

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 03/22/2019

Requisition Number: (8 characters)

Requestor Name: Natalie Erdman

Requestor Phone Number: 608 267-8730

Requestor Email: nerdman@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 64 PCED OFFICE OF DIRECTOR

- 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: \$96,250.00

Vendor Name: AVA Civic Enterprises, Inc.

Product/Service Description: Consulting Services--Project Director for Judge Doyle

- \$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.

AVA (George Austin) has provided extensive Project Director services for the Judge Doyle development. His knowledge of the development history, developer selection process, developer negotiation, development agreement, building plans, land use application, budget and approvals make him uniquely qualified to provide the Project Director Services. It would not be economical to hire an alternative party to provide Project Director services and have them do the work necessary learn the details Mr. Austin already possesses. The City's ability to meet critical timelines and efficiently and effectively manage the Judge Doyle transaction is best served by hiring Mr. Austin to continue his services.

COMMENTS REGARDING PURCHASES OVER \$50,000

Since 2011, the Common Council has authorized 6 contracts with AVA Civic Enterprises totalling \$275,000 for consulting work on the Judge Doyle Square project. AVA has not been paid by the City for any other services outside of these contracts.

Date: