

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Monday, March 17, 2025

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Marshall Cheek

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Bruce Gaynor

Live Stream Here:

<https://www.youtube.com/live/Lv6kuL0B0dA>

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

* 551 Sunset Drive Update

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

The Mayor and Council will Consider Appointments to the following Boards, Commissions, or Authorities:

* Discovery Garden Park Board

* Norcross Public Arts Commission

H. Items for Discussion**1. [25-7275](#) Road Resurfacing Prioritization**

Direct the City Manager to provide options for reprioritizing road resurfacing projects.

[Agenda Report - Road Resurfacing Prioritization](#)

2. [25-7263](#) Request for an Authorization for an Out of Cycle Comprehensive Plan Amendment in the Town Center Character Area by John Mansour

A recommendation to deny the request for an out of cycle Comprehensive Plan amendment; to defer amendment consideration to the regular cycle processing period beginning in December 2025, based on the evidence that public notice for the 2045 Comprehensive Plan Update was adequate.

[Agenda Report - Request for an authorization for an Out of Cycle Comprehensive Plan Amendment in the Town Center Character Area by John Mansour](#)

[Concept Plan and Request Letter](#)

[Town Center Character Area](#)

[Character Area Map](#)

[Character Area Permitted Uses Matrix](#)

[Land Use Definitions](#)

3. [25-7264](#) Surplus Vehicles

Approve the surplus of five (5) vehicles.

[Agenda Report - Surplus Vehicles](#)

[Surplus Vehicle Memo from NPD Fleet Manager](#)

[Surplus Vehicle Memo from Public Works Director](#)

4. [25-7265](#) **Switchgear for Public Safety Building**

Approve Reeves Young to purchase the public safety building's electrical switchgear as early release work, ahead of an agreed upon Guaranteed Maximum Price (GMP) for the construction of the public safety building.

[Agenda Report - Switchgear for Public Safety Building](#)

[Reeves Young's contract change order with supporting documentation and three \(3\) vendor bids](#)
5. [25-7266](#) **LED Street Lights Policy**

Adopt a policy that requires the installation and/or retrofit with Dark Sky-compliant light-emitting diode (LED) lamps in street lights.

[Agenda Report - LED Street Light Policy](#)

[Green Communities Measure](#)

[Draft LED Street Lights Policy](#)

[Photo Example of HID vs LED Street light lamps](#)
6. [25-7267](#) **Amendments to the FY25 Budget**

Approve amendments to the adopted FY25 budget totaling \$7,416,975.

[Agenda Report - Budget Amendment for Public Safety Building](#)

[Budget Amendment Entries](#)
7. [25-7268](#) **UDO Revision Feedback**

Provide feedback to staff and the City Attorney for desired code changes in response to the moratoria enacted on March 3, 2025.

[Agenda Report - UDO Revision Feedback](#)
8. [25-7269](#) **Contract Award for HVAC Preventative Maintenance and Services**

Approve contract between the City of Norcross and selected firm at April regular council meeting.

[Agenda Report - Contract Award for HVAC Preventative Maintenance and Services](#)

[RFP PW 25-07 Packet](#)
9. [25-7270](#) **Contract Award for Anamanda Close Headwall Replacement**

Approve contract between the City of Norcross and Professional Pipeline, LLC. For Anamanda Close headwall replacement.

[Agenda Report - Contract Award for Anamanda Close Headwall Replacement](#)

[ITB PW 25-05 Packet](#)

[Bid Tabulation](#)

10. [25-7271](#) **Contract Award for Cured-In-Place Pipe (CIPP) Relining**
Approve a contract between the City of Norcross and Southern Premier Contractors for CIPP relining.

[Agenda Report - Contract Award for Cured-In-Place Pipe \(CIPP\) Relining](#)

[Stormwater Pipe Summary](#)

[ITB PW 25-06 Packet](#)

[Bid Tabulation](#)
11. [25-7272](#) **Contract Award for On-Call Concrete Services**
Approve a contract between the City of Norcross and the selected vendor for on-call concrete services.

[Agenda Report - Contract Award for On-Call Concrete Services](#)

[RFQ PW 25-08 Packet](#)
12. [25-7273](#) **Norfolk Southern (NFS) Lease Agreement-West**
Approve NFS Lease Agreement (West, MP 618.50) and Appropriation of \$85,000 for 2025-2026 Annual Payment.

[Agenda Report - Norfolk Southern \(NFS\) Lease Agreement-West](#)

[NFS Lease Agreement-West MP 618.50](#)
13. [25-7274](#) **Elected Official Accommodations at GMA Conferences and Training**
Authorize the Mayor and City Councilmembers an exemption to travel policy restrictions on using short-term rentals. The exemption would apply only while attending Georgia Municipal Association (GMA) meetings, conferences, and training sessions.

[Agenda Report - Elected Official Accommodations at GMA Conferences and Training](#)
- I. **Adjourn to Executive Session for Personnel, Real Estate, or Legal**
- J. **Signed by:** _____ **Mayor Craig Newton**
- K. **Attest:** _____ **Monique Philip, City Clerk**



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

City of Norcross

Legislation Details (With Details)

File #:	25-7275	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Road Resurfacing Prioritization		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Road Resurfacing Prioritization](#)

Title

Road Resurfacing Prioritization

Drafter

Councilmember Andrew Hixson



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

Agenda Report

To: Mayor and Council

From: Councilmember Andrew Hixson

Meeting Date: March 17, 2025 – Policy Work Session

Item No.: 25-7275

Title: Road Resurfacing Prioritization

CC: Eric Johnson, City Manager

Recommendation Direct the City Manager to provide options for reprioritizing road resurfacing projects.

Background The City prioritized its road resurfacing program needs in 2020 and updated the priority rankings in 2024. Due to the length of the list of remaining projects, and anticipated costs, it would be beneficial to provide Council options for reprioritizing the remaining projects.

Financial Impact: No added cost is anticipated.

Consistent with Comprehensive Plan? Goal 6 - Furthers the City's Tradition of Strong Leadership and High Level of Quality Services.

Next Steps Staff will provide options for reprioritizing projects.

Attachments



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

City of Norcross

Legislation Details (With Details)

File #:	25-7263	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Request for an Authorization for an Out of Cycle Comprehensive Plan Amendment in the Town Center Character Area by John Mansour		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Request for an Authorization for an Out of Cycle Comprehensive Plan Amendment in the Town Center Character Area by John Mansour](#)
2. [Concept Plan and Request Letter](#)
3. [Town Center Character Area](#)
4. [Character Area Map](#)
5. [Character Area Permitted Uses Matrix](#)
6. [Land Use Definitions](#)

Title

Request for an Authorization for an Out of Cycle Comprehensive Plan Amendment in the Town Center Character Area by John Mansour

Drafter

Deborah Rogoff-Era



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

Agenda Report

To: Mayor and Council

From: Deborah Rogoff-Ezra, Community Development Director

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7263

Title: Request for an Authorization for an Out of Cycle Comprehensive Plan Amendment in the Town Center Character Area by John Mansour

CC: Eric Johnson, City Manager

Recommendation:

A recommendation to deny the request for an out of cycle Comprehensive Plan amendment; to defer amendment consideration to the regular cycle processing period beginning in December 2025, based on the evidence that public notice for the 2045 Comprehensive Plan Update was adequate.

Background:

John George Mansour, counsel for Reside Partners, LLC (the "Applicant") has submitted a request to for an out of cycle amendment the City of Norcross 2045 Comprehensive Plan - Town Center Character Area, to reinstate high-density multi-family residential as a permitted land use. (Attachment A). A request for an out of cycle Comprehensive Plan Amendment must be in the form of a letter requesting the consideration of an out of cycle acceptance of the application with a sketch plan and detailed written information on the proposed project as well as detailing the reason for the out of cycle request to Mayor and Council. The request is then be placed on the next available policy and voting meeting agenda of the Mayor and Council for consideration. It is up to a vote of the Mayor and Council to determine if the City will accept the application for the out-of-cycle request. If the request is approved, the applicant must then complete the Comprehensive Plan Amendment application as well as the appropriate zoning application and submit all required documentation and fees as required by the appropriate meeting deadlines before the item is placed on the appropriate agendas for the Planning and Zoning Board and subsequently other agendas for consideration.

The applicant is proposing the Magnolia Grove development, shown in Attachment B. The 3.83-acre site, comprised of an assemblage of parcels, is located at the intersection of Buford Highway and Holcomb Bridge Road, bound on the north by Magnolia Street and to the east by Carlyle Street. The proposed mixed-use concept introduces 233 apartment units with retail on the ground floor along Holcomb Bridge Rd. and 14 townhomes, served by a parking deck with 372 spaces. The applicant has met with the City on several occasions over the past several years to discuss and evaluate the concept. However, the applicant had not submitted any applications to initiate their process prior to the adoption of the 2045 Comprehensive Plan update.

The original concept plan was predicated on the potential for high density residential under the previous 2040 Comprehensive Plan Character Area designation of Town Center, which established a land use policy for planned residential communities offering a variety of housing options.

“High Density Residential North of Buford Hwy shall be limited to the area bound by Lively Ave, Magnolia St, Holcomb Bridge Rd, and Buford Hwy not to exceed 350’ north of the Buford Hwy Centerline.”

The definition for high density residential allowed for development of 8 units per acre and above at the time. The adoption of the 2045 Comprehensive Plan in 2024 retained the Town Center Character Area designation. However, it removed high-density residential from the permitted uses within the Town Center Character Area, limiting it to a medium density residential at 12 dwelling units per acre.

The Applicant requests the opportunity to formally present a proposal to amend the character area to reinstate high-density multi-family residential as an allowable use. The Applicant recognizes that this request is being submitted outside of the normal application cycle for changes to a character area. They are requesting that the Mayor and Council allow for an out-of-cycle review and consideration of this request citing that: due to the locational importance of the property, the significant punitive harm to the Applicant and the property owner; and the fact that the properties were acquired with the expectation that high-density residential uses would be permitted under the 2040 Comprehensive Plan.

The applicant indicates that exclusion of the previously supported high-density residential development potential directly impacts their “ability to pursue responsible development that would complement and enhance the Town Center, in alignment with prior planning efforts and best practices for successful downtown revitalization.” The Applicant further states that the change in permitted density was made administratively and without substantive public dialogue or consideration of the impacts on individual properties, per the following:

“The Applicant and property owner relied on the 2040 Comprehensive Plan in good faith when assembling these properties, and the sudden and unpublicized removal of high-density residential represents an unforeseen and unjust hardship.”

The 2045 Comprehensive Plan Update was conducted in accordance with the Standards and Procedures for Local Comprehensive Planning effective October 1, 2018 and established by the Georgia Planning Act of 1989. The City held the first required public hearing to brief the community on the process to be used to develop the Comprehensive Plan on March 6, 2023, and the City held the second required public hearing to approve transmittal of the draft plan to

Atlanta Regional Commission (ARC) and the State of Georgia Department of Community Affairs for review on January 2, 2024, and adoption public hearings on March 4, 2024, and April 1, 2024.

Supplementing the required public hearings, the following opportunities were available to the public to participate in the development of the Comprehensive Plan:

- Kick-off Public Hearing at a Mayor & Council meeting: March 6, 2023
- Pop-Up #1 at 45 South Cafe: April 8, 2023
- Visioning Survey (Online): Open early April 2023 to early July 2023
- Pop-Up #2 at the Bluesberry Beer and Music Festival: June 24, 2023
- Pop-Up #3 at the Cookout with Council: July 29, 2023
- Pop-Up #4 at Summerour Middle School Curriculum Night: August 22, 2023
- Virtual Public Meeting: September 7, 2023
- Implementation Survey (Online): Open September 7-30, 2023
- Open House: October 19, 2023

The Comprehensive Plan community engagement program was also guided by a 22-member Steering Committee, which met 5 times between March 7, 2023 and January 4, 2024.. Steering Committee meetings were open to the public.

Financial Impact:

Undetermined at this time. Not a budget item

Consistent with Comprehensive Plan?

1. Furthers the City's Tradition of Strong Leadership and High Level of Quality Service

Attachments

1. Concept Plan and Request Letter
2. Town Center Character Area
3. Character Area Map
4. Character Area Permitted Uses Matrix
5. Land Use Definitions

Ayoub, Mansour & Bryant, L.L.C.

Attorneys at Law

The Highland Building
675 Seminole Avenue, Suite 301
Atlanta, Georgia 30307

March 3, 2025

John George Mansour

Direct dial: 404.806.7384

Fax: 404.806.7414

Email: mansour@ayoubmansour.com

VIA Electronic Mail

Mayor and City Council
City of Norcross
65 Lawrenceville Street NW
Norcross, Georgia 30071

RE: Request for Consideration to Amend the Town Center Character Area to Allow High-Density Multi-Family Residential Development

Dear Mayor and Members of the Norcross City Council,

I am writing to formally request that the City of Norcross allow Reside Partners, LLC (the "Applicant") to submit a request to amend the Norcross - Town Center Character Area to reinstate high-density multi-family residential as a permitted land use.

As you are aware, the 2040 Comprehensive Plan for the City of Norcross allowed for high-density residential development within the Town Center Character Area. This designation aligned with the City's vision for a vibrant, mixed-use, and walkable town center, fostering residential density that supports local businesses and creates a thriving, activated core.

However, with the adoption of the 2045 Comprehensive Plan in 2024, high-density residential was removed from the permitted uses within the Town Center Character Area. This significant policy shift was made without any public discussion or deliberation by the City Council specific to this change, and more importantly, without any notice to the Applicant or the affected property owners.

The exclusion of high-density residential directly impacts the Applicant's ability to pursue responsible development that would complement and enhance the Town Center, in alignment with prior planning efforts and best practices for successful downtown revitalization. Given that the change was made administratively and without substantive public dialogue or consideration of the impacts on individual properties, the Applicant respectfully requests the opportunity to formally present a proposal to amend the character area to reinstate high-density multi-family residential as an allowable use.

The Applicant's proposed project, shown in the attached Exhibit "A," consists of a multi-family residential development on an assemblage of land fronting Buford Highway and bounded by Carlyle Street, Magnolia Street, and Holcomb Bridge Road. The project would be made up of approximately 250 residential units, made up of a mix of townhome residential units, and one- and two-bedroom multi-family units. Ample parking would be provided by a structured parking deck to support the new residential and commercial uses. This project would provide needed housing options, as well as additional commercial spaces along Holcomb Bridge Drive and further advance the City's goals for a vibrant, connected, and economically thriving Town Center.

The Applicant recognizes that this request is being submitted outside of the normal application cycle for changes to a character area. Due to the importance of the property, the significant punitive harm to the Applicant and the property owner, and the fact that the properties were acquired with the expectation that high-density residential uses would be permitted under the 2040 Comprehensive Plan, we respectfully request that the Mayor and Council allow for an out-of-cycle review and consideration of this request. The Applicant and property owner relied on the 2040 Comprehensive Plan in good faith when assembling these properties, and the sudden and unpublicized removal of high-density residential represents an unforeseen and unjust hardship.

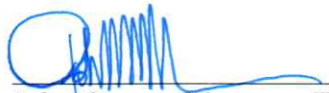
We believe that restoring this designation would not only be consistent with the City's long-standing vision for the Norcross Town Center but would also enhance housing diversity, support economic development, and promote a vibrant, walkable community.

We appreciate your attention to this request and your consideration of this important

matter. We look forward to working collaboratively with the City to find a path forward that supports smart growth, the interests of property owners, and the long-term success of Norcross' Town Center.

Please do not hesitate to contact me should you have any questions or require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John George Mansour', with a stylized flourish extending to the right.

John George Mansour, Esq.
Attorney of Applicant



MAGNOLIA
GROVE
CITY OF NORCROSS

CONCEPTUAL DRAWINGS

DRAWING INDEX

SK-11.0	COVER SHEET
SK-11.1	SITE PLAN
SK-11.2	FLOOR PLAN - LEVEL ONE
SK-11.3	FLOOR PLAN - LEVEL TWO
SK-11.4	FLOOR PLAN - LEVEL THREE
SK-11.5	FLOOR PLAN - LEVEL FOUR
SK-11.6	FLOOR PLAN - LEVEL FIVE
SK-11.7	FLOOR PLAN - LEVEL SIX
SK-11.8	EXTERIOR ELEVATIONS
SK-11.9	EXTERIOR ELEVATIONS
SK-11.10	UNIT PROTOTYPE PLANS
SK-11.11	UNIT PROTOTYPE PLANS
SK-11.12	UNIT PROTOTYPE PLANS
SK-11.13	CONCEPTUAL RENDERINGS
SK-11.14	CONCEPTUAL RENDERINGS

308,576 (5,801 SF) = 302,775 GSF
PENETRATIONS

212,035 RSF - LIVING UNITS
4,127 RSF - RETAIL UNITS
5,216 RSF - STORAGE UNITS

UNIT TYPE	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR	LEVEL FIVE	LEVEL SIX	TOTAL UNITS	SF/ UNIT	TOTAL SF
EFF-A		1					1	622	622
EFF-B		1					1	578	578
EFF-C			1	1	1	1	4	630	2,520
1 BR INLINE	5	7	14	16	16	16	74	800	59,200
1 BR CORNER - A	3	10	10	10	10	10	53	767	40,651
1 BR CORNER - B	2	2	2	2	2	2	12	808	9,696
1 BR MINI		1	1	1	1	1	5	680	3,400
2 BR INLINE	6	7	12	13	13	13	64	1,100	70,400
2BR CORNER LUX - A		1	1	1	1	1	5	1,558	7,790
2BR CORNER LUX - B		2	2	2	2	2	10	1,227	12,270
2BR CORNER - C			1	1	1	1	4	1,226	4,908
GRAND TOTAL	16	32	44	47	47	47	233	910.02	212,035
RETAIL	1,227 + 1,450 + 1,450						3		4,127



MAGNOLIA
GROVE
CITY OF NORCROSS

INTERSECTION
OF
BUFORD HIGHWAY & HOLCOMB BRIDGE ROAD

SK-11.0
LATEST REVISION
OCTOBER 15, 2024

CARLYLE STREET INVESTMENTS, LLC, LLC

PROJECT DATA

PROPOSED rental RESIDENTIAL:
233 UNITS
144 - 1 BEDROOM
83 - 2 BEDROOM
6 - EFFICIENCY

GROSS AREA: 302,775 SF

6 STORY - WOOD FRAMED
TYPE IIIA OVER CONC. PODIUM

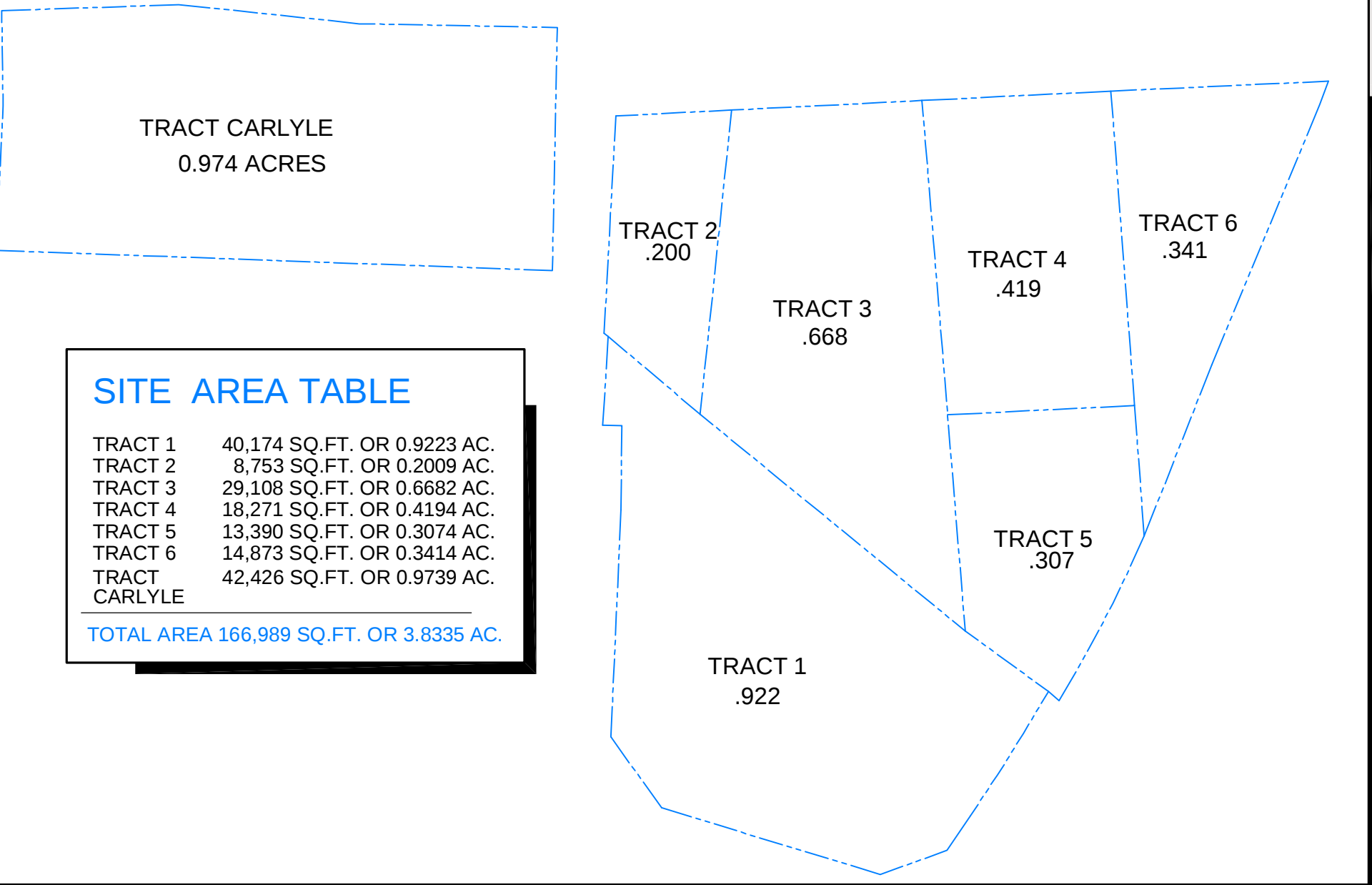
PROPOSED TOWNHOMES:
14 UNITS - 3 BEDROOM

total unit area: 2,410 SF
living area : 1,970 SF
garage area: 420 SF
balcony area: 100 SF min.

RETAIL - 3 UNITS
APROX. 4,127 SF

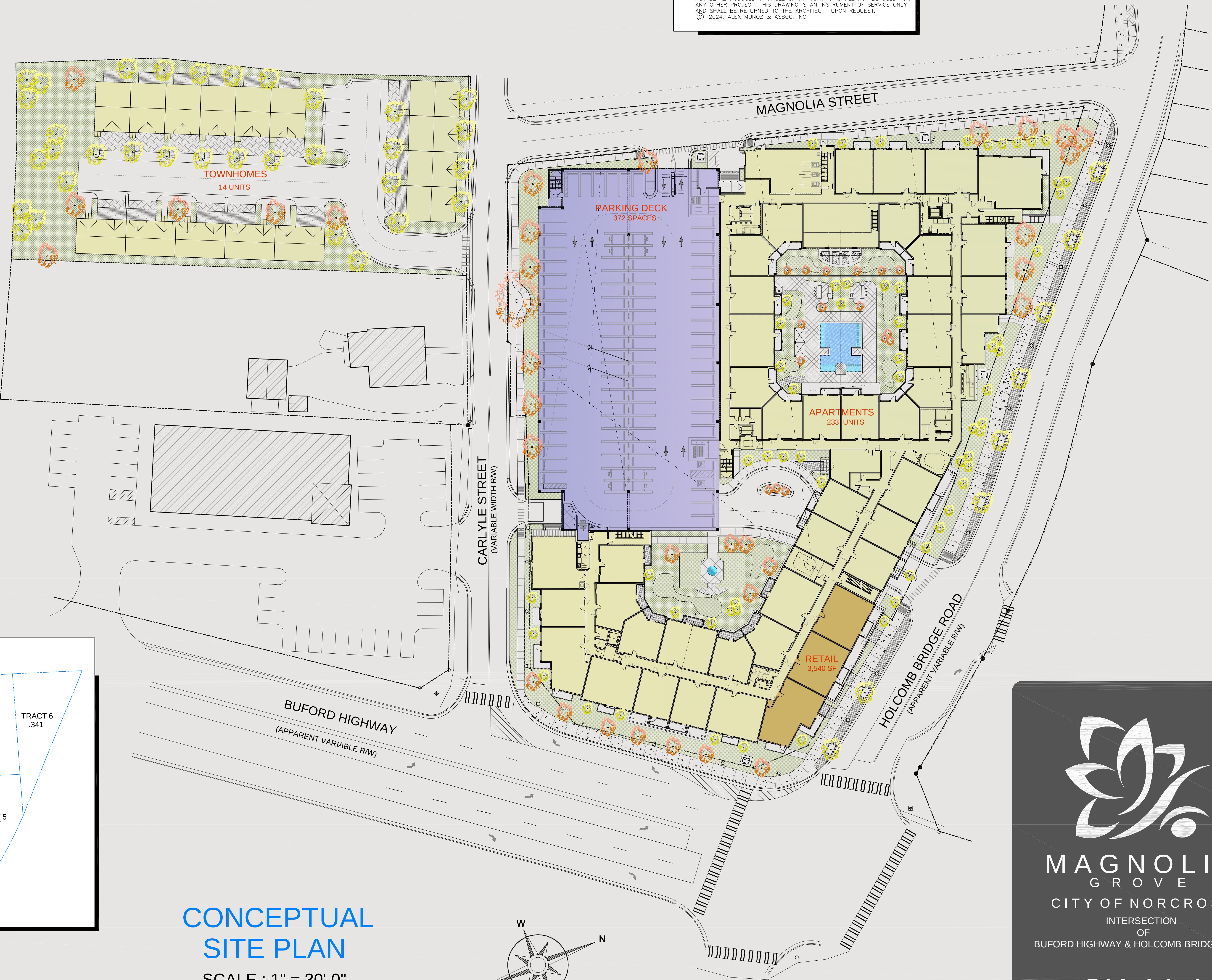
PARKING REQUIRED:
233 UNITS X 1.5 = 350 SPACES
4,127 SF RETAIL (1/200 SF) = 20 SPACES
370 SPACES
TOWNHOME PARKING IS INSIDE OF LOT

PARKING PROVIDED
SURFACE (Townhome VISITOR) = 05 SPACES
PARKING DECK (residential) = 372 SPACES
377 SPACES



NOTE: THIS DRAWING IS FOR CONCEPTUAL PURPOSES ONLY. SITE INFORMATION WAS OBTAINED FROM CLIENT'S DOCUMENTS; FINAL DESIGN MAY VARY, DEPENDING ON ACTUAL TOPOGRAPHY, DRAINAGE, SOILS, SURVEY, ETC. THIS ADDITIONAL DATA AND SITE CONDITIONS COULD CAUSE CHANGES IN PARKING RATIOS AND SPACE AVAILABLE FOR DEVELOPMENT, AND MAY INCREASE ESTIMATED DEVELOPMENT COSTS.

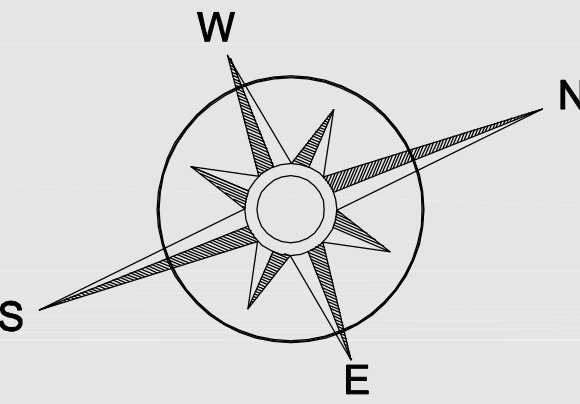
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CONCEPTUAL
SITE PLAN

SCALE : 1" = 30'-0"

0' 30' 60' 90' 120' 150'



MAGNOLIA
GROVE
CITY OF NORCROSS
INTERSECTION
OF
BUFORD HIGHWAY & HOLCOMB BRIDGE ROAD

SK-11.1
LATEST REVISION
OCTOBER 15, 2024

CARLYLE STREET INVESTMENTS,LLC, LLC

CHARACTER AREA 7

TOWN CENTER



Vision

The civic heart of the community, the Town Center offers a wide variety of entertainment, dining, recreational and shopping options. Through redevelopment and public investment, the Town Center character is a destination for the Greater Norcross community:

- Expanded Town Center Area encompasses the Norcross Town Center Plan and the area immediately south of Lillian Webb Park along Buford Highway
- A compatible blend of historic and modern buildings create an economically and environmentally sustainable place to live, work, and visit
- Buford Highway is a vibrant walkable corridor
- From Town Center LCI: “a compelling destination” that “embraces its history while providing a forward-thinking, socially engaging, inclusive, economically and environmentally sustainable place to live, work and visit.”

Appropriate Scale of development and land use policies

- Building height should be limited to 72 feet along Buford Highway
- Maintain historic character of the downtown with building height limited to 24 feet within 250' of the centerline of the railroad

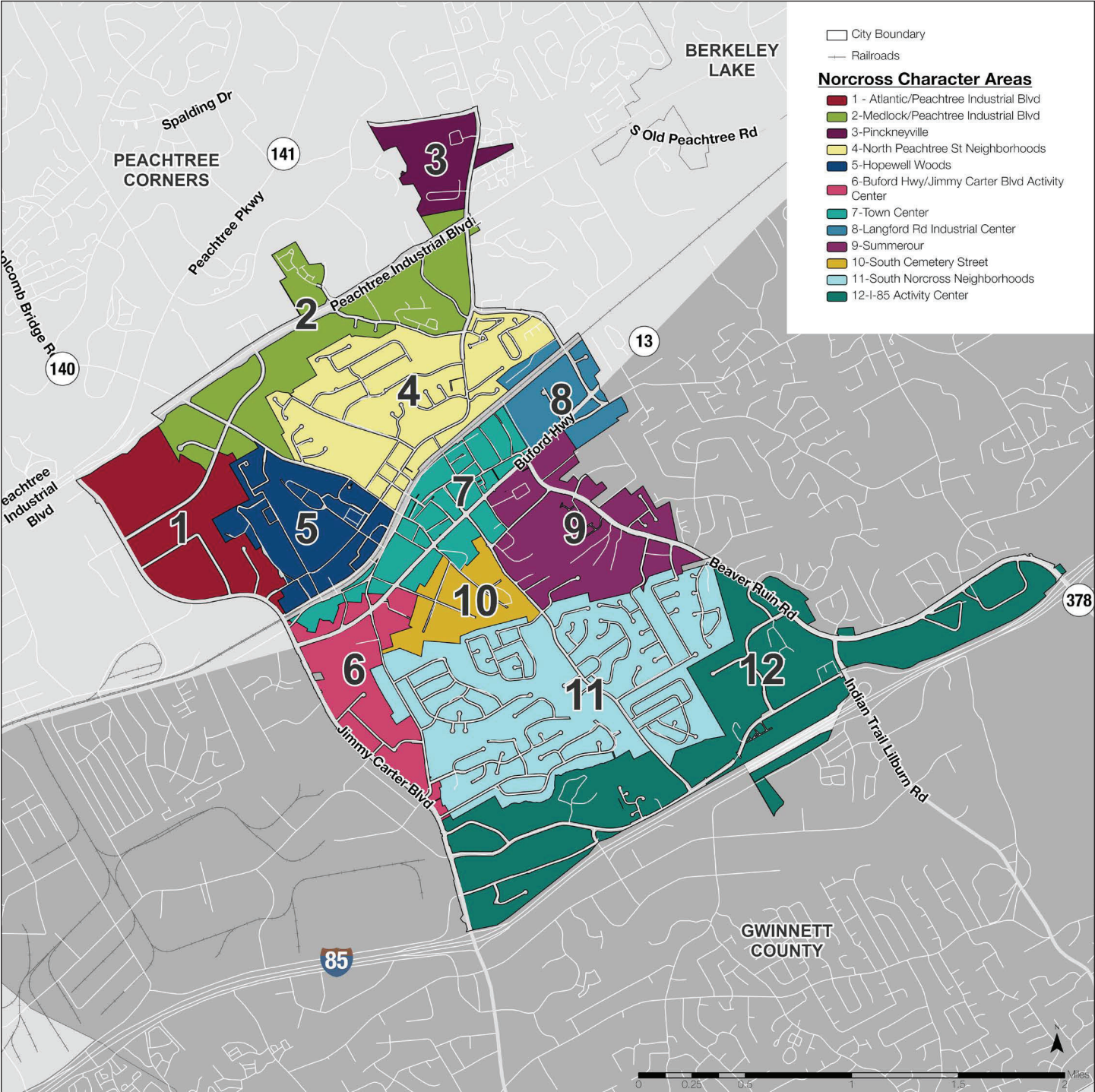
- Commercial uses are encouraged to be local restaurants, small boutique gift shops, and entertainment-oriented uses such as brewpubs
- Planned residential communities offering a variety of housing options
- No new auto-oriented commercial

Implementation Measures

- Create better pedestrian connections across Buford Highway
- Continue to assess need for structured parking
- Implement safe, east-west pedestrian and cyclist connections across Buford Highway
- Continue to program downtown events to support families, children, working professionals, and seniors
- Attract additional commercial uses to the Downtown district
- Pursue targeted redevelopment sites identified in the Downtown Norcross Redevelopment Plan Tax Allocation District #1 – City Center East report



Figure 2.1. Future Development Map



Note

Future annexations will maintain the same character area policies and designations as those adopted by Gwinnett County for a period of at least one year following the effective date of the annexation. After which point, City Council may consider changes.

Attachment: Character Area Map (25-7263 : Request for an Authorization for an Out of Cycle Comprehensive Plan Amendment in the Town

LAND USES BY CHARACTER AREA

The following chart indicates the land uses within each character area.

Table 2.1 Land Uses by Character Area

GENERALIZED USES	1 - Atlantic-PIB (p.16)	2 - Medlock-PIB (p. 18)	3 - Pinckneyville (p. 20)	4 - N Peachtree St Nbhds (p.22)	5 - Hopewell Woods (p.24)	6 - Buford Hwy/JCB (p.26)	7 - Town Center (p.28)	8 - Langford Rd Ind. Ctr. (p.30)	9 - Summerour (p. 31)	10 - S Cemetery St. (p.32)	11 - S Norcross Nbhds (p. 34)	12 - I-85 Activity Ctr. (p.36)
Low Density Residential			■	■	■		■		■		■	
Medium Density Residential		■	■		■	■	■	■	■		■	
High Density Residential	■					■			■		■	■
Planned residential community (mixed housing types allowed)	■		■		■		■		■		■	■
Skilled Nursing Facilities (no rehab)	■	■	■	■	■	■	■		■		■	■
Neighborhood level commercial, studio or office (<5,000 sf)	■	■	■		■		■	■	■		■	
Community level commercial or office (< 50,000 sf)	■	■				■	■	■				■
Regional level commercial or office (>50,000 sf)	■	■				■						■
Heavy commercial (auto related, outdoor storage)								■		■		■
Entertainment related commercial	■	■				■	■					■
Mixed-use (vertical)	■	■	■		■	■	■		■			■
Light industrial and warehousing	■	■				■		■		■		■
Heavy industrial												■
Places of assembly	■	■	■	■	■	■	■	■	■	■	■	■
Transportation, Communication, Utilities	■	■	■	■	■	■	■	■	■	■	■	■
Parks and Recreation	■	■	■	■	■	■	■	■	■	■	■	■

Land Use Definitions

Low Density Residential - land used for single family housing and customary accessory structures on individual parcels up to and including 4 dwelling units per acre.

Medium Density Residential - land occupied by residential uses and customary accessory uses at a density up to and including 12 dwelling units per acre.

High Density Residential - land occupied by residential uses and customary accessory uses at a density over 12 units per acre.

Planned residential community (mixed housing types allowed) – a residential development whose essential features are a definable boundary, and a consistent, but not necessarily uniform character. Such developments may include a variety of housing types and typically share common recreational amenities, and private covenants, conditions, and restrictions enforced by a homeowners' association.

Skilled Nursing Facilities (excluding rehabilitation services) - a facility consisting of three or more rooms, the occupancy of which is limited to persons that need assistance with daily activities. The facility may include medical facilities or care.

Neighborhood level commercial, studio or office (<5,000 sf) - Neighborhood focal points with a concentration of small commercial, civic, and public activities. Uses within Neighborhood level commercial, studio, or office are intended to be local-serving.

Community level commercial or office (< 50,000 sf) - Business oriented developments containing a mix of commercial, professional, civic, or public uses designed to accommodate commercial uses serving several adjacent neighborhoods. Individual structures are less than 50,000 sf

Regional level commercial or office (>50,000 sf) - Business oriented development containing a mix of mid to high rise commercial, professional, civic and public uses accommodating the needs of the community and surrounding region.

Heavy commercial (auto related, outdoor storage) - Auto and truck repair shops, auto sales, and other auto related uses that include outdoor storage.

Entertainment related commercial - Downtown restaurants, brewpubs, small specialty commercial, professional office, civic and public uses. Central gathering places for the community.

Mixed-use (vertical) - A mixed-use, live/work/play district that provides a venue for gatherings, events, and civic activities.

Light industrial and warehousing - Clean, light industrial uses that have minimal impact on nearby residential use are encouraged, as well as transportation/ warehousing/ distribution uses carefully planned to avoid freight traffic impacts on residential areas.

Heavy industrial - Traditional manufacturing, junkyards, intense industrial uses that may generate adverse effects not compatible with residential areas.

Places of assembly - meeting places at which the public or membership groups are assembled regularly, including but not limited to schools, places of worship, theaters, auditoriums, funeral homes, and stadiums.

Transportation, Communication, Utilities - Power Stations, Airports, Public Utility Facilities, communication towers (if located on their own parcel)

Parks and Recreation - Public parks, and private recreation areas held in common ownership, as well as conservations areas legally protected from future land disturbance.



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

City of Norcross

Legislation Details (With Details)

File #:	25-7264	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Surplus Vehicles		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Surplus Vehicles](#)
2. [Surplus Vehicles Memo from NPD Fleet Manager](#)
3. [Surplus Vehicle Memo from Public Works Director](#)

Title
Surplus Vehicles

Drafter
Bill Grogan



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

Agenda Report

To: Mayor and Council

From: Bill Grogan, Chief of Police

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7264

Title: **Surplus Vehicles**

CC: Eric Johnson, City Manager

Recommendation

Approve the surplus of five (5) vehicles.

Background

The Norcross Police Department has four (4) police patrol vehicles that are no longer in service, having reached end of life in our replacement schedule tracking system. In addition, the City of Norcross Public Works Department has one (1) vehicle that is no longer in service, having reached end of life and is no longer in service due to the high cost of repairs and vehicle conditions.

Financial Impact:

None

Consistent with Comprehensive Plan?

Yes, goals 2 and 6 are specific to providing a safe environment and a high level of quality services for the city.

Attachments

Surplus Vehicle Memo from NPD Fleet Manager
 Surplus Vehicle Memo from Public Works Director

Next Steps

Council approval / Vote

Update

N/A



NORCROSS POLICE DEPARTMENT

BILL GROGAN, CHIEF OF POLICE

TO: Captain Robert Braud

FROM: Amanda Klopfer, Fleet Manager

DATE: February 4, 2025

SUBJECT: Request to Surplus Vehicles

The following 4 vehicles are the property of the City of Norcross Police Department and have reached end of fleet life and are no longer in service due to high cost of repairs, high mileage, and/or vehicle conditions. I would like to request to surplus them.

1. **2016 Dodge Ram 1500.** Unit 934, VIN:1C6RR7FT8GS320454 Mileage: 116,987
Maintenance: starts and runs when jumped, high mileage
2. **2015 Dodge Ram.** Unit 968, VIN:1C6RR7FT2FS659354 Mileage: 96,113
Maintenance: starts and runs when jumped, AC not working, high mileage
3. **2015 Dodge Ram.** Unit 959, VIN:1C6RR7FT4FS554959 Mileage: 112,500
Maintenance: Engine camshaft worn out, causing erratic valve lift & misfires. As a consequence, poor combustion & valve train tapping noises. High mileage
4. **2012 Dodge Caravan.** Unit CSI, VIN: 2C4RDGBG1CR268936 Mileage: 93,597
Maintenance: Transmission needs to be replaced as well as left and right tie rods.

Attachment: Surplus Vehicles Memo from NPD Fleet Manager (25-7264 : Surplus Vehicles)



NORCROSS PUBLIC WORKS DEPARTMENT
LEN HOUSLEY, DIRECTOR

TO: Eric Johnson, City Manager

FROM: Len Housley, Public Works Director

DATE: March 5, 2025

SUBJECT: Request to Surplus Vehicle

1. The vehicle listed is real property of the City of Norcross Public Works Department and has reached end of fleet life and is no longer in service due to high cost of repairs and vehicle conditions.

2. Request to surplus: 2011 Ford F450, Unit PW19, VIN: 1FDOW4GY5BEA59614, Date acquired 7/212010, Mileage 38,700

Justification: The vehicle will be 15 years old in service on 2 July 2025. The vehicle requires extensive engine work, most likely a complete rebuild, or new motor. During the FY2025 budget submission, M&C approved a Vehicle CIP replacement up to \$95,000.

Attachment: Surplus Vehicle Memo from Public Works Director (25-7264 : Surplus Vehicles)



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

City of Norcross

Legislation Details (With Details)

File #:	25-7265	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Switchgear for Public Safety Building		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Switchgear for Public Safety Building](#)
2. [Reeves Young's contract change order with supporting documentation and three \(3\) vendor bids](#)

Title

Switchgear for Public Safety Building

Drafter

Bill Grogan



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

Agenda Report

To: Mayor and Council
From: Bill Grogan, Chief of Police
Meeting Date: March 17, 2025 – Policy Work Session (PWS)
Item No.: 25-7265
Title: **Switchgear for Public Safety Building**
CC: Eric Johnson, City Manager

Recommendation

Approve Reeves Young to purchase the public safety building's electrical switchgear as early release work, ahead of an agreed upon Guaranteed Maximum Price (GMP) for the construction of the public safety building.

Background

Due to supply chain issues and demand, receiving this equipment from the date of order can take upwards of 60+ weeks. Since this equipment is essential to energizing the building, delays in its delivery can push back the entire construction timeline, delaying occupancy. Early procurement will alleviate delays to the schedule on the back end.

Because this is being purchased in advance of the GMP, we are presenting it for approval early/separately as early release work. The costs will be included as part of the GMP presented to you next month.

(The switchgear is a critical component of a building's electrical distribution system. It consists of disconnect switches, fuses, circuit breakers, and other devices to distribute the electrical load throughout the building.)

Financial Impact:

\$163,219.00 – Special Investigations Fund budget

Consistent with Comprehensive Plan?

Yes, goals 2 and 6 are specific to providing a safe environment and a high level of quality services for the city.

Attachments

Reeves Young's contract change order with supporting documentation and three (3) vendor bids.

Next Steps

Council approval / Vote

Update

N/A

CCO2 – Switchgear Early Release Package

City of Norcross Public Safety Building

6025 Buford highway
Norcross, GA 30071
March 10, 2025



INDEX

- 01 Cost Estimate
- 02 EXHIBIT A – Qualifications
- 03 EXHIBIT B – Scope Checklist

1

CCO2 – Switchgear Early Release Package
Cost Estimate
March 10, 2025

City of Norcross Public Safety Building





2025-03-10

Total Building Area (GSF): 41,031

DESCRIPTION		\$/GSF	TOTAL
01 - GENERAL CONDITIONS		\$0.08	\$3,332
26 - ELECTRICAL		\$3.66	\$150,000
Direct Cost Subtotal		\$3.74	\$153,332
Builders Risk Insurance - Non-Combustible New Construction	0.095%	\$0.00	\$155
General Liability Insurance	0.80%	\$0.03	\$1,306
Payment & Performance Bond	0.70%	\$0.03	\$1,143
Construction Contingency	2.00%	\$0.07	\$3,067
Reeves Young Fee	2.75%	\$0.10	\$4,217
Indirect Cost Subtotal		\$0.24	\$9,887
ESTIMATE TOTAL		\$3.98	\$163,219

Attachment: Reeves Young's contract change order with supporting documentation and three (3) vendor bids (25-7265 : Switchgear for Public



2025-03-10

Total Building Area (GSF): 41,031

DESCRIPTION	QUANTITY	UNIT	TOTAL
01 - GENERAL CONDITIONS			
010000 - General Conditions			
Construction General Conditions - Construction Salary - Project Manager	34.00	hr	\$98.00
<i>PM time for submittals and contract admin</i>			\$3,332
Subtotal - 010000 - General Conditions			\$3,332
Subtotal - 01 - GENERAL REQUIREMENTS			\$3,332
26 - ELECTRICAL			
260000 - Electrical			
Electrical Scope	1.00	Isum	\$150,000.00
<i>Submittals and material for early release of the building gear</i>			\$150,000
Subtotal - 260000 - Electrical			\$150,000
Subtotal - 26 - ELECTRICAL			\$150,000

Attachment: Reeves Young's contract change order with supporting documentation and three (3) vendor bids (25-7265 : Switchgear for Public

2

CCO2 – Switchgear Early Release Package
EXHIBIT A – Qualifications
March 10, 2025

City of Norcross Public
Safety Building





QUALIFICATIONS & EXCLUSIONS

NORCROSS PUBLIC SAFETY BUILDING – CCO#2

DIVISION 1 - GENERAL REQUIREMENTS

Qualifications:

1. The cost included in this component change order covers the early release of material procurement for the building's 1600A switchboard only. All other components will be captured within the final building GMP.
2. Unless otherwise noted herein, the scope of the work corresponding to this pricing is consistent with the documents as prepared by CROFT & Associates. Outlined herein are the changes and/or clarifications to the scope of work required by these contract documents which are a result of negotiations, clarifications, and design review responses and shall supersede all previous documentation.
3. Cost breakouts are included for accounting purposes only and are not stand-alone prices.
4. The Contract Agreement between Reeves Young (RY) and the Owner shall supersede and prevail for any conflicts between the contract documents and the Construction Agreement that are not addressed in this pricing.
5. Electronic Documents will be provided to RY at no cost.
6. Scheduling shall be compiled and issued in a standard CPM format using Microsoft Project.
7. Cost is included for Builders Risk Insurance.
8. Cost is included for General Liability Insurance.
9. Cost is included for a Payment and Performance Bond.

Exclusions:

1. Cost loaded schedule
2. Davis-Bacon wage rates
3. Engineering design fees and costs
4. Owner Protective Insurance Policy
5. Workmanship Warranty over one (1) year
6. Owner Contingency
7. Escalation Contingency
8. Subcontractor payment and performance bonds

DIVISION 26 - ELECTRICAL

Qualifications:

1. Cost is included for the 1600A switchboard as manufactured by Square D (Schneider Electric) or Eaton.

Exclusions:

1. None at this time.

3

CCO2 – Switchgear Early Release Package
EXHIBIT B – Scope Checklist
March 10, 2025

City of Norcross Public
Safety Building



Project: **Norcross Public Safety Building - GMP**
 Scope: **Electrical**
 Estimator: **AS**
 Revision: **REV00**

J&I Cordon

Anthony Merida
 770-696-9786
anthony@cordonelectric.com

\$150,000.00
\$0.00
\$0.00
\$150,000.00

ES&C of GA

Jonathan Levy
 305-527-85862
jonathan@escofga.com

\$151,150.00
\$0.00
\$0.00
\$151,150.00

Dean Electric

Andy Garner
 404-799-1234
agarner@deanelectricco.com

\$153,708.50
\$0.00
\$0.00
\$153,709.00

LINE	Q/E			AMOUNT			AMOUNT			AMOUNT	
1		BASE BID		\$ 150,000.00			\$ 151,150.00			\$ 153,708.50	
2		Bid includes all cost for a turnkey scope including labor, materials, equipment, supervision, management and insurance. This scope checklist is a guideline of items to be included in your proposal. You are expected to include a complete scope of work in accordance with the Contract Documents and as required for a complete and functional installation of this scope.	✓			✓			✓		
3		Bid is in strict accordance with the following plans (including all notes pursuant to your scope):	✓			✓			✓		
4		- Pricing Set Documents as prepared by Croft & Associates dated 01/10/2025	✓			✓			✓		
5		- Specifications as prepared by Croft & Associates dated 01/10/2025	✓			✓			✓		
6		Bid is in strict accordance with ALL project specifications especially the specific sections listed below:	✓			✓			✓		
10		- 260000 - Electrical	✓			✓			✓		
19		GENERAL REQUIREMENTS									
25		Cost is included for ALL Sales Tax - 6%	✓			✓			✓		
26		Long Lead Items	✓	52 Weeks		✓	60 Weeks		✓	52 Weeks	
32		Bid in Accordance with Applicable Codes and Standards	✓			✓			✓		
37		SCOPE OF WORK									
38		Order Complete 1600A MDP	✓			✓			✓		
39		All required submittals	✓			✓			✓		
130											
131		Payment & Performance Bond	✕	N/A		✕	N/A		✕	N/A	

Attachment: Reeves Young's contract change order with supporting documentation and three (3) vendor

ESTIMATE

J & I Cordon Electric, LLC
 2996 Lawrenceville Hwy
 Lawrenceville, Georgia 30044

quickbooks@cordonelectric.com
 +1 (770) 682-1706
 www.cordonelectric.com

**Bill to**

REEVES YOUNG
 45 Peachtree Industrial Boulevard
 Sugar Hill, GA 30518
 United States

Ship to

Norcross Public Safety Building
 6025 Buford Highway,
 Norcross, GA 30071,
 United States of America

Estimate details

Estimate no.: 24810
 Estimate date: 03/05/2025

Description	Qty	Rate	Amount
Gear Breakout	1	\$145,000.00	\$145,000.00
Gear..... • SquareD Switchgear (1) 1600A Pow-R-Line Xpert Switchboard, 480Y/277V, 3-Phase, 4-Wire, 65kA Interrupt Rating, with 1600A Main Breaker (PXR20 LSIG Trip Unit, ARMS, (5) 3/0-750 kcmil). All other gear as per pg. E-501.			
• Gear Submittals	1	\$5,000.00	\$5,000.00
Total			\$150,000.00

Accepted date

Accepted by

Attachment: Reeves Young's contract change order with supporting documentation and three (3) vendor bids (25-7265 : Switchgear for Public

ESTIMATE

ES&C of GA, Inc.
1861 Trinity Creek Drive
Dacula, GA 30019

Jonathan@escofga.com
+1 (305) 527-8862

Bill to
Reeves Young
45 Peachtree Industrial Blvd,
Sugar Hill, GA 30518,
United States of America

Estimate details

Estimate : Norcross Public Safety

Estimate no.: 1106-R
Estimate date: 03/05/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Services	Norcross Public Safety	1	\$151,150.00	\$151,150.00
		Breakout for Gear:			
		SWBD Lead Time = 60 Weeks			
		PRL1 Lead Time = 24 Weeks			

Total **\$151,150.00**

Note to customer

We appreciate your business and look forward to being you preferred Electrical Contractor.

Accepted date

Accepted by

Attachment: Reeves Young's contract change order with supporting documentation and three (3) vendor bids (25-7265 : Switchgear for Public



Dean Electric Company, Inc.

Page 1

March 05, 2025

Adam Scott
Reeves Young
45 Peachtree Industrial Pkwy
Sugar Hill, GA

RE Norcross Public Safety
"Early Release" Proposal

Adam,

Thank you for the opportunity to provide you with a proposal for project referenced above. Please see below for clarifications, inclusions, exclusions and qualifications.

Base Proposal \$153,708.50

1. Distribution Equipment \$153,708.50

Specifically Included

- All applicable sales tax
- Purchase of Equipment as indicated
- Submittals and Shop Drawings

Specifically Excluded

- Bond Premium, add 1% if required
- Infrastructure installation
- Installation of Equipment

Please let me know if you have any questions concerning our inclusion, exclusions or clarifications.

Cordially,

Andy Garner Sr.
Dean Electric Company, Inc.
agarner@deanelectricco.com



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

City of Norcross

Legislation Details (With Details)

File #:	25-7266	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	LED Street Lights Policy		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - LED Street Light Policy](#)
2. [Green Communities Measure](#)
3. [Draft LED Street Lights Policy](#)
4. [Photo Example of HID vs LED Street Light Lamps](#)

Title
LED Street Lights Policy

Drafter
Jalia Killings



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

AGENDA REPORT

To: Mayor and Council

From: Jalia Killings, Planner-GIS/Sustainability

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7266

Title: LED Street Light Policy

CC: Eric Johnson, City Manager

Recommendation

To adopt a policy that requires the installation and/or replacement with Dark Sky-compliant light-emitting diode (LED) lamps in street lights.

Background

The City of Norcross has the opportunity to receive credit (5 points) under Measure 10: Government LED Street Lights for its Green Communities Renewal in May 2025. Currently, Norcross Power, already has installs LED fixtures in new fixtures, and replaces failed HID fixtures with LEDs. To date, Norcross Power has replaced approximately 250 HID light fixtures with LED light fixtures.

Financial Impact

There is no additional financial cost by adopting this policy.

It is estimated, that since making the conversions, the life expectancy of the fixture (offset by the higher cost) benefits up to \$50,000 annually due to less repair & maintenance costs to include staff and equipment.

Consistent with 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
3. Increases Opportunities for Travel via Different Modes within and Outside the Community
4. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

Green Communities Measure
 Policy Draft
 Photo Example of HID vs LED Street light lamps

Energy Efficiency

10) Government LED Street Lights

Points: 5

Install or retrofit with Dark Sky-compliant light-emitting diode (LED) lamps in street lights.

DESCRIPTION OF MEASURE

The local government has an established plan to retrofit existing street lights maintained by the local government with LED lamps. At a minimum, 25 percent of the existing street lights in the jurisdiction must have LED lighting when documents are submitted for Green Communities Certification. Additionally, a plan must exist that ensures all street lights maintained by the local government will be retrofitted within four years. If a local government does not own and maintain all of its street lights, the requirements of this measure can be met if the local government can demonstrate that the street lights within the boundaries of its jurisdiction are being retrofitted through a partnership with another entity (Georgia Power, a local co-op, or other).

LEDs must be Dark Sky-compliant and have the appropriate color temperature for the area's use. For example, warm light LEDs between 2700 – 3000 Kelvin in residential areas. LEDs are brighter than older outdoor lighting technologies and thinning, or "delamping," of retrofitted areas should be implemented to control for glare and light pollution. Newly-installed street light structures should be designed and placed to reduce glare and spill-over (or "trespass") onto private property.

DOCUMENTATION REQUIRED FOR CREDIT

- ☐ A copy of the policy to install only LED lamps in street lights with date of adoption
- ☐ Total number of street lights and number of street lights that have already been retrofitted
- ☐ A description of the plan to retrofit existing street lights with LED lamps within 4 years

EXAMPLES OF IMPLEMENTATION

Example #1: The City of Alpharetta Public Works and Finance departments worked with Georgia Power in 2018 to begin conversion of 4,400+ streetlights from high-pressure sodium to high-efficiency LED lights. The city estimated that it would save \$81,200+/year by lowering energy use and maintenance costs.

Example #2: Cobb County and Cobb EMC began a 5-year transition of 60,000 streetlights to LED in 2018. This retrofit project includes the installation of advanced metering infrastructure (AMI) that allows the utility to program lights for emergency situations, monitor real-time energy consumption, and be immediately alerted to outages.

ADDITIONAL INFORMATION

The U.S. Department of Energy released an [Outdoor Lighting Challenges and Solution Pathways](#) report in March 2016. This report not only presents resources, statistics, and case studies, but also highlights Georgia Power's LED streetlights program on page 18. The American Council for an Energy-Efficient Economy's [Local Government-Utility Partnership Strategies](#) provides a section specific to Partnerships for Reducing Energy Use in Public Outdoor Lighting. In addition, the [International Dark-Sky Association](#) provides a basic outdoor lighting guide to help communities reduce unnecessary lighting glare and trespass.

Georgia Power offers a [Governmental LED Roadway Lighting](#) program and contact person to help willing jurisdictions transition to LED street lighting, and [EMC Coweta-Fayette](#) also offers an array of outdoor LED lighting options.

RECERTIFICATION SUBMISSION REQUIREMENTS

Provide documentation demonstrating that the local government has retrofitted all existing street lights in the jurisdiction with LED lighting. If possible, please provide any information the local government has on the energy savings, reduction in greenhouse gas emissions, or other measurable benefits achieved as a result of these retrofits.

City of Norcross

LED Street Light Policy

I. Policy Statement

Any new City of Norcross streetlights installed shall be Light Emitting Diode (LED) fixtures, where applicable. Additionally, as existing City of Norcross High-Intensity Discharge (HID) fixtures street lights fail, Norcross Power will replace those failed fixtures with LED fixtures.

II. Purpose

The City of Norcross is committed to reducing its energy consumption and overall environmental impact. The purpose of this policy is to install energy efficient LED lamps to reduce light pollution, carbon emissions, and energy costs.

IV. Description

LED lamps installed will be Dark Sky-compliant and have the appropriate color temperature for the area's use. Newly-installed street light structures should be designed and placed to reduce glare and spill-over (or "trespass") onto private property.

III. Definitions

Dark Sky-compliant: An outdoor lighting fixture achieves dark sky compliance when it receives the IDA (International Dark-Sky Association) Seal of Approval.

HID lamp: An HID, High-Intensity Discharge, lamp is a type of discharge lamp where the emitted light is produced by the passage of an electric current through a gas concentrated in an arc tube.

LED lamp: An LED, Light Emitting Diode, lamp is a type of solid-state lighting that uses a semiconductor to convert electricity into light

Light Pollution: is the human-made alteration of outdoor light levels from those occurring naturally.

V. Exceptions

Street lights that are not maintained by the City of Norcross are exempt from this policy.

VI. Implementation & Education

Norcross Power & Norcross Public Works Staff will oversee the replacement process and ensure that all street lighting installations comply with the new policy.

The City will communicate the benefits of the policy to staff, residents and business via the City website, newsletters, and electronic messaging.

VII. References

Atlanta Regional Commission, U.S. Department of Energy, Dark Sky International



Pictured is an example of HID and LED street lights along Hunter St;
Orange colored lights are HID, and the whiter color lights are LED.

Attachment: Photo Example of HID vs LED Street Light Lamps (25-7266 : LED Street Lights Policy)



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

City of Norcross

Legislation Details (With Details)

File #:	25-7267	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Amendments to the FY25 Budget		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Reports - Amendments to the FY25 Budget](#)
2. [Budget Amendment Entries - Update](#)

Title

Amendments to the FY25 Budget

Drafter

Jon Robinson



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

AGENDA REPORT

To: Mayor and Council

From: Jon Robinson, Finance Director

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7267

Title: Amendments to the FY25 Budget

CC: Eric Johnson, City Manager

Recommendation:

Approve amendments to the adopted FY25 budget totaling \$7,416,975.

Background:

General Fund –

1. Accept and appropriate from GDOT for the resurfacing of Atlantic Blvd
2. Appropriate from Mayor and Council contingency for an unbudgeted Norfolk Southern lease
3. Appropriate an unplanned replacement of IT switches (previously approved by Council)

Special Investigations Fund –

4. Updates the estimate of RedSpeed revenue and the fees associated with operating the system. Eliminates a budgeted contingency line item and debt, by appropriating funds for technical and other professional services associated with the design and project management for the Public Safety Building and appropriates \$6 million in fund balance along with remaining appropriations for initial construction costs associated with the building. One or more additional budget amendments will be brought to the Mayor and Council as part of the future financing for the building.

Financial Impact:

In each case, funds are either being moved to the appropriate account (i.e. to the department that will incur the expenditure/expense) with no change in the overall budget.

Consistent with Comprehensive Plan?

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

Attachments:

Budget Amendment Entry

Finance Department Budget Adjustment Entry

Purpose: To appropriate from Mayor & Council contingency for an unbudgeted Norfolk Southern Lease.

Effective Date: 4/7/2025

Description	Account Number	Increase	Decrease
Public Works, Norfolk Southern Railway	100-5.4100.522310	85,000	
Mayor & Council, Contingencies	100-5.1310.579000		85,000
	Totals	85,000	85,000

This budget amendment increases both a revenue and expenditure account so there is a net zero impact to budget.

Finance Department Budget Adjustment Entry

Purpose:	To accept and appropriate from GDOT for the resurfacing of Atlantic Blvd.
----------	---

Effective Date:	4/7/2025
-----------------	----------

Description	Account Number	Increase	Decrease
Public Works, LMIG	100-5.4100.542374	695,940	
Mayor & Council, Contingencies	100-5.1310.579000		695,940
	Totals	695,940	695,940

This budget amendment increases both a revenue and expenditure account so there is a net zero impact to budget.

Finance Department Budget Adjustment Entry

Purpose:	To appropriate an unplanned replacement of IT switches (previously approved by Council)
----------	---

Effective Date:	4/7/2025
-----------------	----------

Description	Account Number	Increase	Decrease
IT, Small Equipment	100-5.1535.531600	75,000	
Mayor & Council, Contingencies	100-5.1310.579000		75,000
	Totals	75,000	75,000

This budget amendment increases both a revenue and expenditure account so there is a net zero impact to budget.

Finance Department Budget Adjustment Entry

Purpose:	Budget amendments for Special Investigations Fund
----------	---

Effective Date:	4/7/2025
-----------------	----------

Description	Account Number	Increase	Decrease
Special Investigations, Professional Services - Other	210-5.3210.521305	350,000	
Special Investigations, Professional Services - Tech	210-5.3210.521300	170,000	
Special Investigations, Dues and Fees	210-5.3210.523600	960,000	
Special Investigations, Contingencies	210-5.3210.579000		1,541,035
Special Investigations, Debt Services	210-5.3210.581001		1,100,000
Special Investigations, Buildings and Improvements	210-5.3210.541300	6,561,035	
Special Investigations, Red Speed Fines	210-352015		600,000
Special Investigations, Fund Balance	210-134200		4,800,000
	Totals	8,041,035	8,041,035

This budget amendment increases both a revenue and expenditure account so there is a net zero impact to budget.



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

City of Norcross

Legislation Details (With Details)

File #:	25-7268	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	UDO Revision Feedback		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - UDO Revision Feedback](#)

Title

UDO Revision Feedback

Drafter

Tracy Rye

William Diehl, TOKEN, City Attorney



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

AGENDA REPORT

To: Mayor and Council

From: William Diehl, TOKN, City Attorney
 Tracy Rye, AICP, Assistant City Manager

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7268

Title: UDO Revision Feedback

CC: Eric Johnson, City Manager

Recommendation

Provide feedback to staff and the City Attorney for desired code changes in response to the moratoria enacted on March 3, 2025.

Background

The City Council adopted moratoria on the implementation of the use of new public and new private roads in the City until clarifying language is developed, vetted, and adopted through normal, advertised public hearing avenues (Planning and Zoning Board and Mayor and Council).

A number of processes in addition to the use of public and private roads have been identified by Staff as needing some clarification throughout this exercise:

- Preliminary Plat—Administrative Process and formal Mayor and Council Process
- Exemption Plat/Minor Subdivision Plat—Value of Continued Use
- Final Plat—Continuing Mayor and Council Process in addition to Administrative Process
- Use of Private Roads and clarifying when their use is considered for approval by Mayor and Council (Rezoning, Special Use Permit, Preliminary Plat Process)
- The value of continuing to have adopted Gwinnett County development standards, vs importing and modifying them into the City UDO or some other generally acceptable standards
- Development and adoption of standards for a variety of types of roads to include design specifications on asphalt thickness, sidewalks, landscape beauty strips, curb and gutter type

Are there additional items Mayor and Council would like to have reviewed?

Financial Impact

Clarity in these areas will lead to improved project designs that will hopefully ultimately lead to a positive financial impact to the tax base overall.

Consistent with Comprehensive Plan?

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

Attachments

N/A

Next Steps

Based on feedback received, City Staff including Public Works, Community Development, City Manager, Assistant City Manager, and City Attorney will begin to draft ordinance changes for review and consideration.



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

City of Norcross

Legislation Details (With Details)

File #:	25-7269	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Contract Award for HVAC Preventative Maintenance and Services		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Contract Award for HVAC Preventative Maintenance and Services](#)
2. [RFP PW 25-07 Packet](#)

Title

Contract Award for HVAC Preventative Maintenance and Services

Drafter

Charlene Marsh



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

AGENDA REPORT

To: Mayor and Council

From: Charlene Marsh, Procurement & Capital Projects Manager

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7269

Title: Contract Award for HVAC Preventative Maintenance and Services

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

Recommendation

Approve contract between the City of Norcross and selected firm at April regular council meeting.

Background

The City of Norcross currently contracts HVAC preventative maintenance and service with MaxAir. The city's contract with MaxAir, initially entered in 2019, has reached its maximum renewal term of 5 years (expiring April 2025). The Department of Public Works issued a Request for Proposals for HVAC Preventative Maintenance and Service for an initial contract term of one year with renewals up to 5 years.

RFP submissions were due on Friday, March 7, 2025, and the City received six responsive proposals. An evaluation committee comprised of City employees will meet to discuss individual and aggregate scores during the week of March 17, 2025. The committee will conduct evaluation based on the following criteria, as advertised in the RFP document:

- Experience & Qualifications (40 points)
- Method & Approach (25 points)
- References (15 points)

Following the committee's review, weights will be allocated to each firm's score based on the sealed cost proposal (maximum 20 points). Final scores will be calculated based on a combination of the composite scores (experience and qualifications, references, and method & approach), and a staff recommendation at the April regular council meeting will be for the firm with the highest total score.

Financial Impact

Annual HVAC preventative maintenance costs dependent upon cost proposal of selected contractor.

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

1. Continues to define Norcross' sense of place
2. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

RFP PW 25-07 Packet



City of Norcross
Department of Public Works

REQUEST FOR PROPOSALS
HVAC PREVENTATIVE MAINTENANCE AND
SERVICE
RFP PW 25-07

City of Norcross

Public Works Department

REQUEST FOR PROPOSALS

HVAC PREVENTATIVE MAINTENANCE AND SERVICE

RFP PW 25-07

The City of Norcross is seeking requests for proposals from qualified contractors to furnish all labor, materials, tools, equipment, and insurance needed to provide preventative maintenance, repairs, and emergency services for HVAC systems in designated city-owned/operated facilities.

Services will align with industry standards and best practices and shall comply with all city ordinances, applicable state codes, and the International Mechanical code. The initial contract term is one year with renewal for up to 5 years.

INSTRUCTIONS:

The proposal package should be clearly marked “**RFP PW 25-07 HVAC PREVENTATIVE MAINTENANCE AND SERVICE**” on its face and submitted by **11:00 a.m. on Friday, March 7, 2025**, to the address below. Please submit two printed copies and one electronic copy (USB) of your RFP package to:

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

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, highly recommended, pre-proposal meeting on Thursday, February 20, 2025, at 10:00 a.m. at the Norcross City Hall, located at 65 Lawrenceville Street, Norcross GA 30071.

Please submit questions/requests via **e-mail only** to procurement@norcrossga.net by **5:00 p.m. on Friday, February 21, 2025**. 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.

RFP/RFQ CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to an RFP/RFQ for the City of Norcross

1. _____ **Read the *entire* document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the City of Norcross' staff member's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the RFP/RFQ and is an excellent source of information for any questions you may have.
3. _____ **Attend the Pre-Proposal meeting** if one is offered, these conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP/RFQ.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP/RFQ. All addenda issued for this RFP/RFQ will be posted on the City's website and will include all questions asked and answered concerning the RFP/RFQ.
5. _____ **Follow the format required in the RFP/RFQ** when preparing your response. Provide point- by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer all questions and requirements. Do not assume the City or Evaluation Committee will know what your capabilities are or what items/services you can provide, even if you have previously contracted with the City. Evaluations are based solely on the information and materials provided in your response.
7. _____ **Use the forms provided,** i.e., reference form, cost proposal, certification forms, etc.
8. _____ **Check the City website for RFP/RFQ addenda.** Before submitting your response, check the City website at <https://www.norcrossga.net/bids.aspx> to see whether any addenda were issued for the RFP/RFQ.
9. _____ **Review and read the RFP/RFQ document again** to make sure that you have addressed all requirements.
10. _____ **Submit your response on time.** Note all the dates and times listed and be sure to submit all required items on time. Late and incomplete responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Company's Response.

1. INTRODUCTION

The City of Norcross is seeking requests for proposals from qualified contractors to furnish all labor, materials, tools, equipment, and insurance needed to provide preventative maintenance, repairs, and emergency services for HVAC systems in designated city-owned/operated facilities. Services will align with industry standards and best practices and shall comply with all city ordinances, applicable state codes, and the International Mechanical code. The initial contract term is one year with renewal for up to 5 years at the City's discretion. Services at facilities not included in this proposal (due to acquisition of new facilities or equipment) may be negotiated and added to the contract as a Change Order.

2. SCOPE OF SERVICES

A. PREVENTATIVE MAINTENANCE

Outdoor Unit Inspection

- ☐ Remove debris from around the unit to maximize airflow and efficiency
- ☐ Inspect foundation, base pan, enclosure, and control box for stability, debris, and corrosion.
- ☐ Verify and lubricate condenser fan motors, check belt tension.
- ☐ Inspect compressor, line sets, and measure voltage/current.
- ☐ Inspect condenser coils; clean as required to maintain performance.
- ☐ Check refrigerant levels, high/low pressures, and signs of leaks.
- ☐ Test electrical components disconnect, wiring, contactors, and overload protection.

Indoor unit inspection

- ☐ Change all filters quarterly, clean reusable filters if applicable.
- ☐ Inspect ductwork for leaks, condensate damage, and proper airflow.
- ☐ Inspect burner assembly, heat exchanger, and clean components as necessary.
- ☐ Verify condensate drainage systems: clean lines, pumps, and treat algae buildup.
- ☐ Test flue systems, gas piping, and ignition systems for safety and performance.
- ☐ Inspect and lubricate blower assembly, adjust belts, pulleys, and couplings.
- ☐ Clean indoor cabinet enclosures and inspect for hazards.
- ☐ Verify gas shut-off valves and ensure electrical components are operational

Specialized services

- ☐ Annual belt replacement and condenser coil cleaning (regardless of condition).

- ☐ Annual refrigerant acid test for predictive analysis.
- ☐ Seasonal preparation: ensure systems are optimized for weather changes.

B. REPAIR SERVICES

- ☐ Identify and quote repairs during maintenance visits.
- ☐ Obtain written approval from Facilities Management before proceeding.
- ☐ Provide 24/7 emergency repair services with a 2-hour response time.

Note: Repair services are excluded from the preventive maintenance pricing and will be billed separately upon approval.

C. ADDITIONAL SERVICES

1. *Inventory*

- ✓ Identify and label current units

2. *Energy Efficiency*

- ✓ Conduct energy audits and recommend system improvements.
- ✓ Track equipment performance trends to identify optimization opportunities.

3. *Advanced Diagnostics*

- ✓ Use tools like thermal imaging and vibration analysis for early issue detection.

4. *Compliance and Environmental Standards*

- ✓ Adhere to OSHA General Industry Regulations (29 CFR 1910) and lockout/tagout procedures.
- ✓ Properly handle and dispose of refrigerants in compliance with EPA standards.
- ✓ Maintain indoor air quality (IAQ) per ASHRAE guidelines, including UV lights, HEPA filters, and humidifier testing.

5. *Reporting*

- ✓ Provide detailed reports after each visit, documenting tasks performed, equipment status, and recommendations for corrective actions.
- ✓ Reports shall be submitted electronically or in writing as required.

D. LABOR AND FEES

1. *Preventative Maintenance*

- a. Provide a lump sum bid for all scheduled services based on unit pricing

2. *Additional Labor Costs*

- a. Normal Hours: Monday through Friday, 7AM to 4 PM
- b. After Hours/Holidays Billed at approved overtime rates

3. *Parts and Materials*

- a. No more than a 5% markup; provide a detailed price list

E. KEY DELIVERABLES

- ✓ Comprehensive Preventive Maintenance for all HVAC equipment.
- ✓ Responsive and timely repair services, including emergency protocols.
- ✓ Energy-efficient solutions and advanced diagnostics to extend equipment life.
- ✓ Transparent reporting and documentation to track system health and performance.

F. PERFORMANCE METRICS

- ✓ Response Time: Emergency calls responded to within 2 hours.
- ✓ Uptime: Maintain equipment uptime per agreed KPIs.
- ✓ Reporting: Timely and detailed submission of service reports.

G. EQUIPMENT COVERAGE

- ✓ Chillers, air handlers, evaporative coolers, split systems, exhaust fans, boilers, pumps, package units, forced air units, cooling towers, and other specified HVAC components.

H. CONTRACT TERM AND RENEWAL

Initial contract term is one year. Annually renewable for up to five years at the City's discretion.

I. ENVIRONMENTAL & SAFETY COMPLIANCE

- ✓ Adhere to EPA refrigerant handling rules and OSHA safety standards.
- ✓ Follow all relevant procedures to ensure safe and environmentally compliant operations

3. SITE INFORMATION

The scope of work covers City-operated locations:

1. Public Works Building (345 Lively Avenue)
2. City Hall (65 Lawrenceville Street)
3. Police Annex Building (168 Wingo Street)
4. Cultural Arts Building – Including Ballroom (10 Britt Avenue)
5. Rectory (17 College Street)
6. Human Resources Building (189 Lawrenceville Street)
7. Kudzu Building (116 Carlyle Street)
8. Fire Museum (189 Lawrenceville Street)

4. SCHEDULE OF EVENTS

*See **Appendix A** for detailed Schedule of Events*

5. 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

6. SUBMISSION GUIDELINES & INSTRUCTIONS

A complete submission includes the following components:

1. Cover Letter with Firm Introduction
2. Statement of Qualifications and Equipment (Appendix C)
 - a. About the Firm
 - b. Experience
 - c. Approach
3. Parts and Materials Price List
4. References Form (Appendix D)
5. Sealed Cost Proposal (Appendix E)
6. Acknowledgement of Addenda (Appendix F)
7. Bid Bond (if bid amount is over \$30,000)
8. Certificate of Liability Insurance
9. [E-Verify Contractor](#) & [SAVE Affidavits](#) ([with requested identification documentation](#))

7. EVALUATION CRITERIA

An evaluation committee will review and evaluate the proposals according to the criteria listed below. Proposals not meeting the minimum technical requirements and those who are non-responsive will not be considered. The City may request short-listed proposers to meet with the City's Evaluation Committee for evaluation purposes if deemed necessary.

Proposal Evaluation Criteria:

Evaluation Criteria	Max Score
Experience & Qualifications	40
Method & Approach	25
References	15
Cost Proposal	20
Total	100

8. GENERAL CONDITIONS

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

A. QUALIFICATIONS

- i. Proposals will be considered only from experienced and well-equipped Vendor(s) engaged in work of this type and magnitude.
- ii. 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.
- iii. Proposers must provide their own materials for this contract.

B. AUTHORITY TO SIGN

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

C. RIGHTS RESERVED

- i. 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.
- ii. 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.
- iii. Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal and may be cause for rejection.

D. AWARD OF CONTRACT

- i. 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.

- ii. 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.
- iii. 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.
- iv. 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.

A. PRODUCTION REQUIREMENTS

- v. 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.

B. LOCATION AND SITE(S)

- vi. All work is within City limits of the City of Norcross, Georgia.
- vii. 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.
- viii. The Vendor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

C. LOCATION AND SITE(S)

- ix. All work is within City limits of the City of Norcross, Georgia.
- x. 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.
- xi. The Vendor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

D. NON-COLLUSION

- xii. 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.

E. MATERIALS

- xiii. 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.
- xiv. 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.

F. CONTRACT REQUIREMENTS

- xv. The successful Vendor is required to do the following within ten (10) days of Notice:
 - 1. Return to the City contract documents executed by the authorized representative attested by the corporate secretary treasurer.
 - 2. Provide Insurance Certificates as specified in the RFP documents.
- xvi. 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.

G. SCHEDULE

- xvii. Schedule: The Vendor shall provide to the City a schedule of activities at William.Manigault@norcrossga.net. The schedule must be presented at least seven (7) days prior to work commencing.

APPENDIX A
RFP PW 25-05
SCHEDULE OF EVENTS

Event:	Date:
Release of RFP	February 5, 2025, 10:00 a.m.
Pre-bid Meeting (<u>Optional but highly recommended</u>)	February 20, 2025, 10:00 a.m.
Deadline for Written Questions	February 21, 2025, 5:00 p.m.
Bids Due	March 7, 2025, 11:00 a.m.
Bid Review/Evaluation	On/About March 2025
Contract Award	On/About April 2025

APPENDIX B
RFP PW 25-07
FACILITIES AND EQUIPMENT LISTING

Attachment: RFP PW 25-07 Packet (25-7269 : Contract Award for HVAC Preventative Maintenance and Services)

FACILITIES WITHIN PROJECT SCOPE

Building Description	Address	Year Built	Square Footage
Kudzu Building	116 Carlyle Street	1950	3360
Police Annex Building	168 Wingo Street	1993	6060
City Hall	65 Lawrenceville Street	2002	34996
Norcross Cultural Arts & Community Ctr	10 College Street	1877	15109
The Rectory (Welcome Center & Museum)	17 College Street	1918	4379
Public Works Building	345 Lively Street	2009	22046
Human Resources Building	189 Lawrenceville Street	1928	1350
Fire Museum	165 Lawrenceville Street	2008	824

EQUIPMENT LISTING BY BUILDING

Kudzu Building (116 Carlyle Street)

ID	Equipment Type	Manufacturer	Year	Model	Serial
CU 02; KUDZU BUILDING; 5 Ton	Condensing Unit	Trane	2023	4TTR4060N1000BA	230614Y81F
CU 01; KUDZU BUILDING; 5 Ton **	Condensing Unit	Trane	2023	4TTR4060N1000BA	2319370DGF
FURN 01; KUDZU BUILDING/TWINNED	Furnace	Trane	2023	S8X1D120M5PSCAA	23195K95HG
FURN 02; KUDZU BUILDING/TWINNED	Furnace	Trane	2023	S8X1D120M5PSCAA	23195K96HG

Police Annex Building (168 Wingo Street)

ID	Equipment Type	Manufacturer	Year	Model	Serial
CU 01; POLICE ANNEX; 3 Ton **	Condensing Unit	NA	2001	38CKC036350	4801E05338
CU 03; POLICE ANNEX; 3 Ton	Condensing Unit	Carrier	2022	24SCA536W301	3222E00846
CU 02; POLICE ANNEX; 3 Ton	Condensing Unit	Trane	2006	2TTB3036A1000AA	6305KH85F
FURN 01; POLICE	Furnace	Carrier	1992	58WAV055---101GC	3892A12942
FURN 02; POLICE ANNEX	Furnace	Trane	2006	2TGB3F36A1000AB	6241UFG6V
FURN 03; POLICE ANNEX	Furnace	Carrier	2022	58SB0A070E171212	4122A20010

City Hall (65 Lawrenceville Street)

ID	Equipment Type	Manufacturer	Year	Model	Serial
AHU 05; 0.25 HP, 1st fl, back hall & offices	AHU	Carrier		F84ANF6060	NA
AHU 02; 0.5 HP, 1st fl, above police window	AHU	Carrier	2001	FB4ANF030	3201A63842
AHU 07; 0.75 HP, 1st fl, break room	AHU	Carrier	2001	FB4ANF036	3101A63758
AHU 06; 0.5 HP	AHU	Carrier	2001	FB4ANF042	1801A64147
AHU 09	AHU				
AHU 03; 0.5 HP, 1st fl, near bathrooms	AHU	Carrier	2001	FB4ANF042	1801A64146
AHU 01; 0.5 HP, 1st fl, payment window office	AHU	Carrier	2001	FB4ANF048	3301A63849
AHU 04; 0.5 HP, 1st fl, hall by time clock	AHU	Carrier	2001	FB4ANF060	3101A62189
AHU 08; 0.5 HP, 911 Dispatch	AHU	Carrier	2023	FJ4DNXB36	1623F20843
CU 08; Roof; 3 Ton	Condensing Unit	Carrier	2023	24ABB336A510	0623E16625
CU 05; Roof; 3 Ton	Condensing Unit	Carrier	2001	38CK036---510	4001E05851
CU 04; Roof; 2.5 Ton	Condensing Unit	Carrier	2001	38CKC030-500	2701E11056
CU 09; Roof; 3.5 Ton	Condensing Unit	Carrier	2001	38CKC042-530	3301E16015
CU 03; Roof; 3.5 Ton	Condensing Unit	Carrier	2001	38CKC042---531	410E07051
CU 02; Roof; 3.5 Ton	Condensing Unit	Carrier	2001	38CKC042---531--	4101E07058
CU 01; Roof; 4 Ton	Condensing Unit	Carrier	2001	38CKC048---561	3601E17283
CU 07; Roof; 5 Ton	Condensing Unit	Carrier	2001	38CKC060540	4101E04053
CU 06; Roof; Ton	Condensing Unit	Carrier		NA	NA
Roof Supply Fan	Fan, Roof Supply	Unknown		NA	*****
DLC 03; Roof; 3 Ton	Mini Split Condenser	Liebert		PFH037A-YL7	Y11EG11089
DLC 03; Server Room; 3 Ton	Mini Split Evap	Liebert		156024G1	Y12E0052
RTU 05; Roof; 5 Ton	Pkg. Unit	Carrier	2001	50TFF006---501KA	3401G22106
RTU 06; Roof; 5 Ton	Pkg. Unit	Carrier	2001	50TFF006---501KB	3401G22108
RTU 01; Roof; 5 Ton	Pkg. Unit	Carrier	2001	50TFF006---501KB	3401G22109
RTU 04; Roof; 7.5 Ton	Pkg. Unit	Carrier	2001	50TFF008---501AA	3301G35119
RTU 07; Roof; 8.5 Ton	Pkg. Unit	Carrier	2001	50TFF009---501DA	3301G35184
	Pkg. Unit	Trane	2017	TSC072F3E0A1F0000	170513670L
RTU 02; Roof; 8.5 Ton	Pkg. Unit	Trane	2019	TSC102H3E0A020000	192514903L
RTU 08; Roof; 5 Ton	Pkg. Unit	Carrier	2018	50KC-A06A2A6A0A0A0	2218C79181
RTU 09; ROOF; 15 Ton	Pkg. Unit	Carrier	2024	50FC-M16A2A5-0A0A0	0724P07614
DLC 02	Mini Split Condenser	Mitsubishi	2016	PUY-A24NHA7	63U02976B
DLC 02	Mini Split Evap	Mitsubishi			
DLC 04	Mini Split Condenser	Mitsubishi	2022	PUY-A24NHA7	28U28469D
DLC 04	Mini Split Evap	Mitsubishi			

Norcross Cultural Arts and Community Center (10 College Street)

ID	Equipment Type	Manufacturer	Year	Model	Serial
AHU 04 BEHIND OFFICE	AHU	Amana	2008	ARUF363616B	0806069886
AHU 02 BEHIND OFFICE	AHU	Amana	2008	ARUF363616BA	0806069885
Unit 5	Packaged Unit	Goodman	2008	GPH1360H21AC	0806003776
CU 01; 7.5 Ton	Condensing Unit	Goodman	2013	GSC100903AD	1306195376
CU 04	Condensing Unit	Goodman	2008	GSH130361BB	0806341147
CU 02	Condensing Unit	Goodman	2008	GSH1330361BB	0806341128
CU 03	Condensing Unit	Trane	2006	TTA120A300FA	626329KAD
System 1 Twinned	Furnace	Goodman	2008	GMH80704BNA	0810195026
System 1 Twinned	Furnace	Goodman	2008	GMH80704BNAC	0810195027
System 3 FURNACE 01; 0.25 HP	Furnace	Trane	2001	TUD120C960KG	Z3648T92G
System 3 FURNACE 02; 0.25 HP	Furnace	Trane	2007	TUD1C100A9601AA	7232M851G
Kitchen Window	Window Unit	LG	2022	LW8016HR	212HAZXA5685
BALLROOM					
ID	Equipment Type	Manufacturer	Year	Model	Serial
Twinned 6	Furnace	Goodman	2008	GMS80704BNBD	805700203
Twinned 6	Furnace	Goodman	2008	GMS80704BNBD	806069638
Condenser 6	Condenser	Goodman	2008	GSC100900AB	806049728
Condenser 5	Condenser	Carrier	2021	38AUZA08A0A5A0A0A0	1921C90053
Twinned 5A	Furnace	Carrier	2021	58SB0A070E17	0721A20564
Twinned 5B	Furnace	Carrier	2021	58SB0A070E171116	0821A18238

The Rectory (17 College Street)

Equipment Type	Manufacturer	Year	Model	Serial	Installed At
AHU	Lennox		CBX27UH-048-230-60-3	5811B17520	AHU; RECTORY BUILDING; 0.75 HP
Condensing Unit	Lennox		14HPX-048-230-11	1910M11300	Heat Pump 01; RECT

Public Works Building (345 Lively Avenue)

ID	Equipment Type	Manufacturer	Year	Model	Serial
AHU 04	AHU	Carrier	2010	FX4DNF061	0410A83273
AHU 07	AHU	Carrier	2010	FX4DNF037	1910A86748
AHU 06	AHU	Carrier	2010	FX4DNF061	1910A89410
AHU 05	AHU	Carrier	2010	FX4DNF037	1810A83032
AHU 08	AHU	Carrier	2010	FX4DNF037	1910A83545
AHU 02	AHU	Carrier	2010	FX4DNF061	0410A83277
AHU 09	AHU	Carrier	2010	FX4DNF061	1010A77502
AHU 03	AHU	Carrier	2010	FX4DNF061	1910A88491
AHU 01	AHU	Carrier	2010	FX4DNF061	1010A88502
CU 07; Ground;					
CU 09; Ground; 3 Ton	Condensing Unit	Carrier	2010	25HBC336A500	2410E03206
CU 06; Ground; 3 Ton	Condensing Unit	Carrier	2010	25HBC360A500	2410E14336
CU 08; Ground; 3 Ton	Condensing Unit	Carrier	2010	25HBC336A500	2510E24288
CU 03; Ground; 5 Ton	Condensing Unit	Carrier	2010	25HBC360A500	2610E22345
CU 02; Ground; 5 Ton	Condensing Unit	Carrier	2010	25HBC360A500	2610E22351
CU 04; Ground; 5 Ton	Condensing Unit	Carrier	2010	25HBC360A500	2610E22354
CU 01; Ground; 5 Ton **	Condensing Unit	Carrier	2010	25HBC360A500	2610E22356
CU 05 ; Ground; 3 Ton	Condensing Unit	Carrier	2010	25HBC336A500	2410E03199
MS-1 Condenser; Ground; 1.5 Ton	Condensing Unit	Fujitsu	2017	A069RL2	EXN018798
MS-1 Evaporator					
HANGING HEATER 01; Warehouse; 25000 BTU	Radiant Heater	Sterling Applied Air		CF17S	C8532813
HANGING HEATER 02; Warehouse; 25000 BTU	Radiant Heater	Sterling Applied Air		CF17S	C8532813

Human Resources Building (189 Lawrenceville Street)

ID	Equipment Type	Manufacturer	Year	Model	Serial
CU 01; WELCOME CENTER; 5 Ton **	Condensing Unit	Rheem	2006	D060JBZ	7M180605147
FURN 01; WELCOME CENTER	Furnace	Amana	2008	GMS811SSCNBD	808741363

Fire Museum (165 Lawrenceville Street)

ID	Equipment Type	Manufacturer	Year	Model	Serial
HEAT PUMP/AC 01; 2.5 Ton	AHU	Lennox	2007	CB30M514P	5807H20776
CU 01; 4 TON **	Condenser	Lennox	2017	TPA048H4N43Y	5817E21416

APPENDIX C

RFP PW 25-07

STATEMENT OF QUALIFICATIONS & EQUIPMENT

All questions must be answered. Information given must be clear and comprehensive.

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 employees with job titles, responsibilities, and years of experience as they relate 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 timelines).
- g. General character of work performed by your company.
- 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. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
- l. How long do you warrant a project?
- m. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

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

APPENDIX D

RFP PW 25-07

REFERENCES FORM

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 provide 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
RFP PW 25-07
COST PROPOSAL FORM

In a separate envelope, please include a cost proposal with the following information.

Lump Sum – HVAC Preventative Maintenance, 1-Year:

\$ _____

Labor per Hour (Normal Business Hours):

\$ _____

Labor Per Hour (After Hours):

\$ _____

BIDDER, in compliance with the Invitation to Bid for the construction of 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 F

RFP PW 25-07

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 G

RFP PW 25-07

PACKET CHECKLIST

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. ***You must complete and attach this checklist to your bid packet. Failure to do so may render ineligible for consideration.***

_____ Packet Checklist (Appendix G)

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

Bid Package Components:

_____ Statement of Qualifications and Equipment (Appendix D)

_____ Sealed Cost Proposal (Appendix C)

_____ References (Form provided in Appendix E or in letter form)

_____ Parts and Materials Price List

_____ Acknowledgement of Addenda Form (Appendix F)

_____ Bid Bond if bid amount is over \$30,000

_____ Certificate of Liability Insurance

_____ [E-Verify Contractor & SAVE Affidavits](#) (with secure and verifiable document)

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 PW 25-07 – HVAC Preventative Maintenance and Service



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

City of Norcross

Legislation Details (With Details)

File #:	25-7270	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Contract Award for Anamanda Close Headwall Replacement		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Contract Award for Anamanda Close Headwall Replacement](#)
2. [ITB PW 25-05 Packet](#)
3. [Bid Tabulation](#)

Title

Contract Award for Anamanda Close Headwall Replacement

Drafter

Len Housley



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

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Public Works Director

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7270

Title: Award of Contract for Anamanda Close Headwall Replacement

CC: Eric Johnson, City Manager

Recommendation

Approve contract between the City of Norcross and Professional Pipeline, LLC. For Anamanda Close headwall replacement.

Background

The Department of Public Works issued an Invitation to Bid for the replacement of a headwall located on Anamanda Close. The city received eight total bids, and Professional Pipeline, LLC was the most responsive and responsible lowest bidder. In addition to submitting the lowest bid, Professional Pipeline, LLC 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

\$65,714 (Base bid of \$59,740 + 10% contingency) from Stormwater Fund

Consistent with 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

ITB PW 25-05 Packet
 ITB PW 25-05 Bid Tabulation

Update



**City of Norcross
Department of Public Works**

**INVITATION TO BID
ANAMANDA CLOSE HEADWALL REPLACEMENT
ITB PW 25-05**

Attachment: ITB PW 25-05 Packet (25-7270 : Contract Award for Anamanda Close Headwall Replacement)

City of Norcross

Department of Public Works

INVITATION TO BID ANAMANDA CLOSE HEADWALL REPLACEMENT ITB PW 25-05

OVERVIEW:

The City of Norcross is seeking sealed competitive bids from qualified contractors for the demolition and replacement of an existing headwall located on Anamanda Close in Norcross, Georgia.

All work must be completed in 90 days from when Notice to Proceed is issued and in accordance to industry specifications and standards.

The BID package should be clearly marked “**ITB PW 25-05 – ANAMANDA CLOSE HEADWALL REPLACEMENT**” on its face and submitted by **11:00 a.m. on February 28, 2025**, to the address below. Please submit two printed copies and one electronic copy (USB) of your package to:

City of Norcross – Public Works
345 Lively Avenue
Norcross, GA 30071
Attn: Charlene Marsh, Capital Projects Manager
ITB PW 25-05 – ANAMANDA CLOSE HEADWALL REPLACEMENT

Both printed and electronic copies must contain the same information.

Please submit questions/requests via **e-mail only** to the Capital Projects Manager at procurement@norcrossga.net by **5:00 p.m. on February 14, 2025**. A Q&A addendum will be posted within a week.

An *optional, but highly recommended* pre-bid meeting with a site visit will take place on **February 14, 2025, at 10:00 a.m.** at the Public Works department located at 345 Lively Avenue Norcross GA 30071.

BIDS will be opened and publicly read at **11:05 a.m. on February 28, 2025** at the address noted above.

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 opening. Requests for withdrawals must be submitted in writing. All BIDS shall remain firm for 90 days after bid opening.

We appreciate your interest in the City of Norcross!

Attachment: ITB PW 25-05 Packet (25-7270 : Contract Award for Anamanda Close Headwall Replacement)

BID CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to a BID for the City of Norcross

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the City of Norcross' staff member's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the ITB and is an excellent source of information for any questions you may have.
3. _____ **Attend the Pre-bid meeting** if one is offered. These meetings provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the ITB.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the Capital Projects Manager by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the ITB. All addenda issued for this ITB will be posted on the City's website and will include all questions asked and answered concerning the ITB.
5. _____ **Follow the format required in the ITB** when preparing your response. Provide point- by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer all questions and requirements. Do not assume the City or Evaluation Committee will know what your capabilities are or what items/services you can provide, even if you have previously contracted with the City. Evaluations are based solely on the information and materials provided in your response.
7. _____ **Use the forms provided,** i.e., sample budget form, certification forms, etc.
8. _____ **Check the City website for ITB addenda.** Before submitting your response, check the City website at <https://www.norcrossga.net/bids.aspx> to see whether any addenda were issued for the ITB.
9. _____ **Review and read the ITB document again** to make sure that you have addressed all requirements.
10. _____ **Submit your response on time.** Note all the dates and times listed and be sure to submit all required items on time. Late and incomplete responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Company's Response.

1.0 **INTRODUCTION**

The City of Norcross is seeking sealed competitive bids from qualified contractors for the demolition and replacement of an existing headwall located along Anamanda Close.

1.1 **PROJECT SCOPE**

The project includes demolition of existing headwall, tree removal, pipe repairs, bypass pumping of creek, poured in place headwall, curb and gutter, grading, and grassing stabilization. **See Appendix B (site plans & map) for headwall detail.**

Location

Site location is along Anamanda Close between Gwinnett County parcels 6224 074 and 6224 404

1.2 **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.

1.3 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 (if bid amount is over \$30,000)
6. Certificate of Liability Insurance
7. [E-Verify Contractor & SAVE Affidavits \(with secure and verifiable document\)](#)

1.4 SCHEDULE OF EVENTS

See **Appendix A** for the detailed Schedule of Events.

1.5 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

2.0 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.

2.2 GUARANTEE TO ACCOMPANY BID

- 2.2.1** If the bid amount is greater than \$30,000.00, 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.

2.6.1.1 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.

- 2.6.2** 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.

- 2.6.3** 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**.

- 2.6.4** If the contract amount is greater than \$30,000.00, 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 prior to execution of contract. 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. «AddressBlock»

2.15 MISCELLANEOUS PROVISIONS

(May not be applicable to this ITB)

2.15.1 Permits

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

2.15.2 Work Hours

8:00am to 10:00pm Monday through Friday and 10:00am to 8:00pm on Saturdays and city holidays. Construction activity may occur on Sundays and outside of mentioned hours specified on other days of the week when the contractor applies for, and is granted, a variance by the Director of Community Development and Planning.

2.15.3 Detour/Closures

All road closures and detours shall be approved by the Norcross Public Works Department.

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 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.

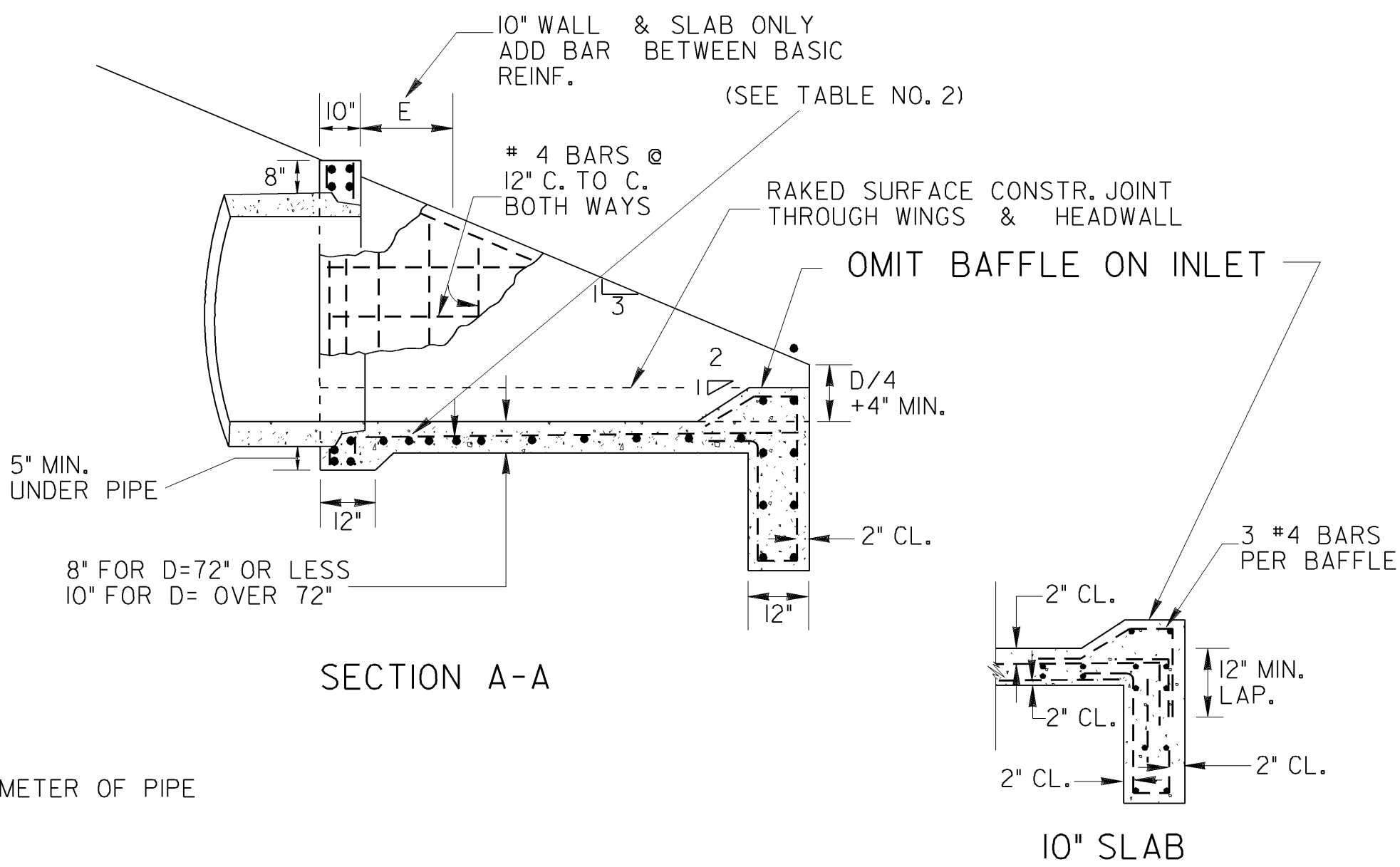
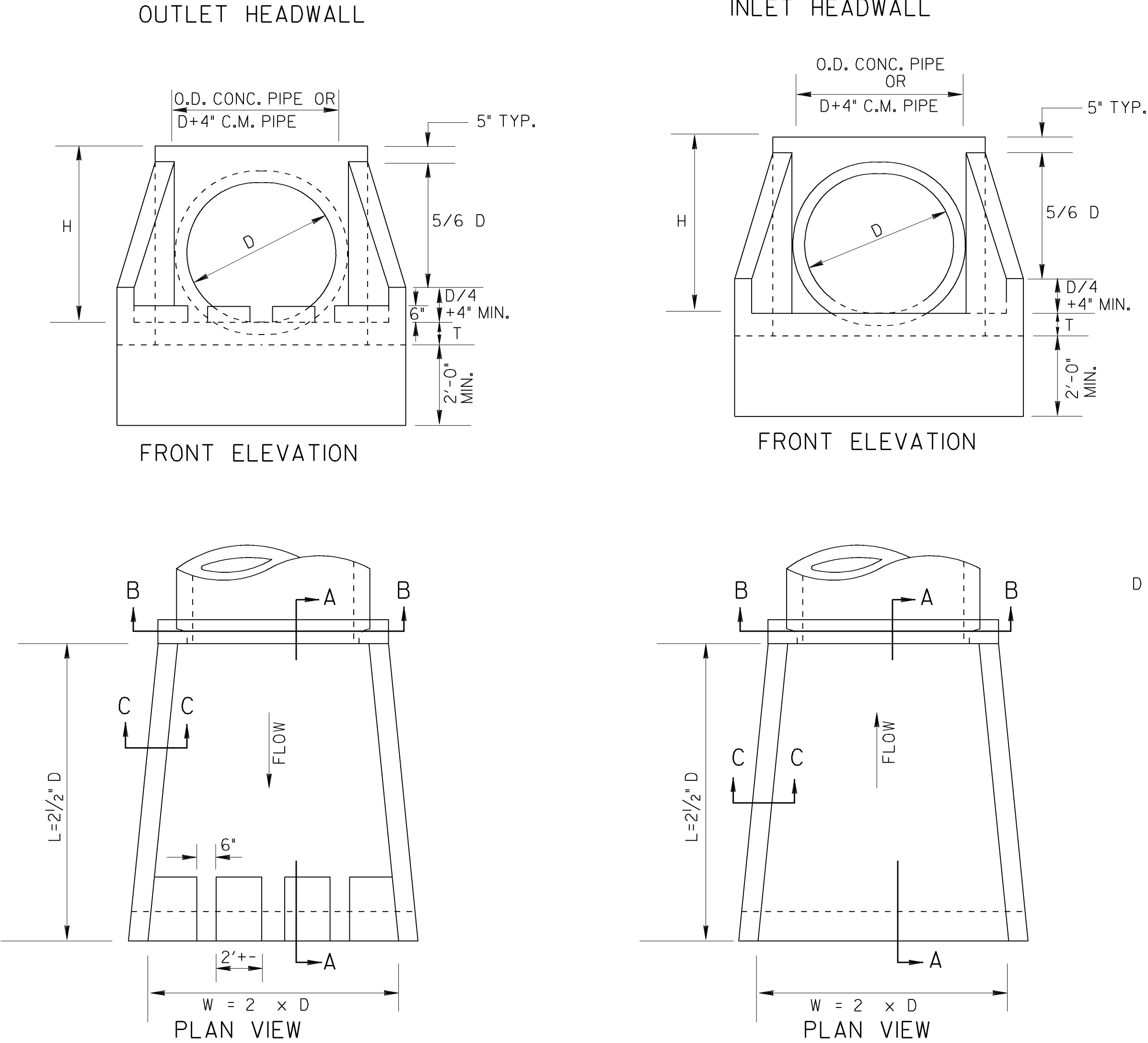
APPENDIX A
ITB PW 25-05
SCHEDULE OF EVENTS

Event:	Date:
Release of ITB	January 27, 2025, 10:00 a.m.
Pre-bid Meeting (<u>Optional but highly recommended</u>)	February 14, 2025, 10:00 a.m.
Deadline for Written Questions	February 14, 2025, 5:00 p.m.
Bids Due	February 28, 2025, 11:00 a.m.
Public Bid Opening and Reading	February 28, 2025, 11:05 a.m.
Bid Review/Evaluation	On/About March 2025
Contract Award	On/About April 2025

APPENDIX B
ITB PW 25-05
SITE PLANS & MAP

Attachment: ITB PW 25-05 Packet (25-7270 : Contract Award for Anamanda Close Headwall Replacement)

STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			



D = INSIDE DIAMETER OF PIPE

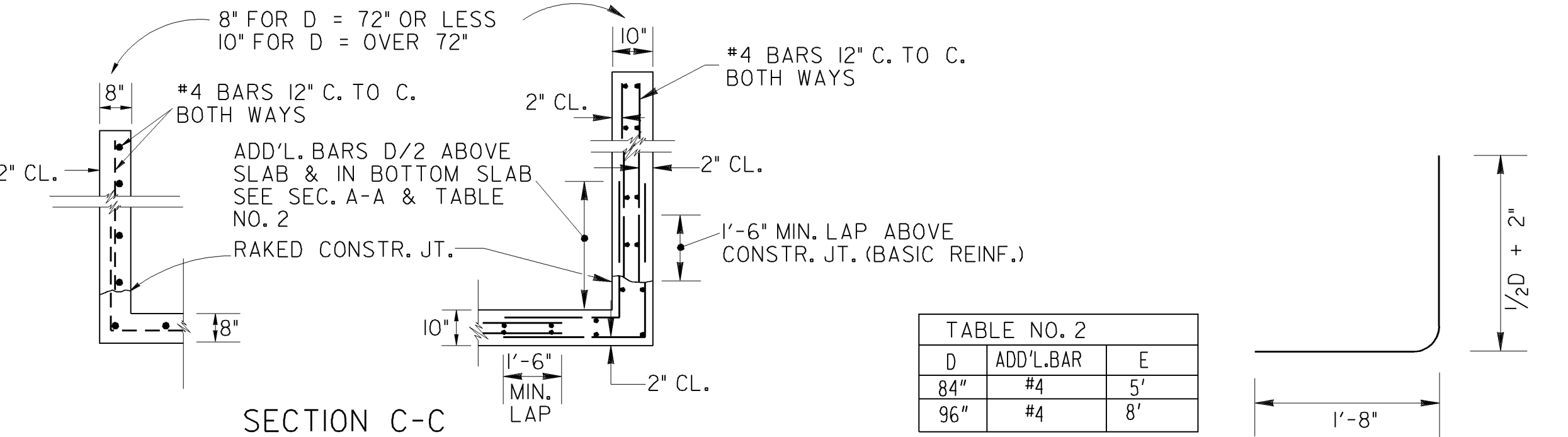
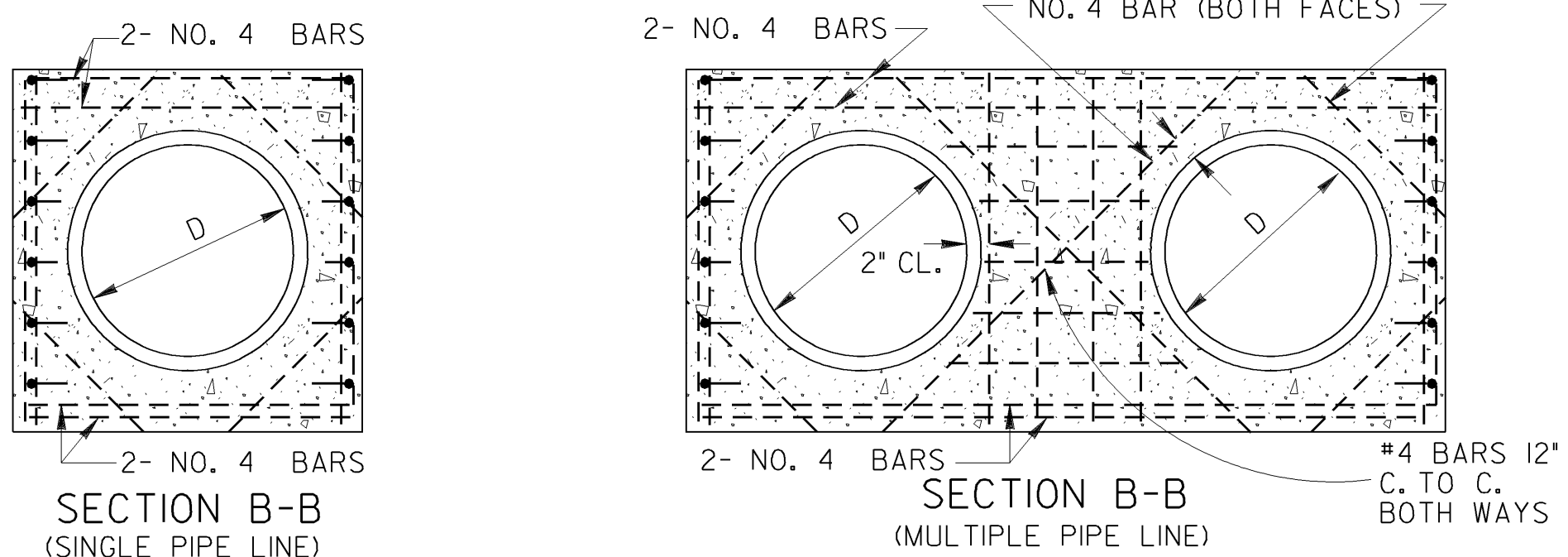


TABLE NO. 1- QUANTITIES FOR HEADWALLS									
CU. YDS. CONCRETE (PAY QUANTITIES)					LBS. STEEL (GIVEN FOR INFORMATION ONLY)				
FOR SINGLE LINE		ADD FOR ADD'L LINE			FOR SINGLE LINE		ADD FOR EACH ADD'L LINE		
D	INLET	OUTLET	INLET	OUTLET	INLET	OUTLET	INLET	OUTLET	
15"	0.87	0.93		0.60	0.66	102	113	73	83
18"	1.10	1.16		0.85	0.93	106	117	93	104
24"	1.61	1.69		1.29	1.37	127	138	124	134
30"	2.21	2.32		1.83	1.96	170	180	154	164
36"	2.92	3.05		2.49	2.63	238	254	196	212
42"	3.73	3.87		3.00	3.17	290	306	231	247
48"	4.62	4.80		3.58	3.74	335	351	265	281
54"	5.63	5.83		4.17	4.38	407	428	319	340
60"	6.72	6.95		4.82	5.01	456	477	360	391
72"	9.22	9.48		6.24	6.46	623	649	475	494
84"	14.84	15.19		9.05	9.29	1517	1539	1017	1044
96"	18.88	19.27		11.13	11.41	2118	2150	1323	1350

*NOTE:
QUANTITIES SHOWN WILL BE ACTUAL PAY QUANTITIES FOR CLASS 'A' CONCRETE, INCLUDING REINFORCED STEEL. NO ADJUSTMENT WILL BE MADE FOR AS BUILT QUANTITIES.

D - INSIDE DIAMETER OF PIPE CULVERT

H = D + 10" MIN. FOR C.M. PIPE
H = D + PIPE WALL THICKNESS + 8" FOR CONC. PIPE
(13/12 D + 9" TYP.)

T = 8" FOR D = 72" OR LESS
T = 10" FOR D = OVER 72"

DATE		DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA	
REVISION		STANDARD TAPERED INLET HEADWALL - OUTLET HEADWALL (BUILT-IN-PLACE)	
NO SCALE		REV. & REDR. OCT., 1999	
BY	DES. (SUBMITTED) DRW. (APPROVED) TRA. (APPROVED) CHK. (APPROVED)	James A. Kennel STATE ROAD & AIRPORT DESIGN ENGR. Paul L. Kautz CHIEF ENGINEER	
		NUMBER 1125	



1/24/2025 1:19:47 PM

Map Title

Anamanda Close Headwall Replacement

Triple 66 Inch
Headwall

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.

APPENDIX C

ITB PW 25-05 BID FORM

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

Anamanda Close ANAMANDA CLOSE HEADWALL REPLACEMENT				
ITEM #	LINE ITEM	UNITS	QUANTITY	TOTAL
1	Headwall Demo	Lump Sum	1	\$
2	Tree Removal	Lump Sum	1	\$
3	Pipe Repairs	Linear Feet	30 FT	\$
4	Bypass Pumping of Creek	Lump Sum	1	\$
5	Poured in Place Headwall - Triple 66 Inch Pipe - Gwinnett County Standards	Lump Sum	1	\$
6	Rip Rap Type 1	Tons	16	\$
7	Rip Rap Type 3	Tons	40	\$
8	Curb And Gutter	Linear Feet	40 FT	\$
9	Grading Complete	Lump Sum	1	\$
10	Mobilization	Lump sum	1	\$
11	Grassing stabilization	Lump Sum	1	\$
		TOTAL		\$

BIDDER, in compliance with the Invitation to Bid for the construction of 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: _____

Attachment: ITB PW 25-05 Packet (25-7270 : Contract Award for Anamanda Close Headwall Replacement)

APPENDIX D

ITB PW 25-05

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 employees with job titles, responsibilities, and years of experience as they relate the requirements of this bid document.
- e. With what bank do you do business?
NOTE: 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.

Experience:

- f. Attach a list of 3-5 similar projects completed in the last 5 five years.
- g. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- h. General character of work performed by your company.
- i. Have you ever failed to complete any work awarded to you, if so, where, and why?
- j. Have you ever defaulted on a Contract, if so, where, and why?
- k. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- l. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
- m. How long do you warrant a project?

- n. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

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

APPENDIX E

ITB PW 25-05

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 F
ITB PW 25-05
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

Attachment: ITB PW 25-05 Packet (25-7270 : Contract Award for Anamanda Close Headwall Replacement)

APPENDIX G

ITB PW 25-05

PACKET CHECKLIST

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. ***You must complete and attach this checklist to your bid packet. Failure to do so may you render ineligible for consideration.***

_____ Packet Checklist (attached to bid package)

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

Bid Package Components:

_____ Statement of Qualifications and Equipment (Appendix D)

_____ Bid Form (Appendix C)

_____ References (Form provided in Appendix E or in letter form)

_____ Acknowledgement of Addenda Form (Appendix F)

_____ Bid Bond if bid amount is over \$30,000

_____ Certificate of Liability Insurance

_____ [E-Verify Contractor & SAVE Affidavits](#) (with secure and verifiable document)

Mail or deliver to:
 City of Norcross Public Works Department
 345 Lively Avenue
 Norcross, GA 30071
 Attn: Charlene Marsh, Capital Projects Manager
 ITB PW 25-05 – ANAMANDA CLOSE HEADWALL REPLACEMENT

Attachment: ITB PW 25-05 Packet (25-7270 : Contract Award for Anamanda Close Headwall Replacement)


Department of Public Works

345 Lively Avenue, Norcross GA 30071

Office: 678-421-2069 Fax: 770-255-2335

www.norcrossga.net

Bid Tabulation
Anamanda Close Headwall Replacement
ITB PW 25-05
February 28, 2025
345 Lively Avenue, Norcross, GA 30071

Company Name	Bid Amount
Cajunn Construction and Rehabilitation Inc.	\$266, 608.00
Construction 57 Incorporated	\$268,600.00
Tri Scapes LLC	\$322, 249.50
The Dickerson Group	\$87,740.40
GS Construction Inc.	\$207,600.00
Lagniappe Development Co.	\$298,416.00
Suncoast Restoration and Waterproofing LLC	\$239, 600.00
Professional Pipeline LLC	\$59, 740.00

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.

Attachment: Bid Tabulation (25-7270 : Contract Award for Anamanda Close Headwall Replacement)



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

City of Norcross

Legislation Details (With Details)

File #:	25-7271	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Contract Award for Cured-In-Place Pipe (CIPP) Relining		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Contract Award for Cured-In-Place Pipe \(CIPP\) Relining - UPDATED](#)
2. [Stormwater Pipe Summary](#)
3. [ITB PW 25-06 Packet](#)
4. [Bid Tabulation](#)

Title
Contract Award for Cured-In-Place Pipe (CIPP) Relining

Drafter
Len Housley



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

AGENDA REPORT

To: Mayor and Council
From: Len Housley, Public Works Director
Meeting Date: March 17, 2025 – Policy Work Session (PWS)
Item No.: 25-7271
Title: Contract Award for Cured-In-Place Pipe (CIPP) Relining
CC: Eric Johnson, City Manager

Recommendation

Approve contract between the City of Norcross and Southern Premier Contractors for CIPP relining.

Background

The Department of Public Works issued an Invitation to Bid for CIPP relining. The City received nine total bids, and Southern Premier Contractors was the most responsive and responsible lowest bidder. In addition to submitting the lowest bid, Southern Premier Contractors 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.

The Project will reline 34 pipes for a total of 3,454 linear feet.

Financial Impact

\$857,4325 (Base bid of \$779,487 + 10% contingency) from Stormwater Fund.

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

1. Continues to define Norcross' sense of place
2. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

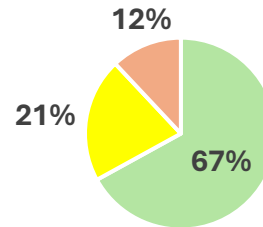
Attachments

Stormwater Pipe Summary
 ITB PW 25-06 Packet
 ITB PW 25-06 Bid Tabulation

Update

Norcross Stormwater Pipe Status

As of 12 March 2025



■ Good ■ Fair ■ Poor

Status	Lines	Rating	Footage	Est Relining Cost	%
Not Relined	99	Poor	9615 Ft	\$1,867,000.00	12%
Not Relined	119	Fair	17813 FT	\$2,881,368.00	21%
Relined 2018-2024	402	Good	34125 FT		67%
RCP HDPE	340	Good	20600 FT		
Replaced	14	Good	1185 FT		
Totals	974		83338 FT		100%
Data from MS4 Report					

- 2025-34 Lines (3,454 linear feet) to be relined



**City of Norcross
Department of Public Works**

**INVITATION TO BID
CIPP RELINING
ITB PW 25-06**

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)

City of Norcross

Department of Public Works

INVITATION TO BID CIPP RELINING ITB PW 25-06

OVERVIEW:

The City of Norcross is seeking sealed competitive bids from qualified contractors for cured-in-place-pipe relining for several locations. The project intends to address 3,454 linear feet of storm pipes that need repair in the City of Norcross and will extend the life of the storm pipes and culvert.

All work must be completed in 90 days from when Notice to Proceed is issued and in accordance to industry specifications and standards.

The BID package should be clearly marked “**ITB PW 25-06 – CIPP RELINING**” on its face and submitted by **12:00 p.m. on February 28, 2025**, to the address below. Please submit two printed copies and one electronic copy (USB) of your package to:

Charlene Marsh
Capital Projects Manager
ITB PW 25-06 – CIPP RELINING
City of Norcross – Public Works
345 Lively Avenue
Norcross, GA 30071

Both printed and electronic copies must contain the same information.

Please submit questions/requests via **e-mail only** to the Capital Projects Manager at procurement@norcrossga.net by **5:00 p.m. on February 14, 2025**. A Q&A addendum will be posted within a week.

An ***optional, but highly recommended*** pre-bid meeting with a site visit will take place on **February 14, 2025, at 11:00 a.m.** at the Public Works department located at 345 Lively Avenue Norcross GA 30071.

BIDS will be opened and publicly read at **12:05 p.m. on February 28, 2025**, at the address noted above.

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 opening. Requests for withdrawals must be submitted in writing. All BIDS shall remain firm for 90 days after bid opening.

We appreciate your interest in the City of Norcross!

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)

BID CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to a BID for the City of Norcross

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the City of Norcross' staff member's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the ITB and is an excellent source of information for any questions you may have.
3. _____ **Attend the Pre-bid meeting** if one is offered. These meetings provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the ITB.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the Capital Projects Manager by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the ITB. All addenda issued for this ITB will be posted on the City's website and will include all questions asked and answered concerning the ITB.
5. _____ **Follow the format required in the ITB** when preparing your response. Provide point- by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer all questions and requirements. Do not assume the City or Evaluation Committee will know what your capabilities are or what items/services you can provide, even if you have previously contracted with the City. Evaluations are based solely on the information and materials provided in your response.
7. _____ **Use the forms provided,** i.e., sample budget form, certification forms, etc.
8. _____ **Check the City website for ITB addenda.** Before submitting your response, check the City website at <https://www.norcrossga.net/bids.aspx> to see whether any addenda were issued for the ITB.
9. _____ **Review and read the ITB document again** to make sure that you have addressed all requirements.
10. _____ **Submit your response on time.** Note all the dates and times listed and be sure to submit all required items on time. Late and incomplete responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Company's Response.

1.0 **INTRODUCTION**

The City of Norcross is seeking sealed competitive bids from qualified contractors for cured-in-place-pipe relining for several locations. The project intends to address 3,454 linear feet of storm pipes that need repair in the City of Norcross and will extend the life of the storm pipes and culvert.

1.1 **PROJECT SCOPE**

The pipes are intended to be rehabilitated in place by the cured-in-place pipe (CIPP) method following the accompanying specifications. The project scope includes relining, pipe cleaning, CCTV, and mobilization. See Appendix B for technical specifications and Appendix D for pipe dimensions.

Locations

The project addresses pipes at the following locations in the City of Norcross: Atlantic Boulevard, Gloucester Place, Lancelot Drive, Lake Drive, Terrace Garden Way, Hollow Ridge Lane, Ballard Way, Hollow Trace Way, Crest Hollow Court, Landings Court, Longview Drive, Marshes Glenn Drive, Summertown Drive, Goodwick Way, Huddersfield Way, Betty Mauldin Park, Executive Way, Lancelot Drive, Lawrenceville Stret, Rails Way, and three lines located along Anamanda Close.

1.2 **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.

1.3 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 (if bid amount is over \$30,000)
6. Certificate of Liability Insurance
7. E-Verify Contractor & SAVE Affidavits

1.4 SCHEDULE OF EVENTS

See **Appendix A** for the detailed Schedule of Events.

1.5 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

2.0 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.

2.2 GUARANTEE TO ACCOMPANY BID

2.2.1 If the bid amount is greater than \$30,000.00, 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.

2.6.1.1 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.

- 2.6.2 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.

- 2.6.3** 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**.
- 2.6.4** If the contract amount is greater than \$30,000.00, 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 prior to execution of contract. 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. «AddressBlock»

2.15 MISCELLANEOUS PROVISIONS

(May not be applicable to this ITB)

2.15.1 Permits

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

2.15.2 Work Hours

8:00am to 10:00pm Monday through Friday and 10:00am to 8:00pm on Saturdays and city holidays. Construction activity may occur on Sundays and outside of mentioned hours specified on other days of the week when the contractor applies for, and is granted, a variance by the Director of Community Development and Planning.

2.15.3 Detour/Closures

All road closures and detours shall be approved by the Norcross Public Works Department.

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 Public Works 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 25-06
SCHEDULE OF EVENTS

Event:	Date:
Release of ITB	January 29, 2025, 10:00 a.m.
Pre-bid Meeting (<u>Optional but highly recommended</u>)	February 14, 2025, 11:00 a.m.
Deadline for Written Questions	February 14, 2025, 5:00 p.m.
Bids Due	February 28, 2025, 12:00 p.m.
Public Bid Opening and Reading	February 28, 2025, 12:05 p.m.
Bid Review/Evaluation	On/About March 2025
Contract Award	On/About April 2025

APPENDIX B

ITB PW 25-06

TECHNICAL SPECIFICATIONS

CURED-IN-PLACE PIPE (CIPP) FOR MAINLINE RENEWAL

PART 1 - PRODUCTS

1.1 GENERAL

It is the intent of this specification to provide for the reconstruction of pipelines and conduits by the installation of a resin-impregnated flexible tube that is either inverted or pulled into the original pipeline/conduit and expanded to fit tightly against said pipeline by the use of water or air pressure. The resin system shall then be cured by elevating the temperature of the fluid (water/air) used for the inflation to a sufficient enough level for the initiators in the resin to effect a reaction. The finished pipe shall be such that when the thermosetting resin cures, the total wall thickness shall be a homogeneous and monolithic felt and resin composite matrix, chemically resistant to withstand internal exposure to domestic sewage or stormwater.

1.2 QUALIFICATIONS

Since sewer products are intended to have a 50-year design life, and in order to minimize the Owner's risk, only proven products with substantial successful installations and experience will be approved.

In order for the CIPP product and Installation Contractor to be deemed commercially acceptable and approved for this project, they must meet the following criteria:

A. CIPP Product

1. The CIPP product must have been installed in a minimum of 5,000,000 linear feet or 4,000 manhole to manhole line sections of successful wastewater collection systems in North America and must be documented to the satisfaction of the Owner.
2. The CIPP product shall comply with the latest versions of ASTM F1216 or ASTM F1743, including appendices.
3. For the CIPP to be considered Commercially Proven, it shall have been successfully in service in an application similar to this project for a minimum of 10 years and documented to the satisfaction of the Owner.
4. The lining tube manufacturer shall operate under a quality management system that is third party certified to ISO 9001 or other internationally recognized organization standards. Proof of certification shall be submitted with the Contractor's bid and required for approval.
5. Third-party test results supporting the structural properties and long-term performance of the CIPP product shall be submitted for approval, and such data shall be satisfactory to the Owner. No CIPP product will be approved without independent third party testing verification.

B. Installation Contractor

1. The Installation Contractor shall be certified by the CIPP product manufacturer to have had at least 5 years active experience in the installation of the proposed CIPP product.
2. The Installation Contractor shall satisfy all insurance, financial and bonding requirements of the Owner, and shall have installed within the United States a minimum of 1,000,000 lineal feet of the same CIPP product being represented by the bidder.
3. The Installation Contractor superintendent(s) designated for the project shall have installed a minimum of 100,000 lineal feet and shall have 5 years of installation experience of the same CIPP product being represented by the bidder. This shall be documented to the Owner's satisfaction in the form of a resume of work experience detailing scope of work (linear footage and pipe diameters), location of work, and reference contact information for each project listed.
4. The Installation Contractor shall operate under a quality management system that is third party certified to ISO 9001 or equivalent standards. Proof of certification or quality management system shall be submitted with the Installation Contractor's bid and required for approval.

1.3 STRUCTURAL REQUIREMENTS

- A. Each CIPP shall be designed to withstand internal and/or external loads as dictated by the site and pipe conditions. Unless specified differently by the Owner/Engineer in the contract documents, the design thickness of the CIPP shall be derived at using standard engineering methodology as found in ASTM F1216, Appendix X1. The long-term flexural modulus shall not exceed 50 percent of the short-term value for the CIPP resin system and shall be substantiated through third-party testing. The thickness calculations, signed and sealed by a registered professional engineer, shall be submitted to the Owner prior to CIPP installation.
- B. The layers of the finished CIPP shall be uniformly bonded. It shall not be possible to separate any two layers with a probe or point of a knife blade so that the layers separate cleanly or such that the knife blade moves freely between the layers. If separation of the layers occurs during testing of the field samples, new samples will be cut from the work. Any reoccurrence may be cause for rejection of the work.
- C. The Enhancement Factor 'K' to be used in the CIPP design shall be assigned a value of 7.
- D. Long-term testing in general accordance with ASTM D2990 must have been performed for flexural creep of the CIPP pipe material to be installed. Such testing results are to be used to determine the long-term, time dependent flexural modulus to be utilized in the product design. This is a performance test of the materials (CIPP Tube and Resin) and general workmanship of the installation and curing as defined within the relevant ASTM standard. A percentage of the instantaneous flexural modulus value (as measured by ASTM D790 testing) will be used in design calculations for external buckling. The percentage, or the long-term creep retention value utilized, will be verified by this testing. The materials utilized for the contracted project shall be of a quality equal to or better than the materials used in the long-term test with respect to the initial flexural modulus used in the CIPP design.

E. The CIPP shall meet the following minimum strength requirements:

MINIMUM PHYSICAL PROPERTIES				
Property	ASTM Test Method	Polyester System	Filled Polyester System	Vinyl Ester System
Flexural Strength	D790	4,500 psi	4,500 psi	5,000 psi
Flexural Modulus (initial)	D790	250,000 psi	400,000 psi	300,000 psi
Flexural Modulus (50-year)	D790	125,000 psi	200,000 psi	150,000 psi

F. The required CIPP wall thickness shall be based as a minimum on the physical properties in Section 1.3.E above, and in accordance with the design equations in the Appendix X1 of ASTM F1216, and the following design parameters:

Design Safety Factor (typically used value)	=	2.0
Retention Factor for Long-Term Flexural Modulus to be used in Design (As determined by long-term tests described in Section 1.3.D and approved by the Owner)	=	50% max
Ovality [*] (calculated from (X1.1 of ASTM F1216)	=	% ⁽¹⁾
Enhancement Factor, K	=	7.0
Groundwater Depth (above invert of pipe)	=	feet ⁽¹⁾
Soil Depth (above crown of pipe)	=	feet ⁽¹⁾
Soil Modulus (only required for fully deteriorated design conditions)	=	psi ⁽¹⁾
Soil Density (only required for fully deteriorated design conditions)	=	lb/ft ³ (1)
Live Load (only required for fully deteriorated design conditions)	=	e.g. H20 Highway
Design Condition (partially or fully deteriorated)*	=	*

* Based on review of video logs, design conditions of pipeline can be fully or partially deteriorated (See ASTM F1216, Appendix X1). The Owner will be solely responsible for determining pipe conditions and parameters utilized in design.

⁽¹⁾ In the absence of other information and to ensure uniformity in bidding, the following assumptions shall be used: **Ovality** = 2%; **Groundwater Depth** at one half soil depth to invert; **Soil Modulus** = 1000 psi; **Soil Density** = 120 lb/ft³.

1.4 MATERIALS

A. CIPP Tube

1. The CIPP tube shall consist of one or more layers of a flexible needled felt or an equivalent nonwoven or woven material, or a combination of nonwoven and woven materials, capable of carrying resin, withstanding installation pressures and curing temperatures. The CIPP tube should be compatible with the resin system to be used on this project. The material should be able to stretch to fit irregular pipe sections and negotiate bends.
2. The CIPP tube should be fabricated under controlled conditions to a size that, when installed, will tightly fit the internal circumference and the length of the original conduit. Allowances should be made for the longitudinal and circumferential stretching that occurs during placement of the tube. Maximum stretching allowances shall be as defined in ASTM F1216 or ASTM F1743. The Installation Contractor shall verify the lengths in the field before cutting the liner to length. Continuous individual liners can be made over one or more manhole to manhole sections.

3. The CIPP tube shall be uniform in thickness and when subjected to the installation pressures shall meet or exceed the designed wall thickness.
 4. Any plastic film applied to the tube on what will become the interior wall of the finished CIPP shall be compatible with the resin system used, translucent enough that the resin is clearly visible, and shall be firmly bonded to the felt material.
 5. At time of manufacture, each lot of CIPP tube shall be inspected and certified to be free of defects. The tube shall be marked for distance at regular intervals along its entire length, not to exceed five feet. Such markings shall also include the CIPP tube Manufacturer's name or identifying symbol.
 6. The CIPP tube may be made of single or multiple layer construction where any layer must not be less than 1.5 mm thick. A suitable mechanical strengthener membrane or strip may be placed in between layers where required to control longitudinal stretching.
- B. Resin Components

1. The resin system shall be a corrosion resistant polyester or vinyl ester, along with a compatible catalyst system.
2. The resin used shall not contain non-strength enhancing fillers.
3. When combined with the CIPP tube, the resin system shall provide a CIPP that meets the structural requirements of ASTM F1216 or ASTM F1743, the minimum physical properties specified in Section 1.3.E, and those properties which are to be utilized in the design of the lining system for this project.
4. When combined with the CIPP tube, the resin system shall provide a CIPP that complies with the chemical resistance requirements specified in ASTM F1216 or ASTM F1743.

PART 2 - EXECUTION

2.1 GENERAL

- A. The Installation Contractor shall deliver the resin impregnated CIPP tube to the site and provide all equipment required to insert and cure the CIPP within the host pipe. The Installation Contractor shall designate a location where the tube will be vacuum impregnated with the resin prior to installation. If requested by the Owner, the Installation Contractor shall notify the Engineer at least 48 hours prior to wet out to allow the Owner's representative to observe the materials and wet out procedure. All procedures to prepare the CIPP for installation shall be in strict accordance with the Manufacturer's recommendations.
- B. The CIPP shall be vacuum impregnated with resin not more than 120 hours before the time of installation and stored out of direct sunlight at a temperature of less than 70° F.

2.2 NOTIFICATION AND PREPARATION

- A. The Installation Contractor shall notify all residents affected by this construction at least 24 hours prior to any service disruption affecting their service connection. The Installation Contractor shall make every effort to maintain service usage throughout the duration of the project.
- B. The Installation Contractor shall perform cleaning, video, and inspection prior to installation of the CIPP. The Installation Contractor, when required, shall remove all debris from within the pipe that will interfere with the installation of the CIPP. The Owner shall provide a dumpsite for such debris removed during the cleaning operations.
- C. It shall be the responsibility of the Installation Contractor to notify the Owner of line obstructions, offset joints or collapsed pipe that will prevent the insertion of the tube or significantly reduce the capacity of the sewer. The Owner, with input from the Installation Contractor shall determine the method of pipe repair required and shall address these concerns on a case-by-case basis.
- D. Protruding laterals or services shall be trimmed flush with the inside of the main sewer wall prior to installation of the CIPP. Trimming shall not cause damage to the lateral or service beyond the inside face of the main sewer.

2.3 BYPASS PUMPING

- A. The Installation Contractor, when required, shall provide for the flow of sewage around the section or sections of pipe designated for repair. When possible, the bypass shall be made by plugging the line at an existing upstream manhole and pumping the flow into a downstream manhole or adjacent system. The pump and bypass lines shall be of adequate capacity and size to handle the flow. The Installation Contractor shall furnish all necessary pumping equipment, conduit, etc. to adequately, safely, and environmentally divert sewage flow around the work.
- B. When requested by the Engineer, the Installation Contractor shall submit a general bypass plan.

2.4 TELEVISION INSPECTION

- A. The Installation Contractor shall provide video equipment capable of properly documenting the conditions as found within the pipe. Lighting for the video camera shall illuminate the entire periphery of the sewer. The camera shall be radial view type capable of viewing 360° within the pipe and shall provide an unobstructed view of the full pipe.
- B. The video shall begin with a clear identification of the pipeline location, upstream and downstream manhole designation, and pipe diameter. The video shall provide an accurate length measurement of the entire segment and of the distance to each lateral connection. The Installation Contractor shall pan all lateral connections on both the pre and post-videos.
- C. Reverse video set-ups shall be utilized when line obstructions prevent full segment televising from the initial set-up direction.
- D. Both a pre-lining and post-lining video shall be submitted to the Owner for approval. The discs shall be clearly and properly labeled.

2.5 INSTALLATION

- A. The CIPP shall be installed in accordance with the practices given in ASTM F1216 (for direct inversion installations) or ASTM F1743 (for pulled-in-place installations). The quantity of resin used for the tube's impregnation shall be sufficient to fill the volume of air voids in the CIPP tube with additional allowances being made for polymerization shrinkage and the loss of any resin through cracks and irregularities in the original pipe wall. A vacuum impregnation process shall be used in conjunction with a roller system to achieve a uniform distribution of the resin throughout the CIPP tube.
- B. The resin-impregnated CIPP tube shall be installed into the host pipe by methods specified in ASTM F1216 or ASTM F1743 and proven through previous successful installations. The insertion method shall not cause abrasion or scuffing of the CIPP tube. Hydrostatic or air pressure shall be used to inflate the CIPP tube and mold it against the walls of the host pipe. There will be no use of sewage in place of clean water for insertion of the tube, or for the curing of the liner.
- C. Temperature gauges shall be placed between the CIPP tube and the host pipe's invert position to monitor the temperatures during the cure cycle.

2.6 CURING

- A. After the CIPP tube installation is completed, the Installation Contractor shall supply a suitable heat source and recirculation equipment (if required). The equipment shall be capable of delivering hot water or steam throughout the section to uniformly raise the temperature above the temperature required to affect a cure of the resin.
- B. The heat source shall be fitted with suitable monitors to gauge the temperature of the incoming and outgoing heat supply (for water cure) and outgoing heat supply (for steam cure). Water or air temperature in the pipe during the cure period shall be as recommended by the resin Manufacturer.
- C. Initial cure shall be deemed to be completed when inspection of the exposed portions of the CIPP appears to be hard and sound and the remote temperature sensor(s) indicates that the temperature is of a magnitude to realize an exotherm. The cure period shall be of a duration recommended by the resin Manufacturer, as modified for the installation process, during which time the recirculation of the heat and/or cycling of the heat exchanger to maintain the temperature is continued.

2.7 COOL DOWN

- A. Cool down may be accomplished by the introduction of cool water or air to replace water or pressurized air being relieved. Care shall be taken in the release of the hydrostatic head so that a vacuum will not be developed.

2.8 FINISH

- A. The finished CIPP shall be continuous over the entire length of an insertion run and be as free as commercially practical from visual defects such as foreign inclusions, dry spots, pinholes, and delamination. The CIPP shall be homogeneous, and free of any leakage from the surrounding ground to the inside of the CIPP.

- B. Where the CIPP is installed through a manhole uninterrupted, the invert shall be maintained smooth within the manhole, with approximately the bottom half of the CIPP continuous through the length of the manhole. The invert of the manhole shall be shaped and grouted as necessary to support the liner. The cost of this work shall be included in the CIPP unit price.
- C. During the warranty period, any defects which will affect the integrity or strength of the CIPP, collect solids, or reduce hydraulic flow capabilities of the product shall be repaired at the Installation Contractor's expense in a manner mutually agreed upon by the Owner and the Installation Contractor.

2.9 REINSTATE LATERALS AND SERVICES

- A. Accurate location of the lateral and service connections shall be made by inspection of the pre-installation videotape or sewer walk.
- B. After the CIPP has been installed, all existing active lateral sewers and services shall be reinstated unless otherwise indicated by the Owner or on the plans. The reinstatement of laterals and services shall be done without excavation unless otherwise specified by the Engineer. Reinstatement of laterals and services will be accomplished from the interior of the CIPP by means of a video camera directed cutting device or by direct man entry when feasible.
- C. All cut lateral and service connections shall be free of burrs, frayed edges, or any restriction preventing free flow of wastewater. Laterals shall be reinstated to a minimum of 90% of their original diameter and no more than 100% of their minimum diameter. The CIPP shall be tightly sealed at the cut openings with no gaps.

2.10 QUALITY ASSURANCE PROCEDURES

- A. For every two thousand five hundred (2,500) lineal feet of CIPP installed, two (2) flat plate samples shall be processed and tested. For pipe diameters less than 18 inches, restrained end samples may also be utilized. The CIPP physical properties shall be tested in accordance with ASTM F1216, Section 8, using either allowed sampling method. The flexural properties must meet or exceed the values listed in Section 1.3.E of this specification and the values submitted to the Owner by the Installation Contractor for this project's CIPP wall design, whichever is greater.
- B. Testing shall be completed by an accredited, independent laboratory. Testing results shall be provided to the Owner within seven (7) days of receipt.
- C. Wall thickness of samples shall be determined in a manner consistent with paragraph 8.1.2 of ASTM D5813. The minimum wall thickness at any point shall not be less than 87.5% of the specified design thickness calculated in Section 1.3.F of this document.
- D. Flexural testing of the collected samples shall be conducted in accordance with ASTM D790, latest version, with only the structural portion of the CIPP being tested.
- E. CIPP installation shall be inspected by post-lining video inspection. Variations from true line and grade may be inherent because of the conditions of the original piping. No infiltration of groundwater should be observed. All service entrances should be unobstructed and accounted for.

PART 3 - PAYMENT

Payment for the work included in this section will be in accordance with the unit prices set forth in the proposal for the quantity of work performed. Progress payments will be made on the work performed during each monthly period.

When not defined, payment shall be broken down as follows:

- A. Mobilization and demobilization shall be paid for as one lump sum amount.
- B. Cleaning shall be paid for per lineal foot of line cleaned. Items for both light and heavy cleaning shall be designated as appropriate.
- C. Protruding laterals shall be paid for per each lateral removed.
- D. CIPP shall be paid per lineal foot of each diameter rehabilitated as measured from center of manhole to center of manhole.
- E. Lateral reinstatement shall be paid per each lateral reinstated.
- F. Bypass pumping shall be paid for as one lump sum and shall include all incidentals required for the bypass efforts.
- G. Traffic control shall be paid as one lump sum and shall include all incidentals required for traffic control.

All other incidental costs such as sample testing shall be included in the cost of these items.

APPENDIX C
ITB PW 25-06
MAPS

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



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CMMS

INSPECTION

INVENTORY

SETUP

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New Request



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Pipe 917 16FT 18"
 Pipe 918 20FT 18"
 Pipe - 919 22FT 18"



Structure_1102

Pipe 919

Structure_1103

Pipe 920

Pipe 918

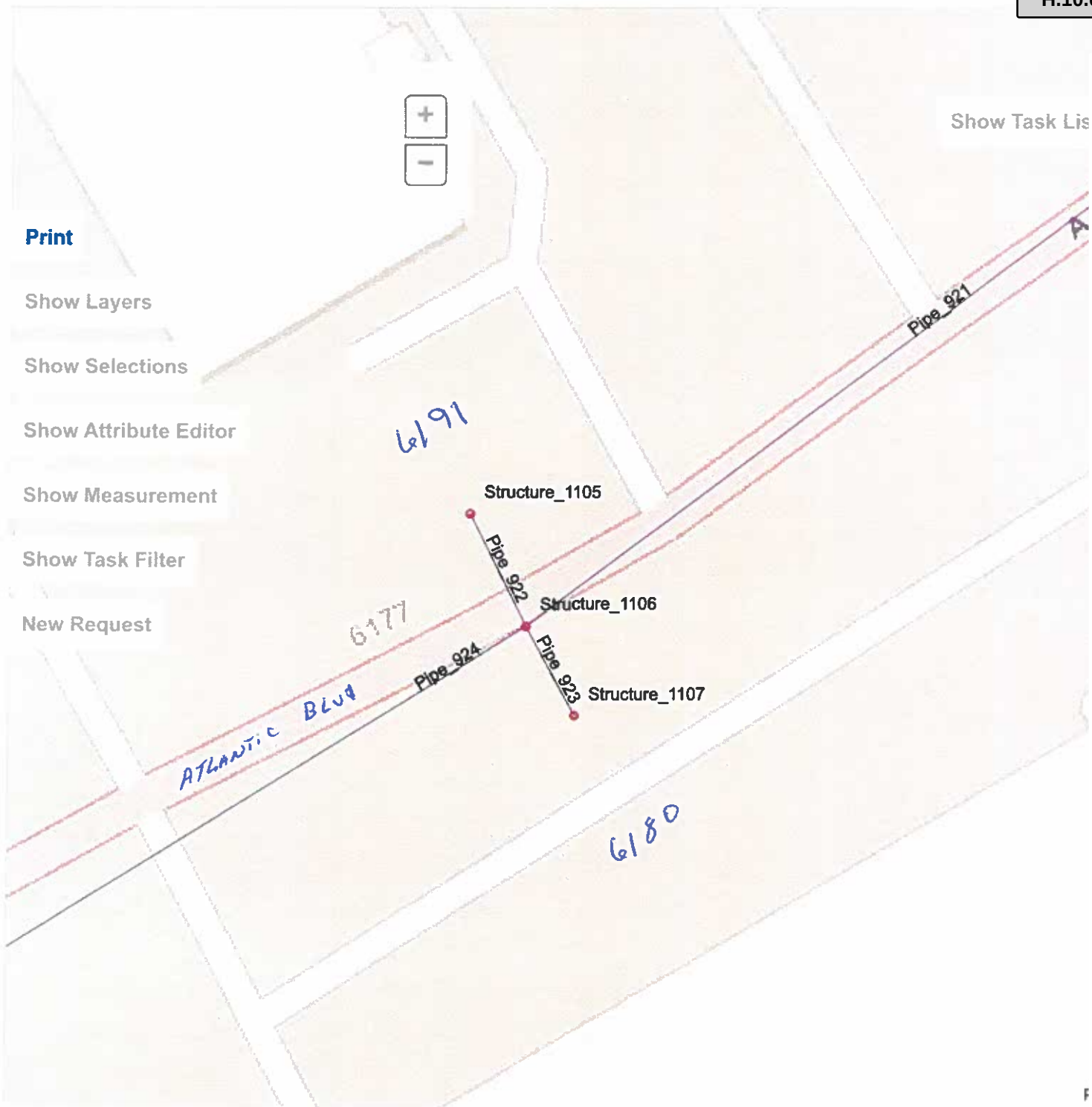
Structure_1104

Pipe 917

Atlantic Blvd

6180

6161



Pipe 922 40 FT 18"
Pipe 923 - 32 FT 18"

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



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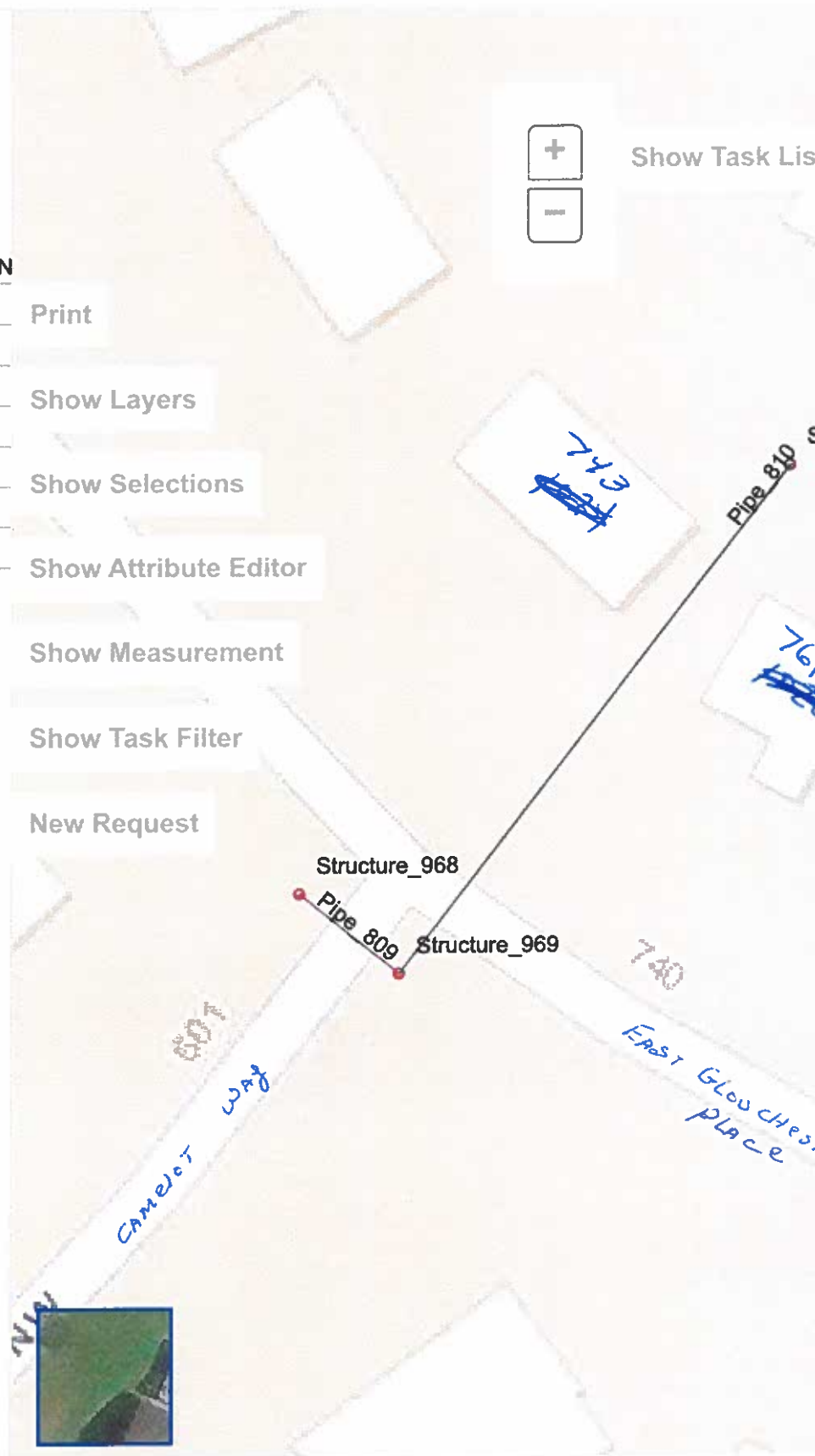
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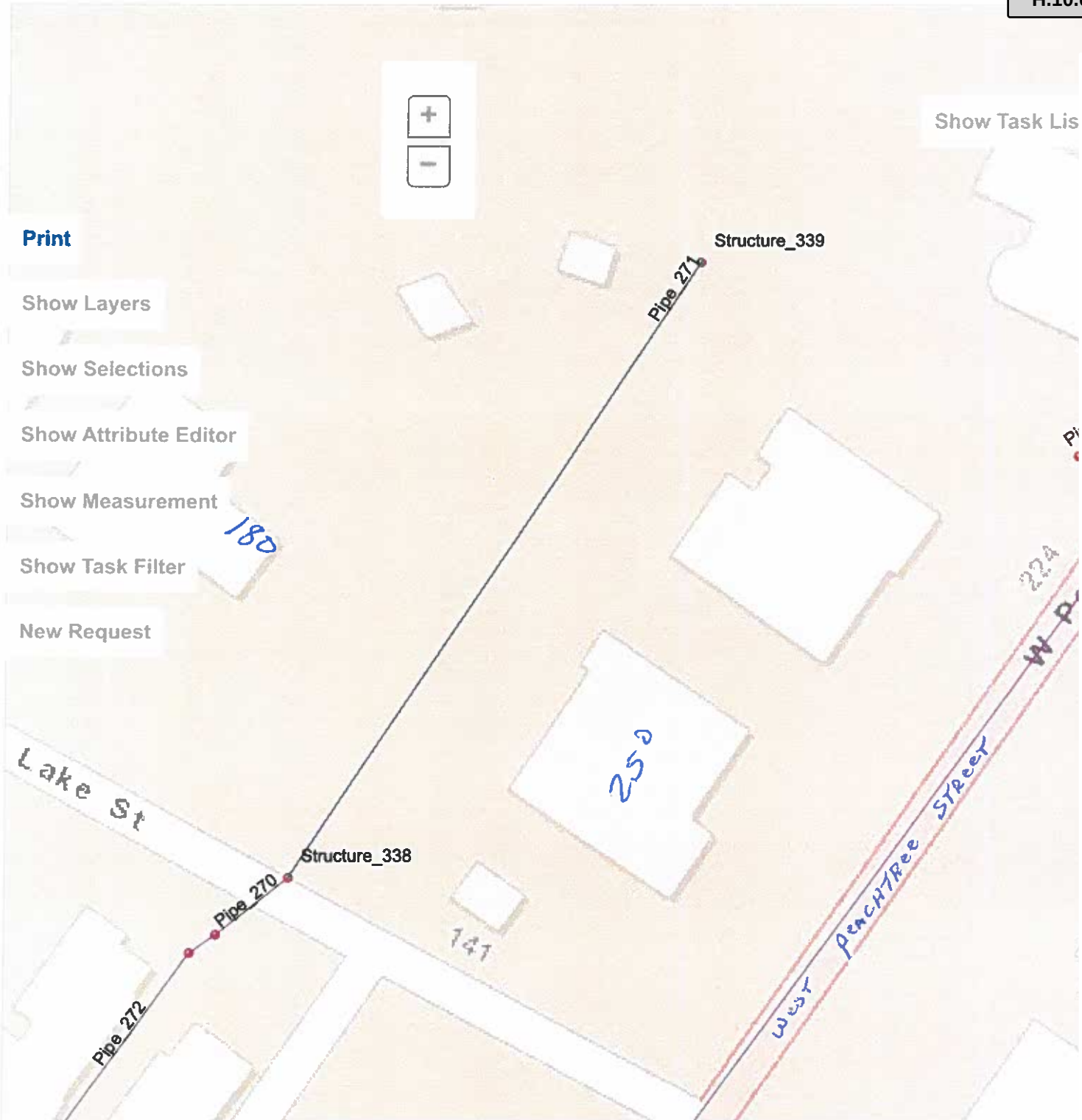


Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



pipe 815 110 FT 18"

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



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INSPECTION

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Pipe 1272 133 FT 18"

5469

Structure_1534

Pipe 1272

Structure_1533

5468

Terrace Garden Way

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)

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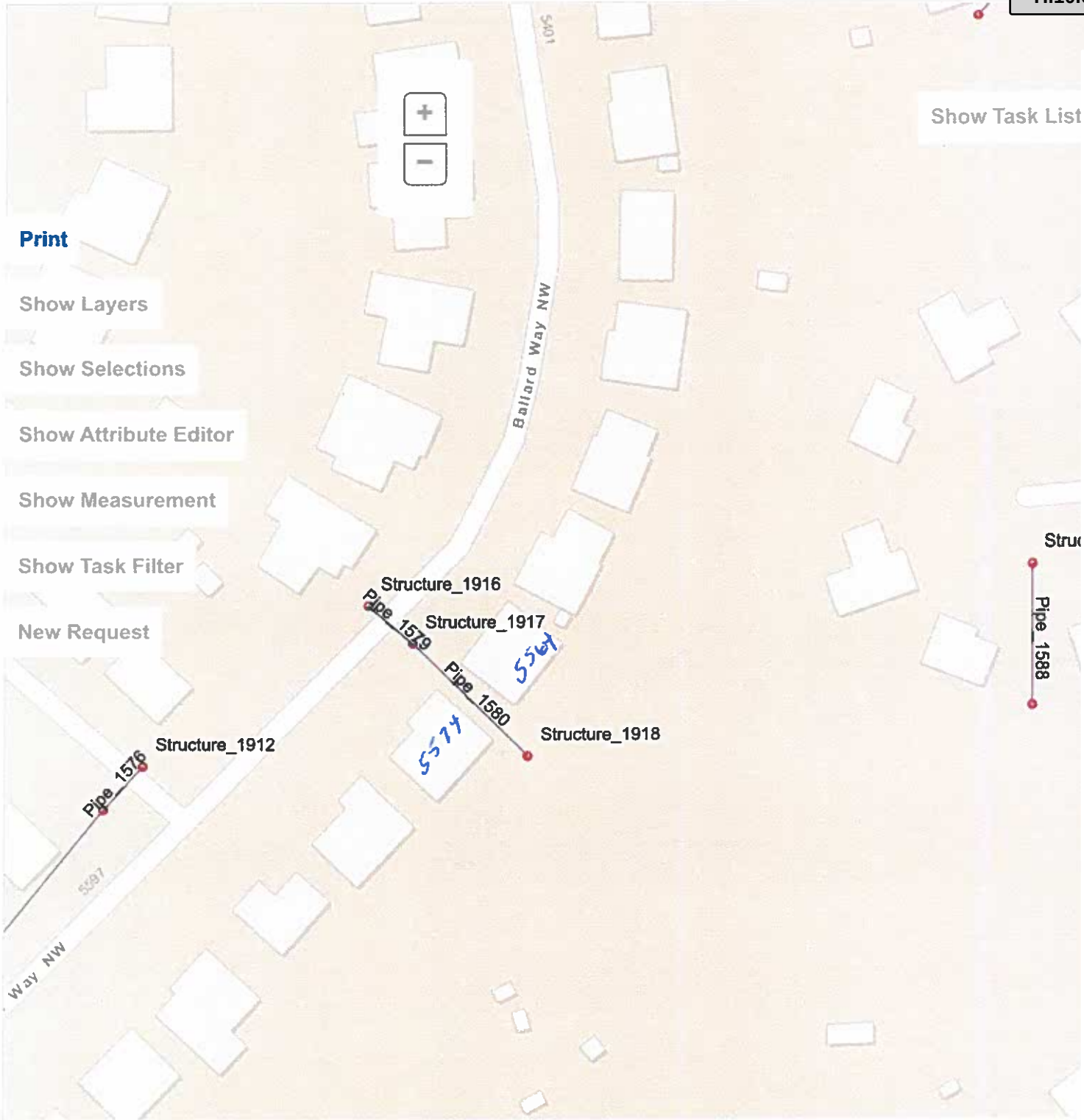
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New Request



Pipe 1579 36 FT 18"

Pipe 1580 100 FT 18"





Pipe	1521	34 FT	18"
Pipe	1523	137 FT	18"

Show Task List



Print

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Show Attribute Editor

Show Measurement

Show Task Filter

New Request

Structure_1843

1680

Hollow
Court
Trace

CREST
Hollow
COURT

Pipe_1524

Structure_1842

Pipe_1523

5654

Pipe 1524 33 FT 18"



Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



Pipe 1578 79 FT 18"



pipe - 55 60 FT 18"

Show Task Lis

Print

Show Layers

Show Selections

Show Attribute Editor

Show Measurement

Show Task Filter

New Request



2398

SUMMERTOWN
DRIVE

Structure_1929

Pipe 1589

Structure_1930

2288

2288

pipe 1589 85 FT 18"





Pipe 1261 126FT 18"





pipe 740 101 FT 24 inch

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



Pipe 1575 72 FT 24"

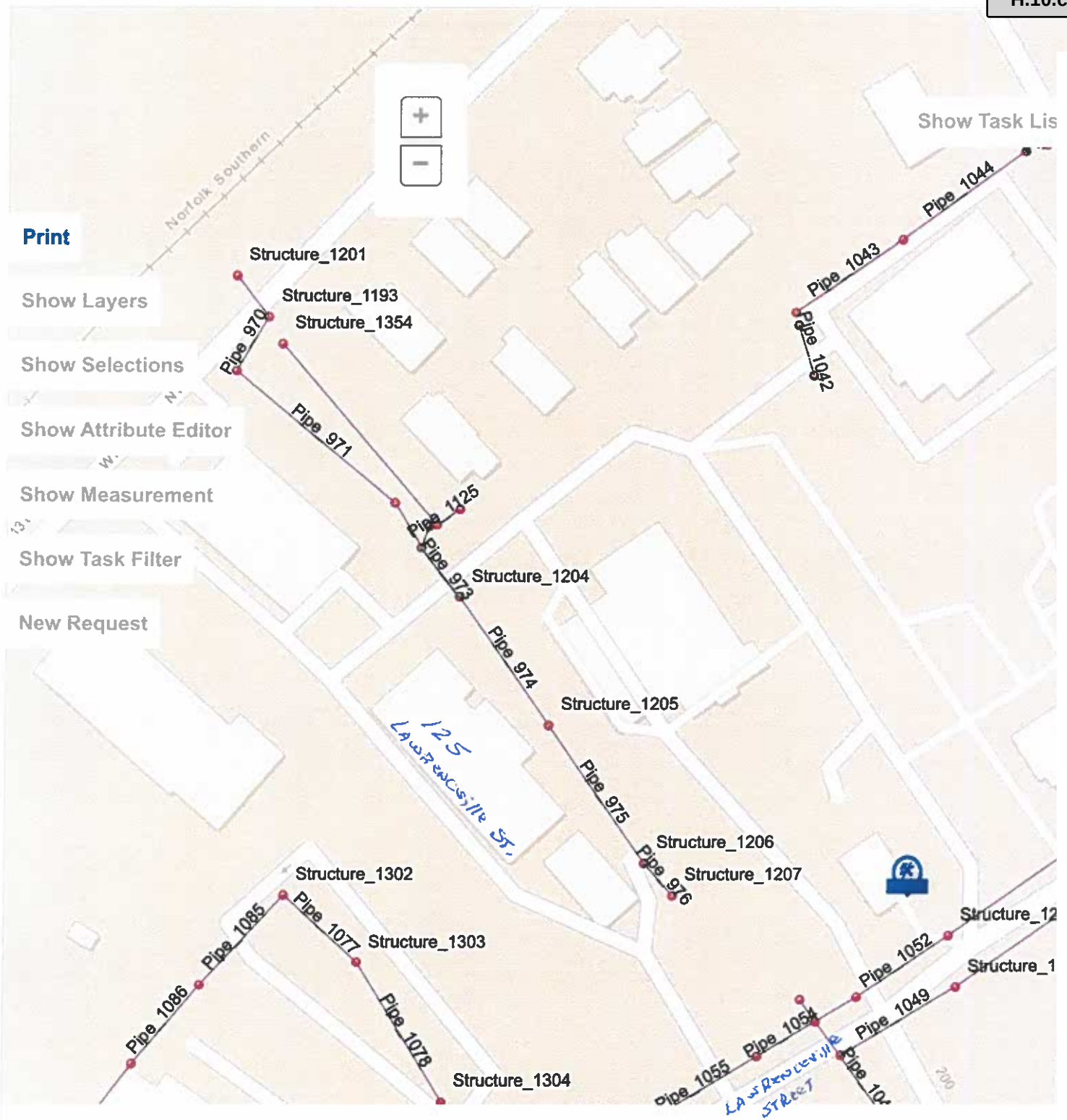




Pipe - 816 30 FT 24"

Pipe 817 165 FT 24"





pipe 973 - 40 FT 36"
 pipe 974 - 99 FT 36"
 pipe 975 - 106 FT 36"
 pipe 976 - 26 FT 36"



Show Task Lis

Print

Show Layers

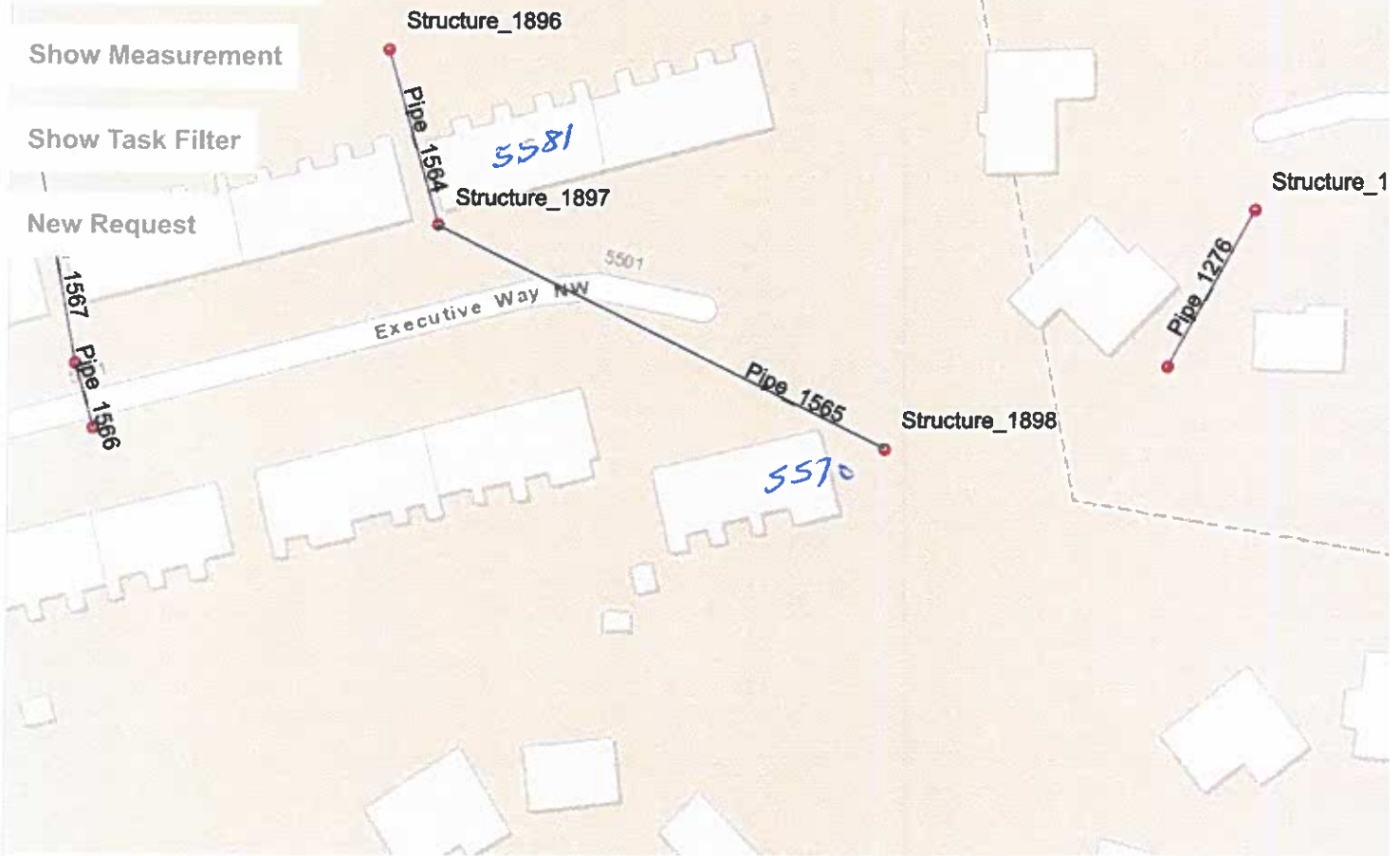
Show Selections

Show Attribute Editor

Show Measurement

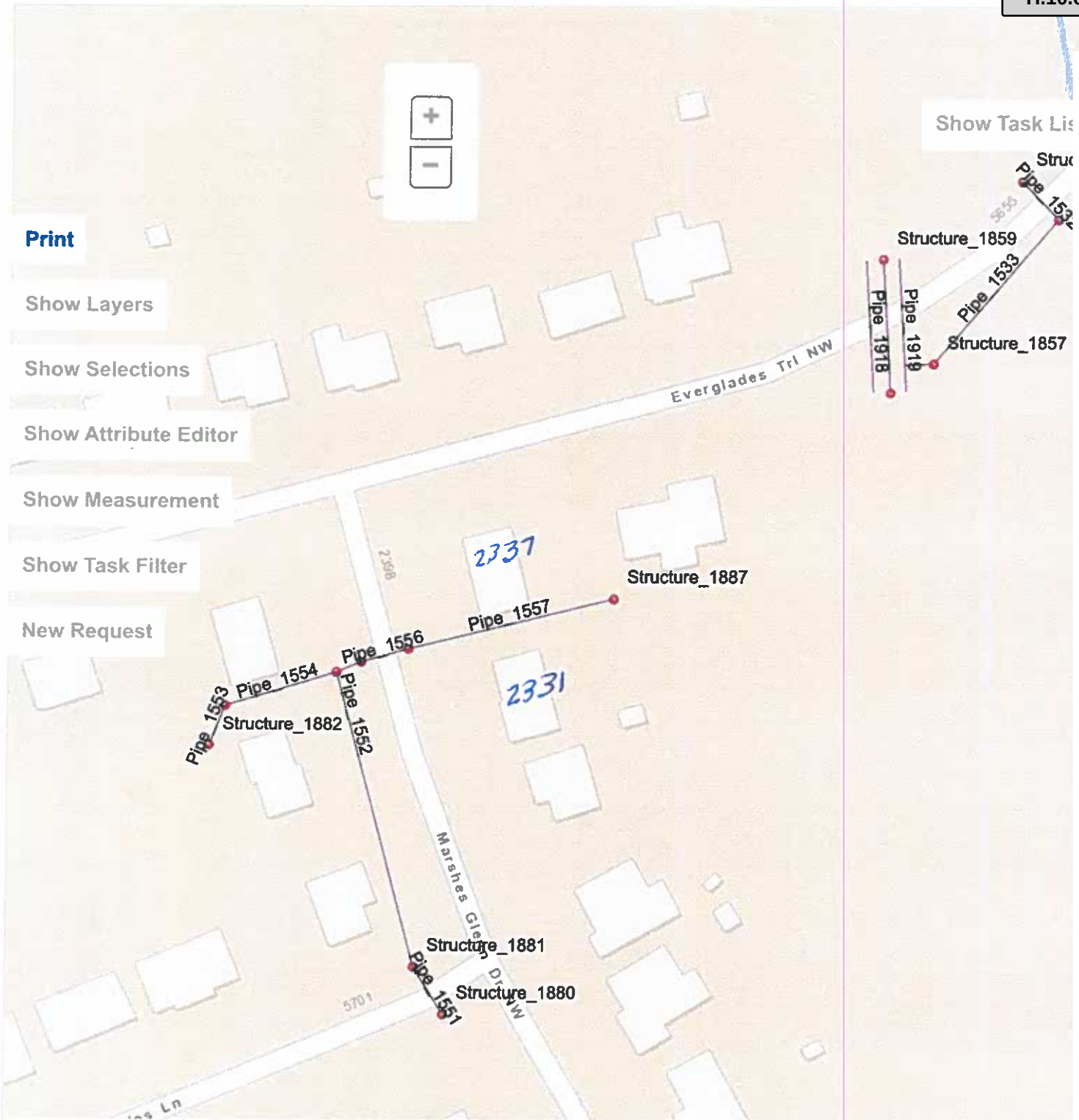
Show Task Filter

New Request



Pipe 1565 241 FT 36"





Pipe 1557 131 FT 36"

Keyword Search:

58424

WO

CH-CITY HALL - 65 LAWRENCEVILLE ST-City Hall

Acct #:

Task: BUILDING MAINTENANCE - ELECTRICAL

Crew: Not Assigned

Due: 9/14/2024 12:00:00 AM

Created on 9/11/2024 11:41:31 AM

58414

WO

CH-PUBLIC WORKS UTILITIES AND PARKS - City Hall

Acct #:

Task: BUILDING INSPECTIONS-OFFICE SAFETY

Crew: HENRY SANCHEZ

Due: 3/13/2024 12:00:00 AM

Created on 9/10/2024 5:00:12 AM

58794

WO

CH-CITY HALL - 65 LAWRENCEVILLE ST-City Hall

Acct #:

Task: BUILDING INSPECTIONS-OFFICE SAFETY

Crew: HENRY SANCHEZ

Due: 11/22/2024 12:00:00 AM

Created on 11/8/2024 5:00:13 AM

59132

SO

DONCASTER CT Norcross GA

Acct #: SYSTEM

Task: CURB AND GUTTER CLEANED

Crew: Streets- Storm Maintenance crew 1

Due: 1/14/2025 12:00:00 AM

Created on 1/14/2025 7:49:18 AM

59134

SO

RESEDA CT Norcross GA

Acct #: SYSTEM

Task: CURB AND GUTTER CLEANED

Crew: Streets- Storm Maintenance crew 1

Due: 1/14/2025 12:00:00 AM

Created on 1/14/2025 7:55:28 AM

59087

WO

CH-CULTURAL ARTS CC - 10 BRITT ROAD-Cultural Arts Center

Acct #:

Task: BUILDING INSPECTION-ELECTRICAL

Crew: HENRY SANCHEZ

Due: 1/15/2025 12:00:00 AM

Created on 1/1/2025 5:00:13 AM

Print

Show Layers

Show Selections

Show Attribute Editor

Show Measurement

Show Task Filter

New Request

5047

Structure_1980

5057

RAILS WAY
Pipe 1628

Pipe 1629

5097

pipe 1628 - 339 FT 42"

pipe 1629 - 97 FT 42"

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



(<http://hiperweb.com>)

MAXWELL, DONALD
D Maxwell ▾

- BUILDINGS AND GROUNDS MAINTENANCE
- PARKS & REC
- STORMWATER
- CIS
- CMMS
- INSPECTION
- INVENTORY
- SETUP

Print

Show Layers

Show Selections

Show Attribute Editor

Show Measurement

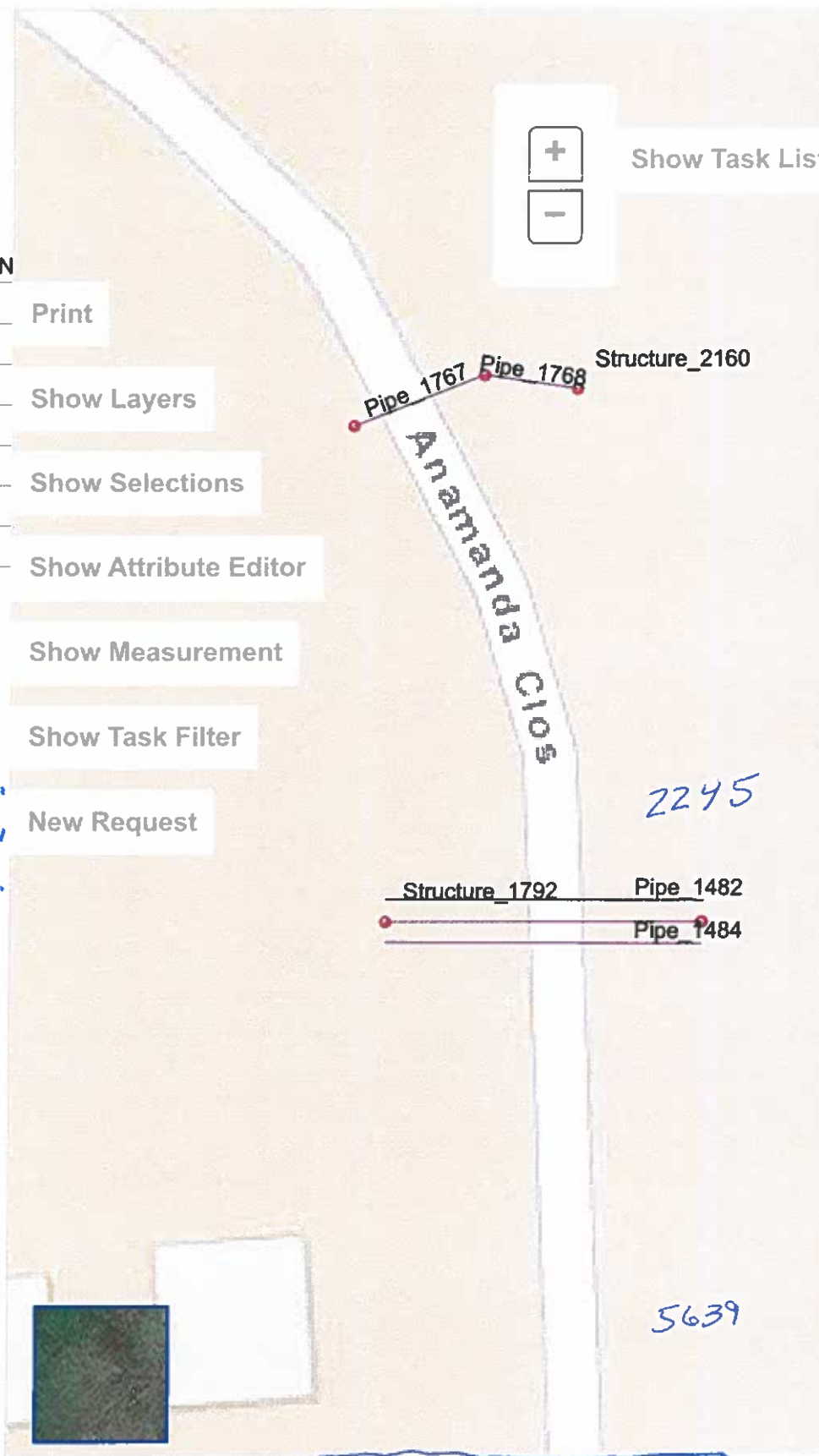
Show Task Filter

New Request



Show Task List

pipe 1482 77 FT 66"
pipe 1483 77 FT 66"
pipe 1484 77 FT 66"



WESTERN HILLS

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



(http://hiperweb.com)

MAXWELL, DONALD

D Maxwell ▾

BUILDINGS AND GROUNDS MAINTENANCE

PARKS & REC

STORMWATER

CIS

CMMS

INSPECTION

INVENTORY

SETUP

Print

Show Layers

Show Selections

Show Attribute Editor

Show Measurement

Show Task Filter

New Request



Show Task List

Pipe 1531 94FT 18inch

5765

Structure_1854

Pipe_1531

Structure_1854

5755

RIDGE LANE

#5519

Hollow

APPENDIX D

ITB PW 25-06 BID FORM

**Both components of the bid form are mandatory and must be included in the bid packet.
Please complete the itemized bid sheet in addition to this form.**

Project Name: _____

Total Bid: \$ _____

BIDDER, in compliance with the Invitation to Bid for the construction of 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: _____

Phone Number: _____

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)

Item No.	Item	Description	Diameter (Inches)	Length (Feet)	Cost Per Linear Foot	Total Cost
1	Pipe 918	Atlantic Blvd	18	20	\$	\$
2	Pipe 919	Atlantic Blvd	18	22	\$	\$
3	Pipe 922	Atlantic Blvd	18	40	\$	\$
4	Pipe 923	Atlantic Blvd	18	32	\$	\$
5	Pipe 917	Atlantic Blvd	18	16	\$	\$
6	Pipe 810	Gloucester Place	18	153	\$	\$
7	Pipe 815	Lancelot Drive	18	110	\$	\$
8	Pipe 271	Lake Drive	18	228	\$	\$
9	Pipe 1272	Terrace Garden Way	18	133	\$	\$
10	Pipe 1531	Hollow Ridge Lane	18	94	\$	\$
11	Pipe 1579	Ballard Way	18	36	\$	\$
12	Pipe 1580	Ballard Way	18	100	\$	\$
13	Pipe 1521	Hollow Trace Way	18	34	\$	\$
14	Pipe 1523	Crest Hollow Court	18	137	\$	\$
15	Pipe 1524	Crest Hollow Court	18	33	\$	\$
16	Pipe 1578	Landings Court	18	79	\$	\$
17	Pipe 55	Longview Drive	18	60	\$	\$
18	Pipe 1542	Marshes Glenn Drive	18	48	\$	\$
19	Pipe 1589	Summertown Drive	18	95	\$	\$
20	Pipe 1261	Goodwick Way	18	126	\$	\$
21	Pipe 1247	Huddersfield Way	18	180	\$	\$
22	Pipe 740	Betty Mauldin Park	24	101	\$	\$
23	Pipe 1575	Executive Way	24	72	\$	\$
24	Pipe 816	Lancelot Drive	24	30	\$	\$
25	Pipe 817	Lancelot Drive	24	165	\$	\$
26	Pipe 973	125 Lawrenceville St	36	40	\$	\$
27	Pipe 974	125 Lawrenceville St	36	99	\$	\$
28	Pipe 975	125 Lawrenceville St	36	106	\$	\$
29	Pipe 976	125 Lawrenceville St	36	26	\$	\$
30	Pipe 1565	Executive Way	36	241	\$	\$
31	Pipe 1557	Marshes Glenn Drive	36	131	\$	\$
32	Pipe 1628	Rails Way	42	339	\$	\$
33	Pipe 1629	Rails Way	42	97	\$	\$
34	Line 1482	Anamanda Close	66	77	\$	\$
35	Line 1483	Anamanda Close	66	77	\$	\$
36	Line 1484	Anamanda Close	66	77	\$	\$
37	N/A	Pipe Cleaning	N/A	3454	\$	\$
38	N/A	CCTV	N/A	3454	\$	\$
39	N/A	Mobilization		Lump Sum	\$	
TOTAL COST (Sum of items 1-39)					\$	

APPENDIX E

ITB PW 25-06

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 employees with job titles, responsibilities, and years of experience as they relate the requirements of this bid document.
- e. With what bank do you do business?
NOTE: 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.

Experience:

- f. Attach a list of 3-5 similar projects completed in the last 5 five years.
- g. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- h. General character of work performed by your company.
- i. Have you ever failed to complete any work awarded to you, if so, where, and why?
- j. Have you ever defaulted on a Contract, if so, where, and why?
- k. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- l. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.

- m. How long do you warrant a project?
- n. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

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

APPENDIX F

ITB PW 25-06

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 G
ITB PW 25-06
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

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)

APPENDIX H

ITB PW 25-06

PACKET CHECKLIST

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. ***You must complete and attach this checklist to your bid packet. Failure to do so may you render ineligible for consideration.***

_____ Packet Checklist (attached to bid package)

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

Bid Package Components:

_____ Statement of Qualifications and Equipment (Appendix E)

_____ Bid Form (Appendix D)

_____ References (Form provided in Appendix F or in letter form)

_____ Acknowledgement of Addenda Form (Appendix G)

_____ Bid Bond if bid amount is over \$30,000

_____ Certificate of Liability Insurance

_____ [E-Verify Contractor & SAVE Affidavits](#)

Mail or deliver to:
 Charlene Marsh
 City of Norcross Public Works Department
 345 Lively Avenue
 Norcross, GA 30071
 ITB PW 25-06 – CIPP RELINING

Attachment: ITB PW 25-06 Packet (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



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

H.10.d

Bid Tabulation
CIPP Relining
ITB PW 25-06
February 28, 2025
345 Lively Avenue, Norcross, GA 30071

Company Name	Bid Amount
Metals & Materials Engineers, LLC	\$1,264,348.84
SAK Construction, Inc	\$1,069,986.00
Southern Premier Contractors	\$779,487.00
Inliner Solutions, LLC	\$838,338.30
US Infra Rehabilitation Services, LLC	\$921,836.29
Cajenn Construction & Rehabilitation Services, Inc.	\$796,126.00
Southeast Pipe Survey, Inc.	\$1,073,581.50
Gulf Coast Underground, LLC	\$1,339,613.55
NGI Trenchless Pipe & Sewer Repair, Inc	\$1,112,023.00

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.

Attachment: Bid Tabulation (25-7271 : Contract Award for Cured-In-Place Pipe (CIPP) Relining)



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

City of Norcross

Legislation Details (With Details)

File #:	25-7272	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Contract Award for On-Call Concrete Services		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Contract Award for On-Call Concrete Services](#)
2. [RFQ PW 25-08 Packet](#)

Title

Contract Award for On-Call Concrete Services

Drafter

Charlene Marsh



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

AGENDA REPORT

To: Mayor and Council

From: Charlene Marsh, Procurement and Capital Projects Manager

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7272

Title: Contract Award for On-Call Concrete Services

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

Recommendation

Approve contract between the City of Norcross and selected vendor for on-call concrete services.

Background

The City of Norcross Public Works Department issued a Request for Qualifications in order to select one vendor to perform concrete services for the City on an on-call basis. The contract term will be for one year with the option to renew the contract up to 5 years. The selected vendor will work under the direction of the Public Works department to complete approved projects.

RFQ submissions were due on Friday, March 14, 2025. An evaluation committee comprised of City employees will meet to evaluate all responsive proposals that meet the minimum technical requirements, using the following criteria:

- Experience & Qualifications (40)
- Cost Proposal (30)
- References (15)
- Capacity & Resources (15)

Following the committee's review, final scores will be calculated based on a combination of the composite scores, and a staff recommendation will follow at the April regular council meeting for the firm with the highest total score.

Financial Impact

No immediate financial impact. Financial impact will be determined by individual project costs.

Consistent with 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
RFQ PW 25-08 Packet

Update



**City of Norcross
Department of Public Works**

**REQUEST FOR STATEMENT OF QUALIFICATIONS
ON-CALL CONCRETE SERVICES
RFQ PW 25-08**

Attachment: RFQ PW 25-08 Packet (25-7272 : Contract Award for On-Call Concrete Services)

City of Norcross

Department of Public Works

REQUEST FOR STATEMENT OF QUALIFICATIONS ON-CALL CONCRETE SERVICES RFQ PW 25-08

INTRODUCTION & OVERVIEW:

The City of Norcross is seeking a qualified contractor to perform concrete services, on an on-call basis. There is no guaranteed minimum contract value associated with this contract. The term of the contract shall be one year with renewal up to 5 years. The City intends to award this work to a single contractor who will work under the direction of the Public Works Department.

The statement of qualifications package should be clearly marked “**RFQ PW 25-08 – ON-CALL CONCRETE SERVICES**” on its face and submitted by **11:00 a.m. on March 14, 2025**, to the address below. Please submit two printed copies and one electronic copy (USB) of your RFQ package to:

City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071
RFQ PW 25-08 – ON-CALL CONCRETE SERVICES
Attn: Charlene Marsh, Capital Projects Manager

Both printed and electronic copies must contain the same information.

A pre-proposal meeting will be held at the address above on **February 27, 2025 at 10:00a.m.** Attendance is encouraged but not mandatory. Attendance or absence from the meeting is not a qualification measurement. Please submit questions/requests via **e-mail only** to the Capital Projects Manager at procurement@norcrossga.net by **5:00 p.m. on February 27, 2025**

No submission 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 submission may be withdrawn within thirty (30) days after the deadline and all submissions shall remain firm during this period. Requests for withdrawals must be submitted in writing.

We appreciate your interest in the City of Norcross!

Attachment: RFQ PW 25-08 Packet (25-7272 : Contract Award for On-Call Concrete Services)

RFP/RFQ CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to an RFP/RFQ for the City of Norcross

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the City of Norcross' staff member's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the RFP/RFQ and is an excellent source of information for any questions you may have.
3. _____ **Attend the Pre-Proposal webinar** if one is offered, these conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP/RFQ.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP/RFQ. All addenda issued for this RFP/RFQ will be posted on the City's website and will include all questions asked and answered concerning the RFP/RFQ.
5. _____ **Follow the format required in the RFP/RFQ** when preparing your response. Provide point- by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer all questions and requirements. Do not assume the City or Evaluation Committee will know what your capabilities are or what items/services you can provide, even if you have previously contracted with the City. Evaluations are based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., reference form, sample budget form, certification forms, etc..
8. _____ **Check the City website for RFP/RFQ addenda.** Before submitting your response, check the City website at <https://www.norcrossga.net/bids.aspx> to see whether any addenda were issued for the RFP/RFQ.
9. _____ **Review and read the RFP/RFQ document again** to make sure that you have addressed all requirements.
10. _____ **Submit your response on time.** Note all the dates and times listed and be sure to submit all required items on time. Late and incomplete responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Company's Response.

1.0 **INTRODUCTION**

1.1 **PURPOSE OF PROCUREMENT**

The City of Norcross is seeking a qualified contractor to perform concrete services, on an on-call basis. There is no guaranteed minimum contract value associated with this contract. The term of the contract shall be one (1) year. The City intends to award this work to a single contractor who will work under the direction of the Public Works Department.

1.2 **SCOPE OF WORK**

Services anticipated under the resulting contract may include but are not limited to pouring sidewalks, commercial and residential driveway, curb and gutter construction including driveways and aprons, catch basins, and slabs. Project-specific plans and dimensions will be provided prior to each project. Project costs will be determined using the pricing sheet. All concrete work shall be in accordance with current GDOT Standards.

1.3 **SPECIFICATIONS**

1.4 **SCHEDULE OF EVENTS**

See **Appendix A** for the detail Schedule of Events

1.5 **RESTRICTIONS ON COMMUNICATIONS WITH STAFF**

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

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

1.6 **PROPOSAL SUBMISSION INSTRUCTIONS**

A complete submission includes the following components:

1. Cover Letter
2. Statement of Qualifications and Equipment (Appendix D)
 - a. About the Firm
 - b. Experience
 - c. Approach
3. References (Appendix B)
4. Sealed Cost Proposal (Appendix C)
5. Acknowledgement of Addenda (Appendix E)
6. Bid Bond
7. Certificate of Liability Insurance

8. E-Verify Contractor and SAVE affidavits (Appendix G)

1.7 EVALUATION CRITERIA

An evaluation committee will review and evaluate the proposals according to the criteria listed below. Proposals not meeting the minimum technical requirements and those who are non-responsive will not be considered. The City may request short-listed proposers to meet with the City's Evaluation Committee for evaluation purposes if deemed necessary.

Evaluation Criteria	Max Score
Experience & Qualifications	40
Cost Proposal	30
References	15
Capacity & Resources	15
Total	100

2.0 GENERAL CONDITIONS

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

2.1 QUALIFICATIONS

- 2.1.1 Proposals will be considered only from experienced and well-equipped Vendor(s) engaged in work of this type and magnitude.
- 2.1.2 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.
- 2.1.3 Proposers must provide their own materials and labor for this contract.
- 2.1.4 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.
- 2.1.5 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** Annual project costs are estimated to range from \$100,000 to \$250,000. Submissions must be accompanied by an acceptable bid in an amount no less than \$10,000. Failure to submit a bid bond will be a cause for rejection.

2.3 AUTHORITY TO SIGN

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

2.4 RIGHTS RESERVED

- 2.4.1** 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.
- 2.4.2** Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal and may be cause for rejection.

2.5 AWARD OF CONTRACT

- 2.5.1** 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.
- 2.5.2** Upon award of contract, if the task order agreement is greater than \$30,000, a contract performance and a payment bond, each equal to 100% of the contract amount must be provided by the selected vendor by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher.
- 2.5.3** 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.
- 2.5.4** 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.

2.6 PRODUCTION REQUIREMENTS

- 2.6.1** 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 RFQ.

2.7 PRICES AND INVOICING PROGRESS PAYMENTS AND RETAINAGE

- 2.7.1** As concrete services are required, a request for a quote will be sent to the contractor or contractors' designee for that job assignment. The successful contractor will be required to submit a new quote based on that job assignment each time
- 2.7.2** Payment shall be provided based on the cost schedule provided in Vendor's response. Vendor shall submit an invoice with NET 30-day payment terms for services performed for the City of Norcross under the terms of the contract executed. The invoice shall be directed to **Donald Maxwell, Streets & Stormwater Superintendent at donald.maxwell@norcrossga.net**.

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 plus the value of materials and equipment suitably stored, insured, and protected at the site(s), less retainage.

- 2.7.3** 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. At the discretion of the City and with the approval of the Contractor, the retainage of each subcontractor may be released separately as the subcontractor completes their work.

2.1 LOCATION & SITES

- 2.1.1** All work will be completed within the boundaries of the City of Norcross.
- 2.1.2** The contractor shall accept the site in its present condition and carry out all work in accordance with the requirements of the specifications as directed by the Department of Public Works.

2.2 COMPLIANCE WITH OSHA STANDARDS AND REGULATIONS

- 2.2.1** 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.

2.3 NON-COLLUSION

- 2.3.1** 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.

2.4 MATERIALS

- 2.4.1 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.
- 2.4.2 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 by the Specifications shall expressly run to the benefit of the City.

2.5 CONTRACT REQUIREMENTS

- 2.5.1 The successful Vendor is required to do the following within ten (10) days of Notice:
 - 2.5.1.1.1 Return to the City contract documents executed by the authorized representative attested by the corporate secretary treasurer.
 - 2.5.1.1.2 Provide Insurance Certificates as specified in the RFQ documents.
- 2.5.2 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 RFQ 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.
- 2.5.3 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 work day for every day the contract is not completed after 90 days from the time of the Notice to Proceed.

2.6 SCHEDULE

- 2.6.1 Schedule: The Vendor shall provide to **Donald Maxwell, Streets & Stormwater Superintendent at donald.maxwell@norcrossga.net**. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents and/or businesses.

APPENDIX A
RFQ PW 25-08
SCHEDULE OF EVENTS

Event:	Date:
Release of RFQ	February 11, 2025 at 12:00 p.m.
(Optional) Pre-Proposal Meeting	February 27, 2025 at 10:00 a.m.
Deadline for Written Questions	February 28, 2025, at 5:00 p.m.
Proposals Due	March 14, 2025, at 11:00 a.m.
Proposal Evaluation	On/About March 2025
Contract Award (On/about)	One/About April 2025

APPENDIX B

RFQ PW 25-08

REFERENCES

Please complete attached reference form and provide accurate information for each reference. Please 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, Proposers 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) 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 C
RFQ PW 25-08
COST PROPOSAL

Please submit the attached unit pricing sheet in a *sealed envelope*. Project costs will be determined using the pricing sheet provided by the successful bidder.

COST PROPOSAL FORM

Code	Item Description	Units of Measure	Price
GDOT	Concrete Header Curb 3,000 PSI concrete	Linear Foot/Foot	
GDOT	24 Inch Curb and Gutter 3000 PSI Concrete	Linear Foot/Foot	
GDOT	24 Inch Roll Back Curb 3000 PSI Concrete	Linear Foot/Foot	
GDOT	Concrete Sidewalk (5') 3000 PSI Concrete	Square Foot	
GDOT	Concrete Sidewalk(10') 3000 PSI Concrete	Square Foot	
GDOT	Curb cut/Wheelchair Ramps	Each	
GDOT	Truncated Mat- Typical	Each	
Per Project	Concrete Driveway (4") thick 3000 PSI concrete	Square Foot	
Per Project	Concrete Driveway (6") thick 3000 PSI Concrete	Square Foot	
Per Project	Concrete Driveway (6") thick 3000 PSI concrete WWF reinforcement	Square Foot	
Per Project	Concrete Driveway (6") thick 4000 PSI concrete WWF Reinforcement	Square Foot	
Per Project	Concrete Driveway (6") thick 3000 PSI concrete - rebar reinforcement	Square Foot	
Per Project	Concrete Driveway (6") thick 4000 PSI concrete - rebar reinforcement	Square Foot	
GDOT	Catch Basin Top Single wing /STD. Ring & Cover (cast) 4000 PSI concrete	Each	
GDOT	Catch Basin Top Double wing/ STD. Ring & Cover (cast) 4000 PSI concrete	Each	
GDOT	Inlet Throat - Standard 3000 PSI concrete	Each	
Per Project	4" Thick Slab/ Flat Work 3000 PSI Concrete	Square Foot	
Per Project	6" thick Slab/Flat Work 3000 PSI Concrete	Square Foot	
Per Project	8" thick Slab/Flat Work 3000 PSI Concrete	Square Foot	
Per Project	4" thick Slab/Flat work 3000 PSI Concrete with rebar reinforcement	Square Foot	
Per Project	6" thick Slab/Flat Work 3000 PSI Concrete with rebar reinforcement	Square Foot	
Per Project	8" thick Slab/Flat Work 3000 PSI Concrete with rebar reinforcement	Square Foot	
Per Project	Concrete Retaining Wall with rebar reinforcement	Square Foot	
Per Project	Keystone Walls	Square Foot	
Per Project	Pervious Pavers with compacted stone	Square Foot	
Per Project	Grading	Hourly	
Per Project	Aluminum fencing	Linear Foot/Foot	
Per Project	Concrete demo	Square Yard	
Per project	4" to 6" SDR Drain pipe W/Geotex	Linear Foot/Foot	
Per Project	Mobilization	Each	

APPENDIX D

ITB PW 25-05

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. Organizational chart
- e. With what bank do you do business?

Experience:

- f. Attach a list of 3-5 similar projects completed in the last 5 five years.
- g. Contracts on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).
- h. Resumes for key personnel
- i. Have you ever failed to complete any work awarded to you, if so, where, and why?
- j. Have you ever defaulted on a Contract, if so, where, and why?
- k. Have you ever failed to complete a project in the time allotment according to the Contract documents, if so, where, and why?
- l. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
- m. How long do you warrant a project?
- n. Does your professional liability insurance coverage extend past the completion date and warrant of any project? If yes, for how long?

Approach:

- o. List your major equipment available for this contract.
- p. List any subcontractors whom you would expect to use for the contract.

CITY OF NORCROSS STATEMENT OF QUALIFICATIONS LETTER

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Statement of Qualifications (RFQ) for which prices have been set. The price or prices offered herein shall apply for the period stated in the RFQ.

It is understood and agreed that this Statement of Qualifications constitutes an offer, which when accepted in writing by the City of Norcross and is subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Norcross.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFQ and that this Statement of Qualifications is made in accordance with the provisions of such specifications. By our written signature on this Statement of Qualifications, we guarantee and certify that all items included in this Statement of Qualifications meet or exceed any and all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. We certify that our firm has sufficient bonding capacity to provide a payment and/or performance bond for total cost of work. The City of Norcross reserves the right to reject any or all submittals, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this Statement of Qualifications shall be valid and held open for a period of one hundred twenty (120) days from Statement of Qualifications opening date.

STATEMENT OF QUALIFICATIONS SIGNATURE AND CERTIFICATION

(Company to sign and return with Statement of Qualifications)

I certify that this Statement of Qualifications is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Statement of Qualifications for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Statement of Qualifications and certify that I am authorized to sign this Statement of Qualifications for the Company. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

Phone Number _____ Email Address _____

Attachment: RFQ PW 25-08 Packet (25-7272 : Contract Award for On-Call Concrete Services)

APPENDIX E
RFQ PW 25-08
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

Attachment: RFQ PW 25-08 Packet (25-7272 : Contract Award for On-Call Concrete Services)

APPENDIX F

RFQ PW 25-08

PACKET CHECKLIST

FIRM NAME: _____

PROJECT: _____

DATE: _____

Please use this checklist to ensure you have properly completed all forms and requirements. ***You must complete and attach this checklist to your bid packet. Failure to do so may render ineligible for consideration.***

_____ Packet Checklist (attached to bid package)

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

Bid Package Components:

_____ Statement of Qualifications and Equipment (Appendix D)

_____ Cost Proposal Form (Appendix C)

_____ References (Form provided in Appendix E or in letter form)

_____ Acknowledgement of Addenda Form (Appendix F)

_____ Bid Bond

_____ Certificate of Liability Insurance

_____ E-Verify Contractor and SAVE affidavits

Mail or deliver to:
City of Norcross Public Works Department
345 Lively Avenue
Norcross, GA 30071
Attn: Charlene Marsh, Procurement and Capital Projects Manager
RFQ 25-08 ON-CALL CONCRETE SERVICES

Attachment: RFQ PW 25-08 Packet (25-7272 : Contract Award for On-Call Concrete Services)

APPENDIX G

RFQ PW 25-08

SAVE AND E-VERIFY AFFIDAVITS

(See Supporting/Related Documents)



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

City of Norcross

Legislation Details (With Details)

File #:	25-7273	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Norfolk Southern (NFS) Lease Agreement-West		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Norfolk Southern \(NFS\) Lease Agreement-West](#)
2. [NFS Lease Agreement-West MP 618.50](#)

Title
Norfolk Southern (NFS) Lease Agreement-West

Drafter
Len Housley



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

AGENDA REPORT

To: Mayor and Council

From: Len Housley, Director Public Works

Meeting Date: March 17, 2025 – Policy Work Session (PWS)

Item No.: 25-7273

Title: Norfolk Southern (NFS) Lease Agreement-West

CC: Eric Johnson, City Manager

Recommendation

Approve NFS Lease Agreement (West, MP 618.50) and Appropriation of \$85,000 for 2025-2026 Annual Payment.

Background

The City of Norcross has two lease agreements with NFS. The two agreements are identified as Lease Agreement West for real property located at Mile Post (MP) 618.50 and a Lease Agreement East for real property located at MP 618.31.

Lease Agreement West (\$85,000) covers Wingo parking and sitting park area; The Crossing and Crossing/City parking Lot; and the newly completed South Peachtree Parking Lot. Lease Agreement East (\$16,961) covers the Thrasher Parking Lot. Lease Agreement East requires no change and is paid up to date.

Lease Agreement West requires renewal. The land area increased from 1.77 acres to 2.14 acres. This lease will cover 1 January 2025 to 31 December 2028.

Financial Impact

- \$85,000 from General Fund (GF)

Consistent with 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
3. Increases Opportunities for Travel via Different Modes within and Outside the Community

Attachments

- NFS Lease Agreement-West MP 618.50

Update

Activity Number: 1327580

THIRD AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE AGREEMENT (this "**Amendment**"), effective date of which shall be the date last executed, below, by and between **NORFOLK SOUTHERN RAILWAY COMPANY**, a(n) **VA** corporation (the "**Landlord**") and **CITY OF NORCROSS**, a(n) **GEORGIA**, GOVERNMENT ENTITY (the "**Tenant**").

W I T N E S S E T H:

WHEREAS, Landlord and Tenant entered into that certain Lease Agreement dated as last amended on February 21, 2019, (as amended, the "**Lease**"), for real property located at Milepost 618.50 in NORCROSS, GWINNETT County, GEORGIA, having an area of 1.77 acres/square feet, more or less (the "**Premises**");

WHEREAS, Landlord and Tenant desire to execute this Amendment to modify the rental payable by Tenant under the Lease and to make certain other changes to the Lease as hereinafter stated, with the Lease and the Amendment.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Lease is hereby amended, and the parties hereto do agree as follows:

1. Adjustment of Base Rental. Commencing on January 1, 2025 (the "**Commencement Date**"), Tenant shall pay unto Landlord, without offset, abatement or demand, base rental in the amount of Eighty Five Thousand and 00/100 DOLLARS (\$85,000.00) per annum, payable on the in advance. Commencing on the anniversary of the Commencement Date and thereafter on each anniversary thereof during the term of the Lease, the amount of the base rental shall be increased (and not decreased) on an annual basis by the percentage of increase, if any, in the United States, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U)(1982-1984 = 100) U.S. City Average, All Items (the "**Index**") as set forth below. If the Index has changed so that the base year differs from that used in this Paragraph, the Index shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics, to the 1982-84 base. If the Index is discontinued or revised during the term of the Lease, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Index had not been discontinued or revised. The "**Adjustment Date**" shall mean the first anniversary of the Commencement Date and each anniversary thereof during the term of the Lease. The Index published nearest to the Commencement Date shall be the "**Base Index**". The Index published nearest to the date three (3) months prior to the then current Adjustment Date shall be the "**Adjustment Index**". On each Adjustment Date, the base rental shall be adjusted by multiplying the base rental payable under the Lease at the Commencement Date by a fraction, the numerator of which fraction is the applicable Adjustment Index and the denominator of which fraction is the Base Index. The amount so determined shall be the base rental payable under the Lease beginning on the applicable Adjustment Date and until the next Adjustment Date (if any).

2. Increase of Premises. Landlord and Tenant acknowledge and agree to increase the leased area from 1.77 acres square feet to 2.14 acres, more or less, as shown on Exhibit A, dated March 4, 2025.

3. Renewal of Term. To renew said Lease for an additional four (4) year term, beginning January 1, 2025, the effective date hereof, and ending December 31, 2028.

4. Insurance. Tenant shall procure and maintain, at all times and at its expense, in a form and with an insurance company acceptable to Landlord, Commercial General Liability Insurance for the Premises. Such coverage shall (a) have a single limit of not less than \$1,000,000.00 for each occurrence (or such greater amount over time so as to be commercially reasonable) and shall provide for a deductible of not more than \$5,000.00, (b) cover Tenant's contractual liability hereunder, (c) cover Tenant and Landlord for liability arising out of work performed by any third parties for Tenant in or about the Premises, (d) name the Landlord Entities as additional insureds, and (e) be considered primary and noncontributory, regardless of any insurance carried by Landlord. Any property insurance maintained by Tenant on its furniture, fixtures, equipment and personal property shall include a waiver of subrogation in favor of Landlord. Tenant shall deliver certificates of insurance evidencing the insurance required hereinabove to Landlord simultaneously with the execution of this Lease by Tenant, which certificates shall reflect that the policies shall not be canceled without at least thirty (30) days prior notice to Landlord. If Tenant fails to obtain the necessary coverages, Landlord may do so at Tenant's expense and the same shall constitute additional rental. All insurance certificates should be delivered to Landlord's Risk Management Department, 650 W Peachtree St NW, Atlanta, GA 30308, simultaneously with the execution of this Lease by Tenant. The minimum limits of insurance provided for hereunder are not intended to be a limitation on the liability of Tenant hereunder and shall not waive Landlord's right to seek a full recovery from Tenant.

5. Notice. Any notice given pursuant to the Lease shall be in writing and sent by certified mail, return receipt requested, by hand delivery or by reputable overnight courier to:

(a) Landlord: c/o Director Real Estate, Norfolk Southern Corporation, 650 W Peachtree St NW, Atlanta, GA 30308 or at such other address as Landlord may designate in writing to Tenant.

(b) Tenant: 65 LAWRENCEVILLE ST NORCROSS, GA 30071, or at such other address as Tenant may designate in writing to Landlord.

Any notice sent in the manner set forth above shall be deemed delivered three (3) days after said notice is deposited in the mail if sent by certified mail (return receipt requested), or upon receipt if sent by hand delivery or reputable overnight courier. Any change of notice address by either party shall be delivered to the other party by the manner of notice required hereby.

6. Ratification; Successors and Assigns. Landlord and Tenant acknowledge and agree that the Lease, as amended by this Amendment, is hereby ratified and confirmed and in full force and effect. This Amendment shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

7. Signature. The parties agree that if an authorized officer of a party fully signs this Agreement in the appropriate location(s) below and then returns that signature to the other party via electronic means with a pdf or similar scanned copy of that signature, then that scanned signature shall serve as that party's signature for the Agreement, and, upon full execution of the Agreement by all parties, shall create a legally binding Agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment in duplicate, each part being an original, as of the date last executed below.

Witness As To Landlord:

Name:

Witness As To Landlord:

Name:

LANDLORD:
NORFOLK SOUTHERN RAILWAY
COMPANY
a(n) VA corporation

Signature: _____

Name: _____

Title: _____

Date of Landlord Signature: _____

[SEAL]

Witness As To Tenant:

Name:

Witness As To Tenant:

Name:

TENANT:
CITY OF NORCROSS
a(n) GEORGIA GOVERNMENT ENTITY

Signature: _____

Name: _____

Title: _____

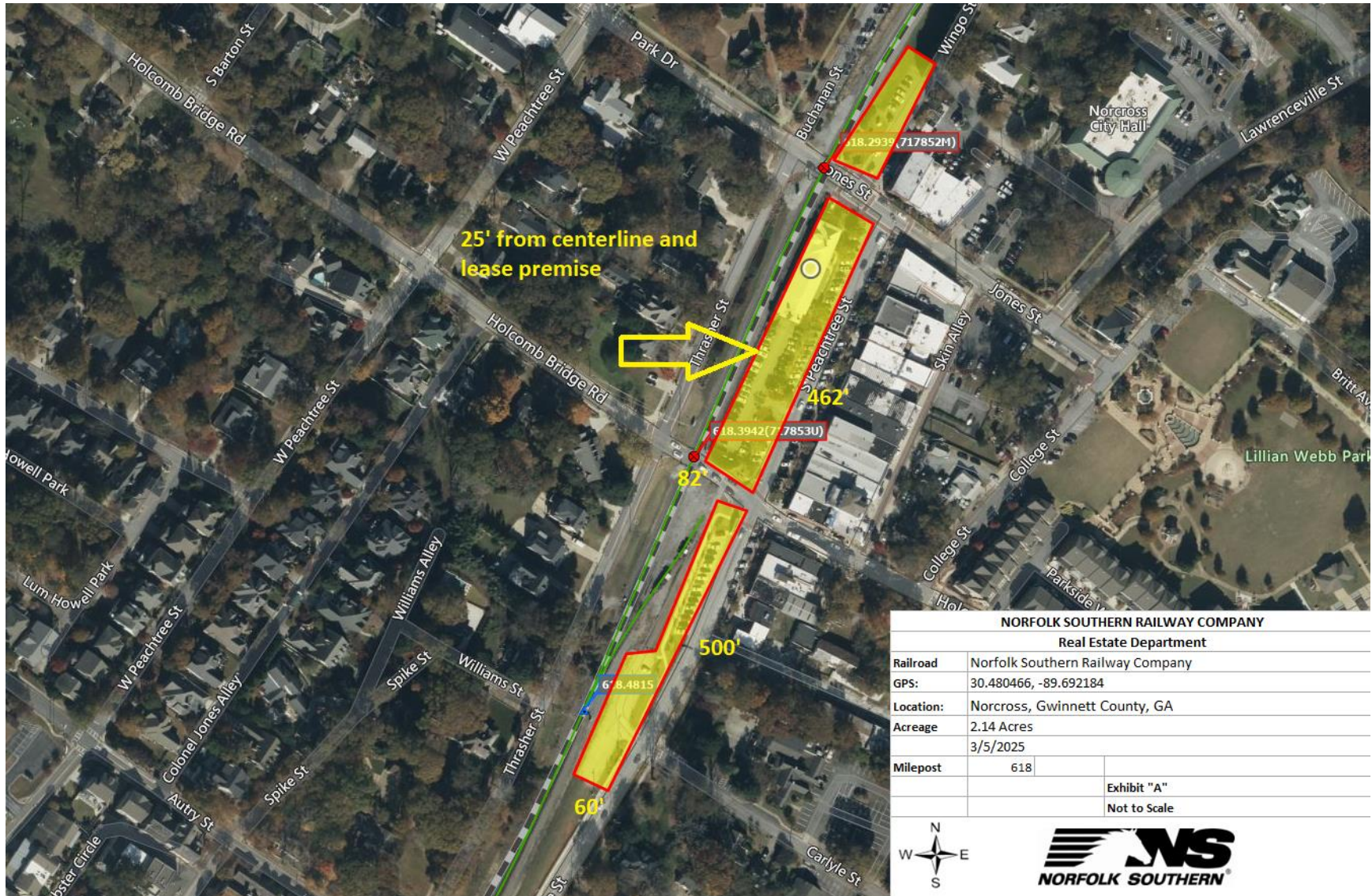
Date of Tenant Signature: _____

[SEAL]

BTJ\Activity No. 1327580
Form Amendment – Rental, Insurance and Notice (NS) 214854v1

Attachment: NFS Lease Agreement-West MP 618.50 (25-7273 : Norfolk Southern (NFS) Lease Agreement-West)

Exhibit A





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

City of Norcross

Legislation Details (With Details)

File #:	25-7274	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	3/17/2025 6:30 PM	In Control:	Policy Work Session
Title:	Elected Official Accommodations at GMA Conferences and Training		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Elected Official Accommodations at GMA Conferences and Training](#)

Title

Elected Official Accommodations at GMA Conferences and Training

Drafter

Eric Johnson



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

Agenda Report

To: Mayor and Council

From: Eric Johnson, City Manager

Meeting Date: March 17, 2025 – Policy Work Session

Item No.: 25-7274

Title: Elected official accommodations at GMA conferences and training

Recommendation Authorize the Mayor and City Councilmembers an exemption to travel policy restrictions on using short-term rentals. The exemption would apply only while attending Georgia Municipal Association (GMA) meetings, conferences, and training sessions.

Background Elected official attendance at GMA events is essential to addressing training requirements. It is not unusual for elected officials to bring family members to these events. The City would pay the cost up to the maximum room rate offered on GMA room blocks for the meeting. In the event the rental cost exceeds the maximum room rate for GMA room blocks, the elected official would pay for the rental and the City would reimburse the elected official that maximum rate. Any additional costs, including taxes, would be the responsibility of the elected official. Any cost associated with the rental – e.g., cleaning fees -- would be eligible as long as the rental does not exceed the maximum GMA room block rate (excluding taxes since the City is tax-exempt when it directly pays) for the length of stay.

Financial Impact: No added cost is anticipated.

Consistent with Comprehensive Plan? Goal 6 - Furthers the City's Tradition of Strong Leadership and High Level of Quality Services.

Next Steps

Attachments - NA