



Engineering Services Committee Meeting Commission Chamber- 3/21/2011- 12:55 PM

ENGINEERING SERVICES

1. Approve the Solid Waste Department to hold a Backyard Composting and Rainwater Harvesting System Truckload Sale Program. ☐ [Attachments](#)
2. Report from the Administrator regarding the gas leak on Broad Street on March 9. (Requested by Commissioner Aitken) ☐ [Attachments](#)
3. Approve granting right-of-way to the Georgia Department of Transportation for the Marshal's Substation on Deans Bridge Road, which is necessary right-of-way so as to provide drainage from the new Marshal's substation located at 3050 Deans Bridge Road. ☐ [Attachments](#)
4. Approve a component change to the existing Purchase Order (P187880) in an amount not to exceed \$550,000, for a revised cost total of \$1,324,442, for purchase and erection of structural steel for the Sheriff's New Office Building with Potts Construction. ☐ [Attachments](#)
5. Report from the Tree Commission and the Augusta Port Authority. (Requested by Commissioner Aitken) ☐ [Attachments](#)

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Engineering Services Committee Meeting
3/21/2011 12:55 PM

Approve the Solid Waste Department to Hold a Backyard Composting and Rainwater Harvesting System Truckload Sale Program

Department:	Solid Waste
Caption:	Approve the Solid Waste Department to hold a Backyard Composting and Rainwater Harvesting System Truckload Sale Program.
Background:	The Augusta Solid Waste Department has identified as one of its goals to provide low-cost composting opportunities to residents in an effort to provide additional benefits to the customers and ARC employees. The department has teamed with the Augusta Green Team and Norseman Environmental Products to provide a backyard composters and rainwater harvesting systems via a truckload sale to those willing to participate.
Analysis:	The truckload sale is proposed to take place on Saturday, May 21, 2011 at the Municipal Building parking lot. Norseman Environmental products provides the materials, the advertising, and even runs the sale – all we would be responsible for is the location and volunteers to assist with the event. The composters would sell for \$48 and the rain barrels would sell for \$58. The Solid Waste Department is also proposing to supplement the sale, by providing \$5000 in order to purchase units to keep in our inventory and distribute as needed.
Financial Impact:	Funds are available for this expenditure.
Alternatives:	1. Approve the program and allow the sale to occur as scheduled. 2. Do not approve the expenditure but allow the sale to occur as scheduled.
Recommendation:	Option 1 - approve the expenditure and allow the sale to occur.
Funds are Available in the Following Accounts:	542-04-4110/5311816

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

NORSEMAN ENVIRONMENTAL PRODUCTS

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Backyard Composting and Rainwater Harvesting Truckload Sale Program



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Truck Load Sale Overview

We at Norseman Environmental Products feel that the best way to distribute backyard compost bins and rainwater collection barrels to a large number of residents, with minimum time and resources, is with a one-day-only distribution event. These events are held at easy to find and well known locations that have ample parking and easy access. The events are typically held on a Saturday and are heavily promoted to generate maximum awareness and maximum success.

The primary objective of a truckload sale event is to distribute the maximum number of Earth Machine™ Backyard Compost Bins and SYSTERN Rain Barrels in one day. This will maximize the speed of implementation and strength of resident participation in the community's overall organic waste diversion and water conservation program(s). The promotion and dollar allocation to funding an event such as this one will greatly influence both the implementation and success of the event and similar subsequent initiatives within the community.

Residents are encouraged to come on a "first come, first served basis, while supplies last", to purchase or receive these products. This creates an atmosphere of urgency, and prevents residents from "putting off" composting and water conservation to a later date.

Our years of experience, coupled with your promotional assistance and cooperation will guarantee success for your community, resulting in a strong economic and environmental payback.



Promotional Awareness Plan

For Augusta-Richmond County and Columbia County, GA

Targeted number of single family households	97,234
Target number of Earth Machine™ Compost Bins	1050
Target number of SYSTERN Rain Barrels	1110
Number of Sites	Two(2)
Event Date*	May 21st, 2011

TARGETED TIMELINE

Eight (8) Weeks Pre-Event

- Electronic Media kits will be provided to **Augusta-Richmond County and Columbia County** for distribution to:
 - Garden and rotary clubs in target area
 - Local Recycling Associations
 - Community newspapers
 - Community radio stations
 - Community calendars and local cable television stations
 - Community Workshops, Garden Shows, Environmental workshops
- Four (4) Point-of-Purchase (P.O.P) displays – Two Earth Machine™ units and two SYSTERN Rain Barrel units, each with a plastic brochure holder and poster explaining facts about composting and rainwater harvesting will be made available for display at high traffic municipal locations.
- 2,000 Handouts – four color, 3-3/4" x 10" handouts will also be included with the P.O.P displays. Artwork will also be provided via email for any desired additional printing.
- Promotional Earth Machine™ Units- six (6) units will be made available for promotional purposes as part of the Media Kit. A suggestion would be to use them as give-aways through a local radio station. A certificate will be made available at this time for winners to pick up their Earth Machine™ unit at the Truck Load Sale site.

MEDIA ADVERTISING CAMPAIGN

Four-Color DieCut Flyer (see example below)

Approximately 104,000 inserts printed and circulated in The Augusta Chronicle and The Augusta TMC publication a few days prior to the event.



Event Day Organization

Sale Date: Saturday May 21st, 2011

9:00am - 3:00pm

Site Locations:

- (1) City Hall Parking Lot**
- (2) Lowes Parking Lot**

To Be Confirmed*

*It is the responsibility of the client to secure the site location for the sale date above

Event Management:

Kristi Ferguson, Marketing Manager

David Wright, Sales Liaison

Site Management:

Site Manager will arrive the day before the event to meet their respective shipment of bins, survey the site(s), check the site items, and position the truck. They will also be on hand one – one and a half hours before the start time on the event day to re-check the set-up and then remain to supervise the day's proceedings.

Products Included in Each Site:

We will provide a minimum total of 2,000 units to the event. All unsold units, skids, and other event equipment will be picked up and removed at the end of the sale. All debris will be cleaned up at the conclusion of the sale. We suggest that **Augusta-Richmond County and Columbia County** take at least one skid (25) of Earth Machine™ Compost Bins and one skid (15) of SYSTERN Rain Barrels, if any are remaining, for the purpose of having them available for those residents who missed the sale.

Record Keeping:

Norseman Environmental Products will provide a three-part receipt which details resident name, address and telephone number. Residents fill in their information and take part 2 to claim their composter. Part 2 of the receipt is kept by **Augusta-Richmond County and Columbia County**. Part 3 of the receipt is kept by the resident.

Handling and Processing of Monies:

Norseman Environmental Products will be responsible for collection and processing of monies (unless otherwise agreed). Credit card and check payments are advertised to minimize the total amount of cash at the event for the safety of our sales/site manager and their event support staff.

Security

A Norseman Environmental Products supervisor will be on hand at all times. In addition, Norseman Environmental Products will hire a security guard from a recognized agency to be present at each site for the protection of cashiers and monies.

Insurance

Norseman Environmental Products Limited shall provide the necessary insurance coverage for all sites and personnel. Please refer to the sample form enclosed.

On Site Staff

➤ Eight (8) personnel* will be on hand at each site for:

- Processing receipts
- Processing payment
- Distribution of products
- Elderly/disabled assistance

*It is the responsibility of the client to arrange site staff for the sale date above. Please work with your Sales Liaison well in advance of the sales event date for adequate staffing.

- All site staff will be provided with “Event Day” T-shirts to lend excitement and organization to the event.
- Snacks, drinks and lunch will be provided for the staff and security personnel.
- Staff will be required to arrive at the site between 1 to 1.5 hours prior to the event start time for set-up and training.

On Site Hardware

Norseman Environmental Products will provide the following to each site:

- A Truckload Sale banner for dramatic site identification
- All items required for the efficient running of the event:
 - Tables and chairs
 - Signage
 - Awnings and Canopies
 - Cash/Receipt Boxes
 - Pylons
 - Pens
 - Ropes

Site Layout

Sign Up

- The sign up area is for residents to fill in their receipt details, facilitate payment or for gift certificate redemption, depending on the event option(s) chosen.
- Norseman Environmental Products will provide a three-part receipt. This receipt details the resident's name, address and telephone number. Part 2 (yellow copy) of this receipt is submitted to you at the end of the sale for your records and/or follow-up.
- Norseman Environmental Products also assumes responsibility for the collection and processing of all monies.

Staging

It is important, if possible, for the staging area to be blocked on one or two sides where possible by a natural boundary.

The staging area is designated for:

- Preparing products for resident pick-up
- Storage of sufficient products to keep up with demand
- Purchase pick-up



Education

Included with every Earth Machine™ will be:

- "Home Composting Handbook" - a comprehensive booklet on all aspects of home composting as well as the latest in backyard composting techniques. Assembly instructions are also illustrated in the handbook.

A Norseman Environmental Products specialist will be on hand at the main site to answer residents' questions on composting, The Earth Machine™, harvesting rain water and the SYSTEM Rain Barrel.



Compost Turner
\$15.00, including tax

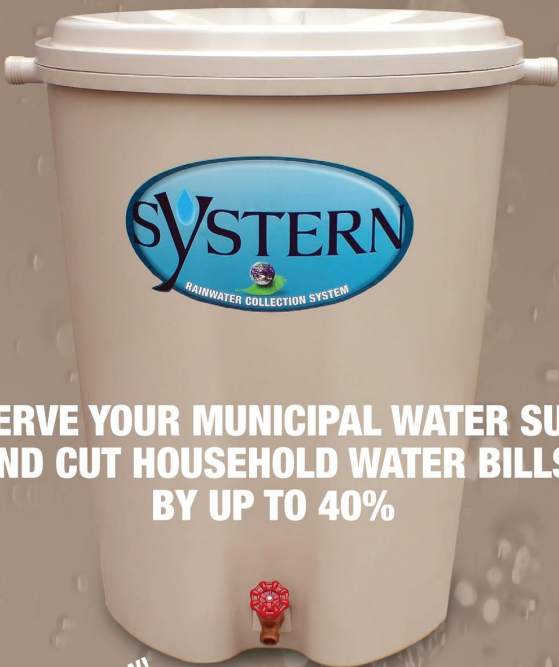
Turns compost without resorting to the traditional back-breaking job of removing and reloading by shovel or pitchfork. Simply plunge the Compost Turner into the compost pile; as it is withdrawn, the heavy-duty blades open to aerate and turn the compost. Sturdy, professional quality. 34 in. (86 cm) long

Kitchen Scrap Pail
\$7.00, including tax

The Kitchen Scrap pail is made for easy, mess-free scraping of food waste (refer to Home Composting Handbook for food scraps that DO NOT go into the Earth Machine™). Strong, durable plastic, wide design, handle for easy carrying and emptying into the Earth Machine™. Snap latch, tightly securing the lid. Easy to clean and dishwasher safe. 1.9 gallon (7 litre) capacity.

An accessories booth at each site where residents can purchase compost turners and kitchen buckets.

Rain Barrel



**CONSERVE YOUR MUNICIPAL WATER SUPPLY
AND CUT HOUSEHOLD WATER BILLS
BY UP TO 40%**

NEW! Syster RAIN BARREL

Rain water, free from chlorine and water treatment chemicals, is an excellent water source for lawns, plants and gardens. Rain barrel use lower municipal water demands and saves energy at water treatment facilities by reducing water pollution and storm water runoff.

The Syster Rain Barrel's 55 gallon (208L) capacity, unique shape and neutral colour allow it to blend into any garden scene.

- Made from high density polyethylene, up to 50% recycled
- Incorporated mosquito mesh to keep out bugs & leaf debris
- Easily accommodates existing downspouts
- Overflow capability and accessories included
- Can be linked to another Syster Rain Barrel

The Syster Rain Barrel is ideal for community truckload sale events — municipalities can see results right away on a large scale! Contact us today to find out more about our efficient and effective distribution programs.

Included with every Syster will be:

- Assembly instructions and an accessory kit including overflow hose and spigot

Let's work together to get your residents using their water smarts! Rainwater harvesting is another essential step a community can take to reduce their collective environmental footprint. Together a community can:

- recharge their ground water supply
- mitigate flooding from aging and over burdened storm sewer systems
- lower the cost of water treatment and the amount of energy used to treat storm water
- reduce chemical runoff into the sewer systems thereby reducing water pollution in their area as well.

Pricing

Truckload Sale Event Pricing

The Earth Machine™: \$ 48.00 per bin including 7% tax
The SYSTERN Rain Barrel: \$ 58.00 per bin including 7% tax

The advertising plan for this option includes circulation of approximately 104,000 inserts printed and circulated in The Augusta Chronicle and The Augusta TMC publication a few days prior to the event.

Confirmation

Confirmation of Acceptance

Augusta-Richmond County and Columbia County have received Norseman Environmental Products' proposal for an Earth Machine™ Backyard Compost Bin and SYSTERN Rain Barrel Truckload Sale for April 16, 2011 and hereby confirm their approval to proceed as outlined with the of the option indicated below:

Event Pricing

The Earth Machine™: \$ 48.00 per bin including 7% tax
The SYSTERN Rain Barrel: \$ 58.00 per bin including 7% tax

_____ (initial)

Name: _____

Name: _____
(Print) (Signature)

Title: _____ Date: _____

Title: _____ Date: _____

Please fax back to:

NORSEMAN ENVIRONMENTAL PRODUCTS

An ORBIS® Company

Kristi Ferguson, Marketing Manager
Norseman Environmental Products
An ORBIS Company
Fax: 416.745.4478

TRUCKLOAD SALE TESTIMONIALS

"We were pleasantly surprised with how efficiently Norseman ran the compost bin sale and with how people living in the area, and even 2 or 3 hours away, responded to the opportunity to purchase a quality compost bin for less. There really were no downsides to this event." - **City of Steinbach, MB Canada**

"The sale itself was amazing. I cannot tell you what a relief it was to not have to worry about things like traffic, crowd control, money management, as I have in past truckload sales (done with another company) because the Sales Rep took care of ALL of it! I came on the site in the morning and the area was cordoned off in such a way I could see immediately how the traffic flow would go-- safely. Profound relief. The event was smooth and successful. I could not have asked for more. If we do another sale like that I will most definitely go with Norseman."

- **Orange County Solid Waste Management, South Carolina, USA**

"I enjoyed working with Norseman Environmental Products to sell both rain barrels and compost bins. Because of the quality products, the professional promotional materials and the knowledgeable and dedicated staff, the event exceeded my expectations. I would be happy to work with Norseman in the future and would feel confident recommending them to colleagues." - **City of Lansing, Waste Reduction Services**

"We sold more bins in this one day event than we sold all year."

- **Drew Sones, City of Los Angeles, CA**

"Norseman truckload sales are literally turnkey. And the strongest endorsement we can give the company - and our sales representative - is that we very much look forward to these events - without trepidation of any kind. Each one has been a great success, but not just because of the sheer number of tools we have put into residents' hands for composting and rain collecting. These events have proven to be a very effective means of delivering composting and storm water education. Lastly, an added and significant benefit is the more intangible impact of community stewardship and goodwill engendered in the festive atmosphere of these events."

- **Western Lake Superior Sanitary District**

"The results were phenomenal and exceeded all expectations"

- **Nancy Younge, Solid Waste and Recycling Analyst, Eugene, Oregon**

"Please consider a program of this type in your area. It is inexpensive, positive, it works best on a grand scale, and the nice part is it makes us all look good."

- **Ocala Public Works, Ocala, FL**





**Engineering Services Committee Meeting
3/21/2011 12:55 PM
Broad Street Gas Leak**

Department: Clerk of Commission

Caption: Report from the Administrator regarding the gas leak on Broad Street on March 9. (Requested by Commissioner Aitken)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Engineering Services Committee Meeting
3/21/2011 12:55 PM
Marshal's Substation on Deans Bridge Road**

Department: Engineering

Caption: Approve granting right-of-way to the Georgia Department of Transportation for the Marshal's Substation on Deans Bridge Road, which is necessary right-of-way so as to provide drainage from the new Marshal's substation located at 3050 Deans Bridge Road.

Background: The granting of the right-of-way will provide the GDOT with the necessary property to include their drainage pipe and allow us to tie into it.

Analysis: None.

Financial Impact: None.

Alternatives: 1) Approve granting right-of-way to the Georgia Department of Transportation for the Marshal's Substation on Deans Bridge Road, which is necessary right-of-way so as to provide drainage from the new Marshal's substation located at 3050 Deans Bridge Road. 2) Deny the motion.

Recommendation: Approve Alternative Number One.

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:

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

**GEORGIA DEPARTMENT OF TRANSPORTATION
NO. 2 CAPITOL SQUARE, ATLANTA, GEORGIA 30334**

RIGHT OF WAY DEED

GEORGIA, RICHMOND COUNTY

PERMIT NO. 02-2011-04-245

THIS CONVEYANCE made and executed the ____ day of _____, 20____.

WITNESSETH that AUGUSTA, GEORGIA, the undersigned (hereinafter) referred to as "Grantor"), is the owner of a tract of land in RICHMOND COUNTY, through which Special Encroachment Permit # 02-2011-04-245 has been laid out by the Department of Transportation being more particularly described in a map and drawing of said road in the office of the Department of Transportation, No. 2 Capitol Square, Atlanta, Georgia, to which reference is hereby made.

NOW THEREFORE, in consideration of the benefit to said property by the construction and maintenance of said road, and in consideration of ONE DOLLAR (\$1.00), in hand paid, the receipt whereof is hereby acknowledged, Grantor does hereby grant, sell and convey to said Department of Transportation, and their successors in office so much land as to make a right of way for said road as surveyed, being more particularly described as follows:

All that tract or parcel of land lying and being in the 89th G.M.D. of Richmond County, Georgia, and being more particularly described on Exhibit "A" attached hereto and made a part hereof by this reference.

Said right of way is hereby conveyed, consisting of 0.2 acres, more or less, as shown colored yellow on the plat of the property prepared by James G. Swift & Associates, dated February 22, 2011; said plan attached hereto and made a part of this deed as Exhibit "B".

Parcel No. 097-1-117-00-0

TO HAVE AND TO HOLD the said conveyed premises in fee simple and any rights Grantor has or may have in and to existing public rights of way are hereby quitclaimed and conveyed unto the Department of Transportation.

Grantor hereby warrants that Grantor has the right to sell and convey said land and bind himself, his heirs, executors and administrators forever to defend by virtue of these presents.

IN WITNESSETH WHEREOF. Grantor has hereunto set his hand and seal the day above written

Signed, Sealed and Delivered _____(L.S.)

this _____ day of _____

20 _____, in the presence _____(L.S.)

_____(L.S.)

_____(L.S.)

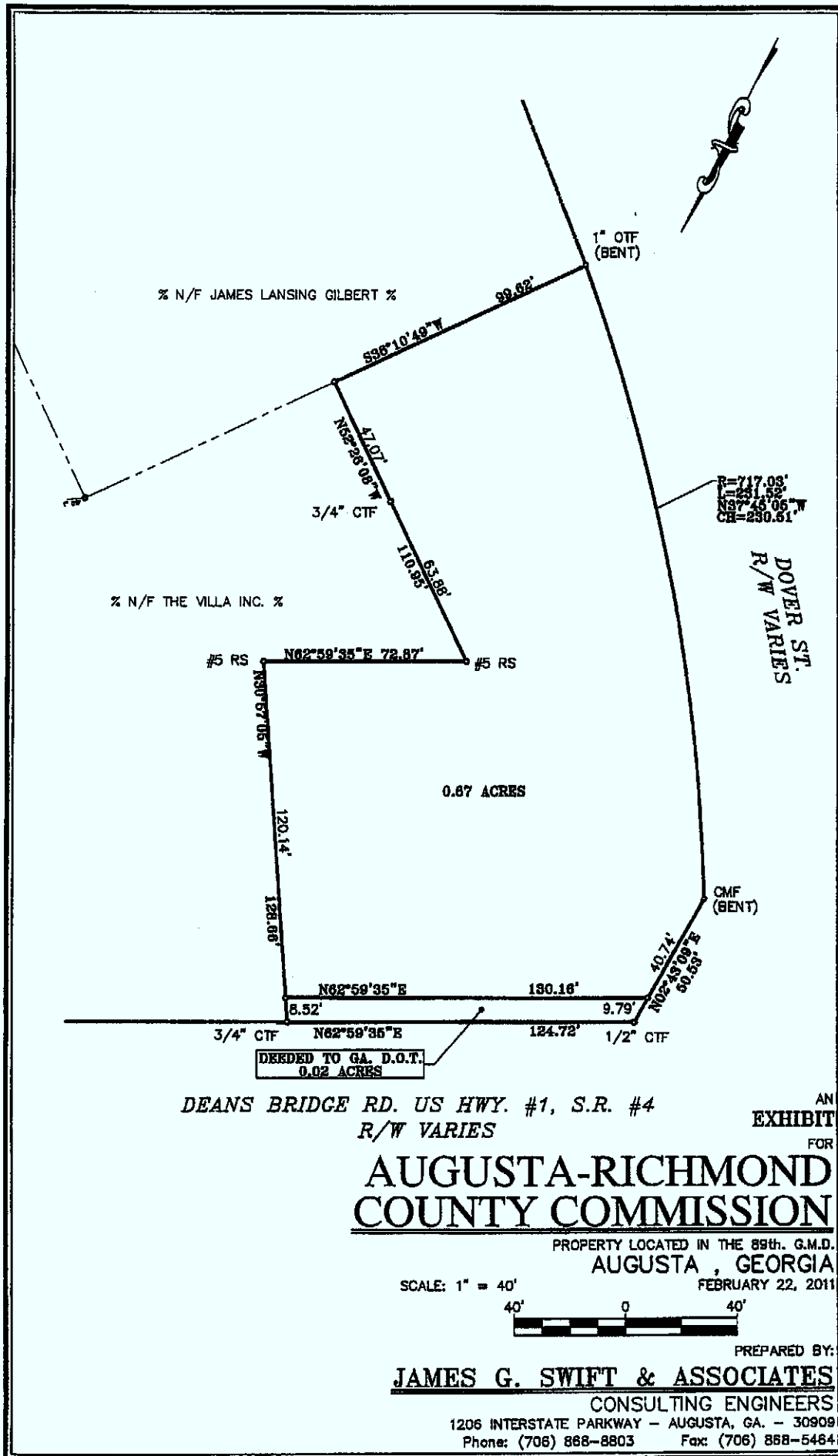
Witness

Notary Public

Parcel No. 097-1-117-00-0

DOT 118
Revised 01/00

Item # 3





**Engineering Services Committee Meeting
3/21/2011 12:55 PM
Release Steel Package - Sheriff's Admin**

Department: Public Services Department - Facilities Management Division

Caption: Approve a component change to the existing Purchase Order (P187880) in an amount not to exceed \$550,000, for a revised cost total of \$1,324,442, for purchase and erection of structural steel for the Sheriff's New Office Building with Potts Construction.

Background: Potts was selected under RFQ 10-121 as the Construction Manager at Risk for the Sheriff's New Office Building by the Augusta Commission on September 07, 2010. A purchase order was issued to Potts on November 10, 2010 for the amount of their general conditions, construction fee and pre-construction fee.

Analysis: The proposed monetary modification is required due to the final issuance of the Structural Steel specifications and documents for final pricing and inclusion into the Sheriff's Office Building scope of work. This will allow Potts to order the steel 6 weeks early expediting the schedule and avoiding any downtime while waiting of steel delivery

Financial Impact: The total is \$550,000, with a revised contract amount of \$1,324,442.

Alternatives: 1. Approve a component change to the existing Purchase Order (P187880) in an amount not to exceed \$550,000, for a revised cost total of \$1,324,442, for purchase and erection of structural steel for the Sheriff's New Office Building with Potts Construction. 2. Do not approve this early release and delay completion of the building by at least 6 weeks.

Recommendation: Approve a component change to the existing Purchase Order (P187880) in an amount not to exceed \$550,000, for a revised cost total of \$1,324,442, for purchase and erection of structural steel for the Sheriff's New Office Building with Potts Construction.

Funds are Available in the Following Accounts: FUNDS ARE AVAILABLE IN ACCOUNT: Sheriff's Office Building:GL -328-03-1130; JL - 210351003

REVIEWED AND APPROVED BY:

Cover Memo

Item # 4

Finance.

Procurement.
Law.
Administrator.
Clerk of Commission



**Engineering Services Committee Meeting
3/21/2011 12:55 PM
Tree Commission and Augusta Port Authority**

Department: Clerk of Commission

Caption: Report from the Tree Commission and the Augusta Port Authority.
(Requested by Commissioner Aitken)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission
