



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Contract for Vendor Recommendation for Sidewalk Design Services**

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**AGENDA SECTION:** *(check all that apply)*

PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.

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**CATEGORY:** *(check all that apply)*

ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.

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**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Friday, April 3, 2026

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**SUBMITTED BY:** Tanisha Boynton, Procurement Manager and Hari Karikaran, City Engineer

**PRESENTER:** Hari Karikaran, City Engineer

**PURPOSE:** Seeking approval to award RFP-0010-25, Sidewalk Design Services to Kleinfelder, Inc..

**FACTS: Solicitation:** On September 10, 2025, the City issued Request for Proposals (RFP) RFP-0010-25, Sidewalk Design Services. This is a vendor recommendation for RFP-0010-25 for sidewalk design services at Salem Road, Fairington Road, (Phase II), Phillips Road, and Iris Drive. Design services consist of field survey, engineering design, utility coordination, and obtaining Georgia Department of Transportation (GDOT) encroachment permit (where applicable). This project supports the City's sidewalk program, creating a walkable community, promoting healthy lifestyle and alternate mode of travel to schools, shopping centers, parks, and recreational facilities. The solicitation was advertised on Bidnet and the City's website. The RFP was broadcast to one thousand two hundred and seventy-two (1,272) companies with proposals due October 31, 2025. In addition to submitting proposals, proposers were also required to submit price proposals. **Submittals:** A total of eight (8) proposals were received in response to this solicitation. **Proposers:** 1. CTS Engineering, Inc., 2. Kaizen Collaborative Design, LLC, 3. Kleinfelder, Inc., 4. Raymond Global, Inc., 5. R.K. Shah & Associates, Inc., 6. Rochester & Associates, LLC, 7. Spice Group,



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Inc., 8. WSB, LLC. The Procurement Department conducted an internal review of each proposal. Rochester & Associates, LLC was deemed non-responsive to this solicitation and its requirements. Rochester & Associates, LLC did not submit Attachment “A” – Proposers Required Forms with their submittal. **Evaluation Committee:** The Evaluation Committee members were Ellis Still, Deputy Director of Planning & Zoning, Hari Karikaran, City Engineer, Lance Randall, Director of Economic Development and Shawanna Qawiy, Division Director, Community Development. **Evaluation Process:** The proposals were evaluated in Bidnet. **Evaluation Criteria:** Profile of Firm (25 possible max. points), Qualifications and experience of Firm/Team/Individual (30 possible max. points), Approach (35 possible max. points), References (5 points), and Price Proposal (Fees) (20 possible max. points) with the potential of 100 points. The solicitation required proposers to receive a minimum of seventy (70) points or higher for their average technical proposal score to be considered responsible to the solicitation and its requirements. Proposers receiving fewer than seventy (70) points for their average technical proposal score price proposals were not opened and were not eligible to not move forward in the evaluation process. CTS Engineering, Inc. received 78.94 points, Kaizen Collaborative Design, LLC received 69.50 points, Kleinfelder, Inc. received 93.00 points, Raymond Global, Inc. received 69.50 points, R.K. Shah & Associates, Inc. received 85.92 points, Spicer Group, Inc. received 63.75 points, WSB, LLC received 64.50 points. The price proposals submitted by Kaizen Collaborative Design, LLC, Raymond Global, Inc., Spicer Group, Inc. and WSB, LLC were not opened and reviewed as these firms did not receive the minimum seventy (70) points for their average technical proposal scores. Upon completion of the evaluation process, Kleinfelder, Inc. received 93.00 points and selected as the Number One (1) ranked firm. **Recommendation:** Based on the foregoing, it is recommended that the City Council approve recommendation to award the contract for sidewalk design services to Kleinfelder, Inc. for a not to exceed amount of \$104,900.00. A Purchase Order and Notice to Proceed with be issued upon execution of the contract. The Director of Finance and Administration is seeking authorization to make payment from GL 300-1575-521200 - Professional Services funds.

**OPTIONS:** Approve, Deny, Defer [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** Approve Staff recommends approval of a contract with Kleinfelder, Inc. for Sidewalk Design Services for a not to exceed amount of \$104,900.00.

### ATTACHMENTS:

- (1) Attachment 1 - RFP-0010-25, Sidewalk Design Services Solicitation Package (Final) and Broadcast Information
- (2) Attachment 2 - Proposals Submittal Sheet & Procurement Department Internal Review Form
- (3) Attachment 3 - Kleinfelder, Inc. Proposal and Price Proposal Submittal
- (4) Attachment 4 - RFP-0010-25 – Evaluation Committee Ranking and Final Selection Scores
- (5) Attachment 5 - Professional Services Agreement – Kleinfelder, Inc.