



## WORK SESSION

October 25, 2021  
10:00 AM

Albany-Dougherty Government Center  
222 Pine Ave, Room 100, Albany, GA 31701

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### AGENDA

*To comply with the request set forth by the Chairman of Dougherty County, GA and the guidelines of the Center for Disease Control (CDC) regarding the Coronavirus (COVID19) pandemic and social distancing, face coverings (masks) are required for all meeting participants.*

The public will also have access to the live meeting by accessing the Dougherty County Georgia Government Facebook page at [facebook.com/Dougherty.ga.us](https://facebook.com/Dougherty.ga.us) or viewing the public government access channel (Channel 16).

1. Call the meeting to order by Chairman Christopher Cohilas.
2. Roll Call.
3. Minutes.
  - a. Minutes of the October 4th Regular Meeting and October 11th Work Session.
4. Delegations (*The Commission will hear comments on those items pertaining to Dougherty County for which a public hearing has not been held or scheduled. Please be brief, to the point, and considerate of time for others.*)
  - a. Dougherty County Board of Registration and Elections Chairman Bishop Frederick Williams present to request assistance with funding to utilize the Albany Civic Center for the 2022 election year for advance voting.
  - b. Paul Forgey, Director, Planning & Development Services present to update the Commission on the State of Georgia's Tiny Home Zoning Regulation.
5. Purchases.
  - a. Recommendation to purchase ten (10) stainless steel toilet/sink combination units for the Jail from the single source vendor, Engineering & Equipment Company (Albany, GA) in the amount of \$26,950. This vendor has provided the toilet/sink combination units for the Jail for over five years. Funding is budgeted in SPLOST VII – Jail Equipment. Assistant County Administrator Scott Addison will address. Chief Jailer John Ostrander is present.

- b. Recommendation to accept the conceptual construction and project cost estimates for a Stand Alone Coroner's Office and Facility (Morgue) in the amount of \$1,255,460. Funding is available in SPLOST VII. Assistant County Administrator Scott Addison, Coroner Michael Fowler and Architect David Maschke are present to address.
  - c. Recommendation to accept the proposal for a comprehensive classification and compensation study for Dougherty County Human Resources from Management Advisory Group of Spartanburg, SC in the amount of \$39,700. Four firms submitted proposals with the recommended vendor being selected as the lowest responsive and responsible proposer. Funding is budgeted in the General Fund. HR Director Dominique Hall will address. City of Albany Buyer Joshua Williams is present.
  - d. Recommendation to accept the proposal to provide Professional Services to construct a multi-use trail for Dougherty County from Southern Research, (Pine Mountain, GA) in the amount of \$28,284. Four firms submitted proposals with the recommended vendor being selected as the lowest responsive and responsible proposer. Funding will be provided by the Special Services District with reimbursement provided by the EDA CARES Act for the development of trails at Radium Springs. County Administrator Michael McCoy and Director of Disaster Recovery & Grant Programs Georgia Collier-Bolling will address. City of Albany Buyer Kimberly Allen is present.
- 6. Additional Business.
  - a. Recommendation to declare the listed vehicles and equipment as surplus and authorizing the disposal of or sale of same via an online auction. Assistant County Administrator Scott Addison will address.
  - b. Review and discuss the Quit Claim Deed from the Albany Dougherty Land Bank to Dougherty County, GA to transfer property located in Radium Springs for the purpose of providing recreational opportunities. County Attorney Spencer Lee and Public Works Director Chuck Mathis will address.
  - c. Discussion pertaining to a Countywide debris collection program. Assistant County Administrator Scott Addison will address.
  - d. Discussion of the proposed ARP spending plan. County Administrator Michael McCoy and CORE Group of GA, Consultant, Latoya Cutts will address.
- 7. Updates from the County Administrator.
- 8. Updates from the County Attorney.
- 9. Updates from the County Commission.
- 10. Adjourn.

*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at 229-431-2121 promptly to allow the County to make reasonable accommodations for those persons.*

DOUGHERTY COUNTY COMMISSION  
REGULAR MEETING MINUTES

DRAFT

October 4, 2021

The Dougherty County Commission met in Room 100 of the Albany-Dougherty Government Center on October 4, 2021. Chairman Christopher Cohilas presided and called the meeting to order at 10 a.m. Commissioners present were Victor Edwards, Gloria Gaines, Russell Gray, Clinton Johnson and Anthony Jones. Commissioner Ed Newsome participated via the audio-conferencing feature. Also present were County Administrator Michael McCoy, Assistant County Administrator Scott Addison, County Attorney Spencer Lee, County Clerk Jawahn Ware, and other staff. The public and representatives of the media participated in person and via live streaming of the meeting on the County's Facebook page and the government public access channel.

After the invocation and Pledge of Allegiance, the Chairman called for approval of August 16th Regular Meeting, August 30th Special Called Meeting and September 13th Regular Meeting.

Commissioner Gray moved for approval. Upon a second by Commissioner Johnson, the minutes were unanimously approved.

The Chairman recognized David Hodges, Chief Ranger, to provide the Georgia Forestry Commission Annual Report. Mr. Hodges presented his report from July 1, 2020 – June 30, 2021. He stated that he was responsible for 130,792 forested acres in Dougherty County and shared that a burn permit for the yard is no longer required and the restrictions were reviewed upon question by Commissioner Jones. Other statistics and updates were provided.

The Chairman recognized Fredando Jackson with Flint River Fresh to give a year one recap of the Dougherty Fresh initiative. Dougherty Fresh is a partnership with Flint River Fresh, UGA Extension Office and Dougherty County. Mr. Jackson recapped the organization's mission and shared that their goals stemmed from a survey that was distributed in the community. He also discussed successful weekly mobile markets and nutritional support initiatives. Information referencing the Commissioner's desire for the Food Policy Council was shared. In year one, the following took place:

- over 2,680 fresh produce packages and/ or deliveries were done;
- 190 at-home garden kits were provided;
- 16 engagement events were conducted; and
- 8 new fresh healthy food access points were established.

Due to the pandemic, a virtual community garden seminar was held and questions and comments from the Board were answered.

The Chairman recognized William Wright, dba Afram-Tech, Inc. to continue the presentation on subsequent analysis of intervening issues with nine metro-counties in the State of Georgia as compatible to Dougherty County and provide an update on the SBA Supplemental Targeted Advance and Targeted EIDL Advance.

The Chairman called for consideration of the recommendation to accept the annual resolution authorizing the Southwest Georgia Regional Commission to execute and file the renewal of the annual application on behalf of Dougherty County with the Georgia Department of Transportation and the United States Department of Transportation for a grant for public transportation assistance under Section 5311 Regional Transit Program.

Commissioner Gray moved for approval. Upon a second by Commissioner Johnson, the motion for approval passed unanimously. Resolution 21-053 is entitled:

A RESOLUTION AUTHORIZING THE FILING OF AN  
APPLICATION WITH THE GEORGIA DEPARTMENT OF  
TRANSPORTATION AND THE UNITED STATES DEPARTMENT  
OF TRANSPORTATION FOR A GRANT FOR PUBLIC  
TRANSPORTATION ASSISTANT UNDER TITLE 49 U.S.C.,  
SECTION 5311.

The Chairman called for consideration of the nomination of the County Voting Delegate at the ACCG ReConnect Conference Business Session on November 13, 2021, in Savannah, GA. Chairman Cohilas addressed.

Upon the nomination by Commissioner Johnson, Commissioner Anthony Jones was unanimously appointed as the County Voting Delegate.

The Chairman called for the consideration of the recommendation from the Emergency Medical Services Department to apply for a State of Georgia FY2020 Naloxone Statewide Initiative Grant in the amount of \$16,692 to purchase a year's supply of naloxone. This is a 100% grant with no local match required. EMS Director Sam Allen addressed. Mr. Allen shared that naloxone is narcan and helps to treat a narcotic overdose in emergency situations.

Commissioner Jones moved for approval. Upon a second by Commissioner Edwards, the motion for approval passed unanimously.

Mr. McCoy provided an update on the proposed tennis center. He said that a recommendation will be provided within 30 days and added that there are preliminary plans in place but we are currently addressing some concerns with the location. He also said that an expansion of another park is also being reviewed and two potential design changes will be presented.

Chairman Christopher Cohilas provided an update on the Albany Area Chamber of Commerce's 2021 Washington, DC, Fly In. Chairman Cohilas provided the historical change on the base and concerns regarding the impact of the previous storm financially on the Marine Corps Logistics Base. He also discussed the advocacy needs specifically for broadband and showed some pictures from the recent event.

Attorney Spencer Lee provided a review of the Board of Commissioners of Dougherty County form of government. Attorney Lee provided a high-level overview for the Commissioners to review the Code of Ordinance referencing the need for the adherence Section 2-2-21 of the County's Code of Ordinances. The Chairman commented on the dilation of powers and Commissioner Edwards requested that an orientation be conducted for newly elected Commissioners. Commissioner Edwards also suggested that any concerns by employees against a Commissioner should go to the Government Affairs Committee as opposed to the County Administrator; and he requested a structural policy be created because he said a County Administrator cannot reprimand a Commissioner. Chairman Cohilas addressed how some of the concerns countered the whistleblower laws and the State's form of government. Chairman Cohilas restated that this ordinance is for the protection of Commissioners and employees. After a lengthy discussion, Attorney Lee suggested that the best way to address this concern is for the Chairman, County Administrator and the Attorney to meet to further discuss. Commissioner Jones suggested that the Board participate in sensitivity training. Attorney Lee asked that the Chairman revise the agenda so that the Executive Session will be listed as potential and pending litigation and personnel.

Commissioner Edwards asked Mr. McCoy to provide an update on the speed bumps on Astoria Drive. Mr. McCoy shared that the decision made to deny was not made by the County Administrator but by the County's Traffic Calming Policy. Mr. McCoy added that any revisions made would be a policy change made by the Board. Attorney Lee said that the Board would need to adhere to its policy but can revise it if desired. Commissioner Edwards wanted alternatives for the concern and Chairman Cohilas requested that an open discussion be held at the next work session. The Chairman clarified that the County Administrator does not create policies but the Board does. Commissioner Jones shared concerns about the several rezoning requests. He added that once the requests are approved, the requestors are changing their type of business. He asked that the Planning and Code Enforcement come and address the Commission and the Chairman noted this as a compliance issue. Commissioner Johnson mentioned the closing of Coats and Clark and announced an upcoming job fair. He asked the Chairman to allow Paul Forgey to review and the Board possibly adopt the State's tiny home ordinance. Attorney Lee said the zoning regulation would need to be reviewed. Chairman Cohilas revised the request and asked for an update on the State's ordinance first. Lastly, Commissioner Johnson welcomed the Albany State University alumni to the city for homecoming week.

The Chairman called for consideration of the recommendation from the County Attorney to enter into Executive Session for the purpose of discussing potential and pending litigation and personnel and then to adjourn.

Commissioner Johnson moved for approval. Upon a second by Commissioner Jones, the motion for approval passed unanimously.

There being no further discussion, the Board entered into Executive Session at 12:30 pm.

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CHAIRMAN

ATTEST:

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COUNTY CLERK

DOUGHERTY COUNTY COMMISSION  
WORK SESSION MEETING MINUTES

DRAFT

October 11, 2021

The Dougherty County Commission met in Room 100 of the Albany-Dougherty Government Center on October 11, 2021. Chairman Christopher Cohilas presided and called the meeting to order at 10:00 am. Commissioners present were Victor Edwards, Gloria Gaines, Russell Gray, Clinton Johnson, Anthony Jones, and Ed Newsome. Also present were County Administrator Michael McCoy, Assistant County Administrator Scott Addison, County Attorney Spencer Lee, County Clerk Jawahn Ware, and other staff. The public and representatives of the media participated in person, via live streaming of the meeting on the County's Facebook page and the government public access channel.

The Chairman recognized Thomas Brazzle, Ariel Fristoe, and Marcel Foster with Out of Hand Theater, Atlanta, GA to request Board support in pursuit of a CDC grant. The Chairman asked that paperwork be sent to the County Administrator for additional consideration.

The Chairman recognized Public Works Director Chuck Mathis and Engineer Manager Jeremy Brown to provide an update and response to the request to consider the installation of exercise pad fans at Robert Cross and Overlook Parks. Mr. Brown shared that a consultant was contacted regarding this request and provided current constraints in reference to expense, liability, security and building structure. Commissioner Edwards shared that he appreciated the staff for bringing the cost to the Commission. Concerns of the Board were addressed.

The Chairman recognized Public Works Director Chuck Mathis and Engineer Manager Jeremy Brown to provide an update on the Speed Study conducted in the Southgate community and proposed solutions for Astoria Drive. Mr. Mathis shared that he had a discussion with Mr. Dawson. When the initial traffic study was conducted it did not capture all of the data in the area where speeding was occurring. Mr. Mathis said that it is now staff's recommendation that the speed study is redone. Citizen Mr. Willie Dawson spoke and shared that if the new study is not favorable, then he is requesting for a 4 way stop sign to be installed. Pastor Frank Williamson spoke about his concern about the article in the paper regarding this issue and the time it took for a response. Concerns of the Board were addressed. After a lengthy discussion, the Chairman reminded the Board that we need to adhere to the policy that adheres to the best engineering practices.

The Chairman called for a discussion of the zoning consideration of Lanier Engineering, Inc. (21-056) request to rezone 1.45 acres from C-5 (Office-Institutional-Residential District) to C-3 (Commercial District). The property is located at 2507 Fleming Road. The property owner is Base Side Storage, LLC; the applicant is Lanier Engineering, Inc. (District 6). The Planning Commission recommended approval. Paul Forgey, Planning & Development Director, addressed. The Public Hearing and Action are scheduled for October 18, 2021.

The Chairman called for a discussion of the zoning consideration of Lanier Engineering, Inc. (21-057) request for Special Approval to allow the special use of self-storage (Mini Warehouses) in a C-3 (Commercial District). The property is located at 2507 Fleming Road. The property owner is Base Side Storage, LLC; the applicant is Lanier Engineering, Inc. (District 6). The Planning Commission recommended approval. Paul Forgey, Planning & Development Director, addressed. The Public Hearing and Action are scheduled for October 18, 2021. Mr. Forgey confirmed that rezoning is required prior to a special approval.

The Chairman called for a discussion of the recommendation to accept the proposed resolution providing for the assessment and collection of an annual ad valorem tax to provide funds for the payment of the principal and interest on a Dougherty County School District General Obligation Sales Tax Series 2021 Bond in the amount of \$28,565,000. Dougherty County School System Attorney Tommy Coleman addressed. He shared that this is a standard request and noted the significant improvements made throughout the school system. Attorney Coleman confirmed that Dougherty County's role is a required administrative duty of the County Commission.

The Chairman called for a discussion of the recommendation to approve the alcohol application from Moree's Grocery & Liquor, Inc, Bettye J. Amburn licensee, dba County Line Liquor, at 4030 Moultrie Road for Package- Liquor, Beer and Wine. The Albany-Dougherty Marshal's Office recommended approval. Marshal Nathaniel Norman, Business and License Support Department, addressed. He said that this is an application to transfer ownership to a relative due to the death of the initial applicant.

The Chairman called for a discussion of the recommendation to accept the Hazard Mitigation Grant Program (HMGP) Project 4297-0008-R Albany-Dougherty County Acquisition Project - Phase I Award in the amount of \$3,327,308.48. County Administrator Michael McCoy and Director of Disaster Recovery & Grant Programs Georgia Collier-Bolling addressed. Mr. McCoy shared details of the Phase I project and stated that it consists of 18 homes from the 2017 storms. The County has been responsible for about \$499,000 that will come out of the Special Services Fund. Ms. Collier-Bolling shared that additional properties are being evaluated for consideration and the County will need to maintain the lots after the homes are demolished. Mr. McCoy said that it will be an economic impact because properties are coming off of the tax digest. Upon Commissioner Johnson's question, Mr. McCoy shared that the properties are vetted at the federal level. Ms. Collier-Bolling reconfirmed that the application is between the applicant and FEMA and Dougherty County does not have a "say" in this mitigation process. She also added that the matching funds will be paid by the homeowners.

The Chairman called for a discussion of the recommendation to accept the federal procurement guidance under the Uniform Administrative Requirements at 2 CFR 200.318 through 2 CFR 200.327, General Procurement Standards, and the federal GSA scheduled rates for travel, retroactive to January 1, 2017. Director of Disaster Recovery & Grant Programs, Georgia Collier-Bolling addressed. Ms. Collier-Bolling shared that this request will make the County's threshold similar to the Federal threshold (for disaster recovery requests).



The Chairman called for a discussion of the review of the State of Georgia's Tiny Home Zoning Regulation for consideration of adoption. Paul Forgey, Director, Planning & Development Services addressed.

The Chairman called for a discussion of the recommendation to declare the listed vehicles and equipment as surplus and authorizing the disposal of or sale of same via an online auction. County Administrator Michael McCoy addressed.

Mr. McCoy asked for direction on the Tiny Homes and Commissioner Johnson asked for a sample ordinance. Chairman Cohilas shared that we can review this issue on a future Work Session after consensus was received from the Board. Commissioner Edwards wanted the Marshall to address the codes on dumpsters at apartment complexes and enforcement and/or citation that can be provided to the private property owners. Commissioner Gray announced condolences to the family of the former Dougherty County School System Superintendent Butch Mosley. Chairman Cohilas read a letter from the City of Americus that was received that thanked the Board for their assistance with a recent clean-up after the storms.

There being no further business to come before the Commission, the meeting adjourned at 11:44 a.m.

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CHAIRMAN

ATTEST:

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COUNTY CLERK



**Scott Addison**  
*Assistant County Administrator*

**DOUGHERTY COUNTY BOARD OF COMMISSIONERS  
ADMINISTRATION**

Agenda Item

Date: October 20, 2021

Meeting Date: October 25, 2021

Subject/Title: Stainless Steel Toilet/Sink Combination Units

Presented for: Decision

Presenter: Scott Addison, Asst. County Administrator

Statement of Issue

The Dougherty County Jail needs to purchase ten (10) stainless steel toilet/sink combination units.

History/Facts and Issues

The Dougherty County Jail needs to purchase ten (10) stainless steel toilet/sink combination units at a cost of \$2,695 each. Engineering and Equipment Company (Albany, GA) is the single source vendor for these units and has provided the units for over five years.

Recommended Action

Recommend Dougherty County Commission accepts the quote from Engineering and Equipment Company (Albany, GA) for the toilet/sink combination units for a total expenditure of \$26,950.

Funding Source

SPLOST VII- Jail Facility Equipment





**Dougherty County Morgue**  
West Side of Habersham Road (See Note 1)  
Dougherty County, GA  
Architects Project No. 2021-01

## **Conceptual Construction Cost Estimate & Project Cost Estimate**

### **Stand Alone Coroner's Office/Facility:**

### **Concept F**

**September 23, 2021**

ARCHITECTURE

PLANNING

SPACE PLANNING

INTERIORS

Project Construction Cost Estimate based on Conceptual Floor Plan and Front Elevation dated 9/20/2021.

1.	Utilities to Site for Water (water line, tap, etc.) and Sewer (8" piping, manholes) – Estimated by DoCo Public Works. (4/9/2021)	\$52,900
2.	Additional Parking Lot Expansion - Estimated by DoCo Public Works. (4/9/2021)	\$40,000
3.	Construction cost for basic building for Morgue with brick facades. (See Note 2) 3,699 GSF (heated/cooled) x \$160/GSF	\$591,840
4.	Construction cost for front covered entry and rear covered delivery/pick-up. 685 GSF x \$90/GSF	\$61,650
5.	Sitework improvements, access driveway, parking lot striping, sidewalk, H/C signage, landscaping.	\$45,000
6.	Exterior Signage	\$3,500
7.	Privacy Screening (at Delivery/Pickup)	\$10,000
8.	Property Fencing	\$26,000
9.	Construction Cost Supplement for Special Systems, Security System with Cameras, Restricted Access Keypad at Rear Door, Morgue required items: Lump Sum	\$35,000
10.	Body Storage Unit (10 bodies) including refrigeration unit, temperature recorder, taxes, delivery, installation and testing.	\$55,024
11.	Body carts (11) with tray tops (11) (4/9/2021)	\$60,612

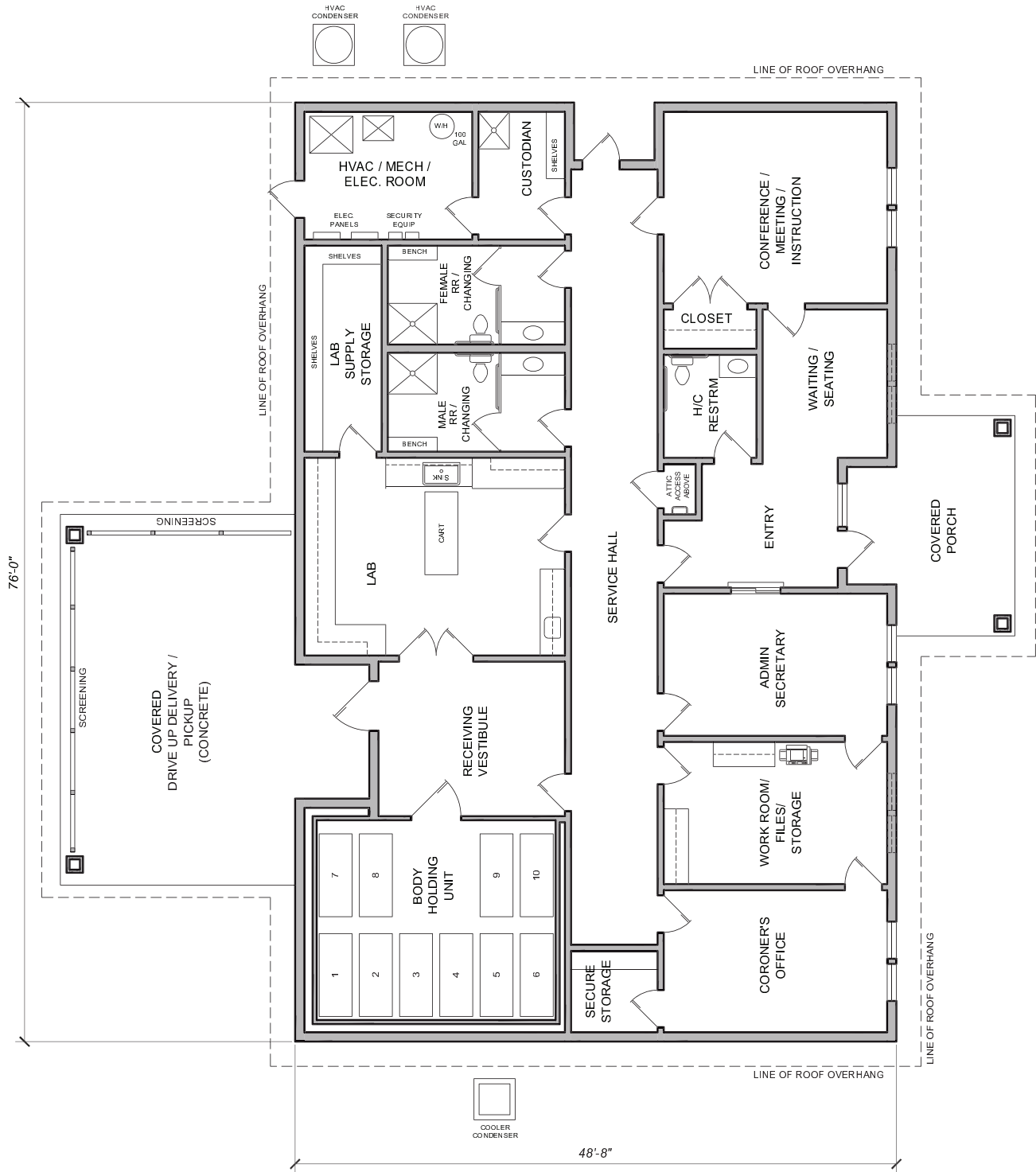
12.	Autopsy sink with disposal, ventilation, leg frame, sink perimeter rinse, organ rinse basket, evidence screen, safety eye wash, scale stand (wall mount). (4/9/2021)	\$24,148
13.	Chemical resistant, non-staining counter tops (Allowance).	\$12,000
14.	Miscellaneous Equipment (Lump Sum Allowance)	\$30,000
15.	Loose furniture, office furniture, work room, office equipment, conference room furniture, waiting room furniture, storage shelving.	\$40,000
	Subtotal of Estimated Construction Cost	\$1,087,674
16.	Soil Boring Testing of Site	\$4,000
17.	Property Survey, Staking and Civil Engineering	\$8,000
18.	Estimated Professional Fees (Architect, Mechanical, Plumbing, Electrical Engineers <u>with</u> Related Expenses \$6,000 included).	\$96,000
	Project Contingency @ 5%	\$59,786
	<b>Total of Estimated Project Cost</b>	<b>\$1,255,460</b>

## NOTES:

1. This estimate assumes the construction site to be on the west side of Habersham Road, north of the DoCo EMS Station and south of DoCo Public Works Building.
2. Building Construction Cost assumes wood framed building with pre-engineered wood roof trusses, building with brick facades, 50-year roof shingles, interior partitions of wood studs and drywall - painted, vinyl plank floor coverings, suspended acoustical tile ceiling, gypsum board sub-ceiling, standard finishes.
3. Costs are estimated based on current market conditions/pricing as of September 23, 2021 (unpredictable market).
4. Costs are estimated based on standard competitive bid process.
5. Costs are estimated on standard market condition wage and labor rates.
6. Construction Cost line item costs include Contractor OH&P, insurance, permitting.
7. Items/Costs include Code-required items to obtain a Certificate of Occupancy (CoO).

Prepared by:

David Maschke



# STAND ALONE SELF-CONTAINED FLOOR PLAN

SCALE: 1/8"=1'-0"

DRAWN: VW CHECKED: DMGM

PROJ. MGR.: DMGM DATE: 09.20.21

## Dougherty County Morgue Concept Dougherty County, GA

ARCHITECT'S PROJECT NUMBER 2021-01

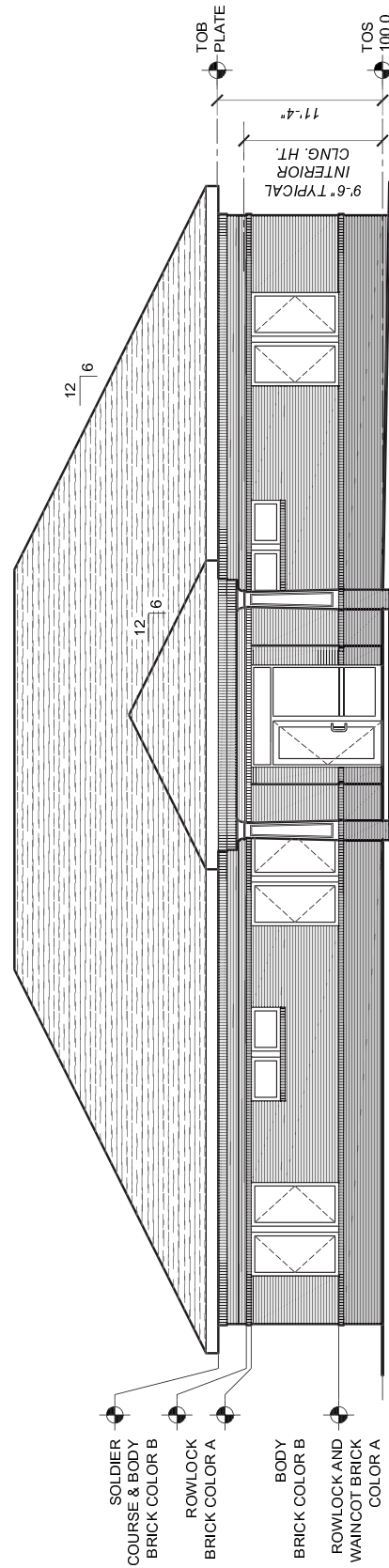


**MASCHKE ASSOCIATES**

206 1/2 WEST BROAD AVENUE  
ALBANY, GEORGIA 31701  
PHONE: (229) 888-3421

REGISTERED ARCHITECT / REGISTERED INTERIOR DESIGNER

**SHEET**  
1 of 2



CONCEPT FRONT ELEVATION

STAND ALONE  
SELF-CONTAINED  
ELEVATION

SCALE: 1/8"=1'-0"

DRAWN: VW CHECKED: DMGM

PROJ. MGR.: DMGM DATE: 09.20.21

Dougherty County  
Morgue Concept  
Dougherty County, GA

ARCHITECT'S PROJECT NUMBER 2021-01



MASCHKE ASSOCIATES

206 1/2 WEST BROAD AVENUE  
ALBANY, GEORGIA 31701  
PHONE: (229) 888-3421

REGISTERED ARCHITECT / REGISTERED INTERIOR DESIGNER

SHEET  
2 of 2



### PROCUREMENT RECOMMENDATION

DATE: October 19, 2021

TITLE: Classification & Compensation Study

DEPARTMENT: DOCO Human Resources

REFERENCE NUMBER: RFP #22-015

ACCOUNT NUMBER: 1001540.521217

OPENING DATE: September 20, 2021

BUDGETED AMOUNT: \$75,000.00

BUYER: Joshua Williams

DEPARTMENT CONTACTS: Jawahn Ware

*Yvette Fields*  
Yvette Fields, Director

### RECOMMENDATION:

Recommend contracting with **Management Advisory Group of Spartanburg, SC** to provide a comprehensive classification & compensation study for the Dougherty County Human Resources Department for a total expenditure of **\$39,700.00**.

### BACKGROUND INFORMATION:

Bid Ref. #22-015 was advertised in the local paper, on the local access channel, and on the Georgia Procurement Registry. The bid opening was September 20, 2021. Eleven (11) firms were directly solicited with four (4) firms submitted proposals.

The Proposal Analysis Group consisted of Dominique Hall, County HR Director, Erica Potts, Asst. County HR Director, Wendy Vogel, Asst. County Finance Director, Tatesha Irving, Asst. County Chief of Police, Chris Smith, County Solid Waste Director, and Sam Allen, EMS Director. The proposals were evaluated based on the criteria of Qualifications & Experience, Project Methodology, Timeline, Pricing & Fees, M/WBE Participation, References, and Local Participation.

The Proposal Analysis Group has selected Management Advisory Group as the lowest responsive and responsible proposer. Three references were checked from the City of Savannah, City of Americus and Durham County, North Carolina. All the references providing positive feedback on their working relationship with Management Advisory Group.

### COUNTY ADMINISTRATOR ACTION:

☒ APPROVED

☐ DISAPPROVED

☐ HOLD

10 / 20 / 2021

DATE

*[Signature]*  
COUNTY ADMINISTRATOR

### List of documents attached:

Bid Tabulation

CENTRAL SERVICES

City of Albany  
Central Services Department  
Procurement Division

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Project: Comprehensive Classification & Compensation Study  
Ref No.: 22-015

*EVALUATION CRITERIA*

**Qualifications and Experience:**

*List firms experience with contracts of similar size.*

*POINTS ALLOWED*

**35**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>	<b>#5</b>	<b>AVERAGE</b>
Management Advisory Group	30	32	30	30	35	31.30
Evergreen Solutions	35	29	35	33	35	33.40
Clarity Consulting Group	20	16	20	32	25	22.50
Segal	25	33	35	35	35	32.50

*EVALUATION CRITERIA*

**Project Methodology:**

*Provide a work plan to detail how the project will be carried out.*

*POINTS ALLOWED*

**30**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>	<b>#5</b>	<b>AVERAGE</b>
Management Advisory Group	25	26	30	30	30	28.20
Evergreen Solutions	30	23	25	30	30	27.60
Clarity Consulting Group	20	14	15	30	15	18.80
Segal	20	20.5	30	30	20	24.10

*EVALUATION CRITERIA*

**Timeline:**

*Provide a proposed timeline to complete proposed work.*

*POINTS ALLOWED*

**10**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>	<b>#5</b>	<b>AVERAGE</b>
Management Advisory Group	9	10	10	10	9	9.60
Evergreen Solutions	10	10	10	9	10	9.80
Clarity Consulting Group	7	7	10	9	6	7.70
Segal	6	6	10	10	6	7.60

*EVALUATION CRITERIA*

**Pricing and Fees:**

*POINTS ALLOWED*

**10**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>	<b>#5</b>	<b>AVERAGE</b>
Management Advisory Group	10	10	10	10	10	10.00
Evergreen Solutions	6	6	6	6	6	6.00
Clarity Consulting Group	0	0	0	0	0	0.00
Segal	0	0	0	0	0	0.00



City of Albany  
Central Services Department  
Procurement Division

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Project: Comprehensive Classification & Compensation Study  
Ref No.: 22-015

*EVALUATION CRITERIA*

*POINTS ALLOWED*

**M/WBE Participation:**

**5**

*Provide documentation stating firm's M/WBE status.*

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>	<b>#5</b>	<b>AVERAGE</b>
Management Advisory Group	5	5	5	3	5	4.60
Evergreen Solutions	5	1	5	5	5	4.20
Clarity Consulting Group	0	0	0	3	0	0.60
Segal	0	0	0	0	0	0.00

*EVALUATION CRITERIA*

*POINTS ALLOWED*

**References:**

**5**

*Provide a list of firms that can be reached to verify your previous success on prior contracts.*

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>	<b>#5</b>	<b>AVERAGE</b>
Management Advisory Group	5	4	2.5	5	5	4.30
Evergreen Solutions	5	5	5	4	5	4.70
Clarity Consulting Group	2	0	2.5	3	5	2.50
Segal	4	4	5	5	5	4.60

*EVALUATION CRITERIA*

*POINTS ALLOWED*

**Local Participation:**

**5**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>	<b>#5</b>	<b>AVERAGE</b>
Management Advisory Group	5	2	5	5	0	3.30
Evergreen Solutions	5	3	5	4	5	4.30
Clarity Consulting Group	3	0	5	5	0	2.60
Segal	2	0	5	3	0	2.00

**TOTALS:**

Management Advisory Group	91.3
Evergreen Solutions	90
Segal	70.8
Clarity Consulting Group	54.7

**EVALUATORS:**

Dominique Hall/Erica Potts - DO.CO. HR  
Wendy Vogel - DO. CO. Finance  
Chris Smith - DO. CO. Public Works  
Sam Allen - EMS  
Tateshea Irving - DO. CO. Police



## PROCUREMENT RECOMMENDATION

DATE: October 21, 2021

TITLE: DOCO Archaeological Services

DEPARTMENT: DOCO Administration

REFERENCE NUMBER: 22-016

ACCOUNT NUMBER: GRANT/General Fund

OPENING DATE: October 12, 2021

BUDGETED AMOUNT: N/A

BUYER: Kimberly M. Allen

DEPARTMENT CONTACTS: Georgia Collier-Bolling/Jeremy Brown

*Yvette Fields*  
**Yvette Fields, Director**

### RECOMMENDATION:

Recommend contracting with Southern Research, Pine Mountain, GA, to provide Professional Services to construct a multi-use trail approximately six miles long connecting the existing Albany downtown and Albany State University (ASU) trails to the Radium Springs trail for a not to exceed amount of \$28,284.00.

### BACKGROUND INFORMATION:

Proposal Ref. #22-016 was advertised in the Albany Herald, local access channel, and published on the Georgia Procurement Registry. The proposal opening was on 10/12/2021. Four proposals were received.

The Consultant shall conduct a cultural resource survey for the construction of a multi-use trail approximately six miles long connecting the existing Albany downtown and Albany State University (ASU) trails to the Radium Springs trail and a cultural resource survey for the Red Bud Road Residential historic district, Holly Drive and Hibiscus Road Residential historic districts. The professional service contract will also include services to complete a permanent archival record (PAR) for six properties located in the Red Bud Road Residential historic district, Holly Drive and Hibiscus Road Residential historic districts.

A Proposal Analysis Group consisting of Paul Forgey and Angel Gray, Planning and Development, Jeremy Brown, DOCO Engineering Manager and Wendy Vogel, DOCO Asst. Finance Director evaluated the proposers on Responsiveness to RFP, Qualifications and Experience of Staff, Firm Qualification and experience, Specific Survey Approach, Minority and Women Owned Business and Price.

The PAG recommends Southern Research as the most responsive and responsible proposer to provide Archaeological Services.

### COUNTY ADMINISTRATOR ACTION:

☒ APPROVED      ☐ DISAPPROVED      ☐ HOLD

DATE

**List of Document Attached: Evaluation Tabulation**

*[Signature]*  
COUNTY ADMINISTRATOR

CENTRAL SERVICES

City of Albany  
Central Services Department  
Procurement Division

**Project:** **DOCO Archeological Services**  
**Ref No.:** **22-016**

*EVALUATION CRITERIA*

*POINTS ALLOWED*

**10**

*Responsiveness to RFP*

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
<i>Southern Research</i>	10.00	10.00	10.00	10.00
<i>Terracon Consultants</i>	10.00	10.00	10.00	10.00
<i>NV5 Engineers &amp; Consultants</i>	9.00	10.00	9.00	9.33
<i>Paleowest LLC</i>	10.00	10.00	8.00	9.33

*EVALUATION CRITERIA*

*POINTS ALLOWED*

**30**

*Qualifications and Experience of Staff*

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
<i>Southern Research</i>	28.00	30.00	30.00	29.33
<i>Terracon Consultants</i>	28.00	30.00	30.00	29.33
<i>NV5 Engineers &amp; Consultants</i>	28.00	30.00	30.00	29.33
<i>Paleowest LLC</i>	28.00	27.00	25.00	26.67

*EVALUATION CRITERIA*

*POINTS ALLOWED*

**20**

*Firm Qualification and Experience*

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
<i>Southern Research</i>	19.00	20.00	20.00	19.67
<i>Terracon Consultants</i>	18.00	20.00	20.00	19.33
<i>NV5 Engineers &amp; Consultants</i>	18.00	20.00	20.00	19.33
<i>Paleowest LLC</i>	19.00	20.00	10.00	16.33
				#DIV/0!

*EVALUATION CRITERIA*

*POINTS ALLOWED*

**20**

*Specific Survey Approach*

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
<i>Southern Research</i>	20.00	18.00	20.00	19.33
<i>Terracon Consultants</i>	19.00	19.00	20.00	19.33
<i>NV5 Engineers &amp; Consultants</i>	18.00	19.00	20.00	19.00
<i>Paleowest LLC</i>	19.00	17.00	15.00	17.00

City of Albany  
Central Services Department  
Procurement Division

**Project:** **DOCO Archeological Services**  
**Ref No.:** **22-016**

**EVALUATION CRITERIA****POINTS ALLOWED***Minoity and Women Owned Business***5**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
<i>Southern Research</i>	5.00	5.00	5.00	5.00
<i>Terracon Consultants</i>	4.00	3.00	5.00	4.00
<i>NV5 Engineers &amp; Consultants</i>	3.00	3.00	4.00	3.33
<i>Paleowest LLC</i>	4.00	0.00	0.00	1.33

**EVALUATION CRITERIA****POINTS ALLOWED***Price***15**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
<i>Southern Research</i>	15.00	15.00	15.00	15.00
<i>Terracon Consultants</i>	12.00	11.00	5.00	9.33
<i>NV5 Engineers &amp; Consultants</i>	12.00	10.00	10.00	10.67
<i>Paleowest LLC</i>	10.00	13.00	13.00	12.00

**TOTALS:**

<i>Southern Research</i>	<b>98.33</b>
<i>Terracon Consultants</i>	91.33
<i>NV5 Engineers &amp; Consultants</i>	91.00
<i>Paleowest LLC</i>	82.67

**EVALUATORS:**

Paul Forgey/Angel Gray- Planning and Development  
Jeremy Brown- DOCO Engineering Manager  
Wendy Vogel- DOCO Asst. Finance Director

**A RESOLUTION  
ENTITLED  
A RESOLUTION DECLARING AS SURPLUS THE  
ATTACHED LIST OF EQUIPMENT AND VEHICLES;  
PROVIDING FOR DISPOSAL OF OR SALE OF SAME VIA  
AN ONLINE AUCTION; REPEALING PRIOR RESOLUTIONS  
IN CONFLICT; AND FOR OTHER PURPOSES.**

**WHEREAS**, Dougherty County, Georgia owns the attached list of equipment and vehicles; and

**WHEREAS**, the County has neither an immediate or foreseeable future use for said equipment and vehicles;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Dougherty County, Georgia and **IT IS HEREBY RESOLVED** by Authority of same:

**SECTION I.** That the equipment and vehicles specified in the list attached hereto are hereby declared surplus and the County Administrator is authorized to dispose of or to sell the same via an online auction.

**SECTION II.** That the County Administrator or County Clerk are authorized to execute documents necessary to effectuate sale of said equipment and vehicles.

**SECTION III.** All resolutions or parts of resolutions in conflict herewith are repealed.

BOARD OF COMMISSIONERS OF  
DOUGHERTY COUNTY, GEORGIA

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

\_\_\_\_\_  
COUNTY CLERK  
Adopted: November 1, 2021

EMS		
Description	Unit Number	Condition
Dell Latitude 7404 Rugged Laptop (10)	5MWLNY1, CMWLNY1, CNWLNY1, DMWLNY1, 9MWLNY1,	Poor
	BMWNLNY1, JMWLNY1, 8MWLNY1, DMZVNY1, FMWLNY1	
Magistrate Court		
Description	Unit Number	Condition
Canon FaxPhone 180	MDL 78131	Good
Lexmark Wheelwriter 1000 Typewriter	11NPN49	Poor
Public Works		
Description	Unit Number	Condition
2010 Crown Victoria	621031	Good
2004 Crown Victoria	120431	Good
2004 Ford F-350 W/Ambulance Body	580431	Good
2000 E-One Fire Truck	98006	Good
2010 Crown Victoria	381029	Fair
Dell Optiplex 3010	FDLDDZ1	Poor
Dell Optiplex 3020 (4)	4NQ5842, G3VHFB2, CHK9C42, 2GCCP22	Poor
HP Officejet 6700	N2BG9SKVT	Poor
Dell Monitors (8)	10206, 10200, 10209, 10201, 10202, 10198, 10244, CN0DT0	Poor
APC Battery Backup		Poor
Dell Laptop & Bag	2498	Poor
Dell Latitude 110L	1B1KN91	Poor
Dell OptiPlex 330	BQ67JH1	Poor
Dell Mouse		Poor
Dell Keyboard		Poor
IBM Typewriter 1982	6700 11 0014719	Poor
HP Fax Machine	CND9D9BBCM	Poor
Dell OptiPlex (2)	CN0DT0, 85X41R1	Poor
HP Scanjet 4670	CN3BJB4364	Poor
HP Deskjet 6940	C8970A	Poor

## Public Works Con't

Description	Unit Number	Condition
HP Duplexer	HPQ3447A	Poor
Petro Vend	423854	Poor
OPW Fuel Mgmt System	1562294	Poor
Epson Printer LX300t	G8DY517746	Poor

## Sheriff's Office

Description	Unit Number	Condition
Whelen Liberty Lightbar		Fair
Havis Docking Station		Fair
Ford Wheel Covers (4)		Fair
Chevrolet Wheel Covers (4)		Fair
Federal Signal Lightbars (2)		Fair
Whelen Lightbars (3)		Fair
Rear Cage for 2016 Ford Interceptor SUV		Fair
Rear Cage for 2013 Dodge Sedan		Fair

## Solid Waste

Description	Unit Number	Condition
Rhino Flex Mower	54322D	Poor
Flair	54099	Poor
Fenn Hydroseeder	549754	Poor

Return Recorded Deed To:  
W. Spencer Lee, IV  
County Attorney  
P.O. Box 1376  
Albany, Georgia 31702-1376

STATE OF GEORGIA

}

QUIT CLAIM DEED

COUNTY OF DOUGHERTY

}

}

THIS INDENTURE, made the 29th day of September, 2021, between the **ALBANY/DOUGHERTY COUNTY LAND BANK**, as party of the first part, hereinafter called Grantor, and **DOUGHERTY COUNTY, GEORGIA**, as party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, personal representatives, successors and assigns where the context requires or permits).

WITNESSETH: That Grantor, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has bargained, sold, and does by these presents bargain, sell, remise, release and forever quit-claim to the said Grantee all the right, title interest, claim or demand which the Grantor has or may have had in and to the following described real property, to wit:

All that tract or parcel of land lying and being in the County of Dougherty, State of Georgia, and being more particularly described as follows:

Begin at the point of intersection of the East right-of-way line of Old U.S. Highway 19 and the North right-of-way line of the Stagecoach Road and from said point of beginning of 417.2 feet to a point; thence proceed North 89 degrees 19 minutes East a distance of 250 feet to a point; thence proceed South 0 degrees 41 minutes East a distance of 681.88 feet to a point on the North right-of-way of the Old Stagecoach Road; thence proceed North 44 degrees 03 minutes West along the North right-of-way line of the Old Stagecoach Road to the point of beginning.

The above-described property contains 3.153 acres, more or less, and is located in Land Lot 250 of the First Land District of Dougherty County, Georgia.

LESS AND EXCEPT:

Starting at the centerline intersection of Radium Springs Road and Antioch Road, thence go North 00 degrees 51 minutes 14 seconds West for a distance of 43.84 feet to a point; thence go South 44 degrees 02 minutes 04 seconds East for a distance of 65.76 feet to the Point of Beginning; thence go North 00 degrees 51 minutes 14 seconds West for a distance of 147.50 feet to a point; thence go South 59 degrees 28 minutes 51 seconds East for a distance of 288.22 feet to a point; thence go South 02



degrees 57 minutes 30 seconds West for a distance of 243.0 feet to a point; thence go North 44 degrees 02 minutes 04 seconds West for a distance of 336.0 feet to the Point of Beginning. Said tract contains 1.1 acre.

SUBJECT TO ANY AND ALL RESTRICTIONS AND EASEMENTS OF RECORD, IF ANY EXIST.

This is the same property conveyed to Grantor at Deed Book 4855, Page 11, Dougherty County Deed Records. It is known as 4302 Radium Springs Rd., Albany, Georgia, bearing Tax ID # 00176/00001/12C, according to the present system of numbering of streets in the City of Albany, Georgia.

with all rights, members and appurtenances to the said described premises in anywise appertaining or belonging.

TO HAVE AND TO HOLD the said described premises unto the said Grantee, so that neither the said Grantor, nor any other person or persons claiming under the Grantor shall at any time claim or demand any right, title or interest to the aforesaid described premises or its appurtenances.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.

Signed, sealed and delivered this 29th  
day of September, 2021, in the presence  
of:

marina mcmickle  
WITNESS  
Stacie H. Note  
NOTARY PUBLIC

My commission expires:



ALBANY/DOUGHERTY COUNTY  
LAND BANK

By: Erick D. Williams  
Print Name: Erick D. Williams  
Title: Board Member

Attest: Jim B. Pace Jr.  
Print Name: JIM B. PACE Jr.  
Title: BOARD MEMBER

(SEAL)