

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Monday, July 6, 2026

6:30 PM

Council Chambers

Regular Council Meeting

Mayor Craig Newton

Councilmember Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Livestream Here:

<https://norcrossga.portal.civicclerk.com/event/616/files>

https://youtube.com/live/v66tWd7T_4c?feature=share

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Invocation**C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)****E. Presentation of Previous Meeting Minutes for Acceptance****1. 2026-238: Approval of Previous Meeting Minutes**

Mayor and Council – SpecialCalledMeeting Minutes - 06-01-2026

Mayor and Council – RegularCouncilMeeting Minutes - 06-01-2026

Mayor and Council – PolicyWorkSession Minutes - 06-15-2026

F. Set Agenda as Presented for Scheduled Meeting

Acceptance of the Agenda and Approval of the Consent Agenda.

G. Ceremonial Presentations, Recognitions, and Swearing-in Ceremonies**H. Floor Open to Citizens Desiring to Address the Governing Authority****a. Comments by Citizens****b. Comments by Council****c. Comments by City Manager****I. Public Hearings****1. 2026-172: Certificate of Appropriateness COA 2026-005 503 North Peachtree St.**

Approval of COA2026-005 per the Architectural Review Board's Approval and Recommendations.

Attachments:

1. Agenda Report - COA2026-005
2. Staff Report
3. Redacted Application
4. Engineer Letter
5. Verified Funds
6. Floor and Roof Plans
7. Pre-Deconstruction Inspection Checklist
8. Historical Survey

2. 2026-94: Business and Occupational License Tax

Approve changes to the Schedule of Fees for Business Occupation Taxes for FY27, as described in Section 16-133 of the Norcross Code of Ordinances.

Attachments:

1. Agenda Report - Business Occupation Tax
2. Resolution to Adopt Business Occupation Tax Increase
3. Business Occupation Tax Comparison Charts

J. Reports of the Mayor and Councilmembers

- a. General Announcements

JULY CALENDAR OF EVENTS

Day of Play

Tuesday, July 7 | 5:00 – 6:30 p.m. | Lillian Webb Park

Movie Monday: Karate Kid: Legends

Monday, July 13 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

World Cup Watch Party

Wednesday, July 15 | 2:00 p.m. | Lillian Webb Park

Summer Concert Series: Guardian of the Jukebox

Friday, July 17 | 7:30 & 9:30 p.m. | Thrasher Park

Coffee With Council

Saturday, July 18 | 8:00 a.m. | 45 South Café

Policy Work Session

Monday, July 20 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Piedmont Pathway Open House

Thursday, July 23 | 6:00 - 8:00 p.m. | Cultural Arts & Community Center

Jazz in the Alley: The Human DJ & Elizabeth Odom

Saturday, July 25 | 7:30 – 9:30 p.m. | Betty Mauldin Park

Movie Monday: Jungle Cruise

Monday, July 27 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Summer Concert Series: The Ray Howard Band

Friday, July 31 | 7:30 – 9:30 p.m. | Thrasher Park

K. Board Appointments

The Mayor and Council will consider reappointments to the following Board:

Zoning Board of Appeals

L. Consent Agenda

1. 2026-223: Abandonment of Right of Way along a portion of Beutell Street

Authorize the City's abandonment of a 160 feet in length right-of-way located between Beutell Street and the Norfolk Southern Right-of-way pursuant to O.C.G.A. § 32-7-1 et seq.

Attachments:

1. AGENDA REPORT - Beutell Street
2. Draft Resolution with Legal Description and Survey
3. Subject Right of Way shown in existing plat

2. 2026-217: Budget Amendment — Motor Vehicle Fund Appropriation for Public Safety Building Project

Appropriate and amend FY26 Budget to transfer \$100,000 from the Motor Vehicle Fund to the Capital Improvement Projects Fund for payment of a portion of the Public Safety Building construction costs.

Attachments:

1. Agenda Report - Budget Amendment Motor Vehicle Fund
2. Budget Amendment Item 26-061526-1

3. 2026-216: Banking Services Request for Proposals (RFP)

Approve the release of the Request for Proposals (RFP) for Banking Services and authorize staff to advertise the solicitation to qualified financial institutions.

Attachments:

1. Agenda Report - Banking Services RFP
2. Banking Services RFP

4. 2026-219: Change Order for Economic Development Video Production Contract

Approve a change order to increase the budget for Economic Development video production services by \$1,000.

Attachments:

1. Agenda Report - Change Order Ec Dev Video_MC_07.06.26

5. 2026-210: Contract Award for 2026 Road Resurfacing

Approve award of contract for 2026 Road Resurfacing between the City of Norcross and DCBC LLC.

Attachments:

1. Agenda Report - Award of Contract for 2026 Road Resurfacing
2. Bid Tabulation - ITB PW 26-08
3. Contract Agreement – City of Norcross and DCBC LLC
4. ITB Packet - 2026 Road Resurfacing

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- 6. 2026-211: Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee**
Approve nomination of Councilmember Bruce Gaynor to serve on the SS4A Quarterly Steering Committee.

Attachments:

1. Agenda Report - RCM-Council Member Nominee to Serve on SS4A Steering Committee
2. SS4A Steering Committee Members-Norcross

M. Items for Discussion

N. Adjourn in memory of

O. Adjourn to Executive Session for Legal, Personnel, and Real Estate

P. Signed by _____ Mayor Craig Newton

Q. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, June 1, 2026

5:00 PM

2nd Floor Conference Room

Special Called Meeting

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Marshall Cheek

Recording:

<https://norcrossga.portal.civicclerk.com/event/736/media>

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Roll Call (recorded)**C. Comments by Citizens****D. Public Hearings****E. Items for Discussion****1. 2026-197: Mayor and Council Kick-off Meeting – City Manager Recruitment**

The Mayor, Council, and Mr. Arndt of Arndt Municipal Support Inc. discussed the executive search process for the City Manager.

F. Adjourn to Executive Session for Legal, Personnel, and Real Estate

G. Signed by _____ Mayor Craig Newton

H. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, June 1, 2026 6:30 PM

Council Chambers

Regular Council Meeting

Mayor Craig Newton

Mayor Pro Tem Marshall Cheek

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Bruce Gaynor

Recording:

<https://norcrossga.portal.civicclerk.com/event/615/media>

<https://www.youtube.com/live/HRckm1BfOC4>

A. Call to Order by Mayor Craig Newton

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

Mayor Newton called the meeting to order at 6:37 pm

B. Invocation - Councilmember Bare**C. Pledge of Allegiance to the Flag of the United States of America****D. Roll Call (recorded)**

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Bruce Gaynor	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Absent	
Marshall Cheek	Councilmember	Absent	

E. Presentation of Previous Meeting Minutes for Acceptance**1. 2026-196: Approval of Previous Meeting Minutes**

A motion to approve the minutes of the May 4 Regular Council meeting, the May 11 Special Called meeting, and the May 18 Policy Work Session and executive session.

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Andrew Hixson, Councilmember

SECONDER: Bruce Gaynor, Mayor Pro Tem

AYES: Hixson, Bare, Gaynor

ABSENT: Myers, Cheeks

F. Set Agenda As Presented for Scheduled Meeting

A motion to accept the Agenda and Consent Agenda as presented.

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Josh Bare, Councilmember

SECONDER: Bruce Gaynor, Mayor Pro Tem

AYES: Hixson, Bare, Gaynor

ABSENT: Myers, Cheeks

G. Ceremonial Presentations, Recognitions, and Swearing-in Ceremonies**1. 2026-205: Proclamation Honoring Tyne Willis and Donna Glaze “The Walkers”**

Acknowledged and presented by Mayor Newton.

2. 2026-206: Proclamation Honoring the Inaugural Norcross Porchfest and Kristen Corley

Acknowledged and presented by Mayor Newton.

H. Floor Open to Citizens Desiring to Address the Governing Authority**a. Comments by Citizens**

Jim Eyre urged the city to pursue high-speed internet service as an economic development strategy, citing Chattanooga as a successful example. He suggested that improved internet access could help transform older warehouse properties along Jimmy Carter Blvd into spaces for technology, engineering, and other professional businesses. He also expressed support for the proposed parallel parking and recommended that the city limit its financial contribution to the development.

Charlotte Osborn spoke against the proposed on-street parallel parking for the residential development on Academy and Lawrenceville Streets. She added that Lawrenceville Street already experiences significant traffic, and adding parking would increase congestion, create safety concerns, and potentially result in the loss of mature trees. She suggested that parking needs be addressed within the development and advocated for sidewalks and walkability improvements.

Lynne Ward expressed concerns about the city's continued emphasis on adding parking at the expense of trees, green space, and community character. She cited several properties that have been acquired or redeveloped for parking and questioned whether this approach aligns with the city's Comprehensive Plan. She urged city leaders to slow growth, preserve the tree canopy, and prioritize the qualities that make the community unique.

b. Comments by Council**c. Comments by City Manager**

I. Public Hearings

- 1. 2026-148: RZ2026-001; 6011 Western Hills Drive; JSL Properties Management, LLC; Rezoning from OI (office institutional) zoning district to C1 (neighborhood business) District.**

A motion to deny the rezoning of 6011 Western Hills Drive; JSL Properties Management, LLC; Rezoning from OI (office institutional) zoning district to C1 (neighborhood business) District.

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Josh Bare, Councilmember

SECONDER: Bruce Gaynor, Mayor Pro Tem

AYES: Hixson, Bare, Gaynor

ABSENT: Myers, Cheeks

J. Reports of the Mayor and Councilmembers**a. General Announcements****JUNE CALENDAR OF EVENTS****Summer Concert Series: Lydia Simonds**

Friday, June 5 | 7:30 - 9:30 p.m. | Thrasher Park

Movie Monday: Soul On Fire

Monday, June 8 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Day Of Play

Tuesday, June 9 | 5:00 - 6:00 p.m. | Lillian Webb Park

Coffee With Council

Saturday, June 13 | 8:00 a.m. | 45 South Café

Policy Work Session

Monday, June 15 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Juneteenth Observance

Friday, June 19 | City Hall Closed

Juneteenth Celebration

Friday, June 19 | 11:00 a.m. - 12:00 p.m. | Cultural Arts & Community Center

Summer Concert Series:

September In The Park Friday, June 19 | 7:30 - 9:30 p.m. | Thrasher Park

Father's Day Pop-Up

Saturday, June 20 | 12:00 - 5:00 p.m. | Downtown Norcross

Movie Monday: Regretting You

Monday, June 22 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Jazz In The Alley: Antoine Gibson

Saturday, June 27 | 7:30 - 9:30 p.m. | Betty Mauldin Park

Independence Day Observance

Friday, July 3 | City Hall Closed

Red, White & BOOM!

Friday, July 3 | 5:00 - 10:00 p.m. | Lillian Webb Park

K. Board Appointments**1. 2026-202: Board Appointment - Architectural Review Board**

A motion to approve the reappointment of the following applicants and terms as presented:

Jeff Hopper	06/01/2029
Naim Harrison	06/01/2029
Bill McLees	06/01/2029

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Josh Bare, Councilmember

SECONDER: Bruce Gaynor, Mayor Pro Tem

AYES: Hixson, Bare, Gaynor

ABSENT: Myers, Cheeks

2. 2026-203: Board Appointment - Discovery Garden Park Board

A motion to approve the reappointment and appointment of the following applicants and terms as presented:

Barbara Kohlhausen	06/01/2028
Nicole Maxfield-Hooks	06/01/2028
Helga Lewis	06/01/2028

RESULT: APPROVED [UNANIMOUS] 3-0

MOVER: Bruce Gaynor, Mayor Pro Tem

SECONDER: Josh Bare, Councilmember

AYES: Hixson, Bare, Gaynor

ABSENT: Myers, Cheeks

3. 2026-204: Board Appointment - Planning and Zoning Board

A motion to approve the reappointment and appointment of the following applicants and terms as presented:

Antonio Henson 06/01/2030
David Grayson 06/01/2030
Marlene Janos 06/01/2030

RESULT: APPROVED [UNANIMOUS] 3-0
MOVER: Josh Bare, Councilmember
SECONDER: Bruce Gaynor, Mayor Pro Tem
AYES: Hixson, Bare, Gaynor
ABSENT: Myers, Cheeks

L. Consent Agenda

Adopted on the Consent Agenda.

RESULT: APPROVED [UNANIMOUS] 3-0
MOVER: Josh Bare, Councilmember
SECONDER: Bruce Gaynor, Mayor Pro Tem
AYES: Hixson, Bare, Gaynor
ABSENT: Myers, Cheeks

1. 2026-63: Acceptance and Appropriation of Grant Funds for Amplified! Project

A motion to accept and appropriate \$1,000 received in Grant funds from the Gwinnett Creativity Fund for the Amplified! Project.

2. 2026-151: Approval of a Norcross Forever Stamp Collection

A motion to approve the Norcross Forever Stamps & Stamp Books for distribution by local retailers and at the Norcross Welcome Center.

3. 2025-358: Adoption of the Norcross Public Arts Commission Bylaws

A motion to adopt the proposed Norcross Public Arts Commission (NPAC) Bylaws to formalize the commission's operational structure, governance procedures, membership standards, and defined responsibilities consistent with municipal policies and City Charter authority.

4. 2026-180: AT&T Switched Ethernet on-Demand (ASEoD)

A motion to approve the AT&T ASEoD platform for the City of Norcross in the amount of \$45,454.56, to be paid from the FY27 Operational Budget; Years 2 – 5 in the amount of \$45,004.56 to be paid from the general fund. Approve a budget amendment to appropriate \$417,000 in SLCPG Cybersecurity Grant funds; and authorized the managed FatPipe Wide Area Network Edge (WAN) external router solution in the amount of \$43,027.51, to be paid from the SLCPG Cybersecurity Grant.

5. 2026-181: AT&T Hosted Voice Services

A motion to approve a city-wide uniform communication platform in the amount of \$32,484.60 for Year 1, to be paid from the FY27 Operational Budget, with Years 2 and 3 in the amount of \$26,187.60 per year, to be paid from the general fund.

6. 2026-195: Norcross PSB_ AT&T Dedicated Internet (ADI) Access Connection

A motion to approve a new 250 Mbps AT&T Dedicated Internet (ADI) access connection to provide primary internet connectivity for the new Public Safety Building, in the amount of \$12,025.20, to be funded from the FY27 Operational Budget, with Years 2 – 5 in the amount of \$11,875.20 to be paid from the general fund.

7. 2026-186: On-Street Public Parallel Parking for the Academy/Lawrenceville Streets Residential Development

A motion to approve compensation to 4.0 Construction to accommodate on-street public parallel parking not to exceed \$200,000 in Right-of-Way (ROW) compensation from Transportation SPLOST

M. Items for Discussion**N. Adjourn in memory of****O. Adjourn to Executive Session for Legal, Personnel, and Real Estate**

Councilmember Hixson motioned to adjourn the meeting to executive session for real estate at 7:43 pm, seconded by Councilmember Bare. The vote was unanimous.

P. Signed by _____ Mayor Craig Newton

Q. Attest _____ Monique Philip, City Clerk

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Monday, June 15, 2026 6:30 PM

2nd Floor Conference Room

Policy Work Session

**Mayor Craig Newton
Mayor Pro Tem Bruce Gaynor
Councilmember Andrew Hixson
Councilmember Josh Bare
Councilmember Matt Myers
Councilmember Marshall Cheek**

Recording:

<https://norcrossga.portal.civicclerk.com/event/186/media>

<https://youtube.com/live/Qyl1nCNRJlg?feature=share>

A. Roll Call (recorded)**B. Citizen Input****C. Board Updates**

Architectural Review Board

D. General Updates

Update Brief by Kimley-Horn for Safe Streets for All (SS4A) Study

E. Council- General Discussions**F. City Manager's Report****G. Board Appointments**

The Mayor and Council will consider appointments and reappointments to the following Boards, Commissions, or Authorities:

Zoning Board of Appeals

H. Items for Discussion**1. 2026-185: Municipal Court Base-Fine Schedule Procedures**

This matter was tabled to the July 20 Policy Work Session.

2. 2026-213: FY2027 Funding Request – Prospera

This matter was referred to the July 20 Policy Work Session

3. 2026-172: Certificate of Appropriateness COA 2026-005 503 North Peachtree St.

This matter was referred to the July 6 Regular Council Meeting.

4. 2026-223: Abandonment of Right of Way along a portion of Beutell Street

This matter was referred to the July 6 Regular Council Meeting.

5. 2026-93: Downtown Parking Policies and Related Amendments to the Unified Development Ordinance

This matter was referred to the July 1 Planning and Zoning Board meeting.

6. 2026-94: Business and Occupational License Tax

This matter was referred to the Public Hearing at the July 6 Regular Council Meeting.

7. 2026-214: Recommended FY26 Millage Rate

This matter was discussed.

8. 2026-215: Recommended FY27 Budget

This matter was referred to the July 20 Policy Work Session.

9. 2026-217: Budget Amendment — Motor Vehicle Fund Appropriation for Public Safety Building Project

This matter was referred to the July 6 Regular Council Meeting.

10. 2026-216: Banking Services Request for Proposals (RFP)

This matter was referred to the July 6 Regular Council Meeting.

11. 2026-219: Change Order for Economic Development Video Production Contract

This matter was referred to the July 6 Regular Council Meeting.

12. 2026-182: Perimeter Protection for State Champion American Elm Tree

This matter was discussed, no further action will be taken.

13. 2026-210: Contract Award for 2026 Road Resurfacing

This matter was referred to the July 6 Regular Council Meeting.

14. 2026-211: Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee

This matter was referred to the July 6 Regular Council Meeting.

I. Adjourn to Executive Session for Legal, Personnel, and Real Estate

J. Signed by _____ Mayor Craig Newton

K. Attest _____ Monique Philip, City Clerk



Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Helen Balch, AICP
Community Development & Planning Director

Meeting Date: July 6, 2026 – Regular Council Meeting

Item No.: 2026-172

Title: COA2026-005; 503 North Peachtree Street; Consideration of a Historic Demolition and New Home; Ethan Frazier

CC: Eric Johnson, MPA, City Manager
Tracy Rye, AICP, Assistant City Manager

Recommendation

Approval of COA2026-005 per the Architectural Review Board 's Approval and Recommendations.

Background

The applicant proposes to demolish a historic home built in 1925 with the intent of rebuilding a two (2) story residence on a 1.02-acre lot. The historic demolition is first reviewed by the Architectural Review Board, with the final review by Mayor and Council. The proposed architecture will consist of horizontal hardieplank siding on all facades, with a brick watertable. According to the application, Creamy (SW 7012) is the main proposed color for the new residence. The accessory architectural components' colors will be dark walnut for front door, and Forrow & Ball Parma Gray for shutters, and white gutters. The proposed site plan shows the proposed single-family residence within the required R100 side and rear setbacks. The applicant will have the driveway on the northeastern part of the property and will extend to the rear for a rear entry garage. However, the applicant will have to revise the site plan to reflect the correct setbacks.

At the May 19, 2026, hearing, the Architectural Review Board determined that the existing building is a **non-contributing structure** and cannot be feasibly rehabilitated and therefore meets the criteria for demolition, and the application was **approved** subject to the following conditions:

1. Demolition approved for existing structure.
2. Front elevation: Door to match drawing, not color rendering.
3. Roof to be weathered wood architectural shingles.
4. The applicant shall recycle the bricks, doors, and windows at a minimum and provide documentation of where or who recycled them through presentation of receipt.

5. This approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
6. The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance.
7. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
8. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

Financial Impact

N/A

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced.
 - a. Policy 1-3: Support opportunities for infill development that reflects neighborhood character.

Attachments

1. Staff Report
2. Redacted Application
3. Engineer Letter (from Daniel T. Sheehan, P.E.)
4. Verified Funds
5. Floor and Roof Plans
6. Pre-Deconstruction Inspection Checklist
7. Historical Survey



Certificate of Appropriateness

Case Number	COA2026-005
Hearing Date	ARB: May 19, 2026, PWS: June 15, 2026, Final: July 6, 2026
Petitioner	Ethan Frazier
Property Location	503 North Peachtree Street
Current Zoning	R100 (Single-Family Residential)
Proposed Zoning	N/A
Proposal	Historic Demolition and Deconstruction with Intent to Rebuild
Character Area	Character Area 4: North Peachtree Street Neighborhoods
Site Acreage	1.02 acres
District	6
Land Lot	255
Parcel #	6255 015
Taxes Paid	N/A
Historic District	National

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Should the ARB decide to grant approval, Staff recommends the following conditions (The ARB will first need to determine whether the structure is *contributing* or *non-contributing*):

1. The applicant shall recycle the bricks, doors, and windows at a minimum and provide documentation of where or who recycled them through presentation of receipt.
2. This approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
3. The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance.
4. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
5. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.

Proposed Front Elevation



Proposed Rear Elevation

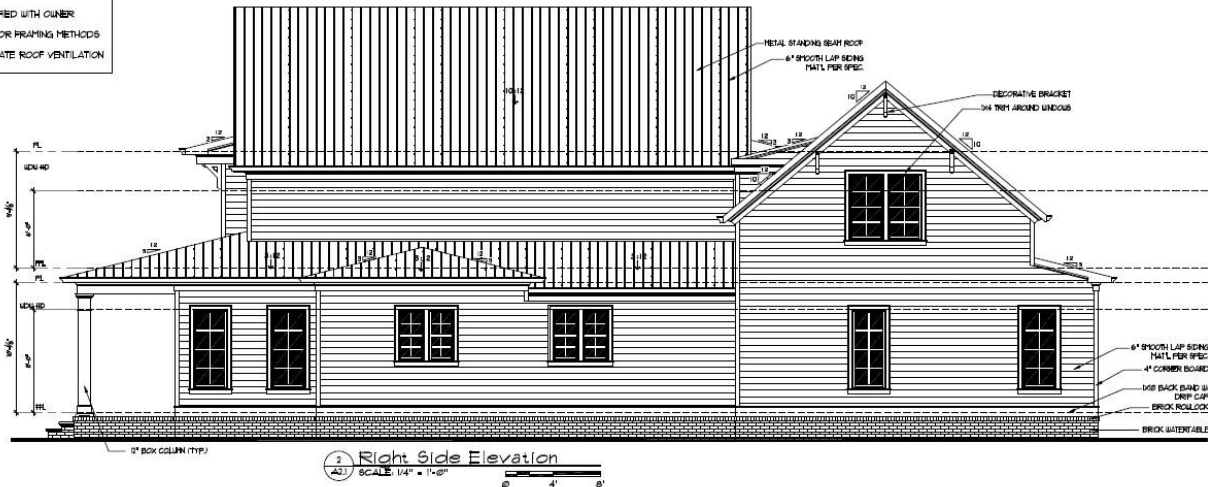


Proposed Left Elevation



Proposed Right Elevation

REFINED WITH OWNER
FOR FRAMING METHODS
GLUE ROOF VENTILATION



Front



Rear





ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	SW Creamy 7012	Hardie Siding
Primary Façade: Second	SW Creamy 7012	Hardie Siding
Primary Façade: Third	—	—
Left Side:	SW Creamy 7012	Hardie Siding
Left Side: Second	SW Creamy 7012	Hardie Siding
Left Side: Third	—	—
Left Side:	—	—
Right Side:	SW Creamy 7012	Hardie Siding
Right Side: Second	SW Creamy 7012	Hardie Siding
Right Side:	—	—
Right Side:	—	—
Rear: First	SW Creamy 7012	Hardie Siding
Rear: Second	SW Creamy 7012	Hardie Siding
Rear: Third	—	—
Rear: Basemnt	—	—

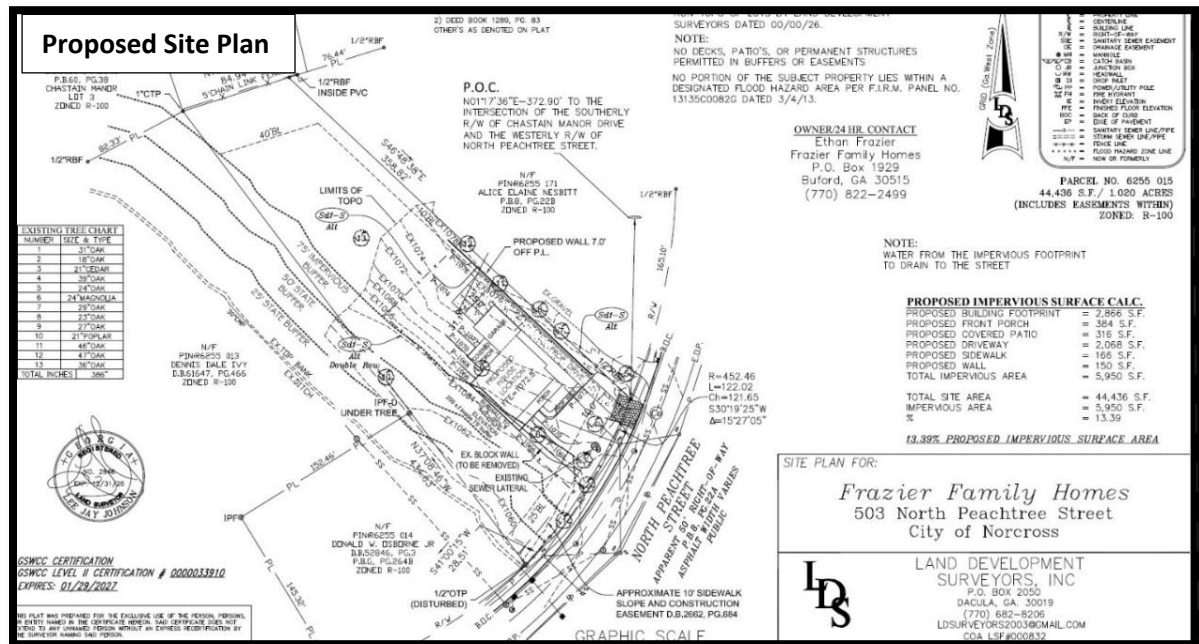
COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	Pine Hill Masonry	Brick
Garage Doors	SW Creamy 7012	Carriage Stamped
Trim	SW Creamy 7012	Hardie
Mortar	Coosa Creme	Concrete Mortar
Gutters	White	4" Round
Corner Board	SW Creamy 7012 7012	4" wood Corner board
Railings	-	-
Windows	SW Creamy 7012	Wood
Window Sills	SW Creamy 7012	Wood
Window Muntin/Mulli	SW Creamy 7012	wood
Columns	SW Creamy 7012	12" box on Front 10" box on rear
Other Architectural Features	SW Creamy 7012	Decorative Wood Brackets
Other Architectural	B Farrow & Ball Parma Gray	Louvered Shutters
	Dark Walnut	Wood Front Door

SW 7012

Creamy

FULL DETAILS ▾

This bright white has the softest of yellow undertones to create a subtle warmth in the room. Pairs wonderfully with other soft, warm hues, like Reynard.

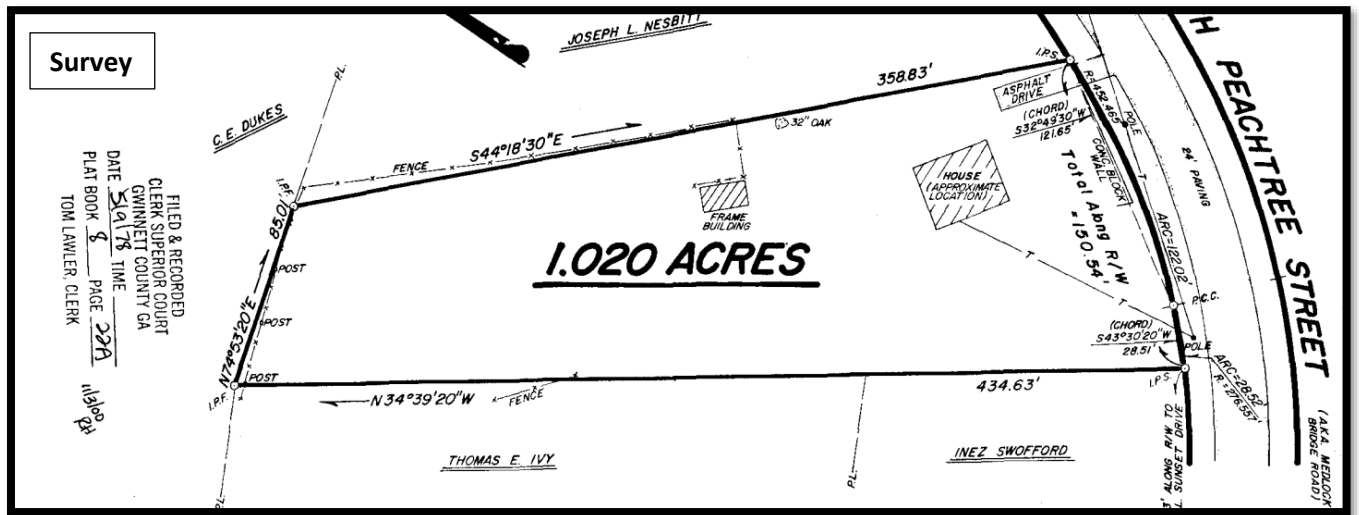


Proposed Site Plan

The proposed site plan shows the proposed single-family residence within the required R100 side and rear setbacks. The applicant will have the driveway on the northeastern part of the property and will extend to the rear for a rear entry garage. However, the applicant will have to revise the site plan to reflect the correct setbacks.

City Engineer's Comments and Recommendations

- A buffer variance is required for encroachment into the 75' impervious setback;
- A complete hydrology study should be performed, along with the design of a stormwater management plan and BMPs;
- A land disturbance permit will be required; and
- A five (5') foot strip along the front property line shall be dedicated for public right-of-way. The required front setback shall be adjusted and measured from the revised right-of-way boundary (North Peachtree is a collector road and minimum ROW should be 60'. Existing ROW is 50'. It means we need 5' from each side).



Summary of the applicant's proposal

The applicant proposes to demolish a historic home built in 1925 with the intent of rebuilding a two (2) story residence on a 1.02-acre lot. The historic demolition is first reviewed by the Architectural Review Board, with the final review by Mayor and Council.

Architectural and Site Design Standards

1.3.2

New residential buildings must be compatible with surrounding buildings in terms of form, scale, height, massing, proportion, and roof shape. No structure may exceed the height of an adjacent structure by more than one floor.

3.4.1.2

New structures should have roof forms and orientation consistent with buildings within its area of influence.

3.4.3.1

Traditional residential styles of pitches roofs ranging from 6:12 to 10:12 are encouraged.

3.5.1.9

Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.5.1.13

Neutral traditional building color palettes are encouraged. Colors should blend with neighboring buildings.

3.5.3.1

All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.3.2

The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.

3.6.1.8

Large expanses of fixed windows are not permitted unless it is deemed integral to the design of the residence by the ARB.

3.6.1.11

Door and window types must correspond with the architectural styles found within the district. Contemporary single pane glass doors, and half-paneled doors with lights are examples of appropriate styles.

Current zoning district for the property

The R100 single-family residence zoning district is intended primarily for single family residences and related uses on large sized lots in the city.

Historic Demolition Review:

Prescribed Guidelines for Evaluation of a Historic Demolition (2.1.6 and 2.1.7):

Downtown Developments and Historic Districts

Guidelines

2.1.5 Each building proposed for demolition must be evaluated for historic and architectural merit as well as its importance to the history of the site, the National Register-listed district, and the DDD. As an alternative to demolition, many property owners consider “mothballing” a historic structure. Mothballing is a temporary means of closing up a structure, which protects it from the weather and secured it from vandalism. It is typically used when all means of finding a productive use have been exhausted, or when funds are not currently available to bring it back to a usable condition. When the local building official has declared a structure unsafe, mothballing can be a viable alternative to demolition, offering protection while funds are sought or while planning for its future use.

2.1.6 The demolition of a noncontributing structure within the district is allowed under the following conditions:

1. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
2. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.

2.1.7 The demolition of a contributing structure within the district is allowed under the following conditions:

1. It is documented to the satisfaction of the ARB that the building cannot feasibly be rehabilitated for use, which should be written by a licensed architect, engineer, or city inspector.
2. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
3. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.

SECTION 2.1 | DOWNTOWN DEVELOPMENT AND HISTORIC DISTRICTS

The Three-Part Architectural Review Board’s Review of the Historic Demolition:

1. First, the ARB will need to determine if the existing building is a contributing or non-contributing structure. The design standards define contributing structure as a building that,

“Contributes to the architectural or historic significance of a historic district. A “contributing building” in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.”

2. Second, the ARB will need to determine the feasibility of rehabilitating the dwelling for use; and
3. Third, the ARB will need to review the financial statement confirming finances are sufficient for the developer to construct the proposed product.

Historical Background:

The subject parcel and dwelling are located in the National Historic District. Available records from the Gwinnett County Tax Assessor indicate that the dwelling was constructed in 1925. As it pertains to the Georgia Historic Resources survey conducted for the site, the existing home is on the National Register, with a recognition year of 1980. The full historical survey is attached to this analysis.



Deconstruction Inspection:

On April 22, 2026, city staff conducted a deconstruction inspection of the dwelling since the home was built prior to 1950. The Professional Engineer's report drafted by Mr. Daniel T. Sheehan, P.E., assessed the feasibility of renovating the existing building which is attached to this analysis. The conclusion of the report is that the dwelling is not feasible for renovation or reconstruction. The full report is attached to this analysis.

Homes in the Area and Their Existing Architectural Styles:



496 North Peachtree Street



530 North Peachtree Street







Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address: 503 N Peachtree St	Lot # -	Tax Parcel ID: R6255 015	
LANDOWNER OF RECORD			
If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.			
Name: Alice Nesbitt	Phone: -		
Address: 537 N Peachtree St	City: Norcross	State: GA	Zip Code: 30071
APPLICANT			
Applicant Name: Ethan Frazier	Phone: [REDACTED]		
Company Name: Frazier Family Homes	Email: [REDACTED]		
Address: 390 Brogden Rd Suwanee GA 30025	City: Suwanee	State: GA	Zip Code: 30024
DESCRIPTION OF PROJECT			
Project Type ☒ Residential ☐ Commercial ☐ Industrial ☐ Other project			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed: New single family residence			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months? ☐ Yes ☒ No If yes, please list the board and reference number: _____			
OWNER'S SIGNATURE			
Signature: Alice Elaine Nesbitt		Date: 2/25/2026	
NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

Foundation Type: (Circle One)		
<u>Slab</u>	Crawl Space	Basement
Building Dimensions:		
Width: 51'4"	Length: 80'	Height:* 28'
Area Dimensions:		
First Floor: 2,222	Second Floor: 1,000	Third Floor: -
Basement**:	Front Porch: 384	Rear Porch: 310
Patio: -	Garage: 653	
Primary Roof System: (Circle One)		
<u>Gable</u>	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 10:12 10:12		
Secondary Roof Pitch: 12:12 10:12		
Additional Roof Pitch: 3:12		
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch. **Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027

65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	SW Creamy 7012	Hardie Siding
Primary Façade: <i>Second</i>	SW Creamy 7012	Hardie Siding
Primary Façade: Third	—	—
Left Side:	SW Creamy 7012	Hardie Siding
Left Side: Second	SW Creamy 7012	Hardie Siding
Left Side: Third	—	—
Left Side:	—	—
Right Side:	SW Creamy 7012	Hardie Siding
Right Side: Second	SW Creamy 7012	Hardie Siding
Right Side:	—	—
Right Side:	—	—
Rear: First	SW Creamy 7012	Hardie Siding
Rear: Second	SW Creamy 7012	Hardie Siding
Rear: Third	—	—
Rear: Basemnt	—	—



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	Pine Hall Magenta	Brick
Garage Doors	SW Creamy 7012	Carriage Stamped
Trim	SW Creamy 7012	Hardie
Mortar	Coosa Creme	Concrete Mortar
Gutters	White	4" Round
Corner Board	SW Creamy 7012 7012	4" wood Corner Board
Railings	-	-
Windows	SW Creamy 7012	Wood
Window Sills	SW Creamy 7012	Wood
Window Muntin/Mulli	SW Creamy 7012	wood
Columns	SW Creamy 7012	12" box on Front 10" box on rear
Other Architectural Features	SW Creamy 7012	Decorative Wood Brackets
Other Architectural	B Farrow & Birl Parma Gray	Louvered Shutters

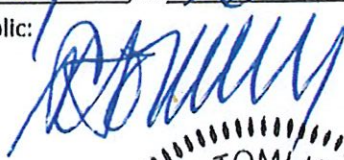
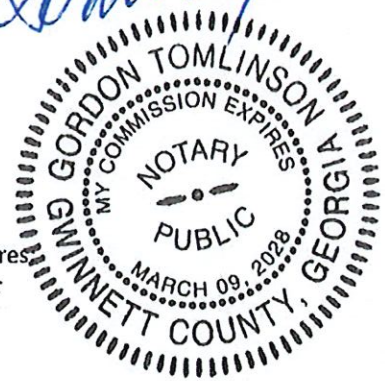
Dark Walnut

Wood Front Door



Owner's Affidavit

Community Development Department Phone: 678-421-2027 65
Lawrenceville Street Norcross, GA 30071

Section I. Land Ownership	
I, _____, hereby attest to ownership of the property located at <u>503 N Peachtree</u> , Parcel ID# <u>R6255 015</u> for which this Application is submitted. The Ownership, as recorded on the deed, is in the name of <u>Alice Elaine Nesbitt</u> .	
Section II. Type of Ownership	
☒ Individual ☐ Corporation/LLC ☐ Partnership ☐ Government ☐ Homeowner	
Corporation/LLC/Partnership Name:	Secretary of State Registration Number:
	Registered Agent Name:
Provide Names of all Officers/Members/General Partners (If applicable):	
Registered Agent Address:	Registered Agent Phone #:
COMPLETE BY OWNER	
As the owner of the above designated property for which this affidavit is submitted, I wish to allow <u>Ethan Frazer</u> (applicant's name) to apply for a <u>Demo & Building</u> for the address mentioned in Section I of this form. I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.	
NOTARY	
Owner states under oath that he/she is the owner of the property described under Section I, which is made part of this Application.	Sworn and subscribed before me this <u>25th</u> day of <u>February</u> , 20 <u>26</u> .
Name: <u>Alice Nesbitt</u>	Notary Public: 
Address: <u>537 N Peachtree St</u>	Seal: 
City, State, Zip Code: <u>Norcross GA 30071</u>	
Email address: <u>-</u>	
Phoner Number: <u>-</u>	
Owner's signature: <u>Alice Elaine Nesbitt</u>	Commission expires

SIGNATURE PAGE

Please read and initial

EP Application is hereby made according to the laws and ordinances of the City of Norcross for a permit to demolish a building, structure or part thereof located within the National Historic District as described herein or shown on accompanying plan and specification, to be located as shown on accompanying plat plan and if same is granted, agree to conform to all laws and ordinances regulating same. Demolition will be started no later than six months from date of permit issue. Personally appeared the above named applicant, who under oath says that he/she is the applicant for the foregoing, and that all the above statements are true to the best of his/her knowledge.

Ethan Frazier

Applicant's Name (please print clearly)

EP Frazier 3/5/26

Applicant's Signature and Current Date

Before me, the undersigned notary public, this day, personally, appeared ETHAN FRAZIER to me known, who being duly sworn according to law, deposes the following:

Subscribed and sworn to before me this 5 day of MARCH, 2026.

Notary Public



Alice Nesbitt

Current Property Owner's Name (please print clearly)

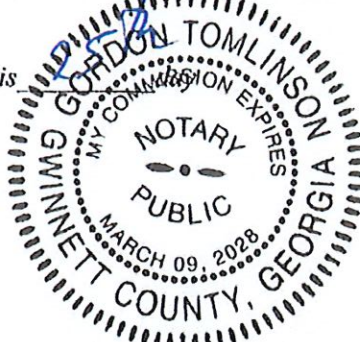
Alice Elaine Nesbitt 2/25/2026

Current Property Owner's Signature and Current Date

Before me, the undersigned notary public, this day, personally, appeared A.E. Nesbitt to me known, who being duly sworn according to law, deposes the following:

Subscribed and sworn to before me this 25 day of February, 2026.

Notary Public



This Document ☐ was / ☒ was not signed in the presence of _____

City of Norcross Personnel

Date

Daniel T. Sheehan, P.E.

168 Elm St

Jefferson, GA 30549

770/367/5310

February 24, 2026

Ethan Frazier
Frazier Family Homes

Re: Structural Condition Assessment -Existing Residence
Address: 503 N. Peachtree St.
Norcross, GA 30071

To Whom It May Concern:

As requested, I have examined the residence referenced above. Specifically, it was requested that I provide a professional opinion as to whether the existing foundation was structurally sound to use when you renovate or reconstruct the residence. I inspected the residence on February 17, 2026.

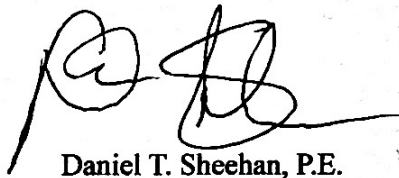
The existing residence was a single-story, wood framed structure that was originally constructed in 1925. The house did not appear to have been well maintained.

It was constructed with a crawlspace. There was a brick skirt wall enclosing the crawlspace. The original foundation piers for the wood framed floor structure were stacked stone that had been mortared. Additional CMU (concrete masonry unit) piers have been added in areas apparently in an attempt to reinforce the floor structure. Some of these blocks were turned sideways instead of being stacked.

The overall condition of the existing foundation and residential structure was below average/ poor. The existing foundation and floor structure is not adequate to be used in the renovation or reconstruction of residence. It would not meet current building code requirements (2024 International Residential Code).

If there are any questions or you need any additional information, please contact me.

Sincerely,



Daniel T. Sheehan, P.E.

State of GA #20186



April 1, 2026

To Whom It May Concern:

This is to certify that Frazier Family Home Builders, LLC. has sufficient funds to construct a new home located at 503 N Peachtree, Norcross, GA 30071 in the amount of \$700,000.00.

If you have any questions, I can be contacted at 678-714-4424.

Sincerely,

Kim Franklin

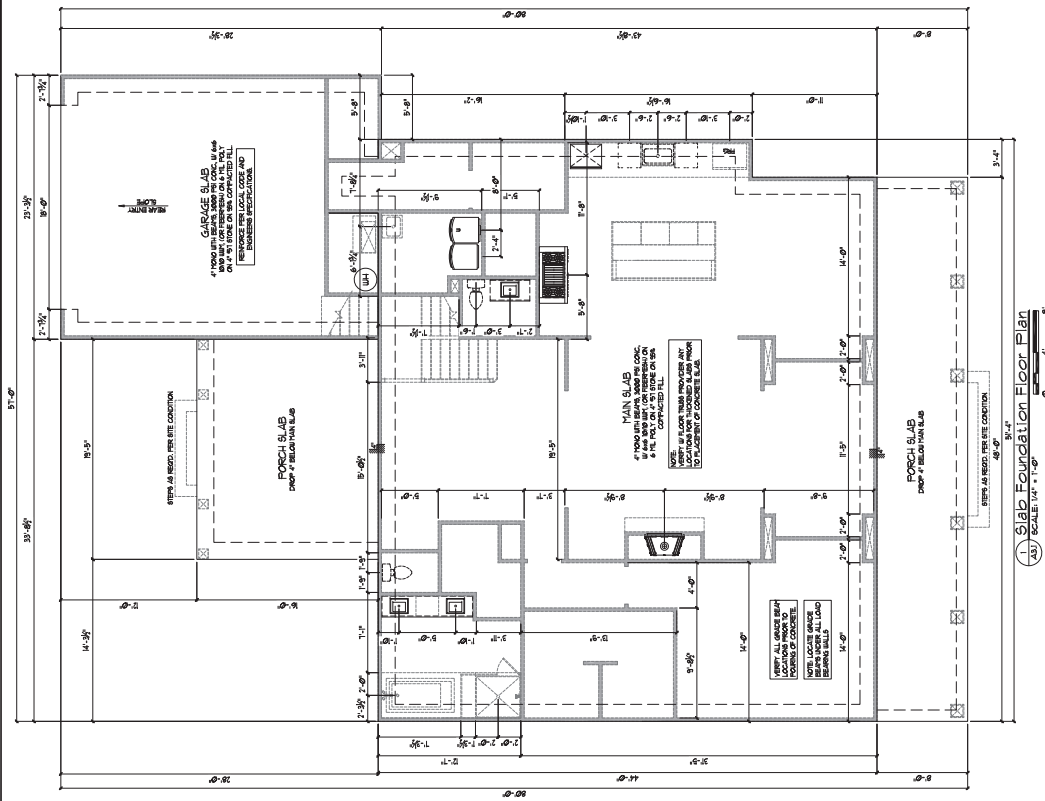
Kim Franklin
Vice President

Office 770-932-1900

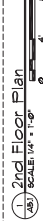
Fax 678-482-9152

1899 Buford Highway

Buford, GA 30518
www.peoplesbanktrust.com



		4841 BATTLE STAMPS RD. SUWANEE, GEORGIA 30024 PHONE: (404) 518-0956 info@viewpointdesign.com	
DESIGNER:		PROJECT NAME:	
NO. _____ DATE _____		503 N PEACHTREE ST. NORCROSS, GA 30071 NEW RESIDENCE	
VIEWPOINT DESIGN 4841 BATTLE STAMPS RD. SUWANEE, GEORGIA 30024 PHONE: (404) 518-0956 info@viewpointdesign.com		FRAZIER FAMILY HOMES 10000 SHILOH ROAD SUWANEE, GA 30024	

[illegible][illegible]

PROJECT NAME: NEW RESIDENCE 503 N PEACHTREE ST. NORCROSS, GA 30071						DESIGNER: VIEWPOINT DESIGN 4841 BELLE ESTATES RD. SUWANEE, GEORGIA 30024 PHONE: (404) 518-9566 gicviewpointdesign@gmail.com					
OWNER: FRAZIER FAMILY HOMES SUWANEE, GA 30024						DATE:					
UPPER LEVEL FLOOR PLAN						NO.					
DATE:						DESCRIPTION:					



Pre-Deconstruction Inspection Checklist

Applicant Name: Ethan Frazier Date: 4/10/20
 Address: 503 N Peachtree St Year Built: 1925

APPLICANT COMPLETE THIS SECTION

Please indicate which materials present in your property are proposed to be removed by selecting from the list of items below. Please complete prior to Pre-Deconstruction Inspection scheduled through the Community Development Department.

Doors:	☒ Yes ☐ No	Lighting fixtures:	☒ Yes ☐ No
Plumbing fixtures:	☒ Yes ☐ No	Working appliances:	☒ Yes ☐ No
Hardwood flooring:	☒ Yes ☐ No	Cabinets:	☒ Yes ☐ No
Windows:	☒ Yes ☐ No	Countertops:	☒ Yes ☐ No
Wall Studs:	☒ Yes ☐ No	Brick:	☒ Yes ☐ No
Stone:	☒ Yes ☐ No	Other Materials:	☒ Yes ☐ No

FOR OFFICIAL USE ONLY

This section shall be completed by staff during the Pre-Deconstruction Inspection. A copy of this inspection sheet shall be given to the applicant as a record of the deconstruction requirements for this application.

Doors: ☒ Yes ☐ No QTY: <u> </u>	Lighting fixtures: ☐ Yes ☐ No QTY: <u> </u>
Plumbing fixtures: ☐ Yes ☐ No QTY: <u> </u>	Working appliances: ☐ Yes ☐ No QTY: <u> </u>
Hardwood flooring: ☐ Yes ☐ No QTY: <u> </u>	Cabinets: ☐ Yes ☐ No QTY: <u> </u>
Windows: ☒ Yes ☐ No QTY: <u> </u>	Countertops: ☐ Yes ☐ No QTY: <u> </u>
Wall Studs: ☐ Yes ☐ No QTY: <u> </u>	Brick: ☒ Yes ☐ No QTY: <u> </u>
Stone: ☐ Yes ☐ No QTY: <u> </u>	Other Materials: ☐ Yes ☐ No QTY: <u> </u>

Notes: Deconstruction Inspection took place on 4-22-20.
The applicant intends to salvage the bricks, doors, and windows.

Georgia Historic Resources
Historic Preservation Division,
Georgia Department of Natural Resources.

Resource ID	206589		
County	Gwinnett		
Item 1. Resource Name			
Item 3. Resource Address/Location	503 North Peachtree Street Norcross 30071		
Item 4. Owner's Name and Address			
Item 5. Classification	Building		
Item 7. Current Use	Domestic/residential-Single dwelling		
Item 7. Original Use	Domestic/residential-Single dwelling		
Item 8. Date of Construction (or estimate)	c1925		
Item 9. Major Changes	Altered:	Description	Date
		screened in front porch	
	Additions:	Description	Date
		rear addition	
	Moved:	Description	Date
	Destroyed:	Description:	Date:
Item 10. Architect/engineer/designer	Unknown		
Item 11. Contractor/builder/craftsman	Unknown		
Item 12. Style	Craftsman		
Item 13. Building Type	House types-Bungalow-Side gable		
Item 14. Original Floor Plan	Two unequal rooms [Two rooms]		
Item 15. Plan Shape	Rectangular		
Item 16. Number Of Stories	One		
Item 17. Facade Symmetry	Asymmetric		
Item 17. Front Door(s)	One door		
Item 18. Roof Type	Gable-Multi-gable		
Item 18. Roof Material	Composition shingle/asphalt shingle		

Item 19. Chimney placement and Material	Off-center, within roof surface-Off-center, roof surface (one) [Brick]										
Item 20. Type Of Construction	Balloon frame/platform frame										
Item 21. Exterior material(s)	Wood-Weatherboard/clapboard/beveled siding										
Item 22. Foundation material(s)	Brick										
Item 23. Porches	Verandah [Front] [1 story] [Partial] [Wood] [Gable]										
Item 24. Windows	Double-hung sash [Flat-headed] [6/6] [Rectangular] Fixed										
Item 25. Additional physical description	Fixed 12 light window in gable and fixed 8 light window in gable; brackets; rear shed roof addition; square columns on brick piers; paired windows										
Item 26. Pictures	Resource 15-a.jpg (107k) Resource 15-b.jpg (88k) Resource 15-c.jpg (101k) Resource 15-d.jpg (105k) Resource 15-e.jpg (89k)										
Item 27. Description of outbuildings (if any)	Implement shed [small, shed roof]										
Item 29. Description of Landscape Features	Yard setting-Casual/unplanned Yard setting-Designed plantings/planting beds										
Item 30. Count	<table> <tr> <td>Number of Buildings:</td><td>1</td></tr> <tr> <td>Number of Structures:</td><td>0</td></tr> <tr> <td>Number of Outbuildings:</td><td>1</td></tr> <tr> <td>Number of Sites:</td><td>0</td></tr> <tr> <td>Number of Landscape features:</td><td>0</td></tr> </table>	Number of Buildings:	1	Number of Structures:	0	Number of Outbuildings:	1	Number of Sites:	0	Number of Landscape features:	0
Number of Buildings:	1										
Number of Structures:	0										
Number of Outbuildings:	1										
Number of Sites:	0										
Number of Landscape features:	0										
Item 31. Description of the environment	Town [Mixed old and new]										
Item 32. Archeological Potential											
Item 33. History											
Item 34. Historical theme(s)	Architecture										
Item 34. Distinctive aspects of GA's history											
Item 35. Significance	Architecture-Architectural design [Good example/illustration] Architecture-Architectural type-Common [Good example/illustration] Architecture-Architectural style-Common [Good example/illustration] Architecture-Craftsmanship [Good example/illustration] Architecture-Architectural technique-Common [Good example/illustration]										
Item 36. Sources of Information											

Item 37. Prepared By

Nancy E-K McReynolds
Terracon
2855 Premiere Parkway
Suite C
Duluth GA 30097

Item 38. Date Of Survey	<u>Survey Resurvey</u> 2007		
Item 39. Government preservation activity			
Item 40. National Register Eligibility	Appears to meet Nat. Reg. criteria		
Item 41. USGS quadrangle name	Norcross		
Item 41. UTM Reference and XY Coordinates	<u>Zone</u>	<u>Easting</u>	<u>Northing</u>
	16	757961	3759667
	<u>X Coordinate</u>	<u>Y Coordinate</u>	
	-84.208830339498	33.947643365852	
Item 42. Tax map number	6255 015		
Item 43. Recognition and Date	<u>Recognition</u>	<u>Date</u>	
	National Register [District]	1980	
Item 43. State Agency			
Item 43. Condition	<u>Condition</u>	<u>Due To</u>	<u>Threatened By</u>
	Good	Structure	

- **TIP:** To print this report select Print from the browser 'File' menu.
- These results are based on survey data in the database at the time of the search. Not all areas of the state have been surveyed, and not all surveyed areas have been surveyed to current standards. Unsurveyed resources meeting the parameters of your search/query may exist in surveyed and unsurveyed areas.
- This is a product of Georgia's Natural, Archaeological, and Historic Resources GIS developed by The Carl Vinson Institute of Government, ITOS Division at The University of Georgia. The University of Georgia expressly disclaims responsibility for damages or liability that may arise from the use of this report.



Photo 1: 206589



Photo 3: 206589



Photo 2: 206589



Photo 4: 206589



Photo 5: 206589

Date Photos Taken: March 2007

Norcross Survey - Terracon Project No. 49075602



Mayor: Craig Newton • **Mayor Pro Tem:** Bruce Gaynor • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: July 6, 2026 – Mayor & Council Meeting

Item No.: 2026-94

Title: Business Occupation Tax Rate Increase for FY27

CC: Eric Johnson, City Manager

Recommendation

Approve changes to the Schedule of Fees for Business Occupation Taxes for FY27, as described in Section 16-133 of the Norcross Code of Ordinances.

Background

Staff presented information on the assessment and collection of Business Occupation Taxes at the April and May Policy Work Sessions. These presentations included comparisons of Occupation Taxes collected by the City of Norcross with a peer set of 14 other jurisdictions in Gwinnett, Fulton, and DeKalb counties, and documented that businesses in Norcross presently pay significantly lower Occupation Taxes than comparable businesses in peer communities.

At the June Policy Work Session, Staff presented a proposal to increase tax rates for FY27 to increase Business Occupation Tax revenue by 150 percent from the FY26 level. Based on comments by Mayor & Council, Staff has revised the proposal to amend the employee size categories on the Schedule of Fees and apply the new tax rates to these categories. The proposal includes two primary changes:

- The base fee would increase from \$50 to \$100.
- The employee-based tax would increase, with larger employers seeing a greater increase than smaller businesses.

Overall, the proposed changes would increase Business Occupation Tax revenue while still keeping the rates for businesses in Norcross below those in all surrounding cities.

Current Schedule of Fees: FY26

Number of Employees	Current FY26 Rates
1 Employee	\$50 base + \$50.00
2 Employees	\$50 base + \$60.00
3-9 Employees	\$50 base + \$60.00 + \$15 per employee >2
10-99 Employees	\$50 base + \$165.00 + \$12.60 per employee >9
100-499 Employees	\$50 base + \$1,299.00 + \$10.40 per employee >99
500 or more Employees	\$50 base + \$5,459.00 + \$7.40 per employee >499

Proposed Schedule of Fees: FY27

Number of Employees	Proposed FY27 Rates
1 Employee	\$100 base + \$125.00
2 Employees	\$100 base + \$165.00
3-9 Employees	\$100 base + \$165.00 + \$37.50 per employee >2
10-49 Employees	\$100 base + \$482.50 + \$32.50 per employee >9
50-99 Employees	\$100 base + \$1,815.00 + \$30.00 per employee >49
100 or more Employees	\$100 base + \$3,345.00 + \$26.25 per employee >99

Financial Impact

For FY26, expected Business Occupation Tax revenue is \$425,000. Approval of the recommended tax rates would result in a projected total of \$1,062,500 in revenue for FY27, representing a net increase of \$637,000.

Attachments

1. Resolution to Adopt Business Occupation Tax Increase
2. Business Occupation Tax Comparison Charts



Mayor: Craig Newton • **Mayor Pro Tem:** Bruce Gaynor • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Marshall Cheek • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

CITY OF NORCROSS
Resolution to Adopt
Business Occupation Tax Rate Increase
July 6, 2026

WHEREAS, Chapter 16, Article V, Section 16-130 of the Norcross Code of Ordinances states:
“Each person engaged in any business, trade, profession, or occupation in the City, whether with a location in the City or in the case of an out-of-state business with no location in the state, exerting substantial efforts within the state pursuant to O.C.G.A. § 48-13-7, shall pay an annual occupation tax for such business, trade, profession, or occupation.”

WHEREAS, Chapter 16, Article V, Section 16-133 of the Norcross Code of Ordinances states:
“The tax rate shall be determined by the number of employees for each business, trade, profession, or occupation and will be developed and updated from time to time by the General Government Administration Department and approved by City Council.”

WHEREAS, upon review of data regarding the occupation tax rates in the City of Norcross and peer jurisdictions, Mayor and Council have determined that Norcross’s current occupational tax rates have not kept pace with historical trends across the metropolitan Atlanta area.

WHEREAS, the Mayor and Council deems it appropriate to increase the Business Occupation Tax rates for FY2027 by 150 percent above the FY2026 rates to better conform Norcross’s tax rates with those of comparable jurisdictions and to reflect Norcross’s level of service.

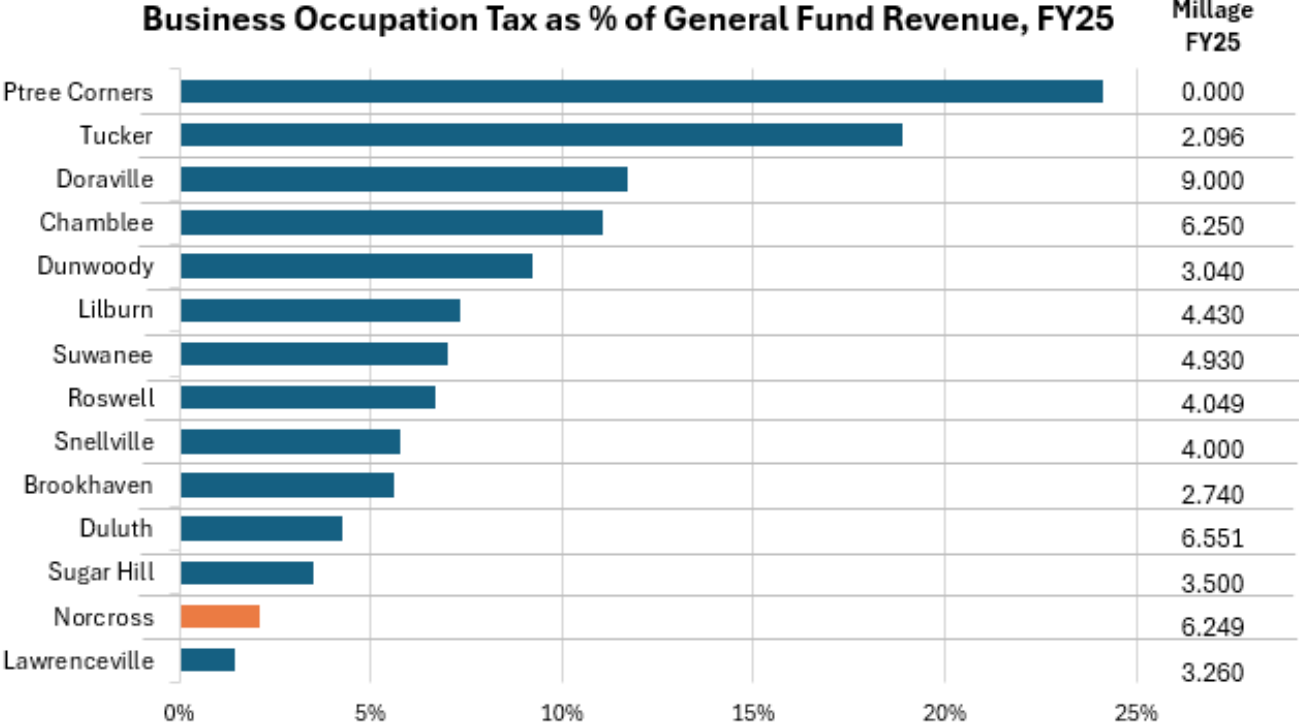
THEREFORE, BE IT RESOLVED by the Mayor and Council that the Business Occupation Tax rates for FY2027 shall be increased as provided in the attached Amended Schedule of Fees. For clarity, this resolution shall not amend any other fee within the Schedule of Fees except those related to Business Occupational tax rates as provided herein.

This day, the 6th of July 2026.

Chief Executive Officer

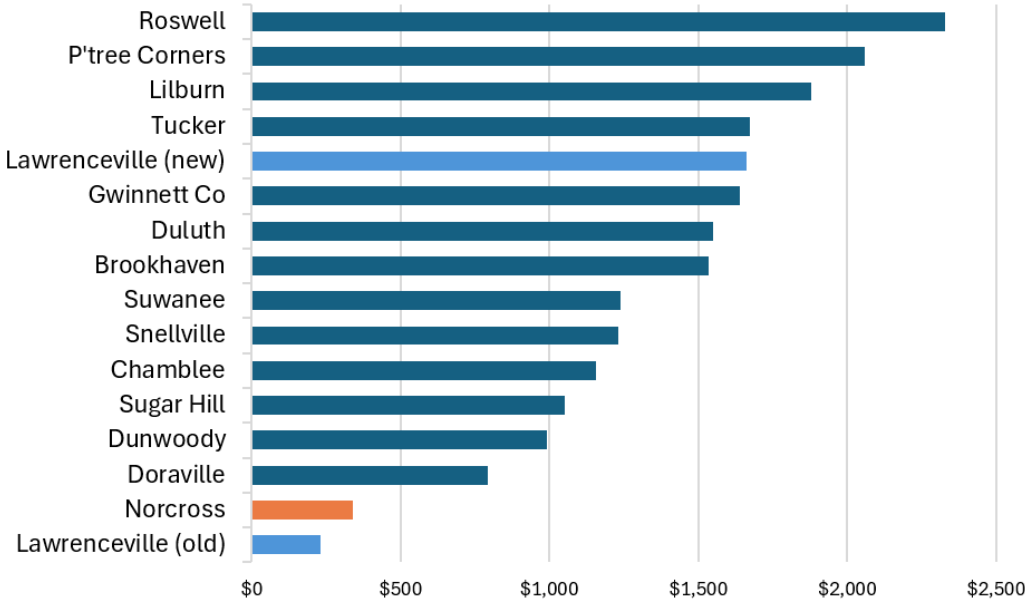
Attest: Monique Philip, City Clerk

Business Occupation Tax as % of General Fund Revenue, FY25

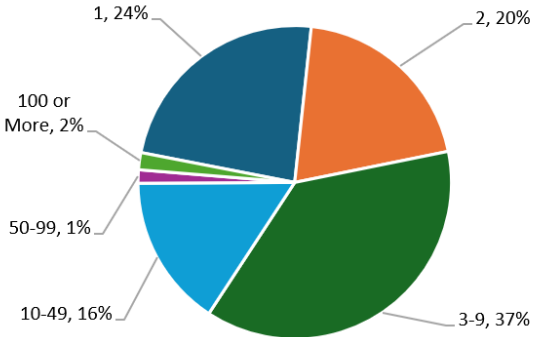


Business Occupation Tax Generated from Small Restaurant

Assumes Gross Sales of \$2,000,000 and 20 Employees



Licensed Businesses by Number of FTE Employees





Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Helen Balch, Director, Community Development

Meeting Date: July 6, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-233

Title: Abandonment of Right of Way along a portion of Beutell Street

CC: Eric Johnson, City Manager

Recommendation:

Authorize the City's abandonment of a 160 feet in length right-of-way located between Beutell Street and the Norfolk Southern Right-of-way pursuant to O.C.G.A. § 32-7-1 *et seq.*

Background

The developer of the approved Foundry project has requested the abandonment of an undeveloped thirty (30) foot wide right of way that extends one-hundred and sixty (160) feet between Beutell Street and the Norfolk Southern right of way (the "Subject Right of Way").

The Subject Right of Way was previously dedicated in anticipation of development along Beutell Street. That development did not occur and the Right of Way was left dedicated to the City but undeveloped. The historic plat will be replaced and restated consistent with the PRD development and the Subject Right of Way will no longer serve any addresses along the Beutell. Accordingly staff believes that abandonment is in the best interest of the public in accordance with Georgia Code Section 32-7-2 (c). The enclosed resolution attaches a survey that demonstrates the area to be abandoned. Also included with this agenda package is an approximate drawing of the Subject Right of Way in connection with the previously plated property.

This abandonment includes a portion of the Right of Way that will be subsequently dedicated to the City pursuant to the newly submitted preliminary plat. This abandonment and rededication is required to clarify the extent of the new right of way created by the new development.

O.C.G.A. § 32-7-2(c) requires the City Council to make a finding that the removal of this portion of the public right of way is in the public's best interest. After abandonment, the City would explore disposing of the right of way to adjoining property owners in accordance with state law.

Financial Impact

None

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Goal 1: Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced.
2. Goal 2: Continue to Strengthen Norcross as a Livable, Inclusive, and Safe Environment.

Attachments

- Draft Resolution with Legal Description and Survey
- Subject Right of Way shown in existing plat

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF NORCROSS
FOR THE CLOSURE AND ABANDONMENT OF A PORTION OF THE 30-FOOT
ALLEYWAY/RIGHT OF WAY BETWEEN BEUTELL STREET AND THE NORFOLK
SOUTHERN RAILROAD RIGHT OF WAY FROM THE CITY'S MUNICIPAL STREET
SYSTEM MADE IN ACCORDANCE WITH O.C.G.A. § 32-7-2(C)**

WHEREAS, the City of Norcross is vested with a right-of-way that is an undeveloped alleyway approximately 160-feet in length, 30 feet wide located between the existing developed portion of Beutell Street and the Norfolk Southern Railroad right of way, being more particularly described in attached Exhibit "A" (the "City Alleyway")

WHEREAS the City Alleyway is entirely within the corporate boundaries of the City of Norcross; and

WHEREAS, the City received a request to abandon the City Alleyway; and

WHEREAS, Section 1.14 of the Norcross City Charter, Subsection (33) states that the corporate powers of the government of the City of Norcross shall include the power to abandon or close roadways, including but not limited to roads within the corporate limits of the City; and

WHEREAS, Section 7.10 of the Norcross City Charter grants the Norcross City Council "the power and authority to lay out, open, widen, change, straighten, alter, improve, vacate, abandon and otherwise to exercise complete control of the streets, alleys, squares and sidewalks of the City"; and

WHEREAS, O.C.G.A. § 36-37-6(e)(2)(E) states that municipal property which is no longer needed for public road purposes may be abandoned and disposed of pursuant to O.C.G.A. § 32-7-4; and

WHEREAS, O.C.G.A. § 32-7-3 states, in relevant part, that whenever a municipality has acquired property for public road purposes and thereafter determines that all or part of the property is no longer needed for such purposes because of changed conditions, that the municipality is authorized to abandon and, if it deems appropriate, to dispose of such property in accordance with O.C.G.A. § 32-8-4; and

WHEREAS the City Council and Mayor for the City of Norcross considered the presentation of information, made its determination that the public interest is best served by abandonment, notified the surrounding property owners, and has otherwise met the requirements for the abandonment of the City Street of O.C.G.A. § 32-7-2(c),

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Norcross, Georgia hereby abandons the City Alleyway and that such right of way should be removed from the City's street system.

IT IS FURTHER RESOLVED that the Mayor for the City of Norcross shall have the authority to take such action and execute such documents as are necessary to memorialize the abandonment including but not limited to the execution by quit claim deed or any other instrument to perfect the abandonment and any subsequent disposition of the abandoned property as provided by law.

IN WITNESS HEREOF, I have hereunto set my hand and caused this seal to be affixed,

This the ____ day of July 2026.

Craig Newton, Mayor

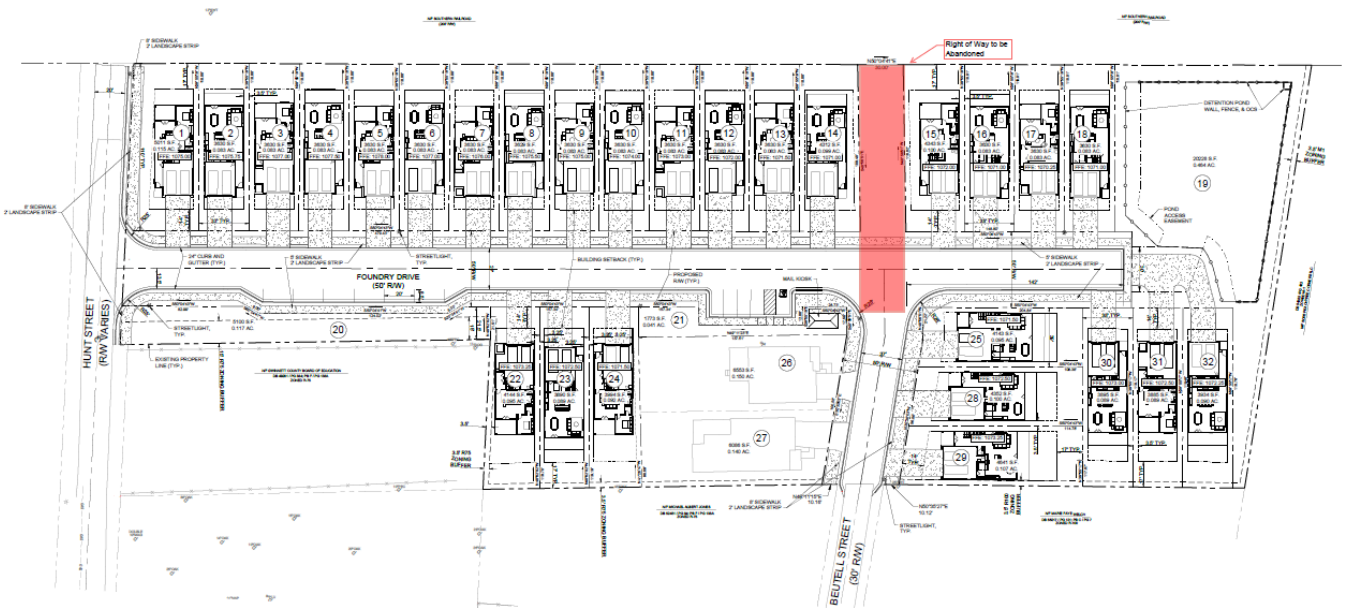
Attest: Monique Lang, City Clerk

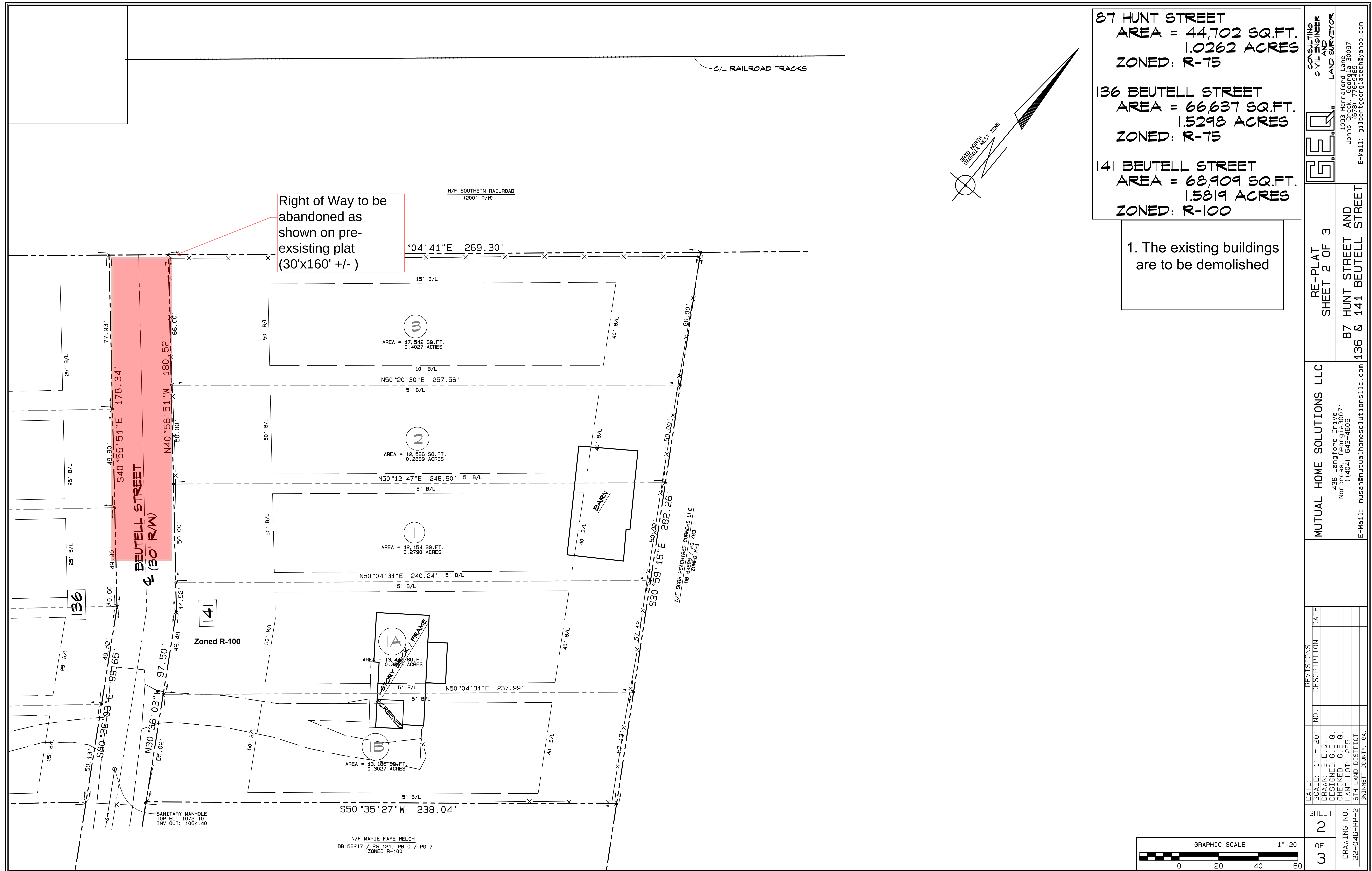
EXHIBIT A

—Legal Description And Survey of the Abandoned Portion of the City Street—

TO THE POINT OF BEGINNING thence North 40 degrees, 56 minutes, 51 seconds West for 160.03 feet thence North 50 degrees, 41 minutes, 41 seconds East for 30 feet, thence North thence South 40 degrees, 56 minutes, 51 seconds East for 159.41 feet thence South 50 degrees, 41 minutes, 41 seconds West for 30 feet back to the POINT OF BEGINNING.

Being depicted as follows:







Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: July 6, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-217

Title: Budget Amendment – Motor Vehicle Fund Appropriation for Public Safety Building Project

CC: Eric Johnson, City Manager

Recommendation: Appropriate and amend FY26 Budget to transfer \$100,000 from the Motor Vehicle Fund to the Capital Improvement Projects Fund for payment of a portion of the Public Safety Building construction costs.

Background: The Public Safety Building is under construction with expected completion in August 2026. Under the Code of Georgia, Title 48 Revenue and Taxation, Chapter 13, Article 5, Section 48-13-93, The governing authority of each municipality may levy and collect an excise tax upon the rental charge collected by a rental motor vehicle. A county or municipality levying an excise tax shall only levy such tax by ordinance which shall specify with particularity the authorized projects or purposes, or both, for which proceeds of the tax are to be expenses and shall apply in each fiscal year during which the tax is collected such proceeds for the purpose of (A) Promoting industry, trade, commerce, and tourism; (B) Capital outlay projects consisting of the construction of convention, trade, sports, and recreational facilities, or public safety facilities; and (C) Maintenance and operation expenses or security and public safety expenses associated with capital outlay projects. The City's Code of Ordinances Chapter 16, Article XI, Sec 16-404 grants the expenditures related to above projects and purposes from the use of proceeds of the tax levied.

The City intends to appropriate \$100,000 from the Motor Vehicle Fund balance in FY2026 for construction cost related to the Public Safety Building.

Financial Impact

For FY26, \$100,000 will be transferred and appropriated from the Motor Vehicle Fund to Capital Improvement Fund for the PSB Building.

Consistent with the Comprehensive Plan? (If applicable, please select which goal applies.)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments Budget Amendment 2026-061526-1

Finance Department Budget Adjustment Entry

Purpose:		Approval of Budget Amendment-Transfer \$50K from Motor Vehicle Fund to Capital Improvement Projects Funds for Public Safety Building project and related construction costs.		
Item Number:		2026-061526URA		
Effective Date:		7/6/2026		
Description		Account Number	Increase/Debit	Decrease/Credit
Capital Improv Fund - Buildings and Improvements		310-5.3210.541300	100,000	
Motor Vehicle Fund - Building and Improvements		280-5.7540.541300		100,000
		Totals	100,000	100,000



Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: July 6, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-216

Title: Banking Services Request for Proposals (RFP)

CC: Eric Johnson, City Manager

Recommendation: Approve the release of the Request for Proposals (RFP) for Banking Services and authorize staff to advertise the solicitation to qualified financial institutions.

Background: To ensure the City receives competitive market rates, high-quality customer services, and access to modern financial technologies, it is a financial best practice to periodically re-bid these services. The City partners with a primary financial institution to manage daily operating liquidity, process deposits and check clearing, handle wire transfers, provide ACH/EFT services, and issue payroll. Approval of this RFP will allow staff to publicly solicit proposals and return to Council at a later date to recommend a final contract award.

Financial Impact None

Consistent with the Comprehensive Plan? (If applicable, please select which goal applies.)

6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Banking Services RFP



CITY OF NORCROSS

REQUEST FOR PROPOSALS BANKING SERVICES RFP 26-09

CITY OF NORCROSS

REQUEST FOR PROPOSALS

BANKING SERVICES

RFP 26-09

The City of Norcross is seeking competitive sealed proposals from qualified financial institutions to provide full service municipal banking services. The intent of this solicitation is to ensure efficiency, productivity, and fiscal responsibility by establishing a strong working relationship with a banking partner. The City intends to award an initial contract term of 5 years with the option to extend the contract for 2 additional 1-year periods. The successful banking institution must meet minimum qualifications detailed in the solicitation.

The proposal package should be clearly marked “**RFP 26-09– BANKING SERVICES**” on its face and submitted by **12:00 p.m. (EST) on August 7, 2026**, to the address below. Please submit two printed copies and one electronic copy (USB) of your RFP package to:

Charlene Marsh
Procurement & Capital Projects Manager
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Both printed and electronic copies must contain the same information. Return address must be clearly marked on the outside of the proposal packet.

There will be an optional but highly recommended pre-proposal meeting for this solicitation on July 20, 2026, at 10:00 a.m. at Norcross City Hall (65 Lawrenceville Street Norcross, GA 30071).

Please submit questions/requests via **e-mail only** to procurement@norcrossga.net by **5:00 p.m. (EST) on July 29, 2026**. Questions and answers will be posted in an addendum on the [City Website](#).

No proposal will be received or accepted after the above specified date and time. Submissions received after the designated date and time will be deemed invalid and returned unopened to the firm.

No proposal may be withdrawn within thirty (30) days after the proposal deadline. Requests for withdrawals must be submitted in writing. All proposals shall remain firm for 90 days after the submission deadline.

We appreciate your interest in the City of Norcross!

1. INTRODUCTION

The City of Norcross is seeking competitive sealed proposals from qualified financial institutions to provide municipal banking and p-card administration services. The intent of this solicitation is to ensure efficiency, productivity, and fiscal responsibility by establishing a strong working relationship with a banking partner. The City intends to award an initial contract term of five years with the option to extend the contract for two additional one-year periods. The successful banking institution must meet minimum qualifications detailed in the solicitation.

2. BACKGROUND

The City of Norcross currently employs 136 full-time and part-time employees who provide services to the city's approximately 18,000 residents. All employees of the city are paid via direct deposit. Norcross Power, the city's utility company, provides power to 5,500 residential and commercial customers. The city contracts sanitation services for 1,000 customers. The City has approximately 10 accounts with an average balance of \$15-20M in funds.

3. SCOPE OF SERVICES

1. Deposit accounts

The City of Norcross will need an operations account and will have several supplemental accounts.

2. Remote Deposit Services

The City of Norcross utilizes remote deposit for the majority of the checks that the City receives for payment of services.

3. Lockbox services

4. Merchant card processing

5. Wire transfers (internal & external)

The awarded Financial Institution agrees to make timely execution of any orders for outgoing wire transfers. Wire transfers ordered by 2:00 p.m. and not received by the destination party by the close of business will be traced by the awarded financial institution from origin to destination to ascertain the party responsible for delaying the transfer. If necessary, adjustments will be made from any lost interest or charges resulting from a "failure" to complete any transaction.

A standard wire transfer agreement will be executed with the bank. The City requires adequate security provisions and procedures. Information should be submitted detailing the use of online wire transfer requests. The City requires:

- The ability to initiate and monitor wire transfers online
- The ability to create and store recurring/repetitive wire instructions/templates
- The ability to create and store future dated wire instructions
- Security measures for wire initiation and approval

6. ACH (Automated Clearing House)

Transfers may be in the form of repetitive, non-repetitive, internal, ACH or EFT. The City shall have the ability to initiate all types and amounts of wire transfers electronically. Confirmations of all incoming and outgoing wires will be made available daily by the bank. Describe security measures for wire initiation and approval. Outgoing wire transfers ordered by noon local time shall be received by the

destination party by 2:00 PM local time.

7. API Integrations

8. Fraud Prevention

Proposals must provide a detailed explanation of the banking institution's security services and the fraud protection measures that would be in place to protect against fraudulent transactions. Any associated fees must be included in the proposal.

9. Purchase Card Program

10. Monthly Statements and Account Analysis

11. Online banking services

Online services should include the following at a minimum:

1. Daily reporting of account balances, collected and available
2. Account detail for current month and, at minimum, eleven prior months
3. Internal transfer initiation and authorization
4. Wire transfer initiation and authorization
5. City-originated stop payment of checks
6. Returned items charged against accounts
7. Bank reconciliation files
8. Online check images (front and back) for all accounts
9. Records of all account activity must be accessible online for a minimum of twelve months

12. Positive Pay

The City of Norcross utilizes positive pay services for all checks that the City disburses. This would include Accounts Payable, Court Bond, and Payroll checks.

4. MINIMUM REQUIREMENTS

Banking institutions wishing to submit a response to this RFP must:

- A. Be a state or federally chartered banking institution with a local presence within City of Norcross city limits.
- B. Be a full-service financial institution in good standing.
- C. Be insured by the Federal Deposit Insurance Corporation (FDIC)
- D. Be a member of the Federal Reserve System and have access to all related services.
- E. Be a member of an automated clearinghouse association and be in compliance with all rules and regulations set by the National Automated Clearinghouse Association (NACHA), local ACH associations, and ACH operators.
- F. Have the ability to accept deposits at a City of Norcross location for next day deposit at the latest.
- G. Offer a full range of lockbox services.
- H. Have a secure, web-based banking and reporting system.
- I. Be a qualified depository for public funds and have sufficient qualified collateral available to pledge in accordance with banking regulations.
- J. Be able to accept deposits at a branch up to 2:00 PM (ET) and credit the City's account on the day of the deposit.
- K. Demonstrate appropriate experience servicing customers with similar account attributes and transaction volume as described herein.

5. **SCHEDULE OF EVENTS**

Event:	Date and Time:
Release of RFP	July 7, 2026, 12:00pm EST
Optional Pre-Proposal Meeting	July 20, 2026, 10:00 am EST
Deadline for Written Questions	July 29, 2026, 5:00 pm EST
Proposals Due	August 7, 2026, 12:00 pm EST
Proposal Evaluation	August - September 2026
Contract Award	October 2026

6. **RESTRICTIONS ON COMMUNICATIONS WITH STAFF**

All questions about this RFP should include the company name and the referenced RFP section in the following format:

Company Name
1. Question
Citation of relevant section of the RFP
2. Question
Citation of relevant section of the RFP

7. **SUBMISSION GUIDELINES & INSTRUCTIONS**

Firms must submit two paper copies and one USB copy of the proposal. A complete submission includes the following components:

- ☐ **Cover letter/Executive summary**
Proposals should include a cover letter introducing the financial institution, indicating understanding of the scope of services requested, and highlighting key aspects of the proposal. Provide an overview of the bank's operations, management, and customer service philosophies
- ☐ **Background**
 - Bank name, address, telephone numbers, and email addresses
 - Years in business under present name and names and dates for previous names (if applicable)
 - List of all parent or subsidiary companies
- ☐ **Qualifications**
 - Describe experience with providing requested services to municipal governments
 - Address minimum requirements addressed in section 4, "Minimum Qualifications"
 - Resumes of proposed account representative and all proposed personnel assigned to the City of Norcross
- ☐ **Response to Scope of Services**
Please provide a summary of your bank's offerings for each of the services listed in Section 3, Scope of Services.

1. Deposit accounts

- Cutoff times and requirements
- Bank policy on strapped/rolled and pricing basis
- Credit advice processing
- Discrepancy and write-off policies
- Change order processing
- Availability of deposit reconciliation services

2. Remote Deposit Services

- Scanning equipment and transfer procedures
- Deadlines for same day credit of deposit
- Document retention policy for checks converted to ACH or processed via remote deposit capture

3. Lockbox services

4. Merchant card processing

5. Wire transfers (internal & external)

- Ability of government to initiate and monitor wire transfers online.
- Ability to create and store recurring/repetitive wire instructions/templates
- Ability to create and store future-dated wire instructions.
- Security measures for wire initiation and approval.
- Copy of wire transfer agreement

6. ACH (Automated Clearing House)

- Method of submission or initiation
- Pre-notification policy
- Re-presentment of checks
- Security measures

7. Fraud Prevention

8. API Integrations

9. Purchase Card Program

- Card management processes
- Settlement terms/billing cycle options
- Card control and usage restriction options
- Information reporting capabilities
- Security features

10. Interface options with internal financial systems

11. Fraud policy

12. Monthly Statements and Account analysis

13. Online banking services

14. Positive pay

- Teller data update schedules
- Data transmission method
- Control options
- Online access

☐ **Implementation Approach and Plan**

Please clearly identify each phase, proposed timeline, and proposed roles to be performed. This section should include:

- Description of implementation approach
 - List and description of all implementation deliverables
 - Outline of roles and responsibilities of City of Norcross staff during the implementation
 - Training, testing, and deployment plans
 - Summary of bank's disaster recovery plan
- ☐ **References Form**
Submission may be accompanied by a reference form containing at least 4 references (attached in Appendix B) OR a minimum of 3 letters of reference. References must be for contracts of similar size and scope.
- ☐ **Acknowledgement of Addenda**
Attached as Appendix D
- ☐ **Certificate of Liability Insurance**
Insurance requirements detailed in "General Conditions" section.
- ☐ **E-Verify Contractor & SAVE Affidavits (with required documentation)**
- ☐ **Draft Contract Agreement**
- ☐ **Cost Proposal**
Cost proposal form is attached in Appendix C and ***must be submitted in a sealed envelope***. There should be no price escalation for the initial five-year contract period.

8. **EVALUATION CRITERIA**

The proposal evaluation will be made on the following criteria:

Evaluation Criteria	Max Score
Experience & Qualifications	35
Proposed Approach & Timeline	25
References	15
Cost Proposal	20
Local Firm Credit (Bonus)	5
Total	105

Experience & Qualifications – Experience and qualifications of the team personnel, as demonstrated by resumes, organizational chart, and other information provided. Experience of the firm in executing successful and relevant projects including other city-wide safety action plans.

Proposed Approach & Timeline – Evidence of thorough understanding of the project scope, quality and detail of the proposed approaches to the completion of the required tasks. Evidence of team's capacity and availability to provide the proposed services in a timely fashion. Evidence of ease of use and security.

References – Quality and relevance of references, as well as responsiveness of references contacted by City staff.

Local Firm—Businesses with a current and valid City of Norcross Business License shall receive a ‘local firm’ credit of 5 points added to their technical (pre-cost proposal) score. Businesses with a valid business license within the boundaries of Gwinnett County or another Gwinnett County city will receive a credit of 2.5 points.

Cost Proposal— The cost proposal will not factor into the committee’s evaluation of the technical proposal. Scores will be determined by weights assigned based on proposed cost.

The City of Norcross reserves the right to interview top-scoring firms.

9. GENERAL CONDITIONS

PROPOSERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR PROPOSALS.

I. QUALIFICATIONS

- A. Proposals will be considered only from experienced and well-equipped Vendor(s) engaged in work of this type and magnitude.
- B. Proposers may be required to submit evidence setting forth qualifications which entitle their company for consideration as a responsible Vendor. A list of work of similar character successfully completed within the last five years may be required, which lists the location, size, and scope for use on this work. Before accepting any proposals, the City may require evidence of the Vendor’s financial ability to successfully perform the work to be accomplished under the contract.
- C. Proposers must provide their own materials for this contract.
- D. Liability Insurance: During the term of the Agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance of the following types:
 - 1. Workers’ compensation coverage in accordance with the statutory requirements of the jurisdiction in which Services are to be performed.
 - 2. Employer’s liability insurance with a minimum of \$250,000.
 - 3. Comprehensive General Liability Insurance, subject to a limit for bodily

injury and property damage combined at least \$1,000,000 aggregate.

4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000 per occurrence.

E. Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client.

II. AUTHORITY TO SIGN

A. Proposers must ensure that the legal proper name of their firm and/or corporation is printed or typed as appropriate on all documents.

III. RIGHTS RESERVED

- A. The City of Norcross reserves the right to reject any or all proposals, to waive informalities or to re-advertise. It is understood that all proposals are made subject to this agreement, and that City of Norcross reserves the right to decide which proposal(s) it deems the most qualified. In arriving at this decision, full consideration will be given to the experience and qualifications of the Proposer, work of this type successfully completed and past performance with the City of Norcross.
- B. Proposers are advised to examine the site(s) of the proposed work, as are necessary, to familiarize themselves with location conditions, which may affect the proposed work. Proposers are also advised to fully inform themselves regarding conditions under which the work will be performed. The City of Norcross will not be responsible for the Proposer's errors or misjudgment, nor for any information on location conditions or general laws and regulations.
- C. Latest Financial Statements, certified audit, if available, prepared by an independent certified public accountant, or other financial documents or reporting *may* be requested by City. If requested, such statements must be provided within five (5) business days, or the bid proposal will be rejected.
- D. Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal and may be cause for rejection.

IV. AWARD OF CONTRACT

A. The contract will be awarded to the most qualified firm whose proposal will provide the best value and be the most advantageous to the City, experience, technical considerations, cost, and other factors considered. The City is to

make the determination.

- B. Prior to award of the Contract, the successful Proposer will be required to submit a schedule to the City, demonstrating the Proposer's ability to commence and proceed in a timely manner. A Proposer's failure to demonstrate the ability to proceed as required may result in contract cancellation.
- C. Failure to demonstrate the ability for contract execution and progression will result in, at the City's discretion, contract cancellation or re-advertising of any and/or all these contracts.
- D. Prior to execution of a Contract, a Utility Coordination Meeting may be required between Vendor(s), utility agencies and City of Norcross Public Works to ensure clarity and commitments concerning inter-related work schedules.

V. PRODUCTION REQUIREMENTS

- A. Time is of the utmost importance of this project. The successful Proposer will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence to complete the work according to the specifications in the RFP.

VI. LOCATION AND SITE(S)

- A. All work is within City limits of the City of Norcross, Georgia.
- B. The Vendor shall accept the site(s) in its present condition and carry out all work in accordance with the requirements of the specifications as indicated in this RFP.
- C. The Vendor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

VII. NON-COLLUSION

- A. Vendor(s), by submitting a proposal, certify that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

VIII. MATERIALS

- A. Unless otherwise specified in the Contract, Vendor shall provide and assume full responsibility for all services, materials, equipment, labor, and all other facilities and incidentals necessary for the completion of the Work.
- B. All materials and equipment incorporated into the work shall be of good

quality, except as otherwise provided in the Contract. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of the City.

IX. CONTRACT REQUIREMENTS

The successful Vendor is required to do the following within ten (10) days of Notice:

- A. Return to the City contract documents executed by the authorized representative attested by the corporate secretary treasurer.
- B. Provide Insurance Certificates as specified in the RFP documents.
- C. Failure to execute the Contract or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the RFP guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next most qualified Vendor, or the work may be re-advertised or constructed by City forces.

APPENDIX A
RFP PW 26-09
REFERENCES

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your scores if we are not able to contact your references, or they do not respond in time.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide three (3) reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

References for _____
Please provide a list of contact numbers, addresses and a contact person for at least four (4) contracts completed (or in progress) having a similar specification and scope of work.

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

APPENDIX A
RFP PW 26-09
REFERENCES

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

Company Name: _____
Description of Project: _____
Contract Dates: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

APPENDIX B
RFP 26-09
COST PROPOSAL FORM

This form must be submitted in a separate, sealed envelope.

TASK #	DESCRIPTION	TOTAL ANNUAL COST
1	Deposit Accounts	\$
2	Remote Deposit Services	\$
3	Lockbox services	\$
4	Merchant card processing	\$
5	Wire transfers (internal & external)	\$
6	ACH (Automated Clearing House)	\$
7	API Integrations	\$
8	Fraud Prevention	\$
9	Purchase Card Program	\$
10	Monthly Statements and Account analysis	\$
11	Online banking services	\$
12	Positive pay	\$
	TOTAL ANNUAL COST OF ALL SERVICES:	\$

BIDDER, in compliance with the Request for Proposals associated with this project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the implementation of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to implement the project in accordance with the production and contract requirements, within the time set forth therein, and at the price(s) stated above. This price is to cover all expenses including overhead and profit incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER verifies that all information provided in response to this bid package is truthful and accurate to the best of the Bidder's knowledge and belief.

This bid is submitted to the City of Norcross by:

Firm Name: _____

Authorized Representative: _____

Signature: _____

Firm Address: _____

APPENDIX C
RFP 26-09
ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt (initial)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received:**

Acknowledged for: _____
(Name of Firm)

Signature of Authorized Representative

Name (Print or Type)

Title

Date

**APENDIX D
RFP 26-09
CHECKLIST**

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. *Use of this appendix is not required but highly recommended to ensure responsiveness of proposal.*

- ☐ Two Hard Copies & One Electronic Copy of Bid Package (*including completed appendices and all required forms*)

Bid Package Components:

- ☐ Cover letter/Executive Summary
- ☐ Background
- ☐ Qualifications
- ☐ Response to Scope of Services
- ☐ Implementation Approach and Plan
- ☐ References Form/Letters of Reference
- ☐ Acknowledgement of Addenda
- ☐ Certificate of Liability Insurance
- ☐ E-Verify Contractor & SAVE Affidavits (with required documentation)
- ☐ Draft Contract Agreement
- ☐ Cost Proposal (in Sealed Envelope)

Mail or deliver to:

City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Attn: Charlene Marsh, Procurement and Capital Projects Manager
RFP 26-09 – BANKING SERVICES



Mayor: Craig Newton • **Mayor Pro Tem:** Bruce Gaynor • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

AGENDA REPORT

To: Mayor and Council

From: David Versel, Economic Development Director

Meeting Date: July 6, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-219

Title: Change Order for Economic Development Video Production Contract

CC: Eric Johnson, City Manager
Jon Robinson, Finance Director

Recommendation

Approve a change order to increase the budget for Economic Development video production services by \$1,000.

Background

The Economic Development Office solicited multiple bids for the production of a video series aimed at promoting business growth in Norcross and highlighting successful businesses and entrepreneurs in the community. From these bids, Tran Bui Productions was selected as the preferred vendor.

The approved budget for Tran Bui Productions' work was \$5,500.00; this amount was programmed in the departmental budget for FY2026. The vendor's proposal called for two days of shooting, including interviews with business leaders and capture of B-roll footage. In the course of preparing the videos, the vendor determined that a third day of shooting would be necessary to fulfill the scope of the project. This additional day increased the project's budget from \$5,500.00 to \$6,500.00, representing an increase of 18.2 percent. This additional amount can be paid from the approved FY2026 Economic Development budget and will not require the appropriation of additional funds.

The City's purchasing policy states that any change order to a vendor contract in excess of 10 percent of the original contract amount requires approval by Mayor & Council. To ensure compliance with this policy, Staff requests Mayor & Council approval of the change order.

Financial Impact

\$1,000 – to be paid from funds already appropriated for the Economic Development budget for FY2026.

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

Goal 4. Maintain a vibrant economic and continue to facilitate job growth

- Policy 4-1: Support programs for retention, expansion, and creation of businesses



Mayor: Craig Newton • Mayor Pro Tem: Bruce Gaynor • Councilmember: Andrew Hixson • Councilmember: Josh Bare
Councilmember: Matt Myers • City Manager: Eric Johnson • City Clerk: Monique Philip

AGENDA REPORT

To: Mayor and Council

From: Charlene Marsh, Procurement and Capital Projects Manager

Meeting Date: July 6, 2026 – Regular Council Meeting (RCM)

Item No.: 2026-210

Title: Contract Award for 2026 Road Resurfacing

CC: Len Housley, Public Works Director
Eric Johnson, City Manager

Recommendation

Approve award of contract for 2026 Road Resurfacing between the City of Norcross and DCBC LLC.

Background

Staff received approval to release an invitation to bid for the FY26 road resurfacing priorities at the May regular Council meeting. Additionally, a budget amendment was approved for the allocation of \$400,000 in LMIG funds for the project. ITB PW 26-08 (2026 Road Resurfacing) addresses 19 roads recommended in the PCI priorities. The deadline was June 10, 2026, at 11:00 am, and the city received 12 bids.

DCBC LLC was the most responsive and responsible lowest bidder. In addition to submitting the lowest bid, DCBC complied with the specification guidelines, showed evidence of experience and qualifications, and provided proof that they are qualified to carry out the scope of work.

Financial Impact

Bid amount: \$1,796,796.00

Available funding sources include:

\$1.5 MILLION 2023 SPLOST (approved by Council on April 6, 2026)

\$400,000 LMIG

\$208,724.19 LRA/LMIG 2026 (check received on April 13, 2026)

Consistent with the Comprehensive Plan? (If applicable, please select which goal applies.)

1. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
2. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Bid Tabulation – ITB PW 26-08

Contract Agreement – City of Norcross and DCBC LLC

ITB Packet – 2026 Road Resurfacing



Department of Public Works
345 Lively Avenue, Norcross GA 30071
Office: 678-421-2069 Fax: 770-255-2335
www.norcrossga.net

Bid Tabulation
2026 ROAD RESURFACING
ITB PW 26-o8
JUNE 10, 2026, 11:00AM

Company Name	Bid Amount
Summit Construction & Development, LLC	\$2,412,498.08
DCBC LLC	\$1,796,796.00
Shepco Paving, Inc.	\$2,913,592.57
Allied Paving Contractors Inc.	\$2,038,705.95
Atlanta Paving & Concrete Construction, Inc.	\$2,245,004.32
MHB Paving Inc.	\$2,345,678.90
The Dickerson Group, Inc.	\$4,627,830.56
CW Matthews Contracting Co., Inc.	\$2,172,230.55
East Coast Grading, Inc.	\$2,070,990.76
Vertical Earth Inc.	\$2,093,781.71
Georgia Paving	\$2,260,094.39
Blount Construction Company, Inc.	\$1,930,166.18

Award will be made to the **most responsive and responsible lowest bidder**. Awards will not be automatically awarded to the lowest bidder. The City will review all bids for responsiveness and responsibility. Bidders must comply with specification guidelines, show evidence of experience and qualifications, and provide proof that they are qualified to carry out the scope of work.

***CONTRACT BETWEEN
DCBC LLC AND
THE CITY OF NORCROSS
FOR 2026 Road Resurfacing***

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Agreement for 2026 Road Resurfacing

This Agreement, made and executed as of the ____ day of ____, 2026 by and between DCBC LLC with a place of business at 255 Gateway Dr, Suite 300, Bethlehem, GA 30620 (hereinafter called "Contractor") and **the City of Norcross, Georgia**, having its principal place of business at **65 Lawrenceville St., Norcross, Georgia 30071** (hereinafter called "Client"), collectively referred to herein as "Parties", provides as follows:

ARTICLE 1 – GENERAL OBLIGATIONS OF CONTRACTOR

The description of the Client's project (The "Project") and the Scope of Services as they relate to 2026 Road Resurfacing (hereinafter called "Services") to be provided to Client is stated in a formal Bid from Contractor on **June 10, 2026**, (the "Bid"). The Bid is made a part of this Agreement by reference. The Bid includes the scope of services which complies with the requirements of the Invitation to Bid (ITB PW 26-08).

ARTICLE 2 – COMPENSATION

Contractor will be compensated for Services as set forth in Appendix "B."

ARTICLE 3 – PAYMENTS

Contractor will submit monthly invoices for compensation and expenses by electronic transmission. Payments will be due within 30 days after receipt of invoices and shall be made by electronic funds transfer to the bank account designated in the invoice. Past due amounts will accrue interest at one and one-half percent (1 ½%) per month, without limiting other remedies.

ARTICLE 4 – PERIOD OF SERVICE

The Contractor shall make reasonable efforts to complete its services for the project within the time period set forth in the ITB.

ARTICLE 5 – CHANGE IN SCOPE OF SERVICES

The Client may, at any time, make changes in the Scope of Services for the project or in the definition of services to be performed. In the event Client notifies Contractor of its desire to make a change in the Scope of Services that may change the cost of performance, Contractor shall, within ten (10) working days after receiving such notice, give Client notification of any potential change in price for the Services.

Equitable adjustments to price and time of performance resulting from a change in Scope

of Services will be negotiable and upon mutual Agreement by Client and Contractor. This Agreement will be modified by a written instrument, signed by both Parties, to reflect the changes in Scope of Services, price, and schedule.

Client shall have the right to terminate this agreement with sixty (60) days by written notice for or without cause. In the event of such termination, all sums due to Contractor shall be paid in proportion of the work completed. Contractor shall deliver a work product and confidential information (as defined in Article 15) and any other information or documents in possession of Contractor to the Client within seven (7) days of the termination.

ARTICLE 6 – STANDARD OF CARE

- A. Contractor shall perform the services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Contractor shall put forth reasonable professional efforts to comply with applicable laws, codes, and regulations in effect as of the date of *[the execution of this Agreement, submission to building authorities, or other appropriate date]*. Changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Contractor to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
- B. Following completion of its Services, if the Services provided hereunder do not conform to the applicable Standard of Care, and the same is reported to Contractor by Client in writing promptly after recognition thereof, Contractor shall, at no cost to Client, furnish all remedial services required, to the extent caused by Contractor's negligence therewith as soon as reasonably possible after receipt of such report from Client.

ARTICLE 7 – INDEMNIFICATION

Contractor will, indemnify and hold the Client harmless from, liabilities, costs, expenses (including attorney's fees to the extent recoverable under law) suffered and brought by third-party claims for bodily injury (including death) and damage to tangible property to the extent caused by a negligent act or omission of Contractor, its employees or sub-Contractor. No negligence shall be attributed to Contractor based on acts or omissions of Client's contractor or other Contractors.

ARTICLE 8 – LIMITATION OF LIABILITY

Client shall have no liability to the Contractor for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs; or other similar business interruption losses, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability. The Parties agree that the limitations and exclusions of liability set forth shall not be interpreted as a form of indemnification.

ARTICLE 9 – INSURANCE

- A. During the term of this Agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance of the following types:
 - 1. Workers' compensation coverage in accordance with the statutory requirements of the jurisdiction in which Services are to be performed.
 - 2. Employer's liability insurance with a minimum of \$250,000.
 - 3. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined of at least \$1,000,000 aggregate.
 - 4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000 per occurrence.
- B. Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required in this Article 9. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this Agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client.

ARTICLE 10 – RELATIONSHIP OF CONTRACTOR TO CLIENT

The Contractor shall be and shall operate as an independent contractor with respect to the Services performed under this Agreement and shall not be nor operate as an agent, fiduciary or employee of Client. This Agreement is not intended to be one of hiring under the provisions of a Worker's Compensation statute or other law and shall not be so construed. This agreement shall not be construed as an agreement for partnership or joint venture.

ARTICLE 11 – PERSONNEL

Contractor agrees that during Contractor's performance of Services hereunder, adequate provision shall be made to staff and retain the Services of such competent personnel as may be appropriate or necessary for the performance of such Services. Client shall have the right to review the personnel assigned by Contractor, and Contractor shall remove any personnel not acceptable to Client.

Contractor may remove personnel assigned to the project without Client's prior approval, provided the progress of the Services shall not be unreasonably impaired.

Contractor shall upon execution of this document identify an individual who shall serve as the primary contact for the project and to whom any change orders or requests for services or information shall be forwarded.

ARTICLE 12 – OWNERSHIP OF INSTRUMENTS OF SERVICE AND DATA

All materials and information that are the property of Client and all copies or duplications of Services. Contractor may retain one complete set of reproducible copies of all of its Instruments of Service.

ARTICLE 13 – PERMITS AND LICENSES

Contractor represents to Client that it has and will maintain during the performance of the Services under this Agreement any permits or licenses which, under the regulations of Federal, State, or Local governmental authority, are required to maintain to perform the Services.

ARTICLE 14 – ADHERENCE TO LAWS

Contractor shall adhere to Federal, State, and Local laws, rules, regulations, ordinances, and the direction of applicable agencies applicable to performance of the Services hereunder including without limitation, all applicable provisions of Federal, State, and Local law relating to equal employment opportunity and non-discrimination.

ARTICLE 15 – NONDISCLOSURE OF PROPRIETARY AND CONFIDENTIAL MATERIALS

Client and Contractor agree that any disclosure will be made on the following basis:

- A. Confidential Client information (“Primary Data”) disclosed to Contractor which is identified in writing by Client as proprietary to Client shall be: (1) Safeguarded, (2) maintained in confidence, and (3) made available by Contractor only to those of its employees or others who have a need to know and agree to equivalent conditions pertaining to nondisclosures as contained herein.
- B. Upon completion of the project or sooner if Client so requests the Contractor shall return to Client’s representative all primary data furnished to the Contractor under this Agreement and shall if requested deliver to the Client’s representative all drawings, schedules, calculations, and other documents generated by Contractor for use in connection with the project (“Secondary Data”)
- C. Contractor shall not use for itself or to disclose to third parties any primary data or secondary data without the prior written consent of Client.
- D. The nondisclosure obligations pertaining to Primary and Secondary data shall terminate three years from date Contractor’s association with this project terminates. Those closure obligations shall not apply to any data which:

1. Was known to the Contractor (and previously unrestricted) before disclosure of primary data to Contractor under this Agreement or before generation of secondary data;
 2. Is subsequently acquired by the Contractor from a third party who was not in default of any obligation restricting the disclosure of such information; or
 3. Is subsequently available or becomes generally available to the public.
- E. Notwithstanding this non-disclosure obligation, Contractor may nevertheless draw upon its experience in its future association with other Clients.

ARTICLE 16 – CERTIFICATION OR CEILING OF INSTRUMENTS OF SERVICE BY PROFESSIONAL CONTRACTOR

All specifications, drawings, and other engineering documents that are prepared by Contractors shall be sealed by a registered Professional Engineer. Such certifications or seals shall be valid for the state in which the specifications, drawings, or other engineering documents are to be used or applied.

ARTICLE 17 – FORCE MAJEURE

Any delays in or failure of performance by Contractor or Client, other than the payment of money, shall not constitute default hereunder if and to the extent such delays or failures of performance are caused by occurrences beyond the reasonable control of Client or Contractor, as the case may be, including but not limited to, acts of God or the Public Enemy compliance with any other or request of any governmental authority; fires, floods, explosion, accidents; riots, strikes or other concerted acts of Workman, whether direct or indirect, or any causes, whether or not of the same class or kind as those specifically named above, which are not within the reasonable control of Client or Contractor respectively. If any event of force majeure as herein defined occurs, Contractor shall be entitled to a reasonable extension of time for performance of its Services under this Agreement.

ARTICLE 18 – PROJECT DELAY

If the Contractor's Bid calls for provision of its Services under a guaranteed maximum price, fixed fee, or stipulated lump sum bases and the Contractor's work on any phase of the services is extended by one or more forced major events or other delays not to the extent caused by negligence of Contractor, then the guaranteed maximum price, fixed fee, or stipulated lump sum, as the case may be, shall be equitably adjusted.

ARTICLE 19 – [RESERVED]

ARTICLE 20 – GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state of Georgia.

ARTICLE 21 – ALTERNATE DISPUTE RESOLUTION

- A. Client and Contractor understand and appreciate that their long-term mutual interests will be best served by affecting a rapid and fair resolution of any claims or disputes which may arise out of this Agreement. Therefore, both Parties agree to use their best efforts to resolve all such disputes as rapidly as possible on a fair and equitable basis. Towards this end, both Parties agree to develop and follow a process for presenting, rapidly assessing, and settling claims on a fair and equitable basis.
- B. Any dispute or claim arising under this Agreement cannot be resolved by the project managers for the Parties within thirty (30) days after they identified the problem, the Parties agree that either of them may refer the matter to a panel consisting of one (1) executive from each party not directly involved in the claim or dispute for review on resolution. A copy of the Agreement, agreed upon facts (and areas of disagreement), and coincides summary of the basis for each side's contentions will be provided to both executives who shall review the same, confer, and attempt to reach a mutual resolution of the issue.
- C. If the dispute cannot be resolved under the process set forth in Section B, the Parties may elect to resolve the dispute through non-binding mediation. If mediation is to be utilized, the Parties shall select a single unrelated but qualified Mediator who shall hold a hearing (not to exceed half a day) during which each party shall present its version of the facts (support, if desired, by sworn, written testimony, and other relevant documents), its assessment of damages, and its argument periods. The Parties shall provide the Mediator with copies of all documents provided to their senior executives under Section B at least ten (10) days prior to the scheduled date of the mediation hearing. The Parties may also provide the Mediator with copies of any laws or regulations that they feel are relevant to the dispute. A copy of the Agreement and any disputed purchase orders will be provided to the Mediator. Formal written arguments, legal memorandum, and live testimony are discouraged but may be permitted at the discretion of the Mediator. Both Parties agree to make any involved employees or documents available to the other party for its review and use in preparing its position under this clause without the need for subpoena or other court order.

- D. Following the mediation, the Mediator will meet with both Parties and provide each of them, on a confidential basis, with his/her views of the strengths and weaknesses of their respective positions. The Parties will then reconvene and, with the assistance of the Mediator, attempt to resolve the matter. If the Parties cannot achieve resolution on the day of the mediation hearing or within forty-eight (48) hours thereafter, the Mediator will within fifteen (15) additional days issue a written non-binding decision on the issue.
- E. If the matter has not been resolved utilizing the processes set forth above and the Parties are unwilling to accept the non-binding decision of the Mediator, either or both Parties may elect to pursue resolution through litigation. In the event of any litigation between the Parties, it is agreed and stipulated that the case shall be heard and decided by the court, without a jury.
- F. The costs of the Mediator shall be borne equally by the Parties. Each Party will bear its own cost of mediation.

ARTICLE 22 – ADDITIONAL TERMS AND CONDITIONS

- A. All work shall be completed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work.
- B. Contractor may at its discretion engage subcontractors to perform work hereunder provided Contractor shall promptly and fully pay said subcontractor and, in all instances, remain responsible for the proper completion of this contract.
- C. Contractor agrees to carry and pay for all workers compensation, public liability, property damage, unemployment compensation insurance and payroll taxes as required by law. Contractor warrants it is insured for injury to its employees and others working on the project through a worker's compensation policy. Contractor further warrants it maintains a comprehensive liability policy insuring against any damages or claims as a result of the acts of the Contractor or its employees and subcontractors in the amount of one million dollars (\$1,000,000) per occurrence. Contractor shall supply current declaration pages for such insurance at the execution of this Agreement.
- D. Contractor shall at its own expense obtain all permits necessary for the work to be performed.
- E. Contractor shall not be liable for any delay due to circumstances beyond its control including strikes, casualty, or unavailability of materials.

- F. Contractor warrants all work for a period of twelve (12) months following completion and shall replace and/or repair any faulty or defective work or material including trees and plant materials.
- G. Contractor has familiarized itself with the nature and extent of the Agreement, work, locality, and with all local conditions and Federal, State, and Local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the work. Contractor is aware that it must be licensed to do business in the State of Georgia.
- H. No assignment by Contractor of any rights under or interests in the Agreement will be binding on the other Party hereto without the written consent of the Party sought to be bound.
- I. The Contractor further represents as follows:

ARTICLE 23 – NOTICES AND/OR COMMUNICATIONS

Notices and or communications to be given under this Agreement shall be in writing and shall be addressed as follows:

To Contractor

Original to: _____

Position: _____

Address: _____

Copy to: _____

Position: _____

Address: _____

To Client

Original to: Len Housley

Position: Public Works Director

Address: 345 Lively Ave.

Norcross, GA 30071

Copy to: Donald Maxwell

Position: Streets and Stormwater Superintendent

Address: 345 Lively Ave.

Norcross, GA 30071

Either party may, by written notice to the other, change their representative or the address to which such notices, certified certificates, or communications are to be sent.

Any notice or communication required in writing here under shall be given by registered, certified, or first-class mail (postage required), TWX, telex, or telecopy addressed to the party at its address set forth above. Communications by TWX, telex, or telecopy shall be confirmed by depositing a copy on the same day with the US post office for transmission by registered, certified, or first-class mail in an envelope properly addressed. The postmark date of notices sent by mail (except for confirmatory notices) shall be the date of notice.

ARTICLE 24 – MISCELLANEOUS

- A. *Waiver.* Waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way affect, limits, or waive such Parties' rights thereafter to enforce and compel strict compliance with all the terms and conditions of this Agreement.
- B. *Severability.* Any provision of this Agreement prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions of this Agreement.
- C. *Rights and Remedies.* The specific remedies set forth in this Agreement, including but not limited to those remedies with respect to the quality of the services performed by the Contractor here under are the exclusive remedies of the Parties.
- D. *Transfer of Ownership.* client represents that either it is the sole owner of the facilities which are the object of the services or that is authorized to bind and does bind all owners of such facilities to the releases and limitations of liability set forth in this Agreement. client further agrees that any future recipient of any interest in the facilities and the services will be bound by such releases and limitations of liability such that the total aggregate liability of Contractor to client and such recipients shall not exceed the limits of liability set forth in this Agreement.
- E. *Publicity.* Neither of the Parties shall make any press release, news disclosure or other advertising related to the project that includes the name of the other party without first obtaining the written approval of the other party.
- F. *Entirety of Agreement.* This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations and discussions concerning the subject matter hereof.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the date first written above.

Contractor

(Signature)

(Printed name)

(Title)

(DATE)

Client (City of Norcross)

Craig Newton, Mayor
(Signature)

Craig Newton, Mayor
(Printed name)

Attest:

Monique Phillip, City Clerk

(DATE)

(SEAL)

APPENDIX A – SCOPE OF SERVICES FOR 2026 Road Resurfacing

APPENDIX A – SCOPE OF SERVICES FOR 2026 ROAD RESURFACING

The project will consist of milling and resurfacing to include repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, adjustments of water valves and manholes, and the insulation of pavement striping and markings as directed. The project also addresses Bolton Circle for full depth reclamation. Please refer to exhibits attached. The scope includes 19 roads within city limits, listed below.

PROJECT SCOPE

STREET NO.	STREET NAME	LINEAR FEET
1	Bolton Circle*	2,261.6
2	Price Place Northwest*	2,059.9
3	Unity Drive*	1,403.6
4	Financial Drive Northwest*	2,005.6
5	South Cemetery Street*	3,539.2
6	Magnolia Street	264.9
7	Summerour Street	1512.8
8	Ruth Street Northwest	610.1
9	Buchanan Street Northwest	1100.0
10	Georgetown Park Drive	1117.8
11	Dogwood Circle	2480.0
12	Hunt Street Northwest	378.2
13	Norcross Glen Trace	858.6
14	Bishops Crossing Northwest	438.9
15	Doc's Creek Court	294.3
16	Carroll Court	1862.8
17	Freeman Circle	206.4
18	Wexford Drive	2263.9
19	Lawrenceville Street Northwest	4277.6

Roads marked with an asterisk (*) represent commercial roads.

SPECIFICATIONS

- A. Streets scheduled for milling and resurfacing will consist of the furnishing of all materials, labor, and equipment for the complete construction including but not limited to repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, maintaining traffic control measures, milling existing pavement, installing tack coat, installing asphaltic concrete surface, course applying high density mineral bond, adjustments of water valves & manholes, and the installation of pavement striping, and markings as directed, performing cleanup and related work.
- B. At locations where the asphalt is higher than the gutter, the milling depth will be greater than the inlay depth. The milled surface at those locations shall be 1.5" below the gutter and the completed asphalt surface shall be flush with the gutter.
- C. Patching shall include 4" depth milling down to existing subgrade and compacted subgrade, 4" of 19mm Superpave.
- D. The pavement to be placed after milling the existing wearing course is 1.5" 9.5 mm Superpave asphalt on residential streets (streets #6-19), and 1.5" 12.5mm Superpave surface course on commercial (streets #1-5)
- E. Striping shall be required for the commercial streets.
- F. Load tickets that meet Georgia Department of Transportation specifications must accompany all delivered materials. The contractor must supply copies of all asphalt tickets to the city.
- G. AC-20 or AC-30 bituminous tack shall be used on these projects. All surfaces shall be cleaned completely and thoroughly dried before any tack is applied. Tack shall not be applied when the pavement is wet. Bituminous tack shall be applied between .04 and .06 gallons per square yard. All materials and equipment used to perform the bituminous tack coat shall be considered incidental to the work and included in the bid price for other pay items.
- H. Roll curb shall be per Gwinnett County Detail 607.
- I. Contractor shall be responsible for implementing and maintaining all necessary traffic control measures. Contractor shall submit a traffic control plan to the City for approval prior to commencing. Any operations at a given location traffic control plan shall at minimum conform to the requirements set forth in the MU TCD.
- J. Manhole Adjustment and Water Valve Box Adjustment: It shall be the Contractor's responsibility to note and mark the location of each water valve box and manhole covers on the streets to be resurfaced prior to the resurfacing work then locate and adjust each of these after resurfacing.
- K. Structures shall be adjusted within 10 days after the road is resurfaced.
- L. The existing pavement will be removed a minimum of 9" outside of the most exterior points of the structures.

- M. Concrete Collars are to be installed on all valves and manholes per Gwinnett County Standard 502.
- N. Structures will be adjusted to pavement grade using bricks, shims, or other non-organic material.
- O. Concrete having a minimum compressive strength of 3000 psi at 28 days shall be placed around the adjusted structure, consolidated to fill the voids, and finished to pavement grade. Care should be taken to prevent concrete from falling into manholes, with any such material being removed by the contractor as soon as possible.
- P. Concrete shall be protected from traffic for a minimum of 3 days with steel plates, or other measures as approved by the City Engineer or Department of Public Works, Utilities and Parks.
- Q. The unit prices bid for Manhole adjustment and Walter Valve Box Adjustment will be for all work performed, including excavation and disposal of existing material, adjustment of structure, traffic control, and protection of the concrete.
- R. The contractor will give the City at least 24 hours' notice as to the locations to be adjusted to allow for inspection scheduling.
- S. The City reserves the right to adjust any structures using in-house labor as deemed practicable.
- T. In the event an existing casting or structure is found to be structurally deficient, it shall be reported to the Public Works, Utilities and Parks Department for evaluation.

APPENDIX B – COMPENSATION FOR 2026 Road Resurfacing

APPENDIX C
ITB PW 26-08
REVISED BID FORM

PAY ITEM	DESCRIPTION	STREET NO.	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Milling: 1.5 Inch Depth	2-19	SY	72,000	\$ 1.00	\$ 72,000.00
2	Patching: 19MM Superpave 3" Depth	2-19	Tons	3,213	\$ 125.00	\$ 401,625.00
3	Inlay Asphalt: (1.5" 12.5 MM Superpave) Commercial Streets	2-5	Tons	2,008	\$ 123.50	\$ 247,988.00
4	Inlay Asphalt: (1.5" 9.5 MM Super Pave) Residential Streets	6-19	Tons	3,633	\$ 127.50	\$ 463,207.50
Pay Items 5-10: Bolton Circle Full Depth Reclamation						
5	Milling 6 Inch Depth	1	SY	6,032	\$ 2.50	\$ 15,080.00
6	10 Inch Soil Cement Stabilization	1	SY	6032	\$ 7.00	\$ 42,224.00
7	3 Inch 25mm Superpave	1	Tons	1014	\$ 113.50	\$ 115,089.00
8	2 Inch 19mm Superpave	1	Tons	676	\$ 115.50	\$ 78,078.00
9	Inlay Asphalt 1.5 Inch 12.5 MM Superpave	1	Tons	507	\$ 123.50	\$ 62,614.50
10	Portland Cement (60lb per SY)	1	Tons	180	\$ 220.00	\$ 39,600.00
11	Thermoplastic Solid 24 Inch (Stop Bar)	1-19	Each	29	\$ 125.00	\$ 3,625.00
12	Thermoplastic Crosswalk	1-19	Each	11	\$ 600.00	\$ 6,600.00
13	Manhole Adjustments	1-19	Each	94	\$ 650.00	\$ 61,100.00
14	Valve Adjustments	1-19	Each	6	\$ 650.00	\$ 3,900.00
15	Stripping	1-19	L/F	8000	\$ 1.75	\$ 14,000.00
16	Speed Table	1-19	Each	2	\$ 4,500.00	\$ 9,000.00
17	Lettering for School	1-19	Each	2	\$ 200.00	\$ 400.00
18	Direction Arrows	1-19	Each	23	\$ 100.00	\$ 2,300.00
19	Parking Spaces	1-19	Each	34	\$ 55.00	\$ 1,870.00
20	Crack Sealing	1-19	C/L Miles	5.4	\$ 6,200.00	\$ 33,480.00
21	Mobilization	1-19	Lump Sum	1	\$ 51,000.00	\$ 51,000.00
22	Traffic Control	1-19	Lump Sum	1	\$ 58,415.00	\$ 58,415.00
23	Traffic Loops (6' x 6')	1-19	Each	4	\$ 1,250.00	\$ 5,000.00
24	Traffic Loops (6' x 40')	1-19	Each	4	\$ 2,150.00	\$ 8,600.00
TOTAL PROJECT COST (SUM OF ALL ITEMS)					\$	1,796,796.00



K.B.

BIDDER, in compliance with the Invitation to Bid associated with this project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the production and contract requirements, within the time set forth therein, and at the price(s) stated above. This price is to cover all expenses including overhead and profit incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER verifies that all information provided in response to this bid package is truthful and accurate to the best of the Bidder's knowledge and belief.

This bid is submitted to the City of Norcross by:

Firm Name: DCBC LLC

Authorized Representative: *Krishna* Krishna Bhanderi

Firm Address: 255 Gateway Dr, Suite 300, Bethlehem, GA 30620



K.B.

**** Appendices A & B are extracted from the firm's Bid***



City of Norcross
Department of Public Works

INVITATION TO BID
2026 ROAD RESURFACING
ITB PW 26-08

City of Norcross

Department of Public Works

INVITATION TO BID 2026 ROAD RESURFACING ITB PW 26-08

OVERVIEW:

The City of Norcross is seeking sealed competitive bids from qualified contractors for a road resurfacing project as a part of the city's 2026 road resurfacing program.

All work must be completed in 120 days from when Notice to Proceed is issued and in accordance to industry specifications and standards.

INSTRUCTIONS:

The bid package should be clearly marked “**ITB PW 26-08– 2026 ROAD RESURFACING**” on its face and submitted by **11:00 a.m. on June 10, 2026**, to the address below. Please submit two printed copies and one electronic copy (USB) of your ITB package to:

Charlene Marsh
Procurement & Capital Projects Manager
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071

Both printed and electronic copies must contain the same information. Return address must be clearly marked on the outside of the bid packet.

There will be an optional, highly recommended, pre-bid meeting on **May 27, 2026**, at **11:00 a.m.** at the Norcross Public Works Department, located at 345 Lively Avenue Norcross, GA 30071

Please submit questions/requests via **e-mail only** to procurement@norcrossga.net by **5:00 p.m. on June 1, 2026**. Questions and answers will be posted in an addendum on the [City Website](#).

No bid will be received or accepted after the above specified date and time. Submissions received after the designated date and time will be deemed invalid and returned unopened to the firm.

No bid may be withdrawn within thirty (30) days after the bid deadline. Requests for withdrawals must be submitted in writing. All bids shall remain firm for 90 days after the submission deadline.

We appreciate your interest in the City of Norcross!

TITLE VI/NON-DISCRIMINATION NOTIFICATION

The City of Norcross, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

1.0 **INTRODUCTION & PROJECT DESCRIPTION**

The City of Norcross is seeking sealed competitive bids from qualified contractors for a road resurfacing project as a part of the city's 2025 road resurfacing program. The 19 roads are displayed in the maps included as Appendix A.

The project will consist of milling and resurfacing to include repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, adjustments of water valves and manholes, and the insulation of pavement striping and markings as directed. The project also addresses Bolton Circle for full depth reclamation. Please refer to exhibits attached. The scope includes 19 roads within city limits, listed below.

1.1 **PROJECT SCOPE**

STREET NO.	STREET NAME	LINEAR FEET
1	Bolton Circle*	2,261.6
2	Price Place Northwest*	2,059.9
3	Unity Drive*	1,403.6
4	Financial Drive Northwest*	2,005.6
5	South Cemetery Street*	3,539.2
6	Magnolia Street	264.9
7	Summerour Street	1512.8
8	Ruth Street Northwest	610.1
9	Buchanan Street Northwest	1100.0
10	Georgetown Park Drive	1117.8
11	Dogwood Circle	2480.0
12	Hunt Street Northwest	378.2
13	Norcross Glen Trace	858.6
14	Bishops Crossing Northwest	438.9
15	Doc's Creek Court	294.3
16	Carroll Court	1862.8
17	Freeman Circle	206.4
18	Wexford Drive	2263.9
19	Lawrenceville Street Northwest	4277.6

Roads marked with an asterisk (*) represent commercial roads.

1.2 SCHEDULE OF EVENTS

Event	Date and Time
Release of ITB	May 11, 2026, 12:00 p.m.
Pre-Bid Meeting (In-Person)	May 27, 2026, 11:00 a.m.
Deadline for Written Questions	June 1, 2026, 5:00 p.m.
Bids Due	June 10, 2026, 11:00 a.m.
Contract Award	July 2026
Issuance of NTP	July 2026

1.3 SPECIFICATIONS

- A. Streets scheduled for milling and resurfacing will consist of the furnishing of all materials, labor, and equipment for the complete construction including but not limited to repairing the existing pavement base where needed, resurfacing of adjacent driveways to meet street pavement grades, maintaining traffic control measures, milling existing pavement, installing tack coat, installing asphaltic concrete surface, course applying high density mineral bond, adjustments of water valves & manholes, and the installation of pavement striping, and markings as directed, performing cleanup and related work.
- B. At locations where the asphalt is higher than the gutter, the milling depth will be greater than the inlay depth. The milled surface at those locations shall be 1.5” below the gutter and the completed asphalt surface shall be flush with the gutter.
- C. Patching shall include 4” depth milling down to existing subgrade and compacted subgrade, 3” of 19mm Superpave.
- D. The pavement to be placed after milling the existing wearing course is 1.5” 9.5 mm Superpave asphalt on residential streets (streets #6-19), and 1.5” 12.5mm Superpave surface course on commercial (streets #1-5)
- E. Striping shall be required for the commercial streets.
- F. Load tickets that meet Georgia Department of Transportation specifications must accompany all delivered materials. The contractor must supply copies of all asphalt tickets to the city.
- G. AC-20 or AC-30 bituminous tack shall be used on these projects. All surfaces shall be cleaned completely and thoroughly dried before any tack is applied. Tack shall not be applied when the pavement is wet. Bituminous tack shall be applied between .04 and .06 gallons per square yard. All materials and equipment used to perform the bituminous tack coat shall be considered incidental to the work and included in

the bid price for other pay items.

- H. Roll curb shall be per Gwinnett County Detail 607.
- I. Contractor shall be responsible for implementing and maintaining all necessary traffic control measures. Contractor shall submit a traffic control plan to the City for approval prior to commencing. Any operations at a given location traffic control plan shall at minimum conform to the requirements set forth in the MU TCD.
- J. Manhole Adjustment and Water Valve Box Adjustment: It shall be the Contractor's responsibility to note and mark the location of each water valve box and manhole covers on the streets to be resurfaced prior to the resurfacing work then locate and adjust each of these after resurfacing.
- K. Structures shall be adjusted within 10 days after the road is resurfaced.
- L. The existing pavement will be removed a minimum of 9" outside of the most exterior points of the structures.
- M. Concrete Collars are to be installed on all valves and manholes per Gwinnett County Standard 502.
- N. Structures will be adjusted to pavement grade using bricks, shims, or other non-organic material.
- O. Concrete having a minimum compressive strength of 3000 psi at 28 days shall be placed around the adjusted structure, consolidated to fill the voids, and finished to pavement grade. Care should be taken to prevent concrete from falling into manholes, with any such material being removed by the contractor as soon as possible.
- P. Concrete shall be protected from traffic for a minimum of 3 days with steel plates, or other measures as approved by the City Engineer or Department of Public Works, Utilities and Parks.
- Q. The unit prices bid for Manhole adjustment and Water Valve Box Adjustment will be for all work performed, including excavation and disposal of existing material, adjustment of structure, traffic control, and protection of the concrete.
- R. The contractor will give the City at least 24 hours' notice as to the locations to be adjusted to allow for inspection scheduling.
- S. The City reserves the right to adjust any structures using in-house labor as deemed practicable.
- T. In the event an existing casting or structure is found to be structurally deficient, it shall be reported to the Public Works, Utilities and Parks Department for evaluation.

1.4 GENERAL INFORMATION

1. It is extremely important that project schedules ARE met. Only those firms with the necessary resources and a commitment to complete all work on

schedule should submit a bid.

2. The City of Norcross will expect to liaise with a single project manager representing the prime contractor (and the sub-contractors).
3. The City will select the most responsive, lowest bidder whose bid best represents the best interest of the City.
4. The City of Norcross reserves the right to cancel this solicitation at any time when it is determined to be in the best interest of the City.
5. The City of Norcross also reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.
6. The City of Norcross reserves the right to approve sub-contractors.
7. Any selection made because of this notice will be based strictly on qualifications and adherence to the submission guidelines, without regard to race, color, religion, sex, or national origin.
8. It is the responsibility of all firms interested in submitting a bid for this advertisement to routinely check the posting on the website for any revisions to this solicitation and addenda issued.
9. It is the responsibility of all firms to read this advertisement in detail and provide all requested information including forms and appendices.
10. Incomplete submittals will be considered non-responsive, thus disqualified. Late submittals will not be accepted.

1.5 BID SUBMISSION GUIDELINES

Bidding requirements will consist of the following:

1. Statement of Qualifications and Equipment
2. Bid Form
3. References
4. Acknowledgement of Addenda
5. Bid Bond in amount equal to five percent (5%) of the estimated cost
6. Certificate of Liability Insurance
7. E-Verify Contractor & SAVE Affidavits

1.6 COMMUNICATIONS WITH STAFF

All questions about this ITB should include the company name and the referenced ITB section in the following format:

Company Name

1. Question

Citation of relevant section of the ITB

2. Question

3. Citation of relevant section of the ITB

2.0 REQUIREMENT

Bid must include labor and all materials as specified; no substitutions for materials are allowed unless approved by City of Norcross.

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR BIDS.

2.1 GENERAL CONDITIONS

2.1.1 Qualifications

2.1.1.1 Bids will be considered only from experienced and well-equipped Contractor(s) engaged in work of this type and magnitude. Bidders must provide their own materials and tools for this contract.

2.1.1.2 Bidders may be required to submit evidence setting forth qualifications which entitle their company for consideration as a responsible Vendor. A list of work of similar character successfully completed within the last five years may be required, which lists the location, size, and scope for use on this work. Before accepting any bid, the City may require evidence of the Vendor's financial ability to successfully perform the work to be accomplished under the contract.

2.1.1.3 During the term of the agreement, Contractor shall, as its sole expense, secure and maintain in-force policies of insurance of the following types:

1. Workers' compensation coverage in accordance with the statutory requirements of the jurisdiction in which Services are to be performed.
2. Employer's liability insurance with a minimum of \$250,000.
3. Comprehensive General Liability Insurance, subject to a limit for bodily injury and property damage combined at least \$1,000,000 aggregate.
4. Automobile liability insurance subject to a limit for bodily injury and property damage combined, of at least \$1,000,000

per occurrence.

2.1.1.4 Contractor shall furnish Client Certificates of Insurance evidencing the insurance coverages required. The certificates shall stipulate that should any of the above insurance policies be cancelled before the termination of this agreement, the issuing company will endeavor to mail thirty (30) days' written notice to Client

2.2 GUARANTEE TO ACCOMPANY BID

2.2.1 If the bid amount is greater than \$100,000.00, then bids must be accompanied by an acceptable bid bond in an amount not less than five percent (5%) of the bid amount per section. Failure to submit a bid bond will be a cause for rejection.

2.3 JOINT VENTURES

2.3.1 Joint Ventures between two contractors will not be allowed. The General Contractor shall be required to perform all aspects of this projects and will not be allowed to sub-contract these items.

2.4 AUTHORITY TO SIGN

2.4.1 Bidder must ensure that the legal proper name of their firm and/or corporation is printed OR typed as appropriate on all documents.

2.5 RIGHTS RESERVED

2.5.1 The City of Norcross reserves the right to reject any or all bids, to waive informalities or to re-advertise. It is understood that all bids are made subject to this agreement, and that the City of Norcross reserves the right to decide which bids it deems the most qualified and lowest cost. In arriving at this decision, full consideration will be given to the experience and qualifications of the Bidder, their financial responsibility, costs and bid amount, work of this type successfully completed and past performance with the City of Norcross.

2.5.2 Bidders are advised to examine all corresponding documents carefully and to make examinations of the site(s) of the proposed work, as necessary, to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully regarding

conditions under which the work will be performed. The City will not be responsible for the Bidder's errors or misjudgment, nor for any information on location conditions or general laws and regulations.

- 2.5.3** Any unauthorized additions, conditions, limitations, or provisions attached to the Bid shall render it informal and may be cause for rejection.

2.6 AWARD OF CONTRACT

- 2.6.1** Contract will be made to the **most responsive and responsible lowest bidder**. Contracts will not be automatically awarded to the lowest bidder. The City will review all bids for responsiveness and responsibility. Bidders must comply with submission guidelines, show evidence of experience and qualifications, and provide proof that they are qualified to carry out the scope of work.

The contract will be awarded to the most qualified vendor whose bid will cost the least and prove to be the most advantageous to the City, experience, technical considerations, cost, and other factors considered. The City is to make the determination.

The City of Norcross reserves the right to reject any or all bids, to waive technicalities, and to make an award deemed in its best interest.

The City reserves the option to negotiate terms, conditions, and pricing with the most responsive, responsible and lowest bidder at its discretion.

- 2.6.2** The bid evaluation will be based on the following criteria:

- Bid price
- Compliance with submission guidelines and specifications (including any required forms and documents)
- Ability to perform scope of work and meet deadlines
- References

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your evaluation if we are not able to contact your references, or they do not respond in time. References will be contacted within a week of the submission deadline.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide three (3) recent reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

- 2.6.3** Businesses with a current and valid City of Norcross Business License that respond to an invitation to bid shall receive a ‘local firm’ credit toward their evaluation. The local firm credit shall be defined as a 5-point increase in scoring, on a scale of 100 scoring scale, on a qualifications-based evaluation. For a price-based bid selection, the local firm shall get 5% credit toward the bid for the purpose of award. Businesses with a valid business license within the boundaries of Gwinnett County or another Gwinnett County city will receive a 2.5-point increase in scoring, on a scale of 100 scoring scale, and on a qualifications-based evaluation. For a price-based bid selection, the local business shall get a 2.5% credit toward the bid for the purpose of award.
- 2.6.4** Prior to award of the Contract, the successful Bidder will be required to submit a schedule to the City, demonstrating the Bidder’s ability to commence and proceed in a timely manner. Due to time constraints on this contract, it is mandatory that the work be performed simultaneously and immediately. A bidder’s failure to demonstrate the ability to proceed as required may result in contract cancellation, as deemed in the City’s best interest.
- 2.6.5** Failure to demonstrate the ability for simultaneous contract execution and progression will result in, at the City’s discretion, contract cancellation, re-advertising of any and/or all these contracts, or awarding any or all of the contract to the next **most responsive and responsible lowest bidder**.
- 2.6.6** If the contract amount is greater than \$100,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful bidder by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross. Bonds given shall meet the requirements as listed in this ITB.

2.7 PRODUCTION REQUIREMENTS

- 2.7.1** The successful bidder will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with

utmost diligence to complete the work according to specifications in the ITB within 90 days from the Notice to Proceed.

2.8 PRICES AND INVOICING PROGRESS PAYMENTS AND RETAINAGE

2.8.1 Payment shall be provided based on the cost schedule provided in bidder's response. Bidder shall submit an invoice with NET 30-day payment terms for services performed for the City of Norcross under the terms of the executed contract. The invoice shall be directed to **Donald Maxwell, Stormwater & Roads Superintendent at 345 Lively Ave, Norcross, GA 30071**. The invoice shall contain a complete itemization of services. The total amount due, invoice number, invoice date, the designated project number, if applicable, and the City of Norcross' Purchase Order Number. After work has commenced, progress payments shall be made monthly, based on the value of work completed as provided in the contract documents.

2.8.2 The City shall retain a maximum of 10% of each progress payment; provided, however, when 50% of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract work and its progress are reasonably satisfactory to the City, the City shall withhold no more retainage.

2.9 LOCATION AND SITE(S)

2.9.1 The site(s) of the proposed work is within City limits of the City of Norcross, Georgia.

2.9.2 The Contractor shall accept the site(s) in its present condition and carry out all work in accordance with the requirements of the specifications as indicated in the appendices or as directed by the Department of Public Works, Utilities and Parks.

2.9.3 The Contractor, before submitting a bid is required to visit the site(s) and acquaint themselves with the actual conditions and the location of any and/or all obstructions that may exist on the site(s).

2.9.4 The Contractor is responsible for the location of, above and below ground utilities and structures, which may be affected by the work.

2.10 COMPLIANCE WITH OSHA STANDARDS AND REGULATIONS

2.10.1 The work connected with this Contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Norcross.

2.11 MATERIALS

2.11.1 Unless otherwise specified in the Contract, the bidder shall provide and assume full responsibility for all services, materials, equipment, labor, and all other facilities and incidentals necessary for the completion of this project.

2.11.2 All materials and equipment incorporated into the work shall be of good quality, except as otherwise provided in the Contract. All special warranties and guarantees required shall expressly run to the benefit of the City.

2.12 INSPECTION

The City of Norcross does not commit to having a full-time inspection or testing of work while in progress or at sources of materials furnished. Any lack of inspection and/or testing will in no way relieve the Contractor of his responsibility to provide quality workmanship in accordance with the specifications. Any test ordered under the supervision of the City that fails to meet standards or any retesting that is required will be at the Contractor's expense.

2.13 NON-COLLUSION

2.13.1 Bidder(s), by submitting a bid, certify that the accompanying bid is not the result of, or affected, by any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

2.14 CONTRACT REQUIREMENTS

2.14.1 The successful bidder is required to do the following within ten (10) days of Notice:

2.14.1.1.1 Return to the Department of Public Works, Utilities & Parks contract documents executed by the authorized representative attested by the corporate secretary treasurer.

2.14.1.1.2 Provide Insurance Certificates as specified in the ITB Checklist.

2.14.1.1.3 Provide bonding as required by the ITB documents.

2.14.2 Failure to execute the contract, bonds, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the bid guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next most qualified bidder, or the work may be re-advertised. The Contract and Contract Bonds shall be executed in duplicate to the City of Norcross.

2.14.3 Liquidated Damages: In the event of any delay which is not the fault or responsibility of the Contractor or any supplier to the Contractor, the Contractor is entitled to additional days for performance of this Contract. Contractor shall not be entitled to any additional money for any delay which they encounter. The Contractor's sole remedy shall be to obtain an extension of time from the Owner within which this Contract is to be performed. Under no circumstances shall the Contractor be entitled to assert any claim of entitlement against the Owner for actual or consequential damages resulting from delays. In conformity with the "time is of the essence" provisions of this contract, the amount of liquidated damages for this contract shall be in the amount of \$300 per workday for every day the contract is not completed after 90 days from the time of the Notice to Proceed.

2.15 MISCELLANEOUS PROVISIONS

(May not be applicable to this ITB)

2.15.1 Permits

No permits are anticipated for this project.

2.15.2 Work Hours

Monday through Friday 8:00am to 8:00 pm.

2.15.3 Detour/Closures

All road closures and detours shall be approved by the Norcross Department of Public Works, Utilities and Parks.

2.15.4 Residential Refuse

The Contractor is required to contact the Public Works Department at 678-421-2069, to obtain sanitation schedules in an attempt to reduce inconveniences to the citizens of Norcross.

2.15.5 Project Briefing

All bidders are required to schedule an appointment with the Stormwater and Roads Superintendent in order to inspect each work site. The Superintendent can be reached at donald.maxwell@norcrossga.net or 678-421-2069.

2.15.6 Disposal of Refuse

The Contractor shall be solely responsible for disposing of materials and shall consider, before bidding, the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on a daily basis. The Contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross, Georgia.

APPENDIX A
ITB PW 26-08
MAPS



5/7/2026 5:39:55 PM

Bolton Circle

Start Beaver Run Road End Beaver Run Road

0 50 100
ft

ALL DATA IS PROVIDED AS IS, WITH ALL FAULTS, WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This map is the proprietary product of Gwinnett County and in no event will Gwinnett County be liable for damages, including any loss of profits, lost savings, or other incidental or consequential damages arising out of the use of or inability to use this map.



Gwinnett

5/7/2026 5:22:03 PM

Price Place

Start Mitchell Road end Beaver Ruin Road



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5/7/2026 5:33:36 PM

Unity Drive

Start Goshen Prings Road End Cuddy Sack

0 50 100
ft

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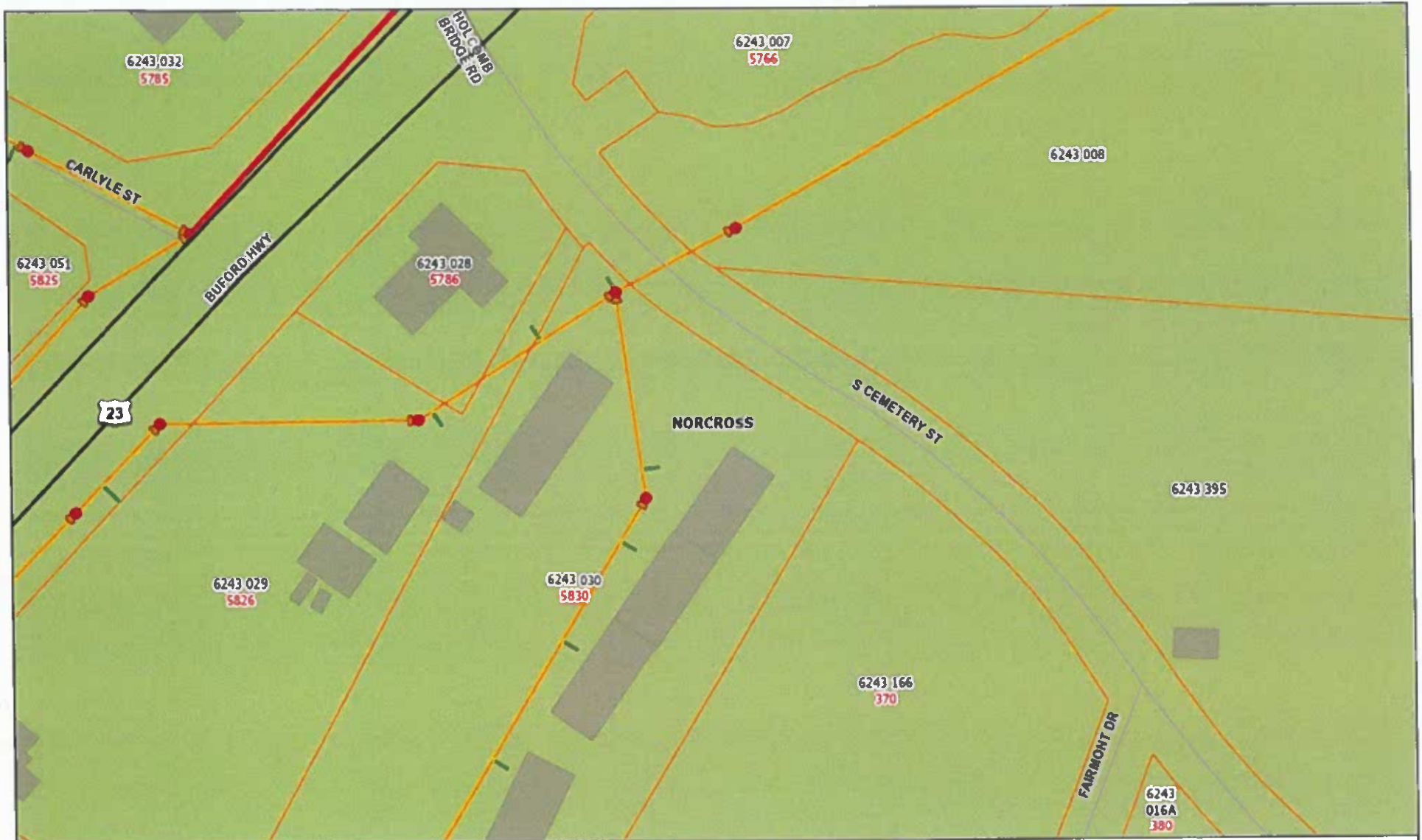
5/7/2026 5:29:14 PM

Financial Drive

Start Brookhollow Parkway end Jimmy Carter BLVD.

0 100 200
ft

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5/7/2026 7:34:54 PM

South Cemetery Street

Start Buford Hwy End at end of Road

0 45 90
ft

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5/7/2026 4:14:45 PM

Magnolia Street

Start Carlyle Street end Holcomb Bridge Road

0 45 90
ft

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5/7/2026 4:41:31 PM

Summerour Street

Start Price Place end Lawrenceville Street



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5/7/2026 3:29:22 PM

Ruth Street

Start Holcomb Bridge Road End Lake Drive



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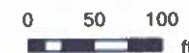


Gwinnett

5/7/2026 7:38:59 PM

Buchanan Street

Start Barton Street end Park Drive



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5/7/2026 3:38:24 PM

Georgetown Park Drive

Start Hunter Street End Turn round Cuddy Sack

0 50 100
ft

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5/7/2026 3:50:45 PM

Dogwood Circle

Start Dogwood Walk Lane End cuddy sack



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5/7/2026 4:56:00 PM

Norcross Glen Trace

Start Hunter Street end Hunter Street

0 45 90
ft

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5/7/2026 3:56:48 PM

Bishops Crossing Northwest

Start North Peachtree Street end Carroll Court

0 45 90
ft

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5/7/2026 4:07:12 PM

Docs Creek Court

Start Sunset Drive end Cuddy Sack

0 45 90
ft

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5/7/2026 4:10:39 PM

Freeman Circle

Start Sunset Hills Drive end Cuddy Sack

0 45 90
ft

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5/7/2026 4:36:33 PM

Wexford Drive

Start Beaver Ruin Road End Cuddy Sack

0 50 100
ft

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5/7/2026 4:25:38 PM

Lawrenceville Street

Start Jones Street end Buford Hwy

0 100 200
ft

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APPENDIX B
ITB PW 26-08
STATEMENT OF QUALIFICATIONS AND EQUIPMENT

All questions must be answered. Information given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets.

About the Firm:

- a. Name of Bidder:
- b. Permanent main office address, email address, & pertinent contact numbers:
- c. How long (years) has your firm been in business under your present name; also, state names and dates of previous firm names, if any; where organized?
- d. Attach a list of your proposed project personnel with job titles, responsibilities, and years of experience as they relate to the requirements of this bid document.

Experience:

- e. Attach a list of 3-5 similar projects completed in the last 5 five years.
- f. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- g. Contracts recently executed with similar governmental clients and similar scopes of work (including gross amount of each contract and the approximate dates of completion)
- h. Have you ever failed to complete any work awarded to you, if so, where, and why?
- i. Have you ever defaulted on a Contract, if so, where, and why?
- j. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- k. How long do you warrant a project?
- l. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

- m. Implementation plan and timeline for the project
- n. List your major equipment available for this contract.
- o. List any subcontractors whom you would expect to use for the contract.

APPENDIX C
ITB PW 26-08
BID FORM

This form is mandatory, and must be included in the bid packet:

APPENDIX C

ITB PW 26-08

BID FORM

PAY ITEM	DESCRIPTION	STREET NO.	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Milling: 1.5 Inch Depth	2-19	SY	72,000	\$	\$
2	Patching: 19MM Superpave 3" Depth	2-19	Tons	3,213	\$	\$
3	Inlay Asphalt: (1.5" 12.5 MM Superpave) Commercial Streets	2-5	Tons	2,008	\$	\$
4	Inlay Asphalt: (1.5" 9.5 MM Super Pave) Residential Streets	6-19	Tons	3,633	\$	\$
Pay Items 5-9: Bolton Circle Full Depth Reclamation						
5	Milling 6 Inch Depth	1	SY	6,032	\$	\$
6	10 Inch Soil Cement Stabilization	1	SY	6032	\$	\$
7	2 Inch 25mm Superpave	1	Tons	676	\$	\$
8	2 Inch 19mm Superpave	1	Tons	676	\$	\$
9	Inlay Asphalt 1.5 Inch 12.5 MM Superpave	1	Tons	507	\$	\$
10	Thermoplastic Solid 24 Inch (Stop Bar)	1-19	Each	29	\$	\$
11	Thermoplastic Crosswalk	1-19	Each	11	\$	\$
12	Manhole Adjustments	1-19	Each	94	\$	\$
13	Valve Adjustments	1-19	Each	6	\$	\$
14	Stripping	1-19	L/F	8000	\$	\$
15	Speed Table	1-19	Each	2	\$	\$
16	Lettering for School	1-19	Each	2	\$	\$
17	Direction Arrows	1-19	Each	23	\$	\$
18	Parking Spaces	1-19	Each	34	\$	\$
19	Crack Sealing	1-19	C/L Miles	5.4	\$	\$
20	Mobilization	1-19	Lump Sum	1	\$	\$
21	Traffic Control	1-19	Lump Sum	1	\$	\$
22	Traffic Loops	1-19	Each	4	\$	\$
TOTAL PROJECT COST (SUM OF ALL ITEMS)					\$	

BIDDER, in compliance with the Request for Proposals associated with this project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the production and contract requirements, within the time set forth therein, and at the price(s) stated above. This price is to cover all expenses including overhead and profit incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER verifies that all information provided in response to this bid package is truthful and accurate to the best of the Bidder's knowledge and belief.

This bid is submitted to the City of Norcross by:

Firm Name: _____

Authorized Representative: _____

Firm Address: _____

APPENDIX D

ITB PW 26-08

REFERENCES

Please provide accurate information and inform your references that the City of Norcross will follow up to perform reference checks. It will affect your scores if we are not able to contact your references, or they do not respond in time.

The City of Norcross will not serve as a reference, in the event that your Company worked with the City of Norcross previously.

Alternatively, Bidders are welcome to provide four (4) reference letters where they provided the same or similar services. Reference letters must be on official letterhead and signed by the point of contact of the agency where the service was performed.

References for _____

Please provide a list of contact numbers, addresses and a contact person for at least four (4) projects completed (or in progress) having a similar specification and scope of work.

City of Norcross requests a minimum of four (4) references where work of a similar size and scope has been completed (or in progress).

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

Company Name: _____

Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

APPENDIX E
ITB PW 26-08
ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt (initial)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ No addenda were received:

Acknowledged for: _____
(Name of Firm)

Signature of Authorized Representative

Name (Print or Type)

Title

Date

APPENDIX F
ITB PW 26-08
PACKET CHECKLIST

Submission of this appendix is not required. The checklist is provided to assist submitters in ensuring that submissions are responsive.

- ✓ Statement of Qualifications and Equipment
- ✓ References Form *or* 3 Letters of Reference
- ✓ Acknowledgement of Addenda Form
- ✓ Bid Form (Sealed in Separate Envelope)
- ✓ Bid Bond in amount equal to five percent (5%) of the estimated cost
- ✓ Certificate of Liability Insurance
- ✓ E-Verify Contractor Affidavit
- ✓ SAVE Public Benefit Affidavit
 - *A copy of a secure and verifiable document must be submitted as well. See document titled “Secure and Verifiable Documents” in supplemental documents section for examples.*
- ✓ Two Paper Copies and One USB Copy



Mayor: Craig Newton • **Mayor Pro Tem:** Bruce Gaynor • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

Agenda Report

To: Mayor and Council

From: Len Housley, Director of Public Works

Meeting Date: July 6, 2026 – Regular Council Meeting

Item No.: 2026- 211

Title: Council Member Nominee to serve on the Safe Streets for All (SS4A) Steering Committee

CC: Eric Johnson, City Manager

Recommendation

Approve nomination of Councilmember Bruce Gaynor to serve on the SS4A Quarterly Steering Committee.

Background

During the June 15 Policy Work Session, it was discussed that Councilmember Bruce Gaynor would be nominated to serve on the SS4A Quarterly steering committee.

We have just begun our Safe Streets for All (SS4A) study, which was recently awarded to Kimley-Horn. They have done several SS4A studies for other Cities and Counties. One of the best practices followed by Kimley-Horn, and highly recommended by the Federal Highway Administration (FHWA), is to establish the SS4A Quarterly Steering Committee. They recommend at least one representative from Council.

Kimley-Horn has provided further recommendations for membership to this steering committee, which are provided in the attachment.

This is to be a 12-month process, and we expect no more than 4 meetings. According to the U.S. Department of Transportation, a successful comprehensive safety action plan includes the following seven key components: Leadership commitment & goal setting, Planning Structure, Safety Analysis, Engagement and Collaboration, Policy and Process Changes, Strategy and Project Selections, Progress and Transparency.

Financial Impact

N/A

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

Goal 3: Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment

- Policy 3-1: Promote safe and efficient transportation for pedestrians, cyclists, transit riders, and drivers
- Policy 3-3: Coordinate transportation improvements with existing and planned development
- Policy 3-7: Create pedestrian-friendly streetscapes through public investment, zoning regulations and design guidelines)

Attachments

- SS4A Recommended Membership List

SS4A Steering Committee Members-Norcross

Function	Organization	Name	Email
Councilmember	City of Norcross	Bruce Gaynor	bruce.gaynor@norcrossga.net
City Manager	City of Norcross	Eric Johnson	eric.johnson@norcrossga.net
Assistnt City Manager	City of Norcross	Tracy Rye-Chapman	tracy.rye-chapman@norcrossga.net
Director of Public Works	City of Norcross	Len Housley	len.housley@norcrossga.net
Procurement-Contracting	City of Norcross	Charlene Marsh	charlene.marsh@norcrossga.net
Roads and Stormwater Superintendent	City of Norcross	Donnie Maxwell	donald.maxwell@norcrossga.net
City Engineer	City of Norcross	Amir Mahfoozpour	amir.mahfoozpour@norcrossga.net
Chief of Police	City of Norcross	Bill Grogan	bgrogan@norcrosspd.com
Division Chief	City of Norcross	Captain Ken Ferguson	kferguson@norcrosspd.com
PD Traffic	City of Norcross	Sgt Benny Pena	benny.pena@norcrosspd.com
Community Development & Planning Director or Representative	City of Norcross	Helen Balch	helen.balch@norcrossga.net
Downtown Manager	City of Norcross	Stephanie Newton	stephanie.newton@norcrossga.net
Director of Finance or Representative	City of Norcross	Jon Robinson	jon.robinson@norcrossga.net
Gwinnett County Fire & Emergency Services Representative	Gwinnett County	Matthew Phillips	matthew.phillips@gwinnettcounty.com
Gwinnett Schools	Gwinnett BOE	Scott Schunk	scott.schunk@gcpsk12.org
Brookhaven Innovation Academy (BIA) Norcross	BIA Norcross	Jennifer Bradley	jbradley@biaschool.org
Engaged Community Member	Norcross Resident	Scott Leslie	dscottleslie@gmail.com
Gwinnett County DOT Representative	Gwinnett County	Jerry Oberholtzer	jerry.oberholtzer@gwinnettcounty.com
GDOT Representative	GDOT	Andrew Cline	acline@dot.ga.gov
ARC Representative	ARC	Bennett Foster	bfoster@atlantaregional.org
Norfolk Southern RR	NFS RR	Conner Poe	conner.poe@nscorp.com
Norfolk Southern RR	NFS RR	Will Miller	william.miller@nscorp.com