



Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Facilities Management
Department Contact Person: Kimi Shimabukuro Telephone: 470 889-4273
Email: kshimabukuro@dekalbcountyga.gov

Requisition Number: Suggested Supplier: Metro Waterproofing Inc.
Estimated Amount of Purchase: \$ 330,370.00
Detailed Description of the Goods or Services to be purchased: Structural repair and water proofing of Juvenile parking structure.

[X] Emergency (For Emergency Requests, Please check this box and answer all questions below.)

1. Date and Time of Emergency Occurrence: 7/17/2019

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

This is an urgent request where structural integrity of 6 level parking structure is compromised, and the structural engineer determined that there shall be no parking at 5th-6th level, and based on their opinion has been identified as an emergency due to the possibility of bldg. collapse.

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

Quotes were received by five (5) vendors and the lowest bidder was selected.

[ ] Sole Source (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary):

[Empty dashed box for explanation]

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

[Empty dashed box for explanation]

3. Explain the impact to the County or Public if this request is not approved.

[Empty dashed box for explanation]

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name) Clyde Stovall Signature: [Signature] Date: 07/17/2019

Do Not Write Below - for the Department of Purchasing and Contracting Use Only

Procurement Agent (Typed/Printed Name) Jennifer Schofield Signature: [Signature] Date: 7-18-19

Procurement Manager (Typed/Printed Name) Phyllis A. Head Signature: [Signature] Date: 7-18/19

[X] Approved [ ] Not Approved

Signature: [Signature] Director, Department of Purchasing and Contracting Date: 7/18/2019

P&C Rev. 12/13/2018

[Handwritten signature]

Print Form

## Schofield, Jennifer J.

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**From:** Asbell, David  
**Sent:** Monday, July 15, 2019 8:57 AM  
**To:** Robinson, Delois  
**Cc:** Shimabukuro, Kimiyoshi; Schofield, Jennifer J.  
**Subject:** FW: Documentation for emergency procurement process: State that this is an emergency project

Delois,

Emergency information from structural engineer is provided below.

Thanks,  
Dave



DeKalb County  
GEORGIA

David M. Asbell, AIA | Deputy Director  
Facilities Management  
Architecture & Engineering  
1300 Commerce Drive, Suite 300, Decatur, GA 30030  
Office: 404.687.3528 | Cell: 678.283.2974  
[dasbell@dekalbcountyga.gov](mailto:dasbell@dekalbcountyga.gov) | [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov)

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**From:** Eric Hagberg [<mailto:eric.hagberg@pecga.com>]  
**Sent:** Friday, July 12, 2019 6:12 PM  
**To:** Shimabukuro, Kimiyoshi <[kshimabukuro@dekalbcountyga.gov](mailto:kshimabukuro@dekalbcountyga.gov)>; Sam Alyateem <[sam@matrixengineeringgroup.com](mailto:sam@matrixengineeringgroup.com)>  
**Cc:** Asbell, David <[dasbell@dekalbcountyga.gov](mailto:dasbell@dekalbcountyga.gov)>  
**Subject:** RE: Documentation for emergency procurement process: State that this is an emergency project

Kimi,  
I am not sure if Sam has been able to respond to you as of yet. This is an emergency repair project because 2 of the locations identified have been damaged over time and are now in critical condition, in danger of collapse. A couple locations identified are similar in nature but not yet as critical, but definitely compromised and in need of repair for continued use of the parking deck. The associated work of traffic coating and sealants are waterproofing in the damaged area to protect the repair when complete and to keep the water out of the parking deck, which is a major contributor to the current problems.

Please let me know if you have any other questions.

Regards,

Eric Hagberg  
Palmer Engineering Company  
(770) 908-9908

spalling). Concrete will continue to deteriorate and eventually would compromise the structural integrity of the members if not appropriately addressed.

We recommend that the drainage issues be resolved immediately to minimize water infiltration throughout the structure. Additionally, we recommend that structural evaluation and repairs be performed at the failed areas as soon as possible. We also recommend that the County perform an annual survey to identify any future failures of similar nature to those identified in this survey and bring those to our attention for evaluation and recommendations for repairs as warranted.

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Thank you, and I hope to work with you soon during CA phase.

**Kimi Shimabukuro Construction Project Manager**

DeKalb County Facilities Management



Architecture and Engineering Division

1300 Commerce Drive Suite 300 Decatur, GA 30030

☎ 404.687.3830 ☎ 470.889.4273 ✉ [kshimabukuro@dekalbcountyga.gov](mailto:kshimabukuro@dekalbcountyga.gov)



MEMORANDUM

**TO:** Delois Robinson, Procurement Manager – Team C   
**FROM:** Jennifer Schofield, Procurement Agent – Team C   
**DATE:** July 16, 2019  
**SUBJECT:** Emergency – Juvenile Justice Court Center Parking Deck Structural Repairs

On Thursday, June 27, 2019, P&C released quotes for the Juvenile Justice Court Center Parking Deck Structural Repairs due to the submission of an emergency. Fifteen (15) vendors were sent the RFQ. These vendors were identified as either having provided previous service to the County and/or attended the Mandatory LSBE meetings for the current ITB 19-101108, for the same services.


The response due date was Monday, July 1, 2019 at 1:00 PM. We received four (4) quotes in addition to the vendor provided by the UD. Upon review, it was determined that the emergency vendor recommended by FM did not have the same Scope of Work as the other vendors. We contacted the other vendors to obtain pricing for the additional scope of work provided to the recommended FM vendor.

Quotes received prior to the July 8, 2019 deadline are attached, as well as a Quote Tabulation.

The structural engineer, Matrix Engineering Group, has recommended that this be identified as an emergency repair project because two (2) of the locations identified are in critical condition and in danger of collapse.

The lowest quote received came from Metro Waterproofing, Inc.

Recommend award to Metro Waterproofing, Inc., 2935 Alcove Drive, Scottdale, GA 30079 for an amount not to exceed \$330,370.00.

OK 





**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS - COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name of Additional Insured Person(s) or Organization(s):	Location and Description of Completed Operations
<p>As Required by Written Contract</p>	<p>Any location in the coverage territory and any Completed Operations</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

**A. SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than

that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
  - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or