CITY OF ATLANTA
OFFICE OF THE INSPECTOR GENERAL
SHANNON K. MANIGAULT
INSPECTOR GENERAL

INDEPENDENT PROCUREMENT REVIEW DIVISION

Independent Procurement Review Report

TO: Atlanta City Council

DATE: February 11, 2025

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

Background

The Department of City Planning 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 was not previously cancelled.

Solicitation #:	RFP/PS/DCP/2401-1240232
Project Name:	RiverLands Corridor and Chattahoochee Brick Co. Planning and Design
Estimated Dollar Amount:	$1,225,000
Term:	Three years with one two-year renewal option
Recommended Awardee:	Scape Landscape Architecture D. P. C.
DOP Responsive Bidders:	Barge Design Solutions David Rubin Land Collective HGOR Hargreaves Jones Landscape Architecture D.P.C. Hood Design Studios, Inc. Lord Aeck Sargent Planning & Design, Inc. NV5 Engineers and Consultants, Inc. Perkins & Will Scape Landscape Architecture D.P.C. Snohetta Architecture, Landscape Architecture, P.C. Studio Zewde
All Bidders:	Barge Design Solutions David Rubin Land Collective HGOR Hargreaves Jones Landscape Architecture D.P.C.. Hood Design Studios, Inc. Lord Aeck Sargent Planning & Design, Inc. NV5 Engineers and Consultants, Inc.

	Perkins & Will Scape Landscape Architecture D.P.C. Snohetta Architecture, Landscape Architecture, P.C. Studio Zewde

Observations and Responses

Solicitation

Observation 1: DOP did not provide documentation the project team meeting occurred as required by DOP SOP Section 2.22.

> DOP Response: Upon IPRO's observation, DOP reviewed the file and confirms the Category Specialist facilitated the Project Team Meeting on 2/5/24 via Microsoft Teams. OCC, Risk, and the Project Manager were in attendance; however, an Attendee List could not be downloaded from Microsoft Teams. As a replacement, the Category Specialist obtained initials from all attendees and has provided the project meeting agenda to IPro. DOP will continue to express the importance of form completion during the appropriate procurement phase and efficiently monitor the documentation being submitted to IPRO.

Responsive Review

Observation 2: The Financial Responsibility Review form for the proposed awardee lacks initials and a signature to indicate document submittal or responsiveness as detailed on the form's instructions; DOP indicated this submittal as responsive on its Responsive Review checklist.

> DOP Response: Upon review of the observation, DOP acknowledges the omission of initials and signature of the Category Specialist on the Financial Responsibility Review Form. The form has been completed properly with initials/signature and the corrected document is attached with this response. DOP will continue to express the importance of form completion during the appropriate procurement phase and efficiently monitor the documentation being submitted to IPro.

Observation 3: DOP listed the proposed awardee as responsive for SAM.gov exclusion on its Responsive Review Checklist, but the contract file included no documentation of the SAM.gov exclusion search.

> DOP Response: Upon IPRO's observation, DOP confirms the review of SAM.gov and found no active exclusions during the Responsiveness Review and Peer Review. The SAM.gov report has been added to the contract file and has been provided to IPro. DOP will continue to express the importance of documentation review during responsiveness reviews and efficiently monitoring documentation being submitted to IPro.

Evaluation

Observation 4: Two evaluators who were not identified as approved evaluators in the CPO Evaluator's Memorandum attended the collaborative scoring session.

> DOP Response: RiverLands Corridor and Chattahoochee Brick Co. Planning and Design is a grant related project. Deepti Singh serves as the Senior Business Systems Analyst for The Department of City Planning and joined the call for observational purposes only as it relates to the timeline management and did not participate in the scoring process. A General Confidentiality Form was signed by Ms. Singh and has been provided to IPro. Sierra Burgman served as an intern for The Department of City Planning and offered administrative support for Ms. Singh's team this past summer. Ms. Burgman did not participate in the scoring process and joined strictly for the purpose of learning and observing how CECS is performed in the City of Atlanta. DOP will continue to collaborate with user agencies to ensure approved/appropriate personnel attend meetings/evaluations, etc. and documented properly to the contract file.

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.