

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

## Non-Competitive Selection Request

Date: 02/11/2019

Requisition Number: (8 characters)

Requestor Name: Jon Evans

Requestor Phone Number: 608-243-5893

Requestor Email: jevans@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 85 METRO TRANSIT

- 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: \$390,000.00

Vendor Name: Mead and Hunt

Product/Service Description: A/E Consultant 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.

Mead & Hunt completed a building master plan study for the 1101 E. Washington Ave Metro Transit Bus Barn in March 2018, and is familiar with the project and design requirements. The building master plan study was awarded in May 2017 after a competitive Request for Proposal (RFP) process.

Mead & Hunt completed the design work associated with phase 1 of the building master plan study in 2018 which was awarded via an non-competitive purchase of services contract. This request would ammend their contract to allow them to complete the phase 2 design work that is scheduled to occur in 2019. Their fee was negotiated and is in line with industry normal for this type of project.

**COMMENTS REGARDING PURCHASES OVER \$50,000**

The City has paid Mead & Hunt a total of \$1,859,842.61 since 2015. The selection breakdown is as follows:

\$9,800 - purchases under \$5,000 not requiring competitive selection  
\$615,971 - Public Works projects  
\$1,234,071.61 - Selected through RFP process

Date: