

STATE OF GEORGIA

COUNTY FULTON

**A RESOLUTION TO AUTHORIZE AWARD OF CONTRACT IN  
CONNECTION WITH THE CITY'S SOLICITATION FOR DESIGN AND  
PROJECT / CONSTRUCTION ADMINISTRATION SERVICES  
FOR FIRE STATION**

**WHEREAS**, the City of Sandy Springs ("City") desires to select an architectural design and engineering firm with the capacity and demonstrated experience to provide design and project/construction administration services ("Services") for a new fire station at 135 Johnson Ferry Road in the City ("Project"); and

**WHEREAS**, in order to advance the Project, the City issued its Request for Qualifications ("RFQ") for the City of Sandy Springs Architectural and Engineering Services For New City Fire Station - RFQ #19-040 on June 26, 2019, seeking responses ("Responses") from highly qualified and experienced firms to perform the Services; and

**WHEREAS**, the City received twelve (12) Responses to the RFQ; and

**WHEREAS**, Responses were evaluated by an Evaluation Committee made up of individuals selected by the City ("Evaluation Committee"), consistent with criteria established by the terms of the RFQ, to determine the Response representing the best overall value for the City and its residents; and

**WHEREAS**, the Evaluation Committee has provided its Evaluation Memorandum, in the form attached to this resolution, presenting the results of its evaluation of Responses and recommending contract award to Hussey Gay Bell & DeYoung International, Inc., for a proposed base professional fee of \$351,700.00; and

**WHEREAS**, the City desires to make such award based on the recommendations of the Evaluation Committee consistent with the attached Evaluation Memorandum.

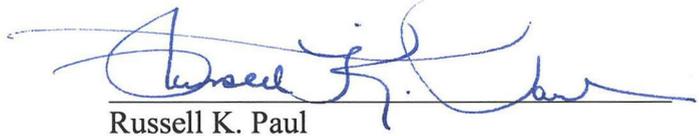
**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Sandy Springs, Georgia, while in regular session on September 17, 2019, at 6:00 p.m., as follows:

1. Hussey Gay Bell & DeYoung International, Inc. is hereby awarded a contract for the Services for a base professional fee in the amount of \$351,700.00; and

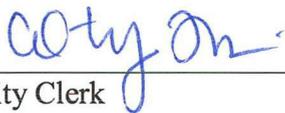
2. Subject to approval of the City Attorney and the City Finance Director, the Interim City Manager and appropriate authorized City officials are hereby authorized to execute a contract with Hussey Gay Bell & DeYoung International, Inc. for the Services and to take any and all actions necessary to effectuate the intent of this resolution.

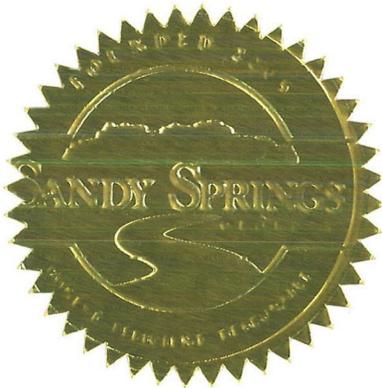
**RESOLVED** this the 17th day of September, 2019.

Approved:

  
Russell K. Paul

Attest:

  
City Clerk



**EVALUATION MEMORANDUM**  
**Request for Qualifications #19-040**  
**Architectural and Engineering Services**  
**For New City Fire Station**

**General**

The City of Sandy Springs ("City") conducted a qualifications based solicitation ("Solicitation") to select an architectural design and engineering firm with the capacity and demonstrated experience to provide design and project/construction administration services ("Services") for a new fire station at 135 Johnson Ferry Road, NE, Sandy Springs, Georgia 30328 ("Project"). On June 26, 2019, the City issued its Request for Qualifications #19-040 ("RFQ") to seek Statements of Qualifications ("Responses") from highly qualified and experienced firms to perform the Services described in the RFQ. Responses to the RFQ were due on July 25, 2019, no later than 2:00 PM E.S.T.

**Responses Received**

The City received Responses from the following twelve (12) firms ("Respondents"):

1. Allen & Hoshall
2. Boggs Vickers
3. Boye Architecture, Inc.
4. Croft & Associates
5. Hussey Gay Bell & DeYoung International, Inc.
6. Lindsay Pope Grayfield Clifford
7. Lyman Davidson Dooley, Inc.
8. PGAL, Inc.
9. Pond & Company
10. Praxis3 architecture + multidisciplinary design
11. Precision Planning, Inc.
12. Wiley Wilson

The Responses were initially examined for administrative compliance with Solicitation submittal instructions. No administrative compliance issues were noted.

**Evaluation**

The City formed a committee consisting of the following City personnel ("Evaluation Committee") to evaluate Responses using the criteria set forth in the RFQ and to recommend a qualified firm to perform the Services:

1. Keith Sanders, Fire Chief, City of Sandy Springs
2. Karen Ellis, Finance Director, City of Sandy Springs
3. Dave Wells, Facilities Director, City of Sandy Springs
4. Kristen Byars Smith, Assistant to the City Manager, City of Sandy Springs
5. Doug Brown, Fire Marshal, City of Sandy Springs

**Evaluation Criteria**

Section 5 of the RFQ identified the criteria on which the City would base evaluation of Responses. The Evaluation Committee used the following criteria to review Responses and to determine which Respondents would be invited for formal interviews and presentations.

1. Firm’s qualifications and experience
2. Quality of team proposed to manage the Project
3. Project delivery
4. Firm’s approach and innovations to meet Project goals
5. Firm’s financial history/stability

Utilizing all criteria stated, Responses were scored and ranked in accordance with the following:

<b>CRITERIA</b>	<b>SUMMARY DESCRIPTION</b>	<b>POINTS</b>
Qualifications and Experience	Respondent’s strength and stability Respondent’s Experience and technical competence on fire station projects. Previous experience as a fire station design team.	25% 25points possible
Quality of team proposed to manage the Project	Respondent’s team education and experience of the assigned staff Key personnel’s level of involvement Quality and experience of firm and subcontractors Proximity and availability of key personnel	25% 25 points possible
Project Delivery	Quality of final work product in example projects Flexibility to operate successfully within various work environments Clear and achievable timeline Ability to meet schedules	25 % 25 points possible
Firm’s approach and innovations to meet Project goals	Ability to instill Committee confidence in the Firm’s understanding of the Project requirements Firm’s communication and problem solving methods and abilities Innovative delivery approach to the work to save tlme and/or money	15% 15 points possible
Firm’s financial history/stability	Provide two (2) years of audited financial statements. Respondents are welcome to mark this information Confidential. Financials shall be submitted as a separate exhibit document within the Response package	10% 10 points possible
<b>TOTAL POINTS POSSIBLE</b>		<b>100%</b>

**Evaluation**

The Evaluation Committee members were provided copies of each Response for evaluation against stated criteria. Following individual review and scoring, Evaluation Committee members met to discuss the Responses and to determine if additional information was required. The Evaluation Committee further determined the top four (4) highest ranking Respondents clearly demonstrated a superior understanding of the Project and past experience very relevant to the Project, and the Evaluation Committee reached consensus on scoring. The following four (4)

Respondents received the highest scores in the evaluation and were invited to make a presentation to the Evaluation Committee:

COMPANY	CONSENSUS SCORE
Croft & Associates	90.92
Precision Planning, Inc.	90.17
Lindsay Pope Brayfield Clifford	89.75
Hussey Gay Bell & DeYoung International, Inc.	87.75

**Formal Interviews and Presentations**

The four (4) highest-ranking Respondents were invited to make presentations to the Evaluation Committee on August 23, 2019. In the presentations, each Respondent provided a brief overview of the proposing firm and prior relevant experience examples. Each Respondent also responded to Evaluation Committee questions for clarification of aspects of its Response.

**Results of Scoring Following Presentations**

Following presentations, the Evaluation Committee discussed each presenting Respondent to determine a final ranking. After taking into account information and clarification gained in the presentations, the Evaluation Committee determined that Hussey Gay Bell & DeYoung International, Inc. and Croft & Associates received the highest rankings and would be asked to present professional fee proposals for the Evaluation Committee’s consideration.

**Fee Proposals**

The fee proposals submitted were as follows:

COMPANY	BASE PROFESSIONAL FEE
Hussey Gay Bell & DeYoung International, Inc.	\$351,700.00
Croft & Associates	\$398,500.00

Hussey Gay Bell & DeYoung International, Inc. had the lowest base professional fee and received the highest ranking following formal interview and presentation. The Evaluation Committee deemed this firm as the most responsive to the Project requirements and needs, noting the following considerations and factors:

- Hussey Gay Bell & DeYoung has more than thirty-five (35) fire station projects on its resume
- The entire Hussey Gay Bell & DeYoung Project team was introduced and key roles were defined
- The Project team presented has worked together on many design projects
- A senior member of the firm will be on the Project team
- The firm provided examples of fire station projects of similar size and scope of the Project, some with challenging sites similar to the City’s proposed site
- The Project team identified issues, challenges, and opportunities with the proposed site and offered logical potential solutions during the presentation

- The Project team demonstrated a good understanding of the site conditions and discussed unique alternatives to optimize the development potential
- Hussey Gay Bell & DeYoung was the only Respondent who included discussion on integrating training tower stairway, rappelling and tunnel rescue training into the building design
- The Project team provided more design considerations than the other Respondents
- The base professional fee proposal submitted by Hussey Gay Bell & DeYoung includes geotechnical testing, irrigation design, AV/low voltage design, stormwater management as-built review and national pollutant discharge elimination system services, and a tree protection/replacement plan for no additional cost

**Recommendation**

Based upon evaluation of Responses in accordance with the criteria and process described herein and in the RFQ, the Evaluation Committee determines that Hussey Gay Bell & DeYoung International, Inc. represents the best value for the City and therefore recommends that firm for contract award.

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Evaluation Committee Chair  
Keith Sanders, Fire Chief