

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT
FINDINGS**

1. Authorization

19 DCMR § 4320.7

2. Minimum Need:

The Library needs the services of a signage design consultant to create signage standards and the signage bid package for the Martin Luther King Jr. Library (MLK).

3. Estimated Fair and Reasonable Price:

\$ 11,500.00

4. Facts That Justify a Sole Source Procurement:

- A. The Freelon Group has provided architectural/engineer services for the Martin Luther King Jr. Memorial Library for the past three years. This has helped to ensure the continuity of design throughout the library that is closely aligned with the Mies van der Rohe design. They have conducted several needs assessment studies for MLK as well as provided conceptual designs for the proposed new MLK Library renovation.
- B. The Freelon Group is the architectural firm that provided the design and construction administration for the Great Hall and Digital Commons.
- C. An equally important element of the design of this historic building is the signage font that was created by Mies van der Rohe. Over the years a great deal of the signage has been removed and what remains is a hodgepodge of signs and fonts.
- D. As a result of the work in the Great Hall and the Digital Commons, the signage needs to be replaced and updated.
- E. A new signage consultant/design team would add approximately 3-4 additional months onto the project schedule at an unknown increased cost based on the time required to become familiar with this building and to then create the signage spec package for bidding.

- F. 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.
- G. The recommended period of performance of this Task Order shall be 30 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