



CITY OF NORCROSS

Public Works Department

TO: Rudolph Smith, City Manager

FM: Craig Mims, Public Works Director

DATE: November 3, 2014

RE: STAND BY A-E (ARCHITECTS –ENGINEERS) SERVICES CONTRACT EVALUATION, 2014, REPORT

Rudolph,

An advertisement soliciting qualifications and fees for A-E stand by services was sent out in 2014 for the three year term of 2015 -2017. 8 categories of service were identified. Responders were asked to identify categories of service for which they wished to be considered.

60 firms replied. An evaluation team of three staff was established. The staff members are the Director of Public Works (DPW), the Director of Community Development (DCD), and the City Engineer (CE).

The eight categories of services anticipated to be needed:

1. Surveying
2. Site Development Engineering & Landscape Architecture
3. Environmental Engineering
4. Transportation & Traffic Engineering
5. Geotechnical Engineering & Materials Testing
6. Structural Engineering
7. Architectural Design
8. Construction Management

The basis of scoring was:

45% -Qualifications

45% -Experience

10% -Proposed Fees

With 60 firms to evaluate and 8 categories, there are many approaches that can be taken to evaluate and score the firms. The level of service selected was to identify at most three firms per category. With this level of service, the city can retain a service by soliciting the firms in that service category (SC) for a

competitive proposal or can alternate firms in a category by going sole source and using the published fees in the proposals submitted, depending on the circumstances of the particular project.

Based on this approach, the selected firms were:

2011 RFP for Stand by A/E									
Proposed Selections									
	1	2	3	4	5	6	7	8	
Company Name	Surveying	Site Development & Engineering & Landscape Architecture	Environmental Engineering	Transportation and Traffic Engineering	Geotechnical Engineering and Materials Testing	Structural Engineering	Architectural Design	Construction Management	Categories Selected For
KCI	X					X		X	3
MAAI	X			X				X	3
Foresite Group		X				X			2
Keck & Wood				X				X	2
S&ME			X		X				2
Willmer Engineering			X		X				2
CAS Architecture							X		1
Gerding Collaborative							X		1
HDR		X							1
ISE			X						1
Lee's Design and Associates						X			1
Mulkey Engineers & Consultants				X					1
Root Design Studio		X							1
TranSystems	X								1
TSW							X		1
United Consulting Group					X				1

It is intended that this stand by engineering list be adopted for a three year term beginning in January, 2015. Let me know if you have any questions or comments.