



Administrative Services Committee Commission Chamber- 8/27/2012- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve Year 2013 Action Plan for Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Shelter Grant (ESG) Program, Housing Opportunities for Persons with AIDS Program (HOPWA) Program. ☐ [Attachments](#)
2. Approve award of a contract to URS Corporation to update the Advance Transportation Management System (ATMS) Master Plan. ☐ [Attachments](#)
3. An Ordinance to amend the Augusta, Ga. Code Article One, Chapter Ten, Section 1-10-52 relating to the procurement source selection methods and contract awards related to sealed proposal evaluation and selection; to establish policies, procedures and guidelines regarding the procurement source selection process; to repeal all Code sections and ordinances and parts of Code sections and ordinances in conflict herewith; to provide an effective date and for other purposes provided herein. ☐ [Attachments](#)
4. Discuss amending Years 2009 through 2012 Action Plans to re-program \$52,759.50 and revising the Scope of Work in Community Development Block Grant (CDBG) funds (30 day comment period required). ☐ [Attachments](#)
5. Motion to approve the minutes of the Administrative Services Committee held on August 13, 2012. ☐ [Attachments](#)
6. Approve and allow the Augusta Housing and Community Development Department (AHCDD) to proceed with the Auburn @ Barton Chapel Road, a rental housing project consisting of 23 attached 2BR, 3BR and 4BR single family rental housing units for households considered low to moderate income via the HOME Investment Partnership Program (HOME) and ☐ [Attachments](#)

Neighborhood Stabilization Program 3 (NSP3) program guideline standards.

7. Motion to **adopt** Equal Employment Opportunity Plan (EEO) for Augusta, Georgia. **(No recommendation from Administrative Services Committee August 13, 2012-deferred back to committee from the Commission's August 21, 2012 meeting)** ☐ [Attachments](#)
8. Consider written response from the Director of Housing & Development Department regarding the Pine Street Development and other related activities as presented in the June 18th Questionnaire. ☐ [Attachments](#)

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Administrative Services Committee Meeting
8/27/2012 1:05 PM
2013 Action Plan

Department:	Housing & Community Development
Caption:	Motion to approve Year 2013 Action Plan for Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Shelter Grant (ESG) Program, Housing Opportunities for Persons with AIDS Program (HOPWA) Program.
Background:	In order to fulfill statutory and regulatory requirements mandated by the U.S. Department of Housing and Urban Development with regard to the 2013 Action Plan, the City of Augusta is required to make available for public comment the 2013 Action Plan that provides the jurisdiction an opportunity to review the City of Augusta, Housing and Community Development Department's local strategy to address needs in the areas of community development, economic development, housing and homelessness. This proposal includes an Action Plan for 2012 with a budget that includes anticipated funding allocations for the Community Development Block Grant (\$1,723,227), HOME (\$766,812), ESG (\$176,697) and HOPWA (\$425,840) plus CDBG Program Income from loan repayments of \$150,000 and HOME loan repayments of \$235,000.
Analysis:	If supported by the Augusta City Commission, the Housing and Community Development Department will be able to fund these projects in accordance with the submission of the 2010-2014 Consolidated Plan to the U. S. Department of Housing and Urban Development (HUD).
Financial Impact:	If approved by the City Commission, the Plan will continue to provide funding of needed services and housing projects for low-to moderate-income households throughout the City of Augusta.
Alternatives:	None Recommended.
Recommendation:	Accept the 2013 Action Plan by resolution

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

REVIEWED AND APPROVED BY:

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

2013 PROPOSED ALLOCATIONS

2013 Community Development Block Grant Program B-13-MC-13-0004

	Proposed
Entitlement	\$ 1,723,227.00
Program Income	\$ 150,000.00
TOTAL	\$ 1,873,227.00

IDIS #	Project #	Projects	Proposed
Acquisition (\$116,652)			
		Acquisition	\$116,652.00
Public Facilities (\$148,000)			
		ARC Recreation & Parks Dept.	\$45,000.00
		Coordinated Health Svs. Imp	\$75,000.00
		The Salvation Army of Greater Augusta	\$28,000.00
Clearance/Demolition (\$100,000)			
		Clearance & Demolition	\$100,000.00
Public Services (\$224,000)			
		Action Ministries, Inc.	\$15,000.00
		Ambassadors Community	\$5,000.00
		Augusta Mini Theatre	\$20,000.00
		Catholic Social Services	\$5,000.00
		CSRA Business League	\$12,000.00
		Christ Community Health	\$10,000.00
		Communities in Schools	\$8,000.00
		Coordinated Health Svs. Imp	\$20,000.00
		CSRA EOA	\$10,000.00
		Golden Harvest	\$15,000.00
		Homeless Transportation	\$1,000.00
		Hope House	\$20,000.00
		Kids Restart	\$15,000.00
		MACH Academy	\$18,000.00
		Promise Land CDC	\$5,000.00
		Salvation Army	\$15,000.00
		Senior Citizens Council	\$10,000.00
		United Way	\$15,000.00
		The Family Y of Augusta	\$5,000.00
Relocation (\$142,354)			
		Relocation - HCD	\$142,354.00
Rehabilitation (\$685,076)			
		Housing Rehabilitation Program	\$685,076.00
Economic Development (\$82,500)			
		Small Business Development Loan	\$75,000.00
		Antioch Ministries, Inc.	\$7,500.00
General Administration (\$374,645)			
		Administration	\$324,645.00
		Fair Housing	\$50,000.00
TOTAL			\$ 1,873,227.00

2013 PROPOSED ALLOCATIONS

2013 Emergency Solutions Grant Program E-13-MC-13-0004

	Proposed
Entitlement	\$ 176,697.00
Program Income	\$ -
TOTAL	\$ 176,697.00

IDIS #	Project #	Projects	Original
		CSRA Economic Opportunity Authority	\$13,445.00
		Coordinated Health Services, Inc.	\$20,000.00
		Georgia Legal Services Program	\$20,000.00
		Golden Harvest Food Bank	\$10,000.00
		Hope House, Inc.	\$12,000.00
		Interfaith Hospitality Network, Augusta	\$20,000.00
		The Salvation Army of Augusta	\$18,000.00
		St. Stephens Ministry	\$15,000.00
		United Way of the CSRA	\$35,000.00
		Administration	\$13,252.00
TOTAL			\$176,697.00

2013 HOME Investment Partnerships Program M-13-MC-13-0206

	Proposed
Entitlement	\$ 766,812.00
Program Income	\$ 235,000.00
TOTAL	\$ 1,001,812.00

IDIS #	Project #	Projects	Proposed
		Housing Redevelopment Initiative	\$771,768.40
		CHDO Set-aside (15% minimum)	\$115,021.80
		CHDO Operating	\$38,340.60
		Administrativer (10% maximum)	\$76,681.20
TOTAL			\$1,001,812.00

2013 Housing Opportunities for Persons with AIDS GA-H-13-F002

	Proposed
Entitlement	\$ 425,840.00
Program Income	\$ -
TOTAL	\$ 425,840.00

IDIS #	Project #	Projects	Original
		Hope Health, Inc.	\$150,000.00
		St. Stephens Ministry	\$263,065.00
		Administration	\$12,775.00
TOTAL			\$425,840.00



Administrative Services Committee Meeting

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Advanced Transportation Management System Master Plan Update

Department:	Planning and Development
Caption:	Approve award of a contract to URS Corporation to update the Advance Transportation Management System (ATMS) Master Plan.
Background:	The Planning and Development Department provides transportation planning services for the Augusta Regional Transportation Study (ARTS) as mandated by federal regulations. One responsibility is to periodically update transportation planning studies. An Advance Transportation Systems Master Plan (ATMS), more commonly referred to as an Intelligent Transportation System Plan (ITS), was first completed in 2002. An update of the ATMS plan is necessary in order to account for recent improvements in traffic management in the Augusta area and to take advantage of newer ITS technologies. When applied to transportation systems ITS technologies improve the safety, efficiency and performance of roads, highways, vehicles and transit and rail systems.
Analysis:	An RFQ / RFP process was used to procure consultant services for this project. Six (6) firms responded to the RFQ and four (4) were short-listed and asked to respond to the RFP. The consultant selection committee reviewed the proposals and interviewed each of the firms. The committee ranked URS Corporation highest based on the firm's proposed approach to the project, the training and experience of their personnel and the results of their interview / presentation.
Financial Impact:	The Georgia Department of Transportation will reimburse the city for eighty percent (80%) of the eligible costs of the plan update. The twenty percent (20%) local match is already included in the budget for the Planning and Development Department.
Alternatives:	None recommended

Recommendation:	Approve award of a contract to URS Corporation in an amount
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Cover Memo

Item # 2

not to exceed \$ 146,433.80 to complete the ATMS Master Plan update.

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

Funds Available in account # 220-01-6309 / 52-12999

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

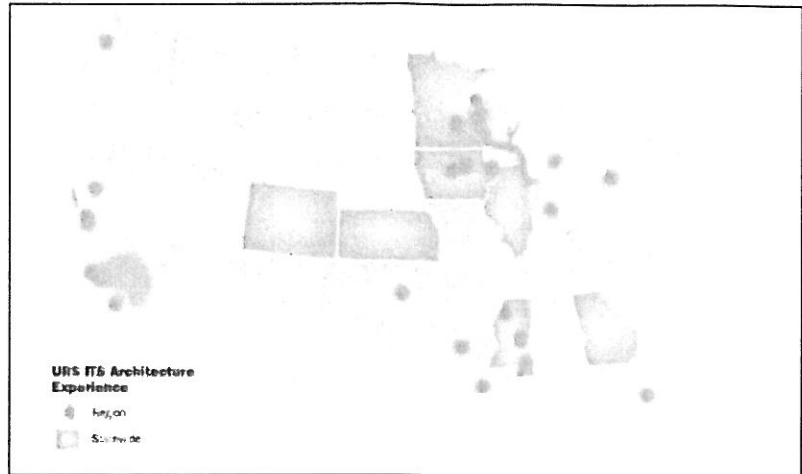
Advanced Transportation Management System Master Plan Update
RFP Item 12-137

RFP 12-137 Advanced Transportation Management System Cost Proposal												
URS Corporation June 5, 2012												
Staff	Loaded Rates	Task 1 Project Management Process	Task 2 Stakeholder Management Process	Task 3 Inventory Development	Task 4 Architecture and Operational Concepts Development	Task 5 Special Topics for Deployment and Selected Stakeholders	Task 6 Phasing Plan Development	Total Hours	Cost			
Scott Mohler	\$177.00	20	8	4	24	24	40	120	\$21,240.00			
Marc Start	\$146.00	12		24	24		8	68	\$9,928.00			
RJ Surgi	\$166.00	12				24	40	76	\$12,616.00			
Stevie Berryman	\$97.00			40	16		40	96	\$9,312.00			
Joe McConnell	\$161.00					100	80	180	\$28,980.00			
Alyssa Willis	\$56.00			48	16	60	40	164	\$9,184.00			
Joe Riddle	\$216.00					60		60	\$12,960.00			
Peter Hortman	\$131.00						20	20	\$2,620.00			
Ming-Shiun Lee	\$131.00				50			50	\$6,550.00			
Dan Nelson	\$69.00				180			180	\$12,420.00			
Task Hours		44	8	116	310	268	268	1014	\$125,810.00			
Task Expenses		\$0.00	\$200.00	\$800.00	\$800.00	\$300.00	\$800.00		\$2,900.00			
								Total	\$128,710.00			
Subvender (MPH) - Task 2, Stakeholder Management Process									\$17,723.80			
Grand Total									\$146,433.80			

Advanced Transportation Management System Master Plan Update RFP Item 12-137

INTRODUCTION

The ARTS desires to update the advanced Transportation Management System (ATMS) plan, which will describe the ARTS Intelligent Transportation Systems (ITS) vision, operational concepts, projects, and costs associated with deploying the vision. It has been over 10 years since the original ITS architecture and ITS Master Plan was developed, and since then there have been significant changes to the transportation system within the ARTS



area, such as:

- Completion of the I-520 bypass in 2009
- Suburban growth and growing congestion in selected areas
- Deployment of InSync® adaptive traffic signal systems in Augusta and Columbia County
- Upgrading of the Columbia County Traffic Control Center
- Planned deployment of surveillance cameras in downtown Augusta
- Newly created transit service connection across the state border
- Continued growth and changes to the Masters Tournament logistics
- Planned deployment of arterial dynamic message signs in Columbia County

URS has performed ITS planning studies throughout the country, including participating in the ITS architecture for the state of Georgia.

On the technology side, there have been substantial changes to how the capabilities of an ATMS can be leveraged, such as:

- Industry direction towards Ethernet-based communications systems
- Maturation of wireless systems and networks
- Roll-out of NAV2 ATMS software by GDOT
- Wide variety of detection systems for specific uses
- Availability of cell-based data for travel times
- Continued merging of freeway and arterial management systems
- Social media and its role in distributing information

The ARTS stakeholder agencies have not substantially changed in the past 10 years, however, the expectations for what an ATMS can provide with respect to transportation operations has certainly changed. The motoring public expects reliable and accurate real-time information that is provided in a number of formats, depending on the user needs.

The ITS planning process is a great opportunity for ARTS to revisit its vision for ITS. The project approach will be instrumental towards a successful outcome for the project. We would like to provide some guidance with respect to the project approach:

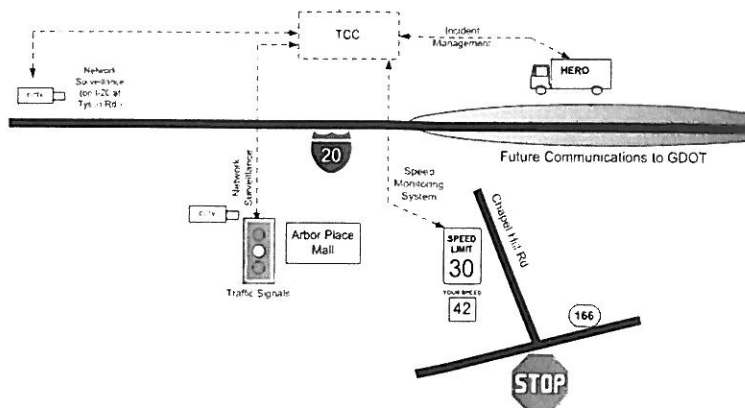


URS has several staff members that are former GDOT employees. Mr. Phillip Allen has proven beneficial in acquiring funding and in-kind resources for our clients in the past.

In addition, Mr. Peter Hortman and Mr. Larry Dent previously served in the Executive branch of GDOT, and they have a detailed understanding of many GDOT policies and practices, including the identification of funding sources.

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- **Opportunity for stakeholder interaction:** The ITS planning process requires that all transportation-related agencies come to the table. This opportunity is particularly valuable towards getting all stakeholders on the same page, particularly if a new regional transportation management center (TMC) is part of the vision.
- **Identification of “early wins”:** It is likely that there are some projects that have high value and low cost or are a building block that would support several ITS deployments, and therefore should be moved forward with the support of all the stakeholders. Highly successful “early wins” are likely to be instrumental for leveraging additional funding for ITS projects.
- **Project prioritization method:** There are many ways in which ITS projects can be prioritized. With the various agencies and funding opportunities for sponsoring ITS projects, it is not necessary for the method of prioritizing projects to be analytically rigorous or resource-intensive. As an alternative, we suggest that the stakeholders vote for assigning the ITS projects to categories such as 0-2 years, 2-5 years, 5-10 years, and over 10 years. URS will identify interdependencies between projects, which may influence how the projects are prioritized or phased.
- **Systems Engineering approach:** The FHWA requires that the ITS life cycle follow the systems engineering approach, beginning with the concept phase. The systems engineering approach provides the documentation necessary to verify that the resulting ITS deployment will meet the requirements that were necessary to fully address the original concept, including the functionality, communications, operations, and maintenance aspects of the ITS deployment.



URS prepared the ITS/ATMS Plan section of the Douglas County Comprehensive Transportation Plan. This diagram shows three of the recommended “early wins” projects.

URS' APPROACH

The ITS vision for the ARTS region will result in a plan that is unique. The priorities of the ARTS region may choose to focus on ATMS opportunities in a completely different manner than other metro areas. For example, the ARTS region may want to focus the capability of the freeway management system on helping I-20 regional travelers use and understand the I-520 bypass. Or, an arterial management system that adapts quickly to traffic generated by incidents might be necessary to avoid unwanted congestion. An app that provides “next bus” information might be important to reduce the anxiety about whether one has missed the bus. Providing information via social media might be the preferred and most expedient way to get out the message about a significant traffic incident on Washington Road.

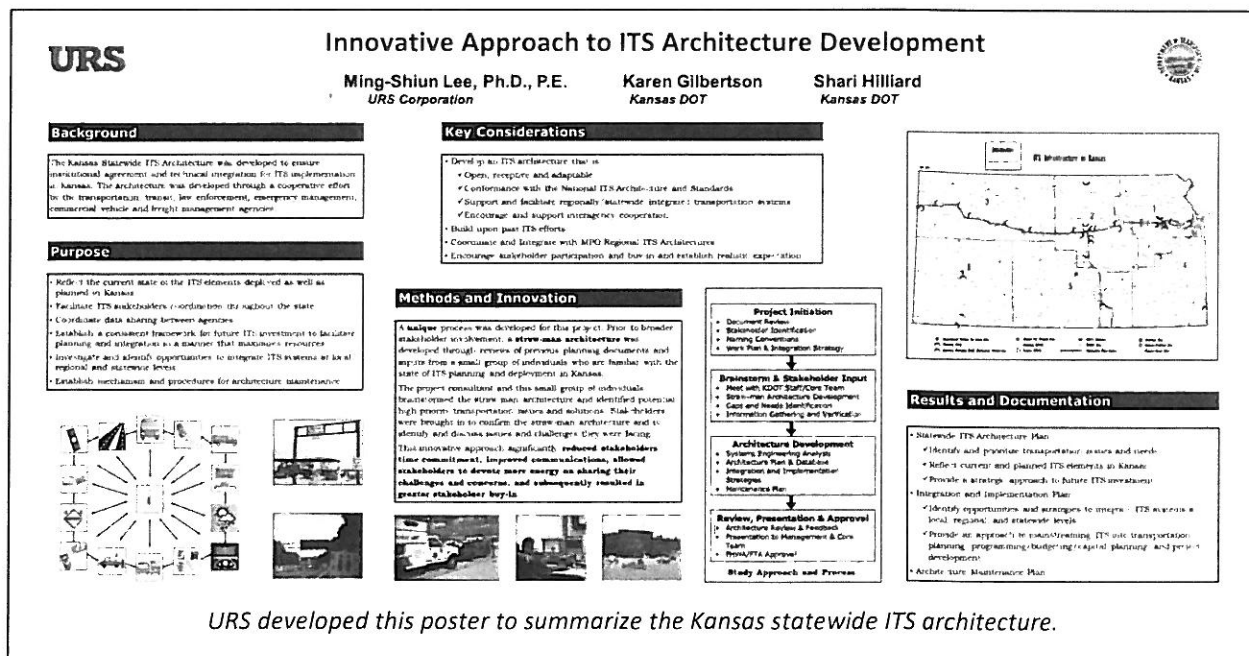
URS understands that this project will not fit the “typical mold” and that our role is to facilitate a process. Our hands-on experience with ATMS throughout the country is helpful to provide real-life input on elements ranging from the benefits of dynamic message signs to software that manages a communications system. Our goal is to leverage technology in appropriate ways, provide clear and

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concise descriptions of the technologies available, and effectively engage all the stakeholders so a common ATMS vision is supported in the ARTS Region.

Engaging the stakeholders is vital to the success of the project. At the project kick-off meeting, URS will confirm the appropriate stakeholders with the steering committee. To support the best environment for stakeholder participation and engagement, we suggest the following:

- **Overview of technology evolution:** This will bring the stakeholders up-to-date about the "state of the practice" for ITS. The components of this overview include communications, ATMS software, ITS devices, and TCC operational considerations.
- **Initial interviews among similar agencies and in small groups:** We have found small groups to be much more effective at eliciting input than large-group environments.
- **Collaborative environment for the large stakeholder meetings:** Some "best practices" include selecting a neutral meeting site, providing clear objectives for the meeting, and developing background exhibits and materials to properly frame the transportation issues.
- **Scenario-based discussions to develop the operational concepts:** The operational scenarios would ideally be actual events that occurred within the ARTS region, which would result in maximizing the stakeholder engagement. We will focus on your challenges, and how technology can help overcome them. In the end, we will only recommend technologies that will help the ARTS region achieve its vision.
- **Develop a summary brochure or poster:** This is intended to summarize the ITS vision and goals. A poster, for instance, can be mounted on the wall of the stakeholder agency to provide a reminder of the ITS vision long after the project has been completed.



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SCOPE OF WORK

URS proposes the following scope of work, which has proven to be effective and sufficient to support the systems engineering process. We are willing to discuss this scope further to meet the needs of ARTS.

The scope of work items listed on page 3 of the RFP map to the URS task numbers in the following manner:

ATMS RFP Scope of Work Task	URS Task
1 – Inventory ITS devices	3
2 – Inventory recurring congestion areas	3
3 – Identify stakeholders, develop architecture and concept of operations	2, 4
4 – Stakeholder meetings	1, 2, 4, 5, 6
5 – TCC facility assessment	5
6 – TCC preliminary design	5
7 – Functional requirements for service packages	4
8 – Communications needs assessment and recommendations	5
9 – Deployment plan (priority, phasing, costs, and funding sources)	6

Task 1. Project Management Process

The URS team will work closely with the steering committee to organize and manage the stakeholder process. An initial kick-off meeting will be held in Augusta with the steering committee to review the project scope and begin the process of planning the project tasks and deliverables. A monthly teleconference will be held with the steering committee to review the status of tasks, next steps, and address any issues that the stakeholders may have. URS will provide the steering committee with a monthly progress report, which will provide the percent completion of the overall project.

Task 2. Stakeholder Management Process

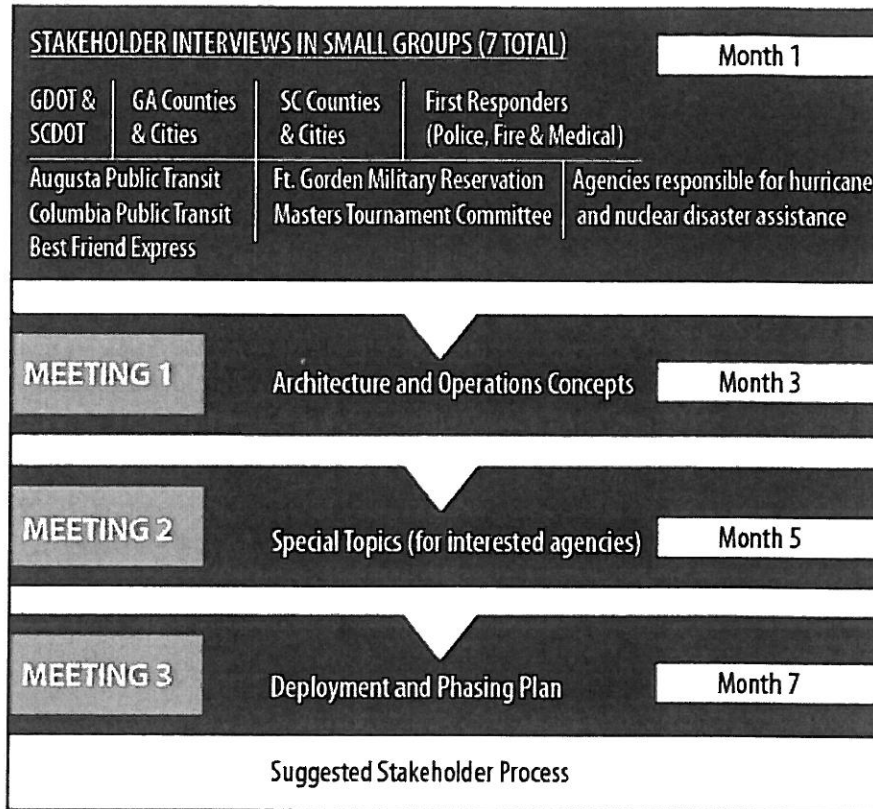
The URS team will work with the steering committee to develop a list of all stakeholder agencies that should be invited to the project meetings. The URS team will then follow up with each agency to confirm their interest in the project and to identify the best representative to attend the meeting.

Each stakeholder interview and meeting will include meeting documentation. MPH will be managing the stakeholder coordination by sending out meeting invitations, coordinating the arrangements of the meeting venue, attending the stakeholder interview/meeting, and documenting the results of the interview/meeting. The meetings will be advertised to the public in typical media publications and on the websites of stakeholders.

Mary Hufstetler (MPH) will work as the liaison to the stakeholders, and has strong working relationships with the ARTS stakeholders.

She has previously served as the Transportation Planner for the Central Savannah River Area Regional Development Center, and as the Transportation Planner for the Augusta Regional Transportation Study.

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Task 3. Inventory Development

The URS team will meet with the stakeholder agencies via initial, in-person interviews (7 total) to discuss their assets, transportation goals, and operational issues. Based on information gathered from the stakeholders, we will develop figures and tables to describe the following elements:

- Agency role and functions
- Previous planning studies that identified transportation priorities and ITS-related improvements, such as the Columbia County 2025 Long Range Transportation Plan
- Existing and proposed roadway assets (with a focus on incident management routes)
- Existing and proposed ITS assets
- Existing and proposed communications assets
- Congestion area identification
- Operational challenges & opportunities
- Available data and associated requirements

Task 4. Architecture and Operational Concepts Development

From the Inventory Development task and associated agency interviews, the following items will be assembled for stakeholder review:

- Transportation stakeholders, function, and assets summary
- ARTS ITS vision, goals & objectives
- "Top 10" transportation challenges and opportunities for the ARTS region
- Potential solutions identification
- Service package selection

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Stakeholder meeting #1 (approx. ½-day workshop) will be held to review and discuss the following subject matter:

- Goals and objectives of project
- Review graphics that summarize the existing and proposed roadway and ITS assets
- Discuss operational scenarios

Stakeholders will have the opportunity to add sticky notes on a large map to document operational issues that might be addressed by ITS. The operational issues will then be ranked by the stakeholders (low, medium, high) with respect to their priority to the ARTS region.

Once the stakeholders' operational issues are captured, the following operational scenarios will be discussed and documented to illustrate how each agency may be impacted and/or play a role in the operational scenario:

- Traveler information during "normal" operations
- Commercial trucking from Columbia to Atlanta
- Major I-20 incident outside of the I-520 loop
- Major I-20 incident within the I-520 loop
- Traffic signal management across jurisdictional boundaries
- Special event (Masters tournament typical day)
- Hurricane
- Disaster evacuation due to incident at the Vogtle Nuclear Power Plant
- Transit trip options to medical centers, major employers, and shopping
- TCC functions to support the ARTS region



In 2011, URS supported the University of Michigan with special events transportation services related to football game day, which includes 115,000 fans.

Within a few weeks after stakeholders' meeting #1, the URS team will conduct follow-up telephone interviews with the stakeholder agencies to review the first stakeholder meeting, retrieve information that may be useful to the ITS planning effort, and clarify any issues.

URS will use Turbo software to develop the ITS architecture and associated service package diagrams that illustrate the linkages between stakeholders, as well as the Regional ITS center-to-center architecture diagram. The ARTS regional architecture will be developed such that it is consistent with the National ITS architecture guidance.

For the selected service packages, URS will assemble high-level requirements that should be considered when the service packages are brought to the design and deployment phase. These requirements will be provided to the stakeholders for review and refinement.

At the end of this task, the URS team will develop operational concepts that reflect the vision and needs of the stakeholders. The operational concepts will be circulated to the stakeholders for review and comment.

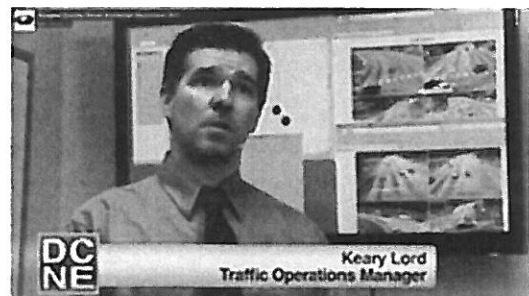
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Task 5. Special Topics for Interested Stakeholders

The ATMS RFP mentions topics that will require in-depth evaluation, which are particularly important to the ARTS stakeholders and critical to the long-term success of the ATMS. These special topics, as well as a few additional topics that we believe are critical to the ITS planning effort, were divided into the following categories for budgeting purposes. URS will discuss the relative level of effort for each of these topics with the steering committee and tailor the project accordingly.

We expect that not all stakeholders will need to be involved in the topics that will be discussed in detail in this task. **Stakeholder meeting (#2)** (approx. ½-day workshop) includes selected and interested stakeholders will be held that includes the following subject matter:

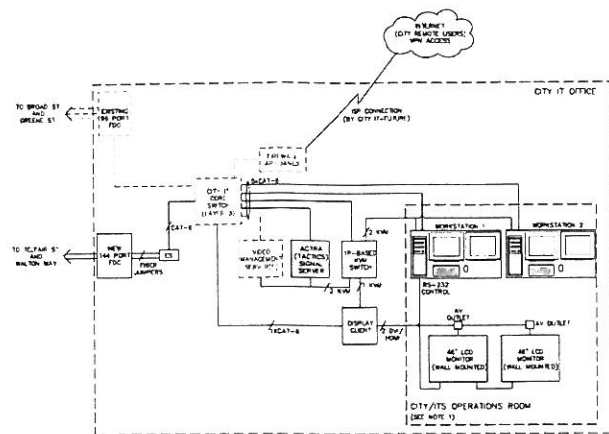
- **TCC location(s) evaluation and selection:** The URS team will assist the stakeholders through a process of defining what TCC location options best fit the needs of the ARTS region. The evaluation will include factors such as the proximity to existing or proposed communications systems to the field and to other stakeholder agencies, available existing facility space, operations control preferences by individual stakeholders, and long-term considerations. As part of selecting the best option(s), the functional requirements and system requirements will be identified for each TCC at a conceptual level.
- **TCC facility evaluation:** The URS team will review up to three (3) existing facilities at which TCCs are under consideration for their ability to be renovated or expanded. The existing facilities will be evaluated in the following manner to develop a concept level plan, and URS assumes that the existing facility plans will be available and provided by the building owner to support the evaluation:
 - Staffing requirements (workstations), and operations and maintenance
 - TCC floor elevation and access
 - TCC floor plan flexibility and compatibility
 - Structural
 - HVAC
 - Electrical and back-up power
- **Legacy equipment issues:** A typical issue with ITS equipment is that technology keeps changing, and there is an ongoing challenge to have legacy equipment and new equipment using the same communications system with the same control software. The URS team will review the legacy communications and equipment for forward compatibility with the next-generation communication system, and suggest any opportunities to address legacy issues.
- **Communications networks:** With input from the stakeholders, the URS team will assess the existing communications system for its capacity, security, redundancy, trouble-shooting capability, and potential points of failure. Recommendations for improving the network resiliency will be provided for the steering committee's consideration. Options for expanding the fiber-optic systems and wireless systems will be identified, based on the expected density of ITS devices and other factors that should be considered for the communications system



In 2011, URS designed and integrated the Douglas County TCC which was constructed within an existing county facility

selection. Maintenance costs and the skills set of the maintenance personnel will be considered and discussed with the steering committee. Typical design standards for each communications type will be included, based on previous design efforts.

- **Software:** There are several software packages used to manage an ITS system, including ITS device management software, data display and warehousing software, asset management software, and communications system management software. The URS team will provide guidance on what software is currently being used elsewhere in the state, and their system requirements. In the case of ARTS, there are two states involved that use different ATMS software platforms.



In 2012, URS developed a communications plan for the downtown Augusta traffic signal system design project, including communications provisions for a TCC.

Task 6. Deployment and Phasing Plan Development

The URS team will assemble the information obtained from the stakeholders into individual projects, and present the initial project list to the stakeholders as part of stakeholder meeting #3. The project list will include the project name, extents, a short description, and an estimated project cost (design, procurement/construction, construction management, operations, and maintenance).

Stakeholder meeting #3 (approx. ½-day workshop) will review the draft deployment plan and include the following subject matter:

- Review initial ITS project list
- Review draft summary figure (poster)
- Review TCC options at a high level
- Assign priority to projects
- Project phasing considerations

Stakeholders will have the opportunity to rank the ITS projects on a large map using colored stickers that represent low, medium, and high priority with respect to the ARTS region. URS will also prepare evaluation criteria to the stakeholders for the purposes of guiding the ranking the priority of the projects. URS will work with the steering committee to develop evaluation criteria. The URS team will also identify funding sources commonly used for ATMS/ITS purposes.

To help the stakeholders evaluate the project list, URS will develop the following information to the extent the information is available:

- Roadway average daily traffic on major arterials and freeways
- Crash rates and closure frequency for freeways
- Severe weather frequency and micro climates affecting roadway conditions
- Congestion hotspots (based on stakeholder input)
- Transit ridership volumes on major roadways

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Based on the input from the stakeholder meetings, The URS team will assemble the project recommendations and priorities. For the short-term projects, URS will develop 1-page project summary sheets (see example on page 10) that describe the project for future reference. Medium-term and long-term projects will be summarized in a table format.

Final Deliverables. URS will assemble the final project deliverables, including the following elements in electronic format:

- ATMS Master Plan in pdf format, including the following items the appendices
 - Service package definitions
 - Customized service package diagrams
 - Element (agency) functional requirements
 - Stakeholder database (agencies and participants)
 - Architecture maintenance documentation form
- Native files for Turbo architecture files, maps and figures

Ten (10) copies of the final ATMS Master Plan will be provided to the steering committee for distribution.

SCHEDULE

The suggested schedule is flexible, and we are willing to discuss the opportunity to accelerate or slow down the project pace at any time to meet the needs of the ARTS stakeholders.

Tasks	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Task 1 - Project Management Process											
Steering Committee Kick-off Meeting											
Steering Committee Monthly Meeting (teleconference)											
Task 3 - Inventory Development											
Initial, individual stakeholder interviews											
Task 4 - Architecture and Operational Concepts Development											
Stakeholder meeting #1*											
Telephone Follow-up with Stakeholder Agencies											
Draft architecture for stakeholder review											
Draft Operational Concepts for stakeholder review											
Task 5 - Special Topics for Interested Stakeholders											
Stakeholder meeting #2*											
Technical memos for special topics											
Task 6 - Deployment and Phasing Plan Development											
Stakeholder meeting #3*											
Draft deployment and phasing plan for stakeholder review											
FINAL DELIVERABLES											

* Task 2 - Stakeholder Management Process; represents the stakeholder meetings, which are described and included in the other tasks

Request for Qualifications

Request for Qualifications will be received at this office until Wednesday, April 18, 2012 @ 3:00 p.m. for furnishing:

RFQ Item #12-137 Advanced Transportation Management System for Planning and Development Department

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

Gerl A. Sams, Director
Augusta Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901

RFQ documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARCbid**. RFQ documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. **All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Wednesday, March 21, 2012 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.**

No RFQ may be withdrawn for a period of **90** days after time has been called on the date of opening.

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	February 23, March 1, 8, 15, 2012
Metro Courier	February 29, 2012

cc:	Tameka Allen	Deputy Administrator
	George Patty	Planning & Development
	Marya Moultrie	Planning & Development

Revised: 8/15/2011

RFQ Item #12-137 Advanced Transportation Management System for Augusta, Georgia - Planning and Development Department RFQ Due: Wednesday, April 18, 2012 @ 3:00 p.m.				
VENDORS	Attachment B	E-Verify #	Original	10 Copies
CDM Smith 1301 Gervais Street Columbia, SC 29202-0092	Yes	Invalid E-Verify Num/Non- Compliant	Yes	Yes
URS Corporation 1000 Abernathy Road NE Suite 900 Atlanta, GA 30328	Yes	66814	Yes	Yes
Cranston Engineering Group 452 Ellis Street Augusta, GA 30903-2546				
DT Barber 101 Research Drive Columbia, SC 29202-1116				
RECOM One Midtown Plaza 1360 Peachtree Street, Suite 500 Atlanta, GA 30309				
ATKINS 1600 RiverEdge Parkway NW Suite 600 Atlanta, GA 30328-4612	Yes	58042	Yes	Yes
POND Company 3500 Parkway Lane, Suite 600 Norcross, GA 30092				
W.R. Toole Engineers, Inc. 1005 Broad Street, Suite 200 Augusta, GA 30901				
World Fiber Technologies 4070 Nine McFarland Drive Alpharetta, Georgia 30004				
LAI Engineering 1800 Parkway Place, Suite 720 Marietta, Georgia 30067				
Kimley-Horn & Associates 817 W Peachtree St NW, Suite 601 Atlanta, GA 30308	Invalid Bus Lic Num/Non- Compliant	412062	Yes	Yes
Cambridge Systematics 100 CambridgePark Drive, Suite 400 Cambridge, MA 02140	Yes	153690	Yes	Yes
Gresham, Smith and Partners 2325 Lakeview Pkwy., Suite 400 Alpharetta, GA 30009-7940	Yes	52704	Yes	Yes
				Item # 2



AUGUSTA PLANNING AND DEVELOPMENT DEPARTMENT
GEORGE A. PATTY
DIRECTOR
525 TELFAIR STREET
AUGUSTA, GEORGIA 30901
PHONE: (706) 821-1796
FAX: (706) 821-1806
www.AugustaGA.gov

MEMORANDUM

TO: Geri Sams, Procurement Director

FROM: George A. Patty, Executive Director

A handwritten signature in dark ink, appearing to be "GAP", written over the "FROM:" line.

DATE: June 20, 2012

RE: Consultant Selection – RFP #12-137
ATMS Master Plan Update

The consultant selection committee met yesterday to review and rank the proposals received for the referenced project. On behalf of the committee, this is to recommend / request permission to enter into contract negotiations with the top-ranked firm, URS Corporation.

Thank you for your consideration of this recommendation. Please contact Paul Decamp if you have questions or need additional information.

GAP/mrm

Cc: Phyllis Mills, Procurement Department
Nancy Williams, Procurement Department

20 JUN '12 PM 3:24

FYI: Process Regarding Request for Qualifications

Sec. 1-10-47. Request for qualifications; pre-qualifications of contractors.

- (a) The Procurement Director, in consultation with the Administrator and using agency head may determine that it shall be in the best interest of Augusta, Georgia to pre-qualify offerors for contracts of a particular type. The imposed standards shall be met by any contractor who wishes submit a bid or proposal for the subject project. The contractor shall submit required data in order to obtain a fair and impartial determination of whether the pre-qualification standards have been met. When pre-qualification is required, only those contractors who submit the required pre-qualification information and who are actually pre-qualified to submit a bid or proposal for the proposed solicitation.
- (b) *Public notice.* Public notice of pre-qualification shall be given in the same manner as provided in section 1-10-50 (c).
- (c) *Pre-qualification standards.* The Procurement Director and affected using agency heads shall review all information submitted by the suppliers and, if necessary, require additional information. The standards set for pre-qualification shall include but not be limited to factors set forth in section 1-10-50-Sealed Bids; Bid Acceptance and Bid Evaluation or section 1-10-52-Sealed Proposals; Evaluation and Selection. If the Procurement Director and Administrator determine that the contractor meets all standards, then the contractor shall be so pre-qualified. The contractor shall be notified in writing.
- (d) *Failure to pre-qualify.* Should a contractor not be pre-qualified, appropriate written notice shall be sent and the contractor may appeal such determination as provided in Article 9.
- (e) In no instance shall a contract be awarded from the solicitation of request for qualifications.

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

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

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.

FYI: Process Regarding Request for Qualifications

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

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* In accordance with O.C.G.A. § 36-91-21(c)(1)(C), the competitive sealed proposals method may be utilized when it is determined in writing to be the most advantageous to Augusta, Georgia, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors in the request for proposals shall be the basis on which the award decision is made when the sealed proposal method is used. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).
- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.

FYI: Process Regarding Request for Qualifications

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

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

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

FYI: Process Regarding Request for Qualifications

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

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User: Mills, Phyllis

Organization:

City of Augusta, GA (Augusta Commission)

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Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFQ-12-137-0-2012/PJM

Bid Name Advanced Transportation Management System

1 Document(s) found for this bid

31 Planholder(s) found.

Add Planholder

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
AAA Parking	4045255959	4045233553	1			Documents
Acquis Inc	4084025361	4084025396	1			Documents
american lighting and signalization	9048864300	9048864422	1			Documents
Arcadis	7704318666	7704318666	1			Documents
Atkins	8132827275	8132871690	1			Documents
Baker Tilly	8003627301	6082498532	1			Documents
BLIC North America	2027214217	2024843483	1			Documents
Cambridge Systematics, Inc.	6173540167	6173541542	1			Documents
CDM Smith	8659634314	8659634300	1			Documents
CitiTech Systems, Inc.	6053485069	6053486224	1	1. Small Business 2. Veteran Owned		Documents

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Build Broadcast List

Reports

Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFQ-12-137-0-2012/PJM

Bid Name Advanced Transportation Management System

1 Document(s) found for this bid

31 Planholder(s) found.

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Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Control Technologies of Central Florida, Inc.	4073302800	4073302804	1			Documents
Econolite Control Products, Inc	7146303700	7146305120	1			Documents
HP Enterprise Services	9107591791	9193628906	1			Documents
KEI	3022347515	3022347515	1			Documents
Kimley-Horn	9196772000	9196772050	1			Documents
Mentor Engineering Inc.	4037773760	4037773769	1			Documents
Metric Engineering, Inc.	3052355098	3052515894	1	1. Hispanic Owned		Documents
NOVA	7704250777	7704251113	1			Documents
Onvia, Inc. - Content Department	2063739500	8882637801	1			Documents
Renaissance Planning Group	4074870061	4074870058	1			Documents

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)
Bid Number RFQ-12-137-0-2012/PJM
Bid Name Advanced Transportation Management System

1 Document(s) found for this bid

31 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Reynolds, Smith and Hills, Inc. attention: Sue Skinner	9042562500	9042562501	1			Documents
RNR Consulting	2166218977	2166218977	1	1. Asian/Hawaiian Owned 2. Small Business		Documents
RouteMatch Software, Inc.	4042537848	4048981145	1			Documents
Safety Products, Inc.	8003366860	8887007233	1			Documents
Stantec	2396494040	2392636422	1			Documents
STV Incorporated	8432072020	8432072030	1			Documents
Traffic Control Devices, Inc.	4078695300	4076820076	1			Documents
Trapeze Software Group Inc.	4806278400	4806278411	1			Documents
URS Corporation - Transportation	6788088800	6788088400	1			Documents
Webtech Wireless	8774344844	4163489993	1			Documents

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)**Bid Number** RFQ-12-137-0-2012/PJM**Bid Name** Advanced Transportation Management System

1 Document(s) found for this bid

31 Planholder(s) found.

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Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Wendel Companies	7166880766	7166880766	1			Documents

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Bidders List

Bid Item # 12-137 Cost \$ _____

#	Company Name	Complete Mailing Address	Date	Spec #	Initials	Mailed by
1	The LPA Group Inc. Attn: Albert Brown 3595 Engineering Drive Norcross, GA 30092	<i>Phone</i> <u>770-263-9118</u> <i>Fax</i> <u>770-263-9145</u>	<u>2/24/12</u>		<u>DW</u>	<u>U.S. mail</u>
3	URS Corporation Attn: Marc Start 400 Northpark Town Center 1000 Abernathy Road NE, Suite 900 Atlanta, GA 30328-5648	<i>Phone</i> <u>678-808-8829</u> <i>Cell</i> <u>404-357-6631</u>	<u>3/2/12</u>		<u>DW</u>	<u>U.S. mail</u>
5	Gresham, Smith and Partners Attn: Carla Holmes 2325 Lakeview Parkway, Suite 400 Alpharetta, GA 30009-7940	<i>Phone</i> <u>678-518-3654</u> <i>Fax</i> <u>877-275-5854</u>	<u>3/5/12</u>		<u>DW</u>	<u>U.S. mail</u>
7	Bob Bebee World Fiber Technologies, Inc. 4070 Nine McFarland Dr. Alpharetta, GA 30004 Phone: 770-619-0118 Fax: 770-619-3243		<u>3/6/12</u>		<u>SP</u>	<u>U.S. mail</u>
9	ATKINS Attn: Cari Wales 482 South Keller Road Orlando, FL 32810-6101	<i>Phone</i> <u>407-647-7275</u> <i>Fax</i> <u>407-647-4500</u>	<u>3/27/12</u>		<u>DW</u>	<u>U.S. mail</u>
11						
12						
13						
14						
15						

Mr. Jeff Carroll
CDM Smith
1301 Gervais Street
PO Box 92
Columbia, SC 29202-0092

Mr. Paul Moore
AECOM
One Midtown Plaza
1360 Peachtree Street, Suite 500
Atlanta, GA 30309

Mr. Richard Fangmann
POND Company
3500 Parkway Lane, Suite 600
Norcross, GA 30092

Mr. Gary A. Cornell
Jacobs, Inc.
400 Colony Square
1201 Peachtree Street, NE, Suite 1905
Atlanta, GA 30361

Moreland Altobelli Associates, Inc.
2211 Beaver Ruin Road
Suite 190
Norcross, GA 30071

LAI Engineering
1800 Parkway Place
Suite 720
Marietta, Georgia 30067

~~Grice and Associates
Two Midtown Plaza
1349 West Peachtree Street, NE
Suite 1290
Atlanta, GA 30309~~

Marya Moultrie
Planning & Development

Mr. Eric Lusher
URS Corporation
1000 Abernathy Road NE Suite 900
Atlanta, GA 30328

Mr. Steve Cote
RS&H
730 Peachtree Street, Suite 430
Atlanta, GA 30308

Mr. Tom Robertson
Cranston Engineering Group
452 Ellis Street
PO Box 2546
Augusta, GA 30903-2546

Arcadis
1450 Greene Street
Augusta, GA 30901

Kimley-Horn and Associates, Inc.
817 West Peachtree Street NW
The Biltmore, Suite 601
Atlanta, GA 30308

B&E Jackson
230 Peachtree Street
Suite 1800
Atlanta, GA 30303

Mr. Michael Holt
World Fiber Technologies
4070 Nine McFarland Drive
Alpharetta, Georgia 30004

Yvonne Gentry
Augusta LSBOP Office

RFQ Item 12-137
Advanced Transportation
Management System
for Planning and Development Dept
Mailed out February 23, 2012

Mr. Ernie Boughman
BP Barber
PO Box 1116
101 Research Drive
Columbia, SC 29202-1116

Mr. Peter Brown
Atkins
1600 RiverEdge Parkway NW
Suite 600
Alanta, GA 30328-4612

Mr. Rick Toole
W.R. Toole Engineers, Inc.
1005 Broad Street, Suite 200
Augusta, GA 30901

HNTB
3715 Northside Parkway
Ste. 800
Atlanta, GA 30327

Gresham Smith and Partners
2325 Lakeview Parkway
Suite 400
Alpharetta, GA 30009

Transcore
192 Technology Parkway
Suite 500
Norcross, GA 30092

George Patty
Planning & Development

RFQ Item 12-137
Advanced Transportation
Management System
for Planning and Development Dept
RFQ Due: Wed 04/18/12 @ 3:00 P.M.

Phase II - Detail Cumulative Evaluation Sheet
RFP Item #12-137 Advanced Transportation Management System
for Augusta, Georgia - Planning and Development Department
Tuesday, June 12, 2012

Evaluation Criteria	PTS	URS Corporation 1000 Abernathy Road NE Suite 900 Atlanta, GA 30328	Atkins 1600 RiverEdge Parkway NW Suite 600 Atlanta, GA 30328-4612	Cambridge Systematics 100 CambridgePark Drive, Suite 400 Cambridge, MA 02140	Gresham, Smith and Partners 2325 Lakeview Pkway., Suite 400 Alpharetta, GA 30009-7940
Relevant Qualifications & Experience of the Firm / Team					
• Experience in Advanced Transportation Management Systems Planning	7	6.8	5.2	5.7	6.7
• Project manager's relevant experience	7	6.7	5.3	5.8	6.7
• Team worked together on similar projects	7	6.5	5.0	5.3	6.5
• Quality of references	7	6.8	6.2	6.5	6.5
Subtotal	28	26.8	21.7	23.3	26.3
Technical Knowledge and Experience					
• Regional ATMS planning and knowledge of National ITS Architecture guidelines	8	7.5	5.7	6.2	7.5
• Knowledge of available communication technologies, ITS Market Packages and specifications	6	5.8	4.2	4.8	5.8
• Facilities design and cost estimates	6	5.7	4.5	5.2	5.8
• Operations and maintenance requirements and cost estimates	6	5.7	4.8	5.2	5.5
• Public and Stakeholder Involvement	6	5.3	4.5	4.7	5.5
Subtotal	32	30.0	23.7	26.0	30.2
6					
• Quality and completeness of approach to project	7	6.5	4.8	5.5	6.2
• Meets project objectives	7	6.8	4.8	5.7	6.7
• Adequacy of proposed public involvement	7	6.5	4.8	5.7	6.5
• Adequacy of proposed staff resources	7	6.7	4.8	5.7	6.8
Subtotal	28	26.5	19.3	22.5	26.2
Quality of Presentation and Associated Documents					
• Clarity of presentation and associated documents	4	3.8	2.8	3.3	3.8
• Completeness of presentation and associated documents	4	3.8	2.8	3.2	4.0
• Response to questions	4	3.8	3.2	3.5	3.8
Subtotal	12	11.5	8.8	10.0	11.7
TOTAL	100	94.8	73.5	81.8	94.3
Comments:					
Evaluator # 1					



Administrative Services Committee Meeting

8/27/2012 1:05 PM

An Ordinance to amend Augusta, Ga. Code Section 1-10-52 relating to sealed proposal evaluation and selection; to repeal all inconsistent Ordinances; to provide an effective date

Department: Commissioner Guilfoyle

Caption: An Ordinance to amend the Augusta, Ga. Code Article One, Chapter Ten, Section 1-10-52 relating to the procurement source selection methods and contract awards related to sealed proposal evaluation and selection; to establish policies, procedures and guidelines regarding the procurement source selection process; to repeal all Code sections and ordinances and parts of Code sections and ordinances in conflict herewith; to provide an effective date and for other purposes provided herein.

Background: Currently, the Augusta, GA Code does not provide specific guidance regarding the Commissions' views on the relative importance of price as related to the procurement method known as sealed proposal evaluation and selection.

Analysis: The Commission is to consider whether price should play a prominent role in the sealed proposal evaluation and selection method as related to the other evaluation factors. This proposed amendment will make price at least 50% of the total evaluation score on most sealed proposals. Commission approval will be required to allow price to be less than 50% of the total evaluation score.

Financial Impact: N/A

Alternatives: Decline to amend this Code Section at this time.

Recommendation: N/A

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

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE AUGUSTA, GA CODE ARTICLE ONE, CHAPTER TEN, SECTION 1-10-52 RELATING TO THE PROCUREMENT SOURCE SELECTION METHODS AND CONTRACT AWARDS RELATED TO SEALED PROPOSAL EVALUATION AND SELECTION; TO ESTABLISH POLICIES, PROCUDURES AND GUIDELINES REGARDING THE PROCUREMENT SOURCE SELECTION PROCESS; TO REPEAL ALL CODE SECTIONS AND ORDINANCES AND PARTS OF CODE SECTIONS AND ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE AND FOR THE OTHER PURPOSES PROVIDED HEREIN.

WHEREAS, it is the desire of the Augusta, Georgia Commission to update Code provisions relating to the procurement source selection methods and contract awards related to sealed proposal evaluation and selection so as to provide further guidelines regarding the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award;

WHEREAS, the Commission believes that price should play a prominent role in the sealed proposal evaluation and selection method as related to the other evaluation factors; and

WHEREAS, based on the foregoing, the Augusta, Georgia Commission recommends amending Article One, Chapter Ten, Section. 1-10-52 of the AUGUSTA, GA CODE.

THE AUGUSTA, GEORGIA BOARD OF COMMISSIONERS ordains as follows:

SECTION 1. AUGUSTA, GA. CODE Sec. 1-10-52 Sealed Proposals as set forth in the AUGUSTA, GA. CODE, as amended December 20, 2011 by Ord. No. 7314, is hereby amended by striking this section in its entirety as set forth in “Exhibit A” hereto and inserting in lieu thereof new Code Sec. 1-10-52 as set forth in “Exhibit B” hereto.

SECTION 2. This ordinance shall become effective upon its adoption in accordance with applicable laws.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this _____ day of August, 2012.

David S. Copenhaver
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission

Seal:

CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta, Georgia Commission on _____, 2012 and that such Ordinance has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).

Lena J. Bonner, Clerk of Commission

Published in the Augusta Chronicle.

Date: _____

First Reading _____

Second Reading _____

Exhibit A

STRIKE:

Sec. 1-10-52. Sealed proposals.

- (a) ~~Conditions for use.~~ In accordance with O.C.G.A. § 36-91-21(c)(1)(C), the competitive sealed proposals method may be utilized when it is determined in writing to be the most advantageous to Augusta, Georgia, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors in the request for proposals shall be the basis on which the award decision is made when the sealed proposal method is used. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
 - (b) ~~Request for proposals.~~ Competitive sealed proposals shall be solicited through a request for proposals (RFP).
 - (c) ~~Public notice.~~ Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10-50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
 - (d) ~~Pre-proposal conference.~~ A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c) Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
 - (e) ~~Receipt of proposals.~~ Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.
- The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.
- (f) ~~Public inspection.~~ The responses will be open for public inspection ~~only~~.

~~after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.~~

- ~~(g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:~~
- ~~(1) The ability, capacity, and skill of the offeror to perform the contract or provide the services required;~~
 - ~~(2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;~~
 - ~~(3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;~~
 - ~~(4) The quality of performance on previous contracts;~~
 - ~~(5) The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;~~
 - ~~(6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;~~
 - ~~(7) The quality, availability, and adaptability of the supplies or services to the particular use required; and~~
 - ~~(8) Price.~~
- ~~(h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.~~
- ~~(i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment~~

~~with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.~~

- ~~(j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.~~
- ~~(k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.~~

Exhibit B

REPLACE WITH:

Sec. 1-10-52. Sealed proposals.

- (a) Conditions for use. In accordance with O.C.G.A. § 36-91-21(c)(1)(C), the competitive sealed proposals method may be utilized when it is determined in writing to be the most advantageous to Augusta, Georgia, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors in the request for proposals shall be the basis on which the award decision is made when the sealed proposal method is used. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
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- (f) Public inspection. The responses will be open for public inspection ~~only~~.

after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.

- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. Price shall constitute a minimum of fifty percent (50%) of the total evaluation score on all request for proposals (except as otherwise provided in this Section or by conditions contained in federal or state grants). Prior Commission approval shall be required for all request for proposals where price is requested to constitute less than fifty percent (50%) of the total evaluation score. Pricing proposals will not be opened until the proposals have been reviewed and ranked. Evaluation factors, other than price, may include, but not be limited to:
- (1) The ability, capacity, and skill of the offeror to perform the contract or provide the services required;
 - (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;
 - (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract; and
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with

the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.

- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.
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Redline
(Version 8-20-2012)

Sec. 1-10-52. Sealed proposals.

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(3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;

(4) The quality of performance on previous contracts;

(5) The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;

(6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract; and

(7) The quality, availability, and adaptability of the supplies or services to the particular use required.; ~~and~~

~~(8) — Price.~~

(h) Selection committee. A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of ^{Item #8}

evaluating the proposals.

- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
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Administrative Services Committee Meeting

8/27/2012 1:05 PM

Discuss as Information Amending the 2009 through 2012 Action Plans to Re-program \$52,759.50 and the Revision to Scope of Work in Community Development Block Grant (CDBG) funds.

Department: Augusta Housing and Community Development Department

Caption: Discuss amending Years 2009 through 2012 Action Plans to re-program \$52,759.50 and revising the Scope of Work in Community Development Block Grant (CDBG) funds (30 day comment period required).

Background: Because certain funds are being forfeited and certain projects have unused funds, it has become necessary to reprogram these funds to facilitate their expenditure. We are proposing that funds be reprogrammed FROM the following projects: 1. Progressive Redevelopment - FY2009 CDBG \$7,500.00 Justification: This Agency is no longer in existence with a balance for re-programming. 2. Caring Works - FY2010 CDBG \$722.00 Justification: This Agency is no longer in existence with a balance for re-programming. 3. Down Payment Assistance (DPA) – FY2011 CDBG \$14,966.00 Justification: DPA activity has decreased and funds were not being expended. 4. Christ Community –FY2012 CDBG \$8,449.00 Justification: The Agency forfeited the 2012 funds. 5. East Augusta CDC – FY2012 \$12,673.50 Justification: The Agency forfeited the 2012 funds. 6. Hope House FY 2012 - \$8,449.00 Justification: The Agency forfeited the 2012 funds. Staff is proposing the funds be reprogrammed To the following projects: For CDBG: 1. Action Ministries - \$7,500.00 (Progressive Redevelopment) and \$722.00 (Caring Works) Total-\$8,222.00. Funds are being transferred to support the Homeless Services that will be able to expend the funds by end of October 2012 to meet HUD expenditure requirement. 2. Homeless Transportation Program - \$14,966.00 (Down Payment Program) , \$12,673.50 (East Augusta) and \$8,449.00 (Hope House) Total-\$36,088.50. Funds are being transferred to support the Homeless Services. 3. Coordinated Health (St. Vincent DePaul) \$8,449.00 (Christ Community). Funds are being transferred to support Medical assistance and services. Staff is proposing the revision of program Scope of Work From the following projects: 1) Laney Museum – To repair/replace elevator at the Laney Walker Museum. Justification: Project is providing improvement to additional areas.

Cover Memo
Item # 4

of the Museum. Staff is proposing the revision of program Scope of Work To the following projects: Laney Museum – to Laney Museum Improvements According to the City’s Citizen Participation Policy, this increase in allocations constitute a substantial change to the Action Plans. Therefore, the revisions must be presented to the public for a 30-day comment period. If comments are received, they will be presented to the Commission for consideration. We are requesting authorization to proceed with the publication of a public notice in the newspapers to solicit comments on the changes. The Public Notice will be published in the Augusta Chronicle August 28, 2012 and the Metro Courier August 30,2012. The deadline for comments will be September 26, 2012. Any comments received will be presented to Commission on October 2, 2012.

Analysis: The additional funds will allow the department to fund and proceed with more projects.

Financial Impact: More funds available for projects.

Alternatives:

Recommendation: Accept the Housing and Community Department(HCD) recommendations for use of the additional funds and grant HCD authorization to proceed with the publication of a Public Notice soliciting citizen comments on the proposed changes to the 2009 through 2012 Action Plans. On October 2, 2012, any comments received will be presented to Commission for consideration.

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

REVIEWED AND APPROVED BY:

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

CDBG REPROGRAM FUNDS - \$ 52,759.50**PUBLIC SERVICE - FUNDS - \$37,793.50**

YEAR	FROM	Amount (-)	YEAR	TO	Amount (+)
2009	Progressive Redevelopment	\$7,500.00	2012	Action Ministries	\$7,500.00
2010	Caring Works	\$722.00	2012	Action Ministries	\$722.00
2012	Christ Community	\$8,449.00	2012	Coordinated Health	\$8,449.00
2012	East Augusta CDC	\$12,673.50	2010	Homeless Transportation	\$12,673.50
2012	Hope House	\$8,449.00	2010	Homeless Transportation	\$8,449.00
	TOTAL	-\$37,793.50		TOTAL	\$37,793.50

CDBG-DPA REPROGRAM FUNDS- \$14,966.00**DPA FUNDS - \$14,966.00**

YEAR	FROM	Amount (-)	YEAR	TO	Amount (+)
2011	Down Payment Assistance	\$14,966.00	2010	Homeless Transportation	\$14,966.00
	TOTAL	-\$14,966.00		TOTAL	\$14,966.00

Public Service Funds	Down Payment Assistance Funds	Total Amount Reprogrammed
\$37,793.50	\$14,966.00	\$52,759.50



**Administrative Services Committee Meeting
8/27/2012 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on August 13, 2012.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting

8/27/2012 1:05 PM

Request for permission to proceed w/ The Auburn @ Barton Chapel Road -- AHCDD Rental Housing Project

Department: Housing and Community Development Department (AHCDD)

Caption: Approve and allow the Augusta Housing and Community Development Department (AHCDD) to proceed with the Auburn @ Barton Chapel Road, a rental housing project consisting of 23 attached 2BR, 3BR and 4BR single family rental housing units for households considered low to moderate income via the HOME Investment Partnership Program (HOME) and Neighborhood Stabilization Program 3 (NSP3) program guideline standards.

Background: The Auburn @ Barton Chapel Road Project is a rental development project consisting of properties located at Ollie Road off Barton Chapel Road and previously owned by Todd Bailey at WHB Properties, LLC. AHCDD seeks to acquire the remaining lots (8 lots already purchased), within the development area, for the purpose of increasing the availability of affordable rental housing. Further, NSP3 funding (\$306,523.00) will be used to acquire 100% of the lots (24) needed as part of this project, and NSP3 and HOME funds (\$987,131.00) will be used to construct/develop eight (8) attached single-family rental units as part of Phase 1A (NSP3) and Phase 1B (HOME) respectively.

From a National Objective perspective, this project is perfect for stabilizing areas greatly affected by downturns in development in this area. Additionally, this project is in an impact area for the agenda set for grant funding (high impact, single site project) and continues to remain compliant (with discount purchases) via our discounted purchase agreement with the property owner on the desired sales price. Equally important is the 50% and 80% Area Median Income (AMI) restrictions implemented on tenants that will ensure affordable rents for occupants looking for opportunities in Augusta Richmond County that currently are not available.

Further, due to the fact that NSP funding (100%) was/will be used to acquire all of the land, we (AHCDD) have eliminated compliance of several HOME compliance deadline issues and have given ourselves more time to development a signature

project.

It is also important to know that all properties acquired, have been and will be banked by the Augusta Georgia Land Bank Authority. Therefore, if we receive Commission approval, we would move forward with negotiations with the Augusta Georgia Land Bank Authority to whom title will be transferred at closing for the preparation of an official contract offer. As part of this process we will be required to receive Land Bank approval prior to acquisition which will include a project review.

Analysis: This project requires no match as 100% of Housing and Urban Development (HUD) funding is being used on this project via two (2) federal programs (HOME & NSP3) administered by AHCDD.

Financial Impact: Funding apart of the Auburn @ Barton Chapel Project is as follows... NSP3 Funds (for acquisition) -- \$306,523.00 NSP3 Funds (for development) -- \$479,465.00 (estimate) HOME Funds (for development) -- \$507,666.00 (estimate) Total Estimated Funds -- \$1,293,654.00 (estimated total) Note: These budgetary numbers are merely estimates as this project has to be bided and a certified general contractor procured for services to be rendered. Thus, the total development costs could fluctuate either higher or lower depending on the lowest and best bid received.

Alternatives: Don't do the project which would continue to leave this portion of South Augusta undeveloped.

Recommendation: Augusta Commission move to approve the Augusta Housing and Community Development Department's request to proceed with the Auburn @ Barton Chapel Road Project

Funds are Available in the Following Accounts: No match required as 100% of the funding has been secured by AHCDD via its federal programs (HOME & NSP3) to be used.

REVIEWED AND APPROVED BY:

Finance.

Cover Memo

Item # 6

**Law.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
8/27/2012 1:05 PM
Equal Employment Opportunity Plan**

Department: Law

Caption: Motion to **adopt** Equal Employment Opportunity Plan (EEOP) for Augusta, Georgia. **(No recommendation from Administrative Services Committee August 13, 2012- deferred back to committee from the Commission's August 21, 2012 meeting)**

Background: The requirement to develop, maintain and submit an Equal Employment Opportunity Plan (EEOP) derives from federal regulations implementing the Safe Streets Act. Recipients who have received funding under the Safe Streets Act must comply with the EEOP requirements. In addition, recipients of funding under the Juvenile Justice and Delinquency Prevention Act (JJDP) must comply with the EEOP requirements because the JJDP relies on the administrative provisions of the Safe Streets Act. Recipients of funding under the Victims of Crime Act (VOCA) must also comply with the EEOP requirements because as a matter of policy, the Office for Victims of Crime (OVC) has made compliance with the EEOP requirements a condition for VOCA awards.

Analysis: N/A

Financial Impact: N/A

Alternatives:

Recommendation: Adopt EEOP for Augusta, Georgia

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:

EEOP Short Form



Thu Jul 19 15:33:06 EDT 2012

Step 1: Introductory Information

Grant Title:	Mobile Data Terminal Project	Grant Number:	2012-DJ-BX-0029
Grantee Name:	Augusta Richmond County Georgia	Award Amount:	\$93,740.00
Grantee Type:	Local Government Agency		
Address:	530 Greene Street Room 207 Finance Department Augusta, Georgia 30901-4441		
Contact Person:	Chester V. Huffman, Jr.	Telephone #:	706-821-1577
Contact Address:	401 Walton Way Augusta, Georgia 30901		
DOJ Grant Manager:	Flora D. Lawson	DOJ Telephone #:	202-305-9216

Grant Title:	Mobile Data Terminal Project	Grant Number:	2011-DJ-BX-3380
Grantee Name:	Augusta Richmond County Georgia	Award Amount:	\$107,779.00
Grantee Type:	Local Government Agency		
Address:	530 Greene Street Room 207 Finance Department Augusta, Georgia 30901		
Contact Person:	Chester V. Huffman, Jr.	Telephone #:	706-821-1577
Contact Address:	401 Walton Way Augusta, Georgia 30901		
DOJ Grant Manager:	Flora D. Lawson	DOJ Telephone #:	202-305-9216

Grant Title:	Mobile Data Terminal Project	Grant Number:	2010-BJ-DX-1642
Grantee Name:	Augusta Richmond County Georgia	Award Amount:	\$133,805.00
Grantee Type:	Local Government Agency		
Address:	530 Greene Street Room 207 Finance Department Augusta, Georgia 30901-4406		
Contact Person:	Chester V. Huffman, Jr.	Telephone #:	706-821-1577
Contact Address:	401 Walton Way Augusta, Georgia 30901		
DOJ Grant Manager:	Flora D. Lawson	DOJ Telephone #:	202-305-9216

Grant Title:	Mobile Data Terminal Project	Grant Number:	2009-DJ-BX-0224
Grantee Name:	Augusta Richmond County Georgia	Award Amount:	\$142,397.00
Grantee Type:	Local Government Agency		
Address:	530 Greene Street Room 207 Finance Department Augusta, Georgia 30901-4441		
Contact Person:	Chester V. Huffman	Telephone #:	706-821-1577
Contact Address:	401 Walton Way Augusta, Georgia 30901		
DOJ Grant Manager:	Flora D. Lawson	DOJ Telephone #:	202-305-9216

Policy Statement:

Augusta, Georgia Is An Equal Employment Opportunity Employer.

The government of Augusta, Georgia is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, disabilities, marital status, pregnancy status, veterans status or any other basis prohibited by federal, state or local law. We value and encourage diversity in our workforce. Americans with Disabilities Act (ADA) and Section 504 Accommodations. Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789.

Questions, concerns or request for additional information regarding Equal Employment may be addressed through:

EEO Office, 501 Greene Street, Suite #314
Augusta, GA 30901
Phone: 706-826-4789

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Richmond County Sheriff's Office (RCSO) has made the following observations:

Although there appears to be an underutilization of White and Black or African American MALES in the job category of Administrative Support, these positions are most often sought by FEMALE applicants.

More significant to the RCSO is the underutilization of Black or African American MALES in the following job categories:

Protective Services: Sworn - Officials;

Protective Services: Sworn - Sworn Patrol Officers;

Equally significant to the RCSO is a similar underutilization of Black or African American FEMALES in the following job category:

Protective Services: Sworn - Sworn Patrol Officers;

In keeping with the Richmond County Sheriff's Office commitment to having a workforce that reflects the community it serves, the RCSO will examine its recruitment, retention, and promotion practices in an effort to better hire, retain, and promote more Black or African American MALES and FEMALES.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for Black or African American men and women when our organization fills vacancies that become available in the Protective Services - Sworn Patrol Officers job category.

a. The RCSO will review all employment organizational data related to the Sworn Patrol Officers job category to identify any issues that may pose barriers for Black or African American men and women (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

Step 7a: Internal Dissemination

- The RCSO will post the EEOP Short Form on the Augusta-Richmond County's intranet, within an area accessible by ARC employees only;
- The RCSO will incorporate a copy of the EEOP Short Form into the RCSO policies and procedures manual;
- The RCSO will post information on bulletin boards in employee muster rooms and break areas about how to obtain a copy of the EEOP Short Form;
- The RCSO will further distribute copy of the EEOP Short Form to all RCSO supervisors; and
- The RCSO will disseminate electronic memoranda to every RCSO employee stating that a copy of the EEOP Short Form is available on request in the RCSO personnel office.

Step 7b: External Dissemination

- Notifying applicants, vendors, and contractors in writing that the RCSO has developed an EEOP Short Form and that it is available on request for review;
- Posting a copy of the EEOP Short Form on the RCSO public website.

Utilization Analysis Chart
Relevant Labor Market: Richmond County, Georgia

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,210/38%	40/0%	1,135/14%	40/0%	95/1%	4/0%	40/0%	2,110/25%	70/1%	1,415/17%	30/0%	120/1%	0/0%	55/1%
Utilization #/%														
Professionals														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,165/29%	115/1%	1,370/10%	10/0%	170/1%	0/0%	4/0%	4,710/33%	125/1%	3,570/25%	10/0%	130/1%	4/0%	25/0%
Utilization #/%														
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	460/14%	50/2%	490/15%	10/0%	0/0%	0/0%	0/0%	760/24%	34/1%	1,350/42%	15/0%	30/1%	0/0%	10/0%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #/%	83/64%	2/2%	21/16%	0/0%	0/0%	0/0%	0/0%	10/8%	0/0%	13/10%	0/0%	0/0%	0/0%	0/0%
CLS #/%	715/33%	14/1%	1,010/46%	4/0%	0/0%	0/0%	0/0%	120/6%	0/0%	300/14%	0/0%	10/0%	0/0%	0/0%
Utilization #/%	31%	1%	-30%	-0%	0%	0%	0%	2%	0%	-4%	0%	-0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	340/64%	11/2%	99/19%	0/0%	3/1%	0/0%	0/0%	45/8%	2/0%	31/6%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,090/23%	195/2%	2,640/29%	0/0%	50/1%	4/0%	30/0%	1,490/17%	49/1%	2,330/26%	20/0%	70/1%	4/0%	10/0%
Utilization #/%	41%	-0%	-11%	0%	0%	-0%	-0%	-8%	-0%	-20%	-0%	-1%	-0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	0/0%	0/0%	25/28%	0/0%	0/0%	0/0%	0/0%	55/61%	0/0%	10/11%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	32/48%	0/0%	30/45%	0/0%	1/2%	0/0%	0/0%
CLS #/%	2,935/14%	210/1%	2,450/12%	0/0%	70/0%	0/0%	25/0%	6,900/34%	320/2%	7,095/35%	50/0%	150/1%	20/0%	110/1%
Utilization #/%	-10%	-1%	-12%	0%	-0%	0%	-0%	15%	-2%	11%	-0%	1%	-0%	-1%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,700/56%	270/3%	2,455/30%	60/1%	70/1%	15/0%	60/1%	295/4%	15/0%	330/4%	0/0%	40/0%	0/0%	10/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,730/21%	445/2%	9,135/33%	25/0%	180/1%	25/0%	60/0%	3,695/13%	305/1%	7,610/27%	35/0%	435/2%	10/0%	55/0%
Utilization #/%														

Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Officials			✓											
Protective Services: Sworn-Patrol Officers			✓					✓		✓		✓		
Administrative Support	✓		✓											

Item # 7

Law Enforcement Category Rank Chart

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Sheriff														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief Deputy														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Colonel														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major														
Workforce #/%	2/67%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain														
Workforce #/%	9/90%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant														
Workforce #/%	16/59%	0/0%	4/15%	0/0%	0/0%	0/0%	0/0%	4/15%	0/0%	3/11%	0/0%	0/0%	0/0%	0/0%
Sergeant														
Workforce #/%	33/56%	2/3%	10/17%	0/0%	0/0%	0/0%	0/0%	4/7%	0/0%	10/17%	0/0%	0/0%	0/0%	0/0%
Corporal														
Workforce #/%	20/74%	0/0%	5/19%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	340/64%	11/2%	99/19%	0/1%	3/1%	0/0%	0/0%	45/8%	2/0%	31/6%	0/0%	0/0%	0/0%	0/0%

Item # 7

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Ronald H. Strength

Digitally signed by Ronald H. Strength
DN: cn=Ronald H. Strength, o=Richmond County
Sheriff's Office, ou=Sheriff,
email=rstrength@augustaga.gov, c=US
Date: 2012.07.19 15:42:50 -04'00'

[signature]

[title]

[date]



**Administrative Services Committee Meeting
8/27/2012 1:05 PM
Pine Street Development**

Department:

Caption: Consider written response from the Director of Housing & Development Department regarding the Pine Street Development and other related activities as presented in the June 18th Questionnaire.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**Questions for Mr. Wheeler
June 18, 2012
Administrative Services Committee Work Session**

Pine Street Development:

(1) Total construction cost, to include:

Contracts

Change Orders

Developers Fees

Sales Price

Subsidies Provided

(2) Amount of bond funds that have been expended to date.

(3) Provide a detailed breakdown of usage of bond funds as it relates to Pine Street Project.

(4) List amount of funds expended to build each house and provide sale price.

(5) What is the amount of bond funds and federal funds that have been expended on APD to include contracts and amendments?

(6) What is the amount of bond funds and federal funds expended to JB Construction? Include all contracts, change orders, and developer fees. Provide a breakdown of each.



Housing & Community Development Department

Chester A. Wheeler, III
Director

MEMORANDUM

To: Augusta Commissioners
 Mr. Deke Copenhaver, Mayor
 Mr. Fred Russell, Administrator
 Ms. Tameka Allen, Deputy Administrator
 Ms. Lena Bonner, Clerk of Commission

From: Mr. Chester A. Wheeler, III, Housing and Community Development Director

Date: August 21, 2012

Re: Response to letter of April 25, 2012

Attached you will find a single page response to the above referenced letter as directed by the Administrative Services Committee at its last meeting. The information contained within is documented in the Laney Walker/Bethlehem Redevelopment Project Report dated July 2012.

If there are any questions, please let me know.



Questions that need to be asked of Augusta Housing and Community Development about Pine Street:

1. Total construction cost to include:
 - Contracts \$ 2,149,558.80
 - Change orders \$60,347.61
 - Developer fees \$121,158.75
 - Sales price Range from \$119,000 - \$185,269
 - Subsidy given \$217,496.95 (8 Homeowners, avg. \$27,187.07 subsidy, \$189,082.79 to be repaid to City in Second Mortgages)
2. How much bond funds has been spent to date (date of report 6/12/12) \$6,900,455
3. Provide a detailed breakdown of usage of bond funds as it relates to Pine Street.
 - Lot cost: \$143,960.00
 - Housing Construction Cost: \$1,884,556.80
 - Housing Construction Change Orders: \$60,762.97
 - Infrastructure Change Orders: \$82,151.46
 - Developer's Subsidy: \$196,568.18
4. How much bond funds and federal funds have been expended on APD to include a breakdown of each source:
 - Jan. 2010 – March 2012 – Project Management: \$1,059,705.50 Bond
 - Jan. 2010 – March 2012 – Project Management: \$146,234.00 UDAG
 - Jan. 2010 – March 2012 – Acquisition Services: \$246,348.00 Bond
 - Jan. 2010 – March 2012 – Acquisition Services: \$10,256.00 UDAG
5. How much bond funds and federal funds have been paid to J&B Construction to include and provide a breakdown of each source:
 - Contracts: City Investment (25%) Bond - \$537,687.44
 - Contracts: J & B Investment (75%) - \$1,611,871.36
 - Housing Construction Change Orders: \$60,762.97
 - Infrastructure Change Orders: \$82,151.46
 - Developer fees \$121,158.75