

**MEMORANDUM**

**To:** Mayor and City Council

**From:** Mindy Sanders, Capital Projects Manager

**Date:** May 9, 2016

**Subject:** **Award of a Contract for Design of Cotillion Multiuse Path**

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**BACKGROUND**

In April a request for proposals (RFP 16-02) was issued for the design of the proposed multiuse path between Chamblee Dunwoody Road and North Shallowford Road. This project was separated from the Georgetown Gateway project so that it could be removed from the state design process and funded locally, thereby allowing it to be constructed earlier than it would otherwise. Five qualified proposals were received and reviewed by city staff. Based on factors including project understanding, scope, schedule, experience, and cost, Sprinkle Consulting was identified as the highest ranked firm for this project. A summary of the complete evaluation results is attached to this memo.

**FUNDING**

Sprinkle Consultants has provided a cost of \$54,872 to the city, which is reasonable for the proposed scope and comparable to other sidewalk/bike lane design costs. Currently, \$50,000 allocated to this project in the 2016 budget. Staff anticipates a budget surplus of at least \$20,000 for the pedestrian crossing improvement projects included in the 2016 budget and recommends reallocating those funds as necessary to fully fund this contract.

**RECOMMENDED ACTION**

Staff respectfully requests that Council: (1) award Purchasing Contract RFQ 16-02 to Sprinkle Consultants for the proposed amount plus an additional \$10,000 contingency (2) authorize staff to provide notice to proceed for design work; (3) authorize the City Manager to execute the necessary documents following satisfactory review by legal counsel.

**RFP 16-02**  
**DESIGN OF COTILLION DRIVE MULTIUSE PATH**

	Qualifications-Based Scoring				Cost Score	Total Score	Total Proposed Cost
	RK	MDS	MHS	Average			
Foresite Group, Inc.	62	61	69	64	5	<b>69</b>	<b>\$ 57,500</b>
Pond & Company	53	67	68	63	7	<b>70</b>	<b>\$ 52,800</b>
Southeastern Engineering, Inc.	70	63	67	67	10	<b>77</b>	<b>\$ 41,000</b>
Sprinkle Consulting	73	70	75	73	6	<b>79</b>	<b>\$ 54,872</b>
Wolverton & Associates	63	69	74	69	1	<b>70</b>	<b>\$ 76,860</b>