

CITY OF STOCKBRIDGE



**ITB # 17ITB010917-DRR
DEMOLITION AND SITE CLEARING SERVICES**

**ITB ISSUANCE DATE:
JANUARY 9, 2017**

**PRE-BIDDERS CONFERENCE DATE:
JANUARY 25, 2017 @ 10:00 A.M. EST**

**DUE DATE FOR QUESTIONS:
JANUARY 27, 2017 @ 3:00 P.M. EST**

**ITB DUE DATE AND TIME:
FEBRUARY 13, 2017 @ 12:00 P.M. EST (NOON)**

**ALL INQUIRIES MUST BE DIRECTED TO:
Donald R. Riley, CPPB, Procurement Specialist
VIA E-MAIL AT: DRILEY@CITYOFSTOCKBRIDGE-GA.GOV**

**LOCATION: CITY OF STOCKBRIDGE FINANCE DEPARTMENT
4640 NORTH HENRY BOULEVARD
STOCKBRIDGE, GEORGIA 30281**

TABLE OF CONTENTS

1. INFORMATION AND INSTRUCTIONS3

2. SUBMITTAL CHECKLIST6

3. INTRODUCTION7

4. SCOPE OF WORK.....8

5. MINIMUM REQUIREMENTS..... 8 - 9

6. SITE EXAMINATION.....9

7. APPENDICES

Appendix A – W-910

Appendix B – Insurance Requirements.....15

Appendix C – Required Form Submittals.....19

8. ATTACHMENTS

Attachment 1 – Scope of Work32

Attachment 2 – Bid Pricing Schedule35

9. EXHIBITS

Exhibit 1: Property Condition Assessment Report 37 - 141

INFORMATION AND INSTRUCTIONS

- 1. Work Required:** This Invitation To Bid (“ITB”) for qualified Contractors (“Contractor” or “Contractors”) by the City of Stockbridge (“City”) to perform Demolition and Site Clearing Services for the City located in Stockbridge, Georgia. A detailed Scope of Work (“SOW”) is set forth in this ITB.
- 2. Solicitation Method:** This solicitation is being conducted in accordance with all applicable provisions of the City of Stockbridge Code of Ordinances. By submitting a Bid in reference to this solicitation, a Contractor acknowledges that it is familiar with all laws applicable to this solicitation, including, but not limited to, the City’s Code of Ordinances, which laws are incorporated into this ITB by reference.
- 3. Minimum Qualifications:** Each Contractor and team member shall have the minimum experience set forth in this ITB.
- 4. Authority to Transact Business in Georgia:** Each Contractor must submit documentation that demonstrates it is duly authorized to conduct business in the State of Georgia with its bid. This requirement also applies to Joint Venture (JV) Team Members, Sub-Consultants and Sub-Contractors.
- 5. No Offer by City and Firm Offer by Contractor:** This solicitation does not constitute an offer by City to enter into an agreement and cannot be accepted by any Contractor to form an agreement. This solicitation is only an invitation for offers from interested Contractors and no offer shall bind the City. A Contractor’s offer is a firm offer and may not be withdrawn except as provided in this ITB, and in the City’s Code of Ordinances and other applicable law.
- 6. Bid Duration:** Bids submitted in response to this ITB must be valid for a period of One Hundred and Twenty (120) calendar days from the Bid Submission Deadline and must be marked as such.
- 7. Bid Submittal Deadline:** Responses to this ITB must be received by the City of Stockbridge Finance Department, 4640 North Henry Boulevard, Stockbridge, Georgia 30281, no later than **12:00 P.M., Eastern Standard Time (EST) (NOON) on Monday, February 13, 2017.** Any bid received after this time will not be considered and will be rejected and returned at the cost of the Contractor.
- 8. NON-MANDATORY Pre-Bidders Conference:** A Non-Mandatory Pre-Bidders Conference has been scheduled for **Wednesday, January 25, 2017 at 10:00 A.M., E.S.T.** at the City of Stockbridge – Stockbridge Arts and Community Center, 146 Burke Street, Stockbridge, Georgia 30281. Attendance at the Pre-Bidders Conference is voluntary for Contractors responding to this ITB; however, Contractors are highly encouraged to attend. During the Pre-Bidders Conference, the general requirements of the project will be discussed. Any questions raised by potential Contractors will be discussed. Verbal answers to questions during the Pre-Bidders Conference will not be authoritative. Each Contractor must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. It should be emphasized, however, that nothing stated or discussed during the course of this conference shall be considered to modify, alter or change the requirement of the solicitation documents, unless it shall be subsequently incorporated into an addendum to the solicitation documents.

-
- 9. Solicitation Questions; Prohibited Contacts:** Any questions regarding this ITB should be submitted in writing to Donald R. Riley, CPPB, Procurement Specialist, City of Stockbridge Finance Department, 4640 North Henry Boulevard, Stockbridge, Georgia 30281, or emailed to driley@cityofstockbridge-ga.gov, on or before **Friday, January 27, 2017 at 3:00 P.M. EST**. Questions received after the designated period may not be considered. Responses made by the City will be provided in writing to all Contractors by addendum. Verbal responses are not authoritative. It is the responsibility of each Contractor to obtain a copy of any Addendum issued for this solicitation by monitoring the City's website at www.cityofstockbridgega.com. No Contractor may rely on any verbal response to any question submitted concerning this ITB. All Contractors and representatives of Contractors are strictly prohibited from contacting any other City employees, City Officials, Elected Officials or any third-party representatives of the City on any matter having to do with this ITB. All communications by any Contractor concerning this ITB must be made to the City of Stockbridge Finance Department.
- 10. Ownership of Bid:** Each Bid submitted to the City shall become the property of the City, without compensation to a Contractor, for the City's use, in its discretion. The City shall not be liable for any bid preparation costs incurred by Contractors.
- 11. Georgia Open Records Act:** Information provided to the City is subject to disclosure under the Georgia Open Records Act, O.C.G.A. § 15-18-70 et. seq. Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]."
- 12. Insurance Requirements:** The Insurance requirements for any Agreement that may be awarded pursuant to this ITB are set forth in Section 9: Insurance. Contractor must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Contractor, if any. For purposes of this section, "Contractor" shall mean an individual, corporation or other corporate entity submitting a bid in connection with this solicitation, including each joint venture partner if Contractor is a joint venture.
- 13. Evaluation of Financial Information:** The City's evaluation of financial information concerning a Contractor and its consideration of such information in determining whether a Contractor is responsive and responsible may involve a review of several items of information required to be included in a Bid. The City will review the Financial Information disclosed by Contractor and attached to this ITB. Further, if this ITB requires a successful Contractor that is awarded an Agreement pursuant to this solicitation to post some type of performance guarantee (e.g. letter of credit, guaranty agreement, etc.), a Contractor must submit with its Bid a notarized letter from an appropriate financial institution indicating that it is willing to issue such performance guarantee for the Contractor if an Agreement is awarded to it Contractor.
- 14. Sub-Contractors and Manufacturers:** Contractors are required to submit, in writing, the addresses of any proposed Sub-Contractors or equipment manufacturers listed in the Bid and may be required to submit other material information relative to proposed Sub-Contractors. City reserves the right to disapprove any proposed Sub-Contractors whose technical or financial ability, or resources, or experience are deemed inadequate.

15. Examination of Bid Documents:

- 15.1. Each Contractor is responsible for examining with appropriate care the complete ITB and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Work. Failure to do so will be at the sole risk of the Contractor, who is deemed to have included all costs for performance of the Work in its Bid;
- 15.2. Each Contractor shall promptly notify City in writing should the Contractor find discrepancies, errors, ambiguities or omissions in the Bid Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the ITB. Replies to such notices may be made in the form of an addendum to the ITB, which will be issued simultaneously to all potential Contractors;
- 15.3. City may in accordance with applicable law, by addendum, modify any provision or part of the ITB at any time prior to the Bid due date and time;
- 15.4. Each Contractor must confirm Addenda have been received and acknowledge receipt by executing the Acknowledgment of Addenda form provided with each Addendum; and
- 15.5. The City may waive any technicalities and formalities. The City reserves the right to cancel the ITB in its entirety.

16. Award and Execution of Agreement: If the City awards an Agreement pursuant to this solicitation, the City will prepare and forward to the successful Contractor an Agreement for execution. All Contractors should thoroughly review the document prior to submitting a bid. Any proposed revisions to the terms or language of this document must be submitted in writing with the Contractors response to the Invitation to Bids. Since proposed revisions may result in a bid being rejected if the revisions are unacceptable to the City, Contractor should review any proposed revisions with an Authorized Representative having authority to execute the Contract. Upon approval of the successful Contractor by the City of Stockbridge City Council, the City will provide the Contractor with five (5) unsigned agreements. The Contractor shall execute and return to the City five (5) signed agreements, with required insurance certificates and other documents as listed in this ITB or required by the City, within ten (10) calendar days of receipt of the contracts.

17. Multiple Awards: The City reserves, in its sole discretion, the option to award to multiple Contractors. The award(s) will be based on the SOW in its entirety or by components. Multiple awards may be made on the total SOW or to components of the SOW.

18. Illegal Immigration Reform and Enforcement Act: This ITB is subject to the Illegal Immigration Reform and Enforcement Act of 2011 (“**Act**”), formerly known as the Georgia Security and Immigration Compliance Act. Pursuant to Act, the Contractor must provide with its Bid proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. Completed Contractor Affidavit, Illegal Immigration Reform and Enforcement Act Forms must be submitted with the Bid at the time of submission. Under state law, the City cannot consider any Bid which does not include the completed forms. Where the business structure of a Contractor is such that Contractor is required to obtain an Employer

Identification Number (EIN) from the Internal Revenue Service, Contractor must complete the Contractor Affidavit on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Contractor itself. Where the business structure of a Contractor does not require it to obtain an EIN, each entity comprising Contractor must submit a separate Contractor Affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Contractors intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City solicitations and their participation in those solicitations. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit can be found preceding this form in this ITB.

19. **Business License:** Contractor is requested to submit a copy of its current, valid business license with its Bid. If the Contractor is a Georgia corporation, Contractor is requested to submit a valid City or city business license. If Contractor is a joint venture, Contractor is requested to submit valid business licenses for each member of the joint venture. If the Contractor is not a Georgia corporation, Contractor is requested to submit a Certificate of Authority to Transact Business in the State of Georgia and a copy of its current, valid business license issued by its home jurisdiction.
20. **Professional License:** Contractor must attach a copy any professional license required by this ITB with its response.
21. **Authority to Transact Business in Georgia:** Each Contractor must submit documentation that demonstrates it is duly authorized to conduct business in the State of Georgia with its bid. This requirement also applies to Joint Venture (JV) Team Members, Sub-Consultants and Sub-Contractors.
22. **Joint Ventures:** Each party to a Joint Venture will be required to fully complete and submit the Required Submittal Forms unless otherwise indicated in this ITB.
23. **Conflict of Interest:** Contractors are advised to read and familiarize themselves with the conflict of interest provisions of this ITB. The City reserves the right to issue ITBs for specific projects that are independent of ITB #17ITB010917-DRR, Demolition and Site Clearing Services for the City of Stockbridge Government. Except as stated in this ITB, Information and Instructions to Contractors, and the Notice to Contractors concerning Conflicts of Interests, successful Contractors under this ITB are not precluded from responding to such solicitations.
24. **Tax Exemption Status:** The City is exempt from Federal Excise Tax and Georgia Sales Tax with regard to goods and services purchased directly by the City of Stockbridge. Exemption certificates are furnished upon request.
25. **Codes, Permits, Fees, Licenses and Laws:** All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Respondent. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, which shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.

SUBMITTAL CHECKLIST

ITB #17ITB010917-DRR, Demolition and Site Clearing Services

SUBMITTAL CHECKLIST

1. Use the submittal checklist to verify that all required information is included in your bid;
2. It is the sole responsibility of each Contractor to ensure that their bid is inclusive of all submittals outlined below or elsewhere in this ITB;
3. **Failure to submit any of the items below may cause rejection of the bid;**
4. The bid documents must be submitted as follows: one (1) Original Bid marked "Original" and five (5) identical copies including all required attachments; and labeled with the Name and Number of the Bid document;
5. The City assumes no liability for the differences in the information contained in the Contractor(s) printed bid submission. In the event of any discrepancy, the City will rely upon the information in the printed "Original" bid submission; and
6. The City shall not consider any bid that does not include completed Illegal Immigration Reform and Enforcement Act Affidavit Form(s).

<u>DOCUMENTATION DESCRIPTION</u>	<u>INITIAL IF INCLUDED</u>
1. ADDENDA (IF APPLICABLE)	_____
2. SUBMITTAL CHECKLIST (THIS FORM)	_____
3. BID (1 ORIGINAL & 5 COPIES)	_____
4. BID PRICING FORM	_____
5. REQUIRED FORM SUBMITTALS (APPENDIX C)	
FORM 1: NON-COLLUSION BIDDING CERTIFICATE	_____
FORM 2: NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR	_____
FORM 3: CERTIFICATE REGARDING DEBARMENT, SUSPENSION	_____
FORM 4: INELIGIBILITY CERTIFICATE	_____
FORM 5: CERTIFICATE OF A DRUG FREE WORKPLACE	_____
FORM 6: CONFLICT OF INTEREST & PROHIBITION AGAINST CONTINGENT FEES CERTIFICATION	_____
FORM 7: AFFIDAVIT VERIFYING STATUS FOR PUBLIC BENEFIT APPLICATION	_____
FORM 8: CERTIFICATION REGARDING LOBBYING	_____
FORM 9: BID SUBMITTAL LETTER	_____
FORM 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT/AGREEMENT	_____
FORM 11: GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT	_____
FORM 12: REFERENCE AND RELEASE FORM	_____
6. BUSINESS LICENSE	_____
7. W-9 FORM	_____

Printed Name	Title	Date
Signature	Firm Name	
Phone Number	Email Address	

INTRODUCTION

ITB #17ITB010917-DRR DEMOLITION SERVICES FOR THE CITY OF STOCKBRIDGE, GEORGIA

The City Council of Stockbridge, Georgia (City) requests qualified Contractor(s) with proven experience in demolition and site clearance to submit bids for ITB #17ITB010917-DRR, Demolition Services for the City of Stockbridge located in Stockbridge, Georgia. The location of this work is located at 146 Burke Street, Stockbridge, Georgia 30281.

1. INTRODUCTION

1.1 INTENT TO AWARD

The City intends to award to the overall lowest, responsive, and responsible Bidder; however, the City reserves the right to make multiple awards, awards based on lowest unit price, or no award.

1.1.1 Responsibility – The determination of the Bidder's responsibility will be made by the City based on whether the Bidder meets the following minimum standard requirements:

- 1.1.1.1 Has the appropriate and adequate technical experience required;
- 1.1.1.2 Has adequate personnel and equipment to perform the work expeditiously;
- 1.1.1.3 Able to comply with the required or proposed delivery and installation schedule;
- 1.1.1.4 Has a satisfactory record of performance;
- 1.1.1.5 The ability, capacity and skill of the Bidder to perform and/or provide the Work required;
- 1.1.1.6 The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award;
- 1.1.1.7 Has adequate financial means to meet obligations incidental to the work; and
- 1.1.1.8 Such other factors as the City deem to be pertinent to either the bid or the contract.

1.1.2 Responsiveness – The determination of the Bidder's responsiveness will be made by the City based on a consideration of whether the Bidder has submitted complete bid documents meeting bid requirements without irregularities, exclusions, special conditions, or alternative bids for any item unless specifically requested in this solicitation.

1.2 SUB-CONSULTANTS AND SUB-CONTRACTORS

1.2.1 The Bidder must ensure the responsibility standards for each of its Sub-Consultants and Sub-Contractors as listed below and in each and every part

of this ITB. Verification must include documentation that each Sub-Consultant or Sub-Contractor meets the responsibility criteria required to perform the work including any professional license, certification, insurance requirements of this ITB, any governmental agency having jurisdiction over the matter, or any law or regulation pertaining to the work or requirements. Bidder must not furnish any statement, representation, or certification in connection with Sub-Consultants or Sub-Contractors that is materially false, deceptive, incorrect or incomplete. Failure of the Bidder to provide information concerning the responsibility of any Sub-Consultant or Sub-Contractor may result in a finding that the Bidder is not responsible.

- 1.2.2 All proposed Sub-Consultants and Sub-Contractors must be listed in the Bidders response. Bidder must ensure that all proposed Sub-Contractors have adequate personnel, past experience, adequate facilities, finances and business systems to perform the Specifications. The City reserves the right to approve all Sub-Contractors and Sub-Consultants.
- 1.2.3 The Bidder must have the responsibility of verifying the existence, authenticity, and dates of expiration of all licenses required by all Sub-Consultants and Sub-Contractors engaged in the work of this ITB. The lack of a valid license from the Bidder or any Sub-Consultant or Sub-Contractor shall be grounds for default, and for immediate termination for cause with prejudice as it relates to the Bidder, and the removal of any unlicensed entity from the project. In the event Bidder, a Sub-Consultant or Sub-Contractor is required to be licensed or certified as a condition precedent to providing goods or services under this ITB, the revocation or loss of such license or certification may result in immediate termination of the Bidder's agreement effective as of the date on which the license or certification is no longer in effect.
- 1.2.4 All Sub-Consultants and Sub-Contractors must be approved by the City prior to performing. Consultant must receive written permission to add Sub-Consultants or Sub-Contractors not initially submitted with Bidder's response. Sub-Consultants and Sub-Contractors shall not subcontract any portion of their work pursuant this ITB without the written consent of the City. Failure of the Bidder to obtain from the City prior approval of each Sub-Consultant or Sub-Contractor performing work on the project may result in suspension of work by that Sub-Contractor, removal of work performed by unapproved Sub-Contractor(s) and all permissible sanctions against the Bidder.

2. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The City is seeking Demolition Services for the City of Stockbridge which is located in Stockbridge, Georgia as specified in this ITB and Attachment 1, Scope of Work (SOW), attached hereto and incorporated herein by reference.

3. MINIMUM REQUIREMENTS

Contractor shall satisfactorily demonstrate significant experience in demolition and site clearing, clean-up and debris removal. The Contractor must demonstrate the ability to

meet the following minimum criteria to be considered responsive to the ITB:

- 3.1.The Contractor must have been in the demolition industry for at least ten (10) years;
- 3.2.The Contractor must be pre-qualified with G-DOT to perform demolition and site clearing services; and
- 3.3.The Contractor must complete a pre-demolition asbestos survey for this structure before the issuance of a Notice To Proceed will be issued; and
- 3.4.The Contractor must be licensed by the State of Georgia National Emission Standards for Hazardous Air Pollutants (NESHAP) and any applicable federal, state or local entities to perform asbestos testing, inspections and abatement services.

4. SITE EXAMINATION/PRE-BID CONFERENCE (NON MANDATORY)

The City will not furnish any set of plans. Any plans needed, the bidder(s) shall purchase any building plans and/or site development plans can be purchased at Henry County Government, 140 Henry Parkway, McDonough, Georgia 30253 or they can be reached by phone at (770) 288-6051 for any additional information concerning plans for this location. A site visit will be held on **January 25, 2017 at 10:00 A.M. EST** at the 146 Burke Street location in Stockbridge, Georgia 30281.

Inquiries regarding the solicitation either technical or otherwise may be submitted in writing prior to the pre-bid conference and will be addressed; however, will be responded to in the form of an addendum with the City's official response.

Any additional questions asked at the Pre-Bid Conference must be submitted in written form at the Pre-Bid conference and will be responded to in the form of an addendum with the City's official responses.

The Pre-Bid Conference will be conducted for the purpose of explaining the City's bid process, the specifications/technical documents, and to provide non-binding verbal responses to questions concerning these quote specifications and to discuss issues from the Respondents perspective. However, no verbal response provided at the Pre-Bid Conference binds the City. Only those responses to written questions that are responded to by the City in written communications will be official.

APPENDIX A: W-9

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
or									
Employer identification number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following persons must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**APPENDIX B:
INSURANCE AND RISK MANAGEMENT PROVISIONS**

It is The City of Stockbridge Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by The City of Stockbridge Government. Respondents shall submit with the bid evidence of insurability satisfactory to The City of Stockbridge Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to The City of Stockbridge Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of The City of Stockbridge Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER’S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer’s Liability Insurance BY ACCIDENT	EACH ACCIDENT	\$1,000,000
Employer’s Liability Insurance BY DISEASE	POLICY LIMIT	\$1,000,000
Employer’s Liability Insurance BY DISEASE	EACH EMPLOYEE	\$1,000,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability (Other than Products/Completed Operations)	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Fire Damage	Limits	\$100,000

General Liability to include but not limited to premises, and operations; contractual liability; personal and advertising injury; explosion, collapse and underground hazards; products and completed operations; independent contractors liability; broad form property damage; demolition and blasting operations.

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits Each Occurrence \$5,000,000
(Including operation of non-owned, owned, and hired automobiles).

4. UMBRELLA LIABILITY Each Occurrence \$2,000,000
(In excess of above noted coverages)

5. CONTRACTORS POLLUTION LIABILITY Each Occurrence \$1,000,000

- 5.1. Coverage must be identified as specific to the operations as described in the Scope of Services in this Contract;
- 5.2. Pollution coverage must apply to all phases of the work described in the Scope of Services in this Contract;
- 5.3. The policy shall include coverage for bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death;
- 5.4. The policy shall include coverage for property damage, and physical damage to or destruction of tangible property including the resulting loss of use thereof, cleanup costs, and the loss of use of tangible property that has not been physically damaged or destroyed; and
- 5.5. The policy shall include defense to include costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages.

Asbestos Abatement Operations –

To provide coverage on a combined General Liability and Pollution Liability on an Occurrence Policy Form. Policy not to have a Sunset Clause.

To include three (3) years of extended Completed Operations coverage or a three (3) year extended reporting period.

Owner and Contractor waive all rights against each other and any of their Sub-Contractors, sub-Sub-Contractors, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section, or other property insurance applicable to the Work, accept such rights as they have to the proceeds of such insurance.

The policy will name the City of Stockbridge, The Contractor and Sub-Contractors of all tiers as Additional Insureds under the policy.

All policy deductibles are the sole responsibility of the Prime Contractor.

Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered

without at least thirty (30) days prior written notice to The City of Stockbridge Government. Policies and Certificates of Insurance are to list The City of Stockbridge Government as an Additional Insured (except for Workers' Compensation and Professional Liability) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed-operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If The City of Stockbridge Government shall so request, the Respondent, Contractor must furnish the City for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the "Certificate Holder" as follows:

City of Stockbridge Government – Finance Department
Purchasing Division
4640 N. Henry Boulevard
Stockbridge, Georgia 30281

Certificates **must** list Project Name (where applicable).

Important:

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of The City of Stockbridge Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect The City of

Stockbridge Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, The City of Stockbridge Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent of the Law, Contractor hereby agrees to release, indemnify, defend and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor, its directors, officers, employees, Sub-Contractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor further agrees to protect, defend, indemnify and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

APPENDIX C: REQUIRED SUBMITTALS

IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

ALL bids **MUST** be received at the City of Stockbridge Finance Department – Purchasing Division.

REQUIRED CERTIFICATIONS/ATTACHMENTS

To be deemed responsive to this ITB, Proposers must provide the information requested and, where applicable, complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. As appropriate, Proposers shall reproduce each Bid Form and complete the appropriate portions of the forms provided in this section.

Form 1: Non-Collusion Bidding Certificate;

Form 2: Non-Collusion Affidavit of Sub-Contractor;

Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions;

Form 4: Ineligibility Certificate;

Form 5: Certification of a Drug-Free Workplace;

Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification;

Form 7: Affidavit Verifying Status for City Public Benefit Application

Form 8: Certification Regarding Lobbying;

Form 9: Bid Submittal Letter;

Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement;

Form 11: Georgia Security and Immigration Sub-Contractor Affidavit;

Form 12: Reference and Release Form

Form 13: Acknowledgement of Insurance Requirements

FORM 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____ City of _____,
being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-contractor that has submitted the attached ITB;

(2) He is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached ITB or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date)

FORM 3

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The Bidder, _____, certifies to the best of its knowledge and that it and its principals: _____ belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Bid.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

Witness

FORM 4

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and it is also whose address is _____, certifies that the Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and it is also whose address is _____, certifies that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each Sub-Contractor hired by the consultant shall be required to ensure that the Sub-Contractor's employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Contractor the following written certification: "As part of the Sub-Contracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the Sub-Contractor's employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and
4. It is certified that the undersigned will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 6

**CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST
CONTINGENT FEES CERTIFICATION**

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and, it is also whose address is _____, certifies that to the best of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing services for City of Stockbridge.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Name of Applicant

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: _____

Date:

Printed Name: _____

*Alien Registration number for non-citizens:

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.**

Subscribed and Sworn Before Me on this the _____ Day of _____, 2017.

Notary Public: _____

My Commission Expires: _____

*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

FORM 8

CERTIFICATION REGARDING LOBBYING

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.
2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including Sub-Contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: _____

Name and Title of Contractor Authorized Agent: _____

Date: _____ Telephone #: _____

Firm or Company Name: _____

Address: _____

FORM 9

BID SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned, _____, hereby submits its bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Bid submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Bid made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Contractor's Bid Pricing Schedule, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this _____ day of _____, 2017

By

Title

Sworn to and subscribed before me the _____ day
of _____, 2017.

Notary Public

My Commission Expires:

Date

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with **[insert name of prime contractor]** on behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any Sub-Contractor(s) in connection with the physical performance of services to this contract with **The City of Stockbridge Government**, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to **The City of Stockbridge Government** at the time the Sub-Contractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 11: GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-Contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services³ under a contract with **[insert name of prime contractor]** _____ behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Sub-Contractor Name)

Title of Authorized Officer or Agent of Sub-Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

³O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

⁴*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

FORM 12

REFERENCE AND RELEASE FORM

List at least five (5) references for the Prime Contractor and each proposed subcontractor using a separate Reference and Release Form for each. Provide the information requested in the form below for the contact person who will verify the Contractor's experience and ability to perform the type of services listed in the ITB.

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

ATTACHMENT 1 SCOPE OF SERVICES

1. GENERAL

Overview: The Demolition Contractor (Contractor) shall abate hazardous materials, salvage materials identified by the City of Stockbridge, demolish and remove all portions of the building at 146 Burke Street, and retaining walls. The demolition/disturbance area shall remain at less than three (3) acres or approximately 22,000 square feet. The Contractor is responsible for all aspects of design, abatement of hazardous materials, salvage (remove, protect, store and transport materials), utility locates, demolition, erosion control, and documentation required by local, state, or federal agencies (governing authorities) and regulations. The Contractor shall also be responsible for all demolition / salvage documentation for their scope of work relating to the LEED Certification Process. The Contractor shall coordinate with the City Manager or his designee. The Contractor is responsible for all labor, safety, material, equipment, access equipment, transportation/freight, erosion control, applicable fees, and applicable permits to properly and safely execute the demolition and salvage work.

Design / Build / Permit: The Contractor is responsible for all aspects of project, including any documentation required by the City of Stockbridge to obtain permits and inspections. The City will not be providing any further drawings or documents than what is contained within this Invitation to Bid. The Contractor is responsible for obtaining and paying for applicable permits, including but not limited to abatement permits, demolition permits, lane / sidewalk closure permits, and any necessary inspections.

Scope of Work: See attached plan, Exhibit 1, Property Condition Assessment Report. Work area is not to exceed three (3) acres. The Contractor will be responsible for providing a more detailed demolition drawing to City showing items specifically to be demolished and removed from site. Once City approves of Contractors detailed demolition drawing, Contractor will submit drawing to City of Stockbridge for obtaining permit required for work.

Driveways Repair / Protect: Use of existing curb cuts and drives is allowed. All curb cuts and drives are to remain operational after demolition (do not remove). All demolition will occur on the south side of the site and the Contractor is encouraged to access site from the north side of site. The Contractor is responsible for damage outside the scope of work. The Contractor shall repair any damaged sidewalk /curb / drives that they damage during their work. Contractor shall remove damaged concrete sidewalk / curb / drives from joint to joint and replace damaged / sections as necessary, for equipment access to site and material haul off. The Contractor shall also repair any damage to existing site, as a result of their work, outside of the limits of work Pedestrian / Public Safety: The Contractor shall provide and install all safety signage, jobsite signage, temporary signage for lane / sidewalk closures, temporary protection to pedestrians outside of the

limits of work, flagmen, etc. in order to ensure the safety of the public during their work. The Contractor shall maintain pedestrian access on the perimeter of the site at all times and shall provide the necessary protection to pedestrians and traffic. Salvage Materials: The following materials are to be salvaged by the Contractor from the building/limits of work, for the City's future use. These Salvaged items/materials are to be protected, stored and transported as directed, prior to demolition of the building:

1. Building Dedication Stone Plaque. The Contractor shall remove, protect and transport the one (1) building dedication stone plaque on the Northeastern front land of the building and the other stone plaque on the building in the South Eastern corner of the building. The Contractor shall take great care in not scratching, chipping or otherwise damaging the building dedication stone plaque. The Contractor shall protect the salvaged building dedication stone plaque, load, transport the dedication plaque to City of Stockbridge – Public Works Department located at 315 Taylor Road, Stockbridge, Georgia 30281 and offload applicable salvage material. The Contractor shall protect Building Dedication Stone Plaque until it is delivered to the City of Stockbridge – Public Works Department listed above and signed off by an authorized City representative.

2. The Contractor shall provide all labor, equipment, materials, access equipment, cranes, transportation/freight, etc. and applicable permits and fees required to demolish, remove, salvage, protect, load, transport and store the materials identified within this bid document. The Contractor shall provide locks on any on-site storage containers utilized to secure salvaged materials until the City is ready to claim/retrieve such items. The Contractor shall coordinate with the Project's LEED Administrator regarding proper documentation of the salvage process prior to any work taking place. The Contractor is encouraged to salvage as much of the remaining existing materials on-site for re-use. Any additional salvage performed by the Contractor shall be documented for use in the projects LEED Certification Process. Hazardous Materials: The City performed an initial Hazardous Materials Assessment, please see Exhibit 1, Property Condition Assessment Report dated July 18, 2016; performed by NOVA Engineering and Environmental, LLC. This report indicated, but not limited to, asbestos material in the existing building structure and none of the Asbestos abatement was ever performed. The Contractor will responsible for conducting and completing the survey before the City issues the NTP.

3. Permits and Responsibilities: The Contractor shall, without additional expenses to the Owner, be responsible for the proper abatement and disposal of all remaining hazardous materials located in the existing facility within the Scope of Work. The Contractor shall be responsible for complying with any and all applicable federal, state, county and municipal laws, regulations, codes, permits, fees....etc. of the governing jurisdiction for the abatement and disposal of all remaining hazardous materials within scope of work. The Contractor shall take proper safety and health precautions to protect the Work, the Workers, the Public and the property of others. All precautions are the responsibility of the Contractor. The Contractor shall be also responsible for all materials delivered and work performed until completion and acceptance of the Work.

4. Construction Waste Management: This abatement, demolition and salvage activity is part of the larger redevelopment project for the whole site at 146 Burke Street, Stockbridge, Georgia 30281. The development is seeking certification through the US Green Building Council LEED Green Building Rating Program. Demolished building materials must be separated and sorted for recycling. Close out documentation must include, by weight, the percentage of material diverted from landfills. The Contractor shall coordinate with the Project's LEED Administrator regarding proper documentation prior to any work taking place. Forms are available upon request from the LEED Administrator. All costs associated with sorting, recycling, and disposal of materials shall be the Contractors responsibility. Erosion Control: Site disturbance must be less than one acre to ensure that NPDES is not required, please reference Exhibit A- Limits of Work. City of Stockbridge land disturbance requirements must be implemented and inspected as required by the permit. As indicated above in the "Design / Build / Permit" section above, it is the Contractors responsibility to provide any requested documentation on erosion control that the City of Stockbridge may require. The City will not be providing any further drawings or documents than what is contained within this Invitation to Bid. The Contractor shall be responsible for the installation and maintenance of all erosion control measures needed for the project. Maintenance for the erosion control measures shall end at time of final acceptance of the demolition project by the City.

3. Schedule: Once The Contractor has completed the pre-demolition asbestos survey for the building and it has been approved by the City. The Contractor will receive a Notice to Proceed (NTP) by the City designee. The Contractor shall commence work within ten (10) business days of being issued the NTP from the City. Within five (5) days from the issuance of a NTP the contractor shall submit to the City for approval a detailed Overall Project Schedule (OPS) of the Contractor's proposed operations for the duration of the project. The schedule shall identify the NTP date, the Contract Completion date, major milestone dates, and a critical path. The schedule shall be printed on a maximum 11X17 inch size paper. If the needs to be shown on multiple sheets, a simplified, one (1) page, summary bar chart showing the entire Project shall be provided. The Schedule shall have horizontal time scale based on calendar days and shall identify the Monday of each week and the Schedule shall show the precedence relationship for each activity.

Approval of the Contractor's detailed construction program and revisions thereto shall in no way relieve the Contractor of any of the Contractor's duties and obligations under the Contract. Approval is limited to the format of the schedule and does not in any way indicate approval of, or concurrence with, the Contractor's means, methods and ability to carry out the Work within this Scope of Work.

**ATTACHMENT 2
BID PRICING FORM**

Contractor is required to furnish all labor, travel, resources, materials, tools, equipment services and apparatuses required to satisfactorily complete the Services requested in this ITB for the Total Price as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's bid non-responsive. Please complete the form in its entirety. Any alternate or optional fee structures must be submitted on a separate sheet and shall not be submitted in lieu of this Bid Pricing Form.

1. Demolish, remove and dispose of all things not environmental and associated with the demolishing of the structure at 146 Burke Street (Approximately 22,000 gross sq. ft)
2. Pre-Demolition Asbestos survey \$_____ In Figures
3. Total Number of Days required to complete the survey _____ days
4. Cost for Asbestos and Abatement \$_____ In Figures
5. Total Number of Days required to Demolish the building _____ days
6. Total Number of Days required to Removal of all debris _____ days
7. Total number of calendar days for job completion _____ days
8. Total Price associated with items (#1- 7) \$_____ In Figures
_____ In Words

Company Name

Date

Name of Authorized Representative

Authorized Representative's Signature

END OF BID FORM

EXHIBIT 1

**PROPERTY CONDITION ASSESSMENT
REPORT**

PROPERTY CONDITION ASSESSMENT REPORT



MultiPlex Building

Stockbridge, Georgia

PREPARED FOR:

City of Stockbridge
4640 North Henry Boulevard
Stockbridge, GA 30281

NOVA Project Number: 0516028

July 18, 2016

NOVA

PROFESSIONAL | PRACTICAL | PROVEN



July 18, 2016

CITY OF STOCKBRIDGE
4640 North Henry Boulevard
Stockbridge, GA 30281

Attention: Mr. Michael C. Harris
City Manager

Subject: Property Condition Assessment
MULTIPLEX BUILDING
146 Burke Street
Stockbridge, Georgia 30281
NOVA Project Number 0516028

Dear Mr. Harris:

NOVA Engineering and Environmental, LLC (NOVA) has completed the authorized Property Condition Assessment (PCA) for the Multiplex Building located in Stockbridge, Georgia. The work was performed in general accordance with NOVA Proposal Number 002-05165225 dated May 27, 2016.

The PCA work was performed in general accordance with ASTM International *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process, Designation: E2018-15*, unless otherwise stated herein. The attached report presents our understanding of the project information, a description of the environmental consulting services provided by NOVA, and our findings and conclusions.

We appreciate your selection of NOVA and the opportunity to be of service on this project. If you have any questions, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,
NOVA Engineering and Environmental, LLC

Mickias Adera
Building Envelope Project Professional

Michael J. Wright
Senior Project Manager / Principal

David A. Miller, P.E.
Principal

TABLE OF CONTENTS

1.0	SUMMARY	6
2.0	INTRODUCTION	8
2.1	GENERAL.....	8
2.2	PURPOSE.....	8
2.3	SCOPE OF SERVICES	8
2.4	TERMINOLOGY.....	9
2.5	ASSUMPTIONS.....	10
2.6	LIMITATIONS AND EXCEPTIONS.....	10
2.7	SPECIAL TERMS AND CONDITIONS	11
2.8	USER RELIANCE.....	11
3.0	SITE DESCRIPTION	12
3.1	LOCATION AND LEGAL DESCRIPTION	12
3.2	SUBJECT PROPERTY AND VICINITY GENERAL CHARACTERISTICS.....	12
3.3	CURRENT USE OF THE PROPERTY	12
3.4	DESCRIPTIONS OF PROPERTY IMPROVEMENTS	12
4.0	USER PROVIDED INFORMATION	13
4.1	PRE-SURVEY QUESTIONNAIRE.....	13
4.2	PREVIOUSLY PREPARED PROPERTY CONDITION ASSESSMENT REPORTS	13
4.3	SYSTEM OR COMPONENT STUDIES.....	13
4.4	ACTUAL OR PURPORTED KNOWLEDGE	13
4.5	DOCUMENTS.....	13
5.0	GOVERNMENT RECORDS REVIEW	14
5.1	BUILDING AND FIRE CODE COMPLIANCE.....	14
6.0	INTERVIEWS	15
6.1	INTERVIEW WITH OWNER.....	15
6.2	INTERVIEWS WITH SITE MANAGER.....	15
6.3	INTERVIEWS WITH OCCUPANTS.....	15
6.4	INTERVIEWS WITH OTHERS	15
7.0	SITE ELEMENTS	16
7.1	TOPOGRAPHY.....	16
7.2	STORM WATER DRAINAGE	16
7.3	INGRESS AND EGRESS.....	17
7.4	PAVING, CURBING AND PARKING	17
7.5	FLATWORK	18
7.6	LANDSCAPING AND APPURTENANCES.....	19

7.7	RECREATIONAL FACILITIES	20
7.8	UTILITIES	20
8.0	STRUCTURAL FRAME AND BUILDING ENVELOPE	21
8.1	FOUNDATIONS	21
8.2	BUILDING FRAME	22
8.3	EXTERIOR WALLS	22
8.4	EXTERIOR WINDOWS AND DOORS.....	24
8.5	ROOFING.....	24
8.6	EXTERIOR AND INTERIOR STAIRS	25
8.7	PATIO, TERRACE AND BALCONY.....	25
9.0	INTERIOR FINISHES.....	26
9.1	COMMON AREAS AND TENANT AREAS	26
10.0	MECHANICAL AND ELECTRICAL SYSTEMS	28
10.1	HVAC SYSTEMS.....	28
10.2	PLUMBING AND GAS.....	29
10.3	ELECTRICAL.....	29
11.0	VERTICAL TRANSPORTATION.....	31
12.0	LIFE SAFETY / FIRE PROTECTION	32
12.1	LIFE SAFETY / FIRE PROTECTION	32
13.0	ACCESSIBILITY	33
13.1	AMERICANS WITH DISABILITIES ACT	33
14.0	ADDITIONAL CONSIDERATIONS.....	36
15.0	DEVIATIONS AND DATA GAPS.....	37
16.0	ADDITIONAL SERVICES.....	38

APPENDICES

- Appendix A – Site Photographs
- Appendix B – Needs Expenditure Spreadsheet
- Appendix C – Core and Opening Locations and Testing Results
- Appendix D – Personnel Qualifications
- Appendix E – Qualifications of Recommendations

COMMONLY USED ACRONYMS

Following are regulatory and technical acronyms commonly used in NOVA Property Condition Assessment reports:

ADA	The Americans with Disabilities Act
ACM	Asbestos-Containing Materials
AST	Aboveground Storage Tank
ASTM	ASTM International
BOMA	Building Owners and Managers Association
BUR	Built-up Roof
EIFS	Exterior Insulation and Finish System
EMF	Electro Magnetic Fields
EMS	Energy Management System
EUL	Expected Useful Life
EPA	United States Environmental Protection Agency
FEMA	Federal Emergency Management Act
FHA	Fair Housing Act
FIRMS	Flood Insurance Rate Maps
FOIA	U.S. Freedom of Information Act
FOIL	Freedom of Information Letter
FM	Factory Mutual
HVAC	Heating, Ventilation and Air Conditioning
IAQ	Indoor Air Quality
LUST	Leaking Underground Storage Tank
NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Administration
PCA	Property Condition Assessment
PCB	Poly-chlorinated Biphenols
PCR	Property Condition Report
PML	Probable Maximum Loss
RCRA	Resource Conservation and Recovery Act
RTU	Rooftop Unit
RUL	Remaining Useful Life
STC	Sound Transmission Class
UST	Underground Storage Tank

CODING GROUPS

CC – Code Compliance

Projects required modifying or replacing existing building systems in order to comply with current codes. (Code violations will have an additional indicator, which will allow them separation within this code & within the total body of work.

CR – Capital Renewal

Projects required replacing building systems and components at the end of their projected life. Typical project cost will be greater than \$40,000. Capital renewal projects will be for future years only.

DR – Deferred Renewal

Projects required for replacement of a failed building system or component in order to restore proper function. Projects in this group are typically defined by a replacement cost exceeding \$40,000. Replacement need is determined by the repair cost exceeding 60% of the replacement cost. Projects in this group will not have a future need year; they will only have a current need year.

DM – Deferred Maintenance

Projects required for repair of a failed building system or component in order to restore proper function. Projects in this group are typically defined by a repair cost greater than \$40,000 or exceeding 30% of the replacement cost, but not exceeding 60% of the replacement cost. Projects in this group will not have a future need year; they will only have a current need year.

RM – Routine Maintenance

Projects required for repair of a failed building system or component in order to restore proper function. Typical repair costs will be less than 30% of the replacement cost and less than \$40,000.

HL – Health and Life Safety

Building and site conditions that when reviewed deal with the adequacy of health, safety, regulatory, and related considerations.

TR – Timely Repair and Replacements

These are system and equipment conditions that when corrected within certain time constraints should reduce the probability of operational failure.

DI – Desirable Improvements

Projects required for repair of a failed building system or component in order to restore proper function. Typical repair costs will be less than 30% of the replacement cost and less than \$40,000.

EC – Energy Conservation

Energy conservation measures for the reduction of energy consumption having an expected payback of less than 7 years.

1.0 SUMMARY

NOVA Engineering and Environmental, LLC (NOVA) has completed the authorized Property Condition Assessment (PCA) for the structure identified as the City of Stockbridge Multiplex Building, located in Stockbridge, Georgia. The PCA work was performed in general accordance with ASTM International *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process, Designation: E2018-15*, unless otherwise stated herein.

The Subject Property consists of an approximately 4.8-acre parcel located north of North Henry Boulevard at 146 Burke Street in Stockbridge, Georgia with a single-story structure of approximately 22,000 square feet. The property is reported to have been constructed around 1990 as an office facility for a banking tenant and has been largely vacant since 2007. The northern half the building was recently occupied by Multiplex Building with signs of active renovation works. The Subject Property contains associated asphalt paved parking to the east and west of the office building. The site also contains greenspace including trees, grass, and low-growing vegetation. The City of Stockbridge is requesting a limited property condition assessment to assist in determining the feasibility of renovation / replacement options.

Property Name	Stockbridge Arts and community Center
Property Address	146 Burke Street Stockbridge, Georgia 30281
Building Use	Office / Multiplex
Property Size	3.0 acres
Number of Buildings	One (1)
Number of Stories	One (1)
Gross Square Footage	Approximately 22,000 square feet
Year Constructed	Approximately 1990
Insured Value	Not provided
Occupancy Status	Partially occupied at northern half of building

The building expenditure summary section provides an executive overview of the findings from the assessment. Further details of these expenditures are included within each respective report section and within the Estimated Expenditure forecast in the Appendix of this report.

BUILDING ELEMENT	CONDITION	GROUP	COST FOR IMMEDIATE NEEDS	NEEDS OVER TERM
SITE ELEMENTS				
Topography	Good	RM		
Storm Water	Fair	RM		
Ingress & Egress	Good	RM		
Paving, Curbing & Parking	Fair	DR	\$910	\$48,626
Flatwork	Good	RM	\$7,596	\$7,596
Landscaping & Appurtenances	Fair	RM	\$2,775	
Recreational Facilities	N/A	RM		
Utilities	Good	RM		
STRUCTURAL/ BUILDING ENVELOPE				
Foundation	Fair	RM	\$3,500	
Building Frame	Good	RM		
Exterior Walls	Fair	RM	\$6,546	
Exterior Windows and Doors	Good	RM		
Roofing	Good	DR	\$572,000	
Exterior and Interior Stairs	Good	RM		
Patio, Terrace and Balcony				
INTERIOR ELEMENTS				
Common Areas	Good	DM	\$8,249	
Interior Finishes	Good	DM	\$148,817	
MECHANICAL AND ELECTRICAL				
HVAC Systems	Good	DR	\$4,000	
Plumbing and Gas	Fair	RM	\$2,000	
Electrical	Fair	RM	\$3,800	
LIFE SAFETY / FIRE PROTECTION				
Life Safety / Fire Protection	Fair	RM		
Accessibility	Fair		\$15,300	
Additional Considerations	N/A			
TOTAL, UNINFLATED			\$767,293	\$48,212
Inflation Factor, 3%				
TOTAL, INFLATED			\$767,293	\$58,688

This summary is provided for convenience and should not be substituted for review of the full report, including all attachments as provided herein.

2.0 INTRODUCTION

2.1 GENERAL

NOVA Engineering and Environmental, LLC (NOVA) was authorized by Mr. Michael C. Harris of City of Stockbridge to perform a PCA for the approximately 4.8-acre property located at 146 Burke Street in Stockbridge, Henry County, Georgia (the "Subject Property").

2.2 PURPOSE

This PCA was performed to assist the Client in evaluating the physical aspects of the Subject Property by identifying and communicating readily observable physical deficiencies to the Client. The term "physical deficiencies" includes the presence of conspicuous defects and material deferred maintenance of a Subject Property's material systems, components, or equipment as observed during completion of the PCA. This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous minor repairs, normal operating maintenance, etc., and excludes de minimis conditions that generally do not present material physical deficiencies of the Subject Property.

This PCA addresses existing conditions relating to the Subject Property. NOVA makes no representation regarding the future or potential use of the Subject Property, except for those items explicitly stated in this report.

This assessment was conducted in general accordance with the scope and limitations of ASTM International *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process, Designation: E2018-15*, unless otherwise stated herein. Our assessment, conclusions and recommendations are based on site conditions, observations, interviews, and a review of readily available information, as they existed at the time of our assessment.

2.3 SCOPE OF SERVICES

PCAs are described as general characterizations of physical conditions that are identifiable through practically reviewable information and visual, non-invasive observations for the purpose of identifying physical deficiencies. The areas viewed on the Subject Property were randomly selected by NOVA's field observer and were considered to be representative. Please note that viewing was limited to only those areas that were readily accessible, did not contain unsafe conditions and where access permission was granted. NOVA did not evaluate any concealed conditions such as behind locked doors, above ceilings, behind walls, underground, etc.

Services performed for this project include a process involving and/or considering the following:

- Review of government agency provided information concerning the Subject Property that is reasonably ascertainable and practically reviewable from standard sources.
- Review of other information provided by the Client, as outlined in Section 7.6 of ASTM E2018-15.

- Interview of the Client, owner and others knowledgeable about the history of the Subject Property.
- A walk-through survey of the subject property to observe material systems and components and identify physical deficiencies and any unusual features.
- Estimate costs for repair and/or capital reserve items based on a 10-year evaluation period requested by the Client.
- Preparation of this PCA report summarizing our services, findings, and conclusions.

Testing, measuring, or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of this PCA. This PCA also does not identify routine repair or maintenance items.

The sampling and testing of soil, air is beyond the scope of this study, except as noted below. The identification of corrosive drywall (Chinese drywall), asbestos containing materials (ACM), radon, vapor encroachment, lead based paint (LBP), lead in drinking water, wetlands, Waters of the United States, Waters of the State, regulatory compliance, cultural and historic resources, industrial hygiene, health and safety, ecological resources, rare or endangered species, air quality, noise impacts, biological agents and mold are also beyond the scope of this PCA. No implication is intended as to the relative importance of these additional items, and this list of items is not intended to be all inclusive.

Destructive Testing for Observations – As part of this assessment and as requested by the Client, NOVA performed non-ASTM services consisting of destructive openings at several areas of the foundation/floor slab and interior side of the perimeter walls to observe hidden as-built conditions and test relative humidity conditions.

- a. NOVA utilized Ground Penetrating Radar (GPR) scanning to locate and avoid reinforcing steel prior to coring the existing slab on grade in three (3) locations to identify slab thickness and confirm the presence of a vapor barrier.
- b. NOVA performed four (4) small openings in the exterior sheathing from the inside of the building to observe the weather barrier and wall cavity conditions behind the brick masonry.
- c. NOVA installed ten (10) Ligno-DuoTec BW Moisture Probes to provide in-situ moisture contents/relative humidity measurements in the concrete slab.

2.4 TERMINOLOGY

The physical condition of building components is typically defined as being in one (1) of three (3) categories:

- 1) **Good Condition** — In working condition and does not require immediate or short term repairs; however, may be subject to routine maintenance and repair due to age and normal wear and tear.

- 2) **Fair Condition** – In working condition; but, may require immediate or short term repairs or replacement. Defects or deferred maintenance items to major elements will require substantial repair or replacement in the near future to prevent further deterioration, restore it to good condition, prevent premature failure, or to prolong its expected useful life.
- 3) **Poor Condition** – Not in working condition, or requires immediate or short term repairs or replacement. Present condition could contribute or cause the deterioration of contiguous elements or systems.

It should be noted that a term applied overall to a system does not preclude that a part, section, or component of the system may differ in condition.

2.5 ASSUMPTIONS

The information gathered during this assessment was information that was “reasonably ascertainable” and “practically reviewable.” This is, by definition, information that is publically available and obtainable within reasonable time and cost constraints, and is provided by the source in a manner and in a form that, upon examination, yields information relevant to the Subject Property without the need for extraordinary analysis of irrelevant data. Records that cannot be feasibly retrieved by reference to the location of the property (such as records that are sorted chronologically) are not considered practically reviewable.

2.6 LIMITATIONS AND EXCEPTIONS

NOVA has performed a PCA in accordance with ASTM E2018-15, which is a limited inquiry into a property's physical condition and is not sufficient to discover every physical deficiency. No PCA can wholly eliminate uncertainty regarding the potential for physical deficiencies in connection with a property. Performance of this practice is intended to reduce, but not eliminate, uncertainty regarding the potential for physical deficiencies in connection with a property, and this practice recognizes reasonable limits of time and cost.

The appropriate level of inquiry is variable and is not to be construed as technically exhaustive. Not every property will warrant the same level of assessment. Consistent with good commercial or customary practices, the appropriate level of assessment will be guided by the type of property subject to assessment, the expertise and risk tolerance of the Users, and the information developed in the course of the inquiry.

NOVA's findings, opinions, and conclusions are based on information which is reasonably ascertainable and practically reviewable from standard sources at the time of the assessment through site reconnaissance, visual assessment of physical conditions, records review, interviews and other standard investigative techniques used in the industry at this time. It is possible that other information exists or may subsequently become known that may impact or change the assessment after NOVA's services are complete.

In conducting this PCA and preparing this report, NOVA reviewed, interpreted, and relied upon information provided by others, including, but not limited to individuals, government authorities, subcontractors, and other entities. NOVA has not performed an independent evaluation of the accuracy or completeness of such information.

NOVA's assessment represents our professional opinion, only. Therefore, NOVA cannot, under any circumstances, make a statement of warranty or guarantee, expressed or implied, that physical deficiencies are limited to those that are discovered while we are performing the PCA.

Specific limitations, exceptions, and/or data gaps/failures related to this PCA are as follows:

- The current property owner was contacted but did not respond to NOVA's request (via their representative) to complete a Pre-Survey Questionnaire as of the date of this PCA report.
- At the request of the Client, property owners, tenants, and/or site managers were not contacted for interviews regarding the Subject Property's history and use.

NOVA's professional opinion regarding the significance and/or materiality of these limiting conditions, exceptions, and/or data gaps/failures is provided in Section 10.0.

2.7 SPECIAL TERMS AND CONDITIONS

The Terms and Conditions for this PCA were set forth in NOVA's Proposal Number 002-05165225, dated May 27, 2016. No additional special terms and/or conditions were established for this PCA.

2.8 USER RELIANCE

NOVA's PCA report, along with the findings and conclusions contained in the report, either in completed form, summary form, or by extraction, is prepared, and intended, for the sole use of the Client and therefore may not contain sufficient information for other purposes or parties.

The contents of NOVA's report will continue to be the property of NOVA. NOVA's report may not be disclosed to, used by, or relied upon by, any person or entity other than the Client without the express written consent of NOVA. A reliance letter will be issued to other related parties as discussed with and agreed to by NOVA.

Authorization for disclosure to a third party or authorization for third-party reliance on a final report will be considered by NOVA upon the written request of the Client. NOVA reserves the right to deny authorization to allow disclosure or reliance of NOVA's report to third parties.

3.0 SITE DESCRIPTION

3.1 LOCATION AND LEGAL DESCRIPTION

The Subject Property consists of an approximately 4.80-acre parcel located at 146 Burke Street, Henry County, Georgia. A legal description of the Subject Property was not provided to NOVA.

3.2 SUBJECT PROPERTY AND VICINITY GENERAL CHARACTERISTICS

The vicinity of the Subject Property is generally developed with commercial and light-industrial land uses, and is bordered by the following.

DIRECTION	LAND USE DESCRIPTION/OBSERVATIONS
NORTH	A wooded buffer area with West Burke Street beyond.
EAST	Green space with Burke Street beyond.
SOUTH	Various parking and site access roads with Hamilton Bank beyond.
WEST	Wooded buffer with commercial/industrial beyond

Select photographs of the Subject Property taken by NOVA during the site reconnaissance activities (see Section 6.0) are included as Appendix B.

3.3 CURRENT USE OF THE PROPERTY

The Subject Property is currently used for periodic community theater use and activities.

3.4 DESCRIPTIONS OF PROPERTY IMPROVEMENTS

The Subject Property is currently developed with a single-story structure of approximately 19,704 square feet, which was reportedly constructed around 1990 as an office facility for a banking tenant and has been largely vacant since 2007. The Subject Property is bordered by West Burk Street to the north, North Henry Street to the south and Burke Street to the east. The Subject Property contains associated asphalt paved parking to the east, west and south of the building. The site also contains greenspace including trees, grass, and low-growing vegetation.

The Subject Property contains several storm water drop inlets and storm water catch basins.

Utilities for the site are provided by the City of Stockbridge Water Department. Electricity is provided by Georgia Power.

4.0 USER PROVIDED INFORMATION

The Client provided the following information or knowledge:

4.1 PRE-SURVEY QUESTIONNAIRE

A Pre-Survey Questionnaire was provided to the client. No information was provided.

4.2 PREVIOUSLY PREPARED PROPERTY CONDITION ASSESSMENT REPORTS

The Client has stated they are not aware of any previous PCA reports for the Subject Property.

4.3 SYSTEM OR COMPONENT STUDIES

The Client has stated that they do not have any studies specifically prepared on a system or component of the Subject Property.

4.4 ACTUAL OR PURPORTED KNOWLEDGE

The Client has stated that they do knowledge of actual or purported physical deficiencies of the Subject Property.

4.5 DOCUMENTS

There were no documents provided by the Client.

5.0 GOVERNMENT RECORDS REVIEW

5.1 BUILDING AND FIRE CODE COMPLIANCE

NOVA contacted the Henry County Fire Department on June, 2016 via a Freedom of Information Act (FOIA) request letter for the purpose of conducting a records search of outstanding fire code violations associated with the subject property. No response from the department was received at the time this report was issued. Any pertinent information, when obtained, will be forwarded.

This PCA does not include overall costs associated with potential outstanding violations or fines imposed on the subject property, as specific information was not provided to NOVA to confirm what potential violations or fines are outstanding, if any. Providing potential costs for outstanding violations or fines is considered beyond the scope of this PCA.

6.0 INTERVIEWS

As part of the PCA, interviews were conducted with select persons familiar with the Subject Property to provide insight into conditions material to recognized physical deficiencies in connection with the Subject Property.

6.1 INTERVIEW WITH OWNER

NOVA interviewed City of Stockbridge City Manager, Mr. Michael C. Harris, identified by the Client as the Point-of-Contact (POC). Mr. Jones stated that the city has owned the Subject Property since September of 2014. Mr. Jones stated that he is unaware of any physical deficiencies with the Subject Property. Mr. Jones stated that only routine maintenance, miscellaneous minor repairs, and normal operating maintenance, etc. had been performed since he acquired the property.

6.2 INTERVIEWS WITH SITE MANAGER

Not applicable, the Subject Property does not have a site manager or equivalent.

6.3 INTERVIEWS WITH OCCUPANTS

Not applicable.

6.4 INTERVIEWS WITH OTHERS

None.

7.0 SITE ELEMENTS

7.1 TOPOGRAPHY

7.1.1 Description

The Subject Property is currently developed with a single-story structure of approximately 19,704 square feet, which was reportedly constructed around 1990 as an office facility for a banking tenant and has been largely vacant since 2007. The Subject Property is bordered by West Burk Street to the north, North Henry Boulevard to the south and Burke Street to the east. The Subject Property contains associated asphalt paved parking to the east, west and south of the building. The site also contains greenspace including trees, grass, and low-growing vegetation. At north and south elevations, the landscape slope appears to drain water toward the building. Some low-growing vegetation are in contact with the building foundation and wall structures.

7.1.2 Condition

No significant erosion or slope movement was observed.

Good	Fair	Poor
------	------	------

7.1.3 Recommendations

No physical deficiencies were identified that require projected capital or deferred maintenance expenditures within the study period. Routine maintenance, miscellaneous minor repairs, and normal operating maintenance will be required. Regrading to redirect surface water away from the structure is recommended in Section 7.6.3 of this report.

7.2 STORM WATER DRAINAGE

7.2.1 Description

Storm water is conveyed via below grade piping to the campus combined system. Roof drains (downspouts) discharge water directly on to the surface immediately surrounding the building. This can be landscaped areas or hard surfaces such as sidewalks.

7.2.2 Condition

Two (2) areas of significant ponding were observed. The storm sewer piping was inaccessible and its condition was not verifiable during the site visit. Some visually apparent problems with the systems were observed on the west elevation. Two (2) storm drop inlets on west elevation had excessive amount of fallen leaves and other

vegetation blocking the drainage. No assessment for compliance with Federal, State or Local rules and regulations concerning storm water run-off was made as part of this PCA.

Good	Fair	Poor
------	------	------

7.2.3 Recommendations

- Remove debris from drainage inlets.
- Maintain route cleaning and removal of fallen vegetation from the pavement

7.3 INGRESS AND EGRESS

7.3.1 Description

The site is accessed via an entrance from Burke Street on the east and from various parking and site access roads with Hamilton Bank beyond on the south.

7.3.2 Condition

Ingress and egress at the property appear to be adequate.

Good	Fair	Poor
------	------	------

7.3.3 Recommendations

No physical deficiencies were identified that require projected capital or deferred maintenance expenditures within the study period. Routine maintenance, miscellaneous minor repairs, and normal operating maintenance will be required.

7.4 PAVING, CURBING AND PARKING

7.4.1 Description

The parking areas, drive aisles, and service drives are paved with asphalt. The driveway vacant banking loading dock are paved with concrete. The curbs are constructed of cast-in-place concrete.

No physical count for number of parking was conducted due to lack of proper paint for the parking on the pavement. There are no signs for handicapped-designated parking spots. Parking spaces are equipped with concrete curb stops.

7.4.2 Condition

Linear cracking and areas of alligator cracking were observed in the asphaltic drive lanes. Some portions of the pavement have vegetation through the pavement cracks.

Good	Fair	Poor
------	------	------

7.4.3 Recommendations

- Repairs are recommended for areas of deteriorating paving, in particular, the linear and alligator cracking in the asphalt drive lanes and may require sealing the cracks.
- Paint for parking dividers including handicap spots is required prior to reopening of the facility to public.
- Annual asphalt repairs and maintenance.
- Repaint rusting metal components of exterior light fixtures at the driveway and parking including others throughout the site.

7.5 FLATWORK

7.5.1 Description

Minimal flatwork is present, and primarily in the form of entrances, landings at mechanical space exits, ADA access ramps or landings at ancillary exit doors, and the area around the subject building. The observed flatwork was constructed of cast-in-place concrete.

7.5.2 Condition

- The sidewalks and steps generally appeared to be in fair condition. No significant trip hazards were observed during site reconnaissance. There are no perimeter sealants at the flatwork to wall transitions

Good	Fair	Poor
------	------	------

7.5.3 Recommendations

- Add perimeter sealants at the flatwork to wall transitions
- New ADA access ramps closer to the entrance doors on east elevation north end is recommended. The current posted mark for ADA parking is in the middle of the building where the entrance traffic is low.
- Annual concrete repair.

7.6 LANDSCAPING AND APPURTENANCES

7.6.1 Description

Landscaped features were observed to be in generally good condition. At the north and south elevations, the landscape slope appears to drain water towards the building. Some low-growing vegetation are in contact with the building foundation and wall structures. Tall grassy area on North elevation has minor overgrowth and uneven terrain. There were some parking islands that need mulch replacement. There is slight erosion in lawn on Southern portion of site.

7.6.2 Condition

The subject property contains landscaping including trees, grass, and low-growing vegetation. At the north and south elevations, the landscape slope appears to drain water toward the building. Some low-growing vegetation are in contact with the building foundation and wall structures. At the south elevation, tall trees appear to be covering the light fixtures.

The lighting is owned by the property and generally appeared in good condition. Night observations were not made; however, no site lighting deficiencies were reported by property personnel. Nothing herein shall operate as an assessment of the adequacy of site lighting conditions in terms of tenant security or the security of the property.

Good	Fair	Poor
------	------	------

7.6.3 Recommendations

- The landscaping and signage should continue to be maintained during the term; however, no costs have been included in the Reserve as this is considered an operating expense.
- Since the lighting appears and is reported to be in good condition, funds for immediate repairs and/or replacement have not been estimated and are not included in the Reserve. Any lighting repairs or replacements should be handled as a maintenance item.
- Cut down the low growing vegetation that are in direct contact with the building wall, especially the once on east elevation near the conductor units.
- At the south elevation, either trim the trees or move the light fixtures to a different location.
- Correct the slope of the landscape to drain away from the building.
- Clean site on a routine basis to avoid excessive amount fallen leaves form blocking ground drainage systems including gutters and downspouts.
- Recover landscaped islands in the parking areas with mulch where needed.
- Cut down tall grass area along North elevation.

7.7 RECREATIONAL FACILITIES

Not Applicable

7.8 UTILITIES

7.8.1 Description

Utilities for the site include water and sewer, which are metered at concrete utility boxes and are provided by the City of Stockbridge Water Department. Electricity is provided by Georgia Power with step down transformers located in the Utility Room at the building exterior alcoves. Natural Gas provider was not known by the maintenance personnel.

7.8.2 Condition

Utilities were observed to be in generally good condition. Those utilities that were operational, were adequate for the systems which were present.

Good	Fair	Poor
------	------	------

7.8.3 Recommendations

No physical deficiencies were identified that require projected capital or deferred maintenance expenditures within the study period. Routine maintenance, miscellaneous minor repairs, and normal operating maintenance will be required.

8.0 STRUCTURAL FRAME AND BUILDING ENVELOPE

8.1 FOUNDATIONS

8.1.1 Description

Buildings of this structural type would typically be sitting on a foundation system comprised of reinforced concrete spread footings, a foundation wall system and a concrete floor slab (providing soil conditions were appropriate for such loads).

8.1.2 Condition

While the footings and foundations were not explored, no notable settlement was observed in the exterior of the structure to suggest any foundational settlement or movement. The concrete slab was observable from the interior of the building and was tested. The test cores showed a slab comprised of cast in-place concrete of at least four (4) inches thickness reinforced with wire mesh and sitting on a vapor barrier.

The floor slab and surrounding grade and flat work were observed to be generally in fair condition, however, there are several locations showing signs of moisture intrusion into the building at the wall to foundation transition and below the foundation and slab system. Delaminated carpet and lifted floor tile were observed throughout the building showing evidence of excessive moisture under the slab on grade. NOVA conducted concrete coring of the slab on grade to determine the availability vapor barrier under the slab. At all the locations coring was performed, a vapor barrier membrane was found under the slab, but moisture was observed in under-slab soils and high humidity levels were present in the slab itself. The Concrete RH testing and Slab Core Observations are attached to this report in the appendix.

Good	Fair	Poor
------	------	------

8.1.3 Recommendations

- Perform a Forensic Assessment to identify moisture sources surrounding the building and within the building perimeter to discover possible remedies.

Recommended Needs Over Term:

- No Recommended Needs can be determined at this time. Possible moisture remediation efforts may be required but can only be determined after detailed Assessment.

8.2 BUILDING FRAME

8.2.1 Description

The structural frame for the building is a pre-engineered steel building frame consisting of moment-connected columns, roof beams, corner frames and build-outs for the bays. These frames are connected by struts, purlins, girts, and other framing members to resist lateral loads such as wind loads and to supply attachment points for interior and exterior walls, ceilings and roof components.

The structural frame support (columns and beams) for the portico and drive-through canopy is unknown though assumed to be structural steel.

8.2.2 Condition

Good	Fair	Poor
------	------	------

8.2.3 Recommendations

No physical deficiencies were identified that require projected capital or deferred maintenance expenditures within the study period. Routine maintenance, miscellaneous minor repairs, and normal operating maintenance will be required.

8.3 EXTERIOR WALLS

8.3.1 Description

The exterior walls consist largely of steel stud infill attached to the horizontal girt system of the pre-engineered metal building frame. The studs are spaced at regular intervals and are sheathed on the inside surface with gypsum wall board, and sheathed on the exterior surface by a moisture resistant gypsum sheathing board and what appears to be an asphalt impregnated paper. There is paper-faced fiberglass batt type insulation between the studs with the paper face to the inside surface. The majority of the exposed exterior wall surface is brick veneer, with some areas of EIFS and stucco facades. We assume that a cavity exists between the exterior wall sheathing and the brick veneer providing an air space and a moisture drainage cavity (as would be typical) as we observed weep holes at the bottom of most wall locations. The tops of brick veneer walls are finished with metal parapet caps, cornices or fascia trim in most locations.

The portico and the bank drive-through coverings are constructed of decorative architectural columns (fiber reinforced plaster or polymer) with painted wood fascia, moldings and trims. The underside of the portico and drive-through surface is observed to be EIFS or stucco.

There is a cantilevered porch providing rain protection for the service area entrance that has an EIFS covering.

8.3.2 Condition

The brick veneer walls were observed in mainly in good structural condition. No settling or movement was observed in the brick veneer, control joint sealants at brick veneer locations were observed in good condition exhibiting normal wear and deterioration. Wood, EIFS and stucco finishes were observed at main entrance portico locations and the vertical surfaces and underside of the drive-through respectively and are in poor to fair condition depending on specific location. Architectural columns at north and south entrances are generally in fair condition with minor cracks and separated seams observed.

However, due to very poor drainage from roof edges, gutters, downspouts, leader heads, etc. water and moisture intrusion is evident at many brick veneer locations, many fascia and wood trim locations and at stucco/EIFS locations. There was efflorescence and biological growth on the wall at different locations. Where this has occurred at brick veneer surfaces there is staining, biological growth and efflorescence in the brick and mortar with likely in-migration of moisture into the wall cavity. Evidence is observable at interior locations of this condition.

Where this has occurred at wood fascia surfaces there is staining, paint and substrate deterioration and in some locations complete substrate failure.

Good	Fair	Poor
------	------	------

8.3.3 Recommendations

Recommended Immediate Needs:

- Roof and roof drainage issues must be addressed before any successful wall, fascia, or moisture intrusion repairs can be effective.
- Repair moisture intrusion issues at walls on all elevations.

Recommended Needs Over Term

- Remove efflorescence, mold and staining on brickwork.
- Repair water and moisture damage and surface cracking in stucco and EIFS
- Repair and repaint wood fascia, cornices and moldings at portico and drive through areas. Repair and repaint columns.
- Renew control joints wall surfaces throughout the site.

8.4 EXTERIOR WINDOWS AND DOORS

8.4.1 Description

Storefront entrance systems and adjacent windows were observed to be constructed of aluminum frames with insulated glass and integral mullions. Other windows are aluminum framed fixed windows with insulated glass and integral mullions. These windows are set in pre-cast stone frames within the brick veneer wall. Exterior service entrances (West Elevation) were observed to be hollow metal door units with welded hollow metal frames. There are ballistic glass service windows at the south end of the former bank area.

8.4.2 Condition

Storefront entrance systems and windows are generally in good condition. Some deteriorated sealant was observed around window and door perimeters.

Good	Fair	Poor
------	------	------

8.4.3 Recommendations

Recommended Needs Over Term:

- Repair sealant joints around window and door assemblies throughout site.

8.5 ROOFING

8.5.1 Description

The roof system for the structure is comprised of coated, snap-lock standing seam metal panels spanning the purlin system of the pre-engineered metal building frame. A layer of thin, vinyl-faced insulation is installed between the roof panels and the purlins as is standard in many pre-engineered building packages. Gutters, Through-wall scuppers and leader heads, downspouts, valley and ridge flashing, as well as wall and penetration flashing is also coated metal.

8.5.2 Condition

The roof system as a whole is generally in poor condition. The roof panels show signs of deflection and wear, with the surface coating scratched, deteriorated and worn in places. The roof system has many exposed fasteners with grommets that are loose, missing and deteriorated. The flashings at walls and at ridge and valley connections have deteriorated sealants and some appear to be improperly installed. The eaves and gutters are deteriorated badly with corrosion, rusted and open seams, poorly installed sealants and improperly detailed roof edges. Gutters appear to lack slope towards drains and exhibit signs of standing water, biological and plant growth. There is

evidence that water from gutter locations is overflowing off the back side directly into the exterior wall. Improper drainage from roof and gutter systems is causing deteriorated soffit conditions, efflorescence, algae growth, damaged EFIS and other issues.

Rainwater from downspouts discharges too close to the building at flatwork to wall transitions and may be causing or contributing to water intrusion into the structure and under the slab. Brick veneer, behind downspout, near gutter end dams and at spill points have indication of intrusion. Localized interior areas have indications of ongoing roof leaks.

Good	Fair	Poor
------	------	------

8.5.3 Recommendations

Recommended Immediate Needs:

- Replace complete roof system and all drainage components.

8.6 EXTERIOR AND INTERIOR STAIRS

Not applicable.

8.7 PATIO, TERRACE AND BALCONY

Not applicable.

9.0 INTERIOR FINISHES

9.1 COMMON AREAS AND TENANT AREAS

9.1.1 Description

Interior finishes consist of the following:

1. Ceilings: 2 X 2 lay-in acoustical tile in a suspended grid system. It is noted that the upper building insulation is fiberglass batt type insulation laid on top of the suspended ceiling tiles.
2. Walls: Painted gypsum wallboard wall surfaces on metal studs. There are some instances of ceramic tile in restrooms. There are also some moveable wall panels dividing a large training type room. There are some very minor quantities of painted concrete block walls.
3. Floors: The concrete floor slab is covered with vinyl composition tile, ceramic floor tile or carpet.
4. Interior doors appear to be commercial grade wood doors set in hollow metal frames.

9.1.2 Condition

The condition of much of the interior is poor, apparently due to the large amounts of water and moisture infiltration from above, high humidity levels in the air and moisture in the floor slab. The fiberglass batt insulation on the ceiling is problematic. In many locations it has been moved (for maintenance activities above the ceiling) and not put back, in some locations, it is missing. Generally, the insulation is not homogenous, tight and continuous. Current Building Codes prohibit this practice.

Most of the building was reportedly vacant since 2007. Recently, the northern end of the building has opened to periodic activities by the Stockbridge Community and Arts Center.

Ceiling systems show signs of extreme humidity with tiles sagging. Many ceilings are water stained either from roof leaks or from condensation dripping from HVAC units and ductwork.

The interior sides of the exterior walls have water damage at several locations. In some cases, there were signs of water intrusion from the roof and walls which have led to paint delamination, deteriorated drywall, and mold growth. Both tile and carpet finishes throughout the building are delaminated and heaved, showing excessive moisture issues in the floor slab.

Good	Fair	Poor
------	------	------

9.1.3 Recommendations

Recommended Immediate Needs:

- The sources of water intrusion both from above and below must be understood and resolved.
- High humidity levels must also be resolved by either separating the large unoccupied attic space from the occupied space below the ceiling – or by moving the sealed and insulated layer to the roof and combining the spaces and into one conditioned volume.

Recommended needs over term:

- Proceed with replacing interior finishes as needed based on renovation and future use requirements.

10.0 MECHANICAL AND ELECTRICAL SYSTEMS

10.1 HVAC SYSTEMS

10.1.1 Description

Generally, the building appears to be heated and cooled (conditioned) by split system heat pumps with supplemental electric heat. Indoor air handling units are located in dedicated mechanical rooms while supplemental fan coil units and electric heat units are located in the attic space along with all of the ductwork. Exterior condensing units are located on concrete pads outside in close proximity to the building. The system is zoned to serve individual tenants and space loads. The system appears to be designed as a complete and integrated system with one manufacturer's units (Ruud).

The Individual HVAC system components appear to be in generally operable condition, with manufacturing dates (typically 1998) on the observed units.

10.1.2 Condition

The overall HVAC system condition rates poor due to some specific conditions that counteract its effectiveness to operate optimally. The largest element effecting the capability of the HVAC system is the attic space where many of the HVAC system components are located. As described in the previous section, the attic space sits directly below a poorly insulated metal roof system and is also ventilated directly to the outside. The attic environment then is unconditioned and matches the outside conditions. In addition, the attic space is very poorly isolated from the occupied and conditioned space directly below it, so much of the humidity, heat, and cold conditions are mixing with occupied space and increasing the effective volume. It is highly likely that the systems were designed as if the attic space were perfectly isolated from the occupied space and thus designed for only the occupied space volume.

The physical condition of the building works against the HVAC system to control moisture and humidity in the air in addition to properly cooling the spaces. It would be noted that if the future use and occupancy of the facility becomes an Assembly Occupancy by Code the outside air requirements (thus humidity control requirements) increase substantially.

Another issue contributing to building moisture is the condensate drains from the indoor units drain towards the structure and were observed depositing condensate water at the bottom of the building where it transitions from exterior walls to flatwork.

Typical effective service-life for similar units is 15-20 years when properly maintained; consequently, the systems components are nearing their useful life span.

Good	Fair	Poor
------	------	------

10.1.3 Recommendations

- Building conditions and moisture related issues should be resolved prior to or in conjunction with any HVAC related renovations.
- These units should be scheduled for renovation or replacement along with any renovation, redesign activity or change of Occupancy Type for the Building as a whole.

10.2 PLUMBING AND GAS

10.2.1 Description

The plumbing system is light commercial duty with largely PVC infrastructure. The plumbing fixtures consist of various sinks and lavatories, tank-type toilets and flush valve urinals. The facets and trim are also light commercial grade. Countertops, and associated cabinetry appear to be plastic laminate grade as well as plastic laminate toilet partitions.

10.2.2 Condition

Interior plumbing and gas systems in the subject property are in generally fair condition. There are restrooms with removed toilet seats, and other restrooms with posted “do not use” signs. Not all fixtures were tested and it is assumed the “do not use” signs are posted because fixtures are broken and non-functional.

Good	Fair	Poor
------	------	------

10.2.3 Recommendations

Recommended Immediate Needs:

- Test and repair non-functional fixtures and install new toilet seats at locations where that are missing.

10.3 ELECTRICAL

10.3.1 Description

The electrical power and lighting systems appear normal and assembled neatly in place. In the main electrical room, the main power disconnect, main power distribution panels and subsequent branch power panels are neatly arranged and power conduit is neatly installed. Available power appears adequate if not robust for a building of this size.

Power disconnects appear at equipment locations. Power outlets and switches appear to be in normal quantities throughout the facility. Emergency power systems or generators were not observed.

Interior lighting systems are mainly lay-in fluorescent type set into the ceiling grid system operated by typical wall mounted switches. Exterior lighting systems consist of surface mounted wall packs, recessed lighting in soffit locations. It would appear that exterior lighting is controlled by a timer system. Not all systems were tested and not all light fixtures were observed while illuminated although some, including exterior lights, were on.

10.3.2 Condition

The electrical power systems appear to robust and adequate for a facility this size. The main electrical room is clean and well laid out. The Main Distribution Panel, various other panels and circuit boards appear to be clean and in good repair. The unoccupied condition of the building, however has led to some disrepair of power and lighting systems and there will be some work required to return them to a fully functioning status.

Good	Fair	Poor
------	------	------

10.3.3 Recommendations

While there were no physical deficiencies were identified that require immediate attention, if repurposing of the structure is projected, a thorough electrical study which evaluates the current configuration against future purpose is recommended. Routine maintenance, miscellaneous minor repairs, and normal operating maintenance will be required.

11.0 VERTICAL TRANSPORTATION

Not applicable

12.0 LIFE SAFETY / FIRE PROTECTION

12.1 LIFE SAFETY / FIRE PROTECTION

12.1.1 Description

Life safety systems consist of exits and exit ways from interior spaces to the outside of the building, illuminated exit signs, fire alarm systems, smoke detection systems and fire extinguishers. The facility does not have an Automatic Fire Sprinkler system.

12.1.2 Condition

While these systems were observed in place, they were not tested. We have rated these systems fair due to age and the availability of newer technologies currently in the marketplace.

Good	Fair	Poor
------	------	------

12.1.3 Recommendations

No physical deficiencies were identified that require projected capital or deferred maintenance expenditures within the study period. Routine maintenance, miscellaneous minor repairs, and normal operating maintenance will be required.

13.0 ACCESSIBILITY

13.1 AMERICANS WITH DISABILITIES ACT

13.1.1 Description

As a publicly accessible facility, access to and within the building for disabled building users will be governed (where applicable) by the 1991 Americans with Disability Act (ADA) Accessibility Guidelines. Two areas of the ADA have significant effect on the physical aspects of the Property.

Title I deals with employment discrimination, and requires that employers not discriminate against a disabled person in hiring or employment. This can affect the configuration and features of buildings and those employers are expected to make “reasonable accommodation”, including making facilities readily accessible to disabled employees.

Title III requires that public accommodation provide goods and services to disabled patrons on an equal basis with the non-disabled patrons. This title is the part of the Act with perhaps the greatest impact on buildings, which provide public accommodations.

The ADA has provided a benchmark for measuring accessibility, primarily orientated towards new construction. It also provides guidance for modification of existing facilities to eliminate barriers to access. This benchmark is the ADA Accessibility Guidelines (ADAAG). The ADAAG was written by the Architectural and Transportation Barriers Compliance Board, and first issued in final form in July 1991. The stated purpose of the guidelines is to ensure that newly constructed facilities and altered portions of existing facilities covered by the ADA are readily accessible to disabled persons.

This report has been based upon the ADAAG issued in July 1991. Discussion has been made by the Architectural and Transportation Barriers Compliance Board for modification to the presently enforceable ADAAG. The details and enforcement date of these modifications have yet to be released. In light of this information, we recommend that prior to conducting any improvement, advice is sought from legal counsel and current guidelines be followed.

Regulatory implementation of the ADA includes the following priorities for barrier removal in existing facilities:

- Accessible Entrances. Providing access from public sidewalks, parking or public transportation that enables disabled individuals to enter the facility
- Access to Goods and Services. Providing access to areas where goods and services are made available to the public
- Usability of Restrooms. Providing access to restroom facilities

- Removal of Remaining Barriers. Providing access to the goods, services, facilities, privileges, advantages, or accommodations.

The ADA in its purist form relates only to facilities Occupied or significantly altered after March 13, 1991. For facilities with Certificates of Occupancy issued prior to March 13, 1991 and not significantly alter after this date, the ADA is seen as a “good practice guide” with a requirement to complete accessibility upgrades typically made by civil suit and employee / user request.

The building received its initial Certificate of Occupancy before the March 13, 1991 implementation of the ADA. As a result, the building is not required to comply with the ADAAG.

The first consideration of the ADAAG relates to measures that will enable individuals with disabilities to physically approach and enter a place of public accommodation. The priority of “getting through the door” recognizes that providing actual physical access to a facility from public sidewalks, public transportation, or parking, is generally preferable to any alternative arrangement in terms of both business efficiency and the dignity of individuals with disabilities. In general, terms this can mean exterior access to the building.

The ADAAG requires that signs that identify permanent rooms and spaces, such as those identifying restrooms and exits or providing room numbers, must have Braille and raised letters or numbers, so that they may be read visually or tactilely. The signs must also meet specific requirements for mounting location, color contrast, and non-glare surface.

13.1.2 Condition

Disabled pedestrians using wheelchairs are able to access the building through the main entrances. The entrances provide a clear opening width exceeding the minimum of 32”.

Accessible restrooms are provided within the building. The building consists of one main level and all spaces appear to be accessible.

Signs used to identify offices, restrooms and other permanent rooms and spaces within the building do not meet ADAAG requirements. We would recommend this be a part of any future renovation activity.

The doors throughout most of the building have door handles that are compliant with the ADAAG requirements. Only a few at service areas were found to have non-compliant door knobs.

Good	Fair	Poor
------	------	------

13.1.3 Recommendations

- New ADA access ramps closer to the entrance doors on east elevation north end is recommended. The current posted mark for ADA parking is in the middle of the building where the entrance traffic is low.

14.0 ADDITIONAL CONSIDERATIONS

Not Applicable.

15.0 DEVIATIONS AND DATA GAPS

Deletions or substantial deviations from the ASTM E2018-15 standard practice were not noted. Data gaps include the following:

- The current property owner was contacted but did not respond to NOVA's request (via their representative) to complete a Pre-Survey Questionnaire as of the date of this PCA report.
- At the request of the Client, property owners, tenants, and/or site managers were not contacted for interviews regarding the Subject Property's history and use.

However, it is our professional opinion that these data gaps are not significant, and do not impact the findings or conclusions of this report.

16.0 ADDITIONAL SERVICES

No additional Non-ASTM services were requested by the Client during the completion of this Phase I ESA, except as noted in Section 2.3.

APPENDIX A

SITE PHOTOS

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #1: Aerial view of 146 Burke Street in Stockbridge, Georgia

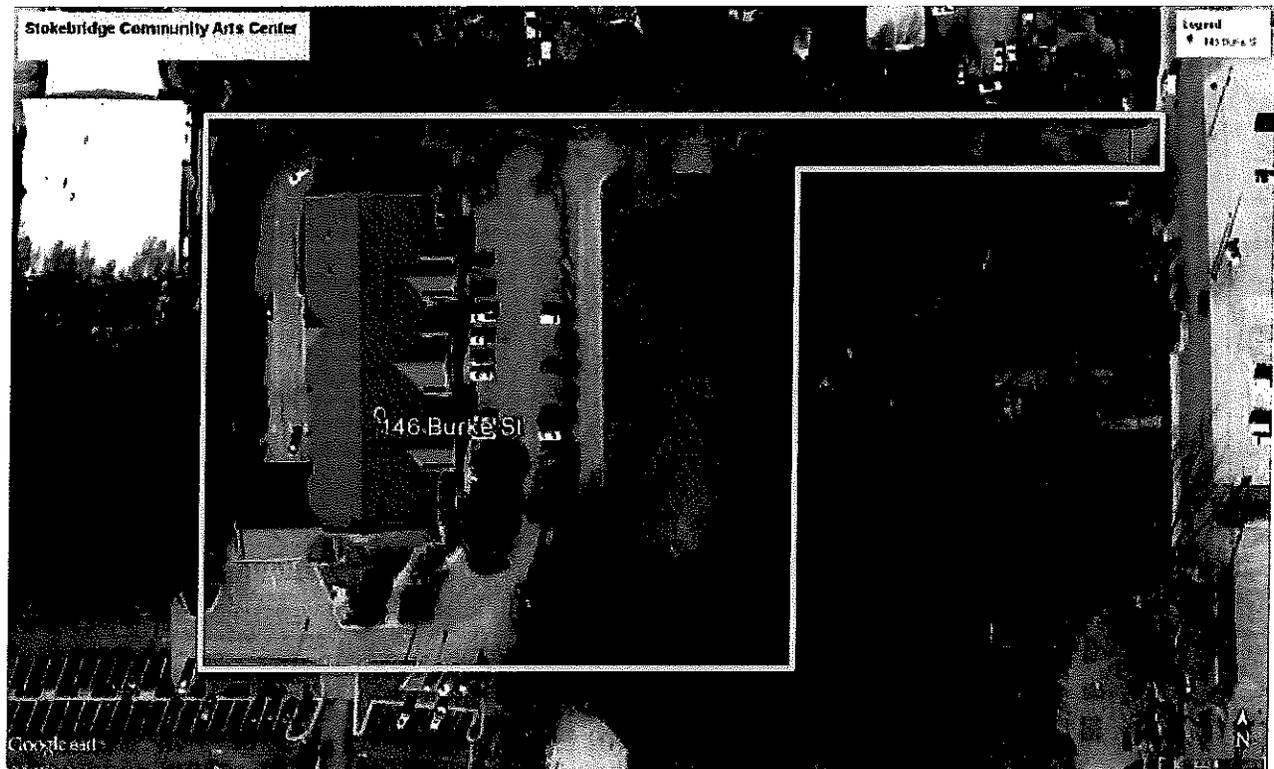


Photo #2: Closer aerial view of subject structure and approximate perimeter of the property condition assessment

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

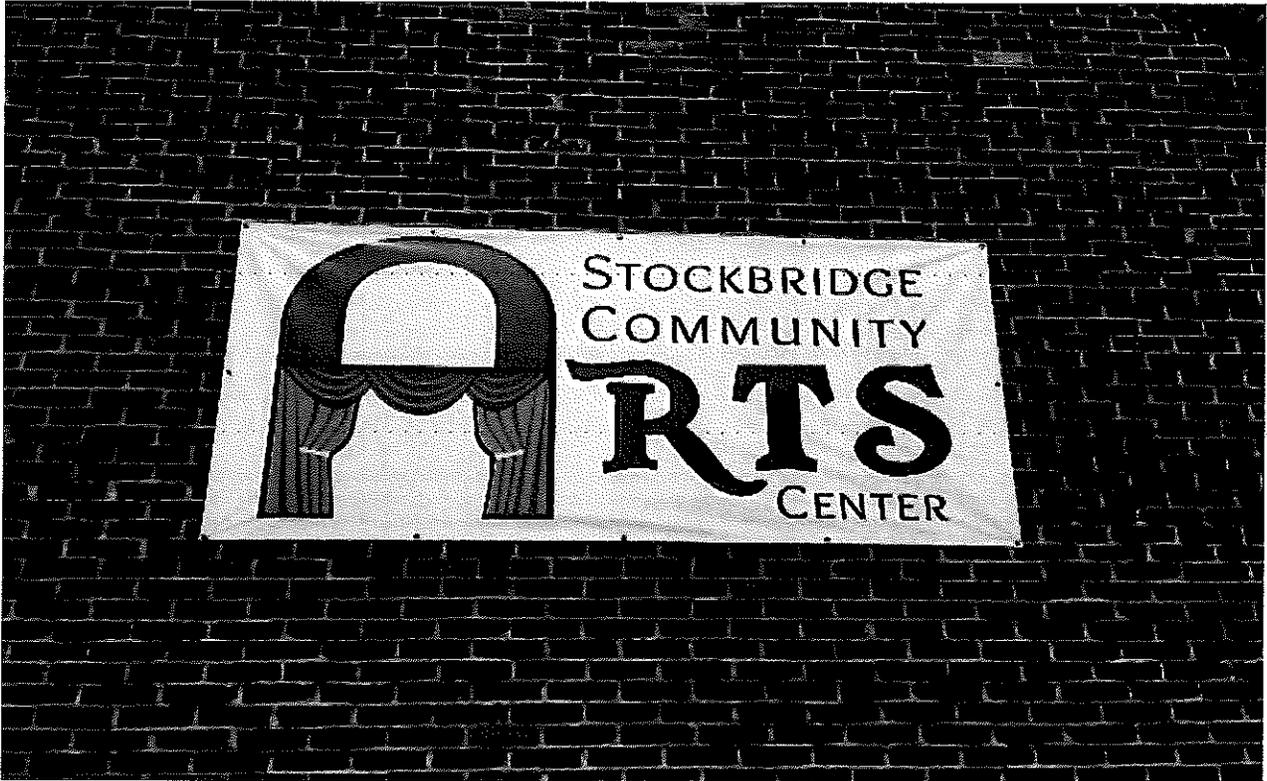


Photo #3: View of signage at front of building

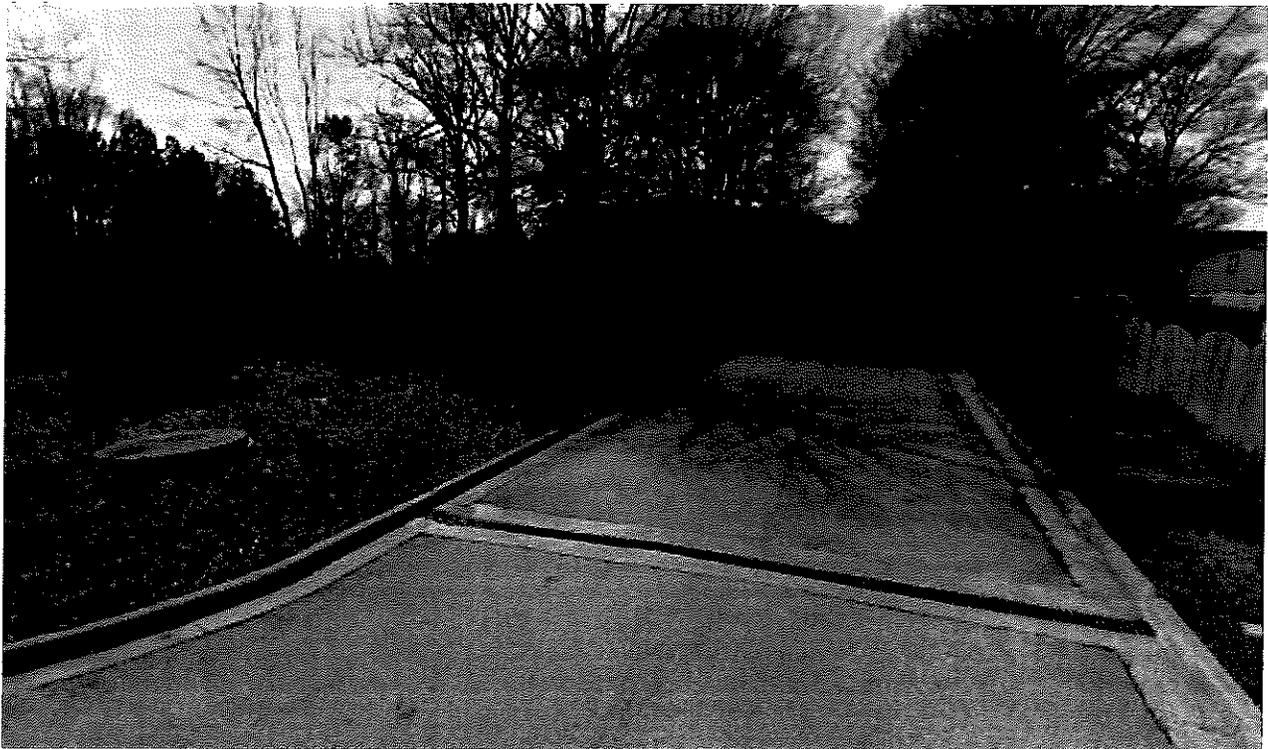


Photo #4 View of signage at burke street drive way

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #5: View of east elevation, viewed from north east corner.



Photo #6: View of north elevation, view from east corner

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #7: View of north elevation, viewed from north west corner

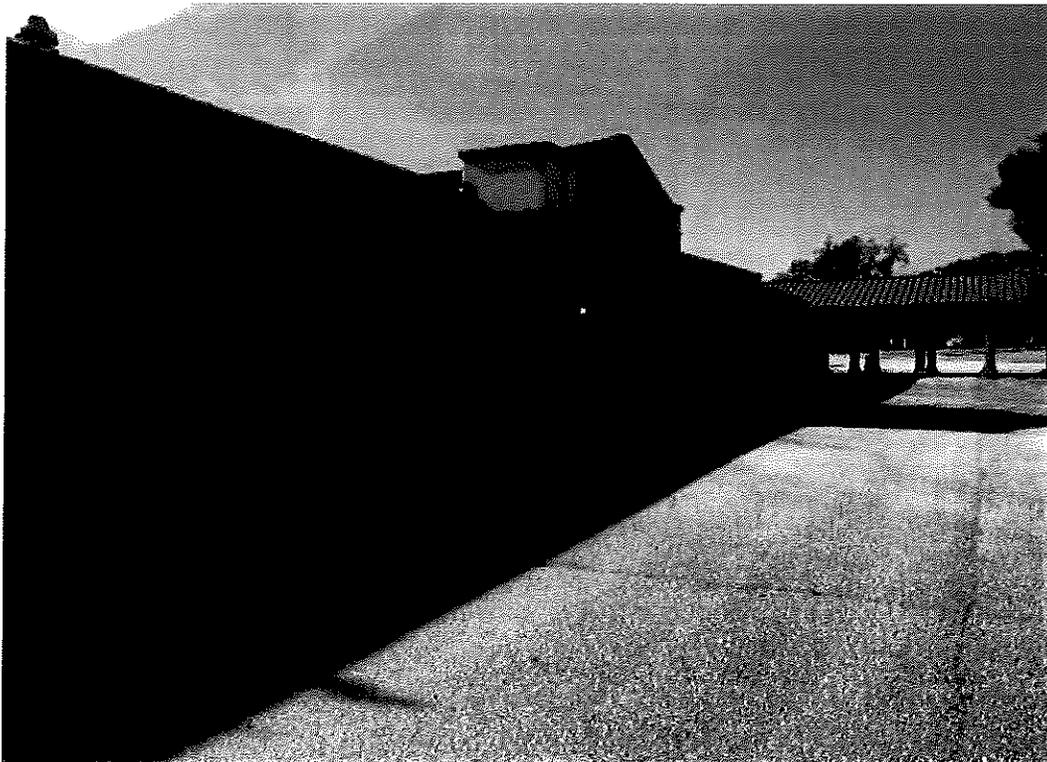


Photo #8: View of west elevation, viewed from north west corner

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

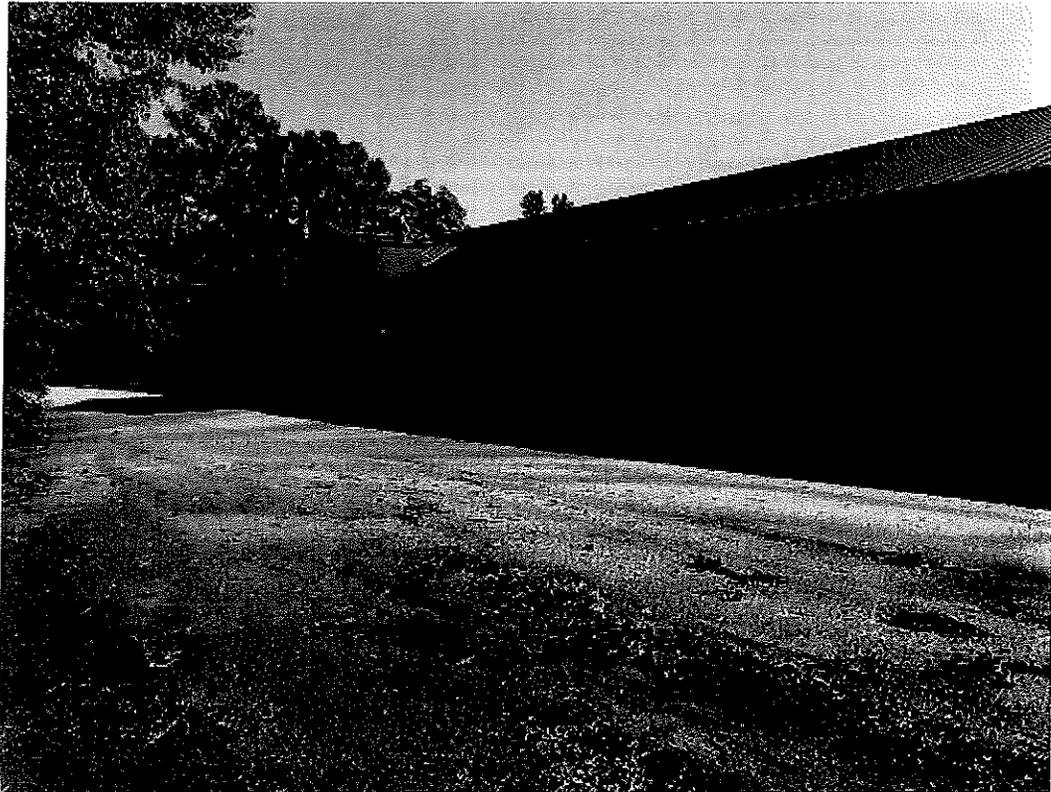


Photo #9: View of west elevation, viewed from south west corner

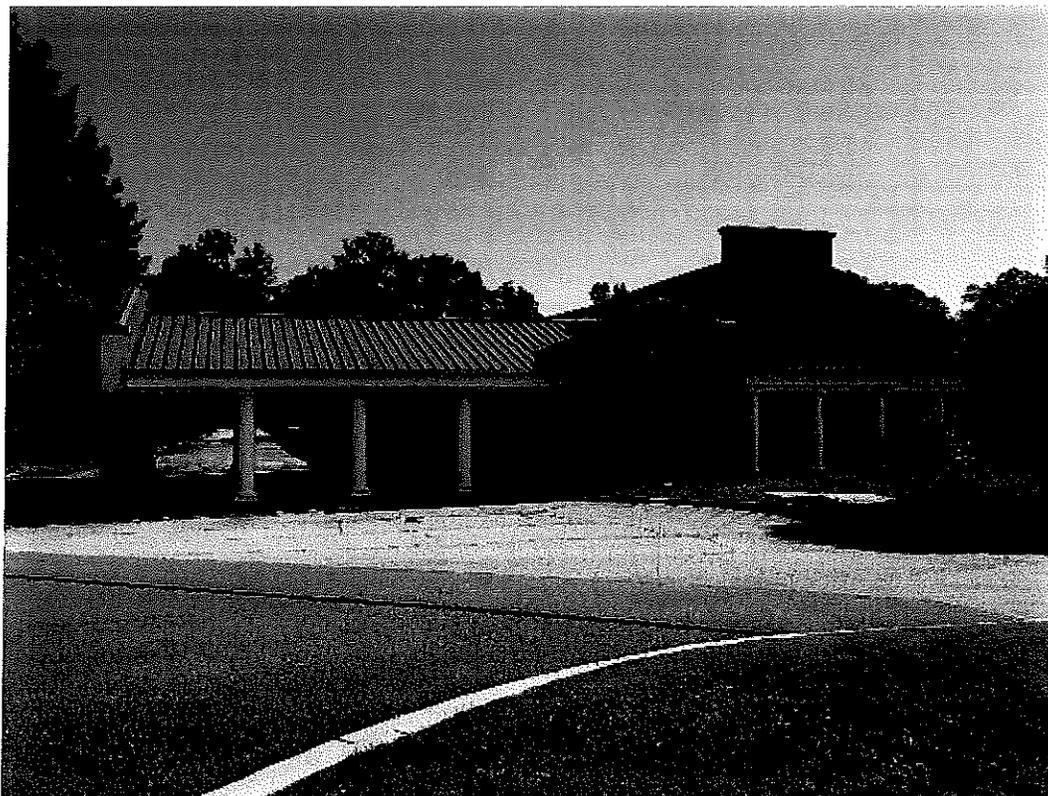


Photo #10: View of south elevation

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #11: View of south elevation, at drive-thru for bank ATM.

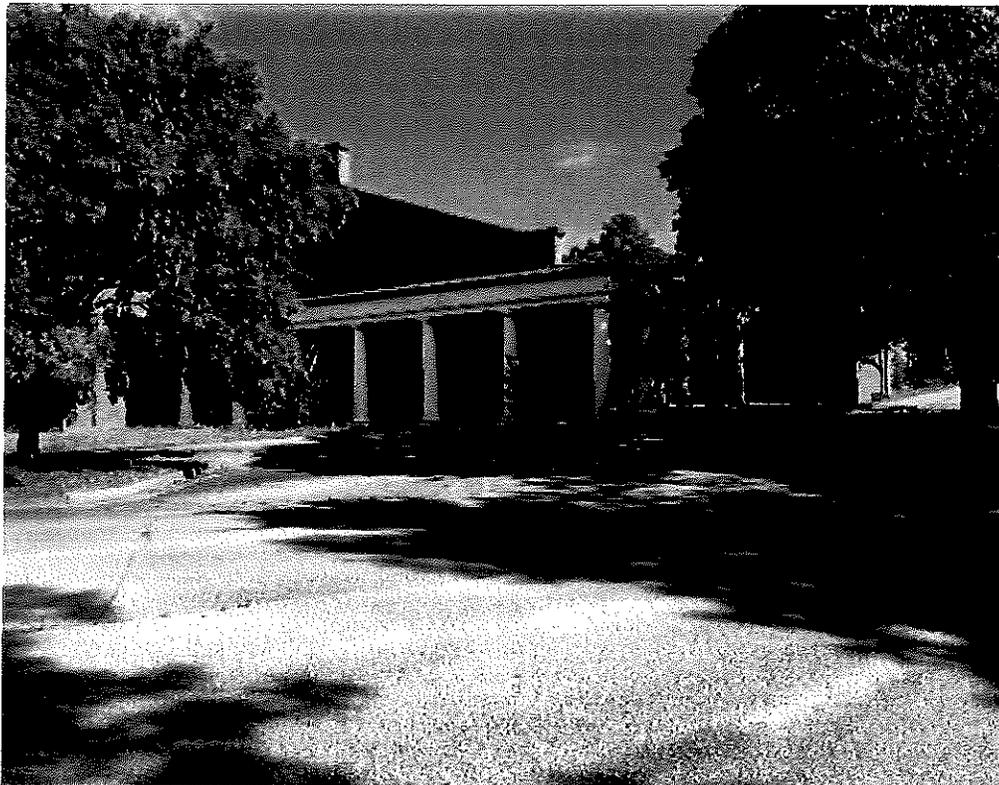


Photo #12: View of south elevation, viewed from south east corner

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #13: View of drive way from burke street



Photo #14: View of exterior light fixture at parking lot (Typical)

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #15: View of rust on exterior light fixtures (Typical)

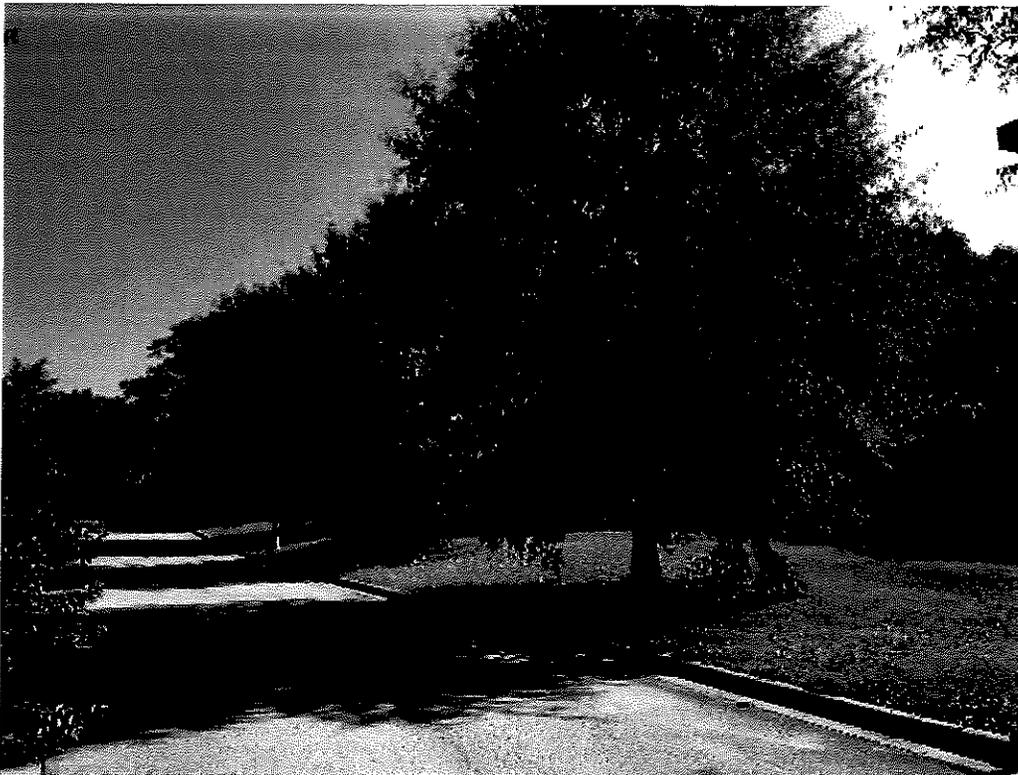


Photo #16: View of drive way at east elevation

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #17: View of cracks on asphalt pavement (typical)



Photo #18: View of wooden fence on north elevation

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #19: View of parking lot on east elevation, no paint for parking spots/dividers

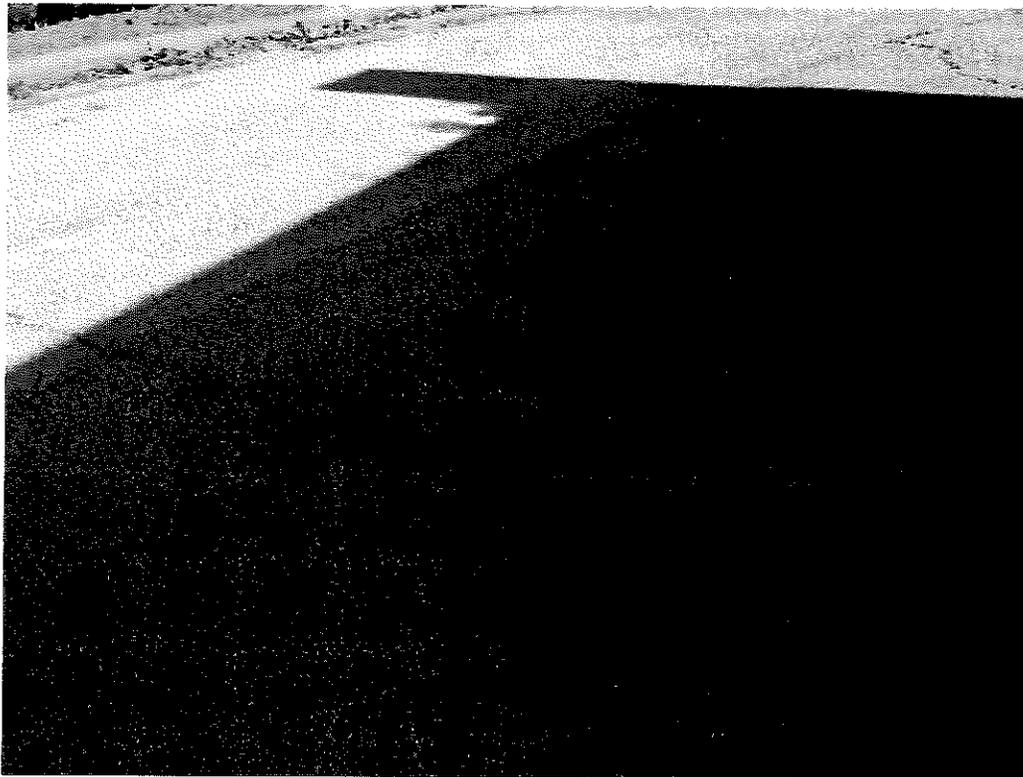


Photo #20: View of cracked pavement with vegetative growth thru cracks

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #21: North Elevation, view of landscape close to building



Photo #22: North elevation, view of drop in let drainage covered with excessive leaves and dirt.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #23: West Elevation, view of low growing shrubs in close contact with building



Photo #24: West Elevation, view of drop in let drainage covered with excessive leaves and dirt.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #25: View of crack on concrete pavement at drive-thru.



Photo #26: View of Asphalt pavement to concrete curb typical joint.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #27: South elevation, view of drainage at drive-thru location.

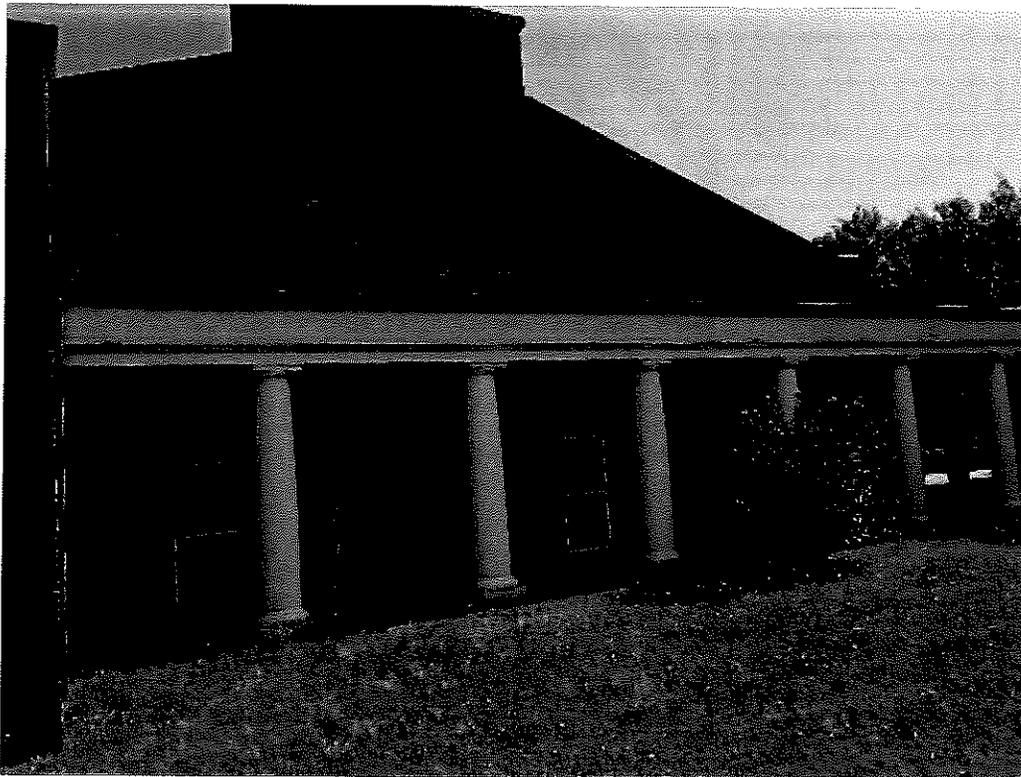


Photo #28: South elevation, landscape slightly sloped towards the building.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #29: South elevation, landscape slightly sloped towards the building.



Photo #30: South elevation, light fixture sheltered with tree.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #31: North elevation, view of drainage



Photo #32: South elevation, view of utility covers

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #33: South elevation, View of Stone Signage

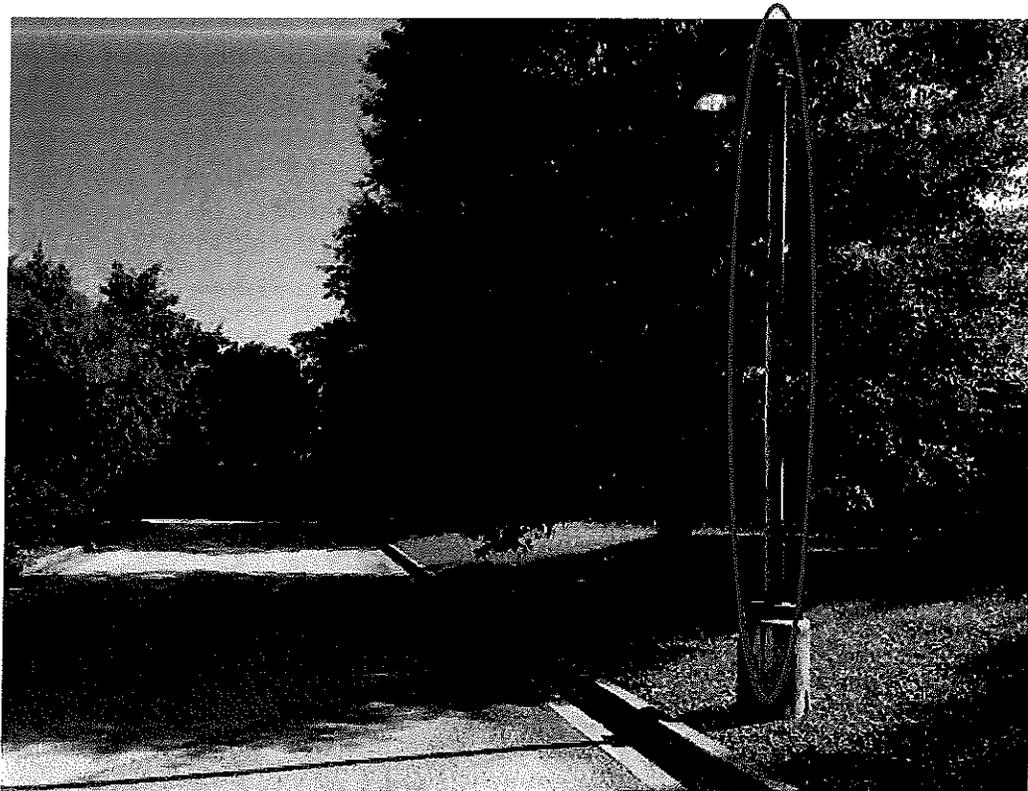


Photo #34: Typical rust on exterior light fixtures

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #35: View of corrosion on light fixtures

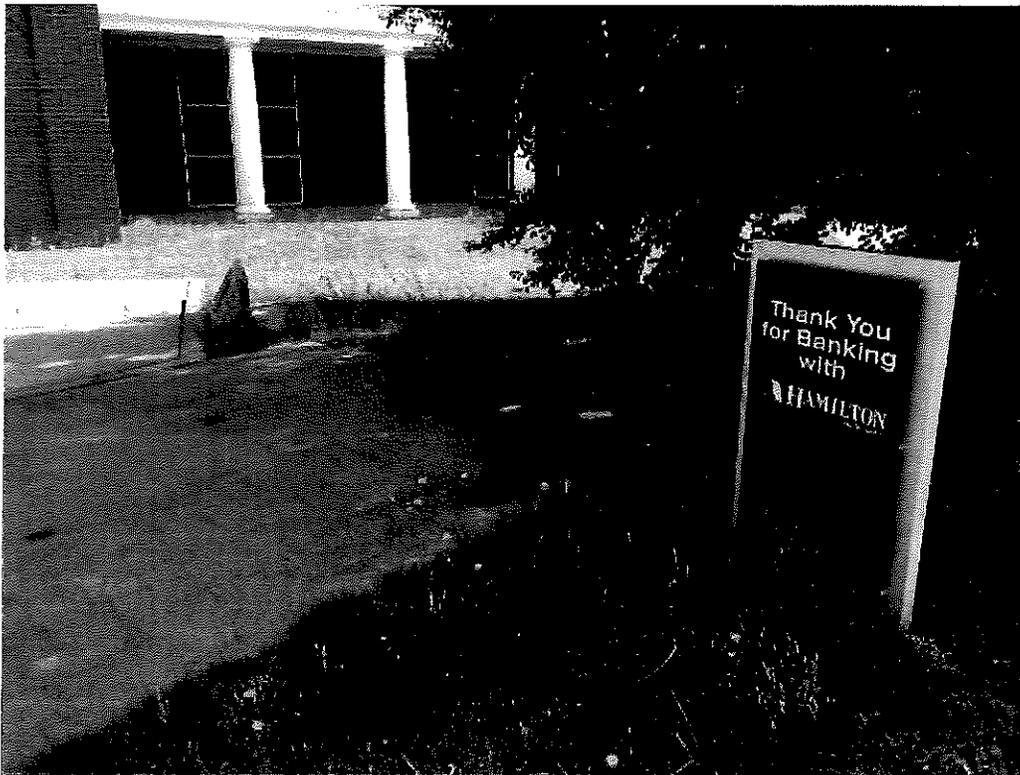


Photo #36: South elevation: Signage for the bank next door

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #37: East Elevation, view of brick veneer condition



Photo #38: East elevation, sign of leaky downspout affecting brick veneer wall

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #39: East elevation, efflorescence on wall



Photo #40: Typical condition of downspout draining water between flat work and wall open joints

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

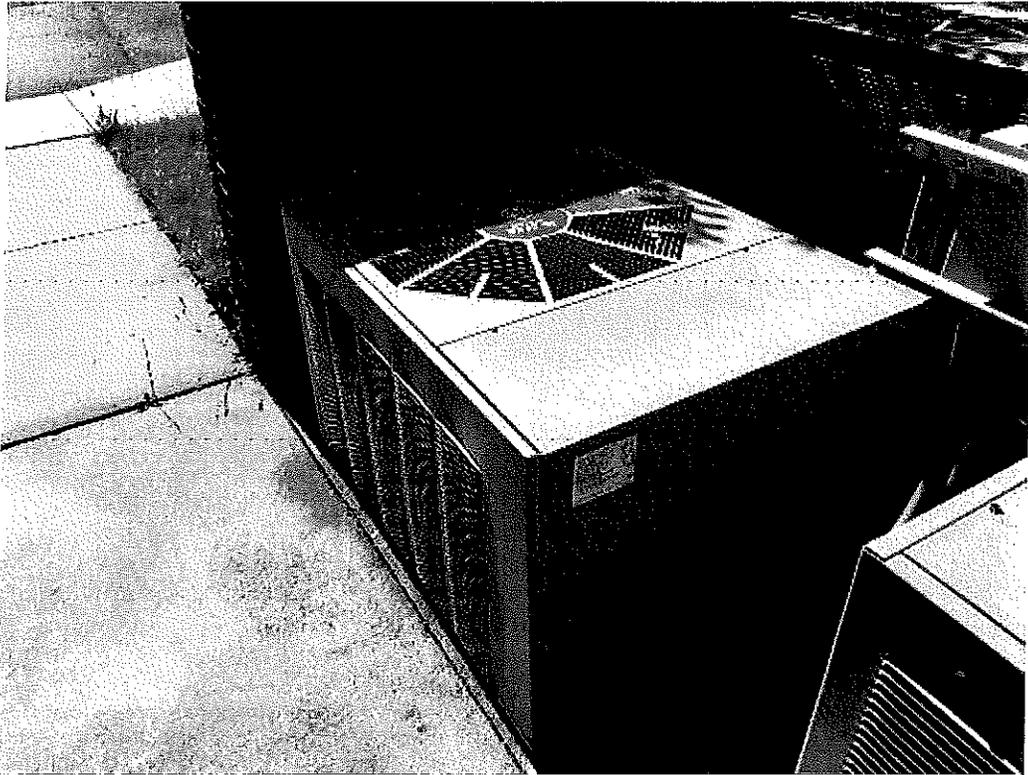


Photo #41: East elevation, view of air conditioner units

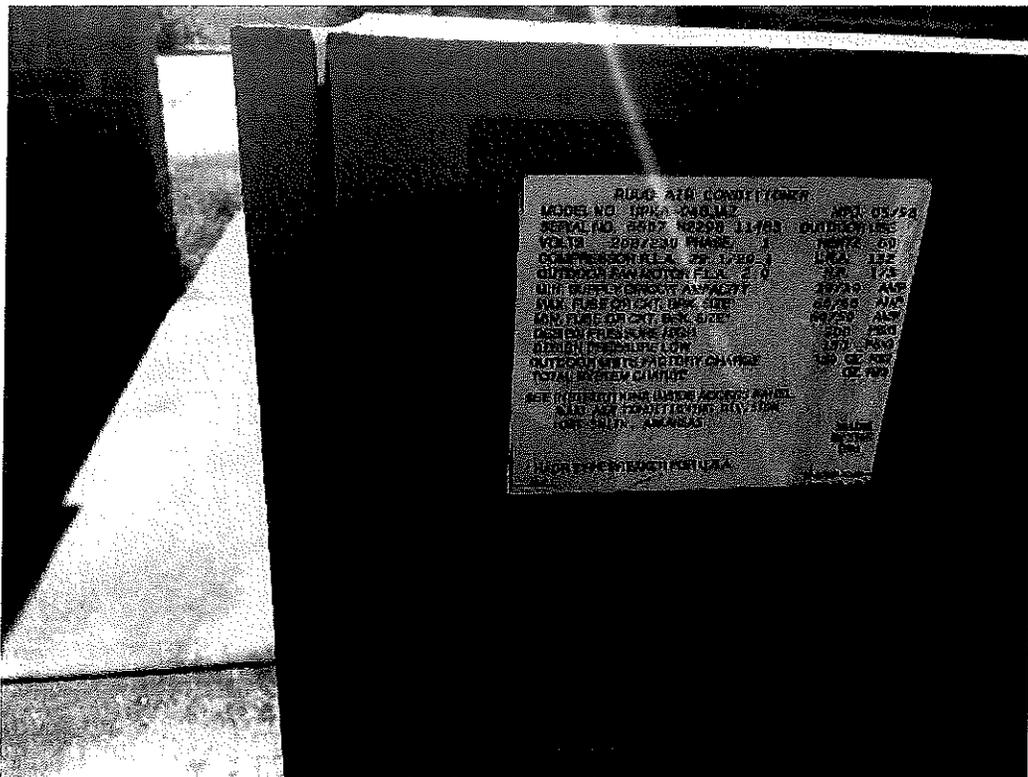


Photo #42: View of air conditioner unit's model number

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #43: East elevation, vegetative grown through joints between building and curb



Photo #44: East elevation, vegetative grown through joints of building and curb

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #45: View of air conditioning units draining water back to the foundation through open joints



Photo #46: View of weep holes at brick wall

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #47: View of window on east elevation

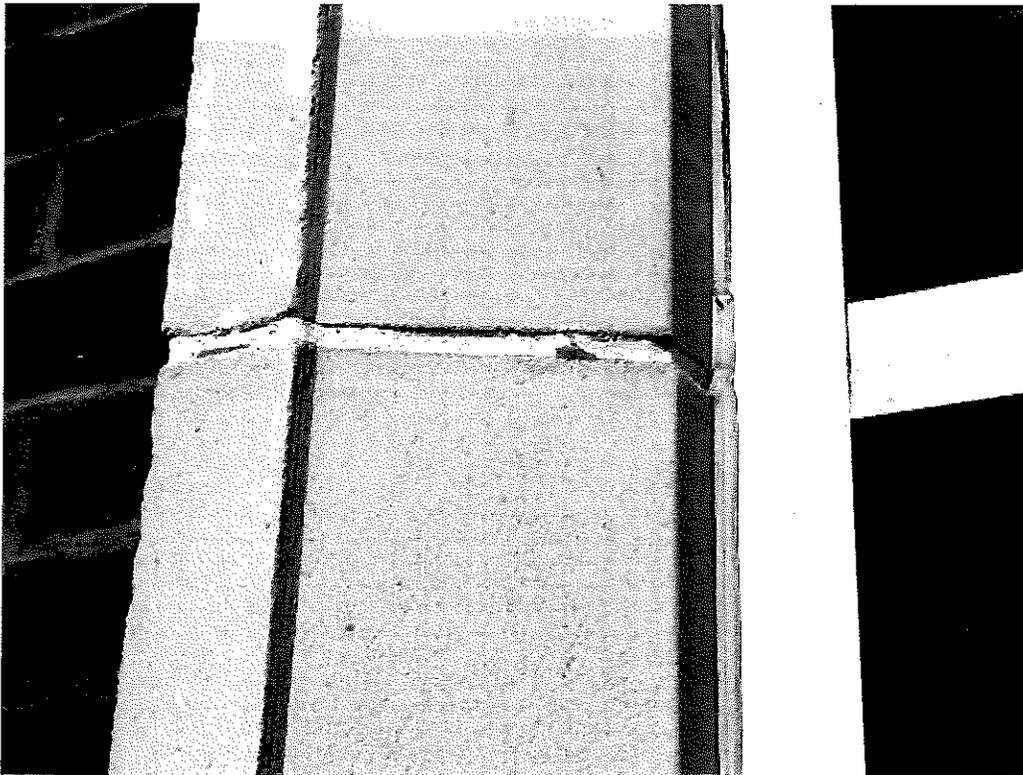


Photo #48: Sealant condition of window on east elevation

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #49: View of open joint between curb and wall exposed for excessive water from roof drainage



Photo #50: East elevation, view of deteriorated soffit at north entrance

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

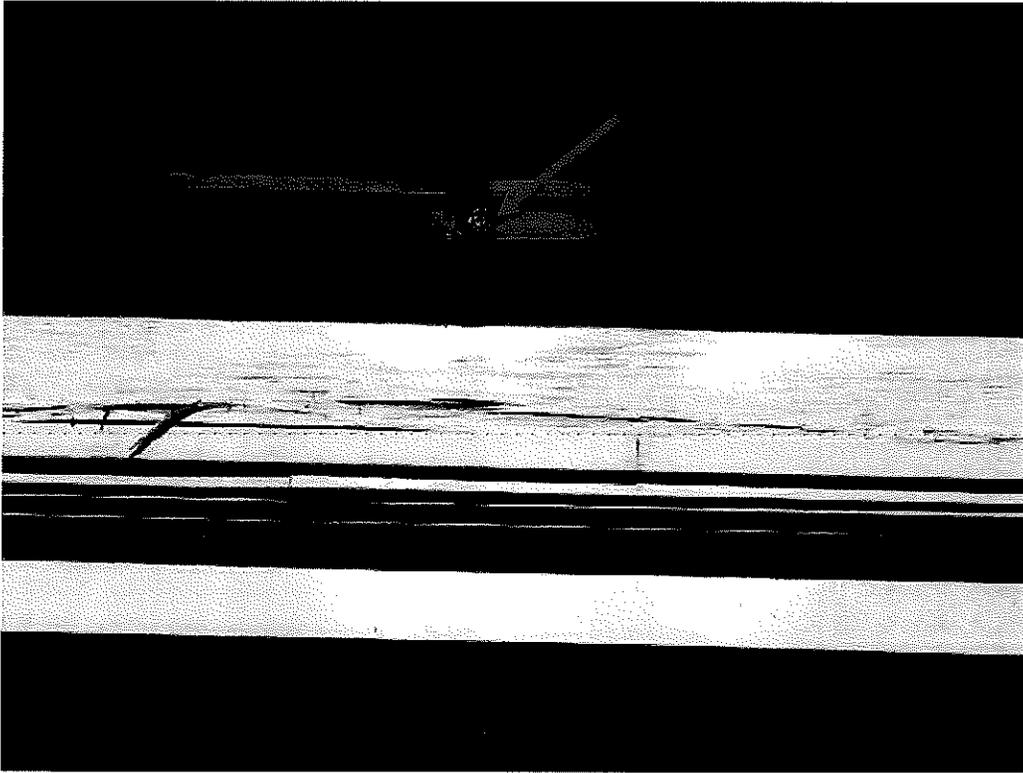


Photo #51: View of gutter joint leak affecting soffit below



Photo #52: View of hairline cracks on architectural columns (typical)

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #53: North elevation, downspout not draining water away from the building.

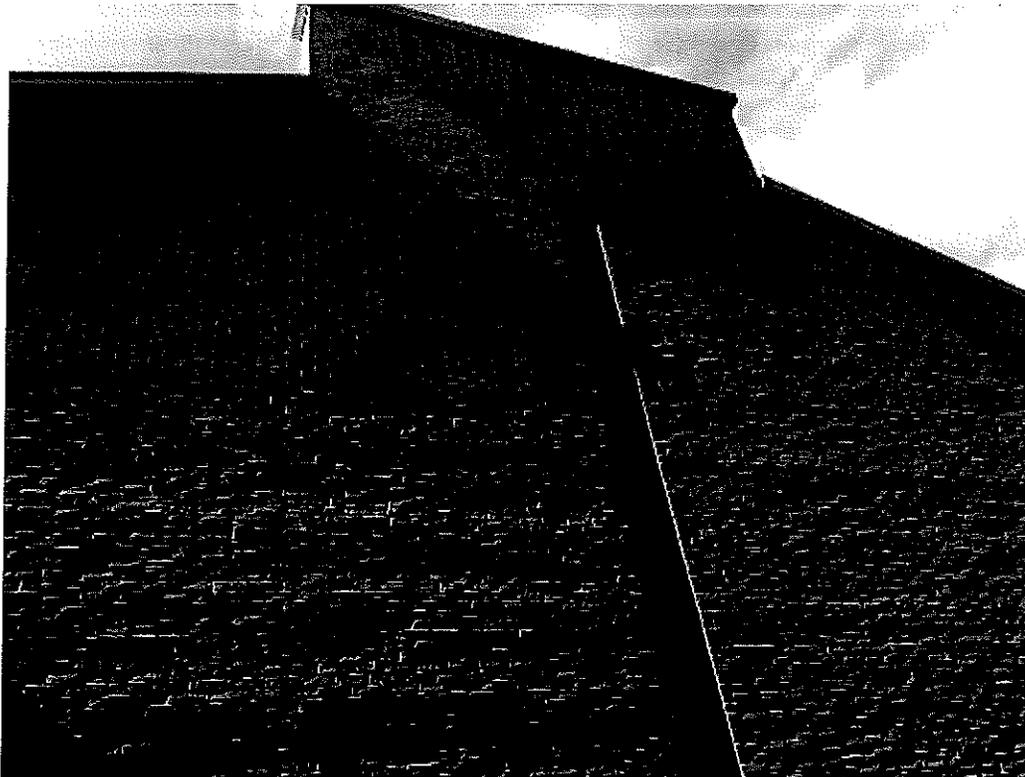


Photo #54: North elevation brick veneer condition

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #55: West elevation, low growing vegetation close to building and roof drain with detached diverter



Photo #56: West elevation, view of damaged canopy roof and wall due to gutter drainage issues.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

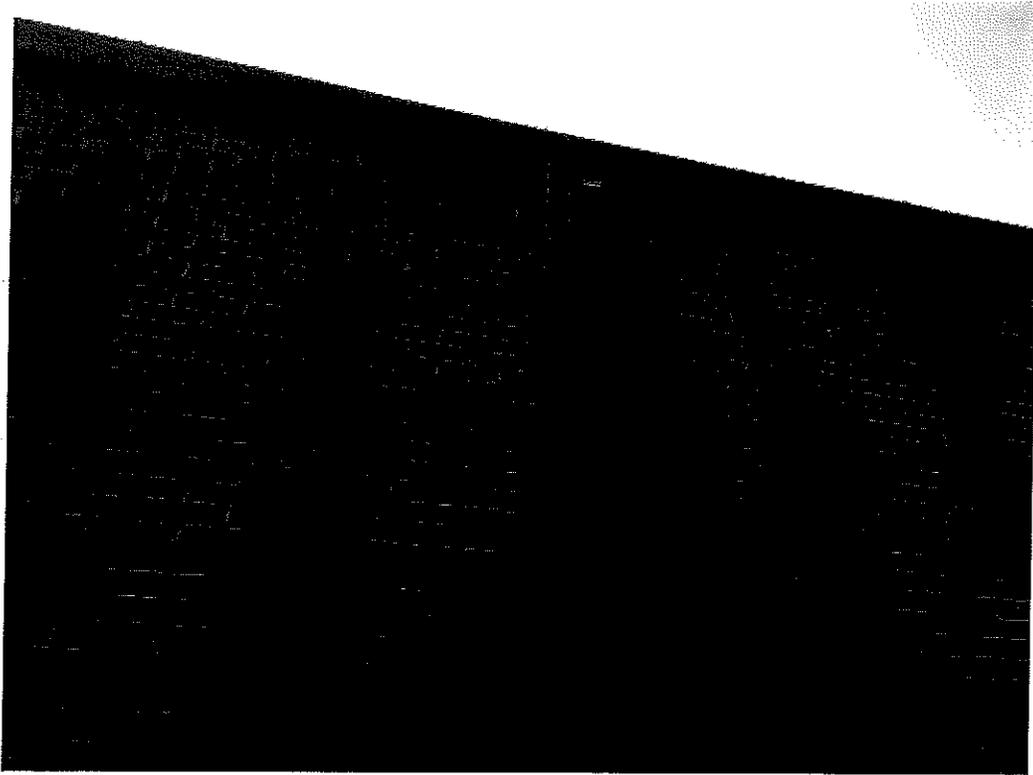


Photo #57: West elevation, broken down spout.



Photo # 58: West Elevation, broken down spout.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #59: West elevation, view of damaged canopy roof and wall due to gutter drainage issues.

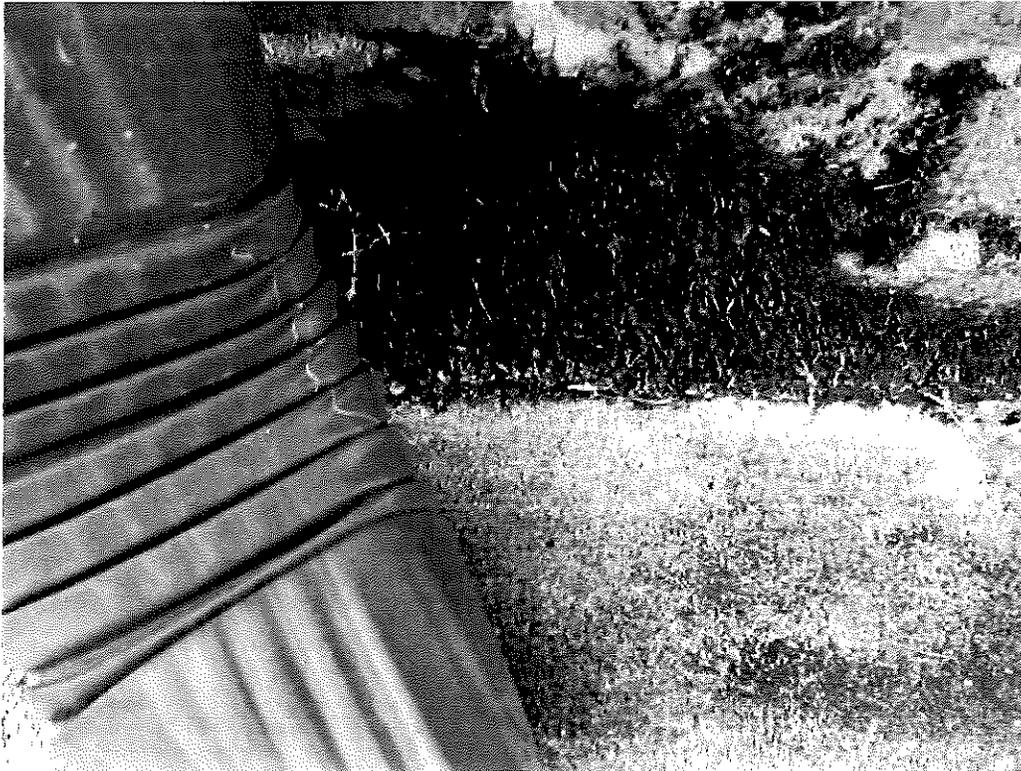


Photo #60: View of algae growth on wall

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #61: View of vegetative growth in the gutter(typical)



Photo #62: South elevation, view of deteriorated sealant at windows

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #63: East elevation, view of potential moisture intrusion at brick veneer.

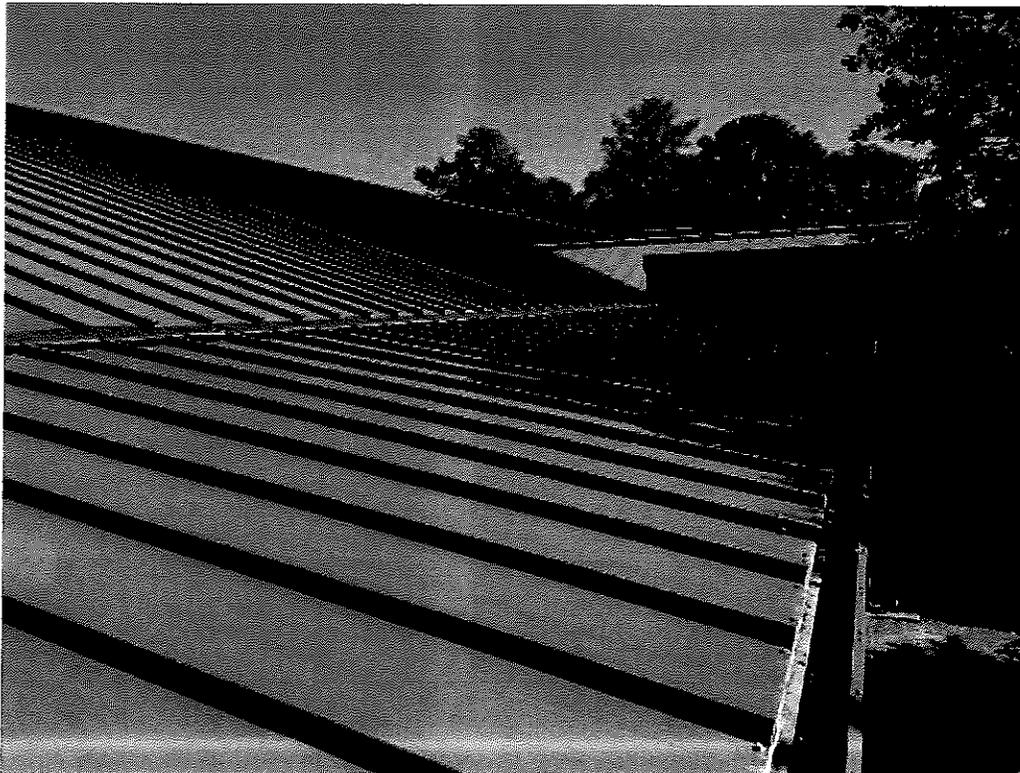


Photo #64: View of metal roof.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

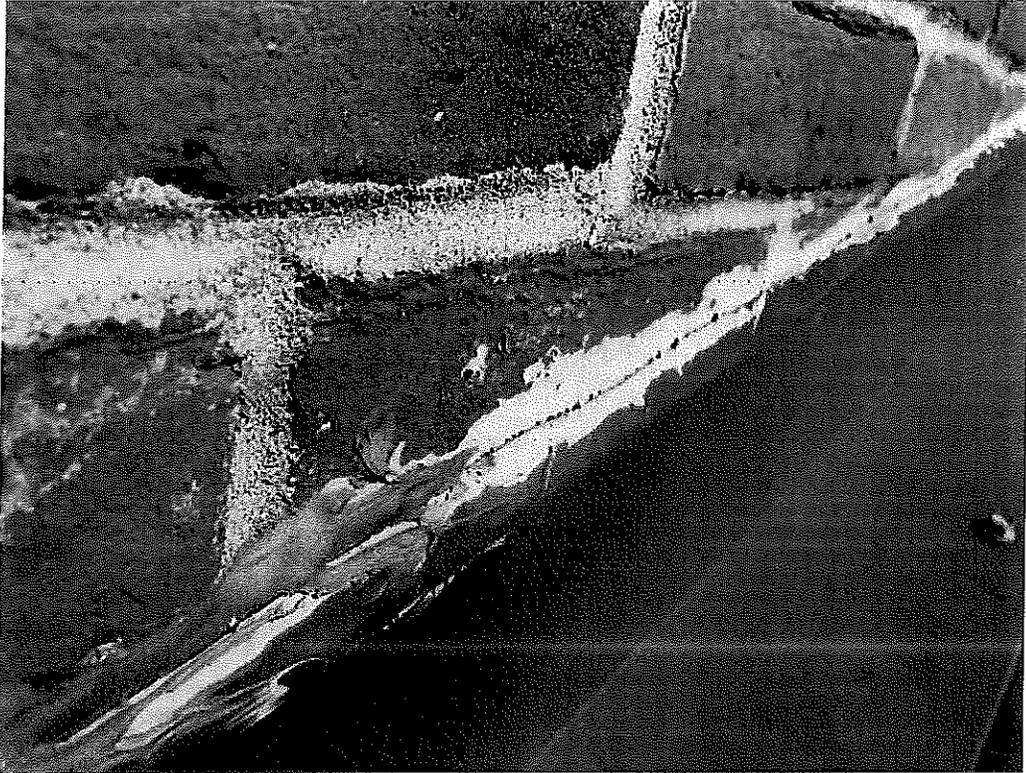


Photo #65: View of failed sealant at roof to brick wall transition flashing.

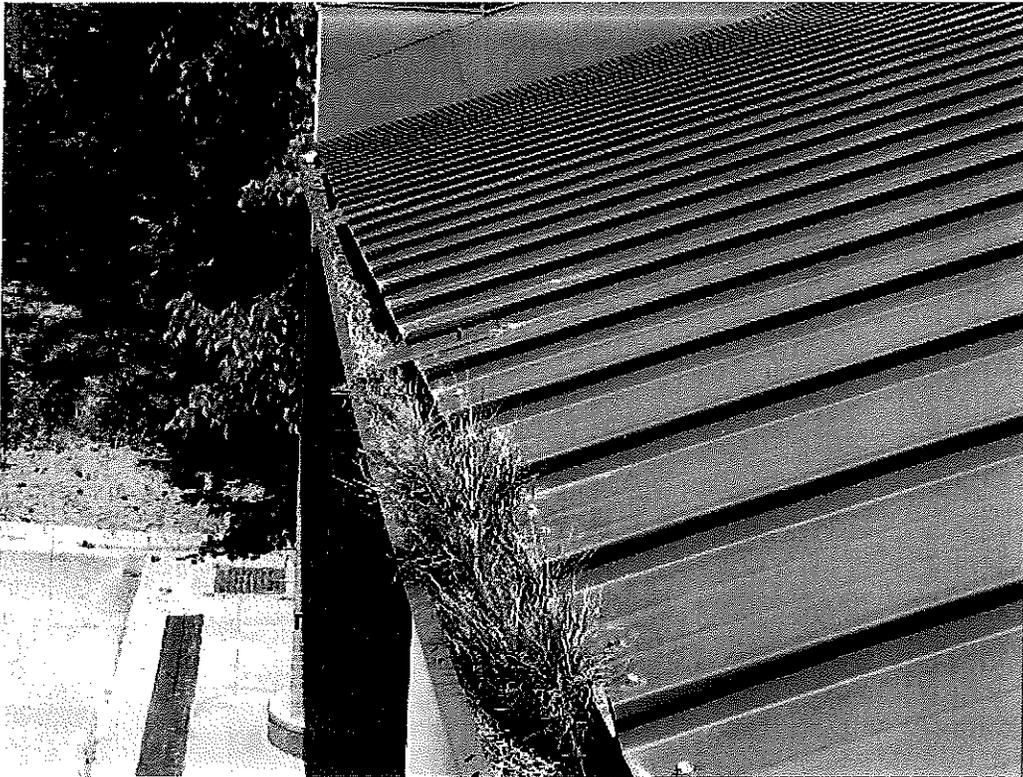


Photo #66: View of roof gutter with vegetative growth

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #67: View of damaged roof gutter and downspout intrusion into building envelope

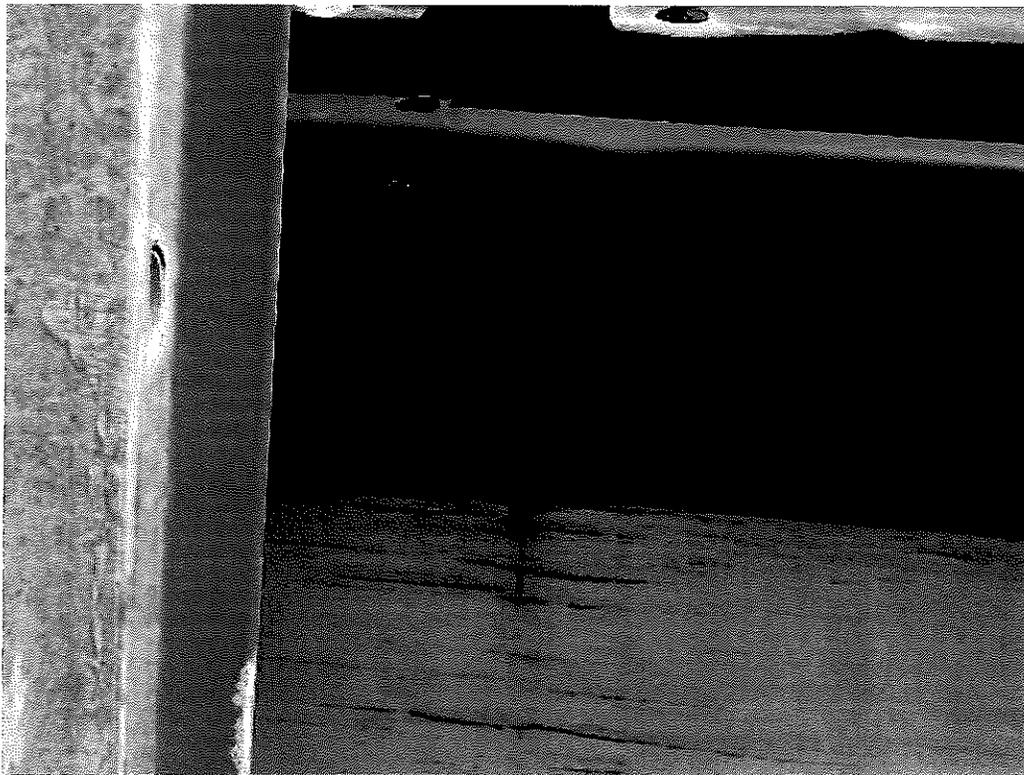


Photo # 68: View of failed gutter joint.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #69: View of roof gutter at drive thru

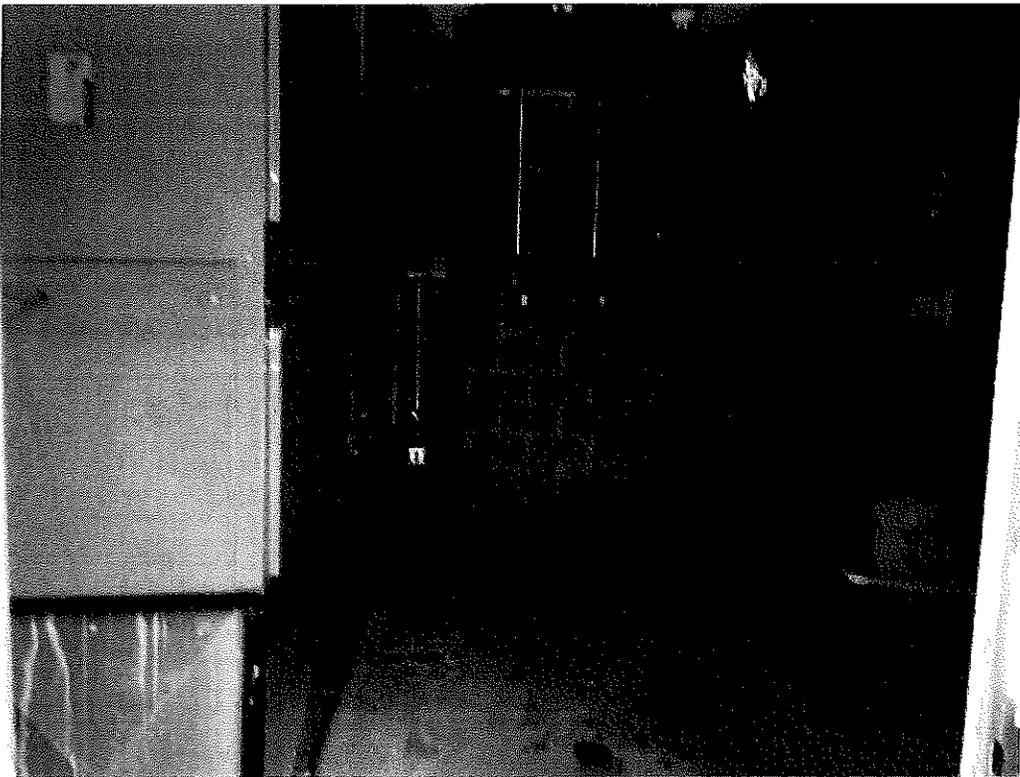


Photo #70 View of mechanical room on north west end of building.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

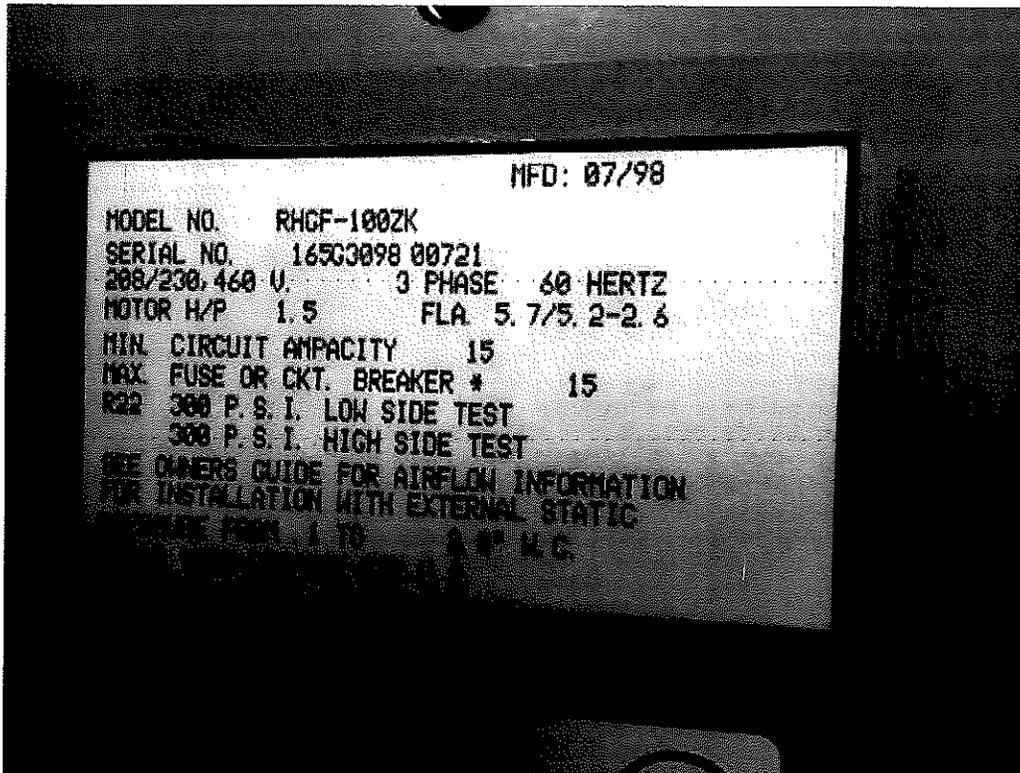


Photo #71: Typical view of air conditioning model



Photo #72: View of Boiler unit manufacturer and model.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

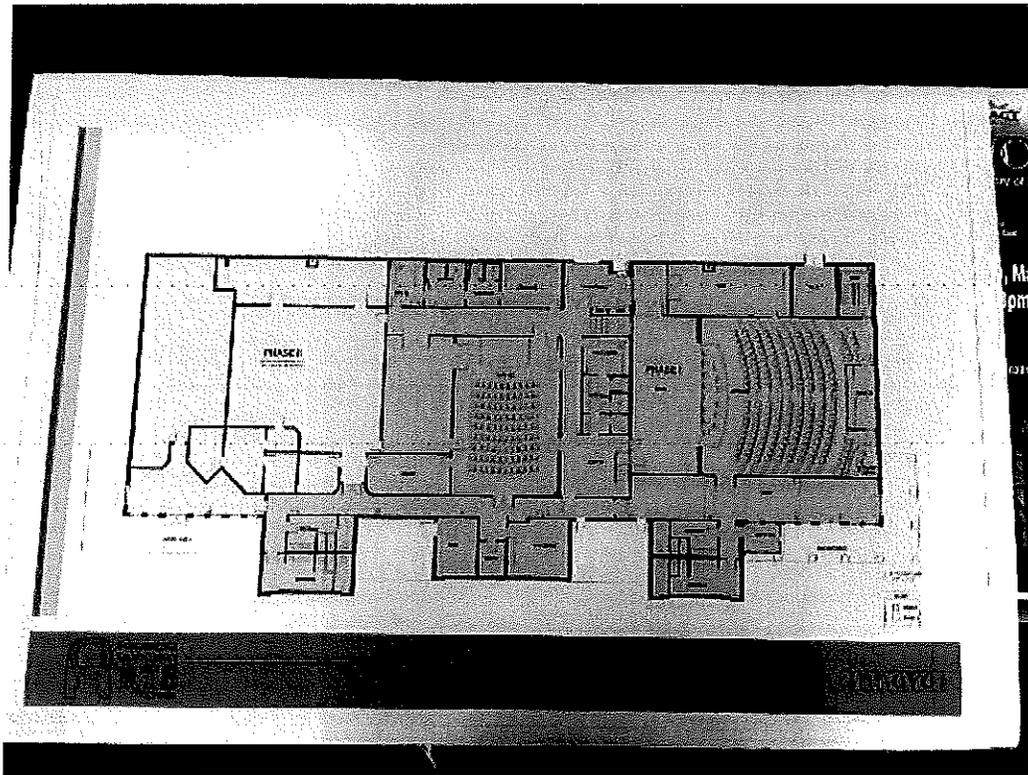


Photo #73: View of proposed interior plan

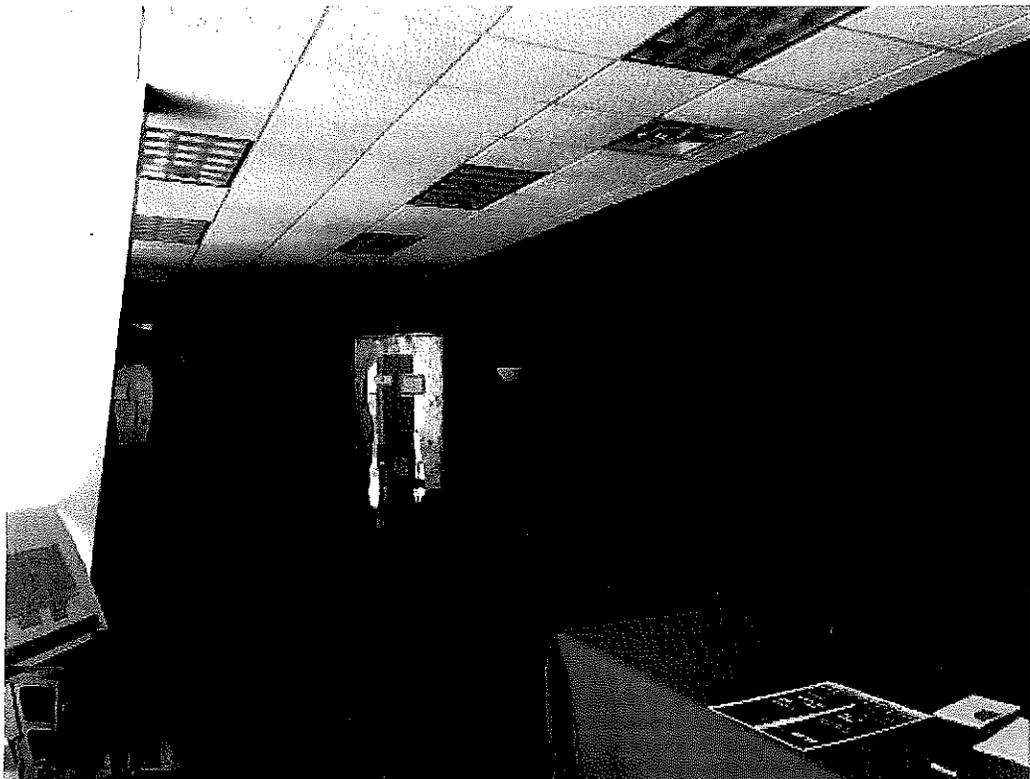


Photo #74: View of Stockbridge Community and Arts Center front lobby.

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #75: Typical existing carpet finish at north end of building.



Photo #76: View of Stockbridge Community and Arts Center cinema room

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #77: View of delaminated vinyl tiles (typical)

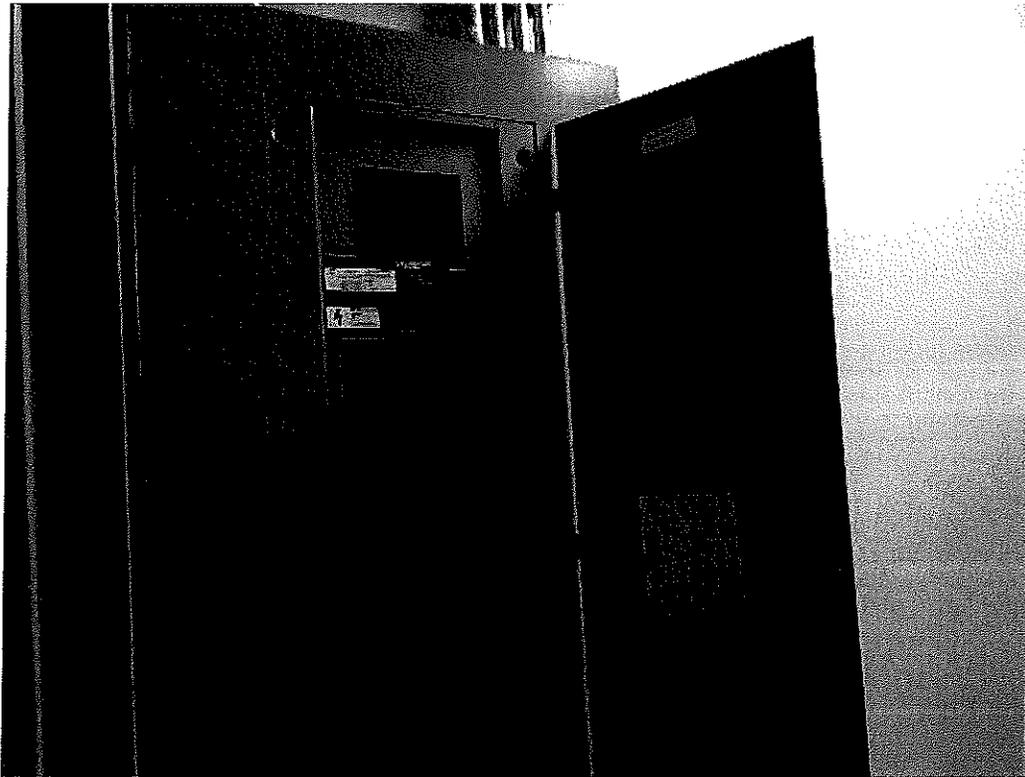


Photo #78: View of electrical panel

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #79: Stains on ceiling tiles (Typical)



Photo #80: View of missing ceiling tiles

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #81: View of excessive moisture leading to mold growth on Ceiling

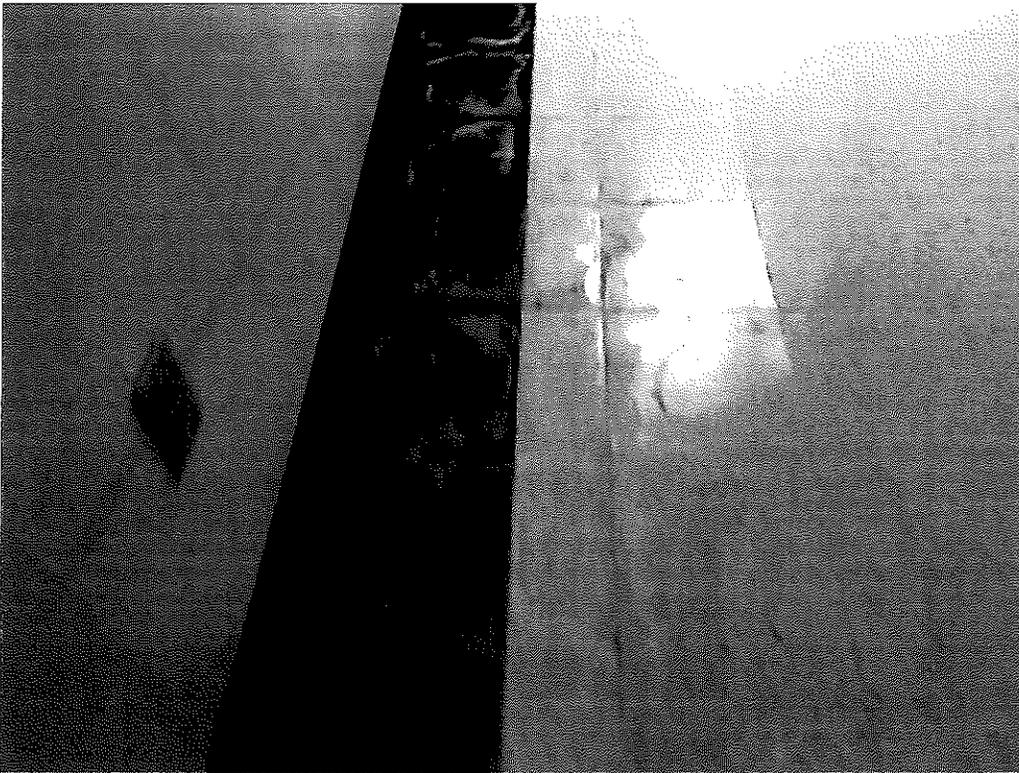


Photo #82: View of Moisture damage on interior wall

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #83: View of damaged wall and tile due to water intrusion at perimeter of building



Photo#84: View of damaged tile due to water intrusion at perimeter of building (typical)

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #85: View of delaminated carpet (typical)

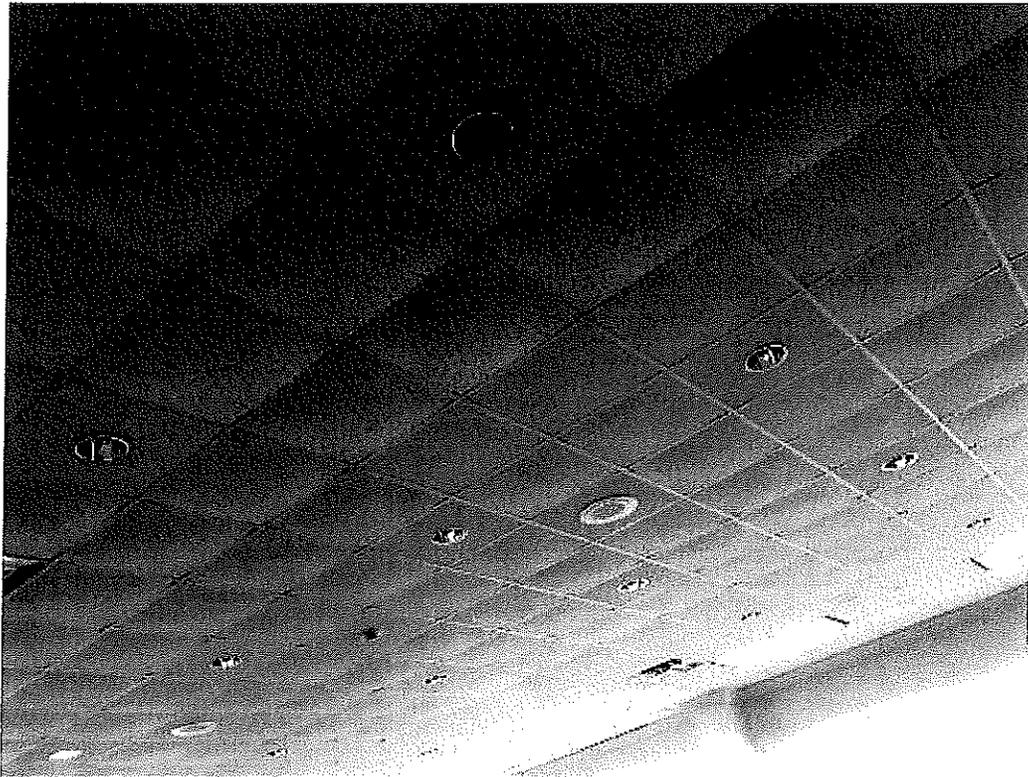


Photo #86: Curved ceiling tiles with signs of elevated humidity

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028



Photo #87: View of cracked foundation slab inside men's restroom at the northeast side



Photo #88: NOVA took random cores on the interior wall finish to determine wall assembly

Multiplex Building
Stockbridge, Georgia 30281
NOVA Project Number 0516028

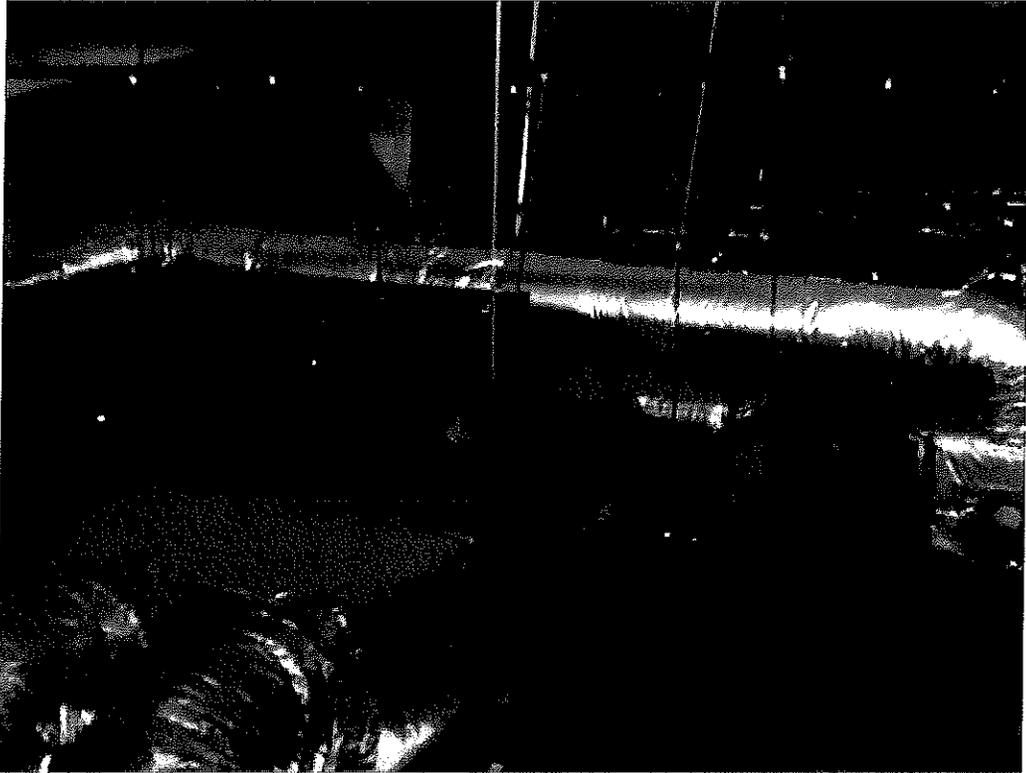


Photo #89: View of HVAC duct systems in the ceiling plenum (as viewed from mezzanine)

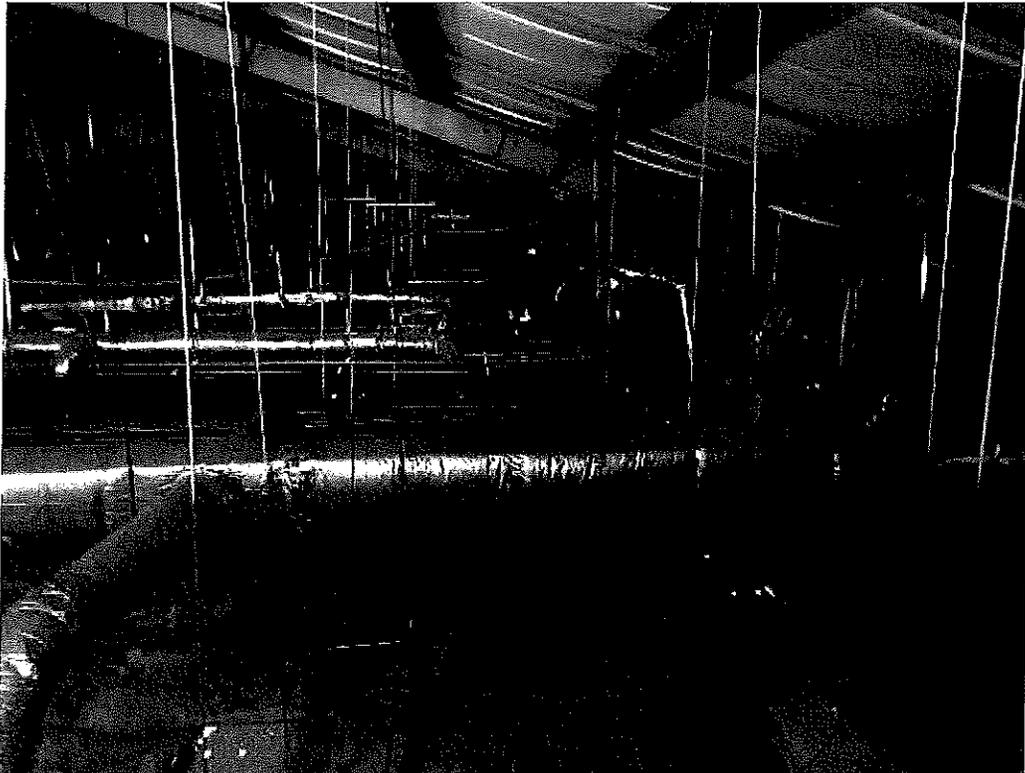


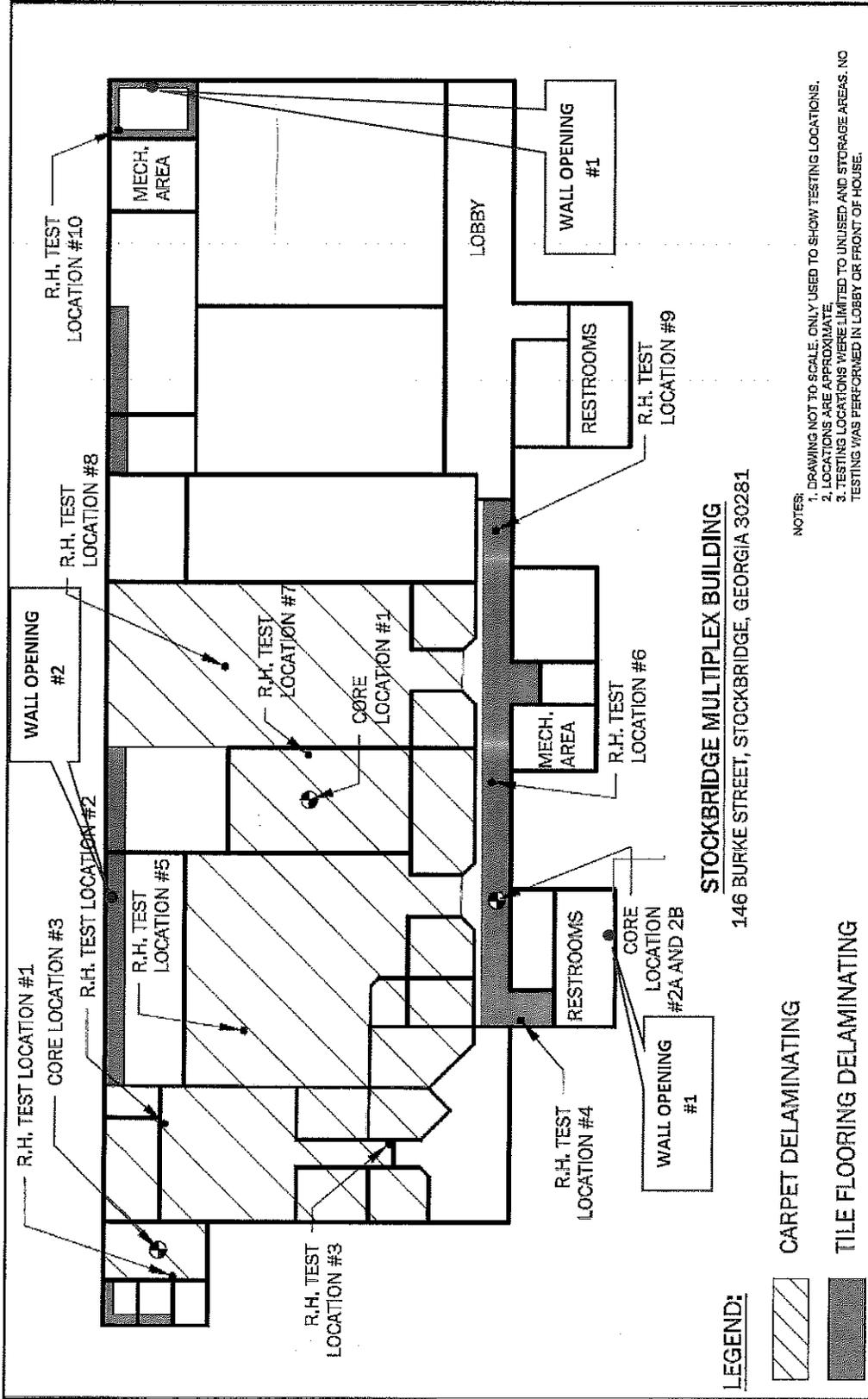
Photo #90: View of HVAC duct systems in the ceiling plenum (as viewed from mezzanine)

APPENDIX B

ESTIMATED EXPENDITURES SPREADSHEET

APPENDIX C

CORE AND OPENING LOCATIONS AND TESTING RESULTS



STOCKBRIDGE MULTIPLEX BUILDING
146 BURKE STREET
STOCKBRIDGE, GEORGIA 30281

NOVA PROJECT NO: 10102-0516028

NOVA
75 MADDOX ROAD, SUITE 102
BILFORD, GA 30518
PHONE 770.499.7190

DATE	SUBMITTAL/REVISION

DRIVEN BY: R. RICHARDSON
CHECKED BY: K. HEINRICHS



Daily Report

Concrete RH Testing And Slab Core Observations

Project: Multiplex Building Assessment	NOVA Project Number: 10102-0516028
Client: City of Stockbridge	Day/Date: Monday, 06-20-16
General Contractor: Shirah Contractor	NOVA Representative: Ryan Richardson
Report of: Concrete RH Testing/Core Observations	Page 1 Of 2

The subject project site was visited on the above-referenced date by the undersigned for the purpose of obtaining concrete relative humidity readings from test areas that were previously installed on Friday, June 20, 2016. Concrete coring was performed at three (3) locations to determine slab thickness and verify a vapor barrier is present prior to RH testing set-up. A total of ten (10) relative humidity probe sleeves were installed throughout the subject facility concentrating in areas where floor-covering delamination were observed. See attached plan view for RH testing, core locations and areas of observed floor-covering issues.

Testing was performed in general accordance with ASTM F2170, "Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using in situ Probes".

Date RH Sleeves Installed: Thursday June 16, 2016

Date RH Testing Performed: Monday June 20, 2016

Instrument Used: Lignomat Moisture Meter
 RH Blue Peg System w/Software Version 3.32
 Model: Ligno DuoTec BW
 Serial Number: 0512036

Table 1 – Relative Humidity Testing Results – Stockbridge Multiplex Building

RH Test Loc.	RH Probe ID #	Depth from top of slab, in.	Relative Humidity in concrete, %	Temperature in concrete, °F	Surface Temperature of concrete, °F	Air Temp. °F	Air Relative Humidity %
#1	#523	≈ 1.6"	69%	75°	74°	77°	52%
#2	#656	≈ 1.6"	66%	74°	74°	77°	52%
#3	#717	≈ 1.6"	62%	74°	73°	77°	55%
#4	#506	≈ 1.7"	95%	73°	73°	78°	51%
#5	#437	≈ 1.7"	64%	73°	73°	78°	52%
#6	#683	≈ 1.7"	96%	71°	71°	78°	48%
#7	#437	≈ 1.4"	67%	74°	73°	78°	50%
#8	#506	≈ 1.4"	70%	73°	73°	78°	47%
#9	#683	≈ 1.6"	98%	72°	72°	78°	47%
#10	#523	≈ 1.7"	94%	76°	74°	78°	51%

Deviations from Test Procedure – None Observed.

The HVAC was operational for at least the minimum of 48 hours prior to sample installation and during testing as required by the test method. Some areas of the building were observed to have poorly performing or non-working HVAC systems. Interior building doors were left open to improve conditioning.

Moisture test results indicate the moisture condition of the slab only at the time of the test.

Table 2 – Core/Slab Observations – Stockbridge Multiplex Building

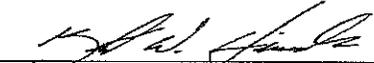
Core Loc.	Core Dia. (in.)	Core/Slab Thickness	Vapor Barrier Present (Y/N)	Comments
#1	3"	3-1/2"	Yes	Vapor barrier is clear plastic approximately 5-6mils (0.005" – 0.006") thick. Slab reinforcing is approximately 6" o.c. in each direction.
#2A	3"	N/A	N/A	This location was over an existing trench footing at a thickened slab location. Coring process was stopped at 6" deep, core was then removed and the hole was patched.
#2B	3"	4-1/4"	Yes	Vapor barrier is clear plastic approximately 5-6mils (0.005" – 0.006") thick. Slab reinforcing is approximately 6" o.c. in each direction.
#3	3"	4"	Yes	Vapor barrier is clear plastic approximately 5-6mils (0.005" – 0.006") thick. Slab reinforcing is approximately 6" o.c. in each direction.

Per ACI 302.1 – "Guide for Concrete Floor and Slab Construction" the minimum thickness of an effective vapor barrier is 10 mils (0.01").

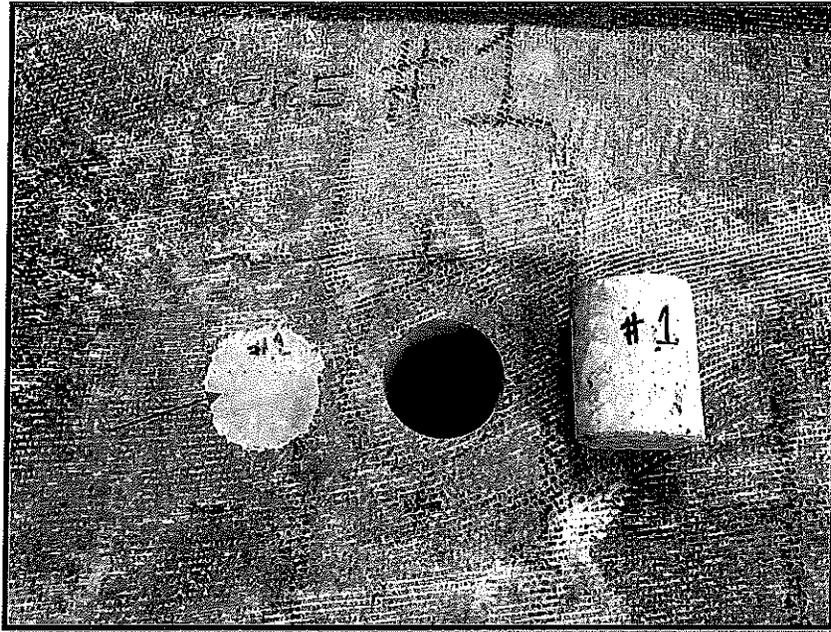
Note: Soil beneath the vapor barrier, was removed down 1" below bottom of slab. Soil remaining in hole appeared moderately wet. This condition was observed at all three (3) core locations. Soil sample from all three (3) locations were obtained at this point and seal in bags for future moisture testing upon request. Core holes were left opened to observe soil conditions upon return for RH testing on Monday 6-20-2016. Soil was observed to still be moderately wet. A second soil sample was obtained at this point. Soil samples have remained sealed in bags.

Upon completion of RH testing, core holes and RH test holes were patched using a non-shrink grout.

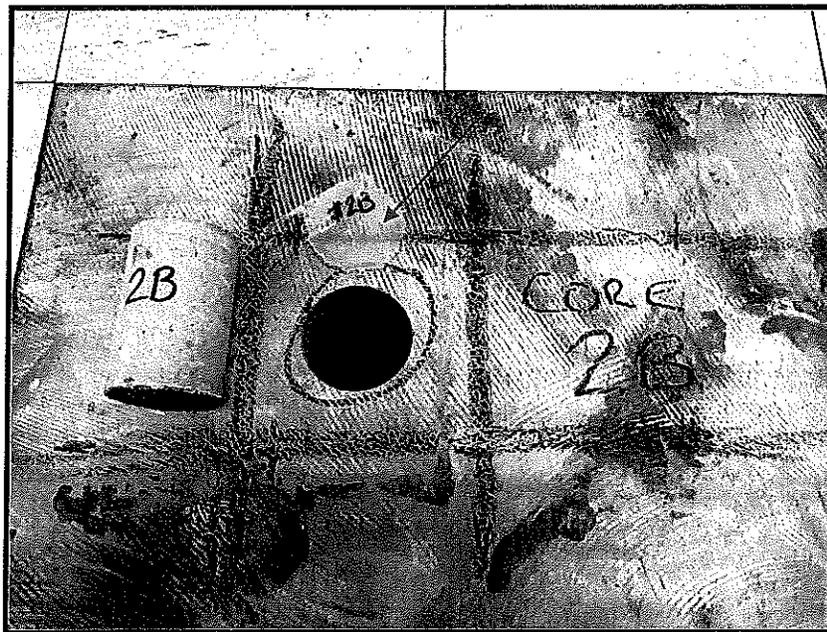
Signed: 
 Ryan Richardson
 Senior Technician

Reviewed: 
 Kurt W. Heinrichs, PE
 Principal Engineer
 GA Registration No.: 18741

Attachments: Photo Pages
 Plan View with Test Locations



Core Location #1 – Core sample used for determining slab thickness at this location.
Vapor barrier also observed.



Core Location #2B – Core sample used for determining slab thickness at this location.
Vapor barrier also observed.



Core Location #3 – Core sample used for determining slab thickness at this location.
Vapor barrier also observed.

APPENDIX D

PERSONNEL QUALIFICATIONS



DAVID MILLER, PE
Principal-in-Charge/Chief Engineer

PROFESSIONAL EXPERIENCE

Mr. Miller began his career in Georgia in 1974 and is currently NOVA's Chief Engineer and Senior Vice President in charge of the technical review for Geotechnical, Environmental and Materials Engineering projects completed by project and staff professionals. He has managed two of the country's largest consulting firms' operations in Atlanta. Mr. Miller is one of the founding partners of NOVA.

Mr. Miller has provided seismic, geotechnical, environmental and construction engineering services for thousands of institutional, commercial, and industrial projects throughout the United States and overseas. The work has encompassed forensic settlement analysis, siting studies, foundation design investigations, construction quality control, and design of temporary and permanent dewatering systems, failure analyses. Environmental studies have included Phase I & II assessments, GA HSRA, GA Brownfields, UST, soil and groundwater remediation, and environmental compliance audits.

Mr. Miller was previously the geotechnical engineer for both the Olympic Stadium (Turner Field) and the Georgia World Congress Center (GWCC) Phase IV. Mr. Miller is Principal-in-Charge of the construction materials testing for the College Football Hall of Fame, currently under development in public/private partnership between GWCC and Atlanta Hall Management.

Education:

BS, Civil Engineering,
Vanderbilt University, 1974

MBA, Civil Engineering,
Georgia State University,
1982

Certifications / Registrations:

Registered Professional
Engineer: GA, FL, AL, MS, NC,
SC, TN, OH
Gwinnett County Third Party
Inspector
International Code Council
(ICC):
Building Inspector

Affiliations:

American Council of
Engineering Companies
(ACEC)
American Society of Civil
Engineers (ASCE)
Georgia Brownfields Assoc.

REPRESENTATIVE PROJECT EXPERIENCE

Office

One Ballpark Center
CTech Development
State Farm Atlanta Hub
Three Alliance Center
Gateway Office & Parking Deck
Centergy North
NCR Office Building
348 Mitchell Street
Galleria Area Master Plan
Bellsouth Lenox Park Project
Southern Company at Perimeter
Center
Wildwood Towers, including IBM
Training Center
55 Park Place Downtown
One Centennial Park West
55 Allen Plaza
1 West Victory Drive, Savannah, GA

Municipal/Government

Atlanta Federal Center Tower
Atlanta Public Headquarters Facility
Cobb Superior Courthouse Facility
Cobb County Adult Detention Center
Courthouse Annex Renovations
Kennesaw City Hall & Court
Cherokee County Aquatic Center
Cherokee County Fire Training
Center
Cherokee County Administrative
Complex
Douglas County Jail Annex

Recreational

Atlanta Braves SunTrust Park, Mixed
Use Development, & Parking Decks
Carl E. Sanders/Buckhead YMCA
Clayton Co. District 4 Rec. Center
Bitsy Grant Tennis Center



REPRESENTATIVE PROJECT EXPERIENCE

Education

Coastal College of Georgia Student Housing, Brunswick, GA
East Georgia State, Student Housing, Swainsboro, GA
Georgia State University, North Avenue Apartments, Atlanta, GA
Georgia State University New Classroom Addition, Atlanta, GA
Georgia State Freshman Student Housing/Dining Hall, Atlanta, GA
University of West Georgia Athletic Complex, Carrollton, GA
University of West Georgia Technology Center, Carrollton, GA
University of West Georgia Campus Center, Carrollton, GA
Medical College of GA, Cancer Center and Parking Garage, Augusta, GA
DTAE-212 Athens Technical College, Health Science Building, Athens, GA
UGA East Campus Residence Hall, Athens, GA
Various NOVA assignments through DTAE, GSFIC and BOR, providing quality technical review
Kennesaw State University, Phase II Environmental Study, Kennesaw, GA
University of Georgia Tate Student Center, Athens, GA
University of Georgia East Campus Housing Site, Athens, GA
Georgia Institute of Technology Klaus Computing Building, Atlanta, GA
Agnes Scott College Tennis Complex, Decatur, GA
Georgia Institute of Technology's Bobby Dodd Stadium, Atlanta, GA
Crawford W. Long Middle School Expansion, Atlanta, GA

Manufacturing/Industrial

GTE Corporate Complex
Clorox Railcar Enclosure
Lockheed Aircraft Tunnel
Siemens Electronic Assembly Systems
Georgia Power Company Fly Ash Disposal Facilities

Multi-Family/Mixed Use

643 10th Street
Atlantic Twelve
565 Peachtree
Aqua Condominium
The Manhattan
The Metropolis
The Avenue, Charlotte, NC
Twelve, Charlotte, NC
300 Tryon Tower, Charlotte, NC
Catalyst, Charlotte, NC
600 Northpark High-Rise
Central Park Towers
Glenlake 10 High-rise
Glenridge Highlands I and II High-rises
Alexan at Buckhead Village
Lindbergh City Center Condominium Development

Religious

Mount Paran Fine Arts Center
Greek Orthodox Cathedral
Peachtree Corners Baptist Church
Greater Atlanta Christian Elementary School
Greater Atlanta Christian Family Center
The Temple



David Miller, PE
Principal-in-Charge/Chief Engineer

REPRESENTATIVE PROJECT EXPERIENCE

Retail

Wal-Mart Supercenter #3611-00,
Powder Springs, GA

Wal-Mart #92501-00, Bainbridge,
GA

Wal-Mart Supercenter #5151,
Rome, GA

Wal-Mart Supercenter #899-04,
Valdosta, GA

Wal-Mart Supercenter #3709-00,
Atlanta, GA

Wal-Mart Supercenter #5422

Wal-Mart Supercenter #3907-00

Sam's Club #6204-02

The Shops of Georgetown

Transportation

I-95 @ SR204/Chatham County,
Savannah, GA

Delta Parking Deck

Delta Flight Simulator

Hartsfield Atlanta International
Airport, Numerous Projects

Soil Survey & Bridge Foundation
Investigations for U.S. Highway 19,
Taylor County, GA

Dams

Flat Creek Dam

Fort Mountain Dam

Miscellaneous

Lenox and Northpoint Mall Studies
and Construction

Atlanta Olympic Stadium

Georgia World Congress Center
Phase IV Expansion

Bellsouth MARTA North Springs
Parking Deck



MICHAEL WRIGHT Senior Facilities Consultant

PROFESSIONAL EXPERIENCE

Mr. Wright has more than 35+ years' experience in the diagnosis and resolution of roofing problems, including BUR, Modified Bitumen, Single-Ply and sprayed-in-place systems. He has extensive experience in waterproofing and curtain wall testing and component evaluation. He is responsible for coordinating all aspects of roof testing, design, inspection, and roof management program services offered to our clients. In addition, he is responsible for Infrared Thermographic Scanning, Environmental Site Assessments (ESA) and Property Condition Assessments (PCAs), Asbestos Containing Materials Testing and many of the additional services that accompany the PCA. He has hands-on involvement with the development of construction cost estimates, field inspection and evaluations, mold and spore sampling, building component forensics and the preparation of field and laboratory reports.

Education:

BA, Business Administration,
Temple University,
Pennsylvania, 1980

Certifications / Registrations:

Basic Roofing Technology
Basic Welding Inspection,
Hobart School of Welding
Construction Analysis Seminar,
US Small Business
Administration
FEMA Disaster Assessment
Seminar
Inframetrics Thermography
Roofing Industry Educational
Institute
STO Institute Third Party EIFS
Inspection Seminar
IAQ/IH Mold Sampling
Workshop
EPA/AHERA/ASHARA, Certified
Asbestos in Buildings Inspector
EPA/AHERA/ASHARA, Certified
Asbestos Management Planner
Canon Fabrications Negative
Pressure Uplift Testing
Carlisle CCW Below-Grade
Waterproofing Training
CETCO Waterproofing 3rd Party
Inspection Training

REPRESENTATIVE PROJECT EXPERIENCE

Education

J-126 Kennesaw State University
Health Sciences Building,
Kennesaw, GA
J-157 Kennesaw State University
Laboratory Addition, Kennesaw, GA
University of Louisiana Lafayette
Student Building, Lafayette, LA
Arnold Mill High School,
Woodstock, GA
The Lovett School, Atlanta, GA
Greenville Technical Collage,
Greenville, SC
Morningside Elementary School,
Atlanta, GA
Love T. Nolan Middle School,
Atlanta, GA
Sandy Springs Charter Middle
School, Atlanta, GA
Jordan Hall, Boston, MA
Morehouse College, Atlanta, GA
Spelman College Read Hall,
Atlanta, GA

Aviation

Delta Sky Club, Hartsfield Jackson
International Airport, Atlanta, GA

Retail

City Walk Shops & Theater
Wal-Mart Supercenter #5422,
Bainbridge, GA
Floor & Décor Wholesale Store
Home Depot #8413, Atlanta, GA

Municipal/Government

Sandy Springs City Center, Sandy
Springs, GA
Atlanta City Hall, Atlanta, GA
Clayton County Police Precinct,
Ellenwood, GA
Paulding County Historic City Hall,
Dallas, GA
Georgia Public Safety Training
Center, Forsyth, GA
Paulding County Courthouse and
Administrative Building, Dallas, GA

Military

Robins Air Force Base, Warner
Robins, GA

Multi-Family/Mixed Use

Ponce City Market, Atlanta, GA



REPRESENTATIVE PROJECT EXPERIENCE

Recreational

SunTrust Park, Atlanta Braves
Stadium, Atlanta, GA

Mercedes Benz Atlanta Falcons
Stadium, Atlanta, GA

Transportation

MARTA Bus Service Facility,
Decatur, GA

Religious

Ponce de Leon Baptist Church
Addition, Atlanta, GA

Industrial/Warehouse

National Furniture Leasing
Warehouse

ProLogis Project Panther ,
Gastonia, NC

Office

West Pointe Business Center #8,
Charlotte, NC

Georgia Pacific Center, Atlanta, GA

Terminus, Atlanta, GA

The Twelve at Atlantic Station,
Atlanta, GA

Phipps Tower Building, Atlanta, GA

Network Communications, Inc.,
Lawrenceville, GA

Alcatel-Lucent, Cary NC



MICKIAS ADERA

Project Professional

PROFESSIONAL EXPERIENCE

Mr. Adera has over 7 years of proven experience in engineering design, construction, and project management from proposal stage to construction progress observation, scheduling, budgeting, report writing, including assisting Senior Engineers with designs and drawings using AutoCAD and project management software.

Mr. Adera has excellent knowledge of AutoCAD 2007 through 2015, Roof CAD, Syncro, HCS, Sap 2000, Therm 6.2, Adobe Photoshop, Plangrid App, Microsoft Excel, Word, PowerPoint and Outlook as well as balancing multiple priorities and deadlines, remaining flexible and shifting as needed in a fast paced environment and dealing with Clients and their needs.

Education:

University of Massachusetts at
Lowell, 2011

BS in Civil Engineering, Addis
Ababa University, Addis Ababa,
Ethiopia, 2008

Certifications / Registrations:

AutoCAD2007, SAP 2000,
OSHA 10, Aerial Platform
Safety, Project Management

APPENDIX E

QUALIFICATIONS OF RECOMMENDATIONS

QUALIFICATIONS OF RECOMMENDATIONS

The findings, conclusions and recommendations presented in this report represent our professional opinions concerning subsurface conditions at the site. The opinions presented are relative to the dates of our site work and should not be relied on to represent conditions at later dates or at locations not explored. The opinions included herein are based on information provided to us, the data obtained at specific locations during the study and our past experience. If additional information becomes available that might impact our geotechnical opinions, it will be necessary for NOVA to review the information, reassess the potential concerns, and re-evaluate our conclusions and recommendations.

Regardless of the thoroughness of a geotechnical exploration, there is the possibility that conditions between borings will differ from those encountered at specific boring locations, that conditions are not as anticipated by the designers and/or the contractors, or that either natural events or the construction process have altered the subsurface conditions. These variations are an inherent risk associated with subsurface conditions in this region and the approximate methods used to obtain the data. These variations may not be apparent until construction.

The professional opinions presented in this geotechnical report are not final. Field observations and foundation installation monitoring by the geotechnical engineer, as well as soil density testing and other quality assurance functions associated with site earthwork and foundation construction, are an extension of this report. Therefore, NOVA should be retained by the owner to observe all earthwork and foundation construction to document that the conditions anticipated in this study actually exist, and to finalize or amend our conclusions and recommendations. NOVA is not responsible or liable for the conclusions and recommendations presented in this report if NOVA does not perform these observations and testing services.

This report is intended for the sole use of CLIENT only. The scope of work performed during this study was developed for purposes specifically intended by CLIENT and may not satisfy other users' requirements. Use of this report or the findings, conclusions or recommendations by others will be at the sole risk of the user. NOVA is not responsible or liable for the interpretation by others of the data in this report, nor their conclusions, recommendations or opinions.

Our professional services have been performed, our findings obtained, our conclusions derived and our recommendations prepared in accordance with generally accepted geotechnical engineering principles and practices in the State of Georgia. This warranty is in lieu of all other statements or warranties, either expressed or implied.

