



Administrative Services Committee Committee Room- 8/11/2008- 12:45 PM Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve Library Construction Award. ☐ [Attachments](#)
2. Approve Resolution transmitting the Community Agenda element of the Augusta - Richmond County Comprehensive Plan to the CSRA Regional Development Center (RDC). ☐ [Attachments](#)
3. Motion to approve a request for additional funding in the amount of \$75,000 from the Augusta Museum of History. ☐ [Attachments](#)
4. Motion to approve change of job descriptions at the Augusta Library. ☐ [Attachments](#)
5. Consider for approval the City's Year 2009 Proposed Annual Action Plan for Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG) Program, HOME Investment Partnerships Program and Housing Opportunities for Persons with AIDS (HOPWA) Program Funds. ☐ [Attachments](#)
6. Consider suggestions for Modifying Augusta-Richmond County's Disciplinary Appeal Process. ☐ [Attachments](#)
7. Presentation by Mr. Stanley Brown regarding HR (non-EEO) personnel issues. ☐ [Attachments](#)
8. Discuss increased salaries for State Court judicial assistants related to their additional duties and the operation of a digital recording system for hearings and trials. ☐ [Attachments](#)

9. Update from the EEO Officer regarding the affirmative ☐ [Attachments](#) action plan.

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**Administrative Services Committee Meeting
8/11/2008 12:45 PM
Award Library Construction Contract**

Department: Library

Caption: Motion to approve Library Construction Award.

Background: Six companies prequalified as bidders. Two submitted bids which were opened on July 31st. The lowest bidder is the company recommended.

Analysis:

Financial Impact: Recommended bidder is over \$1 million less than the other company.

Alternatives: Spend an extra million.

Recommendation: Go with the lower bidder and proceed.

Funds are Available in the Following Accounts: SPLOST

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

**AUGUSTA RICHMOND COUNTY CAPITAL IMPROVEMENTS
HEERY INTERNATIONAL, INC., PROGRAM MANAGER**

August 4, 2008

Ms. Geri Sams
Director of Procurement
Augusta Richmond County
530 Greene Street, Room 605
Augusta, GA 30911

RE: Bid #08-145; New Augusta Main Library

Dear Ms. Sams:

We have concluded our review of the bids submitted by Winter Construction Company, Inc. and R.W. Allen, LLC, for the referenced project.

Attached herewith is a document entitled "Bid Comparison," which mathematically tabulates and compares the two bids, including the selected alternates. The lowest bid is from R.W. Allen. This is true of the Base Bid (\$16,287,000.00) and in consideration of the Additive Alternate Bids. The next bidder is Winter, who is higher by approximately \$1M for both the Base Bid and in consideration of the Additive Alternate Bids.

Also attached is a Bid Analysis, which records the compliance of the bids with Bid Documents. There were no shortcomings noted.

It is our recommendation that the Contract award be made to the lowest, responsive, responsible bidder. Based on our discussions with you, it is our understanding that you have deemed both bidders responsive. As you know, R.W. Allen was pre-qualified to bid the project, and carries a fine reputation in Augusta.

In addition, we are happy to report that the bid is below the project's construction budget. It is therefore our recommendation that the contract be awarded to R.W. Allen.

If there are any questions, please don't hesitate to contact me.

Cordially,



Bob Munger, AIA, CCM, LEED® AP
HEERY INTERNATIONAL, INC.
Program Manager
ARC Capital Improvements

C: Fred Russell, Gary Swint

Library Bid Item 08-145 Bid Comparison July 31, 2008

Bid	Winter	R.W. Allen	Notes
Base Bid	\$17,300,000	\$16,287,000	
Difference from low bid	\$1,013,000	0	
Percentage difference from low	6.2%	-	
Construction Budget	\$17,300,000	\$17,300,000	
Construction Budget surplus	0	\$1,013,000	
Accepted Alternates:			
Alt. #1	\$12,888	\$13,000	Change Plastic Lam. Partitions to Stainless Steel
Alt. #2	\$30,000	\$35,000	Linoleum in lieu of VCT flooring
Alt. #5	\$191,000	\$127,000	Work at Talking Books site
Total Contract Amount w/ Alternates	\$17,533,888	\$16,462,000	Recommended scope of work.
Difference from low bid	\$1,071,888	0	
Percentage difference from low	6.1%	-	
Construction Estimate	\$18,075,000	\$18,075,000	Includes Alternates 1,2,5
Bid vs estimate differential	(\$541,112)	(\$1,613,000)	
% difference from estimate	-3%	-8.9%	
Construction Budget	\$17,300,000	\$17,300,000	
Construction Budget surplus	(\$233,888)	\$838,000	

Library Bid Item 08-145 Bid Analysis July 31, 2008

Required Document	Winter	R.W. Allen	Notes
Bid position	2	1	Note 1
Bid Bond	Y	Y	Note 2
Bid Form w/ Quals Statement	Y	Y	
Bid Form Supplement	Y	Y	
Contractor Affidavit & Agreement	Y	Y	
LSB Subcontractor/Supplier Utilization Plan	Y	Y	
Proposed Subcontractor Listing	Y	Y	
Substitution Listing	Y	Y	
Corporate Certificate	Y	Y	
Partnership Certificate	Y	Y	
Non-collusion Affidavit of Contractor	Y	Y	
Subcontractor Affidavit	Y	Y	
Conflict of Interest	Y	Y	
Statement of Non-Discrimination	Y	Y	
Good Faith Efforts & Subcontractor Supplier Utilization Form	Y	Y	
Base Bid Amount	\$17,300,000	\$16,287,000	

Notes:

1. Two bids were received.
2. All surety companies verified.

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OWNER-CONTRACTOR AGREEMENT

OWNER-CONTRACTOR AGREEMENT

THIS CONSTRUCTION CONTRACT ("Contract") made this 19th day of August, 2008, by and between **R.W. Allen, LLC**, ("Contractor"), whose address is 1015 Broad Street, Augusta, Georgia, 30901, and **Augusta Richmond County**, by and through the Augusta Richmond County Commission, for the benefit of the East Central Georgia Regional Library.

WITNESSETH, that the Contractor and the Owner, for the consideration set forth herein, the adequacy and sufficiency of which is hereby acknowledged by each party, agree as follows:

Project Name and Description: "New East Central Georgia Regional Library," located in downtown Augusta, Georgia (hereinafter the "Project").

1. **Existing Documents.** The Contractor has reviewed and taken into consideration the Bidding Documents in preparing bid.
2. **The Contract Sum:** The Owner shall pay the Contractor for the performance of the contract, subject to additions and deductions provided by approved change orders, in current funds, the Contact Sum as follows:
SIXTEEN MILLION FOUR HUNDRED SIXTY-TWO THOUSAND DOLLARS
(\$16,462,000.00).
3. **The Substantial Completion Date** shall be achieved within 547 consecutive calendar days beginning the date specified in the Notice to Proceed.
4. The agreed daily amount for **Liquidated Damages** is: \$3000.00 per day.
5. **Notice.** All notices in accordance with the General and Special Conditions of the Contract shall be given to the following addresses:

CONTRACTOR:

R.W. Allen, LLC
1015 Broad Street
Augusta, GA 30901
Attention: Scott Clark
Phone Number: (706) 733.2800
Facsimile Number: (706) 733.3879

OWNER:

Augusta Richmond County Administrator
530 Greene Street
Room 801
August, Georgia, 30911
Phone Number: (706) 821-2400
Facsimile Number: (706) 821-2819

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OWNER-CONTRACTOR AGREEMENT

CONSTRUCTION PROGRAM MANAGER: Heery International, Inc.
501 Greene Street, Suite 313
Augusta, GA 30901
Attn: Bob Munger
Phone Number: (706) 842-5543
Facsimile Number: (706) 821-2484

ARCHITECT: Studio3 Design Group
1617 Walton Way
Augusta, GA 30904
Attn: Dee Beaird
706.667.9784
706.667.9786 – Fax

USING AGENCY: East Central Georgia Regional Library
902 Greene Street
Augusta, GA 30901
Attn: Gary Swint
Phone Number: (706) 821-2605
Facsimile Number: (706) 724-6762

- 6. Scope of the Work:** The Contractor shall furnish all equipment, materials and labor to perform all of the Work and do all things required by the Contract Documents. Specific Work tasks include :
- a. Within 14 calendar days of executed Agreement, submit General Work Plan to Owner's Project Manager, including scheduled completion of all major tasks.
 - b. Prepare a Safety Plan and submit to Owner's Project Manager, within 14 days of executed Agreement. Plan should include emergency response procedures, discussion of potential hazards, etc.
 - c. Attend Pre-Construction Conference with Owner Representatives.
 - d. Obtain and pay for all required permits, taking into account all applicable laws and regulations.
 - e. Demolish existing buildings, structures and utilities as required by the Contract Documents.
 - f. Erect new library facility and appurtenances, as required by the Contract Documents.
 - g. Demolish existing Audio Visual (Library Annex) building and redevelop site, following completion of the new Library, as indicated by the Contact Documents.

All salvageable materials will become the property of the Contractor, unless specifically

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DRAFT**OWNER-CONTRACTOR AGREEMENT**

noted otherwise.

- 7. Schedule and Completion:** The Work shall commence upon issuance of the Notice to Proceed and be completed within the time period specified herein and in accordance with the General Conditions of the Contract.
- 8. Periodic Progress Payments:** The Owner shall make progress payments, less retainage, as set forth in the General Conditions of the Contract. Invoices shall be addressed to the Construction Program Manager. The terms of this instant agreement supersede any and all provisions of the Georgia Prompt Pay Act.
- 9. Payment for Substantial and Final Completion:** The Owner shall make payments for Substantial Completion and Final Completion as set forth in the General Conditions of the Contract.
- 10. Contract Documents:** This Contract, together with The Bidding Documents, General and Special Conditions of the Contract, constitute the Contract Documents for the Project.
- 11. Bonds.** The Contractor shall furnish both a Performance Bond and a Payment Bond and shall pay the premiums thereon as a cost of the Work. The Performance Bond shall guarantee the full performance of the Contract.
- 12. Unit Prices:** Should changes in the scope of Work be required, as related to the following, the cost of such changes shall be consistent with these unit prices:

Item	Description	Unit	Bid Unit Price
1	Machine excavate common earth or clay; deposit and compact elsewhere on site	Cu. yd.	\$3.50
2	Stone backfill (no. 53 compacted in place) for trenches	Cu. Yd.	\$60.00
3	Engineered backfill for undercut or overexcavated areas	Cu. yd.	\$18.00
4	Removal of unsuitable soils	Cu. Yd.	\$11.00
5	Rock removal	Cu. Yd.	\$138.00
6	Auger cast pile - compression	LF	\$81.00
7	Auger cast pile - tension	LF	\$27.00

- 13. Applicable Law:** This Contract and all rights, privileges and responsibilities shall be interpreted and construed according to the laws of the State of Georgia.
- 14. Dispute Resolution:** Should mediation of disputes prove unsuccessful, the parties to this Agreement agree that the matter(s) in question will be decided in the Superior Court of Richmond County, Georgia. By signing this Agreement, the Design Consultant waives any right to contest the venue in the Superior Court of Richmond County, Georgia.

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OWNER-CONTRACTOR AGREEMENT

- 15. No Conflict of Interest:** The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance required under this Contract. The Contractor further covenants that, in the performance of this Contract, it shall neither contract with nor employ any person having any such interest.
- 16. No Assignment:** This Contract and the proceeds of this Contract may not be assigned or sublet as a whole, nor may the performance thereunder be assigned, without the prior written consent of the Owner.
- 17. No Waiver:** The failure of the Owner at any time to require performance by the Contractor of any provision hereof, shall in no way affect the right of the Owner thereafter to enforce any provision or any part of the Contract, nor shall the failure of the Owner to enforce any breach of any provision hereof to be taken or held to be a waiver of such provision, or as a waiver, modification or rescission of the Contract itself.
- 18. Full Agreement:** The Contract Documents superseded all prior negotiations, discussion, statements and agreements between the Owner and Contractor and constitute the full, complete, and entire agreement between Owner and Contractor. There can be no changes to this Contract by oral means, nor by course of conduct of the parties, nor by custom of the trade. No changes to this Contract will be binding on either party hereto unless such change is properly authorized, in writing, in accordance with Article GC-12 of the General Conditions.

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OWNER-CONTRACTOR AGREEMENT

IN WITNESS WHEREOF the parties hereto have executed this Contract the day and year first written above.

C O N T R A C T O R

ATTEST: R.W. Allen, LLC
a Georgia limited liability corporation

By: _____

Scott A. Clark, President and Chief Operating Officer

Seal

O W N E R

ATTEST: Augusta Richmond County, a political Subdivision of
the State of Georgia acting by and through the
Augusta Richmond County Commission

By: _____

Lena Bonner, Clerk of Commission

Deke Copenhaver, Mayor

INSURANCE AND BONDING

INSURANCE AND BONDING

The Contractor shall procure at his own expense the insurance coverage listed below, and shall furnish the Owner an insurance certificate listing the Owner as the certificate holder, and, along with the Owner's Representative, an additional insured. Current certificates documenting required coverage shall be submitted to the Owner's Representative, within four calendar days of Notice to Proceed. All required insurance certificates must provide the following:

- a. Name, address and telephone number of authorized agent
- b. Name and address of insured.
- c. Name of insurance company(ies)
- d. Description of policies
- e. Policy number(s)
- f. Policy period(s)
- g. Limits of liability
- h. Name and address of Owner as certificate holder
- i. Project name and number
- j. Signature of authorized agent
- k. Mandatory thirty day notice of cancellation or non-renewal (except ten days for non payment)

Each of the insurance coverages required below (i.) shall be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance, and (ii) shall be an insurer for, for qualified self-insureds or group self insureds, a specific excess insurer providing statutory limits with a Best Policyholder's Rating of "A-" or better.

The insurance company(ies) agree that the policy shall not be cancelled, changed, allowed to lapse or allowed to expire until thirty days after the Owner has received written notice thereof.

The policy shall not be subject to invalidation as to any insured by reason of any act or omission of another insured or any of its officers, agents or representatives.

All deductibles shall be paid for by the Contractor.

The minimum required coverages and liability limits are as follows:

Commercial General Liability Insurance:

The Contractor shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, blasting and explosives, collapse of structures, underground damage, personal injury liability and contractual liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

Coverage

Limit

Item # 1

INSURANCE AND BONDING

- | | |
|--------------------------------------|----------------------------|
| 1. Premises and Operations | \$1,000,000 per occurrence |
| 2. Products and completed operations | \$1,000,000 per Occurrence |
| 3. Personal Injury | \$1,000,000 per Occurrence |
| 4. Contractual | \$1,000,000 per Occurrence |
| 5. General Aggregate | \$2,000,000 per Project |

Employer's Liability Insurance:

The Contractor shall maintain Employer's Liability Insurance Coverage with limits of at least:

- | | |
|----------------------------------|---------------------------------|
| (i.) Bodily injury by accident | -\$1,000,000 each accident, and |
| (ii.) Personal injury by disease | -\$1,000,000.00 each employee |

The Contractor shall require that all Subcontractors performing Work under this Contract maintain equivalent Employer's Liability Insurance Coverage, or the Contractor shall provide coverage to said Subcontractors under his own policy.

Commercial Business Automobile Liability Insurance:

The Contractor shall provide Commercial Business Automobile Liability Insurance that shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned, or hired automobile. The Commercial Business Automobile Insurance Policy shall provide not less than \$1,000,000 Combined Single Limits for each occurrence.

Commercial Umbrella Liability Insurance:

The Contractor shall provide Commercial Umbrella Liability Insurance to provide excess coverage above the Commercial General Liability, Commercial Business Automobile Liability and the Worker's Compensation and Employer's Liability to satisfy the minimum limits set forth herein. The umbrella coverage shall follow from with the Umbrella limits required as follows:

\$2,000,000 per Occurrence
\$10,000,000 Aggregate

Worker's Compensation Insurance:

The Contractor shall provide Worker's Compensation Insurance covering all employees of the Contractor and any uninsured sub-contractor, in accordance with Georgia statutory limits.

A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Worker's Compensation stating that the Contractor qualifies to pay its own workers' compensation claims. The Contractor is responsible for verifying that Subcontractors performing work on the Project are covered by their own Worker's Compensation Insurance, or they must be covered under the Contractor's policy.

Bonds

Within 4 calendar days of Notice to Proceed, the Contractor shall submit Certificates of Insurance as described herein, and a 100% Performance Bond and Labor and Materials

INSURANCE AND BONDING

Payment Bond in accordance with the following. No material deviation from this language will be accepted. These documents must be filled out completely and notarized with appropriate power of attorney form attached. The bonding company must appear on the Federal Register of approved companies, and the company must be licensed to do business in Georgia as approved by the State Insurance Commissioner's Office.

PERFORMANCE BOND

PERFORMANCE BOND

_____, a corporation duly
[Insert Proper Name of Surety]

organized and existing under the laws of the State of _____, as surety ("Surety"), and

_____, as principal
[Insert Proper Name of Contractor]

("Contractor"), enter into, execute this bond ("Performance Bond"), and bind themselves in

favor of the Augusta Richmond County Board of Commissioners as obligee ("Owner"), in the penal sum
of

_____ dollars (\$ _____), as of _____
[Insert Penal Sum in words and numerals] *[Insert Date of Construction Contract]*

WHEREAS, the Contractor has executed a contract with the Owner of even date herewith
("Construction Contract") for construction of:

[Insert Description and Location of the Project]

("Project"); and

WHEREAS, the Owner has required the Contractor to furnish this Performance Bond containing
the terms and conditions set forth herein as a condition to executing the Construction Contract with the
Contractor;

NOW THEREFORE, the Surety and the Contractor, both jointly and severally, and for
themselves, their heirs, administrators, executors and successors agree:

1.

The Construction Contract is hereby incorporated herein and by reference made a part hereof to
the same extent and effect as though it were copied verbatim herein. The Surety and the Contractor are
bound for the full performance of the Construction Contract, including, without exception, all of its terms
and conditions, both express and implied.

2.

PERFORMANCE BOND

If the Contractor is in default of the Construction Contract and the Owner, by written notice to the Contractor and the Surety, declares the Contractor to be in default and terminates the right of the Contractor to proceed, the Surety shall thereupon promptly notify the Owner in writing as to which of the actions permitted to the Surety in Paragraph 3 it will take.

3.

Upon default and termination of the Contractor and notice to the Contractor and Surety as provided in Paragraph 2 above, the Surety shall, within 30 days, proceed to take one or, at its option, more than one of the following courses of action:

(A) Proceed itself, or through others acting on its behalf, to complete full performance of the Construction Contract including, without limitation, correction of defective and nonconforming work performed by or on behalf of the Contractor. During such performance by the Surety, the Owner shall pay the Surety from its own funds only such sums as would have been due and payable to the Contractor in the absence of the default and termination.

(B) Applicable law permitting, and with the prior written consent of the Owner, obtain bids or proposals from contractors previously identified as being acceptable to the Owner, for full performance of the Construction Contract. The Surety shall furnish the Owner a copy of such bids or proposals upon receipt of same. The Surety shall promptly select, with the agreement of the Owner, the best responsive bid or proposal and shall promptly tender the contractor submitting it, together with a contract for fulfillment and completion of the Construction Contract executed by the completing contractor, to the Owner for the Owner's execution. Upon execution by the Owner of the contract for fulfillment and completion of the Construction Contract, the completing contractor shall furnish to the Owner a performance bond and a separate payment bond, each in the form of those bonds previously furnished to the Owner for the Project by the Contractor. Each such bond shall be in the penal sum of the (1) fixed price for completion, (2) guaranteed maximum price for completion, or (3) estimated price for completion, whichever is applicable. The Owner shall pay the completing contractor from its own funds only such sums as would have been due and payable to the Contractor under the Construction Contract as and when they would have been due and payable to the Contractor in the absence of the default and termination. To the extent that the Owner is obligated to pay the completing contractor sums which would

PERFORMANCE BOND

not have then been due and payable to the Contractor under the Construction Contract, the Surety shall provide the Owner with such sums in a sufficiently timely manner that the Owner can utilize such sums in making timely payment to the completing contractor; or,

(C) Take any and all other acts, if any, mutually agreed upon in writing by the Owner and the Surety.

4.

In addition to those duties set forth hereinabove, the Surety shall promptly pay the Owner all loss, costs and expenses resulting from the Contractor's default(s), including, without limitation, fees, expenses and costs for architects, engineers, consultants, testing, surveying and attorneys, liquidated or actual damages, as applicable, for delay in completion of the Project, and fees, expenses and costs incurred at the direction, request, or as a result of the acts or omissions of the Surety.

5.

In no event shall the Surety be obligated to the Owner hereunder for any sum in excess of the Penal Sum. As used in this Performance Bond, the term "Penal Sum" means the amount stated as the penal sum in the preamble of this Performance Bond, as that amount may be adjusted from time to time pursuant to Paragraph 6 below.

6.

The Surety waives notice of any changes to the Construction Contract including, without limitation, changes in the contract time, the contract price, or the work to be performed. If the total amount payable by the terms of the Construction Contract is increased to an amount in excess of the then current Penal Sum, then, automatically and without notice to or any action required of any party, the Penal Sum shall be increased as the total amount payable by the terms of the Construction Contract is increased.

7.

This Performance Bond is provided by the Surety for the sole and exclusive benefit of the Owner, together with its successors or assigns. No other party, person or entity shall have any rights against the Surety hereunder.

PERFORMANCE BOND

8.

Any and all notices to the Surety, the Contractor or the Owner shall be given by Certified Mail, Return Receipt Requested, to the address set forth for each party below:

Surety:

Attn: _____

Contractor:

Attn: _____

Owner:

Augusta, Georgia, a political subdivision of the State of Georgia,
Acting by and through the Augusta Richmond County Commission
530 Greene Street
Room 806
Augusta, Georgia 30911

9.

Any statutory limitation, which may be contractually superseded, to the contrary notwithstanding, any action hereon may be instituted so long as the applicable statute of limitations governing the Construction Contract has not run or expired.

CONTRACTOR:

SURETY:

[Typed Name] [Seal]

[Typed Name] [Seal]

By: _____
[Signature]

By: _____
[Signature]

[Printed Name, Title and Address]

[Printed Name, Title and Address]

PAYMENT BOND

PAYMENT BOND

_____, a corporation duly
[Insert Proper Name of Surety]
organized and existing under the laws of the State of _____, as surety ("Surety"), and
_____, as principal ("Contractor"), enter
[Insert Proper Name of Contractor]
into, execute this bond ("Payment Bond"), and bind themselves in favor of the Augusta Richmond County
Board of Commissioners as obligee ("Owner") in the penal sum of
_____ dollars (\$ _____), as of _____
[Insert Penal Sum in words and numerals] [Insert Date of Construction Contract]

WHEREAS, the Contractor has executed a contract with the Owner of even date herewith
("Construction Contract") for construction of:

[Insert Description and Location of the Project]

("Project"); and,

WHEREAS, the Owner has required the Contractor to furnish this Payment Bond containing the
terms and conditions set forth herein as a condition to executing the Construction Contract with the
Contractor;

NOW THEREFORE, the Surety and the Contractor, both jointly and severally, and for
themselves, their heirs, administrators, executors and successors agree:

1.

The Construction Contract is hereby incorporated herein and by reference made a part hereof to
the same extent and effect as though it were copied verbatim herein. The Surety and the Contractor are
bound for the full performance of the Construction Contract including without exception all of its terms and
conditions, both express and implied, and, without limitation, specifically including Contractor's obligation
to pay for labor, materials, machinery, and equipment provided in connection with the Construction
Contract performance.

2.

For purposes of this Payment Bond, Beneficiary is defined as any subcontractor or other person
supplying labor, materials, machinery, or equipment in the prosecution of the work provided for in the
Construction Contract, or any other person entitled to the protection of this Payment Bond pursuant to the
provisions of Title 36, Chapter 91, Official Code of Georgia Annotated.

3.

Every Beneficiary who has not been paid in full for labor or material furnished in the prosecution

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PAYMENT BOND

of the work on the Project before the expiration of a period of ninety (90) days after the day on which the last of the labor was done or performed by such person or the material or equipment or machinery was furnished or supplied by such person for which such claim is made, or when he or she has completed his or her subcontract for which claim is made, shall have the right to bring an action on this Payment Bond for the amount, or the balance thereof, unpaid at the time of the commencement of such action and to prosecute such action to final execution and judgment for the sum or sums due such person; provided, however, that:

(A) Any person having a direct contractual relationship with a subcontractor but no contractual relationship, express or implied, with the Contractor where the Contractor has not complied with the notice of commencement requirements in accordance with Code Section 36-91-92, Official Code of Georgia Annotated, shall have the right of action upon this Payment Bond upon giving written notice to the Contractor within ninety (90) days from the day on which such person did or performed the last of the labor or furnished the last of the material or machinery or equipment for which such claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the material was furnished or supplied or for whom the labor was performed or done; provided, however, that: (i) the Contractor's failure to supply a copy of the notice of commencement within ten calendar days of receipt of a written request from a subcontractor, materialman or person shall render the provisions of this paragraph 3(A) inapplicable to such subcontractor, materialman or person, and (ii) the Contractor's failure to file a notice of commencement shall render the notice to contractor requirements of this paragraph 3(A) inapplicable.

(B) Any person having direct contractual relationship with a subcontractor but no contractual relationship express or implied with the Contractor where the Contractor has complied with the notice of commencement requirements in accordance with subsection (a) of Code Section 36-91-92, Official Code of Georgia Annotated, shall have the right of action on this Payment Bond provided such person shall, within thirty (30) days from the filing of the notice of commencement or thirty (30) days following the first delivery of labor, material, machinery or equipment, whichever is later, give to the Contractor a written notice setting forth:

(i) The name, address and telephone number of the person providing labor, material, machinery or equipment;

(ii) The name and address of each person at whose instance the labor, material, machinery or equipment is being furnished;

(iii) The name and the location of the Project; and

(iv) A description of the labor, material, machinery or equipment being provided and, if known, the contract price or anticipated value of the labor, material, machinery or equipment to be provided or the amount claimed to be due, if any; and

(C) Nothing contained in this Payment Bond shall limit the right of action of a Beneficiary to the ninety (90) day period referenced in paragraph 3(A) above.

The notice required under paragraph 3(A) of this Payment Bond may be served by registered or certified mail, postage prepaid, or statutory overnight delivery, duly addressed to the Contractor, at any place at which the Contractor maintains an office or conducts his or her business or at his or her residence, by depositing such notice in any post office or branch post office or any letter box under the control of the United States Postal Service; alternatively, notice may be served in any manner in which the sheriffs of the State of Georgia are authorized by law to serve summons or process.

Every action instituted on this Payment Bond shall be brought in the name of the Beneficiary, without the Owner being made a party thereto.

PAYMENT BOND

In no event shall the Surety be obligated hereunder for sums in excess of the Penal Sum. As used in this Payment Bond, the term "Penal Sum" means the amount stated as the penal sum in the preamble of this Payment Bond, as that amount may be adjusted from time to time pursuant to paragraph 5 below.

5.

The Surety waives notice of any changes to the Construction Contract including, without limitation, changes in the contract time, the contract price, or the work to be performed. If the total amount payable by the terms of the Construction Contract is increased to an amount in excess of the then current Penal Sum, then, automatically and without notice to or any action required of any party, the Penal Sum shall be increased as the total amount payable by the terms of the Construction Contract is increased. No agreement, modification, or change in the Construction Contract, change in the work covered by the Construction Contract, or extension of time for the completion of the Construction Contract shall release the Surety of this Payment Bond.

6.

No action can be instituted hereunder after one (1) year from the completion of the Construction Contract and the acceptance of the Project by the Owner and any other applicable public authorities.

7.

Unless otherwise provided herein, any and all notices to the Surety or the Contractor shall be given by Certified Mail, Return Receipt Requested, to the address set forth for each party below, including a courtesy copy to the Owner:

Surety:

Attn: _____

Contractor:

Attn: _____

Owner:

Augusta, Georgia, a political subdivision of the State of Georgia,
Acting by and through the Augusta Richmond County Commission
530 Greene Street
Room 806
Augusta, Georgia 30911

8.

PAYMENT BOND

Notwithstanding any provision herein that may be to the contrary, this Payment Bond is intended to be a statutory payment bond under applicable laws of the State of Georgia and shall be so construed.

CONTRACTOR:

SURETY:

[Typed Name] [SEAL]

[Typed Name] [SEAL]

By: _____
[Signature]

By: _____
[Signature]

[Printed Name, Title and Address]

[Printed Name, Title and Address]

NON-INFLUENCE AFFIDAVIT

NON-INFLUENCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

I do solemnly swear on my oath that as to the contract dated _____
between _____

and Augusta-Richmond County, Georgia, I have no knowledge of exertion of any influence or the attempted exertion of any influence on the firm on behalf of which this affidavit is made in any way, manner, or form in the purchase or materials, equipment, or other terms involved in the construction, manufacture, or employment of labor under the aforesaid contract by any employee, officer, or agent of Augusta Richmond County , Georgia, in any way whatsoever.

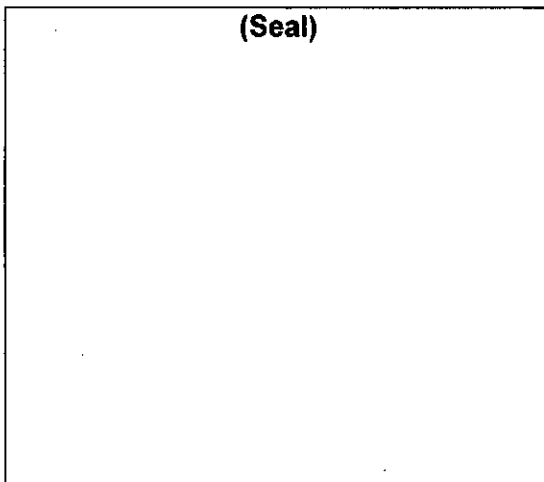
This _____ day of _____, 20____.

Signature

Title

Firm

Personally before me, the undersigned authority appeared who is known to me to be an official of the firm stated above and after being duly sworn, stated on his or her oath that he or she had read the above statement and that the same is true and correct



Notary Public

My Commission Expires
_____, 20____

STATUTORY AFFIDAVIT

STATUTORY AFFIDAVIT

STATE OF _____

COUNTY OF _____

FROM: _____
Contractor

TO: Augusta Richmond County, Georgia, hereinafter called "Owner".

SUBJECT: Contract entered into the _____ day of _____, 20____, between the above mentioned parties for the construction of:

NEW EAST CENTRAL GEORGIA REGIONAL LIBRARY

KNOW ALL MEN BY THESE PRESENTS:

1. The undersigned hereby certifies that all work required under the above contract has been performed in accordance with the terms thereof, that all material men, subcontractors, mechanics, and laborers have been paid and satisfied in full, and that there are no outstanding claims of any character (including disputed claims or any claims to which the contractor has or will assert any defense arising out of the performance of the contract which have not been paid and satisfied in full except as listed herein below:

(Instructions: Enter the work "None" or list the names of claimants and the amount claimed by each)

2. The undersigned further certifies that to the best of his knowledge and belief there are no unsatisfied claims or damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of the performance of the contract, or any suits or claims for any other damage of any kind, nature, or description which might constitute a lien upon the property of the Owner.

3. The undersigned makes this affidavit for the purpose of receiving final payment in full settlement of all claims against the owner arising under or by the virtue of the contract, and

STATUTORY AFFIDAVIT

acceptance of such payment is acknowledged as a release of the Owner from any and all claims arising under or by the virtue of the contract.

This _____ day of _____, 20____.

Signature

Title

Firm

Personally before me, the undersigned authority appeared who is known to me to be an official of the firm stated above and after being duly sworn, stated on his or her oath that he or she had read the above statement and that the same is true and correct

(Seal)

Notary Public

My Commission Expires

_____, 20____

GENERAL CONDITIONS

**GENERAL CONDITIONS OF
THE CONTRACT FOR
CONSTRUCTION**

Included by Reference, as per Bid Documents

HI/201/LF

SUPPLEMENTAL CONDITIONS

SUPPLEMENTAL CONDITIONS

1.01 INTERRUPTION OF UTILITIES

- A. Work shall be scheduled to avoid, as much as possible, interference with the normal operation of the surrounding building(s). The Contractor shall give written notice to the Owner at least ten (10) calendar days in advance of all dates on which he wishes to interrupt power, phones, gas or water service for greater than 1 hour. Upon receipt of the request, the Owner will review the request and submit a written response, identifying acceptable date(s) and time(s). Power shall not be interrupted without a written response from the Owner, specifically approving the temporary outage, at the designated time and for the designated duration. The Owner reserves the right to disallow any and all power outages.
- B. The Contractor does not require the Owner's permission to interrupt utilities, in the event of an emergency affecting the safety of property, health or life.

1.02 PROTECTION OF EXISTING PROPERTY

- A. Protection of Roadways, Sidewalks, and Property Surfaces:
 - 1. The Contractor shall repair and clean roadway, sidewalk and property surfaces located outside constructions limits free of dirt and mud where caused by conveyance of construction and demolition materials, equipment and personnel to and from the construction site. Contractor shall notify the Owner for his review of a written schedule, by which the Contractor shall perform corrective and clean-up work. Work shall be done at no additional expense to the Owner.
 - 2. The Contractor shall be responsible for damage to property and persons that result from work inside and outside the construction limits. The Contractor shall promptly correct damages that create health, safety or property danger.

1.03 1.04 TRASH DISPOSAL

- A. The Contractor shall avoid trash accumulation and shall remove same from the site at the close of each working day. All building material and trash shall be disposed of off the Owner's property.
- B. Burning of material on the site will not be permitted.

1.04 DRAWINGS

- A. Except where dimensions are shown, the drawings are diagrammatic and shall not be scaled. Exact location of fixtures, apparatus, and piping shall be determined by dimensions on the site.

1.05 DEMOLITION

- A. All materials indicated to be removed shall be disposed of off the Owner's property, in accordance with all laws and regulations.

SUPPLEMENTAL CONDITIONS

- B. The use of explosives will not be permitted unless prior written permission from the Owner has been obtained.
- C. The amount of dust resulting from the operations shall be controlled to prevent the spread of dust to avoid cleaning of a nuisance in the surrounding area.
- D. Proposed procedures for the accomplishment of demolition work shall be submitted in writing to the Owner for approval. Procedures shall provide for safe conduct of the work, careful removal and disposition of materials, protection of property which is to remain undisturbed and coordination with other work in progress. Submittal shall include a detailed description of the methods and equipment to be used for each operation, and the sequence of operations.

1.07 PROTECTION

- A. Protection of personnel: Utilize safety barricades where the safety of pedestrians and/or vehicle drivers are endangered by the work area. safety barricades shall be used.

1.08 VEHICLE PARKING REGULATIONS

- A. Designated Parking Areas: The Contractor must park all vehicles inside the designated construction area. The Contractor is responsible for transporting his employees to and from the job site from off site staging areas.

1.09 STREET ADDRESS

- A. For purposes of utility work, the street address of this project is:
823 Telfair Street, Augusta, GA 30901

1.10 SITE LIMITATIONS

- A. Construction and staging are limited to the areas within the "Limits of Fenced Construction Area" indicated on the drawings.

1.11 ACCESS TO SITE BY PERSONNEL OF OWNER

- A. The Contractor agrees that mechanics, electricians, and maintenance personnel of the Owner may enter onto the site during the progress of the work for the purpose of maintaining existing facilities, and for the purpose of taking emergency measures necessary to preserve life of property. The Contractor shall have the right to exclude from the site any mechanic or maintenance personnel who undertakes to enter without a hard hat or who violates any of the safety regulations imposed by the U.S. Department of Labor, OSHA, by the Contractor, by law, or by the State Commissioner of Labor.

1.12 CODE AND STANDARDS

SUPPLEMENTAL CONDITIONS

- A. The Codes and Standards referred to are minimum standards. Where the requirements of the Contract Documents exceed those of the Codes and Standards, the drawings and specifications shall be followed.

1.13 LIQUIDATED DAMAGES

- A. The East Central Georgia Regional Library has been awarded a \$2 million grant from the State of Georgia, contingent on the Library being fully operational by June of 2010. In order to meet the definition of "fully operational," the Library must take possession well before than, to complete FF&E installation, shelve all media, set up and troubleshoot the media control systems and train staff. The required Substantial Completion date is not negotiable, and failure to comply with this completion date will result in the assessment of damages, as described in Section 01810.

1.14 WEB BASED PROJECT MANAGEMENT/COMMUNICATIONS SYSTEM

- A. The Contractor, Construction Program Manager and Design Consultant shall utilize the project's Internet/Web-based project management communication system (PMCCS) to manage and facilitate project organization and communication. Use of this system, which will be administered by the Construction Program Manager, will not replace or change any contractual responsibilities of the construction team members.
- B. As a minimum, Contractor's Superintendent and Project Manager shall have access to the Internet and an Internet e-mail address in order to communicate with various project team members via the PMCCS. The Contractor is encouraged to make the PMCCS available to primary subcontractors. The Contractor shall provide, within 5 calendar days of Notice to Proceed, the names of companies and contacts, positions, mailing addresses and e-mail addresses to the Construction Program Manager.
- C. All costs for the temporary licenses to use the PMCCS database for the Contractor, Subcontractors and his/her consultants shall be paid by the Contractor. The Contractor shall include an allowance of \$1000 per person per year, for such licensing, and \$1000 per company for training.
- D. The following documents, as a minimum shall be generated and distributed via the PMCCS:
 - i. Requests For Interpretation (RFI's)
 - ii. Architect's Supplemental Information (ASI's)
 - iii. Requests for Quotation (RFQ's)
 - iv. Change Order Proposals (COP's)
 - v. Change Orders
 - vi. Submittal Log
 - vii. Daily Reports
 - viii. Meeting minutes and agendas
 - ix. Applications for Payment
 - x. Project schedules

SUPPLEMENTAL CONDITIONS

1.15 COMMISSIONING CONSULTANT

- A. The Owner has contracted with a Commissioning Consultant, who will be performing professional building commissioning services for the Project. The Contractor will be required to coordinate the Work and cooperate with the Commissioning Consultant's efforts. The scope of commissioning services is described in Section 01 91 13, and in the Technical Specifications.

1.16 SPECIAL INSPECTOR AND MATERIALS TESTING FIRM

- A. The Owner will contract with a Special Inspections and Construction Materials Testing Consultant, who will be performing professional materials testing and inspections services for the Project. The Contractor will be required to coordinate the Work and cooperate with this Consultant's efforts. The scope of these services are described in the Technical Specifications.

1.17 INCLEMENT WEATHER DAYS

- A. For the purposes of preparing project schedules, planning the Work, and achieving the Date of Substantial Completion, the Contractor shall include a "normal" number of Inclement Weather Days, until such time as the building becomes enclosed. Inclement Weather Days are defined as any day, Monday through Friday, where the amount of rain, as measured at Augusta's Airport (Bush Field) exceeds .10 inches in 24 hours; or the temperature fails to climb above 40 degrees F, in a 24-hour period. A "normal" number is defined as the following, as determined by analysis of historical meteorological data for Augusta Georgia:

January	9 days	February	8 days
March	6 days	April	5 days
May	4 days	June	3 days
July	3 days	August	3 days
September	2 days	October	3 days
November	4 days	December	8 days

1.18 DOCUMENTS REQUIRED PRIOR TO FINAL PAYMENT

- A. The following documents required prior to final payment, shall be delivered by the Contractor to the Owner, in the quantities indicated prior to final inspection of work:
1. Non-Influence Affidavit, 4 copies
 2. Statutory Affidavit, 4 copies
 3. Written notice of readiness for final inspection
 4. Operating and Maintenance Data and Instructions
- B. Submittals as required by Section 01700, Project Closeout.

END OF SUPPLEMENTAL CONDITIONS

Bid Item #08-145 New Augusta Main Library The City of Augusta Bid Opening Date: Thursday, July 31, 2008 at 3:00 P.M.									
Vendors:	Bid Bond	Addendums 1-6	Bid Amount	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5	
Winter Construction 1330 Spring St, NW Atlanta, GA 30309	X	X	\$17,300,000.00	\$12,888.00	\$30,000.00	\$134,479.00	\$5,317.00	\$191,000.00	
R.D. Brown Construction 410 Carolina Springs Rd. North Augusta, SC 29841									
Manhattan Construction 26 Executive Park Drive Suite 2600 Atlanta, GA 30329									
Batson-Cook Company 700 Galleria Parkway Atlanta, GA 30339									
McKnight Construction Co. 635 NW Frontage Road Augusta, GA 30907									
R.W. Allen 1015 Broad Street Augusta, GA 30901	X	X	\$16,287,000.00	\$13,000.00	\$35,000.00	\$123,000.00	\$25,000.00	\$127,000.00	

TECHNICAL EVALUATION FORM **RFQ #08-091; Construction Services for New Augusta Main Library**

Reviewer: Comte Member #

Reviewer: Comte Member #

Evaluation Criteria		Avail. Points	Responding Company					
			Manhattan	McKnight	Batson Cook	R.W. Allen	Winters	R.D. Brown
Technical Approach								
General Project Management		25	17	22	23	21	25	20
Collaborative Working Relationships		25	22	20	24	20	25	20
Self-performance of Work		15	12	9	10	9	9	9
Firm Organization								
		20						
Company Experience & performance								
Experience with Libraries		45	33	37	37	30	27	13
Exp. with projects of this size and complexity		35	30	28	30	20	30	13
Schedule/budget adherence (Contact name)		20	13	13	13	13	13	13
Personnel Experience & Competence								
Executive Manager		30	24	28	28	26	27	22
Project Manager		30	23	27	25	23	27	22
Superintendent		30	27	28	28	25	29	25
Support (Quality, Safety, Estimating, Scheduling)		10	10	10	10	9	10	9
Project Management and Controls								
Quality		25	20	23	25	22	25	22
Schedule		25	23	23	25	23	25	22
Safety		25	22	23	25	25	25	25
Documentation		25	23	23	25	25	25	22
Peer References		30	17	20	18	20	13	20
Augusta Area Experience		15	8	15	7	15	6	15
Financial Strength		40	27	27	27	27	27	27
Backlog		10	5	6	6	6	6	5
Legal Matters		20	13	13	13	13	13	13
Total Score		500	361	395	399	372	392	347

Notes:

Holder Construction Co.
3333 Riverwood Parkway
Suite 400
Atlanta, GA 30339
Attn: David W. Miller

Brasfield & Gorrie LLC
1990 Vaughn Road
Suite 100
Kennesaw, GA 30144
Attn: Eric Young

Skanska USA Building, Inc
70 Ellis Street NE
Atlanta, GA 30303
Attn: Jeff Cross

Hardin Construction
1380 West Paces Ferry Road NW
Atlanta, GA 30327
Attn: Earl Shell, Jr.

Choate Construction
8200 Roberts Drive
Suite 600
Atlanta, GA 30350
Attn: Ben Bunyard

Bovis Lend Lease, Inc.
5909 Peachtree Dunwoody Rd
Suite 500
Atlanta, GA 30328
Attn: Michael Hampton

VCC
1000 Abernathy Road Building 400
Suite 1130
Atlanta, GA 30328
Attn: W. Jeff Johnson

The Winter Construction Co.
1330 Spring Street NW
Suite 200
Atlanta, GA 30309
Attn: Gary Ellis

Manhattan Construction Co
26 Executive Park Drive
Suite 2600
Atlanta, GA 30329
Attn: El Henry

R. J. Griffin & Co.
800 Mount Vernon Highway
Atlanta, GA 30328
Attn: Dave Schoendorf

Baston-Cook Co.
700 Galleria Parkway NW
Suite 550
Atlanta, GA 30339
Attn: Raymond L. Moody, Jr.

The Conlan Co.
1800 Parkway Place
Suite 1010
Marietta, GA 30067
Attn: Devin Turpin

W. G. Yates & Sons Construction
1200 Abernathy Road NE
Suite 300
Atlanta, GA 30328
Attn: George P. Adornato

H. J. Russell & Co.
504 Fair St.
Atlanta, GA 30313
Attn: Tom Wening

The Whiting-Turner Contracting
990 Hammond Dr. Suite 1100
Atlanta, GA 30328
Attn: Keith Douglas

New South Construction Co.
1132 West Peachtree St.
Atlanta, GA 30309
Attn: Douglas Davidson

Gilbane Building Co.
3550 Engineering Drive Suite 150
Atlanta, GA 30092
Attn: Paul Rooney

Turner Construction
3424 Peachtree Rd. NE, Suite 1900
Atlanta, GA 30326

Barton Malow Co.
200 Mansell Court East Suite 100
Roswell, GA 30076
Attn: Lamar Nash

Patton Construction
6645 Peachtree-Dunwoody Rd
Atlanta, GA 30328
Attn: M. Guy Patton, Jr.
Not deliverable

C.D. Moody Construction
6017 Redan Road
Lithonia, GA 30058
Attn: C. David Moody, Jr.

Ricks Contractors
5161 Belle Wood Ct
Suite A
Buford, GA 30518

R. W. Allen & Assoc.
2205 Highland Ave
Augusta, GA 30904

Van Winkle & Co
1731 Commerce Dr. NW
Atlanta, GA 30318
Attn: Ed Van Winkle III

Potts Construction Services
981 East Freeway Drive
Conyers, GA 30094
Attn: Mike Potts

Asurety Construction
1304 Olympic Court, Suite B
Conyers, GA 30012

R. D. Brown
P. O. Box 6535
North Augusta, SC 29861

RFQ 08-091 Construction Services for
the New Augusta Main Library mailed
2/28/08 (page 1 of 2)

Metcalf & Eddy Inc.
1201 Peachtree St.
400 Colony Square Suite 1104
Atlanta, GA 30361

All South Constructors
10445B Old Atlanta Hwy
Covington, GA 31302

Baston Cook Construction
700 Galleria Pkwy, Suite 550
Atlanta, GA 30339

Ayers-Coastal Remodeling Construction
117 N. Belair Rd.
Evans, GA 30809

Two State Construction
P. O. Box 239
Thomson, GA 30824

Construction Perfected
587 Cherry Ave.
North Augusta, SC 29841

Continental Construction
4190 Crosstowne Court
Evans, GA 30809

Dukes Edward & Dukes
920 Highland Ave.
Albany, GA 31701

McKnight Construction
635 Northwest Frontage
Augusta, GA 30907

Garbutt Construction
P. O. Box 712
Dublin, GA 31040
Attn: Sean Moxley

Tyler Construction Group
433 Rabon Road
Columbia, SC 29224
Attn: Larry McGrady

JHC Corporation
1029 Peachtree Pkwy, No 359
Peachtree City, GA 30269

Gary McElmurray Construction
181 Old Jackson Hwy
Beech Island, SC 29842
Attn: Bill Morris, Jr.

Grimalde Masonry General Contractors
103 Laurelwood Dr.
Savannah, GA 31419
Attn: Jose Luis Gonzalez

George A. Keene, Inc.
1101 Niagara Falls Blvd.
Amherst, NY 14226
Attn: Paul Nyznyk

Southern Site Design
5102 Pierce Ct.
Evans, GA 30809
Attn: Richard Pierson

Augusta Builders Exchange
1262 Merry Street
Augusta, GA 30904
Attn: Joan Kennedy

The Dodge Room
1281 Broad Street
Augusta, GA 30901
Attn: Linda Blackston

Gary Swint
Main Library

Bob Munger
Heery International
Hatcher Building

Jacques Ware
Duke Edwards & Duke
Hatcher Building

RFQ #08-091
Construction Services for New
Augusta Main Library
RFQ Due: Tues. 4/15/08 @ 3:00 p.m.

RFQ 08-091 Construction Services for
the New Augusta Main Library mailed
2/28/08 (page 2 of 2)

Planholders List - Onvia DemandStar

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFQ-08-091-0-2008/PJM

Bid Name Construction Services for the New Augusta Main Library

1 Document(s) found for this bid

24 Planholder(s) found.

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Admiral Holdings	8434225804	8667284787	1			Documents
Construction Bulletin	9043880336	9043880109	1			Documents
Delaton Service Corporation	7068837900	7068827635	1	1. Small Business		Documents
Diversified Industries	2294466696	2294464493	1	1. African American Owned 2. Small Business 3. Veteran Owned		Documents
Elkins Constructors, Inc.	9043536500	9043873636	1			Documents
International Library Furniture	8176457750	8175564630	1			Documents
Lewis Trucking and Grading Inc	7704824001	7704825096	1			Documents
McGraw-Hill Construction Dodge	2399392525	2399392331	1			Documents
Mobile Modular Management Corporation	2814879222	2814871289	1	1. Small Business		Documents
OLH, Inc.	4048810099	4048818429	1	1. African American Owned 2. Small Business 3. Woman Owned		Documents

Page 1 of 3 first | previous | next | last

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User: Mills, Phyllis

Organization:

City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)**Bid Number** RFQ-08-091-0-2008/PJM**Bid Name** Construction Services for the New Augusta Main Library

1 Document(s) found for this bid

24 Planholder(s) found.

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Onvia, Inc. - Content Department	2063739500	8882637801	1			Documents
Pinnacle USA, Inc.	7066131305	7064250377	1			Documents
Redmarq Construction	8667701499	8778246251	1			Documents
Reed Construction Data	8009018687	8775633534	1			Documents
Royal Concrete Concepts	6616895395	6616890407	1			Documents
Soares Da Costa, CS, LLC	3055929399	3055919193	1			Documents
Trauner Consulting Services, Inc.	4073450366	4072489535	1			Documents
Turner Associates, Inc.	4046813214	4048807914	1			Documents
Vastec Group Inc	7068286602	7068286605	1	1. African American Owned 2. Small Business 3. Veteran Owned		Documents
Victory Technical Services, LLC	8643270010	8643270013	1			Documents

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Planholders List

Member Name: City of Augusta, GA (Augusta Commission)

Bid Number: RFQ-08-091-0-2008/PJM

Bid Name: Construction Services for the New Augusta Main Library

1 Document(s) found for this bid

24 Planholder(s) found.

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Walter Hopkins Co	7709555026	7709555037	1			Documents
Weiss & Woolrich Southern	9544199339	9544199337	1			Documents
White Consulting	7703967748	7706710038	1			Documents
Winter Construction	4045883300	4042231146	1			Documents

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Pre-Qualified
General Contractors
Bid Item #08-145
New Augusta Main Library

Winter Construction
1330 spring St. NW
Atlanta, GA 30309
Attn: Patrick Fleming
404-588-3300 Office
404-965-3440 Fax

R. D. Brown Construction
410 Carolina Springs Rd.
North Augusta, SC 29841
Attn: Tim Troutman
803-279-3176 Office
803-279-3811 Fax

Manhattan Construction
26 Executive Park Dr. Ste. 2600
Atlanta, GA 30329
Attn: Katie McKinnon
404-351-0007 Office
404-351-3662 Fax

Batson-Cook Company
700 Galleria Parkway
Atlanta, GA 30339
Attn: Kevis Santiago
770-955-1951 Office
770-956-1322 Fax

McKnight Construction Co.
635 NW Frontage Rd.
Augusta, GA 30907
Attn: Pat Patrick
706-863-7784 Office
706-733-3879 Fax

R. W. Allen
1015 Broad Street
Augusta, GA 30901
Attn: Chuck McRee
706-733-2800 Office
706-733-3879 Fax

Invitation To Bid

Sealed bids will be received at this office until 11:00 a.m., Friday, July 11, 2008

Bid Item #08-145 New Augusta Main Library for Augusta Richmond County

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

Gerri A. Sams
Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901
706-821-2422

Bid documents may be examined at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. **Plans and specifications for the project can be made available upon request to Digital Blue Print. The fees for the plans and specifications which are non-refundable is \$250.00**

Documents may also be examined during regular business hours at the Augusta Builders Exchange, 1262 Merry Street, Augusta, GA 30904; F. W. Dodge Plan Room, 1281 Broad Street, Augusta, GA 30901. 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.digblueprint.com) at no charge through Digital Blue Print (706 821-0405) beginning Thursday, May 29, 2008. 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 sequestration 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 will be held on Wednesday, June 11, 2008 @ 10:00 a.m. in the Procurement Department – Room 605. All questions must be submitted in writing to the office of the Procurement Department by fax at 706-821-2811 or by mail. No bid will be accepted by fax, all must be received by mail or hand delivered. All questions are to be submitted in writing by Monday, June 23, 2008 by 3:00 p.m.

No Bid may be withdrawn for a period of 60 days after time has been called on the date of opening. **A 10% Bid bond is required to be submitted in a separate envelope so marked along with the bidders' qualifications; a 100% performance bond and a 100% payment bond will be required for award.**

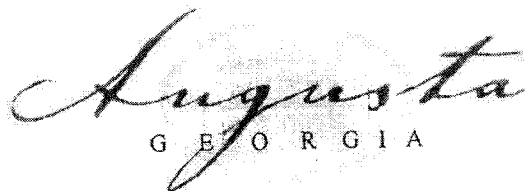
Bidders will please note that the number of copies requested; all supporting documents including financial statements and references and such other attachments that may be required by the bid are material conditions of the package. Any package found incomplete or submitted late shall be rejected by the Procurement Office. Any bidder allegedly contending that he/she has been improperly disqualified from bidding due to an incomplete bid submission shall have the right to appeal to the appropriate committee of the Augusta Commission. Please mark Bid number on the outside of the envelope.

GERI A. SAMS, Procurement Director

cc:	Tameka Allen	Interim Deputy Administrator
	Gary Swint	Main Library
	Bob Munger	Herry International

RFQ #08-091 Construction Services for the New Augusta Main Library for the Augusta Regional Library RFQ Opening Date: Wednesday, April 15, 2008 @ 3:00 p.m.		
Vendors:	Original	8 Copies
GSC Construction 1727 Wrightsboro Rd. Augusta, GA 30904	Non-compliant Request for Qualifications Form	
McKnight Construction P.O. Box 204718 Augusta, GA 30917 Attn: William D. McKnight	X	X
Choate Construction 8200 Roberts Drive, Ste. 600 Atlanta, GA 30350	Non-compliant State Immigration Forms	
Winter Construction 1330 Spring Street Atlanta, GA 30309 Attn: Gary Ellis	X	X
Barton-Malow Co. 200 Mansell Court East, Ste. 100 Roswell, GA 30076 Attn: Raymond L. Moody, Jr.	Non-compliant - Non- discrimination, Conflict of Interest, Request for Qualifications, & State Immigration Forms.	
R. W. Allen & Assoc. 2205 Highland Ave Augusta, GA 30904 Attn: Richard W. Allen	X	X
Batson-Cook Company 700 Galleria Parkway, Ste. #550 Atlanta, GA 30339 Attn: Robert I. Douma	X	X
R.D. Brown 410 Carolina Springs Rd. North Augusta, SC 29841 Attn: Todd D. Brown	X	X
Manhattan 26 Executive Park Drive, Suite 2600 Atlanta, GA 30329 Attn: John Champagne	X	X
The following vendors submitted a statement of "No Bid": Continental Construction and Brasfield & Gorrie.		

Local vendors are
highlighted in blue.



Procurement Department

Mrs. Geri Sams, Director

May 27, 2008

FAXED/MAILED

Winter Construction
1330 Spring St
Atlanta, GA 30309
Attn: Gary Ellis

Re: New Augusta Main Library
RFQ No. 08-091 – Statement of Qualifications

Dear Mr. Ellis:

We appreciate your response to our Request for Qualifications (RFQ) for the above referenced project. The Selection Committee has reviewed your Statement of Qualifications (SOQ) as submitted to this office. The Committee has determined that your SOQ meets the requirements contained within the RFQ and will accept your firm as a pre-qualified bidder for this project.

Attached to this letter you will find the notice of Invitation to Bid for this project. If you have any questions, please contact us at (706) 821-2422.

Sincerely,

A handwritten signature in cursive script that reads "Geri pm".

Geri Sams
Director, Procurement Department

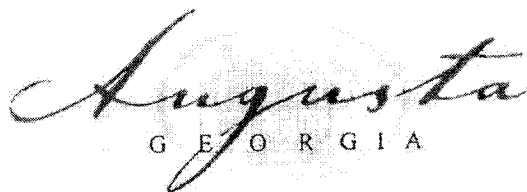
Cc: Bob Munger, Heery Int's
Gary Swint

Room 605 - 530 Greene Street, Augusta Georgia 30911
(706) 821-2422 - Fax (706) 821-2811

www.augustaga.gov

Register at www.demandstar.com/supplier for automatic bid notification

Item # 1



Procurement Department

Mrs. Geri Sams, Director

May 27, 2008

FAXED/MAILED

Batson-Cook Company
700 Galleria Parkway, Ste. #550
Atlanta, GA 30904
Attn: Robert I. Douma

Re: New Augusta Main Library
RFQ No. 08-091 – Statement of Qualifications

Dear Mr. Douma:

We appreciate your response to our Request for Qualifications (RFQ) for the above referenced project. The Selection Committee has reviewed your Statement of Qualifications (SOQ) as submitted to this office. The Committee has determined that your SOQ meets the requirements contained within the RFQ and will accept your firm as a pre-qualified bidder for this project.

Attached to this letter you will find the notice of Invitation to Bid for this project. If you have any questions, please contact us at (706) 821-2422.

Sincerely,

A handwritten signature in cursive script that reads "Geri Sams".

Geri Sams
Director, Procurement Department

Cc: Bob Munger, Heery Int's
Gary Swint

Room 605 - 530 Greene Street, Augusta Georgia 30911
(706) 821-2422 - Fax (706) 821-2811
www.augustaga.gov

Register at www.demandstar.com/supplier for automatic bid notification



Procurement Department

Mrs. Geri Sams, Director

May 27, 2008

FAXED/MAILED

McKnight Construction
P. Bo. Box 204718
Augusta, GA 30917
Attn: William D. McKnight

Re: New Augusta Main Library
RFQ No. 08-091 – Statement of Qualifications

Dear Mr. McKnight:

We appreciate your response to our Request for Qualifications (RFQ) for the above referenced project. The Selection Committee has reviewed your Statement of Qualifications (SOQ) as submitted to this office. The Committee has determined that your SOQ meets the requirements contained within the RFQ and will accept your firm as a pre-qualified bidder for this project.

Attached to this letter you will find the notice of Invitation to Bid for this project. If you have any questions, please contact us at (706) 821-2422.

Sincerely,

A handwritten signature in cursive script that reads "Geri Sams".

Geri Sams
Director, Procurement Department

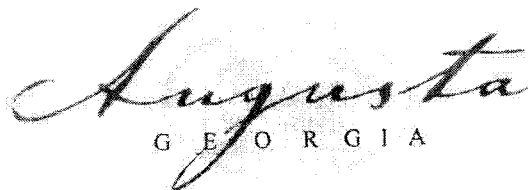
Cc: Bob Munger, Heery Int's
Gary Swint

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Register at www.demandstar.com/supplier for automatic bid notification

Item # 1



Procurement Department

Mrs. Geri Sams, Director

May 27, 2008

FAXED/MAILED

R. D. Brown
410 Carolina Springs Rd
North Augusta, SC 29841
Attn: Todd D. Brown

Re: New Augusta Main Library
RFQ No. 08-091 - Statement of Qualifications

Dear Mr. Brown:

We appreciate your response to our Request for Qualifications (RFQ) for the above referenced project. The Selection Committee has reviewed your Statement of Qualifications (SOQ) as submitted to this office. The Committee has determined that your SOQ meets the requirements contained within the RFQ and will accept your firm as a pre-qualified bidder for this project.

Attached to this letter you will find the notice of Invitation to Bid for this project. If you have any questions, please contact us at (706) 821-2422.

Sincerely,

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Geri Sams
Director, Procurement Department

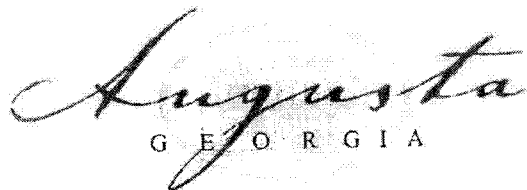
Cc: Bob Munger, Heery Int's
Gary Swint

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Register at www.demandstar.com/supplier for automatic bid notification

Item # 1



Procurement Department

Mrs. Geri Sams, Director

May 27, 2008

FAXED/MAILED

R. W. Allen & Assoc.
2205 Highland Ave
Augusta, GA 30904
Attn: Richard W. Allen

Re: New Augusta Main Library
RFQ No. 08-091 – Statement of Qualifications

Dear Mr. Allen:

We appreciate your response to our Request for Qualifications (RFQ) for the above referenced project. The Selection Committee has reviewed your Statement of Qualifications (SOQ) as submitted to this office. The Committee has determined that your SOQ meets the requirements contained within the RFQ and will accept your firm as a pre-qualified bidder for this project.

Attached to this letter you will find the notice of Invitation to Bid for this project. If you have any questions, please contact us at (706) 821-2422.

Sincerely,

A handwritten signature in dark ink, appearing to read "Geri Sams".

Geri Sams
Director, Procurement Department

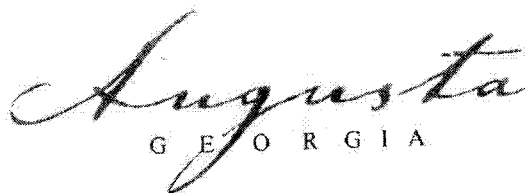
Cc: Bob Munger, Heery Int's
Gary Swint

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www.augustaga.gov

Register at www.demandstar.com/supplier for automatic bid notification

Item # 1



Procurement Department

Mrs. Geri Sams, Director

May 27, 2008

FAXED/MAILED

Manhattan Construction
28 Executive Park Dr., Suite 2600
Atlanta, GA 30329
Attn: John Champagne

Re: New Augusta Main Library
RFQ No. 08-091 – Statement of Qualifications

Dear Mr. Champagne:

We appreciate your response to our Request for Qualifications (RFQ) for the above referenced project. The Selection Committee has reviewed your Statement of Qualifications (SOQ) as submitted to this office. The Committee has determined that your SOQ meets the requirements contained within the RFQ and will accept your firm as a pre-qualified bidder for this project.

Attached to this letter you will find the notice of Invitation to Bid for this project. If you have any questions, please contact us at (706) 821-2422.

Sincerely,

A handwritten signature in dark ink, appearing to read "Geri Sams".

Geri Sams
Director, Procurement Department

Cc: Bob Munger, Heery Int's
Gary Swint

Room 605 - 530 Greene Street, Augusta Georgia 30911
(706) 821-2422 - Fax (706) 821-2811

www.augustaga.gov

Register at www.demandstar.com/supplier for automatic bid notification

Item # 1



**Administrative Services Committee Meeting
8/11/2008 12:45 PM
Comprehensive Plan Update**

Department: Planning Commission

Caption: Approve Resolution transmitting the Community Agenda element of the Augusta - Richmond County Comprehensive Plan to the CSRA Regional Development Center (RDC).

Background:

The Augusta-Richmond County Comprehensive Plan is being updated in accordance with state standards for local comprehensive planning. The comprehensive plan documents the vision for the future development of the Augusta and outlines how the city government and other stakeholders propose to achieve the vision. The comprehensive plan must include the following three (3) components: 1. Community Assessment – consists of an objective and professional assessment of data and information about the city's population, housing, economy, transportation network, community facilities and services, natural and cultural resources and land use. 2. Community Participation Program – describes the city's strategy for ensuring adequate public and stakeholder involvement in the preparation of the Community Agenda. 3. Community Agenda – includes a city's vision for the future development of Augusta, a list of issues and opportunities identified for future action and an implementation program for achieving the vision. The Community Assessment and Community Participation Program components of the Comprehensive Plan were drafted in the early spring and approved by the RDC and Georgia Department of Community Affairs (DCA) in May. In June six (6) public meetings were held to give the public an opportunity to provide input for the draft Community Agenda component of the plan. The Community Agenda was then drafted by the Planning Commission. A public hearing was held on Thursday, July 22, 2008 to brief the community on the contents of the Community Agenda, provide an opportunity for residents and stakeholders to make final suggestions, additions or revisions, and notify the

community of when the Community Agenda will be submitted to the RDC.

Analysis: The Comprehensive Plan must be updated and adopted by October 31, 2008. If the comprehensive plan is not updated then the city will lose its designation as a Qualified Local Government (QLG). Losing QLG status means the city will not be eligible to apply for certain loan and grant programs administered by the state. The Community Agenda must be submitted to the RDC and DCA for a completeness check, and to afford other interested parties, including adjacent units of local government, an opportunity to review and provide comments on the Community Agenda. Once DCA has determined that the Community Agenda complies with the planning requirements, the Augusta Commission may adopt the Community Agenda.

Financial Impact: Not applicable

Alternatives: Do not approve the resolution. This alternative would delay the update of the Comprehensive Plan and jeopardize Augusta's status as a Qualified Local Government

Recommendation: Approve the resolution transmitting the Community Agenda element of the Augusta – Richmond County Comprehensive Plan to the CSRA Regional Development Center. This action will keep the plan update on schedule to be completed by the deadline.

Funds are Available in the Following Accounts: Not applicable

REVIEWED AND APPROVED BY:

Clerk of Commission

CITY OF AUGUSTA

RESOLUTION OF TRANSMITTAL

Transmittal of the *Community Agenda* section of the Augusta-Richmond County Comprehensive Plan Update to the Central Savannah River Area Regional Development Center.

WHEREAS, the City of Augusta, Georgia, has completed the *Community Agenda* section of the Comprehensive Plan Update,

WHEREAS, the City of Augusta certifies that these documents were prepared according to the Standards and Procedures for Local Comprehensive Planning effective May 1, 2005, and established by the Georgia Planning Act of 1989, and that the required public hearing was held on Tuesday, July 22, 2008.

BE IT THEREFORE RESOLVED, that the Augusta Commission does hereby transmit the *Community Agenda* section of the Comprehensive Plan Update to the Central Savannah River Area Regional Development Center for review under the Standards and Procedures for Local Comprehensive Planning.

Adopted this _____ day of _____, 2008

Deke Copenhaver, Mayor, City of Augusta

ATTEST: _____
Lena Bonner, Clerk of Commission



**Administrative Services Committee Meeting
8/11/2008 12:45 PM
Funding Request from Augusta Museum of History**

Department: Administrator's Office

Caption: Motion to approve a request for additional funding in the amount of \$75,000 from the Augusta Museum of History.

Background:

Analysis:

Financial Impact:

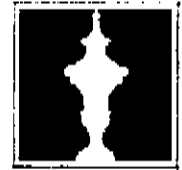
Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**Administrator.
Clerk of Commission**



AUGUSTA MUSEUM of HISTORY

Memorandum

TO: Fred Russell, Administrator
Augusta-Richmond County

FROM: Jefferson (Jeff) B. A. Knox, President
Augusta Museum of History

DATE: August 1, 2008

SUBJECT: Special request for funds



The Augusta Museum of History, the James Brown family, and the Augusta-Richmond County have embarked on a major initiative for the region – the installation of the only major exhibition dedicated to Mr. Brown. The Museum is requesting \$75,000 additional dollars to the approved appropriation for 2008 to assist in the marketing and other costs associated with this initiative.

In addition, attached is a proposal for SPLOST III undesignated funds in the amount of \$197,181, to support the Museum in becoming a state-of-the-art facility that visitors from around the world are coming to tour.

Consideration of these special requests would be greatly appreciated.

Cc. Nancy J. Glaser, Executive Director
Augusta Museum of History

preserving and presenting the history of the Central Savannah River region

PRESIDENT: JEFFERSON B.A. KNOX, SR. **VICE PRESIDENT:** TAT THOMPSON **TREASURER:** CHARLES B. MARTIN
SECRETARY: KIM FAIREY **BOARD OF TRUSTEES:** PATRICK G. BLANCHARD • DR. JAMES E. CARTER III • ROY
CHALKER • WILLIAM R. COLEMAN, JR. • DAVID S. COPENHAVER • FREDERICKA M. FLYNT • BRYAN
HALTERMANN • C. LAFAYE HARGROVE, PH.D. • W.L.M. KNOX, JR. • SANDRA K. MERCER • BETTIS C. RAINSFORD
JULIAN H. ROBERTS III • MAJ. GEN. (USAF RET.) PERRY M. SMITH • ROGER SMITH • SAMUEL SULLIVAN, PH.D.
WILMA SYKES-BROWN • DEANNA BROWN THOMAS • **DIRECTOR:** NANCY J. GLASER

560 REYNOLDS STREET • AUGUSTA • GA • 30901 • TELEPHONE: 706.722.8454 • FAX: 706.724.5192 • E-MAIL: amh@augustamuseum.org

Friday, August 01, 2008

NEW PROGRAMS/ADDITIONAL FUNDING REQUEST

Augusta Museum of History (AMH) FY2008

The Augusta Museum of History is requesting \$75,000 in New Programs/Additional Funding for 2008 from the Augusta-Richmond County Commission for the operation and maintenance of the special exhibition, *The Godfather of Soul, Mr. James Brown*.

Successful Economic Impact

The long-term goal of the museum for this exhibition is to increase tourism to Augusta, the region and the state. We believe, due to Mr. Brown's popularity and impact on the music industry, the exhibition will serve as a pilgrimage location for admiring fans. Furthermore, the press coverage that has surrounded the exhibition has already had a direct impact on tourism. The expected rise in the number of exhibit attendees has already translated in an increase in spending on transportation, hotel expenditures, dining, shopping, and entertainment in the area. The Museum has booked numerous family reunions for the summer of 2008 and we expect more for the fall. **Visitation has increased 34 percent** over the same time last year and more significantly, visitation by **African Americans has increased by over 360 percent** from last year greatly due to family reunions.

The exhibit is currently generating national and international attention for the City of Augusta, the Central Savannah River Area, the State of Georgia, and the Museum. With the estimated expenses spent per day valued at \$196.10 per visitor/tourist- numbers provided by the Georgia Department of Economic Development's Tourism Division (for example: \$90.00 for accommodations, \$50.00 for food, \$45.00 for shopping, and other), and a conservative projected total of an additional 8,500 visitors for 2008, the estimated additional gross income to the region could exceed \$1 million a year. Augusta-Richmond County could receive approximately \$85,400 in taxes (based on a formula from the Convention and Visitors 2007 Annual Report).

The Augusta-Richmond County Commission generously provided funds to fabricate and install the first major exhibition about this international icon and national treasure which opened to the public on May 3, 2008. This state-of-the-art exhibition features hundreds of rare, memorable, and personal artifacts, including photographs, posters, albums, costumes, and more, which vividly tell the story of Brown's rise to worldwide fame. Among the highlights of the exhibit are artifacts on loan from the Estate/ Trust of James Brown (AMH is the only institution outside of South Carolina at this time to receive loans from the estate), personal collectors, and from the archives of the Brown family, and former band mates, including:

- Audio-visual stations featuring concert performance footage, highlighted tracks, interviews with individuals who owe influence to Brown, and studio recordings;
- An array of costumes and personal artifacts worn by Brown from the 1960s and on;
- Concert and behind-the-scenes passes from Brown's tours in Europe and Asia during the 1990s and into the twenty-first century;
- Family photos with candid images of Brown and his children, on tour, at home, and during philanthropic activities;
- Programs from the three James Brown Memorial Services held in New York, Augusta, and South Carolina

The exhibit includes interactives of oral histories played back on digital message repeaters and video footage presented through the use of a flash drive and a big screen monitor to simulate a theater. Excerpts from interviews with Rev. Sharpton, Dan Aykroyd, Smokey Robinson, and many more contribute personal stories and insights into Brown as a performer, philanthropist, musician, and man. There were special cases made to display costumes, including a 1970s costume worn by Mr. Brown during his career still faded on the knees from Brown's show-stopping choreography. One visitor activated station highlights the often imitated, but never duplicated, sound of Brown's horn-driven funk music.

Friday, August 01, 2008

The Augusta Museum of History is the only nationally accredited institution in the CSRA and one of only 774 museums nationally accredited out of approximately 14,000. Accreditation recognizes a museum's commitment to excellence, accountability, high professional standards, and continued institutional improvement.

While continuing to improve the facility, increase programs, fabricate state-of-the-art exhibitions, and enhance collection care and management which includes assisting researchers, scholars, and students wanting access to the Museum's archives, the Museum is also building relationships and collaborating on a variety of area projects: Destination 20/20; Augusta Tomorrow's long-range planning; working with area museums on special programs and projects – Lucy Craft Laney Museum of Black History, Woodrow Wilson House, Ft. Discovery; advising the Arts and Heritage Center of North Augusta on their new visitor center in the North Augusta municipal building; advisor for University Hospital's displays in their new cardiac medical building; and serving on American Association of Museums Accreditation Visiting Committee.

Long Term Strategy

The Augusta Museum of History has and will continue to commit financial and human resources over the next three years, relating directly or indirectly to the exhibition, through promotional activities, programs, and special events.

To further develop heritage tourism in the CSRA, the Board of Trustees of Augusta Museum of History hopes to expand upon the *Godfather of Soul* exhibition with the addition of a permanent entertainment wing. This wing will not only showcase the contributions of James Brown, but also be devoted to the recognition of notable entertainers, musicians, sports figures, authors, and actors with regional ties to the Central Savannah River Area and/or the state of Georgia (entertainers such as Butterfly McQueen, Jessye Norman, Brenda Lee, Faith Prince, Ty Cobb, Ray Guy, William "The Frig" Perry, Beau Jack, Judy Woodruff, Susan Still, etc.).

Friday, August 01, 2008

NEW PROGRAMS/ADDITIONAL FUNDING REQUEST

Augusta Museum of History FY 2008

To maintain an exhibition with this high level of technology, to ensure the security of artifacts and materials loaned, to rotate information and videos, and to provide educational programming for all ages the Museum will need a minimal additional funding of \$75,000. Funds will be spent in the following manner:

- Two full-time guide staff will be necessary in order to meet the demands of the current increase in attendance. (\$34,000)
- Replacement cost of a world class exhibition the Museum has employed the use of various technologies, including listening stations, video projection images, and high definition flat panel television. (\$14,000)
- Several exciting programs will be developed focusing on James Brown and his music. (\$7,000)
- Maintenance costs for IT support, increase in HVAC due to additional visitors, back-up systems, and maintenance supplies is also necessary to keep the Museum looking and operating at its very best, presenting the high quality attraction that is expected by visitors that have made Augusta and the Museum of History a destination of choice. (\$20,000)

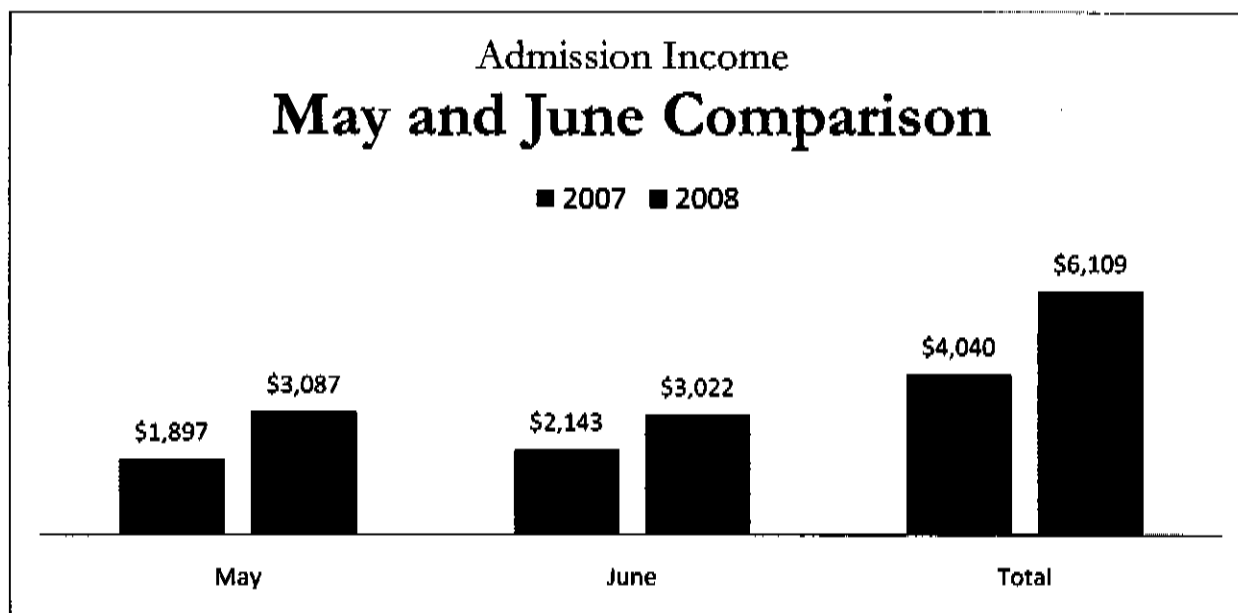
Budget Summary

Personnel costs	\$34,000
Equipment replacement	14,000
Programs	7,000
Building upkeep due to increase in visitation	<u>20,000</u>
Total	\$75,000

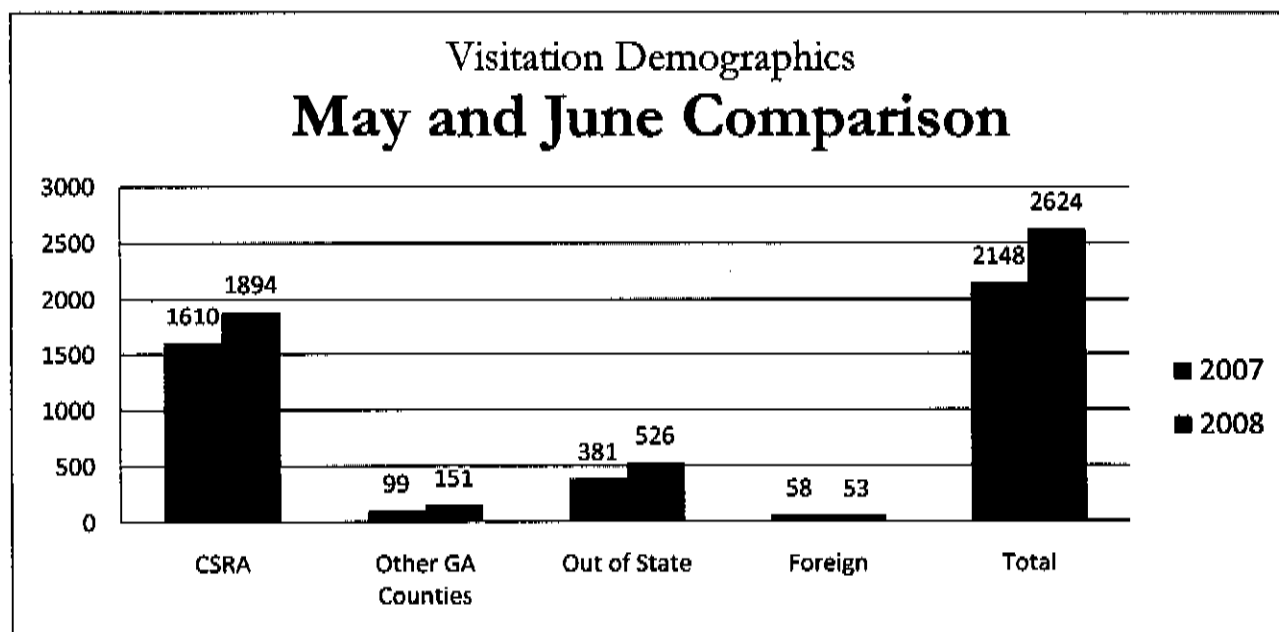
Friday, August 01, 2008

NEW PROGRAMS/ADDITIONAL FUNDING REQUEST

**Augusta Museum of History
FY 2008**



Note: Represents a 34% increase in admissions income.



Note: Out of State visitors have increased by 38% in 2008.

Note: African American visitors to the Museum have increased by 364% in 2008; 74 African American visitors during the months of May and June 2007 as opposed to 343 during the same months in 2008.



**Administrative Services Committee Meeting
8/11/2008 12:45 PM
Job Descriptions Revision**

Department: Library

Caption: Motion to approve change of job descriptions at the Augusta Library.

Background: We previously changed a job description for one of our branch managers to include private fund raising duties. That responsibility is no longer his. He has returned to his former pay position, but we need to change the job description to get it up to date. At the same time, we would like to change the position of the business manager, as she has taken on more responsibility in regards to payroll and dealing with state agencies re health insurance and retirement.

Analysis: These changes will reflect true duties.

Financial Impact: The first part of the proposal reflects a saving of \$4,297.89. We would like to take a portion of this, \$1,318.47, to effect the change in the bookkeeper position. This comes from the library's annual allotment.

Alternatives: No approval.

Recommendation: That the changes be approved.

Funds are Available in the Following Accounts: In the annual allocation to the library. Will result in net savings which can be used for other things.

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission

Augusta-Richmond County

Job Description

Approved Title:	Administrative Assistant III	Job Code:	ARL0058001
Title:	Administrative Assistant III--Business Manager	Overtime:	Non-exempt
Department:	Library (7000)	Date Prepared:	27 March 2002
Reports to:	Director	Job Grade:	42

GENERAL SUMMARY: Coordinates the business management function for the Libraries within the guidelines of state and federal laws, department and local government policies and procedures, and accepted accounting practices. Reports to the Director or other designated person and works with staff, other City employees, vendors and service providers to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains all financial records for the Libraries using state approved computer software and payroll/retirement records.
2. Posts library receipts to daily transaction register and journal entries to the general ledger, prepares bank deposits, and reconciles bank statements.
3. Sorts, lists and pays invoices.
4. Prepares financial reports and submits forms 990 and 501(c) (r) to the Internal Revenue Service.
5. Orders all office, building and library supplies.
6. Maintains appropriate files and payroll/retirement records.
7. Maintains payroll records on monthly basis for annual audit.
8. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: Associate Degree or 3 years related experience in the occupational field of study.

Experience: 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of business administration and accounting principles and procedures.
- Familiarity with federal, state and local laws and regulations and functions and operations of all divisions within the library.
- Proficiency in modern office practices and procedures, establishing priorities, and organizing work.
- Mastery of operating a personal computer.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Requires extensive use of computers. Work is performed in an office.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description (New)

Approved Title: Administrative Assistant II
Title: Administrative Assistant II--Business Manager
Department: Library (7000)
Reports to: Director

Job Code: ARL0058001?
Overtime: Non-exempt
Date Prepared: July 29, 2008
Job Grade: 43

GENERAL SUMMARY: Coordinates the business management function for the Libraries within the guidelines of state and federal laws, department and local government policies and procedures, and accepted accounting practices. Reports to the Director, Assistant Director or other designated person and works with staff, other City employees, vendors and service providers to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains all financial records for the Libraries using state approved computer software and payroll/retirement records.
2. Posts library receipts to daily transaction register and journal entries to the general ledger, prepares bank deposits, and reconciles bank statements.
3. Sorts, lists and pays invoices.
4. Prepares financial reports and submits forms 990 and 501(c) (r) to the Internal Revenue Service.
5. Supervise the orders of all office, building and library supplies by telephone or online.
6. Responsible for completion of the Payroll according to the City Guidelines.
7. Responsible for the secretarial duties in her absence.
8. Complies monthly reports and statistics for staff and library board.
9. Attends state library meetings as requested by the director.
10. Maintains appropriate files and payroll/retirement records.
11. Maintains payroll records on monthly basis for annual audit.
12. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: Associate Degree or 3 years related experience in the occupational field of study.

Experience: 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of business administration and accounting principles and procedures.
- Familiarity with federal, state and local laws and regulations and functions and operations of all divisions within the library.
- Proficiency in modern office practices and procedures, establishing priorities, and organizing work.
- Mastery of operating a personal computer.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Requires extensive use of computers. Work is performed in an office.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Librarian I
Title: Librarian--Development Officer-Branch Manager
Department: Diamond Lakes
Library (7000)

Job Code: ARL0568002, -001

Overtime: Exempt

Date Prepared: April 12, 2007

Reports to: Director & Assistant Director

Job Grade: 51

GENERAL SUMMARY: Responsible for developing a fundraising plan and managing and directing the operations of a large branch library, including personnel management, facilities maintenance, and service on policy and planning committees.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Works to develop a plan for obtaining funding from foundations and private sources.
2. Works with Director, staff, and boards to determine need and possible grantors.
3. Identifies potential sources for funds, determines how to approach sources and writes necessary grants.
4. Arranges meetings between library board member, staff and donors.
5. Works with Assistant Director to interview and evaluate staff; trains staff, substitutes and volunteers.
6. Organize the daily activities of the branch, including drafting work and training schedules, and arranging public relations activities.
7. Plans and implements adult and children's programming and other special programs.
8. Provides circulation, reference, and reader's advisory services.
9. Assist patrons with the use of the public computers and printers and photocopiers.
10. Prepares reports, collects statistics, make bulletin boards, performs library opening routines, an schedules events for meeting rooms.
11. Serves on the Collection Development Committee in rotation and on policy and planning committees.
12. Performs software upgrades and maintenance on staff and public computers under the direction of the Systems Administrator.
13. Performs related duties as required.

REQUIREMENTS

Education: Masters of Library and Information Science from an ALA-accredited college or university.

Experience: At least two years experience in libraries or equivalent managerial experience as well as success in identifying and securing grants.

Knowledge/Skills/Abilities:

- Knowledge of grant writing procedures.
- Ability to identify and secure grants and gifts from foundations and private individuals.
- Ability to devise and organized a plan for securing funding from these sources.
- Knowledge of library and information sciences and practices, management, and automated circulation and cataloging systems.
- Familiarity with functions, policies and procedures of the library system, regional library collections, reference sources, and library branches and services system-wide.
- Proficiency in scheduling, preparing, and presenting programming, operating audiovisual equipment, problem solving and interpersonal relations.
- Mastery of standard computer and office machinery, word processing and network access software, and computer hardware well enough to train others in their use
- Skill in patron relations, in dealing with complaints and problem situations, and in interacting with a wide cross-section of people.
- Good communication skills, both oral and written.
- Ability to 'juggle' many tasks, and work with interruptions, keeping cool under pressure.
- Demonstrated ability work independently and ability to "juggle" many task, work with interruptions and remain calm under pressure.

Other:

- Grade G-5 or higher certification from the Georgia State Board for the Certification of Librarians.
- Flexibility to work weekends and evenings as part of regular schedule.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, reaching, and occasional lifting of light objects. Must be able to operate library vehicles. Work is performed in a library.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

LLB347

Librarian I Branch Manager

Item # 4

Augusta-Richmond County

Job Description

Approved Title: Librarian I
Title: Librarian--Branch Manager (Diamond Lakes)
Department: Library (7000)
Reports to: Circulation/RCO Branch Coordinator

Job Code: ARL0568002, -001
Overtime: Exempt
Date Prepared: April 8, 2002
Job Grade: 49

GENERAL SUMMARY: Responsible for managing and directing the operations of a large branch library, including personnel management, facilities maintenance, and service on policy and planning committees.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Works with the Facilities Librarian and the Assistant Director to interview and evaluate staff; trains staff, substitutes, and volunteers.
2. Organizes the daily activities of the branch, including drafting work and training schedules, and arranging public relations activities.
3. Plans and implements adult and children's programming and other special programs.
4. Provides circulation, reference, and reader's advisory services.
5. Assists patrons with the use of the public computers and printers, and photocopiers.
6. Prepares reports, collects statistics, makes bulletin boards, performs library opening routines, and schedules events for meeting rooms.
7. Serves on the Collection Development Committee in rotation and on policy and planning committees.
8. Performs software upgrades and maintenance on staff and public computers under the direction of the Systems Administrator.
9. Performs related duties as required.

REQUIREMENTS

Education: Masters of Library and Information Science from an ALA-accredited college or university.

Experience: At least two years experience in libraries or equivalent managerial experience are required.

Knowledge/Skills/Abilities:

- Considerable knowledge of library and information science methods and practices, management, and current automated circulation and cataloging systems (i.e. Dewey Decimal system, MARC format, and Boolean searching).
- Familiarity with functions, policies and procedures of the library system, regional library collections, reference sources, and library branches and services system-wide.
- Proficiency in scheduling, preparing, and presenting programming, operating audiovisual equipment, problem solving and interpersonal relations.
- Mastery of standard computer and office machinery, word processing and network access software, and computer hardware well enough to train others in their use
- Skill in patron relations, in dealing with complaints and problem situations, and in interacting with a wide cross-section of people.
- Good communication skills, both oral and written.
- Ability to 'juggle' many tasks, and work with interruptions, keeping cool under pressure.
- Demonstrated ability to work independently.

Other:

- Grade G-5 or higher certification from the Georgia State Board for the Certification of Librarians.
- Flexibility to work weekends and evenings as part of regular schedule.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, reaching, and occasional lifting of light objects. Must be able to operate library vehicles. Work is performed in a library.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date



**Administrative Services Committee Meeting
8/11/2008 12:45 PM
Proposed 2009 Annual Action Plan**

Department: Housing and Community Development

Caption: Consider for approval the City's Year 2009 Proposed Annual Action Plan for Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG) Program, HOME Investment Partnerships Program and Housing Opportunities for Persons with AIDS (HOPWA) Program Funds.

Background: The City of Augusta, being an entitlement city receives entitlement grants annually for CDBG, ESG, HOME and HOPWA funds from the U.S. Department of Housing and Urban Development (HUD). For receipt of these federal funds, the City must develop and follow an approved Consolidated Plan for use of the funds. On March 29, 2005, the Commission approved the City's 5-year Consolidated Plan (CP) that includes the years 2005-2009. This plan contained the City's housing and community development needs and a strategy for addressing the needs over the 5-year period. Each year, the City must develop a one-year plan of action (Annual Action Plan) outlining how the City intends to carry out the goals and objectives in its 5-year CP. This Annual Action Plan is also the city's application for CDBG, ESG, HOME and HOPWA funds with an outline of the City's intended use of the funds. During February 2008, the Housing and Community Development (HCD) Department held one public hearing and one application workshop. The purpose of the public hearing was to obtain citizens input concerning their needs and to solicit for applications for Year 2009 funds. HCD received thirty-five (35) applications for CDBG funds, eleven (11) applications for ESG funds, seven (7) for HOME funds and two (2) for HOPWA funds; total funds requested was \$5,048,870. HCD staff reviewed all applications and as a result, staff recommends the attached Year 2009 Proposed Action Plan subject to citizen's comments. After consideration of the 2009 Proposed Action

Plan, in accordance with federal requirements, the City must hold a second Public Hearing and publish the Annual Action Plan in the newspaper for a 30-day period to give citizens of Augusta an opportunity to comment on the activities. This public hearing will be held Thursday, August 21, 2008 at 6:00 p.m. in the Commission Chambers. At the end of the comment period, (September 22, 2008) a summary of all comments received from the public and the Citizen's Advisory Committee will be presented to Commission for consideration.

Analysis: Consideration of the Proposed 2009 Action Plan is the first step of the process before getting final approval by Commission on November 4, 2008.

Financial Impact: It is anticipated that the City will receive and have available a total of \$5,114,515 for Year 2009. Attached is a detailed list of the funds anticipated to be available and a listing of the projects.

Alternatives: None recommended.

Recommendation: Accept the Proposed Year 2009 Action Plan for CDBG, ESG, HOME and HOPWA funds, subject to citizen's comments. After the 30-day comment period, staff will present the final Action Plan recommendations and citizen's comments to the Administrative Services Committee and Commission for action.

Funds are Available in the Following Accounts: Year 2009 CDBG, ESG, HOME and HOPWA funds to be received from HUD.

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

Attachment #1

Funds Anticipated for Year 2009

PROGAM	ENTITLEMENT AMOUNT	PROGRAM INCOME	TOTAL
CDBG	\$ 2,232,805	\$ 140,000	\$ 2,372,805
ESG	\$ 100,077	\$ 0	\$ 100,077
HOME	\$ 1,240,698	\$ 1,006,580	\$ 2,247,278
ADDI	\$ 9,355	\$ 0	\$ 9,355
HOPWA	\$ 385,000	\$ 0	\$ 385,000
TOTAL	\$ 3,967,935	\$ 1,146,580	\$ 5,114,515

Attachment #2

2009 Proposed Annual Action Plan Projects/Budgets

2009 Community Development Block Grant (CDBG) Program

Estimated Allocation	\$2,232,805
Program Income	\$ 140,000
Total Funds Available	\$2,372,805

Activity	Amount
Acquisition	
• Bethlehem Community Center Acquisition	78,500
• HCD Acquisition/Relocation	400,000
Public Facility	
• Dyess Park	205,000
• Augusta Mini Theatre (fence)	42,772
Public Services (\$261,500)	
• Augusta Mini Theatre	25,000
• Augusta Youth Center	20,000
• Boys & Girls Club	15,000
• CSRA EOA	25,000
• Communities In Schools	4,500
• Coordinated Health Services "Clinic"	25,000
• Coordinated health Services "Samaritan Center"	17,500
• East Augusta CDC	21,500
• Family "Y"	20,000
• Hope House	25,000
• JWC Helping Hands	10,000
• Kids Restart	18,000
• MACH Academy	25,000
• Neighborhood Improvement Project	10,000
Privately Owned Utilities	
• Utility Connection Hardship Fund	50,000
Housing Rehabilitation Program	650,000
• Housing Administration - \$125,000	
• Housing Rehab - projects - \$400,000	
• Emergency Grant - \$50,000	
• Paint Program - \$5,000	
• World Changers - \$50,000	
• Lead Based Paint - \$20,000	
Economic Development	
• Antioch Ministries	12,000
• Façade	123,472
• ED Loans	75,000
Admin & Planning (20%-\$474,561)	474,561
• Administration - 469,561	
• Fair Housing - 5,000	
TOTAL	2,372,805

Attachment #2

2009 Proposed Annual Action Plan Projects/Budgets

2009 Emergency Shelter Grant (ESG) Program

Activity	Amount Available
Augusta Urban Ministries	11,000
CSRA EOA	10,804
Coordinated Health Services	4,323
Georgia Legal Services	5,023
Hope House	10,000
St. Stephens	15,000
Safe Homes	20,000
Salvation Army – Emergency Financial Assistance	9,700
Salvation Army – Employment Training	9,224
Admin (5%)	5,003
Total	100,077

2009 HOME Investment Partnerships (HOME) Program

Estimated Allocation	\$1,240,698
Program Income	\$1,006,580
Sub-Total	\$2,247,278
ADDI	\$ 9,355
TOTAL	\$2,256,633

Activity	Amount Available
Housing Development	1,586,445
Housing Counseling	250,000
ADMINISTRATION (10% maximum)	224,728
CHDO SET-ASIDE (15%)	186,105
ADDI	9,355
TOTAL	2,256,633

2009 Housing Opportunities for Persons with AIDS (HOPWA) Program

Activity	Amount Available
Projects - \$373,450	
Hope Health	100,000
St. Stephens	273,450
Administration (3%)	11,550
TOTAL	\$ 385,000



Administrative Services Committee Meeting
8/11/2008 12:45 PM
Proposed Changes to Employee Discipline Appeals Process

Department: Law

Caption: Consider suggestions for Modifying Augusta-Richmond County's Disciplinary Appeal Process.

Background:

The consolidation bill, which created the consolidated government of Augusta-Richmond County on January 1, 1996, provided that: "the membership of all boards, commissions, committees, panels, authorities, or other entities" existing prior to consolidation were repealed and that the new board of commissioners were to "propose a plan for each such board, commission, or entity" within 90 days. [1] Each new board, commission, or entity was required to "consist of one member from each commission-counsel district." [2] Although the consolidation bill did create several governmental entities and positions, [3] it did not create a personnel board. The Augusta-Richmond County Personnel Board was initially created in the Augusta-Richmond County Code. The Code only permitted the Personnel Board to hear the appeals of dismissed employees. The powers and responsibilities of the Personnel Board were expanded by the Augusta-Richmond County Personnel Policies and Procedures (also known as the Employee Handbook), such that the Personnel Board was given jurisdiction to hear appeals relating to "suspension without pay, dismissal or other disciplinary action (except for oral and/or written reprimands with pay)." Employee Handbook § 1.F, Right of Appeal (p. 8). [4] [1] See Ga. L. 1995, p. 3648, 3668-3669 (1995 Georgia House Bill 805, § 13 (f)) (note there are also two Legislative Delegation appointments to the Personnel Board). [2] See Ga. L. 1995, p. 3648, 3668 (1995 Georgia House Bill 805, § 13 (f)). [3] The consolidation bill specifically requires Augusta-Richmond County to have a law department, an equal opportunity director, a minority and small business director and a citizen's advisory counsel for minority employment and small business

opportunities. See Ga. L. 1995, p. 3648, 3668-3670. [4] See also Employee Handbook § 1.C, Definitions (p. 2) (“Appeal: The right of a regular employee to appear before the Personnel Board to be heard on matters of discrimination, unfair practices or other grievances of such”).

Analysis:

Status of Current Disciplinary Appeals Process Pursuant to the current Augusta-Richmond County Code and Personnel Policies and Procedures, the following procedure is used with regard to employee discipline where dismissal is sought: 1. The Department Head or Director initiates the disciplinary process by charging an employee with “misconduct that serves as just cause for dismissal” and placing the employee on “a three (3) day paid, administrative suspension with a recommendation for dismissal.” Employee Handbook § 1.F, Dismissal (p. 8). 2. The Department Head or Director sends a letter to the Director of Human Resources “specifically setting forth the reasons for suspension with recommendation for dismissal.” Employee Handbook § 1.F, Dismissal (p. 8). 3. “[W]ithin three (3) working days of the effective date of the action” (three day suspension with pay), the Director of Human Resources reviews the recommendation and conducts an investigation regarding the recommendation. If the recommendation is approved by the Director of Human Resources, it is sent to the charged employee and the Administrator. Employee Handbook § 1.F, Dismissal and Progressive Discipline (p. 8). 4. “Within three (3) working days of the affected employee being notified of the charges, the Administrator or his designee shall hold a pre-termination conference at which time the employee shall be authorized to present information which is pertinent to the charges on his/her behalf.” Employee Handbook § 1.F, Progressive Discipline (p. 8). 5. The Administrator makes a decision as to termination “based on all of the facts pertinent to the situation.” Employee Handbook § 1.F, Dismissal (p. 8). 6. If the administrator decides to uphold the recommendation for termination, the employee is terminated. Employee Handbook § 1.F, Dismissal (p. 8). 7. Once an employee receives notice of their termination, they have five (5) working days to submit a formal appeal in writing to the Director of Human Resources requesting an appeal to the Personnel Board. Employee Handbook § 1.F, Right of Appeal (p. 8). 8. The Personnel Board has the responsibility “to conduct hearings and render decisions on dismissals and hear appeals from any employee who claims to have been improperly dismissed.” Augusta-Richmond County Code § 1-7-15 (b)(2). 9. A decision by the Personnel Board can be

appealed to the Superior Court of Richmond County. Commission Authority to Modify the Current Disciplinary Appeal Process A number of local government boards are statutorily created by the Georgia Legislature in the form of local laws. Generally, boards created by local laws can only be amended by the Georgia Legislators. Since the Personnel Board was created by the governing authority of Richmond County in the Augusta Code rather than local law, the Board of Commissioners has broad authority to amend, modify or change the Personnel Board. Section 1-7-15 of the Code states that “the board of commissioners shall have authority to amend, change or make additions to any rules and regulations adopted hereunder.” Thus, the Board of Commissioners has authority to modify the current disciplinary appeals process so long as such changes do not violate any laws. One of the duties of the Personnel Board is to “propose rules and regulations and standards of the personnel system” and to “recommend to the board of commissioners the adoption of rules and regulations and standards effectuating the personnel system” Code § 1-7-15 (b)(1). Thus, I recommend that the Commission seek input from the Personnel Board as to proposed changes to the employee disciplinary process.

Financial Impact: No significant financial impact is anticipated at this time.

Alternatives: The Commission could not modify the employee appeals process at this time.

Recommendation: Suggestions for Modifying Augusta-Richmond County’s Disciplinary Appeal Process There is a range of possible changes that could be made to our employee disciplinary process. I have outlined several of these potential changes below. 1. Eliminate the Personnel Board and replace it with a Personnel Hearing Officer. The Personnel Hearing Officer (PHO) would preferably be an attorney appointed by majority vote of the Commission (or appointed by the Mayor). The PHO would essentially replace the Personnel Board. Once the Administrator rendered a decision regarding employee discipline, the employee would have the option of appealing that decision to the PHO. The PHO would conduct a public hearing and would render a final decision regarding same. His or her decision could be appealed to Superior Court. One advantage of this structure is the quick and final resolution of personnel matters. 2. Keep the current disciplinary appeal structure but modify the composition of

the Personnel Board and reduce its jurisdiction. The current disciplinary process has generally served Augusta-Richmond County well. However, three primary changes could be made to address commissioner concerns while maintaining the existing structure. First, each Personnel Board appointee should serve “at the pleasure of” the Commissioner that appointed them instead of being removed only “for cause.” This would allow each commissioner to have a more active role in the direction of the Personnel Board without needing to attend each Personnel Board hearing. Second, the Board of Commissioners could reduce the jurisdiction of the Personnel Board to only have jurisdiction to conduct hearings and render decisions on employee terminations and not suspensions and other grievances. Third, the jurisdiction of the Personnel Board could also be clearly limited to a review of whether the appropriate “due process” procedures of Augusta-Richmond County were followed in each termination case. In other words, the Personnel Board would have no authority to overturn a termination unless they found a violation of Augusta-Richmond County policies relating to the employee disciplinary process. 3. Modify the disciplinary appeal process so the Personnel Board makes merely a recommendation to the Administrator regarding employee disciplinary actions. In this disciplinary structure, initial determinations of discipline would fall on the department heads and the Human Resources Director. The employee could appeal to the Personnel Board and a hearing would be conducted. The Personnel Board would render a recommendation to the Administrator who would make the final decision regarding employee discipline. The Administrator would only be permitted to review the official records of the Personnel Board when making his or her final decision. His or her decision could be appealed to Superior Court. Conclusion The Commission has the authority to make changes to the employee disciplinary process. There are a number of potentially favorable changes that could be made to the current disciplinary process. I recommend that the Commission seeks comment from the Personnel Board, and the Administrator regarding the changes that will best fit the needs of Augusta-Richmond County at this time. Any policy changes regarding the employee disciplinary process would need to be addressed in an open meeting forum.

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

n/a

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
8/11/2008 12:45 PM
Stanley Brown**

Department: Clerk of Commission

Caption: Presentation by Mr. Stanley Brown regarding HR (non-EEO) personnel issues.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

- ☐ Commission
☐ Public Services Committee
☒ Administrative Services Committee
☐ Engineering Services Committee
☐ Finance Committee
☐ Public Safety Committee

Contact Information for Individual/Presenter Making the Request:

Name: Stanley Brown
Address: 5082 Sussex Dr. Evans, GA. 30809
Telephone Number: 706-855-0435 706 836-0445
Fax Number: _____
E-Mail Address: yappsch@yahoo.com

Caption/Topic of Discussion to be placed on the Agenda:

FEO investigation in reference to "p-ggers for sale" flyer.
the promotion and interviews of applicants without the required degree.
HR Nonprocessing of grievances.
Recreation Dept. refusal to pay me for doing the job of
the safety officer and the job of a Recreation Specialist IV.

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, GA 30911

Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: lbonner@augustaga.gov

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m.
Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.



**Administrative Services Committee Meeting
8/11/2008 12:45 PM
State Court Judicial Assistants**

Department: Clerk of Commission

Caption: Discuss increased salaries for State Court judicial assistants related to their additional duties and the operation of a digital recording system for hearings and trials.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

AGENDA ITEM REQUEST FORM**Commission/Committee: (Please check one)**

☐ Commission
☐ Public Services Committee
☒ Administrative Services Committee
☐ Engineering Services Committee
☐ Finance Committee
☐ Public Safety Committee

Contact Information for Individual/Presenter Making the Request:

Name: Judge Gayle B. Hamrick
Address: 520 Greene Street
Telephone Number: (706) 821-1167
Fax Number: (706) 821-1251
E-Mail Address: ghamrick@augustaga.gov

Caption/Topic of Discussion to be placed on the Agenda:

Additional duties for State Court judicial assistants
Operate digital recording system for hearings and trials
Increase salaries of judicial assistants \$500 per month

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, GA 30911

Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: lbonner@augustaga.gov

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.



**Administrative Services Committee Meeting
8/11/2008 12:45 PM
Affirmative Action Plan Update**

Department: Clerk of Commission

Caption: Update from the EEO Officer regarding the affirmative action plan.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission
