



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA

Monday, April 10, 2023
5:00 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

Approval of Agenda

Approval of Prior Meeting Minutes

- [1.](#) Approval of Regular Meeting Minutes for March 13, 2023
- [2.](#) Approval of Executive Session Minutes for March 13, 2023

Downtown Development Business

- [3.](#) April 2023 Treasurer's Report
- [4.](#) Downtown Development Authority Boundary Update
- [5.](#) Downtown Development Authority Yearly Financial Report for the Georgia Department of Community Affairs
- [6.](#) Proposal from Travis Pruitt & Associates, Inc. regarding 245 North Perry Street, Lawrenceville

Mainstreet Business

Other Business

Citizen Comments

Executive Session - Real Estate

Final Adjournment



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AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: APPROVAL OF PRIOR MEETING MINUTES

Item: Approval of Regular Meeting Minutes for March 13, 2023

Department: Downtown Development Authority

Date of Meeting: Monday, April 10, 2023

Fiscal Impact: none

Presented By: Chairman Lee Merritt

Action Requested: Approval of Regular Meeting Minutes for March 13, 2023

Summary: Approval of Regular Meeting Minutes for March 13, 2023



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AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: APPROVAL OF PRIOR MEETING MINUTES

Item: Approval of Executive Session Minutes for March 13, 2023

Department: Downtown Development Authority

Date of Meeting: Monday, April 10, 2023

Fiscal Impact: none

Presented By: Chairman Lee Merritt

Action Requested: Approval of Executive Session Minutes for March 13, 2023

Summary: Approval of Executive Session Minutes for March 13, 2023



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AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

Item: April 2023 Treasurer's Report

Department: Downtown Development Authority

Date of Meeting: Monday, April 10, 2023

Fiscal Impact: none

Presented By: Katrina Fellows, Treasurer

Action Requested: April 2023 Treasurer's Report

Summary: April 2023 Treasurer's Report



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GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

Item:	Downtown Development Authority Boundary Update
Department:	Downtown Development Authority
Date of Meeting:	Monday, April 10, 2023
Fiscal Impact:	none
Presented By:	Chairman Lee Merritt and Barry Mock
Action Requested:	Downtown Development Authority Boundary Update

Summary: Downtown Development Authority Boundary Update



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AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

Item: Downtown Development Authority Yearly Financial Report for the Georgia Department of Community Affairs

Department: Downtown Development Authority

Date of Meeting: Monday, April 10, 2023

Fiscal Impact: none

Presented By: Chairman Lee Merritt and Barry Mock

Action Requested: Downtown Development Authority Yearly Financial Report for the Georgia Department of Community Affairs

Summary: Downtown Development Authority Yearly Financial Report for the Georgia Department of Community Affairs



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GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

Item: Proposal from Travis Pruitt & Associates, Inc. regarding 245 North Perry Street, Lawrenceville

Department: Downtown Development Authority

Date of Meeting: Monday, April 10, 2023

Fiscal Impact: none

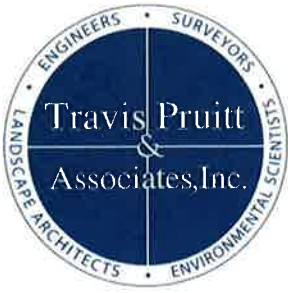
Presented By: Chairman Lee Merritt and Barry Mock

Action Requested: Proposal from Travis Pruitt & Associates, Inc. regarding 245 North Perry Street, Lawrenceville

Summary: Proposal from Travis Pruitt & Associates, Inc. regarding 245 North Perry Street, Lawrenceville

Attachment:

- Proposal from Travis Pruitt & Associates, Inc. regarding 245 North Perry Street, Lawrenceville



March 24, 2023

Via e-mail: Barry.Mock@lawrencevillega.org

Mr. Barry Mock
City of Lawrenceville
435 W Pike Street
Lawrenceville, GA 30046

RE: Request for Proposal
Minor Plat Services
245 North Perry Street
Proposal #P-23-0229

Dear Mr. Mock:

Thank you for the opportunity to offer our proposal for Minor Plat Services for the properties located at 245 North Perry Street. A site exhibit is attached. We look forward to working with City of Lawrenceville.

Travis Pruitt & Associates, Inc. will provide surveying services associated with the preparation of a minor plat, separating the current tax parcel into two separate tax parcels as shown in green and red on the attached exhibit. The plat will depict existing parcel line noted as existing and new parcel lines identified as proposed pending review and approval by the governing authority.

We will provide the following deliverables:

- 4 copies of the survey and a legal description of the property
- 1 PDF of the survey (via e-mail)

Travis Pruitt & Associates, Inc. proposes a lump sum of \$3,390 to provide an initial plat for review and comment. Additional surveying services will be billed on an hourly basis. TPA standard rates are attached. The survey will be delivered within 2 weeks after the Notice to Proceed is received (weather permitting).

If the conditions of this proposal are acceptable, please sign the acceptance block below and return the executed proposal to my attention via e-mail (bphelts@travispruitt.com). The executed proposal will serve as our Agreement and Notice to Proceed.

Sincerely,

Travis Pruitt & Associates, Inc.

Brian Phelts

Brian Phelts
Project Manager

Enclosures

ACCEPTED BY:

BY SIGNING BELOW THE UNDERSIGNED REPRESENTS THAT HE/SHE IS DULY AUTHORIZED TO EXECUTE THIS BINDING AGREEMENT ON BEHALF OF THE CLIENT.

Signature: *Barry Mode*

Printed Name & Title: Barry Mode, DDA Exec Director

Date: 3/29/23

Corporate Seal (if applicable)

TERMS & CONDITIONS

Invoicing: Invoicing will be biweekly based on the percentage of work completed.

Reimbursable Expenses: All printing, courier, and out-of-pocket expenses beyond those costs outlined in the scope of work will be considered reimbursable expenses and will be invoiced directly to the Client, in addition to the stated fee at cost plus 15%.

Exclusions: The services in this agreement do not include Zoning Certifications and Survey Inspection Reports, the review of multiple Title Commitments and review of Table A requirements beyond those listed in the scope of work. These services are available on a time spent basis or negotiated lump sum basis.

Assignment: Neither the Consultant nor the Client shall assign, sublet or subcontract the whole or any part of this Agreement without the express written consent of the other party. Any assignment made in violation of this Article shall be considered a material Breach of Contract.

Governing Law: The terms of this Agreement shall be construed and interpreted under and all respective rights and duties of the parties shall be governed by the laws of the State of Georgia.

No Other Agreement: All negotiations, proposals and agreements prior to the date of this Agreement are merged herein and superseded hereby, there being no agreements or understandings other than those written or specified herein unless otherwise specifically provided.

Reuse of Documents: Client shall not acquire any title to or ownership rights in any of the Drawings, Specifications or other documents (or copies) prepared by or bearing the seal of **Travis Pruitt & Associates, Inc.**; and shall not reuse any of them on extensions of the Project or any other use without written consent of **Travis Pruitt & Associates, Inc.**

Instrument of Service: Drawings, specifications, and other documents, including those in electronic form, prepared by the Consultant are Instruments of Service for use solely with respect to this Project. Unless otherwise provided, the Consultant shall be deemed the author and owner of the Consultant's Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

Responsibility/ Extent of Liability: Liability in connection with services performed under this Agreement shall be limited to the amount of earned fee and extend only to the Client and to contractors and sub-contractors on the Project should **Travis Pruitt & Associates, Inc.** commit negligent acts, errors or omissions. **Travis Pruitt & Associates, Inc.** will not be liable for any exemplary, punitive or consequential damages of any nature.

Access to Site: Client will arrange and provide such access to the site and work as is necessary for **Travis Pruitt & Associates, Inc.** to perform work. **Travis Pruitt & Associates, Inc.** will take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as a result of its work or the use of its equipment.

Schedule: Weather conditions may effect the schedule stated in the agreement and **Travis Pruitt & Associates, Inc.** reserves the right to adjust the schedule due to weather conditions or other delays beyond the control of **Travis Pruitt & Associates, Inc.**

Prompt Payment: Payment is due within fifteen (15) days of receipt of invoice in accordance with the terms and conditions specified in the Georgia Prompt Pay Act. Late payments may incur interest charges at the rate of 1.5 percent per month per the provisions specified in O.C.G.A. 7-4-16. Customer agrees to pay any collection costs, including reasonable attorney's fees in the amount of 15 percent of principal and interest owing, incurred by **Travis Pruitt & Associates, Inc.** on delinquent balances.

Credit Card Payment: Payments may be made with credit or debit cards (American Express, Visa, Mastercard, or Discover) and are subject to a 4% surcharge.

Termination of Agreement: The Owner or Consultant may terminate this Agreement upon seven (7) days written notice thereof should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Upon termination, all work performed by the Consultant shall be invoiced to the Owner based on time spent for work performed in accordance with the attached hourly rate schedule. All completed plans and studies will become property of the Owner.

Terms of Agreement: The terms of this Agreement shall be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

Expiration: This proposal is valid for a period of 30 days from the date of the proposal.

TRAVIS PRUITT & ASSOCIATES, INC.

STANDARD HOURLY RATES

Principal.....	\$250.00 per hour
Senior Project Manager	\$200.00 per hour
Project Manager.....	\$170.00 per hour
Engineer II.....	\$150.00 per hour
Engineer I.....	\$130.00 per hour
Civil Designer.....	\$110.00 per hour
Survey Technician	\$135.00 per hour
Survey Crew & Chief.....	\$185.00 per hour
3 Man Survey Crew	\$250.00 per hour
UAS Survey Crew.....	\$200.00 per hour
Land Planner.....	\$130.00 per hour
Landscape Architect.....	\$120.00 per hour
Environmental Scientist II	\$130.00 per hour
Environmental Scientist I	\$110.00 per hour
Technical Staff	\$100.00 per hour
Administrative	\$ 65.00 per hour
IT Services.....	\$150.00 per hour

STANDARD PRINTING & REPRODUCTION RATES

<u>Size</u>	<u>Color</u> (per copy)	<u>Black & White</u> (per copy)
8 ½" x 11"	\$ 0.85	\$0.21
11" x 17 "	\$ 2.00	\$0.42
18" x 24"	\$ 4.00	\$0.90
24" x 36"	\$ 8.00	\$1.80
30" x 42"	\$11.50	\$2.62

* Black & white larger than 30x42 will be billed at the rate of \$0.30/sf; Color larger than 30x42 will be billed at the rate of \$1.33/sf

** Mylar will be billed at the rate of \$2.50/sf

MILEAGE RATES

65.5 Cents / Per Mile

Site Exhibit

