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**PRELIMINARY AGENDA**

**MEETING OF THE MAYOR AND ALDERMEN**

**DECEMBER 29, 2011**

1. Approval of the summary/final minutes of the City Council work session/City Manager's briefing of December 15, 2011.
2. Approval of the minutes of the City Council meeting of December 15, 2011.
3. Approval of the summary/final minutes of the City Council budget retreat of November 14 – 16, 2011.

**ZONING HEARINGS**

4. Ryan Thompson of Thomas and Hutton Engineering, Agent for 57<sup>th</sup> Street Properties, LLC, Owner (Z-111103-42758-2), requesting to rezone 13 W. 57<sup>th</sup> Street from R-4 (Four-Family Residential) to BG-1 (General Business-Transition). The Metropolitan Planning Commission (MPC) recommends approval. This parcel is currently developed with two multi-family residential structures. The petitioner is seeking to rezone the parcel to a commercial classification in order to expand the adjacent building supply business which fronts Bull Street. Although the proposed use is inconsistent with the existing land use designation on the Future Development Map, a separate amendment application to the Map has been filed. The change in land use designation and the zoning request is supported by area residents and is not inconsistent with the development pattern in the immediate area. In addition to the required 25 foot side yard setback, the parcel is separated from the residential uses to the north by the right-of-way of 57<sup>th</sup> Street. Residential uses to the west will be protected by a 25 foot setback which includes 20 feet of buffering and fencing. Recommend approval.

**RESOLUTIONS**

5. Easement – Georgia Power Company. A resolution to authorize the execution of an easement to Georgia Power for the installation of an anchor and guy wire on the City-owned property located at the Stiles Avenue entrance to City Lot (0 Stiles Avenue, PIN 2-0046-02-001), and authorize the City Manager to execute the easement document.

Georgia Power is installing several new anchors and guy wires along the eastern right-of-way of Stiles Avenue between W. Gwinnett Street and Louisville Road to service the Carver Heights area.

The request has been reviewed by the Public Works and Water Resources Bureau. A sanitary sewer force main and a storm sewer line in the vicinity of the requested easement must be field verified to ensure that there will be no conflict with proposed pole location.

Recommend approval to grant Georgia Power the requested easement and authorization for the City Manager to sign the easement document. (See attached aerial photo.) Recommend approval.

6. Comprehensive Plan Short Term Work Program (2011 – 2016). A resolution to adopt the Short Term Work Program (2011 – 2016) and authorize the City Manager to transmit the resolution and Short Term Work Program to the Coastal Regional Commission as required by the Georgia Planning Act.

On October 20, 2011, City Council authorized the City Manager to transmit the Short Term Work Program of Accomplishments and the new Short Term Work Program (2011 – 2016) to the Coastal Regional Commission for review and submittal to the Georgia Department of Community Affairs (DCA).

DCA has approved the Short Term Work Program (2011 – 2016) and requires written notice of its adoption prior to extending the City's Qualified Local Government status. (See attached resolution.) Recommend approval.

### **MISCELLANEOUS**

7. Appointments to Boards, Commissions and Authorities. Appointments to the Savannah Housing Fund Advisory Board.

### **BIDS, CONTRACTS AND AGREEMENTS**

8. Savannah Gardens Vertical Demolition – Contract Modification No. 8 (PD400) – Bid No. 10.108. Recommend approval of Contract Modification No. 8 in the amount of \$75,152.30 with McLendon Enterprises.

The original contract was for the demolition of 45 buildings which allowed the construction of the infrastructure for Phase 1. This proposed Contract Modification seeks authorization to begin asbestos abatement of the 24 apartment buildings in Phase-2B in order for the City's infrastructure contractor to install new infrastructure in this Phase without costly delay. CHSA Development, Inc. has given the City permission to demolish vacant structures within Phase-2B to avoid infrastructure installation delays. The cleared site is also expected to facilitate Mercy Housings 2011 application for additional affordable housing tax credits.

The abatement cost for the 24 Phase-2B structures is based on pricing in the contractor's original bid approved by City Council on June 3, 2010. At that time, Council awarded a demolition contract that resulted in the demolition of Phase-1 structures with the expectation that additional units would have to be demolished as new City infrastructure progressed. The City cannot proceed with the Phase 2B construction until these structures are removed.

Recommend approval of Contract Modification No. 8 in the amount of \$75,152.30. Funds are available in Capital Improvement Fund/Capital Improvement Projects/Other Costs/Savannah Gardens Phase II (Account No. 311- 9207-52842-PD400). Recommend approval.

9. Tatemville Traffic Noise Wall Design and Construction Services - Contract Modification No. 1 (TE612). Recommend approval of Contract Modification No. 1 with Kimley-Horn, Associates in the amount of \$46,661.00.

The original contract was for design and construction services for a traffic noise wall on the north side of I-516 from Montgomery Street to Mildred Street. This contract modification includes additional services required for the easement acquisition process, changes to the wall design from pre-cast to masonry, the addition of entry monumentation at the Mildred Street entrance and increased consultant services for qualification of bidders evaluation.

Recommend approval of Contract Modification No. 1 to Kimley-Horn Associates in the amount of \$46,661.00. Funds are available in Capital Improvement Fund/Capital Improvement Projects Other Costs/Tatemville Sound Barrier (311-9207-52842-TE613). Recommend approval.

10. EZ Valves – Sole Source – Event No. 102. Recommend approval to procure various sizes of EZ valves in the amount of \$75,667.20 from Ferguson Enterprises. The valves will be used by Water Distribution to allow repairs to leaks and for water main installation without interruption of service on W. 32<sup>nd</sup> Street for the Fire Station 5 project; on water lines serving Bartow School to assure the school will not be shut off during work on the water main; on the water line/system serving Hess Elementary School on Whitfield Avenue; on the water line on Anderson/Whitaker Streets to avoid long water shut offs; and on the water line on a long section of Whitaker Street. Also included in this purchase are valves to maintain in inventory for emergency needs.

The reason for the sole source is that the vendor is the only authorized local dealer for this specialized type valve used with the valve insertion system.

The bid was received November 28, 2011. Delivery: 30 Days. Terms: Net 30 Days. The bidder was:

S.S. <sup>(D)</sup> Ferguson Enterprises	\$	75,667.20
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Funds are available in the 2011 Budget, Water & Sewer Operating Fund/Water Distribution/Construction Supplies & Materials (Account No. 521-2503-51340). A Pre-Bid Conference was not conducted as this is a sole source purchase. <sup>(D)</sup>Indicates non-local non-minority owned business. Recommend approval.

11. Software Maintenance for MS Govern Software – Sole Source – Event No. 103. Recommend approval to procure software maintenance and support from MS Govern in the amount of \$36,441.00. The software maintenance will be used to maintain the software application that controls property tax, central cashing and property control functions within the Revenue Department.

The reason for the sole source is that this maintenance is only available from the software publisher.

The bidder is:

S.S. <sup>(D)</sup> MS Govern Software	\$	36,441.00
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Funds are available in the 2011 Account, Internal Service Fund/Information Technology/Data Processing Equipment Maintenance (Account No. 611-1140-51251). <sup>(D)</sup>Indicates non-local non-minority owned business. Recommend approval.

12. Lift Station Wet Well Coating Services – Emergency Purchase – Event No. 105. Recommend approval to procure emergency protective coating services for the rehabilitation of the wet well structure at Lift Station 131 from Dun-Right Services in the amount of \$70,914.00. The work to be completed will include labor, materials and all necessary equipment to rehabilitate the wet well structure at Lift Station 131 located on Whitemarsh Island.

The lift station is responsible for conveying wastewater from both Wilmington and Whitemarsh Islands to the President Street plant and is subject to extremely corrosive conditions. An emergency repair of the mechanical system required by-passing the structure to complete the repairs and clean the structure. During the repair it was discovered that the structure's walls and ceilings extensive corrosion compromising structural integrity. The decision was made to coat the structure at this point due to the expense of re-establishing the by-pass and re-cleaning the structure.

The bidder was selected based on a prior contract approved by Council for similar work in December 2010 and because the contractor's performance on past work of similar magnitude have been completed successfully. The unit price charged per square foot for this work is the same as the prior contract and the bidder is immediately available to begin work.

The bid was open and reviewed. The bidder was:

S.S. <sup>(D)</sup> Dun-Right Services	\$	70,914.00
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Funds are available in the 2011 Budget, Capital Improvement Fund/Capital Improvement Projects/Other Costs/Lift Station Rehabilitation (Account No. 311-9207-52842-SW423.) A Pre-Bid Conference was not conducted as this is a sole source purchase. <sup>(D)</sup>Indicates non-local non-minority owned business. Recommend approval.

13. Wireless Equipment for Emergency Remote Offices – Event No. 107. Recommend approval to procure Aruba wireless equipment from Layer 3 in the amount of \$67,863.50. The equipment will be installed by Information Technology (IT) to provide connectivity for emergency remote offices for public safety staff. This equipment will provide five field offices with remote connectivity in the event of an emergency. A backup controller is also included to provide redundancy in the event of a failure of the primary. These are a part of the requirements for one of the Public Safety Grants.

The reason for the sole source is that the pricing for the purchase of this equipment is from a bid approved by Council in August of 2008 and the IT Department wishes to standardize on this manufacturer.

The bidder is:

S.S.<sup>(D)</sup> Layer 3 \$ 67,863.50

Funds are available in the 2011 Budget, Other Federal Grants/DHS GA Tech Port SEC Grants/Office Furniture/Equipment/DHS-GA Tech PSGP Project 1 (Account No. 212-3118-51520-GT018.) A Pre-Bid Conference was not conducted as this is a sole source purchase. <sup>(D)</sup>Indicates non-local non-minority owned business. Recommend approval.

- 14. Ground Penetrating Radar – Event No. 46. Recommend approval to procure a ground penetrating radar unit from HD Supply in the amount of \$25,055.00. The GPR unit will be used by Water Distribution to identify buried utility lines and other unseen obstructions and identify unknown conditions prior to water, sewer or storm line repair or replacement.

The reason for not awarding to the low bidder is that Roper Laser did not meet the specifications for providing post-processing mapping software, offered equipment much larger and heavier than the specified equipment, and did not provide its environmental rating of the data logger and antenna which is critical for working in inclement weather.

The bidders were:

L.B <sup>(D)</sup> HD Supply	\$	25,055.00
<sup>(D)</sup> + Roper Laser	\$	22,000.00

Funds are available in the 2011 Budget, Water & Sewer Operating Fund/ Water Distribution/Office/Furniture/Building/Equipment (Account No. 521-2503-51520. A Pre-Bid Conference was not conducted. <sup>(D)</sup>Indicates non-local non-minority owned business, <sup>(+)</sup>Indicates low bidder did not meet specifications. Recommend approval.

- 15. Street Sweepers – One Time Purchase – Requisition No. R11LAW7161. Recommend approval to procure two Elgin Street Sweepers from Environmental Products of Georgia in the amount of \$303,740.00. The street sweepers will be used by the Street Cleaning Department to beautify the streets of Savannah and replaces units 7743 and 7744 which are no longer economical to maintain or operate.

This purchase is being made from a bid issued and awarded by the City of Macon in order to complete the purchase in 2011. Vehicle Maintenance staff recently learned new emission requirements will go into effect in 2012 and the City could not issue and award a bid in time to avoid the \$10,000 per vehicle increase that will occur with these new requirements.

The reason for not awarding to the first three low bidders is that Mark C. Pope Associates, Inc., Tractor & Equipment Co., and Cherokee Truck Equipment did not submit bids on a three-wheeled model which is a requirement for maneuverability in Savannah's narrow downtown streets. The recommended bidder was the only vendor that met specifications requiring a three wheel configuration, belt conveyor, 3.6 cubic yard front high dumping hopper, hydrostatic transmission, and right and left side broom capability.

Bids were received October 14, 2011. This bid has been advertised, opened and reviewed. Delivery: 70-84 Days. Terms: Net-30 Days. The bidders were:

L.B. <sup>(D)</sup> Environmental Products of Georgia	\$	303,740.00
<sup>(D)</sup> +Mark C. Pope	\$	208,330.00
<sup>(D)</sup> +Tractor & Equipment Co.	\$	242,000.00
<sup>(D)</sup> +Cherokee Truck Equipment (2010 Model)	\$	302,570.00
<sup>(D)</sup> Cherokee Truck Equipment (2011 Model)	\$	319,070.00

Funds are available in the 2011 Budget, Vehicle Purchase/Vehicular Equipment Fund (Account No. 613-9230-51515). A Pre-Bid Conference was not conducted. <sup>(D)</sup>Indicates non-local non-minority owned business; <sup>(+)</sup>Indicates low bidder did not meet specifications. Recommend approval.

16. Portable Gas and Vapor Chemical Identifier – Sole Source – Event No. 109. Recommend approval to procure one portable gas and vapor chemical identifier from Smith Detection in the amount of \$67,500.00. The GasID provides initial determinations of an unknown gas or vapor in the field. The Savannah Fire and Emergency Services Haz-Mat Response Team does not currently have the capability to detect, identify and quantify an unknown chemical gas or vapor properly. Quickly identifying an unknown hazardous gas or vapor would allow the Haz-Mat Team to quickly secure the scene, stabilize the situation, help medical personnel determine definitive care for patients and accurately monitor the atmosphere after an incident.

The GasID device was recommended by hazardous materials experts throughout the United States and meets the allowed equipment purchase list requirements in the Port Security Grant. The device is provided solely by the manufacturer, Smith Detection. The Haz-Mat Team currently has other equipment manufactured by Smith Detection and is very satisfied with the performance. The GasID will integrate with the current equipment.

The funds for the GasID Monitor are being provided through a Port Security Grant received by the Fire Bureau in 2011. This grant award was intended to build out the Haz-Mat Team capabilities in the Port of Savannah.

The bidder was:

S.S.<sup>(D)</sup> Smith Detection \$ 67,500.00

Funds are available in the 2011 Budget, Fire Grant-Office/Bldg Furniture/Equipment - Port Security Grant (Account No. 212-3117-51520-GT0147). A Pre-Bid Conference was not conducted as this is a sole source purchase. <sup>(D)</sup>Indicates non-local non-minority owned business. Recommend approval.

17. Radiation Alert Monitors and Accessories – Sole Source – Event No. 110. Recommend approval to procure 20 radiation alert monitors and accessories from Canberra Industries in the amount of \$27,500.00. The Haz-Mat Response Team's radiation monitoring equipment has limited and aging technology. The new monitors will provide the capability to detect and locate radiation and/or radiological material. This will allow identification of illicit use of radiological/nuclear material and initiation of protocols to ensure the health and safety of responders and the public. The requested devices were recommended by hazardous materials experts throughout the United States.

The Rad-Alert device is provided solely by the manufacturer, Canberra Industries.

This bid has been opened and reviewed. The bidder was:

S.S.<sup>(D)</sup> Canberra Industries \$ 27,500.00

Funds are available in the 2011 Budget, Hazardous Materials Team/Small Fixed Assets (Account No. 101-5155-51321). A Pre-Bid Conference was not conducted as this is a sole source purchase. Recommend approval.

18. Delinquent Tax Collection Services – Annual Contract Renewal – Event No. 104. Recommend renewing an annual contract for delinquent tax collection services from Delinquent Tax Services, Inc. The services will include the initial pursuit of delinquent taxes via standard collection notices, secondary pursuit of delinquent taxes via filing of tax executions and all legally required notices pertaining to such executions, searches for bankruptcy filings and for all entities with an interest in the property and the preparation of all legal notices, advertisements and abstracts required throughout the levy process.

The collection process is cost neutral to the City. All costs for processing, materials, postage and services are at the expense of the contractor and recovered by a flat fee from the taxpayer when delinquent accounts are paid to the City. The flat fee is \$30.00 per collection with a balance of less than \$50.00 and \$50.00 per collection with a balance of more than \$50.00. For Stage Two collections (accounts at levy and tax sale status), fees will be \$170.00 per collection. It is estimated for planning purposes only, that 3600 accounts are processed annually with an average value of \$500 per account. Using those estimates, the total annual fees collected are estimated to be \$356,400.00.

The method used to procure these services was the Request for Proposal (RFP) which evaluates other criteria in addition to price. The criteria evaluated as part of this RFP was experience and qualifications, the methodology proposed for the collection process, references from previous clients, capacity to manage the volume of accounts, and fees.

Proposals were received from 6 proposers and evaluated initially on the basis of qualifications, methodology, references and capacity. Three proposers were found to be qualified and selected for further consideration. The lowest cost proposer was eliminated because they did not have experience with real or personal property tax collections in Georgia and could not provide the requested training of staff. Following presentations to City staff, the second lowest cost proposer was eliminated because when they were utilized by the City from 2002-2006 they were unable to achieve volumes of more than 250 accounts a month; failed to meet the training needs of City staff; and returned City records and documentation in a disorganized and unsecured condition. In addition, requested standardized reports were not provided in their RFP response and there was also a concern about whether they could handle the City's contract plus the County's contract which they had been awarded.

The recommended proposer has the ability and expertise to assist with personal property tax collection, bankruptcy administration, and excess funds administration; maintains an attorney on staff; and provided superior staff experience to oversee the City account.

This is the first of four renewal options available.

Proposals were originally received November 9, 2010. This proposal has been advertised, opened and reviewed. Delivery: As Needed. Terms: Net-30 Days. The proposers were:

B.P. <sup>(D)</sup> Delinquent Tax Services, Inc.	\$	356,400.00
<sup>(D)</sup> + Government Tax Services	\$	336,600.00
<sup>(D)</sup> + Berkheimer Tax Administration	\$	222,003.00



City of Savannah  
 Summary of Solicitations and Responses  
 For December 29, 2011 Agenda

<u>Bid Number</u>	<u>Annual Contract</u>	<u>Description</u>	<u>Local Vendor Available</u>	<u>MWBE Vendor Available</u>	<u>Total Sent</u>	<u>Sent to MWBE</u>	<u>Total Received</u>	<u>Received From MWBE</u>	<u>Estimated Award Value</u>	<u>Estimated MWBE Value</u>	<u>Low Bid Vendor Type</u>	<u>MWBE Sub</u>	<u>Vendor Type</u>
Event #102		EZ Vales	No	No	1	0	1	0	\$ 75,667.20	0	D	0	0
Event #103		Software Maintenance for MS Govern Software	No	No	1	0	1	0	\$ 36,441.00	0	D	0	0
Event #104	X	Delinquent Tax Collection Services	Yes	Yes	72	20	6	0	\$356,400.00	0	D	0	0
Event #105		Lift Station Wet Well Coating Services	No	No	1	0	1	0	\$ 70,194.00	0	D	0	0
Event #106	X	Flygt Pump Repair			1	0	1	0	\$150,000.00	0	D	0	0
Event #107		Wireless Equipment for Emergency Remote Services			1	0	1	0	\$ 67,863.00	0	D	0	0
Event #46		Ground Penetrating Radar	Yes	Yes	30	30	2	0	\$ 25,055.00	0	D	0	0
R11LAW7161		Street Sweepers	Yes	Yes	39	6	5	0	\$303,740.00	0	D	0	0
Event #109		Portable Gas and Vapor Chemical Identifier			1	0	1	0	\$ 67,500.00	0	D	0	0

City of Savannah  
Summary of Solicitations and Responses  
For December 29, 2011 Agenda

<u>Bid Number</u>	<u>Annual Contract</u>	<u>Description</u>	<u>Local Vendor Available</u>	<u>MWBE Vendor Available</u>	<u>Total Sent</u>	<u>Sent to MWBE</u>	<u>Total Received</u>	<u>Received From MWBE</u>	<u>Estimated Award Value</u>	<u>Estimated MWBE Value</u>	<u>Low Bid Vendor Type</u>	<u>MWBE Sub</u>	<u>Vendor Type</u>
Event #110		Radiation Alert Monitors And Accessories	No	No	1	0	1	0	\$ 27,500.00	0	D	0	0

Vendor(s)\*

- A. Local Minority Owned Business
- B. Local Non-Minority Owned Business
- C. Non-Local Minority Owned Business
- D. Non-Local Non-Minority Owned Business
- E. Woman Owned Business
- F. Non-Local Woman Owned Business

**RESOLUTION OF ADOPTION  
BY THE CITY OF SAVANNAH COUNCIL**

**Whereas**, the Comprehensive Plan for Chatham County and the City of Savannah, Georgia, was adopted in November 2006; and

**Whereas**, the Minimum Planning Standards and Procedures for Local Comprehensive Planning established by the Georgia Planning Act of 1989 require that Chatham County and the City of Savannah submit a Short Term Work Program Report of Accomplishments and updated Short Term Work Program at either one-year or five-year intervals; and

**Whereas**, Chatham County and the City of Savannah, Georgia, have elected to submit the Short Term Work Program Report of Accomplishments and Updated Short Term Work Program at a five-year interval; and

**Whereas**, a Short Term Work Program Report of Accomplishments and updated Short Term Work Program for the next five-year interval was submitted on October 31, 2011; and

**Whereas**, the Department of Community Affairs found that the Short Term Work Program update adequately addressed Local Planning Requirements; and

**Whereas**, the Department of Community Affairs requires written notice that the Short Term Work Program update was adopted;

**BE IT THEREFORE RESOLVED**, that the Savannah City Council does hereby adopt the Short Term Work Program (2011- 2016) and authorizes the City Manager to transmit the Resolution of Adoption and the Short Term Work Program (2011-2016) to the Coastal Regional Commission as required by the Georgia Planning Act of 1989.

Adopted this  31st  day of  December , 2011

SAVANNAH, GEORGIA

By: \_\_\_\_\_

Otis S. Johnson, Mayor                      Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Dyanne C. Reese, CMC                      Date \_\_\_\_\_

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