



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 17-0529**

**BOC Meeting Date**  
 6/21/2017

**Requesting Agency**  
 Library

**Commission Districts Affected**  
 All Districts

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

Request the approval of recommended proposal – Atlanta-Fulton Public Library System, RFP#17RFP022117K-DB, Space Programming & Bridging Document Services for the Atlanta-Fulton Public Library System Library Capital Improvement Program, Phase II, (AFPLS-CIP), for the amount of \$2,520,000.00 with Cooper Carry, Inc., to provide Space Programming, Architectural and Engineering Design, Bridging Documents and Construction Administration Services for the renovation of the Central Library. The requested amount of \$2,520,000.00 includes an owner contingency amount of \$150,000.00. Effective upon date of contract execution for three (3) years or until contract completion as determined by the County.

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

In accordance with the State of GA O.C.G.A. §36-91 Georgia Local Government Public Works Construction Law, all competitive sealed proposals (RFPs) for public works construction projects (CM at Risk, Construction Program Management, Design/Build Projects) costing \$100,000 or more 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                      All People are culturally and recreationally enriched

**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.)*

The Atlanta–Fulton Public Library System requests approval of recommended proposal to provide Space Programming & Bridging Document Services for the Central Library as part of the Atlanta-Fulton Public Library System Capital Improvement Program, Phase II.

On July 16, 2008, the Fulton County Board of Commissioners (BOC) voted to place a \$275 million bond referendum on the November 4, 2008 ballot to implement the Library Facility Master Plan. The referendum, approved with 65% voter support, is being addressed in two phases. Phase I of the Facility Master Plan, the construction of 8 new libraries and renovation/expansion of 2 libraries, has been completed. Phase II includes the renovation of 22 existing libraries (including Central Library) of which the Space Programming & Bridging Document Services for Central Library is a part.

The County solicited proposals from qualified proposers capable of providing Space Programming & Bridging Document Services for the renovation of the Central Library for the Library Capital Improvement Program, Phase II. Cooper Carry, Inc. shall provide the design expertise, resources and professional personnel experienced in all aspects of facility programming, architectural design,

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

bridging document preparation and construction administration to successfully complete the Scope of Work described in the RFP. The Scope of Work extends through all phases of design and construction, requires project deliverables, and includes responsibilities as generally described below:

#### Scope of Work

The Scope of Work to be performed by the Programming & Bridging Document Team will consist of professional tasks associated with the development of a building space program and Bridging documents and other related services necessary to provide the County with a renovation design for Central Library.

The Space Program Document must take into consideration the County's objectives for the project which must be incorporated into the Space Program Document:

- 286,600 square feet (Sub-Basement through 8th Flr) maximum of gross interior space for the Central Library. Programming Team shall create a space program that is within the Central Libraries renovation budget.
  - Inclusion of food/beverage service and retail space.
  - Opportunities for the building to be a major canvas for public art.
  - Allowing the possibility of creative partnerships with other institutions or County partners.
  - Creatively weaving the library's virtual presence into the physical space; inclusion of new technologies.
  - Cutting edge space and technologies for digitization and content creation by library patrons.
  - Sustainable design; incorporation of cutting edge green technologies and landscapes.
- Projects required goal is to achieve LEED Gold certification.
- Project would have major public input regarding the programmatic features of the building. Public input would be from library patrons and the local business community.

#### Space Programming Services

A. Building Space Program must be drafted by the Programming Team in order to document specific instructions for how to proceed with design. The programming process will generally follow these sequential steps:

Step 1 – Define Project Goals & Objectives

Step 2 – Gather Relevant Information

Step 3 – Define Reasonable Concepts / Identify Strategies

Step 4 – Determine Quantitative Requirements

Step 5 – Produce Program Document / Summarize the Space Program

The Proposer must be familiar with the role of a Central Library within an urban public library system. The programming process is described in more detail as follows:

1. Building Programming
  - a. State of the Art Technology
  - b. Special Features
  - c. Services
  - d. Furniture, Fixtures and Equipment requirements
2. Purpose of a Central Library
3. Community and Stakeholder Engagement / Input (includes but is not limited to: Library

Staff and Administrators; Library Patrons; and Local Business Community).

B. The Programming Team will produce a written space program document that will serve as a statement of design considerations for the project based on the above stated process. The space program documents must include the following:

- Design Considerations – including a description of parking, civil, exterior, plumbing, mechanical, electrical, and security improvements. Additionally, Phasing of the work coordinated with the extent of on-site library operation during construction must be described, if applicable.
- Existing Space Utilization Study - including a tabulation of net floor area/square footages for all assignable spaces and gross square footages for existing Central Library spaces. Programmer shall also document and tabulate existing shelving quantities for each book and non-book collection category for the Central Library.
- Space Allocations – including a tabulation of net floor area/square footages for all assignable spaces (including potential tenant spaces) and gross square footages for renovated and new construction, if applicable. Programmer shall also provide shelving requirements for each book and non-book collection category for the Central Library.
- Space Requirements – including finishes, electrical, data requirements for all assignable spaces and list of computers, Audio-Visual Equipment and furniture required in each space.
- Space Adjacencies – The Programming Team shall create space diagrams depicting all assignable spaces and their required adjacencies / relationships to all other spaces (including potential tenant spaces). These diagrams shall be descriptive of each level of the Central Library building and demonstrate appropriate stacking of spaces.
- Stakeholder & Community Input – The Programming Team shall compile and summarize results of the stakeholder and community (both library patron and local business community) input and describe how these are incorporated into the Program Document.

C. The Programming Team must assist the County with Library Stakeholder and Community Engagement/Input.

The Programming/Bridging Document Team (PBDT) shall be responsible for soliciting stakeholder, Atlanta-Fulton Public Library System (AFPLS), and community engagement in developing the vision and for and defining the purpose of the Central Library. This will involve defining the potential of the Central Library as an asset to downtown Atlanta. The programmer will provide examples of the role, function, building program, and design of central libraries to illustrate the array of possibilities the community and stakeholders should consider. The PBDT will seek input through survey(s), focus groups, and meetings to define the role of the Central Library in serving those who live and work downtown as well as visitors and tourists. This process should involve the entire community to capture the Central Library's valuable role as a countywide resource and its value to all residents of Fulton County and Atlanta.

The PBDT shall take the lead in all stakeholder input sessions that include facilitation of meeting; sign-in sheets; producing materials to facilitate stakeholder input meeting and discussion; recording input; summarizing and reporting input received. The PBDT shall also take the lead role in

facilitating library patron community input and engagement meetings as well as local business community roundtable discussions regarding Central Library. The PBDT shall account for multiple input/engagement meetings for each category of stakeholders they are seeking (i.e. Library Administrators and Staff; Library Patrons; and Local Business Community) until sufficient data is received.

The PBDT shall assist the County staff in developing, administering and codifying the results of an appropriate survey tool crafted to elicit a comprehensive response from stakeholders and the community. Possible tasks include: developing, designing, producing and distributing printed materials; creating displays and presentations; setting up public forums and other special events; designing and implementing surveys; codifying, interpreting, and reporting on the results of the public engagement process.

D. The PBDT shall develop a report of the public engagement process. This is to include: bi-weekly activity updates; summary data to illustrate progress in engaging the community; a monthly status report of the project acceptable to the County for the Board of Commissioners and Library Board of Trustees. The PBDT shall produce a final recommendation for consideration by the Library Board of Trustees and Board of Commissioners.

E. The PBDT will synthesize the information gathered by the above mentioned investigations as a basis for developing the Building Space Program. The options must reconcile the programmatic needs within the project budget with a conceptual cost estimate included.

F. In addition, the written building space program document will include quality images of similar Central Library projects built in others states or countries that highlight and support the proposed mission and use for the renovated Central Library.

G. The PBDT shall provide the County with a draft of the final program and shall provide a presentation to the County on the draft of the final program. The Programming Team shall take County comments from the Draft Final Program review meeting and incorporate them into the Final Program Space Document.

H. The PBDT shall have 90 calendar days from Notice to Proceed to produce the final Program Space Document.

#### BRIDGING DOCUMENT SERVICES

The PBDT shall prepare bridging documents including design criteria, performance specifications, site plans, building floor plans, elevations, sections, structural plans, MEP plans, furniture layouts and other project-specific material sufficient to provide the basis for competitive procurement.

A. **PREPARE BRIDGING DOCUMENTS:** The PBDT will perform program verification, gather and verify project and site information, create project schedule that depicts delivery of services and milestones that lead to completion of 50% Design Development documents/plans and performance specifications in 120 calendar days from County approval of the Program Space Document.

B. **DESIGN PHASE:** The PBDT shall include all services listed in the full design scope (Program Verification, Gather and Verify Project and Site Information, Project Schedule, Meetings, Construction Cost Estimates, County Approvals, and Regulatory Compliance) to prepare Bridging Documents through 50% Design Development. The Bridging Documents shall be of sufficient detail

to illustrate design intent and correlate the program to the renovated Central Library, and to allow Design/Build Contractors to prepare a bid. In addition, the Bridging Documents shall specify the exact or minimum amount of usable floor area required in each programmed space; and, as appropriate, specific design directives and design configurations in specific programmed spaces and, more detailed design in specific spaces as determined by the County.

The PBDT shall include a Construction Cost Estimator that shall provide a detailed cost estimate at 100% Schematic Design (SD) and 50% Design Development (DD) meetings. Detailed cost estimates shall include units costs broken out in CSI 2004 format, in a level of detail acceptable to the County. It is the PBDT's responsibility to provide a design within the County's budget.

The PBDT must fully comply with Fulton County's Building Design Standards & Guidelines.

The PBDT shall work with the County's Technology, Wayfinding and FF&E consultants during the Bridging Document phase. The Technology, Wayfinding and FF&E consultants are contracted directly with the County, but will work with the Bridging Architect's team that creates the bridging documents. The Technology Consultant shall produce the bridging Technology drawings; Wayfinding Consultant shall produce the Wayfinding drawings; and the FF&E shall produce the bridging FF&E drawings that will be included within the Bridging Document package.

All work shall be done with Revit software. The PBDT shall provide both electronic files (.pdf and .rvt) and hard copies of documents for the County's use; County's vendors' use; including but not limited to the selected Design Builders' to use.

C. REVIEWS: The PBDT shall provide review meetings with the County at 50% Schematic Design (SD); 100% SD; 25% Design Development (DD); and 50% DD.

After each review meeting with the Owner, The PBDT shall incorporate Owner's Comments into revised bridging documents and re-issue to the Owner within 7 calendar days.

Provide review sets of drawings and specifications. Provide review drawings at 50% SD, at 100% SD, at 25%, at 50% DD, and one final proposed set of bridging plans and performance specifications after 50% DD review meeting and County approval.

Included with each review set of drawings and specifications shall be a detailed cost estimate verifying design is within the construction budget. A cost verification review meeting will also be included to reconcile design/estimates with approved budget at each design phase review.

All key members of the PBDT shall be made available during the review meetings.

D. COMMUNITY PRESENTATION: The PBDT shall provide County Team with project data; renderings; site and floor plans to include in a Project Fact Sheet to be presented to the Library Board of Trustees and Commissioners (LBOT/BOC).

Following Schematic Design approval LBOT/BOC approval of Fact Sheet, the PBDT shall lead a Community presentation meeting that will provide the Community with highlights of design as well as identify how community input shaped the design. The PBDT shall prepare all materials required for the presentation; including but not limited to renderings; and electronic presentations.

E. DESIGN / CONSTRUCTION ADMINISTRATION: The PBDT shall provide the following Construction Administration services:

- Review Design Builders 100% DD Documents; 50% CD's; 95% CD's and 100% CD's developed by the Design/Builder. Attend review meetings for each document phase and provide written report within 10 calendar days. Bridging Architect shall review documents for compliance with design intent and Bridging Documents.
- Submittal Review for compliance with design intent and Bridging Documents. Review shall take no longer than 7 calendar days.
- RFI answer review for compliance with intent of Bridging Documents. Review shall take no longer than 2 calendar days.
- Supplemental Document Review – Bridging Architect shall review any sketches, supplemental instructions, bulletins, etc. issued by Design/Builder for design intent and Bridging Documents.
- Attend bi-monthly Owner Architect Contractor (OAC) meetings for duration of the construction of the project. PBDT shall be copied on all meeting minutes and field reports generated by the Design Builder and reviewed. Comments from PBDT must be returned within 3 business days. Assume 24 month construction duration.

F. OTHER REQUIRED SERVICES: The PBDT shall hire a qualified surveyor to produce an ALTA survey that will be included in the Bridging Document Package.

The PBDT shall hire a laser scanning Survey Company to develop 3D laser scan of existing conditions including above ceiling conditions. The PBDT shall incorporate this information into their Bridging Documents.

The PBDT shall also hire a qualified consultant to perform a detailed parking survey/report. This Survey/Report would include detailed information on parking spaces/lots available within a four block radius of Central Library; information on number of parking lot spaces; addresses and contact information for public/private lots/decks; hourly/daily and monthly rates; and distances from Central Library. The Report shall include different potential off-site parking options for the County to consider for their patrons, programs and anticipated cost of implementing an off-site parking program.

The PBDT shall also develop a BIM Project Execution Plan for the Central Library Renovation. BIM Project Execution Plan may include but not necessarily limited to:

1. BIM Project Execution Plan Overview
2. Project Information
3. Key Project Contacts
4. Project Goals / BIM uses
5. Organizational Roles/ Staffing
6. BIM Process Design
7. Collaboration Procedures
8. Quality Control
9. Technological Infrastructure Needs
10. Model Structure
11. Project Deliverables

The PBDT shall receive input from the County and County's Representatives and provides a draft

BIM Project Execution Plan for review and mark-up. Based upon mark-ups/comments from County and County's Representatives, PBDT shall revise BIM Project Execution Plan for final deliverable.

The PBDT shall have a qualified LEED Administrator on the team to perform a LEED Charrette with County and PBDT; maintain LEED Scorecards (at each design deliverable phase (through 50% DD); provide a cost/benefit analysis for items for the County to review on LEED strategies that will allow the County to make informed decisions regarding the incorporation of Green Technology into the project and how it would affect the LEED scorecard/Certification level.

G. ARCHITECT'S SCHEDULE: Provide a schedule of the PBDT work and attend meetings as appropriate. Schedule shall include all architectural work required for the project and shall demonstrate a targeted completion date within 210 calendar days from notice to proceed for Programming (90 calendar days) and Bridging Document Services (90 calendar days).

#### PROJECT DELIVERABLES

- Space Programming and Bridging Document Timeline Schedule with major tasks identified.
- Draft Building Space Programming Document including Preparation of a PowerPoint presentation
- Final Building Space Programming Document
- Space Program Verification Document by Bridging Architect
- 50% Schematic Design Documents (including Construction Cost Estimate & LEED Scorecard)
- 100% Schematic Design Documents (including Construction Cost Estimate; LEED Scorecard and Cost/Benefit Analysis)
- 25% Design Development Documents (including Construction Cost Estimate; LEED Scorecard and Cost/Benefit Analysis)
- 50% Design Development Documents (including Construction Cost Estimate; LEED Scorecard and Cost/Benefit Analysis including 50% Construction Documents for demolition and structural steel packages).
- ALTA Survey
- 3D Scan Survey of Existing Conditions
- Parking Survey / Report
- BIM Project Execution Plan

#### **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 Atlanta-Fulton Public 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:** This is a new procurement

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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**Contract Value:** \$2,520,000.00

**Prime Vendor:** Cooper Carry, Inc.

**Prime Status:** Non-Minority

**Location:** Atlanta, GA

**County:** Fulton County

**Prime Value:** \$1,043,050.00 or 41.39%

**Subcontractor:** Tim Haahs

**Subcontractor Status:** Asian Pacific Business Enterprise – Non-Certified

**Location:** Alpharetta, GA

**County:** Fulton County

**Contract Value:** \$17,000.00 or 0.67%

**Subcontractor:** Palacio Collaborative

**Subcontractor Status:** Hispanic Business Enterprise - Certified

**Location:** Atlanta, GA

**County:** Fulton County

**Contract Value:** \$113,000.00 or 4.48%

**Subcontractor:** Newcomb & Boyd

**Subcontractor Status:** Non-Minority

**Location:** Atlanta, GA

**County:** Fulton County

**Contract Value:** \$370,000.00 or 14.68%

**Subcontractor:** Epsten Group

**Subcontractor Status:** White Female Business Enterprise - Certified

**Location:** Atlanta, GA

**County:** Fulton County

**Contract Value:** \$12,000.00 or 0.48%



**Contract Value:** \$2,520,000.00  
**Prime Vendor:** Cooper Carry, Inc.  
**Prime Status:** Non-Minority  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Prime Value:** \$1,043,050.00 or 41.39%

**Subcontractor:** Tim Haahs  
**Subcontractor Status:** Asian Pacific Business Enterprise – Non-Certified  
**Location:** Alpharetta, GA  
**County:** Fulton County  
**Contract Value:** \$17,000.00 or 0.67%

**Subcontractor:** Palacio Collaborative  
**Subcontractor Status:** Hispanic Business Enterprise - Certified  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Contract Value:** \$113,000.00 or 4.48%

**Subcontractor:** Newcomb & Boyd  
**Subcontractor Status:** Non-Minority  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Contract Value:** \$370,000.00 or 14.68%

**Subcontractor:** Epstein Group  
**Subcontractor Status:** White Female Business Enterprise - Certified  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Contract Value:** \$12,000.00 or 0.48%

**Subcontractor:** Vines Architecture  
**Subcontractor Status:** African American Male Business Enterprise – Non-Certified  
**Location:** Raleigh, NC  
**County:** Wake County  
**Contract Value:** \$525,000.00 or 20.83%

**Subcontractor:** Long Engineering  
**Subcontractor Status:** White Female Business Enterprise - Certified  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Contract Value:** \$24,250.00 or 0.96%

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

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

<b>Subcontractor:</b>	<b>Sykes Consulting</b>
<b>Subcontractor Status:</b>	<b>African American Male Business Enterprise – Non-Certified</b>
<b>Location:</b>	Atlanta, GA
<b>County:</b>	Fulton County
<b>Contract Value:</b>	\$157,000.00 or 6.23%
<b>Subcontractor:</b>	<b>Pattern r+d</b>
<b>Subcontractor Status:</b>	<b>Non-Minority</b>
<b>Location:</b>	Atlanta, GA
<b>County:</b>	Cobb County
<b>Contract Value:</b>	\$6,000.00 or 0.24%
<b>Subcontractor:</b>	<b>Coast 2 Coast</b>
<b>Subcontractor Status:</b>	<b>Non-Minority</b>
<b>Location:</b>	Chattanooga, TN
<b>County:</b>	Hamilton County
<b>Contract Value:</b>	\$135,000.00 or 5.36%
<b>Subcontractor:</b>	<b>Raymond Engineering</b>
<b>Subcontractor Status:</b>	<b>Hispanic American Business Enterprise - Certified</b>
<b>Location:</b>	Conyers, GA
<b>County:</b>	Rockdale County
<b>Contract Value:</b>	\$10,000.00 or 0.40%
<b>Subcontractor:</b>	<b>Terracon</b>
<b>Subcontractor Status:</b>	<b>Non-Minority</b>
<b>Location:</b>	Duluth, GA
<b>County:</b>	Gwinnett County
<b>Contract Value:</b>	\$13,850.00 or 0.55%
<b>Subcontractor:</b>	<b>Thorburn</b>
<b>Subcontractor Status:</b>	<b>White Female Business Enterprise – Non-Certified</b>
<b>Location:</b>	Morrisville, NC
<b>County:</b>	Wake County
<b>Contract Value:</b>	\$25,000.00 or 0.99%
<b>Subcontractor:</b>	<b>Coffman</b>
<b>Subcontractor Status:</b>	<b>Non-Minority</b>
<b>Location:</b>	Atlanta, GA
<b>County:</b>	Fulton County
<b>Contract Value:</b>	\$68,850.00 or 2.73%
<b>Total Contract Value:</b>	<b>\$2,520,000.00 or 100.00%</b>
<b>Total M/FBE Value:</b>	<b>\$883,250.00 or 35.04%</b>

**Note: Contract Value of \$2,520,000.00 includes an owner contingency amount of \$150,000.00**

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:	<b>30</b>	<b>99</b>	<b>116</b>	<b>245</b>
No. Bids Received:	<b>8</b>	<b>3</b>	<b>0</b>	<b>11</b>

<b>Total Contract Value</b>	<b>\$2,520,000.00 or 100.00%</b>
<b>Total M/FBE Values</b>	<b>\$883,250.00 or 35.04%</b>
<b>Total Prime Value</b>	<b>\$1,043,050.00 or 41.39%</b>

**Fiscal Impact / Funding Source** *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

571-650-6500-L003-571CST - \$648,690

571-650-6500-L004-571LAN - \$900,000

571-650-6500-L007-571CST - \$262,438

571-650-6500-L008-571CST - \$424,872

573-650-6500-L011-573NDC- \$284,000

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

**Exhibit 1:** Evaluation Committee Recommendation Letter

**Exhibit 2:** Contractor Performance Report

**Source of Additional Information** *(Type Name, Title, Agency and Phone)*

Gabriel Morley, Executive Director, Atlanta-Fulton Public Library System, (404) 730-1972

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

**Procurement****Contract Attached:**  
.No**Previous Contracts:**  
No**Solicitation Number:**  
. 17RFP022117K-DB**Submitting Agency:**  
.Library**Staff Contact:**  
.Alfred Collins**Contact Phone:**  
.404-730-1822**Description:** Space Programming & Bridging Document Services for the Atlanta-Fulton Public Library System Library Capital Improvement Program. To provide Space Programming, Architectural and Engineering Design, Bridging Documents and Construction Administration Services for the renovation of the Central Library..**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .  
 Previous Adjustments: .  
 This Request \$2,520,000.00  
 TOTAL: \$2,520,000.00

**MBE/FBE Participation:**

Amount: . : .  
 Amount: . %: .  
 Amount: . \$883,250.00 or 35.04%. %: .  
 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-L003-  
571CST**Funding Line 2:**571-650-6500-L004-  
571LAN**Funding Line 3:**571-650-6500-L007-  
571CST**Funding Line 4:**571-650-6500-L008-  
571CST573-650-6500-  
L011-573NDC**KEY CONTRACT TERMS****Start Date:**

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**End Date:**

.

**Cost Adjustment:**

.

**Renewal/Extension Terms:**

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**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Holloman, Gayle	Date: 6/14/2017
.	County Attorney:	.	Date: .
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 6/15/2017
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 6/14/2017
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 6/15/2017



# INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Director  
Department of Purchasing & Contract Compliance

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** June 7, 2017

**PROJECT:** #17RFP022117K-DB; Space Programming & Bridging Document Services for the Central Library of the Atlanta-Fulton Public Library System

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Atlanta-Fulton Public Library System.

Eleven (11) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Stevens & Wilkinson GA, Inc.
2. Tarchitects, LLC.
3. Cooper Carry, Inc.
4. Praxis3, LLC/J.W. Robinson & Associates, Inc. (joint-venture)
5. Pierce Goodwin Alexander & Linville, Inc. (PGAL)
6. McMillian Pazdan Smith Architecture
7. Hellmuth, Obata & Kassabaum, Inc.
8. Rosser International, Inc.
9. Leo A Daly Company
10. K+HBM (Khafra Engineering Consultants, Inc./HBM Architects, LLC (joint venture)
11. Smith Dalia Architects, LLC.

After review of the technical proposal the following firms were short-listed:


1. Stevens & Wilkinson GA, Inc.
2. Cooper Carry, Inc.
3. Praxis3, LLC/J.W. Robinson & Associates, Inc. (joint-venture)
4. Leo A Daly Company

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Carry Cooper, Inc. with a total score of 94.53, is the recommended vendor for the award of #17RFP022117K-DB; Space

Programming & Bridging Documents Services for the Central Library of the Atlanta-Fulton Public Library System.

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.


SELECTION COMMITTEE MEMBERS:

  
Ellis Kirby, Director

Department of Real Estate and Asset Management

  
Gabriel Morley, Executive Director

Atlanta-Fulton County Public Library System

  
Alfred Collins, Administrator Bond Construction

Department of Real Estate and Asset Management

  
Gayle Holloman, Library System Division Manager

Atlanta-Fulton County Public Library System

EVALUATION CRITERIA	WEIGHT	Cooper Carry, Inc.	Stevens & Wilkinson GA, Inc.	Praxis3, LLC./ J.W. Robinson & Associates, Inc. (jv)	Leo A Company
Project Approach	30	30	26.25	30	22.50
Qualifications of Key Personnel	25	25	23.44	23.44	25
Availability of Key Personnel	3	3	2.81	3	3
Relevant Project Experience/Past Performance	20	18.75	18.75	18.75	17.50
Local Preference	5	5	5	5	5
Service Disabled Veterans Preference	2	0	0	0	0
Cost Proposal	15	12.78	15	12.16	14.67
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>94.53</b>	<b>91.25</b>	<b>92.35</b>	<b>87.67</b>

*\*To sum Total Score columns highlight the row and press F9*

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
7/1/2014	7/30/2017		12/15/2011	12/14/2014
PO Number				PO Date
52011SC78815K...				12/6/2011
Department	<b>FACILITIES AND TRANSPORTATION SERVICES</b>			
Bid Number	11RFP07188K-DJ			
Service Commodity	Architectural and Engineering Services for Alpharetta Library			
Contractor	Cooper Carry, Inc.			

- 0 = Unsatisfactory      *Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.*
- 1 = Poor      *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.*
- 2 = Satisfactory      *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.*
- 3 = Good      *Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.*
- 4 = Excellent      *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.*

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

Comments:

☐ 0

☐ 1

☐ 2

☐ 3

☒ 4

Provided design and documentation required for construction of a complex multi-level building on a challenging site. Cooper Carry, Inc. worked very effectively coordinating with the City of Alpharetta on numerous site changes and the design of numerous alternatives to storm water management.

**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

Cooper Carry, Inc. performed their architectural design services in a timely manner and was very responsive to the contractor resolving conflicts.

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

Comments:

☐ 0

☐ 1

☐ 2

☐ 3

☒ 4

Cooper Carry, Inc. was very responsive to questions and inquiries from the City of Alpharetta, the contractor and Fulton County regarding coordination issues with the Alpharetta Library. All issues were addressed by the firm and resolved as quickly as possible.

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

Comments:

☐ 0



<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4	Fulton County representatives were satisfied with the level and quality of professional architectural services provided. The project specifications met all expectations. Additionally, they invoiced for their work efforts in the proper manner.
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5. Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4	Comments: Key personnel assigned to work on the Alpharetta Library by Cooper Carry, Inc. were qualified and competent to perform the required work.
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Overall Performance Rating:	3.8		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No) <input checked="" type="radio"/> Yes <input type="radio"/> No		Rating completed by:	Alfred Collins
Department Head Name	Department Head Signature		Date
Gabriel Morley	Gabriel Morley by Kyle Holman		6/14/2017