



Fulton County Board of Commissioners
Agenda Item Summary

14-0828

BOC Meeting Date
10/15/2014

Requesting Agency

Library

Commission Districts Affected

5,

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

Request approval of change order less than 10% - Atlanta Fulton Public Library RFP# 11RFP07188K-DJ (L004) for Architectural and Engineering Services with Collins Cooper Carusi Architects, Inc. in the amount of \$16,800 for additional design services required to resolve unforeseen site conditions for the Northwest Atlanta Library . Effective upon BOC approval.

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

In accordance with Board Policy #800-6, contract modifications within the scope of the contract & 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?

No

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 for additional fees for Architectural & Engineering Services required for the Northwest Atlanta Library project, in the Capital Improvement Program, Phase I.

The County solicited proposals for qualified proposers to provide design and construction administration services through all phases of the construction project for the new 25,000 square foot Northwest Atlanta Library (L004). On November 2, 2011 Fulton County Board of Commissioners approved the selection of Collins Cooper Carusi Architects, Inc. to provide these services.

Collins Cooper Carusi Architects, Inc. has and will provide the expertise, resources and personnel experienced in various phases of planning, design and engineering as required to successfully complete the Scope of Work described in the RFP. They will continue to work in collaboration with the County's selected CM-at-Risk for the project in matters including constructability, cost control and timely progress of the work. Collins Cooper Carusi Architects, Inc. has coordinated with the County's selected consultants for Furniture, Fixtures and Equipment (FF&E), Technology and Wayfinding. Additionally they have coordinated as required with the County, the Program Management Team (PMT) and other agencies hired by the County, to provide a complete and properly functioning facility within the approved schedule and budget.

Agency Director Approval

**County Manager's
Approval**

Typed Name and Title

Felicia Strong-Whitaker, Interim Director

Phone

404-612-5800

Signature

Date

Specifically, the additional fees are necessary for Structural, Civil and Plumbing Engineering services, as well as the Landscape Architect services needed to provide a site design without the tree canopy. This also requires additonal permitting and potential tree recompense.

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	11-0970	11-02-11	\$ 707,100.00
Amendment No. 1		10-1-14	\$ 16,800.00
Total Revised Amount			\$ 723,900.00

Contract & Compliance Information	(Provide Contractor and Subcontractor details.)
-----------------------------------	---

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

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

14-0828

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	.			
Total M/FBE Values	.			
Total Prime Value	.			
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: Library Bond Funds. Northwest Atlanta Library- \$16,800.00				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Amendment No. 1 To Form of Contract Exhibit 2: Contractor Performance Report				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Anne Haimes, Interim Director, Atlanta-Fulton Public Library System (404) 730-1977				

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

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

Continued

Procurement

Contract Attached: .	Previous Contracts: .		
Solicitation Number: .	Submitting Agency: .	Staff Contact: .	Contact Phone: .

Description:.**FINANCIAL SUMMARY**

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	.\$707,100.00	Amount: .	%: .
Previous Adjustments:	.0	Amount: .	%: .
This Request:	. 16,800.00	Amount: .	%: .
TOTAL:	.\$723,900.00	Amount: .	%: .

Grant Information Summary:

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 \$: .		

Funding Line 1: .571-650-6500-L004	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
--	-----------------------------	-----------------------------	-----------------------------

KEY CONTRACT TERMS

Start Date: .	End Date: .
Cost Adjustment: .X	Renewal/Extension Terms: .

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Haimes, Anne	Date: 9/25/2014
.	County Attorney:	.	Date: .
.	Purchasing/Contract Compliance:	.	Date: .
X	Finance/Budget Analyst/Grants Admin:	Parker, Jamar	Date: 9/16/2014
.	Grants Management:	.	Date: .
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014

EXHIBIT 1

AMENDMENT NO. 1 TO FORM OF CONTRACT

Contractor: Collins Cooper Carusi Architects, Inc.

Contract No. 11RFP07188K-DJ (L004), Architectural and Engineering Services for Northwest Atlanta Library

Address: 3391 Peachtree Road NE, Suite 400, Atlanta, GA 30326

Telephone: 404-873-0001

Facsimile or: tcarusi@collinscoopercarusi.com
E-mail address

Contact: Tracy Carusi, Vice President

WITNESSETH

WHEREAS, Fulton County ("County") entered into a Contract with **Collins Cooper Carusi Architects, Inc.** to perform design and construction administration services for the 25,000 square foot Northwest Atlanta Library on behalf of the Atlanta-Fulton Public Library System; and

Additional WHEREAS Collins Cooper Carusi Architects, Inc. is requesting additional service fees in the amount of \$16,800 to amend the existing contract providing the expertise, resources and professional personnel for re-designing and engineering the tree canopy as required to successfully complete the design and construction administration services for the 25,000 square foot Northwest Atlanta Library 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 Collins Cooper Carusi Architects, 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, Collins Cooper Carusi Architects, Inc. will perform all work associated with the architectural planning, design, engineering and re-permitting as required to address the tree canopy and successfully complete the design and construction administration services for the 25,000 square foot Northwest Atlanta Library.

The scope of work includes the following:
Phase 5: Construction Administration.

The Architect will work in collaboration with the County's selected CM-at-Risk in project matters concerning constructability, cost control and timely progress of the work. 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 \$16,800.
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:

Collins Cooper Carusi Architects,
Inc.

John H. Eaves, Commission Chair
Board of Commissioners

ATTEST:

Vice President

ATTEST:

Mark Massey
Clerk to the Commission (Seal)

Secretary/
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

Anne Haimes, Interim Director,
Atlanta-Fulton Public Library

Dwight Ferrell
County Manager

,

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
4/1/2014	6/30/2014	3/8/2013	3/7/2016
PO Number			PO Date
PO52011SC7881...			12/7/2011
Department	FACILITIES AND TRANSPORTATION SERVICES		
Bid Number			
Service Commodity	Architectural & Engineering Services		
Contractor	Collins Cooper Carusi Architects, 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 Collins Cooper Carusi has complied with the contractual requirements to date.

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 Collins Cooper Carusi has submitted deliverables as scheduled. They have provided timely responses to RFI issues and technical questions.

1

2

3

4

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

Comments:

0 Collins Cooper Carusi has demonstrated prompt problem notification. This includes recommendations to address the tree canopy design issue on the Northwest Library Project site.

1

2

3

4

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

Comments:

0

14-0828

per Carusi have worked with the CM and Specialty Consultants to provide a quality design within the budget. The team has submitted invoices in a timely manner.

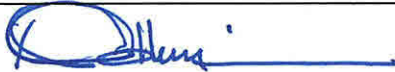
- 1
☐ 2
☐ 3
☒ 4

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

- 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

Collins Cooper Carusi has assigned a qualified and effective team.

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			9/11/2014