

Jelani Willis 12.14.18

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: MARVA LEWIS

Dept.'s Legislative Liaison: Daniel Brown

Contact Number: 404-546-7792

Originating Department: Department of City Planning

Committee(s) of Purview: Community Development/Human Services Committee

Chief of Staff Deadline: December 28, 2018

Anticipated Committee Meeting Date(s): January 15, 2019

Anticipated Full Council Date: January 22, 2019

Legislative Counsel's Signature: [Signature]

Commissioner's Signature: [Signature]

Chief Financial Officer: _____

Chief Information Officer Signature (for IT Procurements) N/A

BDT Chief Procurement Officer Signature: [Signature]

CAPTION

A RESOLUTION BY THE MAYOR, OR HER DESIGNEE, TO EXERCISE CONTRACT RENEWAL OPTION NO. 1 OF FC-10264 WITH JAMES BARTL, FOR FC-10264 PEREMITTING TECHNICAL ASSISTANCE SERVICES, ON BEHALF OF THE DEPARTMENT OF CITY PLANNING IN AN AMOUNT NOT TO EXCEED NINETY-TWO THOUSAND TWO HUNDRED-FIVE DOLLARS AND ZERO CENTS (\$92,205.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE ACCOUNTS LISTED HEREIN; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT - indicate dollar amount: \$92,205
(see Part 2-B-#6 when applicable)

Mayor's Staff Only

Received by CPO: _____
(date)

Received by LC from CPO: _____
(date)

Received by Mayor's Office: _____
(date)

Reviewed by: _____
(date)

Submitted to Council: _____ (date)

A RESOLUTION

BY COMMUNITY DEVELOPMENT/HUMAN SERVICES COMMITTEE

A RESOLUTION BY THE MAYOR, OR HER DESIGNEE, TO EXERCISE CONTRACT RENEWAL OPTION NO. 1 OF FC-10264 WITH JAMES BARTL, FOR FC-10264 PERMITTING TECHNICAL ASSISTANCE SERVICES, ON BEHALF OF THE DEPARTMENT OF CITY PLANNING IN AN AMOUNT NOT TO EXCEED NINETY-TWO THOUSAND TWO HUNDRED-FIVE DOLLARS AND ZERO CENTS (\$92,205.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE ACCOUNTS LISTED HEREIN; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") entered into FC-10264, Permitting Technical Assistance Services ("Agreement"), with independent contractor James Bartl on March 9, 2018 for a term of one (1) year with one (1) year renewal option to be exercised at the City 's sole discretion in an amount not to exceed Ninety Thousand Six Hundred Dollars and Zero Cents (\$90,600.00);

WHEREAS, James Bartl has performed the contracted services satisfactorily; and

WHEREAS, the Chief Procurement Officer certifies that organizational and personal relationships disclosed by the successful offeror have been considered per this Renewal Option No. 1 in accordance with Atlanta City Code Section 2-1214 and that award of the contract is appropriate; and

WHEREAS, the Commissioner of the Department of City Planning wishes to exercise Renewal Option Number 1 for a period of one (1) year in accordance with the terms of FC-10264 Permitting Technical Assistance with James Bartl in an amount not to exceed Ninety-Two Thousand Two Hundred-Five Dollars and Zero Cents (\$92,205.00) effective March 9, 2019 to March 8, 2020; and

THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, AS FOLLOWS: That the Mayor, or her designee, is authorized to enter into Renewal Option No. 1 for a period of one (1) year in accordance with the terms of FC-10264 Permitting Technical Assistance with James Bartl in an amount not to exceed Ninety-Two Thousand Two Hundred-Five Dollars and Zero Cents (\$92,205.00) effective March 9, 2019 to March 8, 2020; and

BE IT FURTHER RESOLVED, that all contracted work shall be charged to and paid from the following Fund, Department Organization, Account, and Function Activity ("FDOA") numbers: 1001 (General Fund) 250201 (Director of Buildings) 5212001(Consulting/Professional Services) 7210000 (Protective Inspection Administration); and

BE IT FURTHER RESOLVED, that the Chief Procurement Officer, in consultation with the City Attorney, is directed to prepare the appropriate contract documents for execution by the Mayor.

BE IT FINALLY RESOLVED, that the agreement will not become binding upon the City, and the City shall incur no liability or obligation under it until it has been approved as to form by the City Attorney or her designee, executed by the Mayor or her designee, attested to by the Municipal Clerk, and delivered to James Bartl.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: COMMUNITY DEVELOPMENT/HUMAN SERVICES

Caption: A RESOLUTION BY THE MAYOR, OR HER DESIGNEE, TO EXERCISE CONTRACT RENEWAL OPTION NO. 1 OF FC-10264 WITH JAMES BARTL, FOR FC-10264 PERMITTING TECHNICAL ASSISTANCE SERVICES, ON BEHALF OF THE DEPARTMENT OF CITY PLANNING IN AN AMOUNT NOT TO EXCEED NINETY-TWO THOUSAND TWO HUNDRED-FIVE DOLLARS AND ZERO CENTS (\$92,205.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE ACCOUNTS LISTED HEREIN; AND FOR OTHER PURPOSES.

Council Meeting Date: January 22, 2019

Legislation Title: Resolution to Renew FC-10264 – Permitting Technical Assistance Services

Requesting Dept.: Department of City Planning

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).
The purpose of this legislation is to authorize renewal option number one with James Bartl for Permitting Technical Assistance services.

2. Please provide background information regarding this legislation.
The Department of City Planning recently experienced an increase in demand for inspection services as a direct result of the Emory annexation. This, coupled with the change in direction on how Permitting will be managed, has brought on the need to procure technical assistance. The technical assistance will ensure the Department's success in ramping up to meet the new demand, ensure a smooth transition in management, and ensure service level delivery is on par with planned enhancements.

3. If Applicable/Known:

- (a) **Contract Type:** Services
 - (b) **Source Selection:** Special Procurement
 - (c) **Bids/Proposals Due:** N/A
 - (d) **Invitations Issued:** N/A
 - (e) **Number of Bids/Proposals Received:** N/A
 - (f) **Bidders/Proponents:** N/A
 - (g) **Background:** N/A
 - (h) **Term of Contract:** One Year with one renewal option
- 4. Fund Account Center:** 1001 (General Fund) 250201 (Director of Buildings)
5212001(Consulting/Professional Services) 7210000 (Protective Inspection Administration)

5. Source of Funds: General Fund

6. FISCAL IMPACT

- Cost will be covered by the Department's current year budget
- Budget neutral – no monetary impact
- Cost not anticipated in the Department's current year budget –
see account string in legislation

Or

Note

7. Method of Cost Recovery: None

8. Approvals:

DOF:

DOL:

**This Legislative Request Form Was Prepared By: Daniel Brown
Contact Number: 404-546-1192**



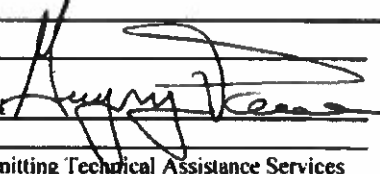
CITY OF ATLANTA

Keisha Lance Bottoms
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
David L. Wilson II
Chief Procurement Officer
davwilson@atlantaga.gov

CONTRACTOR PERFORMANCE FORM

CONTRACTOR'S NAME AND ADDRESS: Jim Bartl P.O. Box 1306 Davidson, NC 28036	DATE: Dec. 26, 2018 DEPT. HEAD SIGNATURE:  FC#/NAME: FC-10264/ Permitting Technical Assistance Services DEPT. POINT-OF CONTACT: Gregory Pace TITLE: Interim Director
<p>WE HAVE THE FOLLOWING COMPLAINT(S). PLEASE REPLY BELOW. (PLEASE USE A SEPARATE SHEET, IF NECESSARY).</p>	
<p>WE HAVE THE FOLLOWING POSITIVE COMMENT(S). PLEASE REPLY BELOW. (PLEASE USE A SEPARATE SHEET, IF NECESSARY). Mr. Bartl has been a tremendous help in assisting the Office of Buildings with developing and implementing a work plan for staff. His leadership has guided senior staff in the creation of individual development plans and individual work plans for staff to ensure better results with performance evaluations. Mr. Bartl's experience and knowledge has provided great leadership and mentoring to the Office of Buildings, helping to make vast improvements in the permitting and inspections processes. Extending his contract to complete and expand on the work we have done so far will greatly benefit the DCP and customers.</p>	
<p><input checked="" type="checkbox"/> WE DESIRE TO EXERCISE OUR RENEWAL OPTIONS AND OUR LEGISLATION LIASON HAS PREPARED THE ATTACHED LEGISLATIVE PACKAGE FOR DOP REVIEW PRIOR TO THE FOLLOWING LEGISLATION CYCLE _____.</p> <p><input type="checkbox"/> WE DO NOT DESIRE EXERCISE OUR RENEWAL OPTIONS AND WOULD LIKE TO INITIATE A NEW SOLICITATION. ATTACHED, PLEASE FIND MY PROCUREMENT REQUEST FORM AND REVISED SCOPE OF SERVICES.</p>	

Funds Available Inquiry (COA, MAB)

Selection Criteria

Budget: Amount Type:

Period: Encumbrance Type:

Account Level:

Funds Available (USD)

Summary

Account	Budget	Encumbrance	Actual	Funds Available
<input type="checkbox"/> 1001.250201.5212001.7210000.00	740,122.00	122,185.65	154,008.19	463,928.16
<input type="checkbox"/> 1001.250201.5212001.7510000.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> 1001.250201.5212001.T.NPRJ.NP	740,122.00	122,185.65	154,008.19	463,928.16
<input checked="" type="checkbox"/> 1001.250201.5212001.T.T.T.T.T	740,122.00	122,185.65	154,008.19	463,928.16
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Encumbrance Amounts

Commitment	Obligation	Other
0.00	122,185.65	0.00

Account Description

GENERAL FUND.DCP DIRECTOR OF BUILDINGS.CONSULTING / PROFESSIONAL.PROTECTIVE INSPECTION ADM.DE

LEGISLATIVE SUMMARY

FC-10264, PERMITTING TECHNICAL ASSISTANCE SERVICES RENEWAL No. 1

TO: COMMUNITY DEVELOPMENT/HUMAN SERVICES COMMITTEE

CAPTION

A RESOLUTION

BY COMMUNITY DEVELOPMENT/HUMAN SERVICES COMMITTEE

A RESOLUTION BY THE MAYOR, OR HER DESIGNEE, TO EXERCISE CONTRACT RENEWAL OPTION NO. 1 OF FC-10264 WITH JAMES BARTL, FOR FC-10264 PEREMITTING TECHNICAL ASSISTANCE SERVICES, ON BEHALF OF THE DEPARTMENT OF CITY PLANNING IN AN AMOUNT NOT TO EXCEED NINETY-TWO THOUSAND TWO HUNDRED-FIVE DOLLARS AND ZERO CENTS (\$92,205.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE ACCOUNTS LISTED HEREIN; AND FOR OTHER PURPOSES.

Committee Meeting Date:	January 15, 2019
Council Meeting Date:	January 22, 2019
Legislation Title:	FC-10264, Permitting Technical Assistance Services Renewal No. 1
Requesting Dept.:	Department of City Planning (“DCP”)
Contract Type:	Special
Advertisement:	N/A
Bids/Proposals Due:	N/A
Invitations Mailed:	N/A
Bids/Proposals Received:	N/A
Bidders/Proponents:	N/A
Contractor:	James A. Bartl
Estimated Value:	\$92,205.00
Scope Summary:	The purpose of this project is to provide technical assistance to the department, assisting in bringing permitting and inspection services in house.

(* An asterisk indicates the company was deemed non-responsive.

Background: Original contract was executed on March 9, 2018 and will expire on March 8, 2019 with a not to exceed amount of \$95,000.00

Evaluation Team: DCP and Risk

Term of Contract: One (1) year with one (1) one (1) year renewal option

Fund Account Centers: 1001 (General Fund) 250201 (Director of Buildings)
5212001(Consulting/Professional Services) 7210000
(Protective Inspection Administration)

Prepared By: Briana Triplett, Contracting Officer

Contact Number: 404-546-1948

(*) An asterisk indicates the company was deemed non-responsive.

James N. Bartl, AIA
Consultant

December 20, 2018

Ms. Briana Triplett
Contracting Officer
Department of Procurement
City of Atlanta
55 Trinity Avenue SW, Suite 1900
Atlanta, GA 30303

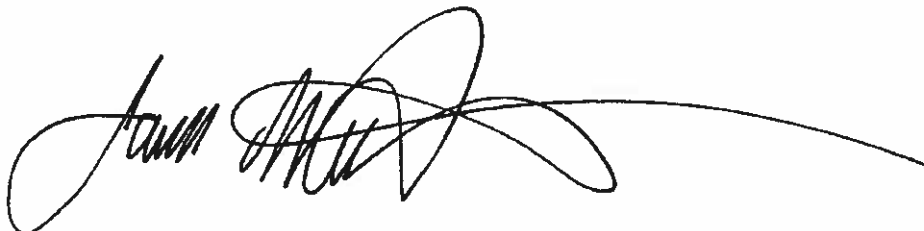
RE: confirmation of sole proprietor status

Ms. Triplett,

This letter will certify that I provide service to the City of Atlanta as a sole proprietor, with no other workers employed by James N. Bartl, AIA, Consultant. I have included a copy of my North Carolina driver's license as you requested.

Please let me know if you need any further documentation.

Very truly yours,

A handwritten signature in black ink, appearing to read 'James N. Bartl', with a long horizontal flourish extending to the right.

James N. Bartl, AIA

(Do Not Write Above This Line)

A RESOLUTION BY THE MAYOR, OR HER DESIGNEE, TO EXERCISE CONTRACT RENEWAL OPTION NO. 1 OF FC-10264 WITH JAMES BARTL, FOR ASSISTANCE SERVICES, ON BEHALF OF THE DEPARTMENT OF CITY PLANNING IN AN AMOUNT NOT TO EXCEED NINETY-TWO THOUSAND TWO HUNDRED-FIVE DOLLARS AND ZERO CENTS (\$92,205.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE ACCOUNTS LISTED HEREIN; AND FOR OTHER PURPOSES.

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1ST ADOPT 2ND READ & REFER
- PERSONAL PAPER REFER

Date Referred _____
 Referred To: _____
 Date Referred _____
 Referred To: _____
 Date Referred _____
 Referred To: _____

First Reading
 Committee _____
 Date _____
 Chair _____
 Referred To _____

Committee

Date

Chair

Fav, Adv, Hold (See rev side)
 Action
 Other

Members

Refer To

Committee

Date

Chair

Fav, Adv, Hold (See rev side)
 Action
 Other

Members

Refer To

Committee

Date

Chair

Fav, Adv, Hold (See rev side)
 Action
 Other

Members

Refer To

Committee

Date

Chair

Fav, Adv, Hold (See rev side)
 Action
 Other

Members

Refer To

- FINAL COUNCIL ACTION
- 2ND
 - 1ST & 2ND
 - 3RD
- Readings
- Consent
 - V Vote
 - RC Vote

CERTIFIED

MAYOR'S ACTION