



REGULAR AGENDA

OF

DECEMBER 17, 2018



CITY OF NORTH AUGUSTA

AGENDA: REGULAR CITY COUNCIL MEETING

December 17, 2018 – Municipal Center – 100 Georgia Avenue, 3rd Floor – 7:00 P.M.

CITIZEN COMMENTS: Citizens may speak to Mayor and City Council on each item listed on this agenda. Mayor Pettit will call for your comments prior to City Council discussing the matter. When speaking to Council, please step up to the microphone, give your full name and address, and direct your remarks to Mayor Pettit.

CITIZEN ASSISTANCE: Individuals needing special assistance or sign interpreter to participate in the meeting, please notify the Administration Department 48 hours prior to the meeting.

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE AND READING OF THE CHRISTMAS STORY:**
3. **ROLL CALL:**
4. **APPROVAL OF MINUTES:** Regular and study session meeting minutes of December 3, 2018

5. **PERSONNEL:** Donna B. Young, Retirement – Recognition of Service to the City of North Augusta
6. **PERSONNEL:** Employee of the Quarter, October, November, and December, 2018 – Kina McBride, Dispatcher with the Department of Public Safety

UNFINISHED BUSINESS

7. **ZONING:** Ordinance No. 2018-14 - To Amend the Zoning Map of the City of North Augusta, South Carolina By Rezoning ± 67.57 Acres of Land Owned by the Summers Family Trust, and Located Along Austin Graybill Road Between Orchard Way and Fox Trail Drive, Aiken County Tax Parcel #011-05-01-001, from R-10, Medium Lot Residential, to R-7, Small Lot, Single Family Residential – Ordinance, Third and Final Reading
North Augusta Development Code, Proposed Map Amendment - Application RZM 18-003
8. **CITY CODE:** Ordinance No. 2018-02 – An Ordinance Amending Section 4.1 of the Code of Laws for the City of North Augusta Entitled “Consumption of Alcoholic Beverages in Public” – Ordinance, Third and Final Reading

NEW BUSINESS

9. **FINANCE:** Ordinance No. 2018-15 – An Ordinance Relating to the Recovery of Collection Costs as a Part of Delinquent Debts Collected Pursuant to the Setoff Debt Collection Act
 - A. Ordinance 2018-15, First Reading
 - B. Ordinance 2018-15, Second Reading
10. **FINANCE:** Resolution No. 2018-31 – A Resolution to Authorize the Municipal Association of South Carolina to act as Claimant Agency for the Collection of Debt on Behalf of the City of North Augusta in Accordance with the Setoff Debt Collection Act
11. **MATERIALS RECOVERY FACILITY:** Resolution No. 2018-32 – A Resolution for Authorization of Funding to Replace the Conveyor at the Materials Recovery Facility and Acceptance of the Low Bid from Metaltech Systems, Inc. to Perform Such Services
12. **STREETS AND DRAINS:** Resolution No. 2018-33 – A Resolution Authorizing the Execution of a Contract for Wayfinding Planning and Design Services
13. **PRESENTATIONS/COMMUNICATIONS/RECOGNITION OF VISITORS:**
 - A. Citizen Comments: At this time, citizens may speak to Mayor and City Council regarding matters not listed on the agenda.
 - B. Council Comments
14. **ADJOURNMENT:**



Interoffice Memorandum

TO: Mayor and City Council

FROM: B. Todd Glover, City Administrator

DATE: December 14, 2018

SUBJECT: Regular City Council Meeting of December 17, 2018

REGULAR COUNCIL MEETING

ITEM 5. PERSONNEL: Donna B. Young – Recognition of Service to the City of North Augusta

On December 26, 2018, Donna B. Young, City Clerk, will retire with the City of North Augusta. Donna began her employment with the City of North Augusta in June of 1999 as the City Clerk. Mayor Pettit wishes to recognize and honor Donna for her years of service to the City of North Augusta.

ITEM 6. PERSONNEL: Employee of the Quarter, October, November, and December, 2018 – Kina McBride, Dispatcher with the Department of Public Safety

The City of North Augusta Employee Recognition Committee would like to recognize the employee of the quarter for October, November, and December, 2018, Kina McBride, Dispatcher with the Department of Public Safety

Kina started her employment with the City of North Augusta on July 1, 2015.

Dispatcher McBride always has a good attitude about the work that she is tasked with. She makes it a priority to listen to the radio traffic and answer the phones as quick as possible so that she can help the citizens of North Augusta in a timely manner. In addition to these duties, Kina enters warrants at the beginning of her shift and continues to work on them as needed throughout the remainder of her shift.

December 17, 2018

Another part of Kina's job is that she is an assistant terminal agency coordinator which involves ensuring that all SLED policies are followed that relate to the National Crime Information Center.

Kina McBride's initiative and effort in doing her job as dispatcher is very noticeable to her fellow employees. She is very helpful to her co-workers and officers on the shift. Her attitude does not change regardless of the activity level. Countless times Kina has stayed well past her scheduled hours to make sure that the oncoming dispatcher is caught up prior to her leaving.

The constant desire to help people and great attitude at work are what sets Dispatcher Kina McBride above and beyond.

Kina McBride is a tremendous asset to the Department of Public Safety and the City of North Augusta workforce.

Congratulations to Kina McBride, our employee of the fourth quarter of 2018. Mayor Pettit will present her with a plaque, a \$25 gift certificate to Your Pie, and a \$25 gift card to Wal-Mart.

- ITEM 7. ZONING: **Ordinance No. 2018-14 - To Amend the Zoning Map of the City of North Augusta, South Carolina By Rezoning ± 67.57 Acres of Land Owned by the Summers Family Trust, and Located Along Austin Graybill Road Between Orchard Way and Fox Trail Drive, Aiken County Tax Parcel #011-05-01-001, from R-10, Medium Lot Residential, to R-7, Small Lot, Single Family Residential – Ordinance, Third and Final Reading**
*North Augusta Development Code, Proposed Map Amendment - Application RZM 18-003***

An ordinance has been prepared for Council's consideration on third and final reading to amend the Zoning Map of the City of North Augusta, South Carolina by rezoning ± 67.57 acres of land on Austin Graybill Road, between Orchard Way and Fox Trail Drive, Aiken County Tax Parcels: 011-05-01-001 from R-10, Medium Lot Residential to R-7, Small Lot, Single Family Residential.

Please see the minutes of December 3, 2018, for the ordinance text.

ITEM 8. CITY CODE: **Ordinance No. 2018-02 – An Ordinance Amending Section 4.1 of the Code of Laws for the City of North Augusta Entitled “Consumption of Alcoholic Beverages in Public” – Ordinance, Third and Final Reading**

An ordinance has been prepared for Council’s consideration on third and final reading amending Section 4.1 of the Code of Laws for the City of North Augusta Entitled “Consumption of Alcoholic Beverages in Public.”

Please see the minutes of December 3, 2018 for the ordinance text.

ITEM 9. FINANCE: **Ordinance No. 2018-15 –An Ordinance Relating to the Recovery of Collection Costs as a Part of Delinquent Debts Collected Pursuant to the Setoff Debt Collection Act**

A. **Ordinance 2018-15, First Reading**

An ordinance has been prepared for Council’s consideration on first reading relating to the recovery of collection costs as a part of delinquent debts collected pursuant to the Setoff Debt Collection Act.

Please see [ATTACHMENT NO. 9-A](#) for a copy of the proposed ordinance.

B. **Ordinance 2018-15, Second Reading**

Pending Council’s passage of the ordinance on first reading, it is submitted for Council’s consideration on second reading.

ITEM 10. FINANCE: **Resolution No. 2018-31 – A Resolution to Authorize the Municipal Association of South Carolina to act as Claimant Agency for the Collection of Debt on Behalf of the City of North Augusta in Accordance with the Setoff Debt Collection Act**

A resolution has been prepared for Council’s consideration to authorize the Municipal Association of South Carolina to act as claimant agency for the collection of debt on behalf of the City of North Augusta in accordance with the Setoff Debt Collection Act.

Please see [ATTACHMENT NO. 10](#) for a copy of the proposed resolution.

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ITEM 11. MATERIALS RECOVERY FACILITY: Resolution No. 2018-32 – A Resolution for Authorization of Funding to Replace the Conveyor at the Materials Recovery Facility and Acceptance of the Low Bid from Metaltech Systems, Inc. to Perform such Services

A resolution has been prepared for Council's consideration for authorization of funding to replace the conveyor at the Materials Recovery Facility and acceptance of the low bid from Metaltech Systems, Inc. to perform such services.

Please see **ATTACHMENT NO. 11** for a copy of the proposed resolution and supporting documentation.

ITEM 12. STREETS AND DRAINS: Resolution No. 2018-33 – A Resolution Authorizing the Execution of a Contract for Wayfinding Planning and Design Services

A resolution has been prepared for Council's consideration authorizing the execution of a contract for Wayfinding Planning and Design Services.

Please see **ATTACHMENT NO. 12** for a copy of the proposed resolution and supporting documentation.

ATTACHMENT 9-A

ORDINANCE NO. 2018-15

AN ORDINANCE RELATING TO THE RECOVERY OF COLLECTION COSTS AS A PART OF DELINQUENT DEBTS COLLECTED PURSUANT TO THE SETOFF DEBT COLLECTION ACT

WHEREAS, the City of North Augusta, South Carolina is a claimant agency as defined in the Setoff Debt Collection Act, S.C. Code Ann. § 12-56-10, et seq. (the Act) and is therefore entitled to utilize the procedures set out in the Act to collect delinquent debts owed to the City of North Augusta, South Carolina; and

WHEREAS, “delinquent debt” is defined in the Act to include “collection costs, court costs, fines, penalties, and interest which have accrued through contract, subrogation, tort, operation of law, or any other legal theory regardless of whether there is an outstanding judgment for that sum which is legally collectible and for which a collection effort has been or is being made;” and

WHEREAS, the City of North Augusta, South Carolina has contracted with the Municipal Association of South Carolina to submit claims on its behalf to the SC Department of Revenue pursuant to the Act; and

WHEREAS, the Municipal Association of South Carolina charges an administrative fee for the services it provides pursuant to the Act; and

WHEREAS, the administrative fee charged by the Municipal Association of South Carolina is a cost of collection incurred by the City of North Augusta, South Carolina that arises through contract, and is therefore properly considered as a part of the delinquent debt owed to the City of North Augusta, South Carolina as that term is defined in the Act; and

WHEREAS, the City of North Augusta, South Carolina also incurs internal costs in preparing and transmitting information to the Municipal Association, which costs are also collection costs that are a part of the delinquent debt owed to the City of North Augusta, South Carolina; and

WHEREAS, the City of North Augusta, South Carolina may desire to recover its internal costs of collection by adding such costs to the delinquent debt;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of North Augusta, South Carolina, in meeting duly assembled and by the authority thereof, that:

1. The City of North Augusta, South Carolina may impose a collection cost of up to \$25.00 to defray its internal costs of collection for any delinquent debts that are sought to be collected pursuant to the provisions of the Setoff Debt Collection Act, S.C. Code Ann. § 12-5610 et. seq. This cost is hereby declared to be a collection cost that arises by operation of law and shall be added to the delinquent debt and recovered from the debtor.
2. The City of North Augusta, South Carolina hereby declares that the administrative fee charged by the Municipal Association of South Carolina is also a collection cost to the City/Town, which shall also be added to the delinquent debt and recovered from the debtor.
3. All Ordinances in conflict with this Ordinance are hereby repealed.
4. This Ordinance shall be effective on the date of final reading, provided however, that this ordinance is declared to be consistent with prior law and practice and shall not be construed to mean that any fees previously charged to debtors as costs of collection under the Act were not properly authorized or properly charged to the debtor.

DONE, RATIFIED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH AUGUSTA, SOUTH CAROLINA, ON THIS ____ DAY OF _____, 2018.

First Reading: _____

Second Reading: _____

Third Reading: _____

Robert A. Pettit, Mayor

ATTEST:

Donna B. Young, City Clerk

ATTACHMENT 10

RESOLUTION NO. 2018-31

TO AUTHORIZE THE MUNICIPAL ASSOCIATION OF SOUTH CAROLINA TO ACT
AS CLAIMANT AGENCY FOR THE COLLECTION OF DEBT ON BEHALF OF THE
CITY OF NORTH AUGUSTA IN ACCORDANCE WITH THE SETOFF DEBT
COLLECTION ACT

WHEREAS, the Setoff debt Collection Act (S.C. Code Ann. §12-56-10) allows the South Carolina Department of Revenue to render assistance in the collection of debt owed to political subdivisions of the State; and

WHEREAS, the Municipal Association of South Carolina will act as a claimant agency as provided by S.C. Code Ann. §12-56-10 for political subdivisions in South Carolina; and

WHEREAS, the City of North Augusta desires to participate in the Setoff Debt Collection Program of the Municipal Association;

NOW THEREFORE, BE IT RESOLVED that the City of North Augusta authorizes the City Administrator to enter into an agreement with the Municipal Association of South Carolina for the collection of debt owed the City of North Augusta.

BE IT FURTHER RESOLVED, that the City of North Augusta indemnifies the Municipal Association of South Carolina to the extent permitted by law against any injuries, actions, liabilities or proceedings arising from performance under the setoff debt provisions.

DONE, RATIFIED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH AUGUSTA, SOUTH CAROLINA, ON THIS 17TH DAY OF DECEMBER, 2018.

Robert A. Pettit, Mayor

ATTEST:

Donna B. Young, City Clerk

ATTACHMENT 11

RESOLUTION NO. 2018-32
AUTHORIZATION OF FUNDING TO REPLACE THE CONVEYOR AT THE MATERIALS
RECOVERY FACILITY AND ACCEPTANCE OF THE LOW BID FROM METALTECH
SYSTEMS, INC. TO PERFORM SUCH SERVICES

WHEREAS, a fire occurred at the Materials Recovery Facility on September 3rd 2018; and

WHEREAS, the main solid waste conveyor system was structurally damaged as well as various walls and electrical components of the facility; and

WHEREAS, the original conveyor system was installed in 1993; and

WHEREAS, due to the age of the conveyor system and the damage from the fire it is in the best interest of the City to replace the conveyor system to avoid substantial reoccurring repair costs; and

WHEREAS, the total estimated costs to repair the fire damage and replace the conveyor system is not to exceed \$180,000; and

WHEREAS, sealed bids were received and opened on December 3rd, 2018 for replacement of the conveyor system; and

WHEREAS, the apparent low bidder is MetalTech Systems, Inc. with a bid of \$145,704; and

WHEREAS, insurance proceeds of \$156,204.34 were received during 2018; and

WHEREAS, additional funding of \$23,795.66 is needed to complete the project.

NOW THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of North Augusta, South Carolina, in meeting duly assembled and by the authority thereof, do hereby authorize total funding not to exceed \$180,000 for fire damage repair of the Material Recovery Facility and replacement of the conveyor system with funding from insurance proceeds from the fire and the Sanitation Fund balance.

DONE, RATIFIED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH AUGUSTA, SOUTH CAROLINA, ON THIS _____ DAY OF _____, 2018.

Robert A. Pettit, Mayor

ATTEST:

Donna B. Young, City Clerk

BIDDER	AMOUNT
METALTECH SYSTEMS, INC	145,704.00
ADVANCE INDUSTRIAL MAINTENANCE & MACHINE	194,441.58
HIGHTOWER WELDING	NO BID – written response
BATES INDUSTRIAL	NO BID

ATTACHMENT 12

RESOLUTION NO. 2018-33
AUTHORIZING THE EXECUTION OF A CONTRACT FOR WAYFINDING PLANNING AND
DESIGN SERVICES

WHEREAS, the City has recognized the need for consulting and design services (the "Services") to assist in planning and design of wayfinding signage and wayfinding implementation plan for the City; and

WHEREAS, the City issued a request for proposals (RFP) for firms to submit proposals for wayfinding design and consultation services; and

WHEREAS, an RFP, "Wayfinding Signage Plan" was properly advertised on the City's website and four firms submitted proposals; and

WHEREAS, staff determined that Kerestes-Martin Associates Design of Carnegie, Pennsylvania ("KMA") are the most qualified respondents to perform the Services; and

WHEREAS, staff have determined that it is in the public interest to enter into an agreement with KMA for the Services.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council that the City Administrator is authorized to execute contracts by and between the City of North Augusta and KMA for consulting and design services for wayfinding signage in the City in the amount of \$28,027.50.

BE IT FURTHER RESOLVED that the funding for these services shall come from the Capital Projects Fund.

DONE, RATIFIED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH AUGUSTA, SOUTH CAROLINA, ON THIS _____ DAY OF AUGUST 2018.

Robert A. Pettit, Mayor

ATTEST:

Donna B. Young, City Clerk



KMA DESIGN

Pittsburgh • Tampa • Philadelphia

**Society for Experiential Graphic Design
Standard Form of Agreement for Professional Services**

Project Data

Date	Revised - 11/12/2018
Design Consultant ["Designer"]	Kerestes-Martin Associates, Inc. (dba KMA Design) 104 Broadway Street Carnegie, PA 15106 Contact: Barbara J. Martin - Chief Executive Officer Tel: 412-429-4071 Fax: 412-429-4074
Client	City of North Augusta, SC
Client Contact	Mr. Todd Glover, City Administrator
Owner	City of North Augusta, SC
Project	City Wayfinding Design Development + Planning

Pittsburgh

104 Broadway Street
Carnegie, PA 15106
855.878.2350

Tampa

Suite 579
16057 Tampa Palms Blvd.
Tampa, FL 33647
855.878.2350

Philadelphia

2121 Bressler Drive
Wyomissing, PA 19610
855.878.2350



KMA DESIGN

**Designer
Responsibilities**

Scope of Services

Analysis of existing conditions, design and planning of new wayfinding program.

Project Completion

The project shall be 100% completed: *To Be Determined*

Optional Services

The services listed below are optional and are available at the hourly rates listed plus related reimbursable expenses. The designer shall receive written authorization from the client before performing any of these services.

Optional services include, but are not limited to, the following:

Variance Pursuits

Any presentation materials, meeting, calculations or other variance related time and materials necessary to secure jurisdictional approvals.

Electrical or Structural Engineering

Engineer fees are not a part of this agreement.

Revisions or Changes

Revisions include changes to previously approved work, changes in the extent of work or project parameters, changes in the complexity of any elements of the project, activities performed out of sequence, changes necessitated by strikes, code revisions, schedule changes, client personnel changes, field changes, structural/electrical conflicts, fabricator price increases or other causes not within the designer's control.



KMA DESIGN

Additional Consultation

Services not listed in main agreement. For an explanation of these items, see the Menu of Possible Additional Consultation & Design Services in Appendix A.

Client Responsibilities

- Appointment of a sole representative with full authority to provide or obtain any necessary information and approvals required by the designer.
- Coordination of the decision-making processes with parties other than the designer.
- Timely communication of administrative or operational decisions if they affect the design or production of signage or graphic items; coordination of required public approvals and meetings.
- Timely provision of accurate and complete information and materials requested by designers such as site plans, building plans and elevations, utility locations, color/material samples and all applicable code information.



KMA DESIGN

Compensation

Fees

This project will be completed for an all-inclusive fee of the amount listed below.

\$28,027.50

Hourly Rates (these rates apply to optional services)

Standard hourly rates are listed below and shall apply for twelve (12) months from the date of this proposal

Principal-In-Charge	\$175.00
Project Director	\$150.00
Senior Project Manager	\$110.00
Project Manager	\$85.00
Project Coordinator	\$75.00
Senior Graphic Designer	\$85.00
Graphic Designer	\$65.00
Administrative	\$65.00

Reimbursable Expenses

In addition to the fees listed above, the design firm shall be compensated for reimbursable expenses including both in-house charges and outside expenditures made in the interest of the project, only upon prior written approval from the Client, and beyond the project's completion.

Examples of reimbursable expenses include film, processing, digital photos, typesetting, materials, reproductions, photocopies, laser prints, disks, scans, computer output, long-distance telephone charges, faxes, expressage, mileage at 0.50¢/mile, parking, travel, out-of-town meals and lodging.

Costs of services such as fabrication of models or mock-ups, renderings, printing, conventional or digital artwork/photography/illustration or retouching, whether performed in or out of house, shall also be considered reimbursable expenses. Cost of sign permits or plan reviews will be considered reimbursable expenses.



KMA DESIGN

Reimbursable and Implementation Estimates

Estimates provided at any time during the project for reimbursable expenses or implementation charges such as fabrication or installation are for planning purposes only. They represent the best judgment of the design consultants, but shall not be considered a guarantee that project bids or costs will not vary or increase.

Payment Schedule

Fees and reimbursable expenses will be billed by percentage of completion.

Billing shall occur more frequently than every thirty (30) days. Payment is due within thirty (30) days. Payments not received within thirty (30) days will bear interest at prime rate plus two percent (2%). The designer reserves the right to temporarily suspend services when an invoice is not paid within ninety (90) days. The designer shall be entitled to reimbursement of all costs incurred in collecting overdue accounts including, but not limited to, legal fees.

Project Delays

If this project is suspended in whole or in part or delayed for 4 weeks or more, not attributable to any action or inaction of the designer, the designer reserves the right to charge a restart fee of \$500.00 to accommodate the additional start/stop time or re-negotiate the fee to reflect any changes in hourly rates, expenses or project scope. The restart fee shall only be applicable to a suspension beyond the contemplated project completion date. In the case of project suspension, the designer shall be paid for all services performed and reimbursable expended to that date.

The designer will use his best efforts during design activities to meet the client's target dates. However, if there are delays in the project, whether caused by the client, fabricator, or others, the designer shall not be liable to the client for any expenses, lost profits or damages sustained as a result of these delays.



KMA DESIGN

Terms and Conditions

Governing Law and Choice of Forum

The validity and interpretation of this Agreement shall be construed in accordance with, and governed by the internal laws of the State of South Carolina. All claims, would be subject to jurisdiction in the Court of Common Pleas for Aiken County or the US District Court for the State of South Carolina. Each of the parties hereto agrees to submit to the jurisdiction of such courts and that the same shall be proper for all purposes of this Agreement. The substantially prevailing party in such matter shall be entitled to its reasonable attorney's fees and costs.

Assignment

Neither the client nor the designer may assign or transfer their interest in this agreement without the written consent of the other party.

This Agreement constitutes the entire Agreement between the parties and supersedes any prior or concurrent agreements, understandings, arrangements and negotiations. No amendment or modification of this agreement shall be valid or enforceable unless in writing and signed by the parties affected.

Ownership/Identity

All work performed shall be deemed work for hire.

Upon payment of all fees and expenses related to the new identity/logo, the designer transfers ownership of the final logo, logotype and/or typography developed to the client.

Representations

The client represents that it has full power and authority to enter into this Agreement and that it is binding and enforceable in accordance with its terms.

The design firm represents that it has full power and authority to enter into this agreement and that it is binding and enforceable in accordance with its terms.



KMA DESIGN

Sales Tax

The client is exempt from paying sales tax.

Severability

All provisions of this Agreement are separate and divisible, and if any part is held invalid, the remaining provisions shall continue in full force and effect.

Termination

Either party may terminate this agreement after giving 10 days written notice. In event of the termination of this contract, the designer shall be paid in full for all services performed up to the termination date, based on standard hourly rates, along with associated reimbursable expenses.

This proposal, made on 09/05/18, shall remain valid until 09/30/18 and will become a binding contract when signed below by the client and design firm.

Optional Terms & Conditions

ADA Compliance

All signs shall be designed to comply with the current understanding of the Americans with Disabilities Act. However, as this act is a Civil Rights act and not a specific code, there is no definitive way to guarantee that a specific design will be judged acceptable.

Indemnification

Not Applicable to this contract



KMA DESIGN

Insurance

The designer shall maintain in force, during the duration of this agreement, the following insurance coverage:

Automobile Liability -	\$1,000,000 per occurrence
General Liability -	\$1,000,000 per occurrence
Workers' Compensation -	\$1,000,000 per occurrence

The designer shall name the client as an additional insured/certificate holder, as the case may be, and ensure 30 days advance written notice is given before termination, modification or expiration of the above coverages. The client may request certificates of insurance as evidence of coverage.

Project schedule

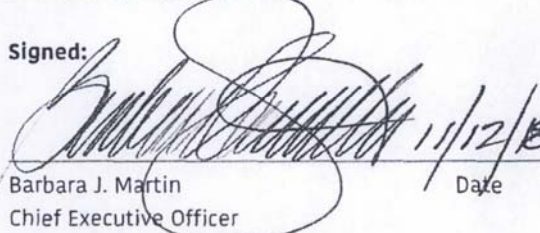
Upon acceptance of this proposal, the designer and client shall formulate a schedule that is acceptable to both.

Records

The designer shall maintain records of hours and reimbursable expenses. These records shall be available to the client at mutually convenient times.

Proposal Acceptance

Signed:


 Barbara J. Martin
 Chief Executive Officer
 Kerestes-Martin Associates, Inc.
 DBA - KMA Design

Date

Accepted by:

 Mr. Todd Glover
 City Administrator
 City of North Augusta, SC

Date



APPENDIX A

Menu of Possible Additional Consultation & Design Services:

ADA Audit

Evaluation of a facility's compliance with the Americans with Disabilities Act.

Architectural, Interiors or Site Documentation

Preparation of accurate base plans or elevations.

Additional Meetings

Meetings or site visits in addition to those listed due to phased installation, contractor error or client request.

As-Builts

Preparation of "as built" design drawings, message schedules or sign location plans that document the final installation and include field changes; review of "as built" documents prepared by contractor.

Architectural Items

Consultation, design, specification or shop drawing review of architectural items such as illuminated exit signs, elevator control panels, fire extinguisher/hose cabinets, clocks, bulletin boards, building color palettes, flooring/paving/textile patterns, lighting, millwork or trash receptacles.

Commemorative Signs

Planning, design or documentation of donor recognition or commemorative signs.

Copy Development

Writing or editing sign messages; development of a room numbering plan; nomenclature/naming; Braille or foreign language translations; research or copywriting for informational/interpretive signs.

Custom Artwork

Design, artwork or retouching of letterforms, imagery, maps, diagrams [such as fire evacuation diagrams], symbols, pictograms, patterns, etc.; preparation of scans, separations or traps required.

Document Translation

Development or translation of drawings, plans or sign formats into client's computer format.

Electronic Signs

Planning, design or documentation of electronic signs or components, computer-driven, video or interactive devices and their accompanying software and hardware.



KMA DESIGN

Engineering Services

Contracting with engineering professionals for electrical/structural design, documentation or drawing seals. Traffic or parking studies.

Environmental Enhancements

Planning, design or documentation of ornamental or decorative elements.

Exhibit Design

Planning, design or documentation of exhibits, displays, or interpretive graphics.

Fabricator Coordination

Additional coordination time required if fabricator or supplier selected is not prequalified, defaults or is unqualified in any aspect of work, if the project necessitates more than one (1) fabricator[s], more than one (1) bid package[s], more than three (3) shop drawing review[s], more than two (2) punch list[s], or if all shop drawings/samples are not submitted for review simultaneously.

Follow-up Evaluation

Follow-up evaluation of finished product, survey of end users; recommendation of design or operational adjustments to be made.

Identity Design

Design, revision or redrawing of logos, logotypes or typographic identities; design of print applications. Assistance with obtaining trademarks, copyrights; name/symbol/nomenclature searches.

Miscellaneous Items

Design, specification or documentation of uniforms, vehicle graphics, construction signs, murals, billboards, temporary signs, etc.

Mock-ups, Models

Manufacture or procurement of models, mock-ups or prototypes for evaluation of design concept, legibility, color, size and/or typography.

Phasing Plan

Preparation of plan for phased manufacture or installation of elements based on specific client parameters.



KMA DESIGN

Public Review

Assistance in obtaining sign permits or variances; assistance with sign reviews, presentation of designs to parties outside the project team such as government officials, historical commissions, end users, neighborhood organizations, employee groups, ADA user groups, etc.; preparation of renderings or additional presentation materials for such meetings.

Schedule Alterations

Additional time required if the project schedule is extended four (4) weeks or more, or if all items in the project scope cannot be designed, documented, fabricated or installed together.

Sign Maintenance Assistance

Formulation of guidelines manual to facilitate future extension of program; formulation of ordering procedures for ongoing replacements and reorders; recommendations for in-house sign making or maintenance equipment.

Tenant Criteria

Sign guidelines for tenants or other third parties.

Utility Coordination

Determining locations of building or underground utilities; obtaining permission for sign installation at specific locations.

