



Administrative Services Committee Meeting Commission Chamber - 10/31/2017

ATTENDANCE:

Present: Hons. M. Williams, Chairman; Jefferson, Vice Chairman; Davis and D. Williams, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

- | | |
|--|-----------------------------|
| 1. Approve the following changes to Blue Cross Major Medical plan:
Revised Employee Contributions (per pay period (24 a year) per attachment: | Item Action:
None |
|--|-----------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No action is taken on this item due to its addition to the Called Meeting.			

- | | |
|--|---------------------------------|
| 2. Discuss the placement of dedicated staff attorneys in certain city departments without notifying the commission and/or approvals. (Requested by Commissioner Marion Williams) | Item Action:
Approved |
|--|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information and bringing back information regarding the PDQ from HR to start the process for the position. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

- | | |
|--|-------------|
| 3. Approve award of contract for renovations to the Central Services | Item |
|--|-------------|

Department administrative offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584. (Bid Item 17-209A) **Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the next committee meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

4. Discuss using only "The City of Augusta" in all advertising campaigns involving events sponsored and paid for by Augusta, GA (Requested by Commissioner Marion Williams) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve having the Administrator's Office to send out the appropriate memos to the departments to make sure we're consistent regarding the marketing of the City of Augusta. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

5. Approve award for installation of a 60 kW photovoltaic solar array on Friedman Branch Library to Hannah Solar of Atlanta, GA in the amount of \$112,746.00. (RFP 17-213) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

6. Motion to approve the minutes of the Administrative Services Committee held on October 31, 2017. **Item Action:**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

7. Request Commission approve the Municipal Campus Phase II renovations for the following purposes: Creating options for additional parking and selective demolition; adapting Municipal Building space to accommodate evolving department and commission needs; and renovating satellite buildings to consolidate operations in single locations.
- Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the next committee meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

www.augustaga.gov



**Administrative Services Committee Meeting
10/31/2017 1:05 PM
Attendance 10/31/17**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Item: 1

ADMINISTRATIVE SERVICES COMMITTEE

Tuesday, October 31, 2017

HMO Plan Effective: 1/1/18

Wellness Rate:

Employee: \$51.41 (Was \$48.98)

Employee & 1 Dep: \$102.83 (Was \$97.93)

Employee & 2+ Deps: \$154.25 (Was \$146.90)

Standard Rate:

Employee: \$61.94 (Was \$53.86)

Employee & 1 Dep: \$123.89 (Was \$107.73)

Employee & 2+ Deps: \$185.83 (Was \$161.59)

POS Plan Effective: 1/1/18

Wellness Rate:

Employee: \$57.04 (Was \$54.36)

Employee & 1 Dep: \$114.16 (Was \$108.72)

Employee & 2+ Deps: \$171.22 (Was \$163.07)

Standard Rate:

Employee: \$68.77 (Was \$59.80)

Employee & 1 Dep: \$137.53 (Was \$119.59)

Employee & 2+ Deps: \$206.29 (Was \$179.38)

Plan Changes:

- Addition of deductibles (300/600/900)
- Increase in PC/Specialist co-pay (from 30/50 to 40/60)
- Increase in ER co-pay (from 300 to 400)



Administrative Services Committee Meeting
10/31/2017 1:05 PM
Approve Medical New Rates and Plan Changes - BCBSga

Department: Human Resources

Presenter: Michael Loeser

Caption: Approve the following changes to Blue Cross Major Medical plan:
Revised Employee Contributions (per pay period (24 a year) per attachment:

Background: Since 2009, Augusta, Georgia has implemented the following changes and improvements: Moved from a fully-insured to a self-funded arrangement.
Implemented an on-site Health and Wellness clinic at no cost to employees.
No across the board premium increase since 2012.
Employees currently pay 22.5% of the total cost for employee only coverage.
No changes in benefits under the medical plan since 2009.
Implemented a tobacco surcharge for tobacco users.
Implemented a discounted wellness rate for employees who participate in the wellness initiatives (Health Risk Assessment/Tobacco Cessation)
The cost of the medical programs for Augusta, Georgia has steadily rose in the past three years.
The approximate cost has been:
\$23,863,000 (2015)
\$26,636,000 (2016)
\$28,489,000 (estimated cost for 2017)

Analysis: It is becoming increasingly difficult for Augusta Georgia to continue to absorb 100% of the increased benefit costs annually. This recommendation will help to share the rising cost of healthcare with our employees. Prior to 2017, participation in the wellness activities has been 100% voluntary by tying the proposed increase in employee contributions to the wellness initiative it will provide employees with an opportunity and a choice to minimize the increase in 2018. Historically Wellness Programs that are tied to incentives are historically more successful any program that

drives employee's to healthier choices will translate into decreased costs in the future for both Augusta Georgia and its employees

Financial Impact: Plan changes are expected to have cost savings of \$400,000 in 2018.

Alternatives: No change to current plan options. Other level of benefit changes and increases to employee contributions

Recommendation: Approve the changes as recommended.

**Funds are Available
in the Following
Accounts:** N/A

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
10/31/2017 1:05 PM
ARC Department Dedicated staff attorneys**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss the placement of dedicated staff attorneys in certain city departments without notifying the commission and/or approvals.
(Requested by Commissioner Marion Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Invitation to Re-Bid

Sealed re-bids will be received at this office until Thursday, September 14, 2017 @ 11:00 a.m. for furnishing:

Re-Bid Item #17-209A Augusta Central Services Department Office Renovations - 2760 Peach Orchard Road for Augusta Central Services Department

Re-Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Re-Bid documents may be examined at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. **Plans and specifications for the project shall be obtained by all prime contractors, subcontractors and suppliers exclusively from ARC. The fees for the plans and specifications which are non-refundable are \$125.00.**

It is the wish of the Owner that all businesses are given the opportunity to submit on this project. To facilitate this policy the Owner is providing the opportunity to view plans online (www.e-arc.com) at no charge through ARC Southern (706 821-0405) beginning Monday, August 28, 2017. Bidders are cautioned that submitting a package without Procurement of a complete set are likely to overlook issues of construction phasing, delivery of goods or services, or coordination with other work that is material to the successful completion of the project. Bidders are cautioned that acquisition of documents through any other source is not advisable. Acquisition of documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

A Mandatory Pre Bid Conference for Re-Bid Item #17-209A will be held on Friday, September 1, 2017 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, September 5, 2017 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder. **A 10% Bid Bond is required to be submitted along with the bidders' qualifications; a 100% performance bond and a 100% payment bond will be required for award.**

Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RE-BID number on the outside of the envelope.

Bidders are cautioned that acquisition of RE-BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RE-BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

No re-bid will be accepted by fax, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director

**Re-Bid Item #17-209A**

Augusta Central Services Department Office-2760 Peach Orchard Road for Augusta, GA- Central Services Department-Facilities Division

Re-Bid Date: Thursday, September 14, 2017 @ 11:00 a.m.

Total Number Specifications Mailed Out:

Total Number Specifications Download (Demandstar):

Total Electronic Notifications (Demandstar):

Mandatory Pre-Bid Attendees:

Total packages submitted: 1

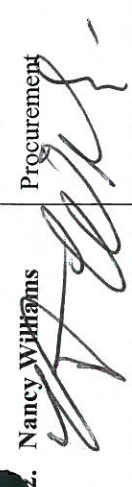
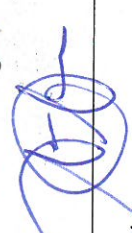
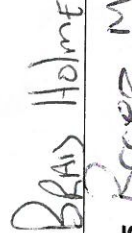
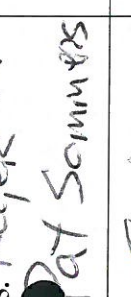
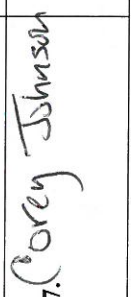
Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify	Bid Bond	SAVE Form	Addendum #1	Bid Price	Alternate Deduct No. 1	Alternate Deduct No. 2
Contract Management Inc. 1827 Killingsworth Road Augusta, GA 30904	YES	225306	YES	YES	YES	\$525,312.00	\$4272.00 (ADD)	-\$2,250.00
First Choice Home Inspection & Construct 2321 Peach Orchard Rd Suite 2 Augusta, GA 30906								
RW Allen 1015 Broad Street Augusta, GA 30901								
Sommers Construction 6320 Old Belair Rd Grovetown, GA 30813								
HBJ Enterprises 2124 Pepperidge Dr Augusta, GA 30906								

Contract Management was the only eligible vendor to submit on this project.

ITB Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-209A Augusta Central Services Department Office Renovations-
2760 Peach Orchard Road for Augusta Central Services Department
Friday, September 1, 2017 @ 10:00 a.m.
PLEASE PRINT

Original 1 of 2

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	probidandcontract @augustaga.gov	
2. Nancy Williams 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	probidandcontract @augustaga.gov	
3. Salasha Singleton 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	probidandcontract @augustaga.gov	
4. BRAD HOLMES 	RW ALLEN	1015 BROWN STREET Augusta, GA 30901	706-733-2800	706-733-3879	bholmes@rwallen.com	Prime
5. KAGER M PAT SUMMERS 	SUMMERS CONSULT	633 C Old Belair Rd South old belair Greenville, SC 29613	706 831 5133	888 260 1674	psommers@summers.com	Prime
6. Tamlar WALTON	compliance	535 Telfair St. Suite 710 Augusta, GA 30901	706 821-2400	706 823-4395	Twalton@augustaga.gov	
7. Corey Johnson 	First Choice Home Inspection + Construction, LLC	2321 Peach Orchard Rd STE 2 Augusta, GA 30906	706-736-4435	706 550-0952	FirstChoiceInspection @hotmail.com	Sub

ITB Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-209A Augusta Central Services Department Office Renovations-
2760 Peach Orchard Road for Augusta Central Services Department
Friday, September 1, 2017 @ 10:00 a.m.
PLEASE PRINT

2 of 2

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. Patrick Carter	CES Flooring Tech	811 Laney Walker Blvd Augusta GA	706-664-5085		cesflooring@belle @gmail.com	Sub
9. Rick Acre	CENTRAL SERVICES		706-821-1595		racree@ augustaga.gov	
10. Barrett Bourden	Contract Management INC.	1927 Kinnasubari Road Augusta GA 30804	706 667 9033	706 667 9034	Barrett@ Contract mgmtinc.com	Prime
11. Ronnie Green	HBJ Enterprises Henry Bryant		706-840-4696		www HBJ-Enterprises	
12. Sam Bentley	Rockledge Services Inc	1831 Old Savannah Rd Augusta	706-724 8472	706-724 8472	Bentley@ Rockledge services inc	Sub
13. Gerald K. Jefferson	Compliance	535 Telfair St Augusta, GA 30901	706-432- 5249	706- 823-4395	gjefferson @augustaga.gov	
14. Ann Helms	Fogels Fine Flowers	2825 Washington Rd. Augusta, GA 30909	706-738-4703		Fogels@juno. com	Sub
15. Melissa Chavis	Christopher Booker's Associates PC	170 Broad Street Augusta GA 30901	(706) 748-6742	(706) 748-2886	melissa@ christopherbooker.com	Architect Firm



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

2760 Peach Orchard Road, Augusta, GA 30906
(706) 821-2426 Phone (706) 799-5077 Fax

MEMORANDUM

A handwritten signature in black ink, appearing to be "TAD" or similar, located to the right of the memorandum header.

TO:  **Ms. Geri Sams, Director, Procurement Department**

THROUGH: **Mrs. Takiyah A. Douse, Director, Central Services**

DATE: **October 19, 2017**

SUBJECT: **Bid Item #17-209A Central Services Department Office Renovations - Recommendation**

Bids were received on the referenced project on September 14, 2017. One compliant bid was received from Contract Management of Augusta, Ga in the amount of \$529,584. We recommend award of this project to the this bidder.

Thank you for your assistance in securing this pricing. Please do not hesitate to call if you have any questions or need additional clarification.

Cc: Lonnie Wimberly
Takiyah Douse

KUHLKE CONSTRUCTION
3704 BENCHMARK DRIVE
AUGUSTA, GA 30909

SHEARER CONSTRUCTION
ATTN: ROBBIE SHEARER
P. O. BOX 2570
EVANS, GA 30809

R.D BROWN CONSTRUCTION
410 CAROLINA SPRINGS ROAD
NORTH AUGUSTA, SC 29841

SOMMERS CONSTRUCTION
ATTN: PATRICK SOMMERS
4889 SOMERSET DRIVE
EVANS, GA 30809

LARRY PITTMAN
1249 GORDON PARK ROAD
AUGUSTA, GA 30901

CONTRACT MANAGEMENT
ATTN: JAMES WILLIAMS
1827 KILLINGSWORTH ROAD
AUGUSTA, GA 30904

ALLEN + BATCHELOR CONSTRUCTION
1063 FRANKE INDUSTRIAL DRIVE
AUGUSTA, GEORGIA 30909

RCN CONTRACTING
ATTN: JIM NEWMAN
1115 FRANKE PLACE CT
AUGUSTA, GA 30909

HEAVENER CONSTRUCTION
ATTN: RICHARD PIECZYNSKI
1530 CRESCENT COURT
AUGUSTA, GA 30909

MRC CONSTRUCTION COMPANY
2203 WILLIS FOREMAN ROAD
HEPHZIBAH, GA 30815

S. D. CLIFTON CONSTRUCTION
ATTN: MAX KNIGHT
4324 WHEELER ROAD
MARTINEZ, GA 30907

LARRY MCCORD DESIGN/BUILD
ATTN: LARRY MCCORD
2016 HIGHLAND AVE
AUGUSTA, GEORGIA 30904

R.W. ALLEN LLC
1015 BROAD STREET
AUGUSTA, GA 30901

JBC CONSTRUCTION
118 N BELAIR ROAD SUITE 1
EVANS GA 30809

MCKNIGHT CONSTRUCTION
635 NORTHWEST FRONTAGE RD.
AUGUSTA, GA 30901

TWENTIETH CENTURY CONST.
ATTN: CARL JORDAN
2106 KELLY STREET
AUGUSTA, GA 30904

CONTINENTAL CONSTRUCTION
ATTN: ROBBIE HORTON
4190 CROSSTOWNE CT
EVANS, GA 30809

BLOUNT'S COMPLETE HOME SERVICE
ATTN: JIMMY BLOUNT
2907C OLD TOBACCO ROAD
HEPHZIBAH, GA 30815

J & B CONSTRUCTION
ATTN: JEROME JONES
3550 GORDON HWY
GROVETOWN, GA 30813

HORIZON CONSTRUCTION
ATTN: HENRY HENDERSON
P.O. BOX 798
EVANS, GA 30809

ACC CONSTRUCTION CO
635-A NORTHWEST FRONTAGE RD
AUGUSTA, GA 30907

ATTAWAY CONSTRUCTION
ATTN: MELISSA TYLER
3810 OAK DRIVE
MARTINEZ, GA 30907

SERVANTS HANDS CSRA
ATTN: STANLEY BECKETT
P. O. BOX 51
AUGUSTA, GA 30903

DABBS-WILLIAMS
ATTN: JAY JAMES
319 S WALNUT STREET
STATESBORO, GA 30459

Rick Acree
Central Services Dept.- Facilities

Takiyah Douse
Central Services Dept.- Facilities

RR&B ASSOCIATES INC.
6120 HWY 85
RIVERDALE, GA 30274

Kelli Irving
Compliance

Bid Item #17-209A
Augusta Central Services Department
Office Renovations for Central Services-
Facilities Div.
Mailed Out 08/24/17

Bid Item #17-209A
Augusta Central Services Department
Office Renovations for Central Services-
Facilities Div.
Bid Due: Thurs 9/14/2017 @ 11:00 a.m.



Compliance Department

Kellie Irving
Compliance Director

MEMORANDUM

To: Takiyah Douse, Director, Central Services Department
Geri Sams, Director, Procurement Department

From: Kellie Irving, Director, Compliance Department
Gerald K. Jefferson, DBE & LSBOP Officer, Compliance Department

Date: September 18, 2017

Subject: Augusta Central Services Department Office Renovations - 2760 Peach Orchard Road
Package for Augusta, Georgia
Re-Bid Item #17-209A

☒ This bidder/offeror IS eligible for award.

☐ This bidder/offeror IS NOT eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliancy by the bidder/offeror, **Contract Management, Inc.**. The Augusta, Georgia code requires a contractor to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts.

The goal established for the **Augusta Central Services Department Office Renovations - 2760 Peach Orchard Road Package** for Augusta, Georgia, Re-Bid Item #17-209A, is 10%. The bidder/offeror has committed to a minimum of 10% and has satisfied the good faith efforts. This bidder/offeror is responsive and compliant with the Local Small Business Opportunity Program; therefore, **this bidder/offeror is eligible for award.**

Should this bidder/offeror be selected for this bid, upon award, the DBE Unit will monitor the Contractor on a monthly basis to help ensure that they meet or exceed their committed goal for this project.

Should you have questions, please contact me at (706) 826-1325.

Compliance Department

535 Telfair Street – Suite 610 - Augusta, GA 30901-4414
(706) 821-2406– Fax (706) 821-4228
WWW.AUGUSTAGA.GOV



**Administrative Services Committee Meeting
10/31/2017 1:05 PM
Central Services Department Office Renovations**

Department:	Central Services Department
Presenter:	Takiyah A. Douse
Caption:	Approve award of contract for renovations to the Central Services Department administrative offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584. (Bid Item 17-209A)
Background:	The Central Services Department (est. June 2016) administrative employees are operating out of the former Utilities Payment Center on Peach Orchard Road. This building, circa 1971, currently houses the distribution pumps, water treatment and data hub for Augusta Utilities Department (AUD) distribution system for South Augusta. Use and occupancy of this building by Central Services is valuable to AUD for operations and maintenance of the water system. To improve operational efficiency, Augusta 311, one of five divisions of Central Services, will be collocated with other Central Services Department operations at this location. The relocation of Augusta 311 will allow for proposed future expansion of the Compliance Department from the seventh floor to the fifth floor and the Marshall's Office. Pricing for bid item 17-209A was received on September 14, 2017. Contract Management Inc. submitted the only compliant bid.
Analysis:	Contract Management Inc. of Augusta submitted the only compliant bid of \$529,584. The bid price is in line with the anticipated budget costs for this work.
Financial Impact:	The cost of the renovation project is \$529,584.
Alternatives:	1. Approve award of contract for renovations to the Central Services Department Offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584. 2. Do not approve the purchase.

Recommendation: Approve award of contract for renovations to the Central Services Department administrative offices on Peach Orchard Road to Contract Management Inc. of Augusta in the amount of \$529,584.

Funds are Available in the Following Accounts: This project is funded through current year capital and SPLOST 7 designated for Existing Facility Upgrades.

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



**Administrative Services Committee Meeting
10/31/2017 1:05 PM
City Advertising Campaigns**

Department:

Presenter:

Caption: Discuss using only "The City of Augusta" in all advertising campaigns involving events sponsored and paid for by Augusta, GA (Requested by Commissioner Marion Williams)

Background:

Analysis: How to effectively advertise our events and/or services is something that should constantly be re-evaluated.

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Request for Proposal

Request for Proposals will be received at this office until Thursday, July 27, 2017 @ 11:00 a.m. for furnishing:

RFP Item # 17-213 Install Roof Mounted Solar Array for Augusta, GA – Central Services Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Gerri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARCbid**. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

A Mandatory Pre Proposal Conference will be held on Wednesday, July 12, 2017 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605. A Mandatory Site Visit will follow.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Thursday, July 13, 2017, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

No RFP may be withdrawn for a period of 60 days after bids have been opened, pending the execution of contract with the successful bidder(s). **A 100% performance bond and a 100% payment bond will be required for award.**

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Gerri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle June 15, 22, 29, July 6, 2017
Metro Courier June 21, 2017



RFP Opening Item #17-213
Install Roof Mounted Solar Array
for Augusta, GA- Central Services Department
RFP Due: Thursday, July 27, 2017 @ 11:00 a.m.

Total Number Specifications Mailed Out:
Total Number Specifications Download (Demandstar):
Total Electronic Notifications (Demandstar):
Mandatory Pre Proposal Conference Attendees:
Total packages submitted:
Total Noncompliant:

VENDORS	Attachment "B"	E-Verify	SAVE Form	Addendum 1	Addendum 2	Original	Copies 6	Fee Proposal
Hannah Solar, LLC. 1311 Collier Road NW Atlanta, GA 30318	YES	379609	YES	YES	YES	YES	YES	YES
True Energy USA, LLC. 3840 Windermere Pkwy STE 403 Cummings, GA 30041	YES	1121140	YES	YES	YES	YES	YES	YES



Evaluation Sheet RFP Opening Item #17-213
Install Roof Mounted Solar Array
for Augusta, GA- Central Services Department
RFP Due: Thursday, July 27, 2017 @ 11:00 a.m.

Vendors		Hannah Solar, LLC. 1311 Collier Road NW Atlanta, GA 30318	True Energy USA, LLC. 3840 Windermere Pkwy STE 403 Cummings, GA 30041
RANKING - First Round Elimination (MUST PASS FOR CONTINUED CONSIDERATION)			
Submittal and Quality of RFP			
A. Package submitted by the deadline	Pass/Fail	PASS	PASS
B. Package is complete (includes requested information as required per this solicitation)	Pass/Fail	PASS	PASS
Second Round Elimination (Total Points 50) (MUST ACHIEVE 35 POINTS FOR CONTINUED CONSIDERATION)			
Quality of RFP			
C. Overall Quality of RFP (concise and to-the-point)	50	45.0	46.7
Proposer's Overall Ability to Provide the Services (Total Points 470)			
D. Narrative			
1. Technical Approach	100	90.0	91.7
2. Financial Responsibility	100	50.0	60.0
3. Project Management	95	85.0	90.0
4. Key Personnel & Staff	90	86.7	86.7
5. Organizational Qualifications	75	85.0	78.3
6. Optional Interview (Potential Bonus Points)	10		
D. TOTAL	470	396.7	406.7
Scope of Services (Total Points 200)			
E. Scope of Services			
1. Project Specific Experience	100	91.7	96.7
2. Past performance on projects similar in nature	50	46.7	45.0
3. Evidence that firm fully understands Owner's goals and project scope.	50	44.7	46.7
Total	200	183.0	188.3
Proximity to Area (Total Points 10)			
F. Proximity to Area			
Within Richmond County	10		
Within CSRA	8		
Within Georgia	6	6	6
Within SE United States (includes AL, TN, NC, SC, FL)	4		
• All Others	2		
TOTAL	10	6	6
Cost/Fee Consideration			
G. Proximity to Area			
Lowest Fees	10	10	
Second	8		2
Third	6		
Forth	4		
Fifth	2		
TOTAL	10	10	2
Reference(s) (Total Points 10)			
H. References	10	10	10
Total (Total Possible Score 750)			
Total	750	650.7	659.7
Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations			
Internal Use Only			
Evaluator:	Cumulative	Date:	8/16/17
Procurement Department Representative: Nancy Williams			
Procurement Department Completion Date: 8/16/17			



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

2760 Peach Orchard Road, Augusta, GA 30906
(706) 821-2426 Phone (706) 799-5077 Fax

MEMORANDUM

DA

TO: *Ms. Geri Sams* **Ms. Geri Sams, Director, Procurement Department**
THROUGH: *Mrs. Takiyah A. Douse* **Mrs. Takiyah A. Douse, Director, Central Services**
DATE: **September 25, 2017**
SUBJECT: **RFP #17-213 Install Solar Mounted Array - Recommendation**

We received two compliant proposals for the referenced RFP on July 27, 2017.

Qualifications presented by each firm were reviewed by the Evaluation Committee and resulted in True Energy of Cumming, GA being judged the more qualified firm by a slim margin. However, their cost proposal exceeded the project budget.

We requested that True Energy provide a price breakdown for analysis and consideration. The documentation submitted showed that the proposal included scope that was not requested in the RFP. Both firms were then asked to provide their best and final offer for the scope outlined in the RFP. The proposal submitted by True Energy is still over the anticipated project budget of \$160,000 and Hannah Solar of Atlanta, submitted a best and final offer of \$112,746.

Central Services recommends that the contract be awarded to Hannah Solar of Atlanta, GA based on the consideration that their price is well within the project budget, the qualifications based scoring was very close and the best and final offer from True Energy was still over the funding allocated.

Thank you for your assistance in securing this proposal. Please do not hesitate to call if you have any questions or need additional clarification.

Cc: Takiyah A. Douse
Mashell Fashion

'17 SEP 27 PM 2:51

FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* The competitive sealed proposals method may be utilized when the Augusta, Georgia Administrator approves the written justification of the Procurement Director or using agency head that the sealed bid method is not in the best interest of Augusta, Georgia. Generally, this method may be used when competitive sealed bidding (involving the preparation of detailed and specific specifications) is either not practicable or not advantageous to Augusta, Georgia. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).

- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:
 - (1) The ability, capacity, and skill of the offeror to perform the contract or provide the services required;
 - (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and

ordinances relating to the contract or services;

- (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.
- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

Mandatory RFP Pre Proposal Conference Sign-in Sheet
RFP Item #17-213 Install Roof Mounted Solar Array for Augusta, GA Central Services Department
Wednesday, July 12, 2017 @ 10:00 a.m.
PLEASE PRINT

Original

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White <i>Darrell White</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	procbidandcontract @augustaga.gov	
2. Nancy Williams	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	procbidandcontract @augustaga.gov	
3. Salasha Singleton <i>SS</i>	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	procbidandcontract @augustaga.gov	
4. Elizabeth Davis <i>Elizabeth Davis</i>	Hannah Solar, LLC	1311 Collier Rd NW Atlanta, GA 30318	404-805-3884	404-609-7455	elizabeth.davis @hannah solar.com	Prime
5. Gerald K. Jefferson <i>Gerald K. Jefferson</i>	Compliance Dept.	535 Telfair St. Augusta, GA 30901	706-821-2406		jefferson augustaga gov	—
6. Mashell Fashion	Library	823 Telfair Street, Augusta GA 30901	706-821-2602	706 724-6762	fashionm@ arcpls.org	
7. Rick Acree	CENTRAL SERVICES		706-821-1595		racree@ augustaga.gov	

Mandatory RFP Pre Proposal Conference Sign-in Sheet
RFP Item #17-213 Install Roof Mounted Solar Array for Augusta, GA Central Services Department
Wednesday, July 12, 2017 @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. Darshan Patel	True Energy USA LLC	3840 Windermere Pl Cumming, GA 30041	678 520 0089	678 366 3999	darshan@trueenergy.com	Prime
9.						
10.						
11.						
12.						
13.						
14.						
15.						

True Solar USA
3840 Windemere Pkwy
Cumming, GA 30041

Energy Consulting Group
One Overton Park
3625 Cumberland Blvd, Suite 1525
Atlanta, GA 30339
RETURNED MAIL

SolarFlex Technologies – Watkinsville
3001 Monroe Hwy, Suite 200 B
Watkinsville, GA 30677
RETURNED MAIL

Solar Energy USA
7565 Industrial Court
Alpharetta, GA 30004

Solarsmith LLC
601 Wild Turkey Rd
Savannah, GA 31406

OneWorld Sustainable – Lexington
206 South Gilmer St
Lexington, GA 30648
RETURNED MAIL

US Power Solutions
5028S Atlanta Road SE, Ste 28
Atlanta, GA 30080
RETURNED MAIL

INMAN SOLAR
320 N HIGHLAND AVENUE NE
ATLANTA, GA 30307
RETURNED MAIL

STRATA SOLAR
50101 GOVERNORS DRIVE
SUITE 280
CHAPEL HILL NC 27517

UNITED RENEWABLE ENERGY
5895 SHILOH ROAD, SUITE 104
ALPHARETTA GA 30005

Solar Crave
4145 Thruman Road
Hampton, GA 30228
RETURNED MAIL

Solar Art Group
50 Royal Oak Drive
Rossville, GA 30741

Southern View Energy
5022 BU Bowman Dr
Buford, GA 30518
RETURNED MAIL

Georgia Solar Power Company
56 Hamby Road
Marietta, GA 30061
RETURNED MAIL

Ecomech Geothermal Heating and Air
Service
1100 Peachtree St NE
Atlanta, GA 30309
RETURNED MAIL

Coastal Solar Power Company
229 W. General Screven Way
Suite M4
Hinesville, GA 31313

Summit Green Solutions
3070 Damascus Road
Augusta, Ga 30909
RETURNED MAIL

SUNSHINE SOLAR
4880 LOWER ROSWELL RD, STE 165-
341
MARIETTA, GA 30068

HANNAH
1311 COLLIER ROAD
ATLANTA, GA 30318

RBA ENERGY COMPANY
P. O. BOX 14517
SAVANNAH, GA 31416

White Electrical
1730 Chattahoochee Ave
Atlanta, GA 30318

Okefenokee Solar, Inc
2889 Bob Bowen Road
Blackshear, GA 31516

All American Solar Services
P.O. Box 554
Murrayville, GA 30564
RETURNED MAIL

Hannah Solar
2135 Defoor Hills Road
Atlanta, GA 30318
RETURNED MAIL

One World Sustainable – Savannah
229 East 50th St
Savannah, GA 31405
RETURNED MAIL

Solar USA
3355 Lenox Road
Atlanta, GA 30326
RETURNED MAIL

UNITED RENEWABLE ENERGY
5895 SHILOH ROAD, SUITE 104
ALPHARETTA GA 30005

SOLAMERICA ENERGY LLC
1819 PEACHTREE ROAD
SUITE 100
ATLANTA, GA 30309

RADIANCE
916 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

Kellie Irving
Compliance

Rick Acree
Central Services

Takiyah Douse
Central Services

RFP Item# 17-213
Install Roof Mounted Solar Array
for Augusta, GA Central Services
Department
RFP Due: Thurs, 7/27/2017@ 11 a.m.

RFP Item# 17-213
Install Roof Mounted Solar Array
for Augusta, GA Central Services
Department
Mailed: 6/15/2017



Compliance Department

Kellie Irving
Compliance Director

MEMORANDUM

To: Takiyah Douse, Director, Central Services Department
Geri Sams, Director, Procurement Department

From: Gerald K. Jefferson, DBE & LSBOP Officer, Compliance Department
Kellie Irving, Director, Compliance Department

Date: August 11, 2017

Subject: Roof Mounted Solar Array Package for Augusta, Georgia
RFP Item #17-213

☒ This bidder/offeror IS eligible for award.	☐ This bidder/offeror IS NOT eligible for award.
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This memo is to transmit the review and concurrence of responsiveness and compliancy by the bidder/offeror, **True Energy USA, LLC**. The Augusta, Georgia code requires a contractor to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts.

The goal established for the **Roof Mounted Solar Array Package** for Augusta, Georgia, RFP Item #17-213, is **5%**. The bidder/offeror has committed to a minimum of **5%** and has satisfied the good faith efforts. In addition, the bidder/offeror is responsive and compliant with the Local Small Business Opportunity Program; therefore, **this bidder/offeror is eligible for award.**

Should this bidder/offeror be selected for this bid, upon award, the DBE Unit will monitor the Contractor on a monthly basis to help ensure that they meet or exceed their committed goal for this project.

Should you have questions, please contact me at (706) 826-1325.

Compliance Department

535 Telfair Street – Suite 610 - Augusta, GA 30901-4414
(706) 821-2406– Fax (706) 821-4228
WWW.AUGUSTAGA.GOV



**Administrative Services Committee Meeting
10/31/2017 1:05 PM
Friedman Library Solar Array**

Department:	Augusta Richmond County Public Library System (ARCPLS)
Presenter:	Mashell Fashion, Director
Caption:	Approve award for installation of a 60 kW photovoltaic solar array on Friedman Branch Library to Hannah Solar of Atlanta, GA in the amount of \$112,746.00. (RFP 17-213)
Background:	Earlier this year, the Augusta Commission approved installation of a 60kW photovoltaic array on the roof of the Friedman Branch Library based upon the Augusta Richmond County Public Library System (ARCPLS) receiving an award of a rebate of up to \$50,000 for the installation. RFP 17-213 was issued to receive proposals from qualified firms to perform the installation.
Analysis:	Proposals were received from two firms on July 27th. The firms qualifications were reviewed and scored. The firm with the higher score, True Energy, submitted a pricing component that was over the project budget. A pricing breakdown was requested for clarification and it was determined that the True Energy had included additional scope that was not requested or needed. Clarification of our expectations was issued to both vendors and they were asked to provide their best and final pricing based upon the desired scope. True Energy's best and final was less than the original price, but still exceeds the project budget. The cost of the proposal submitted by Hannah Solar is within the project budget and they are well qualified to do the installation.
Financial Impact:	The cost of the solar installation is \$112,746.00
Alternatives:	1. Approve award for installation of a 60 kW photovoltaic solar array on Friedman Branch Library to Hannah Solar of Atlanta, GA in the amount of \$112,746.00 2. Do not approve the purchase.
Recommendation:	Approve award for installation of a 60 kW photovoltaic solar array on Friedman Branch Library to Hannah Solar of Atlanta, GA

in the amount of \$112,746.00

**Funds are Available
in the Following
Accounts:**

This project is funded through SPLOST designated for Friedman Library. The State of Georgia has awarded ARCPLS a \$50,000 rebate for this installation which will be returned to the SPLOST allocation for the Library.

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



Administrative Services Committee Meeting Commission Chamber - 10/10/2017

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman;
Jefferson, Vice Chairman; Davis, member.
Absent: Hon. D. Williams, member.

ADMINISTRATIVE SERVICES

1. Approve award for coating of the metal roof at the Fire Department Fleet Maintenance Facility on Broad Street to Horizon Roofing of Monroe, Georgia in the total amount of \$46,800.00. Bid Item 17-237 **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

2. Motion to approve the minutes of the Administrative Services Committee held on September 26, 2017. **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

3. Motion to approve the transfer of \$58,340 from 101022110-5224111 (Building Rental) to 101022110-5111110 (Perf. Full-Time S&W-Reg) and other necessary Object Codes for the creation of a new Law Clerk position. **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

4. Status report on research into the Purchasing Power Program.

**Item
Action:
Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

www.augustaga.gov



**Administrative Services Committee Meeting
10/31/2017 1:05 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on October 31, 2017.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Municipal Campus Phase II Renovations and Recommendations

Central Services Department
Takiyah A. Douse, Director

Phase II Challenges

- § Dec 2016 Juvenile Court relocated from expensive rental space (\$145,680 annually); currently crowded and split between 2 floors
- § Law Department lacks adequate space for existing staff and room for growth
- § Wellness Center currently in modular office space; must be relocated due to future demolition plans of 401 Walton Way (LEC) and expected growth

Phase II Challenges

- § Compliance Department lacks adequate space for existing staff and has confidentiality issues with existing setup
- § Parking lot has inadequate space for tenants and citizens (308 spaces 265 employees)
- § Parking islands are not irrigated
- § Marshal's Office lacks space for 3 employees and a centralized Operation Center (currently on Deans Bridge Rd)

Phase II Recommendations

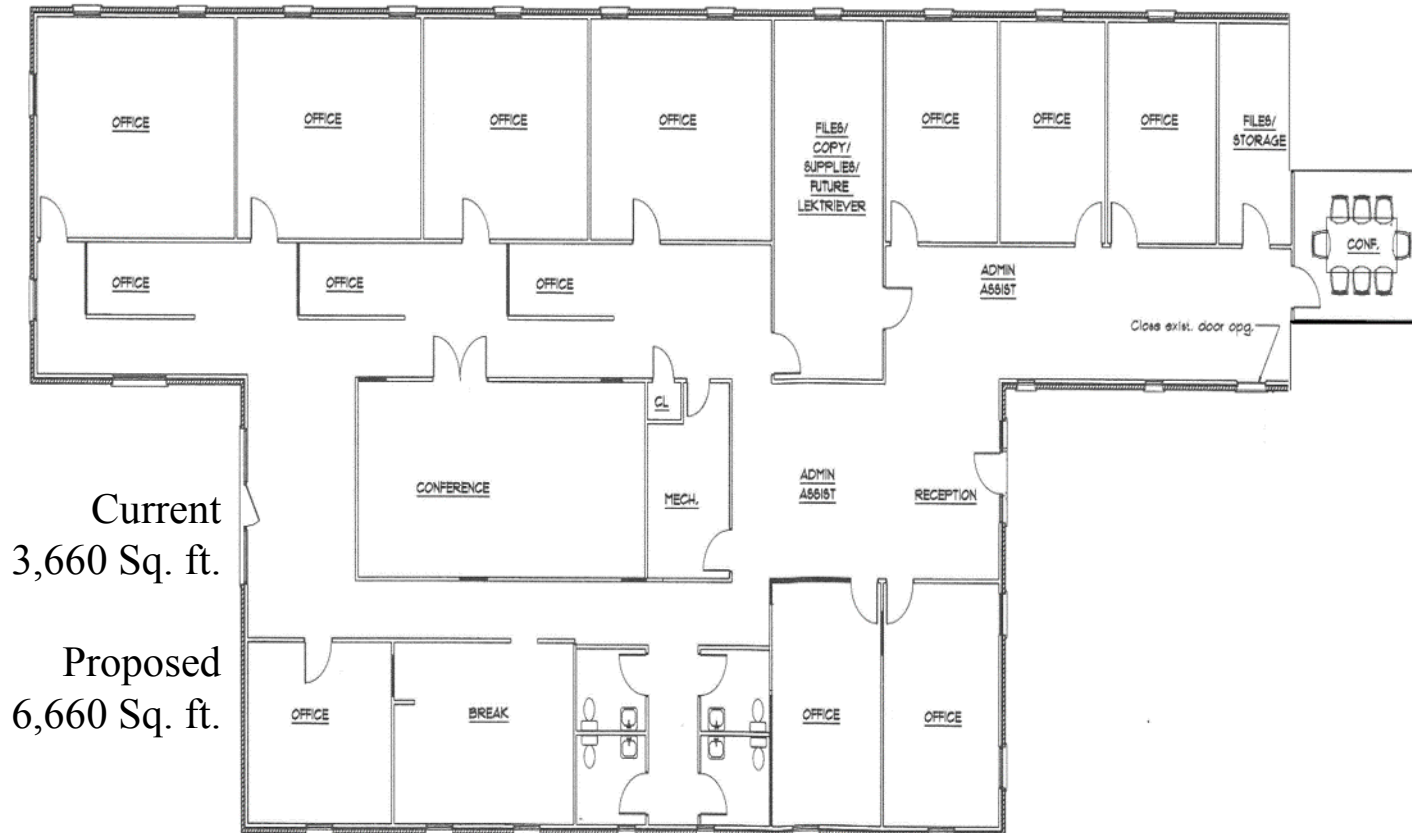
- § Expand Law Department by utilizing existing space soon to be vacated as a result of the Engineering Department relocating to the former AT&T Building
- § Renovate Traffic Engineering Building to relocate Wellness Center
- § Relocate Compliance Department from the 7th floor to the 5th floor as a result of Augusta 311 relocating to the Central Services Administrative Building

Phase II Recommendations

- § Demolish Engineering Administrative building, construct additional parking (net 5 spaces).
- § Irrigate landscaping islands
- § Repurpose office space within Tax Assessor's Office
- § Relocate Marshal's Operation Center (MOC) from Deans Bridge Rd to the 7th floor (Compliance Suite) and expand the Marshal's Suite to include the offices for additional staffers

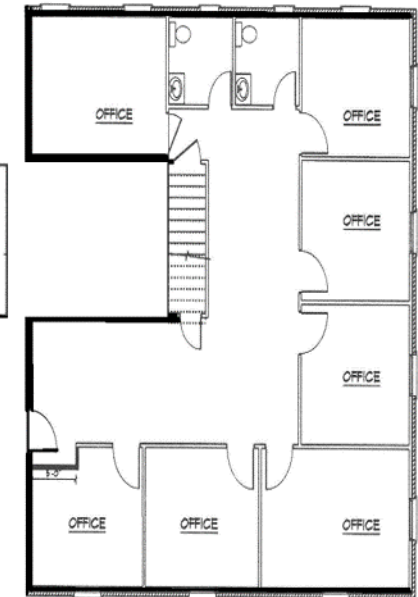
Municipal Campus Statistics

	Current	Proposed	Net Increase/Decrease
Campus Employees	265	223	- 42
Parking Spaces	308	313	5
One Hour Parking	6	16	10



Current
3,660 Sq. ft.

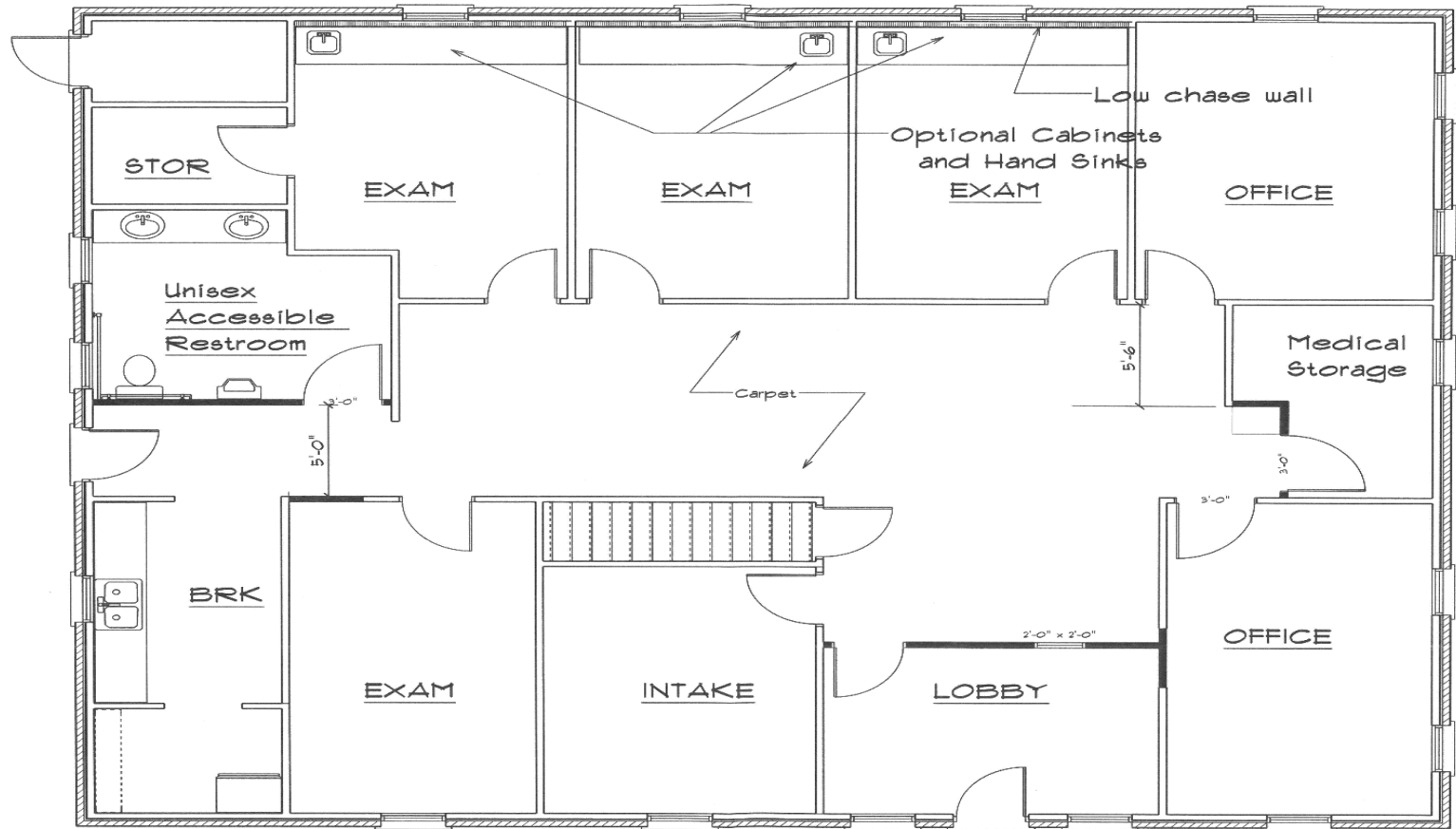
Proposed
6,660 Sq. ft.

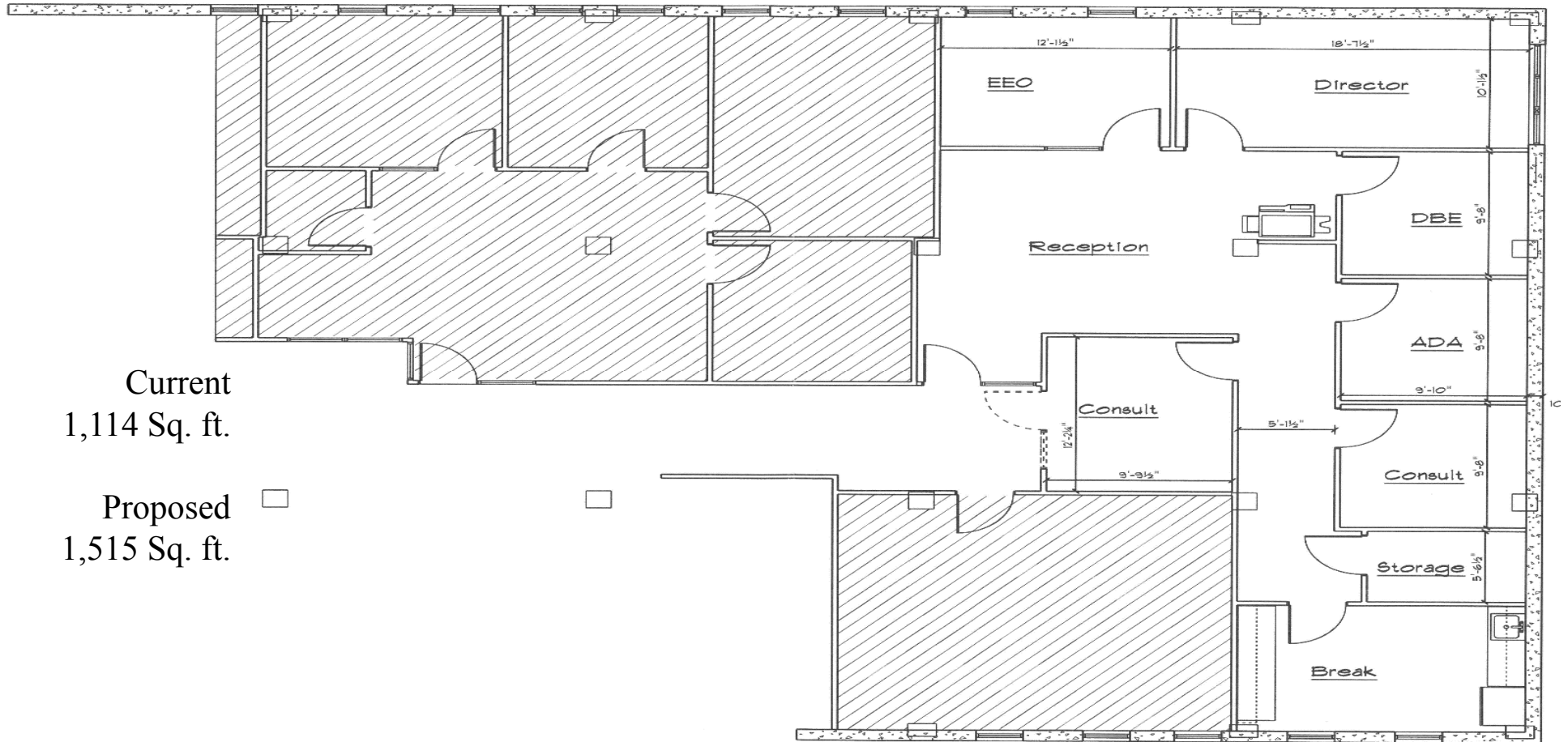


1,571 Sq. ft.
Future Programming

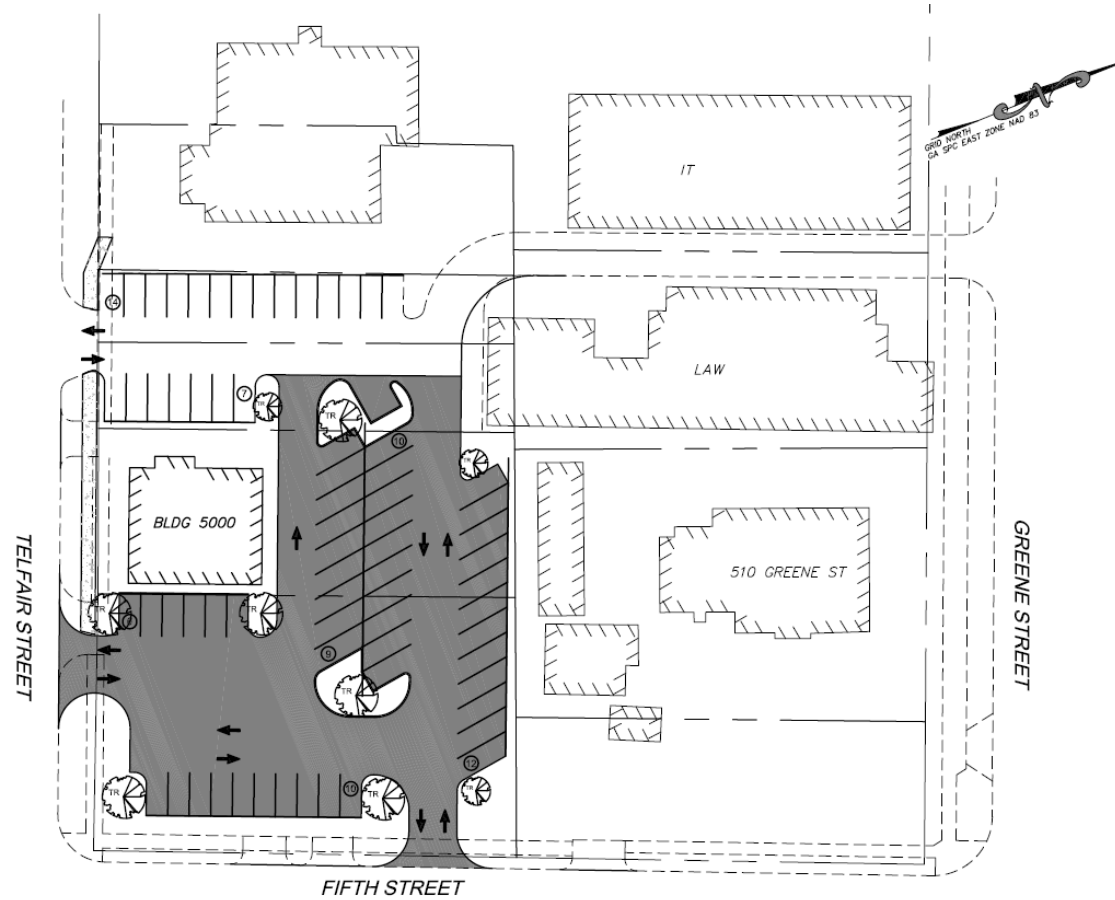
Current
1,000 Sq. ft.

Proposed
1,571 Sq. ft.



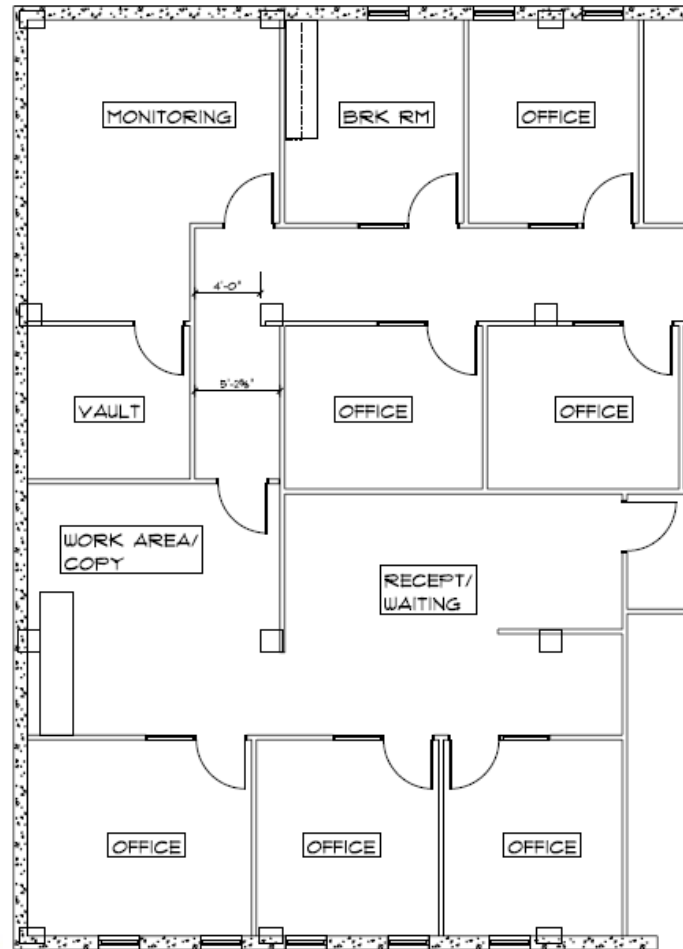


47 Proposed
Spaces 5 Net



Current
3,303 Sq. ft.

Proposed
4,417 Sq. ft.



Municipal Campus Account

Balance available as of April 30, 2017	\$1,121,251
--	-------------

Estimated Costs

Law Department	\$317,090
Wellness Center	\$100,000
Compliance Department	\$84,600
Parking Lot Addition	\$67,856

Municipal Campus Account

Irrigation	\$33,895
Marshal's Office Buildout	\$25,000
Other	\$89,312
(Parking lot redesign, modifications to Tax Assessor's Office, demolition of engineering building)	
Total	<u>\$717,753</u>
New Balance	<u>\$403,498</u>



Administrative Services Committee Meeting
10/31/2017 1:05 PM
Municipal Campus Phase II Projects

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Request Commission approve the Municipal Campus Phase II renovations for the following purposes: Creating options for additional parking and selective demolition; adapting Municipal Building space to accommodate evolving department and commission needs; and renovating satellite buildings to consolidate operations in single locations.
Background:	Departments sometimes need to adapt to ongoing operations to effectively meet Commission goals and objectives. These changes frequently require modifications to existing space to make efficient use of existing resources.
Analysis:	Central Services, in concert with the Administrator's Office and Finance Department, have looked at various options to meet current and future needs. We believe the recommendations outlined herein represent the best options at this time.
Financial Impact:	The total for the projects under consideration will be within the remaining SPLOST funding allocated to the Municipal Building Campus. In addition, we call Commission's attention to the fact that the attachments outline project budgets. The final costs will not be available until firm bids are taken and ready for award.
Alternatives:	Receive as information, a report on proposed projects and options for the Municipal Building Campus, to include: • Options for additional parking and selective demolition • Municipal Building space modifications to adapt to evolving department and commission needs • Renovation of satellite buildings to consolidate operations in a single location
Recommendation:	Approve the proposed Phase II plan and authorize staff to proceed with the projects. All bid awards requiring Commission approval

will be placed on subsequent agendas.

**Funds are Available
in the Following
Accounts:**

Funding is to come from \$1,100,000 in SPLOST VI allocated to
Municipal Campus Projects.

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission
