

# Budget Request Form

DATE	11/13/2025	GRANT		Planning and Development			REQUESTOR	Tamaya Huff
LINE #	BUDGET LINE	MATCH	AWARD	CONTRACT AMOUNT REQUESTED	TO BE COMPLETED BY FINANCIAL DEPARTMENT			
					FUND	ORGANIZATION	ACCOUNT	PROGRAM
1	SURVEY	\$12,000.00	\$18,000.00	\$30,000.00	01	5032	52.1200	Professional Services
	25% SURVEY							
	75% SURVEY							
	First Draft Survey Report City							
	First Draft Survey Report DCA							
	Second Draft Survey City							
	Second Draft Survey DCA							
	Final Draft City							
	Final Drive DCA							
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33								
<b>TOTALS</b>		\$12,000.00	\$18,000.00	\$30,000.00				
Explanation of Request								
The City of Stone Mountain, Georgia (the "City") identified the need for additional funding to maintain its Certified Local Government ("CLG") status by updating its 2009 Stone Mountain Historic Resources Survey through the solicitation of consultant services for the assessment of two hundred fifty-five (255) documented properties								
Financial Department Use Only								
Approved/ Denied					Line Item	01.5032.52.1200		

**DRAFT  
CONTRACT**

# CONTRACT FOR PROFESSIONAL SERVICES

This CONTRACT, made and dated this 12th day of March in the year 2026:

**BY AND BETWEEN** WILLIAMSON LANDSCAPE ARCHITECTURE dba WLA STUDIO, with offices located at 675 Pulaski Street, Suite 1000, Athens, GA 30601, hereafter referred to as "CONSULTANT" and City of Stone Mountain with offices located at 875 Main Street, Stone Mountain, GA 30083, hereafter referred to as "CLIENT":

**WHEREAS** CLIENT intends to: Conduct a Historic Resources Survey for the City of Stone Mountain: (see Attachment A: Historic Resource Survey Area Map)

and:

**WHEREAS** CLIENT is desirous of engaging CONSULTANT to perform services for the project as described in *Article I, Scope of Work*:

**NOW, THEREFORE**, the CLIENT and CONSULTANT agree to the terms presented below.

## **ARTICLE I: SCOPE OF WORK**

Scope of services is outlined in Attachment B: Approach and Work Plan

and

The CONSULTANT(s) will conduct a comprehensive historic resources survey of approximately 438 historic parcels which will include buildings, structures, sites, and objects, constructed before 1986, and located within the boundaries of Survey Area #4, as shown on highlighted map attached to this RFP.

All project work shall conform to the *Secretary of the Interior's Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. The project work will be prepared in accordance to (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning*; (b) the Historic Preservation Division's guidance materials for identifying and documenting Georgia's historic resources, including the "Georgia Historic Resources Manual, August 2017," "Tips for Using GNAHRGIS as part of a Georgia Historic Resources Survey," and the Historic Resources Surveys and GNAHRGIS "Primer," all available online; as well as (c) the DEPARTMENT'S Georgia's Natural, Archaeological, and Historic Resources Geographic Information Systems (GNAHRGIS) web-based GIS database.

The CONSULTANT(s) will ensure that all survey data and digital photographs are entered in the GNAHRGIS online database within the contract period. All data groups in GNAHRGIS will be completed for each resource surveyed and a **minimum of two (2) digital photographs, dating to within (6) months of the survey date**, per surveyed resource will be uploaded. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant.

The CONSULTANT(s) will provide a survey area map(s) delineating surveyed parcels. The map will indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries, and any proposed amendments to existing boundaries, ALL addresses, legal parcels, ALL GNAHRGIS ID numbers and ALL street names, and be at a scale of 1" = 200'. The map will include a key explaining boundaries.

The CONSULTANT(s) will provide electronic submissions of the survey report and the survey map, to the City of Stone Mountain within the contract period.

The survey report is to include at a minimum:

- **Executive summary**, which includes the number of surveyed resources;
- **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and justification of the boundaries of the area surveyed, and the total number of surveyed resources;
- **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
- **Developmental history**: a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history;
- **Survey methodology**, including the fieldwork techniques and research methods employed while conducting the survey, references of previous surveys and any resurvey completed as part of this project;
- **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing all of the building types and all of the architectural styles as identified in GNAHRGIS, in addition to narrative defining the building types and architectural styles; local architectural character; some general observations (such as integrity and condition of resources, character defining features, and apparent developmental trends), and local landmarks and eccentricities;
- **Recommendations for future preservation activities, including**: potential National Register nominations for individual resources and/or historic districts with basic boundary justifications (s) for any proposed districts, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; potential updates and/or amendments to existing locally designated historic district listings, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
- **Acknowledgements**: Any publications based on activities supported by this grant assistance must contain the following acknowledgement:
  - *This Survey and Report has been financed in part with Federal funds from the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of National Resources. However, the contents, opinions, and recommendations expressed in this Survey Report do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Natural resources, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits Discrimination on the basis of race, color, national origin, age, gender or disability in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street, N. W., Washington, D.C. 20240.*
- **Appendix 1**: table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNAHRGIS ID number represents.
- **Appendix 2**: A survey map that delineates the survey area; existing local historic district and National Register-listed district boundaries and potential updates and/or amendments to these existing district boundaries; and the boundaries of identified potential new historic districts, both National Register and local; and the project survey area (this map will in addition to the separate 1"= 200' map discussed above).

All project development by the CONSULTANT(s) shall be reviewed by the City of Stone Mountain and the Georgia Department of Natural Resources Department of Community Affairs (DCA). The review process consists of GNAHRGIS data, first draft of the survey report and map, subsequent drafts of the survey report and map, final draft of the survey report and map, and other materials determined necessary during project development.

Prior to review by the DCA, the City of Stone Mountain shall review drafts of the survey report and map as outlined below by the due dates. If the City of Stone Mountain wishes to review draft GNAHRGIS survey data, the City of Stone Mountain shall be provided access to this draft data by the CONSULTANT(s).

The CONSULTANT(s) will complete project work by the following due dates.

**April 15, 2026:**

- Approximately 25% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Activity Report. City of Stone Mountain to submit spreadsheet to DCA via Tigers portal.

**July 15, 2026:**

- Approximately 75% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Activity Report. City of Stone Mountain to submit spreadsheet to DCA via Tigers portal.

**October 1, 2026:**

- Electronic submittal of First Draft of Survey Report and map (Adobe PDFs) (including a copy of the ArcGIS file geodatabase for any polygons) to the City of Stone Mountain for review and comment.

**October 15, 2026:**

- Electronic submittal of First Draft of Survey Report and map (Adobe PDFs) (including a copy of the ArcGIS file geodatabase for any polygons) to DCA by the City of Stone Mountain via Tigers portal.

**December 1, 2026:**

- Electronic submittal of Second Draft of Survey Report (Adobe PDF) to the City of Stone Mountain for review and comment, as necessary. Final version of one (1) set of survey map(s) (Adobe PDF) submitted for approval by City of Stone Mountain.

**December 15, 2026:**

- Electronic submittal of Second Draft of Survey Report and map (Adobe PDFs) to DCA by the City of Stone Mountain via Tigers portal.

**March 1, 2027:**

- Electronic submittal of Final Survey Report and Survey Map (Adobe PDFs) the City of Stone Mountain
- All GNAHRGIS data and digital photographs for each resource completed.

**March 13, 2027:**

- Electronic submittal of Final Survey Report and map (Adobe PDFs) to DCA by the City of Stone Mountain via Tigers portal.

The CLIENT'S Request for Proposal (RFP) and the CONSULTANT'S proposal are attached as ADDENDUM ONE and ADDENDUM TWO, respectively and are made apart of this contract. The CONSULTANT is required to fulfil all requirements identified in the RFP.

## **ARTICLE II: PRODUCTS**

The following products will be prepared and provided the CLIENT in accordance with a mutually agreed upon performance schedule:

- Electronic copies of Final Survey Report and Survey Map (Adobe PDFs)
- GNAHRIS data and digital photographs for each resource

## **ARTICLE III: SCHEDULE OF FEES**

### A. FEE

The fee to perform the Scope of Work presented in *Article I*, and to produce the products specified in *Article II* will be: Lump Sum Fee of Thirty Thousand Dollars (\$30,000.00) which includes:

1. The labor associated with the performance of the Scope of Work and the production of the specified products.
2. Office overhead to support the production labor.
3. Expenses

### B: EXPENSES

Expenses, include but are not limited to, such items as Travel, Long Distance Calling/Fax, Printing Costs, Reproducing Costs are included in the Lump Sum Fee. Invoices will include documentation that complies with federal regulation, including before and after mileage, gas receipts, the date and place of the expense, purpose of the trip, and name of person on the trip, including their title, or relationship to project.

## **ARTICLE IV: BILLING PROCEDURES AND PAYMENT TERMS**

### A. BILLING PROCEDURES

Invoices will be presented monthly after the execution of this contract for the work completed during that period.

### B. PAYMENT TERMS

Invoices are due and payable 10 days from the date of the invoice and considered delinquent if not paid within 30 days of their date.

A surcharge of 1.5% per month will be applied to the balance due on all accounts for each 30 days past due.

## **ARTICLE V: CLIENT'S RESPONSIBILITIES**

A. Promptly provide full information regarding the requirements of the project and base data as specified below at no cost to the CONSULTANT. CLIENT warrants the accuracy of such information and shall indemnify and hold the CONSULTANT harmless from all expenses, claims and or liability resulting from the use of such information.

B. Designate a representative to act in its behalf with respect to this project.

- C. Promptly report verbally and in writing to the CONSULTANT any fault or defect in the CONSULTANT'S services.
- D. Provide timely decisions and direction with respect to the project.
- E. Provide necessary access to the project and project site.

#### **ARTICLE VI: OWNERSHIP OF DOCUMENTS**

All drawings, specifications, reports and other products of the CONSULTANTS work shall be and remain the property of the CLIENT'S upon payment for the Scope of Work and Products completed.

#### **ARTICLE VII: TERMINATION OF AGREEMENT**

A. Client may terminate CONSULTANT'S services under this contract upon paying sums due CONSULTANT as set forth in Paragraph D. below and after giving 10 days prior written notice stating the reason for such termination.

B. CONSULTANT may terminate its services under this contract without liability for damages if not compensated pursuant to the terms of Article IV, Paragraph B. or upon material breach of contract by the CLIENT.

C. If the project is suspended by the CLIENT for a period of over 60 days, CLIENT shall make payments pursuant to Paragraph D. below.

D. Payment, in the event of termination or suspension of the Consultant's services under this article, shall be made to the CONSULTANT for all services performed to date of same, including all reimbursable expenses and charges for services incurred.

#### **ARTICLE VIII: PUBLICITY**

The CONSULTANT shall be free to use copies of the products in the promotion of its business unless otherwise directed by the CLIENT.

#### **ARTICLE IX: ASSIGNMENT**

Except as provided herein above or otherwise agreed in writing by the parties hereto, any assignment, hypothecation, transfer or subletting of this contract or any rights or duties hereunder, shall be void.

#### **ARTICLE X: EXTENT OF AGREEMENT AND NONWAIVER**

This agreement sets forth all the rights and obligations of the parties with respect to the Project, both with respect to the work previously done and to be done. This agreement supersedes all prior agreements and understandings of any nature and may be modified only by an instrument executed in writing by duly authorized persons. This agreement is binding on and inures to the benefit of the CLIENT and CONSULTANT, as well as their respective legal representatives, partners, heirs, administrators, successors and assigns. The failure of either party, in any one or more instances, to insist upon strict performance of any of the terms of this agreement or to exercise any right herein conferred, shall not be construed as a waiver or relinquishment to any extent of such party's right to assert or reply upon any such terms or rights in any other instances. In the event any provision of this contract shall be held to be invalid and unenforceable, the other provisions of this contract shall be valid and binding on the parties hereto. This Agreement may not be modified except by a written modification agreement, signed by CLIENT and CONSULTANT.

**ARTICLE XI: GOVERNING LAWS**

This contract shall be covered exclusively by the laws applicable to contracts made and wholly performed in the State of Georgia.

**ARTICLE XII: SCOPE OF AUTHORITY**

The persons signing this agreement on behalf of the CLIENT and the CONSULTANT warrant that he or she has the authority to do so, and if a corporation, is an officer of same.

**ARTICLE XIII: ENFORCEABILITY**

This contract shall not be enforceable by either party until this contract is signed by both parties.

IN WITNESS WHEREOF, CLIENT and CONSULTANT have signed and executed this contract the day and year identified below.

CITY OF STONE MOUNTAIN

WLA STUDIO

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Name:

Name: Keyes Williamson

Title: \_\_\_\_\_

Title: Principal Landscape Architect

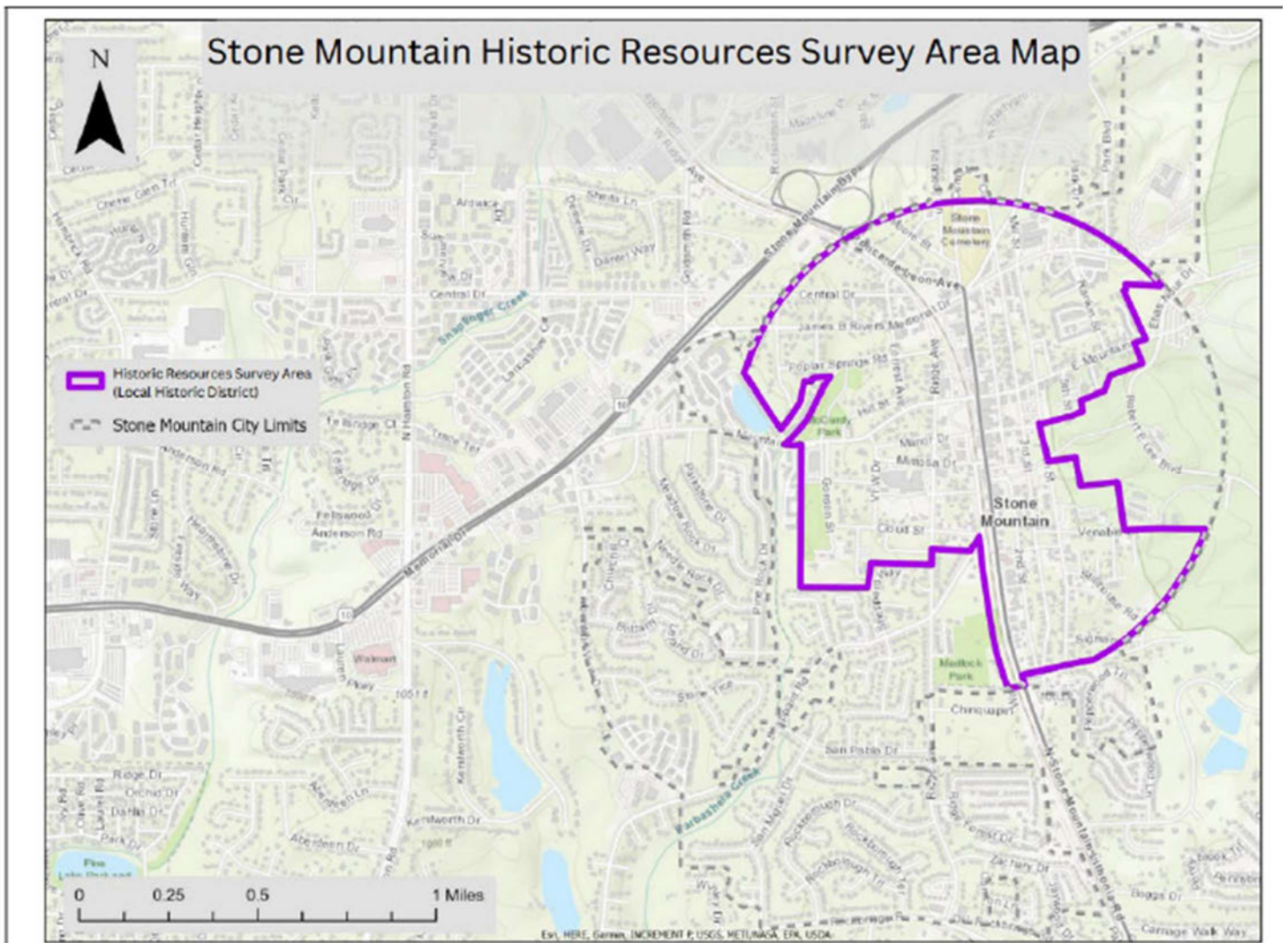
DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT A**  
**HISTORIC RESOURCES SURVEY**  
**AREA MAP CITY OF STONE**  
**MOUNTAIN**

Map delineating boundaries of FY2025 HPF grant-funded historic resources survey for the City of Stone Mountain identified as area within the purple boundary line. The survey area is bounded by the city limits to the north; the city limits to the east, excluding Stone Mountain Park property; to the south, the boundary runs along the western side of the CSX railroad; to the west, the boundary starts at the intersection of Sheppard Road and Cloud Street extending southwest to include Hearthstone Street and VFW Drive properties then extending north to include all properties on Gordon Street and Sexton that extends to the city limits. The survey area includes the following National Register of Historic Places-listed districts: Stone Mountain Historic District.

If funds allow for survey of additional resources outside of these boundaries, the consultant and the City should work with DCA to define additional survey area boundaries in a systematic manner.



# Historic Resources Survey Stone Mountain, Georgia

## APPROACH AND WORK PLAN

	Principal Landscape Architect Keyes Williamson	Project Manager Anders Yount	Sr. Historic Preservationist Olivia Head	HPD Field Assistants (2) Jennifer Peppers Liz Solomon
<b>Project Initiation / Kick-Off Meeting</b>				
Project Start-Up	1			
Background Materials from City, not limited to:				
Existing Survey Information				
Existing Mapping / City Base Maps / Tax Parcel Maps / Aerial Maps				
National Register / Local District Nomination Forms and Maps				
Review Data Provided		4		
Preview of Survey Area				
Identify Prior Resources in Survey Area in GNAHRGIS				2
Meeting with City (Virtual)	1	1		1
Discuss Scope, Methodology, Schedule & Products				
Share Goals and Objectives of Project with WLA				
Identification of Key Contacts				
Stakeholder Meeting				
<b>Fieldwork / Research / Public Meeting</b>				
Intensive Level Field Survey		8	8	18
Field Survey Forms				
Date of Construction, Number of Stories, Architectural Style / Type				
Construction Material, Current Use, Condition, Neighborhood Name				
Photographs				
Map ID				
Progress Meeting with City's Project Manager				
Research for Survey Area / Report		16		
Public Meeting				
HPD Research		8		
<b>GNAHRGIS Entry</b>				
Phone / Email Updates with City's Project Manager				
Online Data Entry		60		38
QA/QC Data Entry				
Photographs				8
Formatting				
Upload HPD ArchSite				
<b>Historic Resources Survey Report (1st Draft)</b>				
Draft Report		126		
Executive Summary (Information Provided by City)				
Project Description (Information Provided by City)				
Summary of Previous Preservation Projects (Information Provided by City)				
Survey Methodology and Results				
Developmental History				
Architectural Analysis				
National Register Eligibility / Local Designation / Proposed Boundary Changes				
Recommendations for Additional Actions				
Mapping				
QA/QC	1		4	
Submit to City & DCA				
<b>Historic Resources Survey Report (2nd Draft)</b>				
Receive Comments (City's Project Manager to Consolidate City & DCA Comments)				
Revise Draft Report		8		
QA/QC	1		2	
Submit to City & DCA for Review				
<b>Historic Resources Survey Report (Final Report)</b>				
Receive Comments (City's Project Manager to Consolidate City & DCA Comments)				
Revise Draft Report		8		
QA/QC	1		2	
Submit Final Report to City & DCA				
Present findings to City/Public				
<b>Total Hours</b>	<b>5</b>	<b>239</b>	<b>16</b>	<b>67</b>
	<b>Total Project Hours:</b>			<b>327</b>
<b>Hourly Rate Structure</b>	\$191	\$88	\$106	\$85
	<b>Total Labor Fee: \$29,378</b>			

# Historic Resources Survey Stone Mountain, Georgia

## FEE PROPOSAL

<i>Labor</i>	\$29,378
<i>Expenses</i>	\$622
<b>LUMP SUM FEE</b>	<b>\$30,000</b> *

## ESTIMATED EXPENSE SUMMARY

<i>Item</i>	<i>No.</i>	<i>Unit Rate</i>	<i>Total Cost</i>
<b>Product Submittals</b>			
Electronic Reports			\$0.00
1st Draft Report to HPD			\$0.00
Set of 1st Draft Maps to HPD			\$0.00
2nd Draft Report to HPD			\$0.00
Final Report			\$0.00
Set of Final Maps - USB	2		\$0.00
Final Report - USB	2	\$5.00	\$10.00
<b>Travel - will comply with 48 CFR 31.205-46</b>			
RT mileage (120 miles @ \$.725/mile)	3	\$87.00	\$261.00
Local miles (20 miles @ \$.725)	1	\$14.50	\$14.50
HPD Research (50 miles @ \$.725/mile)	1	\$36.25	\$36.25
Per Diem (\$25 per day)	8	\$25.00	\$200.00
<b>Miscellaneous Expenses</b>			
Photocopies/Research	1	\$50.00	\$50.00
FedEx/Mailings/Support	1	\$50.00	\$50.00
		<b>Expenses Total</b>	<b>\$621.75</b>

\* This fee is for the estimated 438 resources