

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 04/10/2019

Requisition Number: (8 characters)

Requestor Name: Lauren Striegl

Requestor Phone Number: 608-266-4094

Requestor Email: lstriegl@cityofmadison.com

Fund: 2120 STORMWATER UTILITY

Agency: 40 ENGINEERING

- 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: \$73,900.00

Vendor Name: MSA Professional Services Inc

Product/Service Description: Engineering design services

- \$50,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.
- OVER \$50,000**
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.

This project is a continuation of an ongoing Hawks Landing study/design project. The original hydrology study for Hawks Landing was bid out competitively (as an RFP) in 2016 and awarded to MSA; however, as MSA's estimate for that original work was below \$25,000, Engineering elected to issue a PO to MSA to expedite their work. That necessitated the issuance of a sole-source request when Engineering decided to expand MSA's scope to study other aspects of Hawks Landing drainage, including with this addendum. MSA has completed extensive modeling of the hydrology and hydraulics in the Hawks Landing area, and has completed preliminary and final designs for several fixes within the neighborhood. This particular addendum to MSA's contract involves surveying and design work to finalize several designs that MSA has already developed in preliminary form. Given MSA's expertise in the hydrology/hydraulics in this area, and the fact that they have already completed preliminary design for these items, Engineering feels that it is in the City's best interest to award this addendum and continue working with MSA.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid MSA Professional Services \$2,150,872 since 2015, broken down as follows:

\$2,007,717 for competitively selected Public Works projects

\$53,479 for small projects for which they were selected by informal bid

\$55,085 for projects that were formally bid through an RFP

\$30,873 for a project that they received Common Council approval for non-competitive selection

\$3,718 for several small projects which were not subject to competitive selection requirements

Date:

Submit