



Finance Committee Meeting Commission Chamber - 2/14/2017

ATTENDANCE:

Present: Hons. Frantom, Chairman; Sias, Vice Chairman; Hasan, member.

Absent: Hon. Hardie Davis, Jr., Mayor; Guilfoyle, member.

FINANCE

1. Award Dawson & Taylor as Commercial Property Insurance Broker with annual quote. (RFP 17-124) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

2. Request to approve submittal of funding proposal for Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Disabled Persons to the Georgia Department of Human Services and Central Savannah River Area – Agency on Aging. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

3. Approve award of a \$51,448.50 contract to Landmark Preservation, LLC, for the rehabilitation project at the Meadow Garden House Museum. (RFP 17-132) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

4. Motion to approve the minutes of the Finance Committee held on January 31, 2017. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

5. Approve Excess Workers' Compensation Insurance with Safety National – Incumbent With Statutory limits and a \$1,000,000 Self Insured Retention (SIR – otherwise known as the deductible) to cover all positions for a premium of \$304,882. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes



**Finance Committee Meeting
2/14/2017 1:15 PM
Attendance 2/14/17**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Request for Proposal

Request for Proposals will be received at this office until Friday, January 13, 2017 @ 11:00 a.m. for furnishing

for the **Augusta Finance Department- Risk Management Division:**

RFP Item #17-124 Insurance Broker Services for Commercial Property Blanket Insurance to Include Boilers and Machinery

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

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

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

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 Friday, December 30, 2016 @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

No proposal may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle December 8, 15, 22, 29, 2016
Metro Courier December 14, 2016



**Proposal Opening RFP Item #17-124
Insurance Broker Services for Commercial Property Blanket
Insurance to Include Boilers and Machinery
for Augusta, Georgia - Finance Department
RFP Due: Friday, January 13, 2017 @ 11:00 a.m.**

Total Number Specifications Mailed Out: 15
Total Number Specifications Download (Demandstar): 8
Total Electronic Notifications (Demandstar): 235
Pre-Qualifications/Telephone Conference Attendees: NA
Total packages submitted: 2
Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify	SAVE Form	Addendum 1	Original	6 Copies	Fee Proposal
J. Smith Lanier & Co. P.O. Box 211110 Augusta, GA 30917	Yes	103510	Yes	Yes	Yes	Yes	Yes
Dawson Taylor & Co. 3510 Wheeler Rd. Augusta, GA 30909	Yes	790196	Yes	Yes	Yes	Yes	Yes



Finance Department

Donna B. Williams, CGFM
Director

Timothy E. Schroer, CPA
Deputy Director

Memorandum

To: Geri A. Sams, Procurement Director
From: Timothy E. Schroer, CPA, and Deputy Finance Director 
Date: January 27, 2017
Re: RFP 17-124 – Insurance Broker Services for Commercial Property Blanket Insurance to include Boilers and Machinery evaluation

The evaluation committee has evaluated the responses to RFP 17-124, Dawson Taylor & Co received the highest evaluation score. It is the recommendation of the evaluation committee and the Finance Department to award this item to Dawson Taylor & Co.

Upon Procurement's receipt of the required consultant's documents, Finance will submit a Muni-Agenda Item for Commission approval.

17 JUN 30 4:08:22

FYI: Process Regarding Request for Proposals

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

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

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

Sec. 1-10-52. Sealed proposals.

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

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

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

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

ordinances relating to the contract or services;

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

User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-17-124-0-2017/nw

Bid Name Insurance Broker Services for Commercial Property Blanket Insurance to Include Boilers and Machinery

6 Document(s) found for this bid

8 Planholder(s) found.

[Add Planholder](#)

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Advanced Starlight International	5032225718	5032225700	5			Documents
AON Consulting						Documents
Arthur J Gallagher	6783935234	6783935234	5			Documents
Arthur J. Gallagher & Co.						Documents
Brown & Brown of FL, Inc.	3862397211	3863239144	5			Documents
Johns Eastern Company, Inc.	9419073100	9415274035	1			Documents
SevenOutsource	3153087850	3153087850	1			Documents
Shay Enterprise	2539856691	2539856691	1			Documents

Page 1 of 1

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Bidders List

Bid Item # 17-124 Cost \$ _____

#	Company Name	Complete Mailing Address	Date	Spec. #	Initials	Mailed By
1	DNI SERVICES ATTN: DON WARREN ONE WEST COURT SQUARE SUITE 750-B DECATUR, GA 30030	<i>Phone</i> 404-494-7865	12/2/16	17-124	DW	U-S ma: /
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

DAWSON TAYLOR & COMPANY
ATTN: MIKE TAYLOR, JR.
3510 WHEELER ROAD
AUGUSTA, GEORGIA 30909

RESURGENS RISK MANAGEMENT
ATTN: JAY WARMAN
1201 PEACHTREE STREET NE
400 COLONY SQUARE, SUITE 1730
ATLANTA, GEORGIA 30361

WAUSAU SIGNATURE AGENCY
ATTN: GLENN LEGRANDE
10715 SIKES PLACE, SUITE 200
CHARLOTTE, N.C. 28277

J. SMITH LANIER & COMPANY
ATTN: PHIL HARISON, JR.
2601 COMMONS AVENUE
AUGUSTA, GEORGIA 30909

BLANCHARD & CALHOUN INS
ATTN: PATTERSON POWELL
245 DAVIS ROAD
AUGUSTA, GA 30907

GEICO INSURANCE AGENT
ATTN: LOU CHEEK
3316 DEANS BRIDGE ROAD
AUGUSTA, GA 30906

WILLIAM HEFFERNAN INSURAN
ATTN: COMMERCIAL INSURANCE
1228 REYNOLDS STREET
AUGUSTA, GA 30901

ADVANCED INSURANCE SERVICES
ATTN: COMMERCIAL INSURANCE
2541 PEACH ORCHARD ROAD
AUGUSTA, GA 30906

VANDER MORGAN GROUP
ATTN:
3401 WASHINGTON ROAD
AUGUSTA, GA 30907

ACHS INSURANCE
ATTN: KIM ALAIMO
1201 TOWN PARK LANE
EVANS, GA 30809

INSURANCE SERVICES OF AUGUS
ATTN: MARTY WILLIS
2945 WALTON WAY
AUGUSTA, GA 30909

THE INSURANCE CENTER
210 15TH STREET
AUGUSTA, GEORGIA 30901

THE INSURANCE AGENCY
ATTN: BROKER
3435 WRIGHTSBORO ROAD
AUGUSTA, GA 30909

SATCHER INSURANCE SERVICES
ATTN: BROKER
4210 COLUMBIA ROAD
AUGUSTA, GA 30917

GLOBAL INSURANCE & ASSOC
ATTN: BROKER
5108 WRIGHTSBORO ROAD
GROVETOWN, GA 30813

Donna Williams
Finance Department

Sandy Wright
Risk Management

Joe Crozier
Rick Management

Kellie Irving
Compliance

RFP Item 17-124
Insurance Broker Services for Commercial
Property Insurance to include Boilers &
Machinery
for Finance Dept.-Rick Management
Mailed December 8, 2016

RFP Item 17-124
Insurance Broker Services for Commercial
Property Insurance to include Boilers &
Machinery
for Finance Dept.-Rick Management
RFP Due: FRI. 01/13/17 @ 11:00 A.M.

Insurance Broker Services for Commercial Property Blanket Evaluation Sheet - RFP Item #17-124 for Augusta, Georgia - Finance Department Evaluation Meeting: Wednesday, January 25, 2017 @ 3:00 p.m.			
Vendors			
J. Smith Lanier & Co. P.O. Box 211110 Augusta, GA 30917		Dawson Taylor & Co. 3510 Wheeler Rd. Augusta, GA 30909	
RANKING - First Round Elimination (MUST PASS FOR CONTINUED CONSIDERATION)			
Submittal and Quality of RFP			
A. Package submitted by the deadline Pass/Fail		PASS	
B. Package is complete (includes requested information as required per this solicitation) Pass/Fail		PASS	
Quality of RFP			
C. Overall Quality of RFP			
50		42.5	
D. Narrative			
100		90	
100		85	
95		90	
90		80	
75		67.5	
10		42.5	
Scope of Services (Total Points 200)			
1. Provide Augusta superior value in Commercial Property Insurance (All Risks) 60		50	
2. Provide regular site visits with Loss Prevention/Risk Reduction recommendations. 50		40	
3. Provide quotes from companies that have an A.M. Best's rating of A or better. 50		50	
4. Provide General Broker Services (insurance coverage advice, and general risk mgmt. advice) 40		40	
200		180	
Proximity to Area (Total Points 10)			
Within Richmond County 10		10	
Within CSRA 8		10	
Within Georgia 6		10	
Within SE United States (includes AL, TN, NC, SC, FL) 4		10	
All Others 2		10	
TOTAL			
10		10	
Cost/Fee Consideration			
G. Proximity to Area 10		10	
Reference(s) (Total Points 10)			
H. References 10		10	
Total (Total Possible Score 750)			
750		665	
Total		688	
Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide Internal Use Only			
Evaluator: Cumulative			
Date: 1/25/17			
Procurement Department Representative: Nancy Williams			
Procurement Department Completion Date: 1/25/17			



Finance Committee Meeting

2/14/2017 1:15 PM

Award Broker Service and bid for Commercial Property Insurance to include Boilers and Machinery

Department:	Finance - Risk Management
Presenter:	Donna Williams
Caption:	Award Dawson & Taylor as Commercial Property Insurance Broker with annual quote. (RFP 17-124)
Background:	Augusta has elected to use Property Insurance Broker Services and carry commercial property insurance on its properties since consolidation. The Risk Management Office staff inspects all Augusta properties annually and works with insurance company engineers in helping to reduce risk of property loss to Augusta.
Analysis:	The evaluation committee is recommending Dawson & Taylor Insurance Company for Augusta Commercial Property Insurance Broker Service and the annual premium quote that was provided. Dawson & Taylor seeks annual quotes from the insurance market for “all risks” coverage on buildings and contents. Quotes are obtained from companies with A or better rating. Affiliated FM was the low bidder and is providing greater coverage for the exposure. Current coverage carries a \$50,000 deductible per occurrence except for flood and earthquake.
Financial Impact:	A premium for blanket coverage is being offered on total property values of \$765,000,000 for \$367,200 with a \$50,000 deductible.
Alternatives:	Drop coverage and retain risk, 2. Reduce premiums by only insuring those properties representing the largest losses should an event damage the structures (Municipal Building, Law Enforcement Center, Judicial Center, RCCI, etc.)
Recommendation:	Approve Dawson & Taylor as property insurance broker for property insurance coverage for 2017 to include this year’s annual premium in the amount of \$367,200 which includes flood coverage. Effective date of coverage is March 1, 2017 through March 1, 2018. The contract for brokerage services is for 3 years

with the option of two one (1) year renewals.

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

611015212 Risk Management General Insurance Fund Account

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

PROGRAM OF PROJECTS AND BUDGET

Name of Applicant: Augusta Planning and Development Dept. as Augusta Regional Transportation Study
- MPO

Congressional District: 12

Project Start Date: 03/20/2017

Project Duration: 22 (months) Up to June 30, 2018

Clearinghouse Number: _____

Approval Date: _____

Proposed Funding:

<u>SCOPE</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT</u>	<u>FEDERAL AMOUNT</u>	<u>STATE AMOUNT</u>	<u>LOCAL AMOUNT</u>
<u>641</u>	FTA Section 5310	\$	\$	\$	\$
<u>ACTIVITY:</u>					
<u>11.7L.00</u>	<u>Mobility Man.</u>	\$100,000	\$80,000	0	\$20,000

<u>11.71.13</u>	<u>Purchase of-</u>				
	<u>Service</u>	\$187,500	\$150,000	0	\$37,500
	Quantity: 8,785 Trips				

	Quantity: _____				
<u>SCOPE:</u>					
_____	_____	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

	Quantity: _____				
<u>ACTIVITY:</u>					
_____	_____				

	Quantity: _____				
_____	_____				

	Quantity: _____				
TOTAL		\$287,500	\$230,000	\$0	\$57,500

PROGRAM OF PROJECTS AND BUDGET

Name of Applicant: Augusta Planning and Development Dept. as Augusta Regional Transportation Study
- MPO

Congressional District: 12

Project Start Date: 03/20/2017

Project Duration: 22 (months) Up to June 30, 2018

Clearinghouse Number: _____

Approval Date: _____

Proposed Funding:

<u>SCOPE</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT</u>	<u>FEDERAL AMOUNT</u>	<u>STATE AMOUNT</u>	<u>LOCAL AMOUNT</u>
<u>641</u>	FTA Section 5310	\$	\$	\$	\$
<u>ACTIVITY:</u>					
<u>11.7L.00</u>	<u>Mobility Man.</u>	\$37,500	\$30,000	0	\$7,500

<u>11.71.13</u>	<u>Purchase of-</u>				
	<u>Service</u>	\$62,500	\$50,000	0	\$12,500
	Quantity: 3,825 Trips				

	Quantity: _____				
<u>SCOPE:</u>					
_____	_____	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

	Quantity: _____				
<u>ACTIVITY:</u>					
_____	_____				

	Quantity: _____				
_____	_____				

	Quantity: _____				
TOTAL		\$100,000	\$80,000	\$0	\$20,000

Project Milestone Schedule

Subgrantee Name: Augusta Public Transit Department

Contact Name: Patrick Stephens, Transit Director

Contact Phone: 706.-821-1721 Front Desk or 706-821-4400 Direct

Budget Activity No.	Budget Line Item Description	Budget Request
641-11.7L.00	Mobility Management (Capital)	\$37,500

	<u>Estimated Completion Date*</u>
Initial Expenditure for Mob. Man,	03-20-2017
Final Expenditure for Mob. Man.	06-30-2018

Budget Activity No.	Budget Line Item Description	Budget Request
641-11.71.13	Purchase of Service (Capital)	\$62,5000

	<u>Estimated Completion Date*</u>
RFP Solicitation	
Notice of Award for Transit Service and Contracting Complete	
Transit Service Start Date	March 20, 2017
Transit Service Contract End Date	July 31, 2018

* "Varies" is not acceptable

PROGRAM OF PROJECTS AND BUDGET

Name of Applicant: Augusta Planning and Development Dept. as Augusta Regional Transportation Study
- MPO

Congressional District: 10,2,3

Project Start Date: 7/01/2017 Project Duration: 21 (months) Up to June 30, 2018

Clearinghouse Number: _____ Approval Date: _____

Proposed Funding:

<u>SCOPE</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT</u>	<u>FEDERAL AMOUNT</u>	<u>STATE AMOUNT</u>	<u>LOCAL AMOUNT</u>
<u>641</u>	FTA Section 5310	\$	\$	\$	\$
<u>ACTIVITY:</u>					
<u>11.7L.00</u>	<u>Mobility Man.</u>	\$62,500	\$50,000	0	\$12,500

<u>11.71.13</u>	<u>Purchase of-</u>				
	<u>Service</u>	\$125,000	\$100,000	0	\$25,000
	Quantity: 4,960 Trips				

	Quantity: _____				
<u>SCOPE:</u>					
_____	_____	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
	Quantity: _____				
<u>ACTIVITY:</u>					
_____	_____				
	Quantity: _____				
_____	_____				
	Quantity: _____				
TOTAL		\$187,500	\$150,000	\$0	\$37,500

Project Milestone Schedule

Subgrantee Name: Lower Savannah Council of Governments

Contact Name: Dana Luttrull, Grants & Compliance Manager

Contact Phone: 803-508-7059 Direct or 803-649-7981 Front Desk

Budget Activity No.	Budget Line Item Description	Budget Request
641-11.7L.00	Mobility Management (Capital)	\$62,500

	<u>Estimated Completion Date*</u>
Initial Expenditure for Mob. Man,	07-31-2017
Final Expenditure for Mob. Man.	06-30-2018

Budget Activity No.	Budget Line Item Description	Budget Request
641-11.71.13	Purchase of Service (Capital)	\$125,000

	<u>Estimated Completion Date*</u>
RFP Solicitation	03-21-2017
Notice of Award for Transit Service and Contracting Complete	05-31-2017
Transit Service Start Date	07-10-2017
Transit Service Contract End Date	06-30-2018

* "Varies" is not acceptable

**Augusta Regional Transportation Study – ARTS MPO
Service Proposal – Coordinated Human Services Transportation
FTA Section 5310 Enhanced Mobility for Seniors and Disabled Persons
Augusta – Richmond Co. Georgia, and Aiken Co., South Carolina Urban Area**

Augusta Public Transit Department (APT)

Funding: Total = \$100,000

1. #11226 (FFY13) (Grant 38) - Total funds =\$100,000 - Augusta MPO allocation of \$80,000 in FTA funds and required local match totaling \$20,000 provided by DHS.

Service Area: Richmond County is a combination of both rural and urban areas.

These funds will provide service to seniors and disabled persons that live outside of the ¾-quarter mile radius for ADA Paratransit Service as complimentary service to fixed route bus transit provided by APT and those persons who live in the urbanized area traveling to the rural areas in Richmond County. Currently, these population groups may have limited to no access to public transit for work, medical, shopping, workforce training and educational trips. This service will further improve mobility for persons living in Augusta Richmond County including further implement the Age Friendly program.

Type of Service: **FTA ALI Code: 641-0011.71.13** **Purchase of Service (POS)**
Transportation operating Monday through Saturday: 6:00 a.m. until 7:30 p.m.

FTA Section 5310 funds will provide an opportunity to add human service coordinated trips to the resources available to residents living in the urbanized portion of Augusta Richmond Co. outside of the ¾-quarter mile of fixed route bus service. APT assisted by ARTS will issue a solicitation for bids to procure vendor(s) to provide transportation services.

APT anticipates with a budget of \$62,500 for **purchase of service** for one-way trips from March 1, 2017 to June 30, 2018:

- Weekly trips = 200
- TOTAL Trips: 3825

Average trip cost: \$26.00 per trip

FTA ALI Code: 641-0011.7L.00 Mobility Management / Augusta Public Transit Department will provide service in Richmond County, GA. including Mobility Management, scheduling and travel training. APT anticipates a budget of \$37,500.

Monday to Friday 8:00 am to 5:00 pm to schedule trip 24 hours in advance. Scheduling calls received on Saturday will be handled through office voicemail.

Lower Savannah Council of Governments (LSCOG)

Funding: Total = \$187,500

1. #11236(FFY14) (Grant 39) = \$62,500, #11237(FFY15) (Grant 40) = \$62,500 and #11238(FFY16) (Grant 41) \$62,500 – ARTS MPO total allocation = \$187,500 including \$150,000 in federal funds and local match totaling \$37,500 provided by DHS for LSCOG to serve Aiken and Edgefield Counties, SC.

Service Area: Aiken County is a combination of both rural and urban areas. Urban portions of Aiken and Edgefield Counties will be served by urban 5310 funds. The trip must originate in the urbanized portion of each county. The most common areas served include Aiken, North Augusta, Graniteville, Warrentonville, Burnetown, Langley, Clearwater (the Midland Valley area). The 2010 Census added to the urbanized area 12.6 square miles right over the Aiken County border into Edgefield County, SC. This new area has 1,367 households and up to 23% of that, population may be eligible for 5310 trip requests based on age and disability.

The “destination” service area will include all of the urbanized portion of Aiken and Edgefield Counties, as well as a small portion of Augusta for drop off at popular medical centers such as University Hospital, GRU, Doctor’s Hospital and the Augusta Public Transit hub for possible transfers to their public transportation service.

Type of Service: FTA ALI Code: 641-0011.71.13 Purchase of Service (POS) **Transportation** operating Monday through Friday from 7:00 a.m. until 5:00 p.m. EST.

Number of People Served

FTA Section 5310 funding serves members of the public who are age 60+ and/or disabled. Mobility managers will perform the eligibility determination and help coordinate the trip requests with the service provider. LSCOG will issue a solicitation for bids to procure vendor(s) to provide transportation services. LSCOG recognizes that the total number of people served will be smaller than the anticipated number of trips; both because trips are counted as “one-way” and because some passengers will take multiple trips over the course of the program. Our experience in the past with 5310 funding when it was available for purchase of service from SCDOT, was that medical destinations were the most sought after trip request. Several persons also asked for consistent, reliable dialysis transportation since they did not have Medicaid as a resource. A commitment to dialysis, in particular, can truncate the number of persons served overall.

LSCOG anticipates with a budget of \$125,000 for **purchase of service** for one-way trips from July 1, 2017 to December 31, 2018:

- 1,800 Wheelchair Trips
- 3,160 Ambulatory Trips
- TOTAL Trips: 4,960

Average trip length one-way is calculated at 12 miles. Avg. trip cost \$25.20
Estimated Number of people served: 65

FTA ALI Code: 641-0011.7L.00 Mobility Management / Monday to Friday 8:00 am to 5:00 pm

The mobility managers of Lower Savannah Aging, Disability & Transportation Resource Center (ADTRC) answer phone and web based inquiries regardless of origin. The majority of transit calls will be from residents of Aiken County served by the Best Friend Express fixed route and the Dial-a-Ride paratransit program. Section 5310 funds will provide an opportunity to add human service coordinated trips to the resources available to residents living in the urbanized portion of Aiken and Edgefield Counties.

LSCOG anticipates the number of people served with the **mobility management budget** of \$62,500 to be 300 with the average of 1600 calls over the 18-month contract period.



Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

MEMORANDUM

TO: Carletta Singleton

FROM: Perry McMillon, PhD, District 2 Field Operations Coordinator

CC: Flora Birt, Regional Transportation Coordinator
Vickie Young, Contracts Administrator

RE: 5310 Match – Follow-up to Conference Call

DATE: January 13, 2017

Using the existing match processes in the Georgia Department of Human Services' contract with the Central Savannah River Area Regional Commission (CSRA RC), the Region 7 Regional Transportation Office will cover 100% of the required match for Grant 38, 39, 40, and 41 expended through a contract(s) with the CSRA RC. The funding amounts available to the large urbanized area of Augusta – Richmond County, Georgia and Aiken County, South Carolina area is \$230,000. The breakout is as follows:

- #11226(FFY13)- \$80,000 (Grant 38)
- #11236(FFY14)- \$50,000 (Grant 39)
- #11237(FFY15) -\$50,000 (Grant 40)
- #11238(FFY16) -\$50,000 (Grant 41)

Please let us know if you have additional questions.



December 29, 2016

Melanie Wilson, Director of Planning & Development
City of Augusta
535 Telfair Street, Suite 300
Augusta, GA 30901

Dear Ms. Wilson:

Lower Savannah Council of Governments (LSCOG) will decline urban 5310 funds currently obligated in Georgia Department of Human Services (GDHS) grant #38 for \$80,000 in federal funding expiring June 30, 2017.

LSCOG would like to retain the federal 5310 funding currently obligated in GDHS grants #39, 40, and 41 for a total of \$150,000. We recognize that doing so will require a new understanding with GDHS and the MPO where the ARTS/MPO would act as a fiscal agent on the behalf of LSCOG in order for us to have access to those particular 5310 funds.

LSCOG would also like to work towards becoming a "Direct Recipient" for urban 5310 funding under future appropriations, starting with the FY 2017 allocation.

I would like to thank you for your willingness to assist LSCOG with the 5310 program and securing these funds on behalf of Aiken County residents living in the urbanized portion of the county.

Sincerely,

William Molnar, Ph.D.
Executive Director

cc: Vickie Young, GDHS



Finance Committee Meeting
2/14/2017 1:15 PM
Federal Transit Administration Section 5310 Program

Department:	Planning and Development
Presenter:	Melanie Wilson
Caption:	Request to approve submittal of funding proposal for Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Disabled Persons to the Georgia Department of Human Services and Central Savannah River Area – Agency on Aging.
Background:	The Federal Transit Administration provides federal funds to the State of Georgia for coordinated human services transportation for the elderly and disabled persons. The Augusta Planning and Development Department (APDD) as the Augusta Regional Transportation Study - Metropolitan Planning Organization (MPO) serving the urbanized area of Augusta Richmond County, Georgia and Aiken Co., South Carolina. The Lower Savannah Council of Government (LSCOG) is the direct recipient for these funds and operate Best Friends Express public transit service in Aiken Co. SC. The APDD collaborated with LSCOG and Augusta Public Transit Department (APT) to determine the best use of these funds. LSCOG will waive the use of \$100,000, (\$80,000 federal funds and \$20,000 as state match) to the Augusta Public Transit Department to fund expanding coordinated human transportation service to residents in Richmond Co. LSCOG will retain \$187,500 to provide coordinated human services transportation service in Aiken and Edgefield Counties in South Carolina. Refer to Attachment A – Service Proposal. The Augusta Public Transit Department will provide this transportation service in Augusta Richmond County and the Lower Savannah Council of Government (LSCOG), which operates Best Friends Express, will provide public transportation service in the urban area of Aiken and Edgefield Counties SC. This transit service will serve persons age 60+ and those with disabilities.
Analysis:	Without approval of this item, the Augusta Planning Development Department cannot proceed with submitting the funding proposal

to receive federal and state funds designated to the ARTS MPO area by the FTA and State of Georgia. These funds would go to other cities and counties in Georgia, and a portion of the FTA funds would lapse. This will increase public transit services to the elderly and disabled persons in Richmond County and support implementation strategies for Augusta Age Friendly Program.

Financial Impact:

The State of Georgia will provide the state matching funds through the Department of Human Services and the Central Savannah River Area – Agency on Aging. The federal and state funds include the following: 1. #11226 (FFY13) (Grant 38) - Total funds =\$100,000 - ARTS MPO allocation of \$80,000 in federal funds and local match totaling \$20,000 provided by DHS for Augusta Public Transit Dept. to provide service in Richmond Co. Mobility Management = \$37,500 and Purchase of Service = \$62,500. 2. #11236 (FFY14) (Grant 39) = \$62,500, #11237 (FFY15) (Grant 40) = \$62,500 and #11238 (FFY16) (Grant 41) \$62,500 – ARTS MPO total allocation = \$187,500 including \$150,000 in federal funds and local match totaling \$37,500 provided by DHS for LSCOG to serve Aiken and Edgefield Counties, SC. Mobility Management = \$62,500 and Purchase of Service = \$125,000.

Alternatives:

Approve request to submit funding proposal. There is no financial commitment needed by Augusta Richmond County.

Recommendation:

Approve submittal of funding proposal to the GA Dept. of Human Services and Central Savannah River Area – Agency on Aging to receive designated federal and state funds on behalf of the Augusta Regional Transportation Study – Metropolitan Planning Organization

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

220-01-6309

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

Request for Proposal

Request for Proposals will be received at this office until Thursday, January 5, 2017 @ 11:00 a.m. for furnishing:

RFP Item #17-132 Meadow Garden Rehabilitation – Augusta Planning and Development Department

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

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

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

A Pre Proposal Conference will be held on Tuesday, December 20, 2016 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605. A Site Visit will follow.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Wednesday, December 21, 2016, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

No RFP may be withdrawn for a period of 60 days after bids have been opened, pending the execution of contract with the successful bidder(s).

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

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

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	November 24, December 1, 8, 15, 2016
Metro Courier	November 30, 2016



RFP Item #17-132
Meadow Garden Rehabilitation
for Augusta, Georgia - Planning and Development Department
RFP Date: Tuesday, January 10, 2017 @ 11:00 a.m.

Total Number Specifications Mailed Out: 20
Total Number Specifications Download (Demandstar): 9
Total Electronic Notifications (Demandstar): 236
Mandatory Pre-Proposal/Telephone Conference Attendees: 4
Total packages submitted: 1
Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify #	Addendum 1-2	SAVE Form	Original	5 Copies	Fee Proposal
LANDMARK PRESERVATION, INC. P.O. BOX 8604 SAVANNAH, GA 31412	Yes	911818	Yes	Yes	Yes	Yes	Yes



Planning and Development Department

**Melanie Wilson,
Director**

February 3, 2017

Geri Sams, Director
Augusta Procurement Department
535 Telfair Street, Suite 605
Augusta, GA 30901

RE: Contractor Award - RFP #17-132
Meadow Garden Rehabilitation Project

Dear Ms. Sams,

The contractor selection committee has completed negotiations with Landmark Preservation, LLC, and recommends that the city contract with the firm to complete the referenced project. The scope of work, price and project schedule should match the firm's revised proposal dated January 30, 2017. As stated in previous correspondence, the selection committee was impressed with the firm's proposed scope of work, the demonstrated experience on similar projects, the qualifications of the firm's personnel and the proposed schedule for completing the work.

Please contact me if you have questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Paul DeCamp".

Paul DeCamp, Deputy Director

cc: Melanie Wilson, Director, Planning and Development Department
Nancy Williams, Procurement Department
Nancy He, Finance Department

17 FEB 06 AM 10:08

FYI: Process Regarding Request for Proposals

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

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

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

Sec. 1-10-52. Sealed proposals.

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

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

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

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

ordinances relating to the contract or services;

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


[My DemandStar](#)
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[Account Info](#)
[Log Bid](#) | [\[View Bids\]](#) | [View Quotes](#) | [Supplier Search](#) | [Build Broadcast List](#)

Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-17-132-0-2017/nw

Bid Name Meadow Garden Rehabilitation

3 Document(s) found for this bid

9 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Advanced Starlight International	5032225718	5032225700	2			Documents
CCS Presentation Systems, Inc.	9049987227	9049987225	1	1. Small Business		Documents
Farnsworth Group	3096638436	1234123456	1			Documents
NAPA Auto Parts Of Augusta	6189803689		1			Documents
Native American Services Corp.						Documents
Strollo Architects Incorporated	4074235355	4074225994	1	1. Small Business		Documents
The Bluebook of Building & Construction	8004312584	9143028103	3			Documents
The Epsten Group	4045770370		1			Documents
The Jaeger Company	7065435459	7065435456	1	1. Small Business		Documents

Page 1 of 1

Format for Printing No ▾

APPLEGRAPH CONSTRUCTION
ATTN: CHARLES HAYWOOD
1528A CRESCENT COURT
AUGUSTA, GA 30909

FAHRION BUILDS
ATTN: DAVE FAHRION
PO BOX 1578
EVANS, GA 30809

RCN CANTRACTING
ATTN: SKIP NEWMAN
1115 FRANKE PLACE COURT
AUGUSTA, GA 30909

ATTN: TODD L. SELKE
SHENANDOAH RESTORATIONS
10229 BROAD RIVER ROAD
IRMO, SC 29063

ATTN: RUSTY DIBBLE, OWNER
HISTORIC WINDOW AND SASH
190 MILL GATE DRIVE
DALLAS, GA 30157

LANDMARK PRESERVATION, INC.
P.O. BOX 8604
SAVANNAH, GA 31412

ATTN: WESLEY SCOTT
SCOTT'S WOODWORKS
1825 KILLINGSWORTH ROAD
AUGUSTA, GA 30904

STEWART CONSTRUCTION CO.
ATTN: TODD STEWART
PO BOX 2957
EVANS, GA 30809

CHAMPION WINDOWS
4070 WASHINGTON ROAD
MARTINEZ, GA 30907

AUGUSTA SASH & DOOR
475 COLUMBIA INDUSTRIAL BLVD
EVANS, GA 30809

NU ROOFS OF AUGUSTA
46 13TH STREET
AUGUSTA, GA 30901

THE WINDOW GALLERY
1129 BROAD STREET
AUGUSTA, GA 30901

SOUTHERN SIDING AND WINDOW
259 BOBBY JONES EXPRESSWAY
AUGUSTA, GA 30907

WINDOW WORLD CSRA
211 BOBBY JONES EXPRESSWAY
MARTINEZ, GA 30907

BARRETT WINDOW AND DOOR
707 MCKNIGHT INDUSTRIAL BLVD
AUGUSTA, GA 30907

ENLOE RESIDENTIAL CO.
3341 VAUCLUSE ROAD
AIKEN, SC 29801

THE THOMPkins CO
2323 MILLEDGEVILLE ROAD
AUGUSTA, GA 30904

NORTH AUGUSTA AWNING &
WINDOW
404 HEIL DRIVE
NORTH AUGUSTA, SC 29841

PRATT-DUDLEY
1002 UNIVERSITY PLACE
AUGUSTA, GA 30901

LOVELACE ROOFING
3850 WASHING ROAD, SUITE 4-F
MARTINEZ, GA 30907

MELANIE WILSON
PLANNING AND DEVELOPMENT

PAUL DECAMP
PLANNING AND DEVELOPMENT

KELLIE IRVING
COMPLIANCE OFFICE

RFP ITEM #17-132
MEADOW GARDEN
REHABILITATION
FOR PLANNING AND DEVELOPMENT
MAILED OUT NOVEMBER 23, 2017

RFP ITEM #17-132
MEADOW GARDEN
REHABILITATION
FOR PLANNING AND DEVELOPMENT
BID DUE: THU. 01/05/17 @ 11:00 A.M.



Evaluation Sheet - RFP Item #17-132
Meadow Garden Rehabilitation
for Augusta, Georgia -
Planning and Development Department
RFP Due: Thursday, January 26, 2017 @ 3:00 p.m.

Vendors		LANDMARK PRESERVATION, INC. P.O. BOX 8604 SAVANNAH, GA 31412
RANKING - First Round Elimination (MUST PASS FOR CONTINUED CONSIDERATION)		
Submittal and Quality of RFP		
A. Package submitted by the deadline	Pass/Fail	PASS
B. Package is complete (includes requested information as required per this solicitation)	Pass/Fail	PASS
Second Round Elimination (Total Points 50) (MUST ACHIEVE 35 POINTS FOR CONTINUED CONSIDERATION)		
Quality of RFP		
C. Overall Quality of RFP (concise and to-the-point)	50	50.0
Proposer's Overall Ability to Provide the Services (Total Points 470)		
D. Narrative		
1. Technical Approach	100	99.3
2. Financial Responsibility	100	98.3
3. Project Management	95	94.7
4. Key Personnel & Staff	90	90.0
5. Organizational Qualifications	75	74.0
6. Optional Interview (Potential Bonus Points)	10	6.7
D. TOTAL	470	463
Scope of Services (Total Points 200)		
E. Scope of Services		
1. Demonstrated experience in the rehabilitation and / or restoration of historic properties.	50	50.0
2. Demonstrated experience in the rehabilitation and / or restoration of wood-framed windows on historic structures, including the use of tools and techniques outlined in Preservation Brief #9 published by the National Park Service.	50	50.0
3. Proposed project schedule and ability to meet a project completion deadline of May 31, 2017.	50	50.0
4. Demonstrate quality and completeness in the contractor's approach to the project.	50	49.3
E. TOTAL	200	199.3
Cost/Fee Consideration		
G. Proximity to Area		
Lowest Fees	10	10
Second	8	
Third	6	
Forth	4	
Fifth	2	
TOTAL	10	10
Reference(s) (Total Points 10)		
H. References	20	20.0
Total (Total Possible Score 750)		
Total	750.0	742.3
Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide additional information if deemed necessary.		
Internal Use Only		
Evaluator:	Cumulative	Date: 1/26/17
Procurement Department Representative: _____ Nancy Williams _____		
Procurement Department Completion Date: 1/26/17		



**Finance Committee Meeting
2/14/2017 1:15 PM**

Meadow Garden Rehabilitation Project HPF Grant (FFY 2016)

Department:	Planning and Development
Presenter:	Melanie Wilson
Caption:	Approve award of a \$51,448.50 contract to Landmark Preservation, LLC, for the rehabilitation project at the Meadow Garden House Museum. (RFP 17-132)
Background:	In May 2016 the Georgia Department of Natural Resources (DNR) awarded the city a \$20,000 reimbursable grant to help finance the rehabilitation of windows at the Meadow Garden House Museum (a.k.a. George Walton Home), located at 1320 Independence Drive. The Augusta Commission approved a budget resolution and grant contract with DNR in July 2016. The project is being undertaken in partnership with the property owner, the Daughters of the American Revolution (DAR)
Analysis:	The contractor procurement process has been ongoing for the last 2-3 months, culminating with a recommendation from the selection committee to hire Landmark Preservation for the project. The selection committee was impressed with the firm's proposed scope of work, the firm's demonstrated experience on similar projects, the qualifications of the firm's personnel and the proposed schedule for completing the work. The window repair work will be sensitive to the character of the building and in compliance with the applicable rehabilitation standards.
Financial Impact:	This is a reimbursable grant project. As a result, the city will make periodic payments to the contractor and then request reimbursement from DNR. The Georgia DAR chapter will provide the local cash match for the project. The Planning and Development Department will provide management and technical support on the project. The updated project budget is as follows: HPF Grant Amount \$20,000.00 DAR Match \$33,333.33 Planning Dept. (in-kind) 1,200.00 Total \$54,533.33
Alternatives:	None recommended

Recommendation: Approve the award of a contract for the project to Landmark Preservation, LLC.

**Funds are Available
in the Following
Accounts:** Org. Key 220016309 / Object Code 3341119

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



Finance Committee Meeting Commission Chamber - 1/31/2017

ATTENDANCE:

Present: Hons. Frantom, Chairman; Sias, Vice Chairman; Hasan and Guilfoyle, members.

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

FINANCE

1. Approve 2017-21 Capital Improvements Plan.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Ben Hasan	Commissioner Wayne Guilfoyle	Passes

2. Authorization to request state legislation enabling Community Improvement Districts in Richmond County.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to refer it to the full Commission without a recommendation.			Dies for lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve receiving this item as			

Approve	information. Mr. Guilfoyle out. Motion Passes 3-0.	Commissioner Ben Hasan	Commisioner Sean Frantom	Passes
---------	--	------------------------	--------------------------	--------

3. Motion to approve a request for \$25,000 for MACH Academy to support the services they provide to our community youth. **(Requested by Commissioner Fennoy)** **Item Action:**
Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. Frantom votes No. Mr. Guilfoyle out. Motion Fails 2-1.	Commissioner Ben Hasan	Commissioner Sammie Sias	Fails

4. Motion to approve the minutes of the Finance Committee held on January 10, 2017. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

5. Update from Finance on status of Risk Recovery efforts from April 13, 2016 meeting. **(Requested by Mayor Hardie Davis, Jr.) (Referred from the January 17 Commission meeting)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve deleting this item from the agenda. Motion Passes 4-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes



**Finance Committee Meeting
2/14/2017 1:15 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Finance Committee held on January 31, 2017.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Excess Workers' Compensation Renewal Proposal for

Augusta
G E O R G I A

Presented By:

Andy Dunagan, CWCP, CIC

Vice President, Principal

Kody Darr

Client Executive

Pritchard & Jerden, Inc.

950 E. Paces Ferry Rd, Ste 2000

Atlanta, GA 30326

www.pjins.com

February 6, 2017

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Innovative Insurance Solutions*



Insurance and Risk Management Since 1960

Expiring Program

- **Carrier:** Safety National Casualty Corporation
- **Policy Period:** March 1, 2016 to March 1, 2017
- **Description of Coverage:**
 - Workers Compensation:
 - Statutory Benefits per Applicable State Law
 - Employers Liability:
 - Bodily Injury - Each Accident \$1,000,000
 - Bodily Injury by Disease - Policy Limit \$1,000,000
 - Bodily Injury by Disease - Each Employee \$1,000,000
- **Self-Insured Retention Per Occurrence:** \$1,000,000
- **Exposure:**
 - Basis Payroll
 - Estimated Payroll \$90,908,862
- **Rate:**
 - Basis Per \$100 of Payroll
 - Premium Rate .2739
 - *Rate Comparison (vs. Expiring)* +2.4%
- **Premium:**
 - Minimum Premium \$224,099
 - Deposit Premium \$248,999

Incumbent Market – 2017 Renewal

- **Carrier:** Safety National Casualty Corporation
- **Policy Period:** March 1, 2017 to March 1, 2018
- **Description of Coverage:**
 - Workers Compensation:
 - Statutory Benefits per Applicable State Law
 - Employers Liability:
 - Bodily Injury - Each Accident \$1,000,000
 - Bodily Injury by Disease - Policy Limit \$1,000,000
 - Bodily Injury by Disease - Each Employee \$1,000,000
- **Self-Insured Retention Per Occurrence:** \$1,000,000
- **Exposure:**
 - Basis Payroll
 - Estimated Payroll \$104,748,727
- **Rate:**
 - Basis Per \$100 of Payroll
 - Premium Rate .29106
 - *Rate Comparison (vs. Expiring)* +6.2%
- **Premium:**
 - Minimum Premium \$274,394
 - Deposit Premium \$304,882
 - *Premium Comparison (vs. Expiring)* \$55,883 (\$40,282 due to rate)
- **Subjectivities:**
 - Signed Terrorism form

Additional Options – 2017 Renewal

Option 1

- **Carrier:** ACE/ Chubb
- **Policy Period:** March 1, 2017 to March 1, 2018
- **Description of Coverage:**
 - Workers' Compensation Statutory
 - Employers' Liability \$1,000,000
 - Self-Insured Retention Per Occurrence \$1,000,000
- **Premium:**
 - Rate per \$100 of Payroll .4180
 - Rate Comparison (vs. Expiring) +52.6%
 - Deposit Premium \$437,850
 - Premium Comparison (vs. Expiring) +\$188,851
- **Subjectivities:** renewal documentation on Chubb forms

Option 2

- **Carrier:** XL Insurance (Indication – Subject to additional underwriting)
- **Policy Period:** March 1, 2017 to March 1, 2018
- **Description of Coverage:**
 - Workers' Compensation Statutory
 - Employers' Liability \$1,000,000
 - Self-Insured Retention Per Occurrence \$1,000,000
- **Premium:**
 - Rate per \$100 of Payroll .3628
 - Rate Comparison (vs. Expiring) +33.6%
 - Deposit Premium \$380,000
 - Premium Comparison (vs. Expiring) +\$131,001

Additional Options – 2017 Renewal

Option 3

- **Carrier:** Prosight Specialty Insurance (Indication – Subject to additional underwriting)
- **Policy Period:** March 1, 2017 to March 1, 2018
- **Description of Coverage:**
 - Workers' Compensation Statutory
 - Employers' Liability \$1,000,000
 - Self-Insured Retention Per Occurrence \$1,000,000
- **Premium:**
 - Rate per \$100 of Payroll .3819
 - Rate Comparison (vs. Expiring) +39.4%
 - Deposit Premium \$400,000
 - Premium Comparison (vs. Expiring) +\$151,001

Other Markets - Declinations

- Carrier: Old Republic Risk Management
- Reason: Unable to offer monoline Excess Workers' Compensation. If there is an opportunity to write other lines they may be interested in future years.
- Carrier: Midwest Employers Casualty Company
- Reason: Quoted multiple years in a row without being competitive. MECC noted their pricing would be similar to prior years (app. \$400K) if they released a quote.
- Carrier: AIG
- Reason: Prefers Casualty/ Liability lines for Municipalities
- Carrier: Sompo Japan Ins. Company of America
- Reason: Declined due to timing. Would like the opportunity to review in the future with a minimum of 60 day lead time. Noted, similar to last year, current pricing was significantly lower than they would be able to offer based on loss experience and exposure.

Historic Loss Experience

- January 13, 2017 Valued Loss History

Policy Period	Open	Closed	Claim Ct.	Net Paid	Reserves	Net Incurred
03/01/2006 to 03/01/2007	1	269	270	\$ 1,552,474.35	\$ 1,138,963.99	\$ 2,691,438.34
03/01/2007 to 03/01/2008	2	280	282	\$ 1,416,133.29	\$ 238,916.52	\$ 1,655,049.81
03/01/2008 to 03/01/2009	4	299	303	\$ 3,144,594.07	\$ 216,459.76	\$ 3,361,053.83
03/01/2009 to 03/01/2010	4	272	276	\$ 2,043,179.78	\$ 1,768,278.99	\$ 3,811,458.77
03/01/2010 to 03/01/2011	4	281	285	\$ 1,588,699.74	\$ 913,552.88	\$ 2,502,252.62
03/01/2011 to 03/01/2012	4	256	260	\$ 1,491,441.31	\$ 213,832.87	\$ 1,705,274.18
03/01/2012 to 03/01/2013	3	225	228	\$ 1,602,671.34	\$ 325,860.10	\$ 1,928,531.44
03/01/2013 to 03/01/2014	4	227	231	\$ 1,405,039.31	\$ 491,265.18	\$ 1,896,304.49
03/01/2014 to 03/01/2015	12	234	246	\$ 1,855,599.99	\$ 980,595.36	\$ 2,836,195.35
03/01/2015 to 03/01/2016	17	227	244	\$ 1,466,548.58	\$ 1,071,468.10	\$ 2,538,016.68
03/01/2016 to 03/01/2017	<u>64</u>	<u>163</u>	<u>227</u>	<u>\$ 639,508.62</u>	<u>\$ 786,593.57</u>	<u>\$ 1,426,102.19</u>
Grand Total	119	2,733	2,852	\$ 18,205,890.38	\$ 8,145,787.32	\$ 26,351,677.70

- Loss History Comparison – 2017 vs. 2016

Policy Period	Open	Closed	Claim Ct.	2017 Net Incurred	2016 Net Incurred	Change
03/01/2006 to 03/01/2007	1	269	270	\$ 2,691,438.34	\$ 1,539,231.05	\$ 1,152,207.29
03/01/2007 to 03/01/2008	2	280	282	\$ 1,655,049.81	\$ 1,655,049.81	\$ -
03/01/2008 to 03/01/2009	4	299	303	\$ 3,361,053.83	\$ 3,423,189.95	\$ (62,136.12)
03/01/2009 to 03/01/2010	4	272	276	\$ 3,811,458.77	\$ 2,865,903.54	\$ 945,555.23
03/01/2010 to 03/01/2011	4	281	285	\$ 2,502,252.62	\$ 1,832,462.76	\$ 669,789.86
03/01/2011 to 03/01/2012	4	256	260	\$ 1,705,274.18	\$ 1,797,646.84	\$ (92,372.66)
03/01/2012 to 03/01/2013	3	225	228	\$ 1,928,531.44	\$ 2,388,880.82	\$ (460,349.38)
03/01/2013 to 03/01/2014	4	227	231	\$ 1,896,304.49	\$ 1,562,526.32	\$ 333,778.17
03/01/2014 to 03/01/2015	12	234	246	\$ 2,836,195.35	\$ 1,697,531.75	\$ 1,138,663.60
03/01/2015 to 03/01/2016	17	227	244	\$ 2,538,016.68	\$ 1,013,535.21	\$ 1,524,481.47
03/01/2016 to 03/01/2017	<u>64</u>	<u>163</u>	<u>227</u>	<u>\$ 1,426,102.19</u>		<u>\$ 1,426,102.19</u>
Grand Total	119	2,733	2,852	\$ 26,351,677.70	\$ 19,775,958.05	\$ 6,575,719.65

Historic Loss Experience

- Large Loss History – Excess \$250,000

Policy Effective Date	Injury Date	Claimant	Status	2017 Renewal	2016 Renewal	Annual Change
				Gross Incurred	Gross Incurred	Gross Incurred
03/01/2006 to 03/01/2007	04/28/2006		Closed	\$424,070.83	\$424,070.83	\$0.00
03/01/2008 to 03/01/2009	08/15/2008		Closed	\$658,009.85	\$841,984.52	(\$183,974.67)
03/01/2009 to 03/01/2010	06/09/2009		Closed	\$251,343.03	\$251,343.03	\$0.00
03/01/2006 to 03/01/2007	06/29/2006		Open	\$1,692,241.17	\$508,910.69	\$1,183,330.48
03/01/2007 to 03/01/2008	03/20/2007		Open	\$427,774.47	\$427,774.47	\$0.00
03/01/2008 to 03/01/2009	04/01/2008		Open	\$477,330.17	\$327,330.17	\$150,000.00
03/01/2008 to 03/01/2009	05/06/2008		Re-open	\$367,750.00	\$367,750.00	\$0.00
03/01/2008 to 03/01/2009	08/26/2008		Re-open	\$334,949.32	\$334,949.32	\$0.00
03/01/2008 to 03/01/2009	02/03/2009		Open	\$348,535.27	\$340,365.26	\$8,170.01
03/01/2009 to 03/01/2010	03/11/2009		Open	\$1,130,500.00	\$1,130,500.00	\$0.00
03/01/2009 to 03/01/2010	12/09/2009		Open	\$1,286,444.43	\$453,116.72	\$833,327.71
03/01/2009 to 03/01/2010	01/28/2010		Open	\$306,470.00	\$194,473.61	\$111,996.39
03/01/2010 to 03/01/2011	05/24/2010		Open	\$994,792.39	\$325,170.48	\$669,621.91
03/01/2010 to 03/01/2011	08/26/2010		Open	\$320,544.40	\$320,544.40	\$0.00
03/01/2011 to 03/01/2012	03/02/2011		Open	\$272,502.99	\$272,502.99	\$0.00
03/01/2012 to 03/01/2013	01/11/2013		Open	\$420,873.52	\$407,873.52	\$13,000.00
03/01/2013 to 03/01/2014	08/29/2013		Open	\$297,763.88	\$112,157.20	\$185,606.68
03/01/2014 to 03/01/2015	03/18/2014		Open	\$383,048.62	\$81,587.64	\$301,460.98
03/01/2014 to 03/01/2015	10/06/2014		Open	\$308,529.96	\$133,584.28	\$174,945.68
03/01/2015 to 03/01/2016	05/12/2015		Open	\$368,933.46	\$88,873.90	\$280,059.56
03/01/2015 to 03/01/2016	05/27/2015		Open	\$505,100.00	\$141,650.00	\$363,450.00

Disclosures

Notice

The purpose of this summary is to provide a brief description of the key coverages and to highlight selected information. It is not intended to completely identify all of the coverages and exclusions that are part of your program. The actual policy forms are the only complete representation of exclusions and limitation and constitute the legal contract between you and the insurance company. Please read your policies for specific details of coverages.

Audit

Your policy is subject to audit by the insurance company, at which time, new operations may be noted and appropriate premium adjustments made. To make sure that your policy is properly written to provide the coverage you expect, you should always let us know of any new business activities you have made or are planning. In addition, your liability, auto, and workers compensation insurance policies are based upon estimates of annual sales and payrolls. An audit of these policies may result in return or additional premiums.

Contingent Profit Sharing and Supplemental Compensation Notice

Pritchard & Jerden has supplemental compensation arrangements with some insurance companies. These compensation arrangements are company specific and vary by company. We may receive additional compensation from these arrangements. These arrangements are typically based on growth, profitability and retention.

The additional compensation payable under these arrangements represents less than 1% of Pritchard & Jerden's written premium. We are able to provide more specific information at an individual client's request.



**Finance Committee Meeting
2/14/2017 1:15 PM
Renewal Excess Workers' Compensation Insurance**

Department:	Finance - Risk Management Division
Presenter:	Donna Williams
Caption:	Approve Excess Workers' Compensation Insurance with Safety National – Incumbent With Statutory limits and a \$1,000,000 Self Insured Retention (SIR – otherwise known as the deductible) to cover all positions for a premium of \$304,882.
Background:	Excess Workers Compensation coverage (a per occurrence policy) has been purchased in the past as a measure to cap any potential catastrophic loss against Augusta-Richmond County. Knowing that this area if the industry is still quite volatile and premiums continue to rise, Corvel, our Workers' Compensation Third Party Administrator, was requested to obtain quotes from A or A+ companies. Corvel received the following quotes through their broker, Pritchard & Jerden: 1. Safety National Casualty Corporation – Incumbent a. Statutory Limit with \$1,000,000 SIR to cover all positions for a deposit premium of \$304,882 2. ACE/Chubb a. Statutory Limit with \$1,000,000 SIR to cover all positions for a deposit premium of \$437,850 3. XL Insurance a. Statutory Limit with \$1,000,000 SIR to cover all positions for a deposit premium of \$380,000 4. Prosight Specialty Insurance Statutory Limit with \$1,000,000 SIR to cover all positions for a deposit premium of \$400,000
Analysis:	
Financial Impact:	Augusta would assume all financial responsibility up to the SIR limit of \$1,000,000 for all positions per occurrence.
Alternatives:	Drop coverage accepting full exposure/cost for any catastrophic job related injury.
Recommendation:	Approve coverage with Safety National Casualty – Incumbent with SIR of \$1,000,000 for all positions with Statutory Limit for a

deposit premium of \$304,882.

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

621 01 5233 55.21110 WC/Risk Management

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission
