



Purchasing Summary

EVENT # 2108 **TITLE:** Structural Engineering **COST:** \$28,925.00

TYPE OF PROCUREMENT: RFP **ANNUAL CONTRACT** **ONE TIME PURCHASE**
ANNUAL MAINTENANCE AGREEMENT

CONTRACT TERM (IF APPLICABLE)
October 12, 2017 through December 31, 2018

M/WBE (IF APPLICABLE)
N/A

MATRIX (IF APPLICABLE)

Proposer	Qualifications and Experience	Proposed Methodology	References	Fees	Total
	35 points	30 points	10 points	25 points	
Collins Engineering	34.67	29.33	10	21.7	95.7
Collins Structural Constulting	31	21	8	25	85

NOTES

Recommend approval to renew an annual contract for structural engineering services to Collins Engineering, Inc. in the amount of \$28,925.00. The services will include assessments of the condition and capacity of existing City facilities. This contract also includes assessment of critical City facilities for emergency management use. It is expected that most assessments will cost less than \$5,000.

The method of procurement used was the request for proposal (RFP), which evaluates criteria in addition to cost, such as qualifications, methodology, and references. Two proposals were fully scored and evaluated. Of those two, only one, Collins Engineering Inc., met all of the requirements and qualifications outlined in the RFP. Collins Structural Consulting, PLLC was deemed unable to meet the qualification of a one hour response time.

This is the third of four renewal options available.

Proposals were originally received on April 29, 2014 and approved in Council August 7, 2014. Delivery: As needed. Terms: Net 30 days. The proposers were:

B.P. Collins Engineering Inc (Garden City, GA) ^(D)	\$28,925.00
Collins Structural Consulting, PLLC (Chicago, IL) ^(D)	\$23,625.00

A pre-proposal conference was not conducted as this is an annual contract renewal. (B) indicates local, non-minority owned business. (D) indicates non-local, non-minority owned business. Recommend approval.

Local available: Yes

MWBE Available: Yes

Total Sent: 331

MWBE Sent: 36

Total Received: 4

MWBE Received: 0

Vendor federally disbarred or suspended? No