

**AGENDA**

**MEETING OF THE MAYOR AND ALDERMEN**

**JANUARY 12, 2012**

1. Approval of the summary/final minutes of the City Council work session/City Manager's briefing of December 29, 2011.
2. Approval of the minutes of the City Council meeting of December 29, 2011.

**PETITIONS**

3. Adam Cerbone – Petition 13527, requesting to encroach onto City right-of-way with an awning on property he owns at 302 E. Oglethorpe Avenue (on the northeast corner of Oglethorpe Avenue and Lincoln Street). The encroachment request is to install the awning over the Lincoln Street sidewalk, providing 8'-0" clearance above the sidewalk, projecting 5'-0" from the façade with an overall width of 5'-0". The design has been approved by the Historic Review Board and a signed letter from Adam Cerbone states acceptance of all responsibility and associated liability of the encroachments.

The petition has been reviewed by the Water Resources and Public Works Bureau, the Sanitation Bureau, and Development Services and there are no objections to the request. All City permitting and construction guidelines must be followed, and the installation must meet all federal, state and local codes.

Recommend approval of Petition 13527 in which Adam Cerbone requests permission to encroach onto Lincoln Street right-of-way for the installation of an awning. Recommend also advising the petitioner and property owner alike that such encroachment grants no ownership rights to the property and that, if ever required, the structure(s) must be removed at their expense. (See attached photos.) Recommend approval.

4. Lateresa Reynolds for DJB Real Estate LLC (Property Owner) – Petition 13581, requesting an encroachment for permanent placement of an ornamental fence onto City right-of-way. The subject property address is 602 E. 63<sup>rd</sup> Street which is located at the northeast corner of 63<sup>rd</sup> Street and Atlantic Avenue. The fence was originally installed without approval, causing traffic safety issues and the issue of a private fence located on City property. The fence has since been relocated to alleviate the traffic safety issue, although it still lies approximately 5' within the 63<sup>rd</sup> Street right-of-way. Ms. Reynolds would like approval for this encroachment request in order to leave the fence in its current location.

The petition has been reviewed by Development Services and Traffic Engineering, and both recommend approval. Traffic Engineering states that the relocated fence does not restrict visibility on Atlantic Avenue entering onto 63<sup>rd</sup> Street. Ms. Reynolds has provided a signed letter from the registered agent of the LLC who owns the property, stating their acceptance of all responsibility and associated liability of the said encroachment.

Recommend approval of Petition 13581 in which Lateresa Reynolds requests granting of encroachment onto City right-of-way for an existing fence. Petitioner should be advised that such encroachment grants no ownership rights to the property and that, if ever required, the fence must be removed at petitioner's expense. (See attached photos.) Recommend approval.

## ORDINANCES

### First and Second Readings

5. Rezone 13 W. 57<sup>th</sup> Street (Z-111103-42758-2). An ordinance to rezone 13 W. 57<sup>th</sup> Street from R-4 (Four-Family Residential) to BG-1 (General Business-Transition). The rezoning will allow a building supply business which fronts Bull Street to expand onto the adjacent W. 57<sup>th</sup> Street parcel which is currently developed with two multi-family residential structures. The zoning request is supported by the Metropolitan Planning Commission and 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 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. (The public hearing was held during the City Council meeting of December 29, 2011.) Recommend approval.



8. Software Upgrade for WinCan Software – Sole Source – Requisition No. LAW7328. Recommend approval to procure a software upgrade and a rack mount computer from Environmental Products of Georgia in the amount of \$34,913.00. The software will upgrade the WinCan software which is used by Water Reclamation staff with the sewer TV inspection system. The upgrade will provide the capability to better manage field assets and identify features such as the location of sewer manholes and sewer lines, will allow better coordination with the fats, oils and grease management program, and better overall management of the sanitary sewer system. The software requires an upgraded computer as well which is included in the upgrade cost.

The reason for the sole source is that the software is only available through the authorized distributor for Georgia.

The bid was received December 16, 2011. Delivery: 30 Days. Terms: Net-30 Days. The bidder was:

S.S. <sup>(D)</sup> Environmental Products of Georgia	\$	34,913.00
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Funds are available in the 2012 Budget, Water & Sewer Operating Fund/President Street Plant/Equipment Maintenance (Account No. 521-2552-51250). 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.

9. Fiber Optic Cabling and Installation Services – Annual Contract Renewal – Event No. 127. Recommend renewing an annual contract for installation of fiber optic cable from Turnkey Project Management in the amount of \$107,601.00. The work will include underground fiber optic cable installation for planned projects and emergency repairs in the case of accidents, storms, hurricanes, or equipment failures and will be used by the Information Technology Department and Traffic Engineering Department. Projects planned for 2012 include the Critical Workforce Shelter, the Old Savannah Pharmacy, Fire Station 5, and other SPLOST projects.

The reason for not awarding to the low bidder is that AT&T took many exceptions to the City's standard terms and conditions including warranty, liability and insurance requirements and has placed additional limits to the City's contract terms. The low bidder also failed to agree to the City specifications for emergency response which is a critical requirement for Traffic Engineering.

Bids were originally received December 21, 2010. This bid has been advertised, opened and reviewed. Delivery: As Needed. Terms: Net-30 days. The bidders were:

L.B. <sup>(B)</sup> Turnkey Project Management, LLC	\$	107,601.00
<sup>(D)</sup> +AT&T Information Systems (Primary)	\$	98,286.25
<sup>(F)</sup> Utility Support Systems	\$	129,001.00
<sup>(C)</sup> MasTec North America, Inc.	\$	142,383.00
<sup>(D)</sup> Trison Networks	\$	148,076.50
<sup>(F)</sup> All Electric & Specialty Systems, Inc.	\$	233,488.68

Funds are available in the 2012 Budget, Capital Improvements Fund/Capital Improvements Projects/Other Costs/Critical Workforce Shelter; General Fund/Building & Electrical Maintenance/Building Repair; General Fund/Traffic Engineering/Equipment Repair Parts (Account Nos. 311-9207-52842-WT228, 101-6121-51245 and 101-2103-51335). A Pre-Bid Conference was conducted and 13 vendors attended. <sup>(B)</sup>Indicates local non-minority owned business, <sup>(C)</sup>Indicates non-local minority owned business; <sup>(D)</sup>Indicates non-local non-minority business owned enterprise; <sup>(F)</sup>Indicates non-local woman owned business; <sup>(+)</sup>Indicates low bidder not selected. Recommend approval.

10. Third Party Administration Worker's Compensation – Annual Contract Renewal – Event No. 128. Recommend renewing an annual contract to procure third party administration services for worker's compensation claims and automotive liability claims from Gallagher-Bassett (formerly GAB Robins) in the estimated amount of \$241,166.00. The services are needed to control worker's compensation costs for employees who are injured on the job and automobile liability costs associated with City vehicles involved in an accident.

This is the third of four renewal options available for this contract.

Gallagher-Bassett has included 19% Women Business Enterprise (WBE) participation utilizing Review Works and 13% Minority Business Enterprise (MBE) participation utilizing Sapphire Solutions.

Proposals were originally received on September 23, 2008 and evaluated on the basis of experience and technical competence, program management, coordination and quality assurance, capacity and functionality of claims management information system and MWBE participation.

The proposers were:

	<u>Average Annual Cost</u>
B.P. <sup>(D)</sup> Gallagher-Bassett	\$ 235,258.00
<sup>(D)</sup> York	\$ 225,165.00
<sup>(D)</sup> Sedgwick	\$ 258,450.00
<sup>(D)</sup> PMA	\$ 276,056.00

Factor:	Experience & Technical Competence (25 pts)	Program Management (25 pts)	Claims Management (20 pts)	Fee Proposal (20 pts)	MWBE Participation (10 pts)	Total
Proposer						
Gallagher-Basset	23	22	18	19	10	91
York	22	20	17	20	10	89
PMA	21	23	17	16	10	87
Sedgewick	21.5	21	19	17	2	82

Funds are available in the 2012 Budget, Risk Management Fund/Accounts Payable (Account No. 621-0000-21125). A Pre-Bid Conference was not conducted as this is an annual contract renewal. <sup>(D)</sup>Indicates non-local non-minority owned business. Recommend approval.

11. Insurance Broker Consultant Services – Annual Contract Renewal – Event No. 129. Recommend renewing an annual contract to provide insurance broker consulting services from Wells Fargo in the amount of \$40,000.00. The consultant services will be used by Risk Management to assist in the management of the City’s various insured and self-funded programs. Services may include review, analysis, recommendation, and placement of all insured and self-funded programs in the areas of workers compensation, safety and loss control, property, casualty and liability coverage, as well as processing policy change endorsements, policy review and audit and monitoring of appropriate claims.

This is the first of four renewal options available.

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 were experience and qualifications, comprehensiveness of services, references from previous clients, and fees.

Four proposals were received. Two of the proposers, Wells Fargo and Seacrest, were determined to be in the competitive range and selected for further consideration. Although the proposed fees were exactly the same, Wells Fargo included 85 hours of claims consulting and 15 hours of loss control consulting which was requested as part of the RFP. Seacrest proposed outside consultants at an additional charge for these services.

Proposals were originally received November 23, 2010. The proposers were:

B.P. <sup>(D)</sup> Wells Fargo	\$	40,000.00
<sup>(D)</sup> Seacrest Partners	\$	40,000.00

Criteria:	Fee	Qualifications & Experience	Comprehensiveness of Services	References	Fee Proposal	Total
Proposer		(30 pts)	(30 pts)	(10 pts)	(30 pts)	
Wells Fargo	\$40,000	29	29	10	30	98
Seacrest Partners	\$40,000	28	22	5	25	80

Funds are available in the 2012 Budget, Risk Management Fund/Accounts Payable (Account No. 621-0000-21125). A Pre-Proposal Conference was not conducted as this is an annual contract renewal. <sup>(D)</sup>Indicates non-local non-minority owned business. Recommend approval.

12. Renovations to Savannah Square – Bid No. 22.12-6 – Savannah/Hilton Head International Airport. The Savannah Airport Commission requests approval to enter into a contract with Tommy Gibson Builders, Inc. in the amount of \$70,500.00 for the Renovations to Savannah Square. This project includes furnishing all labor and materials to replace carpet tiles, install mosaic tile walls at restroom entrances, and reupholster acoustical panels.

The bidders were:

L.B. <sup>(D)</sup> Tommy Gibson Builders, Inc.	\$	70,500.00
<sup>(E)</sup> Pioneer Construction, Inc.	\$	72,823.00
<sup>(D)</sup> Keith Ray Construction, Inc.	\$	89,700.00
<sup>(D)</sup> Dabbs-Williams General Contractors	\$	109,000.00

<sup>(E)</sup>Indicates woman owned business; <sup>(D)</sup>Indicates non-local non-minority owned businesses. Recommend approval.

13. New Rental Car Counters – Bid No. 48.12-27. The Savannah Airport Commission requests approval to enter into a contract with National Office Systems in the amount of \$580,501.00 for the New Rental Car Counters project. This project includes furnishing all labor and materials to provide and install new modular rental car counters.

The bidders were:

L.B. <sup>(B)</sup> National Office Systems	\$	580,501.00
<sup>(D)</sup> Command & Control Environments	\$	591,716.16
<sup>(D)</sup> Technical Innovations	\$	601,367.00
<sup>(D)</sup> Dabbs-Williams General Contractors	\$	628,000.00
<sup>(D)</sup> Tommy Gibson Builders, Inc.	\$	725,000.00

<sup>(B)</sup>Indicates local non-minority owned business; <sup>(D)</sup> Indicates non-local non-minority owned business. Recommend approval.

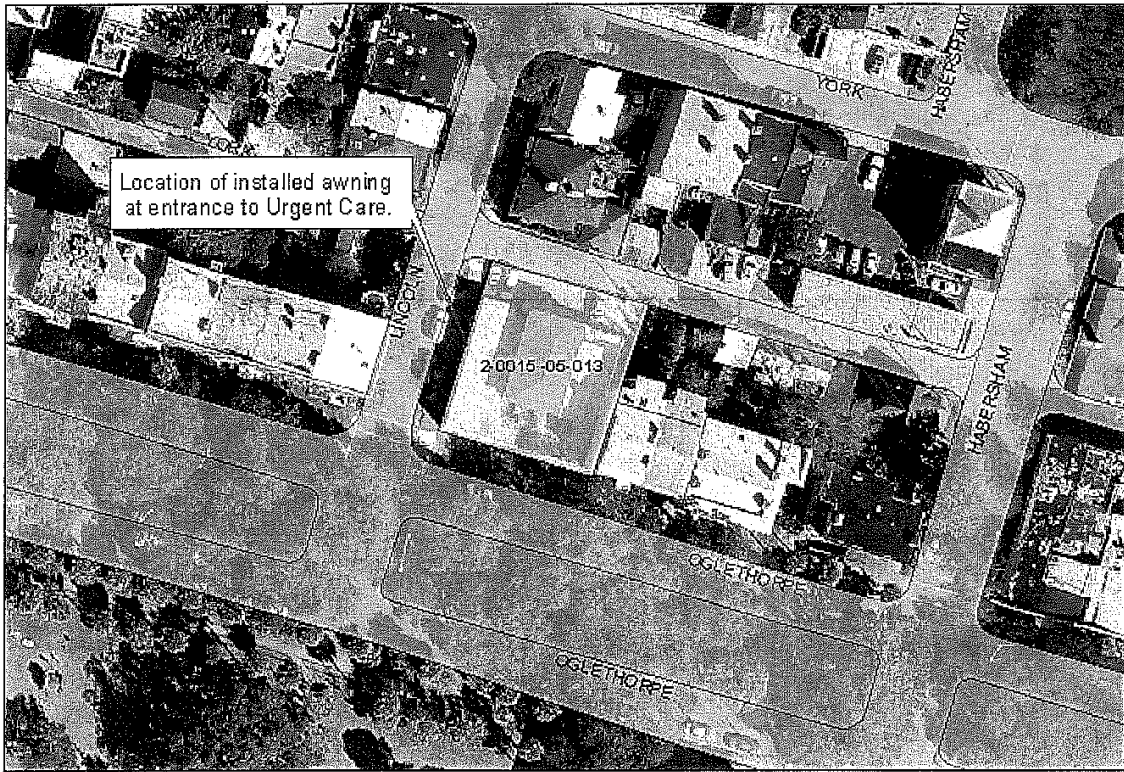
City of Savannah  
 Summary of Solicitations and Responses  
 For January 12, 2012 Agenda

<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>
R12LAW7349		Emergency Management Network Access Software	No	No	1	0	1	0	\$ 82,516.00	0	D	0	0
R12LAW7328		Software Upgrade for WinCan Software	No	No	1	0	1	0	\$ 34,913.00	0	D	0	0
Event #127	X	Fiber Optic Cabling & Installation Services	Yes	Yes	105	26	6	3	\$107,601.00	0	B	0	0
Event #128	X	Third Party Administration Worker's Compensation	Yes	No	52	13	11	0	\$241,166.00	0	D	0	0
Event #129	X	Insurance Broker Consultant Services	Yes	Yes	40	12	4	0	\$ 40,000.00	0	B	0	0
B22.12-6		Renovations To Savannah Square	Yes	Yes	32	11	4	1	\$70,500.00	0	D	0	0
B48.12-27		New Rental Car Counters	Yes	Yes	51	19	5	0	\$580,501.00	0	B	0	0

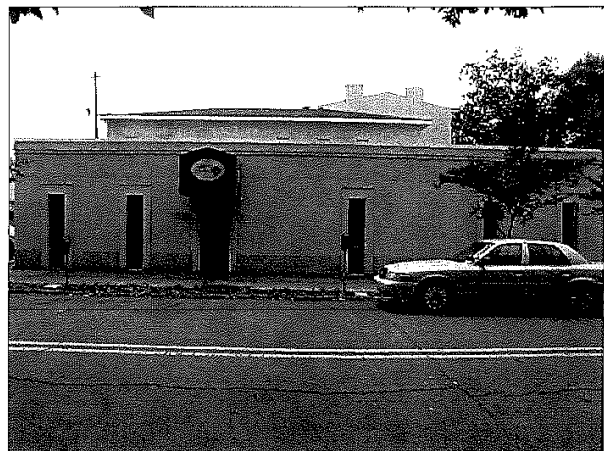
Vendor(s)\*

- 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

Petition 13527 - Williams



Scale 1 : 1,000



Images of existing awning.

Petition 13581 - Reynolds



Original location of fence. (looking east on 63rd Street)



Modified and current location of fence.