



PROPOSAL LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP.

We further agree to strictly abide by all the terms and conditions contained in the City of Stonecrest Purchasing Policy as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Stonecrest.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Stonecrest reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of ninety (90) days from opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Proponent to sign and return)

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

Authorized Signature Deanna Murphy Date 9/14/23

Print/Type Name Deanna Murphy

Print/Type Company Name Here Sizemore Group

Email Address of Contact Person: deannam@sizemoregroup.com



City of Stonecrest Comprehensive Plan Update

Response to RFP# 23-116

9.14.23





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September 14, 2023

The Sizemore Group Planning Team is led by Deanna Murphy, a planner with over 18 years of experience and a strong interest in public spaces that bring communities together. Sizemore Group is joined by The Collaborative Firm, experts in community engagement, and Kimley-Horn whom we will rely on for market, housing and transportation analysis. Both The Collaborative Firm and Kimley-Horn are trusted colleagues with a track record of successful projects with Sizemore Group.

Collectively, we have extensive experience throughout metro-Atlanta in general, but specifically in DeKalb County and the City of Stonecrest. Having worked on similar projects throughout the metro-Atlanta area gives us valuable insight into the city's needs and future direction. We can take what we have learned from projects in DeKalb County, Norcross, Riverdale, Tucker, Marietta and beyond and use it as a starting point and inspiration for this project. A particularly relevant project is the City of Hapeville Comprehensive Plan and LCI, an award-winning project completed in 2017 that went on to be implemented. Both Kimley-Horn and TCF worked on the DeKalb County 2050 Unified Plan.

In 2012, the Sizemore Group completed the Stonecrest LCI study of a 2,500ac area, which is adjacent to I-20 and includes the Mall at Stonecrest. The study goal was to provide a vibrant, high-density mixed-use regional center near the expressway with less dense mixed-use nodes to the south that respect the rural and historic character of the area.

As the CEO of Sizemore Group, I commit to dedicating the time and resources needed to support this project. Our consultants offer the same commitment – and collectively, we'll build a plan that captures culture, gives a clear vision, and adds timeless beauty in the City of Stonecrest. We are honored to submit our proposal and will be even more honored to be selected as the most qualified team to achieve your goals.

For the Team,

Sizemore Group, LLC

William J. de St. Aubin, AIA, LEED AP, CEO
Principal-In-Charge

Executive Summary

This project will be managed from our Atlanta office:

342 Marietta St. NW
Suite 3, Atlanta, GA 30313

Sizemore Group has created cultural places and beautiful spaces through innovative, sustainable architecture, planning, and interior design since 1974.

POC: Deanna Murphy, AICP
Mailing Address: 342 Marietta St NW, Atlanta, GA 30313
Phone Number: 404.605.0690
Email Address: DeannaM@SizemoreGroup.com

We will partner with Kimley-Horn & Associates, Inc., and The Collaborative Firm on this project.

Kimley-Horn will conduct the transportation and market analysis components of our plan. Established in 1967, Kimley-Horn, Inc. now has more than 100 offices and 7,500 staff members and provides a wide range of planning, engineering, and design consulting services across the US.

Kimley-Horn's POC: Jon Tuley, AICP
Mailing Address: 1200 Peachtree Street NE Suite 800, Atlanta, GA 30309
Phone Number: 404.439.8708
Email Address: Jon.Tuley@kimley-horn.com

Since 2001, The Collaborative Firm has provided award-winning planning, program management, community engagement, and development services to metro Atlanta.

The Collaborative Firm: Michael Hightower
Mailing Address: 1514 Cleveland Ave, Suite 82, Atlanta GA, 30344
Phone Number: 404.684.7031

This proposal includes the following sections:

- Resumes for our 9-person team consisting of team members from Sizemore Group (the prime), Kimley-Horn Associates (Transportation and Market Analysis) and The Collaborative Firm (Community Engagement).
- Project examples for comprehensive plans done for the City of Tucker, the City of Riverdale, and DeKalb County. We have also included three references separate from the projects.
- Our project approach and understanding
- A project schedule
- Project costs
- Exhibits A-E as required in the RFP

Our approach section focuses on the 11 tasks needed to complete the project:

- Task 1: Community Goals
- Task 2: Community Assessment
- Task 3: Needs and Opportunities
- Task 4: Land Use Element
- Task 5: Transportation
- Task 6: Economic Development and Housing
- Task 7: Community Work Program
- Task 8: Capital Improvement Element
- Task 9: Broadband Service Element
- Task 10: State and Regional Review of the Comprehensive Plan
- Task 11: Management and Public Meetings

Team Qualifications





DEANNA MURPHY, AICP
PROJECT MANAGER, DIRECTOR OF PLANNING
SIZEMORE GROUP

Deanna Murphy is an urban designer, planner, and architectural designer who works to enhance our cities through community-oriented place-making and sustainable design. Deanna has worked as a designer and planner in the private, non-profit, and public sectors over the past 19 years, including positions at the Georgia Conservancy, G.H.Forbes and Associates, and the City of Atlanta. Currently, she is Director of Planning at Sizemore Group, where she leads planning and architectural projects throughout the state. Deanna is a certified member of the American Planning Association, an expert in Tactical Urbanism - short-term, inexpensive placemaking strategies, a 2016 and 2021 alumni of Arts Leaders of Metro Atlanta (ALMA) and a 2019 alumni of ULI Center for Leadership (CFL). Deanna co-founded PopATL, a tactical urbanism brain-trust that works to create excitement and possibilities through temporary installations that highlight how we can improve our everyday spaces for all.

Relevant Projects Include:

- Clayton County Comprehensive Plan
- City of Tucker Comprehensive Plan
- City of Hapeville Comprehensive Plan Update & LCI Master Plan (AWARD WINNER)
- City of Riverdale Comprehensive Plan Update
- Atlanta Regional Commission Community Development Assistance Program, On-call Planner
- Tucker-Northlake CID LCI Master Plan
- AeroATL Greenway LCI Plan (AWARD WINNER)
- City of Adairsville Master Plan
- City of Atlanta District 12 Neighborhood Plan
- City of Atlanta Greenbriar LCI
- City of Atlanta Greenbriar Mall Town Center LCI Update
- City of Bremen I-20/US27 Corridor Study
- City of College Park Airport City Master Plan
- City of College Park Six West Master Plan
- City of Fairburn Redevelopment Plan
- City of Kennesaw Town Center LCI Master Plan (AWARD WINNER)
- City of Marietta – Envision Marietta LCI Update
- City of Peachtree Corners Arts & Culture Master Plan
- City of Smyrna Spring Road and Concord Road LCI Master Plans
- City of Woodstock Highway 92 Corridor LCI
- DeKalb County Medline LCI Master Plan (AWARD WINNER)
- DeKalb County Stonecrest LCI Master Plan (AWARD WINNER)
- Etowah Master Plan
- Fairburn Creative Placemaking Master Plan
- Fort Mac / Oakland City LCI Master Plan (AWARD WINNER)
- Jimmy Carter Boulevard LCI Corridor Master Plan
- Reimagine Greenbriar LCI Major Plan Update
- Smyrna Spring Road Corridor LCI Master Plan
- Town Center Area CID (TCACID) LCI Master Plan Update
- Tyler Perry Studios Master Plan

Deanna is a leader in the arts community and brings a vast knowledge of public arts organization and implementation.



RANDY GIBBS, AICP
PROJECT PLANNER
SIZEMORE GROUP

Randy's journey to planning and project management started in the Air Force as a civil engineer. Since then, he received a degree in Public Policy from Georgia Institute of Technology and has worked as a residential and commercial real estate broker. His diverse background and depth of civic experience make him an asset in socio-economic development, community engagement, and furthering the interests of the communities he serves. Randy has remained in active military service as part of the Air Force Reserves and spends his free time fishing, watching college football, and working in his garden.

Relevant Projects Include:

- Riverdale Comprehensive Plan- Riverdale, GA
- Clayton County Comprehensive Plan- Clayton County, GA

The following were completed prior to joining Sizemore Group:

- Henry County Comprehensive Plan Amendment Update – Partnered with TSW and consultant team to provide an update to Henry County's 2040 Comprehensive Plan – especially the future land use of unincorporated areas – in accordance with the Georgia Department of Community Affairs. Updated Henry County's future land use and community maps, implementation policies, key assets and challenges. Facilitated public meetings to educate Henry County residents on regulatory land use impacts and basic consumer demand analysis.
- Chamblee-Doraville Community Improvement District GIS Support – Delivered consumer-facing, ARC GIS pro-based mapping solution to distinguish participating CID parcels from non-participating parcels.
- Avondale Estates, GA – Conducted tax audit; Identified tax assessment discrepancies within Tax Allocation District.
- Atlanta, GA - Atlanta Housing's Bowen Homes Choice Neighborhood Planning (HUD) Grant – Provided baseline economic conditions analysis of areas surrounding the former Bowen Homes housing site. Created survey tool to gather input from area's business community. Identified potential supporting agencies and philanthropic partners.
- Kenner, LA – Rivertown and Esplanade Mall Redevelopment Plans – Analyzed cultural, land-use, and economic attributes for the City of Kenner. Provided detailed "Action Steps" and placemaking strategies to revitalize under-performing Esplanade Mall and Historic Rivertown Main Street.

Randy's military and civil engineering background gives him a unique perspective on planning and community engagement.



ASHLYN OAKES
PROJECT PLANNER
SIZEMORE GROUP

Having joined Sizemore Group in 2022, Ashlyn integrates her interests in the arts, sustainability, and inclusivity into her planning work for cities and communities. Her technical savvy and graphic design expertise make her a valuable contributor to civic planning projects and community engagement sessions.

Relevant Projects Include:

- Atlanta Beltline Subarea 4: Master Plan- Atlanta, GA
- Lilburn CID Plan Update- Lilburn, GA
- Riverdale Reimagined Comprehensive Plan- Riverdale, GA
- Tucker Comprehensive Plan- Tucker, GA
- Housing Rehabilitation Program Strategy- Decatur, GA
- Buford Highway Master Plan- Norcross, GA
- Douglasville Housing Study- Douglasville, GA
- Killebrew District/Marcelina Master Plan- Clarksville, TN
- Old National Highway Corridor LCI - South Fulton, GA
- Cumberland Inlet Master Plan- Cumberland, GA
- Brookhaven City Hall- Brookhaven, GA
- Fairburn Community Garden Strategy City Document- Fairburn, GA

Ashlyn's design talents are often called upon to create graphics and documents for community engagement.



JON TULEY, AICP
ECONOMIC ANALYSIS & MARKET
KIMLEY-HORN

Jon has worked in urban planning and community development for 17 years. Since joining Kimley-Horn in 2020, he has focused on small area plans, corridor plans, comprehensive land use plans, transit and transit-oriented development (TOD), and community engagement. He has experience in both local and regional planning having worked with various local governments while working for the Atlanta Regional Commission (ARC). There he served as a senior principal planner and managing director of CATLYST, the economic development strategy for the Metro Atlanta region. Additionally, Jon led various economic development initiatives, led the formation of the Aerotropolis Atlanta Alliance, oversaw the Development of Regional Impact (DRI) program, and housing related work including the creation of the Metro Atlanta Housing Strategy. During his time at ARC, Jon also served as ARC project manager for many LCI studies throughout the region. These included projects focused on main street revitalization, creation of new town centers, bicycle and pedestrian facilities as well as economic and community development.

Relevant Projects Include:

- City of Tucker Comprehensive Plan, Tucker, GA- Economic Analysis
- DeKalb 2050 Unified Plan, DeKalb County, GA — Project Planner
- Gwinnett County, 2030/2040 Unified Plan Assessment — Project Planner
- Willingham Corridor Study, East Point, GA — Project Manager
- City of Fairburn, Downtown LCI Update, Fairburn, GA — Project Planner
- Clairmont-Briarcliff Small Area Plan, DeKalb County, GA — Project Manger
- North Druid Hills-Briarcliff Small Area Plan — Project Planner

Jon has a vast knowledge of Comprehensive Plans and regional markets from his tenure with the Atlanta Regional Commission



CHRIS FUGA
DEMOGRAPHIC AND MARKET ANALYSIS
KIMLEY-HORN

Chris is a land use planner, specializing in economic development forecasting and real estate market analysis. His experience includes work on community comprehensive plans, analysis of regional economic development across the southeast, and managing studies of local workforce development trends. He has experience identifying regional land use and economic patterns, having worked on projects such as the DeKalb County Unified 2050 CTP and Comprehensive Plan Update and the City of Groveland Economic Development Strategic Plan in Florida.

Relevant Projects Include:

- Alpharetta Residential Infill Ordinance and On-Call Planning Services, Alpharetta, GA — Project Planner
- North Fulton CID Impact Study, Fulton County, GA — Project Planner
- Town Center CID Fiscal Impact Study, Kennesaw, GA — Project Planner
- Unified 2050 CTP and Comprehensive Plan Update, DeKalb County, GA — Project Planner
- Fuquay-Varina Market Feasibility Study, Fuquay-Varina, NC — Project Planner
- City of Groveland, Economic Development Strategic Plan, Groveland, FL — Project Planner
- State of New Mexico Workforce Development Needs Assessment, NM — Project Analyst*
- State of Kentucky Regional Economic Development Needs Assessment, KY — Project Analyst*
- State of Louisiana Labor Market Analysis and Environmental Pathway Curriculum Review, LA — Project Manager*
- Lilburn CID LCI Update, Lilburn, GA — Project Planner
- City of Riverdale Comprehensive Plan, Riverdale, GA — Project Planner

*Chris worked on this project prior to joining Kimley-Horn in 2021.

Chris is passionate about helping communities bring about development tailored to their needs.



CRISTINA PASTORE, P.E., AICP
TRANSPORTATION STRATEGIST
KIMLEY-HORN

Cristina is a transportation planner and traffic engineer who is responsible for the successful completion of some of the most complex multimodal transportation plans in metro Atlanta in recent years. She has managed Comprehensive Transportation Plans (CTPs) for North Fulton (2010 and 2018), DeKalb (2014 and 2022), Cobb (2022), and Gwinnett counties (2017) as well as multiple city-level CTPs, all of which have been adopted by their respective governing bodies. In addition to her CTP work, she also manages and supports small area plans, corridor studies, and multimodal transportation plans such as trails and transit.

Relevant Experience

- DeKalb County, Unified 2050 CTP and Comprehensive Plan Update, DeKalb County, GA — Project Manager
- DeKalb County, Comprehensive Transportation Plan Update, DeKalb County, GA — Project Manager
- Gwinnett County Comprehensive Transportation Plan, Gwinnett County, GA —Project Manager
- Gwinnett County Comprehensive Transit Development Plan, Gwinnett County, GA — Project Manager
- Gwinnett County, Countywide Trails Master Plan, Gwinnett County, GA — Project Manager
- Gwinnett County, Gwinnett BRT Corridor Study, Gwinnett County, GA — Project Manager
- ARC, North Fulton CTP (2010 and 2018), Atlanta, GA — Project Manager
- North Fulton CID, Blueprint North Fulton Update (2.0), Fulton County, GA —Project Engineer
- City of Alpharetta, Downtown Master Plan, Alpharetta, GA — Project Engineer
- Milton Trails Enhanced Engagement and Alignment Analysis, Milton, GA —Project Manager
- Update to Milton Comprehensive Transportation Plan, Milton, GA — Project Manager
- MARTA, Summerhill BRT Final Design, Atlanta, GA— Public Engagement Planner
- Vanderbilt University Transportation Demand Management Strategic Plan, Nashville, TN — Deputy Project Manager and Project Planner

Cristina's record with comprehensive plans have made her the go-to transportation strategist in the Metro Atlanta Area.



MICHAEL HIGHTOWER
COMMUNITY ENGAGEMENT
THE COLLABORATIVE FIRM

Michael Hightower is the Founder and Managing Partner of The Collaborative Firm, LLC. Michael has over thirty years of experience in the public, private, and educational arenas. Michael provides a wealth of experience in public policy, with an emphasis on planning, economic development, and local governance issues.

Prior to establishing The Collaborative Firm in 2001, Michael served over seven years on the College Park City Council, and more than fourteen years as a Fulton County Commissioner. During much of his tenure on the Board of Commissioners, Michael served as Vice-Chairman, and was a member of several boards and committees. He also served as President of the National Association of Counties (NACo), focusing on welfare reform, affordable housing, and sustainable communities.

Relevant Experience

- Georgia Transportation Alliance, Fulton County, GA: The Collaborative Firm lead efforts for the South Fulton T-SPLOST education outreach for the November 2016, Fulton County referendum. Michael's responsibilities included developing and implementing campaign strategy to educate voters in all nine of the South Fulton jurisdictions, organizing community engagement meetings, engaging elected officials in the education outreach process, and communicating key messaging for the T-SPLOST.
- DeKalb Comprehensive Transportation Plan (CTP), DeKalb County, GA: Michael oversaw public involvement initiatives for the Comprehensive Transportation Plan which included identifying transportation needs, providing documentation and distribution of public comments for needs assessment and recommendations, and strategic assistance in identifying outreach methods for underserved populations.
- Clayton County Transportation Plan, Clayton County, GA: Michael provided support for the Clayton County Transportation Plan. In this role, Michael collaborated efforts of the Board of Commissioners, County Staff, and citizens to facilitate a complete update of the Transportation Plan for the county.
- Aerotropolis Atlanta Community Improvement District (CID) Master Plan: Michael was a part of the project management team that helped develop policy, assisted with the implementation of charrettes, and helped strategize projects as it relates to public safety, beautification and wayfinding initiatives. Michael's efforts helped guide and promote the strategy for the Atlanta region – providing the framework and impetus to transform metro Atlanta's Southside around Hartsfield-Jackson Atlanta International Airport.

Michael is known for his depth of knowledge and understanding of the complexities and politics of communities



ANGELA RAMBEAU, AICP
COMMUNITY ENGAGEMENT
THE COLLABORATIVE FIRM

Angela Rambeau has dedicated more than 22 years to providing city planning and community development services to various local jurisdictions.

In her role as Director of Planning, Angela serves as overall manager on community development projects for The Collaborative Firm.

Relevant Experience

- Old National Corridor LCI: Angela serves as Project Manager for the City of South Fulton's LCI study of the Old National Corridor. This study seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit, and support further development in the study area.
- City of Riverdale Zoning Ordinance Update: Angela served as Project Manager for the City's Zoning Ordinance update. She composed revisions to the Ordinance and led the approval process through the Planning Commission and Mayor and City Council.
- City of Riverdale Sign Ordinance Update: Angela served as Project Manager for the City's Sign Ordinance update. She composed the revisions and led the approval process through the Planning Commission and Mayor and City Council.
- City of Georgetown Comprehensive Plan Update: Angela served as Project Manager for the 20 year update to the City's Comprehensive Plan, including coordinating with the contractor, and researching and composing updates to several elements.
- City of Georgetown Dilapidated Housing Demolition Grant Program: Angela served as Project Manager for a \$250,000 grant to demolish dilapidated housing in the City's West End (historically African American neighborhood).

Angela has experience as a city staffer and understands the complexity of getting things done from the civic side.



TRISHA COLPETZER
COMMUNITY ENGAGEMENT
THE COLLABORATIVE FIRM

Trisha Colpetzer has over ten years of strategic marketing and communications experience across sectors including government, economic development, nonprofit, and consulting industries. Trisha has a demonstrated record of cultivating and maintaining stakeholder relationships, as well as offering innovative and comprehensive project management services.

As Manager of Marketing and Communications, Trisha oversees a wide range of projects through the development and implementation of strategic stakeholder and community engagement, outreach, communications, and promotional plans.

Representative Project Experience

- MARTA Clayton County Transit Supportive Land Use Study
- South Fulton Old National LCI
- ATL Regional Transit Plan
- Clayton County Water Authority W.B. Casey Water Reclamation Facility Biosolids Project
- Forest Park On The Move

Trisha has worked on the civic side and understands the processes to help guide communication to the community as well as to staff and to the elected officials.

City of Tucker

COMPREHENSIVE PLAN UPDATE SIZEMORE GROUP



Sizemore Group worked with the City of Tucker to update the City's 2023 Comprehensive Plan Update. The process was accelerated to meet an enhanced schedule. Our team worked closely with city staff and the Tucker community to complete a full and comprehensive plan update within a 3 month time period. This included two core team

and two community meetings, along with an online survey. To gain significant community input, we conducted our goal and vision setting meeting at the Tucker Spring Fling, an event that draws thousands of participants. The plan was quickly and seamlessly approved by DCA and the City Council.

Project Location:

Tucker, Georgia

Completion Date

2023

Reference:

Courtney Smith

Director of Community Development

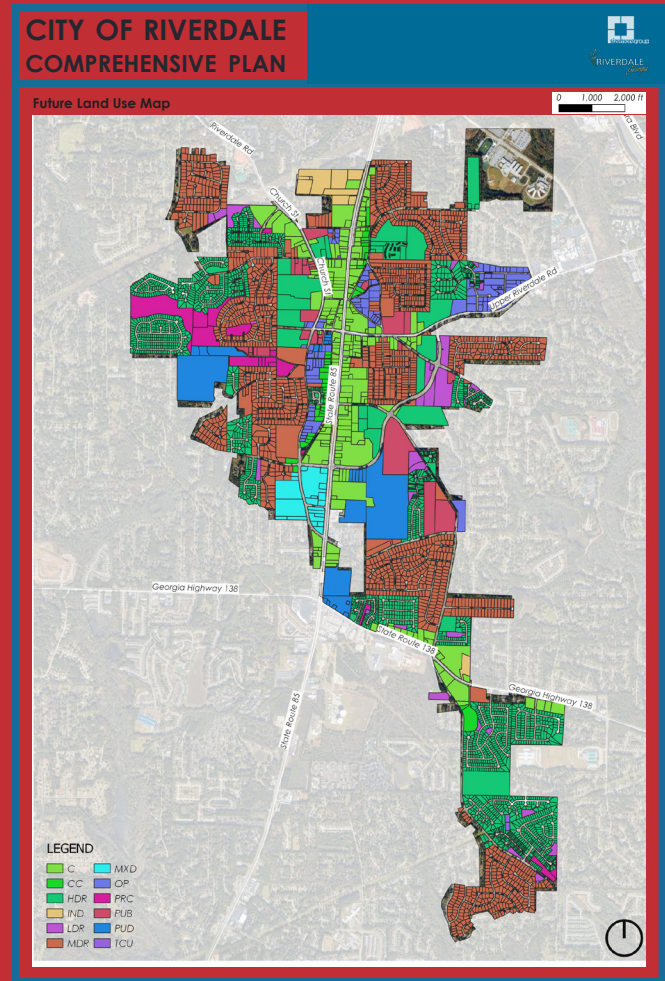
470-273-3091

csmith@tuckerga.gov

City of Riverdale

COMPREHENSIVE PLAN SIZEMORE GROUP

Sizemore Group is currently working with the City of Riverdale on their Comprehensive Plan Update, anticipated to be complete in Fall, 2023. The previous Comp Plan was lacking detailed economic and land use analysis and a character area map, which the city feels is much needed. The Sizemore Team is working closely with the city and the community to ensure this information is incorporated in a way that meetings the City's current and future needs. The update includes 4 community engagement sessions, focused on participating in events and locations where the community already is.



Project Location:

Riverdale, Georgia

Completion Date:

2022-ongoing

Reference:

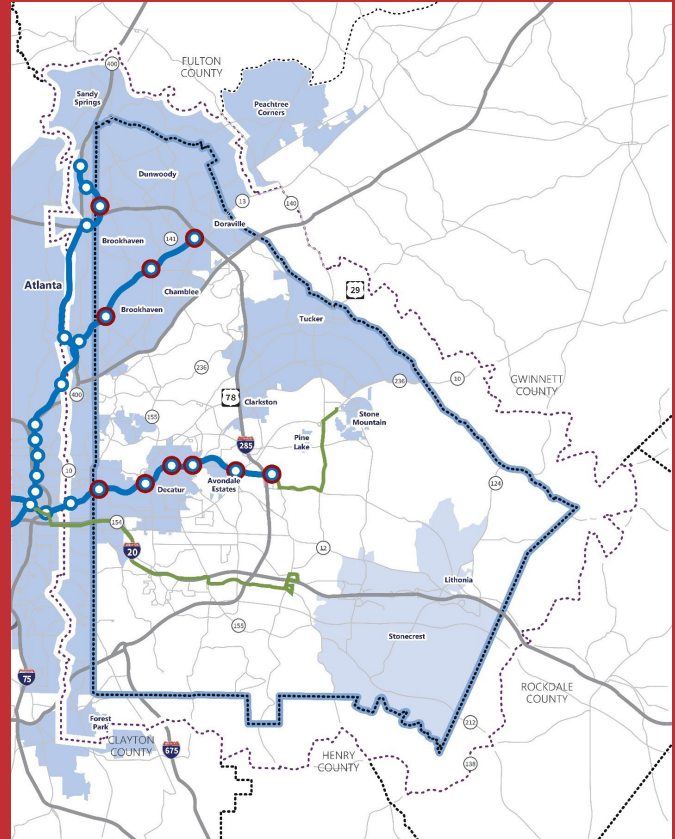
Nicole Dozier
Director of Community Development
770.909.5399
ndozier@riverdalega.gov

**UNIFIED 2050 COMPREHENSIVE TRANSPORTATION PLAN (CTP)
AND COMPREHENSIVE PLAN UPDATE
KIMLEY-HORN**

Kimley-Horn worked with DeKalb County for the second time on its CTP. The current plan is a Unified Plan that includes not only transportation elements but also includes a full update of the Comprehensive Land Use Plan. The team considered a wide range of technical elements, including aspects relating to people (e.g., population, employment, and demographics), places (e.g., existing and future land use, housing and retail, economic development, affordability), and mobility (e.g., roadway, freight, bicycle, pedestrian, and transit).

The plan includes extensive technical analysis and GIS/spatial mapping along with a robust public involvement process, including virtual public meetings, stakeholder and focus groups, pop-up events, an online survey, and other methods of engagement and communication.

- Explores a range of transportation modes and land use considerations, tailored to the specific needs of the community.
- Includes a robust public engagement plan that maximizes opportunities for education and input even in challenging pandemic times.
- Creates flexibility in project tiers and funding, anticipating possible SPLOST opportunities



Project Location:

DeKalb County, GA

Completion Date:

2022-ongoing

Reference:

Sylvia Smith

404 371 2299

sasmith@dekalbcountyga.gov

References

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Adrienne Senter

Planning & Economic Development Manager
City of Hapeville
404.669.8269
asenter@hapeville.org

Our Approach

We are happy to respond to the RFP to provide the Comprehensive Plan Update for the City of Stonecrest (RFP Number: 23-116). We are excited about the possibility of working with a city that is poised for such substantial growth. We have a deep portfolio of large-scale planning and award-winning community engagement that could play an integral role in creating the kind of dynamic city the people of Stonecrest deserve.

The City of Stonecrest is on the precipice of substantial growth. The highly anticipated Stonecrest Transit Hub, Regional Transportation Training Center won a \$1M grant earlier in 2023. Additionally, building upon the 2012 Stonecrest LCI, creating a multi-use town center complete with athletic facilities, hotels, and entertainment. For the City of Stonecrest to realize this growth, we need to ensure that the comprehensive development plan guides the city for the appropriate land uses and activities that ultimately support the attraction and retention of future residents.

We have the right team to get it done. Sizemore Group has partnered with Kimley-Horn & Associates, leaders in transportation and economic development, and The Collaborative Firm, experts in community engagement and practicality of city government operations.

We know what needs to be accomplished. The work desired from this RFP, includes the following Tasks:

Task 1: Community Goals

Community Vision and Goals: As a result of the community engagement process, detailed below, and supplemented with findings from our analysis and assessment of previous plans/studies and the land use, economic development, housing, broadband and transportation elements our team will refine the community vision and goals. A new vision and goals will be developed and thoroughly vetted by the client, stakeholders and community prior to finalizing.

Once approved policies will be developed that identify specific ways in which the goals will be achieved. Policies are a key step to creating the Community Work Program.

Community Engagement: Including the Stonecrest public in the process is a critical step that needs to precede any recommendations. We approach every community as a unique opportunity. No two communities are the same, and our job is to understand how to best engage for an inclusive process.

“Working with Sizemore Group has been a real pleasure. Not only are they very talented but more important they listen to the client. Their ability to take what the client says and translate it into a finished product that we all can be proud of is an ability not found in many firms.

-Barry Amos

Former City Manager, City of Stone Mountain



Understanding the community starts with demographics, immersion, and conversations with local organizations and stakeholders. We will rely on two teams to gather and manage public input – the Project Management Team and the Core Team. At the beginning of the process, a **Community Participation Plan** will be established to identify the engagement and outreach activities, outreach audiences, ways and means, and a proposed schedule.

The **Project Management Team** will be established at the onset of the project from the City of Stonecrest and Sizemore Group. This team will check in bi-weekly, virtually or in person, to make sure the project is going according to plan.

The **Core Team**, with guidance from the City, will guide the planning process and meet at key check-in points throughout. In addition to the project management team, this team will include partner agencies like DeKalb DOT, City Elected Officials, City Department representatives, key community leaders, and other local organizations as needed. Up to 3 meetings.

Seven **Community Meetings**, open to anyone, will be held during the project with Sizemore Group and our consultant team providing presentation materials. Tentatively, the meetings will adhere to the following agenda:

We propose to host 1 outreach event in each council district to encourage engagement from the entire city.

Community Meeting 1: Project Kick-Off and Goal Setting. This meeting is anticipated to be hosted in a central location for city-wide engagement and will focus on identifying issues, opportunities and goals for the City of Stonecrest. A virtual component can be made available as well.

Community Meeting 2-6: Hands-on Workshop. Five meetings are proposed in each of the 5 Council Districts to gather feedback on development opportunities and strategies, future land use challenges, and to discuss implementation steps.

Community Meeting 7: Draft Plan Open House. Presentation of the full recommendations, including the Community Work Program and Future Land Use Map adjustments will be presented at a community wide meeting, hosted in a central location. A virtual component can be made available as well.

Community Survey

The Team will develop an online survey to collect feedback from the community on key issues and goals for the City. Up to 1 community survey.

Pop-up Events

Pop-up events are a great opportunity to meet the community where they are. We propose to meet with the community at two high trafficked opportunities to share project information, ask for feedback and encourage further engagement. This may be an existing event or festival or at a highly trafficked area, such as Stonecrest Mall. Up to 2 pop-up events.

Online engagement

The Team proposes to provide content for a City webpage focused on this Comprehensive Plan. Additionally, our team will work with Stonecrest communications to share project information via the City's social media channels.

Optional: Social PinPoint is an alternative option to engage the community via a project webpage that also hosts interactive maps and surveys.

Public Hearings: We will meet with county officials for a public hearing at two points in the process to kick off the process and to review the draft work plan recommendations. Up to 2 meetings.

City Council Monthly Update Meetings: Our team will attend monthly City Council meetings as appropriate to provide updates on the plan and will provide written updates in between in-person meetings.. Up to 2 meetings, beyond the 2 Public Hearings, which will also serve as updates..

Flyers: Prior to community meetings, we will distribute flyers to key locations and organizations, such as schools, churches, and businesses.

Planning Commission Meetings: As necessary our team proposes to meet with the Planning Commission up to 2 times to gather feedback on the plan recommendations, specifically land use.

Optional/Additional Planning Tools

(Optional) Additional Community Meetings: As needed, an additional community meeting may be incorporated into this process.

(Optional) Business Roundtable: A 2-hour round-table specific to the business community may be incorporated into this planning process.

(Optional) Walking Tours: Walking tours with

the community could be incorporated into this planning process to get direct feedback on issues and opportunities in small group on-site sessions.

(Optional) Mailings: Direct mailers can be provided to county residents with information on upcoming meetings. If the county mails utility bills, attaching flyers can be particularly effective in reaching residents in unincorporated county areas.

Task 2: Community Assessment

We start with a thorough understanding of current and past documents that may impact the planning process. During the assessment stage, we will also provide a technical analysis of the previous future land use areas outlined in the previous comprehensive plan to determine how they have changed. We will also look closely at annexations, comprehensive plan amendments, and rezonings since the previous comp plan. The consultant team will provide a Request for Information (RFI) during project kick-off to obtain data, studies, maps, and other information that will guide an analysis of the City of Stonecrest and its key features, focusing on the land use implications of the city.

At this stage, we will develop an existing conditions assessment to further understand City elements, opportunities, and challenges. This analysis will include DCA elements as follows:

- Community Profile and Demographics
- Economic Development and Housing Elements
- Capital Improvement Element
- Land Use Element
- Transportation Element



Task 3: Needs and Opportunities

Needs and opportunities will be identified through a thorough community engagement process, as further described in Task 1 – from in-person SWOT analysis discussions to online surveys and even walking tours of key areas – and enhanced by our assessment and analysis of previous plans/studies and DCA elements.

Task 4: Land Use Element

Land Use is a crucial element to the Comprehensive Plan as it establishes the community's vision for future development and growth, ultimately, leading to decisions on zoning, rezoning and future development cases. A clear community vision for where and how growth will occur is vital to establishing this element and developing the necessary future land use and character area maps.

Our team will work closely with City staff and stakeholders to identify inconsistencies and areas of concern between the existing land use, character area, and future land use maps, along with impacts of land use changes, annexations, amendments, and rezonings.

Based on the land use assessment, stakeholder and community input, and the demographic and market analysis, the project team will identify recommended updates to the future land use map and character area map and associated narratives.

In addition to recent work on the Tucker North/South Connectivity Study, Kimley Horn has provided demographic and market analysis in DeKalb and Gwinnett counties.

Task 5: Transportation

The Sizemore team will assess existing conditions of both roadways and trails, including bicycle and pedestrian infrastructure, transit routes and stops, traffic control conditions, and existing rights of ways. This will be completed through a combination of reviewing previous plans including the Comprehensive Transportation Plan completed in 2020, geospatial imagery and boots-on-the-ground review. Our team will also review and summarize other existing LCI, transit, trail, land use, and transportation plans that would have an impact on or inform the Comprehensive Plan. This information will be compiled into a series of maps to tell the story of investment and opportunity for a more balanced transportation system.

The Sizemore team has experience working at the community-wide and corridor level on multimodal transportation plans in DeKalb County and neighboring counties, in the region, and across jurisdictional lines. In addition, we perform work in smaller, more focused areas such as parking plans, downtown transportation plans and LCI plans. The team will work to gather relevant transportation-related information and recently completed previous plans to verify the latest data sets and list of proposed projects. It is important to note the following key considerations when developing the transportation strategy for the study area:

Transportation investments need to tie directly to land use decisions. As the team works with the project management team and stakeholders to re-envision the sense of place and unique qualities within the City and specific focus areas, the transportation decisions supportive of those new investments are critical. Whether the recommendations include new roadways or trails for better connectivity to area schools, activity centers, or amenities (such as Stonecrest Mall and existing or planned trails including those within the Arabia Mountain National Heritage Area), or targeted intersection projects that improve safety for drivers, pedestrians, and cyclists, the investments need to consider the impacts of changing land use and the new context created on transportation decisions. A comprehensive plan update is an ideal place to consider and incorporate projects and priorities from the CTP, other transportation plan, or during the planning process itself.

Beyond some of the more traditional elements of Comprehensive Plan, we understand the importance of incorporating additional discussion and strategies that may include identifying transit improvements, trail planning and coordination, demand management strategies, emerging technology, and green infrastructure into the plan recommendations. In addition to the creation of more mixed-use, walkable developments that reduce the need to drive, our team understands the importance of coordinating with DeKalb County, Lithonia, or other nearby communities on larger transportation, trails, and TDM strategies. Our work on the region's TDM and TSMO plans as well as the creative ideas being generated for complete trips for all users from our work on ITS4US are two examples of how our team is on the forefront of emerging technologies and policies for the benefit of our community. We also understand that green infrastructure is important and will identify ways to incorporate green infrastructure into our transportation recommendations and strategies. Our team has incorporated low impact stormwater features as part of recent roadway and park improvements for projects in Dunwoody, Forsyth County, and other areas.

Bringing our transportation recommendations to life for the stakeholder and broader community will help with education, more informed feedback, and ultimately, consensus building. The Sizemore team will create visuals and renderings that help to explain the ideas generated for the transportation element of the plan.

Task 6: Economic Development and Housing

Situated in southeastern DeKalb County, the City of Stonecrest contains a diverse range of communities, and areas of regional significance, including Stonecrest Mall and the Arabia Mountain National Heritage Area. The area of the City along I-20 has experienced the most historical growth, but other areas away from the interstate have seen residential and commercial development as well. Much of the southern and eastern portions of the City maintain a rural or suburban edge character. Balancing future development and job growth while maintaining the City's character and preserving the multitude of natural or historic assets presents a unique challenge and opportunity for the City of Stonecrest.

Creating successful places requires a solid understanding of the economic conditions and opportunities within the community. Our team has the capacity to go beyond the minimum comprehensive plan requirements laid out by the Georgia Department of Community Affairs (DCA). Our approach involves analyzing baseline and historical conditions; the location, direction, and outcomes of investment decisions; and the use of real estate by various sectors of the local economy. Utilizing recent efforts including the economic development strategy and available data, we will synthesize these analytical factors to create an assessment of the strengths and weaknesses within the City. Incorporating baseline conditions that are grounded in market reality into the comprehensive planning process will allow the community to make economically sustainable decisions about its future. Our team's collective commitment is to help ensure elected officials, citizens, business owners, and other stakeholders have the information to understand their options, the consequences of key choices, and the range of resources available to advance their strategic objectives. Experience has shown that this cannot be accomplished without an understanding of market and fiscal factors, all of which are anchored by a detailed socioeconomic and real estate profile of the community and region. Our analysis of existing conditions and recent or relevant plans will provide the foundation for policy related decisions during the comprehensive plan process.

Many communities in Metro Atlanta are considering the housing market within their area, assessing current housing stock, analyzing what the housing market is providing, and developing strategies to address their communities needs and challenges. According to the Atlanta Regional Commission's Metro Atlanta Housing Strategy, the City contains the following three submarkets:

- Submarket 7: Suburban neighborhoods with lower-to-moderate-priced housing, biggest increase in renters
- Submarket 8: Suburban neighborhoods with lowest-priced single-family homes, mix of renters and owners
- Submarket 9: Lower-priced rural areas

Just under two-thirds of the housing supply in the City of Stonecrest consists of moderate-priced housing just below the regional average,

with a median sale price of \$202,000 and \$107 per square foot, compared to a median price of \$370,000 across Metro Atlanta. These are primarily single-family homes that are owner-occupied, but along with other similar areas in Metro Atlanta saw the "greatest increase in the proportion of renters", according to the Metro Atlanta Housing Strategy. Additionally, more than a third of the City consists of "suburban homes with the lowest-priced single-family homes." These areas have seen the slowest price increases within Metro Atlanta.

While the City includes many neighborhoods and homes that are lower priced and potentially affordable to many in the Atlanta Region, home values are quickly increasing in some areas of the City. Additionally, the share of renters is increasing as well. Analysis of these and other real estate trends will be critical to understanding the market potential within the community. We will also conduct a high-level parcel analysis to identify key development patterns, potential infill areas, and parcel utilization.

All the analysis within the demographic and market tasks will serve to support comprehensive plan process and help ensure that any redevelopment, infill, or new development strategies are viable and realistic. This includes addressing economic development and housing related elements, policies, and work program items. To that end, our team will work with stakeholders, residents, elected officials, and city staff to identify attainable implementation steps and actions items related to economic development that will support the overall vision of the comprehensive plan.

Task 7: Community Work Program

The Community Work Program outlines the steps which need to be taken to ensure that a community's comprehensive plan is effective and successful. It lays out the key projects that need to be undertaken to achieve the vision, goals and policies as identified in this study.

The Sizemore Team will work collaboratively with the City to ensure that all work program items are realistic and achievable. Work program items should support across goals to ensure a comprehensive and thorough approach.

In addition to the work program, the team will set metrics to monitor success over the next 5 years.

Task 8: Capital Improvement Element

We will work closely with the City to incorporate the CIE document into the comprehensive plan. As required by DIFA, the CIE establishes clear public policies regarding infrastructure development and ensures sound fiscal planning for capital improvements.

Task 9: Broadband Service Element

Equitable access to broadband services state-wide is a key focus of the Atlanta Regional Commission and the State. Our team will look closely at broadband services within the City of Stonecrest to identify under- and un-served areas and make recommendations on how to increase service city-wide.

Task 10: Final Document

The final document, complete with executive summary and guiding principles/themes, will meet the requirements as stated by the RFP in terms that are comprehensive yet easy to understand and use, while meeting all requirements of the ARC and DCA.

Our team prides ourselves on clear and beautiful graphics and will take great care in developing of all graphic content. All requested graphics and deliverables per the RFP will be included in this process.

Task 11: Management and Public Meetings

The Management and Public meetings are further described in Task 1. Our team will provide all appropriate, agendas, meeting materials, and summaries to ensure a thorough and well-established process.



Project Schedule

2023 Stonecrest LCI

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
Task 1: Community Goals													
Community Engagement Plan													
Online Engagement													
Community Survey													
Draft Vision and Goals													
Finalize Vision and Goals													
Task 2: Community Assessment													
RFI and Data Collection from City													
Site Tour													
Review Past Plans/Documents													
Existing Conditions Assessment of Elements													
Community Profile and Demographics													
Task 3: Needs and Opportunities													
SWOT Analysis/Identify Issues and Opportunities													
Task 4-6, 8, 9: Comprehensive Plan Elements													
Land Use Element (Task 4)													
Transportation Element (Task 5)													
Economic Development and Housing Element (Task 6)													
Capital Improvement Element (Task 8)													
Broadband Services Element (Task 9)													
Task 7: Community Work Program													
Community Work Program													
Task 10: Final Deliverables and Adoption													
Final Deliverable Document													
ARC/DCA Review													
City Adoption													
Task 11: Management and Public Meetings													
Bi-weekly PMT Meetings													
Monthly Progress Report													
Project Schedule (updated throughout)													
Public Hearings (2)		★									★		
Planning Commission (2)		★									★		
City Council Monthly Update													
Stakeholder Interviews													
Core Team Engagement (3)			★		★			★					
Pop-up Events													
Community Meeting / Project Kick-Off and Goal Setting				★									
Community Meetings / Hands-on Workshops (5, One per Council District)						★							
Community Meeting / Draft Plan Open House									★				

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Sizemore Group, LLC	
	2 Business name/disregarded entity name, if different from above Same as above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its 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.) See instructions. 342 Marietta St, NW, Unit 3	Requester's name and address (optional)
	6 City, state, and ZIP code Atlanta, Ga 30313	
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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-			-			
or									
Employer identification number									
5	8		-	2	3	6	1	2	9 7

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 01/01/2023
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.



EXHIBIT A
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor(s) Name: Sizemore Group

Address: 342 Marietta St, NW, Suite 3, Atlanta, GA 30313

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stonecrest within five (5) business days after any subcontractor(s) is/are retained to perform such service.

211424
E Verify™ Company Identification Number

9/14/23
Date of Authorization

Deanna Murphy
BY: Authorized Officer or Agent
(Name of Person or Entity)

9/14/23
Date

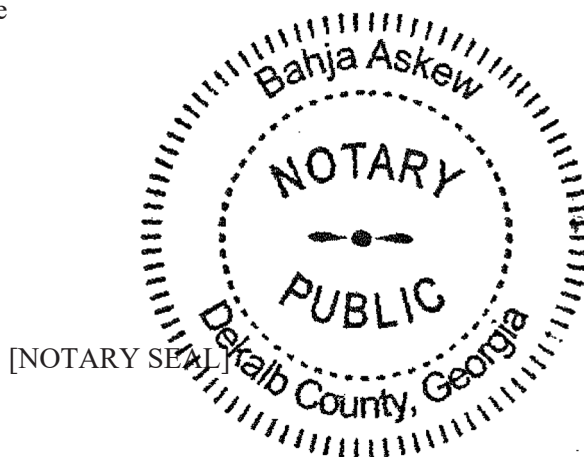
SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE

14th DAY OF Sept, 2023

Bahja Askew

Notary Public

My Commission Expires: 9/27/24



* or any subsequent replacement 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.

EXHIBIT A
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT



Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

412062

Federal Work Authorization User Identification Number

5/2/2011

Date of Authorization

Kimley-Horn and Associates, Inc.

Name of Subcontractor

City of Stonecrest Comprehensive Plan Update (RFP #23-116)

Name of Project

City of Stonecrest

Name of Public Employer

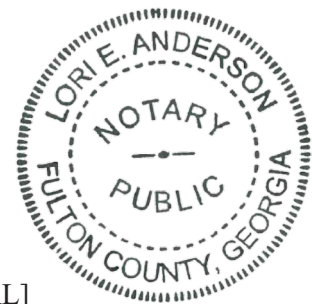
SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

6th DAY OF September, 2023

Lori E. Anderson

Notary Public

[NOTARY SEAL]



My Commission Expires: 6/5/2027

EXHIBIT A
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT



Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 services under a contract with (Sizemore) on behalf of the City of Stonecrest has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

156926
Federal Work Authorization User Identification Number

10/7/2006
Date of Authorization

The Collaborative Firm, LLC

Name of Subcontractor

City of Stonecrest Comprehensive Plan Update

Name of Project

City of Stonecrest

Name of Public Employer

B. T. J. Business Services Director

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

DAY OF, 202

[NOTARY SEAL]

Notary Public

My Commission Expires

9-1-2026



EXHIBIT B

DRUG-FREE WORKPLACE

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full.

The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Service Provider’s employees during the performance of the Contract; and
- (2) Each Service Provider who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:

“As part of the subcontracting agreement with Sizemore Group (Service Provider), N/A (subcontractor) certifies to the Service Provider that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to paragraph (7) of the subsection (b) of Code Section 50-24-03.”

Also, the undersigned further certifies that he/she 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.

Sizemore Group

Company Name

Deanna Murphy 9/14/23

BY: Authorized Officer or Agent Date

(Service Provider Signature)



Title of Authorized Officer or Agent of Service Provider

Director of Planning

Printed Name of Authorized Officer or Agent

Deanna Murphy

EXHIBIT B

DRUG-FREE WORKPLACE

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Workplace Act", have been complied with in full.

The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Service Provider's employees during the performance of the Contract; and
- (2) Each Service Provider who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:

"As part of the subcontracting agreement with Sizemore Group (Service Provider), ~~Kimley-Horn and Associates, Inc.~~ (subcontractor) certifies to the Service Provider that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph (7) of the subsection (b) of Code Section 50-24-03."

Also, the undersigned further certifies that he/she 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.

Kimley-Horn and Associates, Inc.

Company Name



9/6/2023

BY: Authorized Officer or Agent Date

(Service Provider Signature)

Vice President

Title of Authorized Officer or Agent of Service Provider

Eric S. Bosman, AICP

Printed Name of Authorized Officer or Agent

EXHIBIT B
DRUG-FREE WORKPLACE

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Workplace Act", have been complied with in full.

The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Service Provider's employees during the performance of the Contract; and
- (2) Each Service Provider who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:

"As part of the subcontracting agreement with City of Stonecrest (Service Provider), The Collaborative Firm, LLC (subcontractor) certifies to the Service Provider that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph (7) of the subsection (b) of Code Section 50-24-03."

Also, the undersigned further certifies that he/she 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.

The Collaborative Firm, LLC

Company Name



BY: Authorized Officer or Agent

Date

(Service Provider Signature)



Title of Authorized Officer or Agent of Service Provider



Printed Name of Authorized Officer or Agent

EXHIBIT C

PURCHASING POLICY ADDENDUM

I, Deanna Murphy, hereby certify that I have received a copy of the City of Stonecrest, GA, Purchasing Policy which can be found at <https://www.stonecrestga.gov/Procurement.aspx> and agree to comply with all requirements of the City of Stonecrest, GA Purchasing Policy to the extent the policy is applicable to the undersigned.

Deanna Murphy 9/14/23

BY: Authorized Officer or Agent Date

(Service Provider Signature)

Director of Planning

Title of Authorized Officer or Agent of Service Provider

Deanna Murphy

Printed Name of Authorized Officer or Agent Date

EXHIBIT C

PURCHASING POLICY ADDENDUM

I, Deanna Murphy, AICP, hereby certify that I have received a copy of the City of Stonecrest, GA, Purchasing Policy which can be found at <https://www.stonecrestga.gov/Procurement.aspx> and agree to comply with all requirements of the City of Stonecrest, GA Purchasing Policy to the extent the policy is applicable to the undersigned.

Deanna Murphy 9/14/23 9/6/2023

BY: Authorized Officer or Agent Date

(Service Provider Signature)

Director of Planning
Vice President

Title of Authorized Officer or Agent of Service Provider

Deanna Murphy 9/6/2023
Eric S. Bosman, AICP

Printed Name of Authorized Officer or Agent Date

EXHIBIT C

PURCHASING POLICY ADDENDUM

Deanna Murphy

I, Brian Hightower , hereby certify that I have received a copy of the City of Stonecrest, GA, Purchasing Policy which can be found at <https://www.stonecrestga.gov/Procurement.aspx> and agree to comply with all requirements of the City of Stonecrest, GA Purchasing Policy to the extent the policy is applicable to the undersigned.

Deanna Murphy

9/14/23

9/11/2023

BY: Authorized Officer or Agent

Date

(Service Provider Signature)

Brian Hightower

Director of Planning

Title of Authorized Officer or Agent of Service Provider

Brian Hightower

Deanna Murphy

Printed Name of Authorized Officer or Agent Date

EXHIBIT D

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Stonecrest, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a City of Stonecrest license/permit and /or contract for
City of Stonecrest Comprehensive Plan Update (RFP #23-116)


[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

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. § 16-10-20.

Signature of Applicant: 

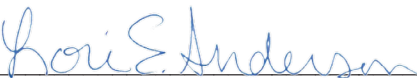
Date: 9/6/23

Printed Name: Eric S. Bosman, AICP

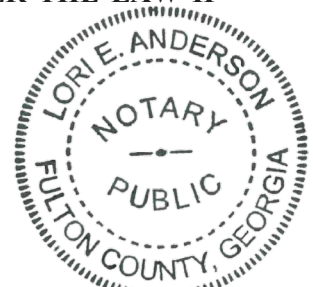
* Alien Registration number for non-citizens: _____

**** PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, PASSPORT WITH A COPY OF YOUR DRIVER LICENSE, OR OTHER DOCUMENTATION AS ALLOWED UNDER THE LAW IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

Subscribed and Sworn Before Me, this the 6th day of September, 20 23

Notary Public: 

My Commission Expires: 6/5/2027



* Note: O.C.G.A. § 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:

EXHIBIT D

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

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

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

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. § 16-10-20.

Signature of Applicant: DN Murphy

Date: 9/14/23

Printed Name: Deanna Murphy

* Alien Registration number for non-citizens: _____

**** PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, PASSPORT WITH A COPY OF YOUR DRIVER LICENSE, OR OTHER DOCUMENTATION AS ALLOWED UNDER THE LAW IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

Subscribed and Sworn Before Me, this the 14th day of Sept, 2023

Notary Public:

Bahja Askew

My Commission Expires: 9/27/24

* Note: O.C.G.A. § 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:

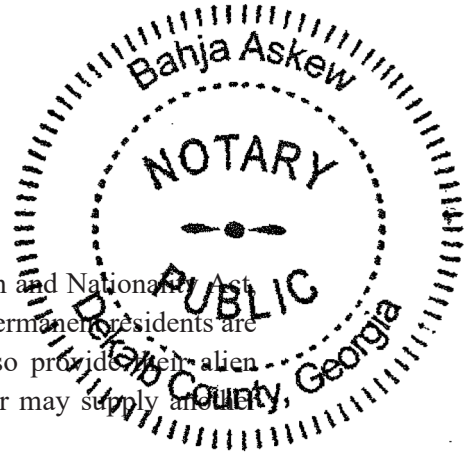


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[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

1. _____ x _____ I am a United States citizen

OR

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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, PASSPORT WITH A COPY OF YOUR DRIVER LICENSE, OR OTHER DOCUMENTATION AS ALLOWED UNDER THE LAW IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

Subscribed and Sworn Before Me, this the 1 day of September, 2023

Notary Public: _____

My Commission Expires: 9-1-2026

PATRICIA GAIL BUSH
Notary Public - State of Georgia
Fayette County
My Commission Expires Sep 1, 2026

* Note: O.C.G.A. § 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:

EXHIBIT E

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 14th day of Sept, 2023

Sizemore Group

(Name of Organization)

Deanna Murphy

(Title of Person Signing)

DM Murphy

(Signature)

23-116

(Bid Number)

ACKNOWLEDGEMENT

STATE OF Georgia)

COUNTY OF Fulton)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 14th day of Sept, 2023

Bahja Askew

Notary Public Signature

My Commission Expires: 9/27/24

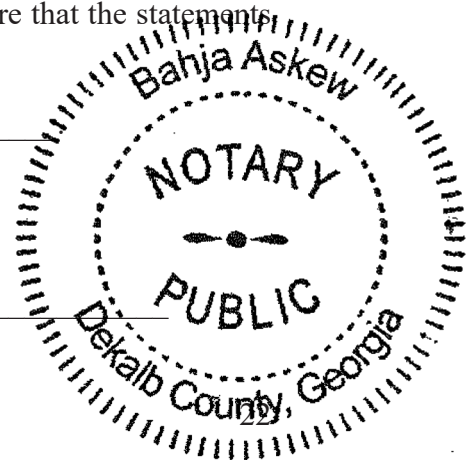


EXHIBIT E

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 6th day of September, 2023

Kimley-Horn and Associates, Inc.

(Name of Organization)

Vice President

(Title of Person Signing)



(Signature)

RFP #23-116

(Bid Number)

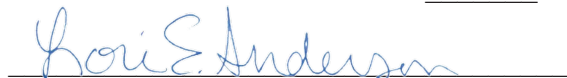
ACKNOWLEDGEMENT

STATE OF Georgia)

COUNTY OF Fulton)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 6th day of September, 2023.



Notary Public Signature

My Commission Expires: 6/5/2027

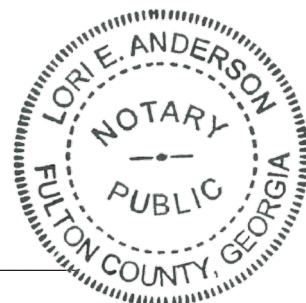


EXHIBIT E

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 1st day of Sept, 2023

The Collaborative Firm, LLC

(Name of Organization)

Business Services Director

(Title of Person Signing)

[Signature]
(Signature)

23-116

(Bid Number)

ACKNOWLEDGEMENT

STATE OF Georgia)

COUNTY OF Fayette)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 1 day of September, 2023.

[Signature]
Notary Public Signature

My Commission Expires: 9-1-2026

PATRICIA GAIL BUSH
Notary Public - State of Georgia
Fayette County
My Commission Expires Sep 1, 2026