



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

# 14-0860

**BOC Meeting Date**  
10/15/2014

**Requesting Agency**

Library

**Commission Districts Affected**

All Districts

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

Request approval to amend existing contract, Atlanta-Fulton Public Library System, RFP#11RFP78733K-NH, Wayfinding Design Services for the Atlanta-Fulton County Library Capital Improvement Program, Phase I with Stanley Beaman & Sears, Inc. (Atlanta, GA) in the amount of \$15,000 to provide Wayfinding Services required to complete the Library Program due to slippage of the program schedule. Effective upon BOC 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 Goal Related?** *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

No

**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 request approval to amend the existing contract to provide Wayfinding Services required to complete the Capital Improvement Program, Phase I library projects.

The County solicited proposals for qualified proposers to provide Wayfinding Services through all phases of the construction projects for the Library Capital Improvement Program. On October 5, 2011 Fulton County Board of Commissioners approved the selection of Stanley Beaman & Sears, Inc. (SBS) to provide these services for a period of 3 years or until contract completion. Significant time delays have extended the progress of the program schedule to date. The schedule has slipped and the program is currently scheduled to be completed in September 2016 which will require that SBS perform construction administration services until completion.

The requested increase to the Wayfinding Consultant fees are based on the following:

A) The slippage to the program schedule has resulted in increased fees due to the Consumer Price Index (CPI) increases.

B) Delays due to the extensive unforeseen coordination time required during projects that could not

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

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have been anticipated.

SBS Inc. has provided the expertise, resources and professional personnel experienced in all phases of design and construction administration as required to successfully complete the Scope of Work described in the RFP.

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	11-0901	11-16-11	\$ 323,700
<b>Amendment No. 1</b>		9-17-14	<b>\$ 15,000</b>
Total Revised Amount			\$ 338,700

**Contract Compliance Information**

(Provide Contractor and Subcontractor details.)

**Contract Value:** \$15,000.00  
**Prime Vendor:** *Stanley Beaman & Sears, Inc.*  
**Prime Status:** *White Female Business Enterprise Certified*  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Prime Value:** \$15,000.00 or 100%  
**Subcontractor:** *None*

**Total Contract Value:** \$15,000.00 or 100.00%  
**Total M/FBE Value:** \$15,000.00 or 100.00%

Contractor Type	Contractor Status	Contractor Name	Address	City	State	Zip Code	Contact Name	Contact Phone	Contact Email	Upon Approval	Amount	Percentage	Prime/Contract Value
Prime	M/FBE	Stanley Beaman & Sears, Inc.									\$15,000.00	100%	\$15,000.00

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

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<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>\$15,000.00 or 100.00%</b>			
<b>Total M/FBE Values</b>	<b>\$15,000.00 or 100.00%</b>			
<b>Total Prime Value</b>	<b>\$15,000.00 or 100.00%</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>  571-650-6500-L006: Library Bond Funds, Library, Southeast Atlanta Library- \$2,970 571-650-6500-L009: Library Bond Funds, Library, Auburn Avenue Library- \$9,308 571-650-6500-L0010: Library Bond Funds, Library, South Fulton Library- \$2,722				
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Amendment Agreement Form Exhibit 2: Contractor Performance Report				
<b>Source of Additional Information</b> <i>(Type Name, Title, Agency and Phone)</i> Ann Haimes, Interim Director, Fulton County Libraries				

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

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

Continued

**Procurement**

<b>Contract Attached:</b> No		<b>Previous Contracts:</b> Yes	
<b>Solicitation Number:</b> 11RFP78733K-NH	<b>Submitting Agency:</b> AFPLS	<b>Staff Contact:</b> Anne T. Haimes	<b>Contact Phone:</b> 404-730-1972
<b>Description:</b> Wayfinding services for the Library Program required due to the schedule slippage.			
<b>FINANCIAL SUMMARY</b>			
<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount: \$323,700		Amount: %:	
Previous Adjustments: 0		Amount: %:	
This Request: \$15,000		Amount: %:	
TOTAL: \$338,700		Amount: %:	
<b>Grant Information Summary:</b>			
Amount Requested:		<input type="checkbox"/>	Cash
Match Required:		<input type="checkbox"/>	In-Kind
Start Date:		<input type="checkbox"/>	Approval to Award
End Date:		<input type="checkbox"/>	Apply & Accept
Match Account \$:			
<b>Funding Line 1:</b> 571-650-6500	<b>Funding Line 2:</b>	<b>Funding Line 3:</b>	<b>Funding Line 4:</b>
<b>KEY CONTRACT TERMS</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Cost Adjustment:</b> X		<b>Renewal/Extension Terms:</b>	
<b>ROUTING &amp; APPROVALS</b>			
X	Originating Department:	Haimes, Anne	Date: 9/25/2014
	County Attorney:		Date:
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 10/2/2014
X	Finance/Budget Analyst/Grants Admin:	Parker, Jamar	Date: 9/29/2014
	Grants Management:		Date:
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014

## EXHIBIT 1

### AMENDMENT NO. 1 TO FORM OF CONTRACT

Contractor: **Stanley Beaman & Sears, Inc.**

Contract No. **11RFP78733K-NH-** Wayfinding Design Consultant Services for Eight (8) New Branch Libraries & Two (2) Library Renovation/Expansion for Atlanta-Fulton Public Library System Capital Improvement Program-Phase I

Address: 180 Peachtree Street, SW Suite 600

City, State **Atlanta, GA 30303**

Telephone: **(404) 524-2200**

Facsimile or: **(404) 524-8610**

E-mail address: vp@sbs-architecture.com

Contact: **Veronique Pryor, AIA, LEED, AP**

### WITNESSETH

WHEREAS, Fulton County ("County") entered into a Contract with **Stanley Beaman & Sears, Inc.** to perform the design for the interior and exterior graphic design elements ***for eight (8) new branch libraries and two (2) renovated/expanded libraries to Atlanta-Fulton Public Library System, Capital Improvement Program, Phase I***, dated ***November 17, 2011***, on behalf of the ***Atlanta-Fulton Public Library System.***; and

**Additional WHEREAS** Stanley Beaman & Sears, Inc. is requesting additional service fees in the amount of \$15,000 to amend the existing contract due to significant time delays that have extended the program schedule. The fees are to provide the expertise, resources and professional personnel experienced to successfully complete the construction administration services for the Library Capital Improvement Program.

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 **September 17, 2014 and item number**].

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

This Amendment NO. 1 to Form of Contract is effective as of the 17th day of September, 2014, between the County and Stanley Beaman & Sears, Inc. who agree that all Services specified will be

performed by and in accordance with this Amendment NO. 1 to Form of Contract and the Contract Documents.

**SCOPE OF WORK TO BE PERFORMED:**

In addition Stanley Beaman & Sears, Inc. will perform all work associated with the design for the interior and exterior graphic design elements for eight (8) new libraries and two (2) renovated/expanded libraries.

Stanley Beaman & Sears, Inc will work in collaboration with the County's selected Architect and CM-at-Risk in project matters concerning design, constructability, cost control and timely progress of the work. They will also be required to coordinate with the County's consultants for Technology and Wayfinding. Additionally, coordination will be required with County agencies and representatives, the Program Management Team (PMT) and other agencies hired by the County, to provide a complete and properly functioning facility within the approved project schedule and budget.

2. **COMPENSATION:** The services described under Scope of Work herein shall be performed by Contractor for a total amount not to exceed \$15,000.00.
3. **LIABILITY OF COUNTY:** This Amendment NO. 1 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.
4. **EFFECT OF AMENDMENT NO. 1 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 1 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:**

Stanley Beaman & Sears, Inc

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John H. Eaves, Commission Chair  
Board of Commissioners

ATTEST:

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President

ATTEST:

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Mark Massey  
Clerk to the Commission (Seal)

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Secretary/  
Assistant Secretary

(Affix Corporate Seal)

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APPROVED AS TO FORM:

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Office of the County Attorney

APPROVED AS TO CONTENT:

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Anne Haimes, Interim Director,  
Atlanta-Fulton Public Library

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Dwight Ferrell,  
County Manager



## DEPARTMENT OF PURCHASING &amp; CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/31/2014	6/30/2014	11/17/2011	11/16/2014
PO Number			PO Date
Department	FACILITIES AND TRANSPORTATION SERVICES		
Bid Number	11RFP78722K-NH		
Service Commodity	Wayfinding Consultant Services for the AFPLS CIP, Phase I		
Contractor	Stanley Beaman & Sears, 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	Stanley Beaman & Sears (SBS) has provided quality service to the County. They work collaboratively with us, the owner, the users, as well as with other project consultants.
1	
2	
3	
4	

## 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	Stanley Beaman & Sears team has worked to meet their milestones and they are responsive to issues that arise.
1	
2	
3	
4	

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

Comments:	
0	They have used creativity in developing design solutions and recommendations critical to assisting us in meeting the needs of the library program.
1	
2	
3	
4	

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

Comments:	
0	

9/8/2014

☐ 1  
☐ 2  
☒ 3  
☐ 4


Stanley Beaman and Sears has successfully managed the Wayfinding program wide budget as well as coordinated with the architects and construction managers to ensure the individual project budgets are maintained as well.

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

☐ 0  
☐ 1  
☐ 2  
☐ 3  
☒ 4

Comments:

The SBS Team has a complete knowledge of Wayfinding. This expertise has been of value to the County on each project regarding the Wayfinding industry practices.

Overall Performance Rating:	3.4		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)	Rating completed by:	Khandi.Flowers	
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature	Date	
ALFRED COLLINS		9/8/2014	

9/8/2014