



**Jawahn E. Ware**  
*County Clerk/Procurement Manager*

**DOUGHERTY COUNTY BOARD OF COMMISSIONERS  
ADMINISTRATION**

**Attention Viewers of [www.dougherty.ga.us](http://www.dougherty.ga.us):**

The following supplemental material pertains to the:

## **May 11, 2020 Special Called Meeting**

Documents received after 5 p.m., May 7, 2020 are not included.

For questions or concerns pertaining to Commission related items, please call 229-431-2121.

Sincerely,

Jawahn E. Ware  
County Clerk





**SPECIAL CALLED MEETING  
MAY 11, 2020  
10 AM**

***DRAFT 2 jw***

**AGENDA**

To comply with the orders set forth by the Governor's Executive Order and the guidelines of the Center for Disease Control (CDC) in regard to the Coronavirus (COVID19) pandemic and social distancing, the Dougherty County Board of Commissioners will be holding a virtual type meeting on Monday, May 11, 2020. The public will have live access to the audio 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 meeting to order by Chairman Christopher Cohilas.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.
5. Consider for action the approval of the April 27<sup>th</sup> Special Called Meeting Minutes.  
**ACTION:** **See Minutes.**
6. Consider for action the **purchase of twenty-one (21) Body Cameras** for the **Sheriff's Office** from sole source provider **Watch Guard** (Allen, TX), **in the amount of \$28,975**. Funding is budgeted in the **SPLOST VII**. Assistant County Administrator Scott Addison will address. Assistant Chief Pamela Johnson is present. **See Purchases #1.**  
**ACTION:**
7. Consider for action the **purchase of a CAT 826K Landfill Compactor** for **Solid Waste** from the state contract vendor **Yancey Bros. Co.** (Albany, GA), **in the amount of \$769,914**. Funding is budgeted in the **Solid Waste Capital Outlay Fund**. Assistant County Administrator Scott Addison will address. Solid Waste Director Campbell Scott is present.  
**ACTION:** **See Purchases #2.**

8. Consider for action the **Resolution** providing for the acceptance of the **task order proposal by the County Administrator** from **Tetra Tech** (Maitland, FL) for an estimated **expenditure of \$99,216 for professional services** in response to the COVID 19 pandemic regarding the eligibility and reimbursements. Assistant County Administrator Scott Addison will address. **ACTION:** **See Purchase #3.**

9. Consider for action the **Resolution** providing for acceptance and execution of the **Amendment to Service Agreement with Cornerstone Government Affairs, Inc. by the County Administrator providing for strategic consulting and advocacy services** on behalf of Dougherty County, GA. County Administrator Michael McCoy will address. **See Other #1.**  
**ACTION:**

10. Items from the County Administrator.

11. Items from the County Attorney.

12. Items from the County Commission.

13. 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  
SPECIAL CALLED MEETING MINUTES

DRAFT

April 27, 2020

The Dougherty County Commission met via a video conferencing platform to be in compliance with the Governor's Executive Order and the guidelines of the Center for Disease Control (CDC) in regard to the Coronavirus (COVID19) pandemic and social distancing on April 27, 2020. Chairman Christopher Cohilas presided. Commissioners participating were Gloria Gaines, Russell Gray, Lamar Hudgins, Clinton Johnson, and Anthony Jones. Also participating were County Administrator Michael McCoy, Assistant County Administrator Scott Addison, County Attorney Spencer Lee, County Clerk Jawahn Ware and other staff. Commissioner Victor Edwards was absent. The public and representatives of the media participated 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 the April 13<sup>th</sup> Special Called Meeting minutes.

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

The Chairman called for consideration of the purchase of one 2020 Ford F150 4x2 SuperCab SWB Truck for Code Enforcement from the "piggy-back" of the City of Albany's award with Wade Ford (Smyrna, GA), in the amount of \$29,849. Funding is budgeted in SPLOST VII. Assistant County Administrator Scott Addison addressed. Chief Robert Carter and Buyer Tina Strassenberg were available.

Commissioner Gaines moved for approval. Upon a second by Commissioner Gray, the motion passed unanimously.

The Chairman called for consideration of the proposal from Edifice Consulting, Inc. (Byron, GA) not to exceed \$89,000 for professional services to include project documents and project administration for waterproofing and enhancements to the Judicial Building and Government Center. Funding will be provided from SPLOST VII. Assistant County Administrator Scott Addison addressed. Facilities Management Director Heidi Minnick and consultant Jody Usry were available. Mr. Addison stated that this would complete two projects and that they were combined to save money on services and fees. Reallocation of funding for the Government Center would be presented to the Commission later.

Commissioner Hudgins moved for approval. Upon a second by Commissioner Gray, the motion passed unanimously.

Commissioner Hudgins and Jones wanted to provide kudos to the Chairman, County Administrator and staff for the hard work done during the COVID-19 pandemic. Commissioner Gray wanted to provide the same and shared his appreciation to those working to protect the community during the shelter in place recommendation as businesses reopen.

Chairman Cohilas provided updates from the Task Force and Advisory Committee he sits on. Based on trends, we are flattening the curve. His requests made to the Governor and Representative Sanford Bishop were shared and an update regarding potential funding opportunities through the CARES ACT was provided; Mr. McCoy will conduct further research on the opportunity.

There being no further business to come before the Commission, the meeting adjourned at 10:19 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**

**Dougherty County Commission Agenda Items**

Date: May 5, 2020

Meeting Date: May 11, 2020

Subject/Title: Sheriff's Office Body Cameras

Presented for: Decision

Presenter: Scott Addison, Assistant County Administrator

Statement of Issue

Dougherty County Sheriff's Office is in need of twenty-one (21) new body cameras.

History/Facts and Issues

Dougherty County Sheriff's Office is in need of twenty-one (21) new body cameras. A quote was obtained from sole source provider Watch Guard for \$28,975.00. Funding is available in SPLOST VII.

Recommended Action

Recommend Dougherty County accepts the quote from Watch Guard (Allen, TX) for an expenditure of \$28,975.00 for body cameras for Dougherty County Sheriff's Office.

Funding Source

SPLOST VII  
25028.7001



## 4RE/VISTA Price Quote

CUSTOMER: Dougherty County Sheriff's Office

ISSUED: 2/27/2020 3:21 PM

EXPIRATION: 8/31/2020 3:00 PM

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,,  
,,,

**TOTAL PROJECT ESTIMATED AT:  
\$28,975.00**

ATTENTION: Pam Johnson

SALES CONTACT: Jason Ganze

PHONE: 229-431-3259

DIRECT: (469) 342-8945

E-MAIL:

E-MAIL: jason.ganze@motorolasolutions.com

### NASPO 4RE and VISTA Proposal VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-001	VISTA HD WiFi Additional Camera Only	21.00	\$995.00	\$0.00	\$20,895.00
VIS-CHG-B52-KIT	VISTA Charging Base R2 Kit, incl. Power and USB Cables	2.00	\$95.00	\$0.00	\$190.00
VIS-VTS-DTC-001	VISTA Transfer Station Assy, 8 Cameras, Ethernet, DEV 144, Enhanced ESD Protection	2.00	\$1,495.00	\$0.00	\$2,990.00

### VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-CAM-1ST	Warranty, VISTA 1st Year (Months 1-12) Included	21.00	\$0.00	\$0.00	\$0.00

### Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-SRV-001	Evidence Library 4 Web Server Site License Key	1.00	\$1,000.00	\$0.00	\$1,000.00
KEY-EL4-DEV-002	Evidence Library 4 Web VISTA Device License Key	21.00	\$150.00	\$0.00	\$3,150.00

### Software Maintenance and CLOUD-Share

Part Number	Detail	Qty	Direct	Discount	Total Price
SFW-MNT-EL4-001	Software Maintenance, Evidence Library, 1st Year (Months 1-12)	21.00	\$0.00	\$0.00	\$0.00
SFW-EL4-CLD-BAS	Evidence Library 4 Web CLOUD-SHARE - Basic	21.00	\$0.00	\$0.00	\$0.00

### WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-RMT-410	4RE Remote System Setup, Configuration, Testing and Admin Training	1.00	\$750.00	\$0.00	\$750.00
Freight	Shipping/Handling and Processing Charges	1.00	\$355.00	\$355.00	\$0.00
					<b>\$28,975.00</b>



## 4RE/VISTA Price Quote

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$355.00
Additional Quote Discount	\$0.00
<b>Total Amount</b>	<b>\$28,975.00</b>

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: \_\_\_\_\_ DATE: \_\_\_\_\_



**Scott Addison**  
*Assistant County Administrator*

**DOUGHERTY COUNTY BOARD OF COMMISSIONERS  
ADMINISTRATION**

**Dougherty County Commission Agenda Items**

Date: May 7, 2020

Meeting Date: May 11, 2020

Subject/Title: Solid Waste CAT 826K Landfill Compactor

Presented for: Decision

Presenter: Scott Addison, Assistant County Administrator

Statement of Issue

Dougherty County Solid Waste is in need of a new CAT 826K Landfill Compactor.

History/Facts and Issues

Dougherty County Solid Waste is in need of a new CAT 826K Landfill Compactor. Caterpillar is the only vendor that offers their own integrated technology package that works with the system in place at the landfill. A quote was obtained from State Contract vendor, Yancey Bros. Co. (Albany, GA), in the amount of \$769,914. This purchase will be funded with Solid Waste Capital Outlay funds. The budget is \$840,000.

Recommended Action

Recommend Dougherty County accepts the quote from Yancey Bros. Co. for an expenditure of \$769,914 for a new CAT 826K Landfill Compactor for Dougherty County Solid Waste.

Funding Source

Solid Waste Capital Outlay  
2000.1510.10



May 1, 2020

**DOUGHERTY COUNTY LANDFILL**

**RE: Quote 187495-02**

Caterpillar, Inc. Model: 826K Wheel Dozer & Compactors

**MACHINE SPECIFICATIONS**

826K LANDFILL COMPACTOR HRC	376-5010
LANE 2 - AVAILABLE FROM DECATUR FACTORY	
PRECLEANER, STANDARD	417-6327
AXLES, NO-SPIN REAR	464-6023
HYDRAULICS	386-2300
LIGHTS, HALOGEN	528-9816
CAB, DELUXE	525-6501
MIRRORS, STANDARD	346-3864
PRODUCT LINK, CELLULAR PLE641	528-5689
WHEELS, 48" DIAMOND TIPS	457-7896
STAIRWAY, FIXED	382-1989
STRIKER BARS	477-3887
HEATER, ENGINE COOLANT, 120V	246-2689
RADIO, AM/FM/AUX/USB/BT	452-1394
GUARD, REAR FAN & GRILL	364-7648
BLADE, 177" 16.1 YD3 STRAIGHT	397-7898
MAPPING, GNSS RTK	497-9369
STRIKER BARS W/CLEANER FINGERS	477-3883

**Standard Equipment**

**POWERTRAIN**

HRC only	Electronic Clutch Pressure Control
Eco mode	ECPC
Electro-hydraulic parking brake	Engine, Cat C15 w/ Acert Technology

**POWERTRAIN**

Air to air aftercooler	Cat clean emission module insulated
Brakes, full hydraulic, enclosed, wet multiple disc service brakes	Torque converter w/ Lock Up Clutch LUC

**ELECTRICAL**

Starter, electric heavy duty	Starting receptacle for emergency start
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**OPERATOR ENVIRONMENT**

12-volt power port for mobile phone or

**POWERTRAIN**

Transmission, planetary, 2F/2R speed range control	Underhood ventilation system
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## **ELECTRICAL**

Alarm, back-up

Alternator 150-amp

## **POWERTRAIN**

Fuel priming pump electric  
Fuel to air cooler  
Ground level engine shutoff  
Heat Shield, turbo and exhaust manifold  
Hydraulically driven demand fan  
Integrated braking system

Muffler under hood LRC only  
Radiator, Aluminum Modular AMR  
Separated cooling system  
Single Clutch Speed Shifting SCSS  
Starting aid ether automatic  
Throttle lock

## **ELECTRICAL**

Batteries, maintenance free 4-1000CCA  
Electrical system 24-volt  
Ground level lockable master disconnect switch

Light, warning unswitched LED strobe  
Lighting, access stairway  
Lighting system, halogen front & rear

## **OPERATOR ENVIRONMENT**

laptop connection  
-Parking brake status  
Internal four-post rollover protective structure ROPS/FOPS  
Laminated glass  
AccuGrade mapping ready  
Air conditioner with roof mounted condenser  
Cab, sound-suppressed pressurized  
Coat and hard hat hooks  
Finger tip shifting controls  
Flip-up armrest  
Heater and defroster  
Horn, electric  
Hydraulic controls

Implement hydraulic lockout  
Instrumentation, gauges:  
-DEF fluid level HRC only  
-Engine coolant temperature  
-Fuel level  
-Hydraulic oil temperature  
-Speedometer/Tachometer  
-Torque convertor temperature  
Instrumentation, warning indicators:  
-Action alert system, three category  
-Brake oil pressure  
-Electrical system, low voltage  
-Engine failure malfunction alert and action lamp  
Light, dome cab

## **GUARDS**

Guards, axle front and rear  
Guard, cab window

Guards, crankcase and powertrain, hydraulically powered

## **OPERATOR ENVIRONMENT**

Lunch box and beverage holders  
Mirror, internal panoramic  
Mirrors, heated ready  
Mirrors, rearview externally mounted  
Radio, CB ready  
Radio ready for entertainment:  
-Antenna  
-Speakers  
-Converter 12-volt 10-15 amp  
Seat, Cat comfort cloth air suspension  
Seat belt with minder, retractable, 76mm 3" wide

STIC control system with lockout  
Sun visor, front  
Tinted glass  
Transmission gear indicator  
Vital Information Management System  
VIMS:  
-Graphical information display  
-External data port  
-Customizable operator profiles  
Wet-Arm wipers/washer front and rear  
Intermittent wipers front and rear

## **TIRES, RIMS, AND WHEELS**

Wheels, combination tips

## **GUARDS**

Guard, driveshaft

#### OTHER STANDARD EQUIPMENT

Oil sampling valves  
Product Link  
Stairway, left and right rear access  
Steering, load sensing

Striker bars  
Total hydraulic filtration system  
Vandalism protection caplocks  
Venturi stack

#### BLADES

Bulldozer arrangement is included in the base machine. Blade is not included in

standard equipment and must be selected from the mandatory section.

#### OTHER STANDARD EQUIPMENT

Demand fan/swing out hyd. reversible  
Doors, service access locking  
Ecology drains for engine, radiator, transmission, hydraulic tank  
Emergency platform egress  
Engine, crankcase, 500 hour interval with CJ-4 oil  
Engine idle management features:  
-Auto idle kickdown

-Delayed engine shutdown  
-Engine idle shutdown  
Fire suppression ready  
Fuel tank, 782L 207 gal  
Hitch, drawbar with pin  
Hoses, Cat XTTM  
Hydraulic, engine, and transmission oil coolers  
Oil change system, high speed

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EXT WARRANTY

Included

**TOTAL QUOTE PRICE**

**769,914**

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#### WARRANTY

Standard Warranty: 12 months/unlimited hours

Extended Warranty: 826-60 MO/10000 HR POWERTRAIN + HYDRAULICS + TECH (Tier 4)

CAT is the only Manufacturer that has their own Compaction Technology. This system is integrated from the factory and uses CAT Compaction Algorithm (CCA). This CCA indicates when the trash is sufficiently compacted and works with the Trimble System. It maximizes density to compactive effort ratio.

Please let me know any questions or issues.

Jim Pace  
Yancey Bros. Co.  
229-344-2101

**A RESOLUTION  
ENTITLED**

**A RESOLUTION PROVIDING FOR THE APPROVAL AND ACCEPTANCE OF A TASK ORDER PROPOSAL FROM TETRA TECH TO DOGHERTY COUNTY IN THE AMOUNT OF \$99,216.00 FOR THE PURPOSE OF PROVIDING CONSULTING SERVICES TO DOUGHERTY COUNTY IN RESPONSE TO THE COVID 19 PANDEMIC REGARDING THE ELIGIBILITY AND REIMBURSEMENTS AVAILABLE THROUGH FUNDING SOURCES FROM STATE AND FEDERAL AGENCIES; REPEALING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Board of Commissioners of Dougherty County, Georgia is hereby desirous of approving and accepting a Task Order Proposal from Tetra Tech to Dougherty County in the amount of \$99,216.00 for the purpose of providing consulting services to Dougherty County in response to the COVID 19 Pandemic regarding the eligibility and reimbursements available through funding sources from state and federal agencies.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Dougherty County, Georgia and it is hereby resolved by Authority of same as follows:

**SECTION I** The attached April 30, 2020 Task Order Proposal from Tetra Tech to Dougherty County in the amount of \$99,216.00 for the purpose of providing consulting services to Dougherty County in response to the COVID 19 Pandemic regarding the eligibility and reimbursements available through funding sources from state and federal agencies is hereby approved and the County Administrator is hereby authorized to accept said Task Order Proposal and execute any and all other contractual documents between Dougherty County and Tetra Tech relative to the full implementation of said Proposal.

**SECTION II** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 11th day of May, 2020.

BOARD OF COMMISSIONERS OF  
DOUGHERTY COUNTY, GEORGIA

BY: \_\_\_\_\_  
Christopher S. Cohilas, Chairman

ATTEST:

\_\_\_\_\_  
County Clerk

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## Proposal to Dougherty County, Georgia for COVID-19 Pandemic Emergency Public Assistance Support Services

***Submitted to:***

Michael McCoy  
County Administrator  
Dougherty County, Georgia  
222 Pine Avenue, Suite 540  
Albany, GA 31701  
Phone: 229.431.2193  
*Sent via e-mail: [MMcCoy@dougherty.ga.us](mailto:MMcCoy@dougherty.ga.us)*

***Submitted by:***

**Technical representative:**

**Ms. Anne Cabrera**

2301 Lucien Way, Suite 120

Maitland, FL 32751

Phone: (954) 559-4951

Fax: (321) 441-8501

E-Mail: [anne.cabrera@tetrattech.com](mailto:anne.cabrera@tetrattech.com)

**Contractual representative:**

**Ms. Betty Kamara**

2301 Lucien Way, Suite 120

Maitland, FL 32751

Phone: (321) 441-8518

Fax: (321) 441-8501

E-mail: [betty.kamara@tetrattech.com](mailto:betty.kamara@tetrattech.com)

## A. INTRODUCTION

On March 13, 2020, President Trump declared a nationwide emergency under the Stafford Act in response to the COVID-19 pandemic. This unprecedented action allows Federal Emergency Management Agency (FEMA) to provide funding to state and local governments, like Dougherty County, Georgia (the “County”), and eligible non-profit entities in response to the outbreak of the coronavirus (COVID-19). President Trump subsequently declared a Major Disaster for the State of Georgia on March 29<sup>th</sup> (DR-4501), with a noted incident period of January 20, 2020 and continuing.

Tetra Tech is providing the following proposal to provide consulting services to the County in response to this emergency regarding the eligibility and reimbursements available through funding sources from state and federal agencies.

## B. SCOPE OF WORK

### Task 1: COVID-19 FEMA PA Grant Application Support

Tetra Tech will communicate with County management to compile incurred and future estimated COVID-19 Pandemic project costs for inclusion into a PW, such as:

- Emergency Contract Costs
- Force Account Material Costs
- Force Account Labor Costs
- Force Account Equipment Costs
- Non-Congregate Medical Sheltering
- Temporary Medical Facilities
- Mass Mortuary Costs
- Emergency Operation Center (EOC) related costs
- Emergency Access
- Medical Care and Transport costs
- Evacuation and Sheltering (quarantine) costs
- Safety Inspections
- Security Costs such as barricades, fencing, or law enforcement
- Temporary Facility Utilities (ex. generator rental)
- Public Outreach Material and Labor costs
- Supplies and Commodities
- Transportation costs
- Additional Medical costs
- Additional expenses that may be eligible for reimbursement

Tetra Tech will prepare and compile estimated costs for the potential pandemic related expenses described above, prepare a scope-of-work narrative, cost estimate, and FEMA COVID Project Application package for submittal.

*Task Deliverable: 1 FEMA PA COVID-19 Project Application Form including Scope of Work, and Cost Summary*

### Task 2: COVID-19 FEMA PA Completed Cost Data Collection and Reconciliation

Tetra Tech will work with County departments, liaisons, and leadership to actively collect and review completed cost documentation regarding eligible pandemic related expenses that have been included in the PW prepared in Task 1.

Tetra Tech will actively communicate with County departments and liaisons regarding documentation required to substantiate pandemic related claims and will submit RFI's to County departments when essential documentation is found to be missing.

Tetra Tech will track and maintain completed costs that have been substantiated, for the purpose of providing the County with Grants Portal support (such as documentation package uploads, Project Versioning, Scope Amendments, and RFI support) post Obligation.

Tetra Tech will monitor and provide continued support required to complete TDEM Grants Management System (GMS) tasks such as Quarterly Reporting, Documentation Uploads, Request for Reimbursements (RFR's), and other tasks requested by the County.

*Task 2 Deliverables: Completed Cost Data Packages, RFI's for missing completed cost documentation; Compliance Issue Memorandums outlining potential issues that could prevent reimbursement and recommended corrective procedures (if applicable).*

### **Task 3: COVID-19 Technical Assistance**

Tetra Tech will provide active assistance and consulting support to the County in exploring various reimbursement opportunities outside of the sources already identified at the time of this proposal. Tetra Tech will assist the County with application processes, and reimbursement paperwork for these additional sources when requested to do so if they fall within the scope and budget of this proposal.

Tetra Tech will also establish and facilitate communications between FEMA, HHS, CDC, County Officials, and other state and local officials participating in pre-event planning and reimbursement activities as requested to do so by the County.

### **Task 4: Project Management**

Tetra Tech will perform all required Project and Program Management tasks required to carry out the contract and scope of work including:

- Project Management Forecasting related to financial projections, and contract spend planning and monitoring
- Project Management oversight of staff and processes
- Additional communications required by the County to carry out the scope of the proposal

## **C. PROJECT SCHEDULE**

Estimating a project timeline of six (6) months from the received date of a notice to proceed or signed task order. Tetra Tech will work with the County on a project schedule given current priorities and operational considerations.

## **D. PROJECT COSTS**

The proposed estimated budget of **\$99,216.00** is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the services and may be subject to change upon agreement between the County and Tetra Tech. The fee for services for the above scope of work will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates plus all non-labor expenses as set forth in the Master Services Agreement between Dougherty County, GA and Tetra Tech, Inc. (Contract No. 19-029). Table 1 below shows the estimated cost breakdown by project task. Table 2 outlines the anticipated staff positions and level of effort for these services.

# Task Order Proposal

April 30, 2020



**Table 1: Estimated Cost Breakdown by Project Task [1][2]**

Task	Estimated Total
Task 1- COVID-19 PA Grant Application Support	\$17,265.00
Task 2- COVID-19 FEMA PA Completed Cost Data Collection and Reconciliation	\$47,465.00
Task 3- COVID-19 Technical Assistance	\$23,300.00
Task 4- Project Management	\$10,005.00
Estimated Expenses [3]	\$1,181.00
<b>Estimated Total</b>	<b>\$99,216.00</b>

**Table 2: Estimated Cost Breakdown by Labor Category [1][2]**

Labor Category	Estimated Hours	Hourly Rate	Estimated Total
Subject Matter Expert	12	\$225.00	\$2,700.00
Principal Consultant	6	\$190.00	\$1,140.00
Senior Program Manager	18	\$175.00	\$3,150.00
Program Manager	135	\$165.00	\$22,275.00
Supervising Consultant	4	\$145.00	\$580.00
Consultant	570	\$115.00	\$65,550.00
Accountant	24	\$110.00	\$2,640.00
Estimated Labor			\$98,035.00
Estimated Expenses [3]			\$1,181.00
<b>Estimated Total</b>			<b>\$99,216.00</b>

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates plus all non-labor expenses.

[2] Tetra Tech may take the following actions, in its discretion, so long as Tetra Tech does not exceed the estimated grand total: (i) Use fewer hours of one labor category and more hours of another labor category or categories and (ii) use fewer hours within one deliverable and more hours within another deliverable.

[3] Per the Master Services Agreement, all non-labor related project costs shall be invoiced as follows: 1) travel expenses including airfare and car rental shall be invoiced at cost, without mark-up; 2) lodging shall be invoiced up to the per diem rate according to the GSA rates established at [www.gsa.gov](http://www.gsa.gov); 3) meals and incidentals shall be invoiced at the GSA per diem rate (no receipts are required); 4) mileage shall be invoiced at the federally published rate; 5) other required non-labor expenses as may be applicable to the project and pre-approved by Tetra Tech and the County shall be invoiced at cost, without mark-up.

## E. ASSUMPTIONS

The scope of services and project costs shown above were developed with the following assumptions and exclusions:

- **Project Sponsor.** The County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.

- 
- **Project Costs.** The costs identified in this proposal are based upon Tetra Tech's estimate on the LOE for each task. Invoiced costs will be based on actual work performed.
  - **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within 5 business days of the request from Tetra Tech.
  - **Federal/State Requests.** The County will forward requests from FEMA/State within 48 hours of receiving the requests. Tetra Tech will respond to FEMA and State requests on behalf of the County as directed.
  - **Ineligible Work.** Tetra Tech cannot make eligibility determinations. Only the federal grant can do this under the federal programs.
  - **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
  - **Other Assistance Needed.** The budget presented is limited to the scope of work included in the proposal. Should the County Project Sponsor request additional assistance on activities related to COVID-19 Pandemic support, it should be requested through the Task Order Amendment Process.
  - **Invoicing/Payment.** The County will be invoiced monthly for labor services rendered and expenses incurred. Payment terms are Net 30 days.
  - **Relationship of the Parties.** Consultant is an independent contractor to perform the services provided for in this Agreement in that capacity. The County has no control or supervisory powers over the manner or methods of Consultants' performance under this Agreement. The personnel Consultant uses or provides are its employees or subcontractors and not the County's employees, agents, or subcontractors for any purpose whatsoever. Consultant is solely responsible for the compensation of its personnel including withholding of income, social security, and other payroll taxes and worker's compensation benefits coverage.
  - **Work Location.** Due to the nature of the pandemic, work will be performed in compliance with the most up-to-date guidance provided to the community.
  - **Proposal.** This proposal is based on our current understanding of the project and revisions are subject to mutual agreement on the final work scope / schedule and other technical / management requirements desired by the County. To the extent that the County requests more robust consulting support with disaster recovery grant programs outside of this scope and estimated level of effort, Tetra Tech will work with the County to refine the required scope and budget for additional services.

**A RESOLUTION  
ENTITLED  
A RESOLUTION PROVIDING FOR THE APPROVAL AND EXECUTION OF AN AMENDMENT TO  
THAT CERTAIN SERVICE AGREEMENT BETWEEN DOUGHERTY COUNTY, GEORGIA AND  
CORNERSTONE GOVERNMENT AFFAIRS, INC. PROVIDING FOR STRATEGIC CONSULTING AND  
ADVOCACY SERVICES ON BEHALF OF DOUGHERTY COUNTY; REPEALING PRIOR RESOLUTIONS  
IN CONFLICT; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Board of Commissioners of Dougherty County, Georgia is hereby desirous of amending that certain Service Agreement between Dougherty County, Georgia and Cornerstone Government Affairs, Inc. providing for strategic consulting and advocacy services on behalf of Dougherty County.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Dougherty County, Georgia and it is hereby resolved by Authority of same as follows:

**SECTION I.** The attached Amendment to Service Agreement between the Board of Commissioners of Dougherty County and Cornerstone Government Affairs, Inc. amending that certain Service Agreement providing for strategic consulting and advocacy services on behalf of Dougherty County is hereby approved and the County Administrator and/or the Chairman of the Board of Commissioners of Dougherty County are hereby authorized to execute same. Both the County Administrator and Chairman are authorized to execute any and all other documents necessary for full implementation of the Amendment to Service Agreement.

**SECTION II.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 11th day of May, 2020.

**BOARD OF COMMISSIONERS OF  
DOUGHERTY COUNTY, GEORGIA**

BY: \_\_\_\_\_  
Christopher S. Cohilas, Chairman

**ATTEST:**

\_\_\_\_\_  
Jawahn Ware, County Clerk

## AMENDMENT TO SERVICE AGREEMENT

This Amendment (the "*Amendment*"), effective as of June 1, 2020 is made by and between DOUGHERTY COUNTY COMMISSION (hereinafter referred to as "*DCC*"), with offices at 222 Pine Avenue, Suite 540, Albany, GA 31701 and CORNERSTONE GOVERNMENT AFFAIRS, INC. (hereafter referred to as "*CORNERSTONE*"), a sub-chapter S corporation duly organized under the laws of the District of Columbia, and doing business as CORNERSTONE GOVERNMENT AFFAIRS, with its principal place of business at 800 Maine Avenue SW, 7<sup>th</sup> Floor, Washington, DC 20024.

WHEREAS, DCC and CORNERSTONE are Parties to Service Agreement with an effective date of June 1, 2018 (the "*Agreement*"); and

WHEREAS, the Parties desire to amend the Agreement as set forth herein;

NOW, THEREFORE, the Parties hereby agree as follows:

1. The term of the Agreement shall be extended for twelve (12) months, commencing on June 1, 2020 through May 31, 2021 (the "*Term*").
2. Payment for the additional twelve (12) months shall be made to CORNERSTONE in twelve (12) payments of fifteen thousand dollars (\$15,000.00) through the Term of the Agreement (the "*Fee*").
3. Except as amended herein, all other terms and conditions of the Agreement remain in full force and effect.


The Parties hereby accept and agree to the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the Parties hereby execute this Amendment and acknowledge that they are authorized to execute same.

DOUGHERTY COUNTY COMMISSION

CORNERSTONE GOVERNMENT AFFAIRS, INC.

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

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

Name: \_\_\_\_\_

Name: Geoff J. Gonella

Title: \_\_\_\_\_

Title: President & Managing Director

Date: \_\_\_\_\_

Date: May 4, 2020