



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 02/23/2024

Requisition Number: (8 characters)

Requestor Name: Brent Pauba

Requestor Phone Number: 608 722 0122

Requestor Email: BPauba@Cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 63 ECONOMIC DEVELOPMENT

- 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: \$306,349.39

Vendor Name: Meyer Scherer & Rockcastle, Ltd

Product/Service Description: Architectural and Engineering professional services for the ongoing Madis...

\$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 request, for professional Architectural and Engineering Design Services is required in order to complete the ongoing Construction and Design effort of the Madison Public Market. This request can be described in two parts - each part proposes an exemption criteria Option 7, "A particular Consultant has provided...". Justification for both parts follows:

Part 1: POS Contract (#8048) for Madison Public Market AE professional services unintentionally lapsed on December 31, 2022 and now is unable to be amended - though both parties wish to proceed with the remaining Services. The remaining Services total \$174,953.39. This Part's exemption criteria is Option 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. It is unreasonable to assume any other professional group is able to finish the partially complete set of professional AE services not complete in the original project. If found possible, the costs associated to mobilization of another professional design firm would be overly burdensome to the project's overall budget. Further, Additional information on the Scope of Services is available upon request.

Part 2: Due significantly to continued delays in the project, extra services (i.e. Remobilization, Billing Rate Increase, Document Revisions, Site Improvement revisions, and Storm Water certifications) totaling \$131,396 are required to complete professional Architect and Engineer Construction Administration and Warranty services for Madison Public Market project. This Part's exemption criteria is Option 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. An other firm would require substantial mobilization costs to become familiar with the overall project and interface with the ongoing Additional information on the Extra Services is available upon request.

In total this Non-Competitive Selection Request asks for Total Purchase Amount of \$306,349.39 needed to complete the Madison Public Market Construction and Warranty phases.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has paid Meyer Scherer & Rockcastle LTD a total of \$4,887,325.43 since 2015. Of that amount, all was selected through a Public Works competitive process with the exception of three small purchases totaling \$1,768.38, which were under the threshold requiring competitive selection.

Date:

Submit

