CITY OF ATLANTA
OFFICE OF THE INSPECTOR GENERAL
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INDEPENDENT PROCUREMENT REVIEW DIVISION

Independent Procurement Review Report

TO: Atlanta City Council

DATE: December 12, 2023

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

Background

The Department of Watershed 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.

Solicitation#	IFB/DWM/2302-1230242
Project Name:	Utoy WRC Influent Pump Station Upgrade – Project 1D
Estimated Dollar Amount:	$8,721,000
Term:	18 Months
Recommended Awardee:	PC Construction/Russell Joint Venture III
DOP Responsive Bidders:	PC Construction/Russell Joint Venture III
All Bidders:	PC Construction/Russell Joint Venture III

Observations and Responses

Initiation

Observation 1: An Evaluator Ethics Form was not included as part of the procurement file for an individual who replaced another evaluator.

> DOP Response: The omission of the ethics form was an oversight. DOP provided the completed form to IPro after being made aware of this observation.

Solicitation

Observation 2: This solicitation was previously titled IFB/DWM/2208-1230041, then it was put hold per the user agency and issued the current solicitation number.

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

Observation 3: Four addenda were issued to answer 32 questions as well as to change the bid form, OCC requirements, general conditions, and due date. Too many addenda could indicate unclear specifications or unclear scope of work, which could also favor a particular proponent.

> DOP Response: The number of addenda issued does not indicate unclear specs or scope of work as there were no revisions to either for this solicitation. Addendum No. 1 extended the due date to allow additional time for internal stakeholders to provide responses to questions received; Addendum No. 2 provided responses to questions, revised Appendix A, revised bid form and due date extension; Addendum No. 3 was an administrative addendum extending the due date; and Addendum No. 4 included revised General Conditions.

Observation 4: DOP did not provide a copy of the third addendum memo or a screen copy of the posting as part of the procurement file as required in DOP SOP 4.3.4.2 for all addenda. When asked for documentation for the third addendum, DOP stated memos were not required for administrative addenda.

> DOP Response: Addendum No. 3 was an administrative addendum (issued in Oracle) to extend the due date while the revised general conditions were being finalized. DOP provided the screenshot of the addendum for the record per the IPro observation.

Observation 5: There were fewer than three submittals 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:

1. Initiation
2. Solicitation
3. Responsive Review
4. Evaluation
5. 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.