



## SANDY SPRINGS

GEORGIA

TO: John F. McDonough, City Manager

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

DATE: July 3, 2019, for Submission onto Agenda of the July 16, 2019 City Council Meeting

ITEM: Acceptance of Prequalified Vendors for Geotechnical Services.

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### ***Recommendation:***

Staff recommends that the Mayor and City Council approve the four (4) prequalified vendors for stand-by sidewalk design engineering contracts. Any task 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 on-call geotechnical/materials testing services thus eliminating the need to submit each task through the proposal process.

Ten responses were received to the on-call RFP. A committee of five staff members reviewed and evaluated the proposals based on the submitted pricing as requested. The top four were selected to be on the on-call list based on a natural break between pricing criteria and the desire to have several consultants under contract due to the term limits of five years. The four selected consultants are listed below:

- Universal Engineering
- Goodwin Mills and Cawood (GMC)
- ECS Southeast, LLP
- Professional Services Industries, Inc. (PSI)

### ***Discussion:***

Purchasing will establish contracts with the four (4) vendors for stand by geotechnical 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 geotechnical contract will provide the framework for the City's standard terms and conditions. Tasks 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. Resolution

STATE OF GEORGIA  
COUNTY OF FULTON

**A RESOLUTION TO ACCEPT THE FOUR (4) SELECTED  
PREQUALIFIED VENDORS FOR STAND-BY GEOTECHNICAL 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 four (4) prequalified vendors (Universal Engineering, Goodwin Mills and Cawood (GMC), ECS Southeast, LLP, Professional Services Industries, Inc. (PSI)) for Stand-by Geotechnical 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 geotechnical services, the Mayor and Council approve the four (4) selected prequalified vendors (Universal Engineering, Goodwin Mills and Cawood (GMC), ECS Southeast, LLP, Professional Services Industries, Inc. (PSI)) for Stand-by Geotechnical On-call Services, Fulton County, City of Sandy Springs, Georgia.

**RESOLVED** this 16<sup>th</sup> day of July, 2019.

**APPROVED:**

By:

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Russell K. Paul, Mayor

Attest:

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Coty Thigpen, City Clerk  
(Seal)