

BOC Meeting Date  
12/4/2019**Requesting Agency**

Public Works

**Commission Districts Affected**

All Districts

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

Request approval to renew existing contract - Department of Public Works, RFP# 17RFP107440K-JD, Professional Services for Airport Consulting and Engineering Services in the amount of \$999,580.00 with Michael Baker International, Inc. (Norcross, GA), to provide consulting and engineering services for updating, modifying and implementing the Capital Improvement Program at the Fulton County Airport-Brown Field. This action exercises the second of four renewal options. Two renewal options remain. Effective dates: January 1, 2020 through December 31, 2020.

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

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date or 60 days if the contract term is six (6) months or less.

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

Yes                      All People have economic opportunities

**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 contract provides consulting, planning, engineering and construction management services with Michael Baker International for updating, modifying and implementing specific projects from the Capital Improvement Program at the Fulton County Airport-Brown Field. The individual design and improvement projects will be accomplished in specific task orders on a project-by-project basis as required, and contingent on funding availability through Federal and GDOT grants and future County budgets.

**Community Impact:** The community expects that the development of infrastructure within the airport is done in a responsible manner. This contract allows Public Works to ensure that projects are developed in accordance with state and federal guidelines while ensuring local concerns are addressed.

**Department Recommendation:** The Department of Public Works recommends approval to renew an existing contract to provide consulting and engineering services for updating, modifying and implementing the Capital Improvement Program at the Fulton County Airport-Brown Field.

**Agency Director Approval****County Manager's  
Approval**

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

**Project Implications:** As a result of the FAA's approval of the Fulton County Airport-Brown Field Master Plan, it is necessary to employ the professional services of an aviation consulting / engineering firm in order to implement the identified projects. Since these will be 90% funded through FAA grants, it is standard practice for airport sponsors to retain knowledgeable firms that understand the myriad grant assurances. To conduct business in Georgia by the Department of Transportation (GDOT)-Aviation Division, these firms also play an integral part in meeting additional state grant issues.

**Community Issues/Concerns:** The Department is not aware of any community issues / concerns.

**Department Issues/Concerns:** If this request is not approved, the County will not have access to consulting and engineering services to provide and implement the Capital Improvement Program for the Fulton County Airport-Brown Field.

**History of BOC Agenda Item:**

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	17-0813	10/04/2017	\$376,760.00
Increase Spending Authority No. 1	18-0430	06/20/2018	\$622,820.00
Renewal No. 1	18-0748	10/17/2018	\$999,580.00
<b>Renewal No. 2</b>			<b>\$999,580.00</b>
Total revised amount			\$2,998,740.00

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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**Contract Value:** \$999,580.00

**Prime Vendor:** Michael Baker International

**Prime Status:** Non-Minority

**Location:** Norcross, GA

**County:** Gwinnett County

**Prime Value:** \$830,679.00 or 83.10%

**Subcontractor:** Key Engineering

**Subcontractor Status:** DBE

**Location:** Decatur, GA

**County:** DeKalb County

**Contract Value:** \$54,840.00 or 5.49%

**Subcontractor:** Goode Van Slyke Architecture

**Subcontractor Status:** DBE

**Location:** Atlanta, GA

**County:** Fulton County

**Contract Value:** \$33,630.00 or 3.36%

**Subcontractor:** Long Engineering, Inc.

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

**Location:** Atlanta, GA

**County:** Fulton County

## Continued

**Contract Value:** \$26,900.00 or 2.69%

**Subcontractor:** **Corporate Environmental Risk Management, LLC**

**Subcontractor Status:** **DBE**

**Location:** Tucker, GA

**County:** DeKalb County

**Contract Value:** \$27,556.00 or 2.76%

**Subcontractor:** **Wilmer Engineering, Inc.**

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

**Location:** Atlanta, GA

**County:** Fulton County

**Contract Value:** \$25,975.00 or 2.60%

**Total Contract Value:** **\$999,580.00 or 100.00%**

**DBE Contract Value:** **\$116,026.00 or 11.61%**

.

# # 19-1004

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	<b>\$999,580.00 or 100.00%.</b>			
<b>Total DBE Values</b>	<b>\$116,026.00 or 11.61%DBE Firms</b>			
<b>Total Prime Value</b>	<b>\$830,679.00 or 83.10%</b>			
<b>Fiscal Impact / Funding Source</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>				
200-540-5601-1160: Airport, Public Works, Professional Services - \$999,580.00				
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>				
Exhibit 1: Contract Renewal Agreement				
Exhibit 2: Contractor Performance Report				
Exhibit 3: Contract Renewal Evaluation Form				
<b>Source of Additional Information</b> <i>(Type Name, Title, Agency and Phone)</i>				
Tim Beggerly, Airport Manager, Public Works 404-613-4203				

<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>	

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

Continued

**Procurement****Contract Attached:**  
.No**Previous Contracts:**  
.Yes**Solicitation Number:**  
. 17RFP107440K-JD**Submitting Agency:**  
. Public Works**Staff Contact:**  
. Tim Beggerly**Contact Phone:**  
. 404-613-4203**Description:** Professional Services for Airport Consulting and Engineering Services.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$376,760.00  
 Previous Adjustments: \$1,622,400.00  
 This Request: \$999,580.00  
 TOTAL: \$2,998,740.00

**DBE Participation:**

Amount: . %: .  
 Amount: . %: .  
 Amount: **\$116,026.00 or 11.61% (DBE)** .  
 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:**

200-540-5601-1160  
 (pending approval  
 2020 budget)

**Funding Line 2:**

.

**Funding Line 3:**

.

**Funding Line 4:**

.

**KEY CONTRACT TERMS****Start Date:**

1/1/2020

**End Date:**

12/31/2020

**Cost Adjustment:**

Click here to enter  
 text.

**Renewal/Extension Terms:**

Two renewal options remain

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Clark, David	Date: 9/27/2019
X	County Attorney:	Stewart, Denva	Date: 10/25/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 10/28/2019
X	Finance/Budget Analyst/Grants Admin:	Freeman, Ashley	Date: 10/1/2019
.	Grants Management:	.	Date: .
X	County Manager:	Gillespie, Alana	Date: 10/28/2019



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT:** Public Works

**BID/RFP# NUMBER:** 17RFP107440K-JD

**BID/RFP# TITLE:** Professional Services for Airport Consulting and Engineering Services

**ORIGINAL APPROVAL DATE:** 10/4/2017

**RENEWAL PERIOD: FROM:** January 1, 2020 **THROUGH** December 31, 2020

**RENEWAL OPTION #:** 2

**NUMBER OF RENEWAL OPTIONS:** 4

**RENEWAL AMOUNT:** \$999,580.00

**COMPANY'S NAME:** Michael Baker International, Inc.

**ADDRESS:** 420 Technology Parkway, Suite 150

**CITY:** Norcross

**STATE:** GA

**ZIP:** 30092

**This Renewal Agreement No 2 was approved by the Fulton County Board of Commissioners on BOC DATE:** **BOC NUMBER:**

**SIGNATURES: SEE NEXT PAGE**

**SIGNATURES:**

**Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for RFP# 17RFP107440K-JD**

(Person signing must have signature authority for the company/corporation)

**NAME:** \_\_\_\_\_ **(Print)**  
**(CEO, President, Vice President)**

**VENDOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_ **NOTARY PUBLIC:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**SEAL (Affix)** **MY COMMISSION EXPIRES:** \_\_\_\_\_

**FULTON COUNTY, GEORGIA**

\_\_\_\_\_ **DATE:** \_\_\_\_\_  
**ROBERT L. PITTS, CHAIRMAN**  
**FULTON COUNTY BOARD OF COMMISSIONERS**

**ATTEST:**

\_\_\_\_\_ **DATE:** \_\_\_\_\_  
**TONYA R. GRIER**  
**INTERIM CLERK TO THE COMMISSION**

**SEAL (Affix)**

**DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:**

**DEPARTMENT HEAD:** David Clark

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ITEM#:** \_\_\_\_\_ **RCS:** \_\_\_\_\_ **ITEM#:** \_\_\_\_\_ **RM:** \_\_\_\_\_  
**RECESS MEETING** **REGULAR MEETING**

## DEPARTMENT OF PURCHASING &amp; CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2019	12/31/2019	1/1/2019	12/31/2019
PO Number			PO Date
540 17RFP107440K-JD-1			3/11/2019
Department	<b>Public Works</b>		
Bid Number	17RFP107440K-JD		
Service Commodity	Professional Services - Engineering		
Contractor	Michael Baker International, Inc.		

<b>= Unsatisfactory</b>	<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>
<b>= Poor</b>	<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>
<b>= Satisfactory</b>	<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>
<b>= Good</b>	<i>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.</i>
<b>= Excellent</b>	<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>

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

☐ 0  
☐ 1  
☐ 2  
☐ 3  
☒ 4

**Comments:**

Personnel always provide excellent quality of goods and services.

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

☐ 0  
☐ 1  
☐ 2  
☐ 3  
☒ 4

**Comments:**

On-time.

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

☐ 0  
☐ 1

**Comments:**

# 19-1004

☒ 4

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

Comments:

100% satisfaction.

☐ 0

☐ 1

☐ 2

☐ 3

☒ 4

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

Comments:

Services always managed in a professional manner.

☐ 0

☐ 1

☐ 2

☐ 3

☒ 4

Overall Performance Rating:

4.0

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

☒ Yes ☐ No

Rating completed by:

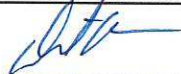
timothy.beggerly

Department Head Name

Department Head Signature

Date

David Clerk



9/10/2019

## Contract Renewal Evaluation Form

<b>Date:</b>	8/29/2019
<b>Department:</b>	Public Works
<b>Contract Number:</b>	17RFP107440K-JD
<b>Contract Title:</b>	Professional Services for Airport Consulting and Engineering Services

**Instructions:**

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

**1. Describe what efforts were made to reduce the scope and cost of this contract.**

Each of the project prices, on an individual basis, are negotiated with the consultants to ensure the best pricing and they also reviewed by the GDOT to ensure pricing is within industry standards.

**2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:**

☐ Internet search of pricing for same product or service:

Date of search:

Price found:

Different features / Conditions:

Percent difference between internet price and renewal price:

**Explanation / Notes:**

Each of the project prices, on an individual basis, are negotiated with the consultants to ensure the best pricing and they also reviewed by the GDOT to ensure pricing is within industry standards.

☐ **Market Survey of other jurisdictions:**

Date contacted:	
Jurisdiction Name / Contact name:	
Date of last purchase:	
Price paid:	
Inflation rate:	
Adjusted price:	
Percent difference between past purchase price and renewal price:	
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	

**Explanation / Notes:**☐ **Other (Describe in detail the analysis conducted and the outcome):**

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

\$365,028.60

4. Does the renewal option include an adjustment for inflation? Yes ☐ No ☒
- (Information can be obtained from CPI index)

Was it part of the initial contract? Yes ☐ No ☒

Date of last purchase:

Price paid:

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

**Explanation / Notes:**

5. Is this a seasonal item or service? ☐ Yes ☒ No

6. Has an analysis been conducted to determine if this service can be performed in-house? ☐ Yes  
☒ No If yes, attach the analysis.

7. What would be the impact on your department if this contract was not approved?

Airport design and engineering would not be done and airport operations and development would be negatively impacted possibly resulting in limited or no use of the airport. Airport development would be stopped and FAA and GDOT grant funding would be stopped.

Tim Beggerly

8/29/2019

Prepared by

Date



9/20/19

Department Head

Date