

CITY OF METTER
CALLED MEETING
MONDAY, OCTOBER 19, 2026
4:30 P.M.
49 S ROUNTREE STREET

1. CALL TO ORDER
2. WELCOME
3. INVOCATION
4. PLEDGE
5. APPROVAL OF AGENDA
6. NEW BUSINESS
 - a) Consideration of a motion to conduct an elimination in force eliminating the Planning Director position.
 - b) Consideration of a motion to enter into a contract with Bureau Veritas for on-call zoning administration services.
 - c) Consideration of a motion to approve a resolution reappointing Cliff Hendrix to the Metter-Candler County Airport authority for a three-year term which will expire on December 31, 2029.
7. ADJOURNMENT

Angie Conner

From: James McKie
Sent: Thursday, October 15, 2026 3:03 PM
To: Rashida Taylor; Tara Tremblay; Chyrileen Kilcrease; Gregory Thomas
Cc: Angie Conner
Subject: Bureau Veritas Contract
Attachments: Bureau Veritas - City of Metter - Zoning Administration Services - SOQ.pdf;
DRAFT_PSA_Metter_Zoning Administration Support.pdf

Mayor and Council,

I have attached the draft contract between the City of Metter and Bureau Veritas which is on the agenda for Monday's called meeting. I have also attached their original proposal for reference. The basics are a \$135.00 an hour fee for all contracted works which includes video conferencing, if necessary, with additional fees for in-person travel. The contract does not have a set length, but a 30-day notice if we wish to terminate is required. A 15-day notice is listed in one area of this draft which is being corrected to 30 days to be in concert with the first section. We of course would need this for our benefit as well to ensure all in-process tasks were provided to the city upon termination. The final corrected agreement will be available before the meeting for final review. There are no minimum requirements except for in-person events at 3 hours. The prices may increase upon an annual review; however, we would have to agree to continue the contract at that point. If you have any questions, please reach out.

Regards,

James D. McKie
City Manager

City of Metter
P.O. Box 74
Metter, Georgia 30439
912-685-2527 Office | 912-426-0552 Cell



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**BUREAU
VERITAS**

CITY OF METTER, GA

ON-CALL ZONING ADMINISTRATION SERVICES

CITY OF METTER CONTACT

Scott Wood, City Manager
49 S Rountree St
Metter, Ga 30439
P. 770-990-5426
E. Swood@cityofmetterga.gov

August 26, 2026

CONTACT REGARDING THIS PROPOSAL

Christopher Honeycutt
Director of Operations, GA Business Unit
Bureau Veritas North America, Inc.
6342 Grand Hickory Drive, Suite 205
Braselton, GA 30517
P. 478.316.0830
E: christopher.honeycutt@bureauveritas.com



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EXECUTIVE SUMMARY



BUREAU

VERITAS

EXECUTIVE SUMMARY

Scott Wood, City Manager
49 S Rountree St, Metter, Ga 30439
P. 770-990-5426 | E. Swood@cityofmetterga.gov

August 26, 2026

Re: STATEMENT OF QUALIFICATIONS FOR ON-CALL ZONING ADMINISTRATION SERVICES

Dear Mr. Wood,

On behalf of Bureau Veritas North America, Inc. (BV), I am pleased to submit our qualifications to provide **On-Call Zoning Administration Services** for the City of Metter. With over 20 years of experience serving Georgia municipalities, we understand the daily challenges of managing zoning applications, preparing staff reports, and maintaining consistent service delivery for growing communities.

Why Bureau Veritas for City of Metter:

Regional Expertise & Immediate Availability

Our Georgia team currently serves jurisdictions including Greensboro, Union Point, Byron, and Peach County, bringing hands-on experience with municipal zoning administration and Georgia's regulatory landscape. With 30+ professionals dedicated to Georgia operations, we provide responsive service and personalized support. We're ready to start immediately upon contract execution.

Flexible, Scalable Support

We recognize that zoning workload fluctuates. Whether you need assistance with a single complex application or ongoing support during peak periods, our depth of resources allows us to scale services to match your needs without the burden of fixed staffing costs. You pay only for the hours you use.

Seamless Integration with Your Team

Our professionals will function as an extension of your staff, providing the same level of professionalism, courtesy, and responsiveness your community expects. We work directly with applicants, designers, and contractors to ensure all parties understand your zoning requirements while maintaining strict adherence to your ordinances and procedures.

Proven Track Record

We currently provide zoning administration services for municipalities throughout Georgia, consistently delivering:

- Staff reports that are thorough, well-researched, and clearly written
- Virtual meeting participation with professional presentation of findings
- Responsive turnaround times that keep projects moving forward
- Collaborative problem-solving that balances development goals with regulatory compliance

Quality You Can Count On

As an ISO 9001:2015 certified firm and the first U.S. company to achieve IAS AC251 accreditation for third-party building department services, we maintain rigorous quality standards. Every staff report undergoes secondary review by senior staff before delivery, ensuring accuracy and completeness.

Our Commitment to City of Metter:

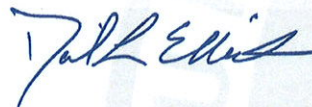
We will provide high-quality customer service, timely reports, reliability, responsiveness, and cost-effective solutions. Our ICC-certified professionals bring the breadth and depth of expertise needed to deliver accurate and appropriate solutions that serve your community's best interests. We strive to build long-term partnerships with agencies that expect and require quality, accuracy, efficiency, and integrity in all aspects of community services.

We look forward to the opportunity to serve the City of Metter and support your community's growth and development goals.

Sincerely,

Christopher Honeycutt

Christopher Honeycutt
Director of Operations, GA Business Unit
Bureau Veritas North America, Inc.
P. 478.316.0830
E: christopher.honeycutt@bureauveritas.com



Daniel Elliott
Business Development Manager - Georgia Code Compliance
Bureau Veritas North America, Inc.
P. 770.654.4151
E. daniel.a.elliott@bureauveritas.com

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Bureau Veritas North America, Inc. (BV) is pleased to submit our qualifications to provide **On-Call Zoning Administration Services** for the City of Metter. With over 20 years of experience serving Georgia municipalities, we understand the daily challenges of managing zoning applications, preparing staff reports, and maintaining consistent service delivery for growing communities.

WHY BUREAU VERITAS FOR CITY OF METTER

Bureau Veritas brings proven municipal zoning expertise, flexible staffing, and a commitment to seamless integration with your team. Our approach combines regional presence with national resources to deliver consistent, high-quality service.

Regional Expertise & Immediate Availability

Our Georgia team currently serves jurisdictions including Greensboro, Union Point, Byron, and Peach County, bringing hands-on experience with municipal zoning administration and Georgia's regulatory landscape. With 30+ professionals dedicated to Georgia operations, we provide responsive service and personalized support. We're ready to start immediately upon contract execution.

Flexible, Scalable Support

We recognize that zoning workload fluctuates with development cycles and seasonal variations. Whether you need assistance with a single complex application or ongoing support during peak periods, our depth of resources allows us to scale services to match your needs without the burden of fixed staffing costs. You pay only for the hours you use—no retainer required, no minimum commitments.

Seamless Integration with Your Team

Our professionals will function as an extension of your staff, providing the same level of professionalism, courtesy, and responsiveness your community expects. We work directly with applicants, designers, contractors, and property owners to ensure all parties understand your zoning requirements while maintaining strict adherence to your ordinances and procedures. Our team prioritizes clear communication, timely turnaround, and collaborative problem-solving.

Proven Track Record in Georgia

We currently provide zoning administration services for municipalities throughout Georgia, consistently delivering:

- **Thorough Staff Reports:** Well-researched, clearly written reports that present findings, analysis, and recommendations
- **Virtual Meeting Participation:** Professional presentation of cases with technical expertise to answer questions
- **Responsive Turnaround Times:** Fast processing that keeps projects moving forward and applicants informed
- **Collaborative Problem-Solving:** Working with applicants to find compliant solutions that balance development goals with regulatory requirements
- **Consistency & Fairness:** Uniform application of ordinances across all applications and applicants

Quality You Can Count On

As an ISO 9001:2015 certified firm and the first U.S. company to achieve IAS AC251 accreditation for third-party building department services, we maintain rigorous quality standards. Every staff report undergoes secondary review by senior staff before delivery, ensuring accuracy and completeness. Our quality management system provides the framework for continual improvement and ensures consistent service delivery.

OUR COMMITMENT TO CITY OF METTER

Bureau Veritas will provide:

- **High-Quality Customer Service** – Professional, courteous interaction with applicants and the public
- **Timely Reports** – Meeting agreed-upon turnaround times consistently
- **Reliability** – Dependable staffing and consistent availability
- **Responsiveness** – Quick answers to questions and rapid resolution of issues
- **Cost-Effective Solutions** – Efficient processes that maximize value

Our ICC-certified professionals bring the breadth and depth of expertise needed to deliver accurate and appropriate solutions that serve your community's best interests. We strive to build long-term partnerships with agencies that expect and require quality, accuracy, efficiency, and integrity in all aspects of community services.

SCOPE OF SERVICES

BV is prepared to provide the following on-call zoning administration services:

Virtual Meeting Facilitation

- Attend Planning Commission and Board of Zoning Appeals meetings via virtual platform
- Present staff recommendations and respond to technical questions
- Provide expert testimony during public hearings

Staff Report Preparation

- Research zoning applications for compliance with City ordinances
- Analyze site plans, surveys, and supporting documentation
- Prepare comprehensive staff reports with findings and recommendations
- Coordinate with other departments (engineering, fire, utilities) as needed

Case Study Development for Zoning Applications

- Document precedent cases and variance decisions
- Compile comparable applications and outcomes
- Provide historical context for complex or unusual requests

Pre-Plat and Final Plat Reviews

- Review preliminary plats for zoning compliance
- Verify lot dimensions, setbacks, and density requirements

EXECUTIVE SUMMARY

- Check final plats for consistency with approved preliminary plats
- Coordinate with engineering on infrastructure requirements

General Plat Reviews

- Evaluate boundary line adjustments and lot combinations
- Review minor subdivisions and administrative plats
- Verify compliance with subdivision regulations

WHAT SETS US APART

Unparalleled Expertise

- 200+ offices throughout the United States with local presence in Georgia
- Registered Engineers and ICC-Certified Staff dedicated to code compliance
- Proven track record serving 500+ agencies nationwide
- Key staff who have helped establish and implement the latest codes

Depth of Resources & Proximity

- 30+ professionals in Braselton office available to meet peak workloads
- Ability to scale up or down based on City needs
- Close proximity (64 miles) ensures rapid response and cost-effective service delivery

Best Practices and State-of-the-Art Processes

- First U.S. firm to achieve IAS Certification for Third Party Accreditation (Plano, TX)
- Award-winning web-based project tracking and controls
- 99% success rate in meeting review turnaround schedules
- ISO 9001:2015 Quality Management System certified

Collaborative and Solution-Oriented Philosophy

- Work directly with City staff, applicants, designers, and contractors
- Ensure all parties understand applicable codes and regulations
- Maintain high level of consistency, customer service, and professional courtesy
- Proactive problem-solving approach that balances development with compliance

COMPANY INFORMATION

Primary Contact:

Christopher Honeycutt
Director of Operations, GA Business Unit
Bureau Veritas North America, Inc.
6342 Grand Hickory Drive, Suite 205
Braselton, GA 30517
P. 478.316.0830
E: christopher.honeycutt@bureauveritas.com

Hours of Operation: Monday - Friday, 8:00am - 5:00pm

ABOUT BUREAU VERITAS

Bureau Veritas is a multi-national corporation with 198 years of providing worldwide regulatory compliance services to industry and governmental agencies. Founded in 1828, Bureau Veritas is a global leader in quality assurance, health, safety, and environmental (QHSE) solutions. With over 82,000 employees and operations in 140 countries, Bureau Veritas has unparalleled resources to manage projects requiring broad expertise across vast geographies.

Within the United States, Bureau Veritas North America, Inc. is recognized as the largest code compliance firm in the nation with over 4,000 employees working out of 100+ offices. Many of our staff have been public agency employees or augmented public agency personnel who know and understand government processes. Consequently, we are ready to step in immediately at whatever level City of Metter requires and bring one integrated source to meet your needs.

PUTTING THE RIGHT PEOPLE TO WORK FOR YOU

As the largest code compliance firm in the United States, we have a large breadth of personnel available and immediately accessible to provide services to the City. Located throughout Georgia, we have numerous licensed and certified professionals who are equipped to handle the City's needs. Our local presence allows us to provide timely delivery and exceptional customer service in the most cost-effective manner.

Our longtime presence in Georgia allows us to tailor solutions specifically to the City's needs. We bring a cooperative and creative problem-solving approach to zoning administration. We fully understand our role as a team member committed to achieving successful outcomes for the City and its customers. The firm has the capacity to seamlessly augment its staffing and resources, if needed, to ensure a project is appropriately supported and effectively fulfilled.

KNOWLEDGE AND EXPERTISE

BV has assembled a project team of recognized zoning experts with the requisite experience and qualifications necessary to cover all areas of technical scope. Having provided zoning administration services for clients such as the City of Greensboro, the City of Union Point, and Peach County, the assigned BV project team is especially qualified to perform all services related to the City's zoning administration needs.

BV and our proposed, locally-based staff for this contract have a long-established history working for nearby municipalities to perform code compliance services as needed. Consequently, we can leverage a breadth of expertise to meet the needs of the City, and offer highly qualified professionals as well as ICC certified staff who are in close proximity to quickly respond to the City's requests.

BV's team is intimately familiar with the policies and procedures necessary to maintain thriving planning and zoning operations. Our management team is dedicated to serving the City and providing the resources necessary to ensure successful zoning administration services.

EXECUTIVE SUMMARY

COMPETENCE THROUGH CERTIFICATION

Zoning Services depend on more than codes and standards. Service levels of the highest quality during the provision of these services result from providing trained professionals with the resources and ongoing support necessary to stay current with the latest advancements. ICC certification ensures competent professionals are involved in the critical building approval process. It also helps to continue attracting an increasing level of competence and professionalism into the building code community. The ICC certification represents the BV team's commitment to providing qualified staff to the firm's clients.

- Accessibility Inspector/Plans Examiner
- Building Inspector
- Building Plans Examiner
- Certified Building Code Official
- Certified Building Official
- Certified Electrical Code Official
- Certified Fire Code Official Inspector
- Certified Fire Marshal
- Certified Housing Code Official
- Certified Mechanical Code Official
- Certified Plumbing Code Official
- Coastal & Floodplain Construction Inspector
- Combination Inspector
- Combination Inspector - Legacy
- Combination Plans Examiner
- Commercial Building Inspector
- Commercial Combination Inspector
- Commercial Electrical Inspector
- Commercial Energy Inspector
- Commercial Energy Plans Examiner
- Commercial Mechanical Inspector Examiner
- Commercial Plumbing Inspector
- Disaster Response Inspector
- Electrical Inspector
- Electrical Plans Examiner
- Energy Code Specialist
- Fire Inspector I
- Fire Inspector II
- Fire Plans Examiner
- Green Building Residential Examiner
- Health Plans Examiner
- Health Inspector
- ICC/AACE Property Maintenance & Housing
- ICC/AACE Zoning Inspector
- Master Code Professional
- Mechanical Inspector
- Mechanical Inspector UMC
- Mechanical Plans Examiner
- Plumbing Inspector
- Plumbing Inspector UPC
- Plumbing Plans Examiner
- Residential Building Inspector
- Residential Combination Inspector
- Residential Electrical Inspector
- Residential Energy Inspector/Plans Examiner
- Residential Fire Sprinkler Inspector/Plans
- Residential Mechanical Inspector
- Residential Plans Examiner
- Residential Plumbing Inspector
- Spray-applied Fireproofing Special Inspector

Our group also holds the following licenses and certifications:

- Professional Engineer
- Registered Architect
- Certified Access Specialist (CASP)
- Master Plumber
- Master Electrician
- Certified Floodplain Manager
- Civil Engineer
- Electrical Engineer
- Mechanical Engineer
- Structural Engineer
- LEED AP
- Fire Protection Engineer
- Environmental Engineer
- Professional Geologist
- Asbestos and Mold Analyst Specialist
- Elevator Inspector
- Master Plumber
- Journeyman Plumber
- Master Electrician
- Journeyman Electrician
- Licensed Environmental Health Practitioner (LEHP)
- Registered Sanitarian
- Registered Accessibility
- Certified Code Enforcement Officer

UNDERSTANDING THE SCOPE OF SERVICES



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VERITAS

UNDERSTANDING THE SCOPE OF SERVICES

UNDERSTANDING THE CITY'S NEEDS

Bureau Veritas North America, Inc. (BV) understands that the City of Metter is seeking professional consulting services to provide On-Call Zoning Administration Services. The City requires flexible, expert support to manage zoning applications, prepare staff reports, conduct plat reviews, and facilitate virtual meetings as workload demands. BV maintains a robust staff and breadth of resources which allows us to expand or contract our services based on the needs of the City, ensuring you receive the right level of support at the right time.

BV is prepared to deliver the following scope of services:

SCOPE OF SERVICES

Virtual Meeting Facilitation

BV will attend Planning Commission, Board of Zoning Appeals, and other zoning-related meetings via virtual platform as requested by the City. Our team will:

- Present staff recommendations and findings professionally and clearly
- Respond to technical questions from board members and the public
- Provide expert testimony during public hearings
- Assist with case presentations and visual materials as needed
- Maintain professional demeanor and represent the City's interests

Our staff is experienced in virtual meeting platforms and understands the importance of clear communication in remote settings. We will coordinate with City staff in advance of each meeting to ensure seamless presentations and alignment with the City's objectives.

Staff Report Preparation

BV will prepare comprehensive, well-researched staff reports for zoning applications submitted to the City. Our staff reports will include:

- **Comprehensive Analysis:** Thorough review of each application for compliance with the City's zoning ordinances, comprehensive plan, and applicable regulations
- **Site Plan Review:** Detailed analysis of site plans, surveys, and supporting documentation
- **Findings and Recommendations:** Clear, well-supported findings with specific recommendations for approval, approval with conditions, or denial
- **Departmental Coordination:** Coordination with other City departments (engineering, fire, utilities, public works) to gather input and ensure comprehensive review
- **Legal Compliance:** Verification that applications meet state and federal requirements
- **Public Input Summary:** Documentation of public comments and concerns when applicable

Each staff report will be professionally formatted, clearly written, and delivered within agreed-upon turnaround times. Reports will include relevant exhibits, maps, and supporting

documentation to facilitate informed decision-making by City officials.

Case Study Development for Zoning Applications

For complex or precedent-setting applications, BV will develop detailed case studies to provide historical context and support decision-making. This service includes:

- **Precedent Research:** Documentation of similar applications previously approved or denied by the City
- **Comparable Analysis:** Compilation of comparable applications from the City and similar jurisdictions
- **Variance History:** Review of variance decisions and their outcomes
- **Legal Context:** Summary of relevant case law or legal principles that may apply
- **Trend Analysis:** Identification of patterns in zoning decisions that may inform current applications

Case studies provide valuable context for boards and commissions, helping ensure consistency in decision-making and reducing legal exposure.

Pre-Plat and Final Plat Reviews

BV will conduct thorough reviews of preliminary plats and final plats to ensure compliance with the City's subdivision regulations and zoning ordinances. Our plat review services include:

Preliminary Plat Review:

- Verification of lot dimensions, setbacks, and density requirements
- Review of proposed street layout and connectivity
- Assessment of compliance with zoning district standards
- Evaluation of proposed infrastructure (utilities, drainage, etc.)
- Identification of potential issues early in the development process

Final Plat Review:

- Verification that final plats are consistent with approved preliminary plats
- Confirmation that all conditions of preliminary approval have been met
- Review of legal descriptions and survey accuracy
- Coordination with engineering staff on infrastructure requirements
- Verification of required dedications, easements, and right-of-way

Our goal is to ensure that plats meet all regulatory requirements while facilitating efficient processing for developers and property owners.

General Plat Reviews

BV will review a variety of plat types beyond major subdivisions, including:

- **Boundary Line Adjustments:** Verification that lot line adjustments maintain compliance with minimum lot size, setback, and dimensional requirements

UNDERSTANDING THE SCOPE OF SERVICES

- **Lot Combinations:** Review of lot consolidation requests to ensure resulting parcels meet zoning standards
- **Minor Subdivisions:** Evaluation of small-scale subdivisions that may qualify for administrative approval
- **Administrative Plats:** Review of plats that do not require Planning Commission approval but must meet technical standards
- **Lot Splits:** Assessment of proposed lot divisions for compliance with subdivision regulations

Each review will include verification of compliance with the City's subdivision ordinance, zoning regulations, and any applicable overlay districts or special requirements.

OUR APPROACH TO ZONING ADMINISTRATION

Customer Service Philosophy

At Bureau Veritas, our #1 goal is to meet and exceed the service levels required by our municipal clients. We recognize that zoning staff serve as the first point of contact for developers, property owners, and residents navigating the development process. Our commitment is to provide:

Responsiveness:

- Return phone calls and emails within 24 hours
- Provide timely updates on application status
- Meet agreed-upon turnaround times consistently

Clarity:

- Explain zoning requirements in plain language
- Provide clear, specific guidance on how to achieve compliance
- Avoid unnecessary jargon while maintaining technical accuracy

Consistency:

- Apply ordinances uniformly across all applications and applicants
- Document precedent decisions to ensure predictable outcomes
- Maintain institutional knowledge even as staff changes

Problem-Solving:

- Work proactively with applicants to identify compliant solutions
- Balance development goals with regulatory requirements
- Seek creative approaches to challenging applications while maintaining code integrity

We fully believe in following a solution-oriented philosophy and will proactively ensure exceptional customer service, balance development momentum with code compliance requirements, and seamlessly serve as an extension of the City's staff.

Quality Control & Accuracy

Every staff report and plat review undergoes secondary review by senior staff before delivery to the City. This two-tier quality control process ensures:

- Accuracy of findings and code citations
- Completeness of analysis
- Consistency with previous decisions

- Professional presentation and formatting
- Compliance with City standards and expectations

Our quality management system, certified to ISO 9001:2015 standards, provides the framework for continual improvement and ensures consistent service delivery across all projects and personnel.

Technology Integration

BV adapts to the City's existing systems and workflows. Whether the City uses:

- Email submission of applications
- A permit portal or online system
- In-person drop-off at City Hall
- Cloud-based document management

We will integrate seamlessly with your processes. Additionally, our web-based project tracking system can provide real-time status updates to City staff if desired, offering transparency and accountability throughout the review process.

Staffing Flexibility

One of BV's greatest strengths is our ability to scale services based on workload. The City will benefit from:

- **On-Call Availability:** No retainer required—pay only for hours used
- **Surge Capacity:** Access to 30+ professionals in our Georgia office when application volume increases
- **Continuity:** Consistent primary staff supplemented by backup personnel as needed
- **Cross-Training:** Multiple team members familiar with the City's ordinances to ensure uninterrupted service

This flexible model ensures the City receives the right level of support without the fixed costs of full-time employees.

STAYING CURRENT ON REGULATIONS

Our team is dedicated to remaining up-to-date on all relevant regulations and guidelines. We continuously monitor changes and updates in laws, codes, and standards at all levels of government to ensure our services reflect the latest industry practices and legal requirements.

Federal, State, and Local Compliance:

BV's zoning administration services encompass comprehensive review of various project types to ensure compliance with:

- City of Metter Zoning Ordinance and Comprehensive Plan
- Georgia State Law including the Zoning Procedures Law and related statutes
- Federal Requirements such as Fair Housing Act, ADA, and environmental regulations
- Case Law affecting zoning and land use decisions

Our Project Manager maintains regular communication with City staff regarding any federal, state, or local updates which could impact zoning decisions. These open lines of communication facilitate transparency and ensure all parties have a comprehensive understanding of applicable standards.

UNDERSTANDING THE SCOPE OF SERVICES

DELIVERABLES

BV will produce the following deliverables as part of our zoning administration services:

Staff Reports:

- Professionally formatted reports with findings and recommendations
- Supporting exhibits, maps, and documentation
- Clear, concise language accessible to decision-makers and the public

Plat Review Comments:

- Detailed checklists of compliance items
- Specific citations to applicable code sections
- Recommendations for approval or required corrections

Meeting Presentations:

- Visual aids and presentation materials for virtual meetings
- Summary slides highlighting key findings
- Backup documentation for board questions

Case Studies:

- Precedent analysis and comparable case documentation
- Historical context for complex applications
- Legal research summaries when applicable

Progress Reports:

- Regular updates on application status and workload
- Performance metrics (turnaround times, application volume, etc.)
- Recommendations for process improvements

All deliverables will be provided in the City's preferred format (PDF, Word, printed copies, etc.) and delivered via the City's preferred method (email, portal upload, etc.).

COMMITMENT TO EXCELLENCE

BV is widely regarded as a scalable, consistent, and timely provider of zoning administration services. We will greatly value our relationship with the City of Metter and believe we are the best firm to meet its needs. Through working closely with City staff, our team of professionals will deliver services that support the City's growth and development goals while maintaining the integrity of your zoning regulations.

We strive to build long-term partnerships with agencies that expect and require quality, accuracy, efficiency, and integrity in all aspects of community services. Engaging BV professionals ensures the City receives accurate, detailed, and professional zoning administration services that enhance the success and value of your community's development process.



KEY PERSONNEL



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RELEVANT EXPERIENCE

ORGANIZATIONAL CHART

BV has assembled a team of experts who are equipped to deliver excellent customer service associated with the provision of Zoning Rewrite for City of Metter. Each individual brings a wealth of knowledge unmatched by any other company and has been specifically chosen for their experience in performing the required scope of work detailed in the request as well as their extensive list of certifications and licenses. The organizational chart below depicts lines of communication and proposed areas of responsibility.

BV understands that the submission of the names for Key Staff constitutes a commitment to use these individuals if our firm is selected, and changes may be made only with the prior written consent of the City. In the event there is a need to replace Key Staff or Team Members during the course of the project, BV will describe its backup personnel plan.

Bureau Veritas proposes to perform 100% of the contract work.



Project Team

Van Tran, C.B.O.

Vice President-East, Code Compliance

Hal Chitwood, C.B.O.

Business Unit Manager – Southeast

Daniel Elliott

Client Liaison

Christopher L. Honeycutt

Director of Operations / Project Manager

Yvonne Greenway

Permitting and Zoning Admin & Manager

Amber Swann

Permitting and Zoning Administrator

Kimberly Foster

Assistant/Permit Technician



RESUMÉ

Hal Chitwood, CBO

Operations Manager/Business Unit Manager

EDUCATION

Bachelor of Arts
Journalism, Marketing

REGISTRATIONS/ CERTIFICATIONS

GSWCC Level IB Certified
Inspector
GSWCC Level II Certified Plans
Examiner
ICC Certified:
Accessibility Inspector/Plans
Examiner Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official
Certified Mechanical Code Official
Combination Inspector
Commercial Combination
Inspector
Commercial Electrical Inspector
Commercial Energy Inspector
Commercial Mechanical Inspector
Electrical Inspector
Mechanical Inspector
Mechanical Plans Inspector
Plumbing Inspector
Residential Inspector
Residential Energy Inspector/
Plans Examiner

PROFESSIONAL AFFILIATIONS

GA Environmental Protection
Division (GAEPD)
GA Soil and Water Conservation
Commission GASWCC
International Code Council (ICC)
ICC Region VII
Metro Atlanta Inspectors
Association (MAIA)
Building Officials Association of
GA (BOAG)
National Fire Protection
Association (NFPA)

TOTAL YEARS OF EXPERIENCE

30+

With more than 30 years of experience in the management of people, Hal Chitwood has become very well organized, a self-starter and has grown his ability to strategize and prioritize. He is excellent at multi-tasking, someone who can stay focused under pressure and has highly evolved his listening and communication skills. He has the ability to assess customer needs in a timely and proficient manner, which in turn makes him an excellent leader on projects.

Since joining Bureau Veritas in 2014, Hal has grown the GA Business Unit from two clients to over forty county, municipal and private provider clients. Having worked in public service as a Building Official for 10 years, Hal understands the challenges local governments have in hiring, training and retaining qualified personnel. With a strong desire to provide excellent customer service, Hal has organized a team of professionals who serve multiple clients in the fields of building inspections and plans review, code enforcement, planning and zoning, and land development inspections and plan review.

As the GA Business Unit Manager, Hal's main responsibilities are to increase the value BV brings to the industry by the hiring and training of exceptional professionals, ensuring all clients receive an unmatched experience in customer service and performance, and find solutions for issues that cannot otherwise be resolved at a lower management level. A student of leadership, Hal's desire to care for and provide positive influence to his team has led to the success of this young Business Unit.

SELECT PROJECT EXPERIENCE

Operations Manager/Business Unit Manager

Bureau Veritas North America, Inc.

2014 - Present

Provides plan reviews and building inspection services for jurisdictions throughout Georgia.

- Develop new business and plan growth strategy for the Business Unit.
- Manage a P & L budget of \$4 million for the Business Unit.
- Consultation with local governments improving customer experience and cost efficient departmental controls.
- Develop training workshops for inspectors, code officials, developers, contractors, engineers and building owners.
- Develop and implement technology solutions for an on-line project tracking system and code compliance reporting system.
- Develop leaders within the Team through an intentional training and mentoring program.
- Responsible for operational and implementation functions of new business development.



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RESUMÉ

EDUCATION

Associates in Drafting, Business Management (Southern Crescent Technical College—Griffin, GA)

TOTAL YEARS OF EXPERIENCE

26+

Daniel L. Elliott

Business Development Manager

Daniel has been building relationships and managing expectations for over 26 years. Daniel provides support to business unit managers throughout the region. He is highly successful, multifaceted, and motivated professional, with solid sales experience within the (AEC) architecture, engineering, construction industries.

SELECT PROJECT EXPERIENCE

Business Development Manager

Bureau Veritas North America, Inc.

September 2022 – Present

- Build and maintain relationships with Owners, Developers, Municipalities and other AEC firms.
- Sales in the Atlanta Metro area for 3rd party inspections / plan review, planning & zoning, code enforcement
- Permit coordinating responsibilities for some municipalities
- Find leads on new projects
- Input data in for opportunities & Proposals
- Attend networking events and marketing shows / conferences to help build new business opportunities

Business Development Representative

Universal Engineering/Contour Engineering, Norcross/Kennesaw, Ga

November 2016 – September 2022

Build and maintain relationships with Owners, Developers, and other AEC firms. Sales in the Atlanta Metro area for Geotechnical, Environmental, Material Testing, Building Envelope & 3rd party inspections / plan review. Hold sales and marketing meetings weekly for branch management. Find leads on new projects. Input data in for opportunities & Proposals. Presentations for lunch and learns to large groups of architects and engineers. Attend networking events and marketing shows / conferences to help build new business opportunities. Launched brand awareness to southeast for introduction of branch. Hit 100%+ of quota for personal sales 19 of 22 quarters in a highly, oversaturated market. Increased quarterly sales 600% in 5 years.

Business Development Manager

Spancrete – Newnan, GA

December 2013 – November 2016

Managed sales and estimating department for the southeast market. Sales and marketing for GA, SC, NC, TN, AL, MS & Florida Panhandle. Preconstruction, design-assist for Hotels, Assisted Living, Dormitories, and other large project types. Established a \$5+ million backlog for new plant and chosen for a 10 person Advisory board to help shape and lead the culture of company.

Sales Representative

Coreslab Structures – Atlanta, GA

February 2008 to November 2013

Responsible for Sales and Marketing for TN, NC & VA. Creating and building relationships with general contractors, engineers & architects. Developed and maintained marketing materials. Estimating projects, Pre-construction management, creating proposals, creating and finalizing worksheets.



RESUMÉ

Christopher L. Honeycutt

Project Manager

EDUCATION

Diploma in Aircraft
Structural Technology

Christopher has 12 plus years professional and military experience. His area of expertise is in the construction field, combined with years of experience in leadership and team building. Christopher adept to all types of extreme conditions, working under pressure, with an emphasis on providing a : work environment.

LICENSES/CERTIFICATIONS

ICC Certified:
Residential Combination Inspector
Commercial Plumbing Inspector
Plumbing Plans Examiner
NABCEP

SELECT PROJECT EXPERIENCE:

Project Manager

2021 – Present

Bureau Veritas North America, Inc.

Reviews residential and commercial project plans to ensure compliance with the applicable state of Georgia codes, ordinances, and regulations.

Plans Examiner

2018 – 2021

Fayetteville County, GA

Christopher reviewed building or zoning plans for completeness, accuracy, and conformance to applicable building codes, ordinances, zoning regulations, and international standards.

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

12+

Infantryman

2013 – 2019

Georgia Army National Guard

As a Sergeant, Christopher was a leader on the fire team. He rendered first aid to anyone that needed assistance as well as aided in the mobilization of vehicles, troops, and weaponry. Christopher also maintained storage of combat weapons and important documents.

Inside Salesman

2016 – 2018

Private Sector

Christopher established friendly relations with customers and maintained ongoing relations. Christopher exhibited exceptional verbal and written communication skills with a high level of confidence. Managed account finances insuring the customer was aware of orders and order dates.

Truck Driver

2015

Private Sector

Christopher transported and handled equipment, insured delivery to customers and maintained DOT compliance while loading and unloading equipment and materials. Performed pre-tip and post-tip inspections.

Carpenter/Team Lead

2011 – 2015

Private Sector

Christopher ensured team members had the proper personal protection equipment. He operated hand and power tools safely and efficiently by utilizing safe practices and procedures.



RESUMÉ

Yvonne Greenway

Permitting and Zoning Admin & Manager

EDUCATION

B.S. Biology

LICENSES/CERTIFICATIONS

ICC Certified:

Permit Technician

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

20+

Yvonne has over 20+ years of experience within the industry. She is ICC Certified and has worked multiple positions as a Permit Technician. Yvonne is able to process plan submittals, issue permits, and answer any questions regarding the process. Her knowledge of the field is represented in her work. She is a detailed-oriented person, who works well with others.

SELECT PROJECT EXPERIENCE

Permitting and Zoning Admin & Manager

Bureau Veritas North America, Inc.

2021 - Present

Performs permit technician services for jurisdictions throughout Georgia as needed.

License & Permit/ Planning & Zoning Clerk

City of Winder

2001- 2021

16+ years of experience in permitting and licensing including payment collection, issuing receipts and updating accounts. Issue all types of permits, water, sewer and gas taps. Process and issue alcohol licenses and occupational tax certificates including renewals.

Aerobic Instructor

YMCA

2002 - 2019

Lead group exercise classes in a studio room and in a swimming pool setting.

Manager

Ladies 1st Fitness

1993 - 2001

Manage daily activities of a small fitness facility. Schedule daycare employees and process payroll. instruct members with proper use of equipment. Provide personal training and lead group exercise classes.

Research Technician

Rhone-Poulenc

1985 - 1992

Research, development and testing on surfactants and fiber lubricants.



RESUMÉ

Amber Swann **Permitting and Zoning Administrator**

LICENSES/CERTIFICATIONS

State Certified Water
Distribution Operator

TOTAL YEARS OF EXPERIENCE

12+

Amber is an experienced administrative professional with expertise in planning, zoning, and permitting operations. She brings strong organizational skills, regulatory compliance knowledge, and a proven track record of managing permit processes and assisting clients with zoning requirements. Amber excels at providing high-quality customer service while coordinating with multiple departments and maintaining accurate records and documentation.

SELECT PROJECT EXPERIENCE:

Permitting and Zoning Administrator **Bureau Veritas North America, Inc.** **2026 - Present**

Assists municipal staff and general public through the provision of high quality customer service. Responsibilities include support duties related to processing plans and issuance of permits for municipal departments, recording permit information into the appropriate databases including electronic databases when applicable, and processing payments. Answers incoming inquiries including phone calls and schedules inspection requests. Collaborates and coordinates work with other municipal and permit staff.

Director of Safety and Health **City of Reynolds Public Works Department** **2024 - 2026**

Operated and maintained treatment equipment while monitoring water quality through sampling and testing. Adjusted automatic chemical tanks accordingly and ensured regulatory compliance with State EPD. Assisted with routine maintenance and emergency repairs on plant systems and facilities. Assisted with other public works duties and planning and zoning for the city.

Planning & Zoning Director **Taylor County Board of Commissioners** **2022 - 2024**

Assisted clients with zoning questions regarding the county ordinance and issued permits for new construction and existing construction. Prepared clients for approval at board meetings and recorded minutes for those meetings. Answered phone and assisted existing clients and new clients. Performed administrative duties on computer to include Outlook, Microsoft Word, and Excel. Assisted clients needing a 911 Address.

Staffing Specialist **Lighthouse Nursing Agency** **2022 - 2022**

Provided oral and written correspondence to clients and nurses while answering a multi-phone line system. Performed clerical duties that included answering phones, taking messages, scheduling appointments, and interacting with clinical and administrative staff. Corresponded with team members regarding leave requests, schedule changes, and annual vacations. Responsible for coordinating and resolving daily scheduling conflicts and changes. Managed and distributed monthly schedules and reports in a timely manner.



RESUMÉ

LICENSES/CERTIFICATIONS

ICC Certified: Permit Technician

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TOTAL YEARS OF EXPERIENCE

15+ years

Kimberly Foster

Assistant / Permit Technician

Kimberly is a detail-oriented permit management specialist with extensive experience in building permit processing, code enforcement, and customer service. She excels at streamlining administrative processes and building strong relationships between municipal departments and the public. Known for her analytical skills and ability to work well under pressure, she brings expertise in permit management, process improvement, and multi-jurisdictional compliance.

SELECT PROJECT EXPERIENCE:

Assistant / Permit Technician

Bureau Veritas North America, Inc.

2026 - Present

Assists municipal staff and general public through the provision of high quality customer service. Responsibilities include support duties related to processing plans and issuance of permits for municipal departments, recording permit information into the appropriate databases including electronic databases when applicable, and processing payments. Answers incoming inquiries including phone calls and schedules inspection requests. Collaborates and coordinates work with other municipal and permit staff.

Administrative Support Senior / Permit Specialist

Jacobs Engineering Group

2017- 2025

Served as front intake reviewer for commercial and residential building permit submittals and provided comprehensive customer service. Assisted multiple departments with the permitting process, reviewed engineered drawings for specifications and level of review, processed submittals, calculated job costing and permit costs, and scanned all records into system. Educated public on codes and inspections for each job. Contacted customers, engineers, architects, contractors, landlords, and tenants. Created strong relationships between the city and each department division for County Fire Review/Marshals, FOG, GNR, Tax Assessor, and Water Resources. Developed new processes for landlords, property management, and tenants that accommodated solutions to obtaining certificates of occupancy from both county and city to streamline the process quickly with personalization for each circumstance.

Certified Permit Technician & Code Enforcement Admin Assistant

Charles Abbott Associates

2015- 2017

Served as Building Permit Technician and Code Enforcement Assistant simultaneously while handling and answering all incoming code complaints for officers. Maintained records and dispatched for 5 code officers determining the level of importance and code requirements. Assisted 2 Fire Marshals and 7 building and site inspectors. Handled all incoming and outgoing mail, certified letters, COs, warnings, and Stop Work Orders. Calculated all job costs, permits, and inspections on all residential and commercial jobs for remodels and new buildings. Scheduled daily inspections in the system. Met daily with citizens for code complaints, expired permits, and stop work orders. Issued permits to homeowners, general contractors, and subcontractors. Met with tax assessor monthly to supervise and review plans that were under appeal or litigation. Resolved code complaints efficiently, coordinating with multiple departments to ensure timely responses and compliance, leading to improved community trust.

RELEVANT EXPERIENCE



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RELEVANT EXPERIENCE

RELEVANT EXPERIENCE

BV has extensive experience in the provision of Zoning Administration Services throughout Georgia. The most important selection criteria for clients who choose BV is expertise. Having provided code compliance services for over a century, the firm is the foremost expert in the field. The firm's greatest asset is its reputation. This reputation comes from the best experts in the industry, all acting with the utmost integrity and ethics. The following provides a description of similar projects performed for local government entities in Georgia.

CITY OF GREENSBORO

ZONING ADMINISTRATION SERVICES

2021 - PRESENT

Contact: Autron Hayes, City Manager
Address: 300 W. Washington Street, Greensboro, GA 30669
Phone: 706-453-7967
Email: ahayes@greensboroga.gov

PROJECT DESCRIPTION

BV was selected to provide administrative and consulting services as needed to assist the City of Greensboro in **making decisions in new land use/development proposals, zoning and city ordinances, and building construction.** BV assists in analyzing projects for compliance with the City's general plan, zoning ordinance, subdivision ordinance, design guidelines and applicable specific plans. BV also assists in review and process of ministerial applications and discretionary entitlements, such as: Plan Checks, **Zoning Clearances**, Sign Permits, Use Permits, Variances, Design Review, Tentative Maps, and **General Planning and Zoning Amendments.**

PEACH COUNTY

ZONING ADMINISTRATION SERVICES

2021 - PRESENT

Contact: Jillian Bowen, County Administrator
Address: 213 Persons Street, Fort Valley, GA 31030
Phone: 478-825-2535
Email: Jillian-bowen@peachcounty.gov

PROJECT DESCRIPTION

BV was selected to provide administrative and consulting services as needed to assist Peach County in **making decisions in new land use/development proposals, zoning and County ordinances, and building construction.** BV assists in analyzing projects for compliance with the County's general plan, zoning ordinance, subdivision ordinance, design guidelines and applicable specific plans. BV also assists in review and process of ministerial applications and discretionary entitlements, such as: Plan Checks, **Zoning Clearances**, Sign Permits, Use Permits, Variances, Design Review, Tentative Maps, and **General Planning and Zoning Amendments.**

CITY OF PERRY

PLAN REVIEW AND ZONING ADMINISTRATION SERVICES

APRIL 2026 - PRESENT

Contact: Robert Smith, City Manager
Address: 1211 Washington Street, Perry, GA 31069
Phone: 478-988-2757
Fax: 478-988-2799
Email: robert.smith@perry-ga.gov

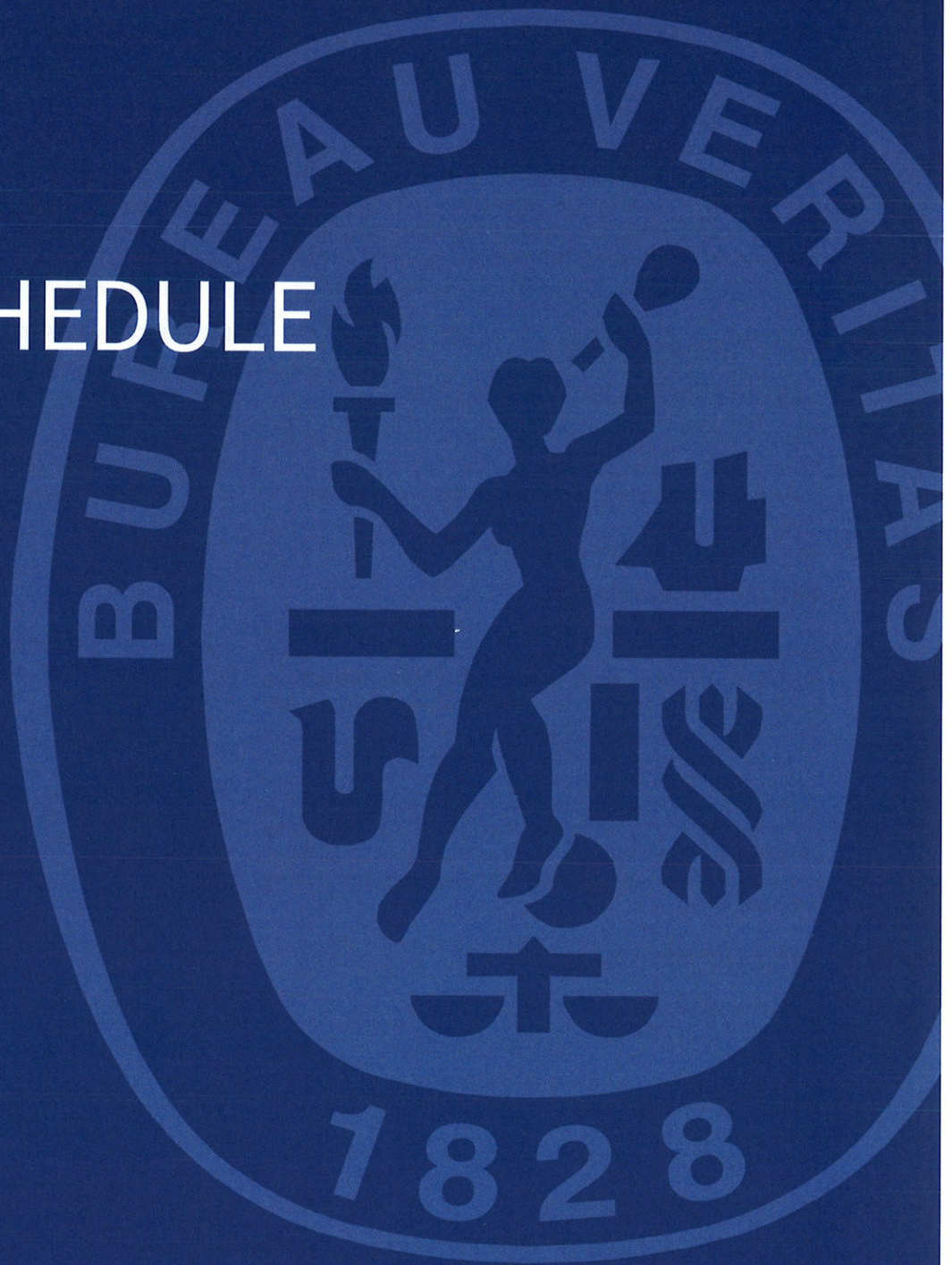
PROJECT DESCRIPTION

Bureau Veritas North America, Inc. provides comprehensive plan review and zoning administration services for the City of Perry, Georgia. The firm's team conducts residential and non-residential plan reviews in accordance with the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, and Energy Code. BV also provides administrative and consulting services to assist the City in making decisions on new land use/development proposals, zoning and city ordinances, and building construction.

Zoning Administration and Consulting

BV provides administrative and consulting services to assist the City in analyzing projects for compliance with the City's general plan, zoning ordinance, subdivision ordinance, design guidelines, and applicable specific plans. Services include review and processing of ministerial applications and discretionary entitlements, such as Text Modifications, Comprehensive Plan Revisions, Plan Checks, Zoning Clearances, Sign Permits, Use Permits, Variances, Design Review, Tentative Maps, and General Planning and Zoning Amendments.

FEE SCHEDULE



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FEE SCHEDULE

ZONING ADMINISTRATION SERVICES - FEE SCHEDULE

Bureau Veritas' pricing reflects our commitment to the success of the City of Metter by helping you maintain significant quality and cost saving benefits moving forward.

These include:

- ✓ Reduced turnaround times and rapid responses to zoning requests
- ✓ Implementation of electronic processes to help improve efficiency and control costs
- ✓ Commitment to maintaining a proposed rate structure for the life of the initial contract period
- ✓ Highly qualified and licensed/certified staff
- ✓ Confidence of working with a well-established consultant since 1828

HOURLY RATES FOR SERVICES*	
PERSONNEL CLASSIFICATIONS / TITLE	Hourly Rates
Zoning Administration	\$135.00

Travel and Per Diem Expenses

In addition to the service fees outlined above, the following per diem allowances will be invoiced based on actual travel requirements:

- Mileage reimbursement (round trip): \$215
- Meals and lodging (per day): \$230
- On-site hourly services to be invoiced a minimum of 3 hours per day on-site services are provided.
- Fast track / expedited reports shall be an additional 1.5 times the fees shown above.
- All Employees classified as "non-exempt" by the U.S. Department of Labor will be compensated at 1-1/2 times salary for overtime hours as per State and Federal wage and hour laws. No overtime (OT) will be charged without prior consent.
- Extremely large and/or complex projects may be pre-negotiated.
- Mileage for employee-owned vehicles used in connection with the work will be at the current IRS rate.
- Any additional reimbursable expenses will be billed at cost.
- Fees are subject to an annual increase in accordance with the CPI from Engineering News Record (ENR) with City's prior approval.



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**BUREAU VERITAS NORTH AMERICA, INC.
STANDARD PROFESSIONAL SERVICES AGREEMENT**

This STANDARD PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 2026, by and between Bureau Veritas North America, Inc., ("BVNA"), and _____ City of Metter, Georgia _____ ("Client").

These Terms and Conditions govern the work to be performed by Bureau Veritas North America, Inc. ("BVNA"), as specified in the proposal prepared by BVNA of which these Terms and Conditions are a part thereof.

WHEREAS, the Client desires that BVNA provide independent professional services for Client under the terms of a Standard Professional Services Agreement;

WHEREAS, BVNA represents that it is a professional independent consulting firm and is willing and able to perform such services upon terms and conditions hereinafter set forth;

WHEREAS, all services will be conducted in accordance with these terms and conditions and the agreed upon Scope of Services and Fee Schedule the forms of which are attached as Attachments "A" and "B" respectively.

NOW, THEREFORE, in consideration of the foregoing and of the benefits to each of the parties accruing, the parties hereto do mutually agree as follows:

AGREEMENT

1. Initiation of Services: During the term of this Agreement, Client may call upon BVNA to perform specific work from the scope to be defined per project in accordance with the agreed upon fees. Individual projects may be delineated via a specific proposal in accordance with the terms and conditions set forth in this Agreement. BVNA agrees to furnish services in conformity with the terms hereof and the following documents which are incorporated by reference and made a part hereof. No subsequent amendment to this Agreement shall be binding on either BVNA or Client unless reduced to writing and signed by an authorized Representative of BVNA and Client. Any pre-printed forms including, but not limited to: purchase orders, shipping instructions, or sales acknowledgment forms of either party containing terms or conditions at variance with or in addition to those set forth herein shall not in any event be deemed to modify or vary the terms of this Agreement.

2. Scope of Services: BVNA shall provide its services at the time, place, and in the manner specified in the proposal.

3. Term. This Agreement shall remain in effect from the effective date of the Agreement unless terminated by written notice to the other party at least thirty (30) days prior to termination. Fees may be adjusted annually.

4. Time of Performance: The services of BVNA are to commence upon execution of this Agreement and shall continue until all authorized work is completed. BVNA shall use commercially reasonable best efforts

in performing services under these Terms and Conditions, and the Companion Documents ("Agreement"). Companion Documents shall mean any documents accompanying BVNA's Proposal, including but not limited to the Scope of Work, Fee Schedules or any other Exhibits specific to the project. BVNA shall not be responsible for failure to perform its services if i) there is a failure or delay by Client or its contractors in providing BVNA with the necessary access to properties, documentation, information, or materials; ii) Client or its contractors fail to approve or disapprove BVNA's work; or iii) if Client causes delays in any way whatsoever. In any of these events, BVNA's time for completion of its service shall be extended accordingly. BVNA shall not be responsible for failure to perform if such failure is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure or interruption, or any other cause reasonably beyond BVNA's control. In any of these events, BVNA's time for completion of its services shall be extended accordingly.

5. Compensation: Compensation to be paid to BVNA shall be in accordance with the Schedule of Fees set forth in accordance with the agreed upon fee schedule per project.

6. Method of Payment: BVNA shall submit monthly billings to Client describing the work performed during the preceding month. Client shall pay BVNA no later than thirty (30) days after receipt of the monthly invoice by Client's staff. If the invoice is not paid within such period, Client shall be liable to BVNA for a late charge accruing from the date of such invoice to the date of payment at the lower of eighteen (18) percent per annum or the maximum rate allowed by law. Further, if the invoice is not paid within such period, BVNA may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of services immediately following written notice from BVNA to Client. Notwithstanding any such termination of services, Client shall pay BVNA for all services rendered by BVNA up to the date of termination of services plus all interest, termination costs and expenses incurred by BVNA. Client shall reimburse BVNA for all costs and expenses of collection, including reasonable attorney's fees. For work requiring a construction permit to be issued, the total fee will be billed when the permit is issued by the Jurisdiction.

7. Construction Monitoring: If BVNA is engaged by Client to provide a site representative for the purpose of monitoring specific portions of any construction work, as set forth in the proposal, then this Section 7 shall apply. If BVNA's engagement does not include such construction monitoring, then this Section shall be null and void. In connection with construction monitoring, BVNA will report observations and professional opinions to Client. BVNA shall report to Client any observed work which, in BVNA's opinion, does not conform to plans and specifications. BVNA shall have no authority to reject or terminate the work of any agent or contractor of Client. No action, statements, or communications of BVNA, or BVNA's site representative, can be construed as modifying any agreement between Client and others. BVNA's presence on the Project site in no way guarantees the completion or quality of the performance of the work of any party retained by Client to provide construction related services. Neither the professional activities of BVNA, nor the presence of BVNA or its employees, representatives, or subcontractors on the Project Site, shall be construed to impose upon BVNA any responsibility for methods of work performance, superintendence, sequencing of construction, or safety conditions at the Project site. Client acknowledges that Client or its general contractor is solely responsible for job site safety, and warrants and agrees that such responsibility shall be made evident in any Project owner's agreement with the general contractor. Client also agrees to make BVNA an additional insured under any general contractor's General Liability insurance policy. Prior to the commencement of the Work, Client shall provide BVNA with a certificate of insurance evidencing the required insurance. Such certificates shall be issued by an insurance carrier(s) acceptable to BVNA and shall be endorsed to include: (1) BVNA as additional insured; (2) thirty (30) days prior written notice of cancellation or material change in any of the coverages; and (3) a waiver of subrogation as to BVNA. Each policy of insurance required shall be written by an insurance company with a minimum rating by A.M. Bests & Company of A-VI. This insurance shall be primary to any insurance available to BVNA. In the event BVNA expressly assumes any health and safety responsibilities for hazardous materials or other items specified in this Agreement, the acceptance of such responsibility does not and shall not be deemed an acceptance of responsibility for any other

health and safety requirements, such as, but not limited to, those relating to excavation, trenching, drilling or backfilling.

8. Ownership of Documents: All plans, studies, documents and other writings prepared by BVNA, its officers, employees and agents and subcontractors in the course of implementing this Agreement shall remain the property of BVNA. The Client acknowledges that all intellectual property rights related to the performance of the Agreement, including but not limited to the names, service marks, trademarks, inventions, logos and copyrights of BVNA and its affiliates, (collectively, the “**Rights**”) are and shall remain the sole property of BVNA or its affiliates and shall not be used by the Client, except solely to the extent that the Client obtains the prior written approval of BVNA and then only in the manner prescribed by BVNA. If BVNA terminates the Agreement in accordance with the provisions of Article 29 below, any such license granted by BVNA to the Client shall automatically terminate.

9. Use of Data or Services: BVNA shall not be responsible for any loss, liability, damage, expense or cost arising from any use of BVNA’s analyses, reports, certifications, advice or reliance upon BVNA’s services, which is contrary to, or inconsistent with, or beyond the provisions and purposes set forth therein or included in these Terms and Conditions, or in the Companion Documents. Client understands and agrees that BVNA’s analyses, reports, certifications and services shall be used solely by the Client, and only Client is allowed to rely on such work product. If a third party relies on the services, analyses, reports or certifications without BVNA’s written permission, then Client agrees to defend and indemnify BVNA from any claims or actions that are brought as a result of such reliance.

10. Independent Contractor: It is understood that BVNA, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the Client. BVNA shall obtain no rights to retirement benefits or other benefits which accrue to Client’s employees, and BVNA hereby expressly waives any claim it may have to any such rights.

11. Standard of Care: BVNA REPRESENTS THAT THE SERVICES, FINDINGS, RECOMMENDATIONS AND/OR ADVICE PROVIDED TO CLIENT WILL BE PREPARED, PERFORMED, AND RENDERED IN ACCORDANCE WITH PROCEDURES, PROTOCOLS AND PRACTICES ORDINARILY EXERCISED BY PROFESSIONALS IN BVNA’S PROFESSION FOR USE IN SIMILAR ASSIGNMENTS AND PREPARED UNDER SIMILAR CONDITIONS AT THE SAME TIME AND LOCALITY. CLIENT ACKNOWLEDGES AND AGREES THAT BVNA HAS MADE NO OTHER IMPLIED OR EXPRESSED REPRESENTATION, WARRANTY OR CONDITION WITH RESPECT TO THE SERVICES, FINDINGS, RECOMMENDATIONS OR ADVICE TO BE PROVIDED BY BVNA PURSUANT TO THIS AGREEMENT.

12. Indemnity: Subject to the Limitation of Liability included in this Agreement, BVNA shall indemnify and hold harmless Client from and against losses, liabilities, and reasonable costs and expenses (for property damage and bodily injury, including reasonable attorney’s fees), to the extent directly and proximately caused by BVNA’s negligent performance of services or breach of warranty under this Agreement.

BVNA shall not be obligated to defend the Client until there is an actual finding of negligence or if the parties agree otherwise. Client shall defend, indemnify and hold harmless BVNA, its employees, directors, officers, and agents, from and against claims, losses, liabilities, and reasonable costs and expenses (including reasonable attorney’s fees) that are: i) related to, or caused by the negligence or willful misconduct of Client, its employees, or agents; ii) related to this Agreement or the work to be performed by BVNA for which BVNA is not expressly responsible; or iii) the expressed responsibility of the Client under this Agreement.

13. Limitation of Liability: To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the total aggregate liability of BVNA, its affiliates, employees, officers, directors and agents (Collectively referred to in this paragraph as “BVNA”) for all claims for negligent

professional acts, errors or omissions arising out of this Agreement is limited to \$50,000 or the amount of the total fees hereunder, whichever is greater.

14. Insurance: BVNA, at BVNA's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies with insurers possessing a Best's rating of no less than A:VII:

- a. **Workers' Compensation Coverage:** BVNA shall maintain Workers' Compensation and Employer's Liability Insurance for its employees in accordance with the laws of the state where the services are being performed. Any notice of cancellation or non-renewal of all Workers' Compensation policies will be sent to the Client in accordance with the policy provisions.
- b. **General Liability Coverage:** BVNA shall maintain Commercial General Liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
- c. **Automobile Liability Coverage:** BVNA shall maintain Automobile Liability insurance covering bodily injury and property damage for activities of BVNA employee arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
- d. **Professional Liability Coverage:** BVNA shall maintain Professional Errors and Omissions Liability for protection against claims alleging negligent acts, errors or omissions which may arise from BVNA's services under this Agreement. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis.

BVNA shall name Client as additional insured and other parties that it deems appropriate to be additionally insured under BVNA's Commercial General Liability policy and Automobile Liability policy, if requested to do so by Client. The Client, on its own behalf and on the behalf of any others that are named as additionally insured at Client's request, agrees that providing such insurance or the additional insured endorsement shall in no way be construed as an assumption by BVNA of any liability for the negligence or willful misconduct or any wrongful behavior on the part of Client or others that are named additionally insured.

15. Consequential and Punitive Damages: Neither BVNA nor Client shall be liable under any circumstances for loss of profits, loss of product, consequential damages of any kind, indirect damages of any kind or special damages of any kind to the other party, or to any third party. No punitive or exemplary damages of any kind shall be recoverable against either party under any circumstances.

16. Cause of Action: If Client makes a claim against BVNA, for any alleged error, omission, or other act arising out of the performance of its professional services and to the extent the Client fails to prove such claim, then the Client shall pay all costs including attorney's fees incurred by BVNA in defending the claim. Any cause of action brought against BVNA shall be brought within one (1) year of the work or services performed under this Agreement.

17. Compliance with Laws: BVNA shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinance and regulations in effect as of the date services are provided.

18. Resolution of Disputes: All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof, including but not limited to disputes arising out of alleged design defects, breaches of contract, errors, omissions, or acts of professional negligence, except

those disputes which arise out of or are related to collection matters or fees alone under this Agreement, (collectively "Disputes") shall be submitted to mediation before and as a condition precedent to pursuing any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, Client and BVNA shall select a neutral mediator by mutual agreement. Such selection shall be made within ten (10) calendar days of the date of receipt by the other party of the written request for mediation. In the event of failure to reach such agreement or in any instance when the selected mediator is unable or unwilling to serve and a replacement mediator cannot be agreed upon by Client and BVNA within ten (10) calendar days, a mediator shall be chosen as specified in the Mediation Rules of the American Arbitration Association then in effect, or any other appropriate rules upon which the parties may agree.

Should either party to this Agreement commence any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorney's fees.

19. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state of Georgia.

20. Releases: All lien releases will be limited to payment issues; no additional terms and conditions may be added to a release of lien.

21. Waiver of Jury Trial: Each party waives its right to a jury trial in any court action arising between the parties, whether under this Agreement or otherwise related to the work being performed under this Agreement.

22. Third Party Beneficiary: It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the Client and BVNA. Nothing contained in the Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the Client and BVNA that any such person or entity, other than Client or BVNA, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary.

23. Written Notification: Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth in the proposal. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to Client:

If to BVNA:

Bureau Veritas North America, Inc.
Attn: Contract Processing
1000 Jupiter Road, Suite 900
Plano, TX 75074

With cc to:

Bureau Veritas North America, Inc.
Attention: Legal Department
1601 Sawgrass Corporate Parkway, Suite 400
Fort Lauderdale, FL 33323

24. Confidential Information: Neither party shall disclose information identified as confidential to anyone except those individuals who need such information to perform the Services; nor should either party use such confidential information, except in connection with the Work, the performance of the Services or as authorized by the other party in writing. Regardless of the term of this Agreement, each party shall be bound by this obligation until such time as the confidential information shall become part of the public domain. Confidential information shall not include information which is either: (i) known to the public; (ii) was known to the receiving party prior to its disclosure; or (iii) received in good faith from a third party. If either party is required to produce information by valid subpoena or Court order, parties agree to first provide prompt notice to other party in order to allow the party to seek a protective order or other appropriate remedy. This shall not prevent either party from disclosing information to the extent reasonably necessary to substantiate a claim or defense in any adjudicatory proceeding. Client agrees that BVNA shall be permitted to use Client's name and logos in BVNA's marketing materials unless advised or prohibited against it by the Client in writing. The technical and pricing information contained in any proposal or other documents submitted to the Client by BVNA shall be considered confidential and proprietary and shall not be released or disclosed to a third party without BVNA's written consent.

25. Assignment: Neither party may assign this Agreement or any right or obligation hereunder without the prior written consent of the other party, which shall not be unreasonably withheld or delayed; provided, however, that no consent shall be necessary in the event of an assignment to a successor entity resulting from a merger, acquisition or consolidation by either party or an assignment to an Affiliate of either party if such successor or Affiliate assumes all obligations under this Agreement. Any attempted assignment, which requires consent hereunder, shall be void and shall constitute a material breach of this Agreement if such consent is not obtained.

26. Non-Solicitation/Hiring of Employees:

(a) To promote an optimum working relationship, the Client agrees in good faith that for the term of this Agreement and one year after the completion or termination of the Agreement not to directly or indirectly employ or otherwise engage any current employee of BVNA or any former employee of BVNA who left the employ of BVNA within the six (6) months prior to and including the date of the execution of the Agreement. The loss of any such employee would involve considerable financial loss of an amount that could not be readily established by BVNA. Therefore, in the event that Client should breach this provision and without limiting any other remedy that may be available to BVNA, the Client shall pay to BVNA a sum equal to the employee's current annual salary plus twelve (12) additional months of the employee's current annual salary for training of a new employee as liquidated damages.

(b) BVNA's employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay BVNA's legal expenses, administrative costs and fees pursuant to BVNA's then current fee schedule for BVNA to respond to any subpoena.

27. Prevailing Wage: This Agreement and any proposals hereunder specifically exclude compliance with any project labor agreement or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of the proposal, this Agreement and any proposals hereunder specifically exclude compliance with any State or Federal prevailing wage law or associated requirements, including the Davis Bacon Act. Due to the professional nature of its services BVNA is generally exempt from the Davis Bacon Act and other prevailing wage schemes. It is agreed that no applicable prevailing wage classification or wage rate has been provided to BVNA, and that all wages and cost estimates contained herein are based solely upon standard, no-prevailing wage rates. Should it later be determined by the Client or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. These exclusions shall survive the completion of the project and shall be merged into any subsequently executed documents between the parties, regardless of the terms of such agreement. Client will reimburse, defend, indemnify and hold

harmless BVNA from any liability resulting from a subsequent determination that prevailing wage regulations cover the Projects, including all costs, fines and reasonable attorney's fees.

28. Waiver: No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.

29. Amendments: This Agreement may be modified or amended only by a written document executed by both BVNA and Client.

30. Entire Agreement: This Agreement constitutes the complete and exclusive statement of Agreement between the Client and BVNA. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.

31. Termination: This Agreement may be terminated immediately for cause or by either party without cause upon fifteen (15) days written notice of termination. Upon termination, BVNA shall be entitled to compensation for services performed up to the effective date of termination.

(a) Termination by Client: If the Client terminates this agreement without cause, the Client shall have two options concerning work and assignments that are in-progress. The Client shall select from: (1) Allowing BVNA the opportunity to complete all work and assignments in-progress that may be completed by another provider after the effective date of BVNA's termination; or (2) Providing BVNA with a complete and unconditional release from any and all liability and indemnification requirements regarding all work and assignments that remain in-progress upon BVNA's termination effective date. In the event that Client is silent on termination or does not make an affirmative selection, option (2) providing BVNA with a complete and unconditional release from any and all liability and indemnification requirements will be the default and active selection.

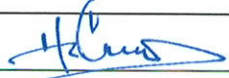
(b) Termination by BVNA: If BVNA terminates without cause, BVNA will provide client with a thirty (30) day transition period from the notice of termination to allow Client sufficient time to secure a new Service Provider. During this transition period, BVNA and Client's responsibilities under this agreement will remain in full force and effect. At the end of the thirty (30) day transition period BVNA will cease all activities. In the event Client shall request BVNA to continue to provide any Services beyond the expiration of the transition period, including any extensions, then BVNA and Client may negotiate in good faith terms of any such extension, including the pricing of Services.

32. Interpretation of Agreement: This Agreement shall be interpreted as though prepared by all parties and shall not be construed unfavorably against either party.

33. Severability of Agreement: If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the laws of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be effected and shall remain in full force and effect.

[signatures on following page]

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above and the Attachments following the signatures below.

BUREAU VERITAS NORTH AMERICA, INC.	CLIENT
Signature: 	Signature:
Name: Hal Chitwood	Name:
Title: Business Unit Manager	Title:
Date:	Date:
Address: 6342 Grand Hickory Drive, Suite 205 Braselton, GA 30517	Address:
Telephone: 706-818-4668	Telephone:
Email: hal.chitwood@bureauveritas.com	Email:
DTQR	
Date	

FEE SCHEDULE

ZONING ADMINISTRATION SERVICES - FEE SCHEDULE

Bureau Veritas' pricing reflects our commitment to the success of the City of Metter by helping you maintain significant quality and cost saving benefits moving forward.

These include:

- ✓ Reduced turnaround times and rapid responses to zoning requests
- ✓ Implementation of electronic processes to help improve efficiency and control costs
- ✓ Commitment to maintaining a proposed rate structure for the life of the initial contract period
- ✓ Highly qualified and licensed/certified staff
- ✓ Confidence of working with a well-established consultant since 1828

HOURLY RATES FOR SERVICES*	
PERSONNEL CLASSIFICATIONS / TITLE	Hourly Rates
Zoning Administration	\$135.00

Travel and Per Diem Expenses

In addition to the service fees outlined above, the following per diem allowances will be invoiced based on actual travel requirements:

- Mileage reimbursement (round trip): \$215
- Meals and lodging (per day): \$230
- On-site hourly services to be invoiced a minimum of 3 hours per day on-site services are provided.
- Fast track / expedited reports shall be an additional 1.5 times the fees shown above.
- All Employees classified as "non-exempt" by the U.S. Department of Labor will be compensated at 1-1/2 times salary for overtime hours as per State and Federal wage and hour laws. No overtime (OT) will be charged without prior consent.
- Extremely large and/or complex projects may be pre-negotiated.
- Mileage for employee-owned vehicles used in connection with the work will be at the current IRS rate.
- Any additional reimbursable expenses will be billed at cost.
- Fees are subject to an annual increase in accordance with the CPI from Engineering News Record (ENR) with City's prior approval.

John Jones, Jr., Chairman

Ty Tyson, Board Member

Cliff Hendrix, Secretary/Treasurer

Bill Walden, Board Member

Ralph Clifton, Board Member

Kirk Simmons, Board Member

**METTER-CANDLER COUNTY
AIRPORT AUTHORITY**

P.O. Box 61

Metter, Georgia 30439

Telephone: 912-685-7845 Fax: 912-685-2648 e-mail- mccaaauthority@outlook.com

August 28, 2026

Rashida Taylor, Mayor
P.O. Box 74
Metter, Georgia 30439

RE: City appointment

Dear Ms. Taylor,

Mr. Cliff Hendrix's term expires on the Metter-Candler County Airport Authority on December 31, 2026. The Authority would like to recommend Mr. Cliff Hendrix be re-appointed as a city appointment for a three-year term, which would end on December 31, 2029.

The Authority would like to thank you and all the city council for their consideration of this recommendation, as well as all the assistance that has been given to the Authority over the years.

Sincerely,

John Jones, JR.

John Jones, Jr., Chairman
Metter-Candler County Airport Authority

CC: File

A RESOLUTION REAPPOINTING MR. CLIFF HENDRIX
TO THE METTER-CANDLER AIRPORT AUTHORITY

WHEREAS, The Metter-Candler County Airport Authority, purpose shall be to perform those purposes and objectives as set forth in Ga. L. 1986, p. 4638 (House Bill No. 1880); and

WHEREAS, pursuant to Article II of the Bylaws for the Metter-Candler County Airport Authority Board shall be composed of six posts numbered 1 through 6; and

WHEREAS, the governing authority for the City of Metter shall appoint membership to Posts 1, 3, and 5 for a term of three (3) years:

WHEREAS, the Metter-Candler County Airport Authority currently has one (1) city appointment expiring to be filled by the Metter City Council; and

WHEREAS, It has been recommended by the membership to reappoint Mr. Cliff Hendrix; and

WHEREAS, Mr. Cliff Hendrix is duly qualified and agreeable to hold appointment to the Candler County Airport Authority;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Metter, Georgia as follows:

Section 1. The Mayor and City Council duly reappoint Mr. Cliff Hendrix to the Metter-Candler County Airport Authority Post 5 for a term of three (3) years, term expiring December 31, 2029; and

Section 2. That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this 19th day of October 2026.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

Rashida Taylor, Mayor

Angie Conner, City Clerk

