

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
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WWW.MC-ALA.ORG

September 27, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Information pertaining to the October 1, 2018
Montgomery County Commission Regular Meeting

The Commission meeting will be held on Monday, October 1, 2018, at 8:00 a.m. The Formal Session will begin at 9:30 a.m.

Enclosed in your packet is a copy of the Unappropriated Balances for the Commissioners' Miscellaneous Appropriations. Please note that the County Commission allows for the remaining balances of Designated Revenue at September 30, 2018, be carried forward to the new budget year. The remaining balances at September 30, 2018 for miscellaneous appropriations for agencies and education do not carry forward. Each Commissioner starts October 1, 2018 with a beginning balance of \$60,000 in agency appropriations and \$75,000 in education appropriations.

1. County Commission Information Session Schedule for October 1, 2018

Waived Rules Items to Consider for Monday, October 1, 2018

2. Consider Authorization of Renewal of Excess Workers' Compensation Insurance with New York Marine & General Insurance Company, Secured through Palomar Insurance, Risk Management

Items to Consider for the Monday, October 15, 2018 Montgomery County Commission Regular Meeting Agenda

3. Consider Authorization of Memorandum of Agreement with the Administrative Office of Courts for Reimbursement of Salary paid to a Court Referee for the 15th Judicial Circuit for the period beginning October 1, 2018 and ending September 30, 2019, Youth Facility
4. Consider Authorization of Amendment Number 1 to Statement of Work - 09 with Ingenuity, Inc., regarding Vehicle Tag Issuance Software, Probate Judge's Office

5. Consider Authorization of Scope-of-Work DEA Authorization 4 Final Risk Assessment/Alternatives Analysis Report and Draft Remedial Action/Institutional Controls Plan for the Downtown Environmental Assessment Project, County Commission (**Attached is a copy of the last Scope of Work DEA Authorization 3 approved by the Montgomery County Commission on July 24, 2017, Pages B (5-16 through 5-25)**)
6. Consider Authorization of Resolution to Change the Time and Location of the November 5, 2018, County Commission Meeting to First Baptist Church of Greater Washington Park, which is located at 2817 3rd Street, Montgomery, Alabama. The information session will begin at 4:00 p.m. with the formal session at 5:30 p.m., County Commission (**This meeting is in Chairman Dean's District #2**)
7. Consider Authorization of Amendment Number 4 to Contract with Falls Facility Services, Inc., regarding a Forty-Six (46) Day Extension, beginning November 16, 2018 and ending on December 31, 2018, for Janitorial Services, Contract Number 51901-15B-028, Support Services
8. Consider Authorization of Amendment Number 4 to Contract with Liberty Disposal, Inc., regarding a Sixty-One (61) Day Extension, beginning November 1, 2018 and ending on December 31, 2018, for Clean Saturday Refuse Collection Services, Contract Number 51100-15B-033, County Commission
9. Consider Authorization of Amendment Number 2 to Contract with Drug Testing Program Management, Inc., regarding a Sixty (60) Day Extension, beginning November 2, 2018 and ending on January 1, 2019, for Drug Testing and Equipment, Contract Number 57202-15B-026, Community Corrections

General Information

10. Copy of Information regarding the Inaugural Rosa Parks Day on December 1, 2018
11. Copy of Letter from CEO Doris Crenshaw with The Southern Youth Leadership Development Institute (SYLDI) regarding the 2018 SYLDI Summer Program and Request for Funding in the Amount of \$35,000 (**On 2/20/18, the Commission appropriated \$25,000 from their Joint Designated Revenue account to this organization**)
12. Copy of Memorandum from Library Director Jaunita Owes with the Montgomery City-County Public Library requesting Funding for Door Upgrade at the Pintlala Branch Library

13. Copy of Proposal from Rodney Wilkerson with Main Art-R-We Productions (MARP). MARP has just begun establishing its 501(c)(3) status, therefore, they are operating in conjunction with the nonprofit organization, Royal Ambassadors Med, Inc. The Commission has appropriated funds to Royal Ambassadors Med, Inc., in the past. Mr. Wilkerson is requesting that you consider sponsoring this organization: Platinum Sponsor: \$1,000; Gold Sponsor \$500; Silver Sponsor: \$250. If the Commission did fund this organization through Royal Ambassadors Med, Inc., it would need to be for contract services.
14. Copy of Email from Executive Director Tonya D. Barkum with Second Chance Foundation requesting to Meet with the Commission on October 15, 2018
15. Copy of Memorandum from Administrator Mims regarding Vacation Time
16. Copy of Montgomery Area Mental Health Authority Board of Directors and Amendment of Certificate of Incorporation dated May 21, 1978, which authorizes the 23 director positions, of which 17 have been filled. Montgomery County, Autauga County and the City of Montgomery have filled all three of their appointments.
17. Copy of Information regarding the YMCA Rising Achievers Program
18. Copy of Schedule of Upcoming Bids/Contract Renewals for October–December 2018

If you have any questions, please contact me.

COUNTY COMMISSION
INFORMATION SESSION SCHEDULE
FOR
OCTOBER 1, 2018

- 8:00 a.m. Prayer and Administrator's Briefing regarding the Agenda and Scheduled Attendees
- 8:05 a.m. Acting Juvenile Court Administrator Beverly Wise – Presentation regarding Memorandum of Agreement with the Administrative Office of Courts for Reimbursement of Salary paid to a Court Referee for the 15th Judicial Circuit for the period beginning October 1, 2018 and ending September 30, 2019 **(Future Agenda Item 3)**
- 8:10 a.m. Chief Probate Clerk William Flowers – Presentation regarding Amendment Number 1 to Statement of Work - 09 with Ingenuity, Inc., regarding Vehicle Tag Issuance Software **(Future Agenda Item 4)**
- 8:15 a.m. Reverend Dr. Agnes M. Lover with St. Paul African Methodist Episcopal Church – Presentation regarding the Inaugural Rosa Parks Day on December 1, 2018 **(General Information Item 10)**
- 8:25 a.m. CEO Doris Crenshaw with The Southern Youth Leadership Development Institute (SYLDI) – Presentation regarding the 2018 SYLDI Summer Program and Request for Funding in the Amount of \$35,000 **(On 2/20/18, the Commission appropriated \$25,000 from their Joint Designated Revenue account to this organization) (General Information Item 11)**
- 8:35 a.m. Agent Perry O. Hooper, Jr., with Palomar Insurance – Presentation regarding Renewal of Excess Workers' Compensation Insurance with New York Marine & General Insurance Company, Secured through Palomar Insurance **(Waived Rules Item 2)**
- 8:45 p.m. Library Director Jaunita Owes with Montgomery City-County Public Library – Presentation regarding Funding for Door Upgrade at the Pintlala Branch Library **(General Information Item 12)**
- 8:55 a.m. Chief Information and Technology Officer Lou Ialacci – Update regarding Information Systems Operations
- 9:00 a.m. County Engineer George Speake and Project Manager Glen S. Davis with Jacobs Engineering Group – Presentation regarding Scope-of-Work DEA Authorization 4 Final Risk Assessment/Alternatives Analysis Report and Draft Remedial Action/Institutional Controls Plan for the Downtown Environmental Assessment Project, County Commission **(Attached is a copy of the last Scope of Work DEA Authorization 3 approved by the Montgomery County Commission on July 24, 2017, Pages B (5-16 through 5-25) (Future Agenda Item 5)**
- 9:30 a.m. Formal Session
- 10:00 a.m. Adjourn

Tammy Nix

From: Allison Strouse <Allisons@palomarins.com>
Sent: Wednesday, September 26, 2018 4:40 PM
To: Donald Mims; Judy Singley
Cc: Perry O. Hooper, Jr.
Subject: Renewal Quote for Montgomery County Commission
Attachments: Montgomery County Renewal Quote.PDF; Montgomery County Commission Rate Stabilization Letter 100118.pdf; Risk Management Supplemental 09.13.18.pdf; Watercraft-Application-Form_03_04_2014.pdf

Importance: High

Mr Mims,

Please see the attached renewal information for the **Excess Workers Compensation** coverage. The carrier has offered a very competitive renewal quote. Renewal policy premium has increased by \$606 from last year. This pricing shows what a good job Montgomery County is doing! The renewal quote is based on the same coverages, limits, exposures as expiring policy.

The purpose of Excess Workers Compensation coverage is to financially protect the "self-insured employer" for workers comp claims that exceed the designated dollar limit of the standard workers comp policy.

In order to proceed with the policy renewal, the carrier does require the attached *Risk Mgmt Supplemental* and *Watercraft Application* to be completed. Please complete these and return back to me.

Perry and myself do apologize for any inconvenience and confusion a couple weeks ago pertaining to the data info needed and the renewal process. We appreciate your business and look forward to working with you again.

Please let us know if you have any questions or need anything at all.

Allison Strouse
Senior Account Manager
Palomar Insurance
P: 800.489.0105
D: 334.409.3146
F: 334.323.0557
allisons@palomarins.com
www.palomarins.com

September 20, 2018

Justin Galati
Vice President
Apex Insurance Services
307 Fellowship Road
Suite 207
Mt. Laurel, NJ 08054

Re: Montgomery County Commission
Policy Number: TBA
October 1, 2018 – October 1, 2019

Dear Justin:

In response to the Named Insured's request for a two-year rate stabilization, the Company, New York Marine & General Insurance Company and the Client, Montgomery County Commission, mutually agree to provide a stable rate for the second year of this policy. Subsequently, for the Company's agreement to provide a stable rate, the Insured agrees to renew the policy for a second year with the following exceptions:

- A terrorist event or some other disaster that would cause New York Marine and General (NYM) to become un-reinsurable or if said event severely crippled the world capacity making reinsurance unaffordable, substantial increase in cost or unavailable.
- In the event a claim occurs during the policy period that has a paid and / or reserve amount assigned to it by the Insured's TPA that is excess of the policy SIR, then the Company has the right to review and increase the SIR at the effective date of the policy renewal.
- The Company reserves the right to re-underwrite the Insured in the event of a major leadership change at Montgomery County Commission or the TPA or if a major change in the insured/reinsured operations occurs.
- Any significant increases in benefits by the legislative body in Insured's jurisdiction that would alter the exposure and rating process.

This does not negate the need to provide updated information at the normal expiration



3817 Northwest Expressway, Ste. 1000
Oklahoma City, OK 73112
800.800.4007
midlandsmgt.com

of the policy.

Should the Company incur a rating downgrade and its AM Best rating falls below A-, then the Insured has no obligation to continue with a renewal of this policy.

This Rate stabilization letter of understanding is offered by New York Marine and General through its underwriting partner Midlands Management Corporation and accepted by the Insured.



09/20/18

Midlands Management Corporation
on Behalf of New York Marine & General
Insurance Company

Date

Montgomery County Commission

Date



3817 Northwest Expressway, Ste. 1000
Oklahoma City, OK 73112
800.800.4007
midlandsmgt.com

2-3



Account: Montgomery County Commission
101 S. Lawrence St.
Montgomery, AL 36102

Quoting on behalf of:

NEW YORK MARINE & GENERAL INSURANCE COMPANY

Specific Excess & Aggregate Excess Workers' Compensation and Employers' Liability Quote

A.M. Best Rated: "A-" (Excellent), IX

We are pleased to provide the following quotation terms as follows:

Quote Option MMC107353	
Policy Term	October 1, 2018 / October 1, 2019
Estimated Manual Premium	\$836,759
Estimated Total Payroll	\$37,777,937
Covered State(s)	AL
Specific Retention	\$500,000 ; except \$750,000 for Police/Fire/Ambulance (Rescue Personnel), EMT
Specific Limit	Statutory
Employers Liability Limit	\$1,000,000
Aggregate Attachment Rate	NIL
Minimum Aggregate Attachment	NIL
Aggregate Limit	NIL
Maximum Loss Accruing Aggregate	NIL
Excess Rate (Per \$100 of Payroll)	0.1890
Estimated Premium Excluding Terrorism	\$71,400
Terrorism Charge	\$806
Total Minimum Premium (90% of Deposit Premium)	\$64,986
Total Deposit Premium	\$72,206



Quote Expiration: September 30, 2018

TPA: Montgomery County Commission

Payment Plan: Premium is due in full at inception of policy period.

The above quote is subject to:

1. Final Premium will be at least and not less than the minimum premium stated above.
2. Require full implementation of safety/loss control program and retention of TPA, approved by New York Marine and General Insurance Company, throughout the policy period.
3. Receipt of completed and signed excess application within 30 days of binding. App currently on file is not signed.
4. Receipt of 5 years loss run summaries valued within 90 days of the inception date of this policy and without adverse development. Please confirm valuation date of loss runs provided.
5. The Terrorism Charge is calculated separately and not included in the total rate above. It is subject to adjustment at audit.
6. Applicable state endorsements plus other coverage additions/exclusions may apply. All other endorsements desired must be requested prior to binding and are subject to approval.
7. Please sign and return the attached Terrorism Disclosure. Same must be received within thirty (30) days of binding.
8. New York Marine and General Insurance Company has the right, but not the obligation, to audit the TPA listed above.
9. Receipt of updated Watercraft form, within 30 days of binding.
10. Receipt of completed updated Risk Management form, within 30 days of binding.

Risk Control Services: See attached document listing services available

Please do not hesitate to contact me with any questions, Thank you.

Regards,



New York Marine and General Insurance Company

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT COVERAGE

Montgomery County Commission

Insured's Name

Policy Number

Coverage for acts of terrorism is included in your policy. This disclosure addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2015.

Definitions

The definitions provided in this disclosure are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this disclosure are defined in the Act, the definitions in the Act will apply.

1. "Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2015.
2. "Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States as meeting all of the following requirements:
 - a. The act is an act of terrorism.
 - b. The act is violent or dangerous to human life, property or infrastructure.
 - c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
 - d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.
3. "Insured Loss" means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.
4. "Insurer Deductible" means, for the period beginning on January 1, 2015, and ending on December 31, 2020, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

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QB - 1017

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Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses exceed:
 - a. \$100,000,000, with respect to such Insured Losses occurring in calendar year 2015, the United States Government would pay 85% of our Insured Losses that exceed our Insurer Deductible.
 - b. \$120,000,000, with respect to such Insured Losses occurring in calendar year 2016, the United States Government would pay 84% of our Insured Losses that exceed our Insurer Deductible.
 - c. \$140,000,000, with respect to such Insured Losses occurring in calendar year 2017, the United States Government would pay 83% of our Insured Losses that exceed our Insurer Deductible.
 - d. \$160,000,000, with respect to such Insured Losses occurring in calendar year 2018, the United States Government would pay 82% of our Insured Losses that exceed our Insurer Deductible.
 - e. \$180,000,000, with respect to such Insured Losses occurring in calendar year 2019, the United States Government would pay 81% of our Insured Losses that exceed our Insurer Deductible.
 - f. \$200,000,000, with respect to such Insured Losses occurring in calendar year 2020, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.

The portion of your annual premium that is attributable to coverage for acts of terrorism is \$806 and does not include any charges for the portion of losses covered by the United States government under the Act.

The portion of the Insured's annual premium that is attributable to coverage for certified "acts of terrorism" may be adjustable at audit and is calculated based on a percentage of the Insured's total audited payroll.

I ACKNOWLEDGE THAT WE HAVE BEEN NOTIFIED THAT UNDER THE TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2015, ANY LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM UNDER THIS POLICY COVERAGE MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT, MAY BE SUBJECT TO A \$100 BILLION CAP THAT MAY REDUCE THIS COVERAGE AND WE HAVE BEEN NOTIFIED OF THE PORTION OF THE PREMIUM ATTRIBUTABLE TO THIS COVERAGE.

Policyholder's Signature

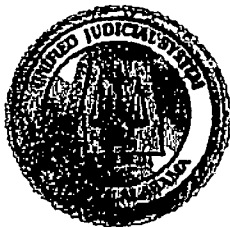
Date

Memo

To: Mr. Donald Mims, Montgomery County Administrator
From: Beverly Riddle Wise, Juvenile Court Administrator
Date: September 24, 2018
Re: MOU – Referee Vicky Toles

I am requesting that the Memorandum of Understanding for Montgomery County Youth Facility Referee Vicky Toles be placed on the working agenda for the October 1st County Commission meeting for approval. The funding for Referee Toles will be paid entirely through state funding. The Administrative Office of Courts will submit an invoice at the end of each quarter in FY 2019 and be reimbursed for her salary.

Thank you for your consideration in this matter.



MEMORANDUM OF UNDERSTANDING

Between the Administrative Office of Courts and The Montgomery County Commission

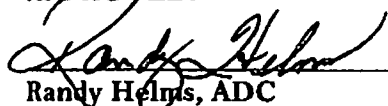
I. This Memorandum of Understanding ("MOU") is hereby entered into by and between the State of Alabama (hereinafter referred to as the "State"), acting through the Administrative Office of Courts of the Unified Judicial System of Alabama (hereinafter referred to as the "AOC"), and the Montgomery County Commission (hereinafter referred to as the "Commission") for the public purpose of reimbursing the AOC for certain salary and fringe benefits (**not to exceed a gross salary amount of \$51,621.60**) paid by the AOC to the temporary Court Referee Vicky Toles of the Fifteenth Judicial Circuit. Referee Toles will be paid an hourly rate of \$39.76 and will work a maximum of 25 hours per week. Ms. Toles will administer detention and shelter care hearings for the Juvenile Court. This MOU is effective for the period beginning October 1, 2018 and ending September 30, 2019.

II. AOC and the Commission agree that this transfer of funds in no way obligates the Commission to provide permanent or additional funding for this position in future months or years beyond the period stated. Should AOC receive additional state funding for this referee position, AOC shall refund the Commission any unused portion of the funding provided by the Commission.

III. AOC will invoice the Commission at the end of each quarter in FY 2019 for all salary and fringe benefits paid. Any inquiries made to the AOC may be directed to Jennifer Moorer, AOC Accountant. Checks shall be written to the order of the Administrative Office of Courts addressed to the attention: Jennifer Moorer, Administrative Office of Courts, 300 Dexter Avenue, Montgomery, AL 36104-3741.

IV. The AOC, employee, and/or Commission may terminate this MOU without penalty by providing all parties fourteen (14) days written notice. This MOU replaces any MOU approved prior to the effective date of this document.

APPROVED:

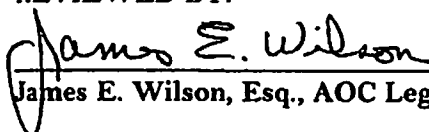

Randy Helms, ADC
Administrative Office of Courts

9/26/18
Date

Elton N. Dean, Sr., Chairperson
Montgomery County Commission

Date

REVIEWED BY:


James E. Wilson, Esq., AOC Legal Division

9/26/2018
Date



MEMORANDUM OF UNDERSTANDING

Between the Administrative Office of Courts and The Montgomery County Commission

I. This Memorandum of Understanding ("MOU") is hereby entered into by and between the State of Alabama (hereinafter referred to as the "State"), acting through the Administrative Office of Courts of the Unified Judicial System of Alabama (hereinafter referred to as the "AOC"), and the Montgomery County Commission (hereinafter referred to as the "Commission") for the public purpose of reimbursing the AOC for certain salary and fringe benefits (not to exceed a gross salary amount of \$50,119.20) paid by the AOC to the temporary Court Referee Vicky Toles of the Fifteenth Judicial Circuit. Referee Toles will be paid an hourly rate of \$38.60 and will work a maximum of 25 hours per week. Ms. Toles will administer detention and shelter care hearings for the Juvenile Court. This MOU is effective for the period beginning October 1, 2017 and ending September 30, 2018.

II. AOC and the Commission agree that this transfer of funds in no way obligates the Commission to provide permanent or additional funding for this position in future months or years beyond the period stated. Should AOC receive additional state funding for this referee position, AOC shall refund the Commission any unused portion of the funding provided by the Commission.

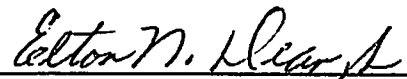
III. AOC will invoice the Commission at the end of each quarter in FY 2018 for all salary and fringe benefits paid. Any inquiries made to the AOC may be directed to Jennifer Moorer, AOC Accountant. Checks shall be written to the order of the Administrative Office of Courts addressed to the attention: Bob Bradford, Administrative Office of Courts, 300 Dexter Avenue, Montgomery, AL 36104-3741.

IV. The AOC, employee, and/or Commission may terminate this MOU without penalty by providing all parties fourteen (14) days written notice. This MOU replaces any MOU approved prior to the effective date of this document.

APPROVED:


Randy Helms, ADC
Administrative Office of Courts

8/10/17
Date


Elton N. Dean, Sr., Chairperson
Montgomery County Commission

9-5-17
Date

REVIEWED BY:


James E. Wilson, Esq., AOC Legal Division

August 10, 2017
Date



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

MEMORANDUM

**To: Chairman Dean, Vice-Chairwoman Walker, Commissioner Harris,
Commissioner Sankey, and Commissioner Singleton**

Cc: Donnie Mims

From: William Flowers, Chief Clerk for Probate Judge Steven L. Reed

Date: 9/25/2018

**Re: Contract amendment between Ingenuity Software and Montgomery
County to provide vehicle tag issuance software**

**Attached is an amendment to the current contract between Ingenuity and
Montgomery County. This amendment effectively locks the rate that we pay
for our tag issuance software at its current level for the next 3 years.
Previously we have payed an automatic increase of 15% every year. We
believe that the current rate is appropriate for the services that we receive and
ask that you sign this amendment.**

Ingenuity

Statement of Work – 09

Amendment 1

This Amendment, dated October 1, 2018, revises Statement of Work – 09 for Registration and Licensing Application Maintenance and Support dated December 1, 2008 (“SOW – 09”). SOW – 09 is incorporated within the Master Agreement (“Agreement”) dated May 20, 2013 between the Montgomery County Commission (“Montgomery County”) and Ingenuity, Inc. (“Ingenuity”), which replaced and supersedes the previous master agreement between the parties that was dated August 21, 2007.

Montgomery County and Ingenuity agree to amend SOW – 09 as follows:

Beginning on 12/1/2018, the Price for Services will be ninety-five thousand dollars (\$95,000.00) per year with no automatic annual increases.

The Term End Date is changed from 11-30-2009 to 11-30-2022. The Term End Date of this SOW will be automatically extended in one year increments unless terminated in writing by either party at least ninety (90) days in advance of the revised Term End Date.

The Montgomery County Representative is changed from Trey Granger to William Flowers.

IN WITNESS WHEREOF, the parties have entered into this Amendment as of the day and year first above written.

Montgomery County Commission

Ingenuity, Inc.

Signature: _____

Signature: _____

By: Elton N. Dean, Sr.

By: Rick A. Hayes

Title: Commission Chairman

Title: President

Tammy Nix

From: Kevin Boone
Sent: Monday, September 24, 2018 10:19 AM
To: Donald Mims; Tammy Nix
Cc: George Speake; Florence Cauthen; Sherrill Thomas; J.P.Martin@jacobs.com
Subject: FW: Scope-of-Work (SOW) and Proposal for the Authorization 4 for the Montgomery DEAP
Attachments: Scope_of_Work_Authorization_4.pdf; Plume Downtown ADEM EPA Agreement Resolution.pdf
Importance: High

Donnie, I have spoken with Glen Davis with Jacobs Engineering Group (formally CH2M Hill, as they have changed ownership in the past few months) and he has to agreed to attend the Information Session/Commission Meeting scheduled for October 1. He will give a brief synopsis of the Down Town Environmental Alliance and explain the reason for the addendum to the scope of work as well as the cost. He will be able to answer any questions the commission may have as well. Please place this item on the next scheduled Information Session for discussion. Also, could you have your office notify Glen the scheduled time for his presentation. If you need any more information or have any questions please advise.

Kevin Boone, P.E.
Montgomery County Assistant Engineer
100 S. Lawrence Street
P.O. Box 1667
Montgomery, AL 36102-1667
Work: (334) 832-1310
Cell: (334) 398-0922
Fax: (334)832-7190
Email: kevinboone@mc-ala.org

A(5-1)

Scope of Work
DEA Authorization 4
Final Risk Assessment/Alternatives Analysis Report and Draft Remedial
Action/Institutional Controls Plan for the Downtown Environmental Assessment
Project

August 28, 2018

This document presents CH2M HILL Engineers, Inc.'s (CH2M) scope of work (SOW) to provide continuing environmental services support to the Downtown Environmental Alliance (DEA) for the Downtown Environmental Assessment Project (DEAP). This SOW is consistent with the *Settlement Agreement for Site Response* (ADEM/DEA, 2015) between the Alabama Department of Environmental Management (ADEM) and the DEA, which will be referred to hereinafter as the "Settlement Agreement".

On December 15, 2017, CH2M Hill Companies Ltd. (CH2M) became part of Jacobs Engineering Group Inc. CH2M is now a wholly owned direct subsidiary of Jacobs. CH2M presently remains a separate legal entity and will continue to operate and conduct business.

This SOW provides the planning-level costs associated with the following work elements for the DEAP:

- Finalize Risk Assessment/Alternative Analysis (RA/AA) Report, which was submitted to ADEM on July 17, 2018 for review and comment;
- Prepare the Draft Remedial Action/Institutional Control Plan for DEA review and submission to ADEM for review and comment;
- Continued Meeting Facilitation and Coordination Support for the DEAP;
- Continued Community Involvement Support for the DEAP;

These activities are described in more detail in the subsections below.

Task 1: Finalize RA/AA Report

On July 17, 2018, the DEA submitted the RA/AA Report to ADEM for their review and comment. While CH2M is planning on preparing an interim response document to verbal comments received during a July 30, 2018 Technical Review meeting with ADEM (performed under the current DEA Authorization), CH2M anticipates that ADEM will submit written comments regarding the RA/AA report about 90 days after their receipt of the report (by approximately October 17, 2018). Once these ADEM comments are received, CH2M will respond to ADEM's comments by preparing a written response-to-comment (RTC) document, which will contain the ADEM comments and a detailed, formal response to each comment, which propose revisions to the RA/AA report to address each ADEM comment (if necessary). Once this document is prepared, CH2M will submit it to the DEA Technical Committee for review and comment. Once the RTC document is approved by the DEA Technical Committee, the RTC document will be submitted to the DEA Executive Committee for final review and approval. Once the RTC document is approved by the DEA Executive Committee, CH2M will submit the RTC document to ADEM for their review. CH2M anticipates submitting the RTC document for ADEM review approximately 60 days after receipt of ADEM written comments.

Once ADEM approves the RTC document (assuming an approximate 2-week review period), CH2M will revise the RA/AA report based on the revisions proposed in the RTC document. CH2M will prepare both a redline version of the revised RA/AA Report (with revisions in tracking mode) and a clean version of the RA/AA Report, and will submit it to the DEA Technical Committee for review and comment. Once the revised RA/AA report is approved by the DEA Technical Committee, the revised report will be submitted to the DEA Executive Committee for final review and approval. Once the revised report is approved by the DEA Executive Committee, CH2M will submit the revised RA/AA Report (estimated three hard copies and one CD copy) to ADEM for their review and concurrence. CH2M anticipates submitting the revised RA/AA Report for ADEM review approximately 60 days after ADEM approval of the RTC document.

CH2M anticipates that junior or mid-level hydrogeologists/ engineers will prepare the RTC document and the revised RA/AA Report, then senior hydrogeologists or engineers will review and provide quality control for the document. CH2M also anticipates that a mid-level human health risk assessor will assist in preparing the RTC document and the revised RA/AA Report, then a senior human health risk assessor will review and provide quality control for the document. CH2M anticipates that other supporting staff (i.e. project chemist, GIS/graphics technician, editor, and production staff) will also be needed to complete this subtask. This SOW assumes that CH2M will utilize staff that are familiar with the RA/AA Report in order to make the RTCs and revisions more streamlined and efficient.

Based on the July 30, 2018 meeting with ADEM to discuss the Draft RA/AA Report, CH2M has assumed that the general nature of the ADEM comments and our responses will include the following (if the nature and extent of the comments vary significantly from the assumptions below, additional funding may be required to address them):

- Recalculating dilutions associated with the plume front's interception with Cypress Creek;
- The potential need for a long-term monitoring component to the selected site remedy;
- Revising the Human Health Risk Assessment (HHRA) to include first floor residence recently discovered the plume area and groundwater ingestion as a future exposure pathway.
- The enforceability, transferability, protectiveness, and permanent-nature of Institutional Controls for the DEAP.
- No additional field activities will be performed as part of this task. If the ADEM comments require additional field activities to complete the RA/AA report, those field activities will be covered under a separate authorization. However, based on our professional opinion, we estimate that additional field activities might be required by ADEM as part of their formal, written comments. If so, we estimate that this field work could cost in the range of about \$30,000 to \$40,000 (This assumes up to 2 additional soil vapor samples, up to 4 additional groundwater samples [plus appropriate QA/QC], the required subcontractors [DPT and laboratory], and CH2M field oversight. This does not assume additional groundwater monitoring well installations).

Task 2: Prepare Draft Remedial Action/Institutional Control Plan

CH2M will prepare the Draft Remedial Action/Institutional Control Plan. This document will include a description of the selected remedial action or institutional controls that agreed upon by the DEA and ADEM, based on review of the RA/AA Report (see Task 1). The Remedial Action/Institutional Control Plan will be prepared similar to the *Interim Final Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA* (EPA, 1988), *Remedial Design/Remedial Action Handbook* (EPA, 1995, and/or the *Alabama Environmental Investigation and Remediation Guidance* (ADEM 2017).

CH2M anticipates that a junior or mid-level hydrogeologist/ engineer will prepare the Draft Remedial Action/Institutional Control Plan, then one or more senior hydrogeologist or engineer will review and provide quality control for the document. CH2M anticipates that other supporting staff (i.e. project chemist, GIS/graphics technician, editor, and production staff) will also be needed to complete this report.

An electronic version of the Draft Remedial Action/Institutional Control Plan will be provided to the DEA Technical Committee for review and comment, approximately 60 days after authorization of this SOW. Once the DEA Technical Committee review comments have been addressed (assuming approximately 30-days to review and address technical comments), the revised document will be submitted to the DEA Executive Committee for review and comment. Once the document obtains DEA Executive Committee approval (assuming approximately 30-days to review and address executive comments), the Draft Remedial Action/Institutional Control Plan will be submitted to ADEM (estimated three hard copies and one CD copy) approximately 60 days after ADEM approval of the RA/AA Report, as required by the Settlement Agreement.

Task 3: Continued Meeting Facilitation and Coordination Support

This task includes providing continued meeting facilitation support for the afore-mentioned reporting activities for the DEAP. Specifically, CH2M will prepare for and attend the following meetings that are anticipated during this portion of the project (from approximately September 2018 to May 2019):

- Four meetings/conference calls (approximately 2 hours each) with the DEA Technical Committee to discuss the following:
 - The ADEM comments to the RA/AA Report and subsequent RTC document
 - The revised RA/AA Report (redline and clean versions) prior to DEA Executive Committee submittal
 - The Draft Remedial Action/Institutional Control Plan content and organization prior to writing the document
 - Comments to the Draft Remedial Action/Institutional Control Plan once it is written
- Three conference calls (approximately 1 hour each) with the DEA Executive Committee to discuss the following:
 - The RA/AA Report RTC document prior to ADEM submittal
 - The revised RA/AA Report prior to ADEM submittal
 - The Draft Remedial Action/Institutional Control Plan prior to ADEM submittal
- Two meetings (approximately 2 hours each) with ADEM to discuss the following:
 - The ADEM comments to the RA/AA report and the proposed DEA RTCs
 - The Draft RR/IC Report content and organization

CH2M also anticipates about 2 hours to prepare information for each meeting. CH2M assumes that up to four representatives from CH2M will attend meetings (either in-person or via telephone; two 2-day travel expenses for one CH2M staff member from Denver, CO is assumed). In lieu of formal meeting minutes, CH2M will prepare e-mail summaries of the calls and meetings to summarize the discussion and action items for each.

This task includes costs associated with the financial management of the project. CH2M assumes about 1 hour per month for the project manager and 1 hour per month for the project accountant will be required for the financial management of the project.

Task 4: Continued Community Involvement Support

This task includes providing continued community involvement support for the afore-mentioned reporting activities for the DEAP. It is anticipated that significant involvement with City (i.e. "Planning Next" – a City planning consultant on the City's Master Plan), State, County, and Federal planning and building organizations, as well as potentially the affected public (through the Community Outreach Group (COG)) will be required to identify appropriate Institutional Control measures that meet regulatory requirements yet also are acceptable to these entities and the affected public. Specifically, CH2M will prepare for and attend (up to three representatives from CH2M) up to eight meetings in Montgomery with these organizations and/or COG members to fully develop the ICP. Specific COG meetings may be required for the following purposes:

- 1) Discuss the ADEM comments to the RA/AA report and the DEA's proposed RTCs, and
- 2) Discuss the possible IC components for the Remedial Action/Institutional Control Plan prior to writing the document.
- 3) Discuss the final IC components for the Remedial Action/Institutional Control Plan once the draft document is prepared
- 4) Discuss any ADEM suggestions for the ICs once the draft document has been submitted to ADEM.

This budget includes labor for a CH2M public relations representative to assist ACCES LLC with the coordination of the COG, prepare meeting materials, and update the project website with current information about the progress of the project.

CH2M anticipates that each ICP and COG meeting will be up to 4 hours in duration. CH2M also assumes that up to three local representatives from CH2M will attend meetings. In lieu of formal meeting minutes, CH2M will prepare e-mail summaries of the ICP and COG meetings to summarize the discussion and action items for each meeting.

Project Cost Estimate

Table 1 lists the estimated costs, including labor and expenses, for the scope of work described in this letter on a time-and-materials (not-to-exceed) basis.

Task	Labor Cost	Expenses*	Total
1 Finalize RA/AA Report	\$41,155	\$567	\$41,722
2 Draft Remedial Action/Institutional Control Plan	\$28,163	\$445	\$28,608
3 Continued Meeting Support	\$39,318	\$2,895	\$42,213
4 Continued Community Involvement	\$59,506	\$2,280	\$61,786
Totals	\$168,142	\$6,187	\$174,329

Note:

Expenses represent costs associated with travel expenses, meeting supplies, report production, and postage and shipping, meals for COG Meetings, etc.

The work described herein will be conducted on a time-and-materials (not-to-exceed) basis in accordance with the terms and conditions of the CH2M Standard Agreement executed for this work with the City of Montgomery. Compensation will be on a cost reimbursement basis consistent with the Agreement and will be based on salary costs plus 115 percent of salary costs plus direct expenses. A 5 percent markup will be placed on any subcontractor or outside service.

Schedule

If authorization is received by October 5, 2018 and ADEM written comments for the RA/AA Report are received on or before October 17, 2018, CH2M assumes the following schedule for the deliverables described in this SOW:

- **RTC Document and Final Revised RA/AA Report:**
 - DEA Technical Committee Review of RTCs – approximately November 17, 2018
 - DEA Executive Committee Review of RTCs – approximately December 1, 2018
 - ADEM Review of RTCs – approximately December 17, 2018
 - DEA Technical Committee Review of Revised RA/AA Report – approximately January 10, 2019
 - DEA Executive Committee Review – approximately January 31, 2019
 - ADEM Review - approximately February 15, 2019
 - ADEM approval of the RA/AA Report – approximately March 30, 2019
- **Draft Remedial Action/Institutional Control Report:**
 - DEA Technical Committee Review – approximately December 1, 2018
 - DEA Executive Committee Review – approximately January 1, 2019
 - ADEM Review - approximately May 30, 2019 (about 60 days from ADEM RA/AA Report Concurrence)

CH2M Authorization 4 Cost Breakdown
August 2018

Authorization 4 Total Cost

\$174,329.00

Member	%	\$	Credit Amount	Cumulative Credit
State of AI	35	\$ 61,015.15	\$ -	\$ -
MWWSSB	19	\$ 33,122.51	\$ -	\$ -
City of Montgomery	26.6	\$ 46,371.51	\$ -	\$ -
Montgomery County Commission	19.4	\$ 33,819.83	\$ -	\$ -
The Advertiser (100% Credit)	0	\$ -	\$ 34,865.80	\$ 121,867.33

X

A(5-7)

ALLIANCE STEERING COMMITTEE ENDORSEMENT FOR CH2M AUTHORIZATION 4 FOR THE DOWNTOWN ENVIRONMENTAL ASSESSMENT PROJECT

This document provides the Steering Committee endorsement of the attached Scope-of-Work (SOW) and cost estimate (Dated August 28, 2018) for CH2M Authorization 4 (Final RA/AA Report and Draft RA/IC Plan) for the Downtown Environmental Assessment Project. By signing this document, the Steering Committee hereby approves the SOW and associated costs (not-to-exceed \$174,329) and authorizes the City to sign/execute the attached task order and to recover costs from the DEA membership, in accordance with the Site Participation Agreement.

[SIGNATURE BLOCKS ON FOLLOWING PAGES]

Member: City of Montgomery

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: Alabama Law Enforcement Agency as successor-in-interest to the Alabama Department of Public Safety

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: Alabama Department of Education

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: Alabama Community College System

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: Alabama Department of Transportation

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: Water Works and Sanitary Sewer Board of the City of Montgomery

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: Montgomery County Commission, Alabama

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: The Advertiser Company

Signed: _____

Print Name: _____

Title: _____

Date: _____

**CH2MHILL****STANDARD AGREEMENT FOR PROFESSIONAL SERVICES**

CH2M HILL'S OFFICE ADDRESS: 4121 Carmichael Road; Suite 400; Montgomery, AL 36106

CH2M HILL'S PROJECT NO.: 666378

PROJECT NAME: Authorization 4 – Final RA/AA Report and Draft RA/IC Plan for the Downtown Environmental Assessment Project

CLIENT: City of Montgomery

CLIENT'S ADDRESS: 103 North Perry Street; Montgomery, AL 36101

CLIENT requests and authorizes CH2M HILL ENGINEERS, INC. (hereinafter "CH2M") to perform the following Services:

Scope of Services

See attached Scope of Work dated August 28, 2018.

Compensation

Compensation by CLIENT to CH2M will be on a cost reimbursement basis and will be based on salary costs plus 115 percent of salary costs plus direct expenses. There will be a 5-percent markup placed on any subcontractor or outside service. The budget ceiling for this scope of work is \$174,329, which shall not be exceeded without a revision to this AGREEMENT. When any budget has been increased, CH2M's excess costs expended, prior to such increase, will be allowable to the same extent as if such costs had been incurred after the approved increase.

Schedule

Assuming Notice-to-Proceed is received by October 5, 2018, CH2M anticipates the activities described in the attached Scope of Work to begin the week of October 8, 2018.

Other Terms

CH2M will monitor progress of the project and inform the CLIENT of deviations from the scope that may cause adjustments to the budget and/or work effort, if deemed necessary. CH2M is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is the CLIENT obligated to pay CH2M beyond these limits.

Services covered by this AGREEMENT will be performed in accordance with the Provisions and any attachments or schedules. This AGREEMENT supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

CLIENT:

Signature

Name (printed)

Title

Date

CH2M HILL ENGINEERS, INC.:

Signature

Name (printed)

Title

Date

J.P. Martin, P.E.

Vice President

8/28/18

A(5-11)

PROVISIONS

1. Authorization to Proceed

Execution of this AGREEMENT by CLIENT will be authorization for CH2MHILL to proceed with the Services, unless otherwise provided for in this AGREEMENT.

2. Salary Costs

CH2M HILL's and its affiliated companies' Salary Costs, when the basis of compensation, are the amount of wages or salaries paid CH2M HILL employees for work directly performed on the Project plus a percentage applied to all such wages or salaries to cover all payroll-related taxes, payments, premiums, and benefits.

3. Per Diem Rates

CH2M HILL's and its affiliated companies' Per Diem Rates, when the basis of compensation, are those hourly or daily rates charged for work performed on the Project by CH2M HILL employees. These rates are contained in the COMPENSATION section on Page 1 and are subject to a 4% annual calendar year escalation/adjustment.

4. Subcontracts and Direct Expenses

When Services are performed on a cost reimbursement basis, a markup of 5 percent will be applied to subcontracts and outside services and a markup of zero percent will be applied to Direct Expenses. For purposes of this AGREEMENT, Direct Expenses are defined to include those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals, lodging, shipping, equipment and supplies; (2) CH2M HILL's current standard rate charges for direct use of CH2M HILL's vehicles, laboratory test and analysis, and certain field equipment; and (3) CH2M HILL's standard project charges for computing systems, and health and safety requirements of OSHA.

All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to CH2M HILL's compensation when involving CLIENT.

5. Cost Opinions

Any cost opinions or Project economic evaluations provided by CH2M HILL will be on a basis of experience and judgment, but, since CH2M HILL has no control over market conditions or bidding procedures, CH2M HILL cannot warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions.

6. Standard of Care

The standard of care applicable to CH2M HILL's services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time CH2M HILL's services are performed. CH2M HILL will re-perform any services not meeting this standard without additional compensation.

7. Termination

This AGREEMENT may be terminated for convenience on 30 days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, CH2M HILL will be paid for all authorized work performed up to the termination date plus termination expenses, such as, but not limited to, reassignment of personnel, subcontract termination costs, and related closeout costs.

8. Payment to CH2M HILL

Monthly invoices will be issued by CH2M HILL for all Services performed under this AGREEMENT. CLIENT shall pay each invoice within 30 days. Interest at a rate of 1-1/2 percent per month will be charged on all past-due amounts.

In the event of a disputed billing, only that disputed portion will be withheld from payment, and the undisputed portion will be paid. CLIENT will exercise reasonableness in disputing any bill or

portion thereof. No interest will accrue on any disputed portion of the billing until mutually resolved.

9. Limitation of Liability

CH2M HILL's liability for CLIENT's damages will, in the aggregate, not exceed \$100,000. This Provision takes precedence over any conflicting Provision of this AGREEMENT or any document incorporated into it or referenced by it. In no event shall CH2M HILL, its affiliated corporations, officers, employees, or any of its subcontractors be liable for any incidental, indirect, special, punitive, economic or consequential damages, including but not limited to loss of revenue or profits, suffered or incurred by CLIENT or any of its agents, including other contractors engaged at the project site, as a result of this Agreement or CH2M HILL's performance or non-performance of services pursuant to this Agreement.

Limitations of liability provided herein will apply whether CH2M HILL's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include CH2M HILL's officers, affiliated corporations, employees, and subcontractors.

10. Severability and Survival

If any of the provisions contained in this AGREEMENT are held illegal, invalid or unenforceable, the other provisions shall remain in full effect. Limitations of liability shall survive termination of this AGREEMENT for any cause.

11. No Third Party Beneficiaries

This AGREEMENT gives no rights or benefits to anyone other than CLIENT and CH2M HILL and has no third party beneficiaries except as provided in Provision 10.

12. Materials and Samples

Any items, substances, materials, or samples removed from the Project site for testing, analysis, or other evaluation will be returned to the Project site unless agreed to otherwise. CLIENT recognizes and agrees that CH2M HILL is acting as a bailee and at no time assumes title to said items, substances, materials, or samples. CLIENT recognizes that CH2M HILL assumes no risk and/or liability for a waste or hazardous waste site originated by other than CH2M HILL.

13. Assignments

Neither party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this AGREEMENT, whether arising in tort, contract or otherwise, without the written consent of the other party. Any unauthorized assignment is void and unenforceable.

14. Integration

This AGREEMENT incorporates all previous communications and negotiations and constitutes the entire agreement of the parties. If CLIENT issues a Purchase Order in conjunction with performance of the Services, general or standard terms and conditions on the Purchase Order do not apply to this AGREEMENT.

15. Force Majeure

If performance of the Services is affected by causes beyond CH2M HILL's reasonable control, project schedule and compensation shall be equitably adjusted.

16. Dispute Resolution

The parties will use their best efforts to resolve amicably any dispute, including use of alternative dispute resolution options.

17. Changes

CLIENT may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect CH2M HILL's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this AGREEMENT.

A(5-12)

Tammy Nix

From: Kevin Boone
Sent: Monday, September 24, 2018 10:19 AM
To: Donald Mims; Tammy Nix
Cc: George Speake; Florence Cauthen; Sherrill Thomas; J.P.Martin@jacobs.com
Subject: FW: Scope-of-Work (SOW) and Proposal for the Authorization 4 for the Montgomery DEAP
Attachments: Scope_of_Work_Authorization_4.pdf; Plume Downtown ADEM EPA Agreement Resolution.pdf
Importance: High

Donnie, I have spoken with Glen Davis with Jacobs Engineering Group (formally CH2M Hill, as they have changed ownership in the past few months) and he has to agreed to attend the Information Session/Commission Meeting scheduled for October 1. He will give a brief synopsis of the Down Town Environmental Alliance and explain the reason for the addendum to the scope of work as well as the cost. He will be able to answer any questions the commission may have as well. Please place this item on the next scheduled Information Session for discussion. Also, could you have your office notify Glen the scheduled time for his presentation. If you need any more information or have any questions please advise.

Kevin Boone, P.E.
Montgomery County Assistant Engineer
100 S. Lawrence Street
P.O. Box 1667
Montgomery, AL 36102-1667
Work: (334) 832-1310
Cell: (334) 398-0922
Fax: (334)832-7190
Email: kevinboone@mc-ala.org

From: Kevin Boone
Sent: Monday, September 24, 2018 6:50 AM
To: Donald Mims <DonaldMims@mc-ala.org>
Subject: FW: Scope-of-Work (SOW) and Proposal for the Authorization 4 for the Montgomery DEAP
Importance: High

From: Kevin Boone
Sent: Thursday, August 30, 2018 2:28 PM
To: Donald Mims <DonaldMims@mc-ala.org>
Cc: Florence Cauthen <FLORENCECAUTHEN@mc-ala.org>; Sherrill Thomas <SherrillThomas@mc-ala.org>; George Speake <GeorgeSpeake@mc-ala.org>; Tammy Nix <TammyNix@mc-ala.org>
Subject: FW: Scope-of-Work (SOW) and Proposal for the Authorization 4 for the Montgomery DEAP
Importance: High

Donnie,

In reference to the previous email I sent concerning an invoice for CH2M Hill's work for the Montgomery Downtown Environmental Alliance (DEA), during the last conference call there was discussion concerning the preliminary invoice I forwarded to you earlier in the week as well as future invoices. During the discussion, the group requested that the consulting engineer (CH2M Hill) give a little more notice as to what invoices will be sent out within the fiscal year so that each entity would be able to properly budget for the work to be done. Also during that discussion CH2M Hill indicated it had reached a transition point where they are exceeding previous agreements. Thus CH2M Hill has submitted a Scope of Work for the next phase of environmental services. George and myself have reviewed the attached scope of work and feel it satisfies the requirements of the Downtown Environmental Alliance (DEA) with just compensation. CH2M Hill has requested all members of the group endorse the attached document to secure funding for the work to move forward. The Montgomery County Engineering Department recommends the Commission endorse the attached Scope of Work. Please place this item on the next scheduled Information Session for discussion. If you have any questions or comments concerning this matter please advise.

Kevin Boone, P.E.
Montgomery County Assistant Engineer
100 S. Lawrence Street
P.O. Box 1667
Montgomery, AL 36102-1667
Work: (334) 832-1310
Cell: (334) 398-0922
Fax: (334) 832-7190
Email: kevinboone@mc-ala.org

From: Davis, Glendon/MGM [<mailto:Glendon.Davis@jacobs.com>]
Sent: Tuesday, August 28, 2018 1:07 PM
To: Adam Anderson/ADOT <andersona@dot.state.al.us>; Ashley Cousins/ACESSLLC <acousins@accessllc.com>; Bill Patty <pattyw@dot.state.al.us>; Bob Veenstra <bveenstra@geosyntec.com>; Bryan Taylor <bryan.taylor@governor.alabama.gov>; Buddy Morgan/MGM WW&SSB <BMorgan@mwwssb.com>; Chris Antonacci <christopher.antonacci@lw.com>; David O'Brien <david.obrien@accs.edu>; Donald Mims <DonaldMims@mc-ala.org>; Dori Findley/ADOT <findleyd@dot.state.al.us>; Erika McKay <erika.mckay@governor.alabama.gov>; Gary P. Gengel/Latham & Watkins <gary.gengel@lw.com>; hananricharde@aol.com; Jason Paulk <jason.paulk@governor.alabama.gov>; Jason Swann <jswann@alsde.edu>; Kevin Boone <kevinboone@mc-ala.org>; Kim Fehl/City of MGM <kfehl@montgomeryal.gov>; Martin, J.P./MGM <J.P.Martin@jacobs.com>; Pat Sefton/Sasser Law Firm <psefton@sasserlawfirm.com>; Robert Sasser <rsasser@sasserlawfirm.com> <rsasser@sasserlawfirm.com>; Robert Tambling/AG's Office <rtambling@ago.state.al.us>; Roger Holmes <rholmesjr@gannett.com>; Scott George/ADOT <georges@dot.state.al.us>; Scott Kramer <ScottKramer@mc-ala.org>; Tim McCollum <tim.mccollum@alea.gov>; Todd Strange/City of MGM <mayor@montgomeryal.gov>; Whetstone, Candace <whetstonec@dot.state.al.us>; Will Parker <will.parker@governor.alabama.gov>
Subject: Scope-of-Work (SOW) and Proposal for the Authorization 4 for the Montgomery DEAP
Importance: High

Hello DEA Executive Committee Members,

Attached is a copy of the Scope-of-Work (SOW) and Proposal for the Authorization 4 for the Montgomery DEAP, that we discussed on the last conference call we had last week. Please review the document. Once you agree with the SOW/Proposal, please have a responsible party of your organization sign the appropriate section of the Endorsement Document (pages 7 through 9). Once all of the endorsement sections are signed, the City can execute the Contract at the end of the document. Please let me know if you have any questions or comments.

Thank you,

Glen S. Davis, P.E.*
Jacobs
Project Manager
ATEN Global Environmental Solutions
D 1 334 215 9016
M 1 334 202 6053
glendon.davis@jacobs.com
* - Alabama and Florida

4121 Carmichael Road; Suite 400
Montgomery, AL 36106
USA
www.jacobs.com

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Copy of the last
Scope of Work
DEA Authorization 3
Approved by the
Montgomery County Commission on
July 24, 2017

B(5-16)

**Scope of Work
DEA Authorization 3
Final Environmental Investigation Report and Draft Risk
Assessment/Alternatives Analysis Report for the Downtown Environmental
Assessment Project**

June 22, 2017

This document presents CH2M HILL Engineers, Inc.'s (CH2M) scope of work (SOW) to provide continuing environmental services support to the Downtown Environmental Alliance (DEA) for the Downtown Environmental Assessment Project (DEAP). This SOW is consistent with the *Settlement Agreement for Site Response* (ADEM/DEA, 2015) between the Alabama Department of Environmental Management (ADEM) and the DEA, which will be referred to hereinafter as the "Settlement Agreement".

This SOW provides the planning-level costs associated with the following work elements for the DEAP:

- Finalize the Environmental Investigation (EI) Report, which was submitted to ADEM on May 1, 2017 for review and comment
- Prepare the Draft Risk Assessment/Alternative Analysis (RA/AA) Report for DEA review and submission to ADEM for review and comment
- Continued Meeting Facilitation and Coordination Support for the DEAP
- Continued Community Involvement Support for the DEAP

These activities are described in more detail in the subsections below.

Task 1: Finalize EI Report

On May 1, 2017, the DEA submitted the EI Report to ADEM for their review and comment. CH2M anticipates that ADEM will submit written comments regarding the EI report about 90 days after their receipt of the report (by approximately August 1, 2017). Once these ADEM comments are received, CH2M will respond to ADEM's comments by preparing a written response-to-comment (RTC) document, which will contain the ADEM comments and a detailed, formal response to each comment, which propose revisions to the EI report to address each ADEM comment (if necessary). Once this document is prepared, CH2M will submit it to the DEA Technical Committee for review and comment. Once the RTC document is approved by the DEA Technical Committee, the RTC document will be submitted to the DEA Executive Committee for final review and approval. Once the RTC document is approved by the DEA Executive Committee, CH2M will submit the RTC document to ADEM for their review. CH2M anticipates submitting the RTC document for ADEM review approximately 60 days after receipt of ADEM written comments.

Once ADEM approves the RTC document (anticipated 30-day review period), CH2M will revise the EI report based on the revisions proposed in the RTC document. CH2M will prepare both a redline version of the revised EI Report (with revisions in tracking mode) and a clean version of the EI Report, and will submit it to the DEA Technical Committee for review and comment. Once the revised EI report is approved by the DEA Technical Committee, the revised report will be submitted to the DEA Executive Committee for final review and approval. Once the revised report is approved by the DEA Executive Committee, CH2M will submit the revised EI Report (estimated three hard copies and one CD copy) to

ADEM for their review and concurrence. CH2M anticipates submitting the revised EI Report for ADEM review approximately 60 days after ADEM approval of the RTC document.

CH2M anticipates that junior or mid-level hydrogeologists/ engineers will prepare the RTC document and the revised EI Report, then senior hydrogeologists or engineers will review and provide quality control for the document. CH2M also anticipates that a mid-level human health risk assessor will assist in preparing the RTC document and the revised EI Report, then a senior human health risk assessor will review and provide quality control for the document. CH2M anticipates that other supporting staff (i.e. project chemist, GIS/graphics technician, editor, and production staff) will also be needed to complete this subtask.

It should be noted that CH2M assumes that no additional field activities will be performed as part of this task. If the ADEM comments require additional field activities to complete the EI report, those field activities will be covered under a separate authorization.

Task 2: Prepare Draft RA/AA Report

Once ADEM issues their formal approval of the revised EI Report, CH2M will prepare the Draft RA/AA Report. This document will include a continuation of the human health risk assessment that was discussed in the EI Report, and a detailed analysis of possible remedial alternatives, and comparison of alternatives. The RA/AA will be prepared similar to the *Interim Final Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA* (EPA, 1988) and Alabama Environmental Investigation and Remediation Guidance (ADEM 2017). The contents for the Draft RA/AA Report will include the following items:

- Preparation of a conceptual exposure model (CEM) for the site
- Comparison of detected soil vapor concentrations to the most recent vapor intrusion screening levels (VISLs) for the applicable building use
- For soil gas samples exceeding VISLs, calculation of indoor air concentrations and risk estimates using USEPA's VISL Calculator
- Comparison of detected groundwater concentrations to the most recent tap water RSLs
- For groundwater samples exceeding tap water RSLs, calculation of risk estimates if complete exposure pathways are possible currently or in the future (based on the conceptual exposure model).
- Description of the possible remedial alternatives considered for the DEAP.
- Description of the evaluation criteria used to compare the possible remedial alternatives
- Comparison of each possible remedial alternative against each criterion
- Selection of the preferred remedial alternative for the DEAP

The Draft RA/AA Report also will include supportive documentation, including risk calculation tables, figures, and appendices to support the report text. CH2M anticipates that a junior or mid-level hydrogeologist/ engineer will prepare the Draft RA/AA Report, then one or more senior hydrogeologist or engineer will review and provide quality control for the document. CH2M also anticipates that a mid-level human health risk assessor will assist in preparing the Draft RA/AA Report, then a senior human health risk assessor will review and provide quality control for the document. CH2M anticipates that other supporting staff (i.e. project chemist, GIS/graphics technician, editor, and production staff) will also be needed to complete this report.

B(5-18)

An electronic version of the Draft RA/AA Report will be provided to the DEA Technical Committee for review and comment, approximately 60 days after ADEM approval of the EI report is received. Once the DEA Technical Committee review comments have been addressed, the revised document will be submitted to the DEA Executive Committee for review and comment. Once the document obtains DEA Executive Committee approval, the Draft EI Report will be submitted to ADEM (estimated three hard copies and one CD copy) approximately 120 after ADEM approval of the EI Report, as required by the Settlement Agreement.

Task 3: Continued Meeting Facilitation and Coordination Support

This task includes providing continued meeting facilitation support for the afore-mentioned reporting activities for the DEAP. Specifically, CH2M will prepare for and attend the following meetings that are anticipated during this portion of the project (from approximately July 2017 to June 2018):

- Four meetings/conference calls (approximately 2 hours each) with the DEA Technical Committee to discuss the following:
 - The ADEM comments to the EI Report and subsequent RTC document
 - The revised EI Report (redline and clean versions) prior to DEA Executive Committee submittal
 - The Draft RR/AA Report content and organization prior to writing the report
 - Comments to the Draft RR/AA Report once it is written
- Three conference calls (approximately 1 hour each) with the DEA Executive Committee to discuss the following:
 - The RTC document prior to ADEM submittal
 - The revised EI Report prior to ADEM submittal
 - The Draft RA/AA Report prior to ADEM submittal
- Two meetings (approximately 2 hours each) with ADEM to discuss the following:
 - The ADEM comments to the EI report and the proposed DEA RTCs
 - The Draft RR/AA Report content and organization

CH2M also anticipates about 2 hours to prepare information for each meeting. CH2M assumes that up to four representatives from CH2M will attend meetings (either in person or via telephone; no out-of-town travel costs included). In lieu of formal meeting minutes, CH2M will prepare e-mail summaries of the calls and meetings to summarize the discussion and action items for each.

This task includes costs associated with the financial management of the project. CH2M assumes about 1 hour per month for the project manager and project accountant will be required for the financial management of the project.

Task 4: Continued Community Involvement Support

This task includes providing continued community involvement support for the afore-mentioned reporting activities for the DEAP. Specifically, CH2M will prepare for and attend (up to two representatives from CH2M) two Community Outreach Group (COG) meetings to:

- 1) Discuss the ADEM comments to the EI report and the DEA's proposed RTCs, and
- 2) Present a summary and conclusions of the RA/AA Report prior to submission to ADEM.

This budget includes labor for a CH2M public relations representative to assist ACCES LLC with the coordination of the COG, prepare meeting materials, and update the project website with current information about the progress of the project.

CH2M anticipates that each COG meeting will be up to 4 hours in duration. CH2M also assumes that two local representatives from CH2M will attend meetings. In lieu of formal meeting minutes, CH2M will prepare e-mail summaries of the COG meetings to summarize the discussion and action items for each meeting.

Project Cost Estimate

Table 1 lists the estimated costs, including labor and expenses, for the scope of work described in this letter on a time-and-materials basis.

Task	Labor Cost	Expenses*	Total
1 Finalize EI Report	\$29,938	\$359	\$30,297
2 Draft RA/AA Report	\$60,858	\$673	\$61,531
3 Continued Meeting Support	\$23,908	\$226	\$24,134
4 Continued Community Involvement	\$19,984	\$535	\$20,519
Totals	\$134,688	\$1,793	\$136,481

Note:

Expenses represent costs associated with meeting supplies, report production, and postage and shipping.

The work described herein will be conducted on a time-and-materials basis in accordance with the terms and conditions of the CH2M Standard Agreement executed for this work with the City of Montgomery. Compensation will be on a cost reimbursement basis consistent with the Agreement and will be based on salary costs plus 115 percent of salary costs plus direct expenses. A 5 percent markup will be placed on any subcontractor or outside service.

Schedule

If authorization is received on or before July 14, 2017 and ADEM written comments for the EI Report are received on or before August 1, 2017, CH2M assumes the following schedule for the deliverables described in this SOW:

- RTC Document for the ADEM Comments for the EI Report:
 - DEA Technical Committee Review – approximately September 1, 2017
 - DEA Executive Committee Review – approximately September 15, 2017
 - ADEM Review - approximately October 1, 2017
 - ADEM approval of the RTCs – approximately November 1, 2017
- Revised EI Report:
 - DEA Technical Committee Review – approximately December 1, 2017
 - DEA Executive Committee Review – approximately December 15, 2017
 - ADEM Review - approximately December 31, 2017
 - ADEM approval of the EI Report – approximately February 1, 2018
- Draft RA/AA Report:
 - DEA Technical Committee Review – approximately March 1, 2018
 - DEA Executive Committee Review – approximately May 1, 2018
 - ADEM Review - approximately June 1, 2018 (about 120 days from ADEM EI Report Concurrence)

B(5-20)

**ALLIANCE STEERING COMMITTEE ENDORSEMENT FOR
CH2M AUTHORIZATION 3 FOR
THE DOWNTOWN ENVIRONMENTAL ASSESSMENT PROJECT**

This document provides the Steering Committee endorsement of the attached Scope-of-Work (SOW) and cost estimate (Dated June 22, 2017) for CH2M Authorization 3 (Final EI Report and Draft RA/AA Report) for the Downtown Environmental Assessment Project. By signing this document, the Steering Committee hereby approves the SOW and associated costs (\$136,481), and authorizes the City to sign/execute the attached task order and to recover costs from the DEA membership, in accordance with the Site Participation Agreement.

[SIGNATURE BLOCKS ON FOLLOWING PAGES]

Member: City of Montgomery

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: Alabama Law Enforcement Agency as successor-in-interest to the Alabama Department of Public Safety

Signed: Hal Taylor

Print Name: HAL TAYLOR

Title: SECRETARY

Date: 7/18/17

Member: Alabama Department of Education

Signed: Andy Craig

Print Name: Andy Craig

Title: Deputy Sect. - Admin + Finance

Date: 7/17/17

Member: Alabama Community College System

Signed: James Baker

Print Name: _____

Title: _____

Date: _____

Member: Alabama Department of Transportation

Signed: William Parkey

Print Name: William Parkey

Title: Chief Counsel

Date: 7/12/2017

Member: Water Works and Sanitary Sewer Board of the City of Montgomery

Signed: _____

Print Name: _____

Title: _____

Date: _____

Member: Montgomery County Commission, Alabama

Signed: Elton N. Dean, Sr.

Print Name: Elton N. Dean, Sr.

Title: Chairman

Date: July 24, 2017

Member: The Advertiser Company

Signed: Andrea T Shandell

Print Name: Andrea Shandell

Title: Associate General Counsel

Date: June 23, 2017

**CH2MHILL****STANDARD AGREEMENT FOR PROFESSIONAL SERVICES**

CH2M HILL'S OFFICE ADDRESS: 4121 Carmichael Road; Suite 400; Montgomery, AL 36106

CH2M HILL'S PROJECT NO.: 666378

PROJECT NAME: Authorization 3 – Final EI Report and Draft RA/AA Report for the Downtown Environmental Assessment Project

CLIENT: City of Montgomery

CLIENT'S ADDRESS: 103 North Perry Street; Montgomery, AL 36101

CLIENT requests and authorizes CH2M HILL ENGINEERS, INC. (hereinafter "CH2M") to perform the following Services:

Scope of Services

See attached Scope of Work dated June 22, 2017.

Compensation

Compensation by CLIENT to CH2M will be on a cost reimbursement basis and will be based on salary costs plus 115 percent of salary costs plus direct expenses. There will be a 5-percent markup placed on any subcontractor or outside service. The budget ceiling for this scope of work is \$136,481, which shall not be exceeded without a revision to this AGREEMENT. When any budget has been increased, CH2M's excess costs expended, prior to such increase, will be allowable to the same extent as if such costs had been incurred after the approved increase.

Schedule

Assuming Notice-to-Proceed is received by July 14, 2017, CH2M anticipates the activities described in the attached Scope of Work to begin the week of July 17, 2017.

Other Terms

CH2M will monitor progress of the project and inform the CLIENT of deviations from the scope that may cause adjustments to the budget and/or work effort, if deemed necessary. CH2M is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is the CLIENT obligated to pay CH2M beyond these limits.

Services covered by this AGREEMENT will be performed in accordance with the Provisions and any attachments or schedules. This AGREEMENT supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

CLIENT:

Signature

Name (printed)

Elton N. Dean, Sr.

Title

Chairman

Date

July 24, 2017**CH2M HILL ENGINEERS, INC.:**

Signature

Name (printed)

J.P. Martin, P.E.

Title

Vice President

Date

6/22/17

PROVISIONS

1. Authorization to Proceed

Execution of this AGREEMENT by CLIENT will be authorization for CH2MHILL to proceed with the Services, unless otherwise provided for in this AGREEMENT.

2. Salary Costs

CH2M HILL's and its affiliated companies' Salary Costs, when the basis of compensation, are the amount of wages or salaries paid CH2M HILL employees for work directly performed on the Project plus a percentage applied to all such wages or salaries to cover all payroll-related taxes, payments, premiums, and benefits.

3. Per Diem Rates

CH2M HILL's and its affiliated companies' Per Diem Rates, when the basis of compensation, are those hourly or daily rates charged for work performed on the Project by CH2M HILL employees. These rates are contained in the COMPENSATION section on Page 1 and are subject to a 4% annual calendar year escalation/adjustment.

4. Subcontracts and Direct Expenses

When Services are performed on a cost reimbursement basis, a markup of 5 percent will be applied to subcontracts and outside services and a markup of zero percent will be applied to Direct Expenses. For purposes of this AGREEMENT, Direct Expenses are defined to include those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals, lodging, shipping, equipment and supplies; (2) CH2M HILL's current standard rate charges for direct use of CH2M HILL's vehicles, laboratory test and analysis, and certain field equipment; and (3) CH2M HILL's standard project charges for computing systems, and health and safety requirements of OSHA.

All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to CH2M HILL's compensation when invoicing CLIENT.

5. Cost Opinions

Any cost opinions or Project economic evaluations provided by CH2M HILL will be on a basis of experience and judgment, but, since CH2M HILL has no control over market conditions or bidding procedures, CH2M HILL cannot warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions.

6. Standard of Care

The standard of care applicable to CH2M HILL's services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time CH2M HILL's services are performed. CH2M HILL will re-perform any services not meeting this standard without additional compensation.

7. Termination

This AGREEMENT may be terminated for convenience on 30 days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, CH2M HILL will be paid for all authorized work performed up to the termination date plus termination expenses, such as, but not limited to, reassignment of personnel, subcontract termination costs, and related closeout costs.

8. Payment to CH2M HILL

Monthly invoices will be issued by CH2M HILL for all Services performed under this AGREEMENT. CLIENT shall pay each invoice within 30 days. Interest at a rate of 1-1/2 percent per month will be charged on all past-due amounts.

In the event of a disputed billing, only that disputed portion will be withheld from payment, and the undisputed portion will be paid. CLIENT will exercise reasonableness in disputing any bill or

portion thereof. No interest will accrue on any disputed portion of the billing until mutually resolved.

9. Limitation of Liability

CH2M HILL's liability for CLIENT's damages will, in the aggregate, not exceed \$100,000. This Provision takes precedence over any conflicting Provision of this AGREEMENT or any document incorporated into it or referenced by it. In no event shall CH2M HILL, its affiliated corporations, officers, employees, or any of its subcontractors be liable for any incidental, indirect, special, punitive, economic or consequential damages, including but not limited to loss of revenue or profits, suffered or incurred by CLIENT or any of its agents, including other contractors engaged at the project site, as a result of this Agreement or CH2M HILL's performance or non-performance of services pursuant to this Agreement.

Limitations of liability provided herein will apply whether CH2M HILL's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include CH2M HILL's officers, affiliated corporations, employees, and subcontractors.

10. Severability and Survival

If any of the provisions contained in this AGREEMENT are held illegal, invalid or unenforceable, the other provisions shall remain in full effect. Limitations of liability shall survive termination of this AGREEMENT for any cause.

11. No Third Party Beneficiaries

This AGREEMENT gives no rights or benefits to anyone other than CLIENT and CH2M HILL and has no third party beneficiaries except as provided in Provision 10.

12. Materials and Samples

Any items, substances, materials, or samples removed from the Project site for testing, analysis, or other evaluation will be returned to the Project site unless agreed to otherwise. CLIENT recognizes and agrees that CH2M HILL is acting as a bailee and at no time assumes title to said items, substances, materials, or samples. CLIENT recognizes that CH2M HILL assumes no risk and/or liability for a waste or hazardous waste site originated by other than CH2M HILL.

13. Assignments

Neither party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this AGREEMENT, whether arising in tort, contract or otherwise, without the written consent of the other party. Any unauthorized assignment is void and unenforceable.

14. Integration

This AGREEMENT incorporates all previous communications and negotiations and constitutes the entire agreement of the parties. If CLIENT issues a Purchase Order in conjunction with performance of the Services, general or standard terms and conditions on the Purchase Order do not apply to this AGREEMENT.

15. Force Majeure

If performance of the Services is affected by causes beyond CH2M HILL's reasonable control, project schedule and compensation shall be equitably adjusted.

16. Dispute Resolution

The parties will use their best efforts to resolve amicably any dispute, including use of alternative dispute resolution options.

17. Changes

CLIENT may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect CH2M HILL's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this AGREEMENT.



RESOLUTION

WHEREAS, the County Commission wishes to host a regular meeting in each commission district in 2018; and

WHEREAS, the Montgomery County Commission wishes to change the time and location of the November 5, 2018 meeting from the Montgomery County Courthouse, Administration Building, Annex III, 101 South Lawrence Street to First Baptist Church of Greater Washington Park, which is located at 2817 3rd Street, Montgomery, Alabama. The information session will begin at 4:00 p.m. with the formal session at 5:30 p.m.

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby agree to change the time and location as stated above for the November 5, 2018 meeting.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 15th day of October, 2018.

BY: _____
Chairman

ATTEST: _____
County Administrator

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager *MLS*
DATE: September 25, 2018
RE: Contract No. 51901-15B-028
Janitorial Services

I request that the attached Amendment No. 4 to Falls Facility Services, Inc. contract for janitorial services be considered for approval on a future agenda.

Amendment No. 4 will allow the contract to be extended for forty-six (46) days, beginning November 16, 2018 and ending on December 31, 2018.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Florence Cauthen, Deputy Administrator.

Attachment

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

**Amendment
To
Contract # 51901-15B-028**

Amendment No. 4

Contract with Falls Facility Services, Inc. for janitorial services is hereby extended for forty-six (46) days, beginning November 16, 2018 and ending December 31, 2018.

All other provisions of the contract remain the same.

WITNESS:

FALLS FACILITY SERVICES, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager ^{mls}

DATE: September 25, 2018

RE: Contract No. 51100-15B-033
Clean Saturday Refuse Collection Service

I request that the attached Amendment No. 4 to Liberty Disposal, Inc. contract for Clean Saturday Refuse Collection Services be considered for approval on a future agenda.

Amendment No. 4 will allow the contract to be extended for sixty-one (61) days, beginning November 1, 2018 and ending on December 31, 2018.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Florence Cauthen, Deputy Administrator.

Attachment

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

Amendment
To
Contract # 51100-15B-033

Amendment No. 4

Contract with Liberty Disposal, Inc. for Clean Saturday Refuse Collection Services is hereby extended for sixty-one (61) days, beginning November 1, 2018 and ending December 31, 2018.

All other provisions of the contract remain the same.

WITNESS:

LIBERTY DISPOSAL, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: September 27, 2018

RE: Contract No. 57202-15B-026
Drug Testing and Equipment

I request that the attached Amendment No. 2 to Drug Testing Program Management, Inc. contract for drug testing and equipment be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for sixty (60) days, beginning November 2, 2018 and ending on January 1, 2019.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Paul Brown, Executive Director of Montgomery County Community Corrections.

Attachment

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

**Amendment
To
Contract # 57202-15B-026**

Amendment No. 2

Contract with Drug Testing Program Management, Inc. for drug testing and equipment is hereby extended for sixty (60) days, beginning November 2, 2018 and ending January 1, 2019.

All other provisions of the contract remain the same.

WITNESS:

DRUG TESTING PROGRAM MANAGEMENT,
INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

INAUGURAL ROSA PARKS DAY

December 1, 2018

Activities:

YOUTH: Essay & Oratorical Contests for Elementary, Middle School, High School with winners provided Awards and recognition and overall winner receive \$250 - \$1,000 Scholarships

ECUMENICAL: Evening Church Service at St. Paul AME utilizing the sacred ground of Montgomery for a movement that changed the world. Inclusive service by race and religion

TOURISM: Invite travel agencies and organizations to plan bus trips including EJI, RPM, DAKM and FRBS Hotel and transportation

SYMPOSIUMS: National, regional and locals lead dialogue on race relations; the role of religion in the movement and the highlight the involvement of Frank Johnson, Dr. Martin L. King, Jr. and Mrs. Rosa Parks;

Key Points:

Dedication of Historic Marker at St. Paul AME Church as a site of Rosa Parks Memorial Service

National recognized Speaker for Rosa Parks Day

Syndicated Radio and TV live Events: Tom Joyner, Oprah, NPR and major networks.

BUDGET:

Speakers:	\$20,000 (Travel & Lodging)
Awards/Scholarships	\$10,000
Printing, Banners, etc	\$10,000
Luncheons, Dinners	\$5,000
TOTAL	\$45,000.00

Sponsorship Levels:

Gold: \$10,000 and above

Silver: \$5,000 and above

Bronze: \$2,500 and above

Checks payable to:

Saint Paul AME Church, 706 East Patton Avenue, Montgomery, AL 36111

INAUGURAL ROSA PARKS DAY
Tentative Schedule of Activities

***"Celebrating Alabama's Inaugural Rosa Parks Day
honoring the Mother of the Civil Rights Movement and member of St. Paul AME
Church"***

Saturday, December 1, 2018

7:30 a.m. Unity Breakfast -- Alabama State University (Tom Joyner Morning Show)

11:00 a.m. Youth Oratorical Contest
 St. Paul AME Church
 Tours of St. Paul Gift Shop Opens for Visitors

The WMS' annual meeting 12 Noon Luncheon --Dr. Gwen Boyd, Speaker

3:00 p.m. Marchers assemble at Dexter Avenue King Memorial Church
 454 Dexter Avenue
 Program Facilitator: Reverend Cromwell Handy, Pastor
 (Program length -- 30 minutes)

*Persons who prefer driving to the next destination have the option of parking in the Troy
University parking deck across from the Rosa Parks Museum.*

3:30 p.m. Marchers assemble at the Rosa Parks Museum
 252 Montgomery Street
 Program Contact -- Dr. Felecia Bell, Director
 (Program length -- 20 minutes)

4:00 p.m. Marchers Assemble at Frank M. Johnson, Jr. Federal Courthouse
Complex
 One Court Street
 Program Facilitator -- Judge Keith Watkins
 (Program length -- 20 minutes)

Buses will be provided to shuttle March participants to the next destination.

4:30 p.m. Marchers Assemble at the Equal Justice Initiative
 122 Commerce Street
 Program Facilitator -- Attorney Bryan Stevenson, Founder/CEO

5:00 p.m. Buses return March participants to the Troy University parking deck.

5:30 p.m. Marchers drive to St. Paul A.M.E. Church, 706 East Patton Avenue
 Dedication Program and Unveiling of the official Rosa Parks Marker
 Program Facilitator -- Reverend Dr. Agnes Glover, Pastor
 Program to include: Nationally known speaker
 Winner of the Youth Oratorical Contest

**St. Paul Praise Singers
Carver High School Choir**

Sunday, December 2, 2018

**10:30 a.m. Ecumenical Service at Saint Paul A.M.E. Church
(Attendees include those who've travelled to Montgomery)**



SOUTHERN YOUTH LEADERSHIP DEVELOPMENT INSTITUTE (SYLDI)

Board of Directors

Dr. Janice G. Frazier
Chair

Lottie Shackelford
Vice Chair

LaBarron Boone
Nichole Francis
Dr. Bernice A. King
Tanya Lombard
Kathy Nealy

Mrs. Doris Dozier Crenshaw
Founder & CEO

Dear Chairman Dean:

I wish to express my deepest appreciation for the Commission's generous contribution of \$25,000 to the 2018 SYLDI Summer Program. Your support helped to make the program a resounding success.

We are currently in the initial planning process for the 2019 SYLDI Summer Program, which will build upon the successes of last year to include one more day of the educational experience in D.C. To help with that goal, I am requesting the continued support of the Commission in the amount of \$35,000, which is a \$10,000 increase from the 2018 Fiscal Year.

In the coming year, SYLDI Summer Program will provide students from the Montgomery County School System with enrichment activities designed to positively influence their development as potential future leaders. This six-week program will continue to focus on the following modules: Character Education, Health and Wellness (with the addition of a mental health component), Communication Skills, Entrepreneurship, and Impacting Education Policy. As previously mentioned, the anticipated trip to Washington, D.C. will afford student participants an opportunity to observe, firsthand, policy development and implementation processes at the national level.

I look forward to receiving a positive response to this request.

Sincerely,

Doris Crenshaw, Founder & CEO

September 24, 2018

TO: Donald Mims, Administrator
Montgomery County Commission
Montgomery, AL

FROM: Jaunita Owes, Library Director
Montgomery City-County Public Library

RE: Doors at Pintlala Branch Library

The Pintlala Library is experiencing problems in locking up the library. As a result of those problems, the City Maintenance Department was called out to inspect and resolve those problems. It was determined that it was not a repair that Maintenance could handle thus Best Glass was called. Based on the inspection by Best Glass, the following was offered as a way to lock the building.

Option 1

Repair the doors by replacing all internal mechanical parts at a cost of \$9,000. The cost is based on the fact that the doors are oversized doors and all internal mechanical parts need to be replaced.

Option 2

Replace the doors with smaller doors at a cost of \$6,100. This would mean that part of the natural lighting to the building lobby would be cut off as a portion of the height of the doors will be closed off.

Option 3

Replace the doors with automatic doors at a cost of \$10,227. This is a better option for the library as we are working to ensure that all public library buildings are handicap accessible. An automatic door removes the need for staff to be called before seniors and/or wheel chair patrons approach the building. Staff routinely opens the doors for patrons who have mobility and problems with opening heavy doors.

After reviewing the three options above, it is my recommendation that we go with Option # 3 and I am writing to request that the Montgomery County Commission consider covering the cost of this upgrade to the building.

CC: Michael Briddell, Cabinet Director
City of Montgomery

Dr. Katie R. Bell, President
Library Board of Trustees

Rev. Gary Burton, Vice President
Library Board of Trustees

Tammy Nix

From: Owes, Jaunita <jowes@montgomeryal.gov>
Sent: Thursday, September 27, 2018 12:39 PM
To: Donald Mims
Cc: katierb@charter.net; garyburton1@charter.net; Briddell, Michael; Preuss, Karen L..
Subject: Pintlala Library
Attachments: Document99.docx

Mr. Mims,

Attached to this message is a request for funding support of the replacement of the doors at Pintlala Library.

Tammy Nix

From: Rodney Wilkerson <rodwilkerson3376@gmail.com>
Sent: Wednesday, September 12, 2018 11:19 AM
To: Donald Mims
Cc: Tammy Nix
Subject: Royal Ambassadors/Main Art-R-We Proposal
Attachments: MAIN ART-R-WE PROPOSAL 2018 (Autosaved).docx

Greetings Mr. Mims,

It was a pleasure speaking with you on last week. Attached is the revised copy of the proposal that was given to you. If you have any questions or concerns, please do not hesitate to give me a call. Please let me know when we can speak with the County Commissioners. Looking forward to hearing from you.

Sincerely,

Rodney Wilkerson
334.399.0597

MAIN ART-R-WE PRODUCTIONS
MONTGOMERY & LOWNDES COUNTY
DRAMA TOWER OF POWER COMMUNITY THEATRE

MAIN ART-R-WE PRODUCTIONS
MONTGOMERY-LOWNDES COUNTY
DRAMA TOWER OF POWER COMMUNITY THEATRE

What is Main Art-R-We Productions?

Main Art-R-We Productions (MARP) is a company for the arts founded and directed by Rev. Rodney Wilkerson. Rev. Wilkerson is a graduate of Alabama State University with a Bachelor's Degree in Theatre Arts and Communications and is a protégé of Dr. Tommie Stewart. He is the former director of Lowndes County Public Schools Theatre Program where he produced numerous productions using all of the schools in the county ranging from grades K-12. He also responsible helping over 20 students receive scholarships to universities and colleges. He has been the Associate Director for the Toney Stewart Theatre Summer Camps for the past 20 years. He is also the esteem pastor of Mt. Carmel Missionary Baptist Church in Gordonville, AL. **MARP** will specialize in Children Stage Productions, Television, and Film.

Mission Statement

Main Art-R-We Productions (MARP) seeks to provide high quality theatre in the Montgomery & Lowndes County communities that both entertains and engages the minds and spirits of our audience and participants. By performing modern and classical shows, **MARP** desires to mesmerize and connect with the audience with every production.

Goals

1. To engage the audience through focusing on the script and acting while utilizing a minimalist set.
2. To eventually produce one spectacle play a season.
3. To expand the season offerings by creating an education platform for children in elementary through high schools.
4. To offer a cycle of plays each season to ensure the continuation of theatrical programs throughout the course of the production year.
5. To provide an environment where the audience feels both stimulated and inspired.
6. To focus on socially relevant material that challenges the audience to explore new ideas and beliefs of our modern day society.
7. To create jobs and opportunities in theatre arts for those who are in the surrounding areas.

Inaugural Season

MARP selected to follow the calendar year for its season instead of the norm of starting in August, the opening season for Theatre. This decision came from the desire to contain a full cycle of plays in both a single calendar year and a single season. The auditions will be **Sunday, September 23, 2018.**

Revenues

The main source of revenue for the **MARP** will have to initially come from donations, sponsorships, and ticket sales. Ticket sales are projected at 70% of a full house. This expected percentage represents an average for the entire season as some shows will exceed this number, while others may fall below it. Placing a 70% projection on the inaugural season for a company comes as a conservative estimate and allows for growth beyond the current projections. This level of sales comes with a greater upside than downside.

Expenses

The **MARP** operating budget contains three expenses which account for the majority of total expense for the company.

The largest expense will be for the actual production. These expenses will accumulate during both rehearsal and performance periods. This entails the renting of rehearsal and performance facilities, advertisements, play bills, snacks and lunches, t-shirts, costumes, set props, hand props, storage, scripts, and royalties. Due to the fact that **MARP** exists to create shows, it makes sense that a large portion of expense goes towards the shows. This is especially true since the grand majority of revenues comes from the same source.

The second largest expense will come from employee salaries. The Executive & Artistic Director, are held by Rodney Wilkerson, receive a higher salary due to the increased responsibility in the company. There will also be a necessity to hire a Female Assistant Director to aid with directing, make-up applications, and costume issues for the female participants. A Dance Instructor, sound engineer, and musicians will also need to be acquired.

The final large expense fills a contingency fund. This fund gets placed on hold in case something unexpected happens with the company which is not accounted for in the budget. Also, this account lowers the risk that **MARP** will have a negative net income during the fiscal year since cushion exists in the budget for unforeseen situations.

MARKETING STRATEGIES

Print

One aspect of marketing for **MARP** will consist of print media. There will be three branches of print used for advertising. **Postcards** will be printed for each show. They will be placed around the city to enable people with tangible advertisements that they can touch. **Posters** will also be

printed for each show. Because of its large visibility, posters grab attention of potential audience members. **MARP** will place the posters in both local churches and businesses. These locations contain high traffic, so a large number of people will be informed about **MARP**. Placing them in the same location as the postcards allows for targeted customers to have a physical reminder of the show, instead of their memory.

Radio

MARP will purchase air time in order to advertise on local radio programs. Stations that broadcast more talk radio in the mornings and early evenings will be strongly targeted. This tends to be the type of radio that **MARP's** target audience listens to while commuting. Using radio will start as purchasing air time during commercials on the station.

Social Media

MARP will maintain a multitude of social media accounts. Social media acts as a free way to get information out to the masses quickly. This makes it an ideal way to advertise. The main forms of social media used will be Facebook, Twitter, and Instagram. Posts will be done on the spot or they can be scheduled ahead of time. The Executive Director will maintain **MARP's** social media pages and posts. The posts will consist of pictures of rehearsals and advertisements for upcoming shows.

REHEARSAL DATES & POTENTIAL SHOW LINE UPS

*****AUDITIONS will begin early as Sunday, September 23, 2018*****

The Nativity: The Birth of the King by Langston Hughes & Rodney Wilkerson

Rehearsals: September 28 – December 15

Show Date: December 16

Summary: The Nativity is the joyous account of an historic event that occurred 2,000 years ago. It is a celebration that tells the original story of the Nativity in scripture, verse, music, and dance. Based on the Gospel of St. Luke, combined with the poetry of Langston Hughes, this song-play touches a special chord in the hearts of all.

Participants: ages 12 – 18 & aspiring adult actors from the community.

The Wiz: by William L. Brown

Rehearsal: January 13 – March 22, 2019

Show Date: March 23, 2019

Summary: It follows the adventures of Dorothy, a shy twenty-four-year-old Harlem schoolteacher who finds herself magically transported to the urban fantasy Land of Oz, which

resembles an alternative fantasy version of New York City. Befriended by a Scarecrow, a Tin Man and a Cowardly Lion, she travels through the city to seek an audience with the mysterious Wiz, who they say is the only one powerful enough to send her home.

Participants: K-12

SUMMER CAMPS

Attending the Toney Stewart Summer Camps at Alabama State University gives our students the opportunity to meet, rehearse, and perform with other students from all over the United States.

There are 3 main camps and they are:

T. A. P. S.

Theatre Arts Performing Camps is a theatre arts camp for students from the ages of 6 to 12 years old.

3T

Teaching Thru Theatre is a theatre arts camp for students from the ages of 13 to 18 years old.

ARPAC

The ***Adult Repertory Performing Arts Camp*** is a theatre arts camp for teachers or adults who aspire to perform. This camp is also used as a professional development for teachers. The adults move onto campus and go through an artistic process for performance purposes.

SPONSORSHIPS

Greetings,

The time has finally come!!!!!! **Main Art-R-We Productions (MARP)** is approaching its inaugural season. Under the vision and leadership of Rev. Rodney Wilkerson, Main Art-R-We

Productions seeks to provide high quality theatre productions year round in the Montgomery & Lowndes County communities that both entertain and engage the minds and spirits of our audience and participants. **MARP** desires to mesmerize and connect with the audience with every production. Our first production will be **The Nativity: The Birth of the King** on December 21, 2018 at the Davis Theater. This production will include children from the Montgomery County, Autauga County, and Lowndes County areas ranging from middle to high school. Prayerfully, this company's vision will contribute to the combating of the rising crime rates, teen pregnancies, gang activities, and racial division that has plagued our communities over the years. We will promote unification through acting, singing, dancing, laughter, and more.

MARP has just begun establishing its 501C3 status, therefore, we are operating in conjunction with the nonprofit organization, ***Royal Ambassadors Ministry Economic Development Incorporated***. **Royal Ambassadors** and **MARP** are passionate about making this production a huge success, and moreover being a positive presence for our youth. In saying this, we need your support through donations and sponsorships so that this will be an impactful experience for our youth. This entails the renting of performance facilities, staffing, advertisements, snacks and/or lunches, t-shirts, costumes, set props, hand props, storage, & scripts. We ask that you consider sponsoring in any way feasible for your organization.

Platinum Sponsor: \$1,000.00 and up

5-10 VIP Admissions at culminating performance

Sponsor logos on Show T-shirts

Top Tier Ads on programs and advertisements & Vendor Table at culminating events

Gold Sponsor: \$500.00

3 VIP Admissions at culminating performance

Business Listed on Show T-shirts (no logo)

Gold Tier Ads on the program (with logo)***

Silver Sponsor: \$250.00

2 VIP Admissions to 2 featured events

Silver Tier Ads on Program (no logo)***

Promising Patron: \$100.00 and below

Patron acknowledgments in our program

Again, we hope to continue our partnership with your organization to help enhance the community. Please feel free to contact me with any questions or concerns.

Sincerely,

Rodney Wilkerson,
Executive Director
334.399.0597
Rodwilkerson3376@gmail.com
mainartweproductions@gmail.com

Tammy Nix

From: Tonya Barkum <tonya.barkum@2ndchanceal.com>
Sent: Thursday, September 27, 2018 8:46 AM
To: Donald Mims
Subject: Meeting with County Commissioners

Good Morning,

Thank you so much for returning my message. I would like to meet with the Commissioners on Monday , October 15, 2018. Please let me know if this is possible and I will send over the necessary paper work

Thank you

tonya.barkum@2ndchanceal.com

Tonya D. Barkum, M.S.

Executive Director

P334-263-9733

F334-263-9031

C334-324-8242



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DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
TDD: 334.265.3568
WWW.MC-ALA.ORG

September 27, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Vacation Leave in October 2018

My family and I are planning some vacation time and I would like to take leave for the following 10 days:

Tuesday, October 2, 2018 – Friday, October 5, 2018
Tuesday, October 16, 2018 – Friday, October 19, 2018
Friday, October 26, 2018
Friday, November 2, 2018

If you are agreeable, then I will take this time off.

DLM/tn

MONTGOMERY AREA MENTAL HEALTH AUTHORITY

BOARD OF DIRECTORS

Rev. Baxter Morris - President
City of Montgomery

Mr. Bruce Howell - Vice President
County of Autauga

Mrs. Leslie Carmichael - Secretary
County of Autauga

Mrs. Caroline Horton - Treasurer
City of Prattville

Mrs. Helenor T. Bell
City of Hayneville

Rev. Dale Braxton
County of Lowndes

Mrs. Jean D. Davis
County of Autauga

Mrs. Ann Harper
City of Millbrook

Mr. Kelvin Mitchell
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Mrs. Arica Smith
County of Montgomery

Ms. Lisa R. Williams.
City of Montgomery

Mr. Jeff Blancett
City of Montgomery

Mrs. Jacqueline Darnell
County of Elmore

Mrs. Peggy Francis
County of Elmore

Mr. Curtis Harrison
County of Lowndes

Rev. Albert Perkins, III
County of Montgomery

Mrs. Yulanda Tyre
County of Montgomery

AMENDMENT OF CERTIFICATE OF INCORPORATION

OF MONTGOMERY AREA MENTAL HEALTH AUTHORITY, INC.

0115 PAGE 0191

The undersigned President and Secretary of the said corporation files this amendment in accordance with a duly passed Resolution of the members of the Board of Directors of said corporation on May 29, 1979, to amend its Charter of Incorporation as follows:

1. Paragraph 9 shall be amended to read: The corporation shall have a Board of Directors of twenty-four (24) members who shall serve for staggered terms of six years each. The initial members shall be appointed for terms of one, three and five years as fixed by the governing bodies appointing them in their resolutions making the appointments as follows:

3 directors from Montgomery County by the Montgomery County Commission.

3 directors from Autauga County by the Autauga County Commission.

3 directors from Elmore County by the Elmore County Commission.

3 directors from Lowndes County by the Lowndes County Commission.

3 directors from the City of Montgomery by the Montgomery City Council.

3 directors from the City of Prattville by the Prattville City Council.

1 director from the City of Wetumpka by the Wetumpka City Council.

1 director from the City of Hillbrook by the Hillbrook City Council.

1 director from the City of Tallapoosa by the Tallapoosa City Council.

1 director from the City of Hayneville by the Hayneville City Council.

2 directors from the City of Fort Deposit by the Fort Deposit City Council.

Thereafter each such governing body shall appoint a successor to each director as his term shall expire (who may be the same person) for a term of six years. The term of office of each director shall end at noon on April 1st in each odd numbered calendar year. A member of the Board of Directors shall hold office until his successor has been appointed and qualified. The respective appointment authority shall appoint or reappoint a qualified person as a member of the Board of Directors whenever a member's term expires or whenever a position becomes vacant for any other reason. A member of the Board of Directors shall receive no compensation for his services.

IN WITNESS WHEREOF, The President and Secretary of the said corporation have hereunto set their hands and seals on this 22 day of August 1979.

Thomas A. Gering
President
Barbara H. Kunkel
Secretary

16

STATE OF ALA
MONTGOMERY
JUL 22 1979

AUG 22 3 54 PM 1979

JUDGE OF PROBATE

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**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

RISING ACHIEVERS

**MENTORSHIP PROGRAM
2018-2019**

Rising Achievers is a mentoring program designed to uplift minority middle school girls within Montgomery, Alabama through spiritual growth, motivation, and educational support. The Rising Achievers Program provides students with an opportunity to engage in academic instruction, enrichment activities, and cultural excursions.

Contact Information:

**Dr. Tiffany Barlow
Tbarlow@ymcamontgomery.org
(334) 538-1045**

**Natasha Foster
nfoster@ymcamontgomery.org
(334) 219-4586**





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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RISING ACHIEVERS

Rising Achievers is a mentoring program designed to uplift minority middle school girls within Montgomery, Alabama through spiritual growth, motivation, and educational support. The Rising Achievers Program provides students with an opportunity to engage in academic instruction, enrichment activities, and cultural excursions.

Participants (Dreamers): 30 minority middle schoolers (6th-8th graders)
10 - 6th graders 10 - 7th graders 10 - 8th graders

Location: A monthly mentor meeting will be held at the Earl D. James City of Montgomery Community Center (attached to Capitol Heights Middle School).

Monthly Meeting Agenda: Eight Meetings will be held after school from 3:00-5:00 on the following dates:

October 2, 2018	November 6, 2018	December 4, 2018
January 8, 2019	February 5, 2019	March 5, 2019
April 2, 2019	May 7, 2019 (End of the year banquet at Martha's Place from 3:30-5:30)	

- 3:00-3:15 Devotional
- 3:15-4:15 Meal with Mentor and 6-16 lesson (M&M Time)
- 4:15-5:00 Hot Topic (Motivational speaker or presentation)
- 5:00 Rising Achievers dismissal

Exposure Excursions: On selected Saturdays the Rising Achievers will take an excursion to explore the world around them. Excursions may include a trip to the theater, museum, college tours, sporting events, and participating in community service projects. The following are suggested excursion dates:

October 20, 2018	November 3, 2018 (ASU vs TSU Football game @ 2:00pm)	
December 1, 2018	January 26, 2019	February 9, 2019
March 30, 2019	April 19, 2019 (Service Project)	

Mentor Meet and Greet: (Program Overview and Sign paperwork)

September 11, 2018
6:00pm - 7:30pm
Martha's Place

Mentor Training: (Ms. Foster and Dr. Barlow)

September 22, 2018
10:00am - 2:00pm
Britton YMCA

*Lunch provided by the YMCA

2018 Rising Achievers Exposure Excursions

- 1. October 20, 2018 (10:00- 2:00) – Montgomery Museum of
Fine Arts**
- 2. November 3, 2018 – Alabama State University Campus
Tour and Football Game (ASU vs TSU)**
- 3. December 1, 2018 – Bama Lanes Bowling Party**
- 4. January 26, 2019 – AUM Campus Tour and Women's
Basketball Game**
- 5. February 9, 2019 – Alabama Shakespeare Festival: Four
Little Girls**
- 6. March 9, 2019 –Equal Justice Initiative**
- 7. April 19, 2019 – Montgomery Area Food Bank Community
Service Project**
- 8. May 7, 2019 – End of the Year Banquet at Martha's Place**

UPCOMING BIDS/CONTRACT RENEWALS

<u>Month</u>	<u>Contract No.</u>	<u>Item</u>	<u>Department</u>	<u>Vendor</u>	<u>Renewal Date</u>	<u>Rebid Date</u>
<u>OCT</u>						
	51100-15B-033	Clean Saturday Trash Pickup	County Commission	Sea Coast Disposal		Oct. 31, 2018
	52110-16B-038	Footwear	Sheriff's Office	Gulf States Distributors		Oct. 16, 2019
	53000-16B-039	Metal Pipe	Engineering	Gulf Atlantic Culvert Co.		Oct. 16, 2019
<u>NOV</u>						
	State of Alabama Contract T190	Leasing of Mail Machine	Support Services	Pitney Bowes		Nov. 23, 2018
	57202-15B-026	Drug Testing Equipment	Comm. Corrections	Drug Testing Program Management, Inc.		Nov. 1, 2018
	51901-15B-028	Janitorial Services	Support Service	Fall Facility Services		Nov. 15, 2018
	51901-16B-035	Uniform Rental	Support Service	Cintas Corporation		Nov. 30, 2019
	52200-16B-041	Inmate Food Service	Detention Facility	Summit Food Service	Nov. 30, 2018	Nov. 30, 2019
	51988-17B-001	Employee Luncheon	County Commission	Chappy's Deli	Nov. 20, 2018	Nov. 20, 2019

UPCOMING BIDS/CONTRACT RENEWALS

	51988-17B-003	Catering of Food Trays	County Commission	Chappy's Deli	Nov. 20, 2018	Nov. 20, 2019
	51965-17B-016	Internet Services	Information System	Information Transport Solutions		Nov. 1, 2020
	51100-16B-004	Security Guard Service	County Commission	MSF, Inc.		Nov. 30, 2018
<u>DEC</u>						
	52200-15B-032	Inmate Uniforms	Detention Facility	Acme Supply, Co., Ltd		Dec. 20, 2018
	52110-16B-008	Emergency Equipment	Sheriff's Office	Gulf States Distributors		Dec. 20, 2018
	51100-17B-004	Armored Car Services	Tax & Audit Probate	MAC Courier Services, LLC	Dec. 31, 2018	Dec. 31, 2019