

**Agenda Item Summary**

20-0707

BOC Meeting Date
10/7/2020**Requesting Agency**

Library

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of an increase in spending authority - Fulton County Library System, RFP#11RFP78733K-NH, Wayfinding Design Services for the Library Capital Improvement Program (CIP), Phase II in the amount of \$45,020.00 with EYP, Inc. (Atlanta, GA) to provide Wayfinding Design and Construction Administration Services for the Central Library Media Tower and Library Re-naming Identification Signage for 8 Phase II library renovations. Effective upon approval.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-420, contract modifications within the scope of the contract and necessary for contract completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes Arts and Libraries

Is this a purchasing item?

Yes

Summary & Background*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: The Fulton County Library System requests approval to amend the existing contract to provide additional Wayfinding Design Services for the Central Library Media Tower and Library Re-naming Identification Signage for 8 Phase II, Library CIP projects.

EYP, Inc. has and will continue to provide the same level of expertise, resources and experienced personnel necessary to develop wayfinding designs, cost estimating, budgets and coordination required to assist the Library System and the County with the graphic design of all wayfinding and identification signage required for all services provided on Phase II libraries. Additionally, EYP will provide Wayfinding Design and Construction Administration for the Central Library Media Tower and all Library Re-naming Identification Signage. Their Scope of Services will encompass the following:

Summary of Proposed Services

1. Media Tower

- Programming and Conceptual Design \$12,000.00
- Design Intent Documentation \$14,000.00

Agency Director Approval**County Manager's
Approval****Typed Name and Title**

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature**Date**

• Construction Administration	<u>\$12,000.00</u>
Total	<u>\$38,000.00</u>

2. Library Re-naming Identification Signage

• Scope includes 8 Phase II projects including:	
> Joan P Garner Library at Ponce de Leon Avenue	
> Roy Lyndell Yancey, Sr. Library at Cleveland Avenue	
> Arthur William Smith Library at Roswell	
> Dr. Robert E. Fulton Library at Ocee	
> Ida Williams Library at Buckhead	
> Annie L. McPheeters Library at Washington Park	
> Hobgood-Palmer Library at Fairburn	
> Louie E. and Gertrude C. Jones Library at Alpharetta	
• Programming and Conceptual Design	\$ 2,400.00
• Design Intent Documentation	\$ 1,800.00
• Construction Administration	<u>\$ 2,820.00</u>
Total	<u>\$ 7,020.00</u>

Grand Total \$45,020.00

Community Impact:

This request involves the renovation of libraries in communities throughout the County. The successful and timely renovation of each library will impact communities countywide.

Department Recommendation:

The Fulton County Library System recommends approval of this request.

Project Implications:

The cost of the requested service will be funded using Library Bond funds; therefore, it will not impact the County or Library operations.

Community Issues/Concerns: None

Departmental Issues/Concerns: None

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	11-0901	10-5-2011	\$323,700.00
Amendment No. 1	14-0860	10-15-2014	\$ 15,000.00
Extension No. 1	17-0041	1-4-2017	\$349,000.00
Amendment No. 2	18-0547	8-15-2018	\$ 0.00
Amendment No.3			\$ 45,020.00
Total Revised Amount			\$732,720.00

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

Contract Value: \$45,020.00

Prime Vendor: *EYP, Inc.*

Prime Status: **White Female Business Enterprise**

Location: Atlanta, GA

County: Fulton County

Prime Value: \$45,020.00

Subcontractor: **None**

Total Contract Value: **\$45,020.00 or 100%**

Total M/FBE Value: **\$45,020.00 or 100%**

[Click here to enter text.](#)

20-0707

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	\$45,020.00 or 100%			
Total M/FBE Values	\$45,020.00 or 100%			
Total Prime Value	\$45,020.00 or 100%			
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 571-650-6500-L004-571CST \$45,020.00				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> EXHIBIT 1: Amendment No. 3 to Form of Contract EXHIBIT 2: Contractor's Performance Report				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Alfred Collins, Administrator, Bond Construction, Department of Real Estate and Asset Management, 404-612-8771 (office), 404-368-8006 (cell), alfred.collins@fultoncountyga.gov				

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Continued

Procurement**Contract Attached:**
No**Previous Contracts:**
Yes**Solicitation Number:**
11RFP78733K-NH**Submitting Agency:**
Library**Staff Contact:**
Alfred Collins**Contact Phone:**
404-612-8771**Description:** to provide Wayfinding Design and Construction Administration Services for the Central Library Media Tower and Library.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$323,700.00

Previous Adjustments: \$364,000.00

This Request: \$45,020.00

TOTAL: \$732,720.00

MBE/FBE Participation:

Amount: . %: .

Amount: . %: .

Amount: \$45,020.00 or 100% . %: .

Amount: . %: .

Grant Information Summary:

Amount Requested: .

☐

Cash

Match Required: .

☐

In-Kind

Start Date: .

☐

Approval to Award

End Date: .

☐

Apply & Accept

Match Account \$: .

Funding Line 1:571-650-6500-L004-
571CST \$45,020.00**Funding Line 2:**

.

Funding Line 3:

.

Funding Line 4:

.

KEY CONTRACT TERMS**Start Date:**

.

End Date:

.

Cost Adjustment:

.

Renewal/Extension Terms:

.

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Holloman, Gayle	Date: 9/2/2020
X	County Attorney:	Martinez, Dominique	Date: 9/22/2020
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 9/24/2020
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 9/8/2020
.	Grants Management:	.	Date: .
X	County Manager:	Gillespie, Alana	Date: 9/24/2020

AMENDMENT NO. 3 TO FORM OF CONTRACT

Contractor: EYP, Inc.

Contract No. 11RFP78733K-NH, Wayfinding Design Services for the Fulton County Library System Capital Improvement Program, Phase I

Address: 100 Peachtree Street NW, Mezzanine
Atlanta, GA 30303

Telephone: (404) 524-2200

Facsimile: (404) 524-8610
E-mail: vprior@eypae.com

Contact: Veronique Pryor
Principal

W I T N E S S E T H

WHEREAS, Fulton County ("County") entered into a Contract with EYP, Inc. to provide/perform Wayfinding Design Services, dated March 28, 2017 on behalf of the Fulton County Library System; and

WHEREAS, Fulton County Library System requests approval of additional Wayfinding Design and Construction Administration Services for the Central Library Media Tower and Library Re-naming Signage for 8 Phase II library renovations for EYP, Inc. The additional work scope will modify the contract to provide all requisite personnel necessary to provide these wayfinding services included in the Library Capital Improvement Program (CIP), Phase II projects. These services will be delivered consistent with the services anticipated in the original RFP and Contract.

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this amendment was approved by the Fulton County Board of Commissioners on _____, 2020, .BOC Item _____.

NOW, THEREFORE, the County and the Contractor agree as follows:

This Amendment No. 2 to Form of Contract is effective as of the ____ day of _____, 20__, between the County and EYP, Inc., who agree that all Services specified will be performed by in accordance with this Amendment No. 1 to Form of Contract and the Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** EYP, Inc. will continue to provide the graphic design and Wayfinding expertise, resources and experienced personnel for the Wayfinding Design and Construction Administration Services for the Central Media Tower and Library Re-naming Identification Signage for 8 Phase II library renovations.
2. **COMPENSATION:** The added services described under Scope of Work herein shall be performed by the Contractor for a grand total amount not to exceed \$45,020.00 in accordance with the following distribution:

Media Tower:

• Programming and Conceptual Design	\$12,000.00
• Design Intent Documentation	\$14,000.00
• Construction Administration	<u>\$12,000.00</u>
Total	\$38,000.00

Library Re-naming Identification Signage

• Programming and Conceptual Design	\$ 2,400.00
• Design Intent Documentation	\$ 1,800.00
• Construction Administration	<u>\$ 2,820.00</u>
Total	\$ 7,020.00

Grand Total	\$45,020.00
-------------	-------------

3. **LIABILITY OF COUNTY:** This Amendment No. 3 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.
5. **EFFECT OF AMENDMENT NO. 3 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 3 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

CONSULTANT:

EYP, INC.

Robert L. Pitts, Commission Chair
Board of Commissioners

Veronique Pryor
Principal

ATTEST:

ATTEST:

Tonya R. Grier
Interim Clerk to the Commission (Seal)

Secretary/
Assistant Secretary

(Affix Corporate Seal)

(Affix Corporate Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

Gayle H. Holloman, Executive Director
Fulton County Library System

Joseph N. Davis, Director
Department of Real Estate and Asset
Management

ITEM#: _____ RCS: _____	ITEM#: _____ RM: _____
RECESS MEETING	REGULAR MEETING

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2016	4/30/2021	11/17/2011	4/30/2021
PO Number			PO Date
PO65018SC115473K-EC			8/29/2018
Department	Real Estate and Asset Management		
Bid Number	11RFP78733K-NH		
Service Commodity	Wayfinding Design Services for Library CIP		
Contractor	EYP, Inc.		

0 = Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
1 = Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
2 = Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
3 = Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/misssion; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
4 = Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

1. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

0
1
2
3
4

EYP, Inc. provided quality Wayfinding Design Services to the County on the Library CIP, Phase I and Phase II projects. They have worked very collaboratively with the Library, Program Management Team (PMT) and project consultants at all times during the development of project wayfinding and signage solutions on the library projects.

2. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

Comments:

0
1
2
3
4

EYP, Inc. worked to meet all scheduled milestone dates established by project schedules. They were accepting of Library directions regarding signage and willingly accepted and accommodated changes received from the Library regarding signage design and/or messaging.

3. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

Comments:

0
1

20-0707

very responsive to inquires, directives and notifications issued by the County, PMT or Library User Group regarding wayfinding solutions and proposed
they were also responsive to inquires and requests made during the installation of signage on projects.

4

1. Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

Comments:

0

1

2

3

4

EYP Inc. managed the design and installation of the wayfinding signage for both Phase I and Phase II projects well. They met all Library and County expectations with their proposed solutions, remained on schedule and within budget on all projects, and invoiced properly for services when they were rendered.

2. Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

Comments:

0

1

2

3

4

The EYP, Inc. team demonstrated knowledge and experience in graphics, signage design and signage installation practices. Their understanding of the industry and local jurisdictions proved to be a value added benefit to the County.

Overall Performance Rating: 3.8

Would you select/recommend this vendor again?
Check box for Yes. Leave Blank for No)

☒ Yes ☐ No

Rating completed by:

Department Head Name

Joseph Davis

Department Head Signature



Date

8/10/2020