

MEMORANDUM

To: Mayor and City Council

From: Jessica Guinn

Date: November 13, 2017

Subject: **RFQ 17-06 Program Management Services**

ITEM DESCRIPTION

Staff recommends awarding RFQ 17-06 to Comprehensive Program Solutions.

BACKGROUND

In 2016, Comprehensive Program Solutions (CPS) was selected to provide program management services for the renovation of Dunwoody's new City Hall. Throughout this engagement, CPS has successfully managed this important project for the City, and it will be delivered on time and on budget. Given the success of this project, in large part due to the program management services that have been provided, qualifications were solicited for qualified consultant teams to provide professional program management services for ongoing and upcoming capital projects, including:

1. Brook Run Park Phase I, including the Great Lawn, Parking/Picnic Areas, Multi-Use Fields, Open Playfield, and Frisbee Golf Course
2. Renovation of the North Shallowford Building
3. Assisting in Construction Administration for the new baseball fields at Brook Run Park

Two responses were received, and based on qualifications, as well as the successful delivery of the new City Hall, staff recommends selecting CPS as the program manager for the above listed projects. Typically, program management fees for this type of work would average about 3% of the project budget; however, CPS has agreed to a flat fee of \$150,000 to perform this scope of work. Staff anticipates that the savings that will be realized on these projects through utilization of these services will exceed the proposed program management fees.

RECOMMENDED ACTION

Staff recommends that the City Council award RFQ 17-06 to Comprehensive Program Solutions at a total cost of \$150,000 and authorize the City Manager to execute the necessary documents upon review of the City Attorney.