Augusta GEORGIA

Central Services Department

Horace Green, Director
Maria Rivera-Rivera, Deputy Director
2760 Peach Orchard Road, Augusta, GA 30906
(706) 828-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: **Andy Penick, Director, Procurement Department**

FROM: **Horace Green, Director, Central Services Department**

DATE: **September 30, 2026**

SUBJECT: **Emergency Memo – Fleet Management Office Structural**

In accordance with §1-10-57 Emergency Procurements, I respectfully ask you to accept this communication as notification of an emergency at the Fleet Management Office regarding a structural concern.

During a recent inspection, it was identified that there are visible cracks in the existing masonry walls. This deterioration presents a serious and imminent safety hazard to both employees and members of the public who frequent this building. Given the severity of this structural damage and the associated safety implications, it is imperative that immediate and comprehensive measures are undertaken. To determine the full scope of the damage, the prompt initiation of a detailed structural assessment is required. Swift action is essential to prevent any potential incidents and ensure the safety of all individuals within and around the facility.

Please process a purchase order to Johnson Laschober & Associates, in the amount of $47,000.00 for the structural assessment.

If you have any questions or concerns, please contact the Central Services Department.

AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT
REQUISITION

DEPARTMENT NAME: Central Services Department
DEPARTMENT NUMBER: 272-01-6210/54.13120
DEPARTMENT HEAD:

REQUISITION:
REQUISITION DATE: 9/30/26
PURCHASE ORDER NUMBER:
PURCHASE ORDER DATE:

	NAME OF BIDDER	NAME OF BIDDER	NAME OF BIDDER
VENDOR	Johnson, Laschober, & Associates		
PHONE NUMBER	706-724-5756		
QUOTED BY			

ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	JLA WILL PREPARE STRUCTURAL REPAIR AND RETROFIT DOCUMENTS FOR THE FLEET SERVICES ADMINSTRATION BUILDING.	1	$ 47,000.00	$ 47,000.00				
2								
3								
4								
5								
6	**EMERGENCY - FLEET ADMIN STRUCTURAL ASSESMENT**							
7	**Proposal: #2026-226**							
8	**Funding is available in the following accounts:**							
9	**272-01-6210/54.13120**							
10								
11								
12								
13								
14								
TOTAL BID			**$**	**47,000.00**				
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								

ARCHITECTS ♦ ENGINEERS ♦ LANDSCAPE ARCHITECTS

FEE PROPOSAL #2026-226

TO: Maria Rivera-Rivera
Central Services Department
Augusta – Richmond County

DATE: 09/30/2026

SENT BY: ☐ PHONE
☐ FAX
☒ EMAIL: MRivera-Rivera@augustaga.com

BY: Julian B. Jenkins Jr., Structural EIT

RE: Fleet Admin Building Structural Repairs and Retrofits

TIME FRAME: *(See Anticipated Project Schedule)*

FEE : $47,000 Lump Sum *(See Fee and Cost Breakdown)*

PROJECT LOCATION: 1568 Broad St, BLDG B, Augusta, GA 30901

PROJECT UNDERSTANDING:

Augusta-Richmond County (ARC) has requested that Johnson, Laschober & Associates, P.C. (JLA) prepare structural repair and retrofit documents for the Fleet Services Administration Building. JLA previously evaluated the building following Hurricane Helene in September 2024 and documented its observations and recommendations in Structural Evaluation Report 001, dated February 6, 2025 (Reference JLA Project #3042.2407). The occupancy limitations and high-wind evacuation recommendations in the referenced report shall remain in effect until the repairs are completed.

The approximately 100-foot-long by 22-foot-wide building is an existing multi-wythe, unreinforced masonry structure that appears to have originally been constructed as a stable and was subsequently converted to administrative use. No original or record structural drawings are known to exist. JLA's prior evaluation documented existing and storm-related cracking and deterioration in the masonry walls, including distress at interfaces between the original masonry and later brick infill.

The proposed retrofit will include supplemental steel lateral framing along the building's four perimeter walls. ARC shall disclose to JLA whether the proposed steel lateral frames shall be constructed against the interior face or exterior face of the existing masonry perimeter walls during first phase of the project. The proposed steel framing systems will be designed around existing openings in the wall (ie: existing doors, windows, mechanical units on the exterior of the building).

The steel framing will resist horizontal wind and seismic forces only and will not support the existing roof, masonry walls, or other building gravity loads. The existing roof will continue to bear on the existing load-bearing construction. Roof improvements will include Simpson Strong-Tie hurricane ties or approved equivalents for wind uplift and separate connections, as required, to transfer horizontal roof-diaphragm forces to the supplemental steel framing.

In addition to the proposed steel frame and roof retrofits, the proposed retrofit will also include infilling cracks in the existing masonry walls, replacing masonry infill within the original stable door openings, and additional foundation support through the use of helical piles if deemed necessary.

JLA SCOPE OF SERVICES:

The phase designations below are project sequencing and review milestones only. All services listed are intended to be included under one scope of work, one lump-sum fee, and one ARC purchase order. JLA will provide the following structural engineering services:

PHASE 1 – EXISTING CONDITIONS & DESIGN DEVELOPMENT:

Project Initiation and Design Criteria: Review JLA's previous evaluation, available photographs, and information furnished by ARC; conduct one kickoff meeting; establish the applicable structural design criteria; and prepare a preliminary basis of design. The base scope also includes one preliminary structural code-coordination meeting or written coordination effort with the Authority Having Jurisdiction (AHJ), if reasonably available.

Existing Field Conditions Documentation: Perform one (approximately half-day) site visit to document representative building dimensions and potential conflicts with the proposed work. One limited follow-up verification visit is included if required during design. The investigation will be visual and non-destructive and will not constitute a comprehensive survey, destructive investigation, or verification of concealed construction.

Existing Conditions Drawings: Prepare field-verified existing-condition drawings sufficient to serve as design backgrounds, including:

- Existing Building Plan
- Representative roof-framing and diagram plan
- Elevations of the exterior perimeter walls
- Representative building sections

These drawings will document visible and accessible conditions relevant to the proposed work and will not constitute comprehensive architectural as-built or record drawings. A complete existing foundation plan will not be prepared.

Phase 1 Design Development Package: Develop the preliminary (30%) structural retrofit drawings package to include:

- General Arrangement of the supplemental steel lateral framing
- Preliminary column, lateral member, and diagonal bracing layout
- Preliminary structural connection sections and details
- Preliminary foundation concepts
- Anticipated selective demolition
- Localized masonry repairs

JLA will submit one Phase 1 Design Development package and conduct one review meeting with ARC. ARC will provide one consolidated set of comments.

PHASE 2 – ANALYSIS, DESIGN, & CONSTRUCTION DOCUMENTS:

Three-Dimensional Lateral Frame Analysis and Design: Develop the applicable wind and seismic forces and prepare a three-dimensional structural analysis model of the supplemental steel lateral-framing system.

JLA will design the steel columns, lateral members, diagonal bracing, gusset plates, splices, base plates, anchor rods, wall connections, horizontal collectors, and new foundations required to transfer lateral loads to the ground.

Roof Connection & Hurricane Tie Design: Develop localized improvements to the existing roof connections to include:

- Simpson Strong-Tie hurricane ties or approved equivalents
- Required fasteners, blocking, nailers, straps, plates, or anchors
- Connections needed to complete the roof-uplift load path through the existing load-bearing construction
- Separate collectors or connections required to transfer horizontal roof-diaphragm forces to the supplemental steel framing

Roof-to-Frame connections shall be detailed to transfer horizontal forces without intentionally transferring the existing roof gravity loads to the supplemental steel framing.

Structural Construction Documents: Prepare the structural construction document package anticipated to include the following:

- Existing-conditions and selective demolition plans with demolition notes
- General structural notes, design criteria and material requirements
- Masonry repair plans and/or elevations
- Proposed supplemental-frame foundation plan
- Foundation repair plan (if deemed necessary)
- Lateral-frame steel framing plans and elevations
- Building sections
- Foundation and concrete sections details (if deemed necessary)
- Masonry repair sections and details
- Steel framing, bracing, base plate, anchor, and foundation sections and details

JLA will issue this drawings package to ARC for Review and Comment prior to issuing the package for permitting/bid. ARC shall review the package and send back (1) consolidated set of comments to JLA before this package is issued for permitting/bid. The lump sum fee includes (1) review meeting with ARC to review and discuss any comments that may be presented.

Permitting and Bid Support: JLA shall provide the following permitting and bidding support:

- Respond up to (2) consolidated rounds of technical structural comments from the AHJ
- Participate in (1) pre-bid or contractor design-review meeting
- Respond to structural questions submitted during bidding
- Prepare (1) structural addendum (if required)

ARC or its designated representative will submit the permit application, pay permitting fees, issue bidding document, and administer the procurement process.

PHASE 3 – CONSTRUCTION PHASE SERVIES:

Construction Phase Services: JLA shall provide the following limited construction-phase services:

- Participate in (1) preconstruction meeting
- Review structural shop drawings and product submittals
- Review (1) submission and (1) resubmission of each structural submittal
- Respond up to (10) structural Request for Information's (RFI's)
- Review up to (2) structural substitutions, field modifications, or change-order requests
- Perform up to (5) site-observation visits
- Prepare a Site Observation Report following each site-observation visit

Anticipated site visits include the following:

- Conditions exposed by demolition and foundation excavation
- Foundation reinforcing and anchor assemblies before concrete placement
- Erected steel framing, bracing, and primary connections
- Wall connections, roof connections, hurricane ties, and masonry repairs before concealment
- Substantial (95%) completion of work outlined in the Structural Construction Documents

Construction-phase services are based on anticipated preconstruction duration of 8 weeks construction duration of 12-16 weeks. Site observations will be periodic and will not constitute continuous inspection, construction supervision, or responsibility for contractor means, methods, sequencing, or safety.

ANTICIPATED PROJECT SCHEDULE:

JLA Anticipated the following project schedule for the (3) project phases outlined in the JLA Scope of Services:

PHASE 1 – EXISTING CONDITIONS & DESIGN DEVELOPMENT:

Project Initiation / Kick Off: Within 2 business days after notice to proceed and receipt of ARC PO

Initial Field Investigation: Within 1 Weeks of Project Initiation / Kickoff and confirmation of site access

Design Development (30%) Drawing Package: Within 8 Weeks of Initial Field Investigation

ARC Design Development Review & Meeting: Determined by ARC

PHASE 2 – ANALYSIS, DESIGN, & CONSTRUCTION DOCUMENTS:

100% Drawing Package Issued for Review and Comment: Within 8 weeks of ARC Design Development meeting

ARC 100% Drawing Package Review & Meeting: Determined by ARC

100% Drawing Package Issued for Permit: Within 2 weeks of ARC 100% Drawing Package meeting

AHJ Permitting Process: Determined by AHJ

JLA Response to Permitting Comments: Within 2 weeks of received permitting comments

Pre-Bid Meeting: After permit is obtained and determined by ARC

PHASE 3 – CONSTRUCTION PHASE SERVIES:

Contractor Selection & Preconstruction Duration: Determined by ARC

Construction Duration: Estimated 12-16 weeks after construction initiation. Construction initiation shall be determined by ARC, and construction duration shall be determined by selected contractor.

FEE AND COST BREAKDOWN:

The following breakdown is provided for ARC's budgeting, purchase order, progress-invoicing, and fee transparency purposes only:

Project Initiation & Design Criteria:	$ 2,500
Existing-Conditions Field Investigation:	$ 3,000
Design Development (30%) Drawings:	$ 8,500
Structural Engineering, Analysis, and Design:	$ 11,500
100% Structural Construction Documents:	$ 9,000
Permitting & Bidding Support:	$ 6,000
Construction Phase Services:	$ 6,500
Total :	**Σ = $ 47,000**

All services included are under one scope of work, one lump-sum fee, and shall be under one ARC purchase order. The individual amounts do not represent separately authorized phases or option services.

SPECIAL CONDITIONS:

- This scope of work outlined in this fee proposal are for structural engineering services only. Architectural, civil, survey, mechanical, electrical, plumbing, fire-protection, life-safety, environmental, hazardous-material, and building-envelope services are not included.

- Coordination with historical preservation agencies, historical review boards, or historical preservation societies is not included in this proposal.

- The lump-sum fee includes the stated review cycles, meetings, RFIs, submittals, and site visits. Services exceeding those allowances, owner-directed changes, materially different concealed conditions, or AHJ-required work outside the defined scope may require additional services.

- The final placement of the supplemental steel framing relative to the existing masonry has not been selected. JLA will evaluate feasible placement alternatives during Phase 1, and ARC will determine whether or not the steel framing system is on the interior or exterior of the building prior to Phase 1 initiation. JLA will determine the final placement and configuration of the steel frames and will design such frames around existing openings in the wall (ie: doors, windows, mechanical equipment, etc).

- The supplemental steel framing is not intended to support existing gravity loads. The existing roof framing will continue to bear on and be supported by the existing load-bearing walls. The proposed steel framing will function solely as a supplemental lateral-force-resisting system that receives horizontal wind and seismic forces and transfers those forces to new foundations.

- The existing roof-to-wall connections shall be improved in-place using modern proprietary hurricane ties, anticipated to consist of Simpson Strong-Tie connectors or approved equivalents, to improve the transfer of loads between structural members.

- A formal calculation package and native analytical model files will not be issued to ARC. The calculations and analytical model will be maintained as JLA's internal instruments of service. Additionally, structural Book Specifications are not included in this proposal.

- Preliminary and final design of multiple configurations or simultaneous bid alternatives for the proposed retrofit is not included.

- Special inspections and material testing will be performed by an independent agency retained by ARC or the contractor.

- The contractor selected by ARC is responsible for construction means and methods, sequencing, temporary shoring and bracing, site safety, and stability during construction. Engineered temporary works will be designed by a specialty engineer retained by the contractor.

- Deliverables will consist of the Phase 1 basis-of-design package, 90-percent structural drawings, and final signed and sealed structural construction documents in PDF format. Native CAD, BIM, calculation, and analytical model files are not included.

If Augusta Richmond County finds this proposal acceptable, it is JLA's understanding that a PO will be issued for the structural engineering services identified in the JLA Scope of Services (above). JLA understands that the ARC PO will include contractual terms and conditions under which the project will be executed.

Thank you for the opportunity to submit this proposal and we look forward to working with you on this project.

Sincerely,

JOHNSON LASCHOBER & ASSOCIATES, P.C.



Julian B. Jenkins Jr.
Structural Engineering

Myana Mahadi

From: Andy Penick
Sent: Wednesday, September 30, 2026 11:11 AM
To: Katie Cornelius
Cc: Horace Green; Maria Rivera-Rivera; Myana Mahadi; Nancy M. Williams; Valerie Murray; Laquona Porter
Subject: Re: Emergency Request - Fleet Admin Structural Assessment

Follow Up Flag: Follow up
Flag Status: Flagged

Katie,

This is approved, please proceed as needed. Andy

Get Outlook for iOS

From: Katie Cornelius <KCornelius@augustaga.gov>
Sent: Wednesday, 30 September 2026 11:07:57
To: Andy Penick <apenick@augustaga.gov>
Cc: Horace Green <hgreen@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Myana Mahadi <msmahadi@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Valerie Murray <vmurray@augustaga.gov>; Laquona Porter <lporter@augustaga.gov>
Subject: Emergency Request - Fleet Admin Structural Assessment

Good morning,

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of a safety and operations related emergency at the Fleet Administration Building.

We are requesting approval for an emergency procurement for the Fleet Admin to conduct a structural assessment of the facility due to visible cracks in existing masonry walls. JLA will provide a detailed report on the current condition of the facility, along with a recommended action plan, cost estimates, and phases.

We are requesting approval to proceed with Johnson Laschober & Associates to respond to this emergency.

Please contact us with any questions or concerns regarding this information.

Thank you,
Katie

Katie Cornelius | Administrative Assistant
Augusta – Richmond County | Central Services Department