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AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
October 31, 2016
5:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr.
2. Roll:
3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.
 - 3a. Discuss landscaping plan review rfp's – Mr. L. Gilmour.
 - 3b. Discuss possible SPLOST projects – Mr. L. Gilmour.
 - 3c. Consider establishing an apprentice program for the Department of Public Works – Mr. D. Aaron.
 - 3d. Discussion of Perry Area Convention and Visitors Bureau Authority member qualifications – Mr. L. Gilmour.
 - 3e. Review recommendation for City of Perry VoIP phone system RFP – Ms. B. King.
4. Council Member Items:
5. Department Head Items:
6. Adjourn.



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager ^{LG}
DATE: October 19, 2016
RE: Landscaping Plan Review Services RFP

At your July 18, 2016 work session, you authorized the Administration to issue a Request for Proposal for the provision of non-residential landscape design services. The proposal would provide two (2) areas of review. First, non-residential site plans to ensure compliance with current codes. Second, review codes and proposed suggestions. Twelve firms/companies were directly contacted. The City received two (2) responses. Attached Exhibit A outlines the responses.

Copies of the responses are enclosed.

This will be discussed at your October 31, 2016 work session.

Exhibit A

RFP No. 2017-01

Landscaping Plan Review Services

	<u>Responder</u>	<u>Heart of Georgia</u>	<u>Widner Associates, Inc.</u>
Years of Experience		29	30
Examples of public area landscape projects		Yes	Yes
Regulatory agency experience		No	No
Receive digital plans		Yes	Yes
Office Location		Perry	Macon
Project Manager		Michael Turner	Tony Widner
Estimated time from first review		3-5 business days	7-10 business days
Estimated price range		\$600 first acre \$450 second-fourth \$200 each additional acre	\$220-\$400
Completed W-9 Taxpayer Identification Form		Yes	Yes
Completed Contractor Affidavit		Yes	No

Heart of Georgia Landscaping

2352 U.S. Highway 341 south

Perry, GA 31069



September 30, 2016

City of Perry

Attn: Lee Gilmour

1211 Washington Street

Perry, GA 31069

RE: Landscaping Plan Review Services
RFP 2017-01

Mr. Gilmour,

Please accept this application for the above referenced RFP published by the city of Perry. Below I have provided the information requested in the RFP, in the order requested. Please let me know if I can offer any further information or clarification of the information provided.

Years of Experience of Proposer:

29 years of experience in landscape design, maintenance, installation and problem evaluation/diagnosis.

Examples of Public Area Landscaping Projects:

1. Agricultural Village, Perry
2. The Preserve at Agricultural Village, Perry
3. Holiday Inn Express, Perry
4. The Grand Magnolia House, Marshallville
5. Rozar Park, Perry
6. Golden Corral, Warner Robins

Regulatory Agency Experience:

I have no direct experience working for a regulatory agency, but much experience in working with local and state regulatory agencies in planning and compliance of multiple landscape projects. I have also worked closely with the D.O.T. in landscape planning and design for the interstate interchange project at Sam Nunn Boulevard and am currently working with the D.O.T. for the interstate interchange landscape project at South Perry Parkway.

I have 5 years of experience as a board member of the Georgia Green Industry Association working with state agencies and the Georgia Urban Agriculture Council on various 'green industry' issues.

Confirmation that proposer can receive proposed plans in digital format:

Our office is fully automated and can receive proposed plans digitally.

Location of office and proposed project manager:

2352 U.S. Hwy. 341 south

Perry, GA

Michael Turner, project manager

Estimated time frame to review first submittal:

3-5 business days

Estimated price range of initial review:

\$600.00 for the first acre of development site (minimum fee).

\$450.00 per acre for the second, third and fourth acres of development site.

\$200.00 per acre for all acreage exceeding four acres.



Michael D. Turner

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of City of Perry has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

477935

Federal Work Authorization User Identification Number

10/20/2009

Date of Authorization

HEART OF GEORGIA LANDSCAPING

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on OCT. 7, 2016 in PERRY (city), GA
(state).

[Signature]

Signature of Authorized Officer or Agent

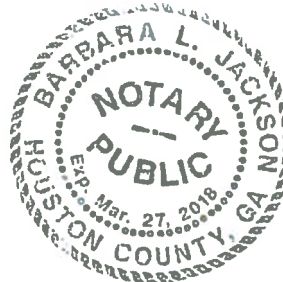
MICHAEL D. TURNER

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 7 DAY OF October, 2016.

[Signature]
NOTARY PUBLIC

My Commission Expires: March 27, 2016



**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
MICHAEL D. TURNER

2 Business name/disregarded entity name, if different from above
HEART OF GEORGIA LANDSCAPING

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
2352 U.S. Hwy. 341 South

6 City, state, and ZIP code
PERRY, GA 31069

7 List account number(s) here (optional)

8 Requirer's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 [] - [] - []

Or
 Employer identification number
26 - 1845527

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ M.D. Turner Date ▶ 10/7/2014

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Widner& Associates, Inc.

Widner & Associates, Inc. has a broad range of expertise providing professional design services. These include planning and design of diverse projects including Urban Planning, Office Parks, Retail/Commercial Centers, Educational and Institutional Facilities, Industrial Complexes, Historic Renovations, and Single and Multi-Family Residential Developments.

In today's business environment, each project requires a wide range of professional expertise to provide innovative and practical design solutions while negotiating government regulations. Our design team includes Planners, Engineers, Landscape Architects, and Architects all working together to meet our clients' design and performance objectives. Our firm's solid background and creative techniques help ensure the success of each project. Widner & Associates has a history of creating outstanding projects both on time and on budget.



REFERENCES

Robbie Fountain

Property Committee Chairman
Macon-Bibb County Industrial
Authority
439 Mulberry Street
Macon, GA 31201
478-488-8101
Bfountain2@gmail.com

Michael Rickenbaker

University Architect and Director of
Facilities Planning
GA College and State University
Campus Box 85
Milledgeville, GA 31061-0490
478-445-5523
Michael.rickenbaker@gcsu.edu

Susan Daniels

Assistant Director, Landscaping and
Grounds
GA College and State University
Campus Box 85
Milledgeville, GA 31061-0490
478-445-3206
susan.daniels@gcsu.edu

Mark Johnston

Carlyle Place
5300 Zebulon Rd
Macon, GA 31216
478-972-8573
mjohnston@
NavicentHealth.org



W. Tony Widner, RLA

President

Registered Landscape Architect

Education and Industry Training

- Bachelor's Degree – Landscape Architecture – The University of Georgia
- Bachelor's Degree – Science in Biology - Georgia College & State University
- 31 years experience in the field of landscape architecture
- 26 years owner of Widner & Associates

Registration | Certification | Professional Affiliations

- Registered Landscape Architect
- UGA BLA Graduate
- ASLA Member
- Member of Rotary Club

Upon graduation from college, Mr. Widner began his career as a Landscape Architect in the middle Georgia area. Almost 26 years ago, he formed Widner & Associates and committed his life and career to helping middle Georgia grow and thrive. He is actively involved in every project – from concept to final drawing. Mr. Widner is a committed and faithful member of numerous local and professional organizations. In addition to owner of Widner & Associates, Mr. Widner is also involved in a broad range of local projects – from historic renovations, architectural projects, residential landscape and pool design projects, to country-club and gold course design and renovations.



Matthew T. Widner, RLA

Registered Landscape Architect

Education and Industry Training

- Graduate of University of GA College of Environment and Design
- Bachelor's Degree – Landscape Architecture– The University of Georgia
- 13 years experience in the field of landscape architecture and with Widner & Associates

Registration | Certification | Professional Affiliations

- Registered Landscape Architect in the state of Georgia
- University of GA College of Environment and Design Alumni Supporter
- ASLA Member

Mr. Widner worked his way through high school and college with Widner & Associates. After obtaining his degree, he joined the firm full-time. Currently, he is responsible for client coordination, conceptual design, construction document generation, and project permitting. His particular areas of expertise are green infrastructure, civil site design, hydrology, and landscape materials. Particular design strengths include an emphasis on value engineering every project for monetary and environmental conservation.



Select Relevant Experience

Centennial Plaza, Milledgeville, GA

Macon-Bibb Industrial Authority Cassidy Park

Bayside Village/River Edge

Carlyle Place

Centennial Plaza ***(Georgia College and State University)***

The Centennial Center at Georgia College and State University was built in the early 1990's. The Center is a multi-use facility used for athletic events, graduation ceremonies, concerts, and local civic functions. It was determined by university administration and staff that after twenty plus years, since the original construction, the center was due for a major renovation to enhance the patron experience. Widner & Associates was chosen to lead the design and provided a plaza design which reclaimed expansive asphalt paving for use by pedestrians. The plan includes expansion of the entrance areas to accommodate larger events, re-grading to allow appealing transitions between levels, paving design, lighting plan, landscape plan, site detailing, and construction review.

*SEE ENCLOSED DISC FOR 3D RENDERINGS DESIGN VIDEO



Macon-Bibb Industrial Authority Cassidy Park

Cassidy Park in Downtown Macon, Georgia is a reclaimed parking/auto garage-turned-Greenspace. The park utilizes existing pedestrian circulation nodes to create strong points of ingress and draw users into the park. Cassidy Park is a multi-use venue that provides a calming natural retreat within its urban environment, open for special events, ceremonies, concerts, and local civic functions the layout provides the utmost in versatility and aesthetics. Passive seating areas, strategic pocket retreats, walking paths all provide a softened and visually-pleasing landscaped experience. The design package includes grading plan, paving design, lighting plan, landscape plan, site detailing, and construction review.

*SEE ENCLOSED DISC FOR 3D RENDERINGS DESIGN VIDEO





Bayside Village/River Edge

Bayside Village is a residential development for housing of Behavioral Health Recovery Center residents. Widner & Associates provided master planning of the 12 ac. property locating roadway needed to form new multi-tenant buildings, pedestrian circulation design to connect existing facilities, along with building and parking layouts. Scope of construction documents include: site staking and layout, grading plans, hydrology report, utility plans, topographic survey, landscape plan, construction review, and permitting.

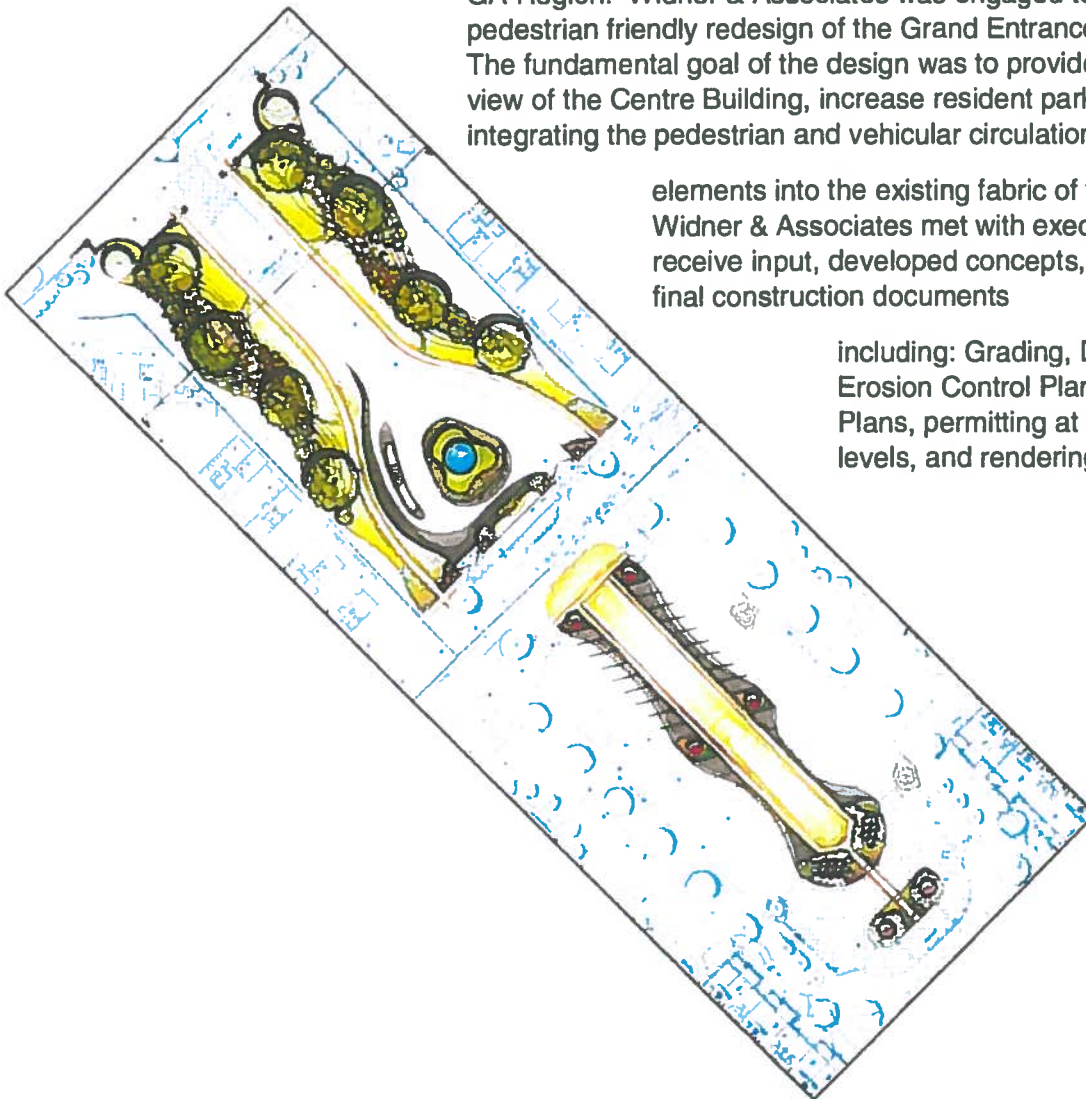


Carlyle Place

Carlyle Place is the premier retirement community for the Middle GA Region. Widner & Associates was engaged to provide a pedestrian friendly redesign of the Grand Entrance of the facility. The fundamental goal of the design was to provide a prominent view of the Centre Building, increase resident parking, all while integrating the pedestrian and vehicular circulation

elements into the existing fabric of the site. Widner & Associates met with executive staff to receive input, developed concepts, and provided final construction documents

including: Grading, Drainage and Erosion Control Plans, Landscape Plans, permitting at local and state levels, and rendering.





With over thirty years of experience our firm has completed projects for clients of all types. Working with these clients we have had the opportunity to work with federal, state, and many local regulatory agencies. Widner and Associates, Inc. has completed projects with collaboration and regulation by Robins AFB, Moody AFB, Georgia Environmental Protection Division, and local issuing agencies throughout the state of Georgia. Our firm has a wide and through history of preparing Landscape Plans and working with local agencies to meet local government requirements. If chosen as a consulting partner with the City of Perry we would be able to receive digital correspondence, including digital copies of the submitted plans. Review of the first submittal would be completed within 7-10 business days. The estimated price range of initial review would be commensurate with the scope and complexity of the project and based on the documentation accompanying the submitted plans. An estimate of cost of \$220-\$400 for most projects is anticipated for this initial review.

Respectfully,

W. Tony Widner, RLA

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
WIGNER AND ASSOCIATES, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 102

6 City, state, and ZIP code
MACON GA 31202

7 List account number(s) here (optional)

Print or type
See Specific instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

				-				-			
--	--	--	--	---	--	--	--	---	--	--	--

or

Employer identification number

5	8	-	2	4	3	5	6	9	8
---	---	---	---	---	---	---	---	---	---

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

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Under penalties of perjury, I certify that:

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Sign Here

Signature of U.S. person ▶ Date ▶ 10/5/16

General Instructions

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- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
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- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: October 24, 2016
REFERENCE: Possible Capital/SPLOST Funded Projects

The below projects have been proposed for your consideration to possibly be funded with SPLOST monies. Please review and be ready to discuss at your October 31, 2016 work session.

Street/Sidewalks

- Sidewalks on Keith Drive to connect Calhoun Park with Rozar Park
- Lighting/paving and other improvements in alleys bordering Carroll Street
- Streetscape in 700 block of Carroll Street
- Improve pedestrian lighting/downtown lighting/landscape upgrades for 800-900 blocks of Carroll Street
- Continue expansion of alternate transportation routes
- Improve Marion Street corridor
- Beautify I-75 exits
- Construct St Patrick's Drive extension
- Construct Mason Terrace extension
- Widen Houston Lake Road between Kings Chapel Road and Gray Road

Public Safety

- Renovate current Public Safety Building into Fire headquarters
- Purchase replacement 1997 Pierce ladder truck
- Upgrade of radios (mobile and portable)
- Purchase second set of bunker gear
- Replace self-contained breathing apparatus
- Construct second means of access from Fire Headquarters sleeping area
- Convert City Hall to Police Department headquarters, or construct a new building
- Construct evidence room
- Replace mobile and portable radios
- Obtain judgmental use of force simulator
- Obtain purpose built mobile command post

- Install city-wide camera system at least at major thoroughfares
- Correct stormwater drainage issues at the George Potter Training Center
- Obtain mobile observation post

Parks/Recreation

- Restore/rehab Ms. Peggie's to create a possible visitors center
- Construct greenway throughout city
- Develop art park
- Establish and outfit sculpture walk
- Install boundless playground at Rozar Park, Calhoun Park and Creekwood Park
- Construct splashpad at Creekwood Park
- Construct skate park
- Construct additional dog park in northeast section of service area
- Complete Calhoun Park tennis courts improvements
- Construct senior outdoor fitness area at Rozar Park
- Develop Big Indian Creek waterway
- Construct new major park in northeast part of service area

Other

- Construct downtown parking deck
- Purchase 1021 Ball Street parcel and demolish building
- Fabrication and installation of city-wide wayfinding signage system
- Work with the Houston County Development Authority in acquisition of developable commercial and industrial land

Addendum

Possible Capital/SPLOST Funded Projects

- Revitalization of the landscaping on Sam Nunn Boulevard from exit 136 to the Rite Aid building



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager ^{LG}
DATE: October 25, 2016
REFERENCE: Proposed Apprentice Program

In June 2016, you authorized the hiring of four (4) part time positions to assist in litter clean-up in the city. As of this date, the Department of Public Works has not been able to fill these positions.

As an alternative, the Department suggests establishing an apprentice program. Two persons would be selected to fill two (2) positions. The outline is attached. The objectives of the program would be:

- Develop the basic job application skills needed to obtain meaningful employment.
- Provide an employment history.
- Provide an opportunity to obtain marketable skills such as a commercial driver's license.
- Expose person to employment environment.

This will be discussed at your October 31, 2016 work session.

cc: Mr. D. Aaron

CITY OF PERRY APPRENTICESHIP PROGRAM

Apprenticeship is a combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of an occupation.

Apprenticeship is one of the best ways for a worker to acquire the experience and training to get established in a career.

Apprenticeship also addresses industry's need to remain competitive by investing in the development and continuous upgrade of the skills of its workforce.

When employers sponsor apprenticeship training, they make a long-term commitment to training and improving their workforce.

The City of Perry's apprenticeship program will have four (4) components. They are:

1. **On-the-job Training:** apprentices will be provided with the opportunity to work with experienced crews and workers.
2. **Evaluations:** apprentices will work on actual crews and their work will be evaluated by City staff.
3. **Testing and Training:** apprentices will participate in hands-on training with equipment used by City staff and will be tested on the same skills.
4. **Related Supplemental Instruction:** apprentices will be referred to educational institutions if they require such services.

Benefits of an Apprenticeship Program to the Employer

- Improve community relations.
- Provides an opportunity for employers to build a structured, consistent training program that ensures reliable workforce performance that meets both organization and industry standards.
- Provides a pool of skilled workers from which future employees may be selected.
- Ensures a system structured to successfully facilitate the transfer of knowledge from experienced employees.
- Partnerships with certification and licensing agencies.

Benefits of an Apprenticeship Program to the Worker

- During on-the-job training, apprentices are paid employees of the City of Perry and work as a member of their assigned crew, under the supervision of City staff.
- Receives supervised, structured on-the-job training combined with related technical instruction.
- Opportunities to receive education, develop skills and gain experience that will enable them to advance in their careers.
- Training and certifications that meet industry/business standards.



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LGJ*
DATE: October 25, 2016
REFERENCE: Perry Area Convention and Visitors Bureau Authority
Member Qualifications

Currently the local legislation that authorizes the Perry Area Convention and Visitors Bureau Authority specifies that four (4) of the nine (9) members must be from the hospitality industry. Over the years, it has become more difficult to meet this requirement due to more out of area corporations owning/managing facilities, greater changing of managers, inability due to conflicts to attend meetings and decline in local ownership.

The Administration recommends Council consider requesting its local delegation amend the Act to state the two (2) at-large positions be from the hospitality industry. This would still provide hospitality representation.

This will be discussed at your October 31, 2016 work session.

cc: Ms. A. Hamsley, PACVBA

2016

PERRY AREA CONVENTION AND VISITORS BUREAU AUTHORITY

<u>NAME</u>	<u>REPRESENTING</u>	<u>LENGTH OF TERM</u>	<u>TERM EXP</u>
Gary Moulliet	Mayor James E. Faircloth, Jr. *	Term of Office	12-31-17
Andrew Presswood	Post 1, Dist 1 (P.Bynum-Grace)	Term of Office	12-13-17
Steve Giles	Post 1, Dist 2 (Robert Jones) *	Term of Office	12-31-17
Danny Patel	Post 1, Dist 3 (Randall Walker) *	Term of Office	12-31-17
Linda Stanley	Post 2, Dist 1 (Willie King) *	Term of Office	12-31-19
Maggie Schuyler	Post 2, Dist 2 (William Jackson)	Term of Office	12-31-19
Kim Wynn	Post 2, Dist 3 (Riley Hunt)	Term of Office	12-31-19
William Loudermilk	Mayor/Council	2 Year Term	12-31-17
Stephen Rodgers	Mayor/Council	2 Year Term	12-31-17

* Appointments must be made from the lodging/restaurant industry.

10/27/2016

VoIP Phone System RFP Response Review and Opinion

Introduction and Executive Overview:

The following report and opinion is being provided to the City of Perry regarding the responses to an Request for Proposals (RFP) regarding a hosted Voice-over Internet Protocol (VoIP) phone system to replace the on-premise phone systems outlined in the RFP. This report and opinion stand as the full and complete deliverable. The opinion has been provided based on the RFP itself, the responses, meetings held with the top three vendors, and additional feedback they have provided. This opinion is provided in good faith based on the skills and experience of the authors, and information provided to the extent that verification of provided information was possible and reasonable. No warranty or claims are made with this opinion. This report is broken down into two sections; an executive overview, and a detailed review of each vendor's response, both in writing and from the meetings held on October 12, 2016.

A project of this size and scope must be undertaken with careful consideration of both current needs, as well as those of the future. Telephony still stands as the main communication system between an organization and its staff, partners, and clients. While a traditional onsite phone system can provide most, if not all the desired features and functions, a Hosted VoIP system can provide several advantages to an organization if implemented and managed properly. These advantages include, the ability to move a capital expenditure to an operating cost, flexible upgrade of both features and functions, expandability, and return on investment through better management and use of the system. While these positives are reasons to move to a Hosted VoIP system, reasons to not consider one may include: vendor lock-in due to non-ownership of system, risk from vendor business stability, pricing changes over time, limitation on integration of other systems, and complexity from use of Internet for connection to the Hosted VoIP system. This opinion does not take into consideration these factors as they were not within the scope of focus and it is assumed that they have been given full and complete consideration during the production of the RFP. The focus of this opinion is confined to how each vendor addresses the desired features, technical buildout of the system, cost of each proposed solution, and technical support proposed.

It is the opinion of the authors based on the RFP requirements, meetings with City of Perry staff, written responses, and vendor meetings, that it is in the best interest of the City of Perry to award the Hosted VoIP phone service contract to ComSouth. This opinion has been reached based on the following factors: completeness of proposal as it applies to the requirements outlined in the RFP, scores from the rubric provided in RFP, and current partnership with ComSouth for IT management and Internet connectivity. Details regarding this opinion may be found in the attached pages. A final decision is the right and responsibility of the City of Perry after all factors, both included in this report and from other sources, have been considered.

ComSouth:

Rubric Scores

Scope of Solutions (40 possible points): 40

Cost (30 possible points): 25

Experience, Qualifications, References (25 possible points): 20

Timeline of proposed project (5 possible points): 5

TOTAL POINTS: 90

Scope of Solution:

ComSouth has partnered with a large VoIP platform company called Onvoy (www.onvoy.com) to bring Hosted VoIP services to their market and prospects. This will be what is considered an Over the Top (OtT) solution which means it will be delivered over the top of the current Internet service provided by ComSouth and other vendors, and will not directly connect to the system. ComSouth states that the system will deliver all features and functions outlined in the RFP that are both required and desired. The vendor provided an extremely detailed and complete set of redundancy features and functions in their review. ComSouth will provide Tier 1 and 2 support with Onvoy providing Tier 3 support to back up ComSouth if needed. This means that the City of Perry will speak with ComSouth for all support and Move, Add, Change (MAC) work. The service provides for Unlimited Long Distance, and 30 minutes of voicemail per user. The Service Level Agreement (SLA) provides stated penalties for failure in the service, which are strong for the industry. They run their service on the G711 protocol and will use G729 when there are delays and/or issues that impact service quality. ComSouth will provide all design and installation services for the project, onsite and Webinar-based user training, and service after the installation via contract and/or phone support. Additionally, ComSouth will conduct all MAC work, or allow the City of Perry to do their own MAC work as desired. Handsets and endpoint devices with one-year warranties are being sold to the City of Perry. Extended warranties are offered if desired.

Cost:

The price of the service is \$3,688.38, plus either capital cost of \$30,993.97 for phones, or lease options. There are \$7,765.00 in capital costs for wiring and \$2,193 for network switching. The cost of support for the system is estimated at \$244.00 per month. There are rebates from both Polycom, the handset manufacturer, and Onvoy based on final handset counts and service configurations. These rebates should be factored into final Total Cost of Ownership based on timing of final purchase.

Experience:

ComSouth is a locally owned Incumbent Local Exchange Carrier (ILEC) traditionally servicing a defined area for voice, data, and video services. ComSouth currently has a little over 200 seats deployed on this Hosted VoIP platform, while Onvoy has thousands of seats across all their partners. The reference organizations provided good written referrals, and were either smaller than the City of Perry or around the same size. ComSouth has considerable experience with the City of Perry as their Internet Service Provider and IT Support provider. The experience with the exact solution is still new with ComSouth, but not with Onvoy, though ComSouth's experience as a local ILEC and phone system integrator should

translate well to the Hosted VoIP system.

Timeline:

ComSouth provided a well-detailed outline for the project timeline, which will be done in stages across departments and facilities. They also outlined their training plans for the staff on system use. The approximately 8 to 10-week deployment window appears both complete and fair for execution of the project.

Cox Business:

Rubric Scores

Scope of Solutions (40 possible points): 35
Cost (30 possible points): 20
Experience, Qualifications, References (25 possible points): 25
Timeline of proposed project (5 possible points): 5
TOTAL POINTS: 85

Scope of Solution:

Cox will provide their own Hosted VoIP platform over their own connection services for all facilities included in the project, which means that Cox will own all components of the solution provided in the RFP end to end. The service will also be separate from the City of Perry data network, which will reduce possible issues since the data network is run by other vendors. Cox could provide a converged system if desired. Cox states that the system will deliver most, but not all required features in the RFP. The vendor provided a detailed and complete set of redundancy features and functions in their review. Cox will provide all levels of support with their team, which means that the City of Perry will speak with Cox for all support and MAC work. The service provides for Unlimited Long Distance and 50 minutes of voicemail per user. The Service Level Agreement (SLA) provides stated penalties for failure in the service, which are in keeping with industry. Service is ran on the G722 protocol when inside of the Cox system (HD Voice) and will use G711 when calls leave their system (G711 is a more widely-deployed standard). Cox will provide all design and installation services for the project, onsite and webinar-based user training, and service after the installation. Additionally, they will conduct MAC work, or allow the City of Perry to do their own MAC work as desired. All handsets and endpoints are provided in the monthly service and are covered for the life of the service for warranty.

Cost:

Based on the interpretation of the RFP, Cox provided pricing for 124 users/phones, which is more than the other vendors. The pricing here is reflective of adjustments made to line items in the response to represent 96 phones, which more closely approximates the intended need. Pricing was provided in two options. One was all inclusive of phones, equipment, and installation at an estimated \$5,961.52, and the other provided a lower monthly fee with a charge for installation at an estimated \$3,945.52 and \$94,000 as a onetime installation fee.

Experience:

Cox provides basic cable service to more than 6 million customers, including about 3 million digital cable subscribers and 3.5 million Internet access subscribers in about 20 states, making it one of the largest US cable companies. Cox also provides telephone service as a competitive local-exchange carrier (CLEC). They have a local presence for both sales and field services. The references provided by Cox were either local commercial or city governments, both local and national, and appear to be either comparable to the City of Perry or larger. As the owner of both the transport services and the Host VoIP service, Cox has experience managing all aspects of the desired system both locally and nationally. The provided financial outline of their business shows stability and longevity.

Timeline:

Cox provided a full project timeline that shows 8 to 12 weeks for installation based primarily on installation of the needed fiber and coax services to each facility. The project outline and timeline both appear complete and fair for the execution of the project.

Forerunner Technologies, Inc:

Rubric Scores

Scope of Solutions (40 possible points): 30
Cost (30 possible points): 30
Experience, Qualifications, References (25 possible points): 20
Timeline of proposed project (5 possible points): 5
TOTAL POINTS: 85

Scope of Solution:

Forerunner has partnered with NEC for their Hosted VoIP services. NEC is a nationally recognized vendor for many forms of voice and data products and services, including Hosted VoIP. The service will be delivered by Multiprotocol Label Switching (MPLS) connections to City Hall and Public Safety and will be what is considered an Over the Top solution, which means it will be delivered over the top of the current Internet service provided by ComSouth at the other facilities and will not directly connect to the system. At City Hall and Public Safety, the MPLS connects will provide for high speed direct connections to the service and redundancy. Forerunner states that the system will deliver most, but not all the required features in the RFP. The vendor provided a detailed and complete set of redundancy features and functions in their review. Forerunner will provide all levels of support with their team, with NEC providing support to Forerunner as needed for backup. This means that the City of Perry will speak with Forerunner for all support and MAC work. The service provides for pooled long distance with 75 minutes per user. The Service Level Agreement (SLA) provides stated penalties for failure in the service which are in keeping with industry. Forerunner runs their service on the G711 protocol across all platforms. They will provide all design and installation services for the project, onsite and webinar based user training, and service after the installation. Forerunner's service team is within 1.5 hours of the City of Perry. They will conduct MAC work, or allow the City of Perry to do their own MAC work as desired. Support agreement would be required in year two forward. Testing of QoS (Service Quality) for all Internet connections and networks will need to be done to ensure proper function prior to deployment, which may result needed in changes and/or upgrades.

Cost:

Based on a 36-month agreement, the price of the service is \$3,157.90, plus capital cost of \$39,387.004 for hardware and services, or \$4,236.34 inclusive of hardware and services and \$3,000 in setup charges. The cost of support for system is estimated at \$210.00 per month starting in year two. There are also possible charges for cable installation, if needed, and other equipment and changes if the QoS testing requires it.

Experience:

Forerunner has been in business since 1989 providing telephone systems and support. NEC is a 35 billion-dollar business that has been in business for 50 years in America. Both organizations appear to have extensive backgrounds in telephony. Forerunner has staff for both sales and service in the State of Georgia, but not local to the City of Perry. The reference organizations provided by Forerunner were at least as large as the City of Perry, with a number much larger. The reference organizations all have VoIP

systems, but not the NEC Blue Host VoIP system proposed. NEC does own the entire Hosted VoIP platform and has it hosted in Tier 1 Data Centers by CenturyLink. They have a full understanding of the needs of a Hosted VoIP system and seem prepared to ensure that all aspects of the City of Perry's network are able to provide quality service to support Hosted VoIP before deployment. Their understanding of the City of Perry's data network and the currently in-place fiber service between City Hall and Public Safety can be used as added redundancy for their service.

Timeline:

Forerunner provided a full project timeline that shows 6 to 8 weeks for installation based primarily on installation of the needed MPLS service, QoS testing, and cable installations. The project outline and timeline both appear complete and fair for the execution of the project.