



## **SPECIAL CALLED MEETING AGENDA**

Commission Chamber  
Tuesday, May 13, 2025  
11:00 AM

1. A. Pending and Potential Litigation  
B. Real Estate  
C. Personnel
  
2. Motion to **authorize** execution by the Mayor of the affidavit of compliance with Georgia's Open Meeting Act.
  
3. Approve engaging Cherry Bekeart Advisory, LLC. to conduct the grant compliance audit of the Housing and Community Development Department (RFP 25-903) (**Requested by the Administrator**)
  
4. Hurricane Helene Response - Private Property Debris Removal (**Requested by the Administrator**)



## Special Called Meeting

May 13, 2025

Affidavit

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Motion to <b>authorize</b> execution by the Mayor of the affidavit of compliance with Georgia's Open Meeting Act.
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



## Finance Committee

Meeting Date: May 13, 2025

Audit – HCD Grant Compliance – RFP 25-903

<b>Department:</b>	Finance
<b>Presenter:</b>	Timothy E. Schroer, CPA, CGMA, Interim Finance Director
<b>Caption:</b>	Approve engaging Cherry Bekeart Advisory, LLC. to conduct the grant compliance audit of the Housing and Community Development Department (RFP 25-903)
<b>Background:</b>	<p>The Commission directed the Finance and Procurement Department to procure a firm to perform a grant compliance audit of the Housing and Community Development (HCD) department. The scope of the engagement is to include:</p> <p>All HCD grant programs for the years ending 12-31-2023 and 2024. Current grant programs:</p> <ul style="list-style-type: none"> <li>CDBG</li> <li>HOME</li> <li>HOPWA</li> <li>ESG</li> <li>SHP</li> <li>Neighborhood Stabilization</li> <li>GADPH Lead Grant</li> <li>Treasury ERA 2</li> <li>HUD GALHB</li> </ul>
<b>Analysis:</b>	The evaluation committee met on May 5, 2025, to review and discuss the five responses received. The committee is recommending Cherry Bekeart Advisory LLC be awarded the engagement. The firm is estimating its schedule of work will take 5 to 6 months to complete.
<b>Financial Impact:</b>	The not to exceed cost proposed is \$63,160.00, if the number of hours needed to complete the engagement is less than proposed, the fee could be reduced accordingly.
<b>Alternatives:</b>	Reject proposal
<b>Recommendation:</b>	Approve awarding audit Cherry Bekeart Advisory, LLC
<b>Funds are available in the following accounts:</b>	101-01-5110
<b><u>REVIEWED AND APPROVED BY:</u></b>	



## Request for Proposals

Request for Proposals will be received at this office until **Wednesday, April 30, 2025 @ 11:00 a.m.** via ZOOM Meeting ID: **880 0654 7738**; Passcode: **25903** for furnishing:

### RFP Item #25-903 HCD Grant Compliance Audit for Augusta, GA – Finance Department

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

Darrell White, Interim 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 (706-821-2422).

**All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, April 18, 2025 @ 5:00 P.M. No RFP will be accepted by fax or email, all must be received by mail or hand delivered. To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

No RFP may be withdrawn for a period of **90** 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.

**GEORGIA E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the [contractor affidavit](#) as part of the requirement for their bid to be considered.

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 their qualifications.

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

Augusta Procurement Department  
Attn: Darrell White, Interim Procurement Director  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Fax: 706-821-2811 or Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

DARRELL WHITE, Interim Procurement Director

Publish:

Augusta Chronicle April 7, 10, 14, 17, 2025  
Metro Courier April 7, 2025

Revised: 10/02/24



**RFP Opening: RFP Item #25-903 HCD Grant Compliance Audit  
for Augusta, GA – Finance Department  
RFP Due: Wednesday, April 30, 2025 @ 11:00 a.m. via Zoom**

**Total Number Specifications Mailed Out: 21  
Total Number Specifications Download (Demandstar): 6  
Total Electronic Notifications (Demandstar): 302  
Georgia Procurement Registry: 1666  
Total packages submitted: 5  
Total Non-compliant: 0**

<b>VENDORS</b>	<b>Attachment "B"</b>	<b>Addendum 1</b>	<b>E-Verify</b>	<b>Save Form</b>	<b>Fee Proposal</b>	<b>Original</b>	<b>7 Copies</b>
Cherry Bekaert Advisory, LLC 1029 Greene Street Augusta, GA 30901	Yes	Yes	2221355	Yes	Yes	Yes	Yes
CliftonLarsonAllen, LLP (CLA 3575 Piedmont Road Northeast, Building 15, Suite 1550 Atlanta, GA 30305	Yes	Yes	1312264	Yes	Yes	Yes	Yes
PJC Group, LLC 260 Peachtree St. NW Suite 2302 Atlanta, GA 30303	Yes	Yes	99717	Yes	Yes	Yes	Yes
Plante Moran, PLLC 3000 Towne Center, Suite 100 Southfield, MI 48075	Yes	Yes	1558610	Yes	Yes	Yes	Yes
UHY Advisors Mid-Atlantic, Inc. 8601 Robert Fulton Drive, Suite 210 Columbia, MD 21046	Yes	Yes	69740	Yes	Yes	Yes	Yes



Evaluation Sheet - RFP Item #25-903  
HCD Grant Compliance Audit for Augusta GA Finance Department  
RFP Date: Tuesday, April 30, 2025 @ 11:00 a.m. via Zoom  
Evaluation Meeting Date: Monday, May 5, 2025 @ 10:00 a.m. Via Zoom

Vendors			Cherry Bekaert Advisory, LLC 1029 Greene Street Augusta, GA 30901	CliftonLarsonAllen, LLP (CLA) 3575 Piedmont Road Northeast Building 15, Suite 1550 Atlanta, GA 30305	PJC Group, LLC 260 Peachtree St. NW Suite 2302 Atlanta, GA 30303	Plante & Moran, PLLC 3000 Town Center, Suite 100 Southfield, MI 48075	UHY Advisors Mid-Atlantic, Inc. 8601 Robert Fulton Drive, Suite 210 Columbia, MD 21046	Cherry Bekaert Advisory, LLC 1029 Greene Street Augusta, GA 30901	CliftonLarsonAllen, LLP (CLA) 3575 Piedmont Road Northeast Building 15, Suite 1550 Atlanta, GA 30305	PJC Group, LLC 260 Peachtree St. NW Suite 2302 Atlanta, GA 30303	Plante & Moran, PLLC 3000 Town Center, Suite 100 Southfield, MI 48075	UHY Advisors Mid-Atlantic, Inc. 8601 Robert Fulton Drive, Suite 210 Columbia, MD 21046
Phase 1			Ranking of 0-5 (Enter a number value between 0 and 5)					Weighted Scores				
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)									
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized	N/A	Pass/Fail	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
2. Qualifications & Experience	(0-5)	20	4.4	4.8	3.3	4.3	4.6	88.8	96.3	65.0	86.3	91.3
3. Organization & Approach	(0-5)	20	4.3	4.0	3.3	4.1	4.3	85.0	80.0	65.0	82.5	85.0
4. Scope of Services - Firm’s understanding of the Scope of Services and task requirements to be performed included in Section 3. Firm’s method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project to include the following: A. Firms Experience specifically in reference to internal audits, compliance audits and operational performance reviews. B. Relevant Project Experience and Performance on Past Similar Projects. C. Demonstrated knowledge and familiarity with local government and consolidated government operations.	(0-15)	15	4.4	4.0	3.8	4.3	4.5	65.6	59.3	56.3	63.8	66.8
5. Schedule of Work	(0-5)	10	4.1	3.7	3.3	3.9	4.1	40.6	36.9	32.5	38.8	40.6
6. References	(0-5)	5	5.0	4.0	3.9	4.9	4.0	25.0	20.0	19.4	24.4	20.0
7. Financial Stability	(0-5)	5	4.4	4.4	3.1	4.5	3.9	21.9	21.9	15.6	22.5	19.4
Phase 1 Total - (Total Maximum Ranking 20 - Maximum Weighted Total Possible 375)			17.4	17.1	13.4	17.2	17.1	326.9	314.3	253.8	318.1	323.0
Phase 2 (Option - Numbers 8-9) (Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)												
8. Presentation by Team	(0-5)	10						0.0	0.0	0.0	0.0	0.0
9. Q&A Response to Panel Questions	(0-5)	5						0.0	0.0	0.0	0.0	0.0
10. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for the one line only)							Cost/Fee Proposal Consideration					
Lowest Fees	5	10			5.0			0.0	0.0	50.0	0.0	0.0
Second	5	6	5.0					30.0	0.0	0.0	0.0	0.0
Third	5	4		5.0				0.0	20.0	0.0	0.0	0.0
Fourth	5	2				5.0		0.0	0.0	0.0	10.0	0.0
Fifth	5	1					5.0	0.0	0.0	0.0	0.0	5.0
Total Phase 2 - (Total Maximum Ranking 15 - Maximum Weighted Total Possible 125)			5.0	5.0	5.0	5.0	5.0	30.0	20.0	50.0	10.0	5.0
Total (Total Possible Score 500) Total (May not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)												
Total Cumulative Score (Maximum point is 500)			22.4	22.1	18.4	22.2	22.1	356.9	334.3	303.8	328.1	328.0

Internal Use Only

Evaluator: Cumulative Date: 4/17/25  
Procurement Department Representative: Nancy Williams  
Procurement Department Completion Date: 4/17/25

**Lena Bonner**

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**From:** Mattie Sue Stevens  
**Sent:** Thursday, May 8, 2025 3:24 PM  
**To:** Lena Bonner  
**Cc:** Tameka Allen; Jasmine Sims  
**Subject:** Fw: Agenda Item for Special Called Meeting 5/13/25  
**Attachments:** HCD Complinance Audit Coversheet (2).docx; RFP Advertisement for Paper.docx; 25-903\_TAB.pdf; Recommendation letter RFP 25-903 (2).pdf; 25-903 Cumulative Eval.pdf; 25-903 Planholders.pdf; FYI Process Regarding RFP updated 5-3-21.docx

Ms. Bonner,

As we discussed, there are two urgent agenda items requested for addition to the May 13 special called meeting:

- Award of RFP 25-903 for HCD Compliance Audit (documentation attached)
- Hurricane Helene Response - Private Property Debris Removal

The backup document for the Hurricane Helene item is not yet available. We will forward to you as soon as it is received.

Please let us know if you have any questions, and thank you for your assistance.

Mattie Sue

**Mattie Sue Stevens, MPA** | Assistant Administrator  
 Augusta, GA Government  
 535 Telfair St, Suite 910 | Augusta, GA 30901  
 Desk (706) 842-2806 | Cell (706) 513-9846  
 Email [MStevens@augustaga.gov](mailto:MStevens@augustaga.gov) | [www.augustaga.gov](http://www.augustaga.gov)

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**From:** Mattie Sue Stevens <MStevens@augustaga.gov>  
**Sent:** Wednesday, May 7, 2025 5:24 PM  
**To:** Lena Bonner <lbonner@augustaga.gov>  
**Cc:** Tameka Allen <Allen@augustaga.gov>; Charles Jackson <cmjackson@augustaga.gov>; Timothy Schroer <tschroer@augustaga.gov>; Darrell White <DWhite2@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Jasmine Sims <jasminesims@augustaga.gov>; Natasha L. McFarley <nmcfarley@augustaga.gov>  
**Subject:** Agenda Item for Special Called Meeting 5/13/25

Good afternoon, Ms. Bonner:

The Commission directed the Administrator to bring back the Housing & Community Development Audit procurement for consideration as soon as possible. Evaluations were completed this week. Administrator Allen is therefore requesting that this item be considered at a special-called meeting next Tuesday, May 13.



If this item can be added to the agenda for the "standard" special-called meeting at 11:00 am on Tuesday, the agenda coversheet and backup documentation is attached.

If not, please let us know, and we will ask Mayor Johnson to consider calling a separate meeting for this item.

We appreciate your guidance on the best way to proceed.

Thank you,

**Mattie Sue Stevens, MPA | Assistant Administrator**

**Augusta, GA Government**

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**Cc:** Timothy Schroer <tschroer@augustaga.gov>; Darrell White <DWhite2@augustaga.gov>; Dereena Harris <D.Harris@augustaga.gov>; Tywana Scott <TScott@augustaga.gov>

**Subject:** RFP 25-903 HCD Compliance Audit - Finance - Agenda Item for Special Called Meeting 5/13/25

Per Tim Schroer's request, it is his understanding that the Commission would like to fast track this item and address on May 13th special called meeting. I have spoken with Mr. Jackson and confirmed the following with the Clerk of Commission. The Clerk of Commission Office has stated that the agenda for the call meetings is required to be sent to the attention of Ms. Bonner with all attachments and a justification on why the item needs to be added to the special called meeting agenda.

Attached is the agenda cover letter and all attachments provided by the Procurement Department. Please ensure that the Administrator's office forwards the information to Ms. Bonner.

**Nancy Williams**

**Contract Compliance Administrator**

**Augusta Procurement Department**

**535 Telfair Street, Suite 605**

**Augusta, GA 30901**

**(P) 706-821-2888**

**(C) 706-564-8896**

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AED:104.1



## Special Called Meeting

May 13, 2025

Hurricane Helene Respose

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Hurricane Helene Response - Private Property Debris Removal ( <b>Requested by the Administrator</b> )
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
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