: Farmer

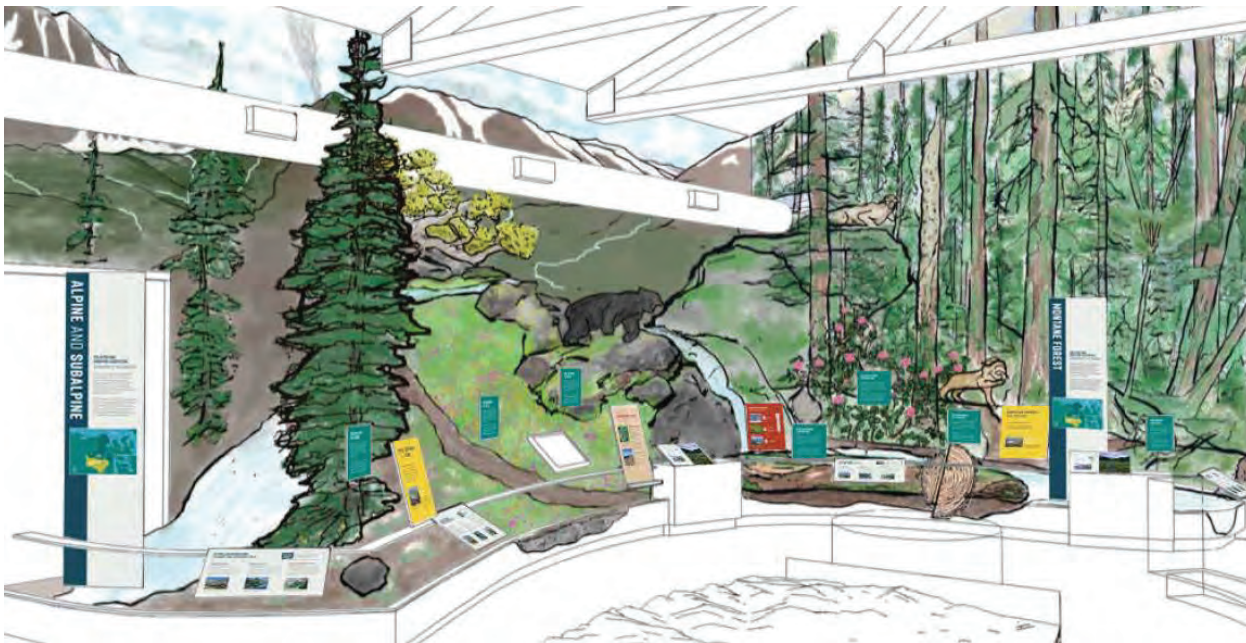


This photo demonstrates the capacity of Pacific Studio to develop and build historic vignettes that incorporate interactive exhibits.

Concept Plans Analysis: Granite Outcrops

We view this exhibit as an opportunity to get visitors excited about what they can see in the Piedmont region and inspire them to visit Stone Mountain and other places where granite outcrops and other interesting geologic features can be seen. There are many ways this could be achieved, from refining the diorama depicted in the Concept Plan to creating a scale model of Stone Mountain. We agree with the Concept Plan's inclusion of reproduction/tactile plant and animal specimens and would want to develop that concept further so visitors can understand the unique and unusual habitats created within granite outcrops.

Exhibit Voice: Geologist



This illustration demonstrates the capacity of Pacific Studio to design exhibits that depict real places and inspire people to visit and explore the natural world.

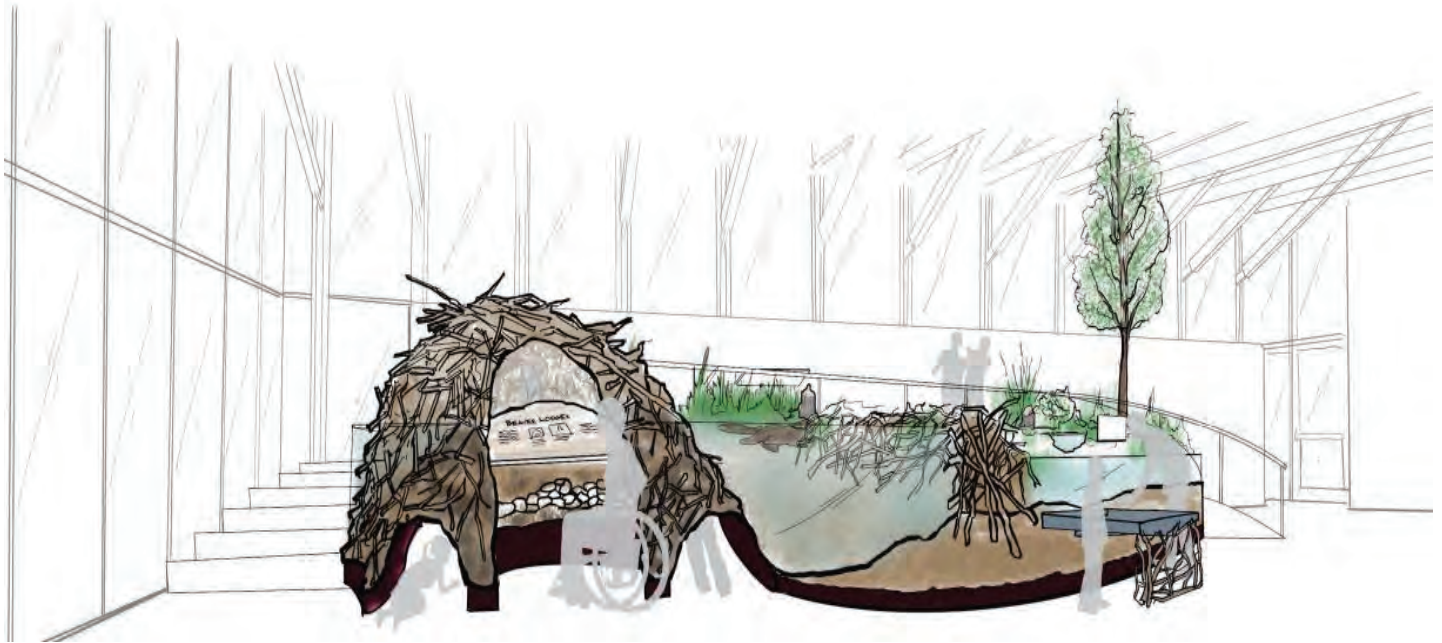


The photo demonstrates the capabilities of Dixon Studios in creating rock work and plants.

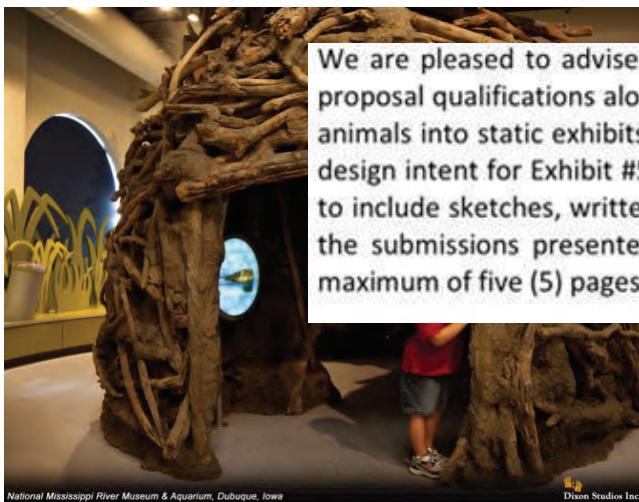
Concept Plans Analysis: Beaver Dam/Beaver Lodge

We have provided a sketch showing how the beaver lodge could be designed to be fully ADA accessible so that all visitors can have the experience of going inside; we have retained the “crawl through beaver lodge” aspect for kids. We also like the idea of having an interactive area where kids can build a miniature beaver dam/lodge and learn more about the North American Beaver. This area also seems like an opportunity to depict live specimens, such as reptiles and amphibians, that thrive in an ecosystem supported by a beaver lodge, so we would consider placing a small aquarium in this area.

Exhibit Voice: Engineer



This sketch by Pacific Studio demonstrates how the Beaver Lodge can be designed to be ADA accessible. Our sketch includes the stair and ramp, but without them there are opportunities for ground explanation or a change in visitor flow, which is something we'd like to explore with you



We are pleased to advise you that Pacific Studio has been selected to move to the second round proposal qualifications along with one other competing firm. Due to the complexities of integrating animals into static exhibits, Gwinnett County would like to have a stronger understanding of the firm's design intent for Exhibit #5 – Beaver Dam/Beaver Lodge. Please present additional concept explorations to include sketches, written descriptions, example photos, and/or intended user experiences to further the submissions presented in your initial proposal. Submissions should be 8 ½ x 11 format with a maximum of five (5) pages and will be received digitally until 3:00 P.M. ET on July 9, 2021.

The photo demonstrates the capabilities of Dixon Studios in creating a Beaver Lodge.

Concept Plans Analysis: Rock Mound

Depending on the cultural appropriateness of this idea, we are intrigued by the concept of playing up the mystery of these rock mounds for visitors. Perhaps visitors could be lead through the process of documenting and assessing the story of a rock mound and explore a map of the rock mounds in the Piedmont so they can be inspired to visit the real places themselves. As well, we love the idea of interspersing replica salamanders into the rock mound scenes so visitors can have a discovery moment and learn about how these animals thrive in these unique places.

Exhibit Voice: Archaeologist



This photo demonstrates the capabilities of Pacific Studio to create interesting map-based exhibits.



The photo demonstrates the capabilities of Dixon Studios in creating rock work and working with water, in this case a waterfall.

Concept Plans Analysis: Invertebrate Wall

Observations & Possible Modifications

As already mentioned, we feel the “live specimens” components of the Invertebrate Wall and the River & Lake Systems exhibit could potentially be combined. We propose removing the “Invertebrate Wall” exhibit area.

PROPOSED PROJECT SCHEDULE

The schedule below demonstrates how Pacific Studio will complete this project within 425 calendar days. Major milestones for the first three phases of the project are identified here and correspond to the flow of work described in *E. Statement of Project Approach*. Without a stated award date, we've assumed contracting takes place in July and the project kicks off at the start of August.

We understand that the overall project duration would increase by 30 days per Alternate that is selected for the final scope of work. In this proposed schedule, we have shown this time as a lump sum of days that would extend the duration of the project accordingly. Once determined to be part of the final scope of work, those days would be allocated as needed across Design, Construction Documents, Fabrication, and Installation and shown in an **Overall Project Schedule** that would be delivered by Pacific Studio as part of the Project Kickoff Phase following Notice to Proceed.

Task Name	Duration	Start	Finish
SCHEDULE FOR BASE EXHIBITS ONLY (425 days)	425d	08/02/21	09/30/22
Project Kickoff Phase	28d	08/02/21	08/29/21
Project Kickoff Meeting (virtual)	1w	08/02/21	08/08/21
Pacific Studio Site Visit (Exact Date TBD)	3w	08/09/21	08/29/21
Deliver Overall Project Schedule	1w	08/23/21	08/29/21
Schematic Design Phase	49d	09/06/21	10/24/21
Design Meeting #1 in Seattle (Exact Date TBD)	1w	09/06/21	09/12/21
Work Period: Schematic Design Package	4w	09/13/21	10/10/21
Owner Review & Virtual Meeting w/Pacific Studio	1w	10/11/21	10/17/21
Deliver Revised Schematic Design Package	1w	10/18/21	10/24/21
Design Development Phase	147d	10/25/21	03/20/22
Design Meeting #2 in Seattle (Exact Date TBD)	1w	10/25/21	10/31/21
Work Period: 50% Design Development Package	10w	11/01/21	01/09/22
Design Meeting #3 in Seattle (Exact Date TBD)	1w	01/10/22	01/16/22
Work Period: 100% Design Development Package	7w	01/17/22	03/06/22
Owner Review & Notice to Proceed to Construction Documents Phase	2w	03/07/22	03/20/22
Construction Documents Phase	8w	03/21/22	05/15/22
Fabrication Phase	16w	05/16/22	09/04/22
Installation & Closeout Phase	26d	09/05/22	09/30/22
Add 30 days for each Alt selected			
QTY 1 Alt	30d	09/05/22	10/04/22
QTY 2 Alts	60d	09/05/22	11/03/22
QTY 3 Alts	90d	09/05/22	12/03/22
ATY 4 Alts	120d	09/05/22	01/02/23

SELECT PROJECT EXAMPLES

1. Albright Visitor Center, Yellowstone National Park
 - A Design/Build project by Pacific Studio
2. The Witte Museum
 - A Pacific Studio and Dixon Studios collaboration
3. Zoo Miami
 - A Dixon Studios project that includes naturalistic habitats



Albright Visitor Center at Yellowstone National Park



Pacific Studio was hired by Yellowstone National Park together with their partner Yellowstone Association to design and build new exhibits for the Albright Visitor Center. This was part of a renovation of the Horace M. Albright Visitor Center which is a historic structure. We collaborated with the architects designing the renovation to ensure that the building worked well with the interpretive goals. The Yellowstone Association has a goal to educate and inspire Yellowstone's visitors for generations to come and these exhibits contribute to that.

The new exhibits blend with the historic structure and focus on park visitor's safety and cultural and natural history of the Northern Range at Yellowstone National Park. Visitors experience immersive dioramas featuring Northern Range wildlife in their natural surroundings through hand-painted murals, sculpted land-forms and reproductions of native flora. Interactive displays explore park history – now and then, the thermal dynamics at Mammoth Hot Springs and wildlife track identification. Artifact cases feature ephemera, animal skulls and antlers, military objects and a sketchbook from artist Thomas Moran. An orientation area helps visitors with park navigation including ADA-compliant tactile maps. Teaching visitors about safety was a priority, so text headlines for safety content are displayed in eight languages serving the large number of international visitors to Yellowstone National Park.

DESIGN
Pacific Studio

LOCATION
Yellowstone National Park

PROJECT DATES
April 2012 to June 2015

TOTAL SIZE
4,300 square feet

TOTAL PROJECT BUDGET
\$2,092,339

CLIENT
Tami Blackford, Deputy Chief
Resource Education and Youth Programs
Yellowstone National Park
PO Box 168
Yellowstone National Park, Wyoming
82190
307-344-2204
Tami_blackford@nps.gov





THE WITTE MUSEUM

The dream of starting a Natural History Museum in San Antonio began back in 1923 when a local school teacher acquired a collection of natural history specimens. As her collection grew, San Antonio businessman Alfred G. Witte donated the money for a museum to be built in honor of his parents. The Witte Museum was built in 1926 on the site of the original irrigation canal that supplied water to the Alamo. Throughout the 1930's the museum was a popular gathering place for artists, researchers, scholars and the general community. Also in the 30's archeological research and excavations began in the canyons of nearby Big Bend. Named for the major donor that made it possible to begin with, The Witte continues to grow and inspire people to shape the future of Texas through relevant and transformative experiences in nature, science and culture.

During the latest expansion, Dixon Studios replicated 15 unique **Texas, paleontological and anthropological ecosystems**, including the monumental recreation of "Fate Bell Shelter," a deeply stratified rock shelter containing evidence of over 8,000 years of occupation, from the Archaic Period to the Late Prehistoric Period (ca. 7000 B.C. to A.D. 1500). Overall this work encompassed over 18,000 sq. ft. of immersive exhibit groundforms and 300 different species of plant & animal models including a bat cave, reptiles, amphibians, insects and animals. Each element, appropriately and accurately illustrates, and faithfully reinforces, their natural environments.

EXHIBIT DESIGN
Gallagher & Associates

LOCATION
San Antonio, Texas

PROJECT DATES
09/15-05/17

GENERAL CONTRACTOR
The Linbeck Group

TOTAL PROJECT BUDGET
Themed Exhibits: \$1,366,819.30

REFERENCE
Marise McDermott
CEO & President
Witte Museum
3801 Broadway St.
San Antonio, TX 78209
+1 (210) 357-1924





ZOO MIAMI BOA CONSTRICTOR HABITAT



Dixon Studios built two new naturalistic habitats depicting the character of Zoo Miami's Red Tailed Boa and Tegu Lizards' South Florida habitats. The themed FRP inserts were built to fit two new tanks built to specification by Waterdog Inc., featuring tempered glass fronts, screened tops, reptile specific lighting and locking doors. The Boa's access door is along the tank side, but the Tegu required access along the back wall allowing keepers full equidistant access inside. Both reptiles required similar tank features, but the Tegu insert needed to consist of ramped and shelved basking areas keeping the Tegu active and mobile, yet feeling safe and comfortable. Zoo Staff will add an artificial log for the Tegu to span across the exhibit and help disguise access door seams.

The Boa insert is carefully composed of trees, roots, branches and vines strategically located so that the Boa will be comfortable resting in areas throughout the insert, yet still remain within public view. Both tanks will be integrated into a themed environment on site by Zoo Miami's exhibit staff.

Gwinnett County Georgia: Pathway Through the Piedmont -- Exhibit Design & Construction

Break-down of Project Fee into Two Phases:

Design Phase	\$	449,077
Construction Phase	\$	1,517,947
Project Total:	\$	1,967,024

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:		<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211206	20210163			
Department:	Community Services		Date Submitted:	09/21/2021
Working Session:	10/19/2021	Business Session:	10/19/2021	Public Hearing:
Submitted By:	Purchasing - Kelsie Kruskol - JS		Multiple Depts?	No
Agenda Type	Approval			
Item of Business:	Locked by Purchasing			No
to renew RP023-17, provision of veterinary medical services for the Animal Welfare & Enforcement Division on an annual contract (February 19, 2022 through February 18, 2023), with Planned PETHood of Georgia, Inc., base amount \$360,000.00.				
Attachments	Summary Sheet, Justification Letter			
Authorization: Chairwoman's Signature?	No			
Staff Recommendation	Approval			
BAC Action:				
Department Head	mapatterson (9/29/2021)			
Attorney	jjkandel (10/8/2021)			
Agenda Purpose Only				

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	General	*	\$360,000	mbwoods (10/5/2021)
Finance Comments	*The balance in Professional Services is checked as services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2022 - 2023, \$360,000 is subject to budget approval.			FinDir's Initials bjalexzuliaan (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only			PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	Vote	No Action Taken
Action	<input type="text" value="New Item"/>		
Tabled	<input type="text"/>		
Motion	<input type="text"/>		
2nd by	<input type="text"/>		

SUMMARY – RP023-17**Provision of Veterinary Medical Services for the Animal Welfare & Enforcement Division
on an Annual Contract**

PURPOSE:	This contract provides for veterinary examinations, surgical and diagnostic services at the Gwinnett County Animal Welfare and Enforcement facility.
LOCATION:	Gwinnett County Animal Welfare and Enforcement
AMOUNT TO BE SPENT:	\$360,000.00
PREVIOUS CONTRACT AWARD AMOUNT:	\$360,000.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$360,000.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	0%
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	This is renewal option four (4) of four (4).
MARKET PRICES COMPARISON (FOR RENEWALS):	This proposal was awarded based on various evaluation criteria; therefore, an analysis on cost alone cannot be obtained.
CONTRACT TERM:	February 19, 2022 through February 18, 2023

COMMENTS:



MEMORANDUM

TO: Jake Scarpone
Purchasing Associate II

THROUGH: Tina Fleming *Tina Fleming*
Director of Community Services

FROM: Blake Christopher *Blake Christopher*
Business Officer

SUBJECT: Recommendation to Renew RP023-17 Provide Veterinary Medical Services for the Animal Welfare & Enforcement Division on an Annual Contract

DATE: September 10, 2021

REQUESTED ACTION

The Department of Community Services recommends renewal of the above referenced contract with Planned PETHood of Georgia, Inc. in the amount of \$360,000.00.

DESCRIPTION

This contract provides for veterinary examinations, surgical and diagnostic services at the Gwinnett County Animal Welfare and Enforcement Facility.

FINANCIAL

1. Estimated amount to be spent: \$360,000.00
2. Projected amount to be spent previous contract period: \$360,000.00
3. Do total obligations agree with "Action Requested"? Yes No
4. Budgeted: Yes No
5. Contact name: Blake Christopher Contact phone: 770-822-8839

6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2022	001	116011	24100006	50401201		\$331,200.00	92.0%
2023	001	116011	24100006	50401201		\$28,800.00	8.0%
					Total	\$360,000.00	100.0%

Transfer Required: Yes _____ No X

If Yes, transfer from:						
Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211065	20200926		
Department:	Financial Services	Date Submitted:	08/12/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Brandi Cantie - DG	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
to renew RP026-17, provision of banking and lockbox services on an annual contract (January 1, 2022 through December 31, 2022), with Wells Fargo Bank, NA and Remitco, LLC, base amount \$502,077.02.			
Attachments	Summary Sheet, Justification Letter		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> No		
Staff Recommendation	Approval		
BAC Action:			
Department Head	bjalexzulian (10/4/2021)		
Attorney	mfwilson (10/6/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Admin Support	*	\$403,158	mbwoods (10/5/2021)
Yes	Water & Sewer Op	*	\$98,919	
Finance Comments	*The current balance in Professional Services is checked as items are purchased or services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2022, \$502,077 is subject to budget approval.			FinDir's Initials bjalexzulian (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; height: 100px; width: 100%; display: flex; align-items: center; justify-content: center;"> No Action Taken </div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SUMMARY – RP026-17
Provision of Banking and Lockbox Services on an Annual Contract

PURPOSE:	Provide banking and depository services, associated reports, and other related services for Gwinnett County.
LOCATION:	Department of Financial Services
AMOUNT TO BE SPENT:	\$502,077.02
PREVIOUS CONTRACT AWARD AMOUNT:	\$502,077.02
AMOUNT SPENT PREVIOUS CONTRACT:	\$189,984.74*
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	1.6% increase
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER	This is renewal option four (4) of four (4).
MARKET PRICES COMPARISON (FOR RENEWALS):	This proposal was awarded based on various evaluation criteria; therefore, an analysis on cost alone cannot be obtained.
CONTRACT TERM:	January 1, 2021 through December 31, 2021

COMMENTS: *The amount spent previous is offset by fluctuating earnings credit.



MEMORANDUM

TO: Dana Garland
Purchasing Associate III

THROUGH: Buffy Alexzulian *Buffy*
Director of Financial Services

FROM: Natalie Williams *Nat*
Treasury Director

SUBJECT: Recommendation to renew RP026-17 Provision of Banking Services on an Annual Contract

DATE: July 27, 2021

REQUESTED ACTION

The Department of Financial Services recommends renewal of the above referenced contract with Wells Fargo Bank, NA and Remitco, LLC in the base amount of \$502,077.02.

DESCRIPTION

Wells Fargo and Remitco provide banking and/or depository services for Gwinnett County administrative offices, elected officials, constitutional officers, and courts.

FINANCIAL

- Estimated amount to be spent: \$502,077.02
- Projected amount to be spent previous contract period (01/01/2021 – 12/31/2021): \$189,984.74
- Do total obligations agree with "Action Requested"? Yes X No
- Budgeted: Yes X No
- Contact name: Jonathan Hansard Contact phone: 770-822-8743
- Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2022	665	140000	13300008	50401201		\$403,158.33	80.3%
2022	501	111002	19020002	50401201		\$98,918.69	19.7%
Total						\$502,077.02	100%

Transfer Required Yes No X

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211215	20200964		
Department:	Human Resources	Date Submitted:	09/23/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Brandi Cantie - DG	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
to renew OS032-17, provision of firefighters' cancer benefit program on an annual contract (January 1, 2022 through December 31, 2022), with Association County Commissioners of Georgia - Interlocal Risk Management Agency (ACCG-IRMA), base amount \$158,094.00.			
Attachments	Summary Sheet, Justification Letter		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> No		
Staff Recommendation	Approval		
BAC Action:			
Department Head	asmcallister (9/27/2021)		
Attorney	jjkandel (10/8/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Fire & EMS	*	\$158,094	mbwoods (9/28/2021)
Finance Comments	*The current balance in Insurance and Claims is checked as services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2022, \$158,094 is subject to budget approval.			FinDir's Initials bjalexzulian (9/28/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	No Action Taken
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
		Vote

SUMMARY – OS032-17
Provision of Firefighters’ Cancer Benefit Program on an Annual Contract


PURPOSE:	Legislation requires fire departments to purchase insurance coverage on each firefighter to pay claims for cancer diagnosed after serving at least 12 consecutive months as a firefighter in the department if the cancer or treatment makes them unable to perform their firefighter duties.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$158,094.00
PREVIOUS CONTRACT AWARD AMOUNT:	\$162,485.50
AMOUNT SPENT PREVIOUS CONTRACT:	\$148,958.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	0%
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER	N/A
MARKET PRICES COMPARISON (FOR RENEWALS):	N/A
CONTRACT TERM:	January 1, 2022 through December 31, 2022


COMMENTS:




MEMORANDUM

TO: Dana Garland
Purchasing Associate III

THROUGH: Adrienne McAllister 
Acting Director of Human Resources

Raechell Dickinson 
Deputy Director of Human Resources

FROM: Tori Burkholder 
Division Director of Human Resources

SUBJECT: Recommendation to Renew OS032-17, Provision of Firefighters' Cancer Benefit Program on an Annual Contract

DATE: September 24, 2021

REQUESTED ACTION

The Department of Human Resources recommends the renewal of the intergovernmental agreement with Association County Commissioners of Georgia – Interlocal Risk Management Agency (ACCG-IRMA) in the amount of \$158,094.00.

DESCRIPTION

ACCG-IRMA will provide cancer and long term disability coverage to firefighters through Hartford Life and Accident Insurance Company. This benefit is completely employer funded and complies with House Bill 146.

FINANCIAL

1. Estimated amount to be spent: \$158,094.00
2. Projected amount to be spent previous contract period: \$148,958.00
3. Do total obligations agree with "Action Requested"? Yes X No
4. Budgeted: Yes X No
5. Contact name: Donna Buhler Contact phone: 770-518-4876

6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2022	102	115100	23011001	51001617		\$158,094.00	100%
Total						\$158,094.00	100%

Transfer Required: Yes _____ No X

If Yes, transfer from:						
Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211217			
Department:	Information Technology Services	Date Submitted:	09/23/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Brandi Cantie - DG	Public Hearing:	
Agenda Type	Award	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
BL091-21, purchase of law enforcement hands free dictation hardware, software, and services on an annual contract (October 20, 2021 through October 19, 2022), to ProLogic ITS, LLC, base bid \$605,800.00.			
Attachments	Summary Sheet, Justification Letter, Tabulation		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> No		
Staff Recommendation	Award		
BAC Action:			
Department Head	daparks (10/6/2021)		
Attorney	jjkandel (10/12/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Capital Project	\$5,436,477*	\$605,800	mbwoods (10/12/2021)
Finance Comments	*Amount available in Public Safety Solution project.			FinDir's Initials
				bjalexzulian (10/12/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
		Vote

SUMMARY – BL091-21
**Purchase of Law Enforcement Hands Free Dictation Hardware, Software,
and Services on an Annual Contract**

PURPOSE:	This contract provides the purchase and implementation of a solution and services to support hands free dictation for the Police Department, Fire Department and Sheriff's Office.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$605,800.00
PREVIOUS CONTRACT AWARD AMOUNT:	N/A*
AMOUNT SPENT PREVIOUS CONTRACT:	N/A*
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	N/A*
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	330 50 website viewings
NUMBER OF RESPONSES:	4
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	No
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	N/A
MARKET PRICES COMPARISON (FOR RENEWALS):	N/A
CONTRACT TERM:	October 20, 2021 through October 19, 2022

COMMENTS: *This is a new annual contract.



MEMORANDUM

TO: Dana Garland, Purchasing Associate III
Purchasing Division, Department of Financial Services

THROUGH: Dorothy Parks, Director/CIO 
Department of Information Technology Services

FROM: Kevin Sebring, IT Manager 
Department of Information Technology Services

SUBJECT: Recommendation to Award BL091-21 Purchase of Law Enforcement Hands Free
Dictation Hardware, Software, and Services on an annual contract

DATE: September 22, 2021

REQUESTED ACTION

The Department of Information Technology Services recommends approval of the above referenced contract with ProLogic ITS, LLC for a base amount of \$605,800.00.

DESCRIPTION

The agreement allows the County to procure and implement a solution and services to support hands free dictation for the Police Department, Fire Department and Sheriff's Office. The solution includes PowerMic III handheld devices, Dragon Law Enforcement Perpetual licenses, maintenance and support, Professional Services and the purchase of annual renewals as required. This solution provides a natural language dictation application specifically designed for integration with law enforcement systems, and its supporting hardware will enable Public Safety Solution users to enter data into their onboard technology in a safe and efficient hands-free manner. This solution allows public safety personnel to dictate reports and respond hands free to Computer Aided Dispatch (CAD) system calls on their mobile device. The professional services include training and initial configuration to enable quick adoption and automation of priority processes.

If you have questions or concerns, please call me at 770-513-5776.

References Checked Yes: X No:

FINANCIAL

1. Estimated amount to be spent: \$605,800.00.
2. Projected amount to be spent previous contract period: \$0
3. Do total obligations agree with "Action Requested"? Yes X No
4. Budgeted: Yes X No
5. Contact name:Traci Williams Contact phone: 770-822-8944
6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	401	234000		50401304	T-0535-04-2-02	\$ 18,779.80	3.1%
2021	402	234000		50401304	T-0535-01-2-02	\$278,062.20	45.9%
2021	406	234000		50401304	T-0535-03-2-02	\$308,958.00	51.0%
					Total	\$605,800.00	100%

Transfer Required: Yes No X

If Yes, transfer from:						
Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211240			
Department:	Law Department	Date Submitted:	09/29/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	bcole	Public Hearing:	
Agenda Type	Approval/authorization	Multiple Depts?	
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>for Declaration of Taking Condemnation proceedings for the property of Linton N. Swindell, consisting of 9,309 square feet of permanent utility and public access easement and 7,550 square feet of temporary construction easement for a period of twenty-four (24) months, Tax Parcel No. R5340 001A, amount \$9,700.00. Subject to approval as to form by the Law Department. This project is funded by the 2020 Water and Sewer Revenue Bonds.</p>			
Attachments	Memorandum, Resolution, Maps		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> Yes		
Staff Recommendation			
BAC Action:			
Department Head	mpludwiczak (10/6/2021)		
Attorney	jennyscarter (10/12/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	2020 W&S Bond Cnstr	\$5,694,131*	\$9,700	mbwoods (10/12/2021)
Finance Comments	*Amount available in Gravity Sewer Enhancement/Expansion project.			FinDir's Initials
				bjalexzulian (10/12/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> No Action Taken </div>
Action	New Item	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
		Vote

GCID: 2021-1240

APPENDIX "A" TO EXHIBIT "A"

**GWINNETT COUNTY
BOARD OF COMMISSIONERS
LAWRENCEVILLE, GEORGIA**

RESOLUTION ENTITLED: DECLARATION OF TAKING FOR A CONDEMNATION PROCEEDING

ADOPTION DATE: October 19, 2021

At the regular meeting of the Gwinnett County Board of Commissioners held in the Gwinnett Justice and Administration Center, Auditorium, 75 Langley Drive, Lawrenceville, Georgia.

Name	Present	Vote
Nicole L. Hendrickson, Chairwoman		
Kirkland Carden, District 1		
Ben Ku, District 2		
Jasper Watkins III, District 3		
Marlene M. Fosque, District 4		

On the motion of Commissioner _____, which carried by a __-__ vote, the following Resolution is hereby adopted:

WHEREAS, the Gwinnett County Department of Water Resources has laid out and determined to construct a certain sewer project as part of the Gwinnett County Sewer System, known and designated as Project No. F-1387-08, the Eastern Regional Infrastructure Project, and being more fully shown on a map and drawing on file in the office of the Gwinnett County Department of Water Resources, 684 Winder Highway, Lawrenceville, Georgia; and

WHEREAS, in order to maintain the projected schedule of sewer construction of Gwinnett County, it is necessary that the property, the right of way, easements, and/or other rights, if any, for the construction of said project be acquired without delay; and

WHEREAS, the parcel to be acquired, the right of way, easements and/or other rights as herein described and as listed below, shown of record as owned by the persons named herein, all as described in the annexes to this order hereinafter

enumerated, all of said annexes, being by reference made a part of this order, and essential for the construction of said project.

Tax Parcel Number: R5340 001A (portion)

9,309 square feet (0.214 acres) of permanent utility and public access easement

7,550 square feet (0.174 acres) of temporary construction easement for a period of twenty-four (24) months

Owner: Linton N. Swindell

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, that the circumstances are such that it is necessary that the right of way, easements and access rights, if any, as described in annexes to this order be acquired by condemnation under the provisions of the Official Code of Georgia Annotated, Sections 32-3-4 through 32-3-19 ; and

IT IS ORDERED that Gwinnett County proceed to acquire the title, estate, or interest in the lands hereinafter described in annexes to this order by condemnation under the provision of said Code, and the Attorney for Gwinnett County is authorized and directed to file condemnation proceedings, including a Declaration of Taking, to acquire said title, estate, or interest in said lands and to deposit in the Court the sum estimated as just compensation, all in accordance with the provisions of said Code.

THIS RESOLUTION is adopted this 19th day of October 2021.

**BOARD OF COMMISSIONERS OF GWINNETT COUNTY,
GEORGIA**

By: _____
Nicole L. Hendrickson, Chairwoman

ATTEST:

County Clerk

APPROVED AS TO FORM:

Michael P. Ludwiczak
County Attorney

APPENDIX "A" TO EXHIBIT "A"

REVISIONS		
DATE	BY	DESCRIPTION

		EXISTING	PROPOSED
SSE	SANITARY SEWER EASEMENT	---	-
DE	DRAINAGE EASEMENT	---	-
LLL	LAND LOT LINE	---	-
R	PROPERTY LINE	---	-
CL	CENTERLINE	---	-
R/W	RIGHT-OF-WAY	---	-
BOC	BACK OF CURB	---	-
EP	EDGE OF PAVEMENT	---	-
RBF	REBAR FOUND	---	-
IPF	IRON PIN FOUND	---	-
PP	POWER/UTILITY POLE	---	-
	TREE	---	-
FH	FIRE HYDRANT	---	-
	WATER LINE	---	-
SSMH	SANITARY SEWER MANHOLE	---	-
SS	SANITARY SEWER	---	-
	STORM SEWER	---	-
	FENCE LINE	---	-
N/F	NOW OR FORMERLY		
P.O.C.	POINT OF COMMENCEMENT		
P.O.B.	POINT OF BEGINNING		
PB DB PG	PLAT BOOK DEED BOOK PAGE		
PUE	PERMANENT UTILITY EASEMENT		
TCE	TEMPORARY CONSTRUCTION EASEMENT		

LEGEND

EQUIPMENT USED:

A TRIMBLE S5 ROBOTIC TOTAL STATION & A CHAMPION TKO GNSS ROVER, CONNECTED TO THE eGPS GNSS REAL TIME NETWORK WAS USED TO OBTAIN THE LINEAR & ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

PLAT CLOSURE STATEMENT:

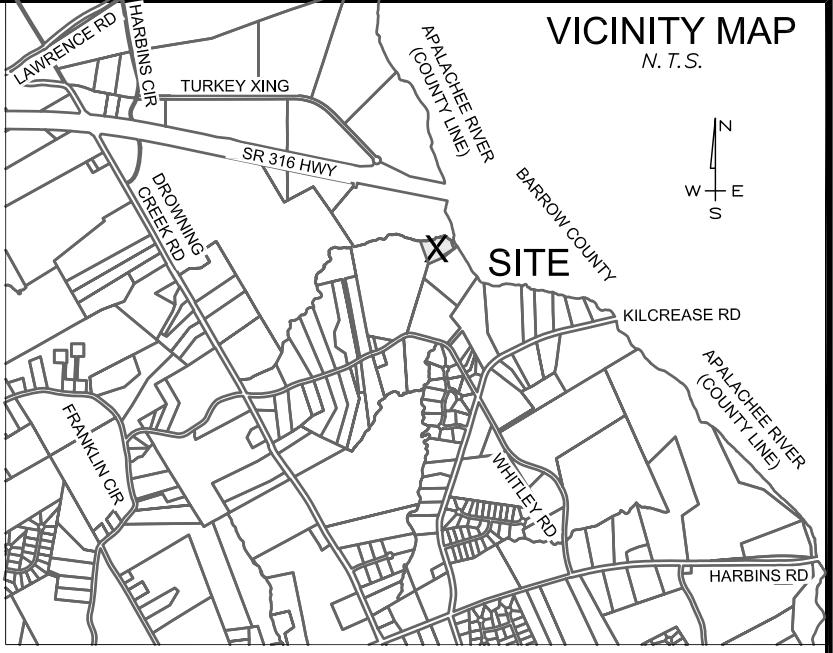
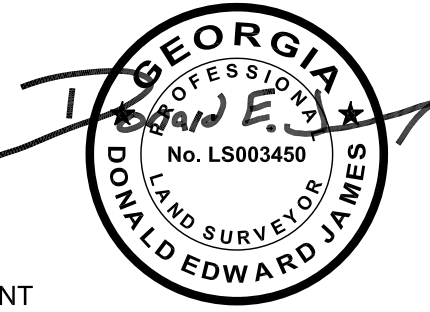
THIS PLAT HAS BEEN CALCULATED FOR CLOSURE & IS ACCURATE WITHIN ONE FOOT IN 75,875 FEET.

FIELD CLOSURE STATEMENT:

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 43,193 & AN ANGULAR ERROR OF 1.3 SECONDS PER ANGLE POINT & WAS ADJUSTED USING LEAST SQUARES. THE FIELD SURVEY WAS COMPLETED ON 4/6/21.

AREA SUMMARY CHART

LINTON N. SWINDELL
 PERMANENT UTILITY &
 PUBLIC ACCESS EASEMENT
 = 0.214 ACRES (9,309 S.F.)
 TEMPORARY CONSTRUCTION EASEMENT
 = 0.174 ACRES (7,550 S.F.)



PROJECT NAME:
EASTERN REGIONAL INFRASTRUCTURE DWR PROJECT -
APALACHEE RIVER GRAVITY SEWER
GWINNETT COUNTY PROJECT# F-1049-33

SURVEYOR CERTIFICATION

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

Donald E. James
 DONALD E. JAMES, GEORGIA PLS 003450
 DATE: 6/3/2021

--THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON(S) OR ENTITY NAMED IN THE CERTIFICATE HEREON. SAID CERTIFICATE DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RE-CERTIFICATION BY THE SURVEYOR NAMING SAID PERSON. PURSUANT TO RULE 180-6.09 OF THE GEORGIA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, THE TERM "CERTIFY" OR "CERTIFICATION RELATING TO LAND SURVEYING SERVICES SHALL MEAN A SIGNED STATEMENT BASED ON FACTS AND KNOWLEDGE KNOWN TO THE LAND SURVEYOR AND IS NOT A GUARANTEE OR WARRANTY EITHER EXPRESSED OR IMPLIED.

--INFORMATION REGARDING THE REPUTED PRESENCE, SIZE, CHARACTER AND LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES IS SHOWN HEREON. THERE IS NO CERTAINTY OF THE ACCURACY OF THIS INFORMATION AND IT SHALL BE CONSIDERED IN THAT LIGHT BY THOSE USING THIS DRAWING. THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON MAY BE INACCURATE AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. THE OWNER, HIS EMPLOYEES, HIS CONSULTANTS AND HIS CONTRACTORS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THE SURVEYOR IS NOT RESPONSIBLE FOR THE CORRECTNESS OR SUFFICIENCY OF THIS INFORMATION.

PAGE SUMMARY:

- 1.) COVER SHEET/NOTES/AREA SUMMARY
- 2.) EASEMENT PLAT WITH LINE TABLE

NOTES:

- 1.) ALL AREAS INCLUDES EASEMENTS WITHIN.
- 2.) THE TITLE RESEARCH PERFORMED IN THE PREPARATION OF THIS SURVEY IS LIMITED TO THE INFORMATION NECESSARY TO OUTLINE THE PROPERTY LINES OF THE SUBJECT PROPERTY AND THE ADJOINERS. THIS SURVEY DOES NOT CONSTITUTE A TITLE EXAMINATION, MATTERS OF RECORD WHICH AFFECT THE SUBJECT PROPERTY MAY NOT BE SHOWN HEREON.
- 3.) UNIT OF MEASUREMENTS IS U.S. SURVEY FOOT, DISTANCES SHOWN ARE HORIZONTAL AT GROUND LEVEL.

Parcel:	Owner: LINTON N. SWINDELL
Date: 6/3/21	
Land Lot: 358	
District: 5th	County: GWINNETT, GA
Job #: E20131	Scale: 1" = 60'
Field By: JAH	Drawn By: NAP
	Checked By: DEJ

PRECISION
 Planning Inc.
 planners • engineers • architects • surveyors
 Georgia Land Surveying Firm COA # LSF000313
 400 Pike Boulevard, Lawrenceville, Ga 30046
 770.338.8000 • www.ppi.us • info@ppi.us

EASEMENT PLAT FOR:
 GWINNETT COUNTY DEPARTMENT
 OF WATER RESOURCES
 EASTERN REGIONAL INFRASTRUCTURE DWR
 PROJECT - APALACHEE RIVER GRAVITY SEWER

DRAWING NUMBER
 1 OF 2

W:\Projects\2020\20131-WR-Apalachee River Interceptor Sewer.dwg | Easement Plats | 21-20131_5xxx xxx Linton N Swindell.dwg 1

APPENDIX "A" TO EXHIBIT "A"

REVISIONS		
DATE	BY	DESCRIPTION

P.O.C.:
 N02°19'16"W FOR A DISTANCE OF 639.85' TO A POINT AT THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY OF GEORGIA STATE ROUTE 316 (R/W VARIES) AND THE CENTERLINE OF THE APALACHEE RIVER.

N/F
 5358 005
 TRACT 14
 FOXDALE PROPERTIES, LLC
 D.B. 56063 PG. 278
 P.B. 11, PG. 289

N/F
 LINTON N. SWINDELL
 D.B. 17973 PG. 189
 P.B. 11, PG. 289
 (TRACT 15)

N/F
 5340 001A
 ELIZABETH A. TANNER
 D.B. 53642 PG. 232
 P.B. 11, PG. 289
 P.B. 72, PG. 278
 P.B. A, PG. 14

N/F
 5358 002
 KATHY D. MCPHERSON
 D.B. 50335 PG. 61
 P.B. Z, PG. 1A

**10' TEMPORARY
 CONSTRUCTION
 EASEMENT 1**
 0.046 ACRES
 (1,989 SQ. FT.)

**40' PERMANENT
 UTILITY & PUBLIC
 ACCESS EASEMENT**
 0.214 ACRES
 (9,309 SQ. FT.)

**20' TEMPORARY
 CONSTRUCTION
 EASEMENT 2**
 0.128 ACRES
 (5,561 SQ. FT.)

PROPERTY LINE PER
 DEED BOOK 17973, PAGE
 189 & PLAT BOOK 11,
 PAGE 289

PROPERTY LINE PER
 DEED BOOK 50335, PAGE 61 &
 PLAT BOOK Z, PAGE 1A

PROPOSED
 MANHOLE
 (TYPICAL)

PROPOSED
 GRAVITY
 SEWER

OWNERSHIP IN
 QUESTION

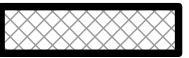
25' STREAM
 BUFFER


P.O.B.
 T.C.E. 2

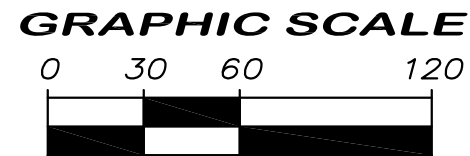
P.O.B.
 P.U. & P.A.E.
 & T.C.E. 1

APALACHEE
 RIVER

DROWNING
 CREEK IS

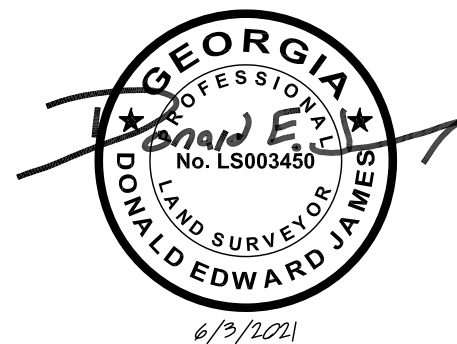
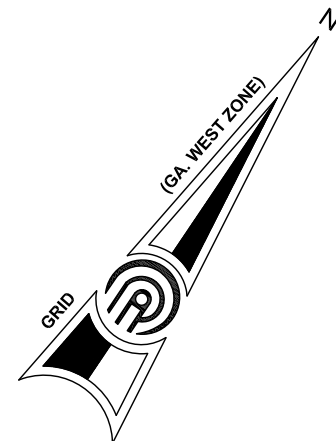
 PERMANENT UTILITY &
 PUBLIC ACCESS EASEMENT
 (P.U. & P.A.E.)

 TEMP. CONST.
 EASEMENT (T.C.E.)



SCALE: 1" = 60'

LINE TABLE		
LINE	LENGTH	BEARING
L1	47.55'	S17°50'58"W
L2	157.65'	S19°26'16"E
L3	42.46'	S50°57'56"W
L4	185.39'	N19°26'16"W
L5	77.62'	N17°50'58"E
L6	28.60'	S44°32'23"E
L7	15.03'	S59°23'10"E
L8	10.25'	S59°23'10"E
L9	41.91'	S17°50'58"W
L10	150.72'	S19°26'16"E
L11	10.61'	S50°57'56"W
L12	21.23'	S50°57'56"W
L13	199.25'	N19°26'16"W
L14	92.83'	N17°50'58"E
L15	10.68'	S54°07'32"E
L16	11.10'	S44°32'23"E



W:\Projects\2020\20131-WR-Apalachee River Interceptor Sewer.dwg Easement Plats\21-20131_5xxx xxx Linton N Swindell.dwg 2

Parcel:	Owner: LINTON N. SWINDELL
Date: 6/3/21	
Land Lot: 358	
District: 5th	County: GWINNETT, GA
Job #: E20131	Scale: 1" = 60'
Field By: JAH	Drawn By: NAP
	Checked By: DEJ



PRECISION
 Planning Inc.

planners • engineers • architects • surveyors

Georgia Land Surveying Firm COA # LSF000313
 400 Pike Boulevard, Lawrenceville, Ga 30046
 770.338.8000 • www.ppi.us • info@ppi.us

EASEMENT PLAT FOR:
 GWINNETT COUNTY DEPARTMENT
 OF WATER RESOURCES

EASTERN REGIONAL INFRASTRUCTURE DWR
 PROJECT - APALACHEE RIVER GRAVITY SEWER

DRAWING
 NUMBER
 2 OF 2

LAND DESCRIPTION
40' PERMANENT UTILITY & PUBLIC ACCESS EASEMENT
LINTON N. SWINDELL

All that tract or parcel of land lying and being in Land Lot 358 of the 5th Land District, Gwinnett County, Georgia and being more particularly described as follows:

To find the **POINT OF COMMENCEMENT**, begin at a Point at the Intersection of the Southerly Right-of-Way of Georgia State Route 316 (R/W Varies) and the centerline of the Apalachee River; THENCE leaving said Intersection, South 02 degrees 19 minutes 16 seconds East for a distance of 6396.85 feet to a Point on the Centerline of Drowning Creek, said Point being the **POINT OF BEGINNING**.

THENCE from said Point as thus established and leaving said Centerline of Drowning Creek, South 17 degrees 50 minutes 58 seconds West for a distance of 47.55 feet to a Point; THENCE South 19 degrees 26 minutes 16 seconds East for a distance of 157.652 feet to a Point; THENCE South 50 degrees 57 minutes 56 seconds West for a distance of 42.46 feet to a Point; THENCE North 19 degrees 26 minutes 16 seconds West for a distance of 185.39 feet to a Point; THENCE North 17 degrees 50 minutes 58 seconds East for a distance of 77.62 feet to a Point on the aforesaid Centerline of Drowning Creek; THENCE continuing along said Centerline of Drowning Creek the following two (2) courses and distances, South 44 degrees 32 minutes 23 seconds East for a distance of 28.60 feet to a Point; THENCE South 59 degrees 23 minutes 10 seconds East for a distance of 15.03 feet to a Point, said Point being **THE POINT OF BEGINNING**.

Said property contains 0.214 Acres (9,309 Square Feet) as shown as a Permanent Utility & Public Access Easement on the Easement Plat for Gwinnett County Department of Water Resources – Eastern Regional Infrastructure DWR Project – Apalachee River Gravity Sewer, prepared by Precision Planning, Inc. (Job# E20131), and dated 6/3/21.

LAND DESCRIPTION
10' TEMPORARY CONSTRUCTION EASEMENT 1
LINTON N. SWINDELL

All that tract or parcel of land lying and being in Land Lot 358 of the 5th Land District, Gwinnett County, Georgia and being more particularly described as follows:

To find the **POINT OF COMMENCEMENT**, begin at a Point at the Intersection of the Southerly Right-of-Way of Georgia State Route 316 (R/W Varies) and the centerline of the Apalachee River; THENCE leaving said Intersection, South 02 degrees 19 minutes 16 seconds East for a distance of 6396.85 feet to a Point on the Centerline of Drowning Creek, said Point being the **POINT OF BEGINNING**.

THENCE from said Point as thus established and continuing along said Centerline of Drowning Creek, South 59 degrees 23 minutes 10 seconds East for a distance of 10.25 feet to a Point; THENCE South 17 degrees 50 minutes 58 seconds West for a distance of 41.91 feet to a Point; THENCE South 19 degrees 26 minutes 16 seconds East for a distance of 150.72 feet to a Point; THENCE South 50 degrees 57 minutes 56 seconds West for a distance of 10.61 feet to a Point; THENCE North 19 degrees 26 minutes 16 seconds West for a distance of 157.65 feet to a Point; THENCE North 17 degrees 50 minutes 58 seconds East for a distance of 47.55 feet to a Point on the aforesaid Centerline of Drowning Creek, said Point being **THE POINT OF BEGINNING**.

Said property contains 0.046 Acres (1,989 Square Feet) as shown as a Temporary Construction Easement 1 on the Easement Plat for Gwinnett County Department of Water Resources – Eastern Regional Infrastructure DWR Project – Apalachee River Gravity Sewer, prepared by Precision Planning, Inc. (Job# E20131), and dated 6/3/21.

LAND DESCRIPTION
20' TEMPORARY CONSTRUCTION EASEMENT 2
LINTON N. SWINDELL

All that tract or parcel of land lying and being in Land Lot 358 of the 5th Land District, Gwinnett County, Georgia and being more particularly described as follows:

To find the **POINT OF COMMENCEMENT**, begin at a Point at the Intersection of the Southerly Right-of-Way of Georgia State Route 316 (R/W Varies) and the centerline of the Apalachee River; THENCE leaving said Intersection, South 02 degrees 19 minutes 16 seconds East for a distance of 6396.85 feet to a Point on the Centerline of Drowning Creek; THENCE continuing along said Centerline of Drowning Creek the following two (2) courses and distances, THENCE North 59 degrees 23 minutes 10 seconds West for a distance of 15.03 feet to a Point; THENCE North 44 degrees 32 minutes 23 seconds West for a distance of 28.60 feet to a Point, said Point being the **POINT OF BEGINNING**.

THENCE from said Point as thus established and leaving said Centerline of Drowning Creek, South 17 degrees 50 minutes 58 seconds West for a distance of 77.62 feet to a Point; THENCE South 19 degrees 26 minutes 16 seconds East for a distance of 185.39 feet to a Point; THENCE South 50 degrees 57 minutes 56 seconds West for a distance of 21.23 feet to a Point; THENCE North 19 degrees 26 minutes 16 seconds West for a distance of 199.25 feet to a Point; THENCE North 17 degrees 50 minutes 58 seconds East for a distance of 92.83 feet to a Point on the aforesaid Centerline of Drowning Creek; THENCE continuing along said Centerline of Drowning Creek the following two (2) courses and distances, South 54 degrees 07 minutes 32 seconds East for a distance of 10.68 feet to a Point; THENCE South 44 degrees 32 minutes 23 seconds East for a distance of 11.10 feet to a Point, said Point being **THE POINT OF BEGINNING**.

Said property contains 0.128 Acres (5,561 Square Feet) as shown as a Temporary Construction Easement 2 on the Easement Plat for Gwinnett County Department of Water Resources – Eastern Regional Infrastructure DWR Project – Apalachee River Gravity Sewer, prepared by Precision Planning, Inc. (Job# E20131), and dated 6/3/21.



MEMORANDUM

TO: Chairwoman
District Commissioners

THROUGH: Michael P. Ludwiczak *ML*
County Attorney

FROM: Jenny S. Carter *JSC*
Deputy County Attorney

SUBJECT: Declaration of Taking – GCID 2021-1240

DATE: September 29, 2021

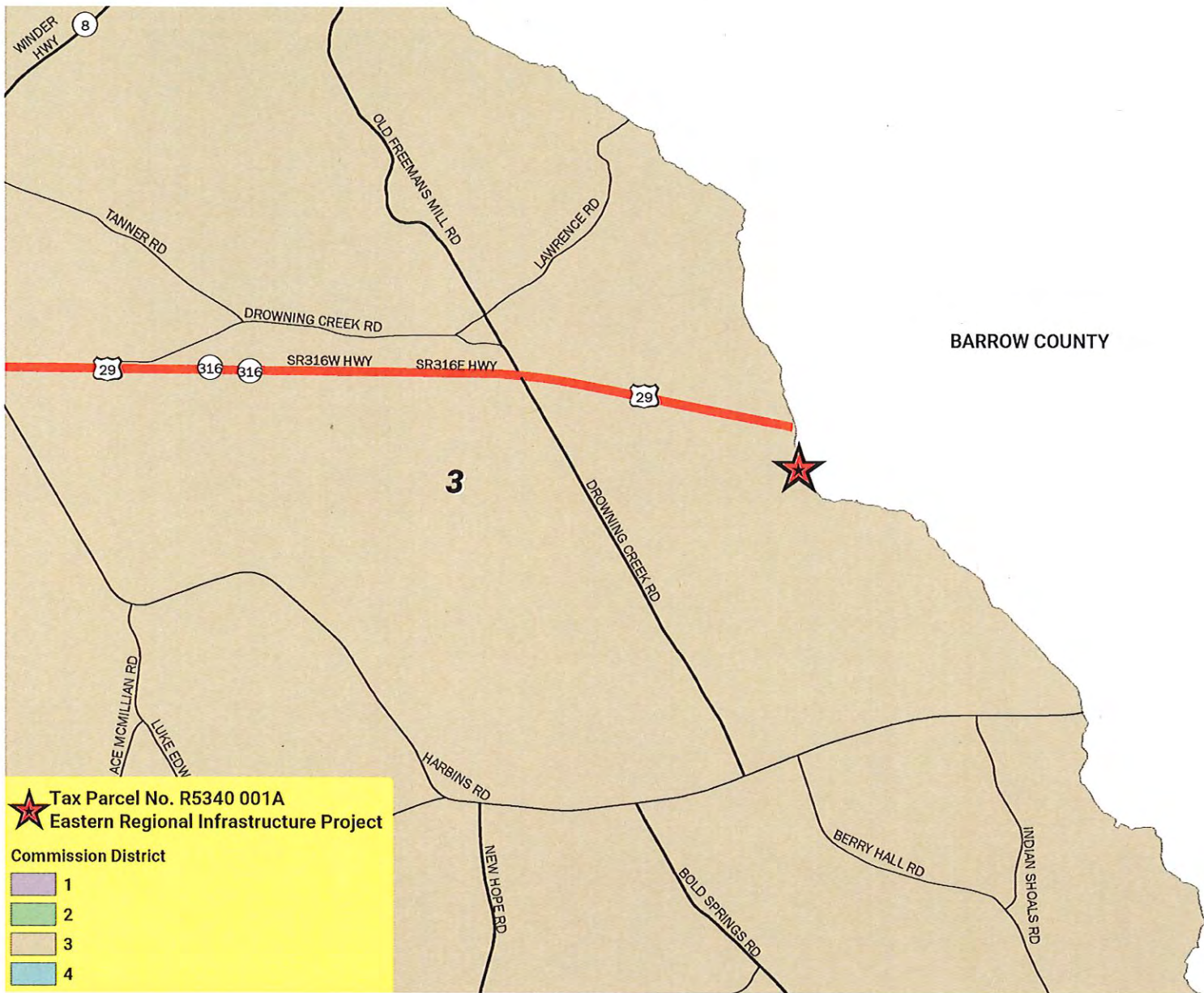
ITEM OF BUSINESS

Approval/authorization for Declaration of Taking Condemnation proceedings for the property of Linton N. Swindell, consisting of 9,309 square feet of permanent utility and public access easement and 7,550 square feet of temporary construction easement for a period of twenty-four (24) months, Tax Parcel No. R5340 001A, amount \$9,700.00. Subject to approval as to form by the Law Department. This project is funded by the 2020 Water and Sewer Revenue Bonds.

BACKGROUND AND DISCUSSION

Through this agenda item, the Law Department requests that the Board of Commissioners approve the execution of the attached Resolution which authorizes the filing of a Declaration of Taking proceeding to acquire 9,309 square feet (0.214 acres) of permanent utility and public access easement and 7,550 square feet (0.174 acres) of temporary construction easement. The acquisition of this property is necessary for the project named Eastern Regional Infrastructure Project including the construction of a sewer and multi-use trail. The subject property is zoned M-1 and RA-200, and the parcel is within Commission District 3. The estimated amount of just and adequate compensation for the acquisition is \$9,700.00.

If you have any questions, please contact me at 822-8715.



 Tax Parcel No. R5340 001A
Eastern Regional Infrastructure Project

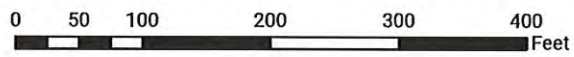
Commission District

-  1
-  2
-  3
-  4



R5340 001A

Tax Parcel No. R5340 001A - Linton N. Swindell
Eastern Regional Infrastructure Project



Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211241			
Department:	Law Department	Date Submitted:	09/29/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	bcole	Public Hearing:	
Agenda Type	Approval/authorization	Multiple Depts?	
Item of Business:		Locked by Purchasing	<input type="checkbox"/> No
<p>for Declaration of Taking Condemnation proceedings for the property of Clear Creek Builders, Inc., consisting of 13,770 square feet of Fee Simple Title, Tax Parcel No. R6063A 003, located on Riverside Drive, amount \$3,000.00. Subject to approval as to form by the Law Department. This project is funded by the 2020 Water and Sewer Revenue Bonds.</p>			
Attachments	Memorandum, Resolution, Maps		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> Yes		
Staff Recommendation			
BAC Action:			
Department Head	mpludwiczak (10/6/2021)		
Attorney	jennyscarter (10/12/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	2020 W&S Bond Constr	\$5,694,130*	\$3,000	mbwoods (10/8/2021)
Finance Comments	*Amount available in the Gravity Sewer Enhancement/Expansion project.			FinDir's Initials bjalexzulian (10/8/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> No Action Taken </div>
Action	New Item	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
		Vote

GCID: 2021-1241

APPENDIX "A" TO EXHIBIT "A"

GWINNETT COUNTY
BOARD OF COMMISSIONERS
LAWRENCEVILLE, GEORGIA

RESOLUTION ENTITLED: DECLARATION OF TAKING FOR A CONDEMNATION PROCEEDING

ADOPTION DATE: October 19, 2021

At the regular meeting of the Gwinnett County Board of Commissioners held in the Gwinnett Justice and Administration Center, Auditorium, 75 Langley Drive, Lawrenceville, Georgia.

Name	Present	Vote
Nicole L. Hendrickson, Chairwoman		
Kirkland Carden, District 1		
Ben Ku, District 2		
Jasper Watkins III, District 3		
Marlene M. Fosque, District 4		

On the motion of Commissioner _____, which carried by a __-__ vote, the following Resolution is hereby adopted:

WHEREAS, the Gwinnett County Department of Water Resources has laid out and determined to construct a certain sewer project as part of the Gwinnett County Sewer System, known and designated as Project No., F-1387-11, the Middle Yellow River Interceptor Project, and being more fully shown on a map and drawing on file in the office of the Gwinnett County Department of Water Resources, 684 Winder Highway, Lawrenceville, Georgia; and

WHEREAS, in order to maintain the projected schedule of sewer construction of Gwinnett County, it is necessary that the property, the right of way, easements, and/or other rights, if any, for the construction of said project be acquired without delay; and

WHEREAS, the parcel to be acquired, the right of way, easements and/or other rights as herein described and as listed below, shown of record as owned by the persons named herein, all as described in the annexes to this order hereinafter

enumerated, all of said annexes, being by reference made a part of this order, and essential for the construction of said project.

Tax Parcel Number: R6 063A 003
13,770 square feet (0.3161 acres) of Fee Simple Title
Owner: Clear Creek Builders, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, that the circumstances are such that it is necessary that the right of way, easements and access rights, if any, as described in annexes to this order be acquired by condemnation under the provisions of the Official Code of Georgia Annotated, Sections 32-3-4 through 32-3-19 ; and

IT IS ORDERED that Gwinnett County proceed to acquire the title, estate, or interest in the lands hereinafter described in annexes to this order by condemnation under the provision of said Code, and the Attorney for Gwinnett County is authorized and directed to file condemnation proceedings, including a Declaration of Taking, to acquire said title, estate, or interest in said lands and to deposit in the Court the sum estimated as just compensation, all in accordance with the provisions of said Code.

THIS RESOLUTION is adopted this 19th day of October 2021.

**BOARD OF COMMISSIONERS OF GWINNETT COUNTY,
GEORGIA**

By: _____
Nicole L. Hendrickson, Chairwoman

ATTEST:

County Clerk

APPROVED AS TO FORM:

Michael P. Ludwiczak
County Attorney

LAND DESCRIPTION

0.3161 ACRES

CLEAR CREEK BUILDERS, INC.

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 64, 6TH DISTRICT, GWINNETT COUNTY, GEORGIA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT A 5/8 INCH REBAR FOUND AT THE INTERSECTION OF THE EASTERLY RIGHT-OF-WAY LINE OF LAKE LUCERNE ROAD (VARIABLE RIGHT-OF-WAY) AND THE EASTERLY RIGHT-OF-WAY LINE OF RIVERSIDE DRIVE (60' RIGHT-OF-WAY); THENCE ALONG THE EASTERLY AND SOUTHERLY RIGHT-OF-WAY LINE OF RIVERSIDE DRIVE A DISTANCE OF 1,640.39 FEET TO A 1/2 INCH REBAR WITH CAP SET AT A PROPERTY CORNER COMMON TO NOW OR FORMERLY P.C.G., LLC AND NOW OR FORMERLY CLEAR CREEK BUILDERS INC HAVING A NAD83(2011) GA WEST ZONE STATE PLANE COORDINATE VALUE OF NORTHING 1396438.226 (SFT), EASTING 2320031.860 (SFT) , SAID REBAR SET BEING THE POINT OF BEGINNING;

THENCE FROM SAID POINT OF BEGINNING, CONTINUING ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF RIVERSIDE DRIVE (60' RIGHT-OF-WAY) NORTH 44 DEGREES 12 MINUTES 05 SECONDS EAST A DISTANCE OF 22.51 FEET TO A POINT; THENCE CONTINUING ALONG SAID RIGHT OF WAY A CURVE TO THE LEFT HAVING A RADIUS DISTANCE OF 638.44 FEET AND AN ARC LENGTH OF 28.50 FEET BEING SUBTENDED BY A CHORD HAVING A BEARING OF NORTH 42 DEGREES 55 MINUTES 22 SECONDS EAST FOR A DISTANCE OF 28.49 FEET TO A 1/2 INCH REBAR WITH CAP SET AT A PROPERTY CORNER COMMON TO NOW OR FORMERLY CLEAR CREEK BUILDERS INC AND NOW OR FORMERLY ELAINE B. KNOWLTON TRUST; THENCE LEAVING SAID RIGHT OF WAY LINE AND ALONG THE PROPERTY LINE COMMON TO NOW OR FORMERLY CLEAR CREEK BUILDERS INC AND NOW OR FORMERLY ELAINE B. KNOWLTON TRUST SOUTH 37 DEGREES 45 MINUTES 46 SECONDS EAST A DISTANCE OF 182.65 FEET TO A 1/2 INCH REBAR WITH CAP SET; THENCE CONTINUING ALONG SAID PROPERTY LINE SOUTH 37 DEGREES 45 MINUTES 46 SECONDS EAST A DISTANCE OF 100.00 FEET TO A POINT AT THE CENTERLINE OF YELLOW RIVER, SAID POINT BEING A PROPERTY CORNER COMMON TO NOW OR FORMERLY CLEAR CREEK BUILDERS INC AND NOW OR FORMERLY ELAINE B. KNOWLTON TRUST; THENCE ALONG THE CENTERLINE OF YELLOW RIVER THE FOLLOWING COURSES AND DISTANCES: SOUTH 55 DEGREES 39 MINUTES 10 SECONDS WEST A DISTANCE OF 12.38 FEET TO A POINT; SOUTH 65 DEGREES 28 MINUTES 11 SECONDS WEST A DISTANCE OF 38.56 FEET TO A POINT, SAID POINT BEING A PROPERTY CORNER COMMON TO NOW OR FORMERLY CLEAR CREEK BUILDERS INC AND NOW OR FORMERLY P.C.G., LLC; THENCE LEAVING THE CENTERLINE OF YELLOW RIVER AND ALONG THE PROPERTY LINE COMMON TO NOW OR FORMERLY CLEAR CREEK BUILDERS INC AND NOW OR FORMERLY P.C.G., LLC NORTH 37 DEGREES 52 MINUTES 24 SECONDS WEST A DISTANCE OF 60.00 FEET TO A 1/2 INCH REBAR WITH CAP SET; THENCE CONTINUING ALONG SAID PROPERTY LINE NORTH 37 DEGREES 52 MINUTES 24 SECONDS WEST A DISTANCE OF 205.32 FEET TO A 1/2 INCH REBAR WITH CAP SET AT A PROPERTY CORNER COMMON TO NOW OR FORMERLY CLEAR CREEK BUILDERS INC AND NOW OR FORMERLY P.C.G., LLC, SAID REBAR SET BEING THE POINT OF BEGINNING.

SAID TRACT OR PARCEL OF LAND AS DESCRIBED CONTAINS 0.3161 ACRES (13,770 SQ. FT.) AND IS DEPICTED ON A RETRACEMENT SURVEY FOR MIDDLE YELLOW RIVER INTERCEPTOR CIP NO. F-1049-04 GWINNETT COUNTY DEPARTMENT OF WATER RESOURCES PLAT PREPARED BY WOLVERTON, INC. DATED JUNE 01, 2017.



MEMORANDUM

TO: Chairwoman
District Commissioners

THROUGH: Michael P. Ludwiczak *ML*
County Attorney

FROM: Jenny S. Carter *JSC*
Deputy County Attorney

SUBJECT: Declaration of Taking – GCID 2021-1241

DATE: September 29, 2021

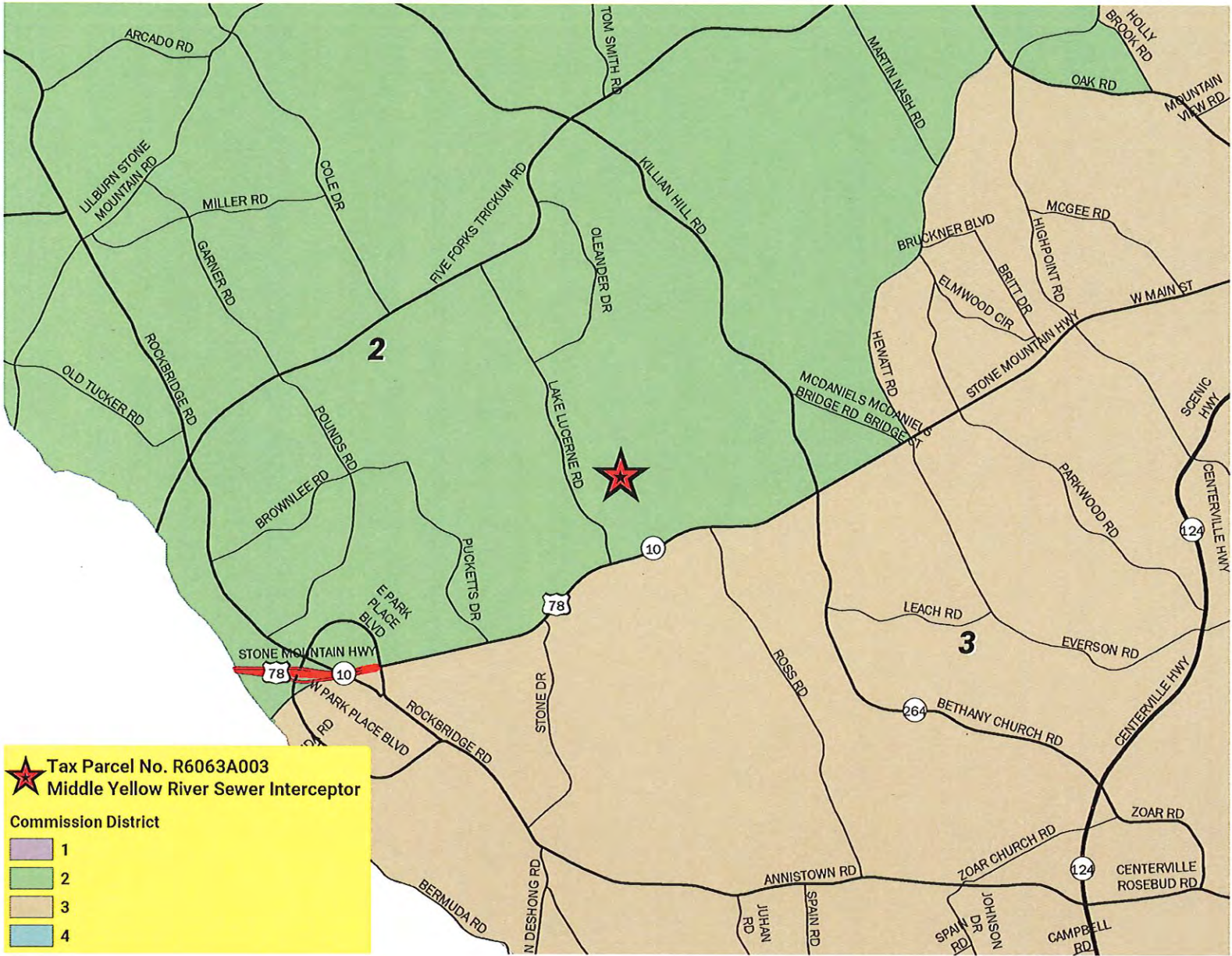
ITEM OF BUSINESS

Approval/authorization for Declaration of Taking Condemnation proceedings for the property of Clear Creek Builders, Inc., consisting of 13,770 square feet of Fee Simple Title, Tax Parcel No. R6 063A 003, located on Riverside Drive, amount \$3,000.00. Subject to approval as to form by the Law Department. This project is funded by the 2020 Water and Sewer Revenue Bonds.

BACKGROUND AND DISCUSSION

Through this agenda item, the Law Department requests that the Board of Commissioners approve the execution of the attached Resolution which authorizes the filing of a Declaration of Taking proceeding to acquire 13,770 square feet (0.3161 acres) of Fee Simple Title. The acquisition of this fee simple title is necessary for the project named Middle Yellow River Interceptor Project. The subject property is zoned R100, and the parcel is within Commission District 2. The estimated amount of just and adequate compensation for the acquisition is \$3,000.00.

If you have any questions, please contact me at 822-8715.



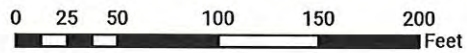
★ Tax Parcel No. R6063A003
★ Middle Yellow River Sewer Interceptor

Commission District

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- 2
- 3
- 4



**Tax Parcel No. R6063A003 - Clear Creek Builders, Inc.
Middle Yellow River Sewer Interceptor**



Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211291			
Department:	Law Department	Date Submitted:	10/12/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	bcole	Public Hearing:	
Agenda Type	Approval/authorization	Multiple Depts?	
Item of Business:		Locked by Purchasing	<input type="text" value="No"/>
<p>of a Settlement and Release Agreement in the matter of Vision Outdoor Media, LLC v. Gwinnett County, Georgia, et al., Superior Court of Gwinnett County, Civil Action File No. 21-A-04954-7. Subject to approval as to form by the Law Department.</p>			
Attachments	Agreement		
Authorization: Chairwoman's Signature?	<input type="text" value="Yes"/>		
Staff Recommendation			
BAC Action:			
Department Head	mpludwiczak (10/12/2021)		
Attorney	jennyscarter (10/14/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
	N/A	*	N/A	mbwoods (10/13/2021)
Finance Comments	*No budget impact.			FinDir's Initials
				bjalexzulian (10/13/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> No Action Taken </div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SETTLEMENT AND RELEASE AGREEMENT

THIS SETTLEMENT AND RELEASE AGREEMENT (“Agreement”) is entered into as of the date the last party executed this Agreement (the “Effective Date”) by and between Gwinnett County, Georgia (“County”) and Vision Outdoor Media, LLC (“Vision”).

RECITALS

WHEREAS, on June 15, 2021, Vision submitted 21 oversized sign applications to the County Department of Planning & Development staff (“the Initial Applications”);

WHEREAS Vision contends County staff officially denied all 21 Initial Applications, while the County contends such applications were never officially denied;

WHEREAS, on June 25, 2021, Vision attempted to appeal the denial of the Initial Applications to the County Zoning Board of Appeals, but the County did not accept the appeals based on its position that the Initial Applications had never officially been denied;

WHEREAS, on June 28, 2021, Vision filed a complaint against the County in Gwinnett County Superior Court, seeking injunctive, mandamus, and equitable relief, as well as damages and attorneys’ fees (Civil Action File No. 21-A-04954-7) (“the Lawsuit”);

WHEREAS, on June 26 and 27, 2021, Vision resubmitted all 21 applications via the County web portal, and the County assigned these applications Numbers SLP2021-00349 – SLP2021-00353 and SLP2021-00355 – SLP2021-00370 (“the Subsequent Applications”);

WHEREAS in letters dated July 23, 2021, County denied the Subsequent Applications;

WHEREAS, on August 5, 2021, Vision appealed the denial of 17 of the Subsequent Applications to the County Board of Zoning Appeals (SLP2021-00349 – 00350, SLP202100353, SLP2021-00355 – 00364, SLP2021-00366 – 00369) (“the Appeals”);

WHEREAS the Parties agreed to continue the hearing on the Appeals pending discussion of a possible resolution of their dispute;

WHEREAS certain other disputes have arisen or might arise in the future between the Parties regarding the Initial Applications, the Subsequent Applications, or the matters contended or which could have been contended in the Lawsuit or the Appeals, and because the Parties wish to settle any and all disputes between them in their entirety, they enter into this Agreement.

Therefore, in light of the foregoing and based upon the exchange of valuable consideration by and between the parties to this Agreement, the sufficiency of which is hereby acknowledged – including the County’s agreement to allow no more than six new oversized signs and Vision’s waiver of all legal claims as set forth below – the Parties to this Agreement hereby agree as follows:

Each of the respective Parties to this Agreement hereby mutually releases and forever discharges each of the other Parties to this Agreement and all of such Parties' successors, assigns, agents, affiliates, officers, directors, employees, representatives, insurers, and attorneys and each of them of and from any and all claims, debts, liabilities, demands, obligations, damages, costs, expenses, attorneys' fees, actions and causes of action, of every nature, character, and description, known or unknown, which any of the respective Parties to this Agreement, now own or hold or may have at any time heretofore owned or held, or may at any time own or hold against any other Party to this Agreement with respect to the Initial Applications, the Subsequent Applications, the Lawsuit, or the Appeals, excepting enforcing this Agreement.

Vision further agrees to the following:

- To apply (or reapply, as the case may be) for all necessary permits for each of the signs to be posted pursuant to this Agreement (including building permits) and to pay all standard County permitting fees not yet paid;
- To not advertise "adult" or "mature" content or any type of tobacco products on the signs posted pursuant to this Agreement and to ensure that any purchase/sale/advertising agreement regarding such signs and to which Vision is a party will contain a provision including this particular covenant;
- To promptly make available, in perpetuity, any LED (light emitting diode or equivalent) displays installed on the signs posted pursuant to this Agreement to County law enforcement for emergency messaging, to include Amber Alerts and other missing persons announcements, disaster evacuation information, and other urgent public safety topics. Such messages will be added to the advertising rotation within 24 hours upon written request and will remain in the advertising rotation for 48 hours or such lesser time period as requested. Vision also agrees to ensure that any purchase/sale/advertising agreement regarding such signs and to which Vision is a party will contain a provision including this particular covenant;
- To donate, in perpetuity, one unsold space in the advertising rotation on each of the LED displays installed on the signs posted pursuant to this Agreement to the County free-of-charge for public service messages. Such messages will be added to the advertising rotation within three (3) days upon written request and may last until the conclusion of the event in question or until sold by Vision, whichever occurs first and to ensure that any purchase/sale/advertising agreement regarding such signs and to which Vision is a party will contain a provision including this particular covenant;
- To operate the LED displays on the signs posted pursuant to this Agreement in accordance with Georgia state law, Georgia Department of Transportation ("GDOT") rules and regulations applicable to electronic multiple-message signs, and Sections 78-114A(f)(1)-(3), (5) of the County's Sign Ordinance;

- To construct the signs posted pursuant to this Agreement to meet or exceed all applicable structural requirements of the latest International Building Code (with Georgia Amendments) as adopted by the Georgia Department of Community Affairs;
- To never again apply for oversized signs in the County (excepting any applications needed to obtain permits for the signs posted pursuant to this Agreement);
- To withdraw/dismiss the Lawsuit, the Appeals, the Initial Applications, and all of the Subsequent Applications for signs other than those to be posted pursuant to this Agreement with prejudice within five (5) days of the public vote approving this Agreement.

The County further agrees to the following:

- To permit Vision to construct and operate no more than six total double-sided oversized signs, as follows:

1. Four such signs, one each at 2350 Pleasant Hill Road, 4900 Stone Mountain Highway, 3739 Stone Mountain Highway, and 2379 Lawrenceville Highway. Each of these sign faces will be no bigger than 10.5' x 36' (378 square feet) in area. The height of each such sign shall not exceed 45 feet above road grade. The prior application materials may be utilized with modifications to size, height, or setback as noted herein.

2. No more than two additional signs that are visible to those portions of Interstate 85 within Gwinnett County (hereinafter "I85 signs"). Each of the sign faces for the I85 signs will be no bigger than 14' x 48' (672 square feet) in area. The height of these I85 signs shall not exceed 75 feet above road grade or the base of the sign at the ground, whichever is greater. These I85 signs will only be permitted if (a) Vision is able to secure leases to allow such signs from the owners of properties visible to Interstate 85 within Gwinnett County and (b) the proposed sign sites comply with Georgia state law applicable to outdoor advertising signs. If Vision is unable to lease two I85 signs that meet these two conditions by December 31, 2022, the County will permit Vision to construct and operate a double-sided oversized sign at 5870 Cumming Highway as a substitute for one of the I85 signs. This substitute sign would be no bigger than 10.5' x 36' (378 square feet) in area, and its height could not exceed 45 feet above road grade. Even after the Cumming Highway location has been permitted as a substitute for one I85 sign, Vision will be allowed to lease and permit the remaining I85 sign if it has not already done so.

3. The Parties agree and understand that Vision may not ultimately be able to locate any I85 signs that meet the two conditions set forth here. In that instance, Vision would construct and operate only five total double-sided oversized signs.

- To require the signs posted pursuant to this Agreement to maintain setbacks of at least five feet from the right-of-way with no part extending over the right-of-way line.
- To allow Vision to trim or remove any vegetation which would hamper visibility of any of the signs posted pursuant to this Agreement from the roadway.

- To allow the signs posted pursuant to this Agreement to utilize LED displays. The faces may be installed initially as LED displays or may be later upgraded to LED.
- To issue or complete all necessary County permits for the signs posted pursuant to this Agreement promptly and in no case longer than fourteen (14) days after Vision's request for same; and
- To complete and certify the necessary portions of any applicable GDOT forms promptly and in no case longer than fourteen (14) days after Vision's request for same.

This Agreement sets forth all, and is intended to be an integration of all, of the covenants, promises, agreements, warranties, and representations among the Parties hereto, and, other than as expressly set forth herein, there are no covenants, promises, agreements, warranties, representations, or other understandings, oral or written, express or implied, among them relating to any and all disputes that exist or might exist between the parties. This Agreement constitutes the entire agreement between the Parties.

This instrument may be executed in separate counterparts and shall become effective when such counterparts have been exchanged among the parties. Scanned or faxed signatures shall be binding. Each of the Parties and each of the undersigned individuals hereby warrant to the other Parties that the undersigned have the authority to execute this Agreement and to bind the respective Parties to this Agreement. The rights and privileges of this Agreement shall be freely assignable by Vision, however, the obligations of this Agreement shall bind any successors and Vision agrees to provide a copy of this Agreement to any successor.

REVIEWED, APPROVED, AND ACCEPTED BY:

DATED: October ____, 2021.

By: _____
On Behalf of Vision Outdoor Media, LLC

Its: _____

Sworn to and subscribed before
me this _____ day of October, 2021.

NOTARY PUBLIC

My Commission Expires: _____

[signatures continued on next page]

REVIEWED, APPROVED, AND ACCEPTED BY:

DATED: October ____, 2021.

By: _____
Nicole L. Hendrickson
CHAIRWOMAN
BOARD OF COMMISSIONERS

Attest: _____
County Clerk
(County Seal)


Sworn to and subscribed before
me this _____ day of October, 2021.


NOTARY PUBLIC
My Commission Expires: _____



MEMORANDUM

TO: Chairwoman
District Commissioners

THROUGH: Michael P. Ludwiczak 
County Attorney

FROM: Jenny S. Carter 
Deputy County Attorney

SUBJECT: GCID 2021-1291
Vision Outdoor Media, LLC v. Gwinnett County, Georgia, et al.
Superior Court of Gwinnett County
Civil Action File No: 21-A-04954-7

DATE: October 12, 2021

ITEM OF BUSINESS

Approval/Authorization of a Settlement and Release Agreement in the matter of Vision Outdoor Media, LLC v. Gwinnett County, Georgia, et al., Superior Court of Gwinnett County, Civil Action File No. 21-A-04954-7. Subject to approval as to form by the Law Department.

BACKGROUND AND DISCUSSION

This agenda item requests that the Board of Commissioners approve a Settlement and Release Agreement as a full and final settlement in the matter of Vision Outdoor Media v. Gwinnett County, Georgia. This is a lawsuit concerning the Planning and Development Department's alleged denial of twenty-one (21) applications for the placement of oversized signs in the County. Settlement to allow the placement of no more than six (6) oversized signs will conclude this litigation and result in a full and final release of all claims raised in this lawsuit and all appeals pending before the Board of Zoning Appeals in connection with oversized sign applications subsequently filed by Vision Outdoor Media.

If you have any questions, please contact me at 822-8710.

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:
20211196	20210079

Grants Public Hearing

Department:	Police Services	Date Submitted:	09/15/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Brandi Cantie - TB	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	No
Item of Business:	Locked by Purchasing		No

to renew BL086-17, provision of cleaning and testing services for the firing range complex on an annual contract (February 1, 2022 through January 31, 2023), with Metals Treatment Technologies, LLC, base bid \$126,500.00 (negotiated cost savings of approximately \$3,160.00).

Attachments	Summary Sheet, Justification Letter
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Authorization:	Chairwoman's Signature?	No
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Staff Recommendation	Approval
BAC Action:	
Department Head	jdmclure (9/30/2021)
Attorney	ebtaylor (10/7/2021)

Agenda Purpose Only

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Police Services	*	\$126,500	mbwoods (10/5/2021)
Finance Comments	*The balance in Industrial R&M-Contracted is checked as services are provided. The requested allocation is an estimated based on the recommended base bid. For FY2022, \$126,500 is subject to budget approval.			FinDir's Initials bjalexzulia (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SUMMARY – BL086-17
Provision of Cleaning and Testing Services for the
Firing Range Complex on an Annual Contract

PURPOSE:	To perform semi-annual cleaning, lead abatement and lead level testing at the firing range complex.
LOCATION:	Gwinnett County Police Training Complex
AMOUNT TO BE SPENT:	\$126,500.00*
PREVIOUS CONTRACT AWARD AMOUNT:	\$112,000.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$112,000.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	0%
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	This is renewal option four (4) of four (4).
MARKET PRICES COMPARISON (FOR RENEWALS):	An analysis reveals pricing is comparable to market conditions.
CONTRACT TERM:	February 1, 2022 through January 31, 2023

COMMENTS: *Through successful negotiations, a cost savings of approximately \$3,160.00 was achieved without a reduction in the scope of services.

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211254			
Department:	Support Services	Date Submitted:	10/05/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Brandi Cantie - CD	Public Hearing:	
Agenda Type	Award	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>RP031-21, construction manager (CM) at risk for the construction of Hooper Renwick themed library project, to Cooper & Company General Contractors, Inc., amount not to exceed \$7,600,000.00, inclusive of the construction services budget, \$18,000.00 for pre-construction services, \$382,000.00 for general conditions, and a 2% mark-up fee for profit (negotiated cost savings of approximately \$15,200.00). Authorization for the delegation of authority to the County Administrator to approve guaranteed maximum price (GMP) authorizations and associated change orders. Contract to follow award. Subject to approval as to form by the Law Department. This project is funded 77.7% by the 2017 SPLOST program and 22.3% by the City of Lawrenceville.</p>			
Attachments	Summary Sheet, Justification Letter, Score Tabulation, Cost Tabulation		
Authorization:	Chairwoman's Signature?	<input type="checkbox"/> Yes	
Staff Recommendation	Award		
BAC Action:			
Department Head	ahparham (10/7/2021)		
Attorney	tacox (10/12/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	2017 SPLOST	\$7,741,192*	\$7,600,000	mbwoods (10/11/2021)
Finance Comments	*Amount available in Hooper-Renwick Themed Library Construction project. Upon approval, adjust revenues and appropriations as necessary to incorporate City of Lawrenceville portion.			FinDir's Initials bjalexzulian (10/11/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session:	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p style="text-align: center;">No Action Taken</p> </div>
Action:	<input type="text" value="New Item"/>	
Tabled:	<input type="text"/>	
Motion:	<input type="text"/>	
2nd by:	<input type="text"/>	
		Vote

SUMMARY – RP031-21
**Construction Manager (CM) at Risk for the Construction of Hooper
Renwick Themed Library Project**

PURPOSE:	This project is for construction of a library at the former site of the Hooper Renwick School. The themed library will incorporate cultural and historic objects and artifacts with the library's resources and information. The approximately 25,000 square foot library will be constructed by renovating the existing facility and constructing a new 13,600 square foot addition. The Construction Manager at Risk will provide design assistance and construction services for the library.
LOCATION:	56 Neal Boulevard Lawrenceville, GA 30046
AMOUNT TO BE SPENT:	\$7,600,000.00*
PREVIOUS CONTRACT AWARD AMOUNT:	N/A
AMOUNT SPENT PREVIOUS CONTRACT:	N/A
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	N/A
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	2,906 162 website viewings
NUMBER OF RESPONSES:	8
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	No
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	N/A
MARKET PRICES COMPARISON (FOR RENEWALS):	N/A
CONTRACT TERM:	24 months from issuance of Notice to Proceed

COMMENTS: *Through successful negotiations, a cost savings of approximately \$15,200.00 was achieved without any reduction in the scope of this contract.



MEMORANDUM

TO: Chris Duncan
Purchasing Associate III

FROM: Angelia Parham, PE *AP*
Director

SUBJECT: Recommendation to Award RP031-21—Construction Manager (CM) at Risk for Preconstruction and Construction of Hooper-Renwick Themed Library Project

DATE: September 28, 2021

REQUESTED ACTION

The Department of Support Services recommends award of the above referenced contract to Cooper & Company General Contractors, Inc., in the amount not to exceed \$7,600,000.00 inclusive of the construction services budget; \$18,000.00 for preconstruction services; \$382,000.00 for general conditions; a 2.00 percent markup fee for profit; and the delegation of authority to the County Administrator to approve Guaranteed Maximum Price authorizations and associated change orders for construction services. Subject to approval as to form by the Law Department. This project is funded 77.7% by 2017 SPLOST Program and 22.3% by the City of Lawrenceville.

DESCRIPTION

Gwinnett County and the City of Lawrenceville entered into an Intergovernmental Agreement to create a new themed library at the site of the former Hooper-Renwick School as part of the Gwinnett County Public Library system. The themed library will incorporate cultural and historic objects and artifacts with the library's resources and information. The approximately 25,000 square-foot library will be constructed by renovating the existing facility and constructing a new 13,600 square-foot addition. The Construction Manager at Risk will provide design assistance and construction services for the library. A site visit was conducted on August 3, 2021, and eight proposals were received on September 20, 2021.

References checked? Yes No

FINANCIAL

1. Estimated amount to be spent: \$7,600,000.00
2. Do total obligations agree with "Action Requested"? Yes No
3. Budgeted: Yes No
4. Contact Name: Mark LeBlanc Contact Phone: 770.822.7883

5. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	320	217000		50000000	F-1386-02-3-03	\$ 5,905,000.00 ¹	77.7%
2021	320	217000		50000000	F-1386-02-3-03	\$ 1,695,000.00 ²	22.3%
Total						\$ 7,600,000.00	100.0%

Transfer Required: Yes No

If Yes, transfer from:							
Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	
2021	320	217000		40420001	F-1386	\$ 1,695,000.00 ¹	
2021	320	217000		50000000	F-1386-02-3-03	\$ 1,695,000.00 ²	

¹ Per the Intergovernmental Agreement, Gwinnett County is responsible for 77.7% of the construction costs related to the Hooper-Renwick Themed Library. The County's portion is \$5,905,000.00.

² Per the Intergovernmental Agreement, the City of Lawrenceville is responsible for 22.3% of the construction costs related to the Hooper-Renwick Themed Library. The City's portion is \$1,695,000.00.

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211219			
Department:	Support Services	Date Submitted:	09/24/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Angelia Parham	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	
Item of Business:		Locked by Purchasing	No
<p>of Change Order No. 2 and Final to BL115-19, Interior Renovation of One Justice Square, with Johnson-Laux Construction, LLC, increasing the contract by \$153,787.62 and extending the contract completion time by 122 days. The contract amount is adjusted from \$3,340,728.83 to \$3,494,516.45.</p>			
Attachments	Justification Memo, Change Justification C, Contract		
Authorization: Chairwoman's Signature?	Yes		
Staff Recommendation	Approval		
BAC Action:			
Department Head	ahparham (10/1/2021)		
Attorney	nlwood (10/8/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Capital Project	*	\$153,788	mbwoods (10/5/2021)
Finance Comments	*Amount available in OJS Space Plan Implementation and OJS Third & Fourth Floor Renovations projects.			FinDir's Initials bjalexzulia (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held?
Working Session	<input type="text"/>	<input type="checkbox"/>
Action	New Item	<div style="border: 1px solid black; padding: 5px; width: 100%;">No Action Taken</div>
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
Vote		



MEMORANDUM

TO: Chairwoman
District Commissioners

FROM: Angelia Parham, PE *AP*
Director

SUBJECT: Approval of Change Order No. 2 and Final to BL115-19—Interior Renovation of One Justice Square

DATE: September 17, 2021

REQUESTED ACTION

Approval of Change Order No. 2 and Final to BL115-19, Interior Renovation of One Justice Square, with Johnson-Laux Construction, LLC, increasing the contract by \$153,787.62 and extending the contract completion time by 122 days. The contract amount is adjusted from \$3,340,728.83 to \$3,494,516.45.

DESCRIPTION

This change order addresses changes in scope, unforeseen conditions, and changes requested by Gwinnett County.

FINANCIAL

- 1. Estimated amount to be spent: \$153,787.62
- 2. Do total obligations agree with "Action Requested"? Yes X No ___
- 3. Budgeted: Yes X No ___
- 4. Contact Name: Michael Wilbourne Contact Phone: 770.822.7015
- 5. Proposed Funding

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	401	207000		50000000	F-1043-06-3-03	\$68,750.00	45%
2021	401	207000		50000000	F-1376-01-3-03	\$85,037.62	55%
Total						\$153,787.62	100%


Transfer Required: Yes ___ No X

C Change Justification

JUSTIFICATION LETTER

TO: Cindy Stokes, Contracts Manager
Purchasing Division, Department of Financial Services

THROUGH: Angelia Parham, Director *AP*
Department of Support Services

FROM: Mike Wilbourne, Program Manager
Facility Construction Division 

SUBJECT: Change Order No. 2 and Final to BL115-19, Interior Renovation of One Justice Square

DATE: September 17, 2021

REQUESTED ACTION:

This request is to approve Change Order No. 2 and Final to BL115-19, Interior Renovation of One Justice Square, with Johnson-Laux Construction, LLC, in the amount of \$153,787.62.

EXPLANATION OF CURRENT STATUS OF CHANGE ORDER:

All items associated with this change order are pending or have been completed.

DESCRIPTION:

The project is for the renovation of the third and fourth floors of One Justice Square.

NEED/BENEFIT:

This Change Order addresses job conditions and scope related items encountered during the project:

Item 1, a credit in the amount of \$26,618.20, was for changing refrigerator specifications in two break rooms.

Item 2, a credit in the amount of \$1,221.60, was for changing doors 303A and 303B to wood.

Item 3, in the amount of \$1,669.07, was for door hardware modifications.

Item 4, in the amount of \$7,118.50, was for adding office No. 445A and modifying furniture layouts.

Item 5, in the amount of \$23,344.44, was for replacing light fixtures and ceilings in restrooms.

Item 6, in the amount of \$4,385.42, was for relocating refrigerant line to an existing air conditioning unit.

Item 7, in the amount of \$8,987.15, was for rerouting cable trays.

Item 8, in the amount of \$1,745.84, was for additional floor preparation at the demolished toilets.

Item 9, a credit in the amount of \$1,509.34, was for modifying ceiling types in corridors.

C Change Justification

Item 10, in the amount of \$10,146.80, was for modifying the ceiling in corridor No. 330.

Item 11, in the amount of \$8,891.94, was for adding a storefront window at DOT's lobby counter.

Item 12, in the amount of \$1,464.70, was for adding power to overhead security grille.

Item 13, in the amount of \$18,685.67, was for adding two offices in the GCCDP suite.

Item 14, in the amount of \$14,137.20, was for painting the existing curtain wall window frames.

Item 15, in the amount of \$5,722.50, was for modifying the millwork base in open areas due to floor slope.

Item 16, in the amount of \$1,551.90, was for providing flashing to the new HVAC roof curb.

Item 17, a credit in the amount of \$487.00, was for removing soap dispensers in the restrooms.

Item 18, in the amount of \$3,493.26, was for revising sprinkler layouts in the restrooms.

Item 19, in the amount of \$2,009.52, was for relocating a door to future buildout area.

Item 20, in the amount of \$3,429.11, was for fire rating an existing beam.

Item 21, in the amount of \$3,077.14, was for modifying electrical work for revised workstation layouts.

Item 22, in the amount of \$871.08, was for relocating thermostats due to workstation conflicts.

Item 23, a credit in the amount of \$9,072.70, was for reconciliation of signage allowance.

Item 24, a credit in the amount of \$150.00, was for removing a corner guard.

Item 25, in the amount of \$72,115.42, was for contract extension for owner requested changes.

RECOMMENDATION:

We recommend approval of Change Order No. 2 and Final to BL115-18, Interior Renovation of One Justice Square with Johnson-Laux Construction, LLC, in the amount of \$153,787.62.

This contract should be adjusted as follows:

Original Contract Amount:	\$ 3,242,047.00
Previous Change Order:	\$ 98,681.83
Change Order No. 2 and Final:	\$ 153,787.62
New Contract Amount:	\$ 3,494,516.45

c: File

The complete detailed list is shown below; the changes generally fall into the classifications as indicated.

New Requirement		Unforeseen Condition		Professional Errors & Omissions		County Request		Project Close-out and/or Progress Adjustments	
Item 20	\$ 3,429.11	Item 6	\$ 4,385.42	Item 5	\$ 23,344.44	Item 1	\$ (26,618.20)	Item 23	\$ (9,072.70)
		Item 7	\$ 8,987.15	Item 12	\$ 1,464.70	Item 2	\$ (1,221.60)	Item 25	\$ 72,115.42
		Item 8	\$ 1,745.64			Item 3	\$ 1,669.07		
		Item 9	\$ (1,509.34)			Item 4	\$ 7,118.50		
		Item 10	\$ 10,146.80			Item 11	\$ 8,891.94		
		Item 15	\$ 5,722.50			Item 13	\$ 18,685.67		
		Item 16	\$ 1,551.90			Item 14	\$ 14,137.20		
		Item 18	\$ 3,493.26			Item 17	\$ (487.00)		
		Item 22	\$ 871.08			Item 19	\$ 2,009.52		
						Item 21	\$ 3,077.14		
						Item 24	\$ (150.00)		
\$3,429.11		\$35,394.41		\$24,809.14		\$27,112.24		\$63,042.72	
Total Dollar Amount Effect of the Change Order & Project Close-out							\$153,787.62		

New Requirement	
Item #	Description
20	Fire rating existing beam
Unforeseen Condition	
Item #	Description
6	Relocating refrigerant line to existing air conditioning unit
7	Rerouting cable trays
8	Additional floor preparation at the demolished toilets
9	Credit for modifying ceiling types in corridors
10	Modifying ceiling in corridor No. 330
15	Modifying millwork base in open areas due to floor slope
16	Providing flashing to new HVAC roof curb
18	Revising sprinkler layout in the restrooms
22	Relocating thermostats due to workstation conflicts
Professional Errors & Omissions	
Item #	Description
5	Replacing light fixtures and ceilings in restrooms
12	Adding power to overhead security grille
County Request	
Item #	Description
1	Credit for changing refrigerator specifications in two break rooms
2	Credit for changing doors 303A and 303B to wood
3	Door hardware modifications

4	Adding new office No. 445A and modifying furniture layouts
11	Adding storefront window at DOT's lobby counter
13	Adding two offices in the GCCDP suite
14	Painting the existing curtain wall window frames
17	Credit for removing soap dispensers in the restrooms
19	Relocating door to future buildout area
21	Modifying electrical for revised workstation layouts
24	Credit for removing corner guard
Project Close-out and/or Progress Adjustments	
23	Credit for reconciliation of signage allowance
25	Contract extension for owner requested changes

BL115-19
Interior Renovation of One Justice Square
Change Order No. 2 and Final

This **Change Order** made and entered into this _____ day of _____, 2021, by and between Gwinnett County, Georgia (Party of the First Part, hereinafter called the "County"), and Johnson-Laux Construction, LLC (Party of the Second Part, hereinafter called the "Contractor").

WITNESSETH

WHEREAS, the County and the Contractor have previously entered into a Contract on the 30th Day of January 2020, to provide services as described in the Contract associated with BL115-19 Interior Renovation of One Justice Square.

NOW THEREFORE, the County and the Contractor, desire to amend the Contract as follows:

<u>Item</u>	<u>PCI #</u>	<u>Change Item Description</u>	<u>Amount</u>
01	2	Change refrigerator specifications in two break rooms	(\$26,618.20)
02	3	Change doors 303A and 303B to wood	(\$1,221.60)
03	10	Door hardware modifications	\$1,669.07
04	14	Add new office No. 445A and modify furniture layouts	\$7,118.50
05	16	Replace light fixtures and ceilings in restrooms	\$23,344.44
06	19	Relocate refrigerant line to existing AC unit	\$4,385.42
07	20	Reroute cable trays	\$8,987.15
08	23	Additional floor preparation at the demolished toilets	\$1,745.64
09	25	Modify ceiling types in corridors	(\$1,509.34)
10	26	Modify ceiling in corridor No. 330	\$10,146.80
11	27	Add storefront window at DOT's lobby counter	\$8,891.94
12	28	Add power to overhead security grille	\$1,464.70
13	29	Add two offices in the GCCDP suite	\$18,685.67
14	30	Paint the existing curtain wall window frames	\$14,137.20
15	31	Modify millwork base in open areas due to floor slope	\$5,722.50
16	32	Provide flashing for new HVAC roof curb	\$1,551.90
17	33	Remove soap dispensers in the restrooms	(\$487.00)
18	34	Revise sprinkler layout in the restrooms	\$3,493.26
19	35	Relocate door to future buildout area	\$2,009.52
20	36	Fire rate existing beam	\$3,429.11
21	37	Modify electrical for revised workstation layouts	\$3,077.14
22	38	Relocate thermostats due to workstation conflicts	\$871.08
23	39	Reconciliation of signage allowance	(\$9,072.70)
24	40	Remove corner guard	(\$150.00)
25	41	Contract extension for owner requested changes	<u>\$72,115.42</u>
Total			\$153,787.62

Original Contract Amount	\$ 3,242,047.00
Amount Previous Change Order	\$ 98,681.83
Change Order No. 2 and Final	\$ 153,787.62
Revised Contract Amount	\$ 3,494,516.45

This change order shall add 122 days to the contract term. Except as herein amended, all remaining provisions of the

This change order shall add **122** days to the contract term. Except as herein amended, all remaining provisions of the original contract remain in full force and in effect and shall in all respect govern and control.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this Change Order Agreement to be signed, sealed and delivered.

GWINNETT COUNTY, GEORGIA

By: _____

ATTEST:

Signature

APPROVED AS TO FORM:

Signature
Gwinnett County Staff Attorney

Johnson-Laux Construction, LLC

BY: _____
Signature

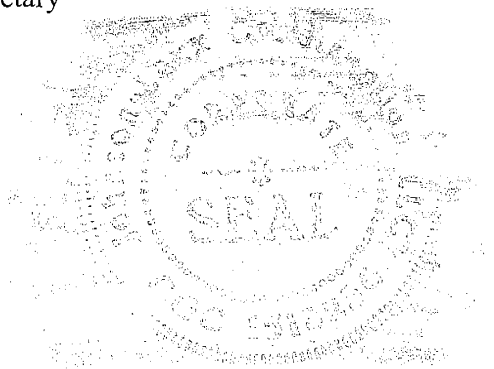
Kevin Johnson
Print Name

Vice President
Title

ATTEST:

Signature

Jonethan Biasetti
Print Name
Corporate Secretary
(Seal)



Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211223			
Department:	Support Services	Date Submitted:	09/24/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Angelia Parham	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	
Item of Business:		Locked by Purchasing	No
<p>of Change Order No. 2 to BL069-20, Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition with Summit Solutionz, Inc. dba Solutionz, Inc., increasing the contract by \$84,791.00. The contract amount is adjusted from \$668,594.00 to \$753,385.00.</p>			
Attachments	Justification Memo, Change Justification C, Contract		
Authorization:	Chairwoman's Signature?	Yes	
Staff Recommendation	Approval		
BAC Action:			
Department Head	ahparham (10/1/2021)		
Attorney	nlwood (10/8/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Capital Project	\$564,586*	\$84,791	mbwoods (10/5/2021)
Finance Comments	*Amount available in Courthouse Addition and Parking Deck project.			FinDir's Initials
				bjalexzulian (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> No Action Taken </div>
Action	New Item	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	



MEMORANDUM

TO: Chairwoman
District Commissioners

FROM: Angelia Parham, PE *AP*
Director

SUBJECT: Approval of Change Order No. 2 to BL069-20—Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition

DATE: September 17, 2021

REQUESTED ACTION

Approval of Change Order No. 2 to BL069-20, Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition with Summit Solutionz, Inc. dba Solutionz, Inc., increasing the contract by \$84,791.00. The contract amount is adjusted from \$668,594.00 to \$753,385.00.

DESCRIPTION

This change order addresses changes in scope, unforeseen conditions, and changes requested by Gwinnett County.

FINANCIAL

- Estimated amount to be spent: \$84,791.00
- Do total obligations agree with "Action Requested"? Yes No
- Budgeted: Yes No
- Contact Name: Jeff Hairston Contact Phone: 770.822.7006
- Proposed Funding

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	401	207000		50000000	F-0720-01-4-03	\$84,791.00	100%
Total						\$84,791.00	100%

Transfer Required: Yes No

C Change Justification

JUSTIFICATION LETTER

TO: Cindy Stokes, Contracts Manager
Purchasing Division, Department of Financial Services

THROUGH: Angelia Parham, Director *AP*
Department of Support Services

FROM: Jeff Hairston, Program Manager *JH/DM*
Facility Construction Division

SUBJECT: Change Order No. 2 to BL069-20, Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition

DATE: September 17, 2021

REQUESTED ACTION:

This request is to approve Change Order No. 2 to BL069-20, Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition, with Summit Solutionz, Inc., dba Solutionz, Inc., in the amount of \$84,791.00.

EXPLANATION OF CURRENT STATUS OF CHANGE ORDER:

Items associated with this change order are in progress.

DESCRIPTION:

This project is the purchase and installation of audio visual (AV) systems for the Gwinnett Justice and Administration Center Courts Addition.

NEED/BENEFIT:

Item 1, in the amount of \$10,588.00, is for modifications to the AV system in the Jury Assembly area.

Item 2, in the amount of \$63,531.00, is for digital signage integration for court docket and jury assembly systems.

Item 3, in the amount of \$2,630.00, is for the installation of monitors in two mediation rooms.

Item 4, in the amount of \$5,107.00, is for modifications to the microphone controls in eight courtrooms.

Item 5, in the amount of \$825.00, is to relocate monitors and controls in the Roll Call room.

Item 6, in the amount of \$1,445.00, is for modifications to the controls for the sound masking systems in eight courtrooms.

Item 7, in the amount of \$665.00, is for modifications to the AV system connectivity to the attorney tables in eight courtrooms.

C Change Justification

RECOMMENDATION:

We recommend approval of Change Order No. 2 to BL069-20, Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition, with Summit Solutionz, Inc. dba Solutionz, Inc., in the amount of \$84,791.00.

The contract should be adjusted as follows:

Original Contract Amount:	\$618,716.00
Previous Change Order:	\$ 49,878.00
Change Order No. 2	\$ 84,791.00
New Contract Amount:	\$753,385.00

c: File

The complete detailed list is shown below; the changes generally fall into the classifications as indicated.

New Requirement		Unforeseen Condition		Professional Errors & Omissions		County Request		Project Close-out and/or Progress Adjustments- Not included in Change Order	
Item	\$	Item	\$	Item	\$	Item 1	\$ 10,588.00	Item	\$
Item	\$	Item	\$	Item	\$	Item 2	\$ 63,531.00	Item	\$
Item	\$	Item	\$	Item	\$	Item 3	\$ 2,630.00	Item	\$
Item	\$	Item	\$	Item	\$	Item 4	\$ 5,107.00	Item	\$
Item	\$	Item	\$	Item	\$	Item 5	\$ 825.00	Item	\$
Item	\$	Item	\$	Item	\$	Item 6	\$ 1,445.00	Item	\$
Item	\$	Item	\$	Item	\$	Item 7	\$ 665.00	Item	\$
Item	\$	Item	\$	Item	\$	Item	\$	Item	\$
Item	\$	Item	\$	Item	\$	Item	\$	Item	\$
\$		\$		\$		\$ 84,791.00		\$	
Total Dollar Amount Effect of the Change Order & Project Close-out						\$84,791.00			

New Requirement	
Item #	Description
Unforeseen Condition	
Item #	Description
Professional Errors & Omissions	
Item #	Description
County Request	
Item #	Description
1	Modifications to the AV system in the jury assembly area
2	Digital signage integration for court docket and jury assembly systems
3	Installation of monitors in two mediation rooms
4	Modifications to the microphone controls in eight courtrooms
5	Relocate monitors and controls in the roll call room
6	Modifications to the controls for the sound masking systems in eight courtrooms
7	Modifications to the AV system connectivity to the attorney tables in eight courtrooms
Project Close-out and/or Progress Adjustments	
Item #	Description

BL069-20

**Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition
Change Order No. 2**

This **Change Order** made and entered into this _____ day of _____, 2021, by and between Gwinnett County, Georgia (Party of the First Part, hereinafter called the "County"), and Summit Solutionz, Inc. dba Solutionz, Inc. (Party of the Second Part, hereinafter called the "Contractor").

WITNESSETH

WHEREAS, the County and the Contractor have previously entered into a Contract on the 3rd day of November 2020, to provide services as described in the Contract associated with BL069-20 Provision of Audio Visual (AV) Systems for the Gwinnett Justice and Administration Center Courts Addition.

NOW THEREFORE, the County and the Contractor, wish to amend the Contract as follows:

<u>Item</u>	<u>PCI#</u>	<u>Change Order Description</u>	<u>Amount</u>
1	5	Modifications to AV System in Jury Assembly area	\$10,588.00
2	7	Digital signage integration for Court Docket and Jury Assembly systems	\$63,531.00
3	8	Installation of monitors in two mediation rooms	\$ 2,630.00
4	9	Modifications to microphones in courtrooms	\$ 5,107.00
5	10	Relocate monitors and controls in the roll call room	\$ 825.00
6	11	Modifications to controls to sound masking in courtrooms	\$ 1,445.00
7	12	Modifications to connectivity to attorney tables in courtrooms	\$ 665.00
Total			\$84,791.00

Original Contract Amount	\$618,716.00
Amount Previous Change Order	\$ 49,878.00
Change Order No. 2	\$ 84,791.00
Revised Contract Amount	\$753,385.00

Except as herein amended, all remaining provisions of the original contract remain in full force and in effect and shall in all respect govern and control.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this Change Order Agreement to be signed, sealed and delivered.

GWINNETT COUNTY, GEORGIA

By: _____

ATTEST:

Signature

APPROVED AS TO FORM:

Signature
Gwinnett County Staff Attorney

Solutionz, Inc.


BY: 

Signature

Travis Askew

Print Name
Vice President

Title

ATTEST:


Signature
Steve Curry

Print Name
Corporate Secretary
(Seal)

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211207	20201040		
Department:	Transportation	Date Submitted:	09/22/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Kelsie Kruskol - LG	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
to renew BL099-18, pavement marking services on an annual contract (January 1, 2022 through December 31, 2022), with Peek Pavement Marking, LLC, base bid \$800,000.00 (negotiated cost savings of approximately \$24,000.00). This contract is funded 88% by the 2017 SPLOST Program.			
Attachments	Summary Sheet, Justification Letter		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> No		
Staff Recommendation	Approval		
BAC Action:			
Department Head	tasever (9/29/2021)		
Attorney	tlettosome (10/6/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	General	*	\$100,000	mbwoods (10/5/2021)
Yes	2017 SPLOST	*	\$700,000	
Finance Comments	*The balance in Road Services and SPLOST Rehab/Resurfacing project is checked as services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2022, \$800,000 is subject to budget approval.			FinDir's Initials bjalexzulian (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SUMMARY – BL099-18
Pavement Marking Services on an Annual Contract

PURPOSE:	Provide pavement marking services including long-line paint, long-line thermoplastic and intersection thermoplastic.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$800,000.00*
PREVIOUS CONTRACT AWARD AMOUNT:	\$838,100.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$750,000.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	0%
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	This is renewal option three (3) of four (4).
MARKET PRICES COMPARISON (FOR RENEWALS):	A recent market analysis reveals an approximate 16% price increase over the last year for these types of services; however, the current vendor has agreed to hold pricing firm for this contract period.
CONTRACT TERM:	January 1, 2022 through December 31, 2022

COMMENTS: *Through successful negotiations, a cost savings of approximately \$24,000.00 was achieved without a reduction in the scope of services.



MEMORANDUM

TO: Lindsey Gravitt, Purchasing Associate II
Purchasing Division, DOFS

THROUGH: Lewis Cooksey, Director *LC*
Department of Transportation

FROM: Britton Lockhart, Division Director *BL*
Department of Transportation

SUBJECT: Recommendation to Renew BL099-18
Pavement Marking Services

DATE: August 12, 2021

REQUESTED ACTION

The Department of Transportation recommends renewal of the above referenced contract with Peek Pavement Marking, LLC in the amount of **\$800,000.00**.

DESCRIPTION

This contract is used for the installation of pavement markings on County roadways. New pavement markings are needed following roadway resurfacing, improvements, or repairs. This the third of four options to renew this annual contract.

FINANCIAL

1. Estimated amount to be spent: \$800,000.00
2. Projected amount to be spent previous contract period: \$750,000.00
3. Do total obligations agree with "Action Requested"? Yes X No
4. Budgeted: Yes X No
5. Contact name: Carol Nauth Contact phone: 770-822-7406

6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2022	001	109000	17020003	50404207		\$100,000.00	12.50%
2022	320	209000		50404207	M-1007-09-3-01	\$700,000.00	87.50%
Total						\$800,000.00	100%

Transfer Required: Yes No

If Yes, transfer from:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211221			
Department:	Transportation	Date Submitted:	09/24/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	jehoward	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>for a determination by the Board of Commissioners that special conditions exist within the area of Anderson-Livsey Lane, as to the health, safety and welfare of the persons or properties within said area, that may justify the creation of a Special Assessment District to provide speed humps, and for direction to the Department of Transportation to prepare a recommendation and proceed with a public hearing for the incorporation of Anderson-Livsey Lane into the Gwinnett County Speed Hump Program.</p>			
Attachments	Justification, Support		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> No		
Staff Recommendation	Approval		
BAC Action:			
Department Head	tasever (9/29/2021)		
Attorney	tllettsome (10/6/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
	N/A	*	N/A	mbwoods (10/5/2021)
Finance Comments	*No budget impact.			FinDir's Initials bjalexzulian (10/5/2021)


Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
		Vote



MEMORANDUM

TO: Chairwoman
District Commissioners

FROM: Lewis Cooksey, P.E., Director 
Department of Transportation

SUBJECT: Special Assessment District for Anderson-Livsey Lane

DATE: September 28, 2021

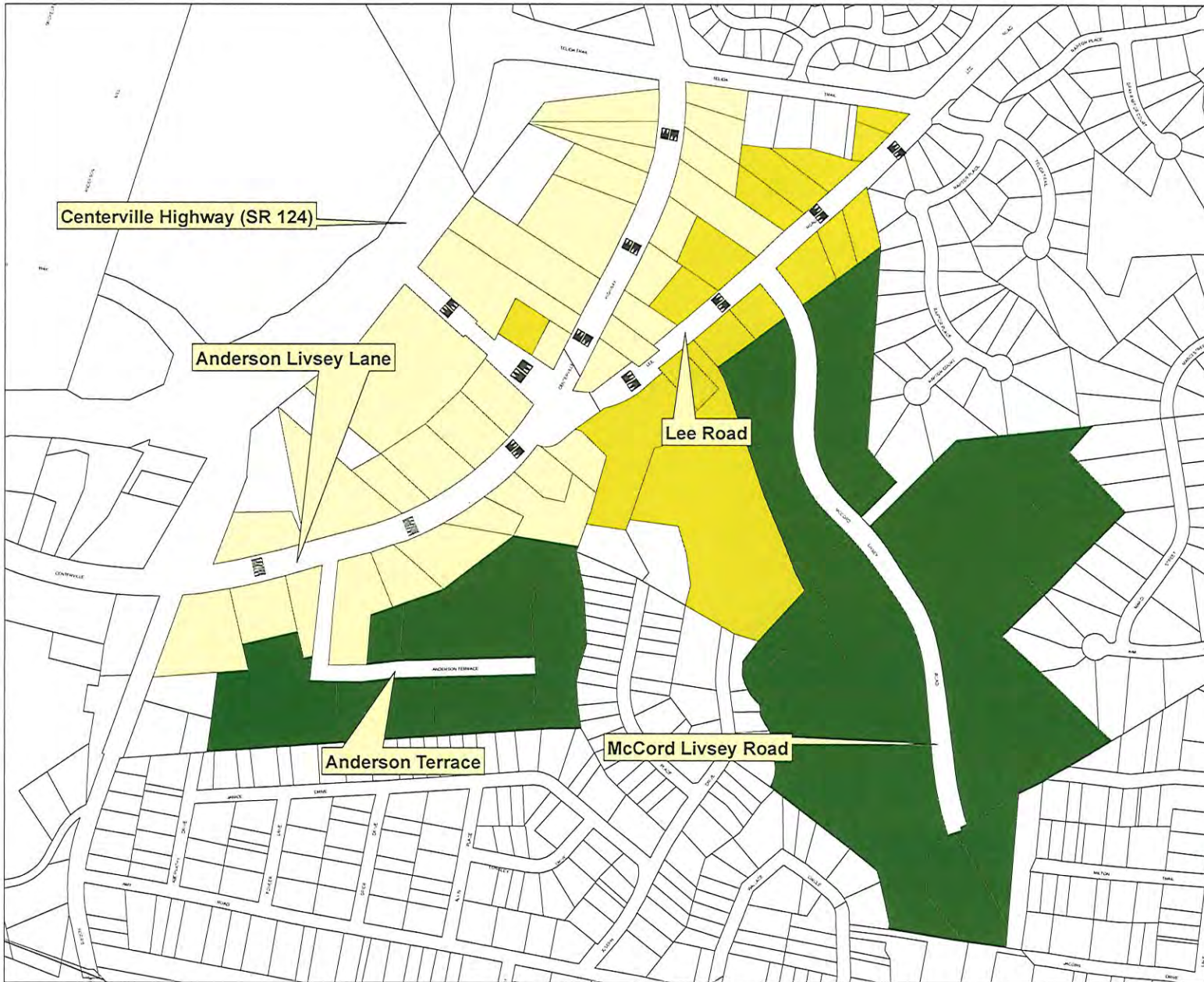
ITEM OF BUSINESS

Approval for a determination by the Board of Commissioners that special conditions exist within the area of Anderson-Livsey Lane, as to the health, safety and welfare of the persons or properties within said area, that may justify the creation of a Special Assessment District to provide speed humps, and for direction to the Department of Transportation to prepare a recommendation and proceed with a public hearing for the incorporation of Anderson-Livsey Lane into the Gwinnett County Speed Hump Program.

BACKGROUND AND DISCUSSION






In mid-2021, the Gwinnett County Department of Transportation received a request for speed humps on Anderson-Livsey Lane. A speed study was conducted and speeding was documented with an 85th percentile speed of over 40 mph, which is more than 15 mph above the posted speed limit. At this time, the Department seeks direction to begin preparation for a public hearing for the incorporation of Anderson-Livsey Lane into the Gwinnett County Speed Hump Program in accordance with the provisions of Chapter 86 of the Code of Ordinances of Gwinnett County. The speed humps would be placed between Norris Lake Road to Telida Trail.

Thank you for your consideration in this matter.



**County Roads
(Lee Road)
(Anderson Livsey Lane)
Speed Hump Proposal**

Legend

-  Anderson Livsey Lane
Special Assessment District (33)
-  Lee Road
Special Assessment District (16)
-  Outside of the
Special Assessment District
-  Speed Hump
Anderson Livsey Lane (6)
-  Speed Hump
Lee Road (6)



Gwinnett
Transportation

Gwinnett County
Department of Transportation
Traffic Engineering Division
September 2021

SUBDIVISION: county road
ROAD NAME: Anderson-Livsey Lane
NUMBER IN PETITION AREA: 33
NUMBER OF HUMPS: 6
85th PERCENTILE SPEED (MPH): 43.8
COMMISSION DISTRICT: 3

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211222			
Department:	Transportation	Date Submitted:	09/24/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	jehoward	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	No
Item of Business:	Locked by Purchasing		No
<p>for a determination by the Board of Commissioners that special conditions exist within the area of Lee Road, as to the health, safety and welfare of the persons or properties within said area, that may justify the creation of a Special Assessment District to provide speed humps, and for direction to the Department of Transportation to prepare a recommendation and proceed with a public hearing for the incorporation of Lee Road into the Gwinnett County Speed Hump Program.</p>			
Attachments	Justification, Support		
Authorization: Chairwoman's Signature?	No		
Staff Recommendation	Approval		
BAC Action:			
Department Head	tasever (9/29/2021)		
Attorney	tllettsome (10/6/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
	N/A	*	N/A	mbwoods (10/5/2021)
Finance Comments	*No budget impact.			FinDir's Initials
				bjalexzuliaan (10/5/2021)


Budget Adjust Grand Jury

County Clerk Use Only		PH was Held?
Working Session	<input type="text"/>	<input type="checkbox"/>
Action	New Item	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
		Vote



MEMORANDUM

TO: Chairwoman
District Commissioners

FROM: Lewis Cooksey, P.E., Director 
Department of Transportation

SUBJECT: Special Assessment District for Lee Road

DATE: September 28, 2021

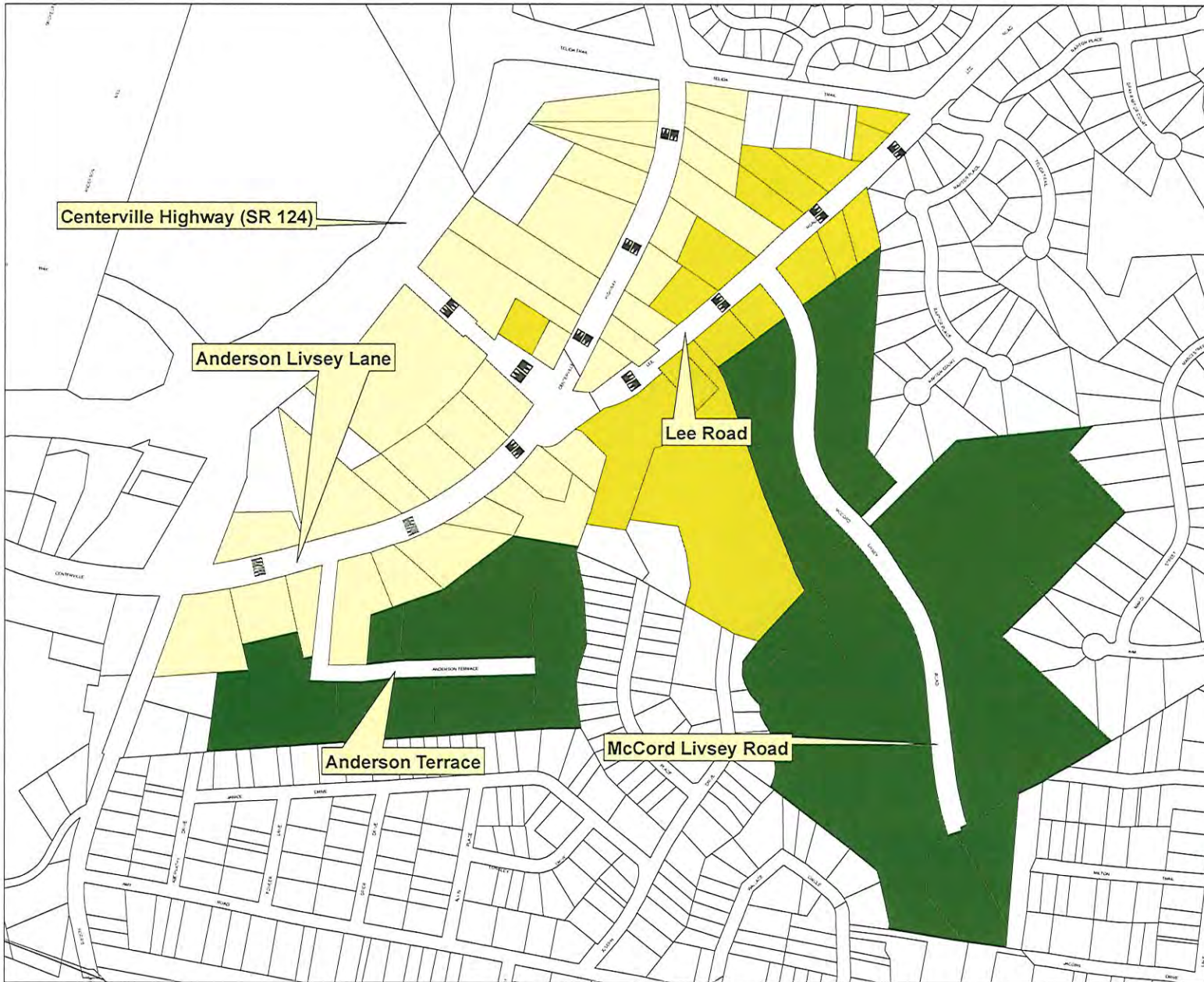
ITEM OF BUSINESS

Approval for a determination by the Board of Commissioners that special conditions exist within the area of Lee Road, as to the health, safety and welfare of the persons or properties within said area, that may justify the creation of a Special Assessment District to provide speed humps, and for direction to the Department of Transportation to prepare a recommendation and proceed with a public hearing for the incorporation of Lee Road into the Gwinnett County Speed Hump Program.

BACKGROUND AND DISCUSSION






In mid-2021, the Gwinnett County Department of Transportation received a request for speed humps on Lee Road. A speed study was conducted and speeding was documented with an 85th percentile speed of over 40 mph, which is more than 15 mph above the posted speed limit. At this time, the Department seeks direction to begin preparation for a public hearing for the incorporation of Lee Road into the Gwinnett County Speed Hump Program in accordance with the provisions of Chapter 86 of the Code of Ordinances of Gwinnett County. The speed humps would be placed between SR 124 / Centerville Highway and Telida Trail.

Thank you for your consideration in this matter.



**County Roads
(Lee Road)
(Anderson Livsey Lane)
Speed Hump Proposal**

Legend

-  Anderson Livsey Lane
Special Assessment District (33)
-  Lee Road
Special Assessment District (16)
-  Outside of the
Special Assessment District
-  Speed Hump
Anderson Livsey Lane (6)
-  Speed Hump
Lee Road (6)



Gwinnett
Transportation

Gwinnett County
Department of Transportation
Traffic Engineering Division
September 2021

SUBDIVISION: county road

ROAD NAME: Lee Road

NUMBER IN PETITION AREA: 10

NUMBER OF HUMPS: 6

85th PERCENTILE SPEED (MPH): 43.5

COMMISSION DISTRICT: 3

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211199			
Department:	Transportation	Date Submitted:	09/15/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	jehoward	Public Hearing:	
Agenda Type	Approval/authorization	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>for the Chairwoman to execute an agreement between Gwinnett County and the Gateway85 Gwinnett Community Improvement District (CID) that outlines the financial commitments and the management structure related to a proposed study of the interchange of Jimmy Carter Boulevard and I-85. The CID will contribute up to \$30,000.00 towards the cost of the study. Subject to approval as to form by the Law Department. Funded by the 2017 SPLOST Program and Gateway85 Gwinnett CID.</p>			
Attachments	Justification, Agreement		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> Yes		
Staff Recommendation	Approval		
BAC Action:			
Department Head	tasever (9/29/2021)		
Attorney	tllettsome (10/6/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
No	2017 SPLOST	*	\$60,000	mbwoods (10/5/2021)
Finance Comments	*Upon approval and execution of the agreement, adjust revenues and appropriations budget to incorporate the Gateway 85 Gwinnett CID contribution of \$30,000 into the Planning Efforts/Major Cross/I85/SR316 project.			FinDir's Initials bjalexzulian (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session:	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Action:	<input type="text" value="New Item"/>	
Tabled:	<input type="text"/>	
Motion:	<input type="text"/>	
2nd by:	<input type="text"/>	
		Vote



MEMORANDUM

TO: Chairwoman
District Commissioners

FROM: Lewis Cooksey, P.E., Director *LC*
Department of Transportation

SUBJECT: **Agreement between Gwinnett County and the Gateway85 Gwinnett Community Improvement District regarding the Interchange Study at I-85 and Jimmy Carter Boulevard District 2/Ku**

DATE: September 10, 2021

ITEM OF BUSINESS

Approval/authorization for the Chairwoman to execute an agreement between Gwinnett County and the Gateway85 Gwinnett Community Improvement District (CID) that outlines financial commitments and the management structure related to a proposed study of the interchange of Jimmy Carter Boulevard and I-85. The CID will contribute up to \$30,000.00 towards the cost of the study. Subject to approval as to form by the Law Department. Funded by the 2017 SPLOST Program and Gateway85 Gwinnett CID.

BACKGROUND AND DISCUSSION

The scope of work for the study will assess the existing and future operational conditions of the existing Diverging Diamond Interchange, analyze the future capacity needs of the interchange, and study long-range alternative improvements to the interchange and surrounding areas. The study is estimated to cost \$60,000.00.

The project lies within Commission District 2/Ku.

Thank you for your consideration in this matter.

AGREEMENT
BETWEEN
GWINNETT COUNTY
AND
THE GATEWAY85 GWINNETT
COMMUNITY IMPROVEMENT DISTRICT
REGARDING
AN INTERCHANGE STUDY AT
I-85 AND JIMMY CARTER BOULEVARD

This Agreement is made by and between the Gateway85 Gwinnett Community Improvement District, a self-taxing district authorized by the Gwinnett County Board of Commissioners and headquartered at 1770 Indian Trail Lilburn Road, Suite 150, Norcross, Georgia 30093 (hereinafter referred to as "GATEWAY85 CID"), and Gwinnett County, Georgia, a political subdivision of the State of Georgia headquartered at 75 Langley Drive, Lawrenceville, Georgia 30046, (hereinafter referred to as "COUNTY"), each of whom has been duly authorized to enter into this Agreement.

WITNESSETH

WHEREAS, the parties to this Agreement are located within Gwinnett County and the State of Georgia and are duly authorized by law to enter into this Agreement; and

WHEREAS, both parties believe that it would be in the interest of the health, safety, and welfare of the citizens of Gwinnett County to allocate resources and efforts to conduct a study that will identify potential improvements to the interstate highway interchange at Jimmy Carter Boulevard and the surrounding area (hereinafter referred to as "the study").

NOW, THEREFORE, in consideration of the mutual promises, covenants, and undertakings set forth herein and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereto do consent and agree that:

1. The COUNTY and the GATEWAY85 CID will jointly fund the study of the I-85 at Jimmy Carter Boulevard interchange. The study will analyze the existing and future operational and capacity needs of the road system. The study will result in proposed projects, strategies, and recommendations that will address deficiencies at and in the immediate vicinity of the interchange.
2. The COUNTY and the GATEWAY85 CID agree to the following study's cost and funding plan:
 - a. The total study cost is estimated to be \$60,000.00.

- b. The COUNTY shall contribute \$30,000.00 to the cost of the study. The source of the COUNTY's funding will be from the 2017 SPLOST program.
 - c. GATEWAY85 CID shall contribute \$30,000.00 to the cost of the study.
 - d. The COUNTY shall be responsible for the study's costs that exceed the \$60,000.00 estimate.
 - e. Any cost savings below the \$60,000.00 estimate shall be shared evenly between the COUNTY and the GATEWAY85 CID.
3. The GATEWAY85 CID's contribution shall be paid to the COUNTY within sixty (60) days of the execution of this Agreement.
4. The COUNTY shall select a firm to perform the study from its list of prequalified Demand Services contractors (Category I – Transportation Planning).
5. The COUNTY and the GATEWAY85 CID and the selected firm shall agree to the final scope of services to be included as part of the study.
6. The professional services contract for the study will be between the COUNTY and the selected firm.

All notices pursuant to this Agreement shall be served as follows: As to the COUNTY, Chairwoman, Gwinnett County Board of Commissioners, 75 Langley Drive, Lawrenceville, Georgia 30046. As to the GATEWAY85 CID, Executive Director, Gateway85 Gwinnett Community Improvement District, 1770 Indian Trail Lilburn Road, Suite 150, Norcross, Georgia 30093.

This Agreement constitutes the entire written agreement between the parties hereto as to all matters contained herein. All subsequent changes to this Agreement must be in writing and signed by both parties. This Agreement is for the benefit of the parties hereto only and is not intended to benefit any third party or to give rise to any duty or causes of action for any third party, and no provisions contained within this Agreement are intended to nor shall they in any way be construed to relieve any contractor performing services in connection with the project of any liability or to complete the work in a good, substantial and workmanlike manner. No provision in this Agreement is intended to nor shall it be construed to in any way waive immunities or protections provided to either the COUNTY or GATEWAY85 CID by the Constitution and laws of the State of Georgia.

IN WITNESS WHEREOF, the parties hereto acting through their duly authorized agents have caused this Agreement to be signed and delivered on the date set forth below.

This _____ day of _____, 20_.

GWINNETT COUNTY, GEORGIA

By: _____
Nicole L. Hendrickson

Title: Chairwoman

ATTEST:

By: _____

Title: County Clerk/Deputy County Clerk (SEAL)

APPROVED AS TO FORM:

Gwinnett County Staff Attorney

GATEWAY85 GWINNETT COMMUNITY IMPROVEMENT DISTRICT

By: 

Title: EXECUTIVE DIRECTOR

Date: 9/15/21

ATTEST:

By: 

Title: Manager
(SEAL)

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input checked="" type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211237	20190956		
Department:	Transportation	Date Submitted:	09/29/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	jehoward	Public Hearing:	
Agenda Type	Approval/authorization	Multiple Depts?	No
Item of Business:	Locked by Purchasing		No
<p>to apply for and accept if awarded Federal Transit Administration (FTA) Congestion Mitigation and Air Quality (CMAQ) funds which will provide Federal assistance for Gwinnett County Transit projects in a total amount not to exceed \$2,500,000.00; and to request authorization for the modification of previously approved grant application for Federal Transit Administration (FTA) FFY2019 5307 formula funding (GCID 20190956) to reallocate a total amount of \$4,000,000.00 to request funding for additional buses. Local matching funds required are \$1,625,000.00. Approval/authorization for the Chairwoman, and or designee, to execute any and all related documents. Subject to approval as to form by the Law Department.</p>			
Attachments	Justification, Action List		
Authorization: Chairwoman's Signature?	<input type="text" value="Yes"/>		
Staff Recommendation	Approval		
BAC Action:			
Department Head	tasever (9/30/2021)		
Attorney	tllettsome (10/13/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
No	Transit R&E-Grants	*	\$6,500,000	mbwoods (10/12/2021)
No	Various	**	\$1,625,000	
Finance Comments	*A grant budget of \$2,500,000 will be established upon awarding agency approval, adjust revenues and appropriations as necessary. Reallocate revenues and appropriations as necessary to fund Transit R&E-Grants project as designated. **Adjust FY2021 revenues and appropriations as necessary to incorporate a transfer from General Fund to fund Transit R&E match of \$1,625,000.			FinDir's Initials bjalexzulia (10/12/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session:	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Action:	<input type="text" value="New Item"/>	
Tabled:	<input type="text"/>	
Motion:	<input type="text"/>	
2nd by:	<input type="text"/>	



MEMORANDUM

TO: Chairwoman
District Commissioners

FROM: Lewis Cooksey, P.E., Director *Talk for LC*
Department of Transportation

SUBJECT: Approval/Authorization to Apply for and Accept Federal Transit Administration Grants

DATE: September 23, 2021

ITEM OF BUSINESS

Approval/authorization to apply for and accept if awarded Congestion Mitigation and Air Quality (CMAQ) funds which will provide Federal assistance for Gwinnett County Transit projects in a total amount not to exceed \$2,500,000.00; and to request authorization for the modification of previously approved grant application for Federal Transit Administration (FTA) FFY2019 5307 formula funding (GCID 20190956) to reallocate a total amount of \$4,000,000.00 to request funding for additional buses. Approval/authorization for the Chairwoman, and or designee, to execute any and all related documents. Subject to approval as to form by the Law Department.

BACKGROUND AND DISCUSSION

The application for Federal Transit Administration (FTA) 5307 grant was previously authorized in 2019 for the use towards Capital Cost of Contracting, or operating expenses. This grant application was not submitted to the FTA because of additional Coronavirus Aid, Relief and Economic Security (CARES) Act funding that Gwinnett County Transit received in 2020. Department of Transportation requests authorization for the modification of the previously approved grant application to instead request funding for additional local bus vehicle purchases.

The application for Congestion Mitigation and Air Quality (CMAQ) funds will allow for the purchase of 40-foot local bus vehicles to support the addition of Local Route 50.

FINANCIAL

Item	FTA (80%)	Local (20%)	TOTAL
Capital			
Urbanized Area 5307			
40' Local/Paratransit/Microtransit Vehicle Purchase	\$ 4,000,000.00	\$ 1,000,000.00	\$ 5,000,000.00
Congestion Mitigation and Air Quality (CMAQ)			
40' Local Bus Purchase Route 50	\$ 2,500,000.00	\$ 625,000.00	\$ 3,125,000.00
TOTAL	\$ 6,500,000.00	\$ 1,625,000.00	\$ 8,125,000.00

The FTA funds are \$4,000,000.00 (80%) and are to be matched with \$1,000,000.00 (20%) in local funds. The CMAQ funds are \$2,500,000.00 (80%) with \$625,000.00 in matching local funding. These grant funds cover capital purchases to support expansion of local route service.

All approvals and authorizations by Chairwoman or designee to execute any and all related documents are subject to approval by the Law and Finance departments. These actions cover all Commission Districts.

**ACTION REQUESTED – FEDERAL TRANSIT ADMINISTRATION
FOR APPROVAL BY THE BOARD OF COMMISSIONERS
OCTOBER 19, 2021
GCID 20211237**

1. Acceptance of grant awards from the **Federal Transit Administration**; authorization for Chairwoman to appoint and designate the Director of Financial Services (or his/her designee) to sign all necessary grant documents, Designation of Signature Authority for the Transit Award Management System (TrAMS), and related forms designating persons authorized to request disbursement of grant funds from **Federal Transit Administration** to Gwinnett County.
2. Authorization for Chairwoman to appoint and designate the Director of Financial Services (or his/her designee) to sign all necessary grant documents with **Federal Transit Administration**, municipalities, nonprofit agencies, County agencies, federal and state agencies, subrecipient, program participants and financial institutions, etc. for project implementation, as specified by the **Federal Transit Administration** subject to approval as to form by the Law Department.
3. Authorization for Chairwoman to appoint and designate the Director of Financial Services (or his/her designee) to accept any amendments to the initial award, including closure of award after receipt of final payment, as assigned by **Federal Transit Administration** and to designate County staff to adjust appropriations and revenue budgets as necessary.
4. Authorization for Chairwoman to appoint and designate the Director of Financial Services (or his/her designee) to approve and submit financial reports.
5. Authorization for Chairwoman to designate County staff to procure goods and services as delegated in the approved Purchasing Ordinance.
6. Authorization for Chairwoman to appoint and designate the Director of Financial Services to serve as the “Official Representative” of Gwinnett County with the **Federal Transit Administration**.

**Federal Transit Administration (FTA) 2019 5307 Grant Reallocation and CMAQ Acceptance
Funding Schedule
GCID 20211237**

Fiscal Year	Fund	WBS	Fund Center	Cost Center	Commitment Item	Amount	Comment
CAPITAL							
5307 Reallocation (Budget Adjustments Required)							
2021	516G	E-TBD (1)			50804000	4,000,000.00	5307 Expansion Vehicles (Federal)
2021	516G	E-TBD (1)			40414010	4,000,000.00	5307 Expansion Vehicles (Federal Revenue)
2021	516	E-TBD (1)	209000		50804000	1,000,000.00	5307 Expansion Vehicles (Local)
CMAQ Acceptance (Budget Adjustments Required)							
2021	516G	E-TBD (2)			50804000	2,500,000.00	CMAQ Route 50 Buses (Federal)
2021	516G	E-TBD (2)			40414010	2,500,000.00	CMAQ Route 50 Buses (Federal Revenue)
2021	516	E-TBD (2)	209000		50804000	625,000.00	CMAQ Route 50 Buses (Local)

Transfer Required:

2021	001			36000004	52200103	1,625,000.00	Transfer Out -to Transit Operating Fund
2021	001		127000	36000031	49999999	1,625,000.00	Use of Fund Balance
2021	515			17060001	42001003	1,625,000.00	Transfer In -Revenue to Transit Operating Fund
2021	515			17060001	52200104	1,625,000.00	Transfer Out -to Transit Capital Fund
2021	516	O-0041	209000		42001017	1,625,000.00	Transfer In -Revenue to Transit Capital Fund

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211238			
Department:	Transportation	Date Submitted:	09/29/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	jehoward	Public Hearing:	
Agenda Type	Approval/authorization	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>for the Chairwoman to execute a Resolution approving the Gwinnett County Transit Public Transportation Agency Safety Plan and authorization for the Chairwoman to submit the Plan to the Federal Transit Administration (FTA). Approval/authorization for the County Administrator to be the designee to sign on behalf of the County. Subject to approval as to form by the Law Department.</p>			
Attachments	Justification, Safety Plan		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> Yes		
Staff Recommendation	Approval		
BAC Action:			
Department Head	tasever (9/30/2021)		
Attorney	tllettsome (10/7/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
	N/A	*	N/A	mbwoods (10/5/2021)
Finance Comments	*No budget impact.			FinDir's Initials bjalexzulian (10/5/2021)


Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	



MEMORANDUM

TO: Chairwoman
District Commissioners

FROM: Lewis Cooksey, P.E., Director 
Department of Transportation

SUBJECT: **Resolution Approving Gwinnett County Transit Public Transportation Agency Safety Plan and Authorizing Chairwoman to Submit to Federal Transit Administration**

DATE: September 23, 2021

ITEM OF BUSINESS

Approval/authorization for the Chairwoman to execute a Resolution approving the Gwinnett County Transit Public Transportation Agency Safety Plan and authorization for the Chairwoman to submit the Plan to the Federal Transit Administration (FTA). Approval/authorization for the County Administrator to be the designee to sign on behalf of the County. Subject to approval as to form by the Law Department.

BACKGROUND AND DISCUSSION

The Federal Transit Administration (FTA) requires all recipients of FTA grants to develop, certify, and submit a Public Transportation Agency Safety Plan (PTASP) that complies with the requirements and regulations of 49 U.S.C. 5329(d). The PTASP requires updating as requirements dictate and compliance with this requirement is necessary for continued funding from the FTA.

Gwinnett County is required to submit a PTASP by December 31, 2021. The plan must include the processes and procedures to implement Safety Management Systems (SMS), safety performance targets, and be certified by the organization's Accountable Executive, which would be the County Administrator. The PTASP requires certification every year and compliance with this requirement is necessary for continued funding from the FTA.

The Department of Transportation requests approval of the updated Gwinnett County Transit PTASP and authorization for the Chairwoman to submit the Plan to the FTA. The updated PTASP will allow the County Administrator to certify and submit the Plan on behalf of the County starting in 2022.

There is no additional cost to the County associated with this approval. This resolution covers all Commission Districts. Thank you for your consideration in this matter.

**ACTION REQUESTED
FOR APPROVAL BY THE BOARD OF COMMISSIONERS
OCTOBER 19, 2021
GCID 20211238**

1. Authorization for the Chairwoman to appoint and designate the Accountable Executive to serve as the “Official Representative” of Gwinnett County regarding our Public Transit Agency Safety Plan (PTASP).
2. Authorization for the Chairwoman to appoint and designate the Accountable Executive to approve and sign in acceptance of PTASP annual safety targets.
3. Authorization for the Chairwoman to appoint and designate the Accountable Executive to accept any revisions to the PTASP Plan as requested by federal funding agencies responsible for approving PTASP compliance.
4. Authorization for the Chairwoman to appoint and designate the Accountable Executive to accept any revisions to the PTASP Plan that are minor in nature.

GWINNETT COUNTY
BOARD OF COMMISSIONERS
LAWRENCEVILLE, GEORGIA

RESOLUTION ENTITLED: Resolution Approving Gwinnett County Transit Public Transportation Agency Safety Plan (PTASP) and Authorizing County Administrator to Execute and Chairwoman to Submit to Federal Transit Administration

READING AND ADOPTION: October 19, 2021

At the regular meeting of the Gwinnett County Board of Commissioners held in the Gwinnett Justice and Administration Center, Auditorium, 75 Langley Drive, Lawrenceville, Georgia.

Name	Present	Vote
Nicole Hendrickson, Chairwoman		
Kirkland Carden, District 1		
Ben Ku, District 2		
Jasper Watkins III, District 3		
Marlene M. Fosque, District 4		

On motion of Commissioner _____, which carried _____, the Gwinnett County Board of Commissioners voted to approve the Gwinnett County Transit Public Transportation Agency Safety Plan and authorize the County Administrator to execute and Chairwoman to submit the Plan to the Federal Transit Administration as follows:

WHEREAS, the Gwinnett County Board of Commissioners (Gwinnett County) provides public transportation including commuter and local fixed route service and complementary ADA paratransit service, operating as Gwinnett County Transit;

WHEREAS, as a recipient of federal financial assistance from the Federal Transit Administration (FTA), Gwinnett County must comply with established laws and regulations;

WHEREAS, 49 U.S.C. 5329(d), requires each operator of public transportation subject to this statute to develop and certify that it has a Public Transportation Agency Safety Plan; and

WHEREAS, the attached Gwinnett County Board of Commissioners Public Transportation Agency Safety Plan, has been updated in compliance with FTA requirements and regulations, as promulgated in their Final Rule issued July 19, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Gwinnett County Board of Commissioners approves the Public Transportation Agency Safety Plan and authorizes the County Administrator as being the Accountable Executive and to execute and Chairwoman to submit the Plan to FTA.

THIS RESOLUTION is adopted this _____ day of _____,
2021.

GWINNETT COUNTY BOARD OF COMMISSIONERS

BY: _____
NICOLE L HENDRICKSON, CHAIRWOMAN

ATTEST:

BY: _____ (SEAL)
DIANE KEMP, COUNTY CLERK

APPROVED AS TO FORM:

BY: _____
SENIOR ASSISTANT COUNTY ATTORNEY

Gwinnett County Transit Agency Safety Plan

Per requirements in 49 C.F.R. Part 673

October 19, 2021

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Gwinnett County Transit Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	Gwinnett County Transit		
Transit Agency Address	446 West Crogan St, Suite 410, Lawrenceville, 30046		
Name and Title of Accountable Executive	Glenn Stephens, County Administrator		
Name of Chief Safety Officer	Syril Melvin, Chief Safety Officer		
Mode(s) of Service Covered by This Plan	Motor Bus (local) Commuter Bus Service Paratransit Demand/Response	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307 5337 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Motor Bus (local) Commuter Bus Service Paratransit Demand/Response		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Description of Arrangement(s)
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A		

Security Sensitive Information

<p>Gwinnett County Transit System Overview</p>	<p>Gwinnett County Transit (GCT) began commuter bus service in 2001 and local bus service in 2002. GCT operates commuter bus, local bus and paratransit service as part of the department mission to “enhance quality of life by facilitating the mobility of people and goods safely and efficiently.”</p> <p>Commuter bus service operates Monday through Friday and includes five routes using the HOT lane on I-85. Park and ride lots at I-985, Sugarloaf Mills and Indian Trail have been built or upgraded to provide free and convenient parking for bus riders. Local bus service operates seven routes Monday through Saturday connecting neighborhoods and businesses to Gwinnett County's many cultural, shopping and educational opportunities. Paratransit service for qualifying persons with disabilities operates in conjunction with the local bus service.</p> <p>Gwinnett County owns the vehicles and equipment used by the Contractor (TransDev-NA) to provide transit services to their citizens. Gwinnett County Department of Transportation (DOT)/Gwinnett County Transit is responsible for the administration of the contract as well as the coordination of services and contract compliance with the Contractor (TransDev North America).</p>
<p>Gwinnett County Transit Service Description</p>	<p>Gwinnett County Transit currently operates seven Local bus routes and five Commuter routes. Gwinnett County Transit provides service with a fleet of 88 vehicles; 38 buses are used for Local service, 43 buses are used for Commuter service, and 7 vehicles are used for paratransit. Gwinnett County Transit maintains the Gwinnett Place Transit Center and three park-and-ride lots, and shares in the use of MARTA rail stations. Gwinnett County owns the Hewatt Road Park-and-Ride facility and the Gwinnett Place Transit Center. All other park-and-ride lots are owned by the State through either the Georgia Department of Transportation or the State Road and Tollway Authority and are leased by Gwinnett County.</p> <p>Paratransit</p> <p>Gwinnett County Transit operates locally in several municipalities in the Gwinnett County area. ADA Paratransit is a specialized transportation service of Gwinnett County Transit that provides curb-to-curb shared ride bus service for eligible persons with disabilities as a complement to the fixed-route service in accordance with the Americans with Disabilities Act of 1990. Gwinnett County Transit Paratransit service is provided by the Contractor (TransDev Services, Inc)., a private, for-profit operator of transportation services throughout the country. The Contractor (TransDev) operates a fleet of seven 12-passenger vehicles. Each vehicle is equipped with three wheelchair positions to accommodate all types of mobility devices. All seven vehicles are owned by Gwinnett County. ADA eligible trip requests may be made by calling the day before the trip is needed.</p> <p>Commuter Bus</p> <p>Gwinnett County's Commuter bus service consists of five routes in total. Three routes that service Gwinnett County park and ride lots into Downtown Atlanta, a reverse commute route from Downtown Atlanta into Gwinnett County and one route that services Gwinnett County to the Emory/CDC area. This service is provided in an MCI D-4500 over the road coach model and generally provides customers a one seat ride to their destination.</p> <p>Motor Bus</p> <p>The Local or Motor Bus service provided in Gwinnett County is the most utilized mode of the Transit portfolio. A total of seven local bus routes operate in the southwest and central portion of the county. Four of those routes connect to MARTA at the Doraville Station. The service is provided in 40-foot long Gillig Coach buses.</p>

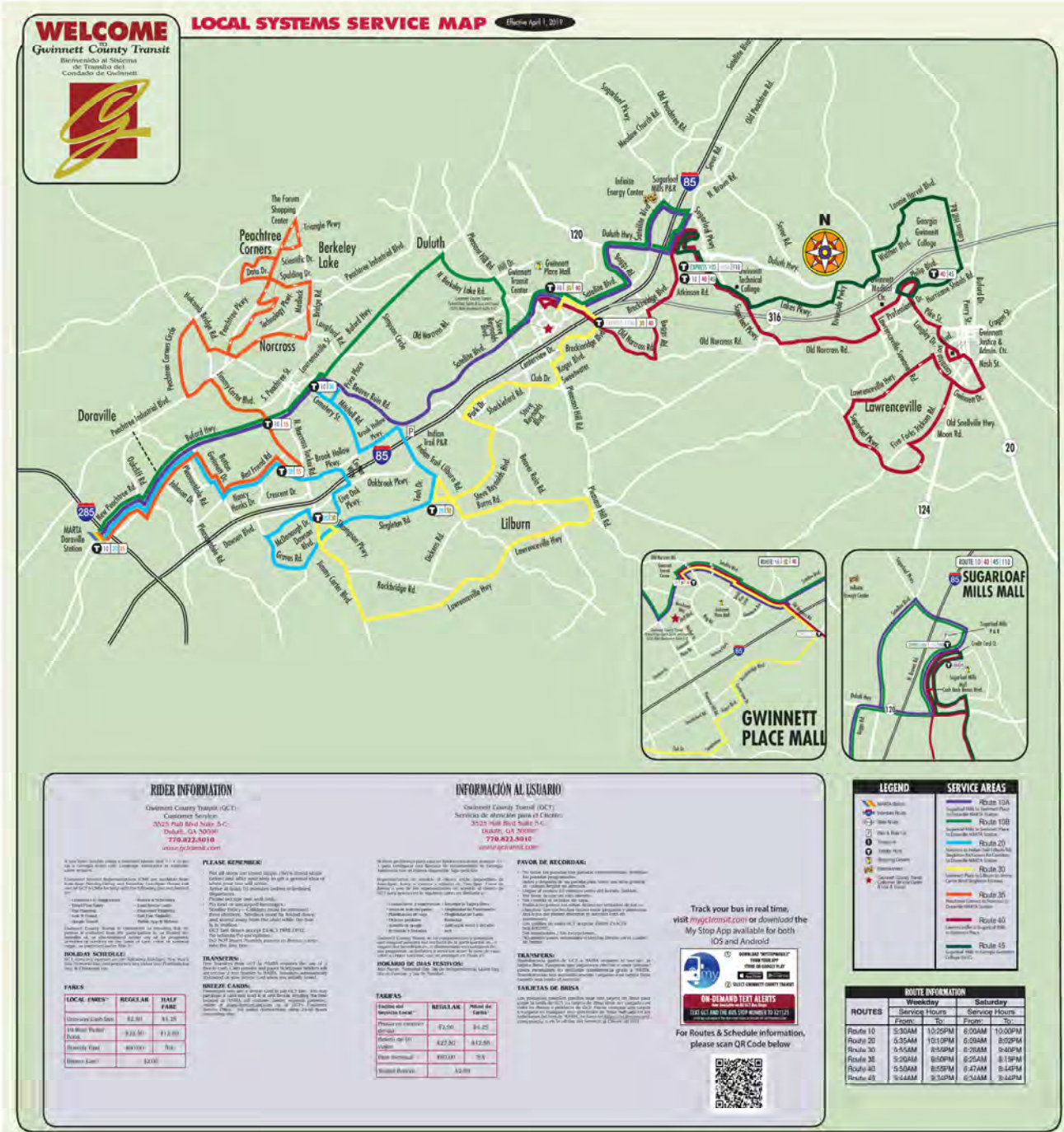
Security Sensitive Information

Contractor Address
2880 Remington Park Ct.
Norcross, GA 30071

**Gwinnett County
Transit Contractor
Address and Bus
Inventory**

Mode	Number of GCT Routes	Peak Buses	Spare Buses	Total Buses
Motor Bus	7	29	9	38
Commuter Bus	5	31	12	43
Paratransit/Demand Response	N/A	5	2	7

Gwinnett County Transit Local System Service Map



LOCAL SYSTEMS SERVICE MAP (Effective April 1, 2019)

RIDER INFORMATION

Gwinnett County Transit (GCT)
Customer Service
3025 Peach Road, Suite 200
Doraville, GA 30095
770.822.5018
www.gwinnett.com

PLEASE REMEMBER:
 • Please use proper etiquette when boarding and exiting the bus.
 • Please stand when the bus is in motion.
 • Please do not drink or eat on the bus.
 • Please do not use mobile phones while driving.
 • Please do not use alcohol on the bus.
 • Please do not use tobacco products on the bus.
 • Please do not use illegal drugs on the bus.
 • Please do not use firearms on the bus.
 • Please do not use weapons on the bus.
 • Please do not use explosives on the bus.
 • Please do not use hazardous materials on the bus.
 • Please do not use flammable liquids on the bus.
 • Please do not use volatile substances on the bus.
 • Please do not use toxic substances on the bus.
 • Please do not use corrosive substances on the bus.
 • Please do not use radioactive substances on the bus.
 • Please do not use nuclear materials on the bus.
 • Please do not use biological weapons on the bus.
 • Please do not use chemical weapons on the bus.
 • Please do not use biological agents on the bus.
 • Please do not use chemical agents on the bus.
 • Please do not use biological toxins on the bus.
 • Please do not use chemical toxins on the bus.
 • Please do not use biological weapons on the bus.
 • Please do not use chemical weapons on the bus.
 • Please do not use biological agents on the bus.
 • Please do not use chemical agents on the bus.
 • Please do not use biological toxins on the bus.
 • Please do not use chemical toxins on the bus.

NON-STOP SCHEDULE:

The Non-Stop Service will be available on all routes except for routes 10, 20, 30, 40, and 50. These routes will have a stop at the Sugarloaf Mills Mall station.

LOCAL FARES	REGULAR FARE	HALF FARE
Unlimited Cash Card	\$2.00	\$1.25
1st Month Student	\$11.50	\$11.00
Monthly Card	\$69.00	\$64.00
Senior Card	\$2.00	\$1.25

INFORMACIÓN AL USUARIO

Gwinnett County Transit (GCT)
Servicios de atención para el Cliente
3025 Peach Road, Suite 200
Doraville, GA 30095
770.822.5018
www.gwinnett.com

FAVOR DE RECORDAR:
 • Por favor, use la etiqueta de cortesía al abordar y al bajar del autobús.
 • Por favor, no beba ni coma en el autobús.
 • Por favor, no use el teléfono móvil mientras conduce.
 • Por favor, no use alcohol en el autobús.
 • Por favor, no use tabaco en el autobús.
 • Por favor, no use drogas ilegales en el autobús.
 • Por favor, no use armas en el autobús.
 • Por favor, no use explosivos en el autobús.
 • Por favor, no use materiales inflamables en el autobús.
 • Por favor, no use sustancias volátiles en el autobús.
 • Por favor, no use armas biológicas en el autobús.
 • Por favor, no use armas químicas en el autobús.
 • Por favor, no use agentes biológicos en el autobús.
 • Por favor, no use agentes químicos en el autobús.
 • Por favor, no use toxinas biológicas en el autobús.
 • Por favor, no use toxinas químicas en el autobús.
 • Por favor, no use armas biológicas en el autobús.
 • Por favor, no use armas químicas en el autobús.
 • Por favor, no use agentes biológicos en el autobús.
 • Por favor, no use agentes químicos en el autobús.
 • Por favor, no use toxinas biológicas en el autobús.
 • Por favor, no use toxinas químicas en el autobús.

HOMBROS DE OJOS FERTILES:

El Servicio de Hombres de Ojos Fértiles estará disponible en todas las rutas excepto en las rutas 10, 20, 30, 40 y 50. Este servicio estará disponible en la estación Sugarloaf Mills Mall.

TARIFAS	REGULAR	SENIOR
Unlimited Cash Card	\$2.00	\$1.25
1st Month Student	\$11.50	\$11.00
Monthly Card	\$69.00	\$64.00
Senior Card	\$2.00	\$1.25

LEGEND

- Route 10A
- Route 10B
- Route 20
- Route 30
- Route 40
- Route 50

ROUTE INFORMATION

ROUTES	Weekday		Saturday	
	From	To	From	To
Route 10	8:30AM	10:25PM	6:00AM	10:00PM
Route 20	8:35AM	10:10PM	6:00AM	9:50PM
Route 30	8:15AM	8:55PM	6:00AM	9:40PM
Route 40	8:30AM	9:00PM	6:25AM	8:15PM
Route 50	8:30AM	8:55PM	6:47AM	8:45PM
Route 42	9:44AM	3:30PM	6:54AM	3:45PM

Track your bus in real time, visit mygwinnett.com or download the My Stop App available for both iOS and Android.

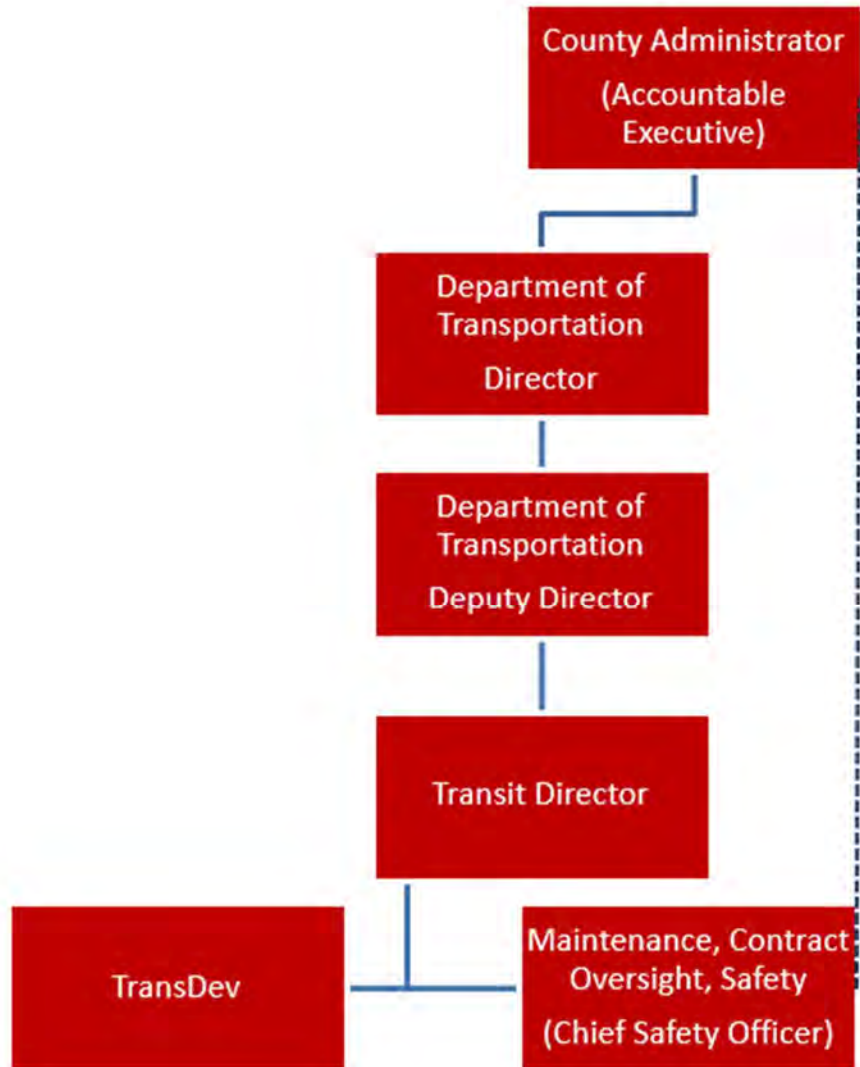


ON-DEMAND TEXT ALERTS
 GET IT AND WE'LL STOP KNOWING TO STOP

For Routes & Schedule information, please scan QR Code below.



Gwinnett County Organization Chart



2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Syril Melvin, Chief Safety and Security Officer Transit Division		
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature	
	Glenn Stephens		
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval	
	Gwinnett County Board of Commissioners	October, 19 2021	
	Relevant Documentation (Title and Location)		
	GCID20211238 (Gwinnett County Filenet)		
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification	
	David S. Tucker, Deputy Director	October 19, 2021	
	Relevant Documentation (Title and Location)		
	TAC Review of Gwinnett County Transit_ASP (Copy in Appendix)		
Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
Original	All pages original	First Official Version of the Gwinnett County Transit Agency Safety Plan	11/17/2020
1.1	Page 7	Update	10/19/2021
1.1	Page 9	Updated Safety Targets	10/19/2021
Agency Safety Plan Development Documentation			
As set forth in 49 CFR Part 673.31 Safety Plan Documentation, Gwinnett County Transit (GCT) will maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that GCT used to carry out its ASP. These documents are referenced in Section 12 of this plan and will be maintained for a minimum of three years after they are created. The documents are stored on the Gwinnet County drive and may be made available upon request.			

Agency Compliance Matrix

The Gwinnett County Transit Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan 49 673 ASP Final Rule. The FTA Compliance Matrix is attached in Section 8 of this document.

Annual Review and Update of the Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the ASP.

The Gwinnett County Transit Agency Safety Plan Annual Review is coordinated by the Transit Director and the Chief Safety Officer or his/her designee using the Agency Safety Plan Review Worksheet dated March 2020. The 4-step review process begins by establishing the timeline for the update. The process usually begins on or around October 1 of each year and is planned/scheduled to be completed by January 31 of the following year.

Step 2 includes a review of the Gwinnett County Transit Agency personnel information to ensure any changes in leadership are incorporated and the signature pages and approvals are updated to reflect the current leadership. Additionally, each section and element of the plan is reviewed in detail and changes are included in the review documentation.

The Agency Safety Plan review panel includes the following Gwinnett County Transit personnel and The Contractor personnel; additional personnel may be asked to review and comment on the Agency Safety Plan:

- The Transit Division Director, or designee, chairs the Agency Safety Plan Review Panel.
- The Review Panel may conduct meetings in person or via conference call.
- Notes from the meeting will be collected in the sections below.

At the end of the meeting, the Review Panel will recommend that the updated Agency Safety Plan be approved with the recommended changes or will decline the updated ASP pending additional review.

Gwinnett County Transit will revise the Agency Safety Plan, supporting documentation, and training to reflect new practices, policies, and procedures. The Safety and Security Committee is responsible for screening changes and modifications to facilitate ongoing revisions to keep the PTASP current. The Gwinnett County Board of Commissioners will review the revised document and formally approve the yearly update of Agency Safety Plan.

A copy of the Gwinnett County Transit Agency Safety Plan Review Worksheet is attached in Section 8 of this document.

3. Safety Performance Targets

3.1: Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. Baseline Performance Measures begins January 2020 – December 2020

Mode of Transit Service	Fatalities (Total)	Fatalities (per 100K VRM)	Injuries (Total)	Injuries (per 100K VRM)	Safety Events (Total)	Safety Events (per 100K vehicle miles)	System (failures/VRM)
Motorbus	0	0	1	0.07	17	1.19	1 per 58,780
Commuter Bus	0	0	0	0.00	27	4.71	1 per 52,496
Paratransit	0	0	1	0.54	3	1.63	1 per 76,435

The safety performance targets are based on a review of the previous 4 years of tracked data and current fleet vehicle age for reliability, vehicle maintenance records and transit industry standards. The data will be evaluated by the Chief Safety Officer, Accountable Executive and TransDev Management over a fiscal year period with a baseline year of Fiscal Year 2021 (1/1/2021 - 12/31/2021).

3.2: Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

Gwinnett County Transit (GCT) coordinates with the Atlanta Regional Commission (ARC) to ensure a comprehensive transportation network and to promote system safety and an accessible and equitable transportation system. GCT has the opportunity to comment and provide feedback at the Atlanta Regional Commission (Atlanta region MPO) meetings when safety performance targets are being developed – both at state/MPO level and to provide for a safe and secure transportation network by:

- Working with transit providers, government/jurisdiction stakeholders and the public to promote and enhance safety across all planning and implementation efforts.
- Coordinating security and emergency preparedness programs across transportation modes and jurisdictions.
- Collecting and sharing safety performance data among transit agencies and the GDOT.

The performance targets developed by GCT will be transmitted to the Georgia Department of Transportation and the MPO on or before October 1, 2021 and each following year.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Georgia Department of Transportation	Targets submitted October 1, 2021
Targets Transmitted to the MPO	Metropolitan Planning Organization Name	Date Targets Transmitted
	Atlanta Regional Commission	Targets submitted October 1, 2021

4. Safety Management Policy

4.1: Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

Gwinnett Transit Safety Management Policy

Safety is a core value of Gwinnett County Transit (GCT), and managing safety is a core business function of the County. GCT is committed to developing, implementing, maintaining, and continuously improving processes to ensure the safety of its customers, employees, and the public. GCT will use Safety Management System processes to direct the prioritization of safety and allocate its organizational resources—people, processes, and technology—in balance with its other core business functions. GCT aims to support a robust safety culture, and achieve the highest level of safety performance, meeting all established safety standards.

All levels of management and all frontline employees are accountable for the delivery of the highest level of safety performance.

Gwinnett County Transit is committed to:

Executive Commitment to Safety: The Transit Division will lead the development of an organizational culture that promotes safe operations and provides appropriate resources to supporting this core management function through fostering and ensuring safe practices, improving safety when needed, and encouraging effective employee safety reporting and communication. Gwinnett County Transit will hold executives, managers, service contractors, and employees accountable for safety performance.

Communication & Training: Gwinnett County Transit and The Contractor employee engagement is crucial to a functioning Safety Management System. Communication systems will be put in place to enable greater awareness of Gwinnett County Transit safety objectives and safety performance targets as well as to provide on-going safety communication up, down, and across the organization and service contractors. All levels of Gwinnett County Transit's and TransDev North America's management must proactively engage employees and work to keep the lines of safety communication honest and open. All employees will be made aware of the importance of Gwinnett County Transit 's Safety Management System and trained in safety reporting procedures.

Responsibility & Accountability: All levels of Gwinnett County Transit's and the service contractor's management will be responsible for delivering safe and quality transit services that represent Gwinnett County Transit 's performance of its Safety Management System. Managers will take an active role in the Safety Risk Management process and ensure that Safety Assurance functions are supported. Managers are responsible for ensuring that Safety Risk Management is being performed in their operational areas of control to assure that the safety risk associated with safety hazards is assessed and mitigated. Safety performance will be an important part of performance evaluations for Gwinnett County Transit and The Contractor's managers and employees.

Responsibility of Employees & Contractors: All employees and contractors will support safety management by ensuring that hazards are identified and reported.

Employee Reporting: Executive management will establish a safety reporting program as a viable tool for Gwinnett County Transit's and the Contractor's employees to voice their safety concerns. All frontline employees will be responsible for utilizing this program as part of the Safety Management System. No action will be taken against any employee who communicates a safety condition through the GCT safety reporting program unless such disclosure indicates the following: an illegal act, gross misconduct or negligence, or a deliberate or willful disregard of GCT rules, policies, and procedures.

Performance Monitoring & Measuring: Gwinnett County Transit will establish realistic measures of safety performance and establish safety performance targets to ensure continual improvement in safety performance. Gwinnett County Transit's and the Contractor's Managers will verify that the safety risk mitigations put in place are appropriate and effective.

Review & Evaluation: Gwinnett County Transit will measure Safety Management System performance by analyzing key safety performance indicators, reviewing inspections, investigations and corrective action reports, and auditing the processes that support the Safety Management System. These activities will become the basis for revising or developing safety objectives, safety performance targets and plans with the goal of continuous safety improvement.

4.1.1: Goals and Objectives	
Goal 1: Integrate the Safety Management System (SMS) and Safety Assurance process elements into the day-to-day transit operations	
Objective 1.A:	Gwinnett County Transit and the Contractor (TransDev) will establish safety policies, procedures, and requirements that integrate safety into decision-making for operations, planning, and capital projects.
Objective 1.B:	The Contractor (TransDev) will thoroughly investigate all accidents, fires, injuries, and near misses and GCT will audit findings and take corrective actions as required.
Objective 1.C:	Develop a process to effectively collect, analyze, and assess information to ensure that safety risk mitigation actions are implemented as designed and produce the desired result.
Objective 1.D:	Gwinnett County Transit will oversee the Contractor's (TransDev) ability to meet or exceed safety requirements in specifications, equipment installation, and system testing, operations and maintenance.
Objective 1.E:	Gwinnett County Transit and the Contractor (TransDev) will strive to meet or exceed safety requirements in vehicle operations and maintenance.
Goal 2: Establish and implement a comprehensive safety training program for all agency and contractor's personnel directly responsible for safety in the agency's public transportation system.	
Objective 2. A:	Utilize FTA and National Transit Institute's extensive training program for both safety and security to ensure identified personnel achieve Transportation Sector-Specific Plan and Public Transportation Safety Certification Training Program, as classes are made available.
Objective 2. B:	Pursue a balance in operational safety by providing the highest level of safety that is practical and keeping risks as low as reasonably practical.
4.2: Safety Management Policy Communication	
Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.	
Gwinnett County Transit Administrative Personnel	
New Employee Orientation:	
New employee orientation includes a detailed review of the Gwinnett County Employee handbook. The topics include but are not limited to the following policies:	
<ul style="list-style-type: none"> • Equal Opportunity Employment, Non-Discrimination and Unlawful Harassment policies, • Gwinnett County Code of Ethics, • Drug and Alcohol Free Workplace Policy • Employee Conduct/Disciplinary Action • Probationary Periods • Safety 	

- Use of County Vehicles
- Weapons Policy
- Integrity of Test Procedures

Monthly Safety Meetings

Monthly Safety Meetings provide employees with updates on safety issues, safety priority, and hazard management. The updates may include:

- Accident and injury data from the previous month
- Near miss and hazard reporting
- Safety and security audit and outcomes
- Safety Team meeting minutes
- Safety newsletter

On-going Safety Management Communications

- Safety posters in employee work areas
- Videos
- Email messages
- Website
- Topic of the month
- Monthly Safety Campaign
- OSHA Newsletter

Gwinnett County Transit Contractor

Contractor: TransDev North America

New Hire Training

Safety Management Policy communication is initially provided through the New Hire process and subsequent job-specific training provided during the first days of employment. A handbook outlining the policies and procedures applicable to the specific roles is given to them from the Human Resources Department. Safety is addressed in the Safety Policy, Safety Rules, and throughout this document.

Job Specific Training

Programs have been developed to enhance safety skills necessary for safe, secure, reliable services. Safety and Training personnel prepare employees for the transit work environment.

The training plan is based on job descriptions and needs assessment. The primary areas of focus for training are:

- Operations – Initial training for vehicle operators and maintenance/facilities technicians; refresher and post-accident retraining for vehicle operators and transportation management
- Safety – OSHA requires courses; OSHA courses; Safety Management System Safety and Security courses; drug and alcohol training; and defensive driving.
- Health and Wellness – Ergonomics; sack safety; health and wellness.

Training is delivered through personal contact with an instructor in a classroom setting, on a computer using the internet,

and DVD's. In-house safety and emergency preparedness trainings are initiated by Safety Management or by individual departments, as determined by the subject matter. Remedial safety training will be provided on a case by case basis.

Ongoing annual training requirements for supervisors and managers are managed through the Gwinnett County Transit contractor's office through e-learning. All e-learning records for employees will be printed annually directly from portal.

Retraining and Refresher Training Programs

The service contractor's Director of Safety and Training and Safety management team conducts periodic retraining and refresher courses for vehicle operations, maintenance and staff. This training also provides a procedure for evaluation job skills and

determining subsequent retraining needs or employees who are returning to work after an extended leave, employees who have been involved in an accident and refresher skill training.

Maintenance personnel receive periodic safety and security refresher training. Employees who have received training in aerial work platforms and forklift operations receive retraining every 36 months, when new equipment is purchased, or whenever an accident occurs. The Contractor (TransDev) also administers Post-Accident Training on all preventable accidents and Incidents.

Monthly Safety Meetings

Monthly Safety Meetings provide employees with updates on safety issues, safety priority, and hazard management. The updates may include:

- Accident and injury data from the previous month
- Near miss and hazard reporting
- Safety and security audit and outcomes
- Safety Team meeting minutes
- Safety newsletter

On-going Safety Management Communications

- Safety posters in employee work areas
- Videos
- Email messages
- Website
- Topic of the month
- Monthly Safety Campaign
- OSHA Newsletter

4.3: Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

4.3.1: Accountable Executive	<p>Name Glenn Stephens, County Administrator and Accountable Executive</p> <p>As the Accountable Executive and in accordance with § 673.23(d)(1):</p> <ul style="list-style-type: none"> • Is responsible for carrying out the Agency Safety Plan (ASP). • Is responsible for carrying out the Transit Asset Management (TAM) Plan. • Controls and directs the human and capital resources needed to develop and maintain the ASP and TAM. • Is responsible for ensuring that the agency's Safety Management System is effectively implemented throughout the organization/agency. • Supports safety communications throughout the agency. • Is accountable for ensuring action is taken, as necessary, to address substandard performance in the implementation of the agency's Safety Management System. • May delegate specific responsibilities to ensure implementation and maintenance of the plan • In the case that the Accountable Executive has delegated some or all of the responsibilities, the accountability of the transit agency's safety performance will still ultimately be that of the Accountable Executive
4.3.2: Chief Safety Officer	<p>Name: Syril Melvin, Chief Safety Officer</p> <p>As Chief Safety Officer and in accordance with the requirements in §673.5 and §673.23(d)(2) the Chief Safety Officer is an adequately trained individual who has responsibility for providing oversight of GCT safety functions and holds a direct line of report to the Accountable Executive</p>

Security Sensitive Information

	<p>or designee, and has the authority and responsibility for the day-to-day implementation and operation of the SMS. The functions include but are not limited to:</p> <ul style="list-style-type: none"> • Oversees hazard management practices. • Serves as Safety Management System subject matter expert. • Oversees accident investigations. • Coordinates with State Safety Oversight Agency (SSOA). • Communicates with executive leadership. • Oversees safety certification. • Manages internal safety audit programs. • Coordinate Key Staff to support Safety Management System implementation. • Facilitate the development, implementation, and continuous improvement of the Safety Management System. • Procure technical resources. • Socialize Safety Management System activities with executives and staff as needed. • Communicate Safety Management System implementation progress and challenges.
<p>4.3.3: Agency Leadership and Executive Management</p>	<p>Ensure that available resources and attention are devoted to the Agency Safety Plan (ASP), including:</p> <ul style="list-style-type: none"> • Development of standard operating procedures (SOPs) related to employee safety and security duties. • Development of and enforcement of safety and security regulations. • Development of emergency operating procedures to maximize transit system response effectiveness and minimizing system interruptions during emergencies and security incidents. • Ensuring proper training and equipment to employees to allow an effective response to security incidents and emergencies. • Develop and maintain an effective notification and reporting system for security incidents and emergencies. • Designate a Point of Contact (POC) to manage the ASP Program. • Communicate security and emergency preparedness as top priorities to all employees. • Develop relationships with outside organizations that contribute to the ASP, including local public safety and emergency planning agencies. • Communicate with Gwinnett County Transit's Senior Management in the event of an emergency. • Request assistance from transit public safety resources as needed. • Provide insight into potential threats and vulnerabilities. • Designate a Public Information Officer (PIO) for media contact regarding security incidents and issues.
<p>4.3.4: Key Staff</p>	<p>The Gwinnett County DOT – Transportation Safety Committee supports the Safety Management System and will take an active role in the Safety Risk Management process and ensure that Safety Assurance functions are supported. The committee is made up of the following representatives:</p> <ul style="list-style-type: none"> • Transit Chief Safety Officer • Finance Representative • Program Delivery Representative • Signal Representative • Roads Representative

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	<ul style="list-style-type: none"> • Traffic Representative • Airport Representative • Road Maintenance Representative <p>Gwinnett County Transit and the Contractor (TransDev North America) use the joint Safety Committee, as well as the monthly Driver’s Meeting and quarterly All-Staff Meetings to support its Safety Management System and safety programs:</p> <ul style="list-style-type: none"> • Safety Committee: Members include the Chief Safety Officer, the Contractor (TransDev) Safety Manager, Safety Director, Transit Operations Supervisors, Maintenance Supervisors, and front-line personnel responsible for safety. Any safety hazards reported will be jointly evaluated during the quarterly meeting. The committee will review the issues and make recommendations to improve safety. • Drivers’ Meetings: A permanent agenda item in all monthly meetings is dedicated to safety. Safety issues are discussed and documented. • Quarterly All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.
<p>4.3.5: All Gwinnett County Transit Employees</p>	<p>All Gwinnett County Transit personnel are expected to understand and adopt their specific roles and responsibilities, as identified in the Agency Safety Plan (ASP), thereby increasing their own personal safety and the safety of their passengers, during normal operations and in emergency conditions. To ensure the success of the PTASP, the following functions must be performed by all Gwinnett County Transit personnel and contractors:</p> <p>Immediately report all suspicious activity, no matter how insignificant it may seem, to the Chief Safety Officer:</p> <ul style="list-style-type: none"> • Immediately report all security incidents. • Use proper judgment when managing disruptive passengers and potentially volatile situations. • Participate in security and emergency preparedness training, including drills and exercises. • Become familiar with, and operating within, all security and emergency preparedness procedures for the assigned work activity. • Notify the who or his/her designee when a physical or mental condition, or required medications or therapies, may impair the ability to perform security or emergency preparedness functions. • Accurately complete “Employee Statements” or “Incident Reports” on appropriate reports of occurrences.
<p>4.3.6: Contractor (TransDev North America) Leadership</p>	<p>The Contractor (TransDev North America) is responsible for training and educating their managers and supervisors on their responsibility for communicating the transit agency’s security policies to all employees, volunteers, and contractors. Contractor(s) personnel are expected to understand and adopt their specific roles and responsibilities, as identified in the Agency Safety Plan (ASP), thereby increasing their own personal safety and the safety of their passengers, during normal operations and in emergency conditions. To ensure the success of the ASP, the following functions must be performed by contractor(s) personnel and documentation must be provided to Gwinnett County Transit indicating that the following items were completed:</p> <ul style="list-style-type: none"> • Immediately report all suspicious activity, no matter how insignificant it may seem, to the Manager. • Immediately report all security incidents.

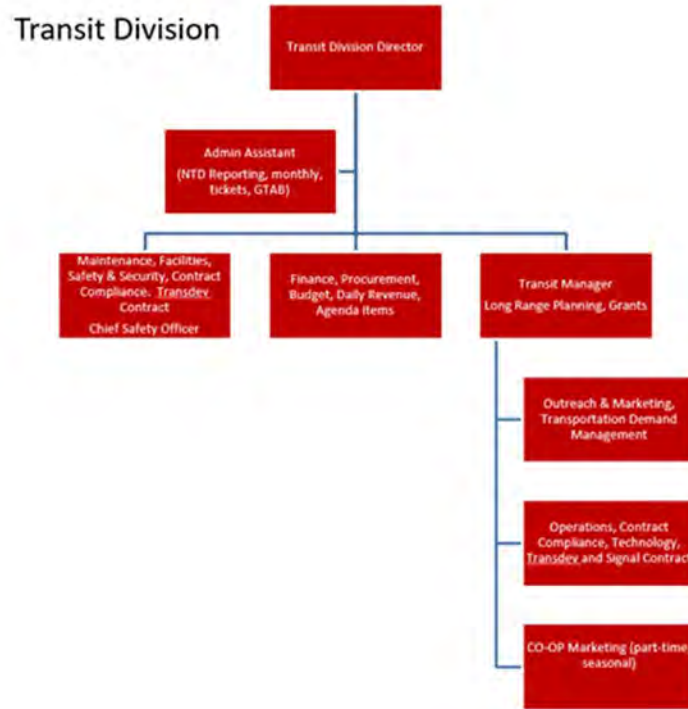
Security Sensitive Information

	<ul style="list-style-type: none"> • Use proper judgment when managing disruptive passengers and potentially volatile situations. • Participate in all security and emergency preparedness training, including drills and exercises. • Become familiar with and operate within all security and emergency preparedness procedures for the assigned work activity. • Notify the Manger when a physical or mental condition or required medications or therapies may impair the ability to perform security or emergency preparedness functions. • Accurately complete "Employee Statements" or "Incident Reports" on appropriate reports of occurrences.
<p>4.3.7: Contractor (TransDev North America) Key Staff</p>	<p>Managers and Supervisors</p> <p>Supervisors must communicate incidents, accidents, or safety/security situations immediately to the contractor(s) management, and contractor(s) management will follow the established procedures in notifying Gwinnett County Transit personnel. The specific responsibilities of supervisors include the following, which should be encouraged by contractor(s) training to incorporate the Agency Safety Plan (ASP) practices into their everyday work.</p> <ul style="list-style-type: none"> • Have full knowledge of all standard and emergency operating procedures. • Ensure drivers make security and emergency preparedness a primary concern when on the job through training and education. <p>Cooperate fully with the Safety Management System Program regarding any accident investigations as well as listening and acting upon any safety and security concerns raised by the drivers.</p> <p>Immediately report safety and security concerns to the Chief Safety Officer or designee. In addition, when supporting response to an incident, managers and supervisors are expected to conduct the following actions:</p> <ul style="list-style-type: none"> • Provide leadership and direction to employees during security incidents. • Handle minor non-threatening rule violations. • Defuse minor arguments. • Determine when to call for assistance. • Make decisions regarding the continuance of operations. • Respond to fare disputes and service complaints. • Respond to security-related calls with police officers when required, rendering assistance with crowd control, victim/witness information gathering, and general on-scene assistance. • Complete necessary security-related reports. • Take photographs of damage and injuries for documentation to support incident reports. • Coordinate with all outside agencies at incident scenes. <p>Drivers</p> <p>In addition to the general responsibilities identified for all personnel, drivers (including company attendants and route related personnel) are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies. Each driver will conduct the following actions:</p> <ul style="list-style-type: none"> • Take charge of a security incident scene until the arrival of supervisory or emergency personnel. • Collect fares in accordance with agency policy (if applicable). • Attempt to handle minor non-threatening rule violations.

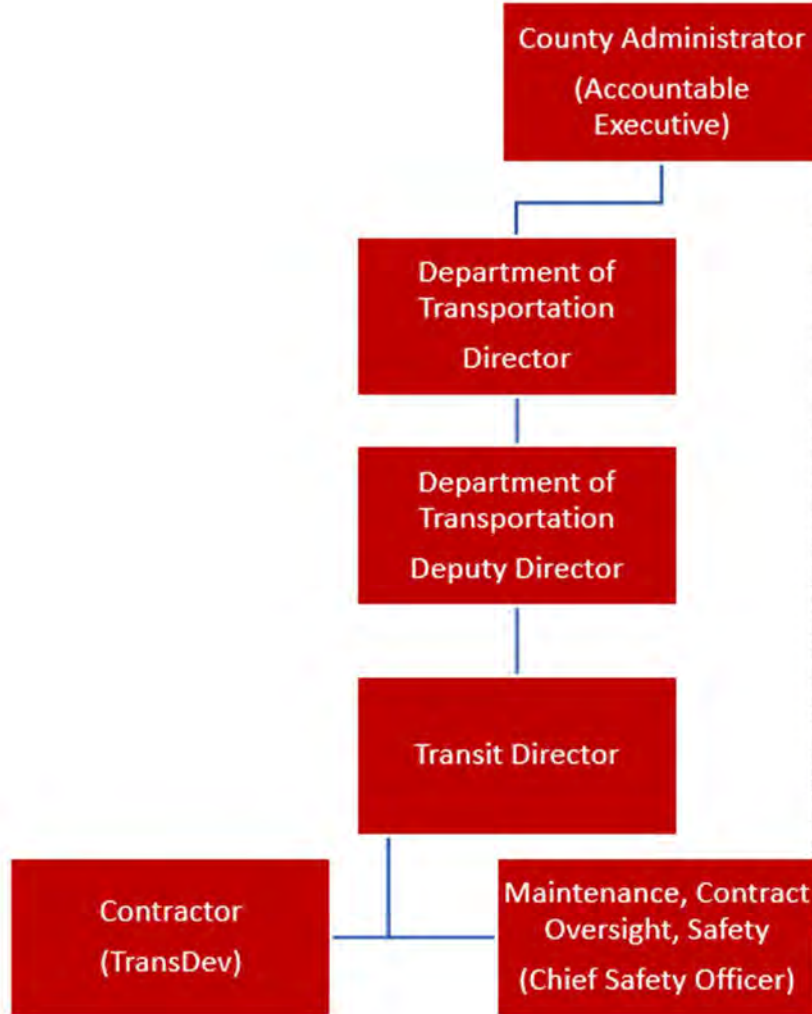
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	<ul style="list-style-type: none">• Respond verbally to complaints.• Attempt to defuse minor arguments.• Determine when to call for assistance.• Maintain control of the vehicle.• Report all security incidents to agency dispatch.• Complete all necessary security-related reports.• Support community emergency response activities as directed by Gwinnett County Transit and the Contractor (TransDev North America) policies and procedures. <p>Dispatchers/ Customer Service Personnel/Other Staff are responsible for:</p> <ul style="list-style-type: none">• Receive calls for assistance, dispatch supervisors, and emergency response personnel.• Coordinate with law enforcement and emergency medical service communications centers.• Notify supervisory and management staff of serious incidents.• Establish on-scene communication and complete any required security-related reports.• Provide direction to on-scene personnel. <p>Maintenance Personnel (including utility personnel) are responsible for:</p> <ul style="list-style-type: none">• Report vandalism, threats, and vulnerabilities of vehicle storage facilities.• Provide priority response to safety and security critical items such as lighting, barricade installation, and repair. <p>Human Resources Personnel are responsible for:</p> <ul style="list-style-type: none">• Ensure all pre-employment screening processes are carried out effectively.• Notify the management staff of employee disciplinary action that may result in the affected employee becoming a risk to Gwinnett County Transit and Contractor (TransDev North Americas) facilities, systems, passengers, employees, or other assets.• Educate employees on employee ID policy and procedure.• Provide documentation that employee training and education for the ASP was administered.
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4.3.8: Gwinnett County Transit Operations Organization Chart



4.3.9 Gwinnett County Transit and Contractor (TransDev North America) Organization Chart



4.4: Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

Gwinnett County Transit Administrative personnel:

Safety rules and procedures are for the protection of the County, its employees and the public. These rules are important and should not be violated. It is each employee's responsibility, as well as the County's, to ensure employee safety, the safety of

coworkers and the safety of the general public by not engaging in any unsafe acts. It is each employee's responsibility to report to his/her supervisor any unsafe conditions that may be observed or of which an employee may have knowledge.

The employee's supervisor should assist in resolving safety issues on the job. Check with the supervisor concerning safety work rules and practices that apply to the individual department. There are departmental safety committees working to help identify and resolve job related safety issues. Employees should become familiar with their safety representative and utilize his/her services when it is appropriate.

If an employee has safety concerns on the job that are not adequately addressed, please follow the management chain within the department or division, or an employee may directly contact a Safety Officer through the Human Resources Department to report the problem. Training programs are conducted, facilities are inspected, procedures promoted, safety committees coordinated, and information is distributed in order to help make the workplace even safer. The County also maintains a Drug-Free Workplace Policy for employees to ensure safe working conditions and environment. It is each employee's responsibility to cooperate with management to promote and maintain a safe workplace and a safe environment for the public.¹

Protection for Reporting Violations. No County official or employee shall use or threaten to use his position or authority related to that position to retaliate against, discourage, restrain or interfere with any other person for the purpose of preventing such person from acting in good faith to make a complaint or cooperate with an investigation under this ordinance.²

Gwinnett County Transit Contractor

TransDev North America:

Safety reporting is an essential part of the Safety Management System. Gwinnett County Transit and the Contractor's (TransDev) management must foster an atmosphere of trust that encourages and rewards employees for providing safety-essential information, even if it is self-incriminating, without fear of reprisal. An effective Safety Management System empowers employees with the confidence to raise concerns that may lead to serious safety quality errors and assures them someone will listen to them and investigate their issues or concerns in a professional manner without fear they will face unduly harsh penalties for admitting to genuine mistakes.

A robust employee safety reporting system will provide:

- Unique – Information you can't get any other way
- Authentic – Individuals who know best are directly providing the information
- Timely – Direct reporting overcomes time lag of mandatory reporting processes
- Diverse – Information from different individuals with different experiences and perspectives
- Comprehensive – Multiple reports over time reveal patterns, trends, and the scope of an issue

If the safety or security hazard requires immediate attention, dispatch is notified immediately. If immediate attention is not required, the employee is encouraged to submit the information to management by the end of their workday. Managers then initiate conversations with employees about their observations of both safe and unsafe behaviors.

The employee's contribution to the cause of the injury or collision is considered in disciplinary action, up to and including termination. If after analysis it has been determined that the incident resulted from an overt decision, disciplinary action is indicated. If no, then the appropriate counseling and/or training is indicated.

Employees are expected to tell others when witnessing unsafe work practices or conditions. When employees are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing.

However, where the matter is more serious, any employee who believes he/she has been offended or is aware of alleged unlawful harassment or inappropriate conduct should immediately report the alleged behavior to any supervisor or manager, the Human Resources Department, the legal Department. The Ethics & Compliance Hotline can be reached at 1-866-850-3003 or online at the Company website: www.TransDevna.com. The Ethics & Compliance Hotline allows employees to report safety issues anonymously.

¹ Gwinnett County Employee Handbook Revised 11/16 pages 54-55

² Gwinnett County Code Sec.60-41. Protection for Reporting Violations

Employees are protected for speaking up in good faith under this policy. Any manager, or co-worker who retaliates against the employee or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Retaliation against anyone who, in good faith reports observations of unsafe or illegal activities; or who cooperated in any investigation of such report, is strictly prohibited and is not tolerated, regardless of the outcome of the complaint.

4.4.1: Disciplinary Actions

Gwinnett County Transit Administrative Personnel:

Employees are expected to conduct themselves in a manner consistent with County policies and expectations. Failure to do so will result in disciplinary action. Employees will normally be given an opportunity to discuss such situations with their supervisor before disciplinary action is taken. By counseling and discussing the problem with the employee, the County hopes to avoid taking disciplinary action. However, failure to observe County regulations may result in disciplinary action in the form of reprimands, either verbal or written, suspensions, demotion or termination of employment.

The following list includes some, but not all, offenses that may be grounds for immediate termination:

- Conviction of a crime or moral turpitude, conviction of a felony or a misdemeanor that would adversely affect the performance of duties or any entry of a plea of no contest to either.
- Insubordination.
- Any conduct which reflects unfavorably upon the County as an employer.
- Gross misconduct to include, but not limited to fighting, physical violence, threats of physical violence or engaging in offensive conduct or language toward the public, supervisory personnel, or fellow employees.
- Discriminatory conduct or language directed toward any employee or citizen on account of their race, color, sex, genetics, religion, age, national origin, disability, veteran status or political affiliation.
- Falsification of time sheets or expense reimbursement documents.
- Retaliating against an employee for filing an appeal under the Gwinnett County Merit Rules and Regulations or retaliation against an employee for giving testimony at any Merit Board hearing.
- Cheating on promotional, certification or other mandatory exams; or using or distributing unauthorized study materials related to any such examination.³

Gwinnett County Transit Contractor

TransDev North America

Will implement an Employee Self Reporting program that will:

- Incentive employees to report any safety related situation
- Emphasize benefits for safety, not safety record
- Establish clear guidelines for unacceptable behavior
- Balance learning and accountability
- Establish several methods for employees to report safety issues

The graphic below represents a general overview of the at-risk categories and possible corrective actions:

³ Gwinnett County Employee Handbook Revised 11/16 page 47

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Human Error	At-Risk Behavior	Reckless Behavior
An inadvertent action – slip, lapse, mistake	A choice – risk not recognized or believed justified	Conscious disregard of unreasonable risk
Manage through: <ul style="list-style-type: none"> ➤ Processes & procedures ➤ Checklists ➤ Training ➤ Design 	Manage through: <ul style="list-style-type: none"> ➤ Increase situational awareness ➤ Remove incentives for at-risk behavior ➤ Create incentives for safe behavior 	Manage through: <ul style="list-style-type: none"> ➤ Remedial action ➤ Punitive action

Behaviors excluded from protection:

Safety violations excluded from Employee Safety Reporting protection may include but not limited to the following: DUI, unauthorized operations of bus, bypassing or failure to use safety devices, failure to control speed resulting in an accident, collision with person, vehicle or object, failure to yield to pedestrian, and cell phone use while driving

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

5.0 Safety Risk Management Process

Gwinnet County Transit (GCT) and the Contractor (TransDev) use the Safety Risk Management (SRM) process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to GCT's leadership. Gwinnett County Transit's SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary. The Chief Safety Officer oversees GCT's SRM process, working with the Contractor (TransDev) and the Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of the SRM process are documented in our Safety Risk Register and referenced materials. The SRM process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision. In carrying out the SRM process, Gwinnett County Transit and the Contractor (TransDev) use the following terms:

- Event – Any accident, incident, or occurrence.
- Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to GCT; or damage to the environment.
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards.
- Consequence – An effect of a hazard involving injury, illness, death, or damage to GCT property or the environment.

5.1: Safety Hazard Identification

The GCT Chief Safety Officer and the Contractor (TransDev) Safety Manager work together on safety hazard identification. Using the hazard assessment process, they consider the potential consequences of the hazard as well as the severity of the potential consequences.

The primary method used by Gwinnett County Transit and Contractor (TransDev) to identify the hazards to the transit system and the vulnerabilities of the system is the collection of incident reports submitted by drivers and supervisors and information provided by local law enforcement and contractors. Information resources include the following:

- Inspection/audit reports
- Operator incident reports
- Risk management reports
- Bus maintenance reports
- Marketing surveys
- Passengers' emails and telephone calls
- Management's written concerns
- Staff meeting notes
- Statistical reports
- Special requests

- Type of incidents
 - Crimes against persons
 - Crimes against property
 - General incidents
- Disposition of incidents
- Crime Statistic Reports
- Surveillance monitoring
- FTA audit
- APTA Bus Standards, Recommendations, and Guidelines
- TRB Publications
- NTD Transit Database
- Georgia DOT Reports
- Transportation Safety Administration (TSA) Audits
- After Action Reports from Drills, Exercises with Public Safety Comments
- Actual transit incidents

The objective of safety hazard identification is to identify before an accident occurs, any real or potential conditions that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of Gwinnett County Transit; damage to the environment; or reduction of ability to perform required transit service functions by Gwinnett County Transit and/or Contractor (TransDev). Gwinnett County Transit and the Contractor (TransDev) routinely analyze records to determine the cause of the accidents.

There are six (6) main areas reviewed in Hazard Identification:

- Environment
 - Weather
 - Road Surface Condition
 - Visibility
- Transit Service Characteristics and Agency Policies
 - Incentives for Safe Driving
 - Equipment Maintenance Policies
 - Stop Interval Schedules
- Operator
 - Experience
 - Physical Activity
 - Personality
 - Psychological Condition
 - Physical Condition
- Road Layout
 - Width
 - Speed Limit
 - Geometric Design
 - Traffic Volume
 - Capacity
 - Parking
 - Adjacent Land Use
 - Street Lighting
 - Pedestrian Volume
- Other Considerations
 - Facilities
 - Equipment
- Hazard Identification – Accident Prevention/Resolution
 - 1st Identify the Hazard
 - 2nd Remove or Mitigate the Hazard

- 3rd: When the hazard cannot be removed, train for the hazard as a “known condition”

Gwinnett County Transit and the Contractor (TransDev) rely on employees to assist in the hazard identification and resolution process. Working with the Safety personnel and through the structured process employees help:

- Identify critical factors in hazard resolution
- Develop and recommend an action plan
- Implement action plan
- Measure performance against safety objective
- Monitor the progress
- Secure outside assistance (when needed)
- Audit for compliance

When a safety concern is observed by management or supervisory personnel, whatever the source, it is reported to the Contractor (TransDev) Safety Manager. The Contractor (TransDev) Safety Manager is responsible for reporting the safety issue to GCT Chief Safety Officer. Procedures for reporting hazards are reviewed during staff meetings and in the Safety Committee. The Chief Safety Officer also receives employee reports from the Contractor (TransDev), customer comments related to safety, and electronic service alerts. The Contractor (TransDev) Safety Manager reviews these sources for hazards and documents them in GCT’s Safety Risk Register. Hazards may also be entered into Safety Risk Register based on the review of the Contractor (TransDev) operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

GCT’s Chief Safety Officer may request further analyses of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, GCT’s Chief Safety Officer may request Contractor (TransDev) Safety Manager to:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

The Transit Division Director and Chief Safety Officer work together to assess the potential consequences of hazards as well as the severity of the potential consequences.

Hazard Assessment

Hazard Risk Assessment is a quantitative calculation based on largely subjective judgments used to determine the risk associated with each hazard and thus the urgency for implementing corrective measures to eliminate or reduce risks to a level of acceptability. Risk Assessment is comprised of evaluating hazard severity (categorizing the hazard) and evaluating hazard probability. The factors considered in this analysis include system safety, schedule, and the impact on the public’s perception of safety on the system in the community where the trains operate.

Hazard Severity

Hazard severity is a subjective determination. As data is accumulated over time, an objective determination applicable specifically to the Contractor (TransDev) North America can be derived. The determination reflects a credible mishap that

could be anticipated to result from human error, procedural deficiencies, design inadequacies, component failure, or malfunction. Hazard Severity is based on the U.S. Department of Defense Military Standard for Systems Engineering (MIL-STD-882-E) as follows:

Definition of Severity

SEVERITY CATEGORIES		
Description	Severity Category	Criteria
Catastrophic	1	Could result in one or more of the following: Death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.
Critical	2	Could result in one or more of the following: Permanent or partial disability, injuries, or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.
Marginal	3	Could result in one or more of the following: Injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.
Negligible	4	Could result in one or more of the following: Injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K.

Hazard Mitigation

Resolution of hazards utilizes the results of the Risk Assessment Process. The objectives of the hazard resolution process are to:

- Identify areas where hazard resolution requires a change in the system design, installation of safety devices, or development of special procedures;
- Verify that hazards involving interfaces between two or more systems have been resolved; and
- Verify that the resolution of a hazard in one system does not create a new hazard in another system.

The following methodology to assure that system safety and security objectives to eliminate or control hazards. These controls are implemented throughout design, construction, procurement, and operations:

- Design out hazards or design to minimize hazard severity to the extent permitted by cost and practicality. Identified hazards are eliminated or controlled by the design of equipment, systems, and facilities.
- Develop mitigating provisions for hazards that cannot reasonably be eliminated or controlled through design which are controlled to an acceptable level using fixed, automatic, or other protective safety design features or devices. Provisions are made for periodic performance of functional checks of safety devices and training for employees to meet system safety objectives.
- When design, training, and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons on the hazard.
- Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard. Cautionary notations are standardized for use by all persons involved and safety-critical issues will require certification of authorized personnel.

The Initial Risk Index defines the magnitude of any specific hazard item without implementation of design, construction, procurement, or operational measures to control or mitigate the risk. The Chief Safety Officer will identify sets of proposed mitigation actions to eliminate or control each identified risk and evaluate the Residual Risk Index, based on those mitigating

actions, to assess the potential effectiveness, and inform COO of the determination of whether the hazard is adequately controlled or mitigated.

Coordination with Department of Transportation (DOT)

To ensure an ongoing role in the oversight of Gwinnett County Transit's hazard management process, the Contractor (TransDev) will establish a Hazard Tracking Log which reflects the consolidation of information in the hazard management process. The Hazard Tracking Log will contain all hazards identified through the various methods applied by Gwinnett County Transit. The Hazard Tracking Log will be submitted monthly before the 5th day of the month to DOT as required on Section 6 of DOT State Safety Oversight Plan. As requested, Gwinnett County Transit and the Contractor (TransDev) conduct a meeting with DOT to review the Hazard Tracking Log and other activities associated with the hazard management process.

The Hazard Tracking log format will be as follows:

- **No.** – Refers to the number assigned to the hazard by the SSOC
- **External ID** – Refers to external ID assigned
- **Description** – Refers to a brief narrative summary of the hazard – What it is; where it is located; what elements it is comprised of; etc.
- **Date Identified** – Refers to the date the hazard was identified by the SSOC
- **Source** – Indicates the mechanism used to identify the hazard, i.e., operator report, near-miss, accident investigation, results of internal safety or security audit, rules compliance or training program, maintenance failure, facility or vehicle inspection, trend analysis, formal hazard analysis, etc.
- **Hazard Assessment** – Refers to the hazard severity and hazard frequency ratings initially assigned to hazard by the State Safety Oversight Committee
- **Hazard Resolution / CAPs** – Refers to the actions recommended by the SSOC to address the hazard and to bring it into a level of risk acceptable to management
- **Status** – Refers to the status of the recommendations. Status may be designated as: not started, open, in progress, or closed
- **Resolution Date** – Refers to the date the hazard is closed
- **Notes** – Any additional comments related to the hazard

During application of the hazard management process for any hazard identified as an 'unacceptable hazard condition' as defined in this document, the Chief Safety Officer or designee or Contractor designee will notify the state oversight agency designated point of contact within one business day of discovery of an unacceptable hazard, followed by a preliminary investigation report within twenty-four hours. Any corrective action plans developed because of the investigation will first be approved by the state oversight agency.

5.2: Safety Risk Assessment

The Chief Safety Officer oversees the Contractor (TransDev) Safety Manager to schedule safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package includes a detailed account of the safety risk, including the Safety Risk Register Tab 3: Safety Risk Assessment Log, Tab 4: Safety Risk Mitigation Register, and all assessment documents. The Safety Risk Assessment Package is distributed in advance of the Safety Committee meeting.

During the meeting, the Chief Safety Officer reviews package starting with Tab 3: Safety Risk Assessment Log to evaluate the consequences, probability, severity, and possible mitigation actions of each assessment with the safety committee and the Contractor (TransDev) Safety Manager. Utilizing Tab 4: Safety Risk Mitigation Register, the group continues to evaluate the suggestions from the Contractor (TransDev) Safety Manager on potential consequences, safety performance monitoring methods and departments responsible for the monitoring.

The Chief Safety Officer may request support from the TransDev Safety Manager in obtaining additional information to support the safety risk assessment. Once sufficient information has been obtained, the relevant sections of the Safety Risk Register have been completed, The Contractor (TransDev) Safety Manager will document the Safety Committee's safety risk

assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The GCT Chief Safety Officer will review the documents to ensure the hazard has been properly documented. The Contractor (TransDev) Safety Manager will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

GCT and the Contractor assess safety risks associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood, probability, and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk. The Safety Risk Assessment process used by GCT and the Contractor (TransDev) is described in the description details and tables below:

Safety Risk is defined as the composite of predicted severity and likelihood of the potential effect of a hazard such as: the potential to cause harm in the form of death, injury, destruction, or interruption of services. Risk analysis defines the level or degree of the hazard against the system. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety. The safety risk severity categories are as follows:

- **Category I - Catastrophic:** Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M-
- **Category II - Critical:** Could result in one or more of the following: permanent partial disability, injuries or occupational illness may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than 10M.
- **Category III - Marginal:** Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than 1M.
- **Category IV - Negligible:** Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K.

The likelihood that a hazard will occur during the planned life expectancy of the system element, subsystem, or component can be described qualitatively in potential per unit of time, events, population, items, or activities. A qualitative probability may be derived from research, analysis, and intelligence coordination, evaluation of safety data from operating experience, or historical data from similar systems. The qualitative probability ranking is outlined below.

Probability Categories

Description	Level	Specific Individual Item	Fleet or Inventory Item
Frequent	A	Likely to occur often in the life of an item	Continuously experienced
Probable	B	Will occur several times in the life of the item	Will occur frequently
Occasional	C	Likely to occur sometime in the life of the item	Will occur several times
Remote	D	Unlikely, but possible to occur in the life of an item	Unlikely, but can reasonably be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item	Unlikely to occur, but possible
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated

Hazard Resolution Matrix

Probability Categories	Severity Categories			
	(1) Catastrophic	(2) Critical	(3) Marginal	(4) Negligible
(A) Frequent	1A	2A	3A	4A
(B) Probable	1B	2B	3B	4B
(C) Occasional	1C	2C	3C	4C
(D) Remote	1D	2D	3D	4D
(E) Improbable	1E	2E	3E	4E
(F) Eliminated	1F	2F	3F	4F
Category	I – Catastrophic	II- Critical	III – Marginal	IV- Negligible

Hazard Value	Acceptable Criteria
1A, 1B, 1C, 2A, 2B	High – Unacceptable
1D, 2C, 3A, 3B,	Serious – Decision required to determine course of action
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B	Medium – Acceptable with review recommended
4C, 4D, 4E	Low – Acceptable without review
1F, 2F, 3F, 4F	Eliminated

5.3: Safety Risk Mitigation

Gwinnett County Transit’s Chief Safety Officer and the Contractor (TransDev) Safety Manager will review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. GCT and the Contractor can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Contractor (TransDev) Safety Manager tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during monthly meetings and to GCT/Contractor staff upon request. In the Safety Risk Register, the Contractor (TransDev) Safety Manager will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

Hazard resolution includes a systematic study during all phases of the system life cycle to identify hazards, analyze, assess, and eliminate or mitigate safety risk to the lowest practical degree through the effective use of available resources. The goal is to provide the highest level of safety that is practical while reducing risk/loss to “tolerable” or “acceptable” levels using safety risk management tools. Common hazard analysis tools are: Preliminary Hazard Analysis (PHA), System Hazard Analysis (SHA), Subsystem Hazard Analysis (SSHA), and Operating Hazard Analysis (OHA).

The order of precedence for satisfying system safety requirements and resolving risks will be as follows:

Security Sensitive Information

Unacceptable: The hazard must be eliminated or mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to a tolerable level while the permanent solution is in development.

Tolerable: A hazard at this level of risk must be mitigated unless the Chief Safety Officer issue a documented decision to manage the hazard until resources are available for full mitigation.

Acceptable with review: The Chief Safety Officer must determine if the hazard is adequately controlled or mitigated as is.

Acceptable without review: The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

6. Safety Assurance

6.1: Safety Performance Monitoring and Measurement

Monitoring of Hazards and Risk Mitigation

- When a potential hazard is reported, all required information will be entered in the Safety Risk Register.
- The Contractor (TransDev) Safety Manager with oversight from GCT Chief Safety Officer (CSO) will assign and assist safety personnel in the analysis of the hazard for potential consequences and evaluation of the probability and severity. As part of this step, a root cause analysis (may include an OSHA, SSHA, OHA, and FTA as applicable) will be performed to identify the factors that are contributing to the real or potential conditions that can cause injury.
- Determination of the safety risk will be made and identified as acceptable or requiring mitigation. If acceptable, report will be provided indicating reasons for determination; if mitigation is required, a Corrective Action Plan (CAP) will be created providing details on mitigating actions to be implemented, timeline to implement, and expected reduction of safety risk.
- Ongoing oversight will ensure that the recommended actions were implemented within the timeline. If not implemented, the Contractor (TransDev) Safety Manager at the facility must provide a written report to the Chief Safety Officer explaining the delay and/or lack of action with justification for failure to comply within 5 business days of original due date.
- The CSO and/or Safety Manager will monitor data after the mitigation action is implemented for effectiveness in reducing risk and any unexpected outcomes that may have created a different hazard.
- Data monitoring will continue for one-year to confirm the effectiveness of the mitigation actions and how safety risk has been mitigated or eliminated.

Rule Compliance

All employees of service contractor and its contractors are responsible for the prevention of accidents, identification of hazards, and resolution of such hazards. Reports of all accidents, incidents, occurrences, deficiencies, near misses and defects will be maintained by the Manager of the appropriate department.

The contractor is assigned the responsibility for the safe operation of vehicles with oversight by Gwinnett County Transit. Responsibilities include:

- Preparation and implementation of safe operating policies, plans, rules and procedures that are contained in the SOP Manual, and observance of Memorandum that address system changes;
- Required policies, plans, rules, and procedures for safe operation and maintenance are developed. (The SOP Manual and Rule Book will be reviewed annually with review and modification dated accordingly. Service contractor's SOP's and Rules may be revised to reflect changes in operating conditions. All new or modified SOP's or rules shall be reviewed by the SSOC. Revised SOP's or rules will be distributed to all employees; each employee must sign upon receipt. If no changes are required, a memo to the COO will be developed and distributed by the Manager of Operations.);
- Personnel are annually re-trained, tested, and certified in the proper performance of all safety-related rules and procedures that cover their specific job function, which applies to both normal and emergency conditions;
- Ensure that the number of hours worked during a seven-day period does not exceed seventy hours;
- Make sure the number of consecutive days worked does not exceed thirteen days;
- Employees are provided copies of safety and emergency rules, procedures, and policies that affect them;
- Monitoring adherence to safety-related operating and maintenance policies, plans, rules and procedures through periodic in-service evaluations using the "Observation Report Form" by Contractors Supervisors or a Manager. All deficiencies are reported, in written form, to the contractor for review, re-instruction, or re-training. Supervisor ride checks, and rule conformance frequency shall follow the requirements outlined in Employee Qualifications SOP & Rule Book;

Security Sensitive Information

- When necessary, performance coaching or reinstruction training for Supervisors is performed by service contractor safety manager. Supervisors are expected to comply with all rules and SOPs and enforcement thereof, as they apply to the management of bus service and the management of personnel. Additionally, Supervisor skills are assessed annually from participation in the driver Recertification Program;
- Personnel, whose safety record requires follow-up, additional training or discipline, including discharge, are identified through maintenance of records, which indicate safety violations of rules and procedures. A safety/rule violation log is maintained by the contractor; the log chronicles safety/rule violations for each month. The Chief Safety Officer will report out major rule violations to the SSOC;
- The contractor will be required to develop a preventive maintenance schedule, for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of safety-related defects are placed into service; and
- Monitor the safety/rule violation log to identify trends which may require a re-evaluation of a certain procedure or practice.

The Contractor (TransDev) Transit Safety Manager with oversight of the Chief Safety Officer has the responsibility to monitor the safety performance of operations. The Transit Safety Manager is responsible for information regarding accidents, incidents, hazardous conditions, and operations which are obtained from different reporting mechanisms. These include but are not limited to: Accident/Injury Reports and Investigations, Incident Reports, Daily Operations Summaries, Operator, and Supervisor Reports; Employee/Occupational Injury reports, mining of maintenance data, analysis of vehicle records, and procurement contracts.

Transit Safety Manager with oversight from GCT Chief Safety Officer is responsible for compiling and analyzing all safety data to determine if safety performance meets established safety goals. This data includes injuries to passengers, contractor personnel, public; potentially hazardous equipment failures; unacceptable hazardous conditions, and rules as well as procedure violations. A closed-loop reporting system for identifying and monitoring safety-related items has been established. To close out each safety risk assessment, safety verification activities and results are reviewed and audited by the Contractor (TransDev) Manager of Operations and reviewed by the Chief Safety Officer.

Safety risk mitigations that are identified as ineffective, inappropriate or not implemented as intended may be re-evaluated using a similar process as described in Section 5.2 Safety Risk Assessment. The Transit Safety Manager will use the Safety Risk Register Tab 3 and Tab 4 to analyze the current mitigation action(s). The department responsible for the monitoring the mitigation and the Safety Manager will review and discuss possible new mitigation actions to implement. Those new mitigation actions would be entered into the Safety Risk Register and will be reviewed at the next safety meeting.

Accident and Injury Investigation

The Contractor (TransDev), with oversight from Gwinnett County Transit, will conduct a prompt, accurate and thorough investigations of all accidents, injuries, illnesses and near misses, with the goal of promoting safety and preventing reoccurrences. All employees and contractors are expected to comply with service contractor's accident and incident reporting procedures and use the forms prescribed. Roles, responsibilities, and accident reporting thresholds are outlined in the procedure, including accident notification, reporting, and investigation throughout the organization. The level of investigation required is dependent on the seriousness of the event.

Each accident/incident is investigated as specified in the Accident Investigation Plan (AIP) latest version. The AIP complies with 49 CFR Part 672,673 & 674, State Safety Oversight Rule for bus incidents/accidents, and 49 CFR Part 1580 U.S. Department of Homeland Security Rule affecting transit systems.

Corrective Action Plans

After the occurrence of an accident and subsequent investigation; the development of recommendations, the identification of an unacceptable hazardous condition, or hazards along with deficiencies identified through internal or external safety reviews/audits, the Chief Safety Officer will enter a corrective action plan (CAP) within 30 calendar days after identification of the need for a CAP. The Chief Safety Officer may request additional time to prepare the CAP for complex issues.

The corrective action plan will include:

- A title that references the ASP element number, the year, and a suffix starting with "01" indicating the first item for that element and year (progressing numerically for additional CAPs for the same element and year). NOTE: The title may occasionally include a reference to a System Security Plan element (formatted similarly);
- The hazard or deficiency identified and investigation (if relevant to the CAP);

Proposed actions planned to minimize, control, correct, or eliminate the unsafe or hazardous condition, including interim action if required;

- Scheduled date of completion of implementation;
- Division and individual responsible for implementing the CAP; and
- Comments subsequently added pursuant to review and closure of the CAP.

The status of each Corrective Action is reported at SSOC Meetings. All corrective actions are prioritized for implementation using the risk assessment matrix and they are assigned a responsible person to lead the corrective action effort and close the corrective action after resolution. DOT requires verification from the Contractor (TransDev) that the CAP has been implemented either by documentation submitted by them, independent visual inspection by DOT, or both.

6.1.4: Describe activities to monitor information reported through internal safety reporting programs.

Safety reports are received by Gwinnett County Transit (GCT) via Webform, Customer Service reports, Internal Employee Reporting system and direct contact with GCT employee. All reports received are forwarded to the Contractor (TransDev) for investigation and resolution.

- Using existing reporting capabilities, the Chief Safety Officer performs oversight of the contractor to make sure all concerns are reviewed, investigation to include video clips from on-board camera system are completed, and responses provided to customers in a timely manner.
- Any delay or lack of resolution that is identified is investigated and penalties may be applied to the contractor

Internal Audits

The purpose of internal system safety audits is to perform an official evaluation of accomplishments, problems, and trends related to safety and to evaluate the effectiveness of the implementation of the Agency Safety Plan. The Chief Safety Officer is responsible for the direction of the safety reviews and audits of its contractors to determine performance related to the Safety goals and objectives.

Organizational functions subject to the safety audit process include:

- Facility inspections
- Maintenance audits/inspections
- Review of rules, standard operating procedures, special bulletins, and orders
- Review of training/re-certification programs
- Emergency response planning, coordination, training
- Configuration Management
- Systems modifications (review and approval)

- Safety data analysis
- Employee safety programs
- Hazardous materials program
- Interdepartmental safety goals and objectives
- Occupational safety and health programs
- Contractor safety
- Procurement and specification engineering
- Drug and Alcohol Testing Program
- Any aspect or responsibility as outlined in this document

Service contractors are subject to safety audits. The critical nature of certain operations requires rigorous development of reviews and audits. These include training, maintenance, and operations activities. Both periodic and no-notice inspections are undertaken to address all aspects of the activity including documentation, practices, and compliance with the Agency Safety Plan policy and other requirements. The Chief Safety Officer reviews training, practices, and procedures to correct deficiencies identified during the conduct of audits or other safety activities, including inspections and emergency drills.

Checklists

Facilities Maintenance with the help of the Chief Safety Officer will develop a Facility Safety Inspection Checklist, Shop Safety and Security Inspection Checklist based OSHA Standards and the Original Equipment Manufacturer (OEM). Those checklists are to be used to perform safety related inspections of facility maintenance equipment. The checklist will be part of the Operations and Maintenance Plan.

Checklists for Pre-Trip of Vehicles, Passenger Amenities, OCS, and Facilities are included on their specific SOP.

The checklists are then evaluated by management staff for final approval. The Facilities and inspections will be tracked through the maintenance software. The software will issue the work orders for the inspections and the employee need to close the work order on the system once the task is completed.

At random, the Safety Manager will perform inspections to verify that previous inspections and maintenance are performed in accordance to OEM recommendation. If areas of improvement are found, the Maintenance Manager will be required to present Corrective Action Plan's to the Gwinnett County Transit Chief Safety Officer. Those Corrective Action Plans (CAP) will be included in the CAP Log for tracking and closure.

Overall Inspections

The contractor must be effective to assure that all systems, equipment and facilities operate as required, or in the event of failure or degradation of functionality, that operational safety is not compromised. This aspect of maintenance directly pertains to the safety of transit customers, emergency response agencies, the public, employees and subcontractors of transit.

Facilities Inspections

Service contractor operated facilities undergo a complete inspection by the contractor at least once a year to ensure the safety and health of employees. Individual maintenance shops within the maintenance facilities are inspected monthly. Inspection reports are issued which list the hazards and the safety and health problems found during the inspection. Follow-up inspections and reports are completed within 30 days.

Safety Inspections

Safety inspections will be conducted by the Safety Manager and/or the department heads. The inspections will be unannounced and documented with checklists and photos. Safety inspections performed by the contractor personnel will be done in accordance to their company guidelines and procedures.

Equipment Inspections

Inspections of facility equipment are made in accordance with appropriate maintenance manuals and procedures. The Maintenance manager will ensure equipment and facilities are maintained at an optimum level of safety. Hazards identified during inspections are entered the Hazard Tracking Log as appropriate and tracked until closure is achieved.

Vehicles Inspection and Maintenance Records

All vehicles are maintained at a minimum in accordance with manufacturer recommendations, or, at a higher level. Maintenance is both mileage and time driven based maintenance. Maintenance is tracked and coordinated through mileage and time schedules, which are maintained by the contractor. All records are currently maintained in a Computerized Maintenance Management System (CMMS) for each vehicle. All hard copies are kept and in independent books for each vehicle for 2 years. All work completed for each vehicle is tracked through assigned repair order numbers for all repairs, or, designated maintenance inspection intervals. Service contractor is responsible for all documentation control.

Maintenance schedules will follow a progressive preventative maintenance cycle starting with the lowest mileage (routine inspection) through mid-level and major inspections. All vehicle inspections cover the equipment progressing at higher levels of detail for each inspection. Once the highest level of inspection is reached, the cycle starts again. In conjunction with the inspection cycle, mid-level and major overhauls are scheduled. These are time-based overhauls and rebuilds of major equipment per the manufacturer requirements.

The maintenance criteria described above is strictly followed. If a bus is at the mileage or time requirement and the scheduled maintenance is not complete, the bus must be removed from service until the required maintenance is complete. No vehicles can carry passengers in service with any safety critical faults. These faults include but are not limited to, braking, propulsion, or any other equipment that is critical to the safe operations of the vehicles and to the public. All defects are tracked in the defect tracking log which is the responsibility of the service contractor. Those block items are left open until the defect is corrected; at which time that line entry will be closed. Records of copies of defect write-ups and completed work orders will be kept on-site for three years.

6.2: Management of Change

Configuration Management requirements will be included in all contracts to assure that changes to the design of equipment and facilities, after design reviews, are adequately documented and approved. The configuration management process uses baseline management to ensure that the technical baseline is designed and controlled throughout the maintenance and operation phase and that the end products satisfy the technical and operational requirements derived from the system needs. Selected documentation, such as as-built drawings, manuals, procedures, and other documents are formally designated and approved as part of the technical baseline and are under the control of Gwinnett County Transit and the Contractor (TransDev North America). For future capital projects, all documents related to the segment/phase that are under the control of a contractor will be turned over for control and maintenance following completion of said phase.

Additions, modifications, or deletions to Bus Operations Standard Operating Procedures (SOPs), and to the existing configuration of presently operating system fixed facility, rolling stock and equipment directly related to operations of rolling stock, are approved by the SSOC. These reviews are established to ensure that system and operational changes are approved prior to implementation and that drawings, manuals, and other related documents, including training programs are updated to reflect these changes which are also reflected in the Maintenance Management Plan.

Upon the approval of any system or operations change, the contractor will create a Special Instruction or create and/or revise current Standard Operating Procedure to advise affected employees. Supervisors will distribute, individually to each employee. The new control document ensuring that each employee understands the operational change as it applies to their job. Each employee is required to sign for their copy and place the updated material into their SOP book.

6.3: Continuous Improvement

Continuous improvement is measured through monitoring safety performance indicators. Progress is related to the maturity and effectiveness of the Safety Management System. Safety assurance processes support improvements to the Safety Management System through continual verification and follow-up actions.

The objectives are achieved through the application of internal evaluations and independent audits of Safety Management System. Compliance of this requirement is indicated when Gwinnett County Transit and the Contractor (TransDev) use the Safety Committee, as well as the monthly Driver's Meeting and quarterly All-Staff Meetings to support its Safety Management System and safety programs:

- Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the quarterly meeting. The committee is made up of the following representatives: Transit Chief Safety Officer, Finance Representative, Program Delivery Representative, Signal Representative, Roads Representative, Traffic Representative, Airport Representative, and Road Maintenance Representative.
- Drivers' Meetings: A permanent agenda item in all monthly meetings is dedicated to safety. Safety issues are discussed and documented.
- Quarterly All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.
- The Safety Committee has the necessary authority to make decisions related to the improvement and effectiveness of the Safety Management System.
- Quarterly All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.
- The Safety Management System is periodically reviewed for improvements in safety performance.

Best Practices

- There is evidence of lessons learned being incorporated into the policies and procedures;
- The organization benchmarks its Safety Management System against other organizations and is an active promoter of the Safety Management System within the transportation industry.
- Best practice is sought and embraced
- Surveys and assessments of organizational culture are carried out regularly and acted upon
- For safety related services the organization requires contracted organizations not required by regulations to have a Safety Management System ; and
- Contractors can participate and share information in the Safety Management System .

7. Safety Promotion

7.1: Competencies and Training

Gwinnett County Transit Safety Management System Training

Administration and Transit Operations

The safety management system training applies to Gwinnett County Transit employees directly responsible for safety and utilizes the National Transit Institute's (NTI) Workplace Safety Direct Delivery Program. Classes include:

- All-Hazards Awareness and Preparedness for Transit Employees
- Assault Awareness and Prevention for Transit Operators
- Crisis Communication for Transit Employees
- Developing a Transit Emergency Management Plan
- Harassment Prevention for Transit Employees
- Violence in the Transit Workplace – Prevention, Response, and Recovery
- Quality Assurance and Quality Control in Transit

The Chief Safety Officer may complete the Federal Transit Administration (FTA) Part 672.3 (c) Public Safety Transportation Safety Certification Training Program when classes may be available. The purpose of this training is to enhance the technical proficiency of employees who conduct safety audits and those who are directly responsible for safety oversight of public transportation agencies.

Gwinnett County Transit Contractor

TransDev North America

The Chief Safety Officer will complete the Federal Transit Administration (FTA) Part 672.3 (c) Public Safety Transportation Safety Certification Training Program. The purpose of this training is to enhance the technical proficiency of employees who conduct safety audits and those who are directly responsible for safety oversight of public transportation agencies.

Safety training is conducted on facilities, equipment, and vehicles. Operating rules and standards operating procedures (SOPs) will be prepared by the service contractor and provided to all direct report personnel. The Training Supervisor oversees the formulation of training programs and records. The General Manager and Manager of Operations maintain SOPs and Rules and maintains all records which are kept at the facility.

TransDev North America periodically completes review and oversight activities associated with the training program. Activities or functions judged to be safety-critical may require special training or certification. This ongoing training is included in regular safety meetings and all documentation and records retained at the facility.

Refresher training is accomplished at least annually for operations and maintenance employees and when situation related to employee performance warrant it. Emergency responders are also trained during the pre-revenue period and during drills that occur at least annually. These are also documented and retained in the facility.

Operations Personnel Training

All bus operators will be required to have successfully completed the bus operation training program prepared by the service contractor and approved by Gwinnett County Transit.

All new Operators will be given the bus Operator Training Course. This course covers Standard Operating Procedures and Operator Rules that govern the alignment and operation. Operators are issued manuals for all types of revenue vehicles.

New Bus Operators are also evaluated by established Operators and Supervisors using an Observation Report Form. New Operators must meet all criteria satisfactorily or they will receive additional training. The OMC, on a separate

occasion prior to certification, will determine whether the Operator demonstrates safe control of the vehicle or needs additional training. Each Operator is certified with both written and practical testing to validate operational readiness.

Annually, each operator is given a refresher course on the rules and procedures and will re-certify with written and practical testing. The re-certification may consist of one or more of the following: a quiz, a checklist, a test, and a demonstration of troubleshooting techniques. Any person who fails the annual examination is given special retraining.

Updated training materials will be developed under coordination by the Manager of Operations / Safety personnel and Supervisors prior to the opening of any new bus extension or major modification to the existing routes. Operations personnel will be certified by either written or practical testing.

Service contractors will require operators who are subject to periodic in-service evaluation by route Supervisors who monitor their compliance to rules and procedures outlined in the Rule Book and SOPs. The Supervisor should complete an Observation Report Form after completion of the in-service evaluation and will review the information in the report with the Operator. Positive reinforcement is given as warranted. Operators observed violating any rules or procedures may be subject to progressive discipline.

Service contractor will maintain a Rule Violation Log that chronicles violations each month and administers all disciplinary actions, retraining, re-instructions, and determines the consequence of any rule violations.

Maintenance Personnel Training

Maintenance requirements, methods, and procedures for the facility equipment and systems will be described in manuals, handbooks, and other documentation developed for the training and certification of maintenance personnel. Use of personal protective equipment, emergency equipment, and safety instructions are included within the training program.

Maintenance personnel are required to operate buses, heavy equipment, or other specialized vehicles/equipment/apparatus and will be certified by both written and practical testing to document the employee's knowledge of safety and operating procedures and skill in the proper and safe operation and procedures. Annually, each employee will re-certify in the proper and safe use of the equipment/vehicles with written and practical testing. Any person who fails the annual examination will be given special retraining.

Employee Safety Certification Program

Safety training is conducted on all equipment. Operating rules and SOPs are issued by Contractors to all operating personnel and contractors. The SOPs must be approved by the SSOC. The relevant committees oversee the formulation of the training programs, SOPs and rules prepared and implemented by Contractors.

Safety Training

Safety information on approved methods and procedures are used in manuals, handbooks, and other documentation developed for the training and certification of operators and maintenance personnel. Identification of protective devices and emergency equipment are included in the training documentation and instruction. In addition, safety posters and notices are used, as appropriate, to enhance awareness during all phases of system operations. Proficiency demonstrations and certifications are required of all operators and maintenance personnel. Safety concerns are incorporated in briefings given to personnel prior to their working with hardware or facilities. The Safety System Manager will make reviews of the safety training program at least every six months to ensure that training materials and programs remain consistent with the needs of the MSDS.

Emergency Response Personnel Training

Training to familiarize fire, police, and emergency service personnel with facility requirements is coordinated through and conducted by the Gwinnett County Transit. Emergency preparedness and response drills are developed by Gwinnett County Transit. The training classes, drills, and after-action reviews are then conducted with emergency service personnel and Gwinnett County Transit and contractor personnel to:

- Ensure the adequacy of emergency plans and procedures

- Ensure readiness of the contractor personnel to perform under emergency conditions, and

Ensure effective coordination between the Gwinnett County Transit, the Contractor (TransDev), and emergency response personnel and agencies

Contractor Safety

Construction safety and operations management are privately contracted for in accordance with City or County procedures. Contractors, not part of the construction or operations activities associated with the facility must seek approval, in writing, from service contractor to perform work on property and infrastructure.

TransDev North America must ensure that the requesting party abides by the safety requirements established by the contractor. Requirements include but are not limited to: orange/yellow reflective safety vests, safety signaling to operators, and an understanding of all unsafe conditions.

TransDev North America may require contractors to attend safety classes prior to approval and issuance of an Access Permit; this requirement depends on the work request. Gwinnett County Transit will decide for contractors to attend such classes and receive certification prior to the approval and issuance of an Access permit when necessary.

Record Keeping

Personnel records of all training activity by employees is maintained by the Contractor (TransDev). Contractor will maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures used to carry out this Agency Safety Plan (ASP) for a minimum of three years after they are created. ASP documents will be made available upon request by the Federal Transit Administration or other Federal entity, or a State Safety Oversight Agency having jurisdiction. The safety department will be a primary point of contact when providing ASP related information to external agencies to ensure access to these documents.

7.1.1: Compliance and Training Requirements

The internal audit process includes the means of determining that all necessary training is conducted and documented including the proper qualification of operating and maintenance personnel. Training materials, testing, and grading processes are reviewed and evaluated for completeness and accuracy.

The audit process is guided by the following criteria related to training compliance:

- Identify training requirements for all personnel related to safety. This encompasses initial and refresher training of procedures, equipment uses, and manufacturers training. Also reviewed is retraining requirements identified because of accident or incident investigations.
- Reviewing all training programs identified for safety adequacy.
- Assess the effectiveness of the training program and on-the-job experience by the conduct of emergency scenarios, drills, audits and evaluations. These job evaluations are based on job performance, statistical trends and public feedback.
- Review employee performance, including employee records and conduct in-person interviews to confirm technical knowledge and issues.

Evaluate training provided to operations personnel and emergency response personnel when substantive operations changes are made or with the introduction of new equipment, facilities, or specialty vehicles.

7.2: Safety Communication

Gwinnett County Transit and the Contractor (TransDev)

Gwinnett County Transit's Chief Safety Officer in conjunction with Contractor (TransDev) Safety Manager will coordinate the safety communication activities for the Safety Management System. Gwinnett County Transit and TransDev will focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- **Communicating safety and safety performance information throughout the agency.**
GCT and Contractor communicates information on safety and safety performance in its monthly staff meetings. The Contractor also has a permanent agenda item in all monthly Drivers' Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, near miss and hazard reporting, safety newsletter, upcoming events that may impact GCT service or safety performance, and updates from safety team meetings regarding SMS implementation. The Contractor (TransDev) also requests information from drivers during these meetings, which is recorded in meeting minutes. Finally, the Contractor Safety Manager posts safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.
- **Communicating information on hazards and safety risks relevant to employee's role and responsibilities throughout the agency**
As part of new-hire training, the Contractor (TransDev), with oversight from GCT, distributes safety policies and procedures, included in the applicable Employee Handbook, to all employees. The Contractor (TransDev) provides training on these policies and procedures and discuss them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, Gwinnett County Transit Chief Safety Officer and/or Contractor's Safety Manager issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees. Other approaches include: Safety posters in employee work areas, videos, Email messages, Website, monthly safety campaign, and OSHA newsletters.
- **Informing employees of safety actions taken in response to reports submitted**
The Contractor (TransDev), with oversight from GCT, provides targeted communications to inform all employees of safety actions taken in response to reports submitted through the various channels, including handouts and flyers, safety talks, updates to bulletin boards, revisions to SOP, and if email provided, response to employees submitting reports.

8. Attachments

Document Name	Date
Gwinnett County Transit Agency Safety Plan Update Worksheet	3/2020
Gwinnett County Transit Safety Risk Register	10/2020
Gwinnett County Transit FTA 673 Compliance Matrix	10/2020

9. Reference Documents

Reference Documentation				
<i>Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this Plan.</i>				
	Document Name	Date	Version	Document Location
1.	Gwinnett County Transit Emergency Response Plan	2018	V1	Transit Shared Drive
2.	TransDev North America Norcross SEPP	2021	N/A	2880 Remington Park Court Norcross GA
3.	TransDev North America Norcross Agency Safety Plan	2020	V1	2880 Remington Park Court Norcross GA
4.	Gwinnett County Transit - Transit Asset Management Plan	2018	V1	ARC Website: https://cdn.atlantaregional.org/wp-content/uploads/tam-group-plan-final.pdf
5.	Gwinnett County Employee Handbook	2016	N/A	Gwinnett County Intranet: Gcworkplace> Documents> HandbooksandManuals
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

10. Definitions of Special Terms Used in the ASP

Term	Definition
Accident	When any part of a vehicle other than the tires on the surface of the roadway come in contact with anything (persons, animals, fixed or moving object, etc.) resulting in death, bodily injury, property damage, physical damage, or impact, regardless of the nature, extent, or dollar amount (i.e., \$1 or more) of injury or damage. A dent, scratch, chip, etc., would result in \$1 or more of damage even though the damage may not be repaired.
Accountable Executive	Single, identifiable person who has the ultimate responsibility for carrying out the Agency Safety Plan of a public transportation agency; and control or direction over the human and capital resources needed to develop and maintain the ASP
Chief Safety Officer	An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.
Event	Accident, Incident or Occurrence
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment
Incident	An event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
Occurrence	A motor vehicle collision, in which the Operator committed no driving error and reacted reasonably to the errors of others.
Operator of Public Transportation System	A provider of public transportation as defined under 49 U.S.C. 5302(14)
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Performance Targets	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).
Public Transportation Agency Safety Plan	The documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.
Risk	The composite of predicted severity and likelihood of the potential effect of a hazard.
Risk Mitigation	A method or methods to eliminate or reduce the effects of hazards.
Safety Assurance	Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Management Policy	

Security Sensitive Information

Safety Management System	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. Safety Management System includes systematic procedures, practices, and policies for managing risks and hazards.
Safety Performance Target	A Performance Target related to safety management activities.
Safety Promotion	A combination of training and communication of safety information to support Safety Management System as applied to the transit agency's public transportation system.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
Safety Risk Management	A process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
Serious Injury	Any injury which: <ol style="list-style-type: none"> 1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; 2. Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); 3. Causes severe hemorrhages, nerve, muscle, or tendon damage; 4. Involves any internal organ; or 5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
Transit Agency	An operator of a public transportation system.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

11. List of Acronyms Used in the ASP

Acronym	Word or Phrase
AIP	Accident Investigation Plan
ASP	Agency Safety Plan
ARC	Atlanta Regional Commission
CAP	Corrective Action Plan
CB	Commuter Bus
CMMS	Computerized Maintenance Management System
CSO	Chief Safety Officer
DOT	Department of Transportation
FTA	Federal Transit Administration
HSEEP	Homeland Security Exercise and Evaluation Program
MDBF	Mean Distance Between Failures
MPO	Metropolitan Planning Organization
NPTSP	National Public Transportation Safety Plan
OEM	Original Equipment Manufacturer
OHA	Operating Hazard Analysis
OSHA	Occupational Safety and Health Administration
PHA	Preliminary Hazard Analysis
POC	Point of Contact
PT	Purchased Transportation
PTASP	Public Transit Agency Safety Plan
PTSCTP	Public Transportation Safety Certification Training Program
SEPP	Security and Emergency Preparedness Plan
SHA	System Hazard Analysis
SMS	Safety Management System
SOP	Standard Operating Procedure
SRTA	State Road and Tollway Authority
SSEPP	System Security and Emergency Preparedness Plan
SSHA	Subsystem Hazard Analysis
SSOA	State Safety Oversight Agency
SSOC	System Safety Oversight Committee
TAM	Transit Asset Management Plan
TSSP	Transit Safety and Security Program

Security Sensitive Information

TTX	Transit Threat Exercise
TVA	Threat and Vulnerability Assessment
VRM	Vehicle Revenue Miles

12. Agency Safety Plan Development Documents

Document Name	Dates
Meeting Agendas	
Sign In Sheets	
Handouts	
Power Point Presentations	Accountable Executive Presentation October 19, 2020
Gwinnett County Transit Base Line Assessment	April 16, 2020
TransDev North America Base Line Assessment	April 16, 2020

APPENDIX :FTA TAC Review of PTASP Plan



Agency Name	Plan Version	Review Version	Submitted to FTA
Gwinnett County Board of Commissioners dba Gwinnett County Transit	2	02	9/24/2020
Agency type: <input checked="" type="checkbox"/> Transit agency <input type="checkbox"/> State DOT <input type="checkbox"/> Other	Document type: <input checked="" type="checkbox"/> Full ASP <input type="checkbox"/> Partial ASP <input type="checkbox"/> Other		

Review of Draft Public Transportation Agency Safety Plan — *Bus Transit*

Notes

This document pertains to the voluntary participation of a public transportation agency or State DOT in the review of its draft Agency Safety Plan (ASP) (or related document) and is provided for technical assistance purposes only.

FTA based this review of the voluntarily-submitted draft ASP or other document listed above, on the guidance contained in the [Public Transportation Agency Safety Plan Checklist](#) and the [Public Transportation Agency Safety Plan Template](#) for Bus Transit and on the requirements in 49 C.F.R. Part 673 (Part 673). The completed checklist contained on the following pages is intended to be used strictly by the participating agency as a tool for further development of an ASP that meets these requirements. Neither the “completed” checklist items (i.e., items marked with an “X”) nor any comments provided by the reviewer(s) constitute a “verification” or “certification” of “compliance” with Part 673.

This checklist has been modified to facilitate the review of the submitted draft ASP. The original template is available at <https://www.transit.dot.gov/regulations-and-guidance/safety/public-transportation-agency-safety-program/guidance-and-templates>.

The full text of Part 673 is available at <http://www.transit.dot.gov/PTASP>.⁴

⁴ Version 1, 10/1/19

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.



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1.1 Transit Agency Information

The Agency Safety Plan specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	Name(s) and address(es) of the transit agency(ies) that the Agency Safety Plan applies to.	1	
<input checked="" type="checkbox"/>	Mode(s) of transit service covered by the Agency Safety Plan.	1	
<input checked="" type="checkbox"/>	Mode(s) of service provided by the transit agency (directly operated or contracted service).	2 – 3	
<input checked="" type="checkbox"/>	FTA funding types. (e.g., 5307, 5337, 5339)	1	
<input checked="" type="checkbox"/>	Transit service provided by the transit agency on behalf of another transit agency or entity, including a description of the arrangement(s).	1	

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	An Accountable Executive who meets requirements in § 673.5 and § 673.23(d)(1).	1	
<input checked="" type="checkbox"/>	A Chief Safety Officer or SMS Executive who meets requirements in § 673.5 and § 673.23(d)(2).	1	



1.2 Plan Development, Approval, and Updates

The Agency Safety Plan specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	Name of the entity that drafted the Agency Safety Plan (e.g., State Department of Transportation).	7	
<input type="checkbox"/>	The Accountable Executive's signature on the Agency Safety Plan and date of signature.	7	<p><u>Observation</u></p> <ul style="list-style-type: none"> The ASP has a placeholder for the signature of the Accountable Executive and the signing date. The final version of the ASP should include this information.
<input type="checkbox"/>	The Board of Directors' or Equivalent Authority's approval of the Agency Safety Plan and date of approval.	7	<p><u>Observation</u></p> <ul style="list-style-type: none"> The ASP has a placeholder to record the name of the entity that will approve the plan, date of approval, and relevant documentation. The final version of the ASP should include this information.
<input checked="" type="checkbox"/>	Process and timeline for conducting an annual review and update of the Agency Safety Plan, including the Agency Safety Plan version number and other relevant information.	8	
<input checked="" type="checkbox"/>	The Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.	8	



1.3 Safety Performance Targets

The Agency Safety Plan specifies performance targets, as defined in § 673.5, for:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	<i>Fatalities</i> : Total number of reportable fatalities and rate per total vehicle revenue miles, by mode.	9	
<input checked="" type="checkbox"/>	<i>Injuries</i> : Total number of reportable injuries and rate per total vehicle revenue miles, by mode.	9	
<input checked="" type="checkbox"/>	<i>Safety Events</i> : Total number of reportable events and rate per total vehicle revenue miles, by mode. (Event, as defined in § 673.5)	9	
<input checked="" type="checkbox"/>	<i>System Reliability</i> : Mean (or average) distance between major mechanical failures, by mode.	9	



The Agency Safety Plan specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input type="checkbox"/>	Performance targets are made available to the State to aid in the planning process.	9	<p><u>Observation</u></p> <ul style="list-style-type: none"> The ASP has a placeholder for the date the transit agency transmits its targets to the State. The final version of the ASP should include the date the targets are transmitted.
<input type="checkbox"/>	Performance targets are made available to the Metropolitan Planning Organization(s) (MPOs) to aid in the planning process.	9	<p><u>Observation</u></p> <ul style="list-style-type: none"> The ASP has a placeholder for the date the transit agency transmits its targets to the MP. The final version of the ASP should include the date the targets are transmitted.
<input checked="" type="checkbox"/>	Coordination with the State and MPO(s) in the selection of State and MPO safety performance targets, to the maximum extent practicable.	9	

1.4 Safety Management Policy

The Agency Safety Plan describes or references documentation that describes:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	Written statement of Safety Management Policy (SMP), including the agency's safety objectives.	10 – 11	
<input checked="" type="checkbox"/>	Employee safety reporting program, that includes: <ul style="list-style-type: none"> • A process that allows employees to report safety conditions to senior management; • Protections for employees who report safety conditions to senior management; and • A description of employee behaviors that may result in disciplinary action, and therefore are excluded from protection. 	19 – 22	
<input checked="" type="checkbox"/>	Communication of the safety management policy throughout the agency's organization.	11 – 13	
<input checked="" type="checkbox"/>	Authorities, accountabilities, and responsibilities necessary for the management of safety, as they relate to the development and management of the transit agency's Safety Management System (SMS), for the following individuals: <ul style="list-style-type: none"> • The Accountable Executive • The Chief Safety Officer or SMS Executive • Agency leadership and executive management • Key staff 	13 – 19	



1.5 Safety Risk Management

The Agency Safety Plan describes or references documentation that describes a Safety Risk Management process for all elements of the transit agency's public transportation system, to include:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	<i>Safety hazard identification:</i> Methods or processes to identify hazards and consequences of hazards, which includes data and information provided by an oversight authority and the FTA as sources for hazard identification.	23 – 25	
<input checked="" type="checkbox"/>	<i>Safety risk assessment:</i> Methods or processes to assess the safety risks associated with identified safety hazards. This must include assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.	25 & 26 27 – 29	
<input checked="" type="checkbox"/>	<i>Safety risk mitigation:</i> Methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences of hazards.	26 29 – 30	



1.6 Safety Assurance

The Agency Safety Plan describes or references documentation that describes:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	Activities to monitor the transit agency's system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance. (<i>safety performance monitoring and measurement</i>)	31 – 32	
<input checked="" type="checkbox"/>	Activities to monitor the transit agency's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. (<i>safety performance monitoring and measurement</i>)	32	
<input checked="" type="checkbox"/>	Activities to conduct investigations of safety events, including the identification of causal factors. (<i>safety performance monitoring and measurement</i>)	32 – 33	
<input checked="" type="checkbox"/>	Activities to monitor information reported through any internal safety reporting programs. (<i>safety performance monitoring and measurement</i>)	33 – 35	
<input type="checkbox"/>	<i>Management of change:</i> A process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance. These proposed changes must be evaluated through the agency's Safety Risk Management process. [Not Required for Small Public Transportation Providers]	N/A	
<input type="checkbox"/>	<i>Continuous improvement:</i> A process to assess the transit agency's safety performance. If the agency identifies safety deficiencies as part of its safety performance assessment, the agency must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies. [Not Required for Small Public Transportation Providers]	N/A	



1.7 Safety Promotion

The Agency Safety Plan describes or references documentation that describes:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	A comprehensive safety training program for all transit agency employees and contractors designated as directly responsible for safety in the agency's public transportation system. This program must include refresher training, as necessary.	37 – 39	
<input checked="" type="checkbox"/>	Communication of safety and safety performance information throughout the transit agency's organization that conveys, at a minimum: <ul style="list-style-type: none"> • Information on hazards and safety risks relevant to employees' roles and responsibilities; and • Safety actions taken in response to reports submitted through an employee safety reporting program. 	13, 40	



Additional Information

The Agency Safety Plan specifies or references:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	<p>Documentation not included or referenced elsewhere in the Agency Safety Plan, related to:</p> <ul style="list-style-type: none"> • The implementation of the transit agency's Safety Management System; • The programs, policies, and procedures that the agency uses to carry out its Agency Safety Plan; and • Results from Safety Management System processes and activities. <p><i>The documents must be maintained for three years after they are created and must be made available upon request by the FTA or other Federal entity, or a State Safety Oversight Agency having jurisdiction.</i></p>	7, 42 & 47	
<input checked="" type="checkbox"/>	Definitions of terms used in the Agency Safety Plan.	43 – 44	
<input checked="" type="checkbox"/>	List of acronyms used in the Agency Safety Plan.	45 – 46	



PTASP Technical Assistance Available Now

- Access one-on-one Agency Safety Plan support
- Learn and share through the PTASP Community of Practice
- Explore the PTASP Resource Library

<https://www.transit.dot.gov/PTASP-TAC>

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211200			
Department:	Water Resources	Date Submitted:	09/16/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Kelsie Kruskol - BT	Public Hearing:	
Agenda Type	Award	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
BL082-21, purchase of lead-free water service saddles, couplings, clamps and valves on an annual contract (December 4, 2021 through December 3, 2022), to Delta Municipal Supply Company, Inc.; Empire Pipe & Supply; and Ferguson Enterprises, LLC, per the attached bid tabulation, base bid \$450,000.00.			
Attachments	Summary Sheet, Justification Letter, Tabulation		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> No		
Staff Recommendation	Award		
BAC Action:			
Department Head	tsrichards (10/4/2021)		
Attorney	nlwood (10/8/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Water & Sewer R&E	*	\$360,000	mbwoods (10/5/2021)
Yes	Water & Sewer Op	*	\$90,000	
Finance Comments	*The balance in Industrial R&M-Contracted and the Water Meter-New Installations project is checked as items are purchased. The requested allocation is an estimate based on the recommended base bid. For FY2021, \$67,500 is allocated, and for FY2022, \$382,500 is subject to budget approval.			FinDir's Initials bjalexzulia (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session:	<input type="text"/>	No Action Taken Vote
Action:	New Item	
Tabled:	<input type="text"/>	
Motion:	<input type="text"/>	
2nd by:	<input type="text"/>	

SUMMARY – BL082-21**Purchase of Lead-Free Water Service Saddles, Couplings, Clamps and Valves on an Annual Contract**

PURPOSE:	This contract is used to purchase lead-free water service saddles, couplings, clamps and valves for the repair of water distribution lines.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$450,000.00
PREVIOUS CONTRACT AWARD AMOUNT:	\$225,000.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$375,000.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	19% increase
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	205 40 website viewings
NUMBER OF RESPONSES:	3
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	No
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	N/A
MARKET PRICES COMPARISON (FOR RENEWALS):	N/A
CONTRACT TERM:	December 4, 2021 through December 3, 2022

COMMENTS:



MEMORANDUM

TO: Brittany Taylor
Purchasing Associate II

THRU: Tyler Richards *TR*
Director, Department of Water Resources

FROM: Steve Sheets *SS*
Deputy Director, Department of Water Resources

SUBJECT: Recommendation to Award BL082-21
Purchase of Lead-Free Water Service Saddles, Couplings, Clamps and Valves on an Annual Contract

DATE: September 8, 2021

REQUESTED ACTION

The Department of Water Resources recommends award of the above referenced contract to the following vendors in the amount of \$450,000.00.

- Empire Pipe & Supply
- Ferguson Enterprises, LLC
- Delta Municipal Supply Company

DESCRIPTION

This contract is used to purchase lead-free water service saddles, couplings, clamps, and valves for the repair of our water distribution lines.

FINANCIAL

- ML*
1. Estimated amount to be spent: \$ 450,000.00
 2. Projected amount to be spent previous contract period: \$ 375,000.00
 3. Do total obligations agree with "Action Requested"? Yes X No
 4. Budgeted: Yes X No
 5. Contact name: Michael Lanfreschi Contact phone: (678)376-6835

6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	504	211000		50701602	F-0662-01-3-03	\$45,000.00	10%
2021	501	111008	19080003	50404216		\$22,500.00	5%
2022	504	211000		50701602	F-0662-01-3-03	\$315,000.00	70%
2022	501	111008	19080003	50404216		\$67,500.00	15%
Total						\$450,000.00	100%

cc: Jeff Callaway, Division Director, DWR
Michael Lanfreschi, Division Director, DWR

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211229			
Department:	Water Resources	Date Submitted:	09/28/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Kelsie Kruskol - SM	Public Hearing:	
Agenda Type	Award	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>RP015-21, consultant demand services on an annual contract (January 1, 2022 through December 31, 2022), per the attached score tabulation, base amount \$26,000,000.00 (negotiated cost savings of approximately \$460,000.00). Contract to follow award. Subject to approval as to form by the Law Department.</p>			
Attachments	Summary Sheet, Justification Letter, Score Tabulation, Cost Tabulation		
Authorization:	Chairwoman's Signature?	<input type="checkbox"/> Yes	
Staff Recommendation	Award		
BAC Action:	Water and Sewerage Authority Approved on October 11, 2021, Vote 4-0.		
Department Head	tsrichards (10/8/2021)		
Attorney	tacox (10/12/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Various	*	\$26,000,000	mbwoods (10/11/2021)
Finance Comments	*The individual current budget of each fund or project is checked as services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2022, \$26,000,000 is subject to budget approval.			FinDir's Initials bjalexzulia (10/11/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session:	<input type="text"/>	<div style="border: 1px solid black; padding: 10px; min-height: 100px;"> No Action Taken </div>
Action:	<input type="text" value="New Item"/>	
Tabled:	<input type="text"/>	
Motion:	<input type="text"/>	
2nd by:	<input type="text"/>	
		Vote

SUMMARY – RP015-21
Consultant Demand Services on an Annual Contract

PURPOSE:	Firms will provide professional services for the implementation of our capital improvement and operations programs for the Department of Water Resources.
LOCATION:	Department of Water Resources
AMOUNT TO BE SPENT:	\$26,000,000.00*
PREVIOUS CONTRACT AWARD AMOUNT:	\$27,000,000.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$22,650,280.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	An accurate increase/decrease cannot be obtained due to restructuring of the contract.
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	2,367 710 website viewings
NUMBER OF RESPONSES:	62
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	Yes 66
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER:	N/A
MARKET PRICES COMPARISON (FOR RENEWALS):	N/A
CONTRACT TERM:	January 1, 2022 through December 31, 2022

COMMENTS: *Through successful negotiations, a cost savings of approximately \$460,000.00 was achieved without any reduction in the scope of this contract.



MEMORANDUM

TO: Shelley McWhorter
Purchasing Associate III

THROUGH: Tyler Richards *TR*
Director, Department of Water Resources

FROM: Kristopher Campbell *KC*
Deputy Director, Department of Water Resources

SUBJECT: Recommendation to Award RP015-21
Consultant Demand Services on an Annual Contract

DATE: September 13, 2021

REQUESTED ACTION

The Department of Water Resources recommends award of the above referenced contract with 52 firms in nine different Service Categories in the amount of \$26,000,000.00.

DESCRIPTION

The Department of Water Resources will use this Demand Services Contract to provide professional services for the implementation of our capital improvement and operations programs. The agreement lasts for one year beginning January 1, 2022 and has four options to renew.

Under the Consultant Demand Services contract, firms are contacted based upon their qualifications and experience to develop a proposal outlining their approach and fee for each specific project. DWR selects the most qualified firm, based on their proposal, that provides the best service and value for the specified project. No minimum or maximum amount of work is guaranteed for each selected firm and work is procured on an as-needed basis via Work Authorizations for each project.

The following firms are recommended under each Service Category for RP015-21:

- **Category A – Water and Wastewater Facilities and Pump Station Services**
 - AECOM Technical Services, Inc.
 - Arcadis U.S., Inc.
 - Ardurra Group, Inc.
 - Black & Veatch Corporation
 - Brown and Caldwell
 - CDM Smith
 - Freese and Nichols, Inc.
 - Gresham Smith
 - Hazen and Sawyer
 - HDR Engineering, Inc.
 - Jacobs Engineering Group, Inc.
 - Stantec Consulting Services, Inc.
 - Tetra Tech, Inc.
 - Wade Trim, Inc.

- **Category B – Water Line, Sewer Line and Reuse Water Line Services**
 - AECOM Technical Services, Inc.
 - Barge Design Solutions, Inc.
 - Engineering Strategies, Inc.
 - Freese and Nichols, Inc.
 - Precision Planning, Inc.
 - Prime Engineering Incorporated
 - Tetra Tech, Inc.

- **Category C – Watershed Services**
 - Geosyntec Consultants, Inc.
 - Hazen and Sawyer
 - Rummel, Klepper & Kahl, LLP
 - Tetra Tech, Inc.
 - WSP USA, Inc.

- **Category D – Stormwater Infrastructure Services**
 - Barge Design Solutions, Inc.
 - Dewberry Engineers Inc.
 - Freese and Nichols, Inc.
 - Rummel, Klepper & Kahl, LLP
 - Tetra Tech, Inc.
 - W. K. Dickson

- **Category E – Dam Services**
 - Dewberry Engineers, Inc.
 - Freese and Nichols, Inc.
 - Geosyntec Consultants, Inc.
 - Hazen and Sawyer
 - Stantec Consulting Services, Inc.
 - Tetra Tech, Inc.

- **Category F – Programmatic Rehabilitation Management Services**
 - Ardurra Group, Inc.
 - Engineering Strategies, Inc.
 - Gresham Smith
 - Hazen and Sawyer
 - Jacobs Engineering Group, Inc.
 - Tetra Tech, Inc.

- **Category G – Asset Data Management Services**
 - Arcadis U.S., Inc.
 - Barge Design Solutions
 - Brown and Caldwell
 - Black & Veatch Corporation
 - Dewberry Engineers, Inc.
 - Freese and Nichols, Inc.
 - GHD Inc.
 - Jacobs Engineering Group, Inc.
 - Stantec Consulting Services, Inc.

- **Category H – Strategic Asset Management, Planning, and Modeling Services**
 - Barge Design Solutions, Inc.
 - Brown & Caldwell
 - Dewberry Engineers, Inc.
 - Hazen and Sawyer
 - Stantec Consulting Services, Inc.

- **Category I – Specialized Support Services**
 - Accura Engineering and Consulting Services, Inc.
 - Aldea Services Inc.
 - Arcadis, Inc.
 - Ardurra Group, Inc.
 - Atlas Technical Consultants LLC
 - Black & Veatch Corporation
 - Blue Cypress Consulting, LLC
 - BlueWater Group, Inc.
 - Brown and Caldwell
 - CDM Smith, Inc.
 - Columbia Engineering and Services, Inc.
 - Corporate Environmental Risk Management, LLC (CERM)
 - Dewberry Engineers Inc.
 - Engineering Design Technologies, Inc.
 - Engineering Strategies Inc.
 - Freese and Nichols, Inc.
 - Geographic Information Services, Inc.
 - Geosyntec Consultants Inc.
 - Gresham Smith
 - Hayes, James & Associates, Inc.
 - Hazen and Sawyer

- HDR Engineering, Inc.
- IB Environmental LLC
- Jacobs Engineering Group, Inc.
- KCI Technologies, Inc.
- Keck and Wood, Inc.
- Kimley-Horn and Associates, Inc.
- Lowe Engineers, LLC
- MC Squared, Inc.
- Mott MacDonald, LLC
- MR Systems, Inc.
- Precision Planning Inc.
- Prime Engineering Inc.
- R2T Inc.
- Raftelis Financial Consultants, Inc.
- Rummel, Klepper & Kahl, LLP
- S.L. King & Associates, Inc.
- Smart Water Analytics LLC
- S&ME, Inc.
- Stantec Consulting Services Inc.
- Tetra Tech, Inc.
- The Collaborative Firm, LLC
- Volkert Inc.
- Wade Trim, Inc.
- Wendel Architecture, PC
- Willmer Engineering, Inc.
- WK Dickson & Co., Inc.
- Woolpert, Inc.
- WSP USA Inc.

References checked? Yes X No

FINANCIAL

1. Estimated amount to be spent: \$26,000,000.00
2. Projected Amount to be spent in previous contract period: \$ 22,650,280.00
3. Do total obligations agree with "Action Requested"? Yes X No
4. Budgeted: Yes X No
5. Contact name: Michael Lanfreschi Contact phone: 678-376-6835
6. Proposed Funding:

Actual expenditure of approved Department of Water Resources Capital Improvement Program Fund and Operations Funds will be incurred on a project by project basis via the execution of a Notice to Proceed Work Authorization issued through DWR.

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211248			
Department:	Water Resources	Date Submitted:	10/04/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Kelsie Kruskol - SM	Public Hearing:	
Agenda Type	Award	Multiple Depts?	No
Item of Business:	Locked by Purchasing		No
<p>RP036-21, provision of custodial services at various Department of Water Resources facilities on an annual contract (December 1, 2021 through November 30, 2022), to Building Maintenance Services, Inc., base amount \$307,726.32 (negotiated cost savings of approximately \$1,550.00). Contract to follow award. Subject to approval as to form by the Law Department.</p>			
Attachments	Summary Sheet, Justification Letter, Score Tabulation, Cost Tabulation		
Authorization: Chairwoman's Signature?	Yes		
Staff Recommendation	Award		
BAC Action:			
Department Head	tsrichards (10/7/2021)		
Attorney	trwilliams (10/11/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Water & Sewer Op	*	\$307,726	mbwoods (10/11/2021)
Finance Comments	* The current balance in Industrial R&M Contracted is checked as services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2021, \$15,386 is allocated and for FY2022, \$292,340 is subject to budget approval.			FinDir's Initials bjalexzulia (10/8/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; height: 100px; width: 100%; display: flex; align-items: center; justify-content: center;"> No Action Taken </div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	

SUMMARY – RP036-21**Provision of Custodial Services at Various Department of Water Resources Facilities
on an Annual Contract**

PURPOSE:	This contract is used by DWR for comprehensive custodial services for buildings located at our three water reclamation facilities, two water production facilities, laboratory, and central facility.
LOCATION:	Various Department of Water Resources locations
AMOUNT TO BE SPENT:	\$307,726.32*
PREVIOUS CONTRACT AWARD AMOUNT:	\$220,680.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$227,100.00
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	48% increase**
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	2,562 147 website viewings
NUMBER OF RESPONSES:	6 2 non-responsive***
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	Yes 15
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER	N/A
MARKET PRICES COMPARISON (FOR RENEWALS):	N/A
CONTRACT TERM:	December 1, 2021 through November 30, 2022

COMMENTS:

*Through successful negotiations, a cost savings of approximately \$1,550.00 was achieved without any reduction in the scope of this contract.

**The increase is due to labor shortages caused by the COVID-19 pandemic.

***One vendor was deemed non-responsive for failure to provide a bid bond with their submittal. Another vendor was deemed non-responsive for failure to submit a cost proposal.



MEMORANDUM

TO: Shelley McWhorter
Purchasing Associate III

THROUGH: Tyler Richards *TR*
Director, Department of Water Resources

FROM: Charlie Roberts *CR*
Deputy Director, Department of Water Resources

SUBJECT: Recommendation for Award of RP036-21 Provision of Custodial Services at Various
Department of Water Resources Facilities on Annual Contract

DATE: September 27, 2021

REQUESTED ACTION

The Department of Water Resources (DWR) recommends award of the above referenced contract to Building Maintenance Services, Inc. in the amount of \$307,726.32.

DESCRIPTION

This contract is used by DWR for comprehensive custodial services for buildings located at our three water reclamation facilities, two water production facilities, laboratory, and central facility.

References checked: Yes X No

FINANCIAL

- 1. Estimated amount to be spent: \$307,726.32
- 2. Projected amount to be spent previous contract period: \$227,100.00
- 3. Do total obligations agree with "Action Requested"? Yes X No
- 4. Budgeted: Yes X No
- 5. Contact name: Michael Lanfreschi (DWR) Contact phone: 678-376-6835

6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	501	111001	19010001	50404231		\$3,846.58	1.25%
2021	501	111003	19030003	50404231		\$1,538.65	.50%
2021	501	111008	19080007	50404231		\$1,538.65	.50%
2021	501	111009	19090003	50404231		\$1,538.65	.50%
2021	501	111009	19090006	50404231		\$1,538.65	.50%
2021	501	111009	19090007	50404231		\$2,307.98	.75%
2021	501	111004	19040004	50404231		\$1,538.65	.50%
2021	501	111004	19040005	50404231		\$1,538.65	.50%
2022	501	111001	19010001	50404231		\$76,931.58	25.00%
2022	501	111003	19030003	50404231		\$27,695.35	9.00%
2022	501	111008	19080007	50404231		\$27,695.35	9.00%
2022	501	111009	19090003	50404231		\$27,695.35	9.00%
2022	501	111009	19090006	50404231		\$27,695.35	9.00%
2022	501	111009	19090007	50404231		\$49,236.18	16.00%
2022	501	111004	19040004	50404231		\$27,695.35	9.00%
2022	501	111004	19040005	50404231		\$27,695.35	9.00%
Totals						\$307,726.32	100.00%

Transfer Required: Yes___ No X

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211220	20200879		
Department:	Water Resources	Date Submitted:	09/24/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Purchasing - Kelsie Kruskol - SM	Public Hearing:	
Agenda Type	Approval	Multiple Depts?	No
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>to renew RP019-18, provision of on-call water and wastewater tank cleaning on an annual contract (November 5, 2021 through November 4, 2022), with Allsouth Environmental Services, Inc., base amount \$800,000.00 (this represents a 1% decrease from the previous contract).</p>			
Attachments	Summary Sheet, Justification Letter		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> No		
Staff Recommendation	Approval		
BAC Action:	(Water and Sewerage Authority Approved on October 11, 2021, Vote 5-0.		
Department Head	tsrichards (10/4/2021)		
Attorney	nlwood (10/8/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
Yes	Water & Sewer Op	*	\$615,200	mbwoods (10/5/2021)
Yes	Water & Sewer R&E	*	\$184,800	
Finance Comments	*The current balance in Industrial R&M-Contracted and in various projects is checked as services are provided. The requested allocation is an estimate based on the recommended base bid. For FY2021, \$155,440 is allocated and for FY2022, \$644,560 is subject to budget approval.			FinDir's Initials bjalexzulian (10/5/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session:	<input type="text"/>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">No Action Taken</div>
Action:	<input type="text" value="New Item"/>	
Tabled:	<input type="text"/>	
Motion:	<input type="text"/>	
2nd by:	<input type="text"/>	
		Vote

SUMMARY – RP019-18**Provision of On-Call Water and Wastewater Tank Cleaning on an Annual Contract**

PURPOSE:	This contract provides services for the cleaning, removal, and proper disposal of debris and sediment from tanks and other structures located at the water production facilities, water reclamation facilities, water tank sites, and wastewater pump stations throughout Gwinnett County on an as needed basis. Structures to be cleaned include but are not limited to tanks, basins, wet wells, channels, pits, sumps, vaults, manholes, junction boxes, and connecting pipes.
LOCATION:	Various locations throughout Gwinnett County
AMOUNT TO BE SPENT:	\$800,000.00
PREVIOUS CONTRACT AWARD AMOUNT:	\$701,000.00
AMOUNT SPENT PREVIOUS CONTRACT:	\$736,333.68
INCREASE/DECREASE (CURRENT CONTRACT VS. PREVIOUS CONTRACT):	1% decrease
NUMBER OF BIDS/PROPOSALS DISTRIBUTED:	N/A
NUMBER OF RESPONSES:	N/A
PRE-BID/PROPOSAL CONFERENCE HELD (YES/NO) IF YES, NUMBER OF FIRMS REPRESENTED:	N/A
REASONS FOR LIMITED RESPONSE (IF RELEVANT):	N/A
RENEWAL OPTION NUMBER	This is renewal option three (3) of four (4).
MARKET PRICES COMPARISON (FOR RENEWALS):	This proposal was awarded based on various evaluation criteria; therefore, an analysis on cost alone cannot be obtained.
CONTRACT TERM:	November 5, 2021 through November 4, 2022

COMMENTS:



MEMORANDUM

TO: Shelley McWhorter
Purchasing Associate III

THROUGH: Tyler Richards *TR*
Director, Department of Water Resources

FROM: Charlie Roberts *CR*
Deputy Director, Department of Water Resources

SUBJECT: Recommendation to Renew RP019-18
On-Call Water and Wastewater Tank Cleaning on an Annual Contract

DATE: July 15, 2021

REQUESTED ACTION

The Department of Water Resources (DWR) recommends renewal of the above referenced contract to Allsouth Environmental Services, Inc. in the amount of \$800,000.00.

DESCRIPTION

This contract provides services for the cleaning, removal, and proper disposal of debris and sediment from tanks and other structures located at the water production facilities, water reclamation facilities, water tank sites, and wastewater pump stations throughout Gwinnett County on an as needed basis. Structures to be cleaned include but are not limited to tanks, basins, wet wells, channels, pits, sumps, vaults, manholes, junction boxes, and connecting pipes. No minimum or maximum amount of work is guaranteed.

FINANCIAL

1. Estimated amount to be spent: \$800,000.00 *ML*
2. Projected amount spent previous contract: \$736,333.68
3. Do total obligations agree with "Action Requested"? Yes X No
4. Budgeted: Yes X No
5. Contact name: Michael Lanfreschi (DWR) Contact phone: 678-376-6835

6. Proposed Funding:

Fiscal Year (FY)	Fund	Fund Center	Cost Center	Commitment Item	WBS Element	Amount	% of Award Amount
2021	501	111004	19040004	50404216		\$4,640.00	.58%
2021	501	111004	19040005	50404216		\$4,640.00	.58%
2021	501	111004	19040006	50404216		\$24,000.00	3.00%
2021	501	111008	19080007	50404216		\$5,680.00	.71%
2021	501	111009	19090003	50404216		\$1,760.00	.22%
2021	501	111009	19090006	50404216		\$1,760.00	.22%
2021	501	111009	19090007	50404216		\$112,960.00	14.12%
2022	501	111004	19040004	50404216		\$41,040.00	5.13%
2022	501	111004	19040005	50404216		\$41,040.00	5.13%
2022	501	111004	19040006	50404216		\$10,160.00	1.27%
2022	501	111008	19080007	50404216		\$51,360.00	6.42%
2022	501	111009	19090003	50404216		\$15,440.00	1.93%
2022	501	111009	19090006	50404216		\$15,440.00	1.93%
2022	501	111009	19090007	50404216		\$285,280.00	35.66%
2022	504	211000		50807000	M-0747-01-1-02	\$45,600.00	5.70%
2022	504	211000		50807000	M-1189-01-1-02	\$28,480.00	3.56%
2022	504	211000		50807000	M-1190-01-1-02	\$34,080.00	4.26%
2022	504	211000		50807000	M-1191-01-1-02	\$28,480.00	3.56%
2022	504	211000		50807000	M-1187-01-1-02	\$24,080.00	3.01%
2022	504	211000		50807000	M-1188-01-1-02	\$24,080.00	3.01%
Totals						\$800,000.00	100.00%

Transfer Required: Yes___ No X

Gwinnett County Board of Commissioners Agenda Request

GCID #	Group With GCID #:	<input type="checkbox"/> Grants	<input type="checkbox"/> Public Hearing
20211236			
Department:	Water Resources	Date Submitted:	09/28/2021
Working Session:	10/19/2021	Business Session:	10/19/2021
Submitted By:	Johanna Costley	Public Hearing:	
Agenda Type	Approval/authorization	Multiple Depts?	
Item of Business:	Locked by Purchasing <input type="checkbox"/> No		
<p>for the Chairwoman to execute an Intergovernmental Agreement between Gwinnett County, Gwinnett County Water and Sewerage Authority and the City of Lilburn, to outline the responsibilities of the parties as it pertains to the installation of water main improvements along Railroad Avenue in the City of Lilburn. Gwinnett County estimated amount will be \$100,000.00 and the City of Lilburn will be \$450,000.00. Subject to approval as to form by the Law Department.</p>			
Attachments	Justification Memo, Contract, Map		
Authorization: Chairwoman's Signature?	<input type="checkbox"/> Yes		
Staff Recommendation	Approval		
BAC Action:	Water and Sewerage Authority Approved on October 11, 2021, Vote 5-0.		
Department Head	tsrichards (10/4/2021)		
Attorney	nlwood (10/8/2021)		
Agenda Purpose Only			

Financial Action

Budgeted	Fund Name	Current Balance	Requested Allocation	Director's Initials
	N/A	*	*	mbwoods (10/6/2021)
Finance Comments	*No budget impact. Final allocation amounts will be determined upon contract award.			FinDir's Initials
				bjalexzulian (10/6/2021)

Budget Adjust Grand Jury

County Clerk Use Only		PH was Held? <input type="checkbox"/>
Working Session	<input type="text"/>	<div style="border: 1px solid black; height: 100px; display: flex; align-items: center; justify-content: center;"> No Action Taken </div>
Action	<input type="text" value="New Item"/>	
Tabled	<input type="text"/>	
Motion	<input type="text"/>	
2nd by	<input type="text"/>	
		Vote



MEMORANDUM

TO: Chairwoman
District Commissioners

THROUGH: Tyler Richards *TR*
Director, Department of Water Resources

FROM: Lisa Willis *lmw*
Strategic Program Manager, Department of Water Resources

SUBJECT: Approval/Authorization to Execute an Intergovernmental Agreement with City of Lilburn
District #2/Ku

DATE: September 28, 2021

REQUESTED ACTION

The Department of Water Resources (DWR) requests approval/authorization for the Chairwoman to execute an Intergovernmental Agreement between Gwinnett County, the Gwinnett County Water and Sewerage Authority, and the City of Lilburn to outline the responsibilities of the parties as it pertains to the installation of water main improvements along Railroad Avenue in the City of Lilburn. Gwinnett County estimated amount will be \$100,000.00 and the City of Lilburn's estimated amount will be \$450,000.00. The final amount will be determined when the contracts are awarded. Subject to approval as to form by the Law Department.

DESCRIPTION

The City of Lilburn will receive 2021 American Rescue Plan Act (ARPA) funds and desires to partner with Gwinnett County on a water infrastructure improvement project on Railroad Avenue. This project will provide expanded service and fire flow for existing and proposed development within the municipal limits of the City of Lilburn.

Under this agreement, Gwinnett County has the following obligations:

- Design, permit, and construct the water main improvements along Railroad Avenue by December 31, 2026. This completion schedule is an ARPA requirement.
- Fund 100 percent (100%) of the design, survey, and Geotech, estimated to be fifty thousand dollars (\$50,000.00).
- Fund ten percent (10%) of the construction costs and any change orders with a not-to-exceed of fifty thousand dollars (\$50,000.00).
- Operate and maintain the newly installed water infrastructure upon completion.

The City of Lilburn's responsibilities are as follows:

- Acquire and pay for all temporary and permanent easements by December 31, 2022.
- Pay to Gwinnett ninety percent (90%) of the total construction cost using City ARPA funds (estimated amount \$450,000.00) and other funds as necessary.



Location



Project: Intergovernmental Agreement with the City of Lilburn for partnering on a Water Improvement Project along Railroad Avenue.

Commission District 2: Ku



Date: 9/15/2021

**INTERGOVERNMENTAL AGREEMENT BETWEEN
GWINNETT COUNTY, GWINNETT COUNTY WATER AND SEWERAGE
AUTHORITY AND THE CITY OF LILBURN FOR
IMPLEMENTATION OF WATER IMPROVEMENT PROJECT**

STATE OF GEORGIA

CITY OF LILBURN

COUNTY OF GWINNETT

THIS INTERGOVERNMENTAL AGREEMENT (this “Agreement”) is made and entered into on the ____ day of _____, 2021, by and between GWINNETT COUNTY, GEORGIA, a political subdivision of the State of Georgia, acting by and through its duly elected Board of Commissioners (hereinafter referred to as "Gwinnett County"), the GWINNETT COUNTY WATER & SEWERAGE AUTHORITY, a body corporate and politic and a political subdivision of the State of Georgia, acting by and through its duly appointed governing authority (hereinafter referred to as the “WSA”), and the CITY OF LILBURN, GEORGIA, a municipal corporation of the State of Georgia, acting by and through its duly elected Mayor and Council (hereinafter referred to as "Lilburn"). Gwinnett County and the WSA are collectively and sometimes individually referred to herein as “Gwinnett”. Gwinnett County, the WSA and Lilburn may be referred to herein collectively as the “Parties” or individually as a “Party”.

RECITALS

WHEREAS, Gwinnett County operates and maintains the water facilities and appurtenances owned by the WSA to provide service to the public for compensation within Gwinnett County, including the municipal limits of the City of Lilburn; and

WHEREAS, Lilburn desires to partner with Gwinnett for the implementation of a water improvement project described as the Railroad Avenue Water Main Improvement Project (hereinafter the “Water Project”) and depicted in Exhibit “A” attached hereto and incorporated herein by this reference; and

WHEREAS, Lilburn has applied for funding under the 2021 American Rescue Plan Act (hereinafter the “ARPA”), which may be used to fund water infrastructure projects; and

WHEREAS, ARPA funds must be obligated by December 31, 2024, and ARPA projects must be completed by December 31, 2026; and

WHEREAS, construction of the Water Project will benefit public health and safety by providing expanded service and fire flow for existing and proposed commercial and residential development within the municipal limits of the City of Lilburn and will allow Gwinnett to expand its water rate base; and

WHEREAS, the Parties desire to partner and work together in good faith for the implementation of the Water Project.

TERMS AND CONDITIONS

NOW, THEREFORE, for and in consideration of the mutual covenants, promises, terms, and agreements contained herein and for other good and valuable mutual consideration, the receipt and sufficiency of which is hereby acknowledged, it is mutually agreed by and among the Parties as follows:

1. Recitals.

The above Recitals are true, correct and form a material part of this Agreement.

2. Term of Agreement and Termination.

The term of this Agreement shall begin on the day and date hereinabove written and shall extend thereafter for a period of fifty (50) years.

3. Obligations of Gwinnett.

- a) Gwinnett shall acquire the services of a professional engineer to prepare construction drawings and specifications for the Water Project in accordance with the “Gwinnett County Department of Water Resources Water Main and Sanitary Sewer Design and Construction Standards and Specifications” dated April 5, 2016.
- b) Gwinnett shall provide to Lilburn all temporary and permanent easement plats for the Water Project no later than September 30, 2022. Gwinnett hereby delegates to the Gwinnett County Administrator and Lilburn hereby delegates to its City Manager the authority to mutually agree, in writing, to an extension of this deadline.
- c) Gwinnett shall award construction contract(s) and administer the contract(s) for the Water Project in accordance with its rules and regulations.
- d) Gwinnett shall complete the Water Project by December 31, 2026, provided all necessary easements have been acquired by Lilburn on or before the easement acquisition deadline, or any agreed upon extension thereof, contained in item 4(a) below.
- e) Gwinnett shall have final approval of any and all stipulations associated with the temporary and permanent easements.

- f) Gwinnett shall contribute up to Ten Percent (10%) of the construction cost for the Water Project with a total not-to-exceed amount of Fifty Thousand Dollars (\$50,000.00). In no event shall Gwinnett's contribution exceed Ten Percent (10%) of the Water Project construction cost or Fifty Thousand Dollars (\$50,000.00), whichever is less.
- g) Gwinnett shall be responsible for all operation, maintenance, and repair of the water facilities and appurtenances once constructed.

4. Obligations of the City of Lilburn.

- a) Provided plats have been received from Gwinnett on or before the deadline contained in item 3(b) above, or any agreed upon extension thereof, Lilburn shall acquire all necessary temporary and permanent easements, right-of-way, and other property rights for the Water Project no later than December 31, 2022 . Lilburn shall provide to Gwinnett a monthly acquisition status report until all easements and other property rights are obtained. Gwinnett hereby delegates to the Gwinnett County Administrator and Lilburn hereby delegates to its City Manager the authority to mutually agree, in writing, to an extension of this deadline
- b) Lilburn shall be responsible for all associated acquisition costs for the Water Project, including all condemnation costs, if necessary.
- c) Lilburn shall coordinate with Gwinnett on any third-party services for the acquisition of easements.
- d) All easements and other necessary property interests obtained by Lilburn shall be donated and assigned to the WSA.
- e) Lilburn shall obtain approval from Gwinnett for any and all easement stipulations and terms before finalizing any easements with the property owners.
- f) Lilburn shall pay the total construction cost of the Water Project less Gwinnett's contribution amount set forth in item 3(f) hereof.
- g) Lilburn shall pay Fifty Percent (50%) of the total construction costs less Gwinnett's contribution amount set forth in item 3(f) hereof within thirty (30) days of awarding construction of the Water Project, and the remaining Fifty Percent (50%) upon project completion. Any change orders shall be reconciled upon project completion with Gwinnett's overall contribution limited to Ten

Percent (10%) of the total construction costs or Fifty Thousand Dollars (\$50,000.00), whichever is less.

5. Reservation of Rights.

Gwinnett reserves the right to utilize all real estate rights acquired for the Water Project for any and all purposes necessary for the construction of the Water Project and for the operation, maintenance, and repair of the water facilities and appurtenances once constructed and for any other purposes consistent with those uses.

6. Remedies.

- a) In the event of a breach or attempted or threatened breach of the provisions of this instrument, the Parties agree that the remedy at law available to enforce this instrument would in all likelihood be inadequate, and therefore, the provisions of this instrument may be enforced by a mandatory or prohibitory injunction or decree of specific performance upon the application of the Party which is enforcing the provision.
- b) The remedies herein are in addition to and not in lieu of any other remedies available under applicable law.

7. Entire Agreement.

This Agreement constitutes the entire agreement between Lilburn and Gwinnett County and the WSA with respect to the subject matter hereof and supersedes all prior agreements, understandings, discussions, negotiations, and undertakings, whether written or oral, and there are no inducements, representations, warranties or understandings that do not appear within the terms and provisions of this Agreement.

8. Severability.

It is understood and agreed by and between the Parties that if any condition or provision contained in this Agreement is held to be invalid by any court of competent jurisdiction, such invalidity shall not affect the validity of any other such condition or provision herein contained, provided, however, that invalidity of any such condition or provision does not materially prejudice either Gwinnett County, the WSA or Lilburn with respect to its respective rights and obligations contained in the remaining valid conditions or provisions of this Agreement.

9. Successors and Assigns.

The provisions of this Agreement shall bind and inure to the benefit of the Parties and their respective representatives, successors, and permitted assigns.

10. Evidence.

The Parties agree that if Gwinnett County or the WSA is sued in subsequent litigation concerning the Water Project, including, but not limited to, the acquisition of easements or other property interests or the construction of any of the subject facilities and appurtenances, this Agreement may be introduced into evidence.

11. Attorneys' Fees.

Each Party shall bear its own costs, expenses and claims to attorneys' fees incurred or arising out of this Agreement or the Water Project.

12. Controlling Law, Venue.

This Agreement was made and shall be performed in Gwinnett County, Georgia, and shall be construed and interpreted under the laws of the State of Georgia. Venue to enforce this Agreement shall be solely in the Superior Court of Gwinnett County, Georgia, and all defenses to venue are waived.

13. Further Assurances.

The Parties will sign any additional papers, documents and other assurances, and take all acts that are reasonably necessary to carry out the intent of this Agreement.

14. Construction.

This Agreement has been jointly negotiated and drafted. This Agreement shall be construed as a whole according to its fair meaning. The language of this Agreement shall not be construed for or against any Party.

15. Legal Advice.

In entering into this Agreement, the Parties acknowledge that their legal rights are affected by this Agreement and that they have sought and obtained the legal advice of their attorneys. Each Party has made such an investigation of the law and the facts pertaining to this Agreement and of all other matter pertaining thereto as it or they deem necessary. They further represent that the terms of this Agreement have been completely read by them and that all terms are fully understood and voluntarily accepted by them.

16. Amendment of Agreement.

Only a writing signed by each of the Parties may modify this Agreement.

17. Authority.

The signature of a representative of any Party to this Agreement is a warranty that the representative has authority to sign this Agreement and to bind any and all principals to the terms and conditions hereof.

18. Headings.

The headings of the paragraphs contained herein are intended for reference purposes only and shall not be used to interpret the terms and conditions contained herein or the rights granted hereby.

19. Time.

Time is of the essence with respect to all duties and obligations set forth in this Agreement.

20. Notice.

- (a) Any notice, request, direction, consent, approval, or other communication required or permitted under this Agreement must be in writing and provided to Lilburn at its address set forth below:

City of Lilburn
Attn: City Manager
340 Main Street
Lilburn, Georgia 30047
(770) 921-2210

- (b) Any notice, request, direction, consent, approval, or other communication required or permitted under this Agreement must be in writing and provided to Gwinnett County at its address set forth below:

Gwinnett County Administrator
Gwinnett Justice and Administration Center
75 Langley Drive
Lawrenceville, Georgia 30046

With a copy to:

Gwinnett County Attorney
Gwinnett Justice and Administration Center
75 Langley Drive
Lawrenceville, Georgia 30046

- (c) Any notice, request, direction, consent, approval, or other communication required or permitted under this Agreement must be in writing and provided to the WSA at its address set forth below:

Chairman
Gwinnett County Water and Sewerage Authority
684 Winder Highway
Lawrenceville, Georgia 30045

With a copy to:
Director
Department of Water Resources
684 Winder Highway
Lawrenceville, Georgia 30045

- (d) Notice via email is acceptable only as an additional method of notice to either regular or certified mail, statutory overnight mail, or hand-delivery.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized officials, have caused this Agreement to be executed in two counterparts, each to be considered as an original, by their authorized representative the day and date herein above written.

CITY OF LILBURN, GEORGIA

By: _____
Tim Dunn, Mayor

Signed, sealed and delivered in the
presence of:

ATTEST:

Unofficial witness

City Clerk

(City Seal)

Signed, sealed and delivered in the presence of:

GWINNETT COUNTY, GEORGIA

Unofficial witness

Nicole L. Hendrickson
CHAIRWOMAN
BOARD OF COMMISSIONERS

Notary Public

ATTEST:

[Notarial seal]

County Clerk

Approved as to Form:

(County Seal)

Senior Assistant County Attorney

GWINNETT COUNTY WATER &
SEWERAGE AUTHORITY

By: _____
Printed Name: _____
Chairman

ATTEST:

Printed Name: _____
Secretary

Signed, sealed and delivered in the
presence of:

NOTARY:

Unofficial witness

[Notarial seal]

Approved as to Form:

Attorney

Gwinnett County Board of Commissioners Agenda Request

GCID #		Group With GCID #:		<input checked="" type="checkbox"/> Rezoning <input checked="" type="checkbox"/> Public Hearing	
20211170					
Department:		Planning & Development		Date Submitted: 09/10/2021	
Working Session:		10/19/2021	Business Session:	10/19/2021	Public Hearing:
Submitted By:		tmdial			
Agenda Type		Rezoning	Rezoning Type	RZR	
Item of Business:					
2021-00039, Applicant: Marley Construction, LLC, Owner: Diana Delatour, Rezoning of Tax Parcel No. R5266 005A, RA-200 to R-75 for a Single Family Detached Residential Development, 1357 Ewing Chapel Road, 17.32 Acres. District 3/Watkins					
Land Lot:	266	Parcel:	005A		
District:	5				
Attachments		Department Case Report with Planning Commission Recommendation			
Authorization: Chairwoman's Signature?		Yes <input type="checkbox"/>			
Department Head		cmsloan (9/21/2021)			
District		For	Against	Abstained	Absent
District 1 Kim Hartsock		X			
District 1 Michael Park		X			
District 2 Rich Edinger		X			
District 2 Anthony Crotser		X			
District 3 Ben Archer		X			
District 3 Glen Williams		X			
District 4 Johnny Barnard		X			
District 4 Gabe Okoye		X			
At Large Jerry James		X			
Comments					
County Clerk Use Only		Planning and Development		Planning Commission	
Working Session <input type="text"/>		Recommendation:		Recommendation:	
Action Tabled <input type="text"/>		<input type="checkbox"/> Approve		<input type="checkbox"/> Tabled - Date <input type="text"/>	
Tabled 09/28/2021		<input type="checkbox"/> Approve with Conditions		<input type="checkbox"/> Approve	
Motion Watkins		<input checked="" type="checkbox"/> Appr w/ Cond As <input type="text" value="R-100"/>		<input type="checkbox"/> Approve with Conditions	
2nd by Ku		<input type="checkbox"/> Deny w/out Prejudice		<input type="checkbox"/> Approve with Conditions As	
Vote 5-0; Hendrickson-Yes; Carden-Yes; Ku-Yes; Watkins-Yes; Fosque-Yes		<input type="checkbox"/> Deny PH was Held? <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Approve with Conditions As	
		<input type="checkbox"/> No Recommendation		<input type="text" value="R-100"/>	
				<input type="checkbox"/> Deny	
				<input type="checkbox"/> Deny w/out Prejudice	
				<input type="checkbox"/> No Recommendation	

Applicant: Marley Construction, LLC
P.O. Box 429
Bethlehem, GA 30620

Owner: Diana Delatour
788 Hillpine Drive
Atlanta, GA 30306

Contact: Darrell Vaughn

Contact Phone: 404.561.4267

Zoning History

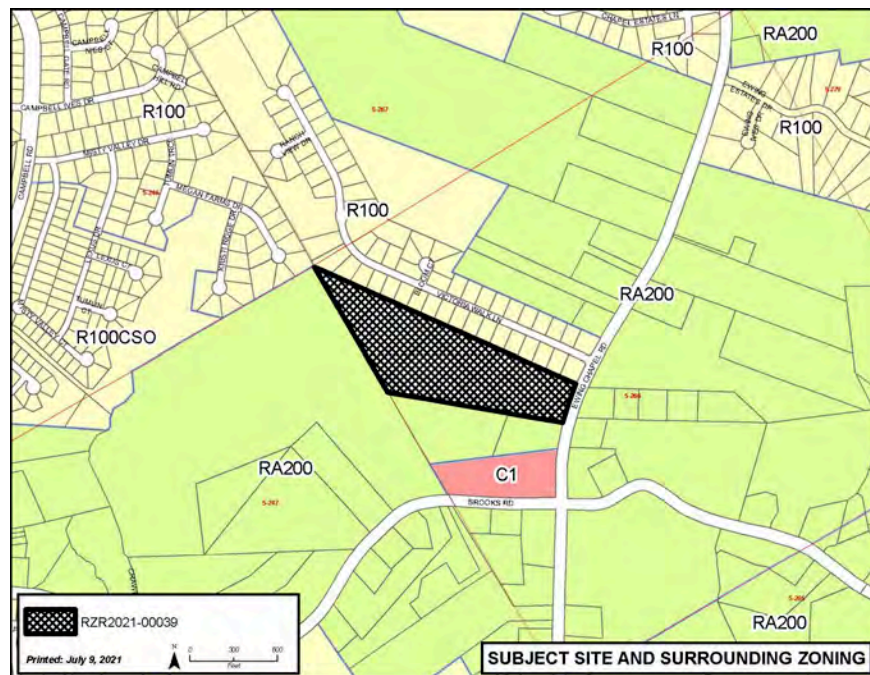
The subject property is zoned RA-200 (Agriculture -Residence District). In 1992, the property was denied a rezoning from RA-200 (Agriculture-Residence District) to R-100 (Single-Family Residence District) for a single-family subdivision pursuant to REZ1992-00117. An application to rezone from RA-200 to R-75, RZR2021-00004, was denied without prejudice on March 23, 2021. A Time Lapse Waiver was approved by the Board of Commissioners allowing the request to be considered in less than 12 months.

Existing Site Condition

The subject site is a 17.32-acre undeveloped parcel located along Ewing Chapel Road and near the intersection of Brooks Road. There is an abandoned house on the wooded property. No sidewalks are present along the Ewing Chapel Road frontage. The nearest Gwinnett County Transit stop is 4.82 miles from the parcel.

Surrounding Use and Zoning

The surrounding area consists of primarily single family detached units on large lots. Several of the surrounding parcels are zoned RA-200 and R-100. The following is a summary of surrounding uses and zoning:



Surrounding Zoning

Location	Land Use	Zoning	Density
Proposed	Single-Family Residential	R-75	2.71 units per acre
North	Single-Family Residential	R-100	1.5 units per acre
East	Single-Family Residential	RA-200	1 unit per acre
South	Single-Family Residential	RA-200	1 unit per acre
West	Single-Family Residential	RA-200	2.1 units per acre

Project Summary

The applicant requests rezoning of a 17.32-acre site from RA-200 to R-75 to construct a single-family detached subdivision, including:

- 47 lots yielding a net density of 2.71 units per acre.
- A minimum dwelling size of 2,000 square feet.
- Architectural elevations showing double or triple-car garages with facades consisting of a combination of brick, stone, board and batten, and fiber cement siding.
- Open space adjacent to parcels R5266 046 and R5266 005E.
- A reduction in the number of lots from 50 to 47, compared to the previous request (RZR2021-00004).
- A stormwater facility located at the west end of the subdivision.
- A single entrance from Ewing Chapel Road.

Zoning and Development Standards

The applicant is requesting rezoning to the R-75, Single-Family Residence District. The following is a summary of applicable development standards from the Unified Development Ordinance (UDO):

Standard	Required	Proposed	Meets Standard?
Building Height	Maximum 35'	Maximum 35'	YES
Front Yard Setback	Minimum 30'	30'	YES
Side Yard Setback	Minimum 10'	10'	YES
Rear Yard Setback	Minimum 30'	> 35'	YES
Density	Maximum 3 units per acre	2.71 units per acre	YES
Lot Size	Minimum 10,500 sq. ft	Minimum 10,500 sq. ft	YES
Heated Floor Area	Minimum 1,200 sq. ft	Minimum 2,000 sq. ft	YES

Internal and External Agency Review

In addition to these Development Standards, the applicant must meet all other UDO requirements related to infrastructure improvements. Internal and External agency review comments are attached (Exhibit E). Standard site and infrastructure improvements will also be required related to transportation, stormwater, water, and sewer utilities. Recommended improvements not already required by the UDO have been added as staff recommended conditions.

Staff Analysis

Rezoning Request Analysis: According to the UDO, if a proposed amendment is for the rezoning of property and involves a change in zoning classification, the Department shall evaluate the request and make a recommendation with respect to the standards governing exercise of zoning power as defined in Section 270-20.5. After this evaluation, staff makes the following findings based on the standards from the UDO:

A. Whether a proposed zoning will permit a use that is suitable in view of the use and development of adjacent and nearby property.

The proposed development would not be compatible with zoning in the surrounding area. The surrounding area features large lots zoned RA-200, developed with single-family detached dwellings. Nearby subdivisions are zoned R-100CSO and R-100.

B. Whether a proposed rezoning will adversely affect the existing use or usability of adjacent or nearby property.

The existing use and usability of adjacent or nearby properties would not be adversely impacted by the zoning change, if approved as R-100.

C. Whether the property to be affected by a proposed rezoning has a reasonable economic use as currently zoned.

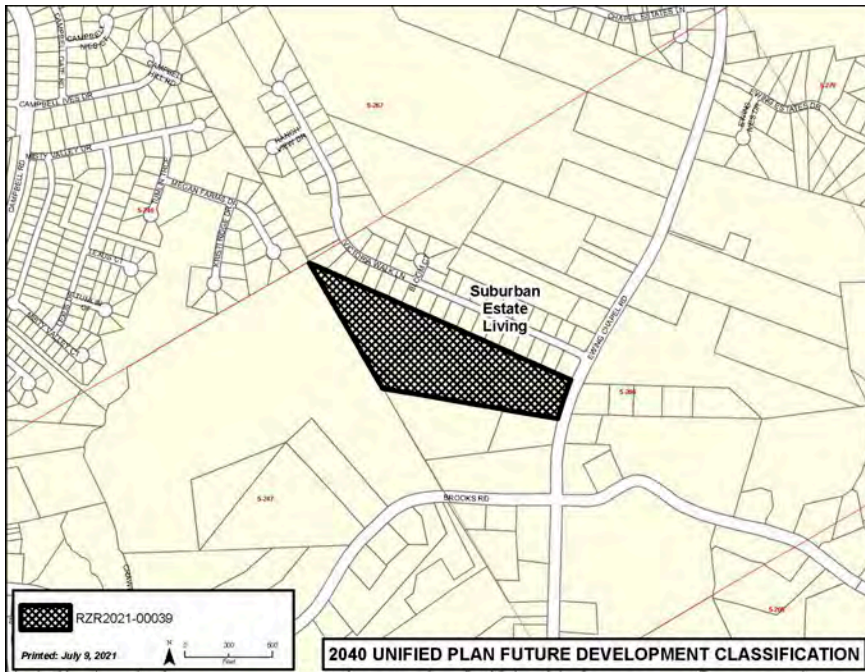
The property has a reasonable economic use, as currently zoned.

D. Whether the proposed rezoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

An increase in impacts on public facilities would be anticipated in the form of traffic, utility demand, and stormwater runoff; however, these impacts would be mitigated with appropriate conditions, site development requirements, and planning. An increase impact is anticipated on school enrollment. Agency review comments related to any potential improvements concerning this rezoning request are attached (Exhibit E).

E. Whether the proposed rezoning is in conformity with the policy and intent of the Unified Plan and Future Development Map; and

The 2040 Unified Plan Future Development Map indicates the subject property lies within the Suburban Estate Living Character area. This designation is intended to convey the County's desire to preserve its historical and agricultural character so that new development is low in intensity and consists primarily of large residential lots. Potential development types for this character area include low density residential developments. The proposed R-75 subdivision would not be consistent with the Unified Plan. R-100 zoning would be more appropriate in this location.



Surrounding Future Land Use

F. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning.

The requested R-75 zoning would not be compatible, as the surrounding area is uniformly zoned RA-200 and R-100. R-75 zoning would be too dense for this location. A subdivision zoned R-100 would be compatible with the development patterns of the area.

Staff Recommendation

Based on the staff’s evaluation of the request and the standards governing exercise of zoning power, the Department of Planning and Development recommends **APPROVAL WITH CONDITIONS AS R-100** of the rezoning request.

Planning Commission Recommendation

Based on the staff’s evaluation of the rezoning application, information presented during the public hearing, and the Planning Commission’s consideration of the standards governing the exercise of zoning power related to this application, the Planning Commission recommends **APPROVAL WITH CONDITIONS AS R-100** of the rezoning request.

Planning Commission Recommended Conditions (includes Staff Recommended Conditions)

Approval as R-100 (Single-Family Residential District) for single-family detached subdivision, subject to the following conditions:

1. The proposed development shall be constructed in general conformance with Exhibit B: Site Plan and Exhibit C: Building Elevations dated received July 12, 2021, with revisions required by

conditions, subject to the review and approval of the Director of Planning and Development.

2. The minimum heated floor area per dwelling unit shall be 2,000 square feet.
3. Homes shall be constructed with front facades of primarily brick or stacked stone. The balance of the home may be the same, or of fiber-cement siding or shake siding with a with a minimum two-foot-high brick or stacked stone water table.
4. All dwellings shall have at least a double-car garage.
5. Natural vegetation shall remain on the property until the issuance of a development permit.

Exhibits:

- A. Site Visit Photos
- B. Site Plan
- C. Building Elevations
- D. Letter of Intent and Applicant's Response to Standards
- E. Internal and External Agency Review Comments
- F. Maps

Exhibit A: Site Visit Photos



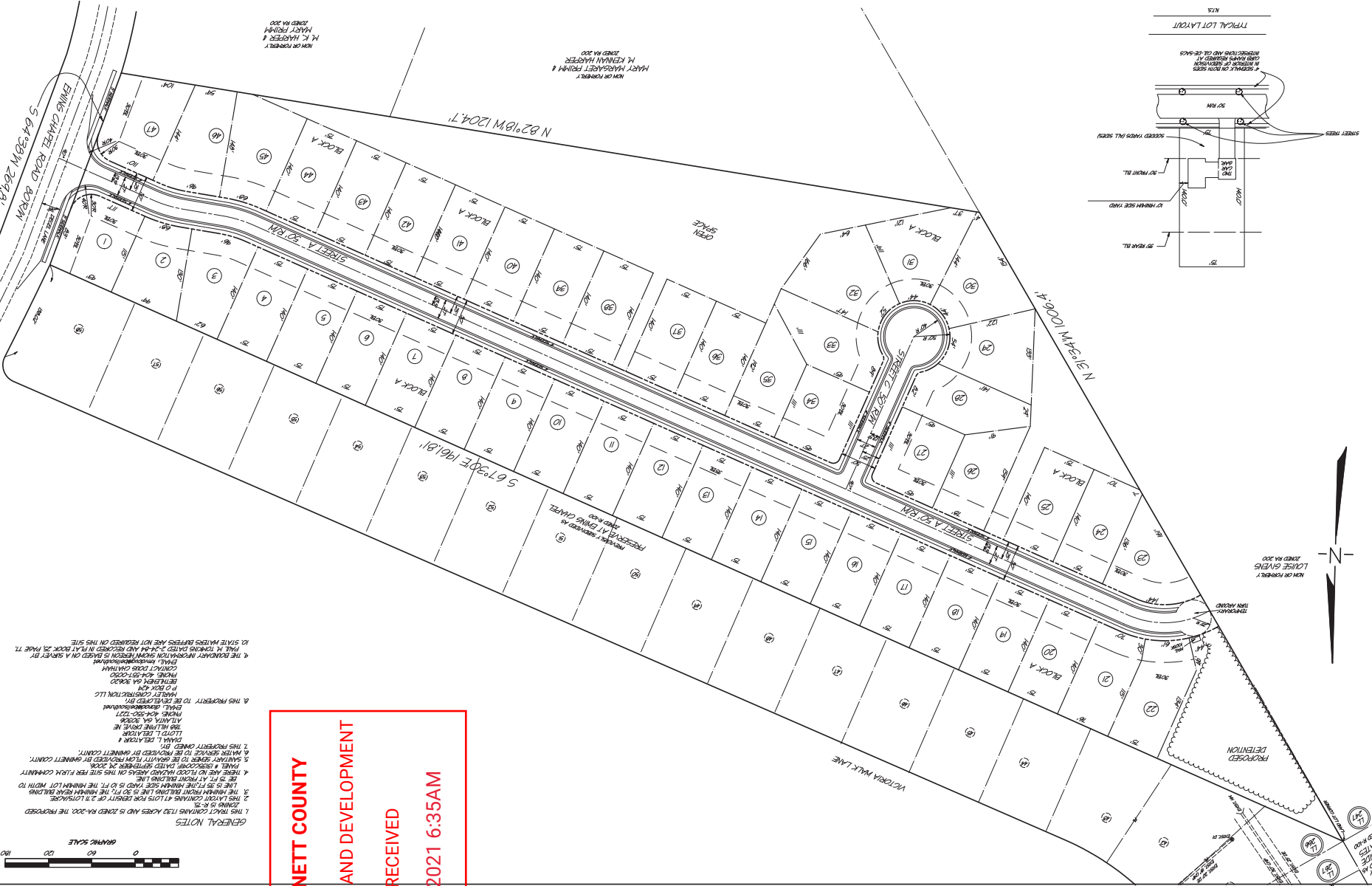
Current Property and Abandoned House



Frontage Along Ewing Chapel Road

**Exhibit B: Site Plan
[attached]**

DATE: JUNE 30, 2021
 PROJECT: EWING CHAPEL
 SHEET NO. 1 OF 1
 REVISIONS:
 1. SET TO 2020 CONCEPT GENERAL NOTE #9
 EWING CHAPEL DELA TOUR PROPERTY
 LAND LOT 286, 5th DISTRICT
 GWINNETT COUNTY GEORGIA
 PARCEL 3388 003A
 1327 EWING CHAPEL ROAD
 PLAN SCALE: 1" = 60'
 PRELIMINARY
 PLAN
 GWINNETT COUNTY GEORGIA
 CORNERSTONE DESIGN &
 DEL DEVELOPMENT, INC.
 100 SHILOH ROAD SE
 LAWRENCEVILLE GA 30046
 PHONE: 404-861-1127
 EMAIL: CORNERSTONE@CORNERSTONEDESIGN.COM
 GWINNETT COUNTY GEORGIA
 CORNERSTONE DESIGN &
 DEL DEVELOPMENT, INC.
 100 SHILOH ROAD SE
 LAWRENCEVILLE GA 30046
 PHONE: 404-861-1127
 EMAIL: CORNERSTONE@CORNERSTONEDESIGN.COM



GWINNETT COUNTY
PLANNING AND DEVELOPMENT
RECEIVED
7/12/2021 6:35AM

Exhibit C: Building Elevations

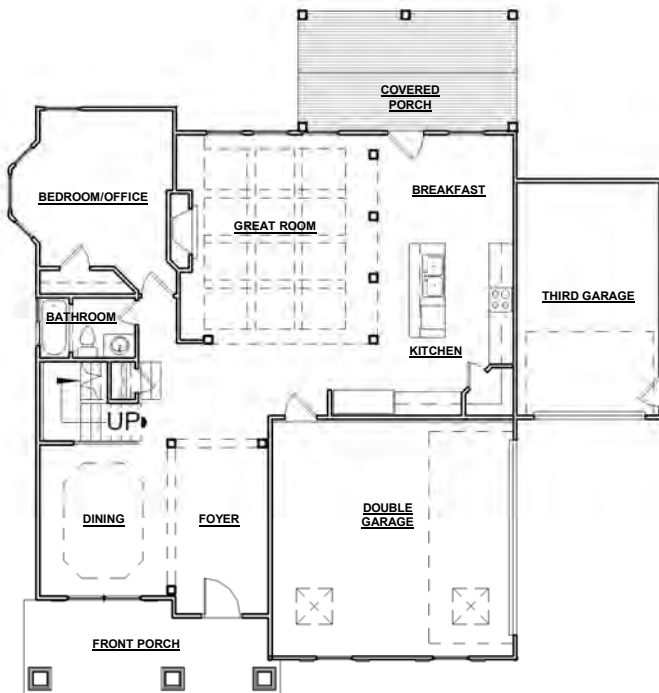
[attached]

GWINNETT COUNTY

PLANNING AND DEVELOPMENT

RECEIVED

7/12/21 9:51AM



FLOOR PLAN - LEVEL 1



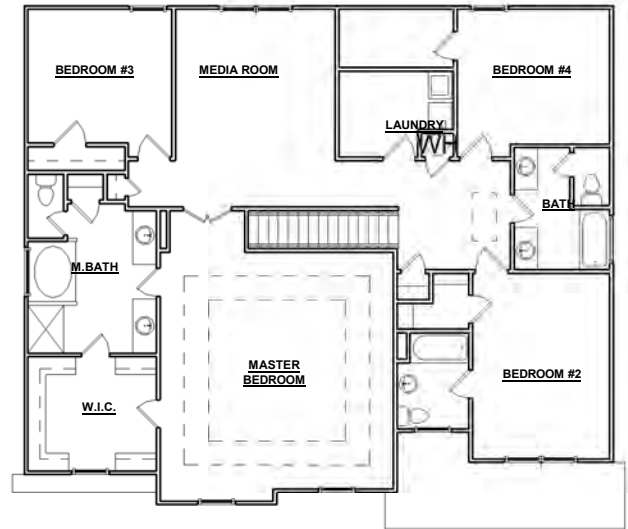
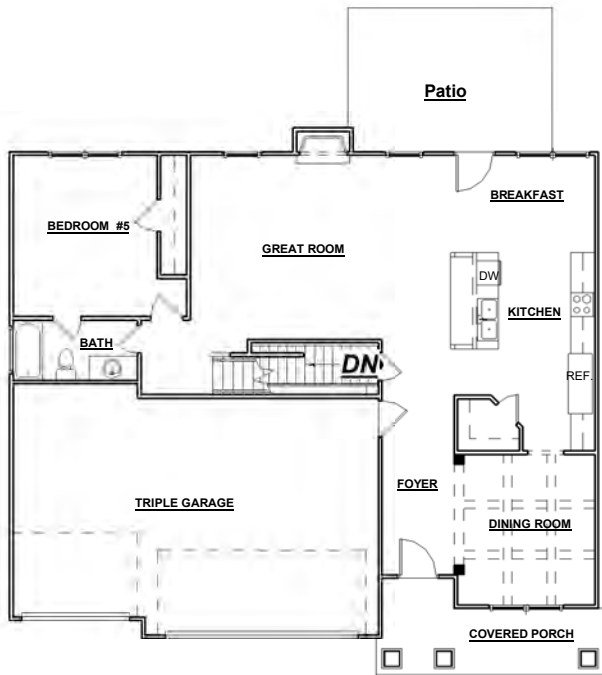
FLOOR PLAN - LEVEL 2

GWINNETT COUNTY
PLANNING AND DEVELOPMENT
 RECEIVED
 7/12/21 9:51AM

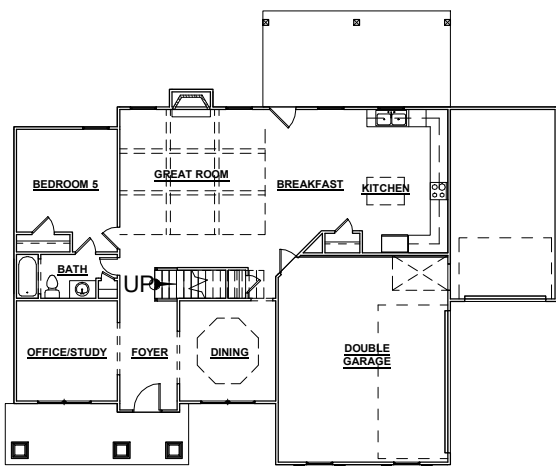
BELMONT



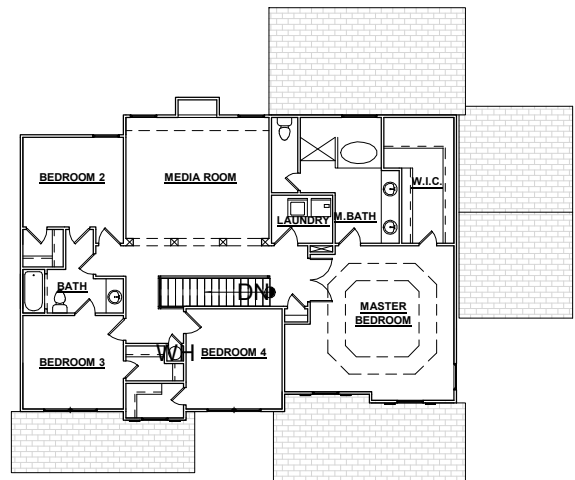
3082 SF HEATED | 5 BEDROOM | 3 BATH | COFFERED CEILING | COVERED BACK PORCH/OUTDOOR SPACE



	Bedrooms	Baths
Main	1	1
Up	4	3
Total	5	4



FIRST FLOOR PLAN



SECOND FLOOR PLAN

CYPRESS III

GWINNETT COUNTY

PLANNING AND DEVELOPMENT

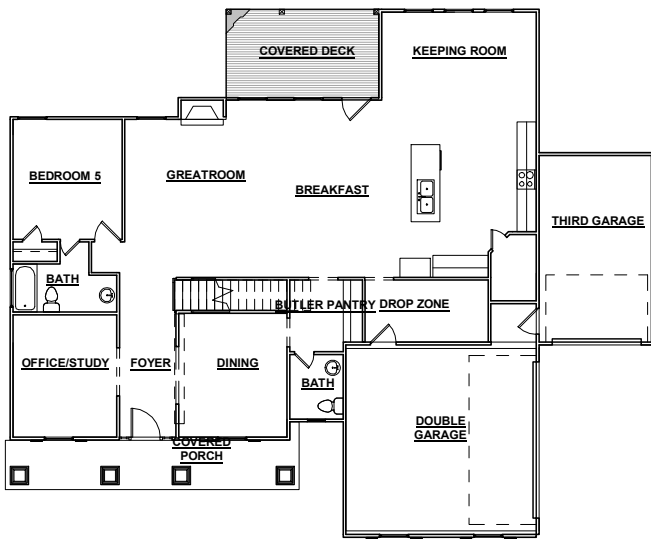
RECEIVED

7/12/21 9:51AM

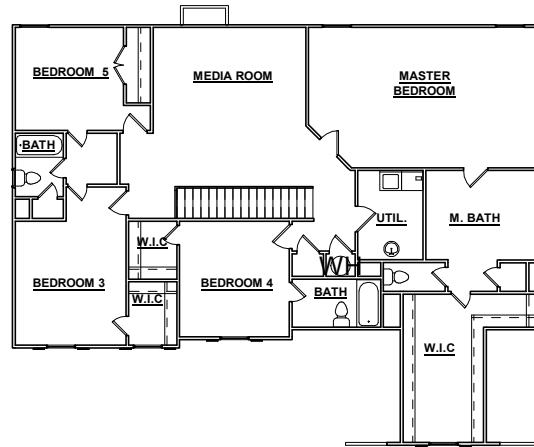
GRACIE III



**3669 SF HEATED | 5 BEDROOM | 4.5 BATH | COVERED BACK PORCH/OUTDOOR SPACE
W/OPTIONAL OUTDOOR FIREPLACE**



FIRST FLOOR PLAN



SECOND FLOOR PLAN



	Bedrooms	Baths
Main	1	1.5
Up	4	3
Total	5	4.5

GWINNETT COUNTY

PLANNING AND DEVELOPMENT

RECEIVED

7/12/21 9:51AM

Rivermoore Partners, LLC



**NOTE: 1'-2 3/4" STRUCTURAL DEPTH
INCLUDES 3/4" SUBFLOOR**

**SILVERWOOD II
FRONT ELEVATION**

RELEASED FOR CONSTRUCTION

Date: 03.24.2019

Scale: 3/16" = 1'-0"

A2.1

Exhibit D: Letter of Intent and Applicant's Response to Standards

[attached]

GWINNETT COUNTY

PLANNING AND DEVELOPMENT

RECEIVED

6/30/2021 4:09PM

MARLEY CONSTRUCTION Co., LLC

CONSTRUCTION Co., LLC

LETTER OF INTENT

PARCEL 05266 0005A

1357 Ewing Chapel Road

It is our intent to develop this 17.32 acre tract into forty-seven R-75 single family detached residences. This proposed zoning is in keeping with the Vibrant Neighborhood atmosphere as proposed for this area in the 2040 Unified Plan.

The proposed development had a density of 2.71 units per acre and we are requesting a minimum square footage per residence of 2000 square feet both of which are in compliance with the standards as set forth in the Unified Development Ordinance. In addition, the building heights, and setbacks will be in compliance with the standards as set forth in the Unified Development Ordinance.

**PO BOX 429, BETHLEHEM, GA 30620
PHONE: 770-446-3549 FAX: 770-446-5089**

REZONING APPLICANT'S RESPONSE

STANDARDS GOVERNING THE EXERCISE OF THE ZONING POWER

PURSUANT TO REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE, THE BOARD OF COMMISSIONERS FINDS THAT THE FOLLOWING STANDARDS ARE RELEVANT IN BALANCING THE INTEREST IN PROMOTING THE PUBLIC HEALTH, SAFETY, MORALITY OR GENERAL WELFARE AGAINST THE RIGHT TO THE UNRESTRICTED USE OF PROPERTY AND SHALL GOVERN THE EXERCISE OF THE ZONING POWER.

PLEASE RESPOND TO THE FOLLOWING STANDARDS IN THE SPACE PROVIDED OR USE AN ATTACHMENT AS NECESSARY:

- (A) WHETHER A PROPOSED REZONING WILL PERMIT A USE THAT IS SUITABLE IN VIEW OF THE USE AND DEVELOPMENT OF ADJACENT AND NEARBY PROPERTY:

Yes, the proposed rezoning will permit a use that is compatible with the nearby properties.

- (B) WHETHER A PROPOSED REZONING WILL ADVERSELY AFFECT THE EXISTING USE OR USABILITY OF ADJACENT OR NEARBY PROPERTY:

The proposed rezoning will not have an adverse effect on the nearby properties which are single family detached residential.

- (C) WHETHER THE PROPERTY TO BE AFFECTED BY A PROPOSED REZONING HAS REASONABLE ECONOMIC USE AS CURRENTLY ZONED:

The property cannot be developed economically with the current zoning.

- (D) WHETHER THE PROPOSED REZONING WILL RESULT IN A USE WHICH WILL OR COULD CAUSE AN EXCESSIVE OR BURDENSOME USE OF EXISTING STREETS, TRANSPORTATION FACILITIES, UTILITIES, OR SCHOOLS:

The proposed rezoning will not adversely effect the existing infrastructure. Watershed Management has already approved the sanitary sewer capacity.

- (E) WHETHER THE PROPOSED REZONING IS IN CONFORMITY WITH THE POLICY AND INTENT OF THE LAND USE PLAN:

This community will be in compliance with 2040 Plan for Vibrant Communities in this area

- (F) WHETHER THERE ARE OTHER EXISTING OR CHANGING CONDITIONS AFFECTING THE USE AND DEVELOPMENT OF THE PROPERTY WHICH GIVE SUPPORTING GROUNDS FOR EITHER APPROVAL OR DISAPPROVAL OF THE PROPOSED REZONING:

The proposed development of the Rowen Community will increase the demand for affordable single family detached residences in this area which this development could help meet.

Exhibit E: Internal and External Agency Review Comments

[attached]

Department of Planning and Development TECHNICAL REVIEW COMMITTEE

TRC Meeting Date:		6/16/21
Department/Agency Name:		Gwinnett Fire Plan Review
Reviewer Name:		Jennifer Folden-Nissen
Reviewer Title:		Planner III
Reviewer Email Address:		jennifer.folden-nissen@gwinnettcountry.com
Case Number:		RZR2021-00039
Case Address:		1357 Ewing Chapel Rd
Comments: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
1	Fire department access roads over 150 feet in length shall have an approved fire apparatus turn-around. (2018 IFC 503)	
2	If any site work is to be done on the property, site plans must be submitted for review by Gwinnett Fire Plan Review (2021 Gwinnett Fire Prevention and Protection Ordinance Sect. 42-36)	
3	Fire department access roads shall be a minimum of 20 feet in width. (2018 IFC 503)	
4	Fire hydrants shall be placed no more than 450 feet apart. (2012 Gwinnett Fire Prevention and Protection Ordinance Sect. 42-29)	
5	Any new community spaces within the site shall be made ADA accessible. (2010 ADA 36.401)	
6		
7		
8		
Recommended Zoning Conditions: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
1		
2		
3		
4		
5		
6		
7		
8		

Note: Attach additional pages, if needed

Residential Rezoning Impact on Local Schools
Prepared for Gwinnett County, September, 2021

											Proposed Zoning
	School	2021-22			2022-23			2023-24			Approximate Student Projections from Proposed Developments
		Forecast	Capacity	+/- Cap.	Forecast	Capacity	+/- Cap.	Forecast	Capacity	+/- Cap.	
RZC2021-00021	Mountain View HS	2,801	2,300	501	2,555	2,300	255	2,432	2,300	132	33
	Twin Rivers MS	2,076	2,150	-74	1,688	2,150	-462	1,739	2,150	-411	27
	Woodward Mill ES	974	1,200	-226	1,013	1,200	-187	1,053	1,200	-147	50
RZM2021-00033	Mountain View HS	2,801	2,300	501	2,555	2,300	255	2,432	2,300	132	36
	Twin Rivers MS	2,076	2,150	-74	1,688	2,150	-462	1,739	2,150	-411	30
	Woodward Mill ES	974	1,200	-226	1,013	1,200	-187	1,053	1,200	-147	54
RZM2021-00034	Peachtree Ridge HS	3,348	3,050	298	3,398	3,050	348	3,449	3,050	399	38
	Hull MS	1,342	1,750	-408	1,355	1,750	-395	1,383	1,750	-367	32
	Mason ES	976	1,150	-174	1,005	1,150	-145	1,025	1,150	-125	58
RZM2021-00035	Collins Hill HS	2,722	2,625	97	2,749	2,625	124	2,776	2,625	151	32
	Creeklane MS	1,884	2,100	-216	1,857	2,100	-243	1,876	2,100	-224	26
	Rock Springs ES	768	1,325	-557	780	1,325	-545	793	1,325	-532	48
RZM2021-00036	Discovery HS	2,785	2,525	260	2,813	2,525	288	2,841	2,525	316	35
	Richards MS	2,135	2,200	-65	2,156	2,200	-44	2,178	2,200	-22	30
	Alford ES	842	1,025	-183	850	1,025	-175	859	1,025	-166	54
RZR2021-00032	Mountain View HS/Seckinger HS*	2,801	2,300	501	1,000	3,000	-2,000	1,550	3,000	-1,450	2
	Twin Rivers MS/Jones MS	2,076	2,150	-74	1,526	1,575	-49	1,572	1,575	-3	1
	Patrick ES	791	1,025	-234	831	1,025	-194	872	1,025	-153	2
RZR2021-00034	Mountain View HS/Seckinger HS*	2,801	2,300	501	1,000	3,000	-2,000	1,550	3,000	-1,450	2
	Twin Rivers MS/Jones MS	2,076	2,150	-74	1,526	1,575	-49	1,572	1,575	-3	1
	Patrick ES	791	1,025	-234	831	1,025	-194	872	1,025	-153	2
RZR2021-00035	South Gwinnett HS	2,636	2,750	-114	2,689	2,750	-61	2,742	2,750	-8	40
	Grace Snell MS	1,207	1,200	7	1,213	1,200	13	1,237	1,200	37	33
	Magill ES	1,110	1,525	-415	1,121	1,525	-404	1,143	1,525	-382	60
RZR2021-00036	Mill Creek HS/Seckinger HS*	3,840	2,800	1,040	1,000	3,000	-2,000	1,550	3,000	-1,450	4
	Jones MS	1,074	975	99	1,526	1,575	-49	1,572	1,575	-3	3
	Ivy Creek ES	1,347	1,275	72	1,387	1,275	112	1,429	1,275	154	5
RZR2021-00037	South Gwinnett HS	2,636	2,750	-114	2,689	2,750	-61	2,742	2,750	-8	16
	Grace Snell MS	1,207	1,200	7	1,213	1,200	13	1,237	1,200	37	14
	Rosebud ES	982	1,200	-218	992	1,200	-208	1,012	1,200	-188	25
RZR2021-00039	Dacula HS	2,479	2,550	-71	2,553	2,550	3	2,630	2,550	80	14
	Dacula MS	1,786	1,900	-114	1,822	1,900	-78	1,858	1,900	-42	12
	Alcova ES	1,419	1,150	269	1,447	1,150	297	1,491	1,150	341	21
RZR2021-00040	Archer HS	3,050	2,575	475	3,111	2,575	536	3,173	2,575	598	40
	McCannell MS	2,290	1,775	515	2,336	1,775	561	2,405	1,775	630	33
	Cooper ES	1,383	1,625	-242	1,411	1,625	-214	1,453	1,625	-172	61

*Seckinger HS Cluster Opening 2022-2023 School Year

Department of Planning and Development TECHNICAL REVIEW COMMITTEE

TRC Meeting Date:		07/14/2021
Department/Agency Name:		STORMWATER PLAN REVIEW
Reviewer Name:		RINDA GROOMS
Reviewer Title:		ENGINEER IV
Reviewer Email Address:		RINDA.GROOMS@GWINNETTCOUNTY.COM
Case Number:		RZR2021-00039
Case Address:		1357 EWING CHAPEL ROAD
Comments: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
1	ALL STORMWATER BMP'S WILL NEED TO MEET THE REQUIREMENTS OUTLINED IN THE UDO, UDOA2020-00003, GCSMM, & GCSSPS	
2	RUNOFF REDUCTION IS A REQUIREMENT AND WILL NEED TO BE EVALUATED DURING THE PERMITTING PROCESS. FYI, A DETENTION POND DOES NOT MEET THE RUNOFF REDUCTION REQUIREMENTS.	
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Recommended Zoning Conditions: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
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Note: Attach additional pages, if needed

Department of Planning and Development TECHNICAL REVIEW COMMITTEE

TRC Meeting Date:		8.11.2021
Department/Agency Name:		PLANNING AND DEVELOPMENT/WATER-SEWER
Reviewer Name:		CHARLI YOUNG
Reviewer Title:		ENIGINEER IV
Reviewer Email Address:		CHARLI.YOUNG@GWINNETTCOUNTY.COM
Case Number:		RZR2021-00039
Case Address:		1357 EWING CHAPEL RD
Comments: <input type="checkbox"/> YES <input type="checkbox"/> NO		
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Recommended Zoning Conditions: <input type="checkbox"/> YES <input type="checkbox"/> NO		
1	MUST PROVIDE SANITARY SEWER ACCESS FOR PARCELS 5266 046 AND 5266 005E.	
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Note: Attach additional pages, if needed



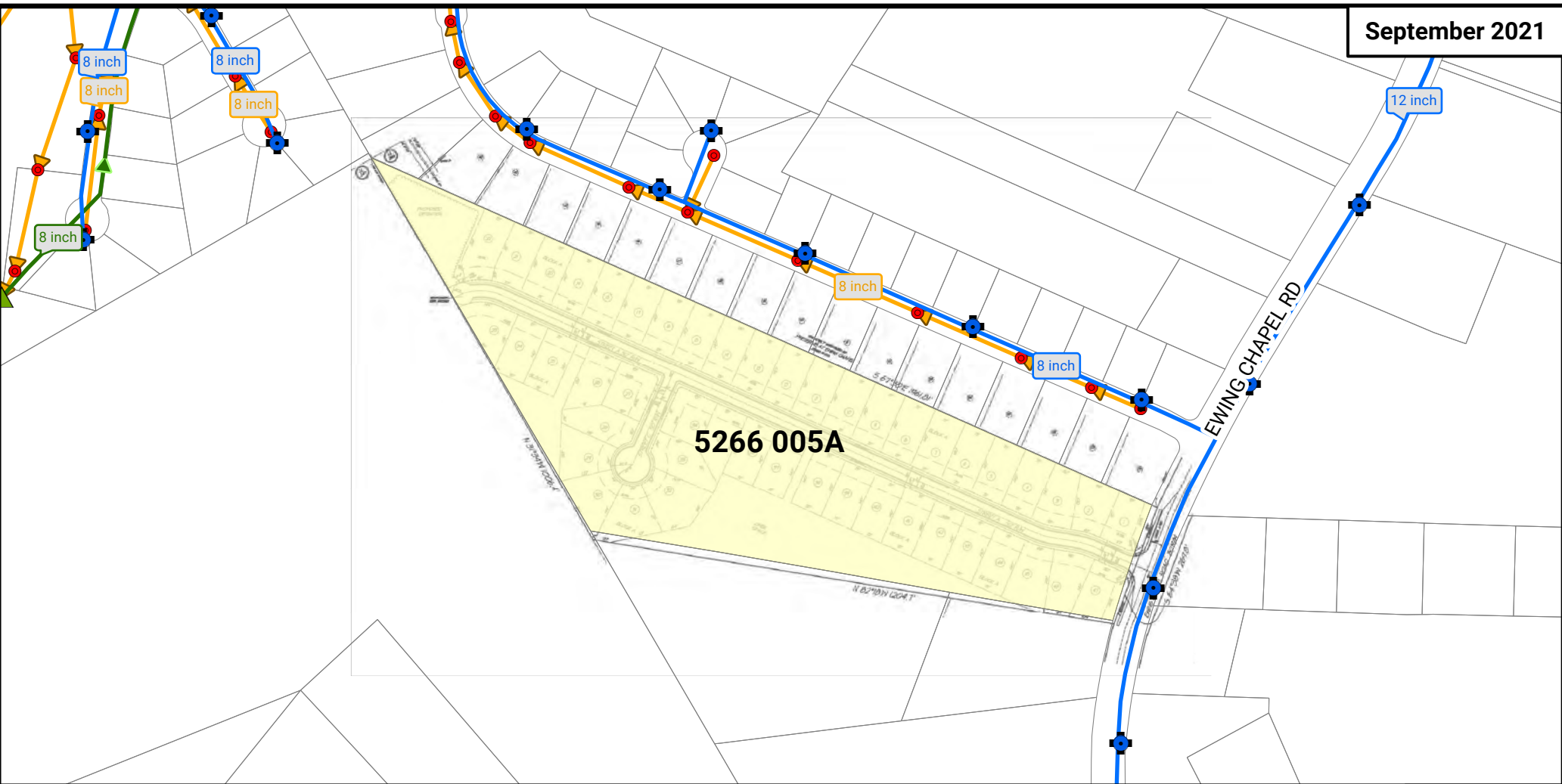
TRC Meeting Date:		8-9-2021
Department/Agency Name:		Transportation
Reviewer Name:		Michael Johnson
Reviewer Title:		Construction Manager 1
Reviewer Email Address:		michael.johnson2@gwinnettcountry.com
Case Number:		RZR2021-00039
Case Address:		1357 Ewing Chapel Road
Comments: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
1	Lee Road is a Major Collector requiring 40' of R/W from the centerline of the roadway with a posted speed limit of 45 MPH with an Average Annual Daily Traffic of 4,194 Vehicles Per Day	
2	Temporary Cul-De-Sac to be paved and meet the Gwinnett County Standard sheet 301	
3	Nearest Transit stop is 4.82 Miles	
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Recommended Zoning Conditions: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
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Note: Attach additional pages, if needed

Department of Planning and Development TECHNICAL REVIEW COMMITTEE

TRC Meeting Date:		August 11, 2021
Department/Agency Name:		DWR
Reviewer Name:		Mike Pappas
Reviewer Title:		GIS Planning Manager
Reviewer Email Address:		michael.pappas@gwinnettcountry.com
Case Number:		RZR2021-00039
Case Address:		1357 EWING CHAPEL ROAD
Comments: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
1	WATER - Available 12-inch water main located on the east right-of-way of Ewing Chapel Rd.	
2	SEWER - Existing 8-inch sanitary sewer located ~300 feet north in the right-of-way of Megan Farms Dr.	
3	SEWER - Easements required.	
4	SEWER - Sewer Capacity Certification C2020-04-083 Approved for 42 units (29.17 Peak GPM), resubmit for renewal/update.	
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Recommended Zoning Conditions: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
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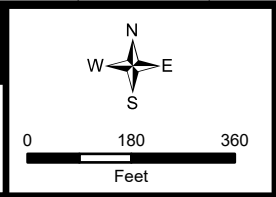
Note: Attach additional pages, if needed



LEGEND

Flow Management	Hydrant	Sewer Force Main
Pump Station	City	Effluent Outfall
Regional	Water Main	Sewer Collector
Manhole	Reuse Main	Sewer Interceptor

RZR2021-0039
 RA-200 TO R-75
Water & Sewer
Utility Map



Water Comments: Available 12-inch water main located on the east right-of-way of Ewing Chapel Rd.

Sewer Comments: Existing 8-inch sanitary sewer located ~300 feet north in the right-of-way of Megan Farms Dr. Easements required. Sewer Capacity Certification C2020-04-083 Approved for 42 units (29.17 Peak GPM), resubmit for renewal/update.

Water Availability: Water demands imposed by the proposed development may require upsizing or extensions of existing water mains in order to meet Gwinnett County Standards and fire flow demands. Any cost associated with such required improvements will be the responsibility of the development. Current Gwinnett County Standards require a minimum of 12" pipe size for commercial developments and a minimum of 8" pipe size for residential developments. Additionally, connection to a minimum of 12" and 8" mains are required for commercial and residential developments, respectively. It is the responsibility of the developer's engineer to confirm pressure and volumes are available for the development.

Sewer Availability: A Sewer Capacity Certification must be obtained from Gwinnett County to confirm the existing system can serve the development. Sewer demands imposed by the proposed development may require upsizing and/or extensions of existing sewer mains, and/or upsizing of an existing pump station, and/or installation of a new pump station. Any cost associated with such required improvements will be the responsibility of the development. The developer shall provide easements for future sewer connection to all locations designated by Gwinnett County during plan review.

Water and Sewer Design and Construction Requirements: Extensions of the water and/or sanitary sewer systems within the subject development must conform to this department's policies, Gwinnett County's ordinances, and the Water Main and Sanitary Sewer Design and Construction Standards and Specifications, dated April 5th, 2016. Subsequent to design, construction, inspection, and final acceptance of the required utilities, service would then become available under the applicable utility permit rate schedules.

Private Road Developments: Any development with private roads must comply with the Standard Policy Requirement for the Installation of Water and Sanitary Sewer Mains within Private Developments. This policy stipulates minimum easement requirements and location of public mains and appurtenances, among other requirements.

Exhibit F: Maps

[attached]



MISTY VALLEY DR

RANCH VIEW DR

TUMLIN TRACE

MEGAN FARMS DR

KRISTI RIDGE DR

BLOOM CT

VICTORIA WALK LN

EWING CHAPEL RD

BROOKS RD

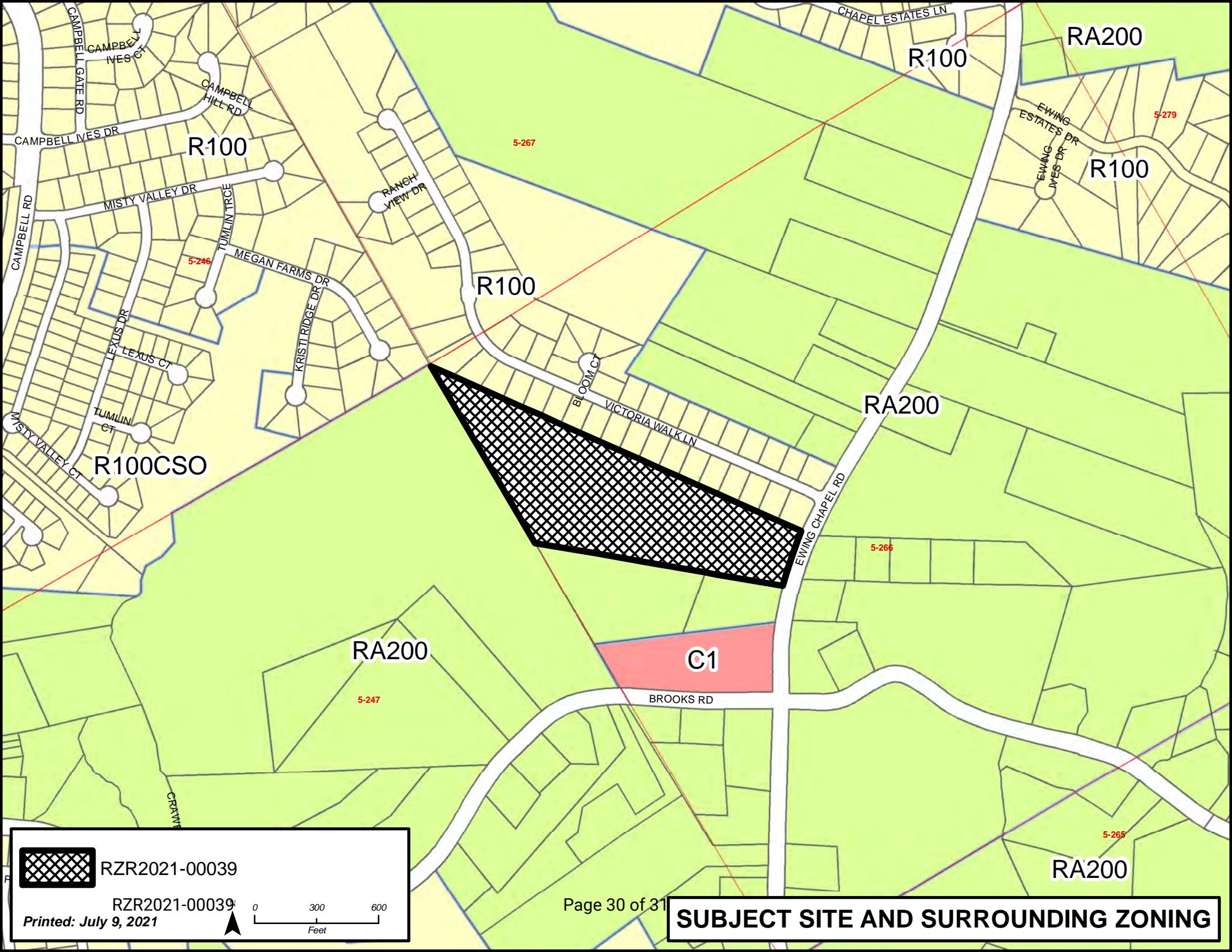


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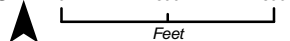




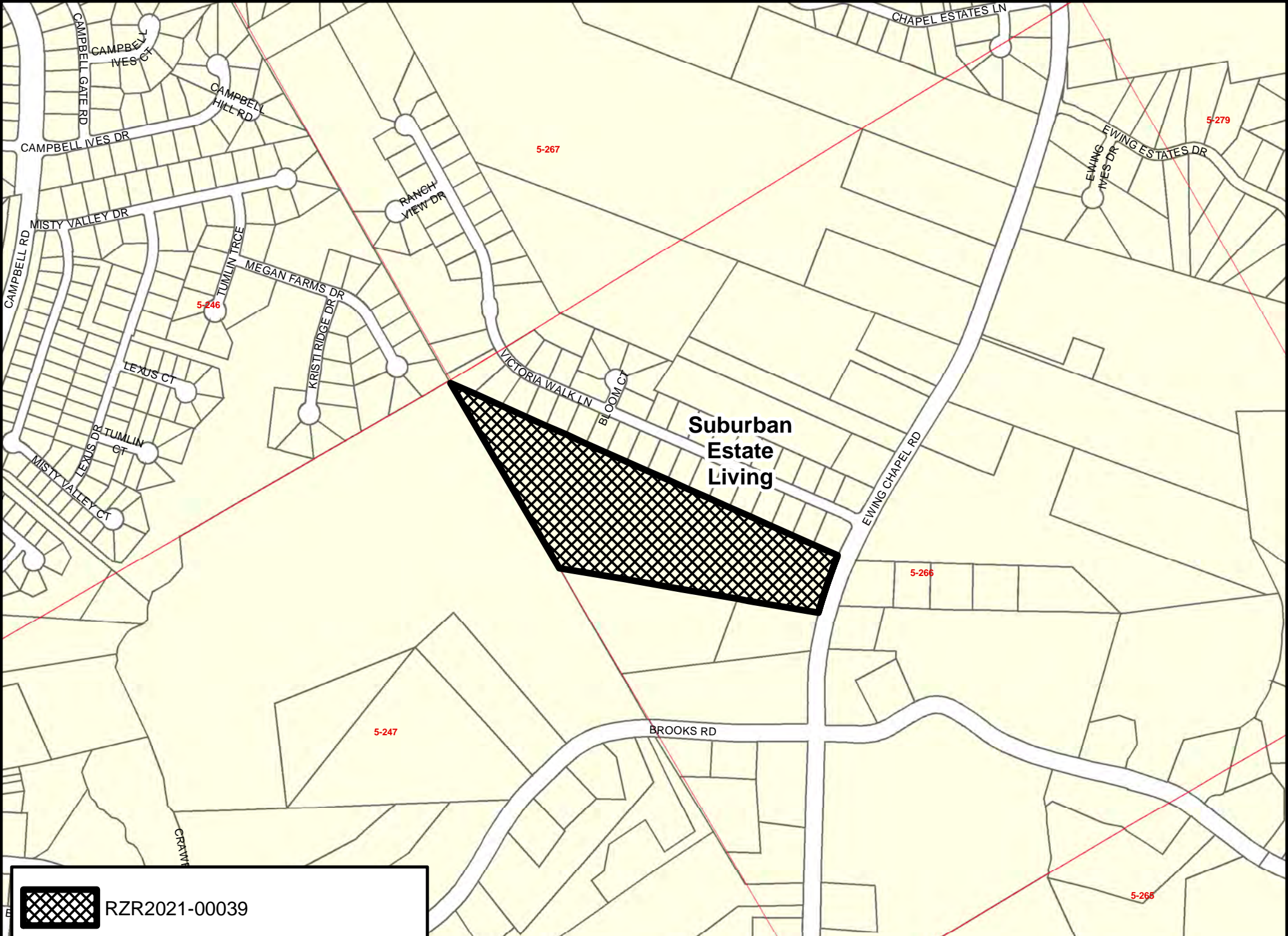
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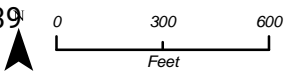


SUBJECT SITE AND SURROUNDING ZONING



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2040 UNIFIED PLAN FUTURE DEVELOPMENT CLASSIFICATION