

**Agenda**  
**Regular Work Session of the Mayor and Council**  
**City of Chattahoochee Hills, Georgia**  
**July 2, 2020 / 6:00 p.m.**

*Note – In response to the Governor’s Executive Orders, the City will follow social distancing practices and is making the meeting available on-line. Attendees are encouraged to wear face coverings and are required to maintain at least ten feet of distance between themselves and others in attendance. At the conclusion of the meeting, the public will be asked to leave City Hall and asked not to gather in conversation with others.*

**Discussion Items**

1. New Historic Commission members
2. Council Meeting Agenda Review
3. Wayfinding RFP
4. Cedar Grove Community Center
5. Selbourne Lane gravel maintenance
6. Campbellton-Redwine house uses
7. Protesting regulations

**Mayor and Council Reports and Comments**

## Wayfinding Scope of Work

The Awarded Offeror shall provide all services detailed in this Scope of Work ("SOW"), which services shall include, but are not limited to, the following general and specific work requirements:

### 1. Strategic Implementation Plan.

The Contractor shall prepare a written Strategic Implementation Plan ("SIP") for the City's approval. The SIP shall include:

- a) Review of the existing standards as outlined in the Chattahoochee Hills Art and Design Master Plan governing the appearance, size, placement, and other features of the signs that will be part of the Project;
- b) A definition of the mission and goals for the Project which reflects our City's personality, quality and traits (i.e. brand);
- c) A description of the process by which the Project shall be undertaken and completed, including, without limitation, preparation of: organization chart; approval process; criteria for inclusion of specific destinations; Project schedule; Project tasks; and communications tools.
- d) Outline of a budget for implementation of the Project, and identification of public (Hotel/Motel Funds) and private financial resources which may be available for the fabrication, installation and ongoing maintenance of the system of signage that will implement the Project; and
- e) Specification of anticipated, ongoing maintenance requirements, including criteria for cleaning, replacing and expanding the signage that will implement the Project.

### 2. Wayfinding Analysis.

The Contractor shall:

- a) Conduct a kickoff meeting for City agencies and officials, and other persons specified by the City;
- b) Assign staff to tour, photograph and otherwise become familiar with the areas of the City that will be included within the Project;
- c) Review existing analysis and planning work (i.e. "Our Town Grant" document) prepared by City staff or contractors;
- d) Identify City gateways, districts, primary routes, major areas, points of interest and destinations (e.g., cultural, business, shopping, educational, parking, recreational, neighborhoods, etc.) that may become points of reference within the Project;
- e) Conduct a work session with the City Council to formulate Project scope, limitations and design criteria, such as: wayfinding concepts and philosophy; major decision points; information hierarchy; City streets and highways to be included in the Project, and applicable speed limits; identification of primary and secondary routes; analysis of circulation patterns; traffic engineering considerations; parking lots; requirements of pedestrian and other non-automobile traffic; districts/zones for the Project, and logical transition points; menu of sign types; terminology/nomenclature; audience considerations; daytime versus evening travel patterns; public image; marketing goals; functional requirements; flexibility, vandal resistance; and ongoing maintenance;
- f) Prepare a preliminary budget based on information gathered and an estimate of the number of signs required by the Project; Present preliminary findings and recommendations to the City; and

## Wayfinding Scope of Work

- g) Provide the City with a written report outlining existing conditions and recommendations as to Project scope and design criteria, including criteria upon which the system within the Project will be based.

### 3. Programming (Identification of Sign Locations and Messages).

The Contractor shall prepare a plan of sign locations, typical messages, and general sign types (i.e., Gateway Signs; Directional Signs; Destination Directional Signs; and Destination Arrival Signs). In identifying sign locations, the Contractor's staff shall check (drive by) each location to assess the appropriateness of the location, space available for placement of a sign, and general conditions in the environs of the proposed sign location.

### 4. Schematic Design.

The Contractor shall prepare for the City's approval a preliminary schematic design plan for the Project. One (1) original and ten (10) color copies of the schematic design plan and its appendices shall be provided to the City. The preliminary schematic design plan and its types and systems, locations, sizes, shapes and colors. The Contractor shall append to the schematic design plan a preliminary budget for the fabrication and installation of the signage system and a phasing plan for priority sign types. During development of the schematic design, the Contractor shall conduct formal presentations within the City (to the extent feasible, meetings with City staff and officials shall be coordinated to take place on the date(s) on which the formal presentations will take place). One of those presentation shall be to City Council.

### 5. Design Development.

The Contractor shall prepare for the City's approval a Design Development package, which will consist of general information regarding the various signs that will be part of the Project, including the following:

- a) Details as to the functional aspects of the signs to be utilized in the Project, including: size(s); materials; colors; contrasts; nomenclature; finishes; typography; symbols; hardware; other architectural elements; placement; construction details; mounting methods; and installation methods;
- b) Models, full-size mock-ups, photo renderings, and sample materials and colors, as necessary to illustrate the characteristics of the design(s) of the proposed signage;
- c) A first-draft of a Graphic Sign Standards Manual for the Project, including format, program description, inclusion criteria, graphic standards, sign-type drawings and general specifications; and
- d) A Maintenance and Management Plan. As part of the preparation of the Design Development package, Contractor will conduct up to two (2) formal presentations for the City, including a presentation to City Council.

### 6. Documentation.

Wayfinding  
Scope of Work

The Contractor shall provide the City the following documentation regarding the Project:

- a) Final sign location plans;
- b) Specifications describing materials, products, submittals, coordination, execution, quality assurance, installation, etc.;
- c) Final budget, with cost estimates based on the approved final design(s) and sign counts; and
- d) A final Graphic Sign Standards Manual, offering an “off-the-shelf guide to implementing a consistent plan of signage for the Project, including the following components: Introduction; Administration and Management Responsibilities; Maintenance Procedures; Financing Strategies; Policies and Procedures; and Standards and Specifications.

7. Fabrication

Contractor shall fabricate or facilitate the fabrication of the wayfinding signs using the materials as specified below:

- a) Material: wood for standards, frames and backing
- b) Color: “Horse-Fence” black or creosote brown
- c) Brackets: metal brackets for temporary informational signs
- d) Typeface: Neutral Display Titling **Chattahoochee Hills**
- e) Image: each standard is topped with a metal miniature local songbird, possibly painted bright colors indicating communities or neighborhoods in Chattahoochee Hills

8. Final Inspection

Upon substantial completion of the fabrication and installation of the signs, prepare a punch list (on site) of all items that must be completed or corrected prior to final acceptance by the City. The Contractor shall provide the City with paper and electronic copies of the punchlist document and of all other correspondence, documents and drawings.

Serenbe Rd. Maint.

Equipment

Skid steer 660 day / 16.75 week / 3930 month  
 Mini Excavator 520 per day / 14.25 week / 3000 month  
 Tamp 150 day  
 Rubber tire loader 1200 day / 3100 week / 7390 month  
 Motor grader 1200 per day / 3500 week / 8850 per month  
 Dump truck 85 hr. 4 hr min.  
 Truck & trailer

Pipe depends on Fair market price  
 gravel types of gravel, size of pipe & type of pipe

Motor grader blades / skidsteer blades / Rubber tire blades  
 Employees 2 min.

90% of usage	386. <sup>72</sup> MAIN	196. <sup>58</sup> Sides
	40x226 Bolts	40x1.29 nuts
	90.40	51.60
174. <sup>38</sup>	26. <sup>58</sup> nuts	135. <sup>4</sup> bolts
197. <sup>30</sup>	plus Edge x2 548	43. <sup>60</sup> bolts 29. <sup>20</sup> nuts

Standard agreement.  
 type road to be built.

Fuel ?

Damages accrue during use @ Serenbe.  
 Service call fee 900<sup>00</sup> just to be on site



6505 Rico Road, Chattahoochee Hills, Georgia 30268

MAYOR  
Tom Reed

CITY COUNCIL  
Ruby Foster  
Richard Schmidt  
Laurie Searle  
Alan Merrill  
Troy Bettis

CITY MANAGER  
Robert T. Rokovitz

[www.chatthillsga.us](http://www.chatthillsga.us)

City Hall (770) 463-8881

Fax (770) 463-8550

To: Honorable Mayor and City Council Members  
From: Robert T. Rokovitz, City Manager  
CC: Dana Wicher, City Clerk  
Rick Lindsey, City Attorney  
Date: June 29, 2020 for the July 2<sup>nd</sup> Council Work Session  
Agenda Item: City House

***Staff Recommendation:***

Staff recommends leasing 6425 Campbellton Redwine Road, formerly occupied by Councilmember Claire Williams, to a City employee within the police department at a cost well below market rate.

***Background:***

Statistics have shown that the level of crime decreases when a police officer is living in the neighborhood. Currently, we only have one officer who resides in the City limits while others live outside the City limits.

***Discussion:***

Must be in good standing with the police department as a certified and sworn officer with all designated and assigned powers and duties.

***Fiscal Impact:***

There will no negative fiscal impact. The City will continue to be responsible for the utilities which includes power. The City pays about \$35 per month with no occupant. This expenses will be offset by the rent the City will collect from the lessee. The lessee will be responsible for any additional services such as cable/internet, solid waste service, etc.

***Alternatives:***

- A. Keep the residential structure vacant
- B. Recommend another use such as City offices for staff.

***Attachments:***

***Additionally reviewed by:***