

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 08/21/2018

Requisition Number: (8 characters)

Requestor Name: Sarah Lerner

Requestor Phone Number: 261-4281

Requestor Email: slerner@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: \$221,365.00

Vendor Name: Saiki Design, Inc.

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 Saiki Design, Inc. (formerly Ken Saiki Design, Inc.) to provide limited professional architectural and engineering consulting services for James Madison Park Master Plan and Shelter Design per Resolution RES-17-00859, File No. 49143; and

Saiki Design Inc. has completed Phase I and Phase II of the neighborhood and community engagement process for the James Madison Park Master Plan and Shelter Design as included in the original contract for the City of Madison; and

As a result of the Phase I and Phase II engagement process, additional engagement and analysis not included in the original contract was identified for this project; and

The original contract for Phase I and Phase II was approved for \$203,340. The contract amendment to include additional engagement and analysis will be for \$18,025, bringing in the total amount of the contract to \$221,365; and

Under MGO 4.26(3) service contracts between one and two years with an average more than fifty thousand (\$50,000) per year of the contract require approval of the Common Council; and for the reasons stated in this form, the proposed contract amendment with Saiki Design, 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"; Saiki Design, Inc. is qualified to do this work.

**COMMENTS REGARDING PURCHASES OVER \$25,000**

Saiki Design, Inc. was selected for this project via RFP #8659-0-2017-BO in 2017. This additional work is a continuation of the originally contracted work, but was not included in the scope of the RFP or the original contract.

Previously, the City contracted with this vendor for the landscape architect services for Crazylegs Plaza and Wingra Park entrance. They were selected for that project by a competitive RFP as well. That contract was for \$150,000.

The only other time the City worked with Saiki Designs, Inc. was for a small landscape architecture project for CDA that was not subject to City Purchasing rules.

Date: