



CITY OF ATLANTA
OFFICE OF THE INSPECTOR GENERAL
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INSPECTOR GENERAL

INDEPENDENT PROCUREMENT REVIEW DIVISION

Independent Procurement Review Report

TO: Atlanta City Council

DATE: March 12, 2024

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

Background

The Department of Watershed Management requested a Request for Proposals for the project and scope shown below. Requests for Proposals are typically evaluated based on a variety of evaluation factors including price, understanding of scope and objectives, and expertise. This project has not been previously cancelled.

Solicitation#	RFP/PS/DWM/2309-1240050
Project Name:	Program Management Services Team
Estimated Dollar Amount:	\$24,000,000
Term:	Three years with two (2) one (1) year renewals
Recommended Awardee:	Stantec/SG Contracting, Joint Venture
DOP Responsive Bidders:	Stantec/SG Contracting, Joint Venture
All Bidders:	Stantec/SG Contracting, Joint Venture

Observations and Responses

Initiation

Observation 1: This solicitation was previously cancelled under number RFP/DWM/2211-1230160, Program Management Services Team. The user agency cited receiving one bid in its cancellation request.

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

Observation 2: Five addenda were issued for this solicitation to update proposal contents and submittal checklist, respond to questions, extend due dates, and schedule an informational session. 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 3: This solicitation received one submittal, which could indicate limited competition.

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

Responsive Review

Observation 4: The completed Financial Responsibility Review form for both partners in the joint venture lacks the required signature from DOP staff to indicate responsiveness.

DOP Response: Upon review of the IPRO observation, the Category Specialist signed the Financial Responsibility Review Form to indicate responsiveness, and the form has been submitted.

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.