

# Contract Renewal Evaluation Form

Date:	June 23, 2025
Department:	Real Estate and Asset Management
Contract Number:	23RFP138733K-BKJ
Contract Title:	Standby Professional Services for Architectural 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.

This service cannot afford to be reduced because we do not have any alternative resources to provide standby professional architectural and engineering services. This service provides basic services that will consist of the following but not limited to: engineering studies; consultative, advisory, investigative and pre-design services; pre-design and pre-construction activities; partnering; project management services; detailed design services; contract administration and general review during construction; construction management services facilities related planning, design, engineering and assessments - architecture & engineering services program on a "task order" basis for a variety of capital projects

### 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:	Click here to enter a date.
Price found:	Pricing comparable to current market.
Different features / Conditions:	Variable
Percent difference between internet price and renewal price:	Variable

#### Explanation / Notes:

This procurement was conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in the accordance with the Purchasing Code Selections 102-375, Competitive Sealed Proposals.

☐ **Market Survey of other jurisdictions:**

Date contacted:	June 1, 2019
Jurisdiction Name / Contact name:	N/A
Date of last purchase:	N/A
Price paid:	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Pricing comparable

**Explanation / Notes:**

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

**FY2025** The County allocated expenditures as of 6/23/2025, \$318,196.00

**FY2024** The County spent \$84,099.38

**FY2023** The County spent \$190,247.50

**FY2022** The County spent \$427,809.18

**FY2021** The County spent \$150,090.55

**FY2020** The County spent \$259,975.98

**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:	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	<a href="#">Click here to enter text.</a>

**Explanation / Notes:**

Purchases are different pending requirement

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.

The work performed under this contract requires specialty and skills.

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

If these contract renewals are not approved, the Department does not have the professional architectural engineering licenses and designations required by code to perform these services in-house to the County.

*Sam T. Bakare, RA, CPM®*

Sam Bakare, Administrator, Building Construction

July 28, 2025

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**Prepared by**

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**Date**

*JN*  
Joseph N. Davis, Director

July 28, 2025

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**Department Head**

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**Date**