DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

FINDINGS

1. **Authorization**

   19 DCMR § 4320.7

2. **Minimum Need:**

   The Library needs to continue the services for Architectural and Engineering Services for Various Projects at the Martin Luther King Jr. Library. A contract was awarded to The Freelon Group on August 1, 2010 for one base year and one option year. The Library has 3 task orders issued to Freelon that are in various phases of the design process.

3. **Estimated Fair and Reasonable Price:**

   $242,800.00

4. **Facts That Justify a Sole Source Procurement:**

   A. The Library awarded several task orders for the provision of design and engineering services for the renovation of the 1st floor of the MLK Central Library on May 3, 2011.

   B. As the design work progressed, the library leadership made a decision on the overall operations of the MLK Central Library that was based on technological changes in the marketplace and how people are using libraries.

   C. The scope of design services being executed by the design team did NOT change because of this operational change, but it did add significant delays to the design schedule.

   D. The delay in the design schedule is approximately one year as several very large spaces had to be re-designed and re-engineered in order to accommodate the new operational model for the building. The original contract has since expired and additional services are needed.
E. Issuing a new RFP for this work is neither time nor cost efficient for the Library. Additionally, it is important to have continuity of design throughout the library.

F. The Library has already begun the process of moving out of the reading rooms to be renovated.

G. As this work is in historically designated areas, the design team is on schedule to make their design submission to the DC Historic Preservation Review Board.

H. A new design team would add approximately 6-9 additional months onto the project schedule at an unknown increased cost.

I. It is for the reasons listed above that it is in the best interest in terms of time and money that the services of the Freelon Group are continued.

J. The recommended period of performance for this particular contract shall be 365-calendar days from the Notice-to-Proceed (NTP) date.

5. **Certification By the Contract Specialist:**

I hereby certify that the above facts are accurate and complete.

__________________________________________    ____________________
Contract Specialist                                Date

**DETERMINATION**

Based on the above findings and in accordance with the DCPL procurement regulations, 19 DCMR § 4320.7 I hereby determine that the award of a sole source contract for the services described herein is in the best interest of the D.C. Public Library.

__________________________________________    ____________________
Contracting Officer                                Date