



**CITY OF ATLANTA**  
**OFFICE OF THE INSPECTOR GENERAL**  
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INSPECTOR GENERAL

INDEPENDENT PROCUREMENT REVIEW DIVISION

TO: Atlanta City Council

DATE: September 12, 2023

The purpose of this report is to communicate the results of the following solicitation.

**Background**

The Department of Wastewater Management requested an Invitation for Bids for the project and scope shown below. Invitations for Bids are to be awarded to the lowest responsive or responsible bidder. This project was not previously cancelled.

Solicitation#	IFB-DWM-2302-1230217
Project Name:	Custer Avenue Multi Benefit Capacity Relief Project
Estimated Dollar Amount:	\$69,910,000
Term:	33 months after Notice to Proceed
Recommended Awardee:	Ruby-Collins/BenchMark Joint Venture
DOP Responsive Bidders:	Ruby-Collins/BenchMark Joint Venture
All Bidders:	Ruby-Collins/BenchMark Joint Venture

**Observations and Responses**

*Solicitation*

Observation 1: DOP rules require that evaluators follow the city’s Standard of Ethical Conduct for Procurement and complete the Evaluator Ethics and Commitment forms. Evaluator Commitment Forms acknowledging acceptance of roles and responsibilities were not present for three of the four approved evaluators. Both the Evaluator Commitment and Ethics forms were not present for the fourth evaluator.

These omissions could impede the ability to associate the forms and evaluators with this solicitation.

DOP Response: The identified forms were provided to IPro after this observation. DOP will ensure that all forms for evaluators are attached per the approved evaluator memo.

Observation 2: DOP did not provide documentation the project team meeting occurred as required by DOP SOP Section 3.18.B. The purpose of this meeting is to discuss business objectives and risks associated with the procurement.

DOP Response: The project team meeting attendance roster was re-created from the MS Outlook calendar invite and were provided to IPro after this observation. DOP will ensure that the MS Teams printout is provided for all meetings.

Observation 3: DOP issued three addenda to extend the bid due date twice, clarify a total of 12 questions, and add an allowance line item to the Bid Form. Too many addenda could indicate unclear specifications or scope of work, which could favor a particular proponent.

IPro does not require a response from DOP for this observation.

Observation 4: One submittal was obtained for this solicitation, which could indicate limited competition.

IPro does not require a response from DOP for this observation.

The review yielded no additional findings.

## **Methodology**

The Independent Procurement Division reviews the following stages of the procurement process:

- Initiation
- Solicitation
- Responsive Review
- Evaluation
- Award

*In accordance with Atlanta City Charter Article 8, Section 8-107, and Section 2-1604 of the Atlanta Code of Ordinances, the Independent Procurement Review Division of the Office of the Inspector General must review all solicitations with an aggregate value of \$1,000,000 or greater seeking approval by the Atlanta City Council, for file completeness, conflicts of interest, and other areas of perceived deficiency; must review all cooperative purchase agreements and piggyback contracts with an aggregate value greater than \$1,000,000; and may conduct discretionary reviews of any value.*