



Mayor & City Council

Workshop Session

~ Agenda ~

City of College Park
3667 Main Street
College Park, GA 30337

<http://www.collegeparkga.com>
404-669-3756 (Main)

Experience College Park
Georgia's Global City

Tuesday, January 21, 2020

6:00 PM

Council Chambers

1. College Park Rebranding and Marketing as a Function of the Strategic Plan. See memorandum dated January 15, 2020 from Convention Center Executive Director Mercedes Miller and supporting documentation.
2. Considerations Regarding Public Relations Contractual Services. See memorandum dated January 16, 2020, from City Manager Terrence R. Moore
3. Clarifications Regarding Bus Shelter Installations and Programming. See memorandum dated January 16, 2020, from City Manager Terrence R. Moore



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

WORKSHOP AGENDA ITEM

DOC ID: 7836

DATE: January 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Mercedes Miller, Convention Center Executive Director

RE: College Park Re-branding and Marketing as a function of the Strategic Marketing Plan

The primary focus of the Strategic Plan is predicated on maximizing our greatest commodity, hospitality and assets through psychological messaging that College Park is growing, engaging and concerned about the entire community. Additionally, a change in focus through discussion regarding the importance of re-branding and marketing was the foundation of developmental training of the CP staff at-large. This which helped to ensure that the culture becomes totally acclimated to the plan. New logo concepts are designed and presented to convey the message that College Park is a city the world must know. The presentation will outline the steps to achieve a total re-branding of the City.

ATTACHMENTS:

- CP Logo Mural & Sign treatments (PDF)


Review:

- Mercedes Miller Completed 01/15/2020 11:08 AM
- Rosyline Robinson Completed 01/16/2020 9:21 AM
- Artie Jones Pending
- Michael Hicks Completed 01/15/2020 5:05 PM
- Ferman Williford Pending
- Jackson Myers Completed 01/15/2020 4:52 PM
- Human Resources Completed 01/16/2020 9:11 AM
- Charles Christopher Cook Completed 01/16/2020 9:11 AM
- Terrence R. Moore Pending

- Mayor & City Council Pending 01/21/2020 6:00 PM



COLLEGE PARK CITY HALL

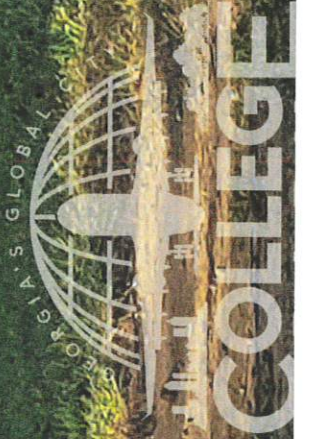


COLLEGE PARK

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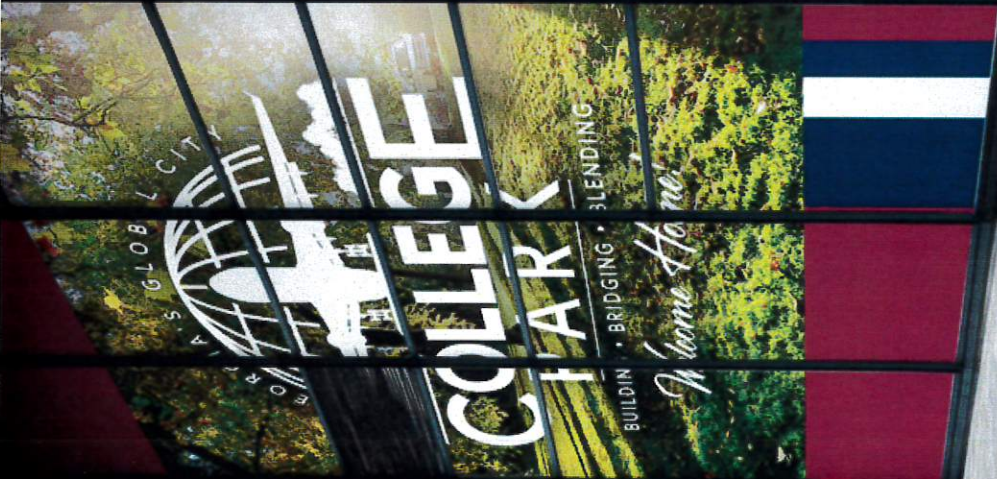
Welcome Home!

AMERICAN LED TECHNOLOGY





Marketing & Strategic Branding
We Make Your Business OUR Business



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WORKSHOP AGENDA ITEM

DOC ID: 7867

DATE: January 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Shavala Moore, City Clerk

RE: Considerations Regarding Public Relations Contractual Services

As reported in a recent city council information letter report, city administration recently directed a request for proposal process to entertain and evaluate interest from firms relative to the City of College Park's public relations goals and objectives. As such, a total of eight responses were received, including one from the organizations current service provider Phase 3 Communications (whose current agreement is currently operating on a month to month basis since its initial expiration of September 30, 2019).

This evening's dialogue therefore provides an opportunity for Mayor and City Council to offer policy direction accordingly. Attached background information relative to the services involving Phase 3 Communications is likewise included to help assist this deliberation.

Thanks.

ATTACHMENTS:

- CP Marketing Scope of Work.1.14.20 (PDF)
- Phase 3 Marketing Scope of Work.1.14.20 (PDF)

Review:

- Shavala Moore Pending
- Terrence R. Moore Pending
- Mayor & City Council Pending 01/21/2020 6:00 PM



PURPOSE, SPECIFICATION(s), S.O.W.

GENERAL PURPOSE

The City of College Park (City) is soliciting proposals from qualified entities to provide public relations services, for the City on various projects.

SCOPE of WORK

The selected contractor shall provide and/or assist with strategic planning, designing, executing and administering advertising and public relations programs. The Contractor shall accomplish this by providing creative expertise, media placement, and account personnel, as stated in this Bid Solicitation.

ADVERTISING

The Contractor shall provide the following advertising plan in accordance with a Campaign, as required by the City:

1. Recommend and develop creative, research-based advertising objectives and strategies targeted to designated markets and/or the public.
2. Submit a media plan for advertising, explaining how the target audience is reached and matched to the proposed media. The media plan shall offer details of the media mix, specific media vehicles, media schedule, and media budget. The media plan shall include, at a minimum, the following:
 - a. Identification of the target audience
 - b. Specific media to be used
 - c. Timing, frequency, penetration, and length of placement
 - d. Allocation of placement dollars within the selected media
 - e. Justification for each element of the media plan detailing maximum impact, cost effectiveness, and return on investment
 - f. A complete itemization of media cost
3. Provide the creative, account, and production personnel required to plan, design, execute, and administer approved advertising programs based on strategic marketing plans and the targeted consumer base.
4. Design and produce creative concepts that are based on relevancy, market research, cost effectiveness, target market reach and frequency, and program development. The City may request up to three (3) edits to the creative concepts to be presented for approval before the selection and execution of the final advertising plan.

5. Include Spanish and or other language translations of advertising materials as requested.
6. Provide creative services based on target audience and potential target audience profile research and studies, where applicable. Evaluate all available media and provide recommendations for media mix in terms of cost, reach, program development index, and fit.
7. Execute all contracts with the media and other third parties, including the negotiation of the best possible rates for any contracts, when required. All such contracts shall be entered into as an independent contractor and not as an agent of the City. All cost benefits must be passed to the City. Contractor's markup shall only apply to the net cost for media placement. The City shall retain the right to audit the Contractor's books to verify the City is receiving all net prices, discounts and rebates.
8. Coordinate existing research data to provide pre-analyses and post-analyses and topics for primary marketing research such as focus groups and surveys, including web based surveys, if applicable and included in the Mini-Bid request.
9. Produce strategic advertising schedules for outdoor and electronic media. Create for City approval, a copy for all creative concepts for television and outdoor advertisements, and place such, if required and approved, according to estimates and schedules.
10. Supply photographic services as needed and approved by the City.
11. Create, produce, and distribute the following, if selected as part of the media mix:
 - a. Outdoor advertisements
 - b. Radio spots
 - c. Print advertisements
 - d. Television commercials
 - e. Internet advertisements
 - f. Transit advertisements
 - g. Collateral and other advertising
 - h. Social media property content and management
 - i. Special events coordination
 - j. Web page designs
12. Develop, manage, and execute all required marketing research programs. These services may include, but are not limited to, economic impact studies, web based surveys and analytics, media research, demographic studies, advertising concept testing, and/or consumer segmentation studies. All such programs and services shall be approved in advance by the City.
13. Provide data analyzing the impact of its Campaign to the City.
14. Provide the City with final documents outlining the background, strategy, objectives, target audience(s), scope of work, budget, deliverables, timeline and measurement criteria for outcomes to be achieved in the course of each specific Campaign in accordance with its Engagement Response and subsequent City's approved revisions.

15. Coordinate the production, use, dissemination, and distribution of various forms of communication, literature, publications and advertising materials called for in the advertising plan, upon approval of the required detailed advertising plan by the City. All materials must be submitted in advance of production deadlines for approval by the City.
16. Provide the City with reports concerning the rationale and recommended media buys for each project including budget, media flight dates, reach and frequency data, and location and outlet information.
17. Provide the City with copies and Tear Sheets of all print insertion orders and broadcast orders that are placed by the Contractor. The Contractor shall also provide electronic and print or recorded copies of all final advertising and promotional materials.
18. Participate in conference calls and meetings with the City as needed during an engagement to review the status of the current project and address programmatic details and issues to ensure timely delivery and successful outcomes of the Campaign.
19. Examine or audit the advertising and media placements released through the various media to verify that quality, timing, position, and distribution are consistent with the media plan and schedule, following submission of advertising material to the media or other third parties.

PUBLIC RELATIONS

The Contractor shall provide the following in accordance, if requested by the City:

1. Prepare and execute a public relations plan, which should further develop the plan that was proposed in the Engagement Response, which parallels and complements the objectives of the Campaign, with the approval of the City.
2. Identify and pursue news and feature placement opportunities and pitch stories to all forms of media.
3. Produce and place press releases and matte releases in daily and weekly newspapers, including the minority press, periodicals, newsletters, trade press and national and international publications, if applicable.
4. Recommend, as appropriate, events to launch, roll out, and conclude Campaigns and, after approval from the City, plan and execute these events.
5. Provide the City with copies of all public relations materials that are placed and distributed by the Contractor.
6. Coordinate the production, use, dissemination, and distribution of various forms of communication, literature, publications, and public relations materials called for in the plan, upon approval of the required detailed public relations plan by the City. All materials must be submitted in advance of production deadlines for approval by the City.
7. Execute all contracts with the media and other third parties, including the negotiation of the best possible rates for any contracts, when required. All such contracts shall be entered

into as an independent contractor and not as an agent of the City. All cost benefits must be passed to the City. Contractor's markup shall only apply to the net cost for media placement. The City shall retain the right to audit the Contractor's books to verify that the City is receiving all net prices, discounts and rebates.

8. Provide written project status reports to the City as requested.
9. Participate in conference calls and meetings with the City as needed during an engagement to review the status of the current project and address programmatic details and issues to ensure timely delivery and successful outcomes of the Campaign.
10. Examine or audit the placements released through the various media to verify that quality, timing, position and distribution are consistent with the media plan and schedule, following submission of public relations material to the media or other third parties.

PHASE:3

MARKETING AND COMMUNICATIONS

City of College Park – Public Relations Proposal September 7, 2018

[Scope of Work]

On behalf of the City of College Park, Phase 3 Marketing and Communications (P3MC) will provide 20 hours per month of public relations and content development services, inclusive of media relations, website content development and newsletter content development for the City of College Park.

[Meeting + Reporting]

- Bi-weekly conference call with P3MC team + City of College Park team
- Monthly in-person meeting per month with P3MC team + City of College Park team
- Earned editorial coverage sent via email as published
- Monthly editorial report provided at the end of each month to Mayor Longino, City of College Park City Council, City Manager Moore and Gerald Walker, Director of Communications
- Pitch report provided at end of each month
- Meeting agendas and recaps provided before and following each call and in-person meeting

[Media Relations]

P3MC will serve as an extension of the City of College Park communications team, and the comprehensive plan of action will include the below outlined tasks, with a focus on generating positive press for the city. A

- Draft and distribute two (2) press releases per month on behalf of the City of College Park
- Consistently maintain editorial placements in targeted publications by proactively pitching creative and unique story ideas for the city
 - Distribute at least 5 pitches each month on behalf of the City of College Park
 - Secure at least one (1) earned editorial placements per month
- Create media strategy to properly align the City of College Park services and extensions with the vision and objectives of the City's messaging goals
- Media relations for all City of College Park events
- Develop and maintain target media list including local and regional print, radio, online and pitch appropriate story angles for TV appearances as well as manage incoming press inquiries
- Host media at events and coordinate individual media visits as appropriate
- Develop opportunities for interviews and articles in local publications
 - A member of your team will provide all information on the outlet prior to the interview
 - A team member will be in attendance when possible for television or radio interviews
- Provide media clips as they are published and a clipping report on monthly basis or as needed

[Awards and Accolades]

Phase 3 Marketing and Communications will work on behalf of the City of College Park to secure local awards and accolades for the city. P3MC will ensure the city meets all requirements, completing necessary applications and personally corresponding with appropriate media contacts.

[Website Content]

- Phase 3 will provide up to ten (10) hours a month of content development where existing content is reviewed and enhanced and new content is developed. Our Content team is focused on creation of elegant, actionable messaging that drives consumer engagement.
- Weekly website updates, inclusive of uploading press releases and editorial coverage as approved by the

ATLANTA

60 Walton Street
Atlanta, GA 30303

CHARLESTON

87 Market Street
Suite C
Charleston, SC 29401

CHARLOTTE

1435 West Morehead St
Suite 200
Charlotte, NC 28208

DALLAS

415 Regal Row
Dallas, Texas 75247

NASHVILLE

1808 Patterson Street
Nashville, TN 37203

PHASE:3

MARKETING AND COMMUNICATIONS

City of College park team

[City of College Park Newsletter]

- Support development of annual editorial calendar for bi-monthly City of College Park newsletter
- Phase 3 will provide up to five (5) hours, bi-monthly, for newsletter content development, inclusive of research and writing of up to four (4) newsletter stories for each newsletter edition

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WORKSHOP AGENDA ITEM

DOC ID: 7868

DATE: January 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Rosyline Robinson, Executive Assistant

RE: Clarifications Regarding Bus Shelter Installations and Programming

In response to interest communicated by elected officials to review the possibilities of additional bus shelter installation activity in the community, Special Projects Administrator Jackson Myers was asked to contact representatives from MARTA to discuss protocols relative to associated capital improvement planning and installation scheduling.

As referenced in the background information, MARTA is currently working with the City of College Park to expand bus shelter presence as noted. This includes opportunities for Highway 29, not involving financial resources from the City of College Park.

Thanks.

ATTACHMENTS:

- Bus Shelter Supporting Documentation (PDF)

Review:

- Rosyline Robinson Completed 01/16/2020 9:59 AM
- Rosyline Robinson Completed 01/16/2020 9:59 AM
- Terrence R. Moore Pending
- Mayor & City Council Pending 01/21/2020 6:00 PM

Terrence Moore

From: Jackson Myers
Sent: Wednesday, January 15, 2020 9:12 AM
To: Erica Jones
Cc: Terrence Moore; Bianca Motley Broom; Ambrose Clay; Roderick Gay
Subject: FW: Clayton County MARTA Bus Shelters inside College Park

Please see email traffic between CP and MARTA. Thanks Jackson

From: VanSickle, Ryan <RVanSickle@itsmarta.com>
Sent: Tuesday, January 14, 2020 5:06 PM
To: Jackson Myers <jmyers@collegeparkga.com>
Cc: Wallace, Richard D. <rwallace@itsmarta.com>
Subject: RE: Clayton County MARTA Bus Shelters inside College Park

Jackson,

Thanks for talking with me about bus shelters this afternoon! To recap:

- **Permits:** The City will not permit the two shelter sites near the convention center, but plans to release the other 4 that we applied for.
- **IGA:** Ryan will continue working to get information about how we can resolve the trash collection conflicts between the 2012 Outfront Media and 2019 Transit Amenities IGAs.
- **Request at Roosevelt Hwy/Herschel Rd:** We received your request and will evaluate the requested stop (#176124 – Roosevelt Hwy & Herschel Rd) for possible inclusion in the upcoming year of our amenities project. As you stated, there are new apartments proposed nearby.
- **Future amenities locations:** We will provide more advanced notice for the next round of proposed amenity sites so that we can work through any siting issues with the City in advance of our permit applications.

And to recap the list of shelter locations we've applied for that aren't by the convention center:

- 176157 - Sullivan Rd & Embarcadero Ln
- 176060 - Sullivan Rd & Edison Dr
- 176152 - Old National Hwy & Sullivan Rd
- 213224 - Riverdale Rd & Fayetteville Rd

Another question for you: we're considering at a potential shelter at Main St & John Wesley Ave (Stop 166042, on the railroad side of Main St) in downtown College Park. We haven't started design, and I wanted to check with you if the City would allow a shelter at this location. Could you let me know so that we can start design or cancel the location?

Thanks again for your time and assistance! I will be in touch once I have some more information about the IGA – please feel free to call or email in the meantime if you have any questions or would like any additional information.

Ryan VanSickle | Senior Transit Systems Planner
 Metropolitan Atlanta Rapid Transit Authority
 Office of Transit System Planning
 404-848-4151 | rvansickle@itsmarta.com



- **Shelter on Convention Center Concourse:** There is an agreement between the City of Atlanta and the City of College Park that requires College Park to pay a fee for every non-airport passenger who using the ATL Skytrain's GICC Gateway Station. Accordingly, the College Park has some concerns about the effect of upgrading nearby Bus Stop 213226 – 2020 Convention Center Concourse with a shelter, as it could affect the fees that must be paid to Atlanta.
- College Park does not plan to issue permits for bus shelter construction at this time until there is some resolution to these issues.

Please feel free to amend/correct the notes here if I have mis-stated anything, and thanks for making us aware of these issues! I will reach out to you once I have an update, and please feel free to get in touch with any questions you have in the meantime.

Ryan VanSickle | Senior Transit Systems Planner
Metropolitan Atlanta Rapid Transit Authority
Office of Transit System Planning
404-848-4151 | rvansickle@itsmarta.com



Please consider the environment before printing this e-mail.

From: Jackson Myers <jmyers@collegeparkga.com>
Sent: Thursday, December 12, 2019 5:31 PM
To: VanSickle, Ryan <RVanSickle@itsmarta.com>
Subject: Clayton County MARTA Bus Shelters inside College Park

Ryan,

I am missing my email from you! Jackson

Request a change in Clayton County Transit Amenities Agreement to maintain our Fulton County Transit Agreement by using the language in our February 22, 2012, bus shelter advertising participation agreement are as follows: the advertising company is responsible for cleaning and trash pickup.

Proprietary Statement

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the City of College Park, GA by emailing it@collegeparkga.com and place Proprietary Statement Response in the subject line. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

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Jackson Myers

From: Eugene Smith <esmith@fdmlegal.com>
Sent: Tuesday, August 2, 2016 7:54 PM
To: Jackson Myers
Cc: Steve Fincher; Destiny Washington
Subject: TSPLOST proposed transportation project list

Jackson,

You queried whether the list of College Park projects for which transportation local options sales tax (TSPLOST) revenues can be used may be revised after the referendum authorizing such tax has occurred. As discussed below, the answer is no.

Under present legislation (enacted in 2015 and slightly revised in April of this year), a TSPLOST can be implemented only after it is approved by the voters. Several steps must be taken before such referendum occurs. The county must meet with the cities within its jurisdiction to discuss, among other things, transportation projects to be funded by the TSPLOST revenues. The county and the cities may enter an intergovernmental agreement that includes a list of those projects. Thereafter, the county, by resolution, must call for a referendum on implementing the TSPLOST and the resolution must describe the "specific transportation projects" that such tax would fund. After the tax is implemented, the Code requires that the proceeds be used "exclusively for the transportation purposes specified in the resolution calling for imposition of the tax." O.C.G.A. § 48-8-269.5.

No case law addresses the exact issue of whether the project list can be amended after the referendum. This is not surprising given the recent enactment of these statutes. However, the legislative scheme strongly suggests that post-referendum revisions are prohibited. The statutory steps prior to the election repeatedly require an identification of the proposed projects. These requirements have one overall goal: Voter approval of the implementing of a TSPLOST and of the "specific transportation purposes" for which the resulting tax monies will be used. Further, the legislation expressly limits capital outlays "exclusively" to the previously identified purposes.

The law concerning a special purpose local options sales tax (SPLOST) supports this conclusion. Like TSPLOST, a SPLOST may be levied only after voter approval of a referendum that, among other things, identifies the projects to be funded. Mirroring the language limiting the use of TSPLOST funds, SPLOST proceeds "shall be used . . . exclusively for the purpose or purposes specified in the resolution or ordinance calling for imposition of the tax." O.C.G.A. § 48-8-121. The Supreme Court and the Attorney General have strictly construed this text and have concluded that, following the referendum, counties and municipalities cannot expand the use of SPLOST funds from the delineated projects. See Johnstone v. Thompson, 280 Ga. 611 (2006); Dickey v. Storey, 262 Ga. 452 (1992); 2007 Op. Attn'y Gen. No. 2007-5. For the foregoing reasons, College Park could not amend the list of transportation projects funded by the TSPLOST revenues once the referendum occurs.

Nothing prevents College Park from revising the proposed transportation projects before the referendum. If the City desires to alter the current draft of these projects, it presently should undertake that task.

One final comment: The current list of College Park's proposed transportation projects includes, as a Tier 2 purpose/project, the improvement of "Washington Road (Camp Creek Parkway to Delowe Drive)." The identified section of Washington Road is within the limits of East Point and not within those of the City. As this area is under the control of East Point and not under College Park's jurisdiction, the City would not have the authority to include it in a proposed transportation project. I would recommend removing this matter from the City's list of proposed projects.

Let us know if you have any questions or need more information.

City of College Park T-SPL0ST

PAGE 1

Tier 1	Project Type	Cost	Notes	Location
CP-101	Maintenance and Safety Enhancements - Resurfacing	Various Location	\$716,447	All Wards
CP-102	Bridge Improvement Herschel road at Camp Creek, South Fork	Bridge Improvement	\$544,500	Ward 2
CP-103	Bridge Improvement Camp Creek, Frontage Road at Camp Creek	Bridge Improvement	\$356,400	Ward 1 & 2
CP-104	Old National Highway Planning Study	Operation Safety	\$45,280	Ward 2 & 3
CP-105	Old National Highway sign timing maintenance	Operation Safety	\$100,000	Ward 2 & 3
CP-106	Operation and Safety Main Street at Virginia Avenue	Intersection Improvement	\$176,000	Ward 3
CP-107	Operation and Safety Main Street at Havard Avenue	Intersection Improvement	\$176,000	Ward 1 & 3
CP-108	Operation and Safety Virginia Avenue at College Street	Intersection Improvement	\$176,000	Ward 1
CP-109	Operation and Safety Virginia Avenue at Adams Street	Intersection Improvement	\$176,000	Ward 3
CP-110	Operation and Safety Virginia at Madison Street	Intersection Improvement	\$176,000	Ward 3
CP-111	Operation and Safety Conley Street at Columbia Avenue	Intersection Improvement	\$176,000	Ward 2
CP-112	Operation and Safety Old National Highway at Godby Road	Intersection Improvement	\$1,000,000	Ward 2 & 3

Fulton County PI
0006912 \$4,333,229

GDOT Funded Project
ID: 0015271 Total Cost
\$1,176,238

Fulton County PI
0006912 (T209) SR
279/Old National
Highway Sidewalks
Improvement Project
\$4,333,229

Ask Fulton County?

City of College Park T-SPL0ST

PAGE 2

Tier 1	Project Type	Cost	Notes	Location	
CP-113	Operations and Safety Rhodes Street Ext off Camp Creek to Yale	Corridor Improvement	\$1,600,000	\$604,425.07 Baldwin Paving & \$700,000 Colonial Pipeline TOTAL \$1,304,425	Ward 2
CP-114	Pedestrian/Bike Improvement Old National Highway at I-285 only	Intersection Improvements	\$156,000		Ward 2 & 3
CP-115	Pedestrian/Bike Improvement Virginia Avenue bike lanes (Main Street to Harrison Road)	Sidewalk Improvements	\$166,000		Ward 3
CP-116	Pedestrian/Lake Shore Drive/Janice Drive (Herschel to Sun Valley)	Sidewalk Improvements	\$374,000		Ward 4
CP-117	Pedestrian/Bike Improvement Camp Truit (Herschel Road to Airport Drive)	Sidewalk Improvements	\$515,872		Ward 4
CP-118	Pedestrian/Bike Improvement College Street (Harvard Avenue to Oxford Avenue)	Sidewalk Improvements	\$908,000		Ward 1 & 2
CP-119	Pedestrian/Bike Improvement Virginia Avenue (Lee Street to Atlanta Street)	Sidewalk Improvements	\$1,288,000		Ward 1 & 3
CP-120	Landscape/Streetscape Buffington at South Fulton Parkway (Partial Funding)	Intersection Improvements	\$502,000	GDOT Funded Project ID # 0013948 & 0013949 Bridge and Road Replacement \$30 million	Ward 2
CP-121	Pedestrian Bike/Landscape Old National Highway at I-285 (Partial Funding)	Landscape/ Streetscape	\$502,500		Ward 2
CP-122	Quick Response Projects (To be Determined)	Quick Response Project	\$819,231		All Wards
320 4960 54 7540					

Street Widening and Traffic Signal Camp Creek Parkway	Purchase Order No. 2019- 0000139	\$604,425.07	CP -113	\$995,575
Install 2,080 Linear feet of 5 feet sidewalk along right of way on Herschel Road	Purchase Order No.	\$ 167,992.00	CP -122	\$793,327
2019 T-SPLIST STREET RESURFACING PROJECT	Purchase Order No.	\$426,353.00	CP - 101 Rugby Avenue	\$290,091
Colonial Pipeline lowering	Purchase Order No.	\$700,000.00	CP -113	\$700,000
		\$1,030,778.07		\$2,778,993



CITY OF COLLEGE PARK

P.O. BOX 87137 · COLLEGE PARK, GA 30337 · 404.767.1537

REG SESSION AGENDA REQUEST

DOC ID: 3942

DATE: October 13, 2015

TO: The Honorable Mayor and Members of City Council

THROUGH: Terrence R. Moore, City Manager

FROM: Jackson Myers, Special Projects Administrator

RE: Progress Regarding New Bus Shelters on Highway 29

All contracts have been signed for the construction of the two bus shelter pads and bus shelter structures to be located in proximity to 2601 Roosevelt Highway.

Georgia Department of Transportation (GDOT) approved those two structures to be built inside their right-of-way on September 15, 2015. The Office of the City Manager received a copy of the permit from the GDOT Area Engineering office September 18, 2015.

Underground utility locates permits have been approved.

I, have made contact with our College Park Power Department Director Hugh Richardson. He will coordinate during construction and make sure that electric power is connected when the two structures are built.

Unless delayed by weather, our construction work will start in early November. We approximate that construction will be complete by mid-December.

Following completion of those two bus stop shelters they will then be turned over to MARTA and Outfront Signs, for ongoing maintenance.

MARTA and Outfront Signs will also maintain insurance for any future damage or replacement.

Review:

- Jackson Myers Completed 10/13/2015 2:34 PM
- Rosyline Robinson Completed 10/13/2015 5:01 PM