

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION AGENDA - THURSDAY, FEBRUARY 8, 2018
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
4:00 PM**

NEW BUSINESS

1. Presentation of Blacks Mill Bridge Professional Service Design Authorization- David McKee, Public Works Director
2. Presentation of RFQ #301-17 Insurance Broker Services Award Recommendation- Danielle Yarbrough, Human Resources Director
3. Board Appointment:
 - a. Avita Community Partners**
 - i. Angelia Brown- *replacing Joe Hirsch* (Term: February 2018 through June 2020)
4. County Manager Report
5. County Attorney Report

Backup material for agenda item:

1. Presentation of Blacks Mill Bridge Professional Service Design Authorization- David McKee, Public Works Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 2-8-18

Prepared By: D. McKee

Voting Session: 2-15-18

Presenter: David McKee

Public Hearing: Yes _____ No x

Agenda Item Title: Blacks Mill Bridge Professional Service Design Authorization

Background Information:

On July 17, 2017, my office received notice from the Georgia Department of Transportation (GDOT) Bridge Maintenance Engineer that the bridge over Blacks Mill Creek shall be closed until repairs/replacement could occur. The bridge was immediately closed to all vehicular traffic. In August 2017 staff presented three options to the BOC for consideration with the board approving staff to work with GDOT on a surplus bridge option to offset the replacement cost. At this time there are no surplus bridge options available. Staff has reviewed the new bridge replacement option and believes this option will be the quickest, most cost effective solution for replacement.

Current Information:

The bridge remains closed at this time. Replacement of the single-lane bridge with a new structure in the current footprint will be the most cost effective, quickest solution to getting the road reopened. Staff has met with several engineering firms that specialize in the structural engineering that is required of this type of bridge replacement. Southeastern Engineering Inc. (SEI) provided the timeliest, cost effective solution and completed several projects for Whitfield County Public Works in 2017. Staff requested funds from GDOT and was approved up to \$175,000 or 70% of construction cost. Staff is requesting approval of the SEI contract for professional services for the design of the new bridge structure.

Budget Information: Applicable: x Not Applicable: _____ Budgeted: Yes x No _____

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to approve the contract with SEI, utilizing the professional services exemption for the design of the replacement bridge for Blacks Mill Bridge.

Department Head Authorization: David McKee

Date: 1-23-18

Finance Dept. Authorization: Vickie Neikirk

Date: 1/25/18

County Manager Authorization: DH

Date: 2/1/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

SEI Contract, GDOT financial assistance letter, Whitfield County example documents

County financial contribution to the project will be provided by in-kind service and is not expected to impact the budget requiring an addition/amendment.



2470 Sandy Plains Rd
Marietta, GA 30066
P (770) 321-3936
F (770) 321-3935

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT made by and between Southeastern Engineering, Inc., and the client identified herein, provides for the following Professional Engineering Services under the Scope of Services section of this agreement

CLIENT: David McKee
Director of Public Works – SPLOST Administrator
Dawson County
25 Justice Way, Suite 2322
Dawsonville, GA 30534

PROJECT NAME: Blacks Mill Road Existing Bridge Replacement with Modular Bridge System

PROJECT UNDERSTANDING: SEI understands that the Dawson County Public Works Department needs surveying, geotechnical investigation and engineering design for one proposed bridge replacement in Dawson County. Blacks Mill Road is currently closed and will be closed during the duration of construction. SEI will coordinate directly with an approved pre-cast/fabricator of the modular bridge system to ensure everything needed for construction of the proposed bridge is included in the design. SEI will be contracting directly with S&ME, Inc. that will provide all the geotechnical information needed for piles needed for the modular bridge system. Rusted W-Beam guardrail will be added in lieu of bridge barrier.

SCOPE OF SERVICES

Task 1 - Survey

SEI will survey the area to determine the topo needed for the bridge layout and design. Above ground utilities will be located as well.

Task 2 - Geotechnical Explorations for Bridge Foundation Investigation (BFI)

S&ME understands it is desired to support each pre-cast structure on driven HP 12x53 steel pile bents. They have been requested to provide a geotechnical exploration for each planned structure in general accordance with Georgia Department of Transportation (GDOT) bridge foundation investigation (BFI) guidelines. They understand the structure will be designed in accordance with allowable stress design (ASD) and not load factored resistance design (LRFD). Please see the detailed proposal from S&ME for additional information in the attachment.

Task 3 - Plans Production & Coordination with Pre-Caster/Fabricator

Once survey has been completed SEI will coordinate with the modular bridge producer to assemble the plan set required to bid the project. SEI will not provide any additional survey but will use Allied Surveying's data for the plan production. SEI will ensure that all plans needed to bid the modular bridge system are incorporated into the plan set. This task assumes up to two visits to Dawson County for preconstruction coordination.

Task 4 - Construction Administration Support

SEI will assist Dawson County assemble any special documentation as necessary to supplement Dawson County's standard contract documentation. SEI understands that Dawson County will handle the actual contract administration but SEI will assist in getting the word out to contractors that do this kind of work so they will know about the project. SEI will coordinate with Dawson County Public Works Department on items that will be handled directly by county forces and what should be included/excluded from the contract such as unit prices for construction material, haul away of construction debris coordination, erosion control monitoring, etc. SEI will attend and conduct the pre-bid meeting (if required) and will attend and conduct the preconstruction meeting (if required).

Task 5 - Construction Support (RFI's)

SEI will provide construction support for any questions from the contractor that arise during construction. SEI will visit the site as needed to ensure proper installation of the bridge as requested by Dawson County. SEI also understands that Dawson County will hand the full construction oversight by in-house forces.

SCHEDULE

SEI can initiate work on this project immediately upon the anticipated notice to proceed (NTP) of February 2nd 2018. SEI's Geotech firm, S&ME, will have Geotech investigation completed by February 23rd. SEI has provided a detailed schedule to assume going to construction in May 2018 to ensure the project is completed by early summer of 2018.

COMPENSATION

PLEASE INITIAL EACH AUTHORIZED TASK BOX WHERE THERE IS A FEE:

PROFESSIONAL FEES			
Description	Task Subtotal	Billed	Authorized Tasks
Task 1 - Survey	\$5,000	Monthly, % Complete of Lump Sum	
Task 2 – Geotech Explorations for Bridge Foundation Investigation (S&ME)	\$8,700	Monthly, % Complete of Lump Sum	
Task 3 – Plan Production & Coordination with Pre-Caster/Fabricator	\$15,000	Monthly, % Complete of Lump Sum	
Task 4 – Construction Admin Support	\$2,500	Monthly, % Complete of Lump Sum	
Task 5 – Construction Support (RFI's)	\$2,500	Monthly, % Complete of Lump Sum	
TOTAL	\$33,700		

Direct expenses are included in the fees subtotaled in the above table. Direct expenses not included in the fees that are incurred by SEI will be billed at cost and may include but are not limited to special fees, M:\~RFP\2017 RFP's\Dawson County\Blacks Mill Road Bridge Replacement\17-1108

Dawson County Blacks Mill Road Bridge Replacement

Proposal.docx

permits, insurance, etc., printing and photographic reproduction, sub-contractors, rental of equipment and vehicles, shipping/transportation, meals and lodging, bonds, laboratory testing and supplies. Exclusions to the contract are noted in Attachment A.

SEI will cease work and notify you as soon as possible if additional professional services are required beyond the scope of work defined in the Scope of Services section above. Additional services will be billed according to the Rate Scheduled in Attachment B.

Payment is due upon receipt of invoice. Finance charges of one and one-half percent (1.5%) will be added to the unpaid balance beginning 30 days after invoice date. Any changes and/or revisions to this contract shall be agreed upon and initialed by all parties. This proposal shall be considered valid for a period of ninety (90) days from the date on page one (1).

IN WITNESS WHEREOF, the Agreement is accepted on the later date written below, subject to the terms and conditions stated above and attached to the Agreement in Attachment C.

CLIENT	_____	SOUTHEASTERN ENGINEERING, INC.	_____
Signed	_____	Signed	_____
Name (Typed)	_____	Name (Typed)	_____
TITLE	_____	TITLE	_____
DATE	_____	DATE	_____

ATTACHMENT A

EXCLUSIONS:

This agreement does not include the following:

- Zoning or zoning modification applications and coordination
- GDOT or other agency coordination
- Community coordination meetings
- Graphic design
- Traffic engineering services
- Land surveying services
- Structural engineering and inspection
- Soil testing/geotechnical analysis of existing soils or levels of compaction
- Subsurface utility location and/or investigation
- Utility capacity analyses
- Offsite utility evaluation and/or extension
- Offsite utility easements
- Utility coordination
- Stream buffer variance - variance through EPD and/or local jurisdiction
- Offsite silt study
- Dam breach
- FEMA coordination and/or letter of Map Revision
- MS4 requirements
- Architectural services
- Landscape architectural services
- Irrigation design
- Tree survey and/or as-builts
- Planting plans
- Inspecting and/or placing plants on site
- State waters and/or wetland location, delineation and/or permitting through USACE
- Preparation of Storm Water Management, Inspection and Maintenance Agreement or similar/related documents
- LDP submittal or revisions
- Final plat submittal or revisions
- Cost estimates or Quantity take offs
- Construction management, contract administration or price/cost negotiations of construction work
- Settlement of disputes of claims due to contractor default or insolvency or discontinuation of work
- Maintenance services (post-construction or otherwise)

ATTACHMENT B

HOURLY RATE SCHEDULE:

Services shall be invoiced according to the following rates:

Environmental Personnel:

Environmental Scientist I:	\$85/hr.
Environmental Services Manager:	\$125/hr.

Planning and Landscape Architecture Personnel:

Administrative:	\$60/hr.
Technician:	\$60/hr.
Land Planner:	\$125/hr.
Landscape Architect:	\$125/hr.

Engineering Personnel:

Administrative:	\$60/hr.
Technician:	\$50/hr.
Designer I:	\$70/hr.
Designer II:	\$90/hr.
Designer III:	\$105/hr.
Engineer I:	\$85/hr.
Engineer II:	\$105/hr.
Engineer III:	\$135/hr.
Project Manager:	\$140/hr.
Principal:	\$250/hr.

Surveying Personnel:

Field Crew: (2 Man)	\$140/hr.
Field Crew: (2 Man OT)	\$210/hr.
Field Crew (3 man):	\$185/hr.
Field Crew: (3 Man OT)	\$277.50/hr.
GPS Field Crew:	\$175/hr.
Senior Land Surveyor:	\$195/hr.
Registered Land Surveyor:	\$135/hr.
Survey Project Manager:	\$115/hr.
Field Manager:	\$95/hr.
Survey Technician 1:	\$75/hr.
Survey Technician 2:	\$85/hr.
Survey Technician 3:	\$95/hr.
Administrative:	\$55/hr.

Note: Personnel include direct and contract employees.

ATTACHMENT C

GENERAL CONDITIONS:

- A. **ENTIRE AGREEMENT AND ACCEPTANCE:** This CONTRACT comprises the full and entire agreement between the parties affecting all matters herein described, and no other agreement or understanding of any nature concerning the same has been entered into or will be recognized. Except for verbal authorization for additional work (which authorizations subsequently are confirmed in writing by ENGINEER), ENGINEER shall not be bound by any instructions, statements, or writings that are not expressly contained herein. These terms and conditions may be accepted only on the exact terms set forth herein and such terms and conditions supersede all prior discussions, understandings, or agreements related to this CONTRACT. Acceptance is made by CLIENT who either owns the subject project site or has an agreement with or the permission of the property owner which permits the ENGINEER to perform services at or related to the property.
- B. Our professional services shall be performed, our findings obtained, and our recommendations prepared in accordance with generally accepted engineering, surveying and landscape architecture practices. This warranty is in lieu of all other warranties, either implied or expressed. SEI assumes no responsibility for interpretation made by others based upon the work or recommendations made by SEI
- C. **SCOPE OF SERVICES AND EXTRA WORK:** The scope of ENGINEER's services hereunder is strictly limited to the services described in the contract, and ENGINEER shall have no obligations beyond such scope. Further, ENGINEER shall have no obligation to perform, and shall not be liable for any investigations or field observations relating to the project, unless such investigations or field observations are expressly provided in this CONTRACT. The CLIENT shall pay ENGINEER additional fees and reimbursables for work required for the project and for services requested by CLIENT, orally or in writing, if such work or services are not expressly described hereof, including, but not limited to, services involving redesign, change in scope of the project or additional work or services resulting from delays caused by others than the ENGINEER.
- D. It is agreed that the Owner/Client will limit any and all liability for any damage on account of any error, omission or other professional negligence to a sum not to exceed the fee for services provided. For additional liability coverage from the undersigned, a fee of 2% of the liability amount requested must be paid to the undersigned prior to commencement of this project.
- E. The Owner/Client agrees to defend, indemnify and hold SEI harmless from any claims, liability, or defense cost in excess of the limits determined above for injury or loss sustained by any party from exposures allegedly caused by SEI, performance of services hereunder, except for injury or loss caused by the sole negligence or willful misconduct of SEI.
- F. In the event, the Owner/Client makes claim against SEI at law or otherwise, for an alleged error, omission or other act arising out of the performance of our professional services, and the Owner/Client fails to prove such claim, then the Owner/Client shall bear all cost incurred by SEI in defending itself against such claim (s). The reciprocal of this clause (i.e., a claim made by SEI against the Owner/Client where failure of proof of claim is established, financial responsibility for Owner/Client's defense shall rest upon SEI) is hereby made a part of this Agreement.
- G. It is understood and agreed that SEI, shall not be held responsible for any inaccuracies in any materials, data or records of any other person, firm or agency which are provided to it and/or may be utilized by it in the performance of specific services.
- H. Should client be a Corporation or Partnership, the person signing this work order agrees to take full personal financial responsibility for the payment of the amounts specified herein and hereby waives right to personal property exemptions pursuant to collection thereof.
- I. In the event additional services beyond the scope of work listed above are required by Owner/Client, we shall perform these services for an amount equal to normal hourly charges on work actually performed upon approval by Owner/Client. We shall submit monthly invoices for services outlined in this agreement. Payment is due upon receipt of invoice. Finance charges of

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Dawson County Blacks Mill Road Bridge Replacement

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one, one-half percent (1.5%) will be added to any unpaid balance at the end of 30 days (APR 18%). When an invoice is 60 days in arrears, ENGINEER shall have the further right to discontinue further services and assess an additional 10% of the unpaid balance of \$100.00 minimum charge, whichever is greater, before providing further services of any kind to the subject project or CLIENT. Any inquiries about invoices should be made within 15 days of the invoice date.

- J. Either party may terminate this agreement with ten (10) days written notice. Outstanding fees for services performed prior to termination shall be due and payable upon termination. In the event government regulations are amended or changed in any way, or if the services outlined in this proposal have not been authorized within thirty (30) days of this proposal, fees quoted are subject to revision.
- K. Should the client be a 'Prime Consultant' where SEI is acting as a sub-consultant to the 'Prime Consultant' and the 'Prime Consultant' is a Corporation or partnership, working as consultant to the actual owner of the project, the representative signing this contract agrees that the company for which he is employed and represents will take full financial responsibility for the payment of the amounts specified herein regardless of whether or not the actual owner/developer of the property pays the 'Prime Consultants' own invoices. Note: This clause does not exclude SEI's right to legally pursue the physical owner of the property in the event of non-payment by the Client or 'Prime Consultant.'
- L. All original papers, documents, electronic data and all work product and copies thereof, produced as a result of this contract shall remain the property of SEI and may be used by the SEI without further consent of the Client.
- M. Owner/Client shall pay SEI all costs and expenses incurred or paid by SEI in connection with the collection of any sums due hereunder, including without limitation, reasonable attorneys' fees of no less than 15% of the amount for which collection is sought.
- N. Under no circumstances shall either party be liable to the other party for any indirect, incidental, economic, special, punitive or consequential damages, whether for breach of contract, negligence, or under any other cause of action, that results from the relationship or the conduct of business contemplated herein.
- O. HIDDEN CONDITIONS: A structural condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If the SER has reason to believe that such a condition may exist, the client shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (1) the client fails to authorize such investigation or correction after due notification, or (2) the SER has no reason to believe that such a condition exists, the client is responsible for all risks associated with this condition, and the SER shall not be responsible for the existing condition nor any resulting damages to persons or property.
- P. AR. Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to Arbitrate, shall be determined exclusively by Arbitration before the American Arbitration Association-Commercial Division in Atlanta Georgia pursuant to its rules. Judgment on the Award may be entered exclusively in the Fulton County Superior Court of Georgia. This clause shall not preclude or restrict the Parties from seeking provisional remedies in aid of arbitration exclusively from the Fulton County Superior Court of Georgia, and the Parties herein waive any claim(s) that jurisdiction and/or venue is otherwise.
- Q. NO WAIVER: The failure of ENGINEER to enforce, at any time or for any period of time, any one or more of the provisions of the CONTRACT shall not be construed to be, and shall not be, a waiver of any such provision or of its right thereafter to enforce each and every such provision.

WHITFIELD COUNTY PRECAST MODULAR BRIDGE INSTALLATIONS

Whitfield County Public Works contracted with Southeastern Engineering, Inc. for the design, construction management and oversight, as well as contract administration of three precast modular bridge installations. Each of the existing stream crossings consisted of large diameter corrugated metal pipes which had rusted and were deemed structurally deficient. Two of the three roads had already been closed by the Georgia Department of Transportation due to the condition of the existing pipes. SEI developed a hybrid construction contract with Whitfield County since they had in house asphalt crews, grading crews, and pre-established unit price material contracts at their disposal.



Project BENEFITS

Construction Duration

Less than 8 months from inception to final project. Less than two months construction time for all three bridges.

Cost Effectiveness

Total cost for all three bridges approximately \$700,000.

Hybrid Construction Contract

The County provided miscellaneous materials, grading, and paving thereby reducing the overall project costs.

Reduced long term maintenance

No metal pipes that can rust or require debris cleanout.

Seamless Project Team

SEI provided complete turnkey services, working with the County, Geotechnical Firm, and Bridge Precast Firm to ensure quality on time delivery.

Full Construction Oversight

SEI provided full CE&I during construction ensuring no delays and proper bridge installation.



in partnership with







DAWSON COUNTY FINANCE DEPARTMENT

PROFESSIONAL EXEMPTION MEMORANDUM

TO : Billy Thurmond, Dawson County, BOC Chairman
FROM: Melissa Hawk, Purchasing Manager
RE : Southeastern Engineering, Inc.
DATE: January 12, 2018

David McKee, Public Works Director, and I are requesting that a professional exemption be granted for Southeastern Engineering, Inc. (SEI) to perform services needed by Dawson County Public Works for the surveying, geotechnical investigation and engineering design to replace the current structure standing at Blacks Mill Road.

Quotes were sought out by other firms to establish a cost. During this time, it was discovered that SEI is the only responding firm capable of completing all phases of required work for the bridge replacement project.

The scope of services entails the following tasks: survey, geotechnical explorations for bridge foundation investigation, plans production and coordination with pre-caster/fabricator; construction administration support and construction support.

A preliminary timeline is as follows: Notice to Proceed to SEI- February 2, 2018; contract documents to Purchasing for release of IFB – April 17, 2018; IFB opening date – May 16, 2018; Award of construction contract – June 1, 2018; Construction completion date – late summer 2018.

If the request for professional exemption is not granted, the preliminary dates listed above would need to be expanded by 6 weeks.

The quote from SEI is in the amount of \$33,700.00; for all scope of services as depicted above.

Please initial either the approved or disapproved statement or then sign and date below for these services.

Thank you,

Melissa Hawk
Dawson County – Purchasing
Purchasing Manager

Vickie Neikirk
Chief Financial Officer

Accounting

Accounts Payable

Accounts Receivable

Budget

Grant Administration

Payroll

Purchasing

Dawson County
Government Center
25 Justice Way, Suite 2214
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-531-3504



Vickie Neikirk
Chief Financial Officer

Accounting

Accounts Payable

Accounts Receivable

Budget

Grant Administration

Payroll

Purchasing

Dawson County
Government Center
25 Justice Way, Suite 2214
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-531-3504

____ I approve the above professional exemption request.

____ I disapprove the above professional exemption request.

Signature: _____

Date: _____

Backup material for agenda item:

2. Presentation of RFQ #301-17 Insurance Broker Services Award Recommendation-
Danielle Yarbrough, Human Resources Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Human Resources

Work Session: 02/08/18

Prepared By: Melissa Hawk

Voting Session: 02/15/2018

Presenter: Danielle Yarborough/Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: RFQ #301-17 Insurance Broker Services Award Recommendation

Background Information:

Dawson County historically contracts with an insurance broker firm to monitor the insurance market for pricing trends for negotiating insurance costs for employee and county premiums. The current contract with Northwestern Benefits exhausted all renewals on December 31, 2017. An extension of the contract was agreed upon which ends on February 28, 2018.

Current Information:

A Request for Qualifications was released on August 31, 2017, and opened on September 28, 2017. After individual review of the technical response by 4 evaluators, the top 4 bidders were invited to an Interview/presentation meeting. New technical scores were presented to Purchasing by the 4 evaluators. ShawHankins remained the top candidate with a score of 92. Pricing was reviewed and Human Resources and Purchasing agreed to hold negotiations. ShawHankins submitted new commission rates, which were within a range agreeable of Human Resources. Commission is paid directly to ShawHankins from the insurance carriers. There is no direct cost from the county for this contract.

Budget Information: Applicable: Not Applicable: Budgeted: Yes No

Recommendation/Motion: To approve a contract with ShawHankins for Insurance Broker Services at the commission rate submitted as a result of RFQ #301-17 Insurance Broker Services.

Department Head Authorization: Danielle Yarborough

Date: 01/25/2018

Finance Dept. Authorization: Vickie Neikirk

Date: 01/25/18

County Manager Authorization: DH

Date: 2/1/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation

RFQ #301-17 Insurance Broker Services

WORK SESSION FEBRUARY 8, 2018



Background

- ▶ Dawson County historically contracts with an insurance broker firm to monitor the insurance market for pricing trends and negotiating insurance expenditures for employee and County paid premiums.
- ▶ The current contract with Northwestern Benefits expired on December 31, 2017. An extension was agreed upon which ends on February 28, 2018.
- ▶ A Request for Qualifications solicitation was released on August 31, 2017 and opened on September 28, 2017.
- ▶ Structured according to policy.

Background

- ▶ After individual review of the technical response by four (4) evaluators, the top four (4) firms were invited to an Interview/Presentation meeting.
- ▶ New technical scores were presented to Purchasing by the evaluators. After this phase, ShawHankins remained the top candidate with a score of 92.
- ▶ Commission rate negotiations were held with ShawHankins. New rates were received and accepted by Human Resources.

Evaluation Committee

- ▶ Danielle Yarborough, Human Resources Director
- ▶ Vickie Neikirk, Chief Financial Officer
- ▶ Lanier Swafford, Emergency Services Director
- ▶ Kristi Rutmann, Human Resources Specialist
- ▶ Melissa Hawk, Purchasing Manager (Facilitator)

Scope of Services

- ▶ The scope of services for this contract include, but not limited to:
 - ▶ Ensuring carrier contracts confirm to Federal and State legislation.
 - ▶ Market the County's insurance package for best premium costs to both employees and the County.
 - ▶ Analyze claims history and report quarterly to Human Resources.
 - ▶ Provide consultation with employees to ensure that coverage and costs meet the needs of the individual/family.
 - ▶ Provide a management software package for all County employee's use.
 - ▶ Reconcile carriers monthly invoices.

Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry (GPR)
- ▶ Emailed notification through Vendor Registry (VR)
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notified previous vendors
- ▶ **7 proposals received**

Evaluation Criteria and Proposer Scores

COMPANY NAME	COMPANY BACKGROUND AND STRUCTURE	TECHNICAL EXPERIENCE OF FIRM	QUALIFICATIONS OF STAFF	APPROACH & RESPONSIVENESS TO SCOPE OF WORK & METHODOLOGY	REFERENCES	TECHNICAL TOTAL
MSI Benefits	50	80	105	59	32	81
Shaw Hankins	57	93	111	72	37	92
Northwestern Benefit	47	79	98	58	32	78
Epic	47	85	96	54	35	79
Resurgens Risk Mgt	50	76	90	62	30	77
MidSouth Benefits	53	85	108	75	36	89
FMBC	44	69	84	56	29	71

Price is not considered in evaluation 23 or Request for Qualifications responses. Scores have been rounded up to the nearest whole number.

Commission Rates Proposal

SHAWHANKINS PRICE PROPSOAL				
DESCRIPTION OF SERVICES	(UOM) UNIT OF MEASURE	ORIGINAL PRICE PER UOM		NEGOTIATED PRICE PER UOM
Medical	Percentage of Premium	2.75%		2.75%
Dental	Percentage of Premium	8%		5%
Vision	Percentage of Premium	15%		10%
Employer Paid Life	Percentage of Premium	10%		10%
Short Term Disability	Percentage of Premium	15%		12%
Long Term Disability	Percentage of Premium	15%		12%
Voluntary Benefits -AFLAC	Percentage of Premium	15% Level		0%

The Voluntary Benefits received through AFLAC will not be monitored nor negotiated through ShawHankins but, directly between HR and the local AFLAC representative.

Recommendation

Staff respectfully requests the Board to accept proposals received and award a contract to ShawHankins for the RFQ #301-17 Insurance Broker Services for a one year term, with four possible one-year renewal options.

Backup material for agenda item:

3. Board Appointment:

a. Avita Community Partners

- i. Angelia Brown- *replacing Joe Hirsch* (Term: February 2018 through June 2020)



January 2, 2018

Dawson County Board of Commissioners
78 Howard Avenue East
Suite 100
Dawsonville, Georgia 30534

Dear Commissioners:

Angelia Brown attended our December 12, 2017 Board meeting and expressed an interest in representing Dawson County on our Board of Directors. Our Board is required to include a majority (51%) of individuals with personal or family experience in mental health, developmental disabilities or addictive diseases. Mrs. Brown has a family member with a disability which meets this requirement. With her interest in the services Avita provides, we believe she will be an asset to our Board.

We respectfully request Dawson County Board of Commissioners appointment of Mrs. Brown for the balance of the 3 year term which began July 1, 2017 and concludes June 30, 2020. If this is acceptable, please notify us and Mrs. Brown when the appointment has been officially entered into your Commission minutes. Mrs. Brown's address is 44 Kilough Ridge Drive—Dawsonville, Georgia 30534. Home number: 706-265-6303; cell number: 706-974-0949.

Thank you for the vital role you and the Commissioners play in supporting the services provided by Avita to Dawson County residents. If you have any questions, please feel free to contact me at 678-513-5700 or via email at Cindy.Levi@avitapartners.org.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia L. Levi".

Cynthia L. Levi
Chief Executive Officer

Cc: Angela Whidby, Board Chair
Board Governance Committee

A small version of the Avita logo graphic, consisting of a cluster of colorful squares.

(800) 525-8751 toll-free
(678) 513-5830 fax
www.avitapartners.org

4331 Thurmond Tanner Parkway
Flowery Branch, GA 30542

DAWSON COUNTY BOARD OF COMMISSIONERS
APPLICATION FOR APPOINTMENT TO COUNTY
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

Board or Authority Applied for AVITA Board of Directors

Name Angelia G. Brown (Angie)

Home Address 44 Kilough Ridge Drive

City, State, Zip Dawsonville, GA 30534

Mailing Address (if different) _____

City, State, Zip _____

Telephone Number L, 678-513-5204 WK. Alternate # _____

Fax Telephone Number 678-989-3008 FAX

E-Mail Address abrown2@laniertech.edu

Additional information you would like to provide:

I would greatly appreciate your vote of confidence to allow me to serve on the AVITA Board of Directors. I look forward to the chance to serve the community and the opportunity to represent Dawson County.

Signature Angelia G. Brown **Date** 1/19/18

Please note: Submission of this application does not guarantee an appointment.

Return to: Dawson County Board of Commissioners
Attn: County Clerk
25 Justice Way, Suite 2235
Dawsonville, GA 30534
(706) 344-3501 FAX: (706) 344-3889

Angelia (Angie) G. Brown

44 Kilough Ridge Drive
Dawsonville, Georgia 30534

678-513-5204 work
email: abrown2@laniertech.edu

Relevant Experience

- 2009-Currently Cosmetology Instructor, Lanier Technical College
- 2017 Selected to serve on 2018 I-LEAD Lanier Technical College for Leadership
- Currently serve as Faculty Representative for LTC Website Focus Group
- Currently serve on President Advisory Committee, LTC
- Currently serve on Marketing Public Relations Committee, LTC
- Currently serve on Curriculum Committee, LTC
- Currently serve on Community Outreach Committee, LTC
- Currently serve on Advisory Committee for Forsyth County CTAE
- 2014 Served on QEP Topic Selection Committee, LTC
- 2012 Created and Implemented new Dawson Cosmetology Program @ LTC
- 2011 Served on Dawson County School System Parent Advisory Board for SACS
- 2010 Served on Interview Committee for Walnut Grove High School
- 2009 Career Tech Ed Cosmetology Teacher 9-12 grade at Walnut Grove High School & Loganville High School with Walton County School System
- 2009 Created and Implemented new Cosmetology Department at WGHS
- 2009 Formed and Chaired Advisory Board Committee for Walnut Grove High
- 2009 Chartered and Organized Skills USA Program for Walnut Grove High
- 2009-2012 Advisor for Career Technical Student Organization, Skills USA
- 2009 Worked Cooperatively with Athens Tech Dual Enrollment

Education

- Master Degree in Public Administration, Valdosta State University
- Bachelor of Science, Organizational Leadership, Valdosta State University
- Graduate of Georgia State University, New Teacher Institute for Career and Technical Education Teachers Program
- Awarded Associate in Applied Science in Personal/Public Service Degree at Lanier Technical College, Cumming, Georgia
- Certified Facilitator Training with the American Cancer Society

License & Certification

- 2015 Completed Blackboard Learn Essentials Training with GVTC
- 2012 Completed Phase 1 and 2 Training with State Technical College
- Certified Teacher, Certification-Georgia Educator Certificate, Technical Specialist Level 2, Career Technical Education
- License in Managing Cosmetologist, Alabama
- License Master Cosmetologist, Georgia
- Certified Facilitator in Look Good...Feel Better with American Cancer Society

Professional Association

- GACTE - Georgia Association for Career & Technical Education
- PAGE - Professional Association of Georgia Educators