



41 Perimeter Center East, Suite 250  
 Dunwoody, Georgia 30346  
 P (678) 382-6700 F (678) 382-6701  
 dunwoodyga.gov

## MEMORANDUM

**To:** Mayor and City Council

**From:** Brent Walker, Parks and Recreation Director

**Date:** December 12, 2016

**Subject:** **Contract Award for Fully Adhered Twenty Year Roof System at 4470 North Shallowford Rd.**

### ITEM DESCRIPTION

The RFP Review Team recommends awarding RFP 16-07 for the fully adhered twenty year roof system at 4470 North Shallowford Rd. to S. Garrett and Company.

### BACKGROUND

The City solicited proposals from qualified vendors to provide recommendations and installation costs for a new roof system at the 4470 North Shallowford Road facility. The existing roof has reached its lifespan and is in need of replacement.

### EVALUATION

A Request for Proposals was issued in October and the City received 4 proposals. The RFP Review Team, composed of the Parks and Recreation Director, Public Works Construction Manager, and the Parks Operations Manager, reviewed the submittals. The combined scores are below:

<b>Technical Proposal and Cost Scores</b>						
<b>Firm</b>	<b>BW</b>	<b>TM</b>	<b>GN</b>	<b>Cost/Score</b>	<b>Total</b>	<b>Rank</b>
<b>S Garrett and Company</b>	<b>62</b>	<b>59</b>	<b>57</b>	<b>\$65,551/105</b>	<b>283</b>	<b>1</b>
<b>Roof Management Inc.</b>	<b>63</b>	<b>63</b>	<b>63</b>	<b>\$84,411/81</b>	<b>270</b>	<b>2</b>
<b>American Roofing</b>	<b>62</b>	<b>65</b>	<b>55</b>	<b>\$150,607/45</b>	<b>227</b>	<b>3</b>
<b>Rycars Construction LLC</b>	<b>46</b>	<b>40</b>	<b>36</b>	<b>\$82,440/84</b>	<b>206</b>	<b>4</b>



41 Perimeter Center East, Suite 250  
Dunwoody, Georgia 30346  
P (678) 382-6700 F (678) 382-6701  
[dunwoodyga.gov](http://dunwoodyga.gov)

Based on insights gained in the proposal process, the RFP Review Team recommends S. Garrett and Company for this contract because of their approach to the project request and thorough understanding of the desired outcome of the project.

**FUNDING**

City Council approved \$200,000 as part of the 2017 Capital Project Fund for this project.

**RECOMMENDATION**

Staff respectfully requests that Council: (1) award RFP 16-07 for the fully adhered twenty year roof system at 4470 North Shallowford Rd. to S. Garrett and Company in the amount of \$72,100 which includes a 10% contingency. (2) authorize staff to provide funding for the contracts; and (3) authorize the City Manager to execute the necessary documents following satisfactory review by legal counsel.