



SANDY SPRINGS

GEORGIA

TO: John F. McDonough, City Manager

FROM: William H. Martin, Jr., AIA, Public Works Director

DATE: May 23, 2019, for Submission onto Agenda of the June 4, 2019 City Council Meeting

ITEM: Acceptance of Prequalified Vendors for Stand-by Sidewalk Design Services.

Recommendation:

Staff recommends that the Mayor and City Council approve the six (6) prequalified vendors for stand-by sidewalk design engineering contracts. Any project with a quote of over \$250,000 will be brought back to Mayor and City Council for approval per the current adopted purchasing policy.

Background:

Staff and Management utilized an on-call request for proposal (RFP) process to select stand-by designers for Sidewalk Projects as needed for design services. The purpose was to have several approved consultants to provide full engineering design services thus eliminating the need to submit each project through the proposal process.

Eighteen responses were received to the on-call RFP. A committee of four staff members reviewed and scored the proposals using pre-defined criteria. The top six were selected to be on the on-call list based on a natural break between scores and the desire to have several consultants under contract due to the term limits of five years. The six selected consultants are listed below:

- Atkins
- KCI
- Kimley-Horn
- CALYX
- AEI
- Heath & Lineback

Discussion:

Purchasing will establish contracts with the six (6) vendors for stand by engineering services. All of the vendors provided a rate schedule as part of their submittals that will provide the framework for their project pricing. Purchasing will typically obtain at least three (3) quotes as well as proposed project schedules for each project based on a scope of work and deliverables provided by Public Works. These items will be used to prioritize consultant selection for task orders. The Public Works project manager will then recommend a task order approval be made with concurrence from the appropriate unit manager and director. Upon recommendation of award, Purchasing staff will provide a purchase order for the project to the recommended vendor. The stand-by engineering contract will provide the framework for the City's standard terms and conditions. Projects over \$250,000 will be brought before Council for approval per the current adopted purchasing policy.

Alternatives:

Solicit open bids for design for each project.

Financial Impact:

N/A

Attachments:

- I. Standard Design Contract
- II. Resolution

STATE OF GEORGIA
COUNTY OF FULTON

**A RESOLUTION TO ACCEPT THE SIX (6) SELECTED
PREQUALIFIED VENDORS FOR STAND-BY ENGINEERING
SERVICES, CITY OF SANDY SPRINGS, FULTON COUNTY, GEORGIA**

WHEREAS, it is necessary, from time to time, to establish policies, procedures and guidelines consistent with the administration of a municipal government consistent with the US Constitution, Federal Statutes, alignment with Federal, Georgia's State Constitution, and the Charter for the City of Sandy Springs, and

WHEREAS, the City Manager directed the Departments of Public Works and Purchasing to develop standard policies for recurring matters, to establish appropriate internal controls and legal compliance, and to provide for an efficient and effective means to serve constituents; and

WHEREAS, the Departments of Public Works and Purchasing, in response to the guidance provided by the City Manager, has selected the six (6) prequalified vendors (Atkins, KCI, Kimley-Horn, CALYX, AEI, and Heath & Lineback) for Stand-by Sidewalk Design Engineering On-call Services, Fulton County, City of Sandy Springs, Georgia.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA

To facilitate a faster turnaround for engineering projects, the Mayor and Council approve the six (6) selected prequalified vendors (Atkins, KCI, Kimley-Horn, CALYX, AEI, and Heath & Lineback) for Stand-by Sidewalk Design Engineering Services, Fulton County, City of Sandy Springs, Georgia.

RESOLVED this 4th day of June, 2019.

APPROVED:

By:

Russell K. Paul, Mayor

Attest:

Coty Thigpen, City Clerk
(Seal)