



Administrative Services Committee Commission Chamber- 11/28/2017- 1:05 PM Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve 2017 Christmas Eve and Christmas Day Holiday Schedule.  [Attachments](#)
2. Approve a 1-year extension of the existing fleet maintenance contract with First Vehicle Services.  [Attachments](#)
3. Consider prioritization of the project to 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 in conjunction with the Facility Space Allocation Plan Recommendations. (Bid Item 17-209A) (Referred from November 14 Administrative Services Committee)  [Attachments](#)
4. Receive a prioritized list from the Administrator and staff regarding the recommendations outlined within the Facility Space Allocation Plan. (Referred from November 14 Administrative Services Committee)  [Attachments](#)
5. Motion to approve the minutes of the Administrative Services Committee held on November 14, 2017.  [Attachments](#)

www.augustaga.gov



**Administrative Services Committee Meeting
11/28/2017 1:05 PM
2017 Christmas Holiday Schedule**

Department: Human Resources

Presenter: Sylvia Williams

Caption: Motion to approve 2017 Christmas Eve and Christmas Day Holiday Schedule.

Background: Christmas Eve is Sunday, December 24th and according to the Augusta Georgia Personnel Policy and Procedure Manual (PPPM) Section 100.006 Holidays, Christmas Eve will be observed on Christmas Day, Monday, December 25th. However, with December 25th being a holiday in its own right, the PPPM does not address granting the day after Christmas as a holiday. Pursuant to Augusta Georgia PPPM Section 100.006 Holidays, whenever a holiday falls on a Saturday, the preceding Friday shall be designated as a substitute holiday and observed as the official holiday for that year. Whenever the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. Holiday schedules may be adjusted at any time at the Administrator's direction.

Analysis: Other Counties Observance: Columbia County: Monday, December 25th and Tuesday, December 26th Burke County: Monday, December 25th and Tuesday, December 26th State of Georgia: Monday, December 25th and Tuesday, December 26th

Financial Impact: Overtime pay for some employees working on the holiday.

Alternatives: Do not approve December 26, 2017 as the official holiday to observe Christmas Day.

Recommendation: Declare Christmas Eve Monday, December 25, 2017 and Christmas Day Tuesday, December 26, 2017 as the official holiday. This will put Augusta Georgia in line with the other counties and State of Georgia and keep our operation moving forward.

Cover Memo

Item # 1

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

REVIEWED AND APPROVED BY:

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



**Administrative Services Committee Meeting
11/28/2017 1:05 PM
2017 Vehicle Maintenance Contract Extension**

Department: Central Services Department - Fleet Management Division

Presenter: Takiyah A. Douse

Caption: Approve a 1-year extension of the existing fleet maintenance contract with First Vehicle Services.

Background: First Vehicle Services has been providing a full maintenance service contract for Augusta since 2003. Contract was entered into for a period of 3 years with provisions for two 1-year extensions, subject to the approval of the Augusta Commission. The current service contract was approved on March 18, 2014 (enclosure). It was extended for the first year on January 17, 2017 (enclosure). In 2017, the contract cost was reduced by \$167,393.00 from 2016 due to a reduction in fleet assets and moving small equipment into a non-contract status. First Vehicle services was asked to provide pricing for the second and final extension. They would like to propose extending the 2017 pricing to 2018. The contract cost for 2018 would be \$2,957,663.00. The wording for the extension is attached for review. No further options exist to extend the contract beyond 2018.

Analysis: The proposal for the final year extension, by First Vehicle Services, is \$2,957,663.00 for 2018.

Financial Impact: The proposed and recommended budget for 2018 supports the First Vehicle Services proposal for \$2,957,663.00. (626-01-6440/5223113).

Alternatives: (1) Approve the request; (2) Do not approve the request

Recommendation: Approve the extension for 1-year of the fleet maintenance contract for \$2,957,663.00.

**Funds are Available
in the Following**

Proposed 2018 Budget: 626-01-6440/5223113

Cover Memo

Item # 2

Accounts:

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



Office of the Administrator

Tameka Allen, Interim Administrator
Steve Cassell, Interim Deputy Administrator

Room 801 - Municipal Building
530 Greene Street - AUGUSTA, GA 30901
(706) 821-2400 - FAX (706) 821-2819
www.augustaga.gov

March 18, 2014

Mr. Ron Crowden
Fleet Manager
1568 Broad Street
Augusta, GA 30904

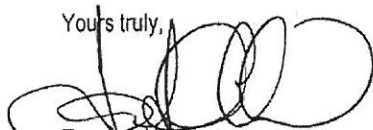
Dear Ron:

The Augusta-Richmond County Commission, at their regular meeting held on Tuesday, March 18, 2014 took action on the following items.

15. Approved using Motorola to find a buyer for the Motorola Gold Elite Consoles that have been replaced at the 911 Center. (Approved by Finance Committee March 10, 2014)
25. Approved First Vehicle Services provide fleet maintenance services for Augusta, Georgia. (No recommendation from Finance Committee March 10, 2014)

If you have any questions, please contact me.

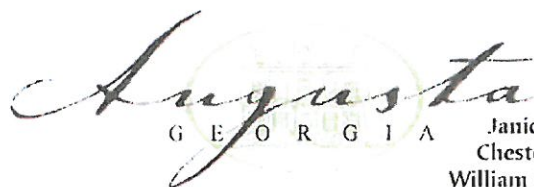
Yours truly,



Tameka Allen
Interim Administrator

03-18-14: #15, #25

cc: Ms. Donna Williams
Mr. Dominick Nutter



Office of the Administrator

Janice Allen Jackson, Administrator
 Chester Brazzell, Deputy Administrator
 William E. Rhinehart, Deputy Administrator

Ste. 910 - Municipal Building
 535 Telfair Street - AUGUSTA, GA 30901
 (706) 821-2400 - FAX (706) 821-2819

January 17, 2017

Ms. Takiyah Douse
 Central Services Director
 2760 Peach Orchard Road
 Augusta, GA 30906

Dear Takiyah:

The Augusta, Georgia Commission, at their regular meeting held on Tuesday, January 17, 2017 took action on the following items.

12. Approved a one (1)-year extension of the existing fleet maintenance contract with First Vehicle Services with the Central Services Director reporting back in six months with information concerning the feasibility of bringing the operation back in-house. (Approved by Administrative Services Committee January 10, 2017)
14. Approved award for coating of the metal roofs at the Fleet Maintenance Facilities on Broad Street and Tobacco Road to Horizon Roofing of Monroe, Georgia in the total amount of \$80,000.00. (Bid Item 16-245) (Approved by Administrative Services Committee January 10, 2017)

If you have any questions, please contact me.

Yours truly,

Janice Allen Jackson
 Administrator

01-17-17: #12, #14

cc: Ms. Donna Williams
 Ms. Geri Sams

**FLEET MANAGEMENT AND VEHICLE MAINTENANCE SERVICES
CONTRACT
WITH AUGUSTA RICHMOND COUNTY**

This agreement is made this ____ day of November 2017 by and between the Augusta Richmond County Georgia (ARC) and First Vehicle Services, Inc. ("FVS").

NOW, THEREFORE, in consideration of the mutual covenants, promises and undertakings contained in the contract and this agreement, the ARC and FVS agree as follows:

1. The Approved Budget and Maximum Price, including Contractor's fee, for the period of January 1, 2018, up to and including December 31, 2018, is Two Million Nine Hundred Fifty-Seven Thousand Six Hundred Sixty-Three dollars. (\$2,957,663).

Except as amended by this document, the Contract as previously approved, remains in full force and effect and legally binding upon the ARC and FVS.

IN WITNESS WHEREOF, the ARC and FVS hereto have affixed their respective signatures as the date indicated below:

AUGUSTA RICHMOND COUNTY GEORGIA

Attest:

BY: _____

Name: _____

Title: _____

Date: _____

FIRST VEHICLE SERVICES, INC.

Attest:

BY: _____

Name: Steve Breeden

Title: Region Vice President

Date: _____

**FLEET MANAGEMENT AND VEHICLE MAINTENANCE SERVICES
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IN WITNESS WHEREOF, the ARC and FVS hereto have affixed their respective signatures as the date indicated below:

AUGUSTA RICHMOND COUNTY GEORGIA

Attest:

BY: _____

Name: _____

Title: _____

Date: _____

FIRST VEHICLE SERVICES, INC.

Attest:

BY: _____

Name: Steve Breeden

Title: Region Vice President

Date: _____



**Administrative Services Committee Meeting
11/28/2017 1:05 PM
Central Services Department Office Renovations**

Department: Central Services Department

Presenter: Takiyah A. Douse

Caption: Consider prioritization of the project to 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 in conjunction with the Facility Space Allocation Plan Recommendations. (Bid Item 17-209A) (Referred from November 14 Administrative Services Committee)

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 award contract.
Contract Memo
Item # 3

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:



Attachment number 1 in Page 1 of 1

Item # 3

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

OFFICIAL

**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

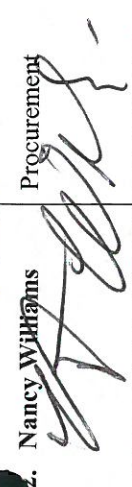
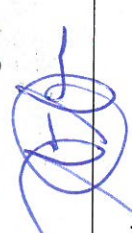
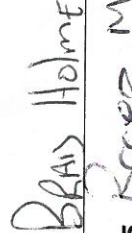
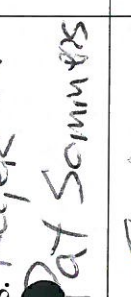
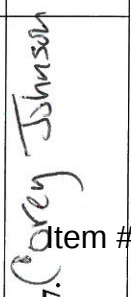
Total Noncompliant: 0

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	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 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	procbidandcontract @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	630 C. Old Belair Rd South old belair Greenville, SC 29613	706 831 5133	888 260 1674	psummers@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. Carey 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		racrea@ augustaga.gov	
10. Barrett Bouden	Contract Management INC.	1827 Kimmisubari 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	706-741 8472	706-741 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 Davis	Christopher Booker's Associates PC	670 Broad Street Augusta GA 30901	(706) 748-6742	(706) 748-2886	melissa@ christopherbooker.com	Architect Firm

Item # 3



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

Item # 3



**Administrative Services Committee Meeting
11/28/2017 1:05 PM
Facility Space Allocation Plan Recommendations**

Department: Central Services Department

Presenter: Takiyah A. Douse

Caption: Receive a prioritized list from the Administrator and staff regarding the recommendations outlined within the Facility Space Allocation Plan. (Referred from November 14 Administrative Services Committee)

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. The modifications presented will allow for future growth and assess the current needs of each Department respectfully. **-Expand the Law Department** by utilizing space vacated by the Engineering Department relocating to Walker Street. **-Renovate Traffic Engineering** Building to relocate the Wellness Center from 4th Street **-Relocate Compliance Department** from the 7th floor to the 5th floor - **Demolish Engineering Administrative building**; construct additional parking to improve traffic flow -Irrigate landscaping islands **-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 **-Designate space** on the 5th floor vacated by Augusta 311 for **Keep Augusta Beautiful -Renovate the Central Services Department** offices located on Peach Orchard – new Department June 2016 **-Relocate Augusta 311** from the 5th floor of the Municipal Building to the Central Services Department offices

Analysis: Central Services, in concert with the Administrator 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: Municipal Campus Projects \$651,085 SPLOST 7 Central Services Renovations \$529,584 SPLOST 7 and 2017 Capital

Cover Memo

Item # 4

Alternatives: 1.Receive as information 2. Do not approve the recommendations

Recommendation: -Expand the Law Department by utilizing space vacated by the Engineering Department relocating to Walker Street -Renovate Traffic Engineering Building to relocate the Wellness Center from 4th Street -Relocate Compliance Department from the 7th floor to the 5th floor -Demolish Engineering Administrative building; construct additional parking to improve traffic flow -Irrigate landscaping islands -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 -Designate space on the 5th floor vacated by Augusta 311 for Keep Augusta Beautiful -Renovate the Central Services Department offices located on Peach Orchard – new Department June 2016 -Relocate Augusta 311 from the 5th floor of the Municipal Building to the Central Services Department offices

Funds are Available in the Following Accounts: Municipal Campus Projects \$651,085 SPLOST 7 Central Services Renovations \$529,584 SPLOST 7 and 2017 Capital

REVIEWED AND APPROVED BY:

Facility Space Allocation Plan Recommendations

Central Services Department
Takiyah A. Douse, Director

Properties leased to ARC

Department	Annual Payment	Square Footage	Expiration Date
Augusta Utilities (Peach Orchard Rd)	\$218,750.00	17,500	October, 2024
Housing & Development (ANIC)	\$113,016.24	5,870	Month to Month
Land Bank Authority (ANIC)	\$84,819.00	5,330	Month to Month
Tag Office/AUD (ANIC)	\$76,725.00	4,650	June, 2018
Tax Commissioner's Office (Washington Rd)	\$72,459.96	2,600	January, 2022

Properties leased to ARC

Department	Annual Payment	Square Footage	Expiration Date
Probation - Land Lease (Walton Way and 4th)	\$42,000.00	1.61 Acres	June, 2021
Cooperative Extension (Greene St)	\$30,000.00	4,502	Month to Month

* The above listed leases do not include AFD, RCSO, or various R&P Facilities

Properties leased by ARC

Lessee	Annual Payment	Square Footage	Expiration Date
DFACS	TBD	79,301	TBD
Riverwalk, Marina Store & Warehouse	\$41,400.00	2.97Acres Land 39,004 Warehouse	June, 2020
Historic Augusta Inc. (Synagogue)	\$10.00		July, 2021
Department of Driver Services	\$1.00	4,141	July, 2018
Green Jackets Baseball, LLC	\$25,000.00		September, 2018

Former Lease Agreements

Lessee	Annual Payment	Square Footage	Expiration Date
AUD (Bay Street)	\$157,220.64	11,389	September, 2016
Juvenile Court (Broad Street)	\$161,076.00	11,891	December, 2016

Current Space Needs - Funded

- **Fleet Shop:** Age of facility, SPLOST 7 funding for maintenance design and upgrades
- **Fire Department Training Center and EOC:** creation of a training center and relocation of EOC from 911
- **911:** Expansion and upgrades of current facility
- **Animal Services:** HVAC, roof work, water intrusion issues and building envelope
- **Records Retention:** Additional facility to house records due to lack of storage (1815 Marvin Griffin Rd)

Current Space Needs - Unfunded

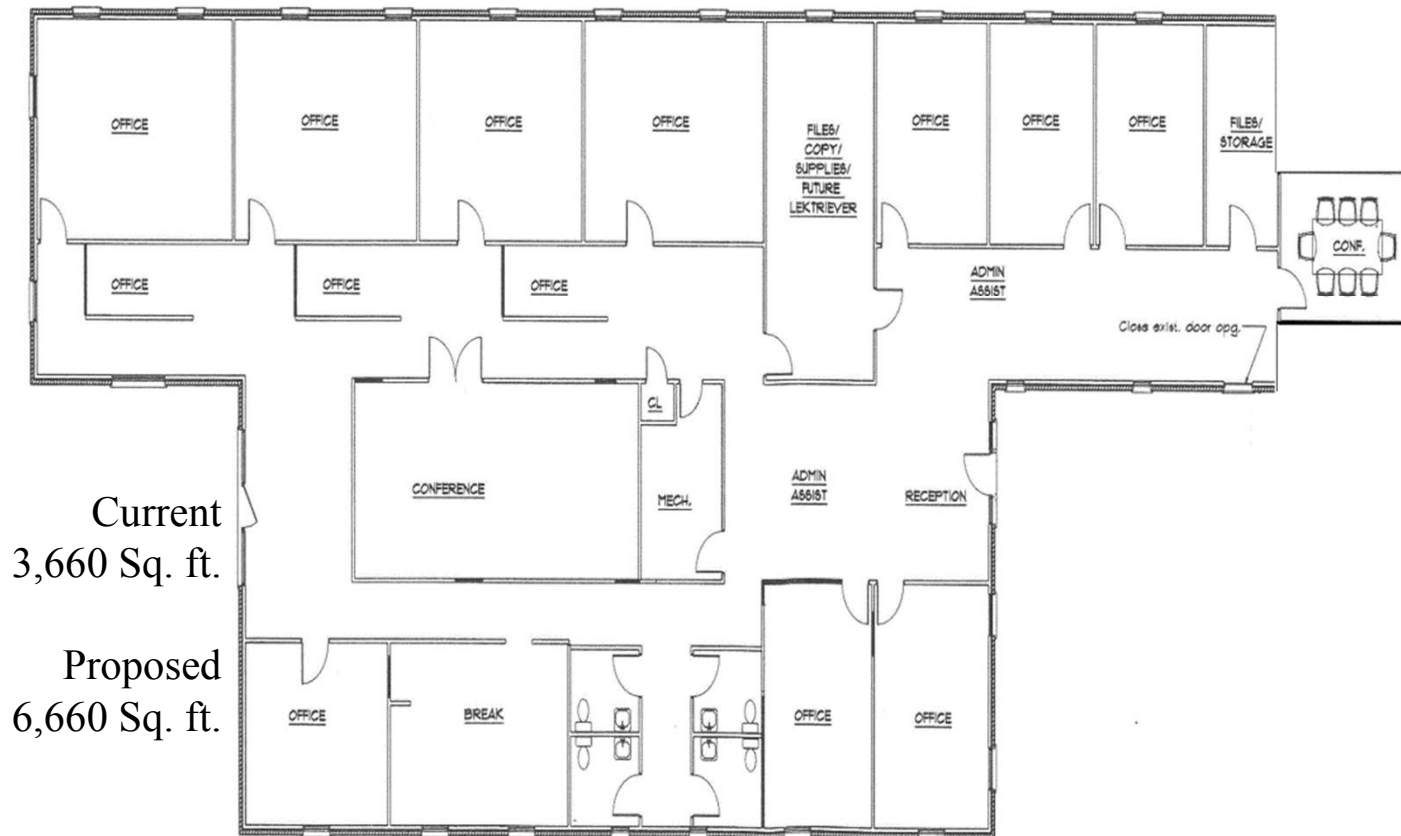
- **Juvenile Court:** lacks court room space, occupy shared offices within MB, lack programming space
- **Probation Services:** Modular offices, land lease
- **RCCI:** Age of facility, poor ventilation
- **Recreation & Parks:** Renovated Facility, ADA modifications
- **Keep Augusta Beautiful:** New program with two employees requiring space

Municipal Campus

- December, 2016 Juvenile Court relocated from expensive rental space; current space is overcrowded and staff is 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

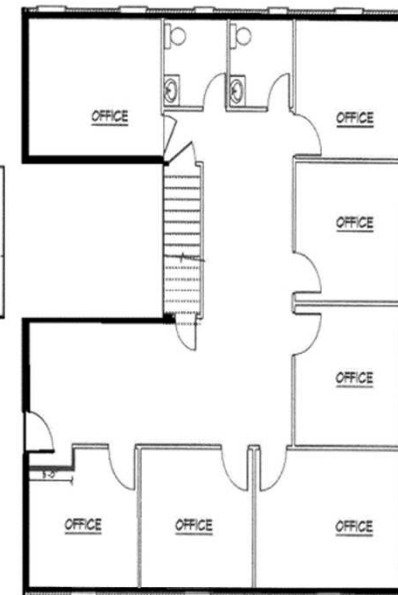
Municipal Campus

- Compliance Department lacks adequate space for existing staff and has confidentiality issues with existing setup; Department not in existence during renovation planning
- **New Request: Marshal's Office lacks space for 3 employees and a centralized Operation Center (currently on Deans Bridge Rd). Additional space needs were not requested with former Marshal Office Administration**



Current
3,660 Sq. ft.

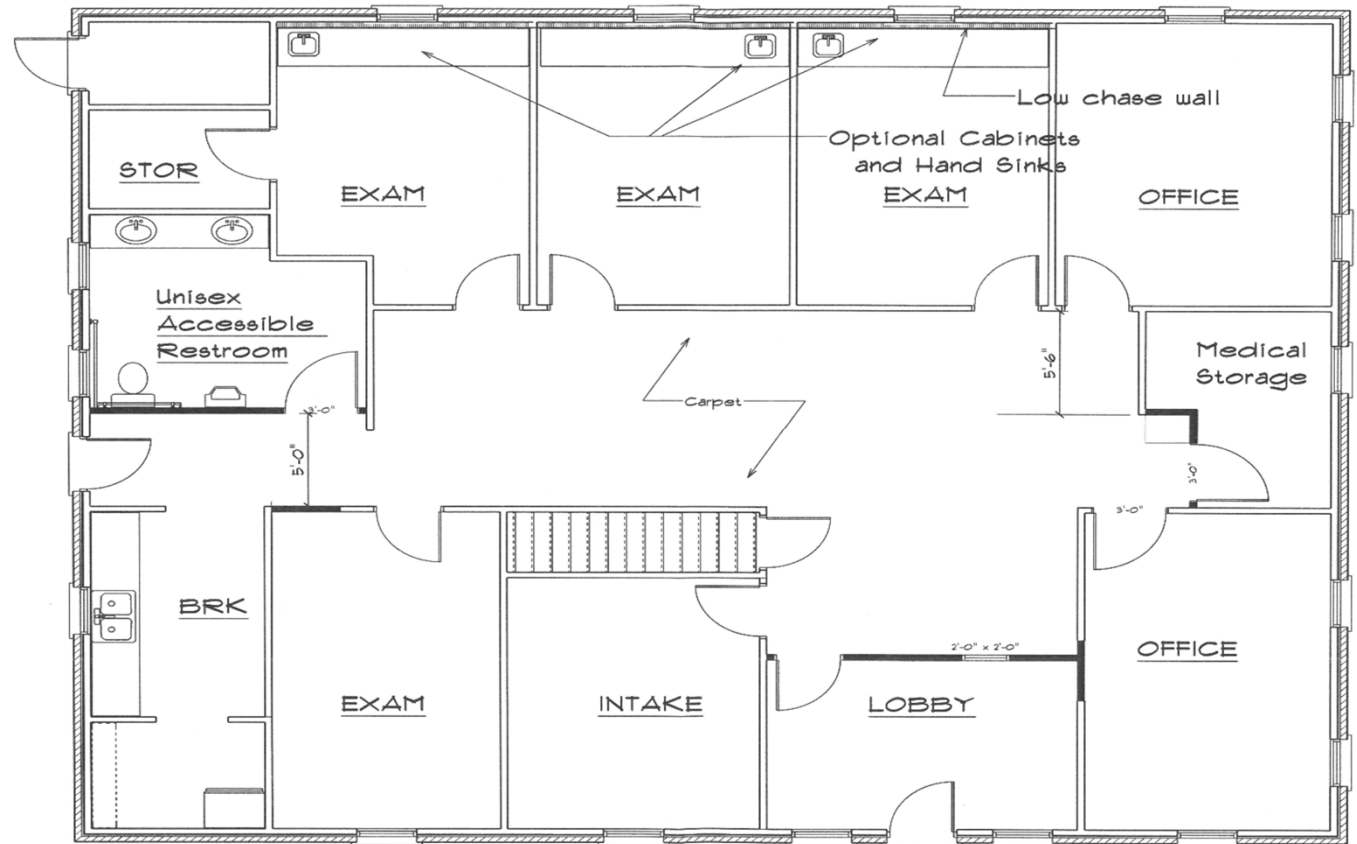
Proposed
6,660 Sq. ft.



1,571 Sq. ft.
Future Programming

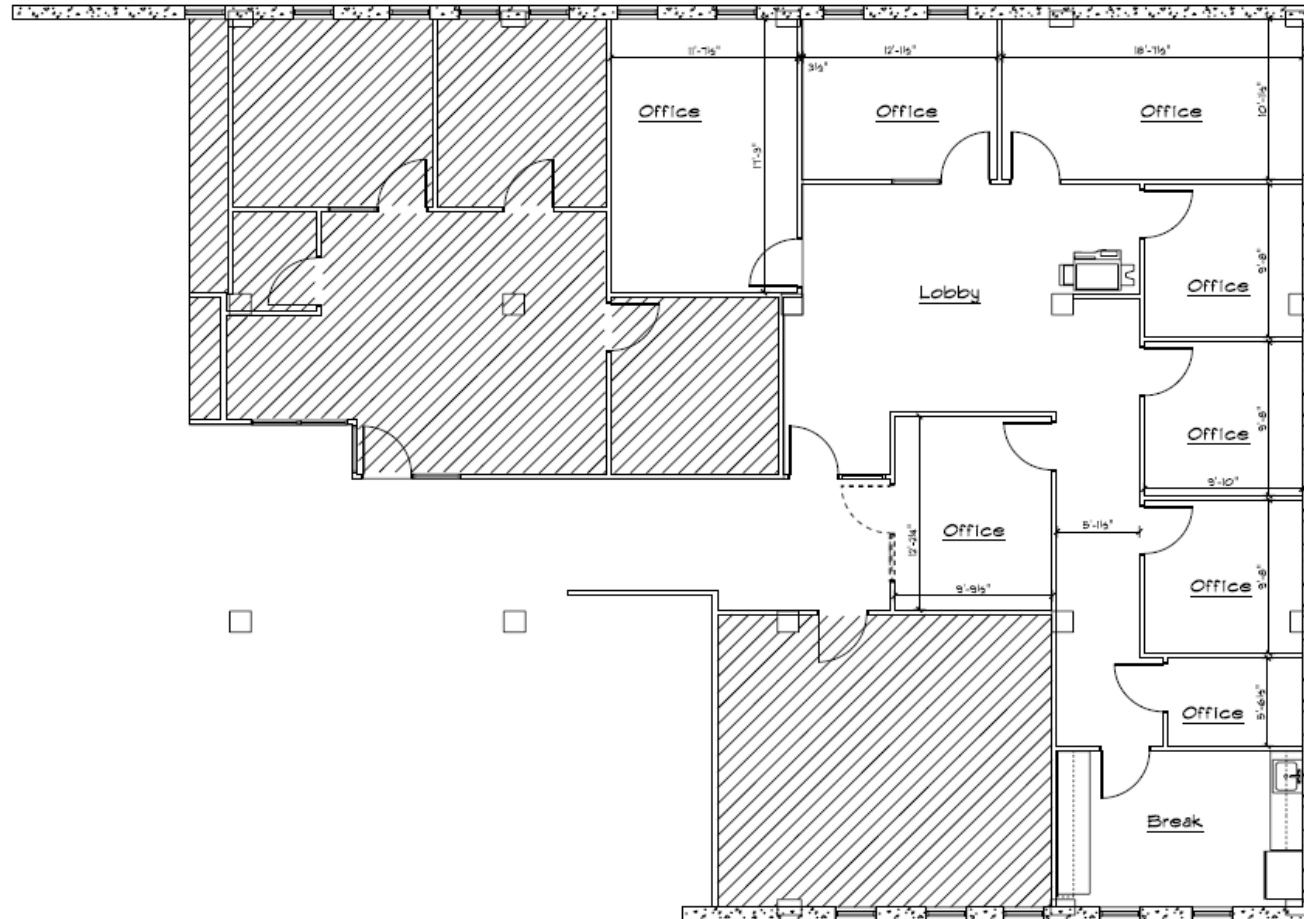
Current
1,000 Sq. ft.

Proposed
1,571 Sq. ft.



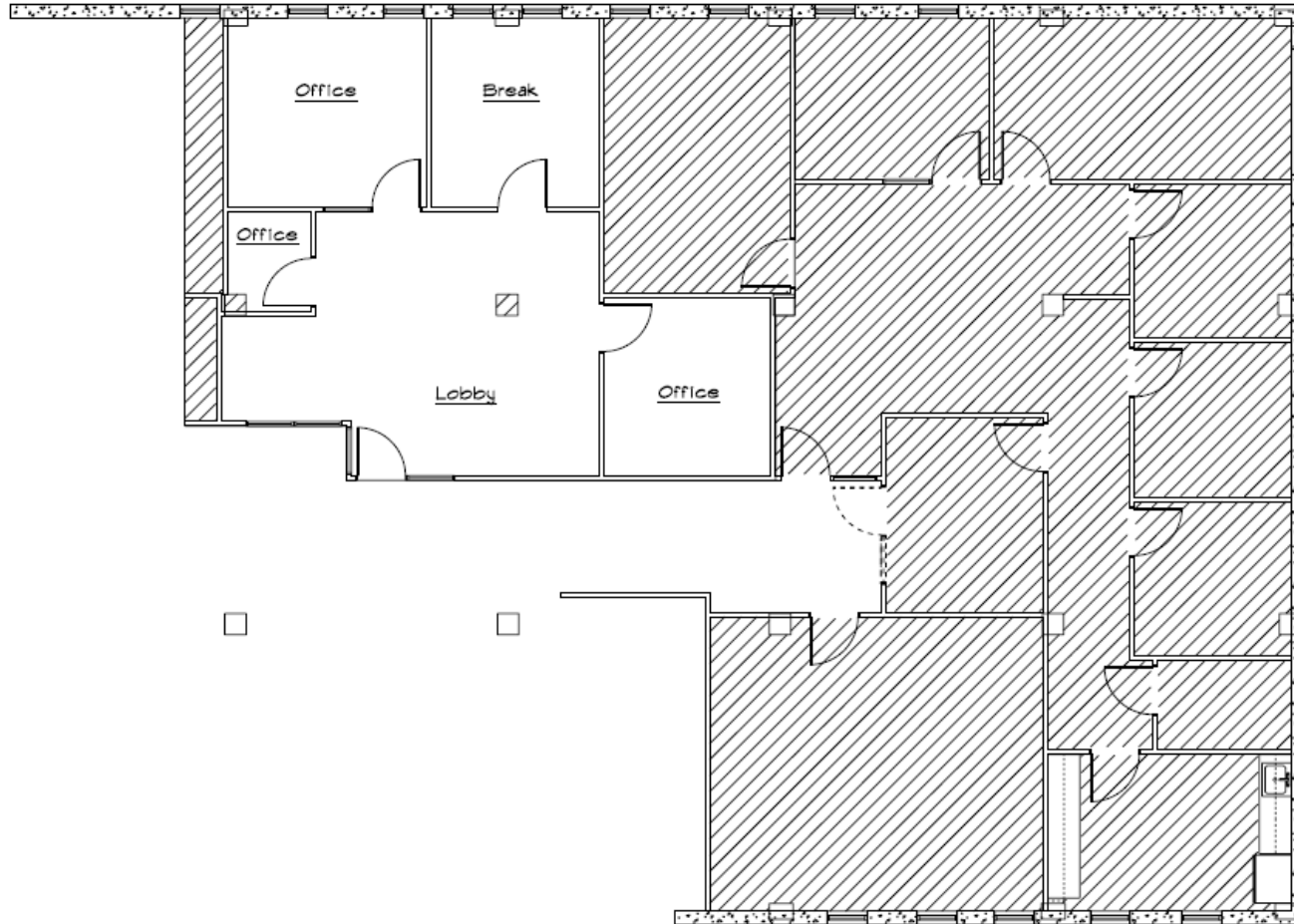
Current
1,114 Sq. ft.

Proposed
1,314 Sq. ft.

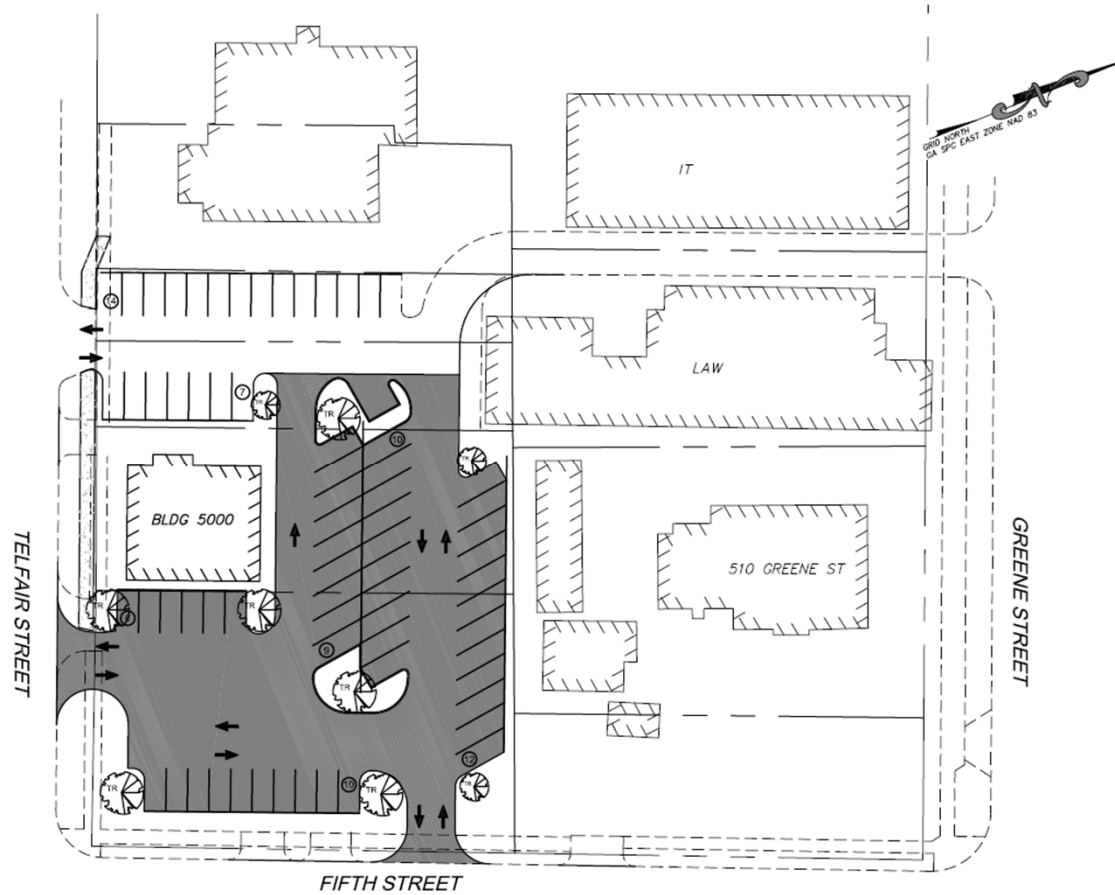


Current
0 Sq. ft.

Proposed
765 Sq. ft.

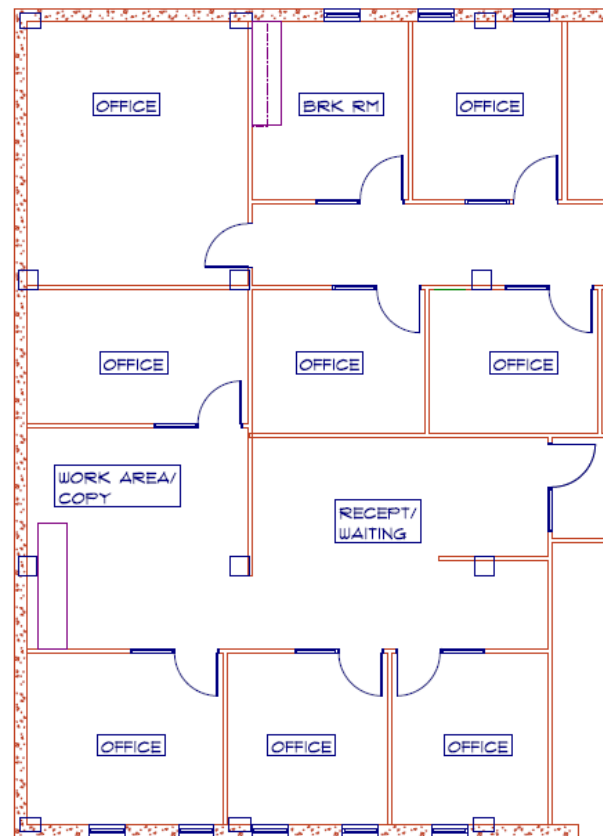


47 Proposed
Spaces 5 Net

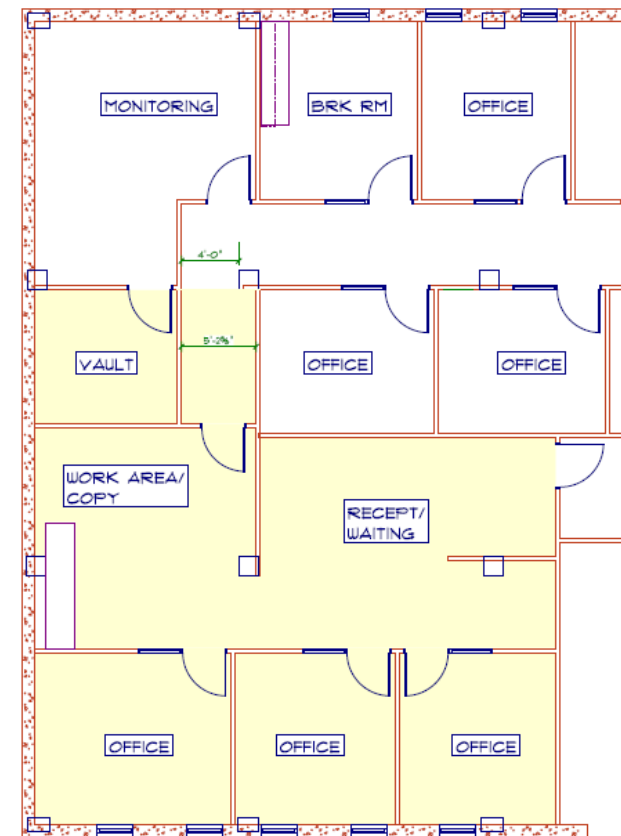


Current
3,303 Sq. ft.

Proposed
4,417 Sq. ft.

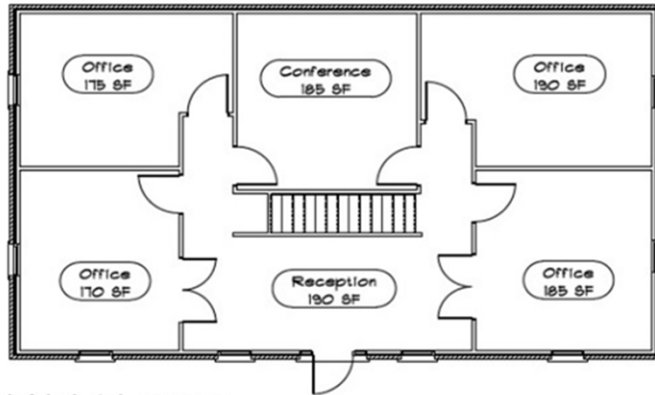


Existing Plan

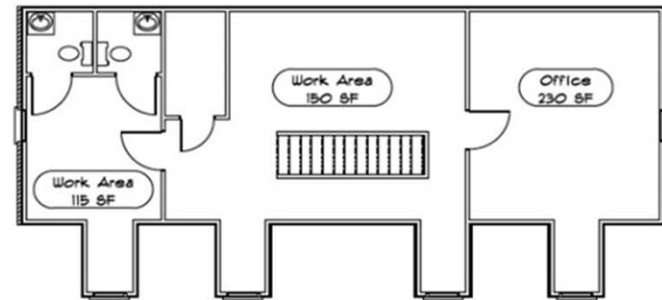


Proposed Plan

Current
1,590 Sq. ft.



MAIN FLOOR
SCALE: 1/8" = 1'-0"



SECOND FLOOR
SCALE: 1/8" = 1'-0"

Engineering Admin Challenges

- Main entrance and bathroom (2nd floor) is not ADA accessible
- Only facility restroom located on the second floor
- HVAC needs to be replaced due to age and operation
- Carpet, paint, other cosmetic upgrades needed
- Replace/repair windows and trim as necessary
- Elevator installation (retrofit options)

Estimated renovation cost: \$100k - \$150k

Planning & Development

Project Costs:

Construction	\$563,000.00
Property Acquisition	\$299,000.00
Furniture	\$ 77,744.39
Data Communications	<u>\$ 47,526.85</u>
Total	\$987,271.24

** Per the construction contract, this project will be completed no later than December 31, 2017 funded by Capital, SPLOST 7 and Operations*

Central Services Renovations

- Consolidate essential functions in one central location
- Relocating Augusta 311 to the central office creates expansion opportunities for the Compliance Department
- Facilities Maintenance - Construction Shop is located behind the building
- AUD Water Production Plant #1 pumps located in the rear of the facility, thus requiring utility services to the building
- Built in 1976 with limited renovation work since then

Recommendations

- Expand the Law Department by utilizing space vacated by the Engineering Department relocating to Walker Street
- Renovate Traffic Engineering Building to relocate the Wellness Center from 4th Street
- Relocate Compliance Department from the 7th floor to the 5th floor
- Demolish Engineering Administrative building; construct additional parking to improve traffic flow

Recommendations

- Irrigate landscaping islands
- 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
- Designate space on the 5th floor vacated by Augusta 311 for Keep Augusta Beautiful

Recommendations

- Renovate the Central Services Department offices located on Peach Orchard – new Department June 2016
- Relocate Augusta 311 from the 5th floor of the Municipal Building to the Central Services Department offices

Municipal Campus Account

Balance available as of November 6, 2017 \$981,239

Estimated Costs

Law Department	\$317,090
Wellness Center	\$100,000
Compliance Department	\$ 84,600
Parking Lot Addition & Design	\$ 80,500
Irrigation	\$ 33,895

Municipal Campus Account

Marshal's Office Buildout	\$ 25,000
Demolition of Engineering Building	\$ 10,000
Total	<u>\$651,085</u>
New Balance	<u>\$330,154</u>

Facility Space Allocation Plan:

1. Expand the Law Department by utilizing space vacated by the Engineering Department relocating to Walker Street
2. Renovate Traffic Engineering Building to relocate the Wellness Center from 4th Street
3. Relocate Compliance Department from the 7th floor to the 5th floor
4. Demolish Engineering Administrative building; construct additional parking to improve traffic flow
5. Irrigate landscaping islands
6. 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
7. Designate space on the 5th floor vacated by Augusta 311 for Keep Augusta Beautiful
8. Renovate the Central Services Department offices located on Peach Orchard – new Department June 2016
9. Relocate Augusta 311 from the 5th floor of the Municipal Building to the Central Services Department offices

**Administrative Services Committee
November 14, 2017
Central Services Department**



**Administrative Services Committee Meeting
11/28/2017 1:05 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on November 14, 2017.

Background:

Analysis:

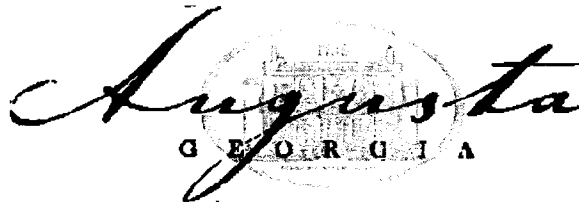
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 11/14/2017

ATTENDANCE:

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

ADMINISTRATIVE SERVICES

1. Approval of the Proposed Lease Renewal for Augusta Aviation, Inc. at Daniel Field. **Item Action:**
Approved

Motions

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

2. 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) Rescheduled (Referred from October 31 Administrative Services Committee) **Item Action:**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve receiving this item as information and bring back at the next committee meeting a recommendation from the Administrator and staff what they feel the	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

priorities should be on
the entire plan.
Motion Passes 4-0.

3. Discuss who authorized the Fire Chief, Staff Attorney and the Commissioner to speak on behalf of Augusta, GA for the ambulance zone. **(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. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

4. Request the Commission to **approve** the recommendations outlined within the Facility Space Allocation Plan: **Item Action: Rescheduled**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve receiving this item as information and bring back at the next committee meeting a recommendation from the Administrator and staff what they feel the priorities should be on the entire plan. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

5. Presentation from **Mr. Sonny Pittman, President Elect**, Col. William Few Chapter of the Georgia Society Sons of the American Revolution Patriot regarding the placement of a grave marking honoring Georgia's three signers of the Declaration of Independence. **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Item # 5

Approve	Motion to approve and follow the City's policy for the placement of monuments. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes
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6. Motion to approve the minutes of the Administrative Services Committee held on October 31, 2017. **Item Action:**
Approved

Motions

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

7. Motion to Deny the Protest of Humdinger Equipment, LTD regarding ITB 17-273 Landfill Compactor for the Augusta, Georgia - Environmental Services Department and to lift the stay of procurement in accordance with Rescheduled Augusta, GA Code. **Item Action:**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve referring this item to the January 2, 2018 meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

8. Consider request that Suite 1501 on the first floor of the Augusta-Richmond County Judicial Building John H. Ruffin, Jr. Courthouse be named The J. Richard Dunstan Lawyers Lounge. **Item Action:**
Approved

Motions

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