

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 07/17/2018

Requisition Number: (8 characters)

Requestor Name: Kay Rutledge

Requestor Phone Number: 266-4714

Requestor Email: krutledge@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 51 PARKS

- Major:
- 53*** Supplies/Goods
 - 541** Utilities
 - 542** Building/Facility Maintenance/Repair
 - 543** Software/Equipment Maintenance/Repair
 - 544** Public Works Maintenance/Repair
 - 545** Training/HR-Related Services
 - 546** Consulting/Professional Services
 - 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$94,035.00

Vendor Name: Isthmus Architecture

Product/Service Description: Consultant services

- \$25,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.
- OVER \$25,000**
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- 3. The services are for professional services to be provided by attorneys.
- 4. The services are to be rendered by a university, college, or other educational institution.
- 5. No acceptable bids have been received after formal advertising.
- 6. Service fees are established by law or professional code.
- 7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
- 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:

- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST**WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:**

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

The City of Madison has previously entered into a contract for Professional Services with Isthmus Architecture, Inc. to provide additional limited professional architectural and engineering design services for the Breese Stevens Facility Master Plan and Concession Building Addition, per Resolution RES-16-00767, File No. 44499; and

Isthmus Architecture, Inc. has completed Phase 1 of the Facility Plan included in the original contract for the City of Madison; as a result of the Phase I Facility Plan analysis, the Parks Division seeks to include additional facility improvements based on the findings.

Contract Amendment No. 1 was approved per Resolution RES-17-00837 for additional design work not previously contemplated in the original contract scope of services in the amount of \$34,947. A budget amendment was approved per Resolution RES-18-00397 to add \$1.3 million to the project to move forward with additional planned improvements to provide additional seating capacity, an improved public address sound system, locker room, and field amenities.

Isthmus Architecture, Inc. proposed a contract amendment price of \$94,035.00 for additional design work not previously contemplated in the original contract scope of services for the Phase 1 of the Breese Stevens Facility Master Plan and Concession Building Addition for these additional amenities.

MGO 4.26(3) service contracts of more than three years in duration and more than \$50,000 per year require approval of the Common Council; and for the reasons stated in the attached Noncompetitive Selection Request Form, the proposed contract amendment with Isthmus Architecture, Inc. meets the exception to the bidding process in section 4.26(4)(a)7. which states "A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant"; Isthmus Architecture, Inc. is qualified to do this work.

COMMENTS REGARDING PURCHASES OVER \$25,000**Purchasing History of this project:**

RFP 8545-0-2016-JA in 2016 resulted in the selection of Isthmus Architecture. Due to the amount of the contract, the Common Council authorized the contract for \$170,800, to be used over two Phases via resolution file #44499. Phase 1 for \$35,680, and Phase II for \$135, 120. An Amendment was passed in October 2017, also authorized by Common Council in file #49071, adding \$34,947 to the budget for Phase II. This brings the total budget for this project up to this point to \$205,747.

Purchasing History of this vendor on OTHER projects:

In addition to this project, Isthmus Architecture has been competitively selected for projects by the Parks Department and Community Development over the past several years totalling about \$80,000, and has been NON-competitively selected by Monona Terrace Community and Convention Center for four projects totalling \$52,130 during approximately the same period of time.

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